TIME CARD DEADLINE ANNOUNCED

All student time cards, unclassified absence cards, and monthly time sheets for classified and unclassified staff are due in the Library office by 9:00 a.m. Tuesday, January 14th. Please refer to pages 18 and 19 of the Student Employment Procedures manual for the maximum number of reportable hours for student assistants.

S. Gilliland

CHANGES IN FEDERAL WITHHOLDING MAY AFFECT NET PAY

Due to recent changes in federal withholding rates (which became effective January 1st), staff may have received a different net pay this month. By comparing the monthly deductions on the January 1st check stub to the monthly deductions on the December 1st check stub, staff will be able to notice the difference in federal withholding. Contact Sandy Gilliland if you have any questions.

S. Gilliland

LAWRENCE HAS DMO-PARTICIPATING DENTIST

Lawrence's first Dental Maintenance Organization (DMO)-participating dentist is Roy Figuered, DDS, 3109 W. 6th. Staff who wish to participate in the DMO dental plan must call the Prudential Company, 1-800-843-3661, by the 15th of any month in order to receive DMO dentist coverage effective the first of the following month. (It is possible to change coverage during the year between DMO and the traditional dental plan by calling the above-listed number.)

Dental services provided by a DMO dentist are paid at a higher percentage by the dental plan, than are services covered under the traditional dental plan. For example, under the DMO plan, 100% of visits and exams, and up to 80% for certain other dental services are covered. Dental services provided under the traditional dental plan pay between 50% and 60% for all covered dental services. Additional information concerning the DMO and traditional dental plans is available from Sandy Gilliland.

S. Gilliland

FASARS DUE

Librarians who have not yet submitted their 1991 Faculty/Academic Staff Annual Report forms (FASAR) are reminded to do so as soon as possible. FASARS were due in the Library Administrative Office on Friday, January 3rd.

S. Gilliland

CIVIL SERVICE EXAMINATION CALENDAR FOR JANUARY

A copy of the University's examination calendar for civil services exams offered during the month of January 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.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
LIBRARY OF CONGRESS CALL NUMBER PRACTICE

A recent change in the procedures the Library of Congress uses in call numbers for Cataloging in Publication (CIP) books is creating call numbers that appear to have discrepancies in them. Call numbers for these books are assigned before the books have been published. After the book has been published the descriptive information in the catalog record often is changed (either by us or by LC) to reflect a different title, principal author, or, quite often, a different publication date. In the past LC (and KU) made changes to the call number to reflect these changes in the bibliographic description. The book number (the last part of the call number) was changed to correspond to the principal author or title on the published book and the date at the end of the call number was changed to agree with the actual publication date of the book. In the future when LC catalogers are completing CIP cataloging they will not change the book numbers when the main entry of the cataloging record changes or the date at the end of the book number when they are changing the publication date. The KU Cataloging Department will follow the same procedures. The Library of Congress catalogers will also not change the book number when they are making similar revisions to other kinds of previously existing cataloging records.

Users and staff will most often notice this change when they see call numbers that end in dates which differ from the publication dates in the books and in the imprint part of the cataloging record. As the LC announcement (Cataloging Service Bulletin no.51) said, "It is highly likely that such discrepancies are the result of conscious decisions by the cataloging staff." There is no need to report them to us.

The Library of Congress is realizing increased economies and efficiencies from these changes and we believe that we will also. For those interested in the rationale that makes these changes acceptable, it is necessary to understand the difference between the purpose of the descriptive part of the cataloging record and the call number. The book number part of the call number (i.e. as distinct from the classification number, which is the first part of the call number), including the alphabetical element based on the main entry and the date at the end, functions solely to provide a unique place on the shelf for each book. It does not group books on the same subject together, as the classification number does, and it does not give any information about the book (except where to find it) as the descriptive part of the cataloging record does. It is convenient to group books on the same subject in as rational a way as possible, but the narrowness of the classes in the LC classification does not make this little bit of rationality (often just moving a book in relation to only one other book, if at all) worth the resources that LC (and KU) was putting into making these changes.

Mary Roach and I would be happy to try to answer any questions about this change.

Lorraine Moore

ATTACHMENTS (See FYI Supplement)

Administrative Conference Minutes--December 17, 1991
Budget and Planning Committee Minutes--December 6, 1991
Library Faculty Assembly Minutes--Dec. 16, 1991, Nov. 18, 1991
Library Automation Committee Minutes--December 18, 1991
LEEP Calendar (Library Employee Education Plan)
Human Resources Professional Development Calendar

(continued)
Budget and Planning Committee Minutes
December 6, 1991

Present: S. Craig, S. Hewitt, R. Miller, S. Miller, K. Neeley, J. Richardson, J. Waters

Absent: N. Jaeger

The minutes for "12/22/91 were altered and approved.

The committee spent the meeting analyzing the survey responses. Kathleen and Julie will construct a summary and bring it to the next meeting for discussion. The committee discussed the usefulness and the impact of the survey.

The B&P 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
Library Faculty Assembly
Executive Committee Meeting: Minutes
Dec. 16, 1991


The first item on the agenda was continued discussion of a draft of the Dean's memorandum concerning annual merit evaluation of librarians and other unclassified staff. A revised document should be ready for Exec by the first week in January.

The Dean and Assistant Deans left the meeting.

Minutes from Budget and Planning, Nov. 22, 1991 and Staff Development, Nov. 27, 1991 were accepted. LFA Exec minutes from Dec. 9, 1991 were approved with revisions.

The Chair distributed drafts of the charge to the Ad Hoc Committee to Revise the Code and of an additional charge to the Committee on Staff Development relating to the distribution of information on staff development opportunities. These were discussed and revisions suggested. Kent will rewrite and send to the appropriate committees.

Kent will instruct the three LFA committees with joint membership to send copies of their minutes to the Classified Conference Executive Board.

The next LFA Exec meeting will be Monday, January 6, 1992 at 10:00 a.m. in Watson meeting room A.

Submitted by Rebecca Schulte
Library Faculty Assembly  
Executive Committee Meeting: Minutes  
Nov. 18, 1991  

Present: J. Hoyt, G. Husic, S. Gilliland, S. Hewitt, A. Slater,  
M. Kottman, S. Miller, M. Roach, B. Harsh, K. Miller, B. Schulte,  
R. Clement, K. Simmons, J. Anderson-Story  

Copies of two memos were distributed by the Chair of the  
Classified Conference, the first directed to the Chair of LFA  
with recommended charges for the Staff Development Committee and  
the second from a Classified Conference committee to Classified  
Conference Executive Board members outlining recommendations for  
more formal interaction between the Classified Conference and  
committees with both Classified Conference and Library Faculty  
Assembly membership.  

Kent Miller opened this joint meeting of the LFA Executive  
Committee and Classified Conference Executive Board by stating  
that LFA Exec's agenda items for the meeting are: continuing  
communication between the two groups and the joint committee  
issue. Discussion centered around the definition of joint  
committee. Classified Conference members expressed concern about  
the balance of membership, the reporting structure and control of  
committee charges for the three LFA committees which have joint  
membership, i.e., Budget and Planning, Staff Development, and  
Staff Orientation. They felt that since these committees had an  
equal impact on both groups that there should be equal  
representation, that the Classified Conference should be involved  
very early in the charge granting process, and that they should  
also have an opportunity to review minutes of the committee  
meetings.  

One LFA member expressed the concern that we avoid the creation  
of an "over-arching" structure established outside of the current  
governing bodies. The opinion was expressed that both executive  
committees could meet to discuss the charges. The question of  
how disagreements between the two groups would be resolved if  
there was no one body responsible for the committees was raised.  
A Classified Conference member voiced the need to have any  
decision codified to ensure that consultation be done and that  
Classified Conference should serve more than simply in an  
advisory capacity during the charge writing process.  

An LFA member asked whether there were any University  
requirements for faculty governance organizations which would  
have an impact on any of the issues being discussed. Sandy  
Gilliland responded that she did not think there were any  
requirements that needed to be considered in this instance. The  
breakdown of our staff is different and we are a single budgetary  
unit.  

LFA's Chair stated that the letter which was sent to the  
Classified Conference in August soliciting input on charges for
these LFA committees was not intended as the final contact. The intent was to meet with the Classified Conference Executive Board for further discussion of these issues.

A discussion of the LFA Code followed. The Code does not prescribe a procedure for making committee charges, but Classified Conference Executive Board members expressed a desire that LFA codify consultation with the Classified Conference Executive Board on charges to LFA committees with joint membership.

Kent asked if from the perspective of the Classified Conference, LFA Exec was viewed as having an active role in the operations of these committees. He informed the group that Exec's role was basically to get the committees started. The hope was expressed by a Classified Conference member that the two Execs could get them started together. Kent also made the point that LFA Exec merely accepted minutes from LFA committees and then passed them on to be published in the FYI; no changes are ever made.

Rick Clement stated that LFA Exec is in the process of creating an ad hoc committee to review LFA Code changes and that perhaps the new committee could be asked to meet with the Classified Conference Executive Board in addition to committees with joint membership for their input concerning some of these issues. The opinion was expressed that this may be beyond the scope of this committee's charge. Classified Conference was asked if there was a time line for resolution of these issues. The Chair responded that the desire was to have an agreement reached this year, not to continue for another year.

The Chair of LFA expressed the opinion that we should consider a workable solution to the specific problems without creating a new governance structure. When asked whether LFA would approve of equal representation on the committees in question, he responded that service requirements for faculty members would be made more difficult if LFA representation was reduced. The opinion was expressed that perhaps the committees could be made larger by the addition of more Classified Conference members. When asked how the addition of Classified Conference members would help, the response was made that the perception of inequality is a problem and equal numbers may help to dispel that feeling. Classified Conference Executive Board members did not feel that there would be any problems associated with finding more people to participate on these committees because of the large size of the Classified Conference. The opinion was expressed by a Classified Conference Executive Board member that the committees may appreciate additional members. The comment was also made that it may be more difficult to schedule meetings with larger memberships.
In response to the requests made by the Classified Conference, LFA Exec members agreed that equal representation could be considered; that one committee, Staff Orientation, already has equal representation, and that 5 more members would be needed for the other 2 committees. They also agreed that perhaps the two Execs could meet to discuss the charges given to the committees. It was understood as well that the minutes of LFA committees with joint membership could be passed on to the Classified Conference Executive Board by the committees' secretaries when they are distributed to LFA Exec. It was also suggested that the Classified Conference Executive Board be consulted if a ballot is drawn up by LFA Exec with Code changes dealing with these issues.

A request was made by a Classified Conference Executive Board member that the two Executive Committees meet on a more regular basis and the meetings be written into the Codes. Someone responded that at least one meeting should be mandated. The Chair of LFA suggested that a date should be set to meet again in a few months to review the progress being made to resolve these problems. It was decided that the two groups would meet on February 17, 1992. Rick reminded everyone that the Dean has offered to meet with the Chairs of the two groups.

At that point the Classified Conference members left the meeting.

The second draft of the minutes from the Oct. 30, 1991 LFA meeting were then discussed. It was decided that a third draft would be necessary. LFA Exec minutes from Nov. 11, 1991 were approved with corrections. Minutes were accepted from: Nominating and Ballots, Oct. 15, 21, and Nov. 11, 1991, Staff Development, Nov. 6, 1991 and Staff Orientation, Oct. 10, 1991.

The next LFA Exec meeting will be held at 10:00 a.m. on Monday, Nov. 25, 1991 in Watson meeting room A.

Submitted by Rebecca Schulte
1. Mainframe planning proposal.

Dean Crowe has given his informal blessing to the plan, with no suggested changes, and will issue a formal approval within a few weeks. We therefore can proceed with implementing the plan.

2. INQUIRE/Text database recommendation.

The Committee's recommendation was received and considered along with the recommendation from CDC and comments from other staff. The decision-making process has taken several turns, but is now near the end. The Libraries will contract with Information Access Corporation for a three-year, guaranteed-price subscription to Expanded Academic Index, the subscription to begin July 1, 1992. The Library likely also will purchase Science Citation Index on CD-ROM and make it available on one of the Library's networked CD-ROM servers.

3. Other announcements

** The Interlibrary Services Department move into the west reading room is proceeding on schedule and should be complete soon after the beginning of the year.

** Watson LAN development: The wiring in Watson Reference has been installed, the Library has replied to the bids for additional CD-ROM drives, and the networking equipment should be installed soon. There is still a reasonable chance that everything will be in place near the beginning of the second semester.

** Regents Center Library automation: The planning process continues. We have been asked to supply by January a new equipment list with several possible configurations (based on cost) and also specifications for all wiring.

** "Digital Fax" capability: The Library will probably move ahead to acquire the ARIEL software from the Research Libraries Group and the hardware needed to operate it. Several members of the Association of Big Eight Universities (ABEU) have purchased the system and ABEU may decide to adopt ARIEL as the preferred way of sending digitized interlibrary loan material across the Internet (no formal decision has been made to date). The local configuration will consist of a microcomputer connected to the Library LAN, a scanner, a laser printer, and the ARIEL software. This will enable us both to scan and send material to other libraries with an ARIEL setup and to receive documents from those libraries and print them at high resolution (300 dpi) on regular bond paper. This is sometimes referred to as "digital fax," but in fact does not use fax technology.

** Spahr Library automation: The Libraries and the School of Engineering have agreed on a plan whereby the School of Engineering will supply $20,000 for library equipment if it is matches by $10,000 from the Libraries. This is very good news.

** State interlibrary loan network: Sandra reported that the State Library has decided to begin using the OCLC Share-Pac system for interlibrary loan.

4. Documents project working group recommendations.

Committee members previously had received a recommendation from the working group on the structure and time frame of the remainder of the Documents project. In summary, the suggested target production (or
"implementation") date is now set at March 15 (give or take a few weeks), with an additional month allocated for cleanup, fixes, and a few parts of the project that need not be completed by the production date. The project now includes the capability to produce shelf list cards for branches that desire them. Approximately 115,000 authority records from Marcive will be loaded as soon as possible after we receive the retrospective bibliographic and authority tapes (sometime in February). Retrospective bibliographic records will be loaded at a rate of approximately 18,000 per week beginning with the implementation date. This means the back file of approximately 265,000 records will be loaded within four months of the implementation date. The ongoing subscription of new document bibliographic records will also add approximately 1,600 records per month.

The Committee approved the working group’s recommendations as written.

5. Implementing the three-track mainframe plan.

John presented an incomplete draft of a plan for planning and implementing the three approved mainframe development tracks. After considerable discussion, the Committee arrived at the following preliminary plan:

(1) Maintenance/small enhancements track.

There will be a task force formed to plan and guide each system cycle. The only "permanent" member will be the relevant Assistant Dean (Mary for Circ, George for Serials and Cataloging, both Mary and George for the Online Catalog). The Assistant Dean will choose a chair and they together will form the task force (except for the OIS representative, who will appoint themselves). The amount of work necessary will vary on the system -- Circ for example already has done much of the needed preliminary work. Mary will work with Kendall to start as soon as possible, with mid-April being the probably beginning date of the cycle.

Each task force must present a ranked list of proposed maintenance and enhancement projects to the Committee for approval before programming may actually begin and must report at least monthly to the Committee on progress made.

The Committee postponed the decision on what the order of systems should be, i.e., who follows Circ, etc.

(2) INQUIRE/Text track.

John will chair this committee. LAC members will suggest names of others they think should be on the committee in addition to Annamarie and other possible OIS representatives.

(3) Enlarging the catalog database track.

A "Cataloging Policy Advisory Committee (CPAC)" has been proposed, with George as chair, to deal with campuswide cataloging policy issues. LAC suggests that we coopt this committee, once it is officially formed, to serve as the nucleus of the third-track planning. A few additional members will be appointed to work with the CAC on matters pertaining to programming, but not on other regular CAC matters. Again, LAC members are asked to suggest who those additional members should be. No further action will occur until the CAC is officially formed.

It was also proposed that at least once a month, LAC minutes include a summary of current projects and projected time lines. The first report will accompany the minutes of this meeting.
6. Future meeting times.

The following dates (all Wednesdays at 1:30-3:00) should be set aside for possible meetings. We will next meet on January 15.

| January 15 | February 5 |
| January 22 | February 12 |
| January 29 | February 26 |

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**Mainframe Progress Report**

**Projects currently being programmed**

Documents load

- **Current activity:** programming/testing
- **Production date:** March 15, 1992
- **Completion date:** April 15, 1992

Serials Claim rewrite

- **Current activity:** programming/testing
- **Production date:** February 1, 1992
- **Completion date:** February 10, 1992

**Projects being planned**

INQUIRE/Text Citation/Abstracting database system and load of first database

- **Current activity:** drafting specifications, experimenting with software on a time-available basis, awaiting formation of task force
- **Planning deadline:** Feb. 15, 1992
- **Production date:** not yet set
- **Completion date:** not yet set

Circulation Maintenance/Enhancement cycle

- **Current activity:** forming task force, establishing ranked list of project
- **Planning deadline:** April 1, 1992
- **Production date:** varies
- **Completion date:** not yet set
# LEEP Calendar (Library Employee Education Plan)

**Compiled by Ernestine Voss**

February - May 1992

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<tr>
<th>DATE</th>
<th>LOCATION</th>
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<tr>
<td>February 4</td>
<td>Holiday Inn, Salina</td>
<td>&quot;Stress Reduction Workshop for Women,&quot; sponsored by CareerTrack. The four ways you will benefit from this workshop are 1) Achieve more in less time (with less effort); 2) Gain a balance between work and home; 3) Maintain and improve your health; 4) Learn how to cope with high pressure. Take charge of stress and enjoy your career and personal life more than ever. $49.00; 8:15 to 4:00; 6 hrs. C.E. To register call 800.334-6780 or 303/447-2300.</td>
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<tr>
<td>February 5</td>
<td>Holiday Inn City Centre, Topeka</td>
<td>&quot;Dialog Systems Seminar,&quot; sponsored by BCR and presented by Connee Chandler. Intended for the new DIALOG searcher. No prior searching experience is required. $145.00; 9:00 to 5:00; 7 hrs. C.E. To register call 800/777-7674.</td>
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<td>February 6</td>
<td>Wichita Plaza Hotel</td>
<td>&quot;Dialog Systems Seminar II: Beyond the Basics,&quot; sponsored by BCR and presented by Connee Chandler. This course is designed for experienced DIALOG searchers who want to refresh their basic skills and expand their use of the powerful features of the DIALOG service. $145.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800/777-7674.</td>
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<td>March 10</td>
<td>Un. of Kansas, Lawrence</td>
<td>&quot;Developing Your Image as a Successful Woman,&quot; sponsored by Institute for Professional Businesswomen. Learn how to overcome self-defeating behavior that holds you back and diminishes your self-esteem. Deal with anger and conflict in four easy steps. Identify ten timely tips for speaking in meetings and learn three speech actions that immediately increase your verbal power! You'll sound decisive, positive and intelligent!. Learn how to succeed despite the barriers and obstacles that stand in your way-step by step. $59.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800/255-6139.</td>
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<td>March 27</td>
<td>BCR Offices, Denver</td>
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<td>February 24</td>
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<td>April 27</td>
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<td>February 11</td>
<td>Ramada Hotel at Broadview Place, Wichita</td>
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<td>February 12</td>
<td>Holiday Inn City Centre, Topeka</td>
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<td>February 14</td>
<td>American Heartland Theatre, 2450 Grand, Suite 314, K.C., MO.</td>
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Kansas Libraries

February 13, 1992
BCR Offices, Denver

"BRS Intro/2 for Experienced Searchers," is designed for experienced online searchers who are already familiar with basic searching techniques on another system. This is a half day workshop providing an overview of the basic BRS/SEARCH System techniques in an accelerated condensed format. Instructor: Connie Chandler; Fee $75 for BCR members; $100 for non-members; 8:30 to 12:30; 4 hrs. C.E.; to enroll call 800/777-7674.

February 13-14
BCR Offices, Denver

"Cataloging on OCLC-Basic for the Prism Service," sponsored by BCR and presented by Dreama Deskins. The sessions are oriented to library personnel who are unfamiliar with cataloging on OCLC. Some familiarity with cataloging processes and terms is assumed. Libraries that have migrated to the PRISM Service for cataloging should send staff needing Cataloging Subsystem training. $100; 9:00 to 4:00; 6 hrs. C.E. To register call 800/777-7674.

February 19-20
BCR Offices, Denver

"Interlibrary Loan for Group Access Users," sponsored by BCR and presented by Dreama Deskins and Sandra S. Sternfield. This workshop is for selective users who have no previous OCLC experience. Learn basic skills such as searching the Online Union Catalog, initiating ILL requests, borrower's updating responsibilities, basic lenders functions and responsibilities. Excellent for new ILL employees. $100.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800/777-7674.

February 26
Ramada South,
Topeka

"Business Writing for Results," sponsored by Fred Pryor Seminars. In just one day you can learn how to 1) Cut stiff, boring verbiage from everything you write - making every document lively and "reader-friendly"; 2) Sell anything in writing - products, ideas, services, even yourself; 3) Build you credibility and earn respect through impactful, polished letters, memos and proposals; 4) Stop missing deadlines - you'll write smoothly and easily, even under intense pressure, and much more. $99.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800/255-6139.

February 27
Tudor Inn, Wichita

"How to Handle Angry and Emotional People," sponsored by Keye Productivity Center. You can expect to learn 1) how to work out anger and settle conflicts; 2) how to handle emotion-packed situations; 3) how to cope with emotional people; 4) how to build emotional strengths. $125.00; Starts precisely at 8:45 and finishes at 4:00; 6 hrs. C.E. To register call 800/821-3919 or 913/345-2140.

March 2
Holiday Inn Airport,
Wichita

"CD-Rom: The Database Revolution. What is it? How does it work? How do I get Started?" Designed for library staff and administrators who are planning to implement or manage CD-ROM services. Note: This workshop includes material also covered in the half day CD-ROM: Hardware Installation workshop. Instructor: Jim Hensinger; Fee $85 for BCR members; $140 for non-members; 9:00 to 4:00; 6 hrs. C.E.; to enroll call 800/777-7674.

March 5
Un. of Kansas School
of Medicine, Wichita

"Book Repair and Preservation Workshop," sponsored by BCR and present by DEMCO representative. For anyone involved in technical services, collection weeding or circulation. $10.00 for materials. Please be prepared to pay at the workshop or pay in advance. 9:00 to 11:30; 2.5 hrs. C.E. To register call 800/777-7674.
March 17
BCR Offices, Denver
"Audiovisual Media: Cataloging and the AV Format," sponsored by BCR and presented by Sharon Medley. Designed for anyone who catalogs audiovisual materials. A basic understanding of the MARC format and AACR2 rules is assumed. $10.00; 9:00 to 4:00; 6 hrs. C.E. To register call 800.777-7674.

April 3
BCR Offices, Denver
"CD-ROM Reference Databases: Introduction," designed for anyone interested in an introduction to CD-ROM and in seeing the technology in action. Attendees have an opportunity to test drive the products demonstrated following the lecture portion of the class. Instructor: Connie Chandler; Fee $60 for BCR members; $85 for non-members. 1:00 to 4:00; 3 hrs. C.E. To enroll call 800/777-7674.

April 17
BCR Offices, Denver
"BRS Intro/1 for Beginning Searchers," is designed for all new online searchers, as well as searchers with limited experience on BRS who are not formally trained. Instructor: Connie Chandler; Fee $120 for BCR members; $145 for non-members. 9:00 to 5:00; 7 hrs. C.E. To enroll call 800/777-7674.
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<td>29 STEP (Day 1) 1pm - 5pm</td>
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<td>FEBRUARY</td>
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<td>5 STEP (Day 2) 9am - 3:30 pm</td>
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<td>11 Writing Position Descriptions 9am - 12noon</td>
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<td>STEP (Day 3) 9am - 4pm</td>
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<td>19 STEP (Day 4) 9am - 4pm</td>
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<td>21 Communication 8am - 12noon</td>
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<td>26 STEP (Day 5) 9am - 4pm</td>
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<td>28 Communication 8am - 12noon</td>
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<td>4 STEP (Day 6) 9am - 3 pm</td>
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<td>STEP (Day 7) 9am -3pm</td>
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<td>17 Managing Conflict 8am - 12noon</td>
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<td>STEP (Day 8) 9am - 3pm</td>
<td>19 Managing Conflict 8am - 12noon</td>
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<td>23</td>
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<td>24</td>
<td>25 Coaching and Counseling 9am - 4pm</td>
<td>26</td>
<td>27 Classified Employee Orientation 10am - 12noon</td>
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Note: All sessions which include the 12 noon to 1 pm 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.
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
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 23</td>
<td>7 - 8:30 pm</td>
<td>Sexual Abuse: Identification, Intervention and Prevention—Walking Wounded Survivors</td>
<td>Kansas Union, Alcove A</td>
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<tr>
<td>February 18</td>
<td>7 - 8:30 pm</td>
<td>Gangs: The Beginnings at A Tender Age, Youth Ages 8 - 15</td>
<td>Lawrence Public Library, Auditorium</td>
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<tr>
<td>February 19</td>
<td>12 - 1 pm</td>
<td>Problems and Concerns of Families Caring for Aging Parents</td>
<td>Kansas Union, Alcove A</td>
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<tr>
<td>March 4</td>
<td>12 - 1 pm</td>
<td>Discipline and Early Childhood (Birth to Age 10): Tried and True Methods</td>
<td>Kansas Union, Alcove A</td>
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<tr>
<td>March 4</td>
<td>7 - 8:30 pm</td>
<td>Drug Awareness: Our Children's Future - For Caregivers and Parents of Children Ages 10 - 15</td>
<td>Lawrence Public Library, Auditorium</td>
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<tr>
<td>March 24</td>
<td>7 - 8:30 pm</td>
<td>Creating and Maintaining a Caring Day Care Program</td>
<td>Location to be Announced</td>
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December 17, 1991

The Administrative Conference met at 10:30 a.m. in Watson Conference Room A.

Present: Sandra Brandt, Nancy Burich, Marilyn Clark (for Jim Neeley), Sarah Couch, Susan Craig, William J. Crowe, Vickie Doll, George Gibbs, Sandy Gilliland, Susan Hitchens, Julie Hoff (for Donna Koepp), Jane Hoyt, Nancy Jaeger, Alexandra Mason, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Kathleen Neeley, Rich Ring, Mary Roach.

1) Networked Information -- INQUIRE issue

Crowe briefly described the steps being taken and factors at work (budgetary considerations, equipment purchase and usage considerations, and consultation with automation and programming staff) to acquire the initial bibliographic database for use of the INQUIRE software on the university mainframe. The database, "Expanded Academic Index" was being considered for purchase and would be accessible via OCAT and other campus networks, including any ethernet connected terminal or pc.

Crowe asked the members of Administrative Conference for comment concerning this proposed purchase. Considerable discussion followed regarding the amount of money required to obtain and maintain the index, what library system-wide benefits or enhancements would be gained by adding the index, and the ramifications of not adding the index. John Miller answered questions about network access considerations.

Crowe and Kathleen Neeley also explained that the addition of back-files of the "Science Citation Index" in CD-ROM format was being considered for LAN mounting.

Crowe requested that any members wishing to comment further on the acquisition of either of these indexes, to provide comments in writing, via e-mail, or by phone to him or one of the assistant deans by Thursday (12-19-91) a.m.

2) Administrative Intern

Crowe reminded the members of his memo circulated earlier regarding the institution of an "administrative intern" program. He expressed his desire to have the intern dedicate time and effort to accomplishing one or more "major" projects to benefit the KU Libraries system as a whole (i.e. revision of the Staff Handbook). Crowe invited comments regarding the concept and/or direction of the proposal saying that he currently anticipated beginning the internship in July or September of 1992.

Some discussion followed with the general consensus of the group being that the idea is a good and worthwhile goal, and that it would require particular dedication and commitment of the individual(s) involved in the program.
3) **Announcements:**

A) Nancy Jaeger will be sending an e-mail announcement regarding items of furniture from the West Reading Room which are available for redistribution due to the ILS move.

B) Crowe has been making offers to other University departments for short presentations regarding careers in librarianship. He announced that he will be giving such a presentation to students of the English Department and invited 3-4 of his colleagues to participate. He will make the date and time available via e-mail as soon as they have been established.

C) Crowe requested e-mail responses on the ARL committee document "Evaluation of Electronic Resource Sharing" to provide information for him to draft a brief response.

D) Crowe announced that he will be producing an annual report in January, citing the Libraries' accomplishments for FY 91-92, major issues, etc. The report will be provided to all staff, the University administration and others. He asked each member to provide information via a brief summary of the year's activities/accomplishments of their department.

E) Crowe announced that the FY 1993 and FY 1994 budget request would be submitted on Friday (12-20-91). Administrative Conference members will each receive a copy, and copies will also be placed on reserve.

F) Crowe reminded the members of the Friends of the Libraries Holiday Party at 4:00 p.m. in Spencer Research Library.

G) Sandy Gilliland reminded the members of the KULSA Holiday Party scheduled for 2:30 p.m. (program to begin at 3:00 p.m.) in the West Reading Room of Watson Library.

H) K. Miller reminded the members of the Bookmaster copier demonstration scheduled for 2:00 p.m. (12-17-91) in the fourth floor lobby of Watson.

I) Crowe asked the members if there were any questions regarding the announcement of the increase in photocopy charges.

There were no questions, and the consensus of the group was that the news thus far had been received rather matter-of-factly by the students and user community.

4) **Agenda Committee Topic for Discussion**

Crowe reminded the members of the formation (at his request) of an agenda committee to assist with steering the Administrative Conference and to propose topics for discussion and consideration by the group. Nancy Burich, Sandy Mason and George Gibbs have agreed to serve on the committee. Crowe asked G. Gibbs to describe the first issue up for discussion as a result of the committee's work.
Gibbs described a question raised by Rick Clement. Rick had asked about the Libraries’ policy regarding the use of University/State equipment by staff for purposes other than job or job-related assignments. He was particularly concerned about reading messages from listserves available through e-mail.

Questions were raised about the existence of State and University policies regarding the personal use of University and/or State owned equipment. Considerable discussion followed regarding the pros and cons of attempting to manage such behavior and how allowing such use plays a part in the informal "benefits, compensations, and rewards" system. Concerns were raised about the potential for breach of confidentiality and/or security of microcomputer files and data, and the potential hidden costs which could be incurred by "off-hours or unofficial" use of the equipment. Other concerns, such as the potential for discipline problems caused by either permitting, or prohibiting such use were also expressed.

Crowe asked Sandy Gilliland and Nancy Jaeger to research State and University regulations on these points.

Gibbs told the members that he would e-mail the topics which had been suggested last spring along with the Review Committee’s recommendation on the appropriateness of being discussed by the group. He also invited others to recommend additional topics and encouraged them to e-mail their ideas and comments to N. Burich, S. Mason or him.

The meeting was adjourned at 12:08 p.m.

Respectfully submitted,

R. Boose
KUMC LIBRARY CLASSIFIED VACANCY ANNOUNCEMENT

The University of Kansas Medical Center has an opening for a Library Assistant II in the A.R. Dykes Library. This position manages Cataloging Section workflow for Technical Services Branch. Minimum Qualifications: Five years of library work experience. (College education may be substituted for the required work experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of four years. In addition, library science course work may be substituted for one year of experience at the rate of three semester hours for three months of experience.) Desired Qualifications: Cataloging experience and familiarity with Medical Subject Headings and NLM classification. To apply, submit resume to Administrative Recruitment, 1033 Murphy Building, 39th & Rainbow Blvd., Kansas City, KS 66160-7109. Applications will be accepted until the position is filled.

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.

ANNUAL EMPLOYEE RECOGNITION CEREMONY

The 18th annual Recognition Ceremony honoring university staff and faculty for their years of service, will be held at 1:30 p.m. Tuesday, April 21st (location to be announced). The University Recognition Committee is now accepting nominations for Employee of the Year. Each year during the ceremony, one member of the classified staff and one member of the unclassified, non-teaching staff, are recognized as "Employee of the Year" from five finalists in each group. Nomination forms and procedures are available from Sandy Gilliland, or from the Department of Human Resources, 4-4946. Nominations are due February 3, 1992, and must be submitted to Phil Rankin, Coordinator, University Recognition Committee, Department of Human Resources, Carruth-O'Leary Hall.  S. Gilliland

CLARIFICATION OF DENTAL INSURANCE

There have been several questions regarding the new dental plan available to all staff who have health insurance through the State. Below is a summary of the changes in the dental plan, which became effective January 1, 1992:

The dental coverage is now provided by the Prudential Company--it is no longer offered through Blue-Cross/Blue Shield. Staff may wish to inform their dentists of this change.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

(continued)
CLARIFICATION OF DENTAL INSURANCE (continued)

Dental Claim Forms must be filed to receive reimbursement for dental expenses. Claim forms may be filed either by your dentist or by yourself. If your dentist agrees to file the claim him/herself, he/she must be given a copy of the appropriate claim form (available from Sandy Gilliland). If you file the claim yourself, the same claim form is used.

The Prudential Dental Plan has two methods of coverage: 1) you may sign up with a participating DMO Dentist and receive higher benefits through that dentist (you must call Prudential by the 15th of the month to enroll with a DMO dentist effective the first of the following month, and you may change back to the "traditional" dental coverage as many times as you wish); and 2) if you do not sign up with a participating DMO Dentist, your dental coverage will fall under the Traditional dental benefit through Prudential.

Lawrence now has one DMO participating dentist, Dr. Roy Figuered.

Staff will receive dental insurance cards only if enrolled with a DMO Dentist.

A summary of Covered Dental Services is included in the FYI Supplement. Staff who have additional questions regarding the dental (or health) plan should contact Sandy Gilliland. All staff will receive new health insurance identification cards, hopefully by the end of January.

WATSON BACK DOOR ACCESS--A REMINDER

Library employees are asked to observe the Library's policy which permits access through Watson Library's back (loading dock) door only to individuals 1) making Library deliveries, 2) with back door keys, or 3) special needs. In the latter case, please advise Mail Room personnel to gain entry in ad hoc situations. Contact Sandy Gilliland, Administrative Office, for authorization of back door access to accommodate needs beyond ad hoc (one-time) requests. Thank you.

--Mary Hawkins

WATSON BOOKSTACKS

The many end-of-fall-semester book returns which Janet Anderson-Story and crew have been reshelving in Watson are now largely back in the bookstacks, and the reshelving of new returns should be at 24-hour turnaround time very soon. Between December 14 and January 14, approximately 53,640 Watson books were sorted and reshelved. Congratulations to Janet and her staff for rapid handling of such a heavy workload.

--Mary Hawkins

BUDGET AND PLANNING ELECTION RESULTS

Mary Lou Warren has been elected to fill the vacancy on the Committee on Budget and Planning.

Verna Froese

(continued)
ATTENTION LFA MEMBERS

An open forum for discussion of Dean Crowe's proposal on annual evaluations has been scheduled for Wednesday, January 29, 1992, 10:00-12:00 A.M. in the Watson 5th floor conference rooms. The proposal is being distributed to all LFA members on Wednesday or Thursday, January 16 or 17. Please mark your calendars. Kent Miller

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. Boone

THANKS

Many thanks to KULSA and to all who sent notes or other tokens of sympathy on the death of my father. Your thoughtfulness was much appreciated. Barbara Jones

ATTACHMENTS (See FYI Supplement)

Libraries Committee on Promotion and Tenure Minutes--October 15-22, 1991; October 23, 1991,
Libraries Committee on Promotion and Tenure Minutes--November 15, 1991
Library Emergency and Disaster Plan Committee Minutes--October 31, 1991
Library Emergency and Disaster Plan Committee Minutes--15 November 1991
Library Emergency and Disaster Plan Committee Minutes--5 December 1991
Library Faculty Assembly Minutes--January 6, 1992
Staff Development Committee Minutes--December 18, 1991
MINUTES: Libraries Committee on Promotion and Tenure

DATE: October 15 - 22, 1991

PRESENT: Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, Margaret Wilson.

The committee met October 15, 17, 18, and 22, to evaluate the files of application for sabbatical leave.

On October 17, Margaret Wilson was elected temporary chair of the committee to lead the discussion of one of the files due to the fact that the Chair was the supervisor of the applicant. The Chair did not take part in the election of the temporary Chair of the committee.

Bradley Schaffner, secretary
The committee completed its work on the evaluation of the sabbatical files.

Next, the committee discussed the participation of committee members, who supervise librarians applying for promotion and tenure, on the evaluation of their supervisee's files. Three points were addressed: 1) can a supervisor participate in the evaluation of their supervisee's file; 2) can the supervisor vote on the evaluation of their supervisee's file; 3) if the supervisor is excluded from 1 and 2, or 1 or 2, should they be allowed to participate in the overall ranking of the files. At the first meeting the committee was informed that traditionally, supervisors participated in the discussion of supervisee files, but did not vote or rank the files. After a lengthy discussion it became apparent that the overall feeling of the committee is that they would like to have all members discuss each file, but it would be inappropriate for a supervisor to vote on a supervisee's file. The following motion was made and seconded:

Each supervisor will be included in the discussion of their supervisee's file but excluded from rating individual sections of the file or voting of the committee's recommendation for promotion and tenure of their supervisee's file.

The motion passed 7-0.

Next, the committee discussed the overall ranking of the files. The following motion was made and seconded:

The supervisor may participate in the discussion of the overall ranking of the files, but shall not vote on the rank of any file.

The motion passed 7-0.

The next point examined was the role of the Librarian I representative in the committee's evaluation. The LI is not allowed to vote on each promotion and tenure case, but should the LI be allowed to vote on the overall ranking of the files? The general feeling of the committee was that because the LI is allowed to participate in the discussion of the evaluation of the files, and due to the fact that two of the members are already excluded from ranking files, the committee believed that it would be important to have the LI's input on the overall ranking of the files. The following motion was made and seconded:
The Librarian I will be allowed to vote on the overall ranking of the files.

The motion passed 6-0-1.

All of the motions passed are only valid for this year's LCPT.

The meeting ended with a discussion of the question; should the Chair be replaced by a temporary Chair if the file under discussion is a librarian supervised by the Chair? If so, should a temporary Chair be elected for the overall proceedings or simply for the file in question. This point was unresolved at the end of the meeting. Jim agreed to ask Sandy Gilliland about this point.

Brad Schaffner, secretary
MINUTES: Libraries Committee on Promotion and Tenure

DATE: November 15, 1991

PRESENT: Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, Margaret Wilson. Guest: Sandy Gilliland.

Procedures for reviewing files were discussed.

Starting on November 18, the files will be available in Sandy's office. All members need to read the files before December 2, 1991. Sandy will provide sheets that can be used to take notes on each file.

The next meeting will be at 1 p.m. on December 2, 1991.

Brad Schaffner, secretary
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES OCTOBER 31, 1991

Present: Janet Anderson-Story, Mary Burchill, Susan Craig (chair), Kent Miller, Mary Miller, Becky Schulte, Nick Voth (guest), Candyce Waitley (guest), Margaret Wilson (guest)
Absent: Gordon Anderson, George Gibbs (Ex-off.) Sue Hewitt, Bill Mitchell

The September 19 minutes were accepted. Susan Craig deemed them "superb" and noted that she and Bill Mitchell had received an EMail message commending the manner in which the proceedings have been recorded and the work of the committee in general.

The October 3 minutes were reviewed. It was requested that all but the most obvious acronyms be spelled out. Examples of those needing full disclosure were: R&I, FP, SFM, etc. No other items needed revision.

There was no report on the seed money from the equipment funds since George was absent. This topic will be pursued.

Margaret Wilson informed us of her work with the University Safety and Health Committee. She wanted to let us know of her involvement since there will be some overlap in activities between the two committees.

The next meetings were set for: Nov 14 8:30 - 10:00 Conference Room B Watson
Nov 21 8:30 - 10:00 *
Dec 5 8:30 - 10:00 *
Dec 19 8:30 - 10:00 *

* place to be announced by Susan via EMail

Candyce Waitley, Health Educator, for Watkins Health Center and Nick Voth, CPR Instructor and Paramedic, Watkins Health Center were introduced. They proceeded to answer questions and offer extensive information regarding medical emergencies. The following is a record of the meeting and is not meant to substitute for medical training for the library staff.

Committee question:
We are interested in procedures for medical emergencies in the libraries involving both staff and patrons. We have various levels of staffing, depending on library and time of day. In drafting the medical procedure portion of the Emergency Manual, we are taking these restrictions into consideration.

Response:
What type of responsibility do you expect of students to take? It would be good for students go through CPR and first aid training. 911 is always available and people are encouraged to call.

There is a regular, semester long course offered at KU and one by the American Red Cross, which is fairly extensive. Medevac of Topeka offers training for corporate settings, designed specifically for the company.
Committee:
In our situation, we have a high turnover of students. How much time should be invested in training?

Response:
The emergency manual with a synopsis of first aid procedures would be very helpful. The manual should include:
1. Recognition that there is a medical emergency is the first responsibility. The signals can be subtle if there is a heart attack or allergic reaction.
2. Call 911
3. Take action until help arrives. This can be anything from sitting with the person offering comfort or it could be CPR.

Knowing the proper action to take can help stabilize the person until help arrives. Training also helps the care provider know what his or her limitations are and helps alleviate the feeling of helplessness.

Basic treatment is always the same: (the ABCs)
   a. Airway: make sure it is clear.
   b. Breathing: make sure the person is breathing on their own. If they are not then mouth to mouth resuscitation is necessary. If a person goes with out breathing for four minutes, there will be brain damage.
   c. Circulation: if there is no pulse, begin CPR.
   d. Bleeding control: apply direct pressure, this will stop even the most severe bleeding.
   e. Look for traumatic injury. Don’t move them, even if it is obvious that a limb is broken, but offer comfort. The exception to not moving them would be if they are in a dangerous situation.

Committee:
If the person has fallen face down?

Response:
Have one person hold the victim’s head and another person roll them over in such a way that the head and body move at the same speed. The victim’s head may need to be held, so they don’t move around too much on their own. Cover the person with a blanket and keep them warm. Don’t put anything under their head, especially if they are unconscious. Gather as much information from the person as possible so this can be conveyed to the paramedics. Try to stay calm. If there are bystanders, try to move them back.

Committee:
What about lawsuits?

Response:
There is a Good Samaritan Act that protects anyone who offers help in good faith. The person is not held liable, even if they are not trained for the procedure they perform. Those who are trained, paramedics, nurses, doctors, etc. are duty bound to offer help, but other people are not. Remember that in the Libraries you will be offering care for only the first 10 minutes or so.

There are some situations where quick action needs to be taken, however. One such case is choking. 10,000 people die each year from choking. If the person is still conscious, ask the person if they are choking. If their
airway is completely blocked, they won’t be able to breathe. To clear the throat stand behind the person, wrap your arms around them, grasp your hands together to make a fist. Make quick thrusting motions to the navel area, continuing this until the food is dislodged. If they pass out this is a life and death situation. Lay them on the ground, tilt their head back and check for breathing. The throat may have relaxed a little when they passed out. If there is no breathing, clasp your hands, while kneeling over the person’s thighs, make a sharp thrusting motion to the navel area 6-10 times. Check to see if the food has worked its way out, if so, remove it. If they are still not breathing, but the food has cleared, pinch the nose, seal their lips and breathe for them. It is better to breathe too much for them, than not long enough. If the food is not dislodged, continue breating for the person.

If a pregnant woman is choking and she is up to seven months pregnant, use the procedure described above. If she is farther along than that, the proper procedure is to stand behind her, with your arms clasped around her. Make a flat fist and make the thrusting motions so it connects at the middle of her chest. This is the appropriate procedure for a person who is very overweight, as well.

If a person is alone and choking, the person can lean over a chair and fall/lean onto the back of the chair to produce the same effect as the assisted procedure.

If there seems to be an allergic reaction, such as a bee sting, the throat will swell up and there is nothing you can do. Look for emergency necklaces and bracelets. Inform the paramedics when they arrive if you find one.

If circulation has stopped then CPR (cardiopulmonary resuscitation) needs to be performed. This is a combination of breathing and pumping action. Tip the person’s head back to open the airway, lock your hands, palm to back, and lock elbows then thrust on the center of the chest while kneeling at the person’s side. This achieves 1 1/2" - 2" of compression on the chest. A pattern of 15 compressions followed by 2 breaths should be followed. Check the pulse at the side and just behind the vocal cords.

Committee:

What is entailed in the recognition of an emergency?

Response:

There can be a serious problem and it may be hard to recognize. One such case is a heart attack, this is when the blood flow to the heart is cut off. CPR needs to be performed for those who have had a major heart attack and their heart stops. Symptoms of a heart attack are:

1. chest pain at the sub sternum area, it may go up through the arm and into the shoulder or jaw. It is a crushing pain in the chest.
2. it is a pain that comes on and stays.
3. there may be difficulty breathing.
4. the person may be nauseated or vomiting.
5. the person may be sweating profusely with no apparent cause.
6. the person may have a sense of impending doom and be irrational.
A person having a heart attack may have only some of the symptoms and they may not be very dramatic. The person may deny that anything is wrong, but the pain does not get better or go away. A heart attack may be very quick or it can last several hours.

Any rapid onset of breathing difficulty, vomiting, or pain are indicators of serious problems and 911 should be called.

Committee:

What should our response be when a patron asks for aspirin?

Response:

No medications should be given to the public. Band aids or kleenex are okay, but no medications.

Committee:

Can brown paper towels be used in a bleeding situation?

Response:

Yes. Fold it into a pad rather than a wad.

Committee:

What about falls on the ice?

Response:

Don't move the person, even outside. Cover the person to keep them warm. You may need to hold their head to keep it stable. Have blankets on hand. If body parts are at a strange angle, don't move them, leave that to the paramedics.

Committee:

What about burns?

Response:

Burns can be caused by heat from an object or chemicals but the treatment is the same. For a minor burn, run cool water over it. For a serious burn go to the hospital.

1st degree burns: sunburn, scald, the area is sore and warm to the touch.

2nd degree burns: most of the layers of the skin are damaged and there is blistering. These may require hospital care because they are easily infected.

If the face or hands are not involved and it is a first or second degree burn, run cool water over the area until the pain subsides. Don't ice the burn, don't wrap it or put anything else on it, no salves. It can be covered but with a light gauze only, do not wrap it.

3rd degree: this is a very serious burn and has to be taken to the hospital. All layers of skin are involved and it has gone into the muscle. The burn is painless because the nerves have been burned. The area around the burn will be painful, however. It may appear charred or white in color.

Committee:

How do we help someone who appears to be having seizures?

Response:

Epilepsy is a neurological condition that can be controlled with medication. The degree of the seizure can vary from all the body muscles being involved to an apparent loss of focus or attention. All seizures will
stop on their own. To help a person having a seizure:

1. Protect them. Remove any dangerous objects from the area. Clear the room of bystanders. Protect their head but don't attempt to restrain them.
2. Don't put anything in their mouth. They may not be breathing during the seizure but it will begin again once the seizure has stopped.
3. Once the seizure is over they will be in a postictal state. During this time they will be confused and disoriented. Try to observe them until help arrives since they may go into a second seizure or wander off.

Committee:

How do we recognize drug overdoses?

Response:

The person may appear in a stupor, unconscious, or disoriented. Call 911 and try to keep them under observation.

Committee:

What about heat stroke?

Response:

If the person suffers from:
- Heat cramps: Cool them off in an air conditioned room and offer cool drink.
- Heat exhaustion: Near the end of their ability to cope with heat, they will be experiencing nausea, vomiting & sweating. If they are still coherent and not confused. Offer ice water and cool them off.
- Heat stroke: This is the most serious. They have lost their ability to deal with heat. They are not sweating, are bright red, their skin is hot. They are extremely fatigued, confused, body temperature will be as high as 105 degrees or higher. They will feel sick and have a headache. This will be followed by a loss of consciousness. Cool them off with a cool rag on the back of the neck and under the arms. Offer no cold drinks, external coolants only. Seek medical assistance.

Staff members who are injured on the job are taken to Lawrence Memorial Hospital. Students go to Watkins Health Center including persons enrolled in special summer programs. The paramedics will screen people and decide where they should be taken. Watkins Health Center's hours are 7:30 am to 10:00 pm, Monday through Friday, and 8:00 am to 4:30 pm, Saturday and Sunday.

CPR (adult) classes are available for 10-12 people and last 3 hours. Classes can be held to focus on home or work situations, depending on interest. The ABCs (Airway, breathing, circulation) are the most important elements to remember.

Candyce and Nick will be willing to look over the medical portion of the manual and help with the description of specific situations we think will be encountered in the libraries.

Training staff in first aid and CPR procedures was briefly discussed. The resource directory will be discussed at the next meeting.

Janet Anderson-Story, Recorder
LIBRARY EMERGENCY & DISASTER PLAN COMMITTEE
Minutes 15 November, 1991

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

In reviewing the excellent draft of the minutes from the 31 October meeting, the question arose as to whether we want to publish these minutes in such detail. It was felt that the information in these minutes is a very important guide to proper first aid measures in an emergency, but we are concerned that these minutes not be used as a substitute for a proper first aid manual. Susan will contact Candyce and Nick to ask their permission. It was pointed out that the Good Samaritan law should apply here, too.

The text was reviewed and corrections made.

Subcommittee reports:

1. Building-survey subcommittee. The report is in semifinal draft form. Members still want to consult with FO and verify some findings in a walk-through tour of some of the libraries surveyed. The Committee would like to have this report by early next month, if possible.

2. Emergency manual subcommittee. The draft of the Watson Library emergency manual has been sent out to department heads. The goal is to complete the manual by the first of the year.

3. Resources list. Two supplemental lists were handed out giving 1) a list of supplies and equipment every library should have on hand and 2) a list of suggested actions to be taken presently to ensure preparedness for an emergency or disaster condition. Revisions to the resources were mentioned, e.g., Pyle Meat Co. (Eudora) is now a restaurant and thus is off the list as a source of freezer space.

It was suggested that the reasons/purposes for the various categories of equipment, supplies and facilities be respectively mentioned in the Resources list. There was also a suggestion to consider some kind of video demonstration of different disaster situations. For example, a wet-books emergency could be simulated with real soaked materials to be sorted and treated quickly.

The question was raised as to which person(s) would have on-site purchasing authority in a disaster situation, especially if one occurred outside usual business hours. Should the Committee make those decisions? Should purchasing authority be tied to the amount of money to be spent, e.g., $200 - immediate supervisor; $1000 - department head? In some cases, it was pointed out, the immediate supervisor could initially purchase needed supplies and/or equipment and later get reimbursed by the University (not always a sure thing, however).

It was felt, then, that it could be necessary to have a clearly designated disaster-recovery team having specific authority for on-the-spot decisions of this type. Also, a back-up team would be needed in those instances where primary-team people might be out of reach.

The Resources list subcommittee feels that we need to have an up-to-date conservator list, independent from a disaster-recovery team.

We also will need to have clear procedures for regularly reviewing and updating this list, possibly annually.

Work will continue on the list of recommended equipment and supplies, and on the list of steps to be taken to have a workable emergency/disaster plan in place soon.

There will be no meeting next week, 21 November, as earlier scheduled. During this interval the subcommittees can continue their work in preparation for the meeting--5 December 1991, 8:30-10:00 am, in the Western Conference room of the Art Library. Agenda: subcommittee reports and more work on the Resources list. A meeting for 19 December, same time and place, will also be held.

The first January meeting will be to assess the Calamity Committee's accomplishments thus far and to discuss 1992's agenda, goals and objectives. Also at this time members will have the opportunity to consider another year of service to this fine committee and its charge.

Gordon Anderson, recorder
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 5 December 1991

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

Minutes of 15 November approved with corrections; second draft of minutes of 31 October (the meeting with staff from Watkins Health Service re: medical emergencies) are to be slightly recast and reviewed at the next meeting.

Anderson-Story reported for the Facilities Survey Subcommittee on a meeting (8 Oct) that she, K. Miller & Gibbs had with Bob Porter & Andy Haun (Associate Director & Assistant Director of Utilities, Facilities Operations) in which information was sought from F.O. regarding a number of emergency related matters, e.g., the kinds of fire alarm devices and fire suppression equipment we have, alarm system testing schedules, emergency lighting, HVAC system problems, water leaks in Watson, hazardous materials storage, etc. Mid-meeting Porter was called to an emergency elsewhere so questions relating to branch libraries were not dealt with as thoroughly as Watson related ones. A written report of the meeting together with a follow-up memo from Haun with a summary of types of detectors, KUPD annunciation, and frequency of testing of all libraries’ fire alarm systems was distributed.

In response to Anderson-Story’s question about the intended audience of the information gathered by the subcommittee, Craig responded that this committee is its primary audience, Gibbs that some of it should be shared at least with department heads, perhaps in the form of appendices to the emerging emergency manuals. A general nervousness about Facilities Planning’s plans for Watson emergency lighting (announced previously as to be accomplished this fiscal year) was expressed, principally because of a fear that the Library may be being left out of the planning; Gibbs will suggest that the Dean petition Facilities Planning to insure that we are included in the process. Some of the water leaks in Watson are to be remedied "next year" when a large (how large is unknown: total building or just a north wall repair?) tuck pointing project is undertaken. Gibbs will check with Facilities Planning about that project; meantime Anderson-Story has jury-rigged some plastic in hopes that it will partially contain the water.

A few things remain for the subcommittee yet to do: a follow-up with Porter (probably not the previously-planned building "walk-throughs"), the incorporation of the information gained from the F.O meetings into the previously produced building survey drafts, and preparation of floorplans for (at least) Watson, said floorplans to show 1) emergency exits, 2) fire alarm pull stations, 3) fire extinguishers, 4) standpipes, 5) electrical breaker boxes, 6) plumbing shut-offs, 7) emergency supplies.

M. Miller reported that the Watson emergency manual was moving along following the first general meeting with representatives of most departments; useful comments were elicited from consumers about the draft manual. Questions were raised about how to get people together outside after evacuating the building; how to get, say, Circulation SAs to coordinate with Periodicals SAs; provision of reminder signs for what to do in emergencies, being an easy-to-read distillation of the more detailed instructions in the manual; how to thoroughly evacuate the building when it is staffed, late at night, by as few as 3 SAs; how to manage assignment of authority when the make-up of the staff varies so widely (Hewitt responded that at Science they had also faced that problem and had written their instructions so that the SAs (constants) have the authority but that senior staff members can step in if they feel it necessary); what are staff members’ after-hours responsibilities. There will be two more meetings this month (one with technical services, one with public services) for further discussion. Anderson suggested that, since one of the recurring problems in emergencies is getting people to respond, multilanguage signs be posted: When alarm sounds evacuate building. A suggestion was received from Shelley Miller that the central stairs in Watson, which are unsuitable for use during a fire, be so signed.

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Craig expressed concern that the committee seemed to be losing steam and wondered if, to energize us, we should start some new projects or just try harder to finish up the old ones. Muffled groans around the room were construed as a consensus against undertaking any new projects at this point. Several members seemed to indicate that a good portion of their steam was having
to be redirected—but all seem to be willing to bring open committee projects to a close.

Anticipating the committee's first anniversary, Craig cast an eye on the charge given us at inception: some goals accomplished some nearly so, some on hold for the committee's second year. Although not specifically called for by the charge, Gibb suggested that a brief year-end report to the Dean would not be amiss. He was also reminded that the charge stated that he (Gibbs, the charger) would, in January, discuss a mechanism for rotating members off the committee in order to open slots for other interested library staff.

Future meetings: 19 December 1991 at Art Library (subsequently cancelled); 9 and 30 January 1992, location to be announced. Adjourned.

Bill Mitchell, recorder
LIBRARY FACULTY ASSEMBLY
Executive Committee Meeting: Minutes
January 6, 1992

Present: K. Miller (Chair), B. Schulte, R. Clement, G. Husic, S. Gilliland, S. Miller, M. Roach, W. Crowe (as guest)

The newest draft of Dean Crowe's memorandum concerning the annual merit evaluation of librarians and unclassified professional staff was discussed. It was generally agreed that an outline of the basic steps involved in the process would be helpful. In addition a list of questions that would probably be asked most often with answers would also be valuable. Kent will put such a list together before the next meeting. He will also draft a cover letter to accompany the Dean's memo when it is distributed.

It was decided that an open meeting (or meetings) would be held to facilitate discussion. The first one will be scheduled for Wed. Jan. 29 from 10:00 to noon in Watson meeting rooms A and B.

The Dean left at this point in the meeting.

Minutes from the Budget and Planning Committee meeting of Dec. 6, 1991 were accepted. Minutes from LFA Exec of Nov. 18, 1991 were approved and Exec minutes from Dec. 16, 1991 were accepted with revisions.

The next meeting will be held on Monday Jan. 13, 1992 at 10:00 a.m. in Watson meeting room A.

Submitted by Rebecca Schulte
Staff Development Committee
Minutes
Meeting of December 18, 1991

Present: Lorrie Knox, Susan Hitchens, Julie Hoff, Sandy Gilliland, Rich Ring, Carole Dibben.
Absent: Janet Anderson-Story

The Staff Development Committee met at 10:30 am in Anschutz Library, Rm. 305. Minutes were approved as changed.

Susan presented a draft of the flyer to be used to introduce the communications workshop series. No dates have been set yet for the first two workshops. Sandy indicated that there probably would not be sufficient time in the two-hour introductory workshop for a personal communication style inventory. It was decided that we should invite the staff person from Human Resources who would be presenting the workshop to attend the next committee meeting to discuss the best way to introduce communication and include an opportunity for individuals to explore their personal communication styles.

Two workshop requests were approved.

The next meeting will be on Wednesday, January 8, 1992 at 10:30 am in Anschutz Library conference room.

Submitted by Carole Dibben
SUMMARY OF BENEFITS

For simplicity, the following benefits have been described in a rather general manner. These limitations, exclusions, and extent of coverage are governed by the Group Contract. It alone forms the agreement under which payment of insurance is made.

<table>
<thead>
<tr>
<th>Benefit Categories</th>
<th>DMO Plan</th>
<th>Traditional Dental Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL DEDUCTIBLE</td>
<td>NONE</td>
<td>NONE</td>
</tr>
<tr>
<td>ANNUAL BENEFIT MAXIMUM</td>
<td>Unlimited</td>
<td>$2,000</td>
</tr>
<tr>
<td>CLAIMS FILED BY</td>
<td>DMO Provider</td>
<td>Employee or dependent</td>
</tr>
</tbody>
</table>

**BENEFIT PERCENTAGES FOR COVERED DENTAL SERVICES**

<table>
<thead>
<tr>
<th>Category</th>
<th>DMO Plan</th>
<th>Traditional Dental Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Visits and Exams</td>
<td>Visit for oral examination</td>
<td>Fluoride (children under 10) Sealant (DMO Only) Oral Hygiene Instruction (DMO Only)</td>
</tr>
<tr>
<td></td>
<td>Prophylaxis, including scaling</td>
<td></td>
</tr>
<tr>
<td>B. X-Rays</td>
<td>Bitewing x-rays</td>
<td>Full mouth series</td>
</tr>
<tr>
<td>C. Endodontics</td>
<td>Pulp capping</td>
<td>Root canal therapy, with x-rays and cultures (anterior and bicuspud)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Root canal therapy, with x-rays and cultures (molar only)</td>
</tr>
<tr>
<td>D. Restorations &amp; Repairs</td>
<td>Amalgam (silver) filling</td>
<td>Stainless steel crowns</td>
</tr>
<tr>
<td></td>
<td>Composite filling (other than for Root Amalgamation) molars)</td>
<td></td>
</tr>
<tr>
<td>E. Periodontics</td>
<td>Emergency treatment</td>
<td>Gingivectomy</td>
</tr>
<tr>
<td></td>
<td>Root planning and scaling (Limited to 4 separate quads per year)</td>
<td></td>
</tr>
<tr>
<td>F. Oral Surgery</td>
<td>Extractions, uncomplicated</td>
<td>Surgical removal of erupted</td>
</tr>
<tr>
<td></td>
<td>Incision and drainage of abscess teeth and soft tissue impactions</td>
<td>Surgical removal of partial and complete bony impaction</td>
</tr>
<tr>
<td>G. Restorations</td>
<td>Gold Inlays</td>
<td>Full Dentures</td>
</tr>
<tr>
<td></td>
<td>Gold Onlays</td>
<td>Partial Dentures</td>
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<tr>
<td></td>
<td>Crowns</td>
<td>Denture Repairs</td>
</tr>
<tr>
<td></td>
<td>Crown &amp; Bridge Repairs</td>
<td>Pontics (False Teeth)</td>
</tr>
<tr>
<td>H. Space Maintaines</td>
<td>General</td>
<td>NONE</td>
</tr>
<tr>
<td>I. Anesthesia</td>
<td>I.V. Sedation</td>
<td>NONE</td>
</tr>
<tr>
<td>J. Orthodontics</td>
<td>NONE</td>
<td>NONE</td>
</tr>
</tbody>
</table>

1. To change between the DMO and Traditional Dental plans, call 1-800-THE-DMO1 (1-800-843-3661).
2. For DMO coverage, the above benefit percentages apply to participating Personal and Specialty Dentists. A separate schedule of limited benefits exist for individuals who are enrolled in DMO coverage, who utilize non-participating dentists.
3. Traditional Plan benefits are limited to the usual and prevailing charges.
F Y I

University of Kansas Libraries

Number 1156 January 23, 1992

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

STAFF DEVELOPMENT COMMITTEE -- COMMUNICATION PROGRAM

I am very pleased that the Staff Development Committee has been able to develop so impressive a series of workshops and seminars on the topic of "Communication". This effort has been based upon feedback received during other training programs and via the Classified Conference Personnel Committee's survey, and undertaken with my strong encouragement. The goal of the series is to move toward more effective communication throughout the Library system. For that reason, I especially encourage staff to review the list of seminars offered and identify which seminars they would be interested in attending, with the help of their supervisors.

W.J. Crowe

1992 LEGISLATIVE SESSION

Attached to this issue of FYI is a memorandum from Marlin Rein, Associate University Director of Business and Fiscal Affairs, to Vice Chancellor Brinkman, Office of Academic Affairs, concerning the 1992 Legislative Session and the University's desire to centralize and coordinate legislative contacts. Please review this memo and contact the Library Administrative Office if you have any questions.

S. Gilliland

SDC ANNOUNCES -- COMMUNICATION: VERBAL AND NONVERBAL

The Staff Development Committee has mailed announcements of the first workshop in its Communication Series to all Library staff. The workshop, "Communication: Verbal and Nonverbal", will be presented on Tuesday, February 4, 9:00 - 12:00, and again on Thursday, February 6, 1:00 - 4:00. Kate Ames-Oliver (KU Department of Human Resources) will present the workshop in Watson Conference Room A, Level 5. This program will help participants increase awareness of themselves and others, and learn specific skills in communicating with others. Staff are requested to register for one of the sessions (registration procedures and additional information regarding the workshop are included in the announcement). Contact Lorrie Knox, Chair, Staff Development Committee, or any SDC committee member, if you have any questions.

S. Gilliland

ATTENTION LFA MEMBERS

An open forum for discussion of Dean Crowe's proposal on annual evaluations has been scheduled for Wednesday, January 29, 1992, 10:00-12:00 A.M. in the Watson 5th floor conference rooms. The proposal is being distributed to all LFA members on Wednesday or Thursday, January 16 or 17. Please mark your calendars.

Kent Miller

CLASSIFIED STAFF WORKING CONDITIONS SURVEY RESULTS

The results of the working conditions survey of the Classified Staff done last year are now available. Classified Staff who wish to see a copy of this document should contact their Classified Conference Group Representative. Unclassified Staff who are interested in seeing a copy of this report can contact Gaile Burchill, Science Library (4-5530) or myself (4-4274).

David Benjamin

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 5 December 1991

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

Minutes of 15 November approved with corrections; second draft of minutes of 31 October (the meeting with staff from Watkins Health Service re: medical emergencies) are to be slightly recast and reviewed at the next meeting.

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Future meetings: 19 December 1991 at Art Library (subsequently cancelled); 9 and 30 January 1992, location to be announced. Adjourned.

Bill Mitchell, recorder
The University of Kansas

January 16, 1992

Office of the Chancellor

To: Dr. Del Brinkman, Vice Chancellor, Academic Affairs

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

Re: 1992 Legislative Session

As I am sure you are aware, the 1992 Legislative Session for the State of Kansas convened on Monday, January 13th. As in the past, members of the legislative liaison staff may be contacting you to determine whether or not a specific legislative proposal could affect your area of operation either fiscally or procedurally. Renee Peterson, Administrative Assistant for Governmental Relations, again, will be the individual responsible for coordinating these duties for both the Medical Center and the Lawrence Campus. Should you have any legislative inquiries, please direct them to Renee. She is located in the Chancellor's Complex, 223 Strong Hall, Lawrence; phone number: 864-4186.

I would also like to caution you about direct contact with a Legislator or legislative staff member. Should you or any of your colleagues be approached by a Legislator or legislative staffer with a request for information, or be asked to appear before a legislative committee, please make certain that we are informed of such contact before your response to that request. Please communicate this information to Renee Peterson also.

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

Victoria Thomas, Jon Josserand, Bob Wunsch, and I want to thank you for the assistance you have provided to us in the past and look forward to your continued cooperation during the 1992 Legislative Session.

MLR:rdp

223 Strong Hall • Lawrence, Kansas 66045-1500 • (913) 864-3131 • FAX (913) 864-4120
Main Campus, Lawrence • Medical Center, Kansas City and Wichita
PERSONNEL

Tahirih Thompson, Library Assistant II in the Cataloging Department, was married recently and has changed her name to Tahirih Mullen.

Gabrielle Holcomb has been hired as an Office Assistant III in the Cataloging Department, replacing Alex Slater (who was promoted recently within the Cataloging Department). Gabby is presently employed in the KU Geology Department. Her appointment is effective February 5th.

COMMUNICATION SEMINAR REMINDER

As a reminder, Friday, January 31st, is the deadline to register for a communication seminar, "Communication: Verbal and Non-Verbal", presented by Kate Ames-Oliver, KU Department of Human Resources. The seminar is offered on Tuesday, February 4th, 9:00 -12:00 noon; and again on Thursday, February 6th, 1:00 - 4:00 p.m. To register, contact Janet Anderson-Story, 4-4715 (or email JANDERSO), by 5:00 p.m. Friday, 1/31.

Staff Development Committee

A FAREWELL TO THE SCRIPT LIBRARY

For many years the Music Library housed a small collection of materials owned by the Theatre Department called the Script Library. This collection was maintained by the Theatre Dept. and consisted of plays, scripts, theatrical journals and production notebooks, along with many miscellaneous materials. After much discussion, the collection has been completely removed from the Music Library and is now housed elsewhere in Murphy Hall. Patrons with questions about or who require access to Script Library materials should be referred to Mike Boring in the University Theatre Office (4-3381).

Staff in the Music Library are very grateful to have regained the space formerly occupied by the Script Library. Twelve sections of bookstacks were installed in this room, and books classified in the MTs (theoretical works) and the KU music theses and dissertations have all been moved to the top floor of the Music Library. This means that with the exception of music reference materials, all books about music are now shelved on the same floor.

On the main floor of the Music Library (where stacks had been 96% full), staff have shifted the music scores, following a complicated formula and resulting in shelves that are now 70-75% full. Music Library staff now hope to have at least two years before again having to seriously worry about where all the books are going to be shelved (but we'll never really stop thinking about it).

Susan Hitchens
NEW PHONE NUMBER

The Lending Unit in Interlibrary Services now has its own phone number: 864-3964. Please use this number when your concern involves the Lending Unit, as opposed to the Borrowing Unit (864-3960). Thanks. Judy Brow

LFA MEMBERS

A second Open Forum on the Annual Evaluation Proposal is scheduled for 10:15 A.M. - NOON, Wednesday, February 19, 1992 in the Watson 5th floor conference rooms. The agenda will continue that announced for the meeting of January 29. Kent Miller

ATTACHMENTS

Classified Conference Executive Board Minutes--November 26, 1991
Library Emergency and Disaster Plan Committee Minutes-- 9 January 1992
MINUTES, Classified Conference Executive Board
November 26, 1991


Committee reports:
1. Budget & Planning: B&P distributed a questionnaire to all staff asking about the budget process. Please encourage your constituents to fill it out -- even if they didn’t attend one of the budget hearings. Penny Donaldson has resigned from the committee and a new election will need to be held. Anyone interested in running should give their name to their group rep or to Vema by December 5.

2. Personnel Committee: The final Working Conditions survey results and report are ready for distribution to staff. A copy will be sent to each group representative and an announcement will be made in FYI. Unclassified staff interested in a copy can contact Gaile or David.

3. Staff Development: A draft of a workshop schedule (topic = Communication) for Spring 92 through Spring 93 are being developed.

4. Staff Orientation: The 2nd set of tours are beginning. The committee is also looking into preparing and running new student assistant orientation sessions.

5. Jane discussed the joint meeting held with LFA Exec Board. The talked about: 1) constitutional means for Classified Conference to provide input on committee charges; 2) equal representation on B&P, Staff Dev. and Staff Orient.; and 3) constitutionally mandated joint meetings (at least once a year) between CC and LFA Exec Bds.

Kent took the input but said the process may be slow. An LFA Constitutional changes committee will soon go to all LFA committees. CC reps should speak up in committee discussions on constitutional changes.

Another joint meeting was scheduled for February 17. The goal is to have these discussions completed before summer elections.

6. Discussion of a draft of the reassignment document from the Dean. Our response will be drafted by Jane and Gaile and should include the following: 1) clearly state that this procedure is not in effect exclusively during times of financial difficulty; and 2) the vague language -- "the Library" -- used throughout the document should be clarified.

7. The following meetings were scheduled:
   January 28 - Exec. Bd.
   February 25 (in Anschutz conference room 424) - Exec. Bd. (preparation for General Meeting)
   March 3 - General Meeting (Watson A/B) from 10am - 12 noon
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 9 January 1992

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

Minutes of 31 October 1991 were approved after the addition of a disclaimer that they were not to be taken as instructions for medical treatment. This meeting proved to be by far our most difficult one to record because so much useful-but-technical information was presented by the Watkins Health Center people and we were torn between passing it along to the staff in some detail because it was so useful and glossing over it out of fear of getting something technically slightly wrong or of encouraging staff to treat something we shouldn’t be treating.

Minutes of 5 December 1991 were approved after corrections.

G. Anderson distributed copies of the Facilities Survey Subcommittee’s "Preliminary Recommendations," which became the focus of our discussion. He pointed out that in prioritizing recommendations they had taken a rather pragmatic position: they put primary emphasis on things which seemed to be "doable," giving reduced emphasis to things which, no matter how important, appeared to be patently out of reach financially. But no matter how apparently out of reach a thing seemed to be at the moment, it was still included--and should continue to be included in all future requests and planning documents.

Although we made some progress through these recommendations, discussing such matters as fire extinguishers, testing of alarm systems, designation of facilities managers, environmental conditions, etc., we did not get into unit-specific recommendations beyond Watson; to be continued.

There was acquiescence to the suggestion that this subcommittee report be used as the frame on which to mount all of the recommendations of the parent Committee, so long as it was understood that, in addition to the general recommendations of the Committee-entire, we would also produce separate reports of unit-specific recommendations. There would, of course, be duplication between the two reports but that would simply have to be tolerated.

As time ran out (on both the present meeting and the committee’s first year of existence), it became apparent that the business of the committee as presently constituted was not going to be concluded by the end of January as had been hoped. With all calendars at the ready, additional future meeting dates were selected (16 and 30 January, 6 and 20 February) all meetings to be held in Watson Conference B. "As presently constituted" refers to the intention, stated at the outset, of revolving some people off the committee after a year in order to make way for new ones.

Gibbs reported that Dean Crowe wants a report from this committee before the game of musical chairs begins so it became even more clear that the additional meetings are necessary. Gibbs also reported that, concerning our earlier request for some seed money, the Dean had identified Endowment funds which he thought could generate a modest sum ($2000-5000?) earmarked for disaster planning and preservation. Immediately a misgiving was expressed that this joining of disaster planning and preservation could mean that the funds which have provided "acid-free" supplies in the past would be shared to provide, say, disaster supplies, thus reducing the amount available for acid-free supplies; Gibbs allayed our fears.

Adjournment was a process, during which Mitchell passed out a xerox of a short article on "Collection evaluation for disaster planning;" Schulte asked who in the Library Office was to be in charge of maintaining the file of information pertaining to sources of disaster-related supplies (Gibbs will find out); and Schulte said she would provide copies of a pertinent article from Conservation Administration News (CAN)

Bill Mitchell, recorder.
Announcing the LIBRARY Disk on VM/CMS

The LIBRARY disk is a means of providing library staff with a centralized on-line database of (generally lengthy) information concerning library resources (primarily of the networked electronic variety). It is administered by the staff of the Office of Networked Resources (i.e. Nicholas Eshelman) and was implemented by John Miller.

The LIBRARY disk contains files dealing with topics such as: an introduction to the Internet, Internet discussion groups of academic interest, CD-ROM databases available at KU, Library resources on the internet, among others.

How to Access the LIBRARY Disk

1. Log on to your VM account.

2. At the "Ready;" prompt give the command: `geld library`

   This connects you to the LIBRARY disk -- you will receive the message "LIBRARY has been accessed as the 120 B disk." (If it instead says "130 C disk," substitute "C" for "B" in the next command.)

3. Give the command: `fl * * b`

   This gives you a list of all the files available to you on the LIBRARY disk.

Having done these three steps, you should see a screen looking something like this:

```
Neshema FileList A0 V 108 Trunc=108 Size=18 Line=1 Col=1 Alt=0

<table>
<thead>
<tr>
<th>Cmd</th>
<th>Filename</th>
<th>Filetype</th>
<th>Fm</th>
<th>Format</th>
<th>Lrec</th>
<th>Records</th>
<th>Blocks</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>README</td>
<td>DOC</td>
<td>B1 V</td>
<td>70</td>
<td>119</td>
<td>1</td>
<td>1/21/92</td>
<td>11:57:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACQUILIS</td>
<td>DOC</td>
<td>B1 V</td>
<td>69</td>
<td>1489</td>
<td>12</td>
<td>1/17/92</td>
<td>16:48:36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YANKEE</td>
<td>DOC</td>
<td>B1 V</td>
<td>77</td>
<td>662</td>
<td>5</td>
<td>1/17/92</td>
<td>16:46:44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTYANKE</td>
<td>DOC</td>
<td>B1 V</td>
<td>113</td>
<td>358</td>
<td>3</td>
<td>1/17/92</td>
<td>15:58:03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD-ROMS</td>
<td>DOC</td>
<td>B1 V</td>
<td>68</td>
<td>296</td>
<td>3</td>
<td>1/13/92</td>
<td>16:32:33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EJOURNAL</td>
<td>DOC</td>
<td>B1 V</td>
<td>76</td>
<td>5342</td>
<td>51</td>
<td>11/07/91</td>
<td>11:56:36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARRON</td>
<td>DOC</td>
<td>B1 V</td>
<td>122</td>
<td>5618</td>
<td>43</td>
<td>11/07/91</td>
<td>11:46:04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>README</td>
<td>B1 V</td>
<td>80</td>
<td>241</td>
<td>3</td>
<td>10/22/91</td>
<td>17:31:14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>FILE6</td>
<td>B1 V</td>
<td>80</td>
<td>988</td>
<td>8</td>
<td>10/22/91</td>
<td>17:31:08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>FILE5</td>
<td>B1 V</td>
<td>80</td>
<td>1445</td>
<td>12</td>
<td>10/22/91</td>
<td>17:31:04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>FILE4</td>
<td>B1 V</td>
<td>80</td>
<td>1857</td>
<td>16</td>
<td>10/22/91</td>
<td>17:31:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>FILE3</td>
<td>B1 V</td>
<td>80</td>
<td>2189</td>
<td>18</td>
<td>10/22/91</td>
<td>17:30:53</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>FILE2</td>
<td>B1 V</td>
<td>80</td>
<td>2216</td>
<td>18</td>
<td>10/22/91</td>
<td>17:30:48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADLIST</td>
<td>FILE1</td>
<td>B1 V</td>
<td>80</td>
<td>2231</td>
<td>18</td>
<td>10/22/91</td>
<td>17:30:43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBINTER</td>
<td>DOC</td>
<td>B1 V</td>
<td>79</td>
<td>2501</td>
<td>28</td>
<td>10/22/91</td>
<td>17:30:33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERBIB</td>
<td>DOC</td>
<td>B1 V</td>
<td>63</td>
<td>841</td>
<td>9</td>
<td>10/22/91</td>
<td>17:30:26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NREN-LIB</td>
<td>DOC</td>
<td>B1 V</td>
<td>79</td>
<td>1867</td>
<td>25</td>
<td>10/22/91</td>
<td>17:30:18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1= Help  2= Refresh  3= Quit  4= Sort(type)  5= Sort(date)  6= Sort(size)
7= Backward  8= Forward  9= FL /n 10=  11= XEDIT  12= Cursor

====>
```
In order to read the files listed, one uses the XEDIT feature of VM. XEDIT is a rather basic text editing program which you may already use to edit "Notebook" files created in the MAIL system. You need not worry about accidentally altering files on the LIBRARY disk as you will not have the proper authorization to do so.

To look at a particular file through XEDIT, move your cursor to the left of the file you wish to read and hit the PF11 key or, type an x in the extreme left column (labeled "Cmd") next to the desired file and press the RETURN or ENTER key.

Start by looking at the file called README DOC. This is a list of all the documents stored on the LIBRARY disk. Once you have called up the file as described above, you should see something like this:

---

```
README  DOC   B1  V 80  Trunc=72 Size=119 Line=0 Col=1 Alt=0

T...T...1...T...2...T...3...T...4...T...5...T...6...T...7.>

00000 * * * Top of File * * *
00001 This is a guide to the documents on the VM LIBRARY disk, as of
00002 January 17, 1992. If you have questions or comments, please
00003 address them to Nicholas Eshelman (neshelma @ ukanvm)
00004
00005
00006
00007    FILE:  ACADLIST  *  (readme file plus 6 more)
00008    TITLE:  Directory of Scholarly Electronic Conferences
00009    AUTHOR:  Diane V. Kovacs, Kent State University
00010    EDITION:  3rd revision, 1991
00011
00012
00013    FILE:  ACQUILIST DOC
00014    TITLE:  Yankee Book Approval Plan
00015    AUTHOR:  Rachel Miller
00016    EDITION:  December 26, 1991
00017
00018    FILE:  BARRON DOC
00019    TITLE:  UNT's Accessing On-Line Bibliographic Databases

====>
```

---

page 2
Use the following PF keys to go forward ("down") and backward ("up") within a document:

- PF8: move forward one screen
- PF9: move backward one screen
- PF10: move forward 1/2 screen
- PF11: move backward 1/2 screen

You can also move around in a document with the following commands (each followed by pressing the RETURN or ENTER key):

- Enter a line number and a colon (e.g. 126:) to move to a specific line.
- Enter a number to move down that many lines, or - followed by a number to move up that many lines, e.g. 50 moves you forward 50 lines, -50 moves you backward 50 lines.
- Enter t or top to move to the top of the document.
- Enter b or bottom to move to the bottom of the document.

To search for a term in the document, type a forward slash (/) followed by the text string you wish to find, e.g. /internet will find the first occurrence of the text string "internet" between where you are in the file and the bottom of the file. To search backwards, precede the slash with a minus sign (-/)

You can control the display of lines numbers within a file with the following commands:

- po = "set prefix off" -- turns off the number display
- pr = "set prefix right" -- puts the numbers on the right side
- pl = "set prefix left" -- puts the numbers on the left side

If you desire to have a document added to the LIBRARY disk, or if you have any questions about using the disk, please contact Nicholas Eshelman, Coordinator of Networked Resources (phone: 4-5530, email: neshelman)
1991 W-2 FORMS

Many Library staff and students have not yet received their 1991 W-2 forms from the State of Kansas. According to the University's Payroll Office, all W-2's for KU employees were mailed from the University's Payroll Office by Friday, January 31st. The Payroll Office has asked that employees wait until their federal mail is delivered on Thursday, February 6th, before requesting a duplicate W-2. If you have not yet received your W-2 and it does not arrive in Thursday's mail, please notify Sandy Gilliland (4-3601, or e-mail SGILLILA). Duplicate W-2 forms will then be requested; however, please note that it may take approximately two weeks to receive a duplicate W-2. If you notice any errors in your W-2, please notify Sandy Gilliland immediately.

If you have moved during the last and did not notify the Library Administrative Office, it is very likely that your W-2 was mailed to your previous permanent address, and it will probably be forwarded to your present address by the US Mail service. Staff (including student assistants) must notify the Library Administrative Office if their permanent address changes. However, if you have not received your W-2 by Thursday, February 6th, notify Sandy Gilliland.

STUDENT EMPLOYMENT/PAYROLL RELATED QUESTIONS

Gregg Buckner continues as an Intern in the Libraries Administrative Office while Rex Hargis is on leave, i.e. through March 31st. Gregg is responsible for all student employment and payroll processing. As a reminder, it would be much appreciated if all student personnel and payroll-related questions are directed to Gregg during his Administrative Office hours:

- Mondays: 11:00 a.m. - 3:00 p.m.
- Tuesdays: 11:00 a.m. - 2:00 p.m.
- Wednesdays: 11:00 a.m. - 3:00 p.m.
- Thursdays: 11:00 a.m. - 3:00 p.m.
- Fridays: 10:00 a.m. - 3:00 p.m.

Student personnel/payroll questions that require an urgent response at times other than when Gregg is in the Administrative Office, and any questions related to classified and unclassified personnel/payroll issues, may be directed to Sandy Gilliland. Thank you. Sandy Gilliland

TIME CARD DEADLINE

Time cards, time sheets and absence reports for the pay period ending February 17th are due in the Administrative Office by noon on Wednesday, February 12th. (Time sheets for classified staff will be mailed shortly.) Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
FALL 1991 SEMESTER STUDENT RECRUITMENT

Departments who recruited for student assistants during the Fall 1991 semester should submit all hiring documentation (a copy of the vacancy notice and all applications with the job serial codes written on each application form) to Gregg Buckner, Library Administrative Office, by Friday, February 14th. Gregg Buckner

STAFF ORIENTATION TOURS PROGRAM

The Staff Orientation Committee is sponsoring a tour of the Government Documents and Map Library, given by Donna Koepp, during the month of February. All library staff are invited to attend the tour of their choice:

Tuesday, February 18th, 9:00 a.m.
-or-
Wednesday, February 19th, 2:00 p.m.

Advanced registration is required. To register, contact Michael Wilson (e-mail MIWILSON, or phone 4-3030) by Friday, February 14th.

Staff Orientation Committee

CIVIL SERVICE EXAMINATION CALENDAR

A copy of the University’s examination calendar for civil service exams offered during the month of February 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

WATSON STAFF LOUNGE REFRIGERATOR

The combination padlock to the refrigerator in Watson Library’s Staff Lounge has been repaired and is now on the refrigerator. Please note that the combination to the padlock has not changed. (If you would like the combination, call the Administrative Office, 4-3601).

Sandy Gilliland

USE A MOUSE TO FIND THE RIGHT REFERENCE SOURCE!

A pilot program called the "Reference Assistant" is now available for testing on a computer in Watson Reference. . .on the table near the foreign telephone books. This project utilizes the hypertext program ToolBook on a computer equipped with a mouse in order to assist users in locating basic reference sources on specific shelves or tables in Watson Reference. The program leads the user to about 100 basic sources. . .statistics, addresses, magazine or journal indexes, and so forth. It is part of the department's overall library and bibliographic instruction program, and its aim is to help individuals become more independent in locating very basic sources at times when the reference desk is not staffed or when all of the reference librarians are busy. Please come and try it out. We welcome your comments.

Marilyn Clark

(continued)
BROWN BAG LUNCHEON

A brown bag lunch to discuss the recent ALA midwinter meetings will be held on Thursday, February 13, at NOON in Room A. (N.b. this is a change from the previously announced time.) Those who went to ALA in San Antonio will tell what they saw and heard, and the rest of us will learn from their experiences. The Staff Development Committee hopes that many of you can attend.

Rich Ring

WATSON USER SERVICES REVIEW COMMITTEE

The Watson User Services Review Committee has begun to meet weekly, and while we are just beginning our work, I would like to provide everyone with a brief report of our activities to date, as I imagine people might be wondering what we are doing. The Committee (Norma Bishop, Sarah Couch, Marilyn Clark, Kathy Graves and myself) met for the first time January 10, and has been meeting weekly thereafter. One meeting was spent discussing our charge with the Dean. Out time thus far has been spent in discussing how best to proceed. We have, and still are conducting a literature search, and reviewing pertinent articles and publications (of which we have not found many). We have also developed a brief questionnaire that was recently sent to unit and department heads in Watson Library for units and departments that provide user services. The questionnaire is intended to provide the Committee with basic information about the functions, services, and organization of each department. We are in the process of preparing a list of questions to use in selectively contacting some other libraries, to find out more, for comparative purposes, about the organizational structure of their user service operations. The Committee wishes to assure everyone that there will be ample opportunity for input as the Committee pursues its work. We have talked about holding several open meetings, sending out a questionnaire to library staff to solicit input, and touring each unit/department involved. We will report back to you as we progress further in our planning. If you have any questions about what we are doing, please don’t hesitate to contact any of the Committee members. We all have Email accounts. More to come later.

Sheryl Williams, Chair, Watson User Services Review Committee

GUEST LECTURES

Stephen Richard, Associate Librarian (Reader Services), Glasgow University Library, will be visiting KU between February 10th and 21th. Mr. Richard is a native of Kansas, and received a B.A. from KU. He worked as a student employee in the marking department of the Libraries. His spouse, Kate Lawson, was a member of the Libraries staff as an exchange librarian (from Scotland) in the Cataloging Dept.

Mr. Richard will make two presentations on library issues. The first is targeted for Library staff, and deals with performance measures. It is tentatively scheduled for Tuesday, February 18th, at 2:00 p.m. in Watson Conference Room A. The second presentation, "British University Libraries--Crisis or Opportunity?”, is tentatively scheduled for the Kenneth Spencer Research Library Auditorium, Thursday, February 20th at 3:00 p.m, with a reception at the Paul Adams Lounge in the Adams Alumni Center to follow. We will keep you posted as more information becomes available.

THANKS

We would like to give a special thanks to all of those people that made donations to compensate us for our loss in December, 1991. THANK YOU!

Mail Room Staff
Library Automation Committee
January 15, 1992

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

1. The committee received two comments from Library staff regarding the sample progress report published in the FYI with the 12-18-91 minutes. The committee will assume that this format will be sufficient until we hear otherwise.

2. Announcements:
   a. ILS: move has been completed. It went smoothly and is now fully operational again. We hosted a group of Regents ILL staff last week for a SAVEIT presentation in Anschutz. It went very well.
   b. Documents project: coordinating group met again last week. The project is still on schedule.
   c. OCLC FirstSearch: Jim is drafting an announcement to staff that the system is available for training and experimentation. Paulette will help with training. We purchased 20 blocks of 2500 searches and received 4 additional blocks free for having been a test site. They are divided into 7 authorizations so that we can track the level of use in different areas of the library. Cards will be distributed to interested faculty at no charge (10-25 searches) for use outside the library. Searches are $.60/search but the definition of a search is not yet clear.
   d. Watson LAN: didn’t meet the Jan. 15 goal due to delays in acquiring equipment. We are still waiting both on LAN equipment to go into Watson and on extra CD-ROM drives to add to the servers in Anschutz. We don’t know when everything will arrive. Agreement has been reached as to what databases should be added to LAN when it comes up in Watson.
   e. LAN: A new menuing and metering system is up and running in Anschutz. It controls the number of simultaneous users and tracks the use of the different databases. Science Citation Index (current 2 years only at this point) went up with no problem. John is still testing the other CD’s that will be added when the Watson connection is ready to go. He received and tested the upgraded CBIS software but is still working on one glitch (a problem with Computing Archive.) Upgrade to Novell Netware 3.11 is still waiting on satisfactory solution to problems with backing up the main file server.
   f. Regents Center Automation: memos on wiring and equipment going out today. Ball will then be in other courts for now.
   g. Engineering: still working on equipment list.
   h. Equipment: John is testing printers for public use. The Canon BubbleJet BJ-300 ($600) is fast, quiet & of good quality, but does not work perfectly with OCAT terminals without some custom modifications. John is working with Canon technical people on the possibilities. The Panasonic 1180 ($200) works perfectly with OCAT terminals but is not quiet like an ink-jet. It is quieter than the 1124’s that staff use.
   i. Online catalog: passed 900,000 records last week!
   j. 3081KX computer: This mainframe computer in the computer center, which the Libraries use for VM mail, parts of serials claiming, and the catburglar program, probably will be removed at the end of this fiscal year. Academic deans received a memo from Herb Harris explaining this possibility. Our response to the memo stressed our need for these uses to be accommodated. [Subsequent announcements indicate that all current VM functions will be moved to the Amdahl mainframe and continued there.]
   k. Bill will attend a presentation at the computer center on a grant proposal to the National Science Foundation to connect more academic institutions in Kansas to the Internet. Jerry Niebaum wrote the proposal and is making the presentation to representatives of colleges and community colleges throughout Kansas.
   l. Internet Resources Symposium: to be held at KU (Union) on Feb. 11 for Regents library and computing staff. John will be making one of the presentations.
   m. Programming:
      i. Annamarie is looking at changes to catburglar mandated by the installation of the OCLC PRISM system;
      ii. As of now, shelf list cards don’t work;
      iii. Program to print comments, book suggestions and "oops" message program broke in late December. John will try to fix it.
   n. Louis Martin, director of the Linda Hall Library, and his new Librarian for Automated Systems, James Huesmann, will visit on Jan. 31 to meet with Bill and John.
3. Mainframe planning:
   a. Official approval received from Bill regarding the three-track proposal.
   b. Circulation enhancement committee forming. Mary H. and the programmers will be joined by four
      Library staff members including Kendall as Chair. Programmers will need a plan by Apr. 15 to get
      started. LAC members requested that the Circ group turn in their proposal (list of priorities) to John
      by March 13. The committee will discuss it at the March 18 meeting.
   c. Inquire committee will be in action soon. John sees this group as a reaction and review committee,
      not a planning committee.
   d. Online Catalog committee should try to get started by mid-March/early April. Now we are waiting on
      a policy from CPAC.
   e. Next stage of a fixes & maintenance committee is probably 6 months away from forming.

4. Future meetings were scheduled for February 5, February 26 (in Anschutz) and March 18.

Mainframe Progress Report

Projects currently being programmed

Documents load

<table>
<thead>
<tr>
<th>Current activity</th>
<th>Programming/testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production date</td>
<td>March 15, 1992</td>
</tr>
<tr>
<td>Completion date</td>
<td>April 15, 1992</td>
</tr>
</tbody>
</table>

Serials Claim rewrite

<table>
<thead>
<tr>
<th>Current activity</th>
<th>Programming/testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production date</td>
<td>February 1, 1992</td>
</tr>
<tr>
<td>Completion date</td>
<td>February 10, 1992</td>
</tr>
</tbody>
</table>

Other

Changes to catburglar programs to accommodate PRISM

Projects being planned

INQUIRE/Text Citation/Abstracting database system and load of first database

<table>
<thead>
<tr>
<th>Current activity</th>
<th>Drafting specifications, experimenting with software on a time-available basis, awaiting formation of task force</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning deadline</td>
<td>Feb. 15, 1992</td>
</tr>
<tr>
<td>Production date</td>
<td>Not yet set</td>
</tr>
<tr>
<td>Completion date</td>
<td>Not yet set</td>
</tr>
</tbody>
</table>

Circulation Maintenance/Enhancement cycle

<table>
<thead>
<tr>
<th>Current activity</th>
<th>Task force has been established and had first meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning deadline</td>
<td>April 1, 1992 -- draft of priorities due to LAC by March 13</td>
</tr>
<tr>
<td>Production date</td>
<td>Varies</td>
</tr>
<tr>
<td>Completion date</td>
<td>Not yet set</td>
</tr>
</tbody>
</table>
Present: K. Miller (Chair), R. Clement, B. Schulte, G. Husic, S. Gilliland, S. Miller, M. Roach; W. Crowe as guest.

The meeting opened with a discussion of the questions and answers which had been compiled to aid the LFA membership during discussion of the Dean's memorandum concerning annual merit evaluation of librarians and other unclassified staff. A second draft will be drawn up and distributed to Exec as soon as possible. These questions will accompany the Dean's memorandum when it is sent to the full membership. Modifications were also made to the cover letter which Kent had written.

The Dean is prepared to complete the final draft of his evaluation proposal. It will be mailed along with the cover letter and questions and answers well in advance of the open forum to be held Wed. Jan. 29 at 10:00 a.m.

The Dean left at this point in the meeting.

Minutes from the Libraries Committee on Promotion and Tenure were accepted for Oct. 15-21, Oct. 23, and Nov. 15, 1991. Minutes were also accepted from Staff Development for Dec. 18, 1991. Exec minutes from Jan. 6, 1992 were approved with revisions.

The next LFA Exec meeting will be held Mon. Feb. 3 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Rebecca Schulte
Budget and Planning Committee Minutes
December 13, 1991

Present:  S. Craig, N. Jaeger, R. Miller, K. Neeley, J. Richardson, W. Crowe (guest)

Absent:  S. Hewitt, S. Miller, J. Waters

The minutes of the December 6th meeting were approved as written.

Prior to the meeting a two-page summary of the results of the library budget questionnaire had been prepared chiefly by J. Waters. The committee decided that this summary should be published in FYI as an attachment to the minutes of this meeting.

When Dean Crowe arrived, we began a discussion of budget issues centered around his memorandum of December 11 on library budget priorities, which had been distributed to the members of the committee a few days earlier. In this memorandum Dean Crowe lists the budget priorities for the library's budget request for FY93 and FY94, which is due in the Office of Academic Affairs by December 20. During this wide-ranging discussion, the results of the questionnaire were reviewed, and the committee asked and the Dean answered numerous questions about the budget request and other related matters. Barring any last-minute revision, the FY93 priorities in this year's budget request are as follows:

1--Acquisitions
2--Student wages
3--Acquisitions
4--Preservation (one unclassified position)
5--Equipment
6--Supplies and expenses

As for the special equipment request, Dean Crowe said that he intends to ask for money for both the LAN extension to Engineering and printers for public services use. The School of Engineering is prepared to share the cost of extending the LAN to Engineering with the library, he said.

Dean Crowe also passed around a draft of his post-Campaign Kansas development proposal for private funding sources, which the university administration has solicited from all departments, and a draft of a NEH Challenge Grant application-in-progress. He asked the committee to review these draft documents for a later discussion with him.

Submitted by John Richardson
Library Budget Survey Summary

Response Rate: 40 of the 175 surveys distributed were returned resulting in a response rate of 23%

1. Did you attend one of the two open meetings on the library budget? yes 20 no 20

2. If you did not attend one of the meetings, did you know that they were being held? yes 12 no 6 other 2

3. Was the meeting you attended useful and informative? Comments or suggestions:

Most respondents did not answer this question. Of those who did most found it useful and informative.

Other comments included:
  Good Job.
  More info was needed on options and their implications.
  Transparencies should have also been supplied in hard copy.
  Helpful.
  Depressing\Room Too Hot.

4. What should the library's priorities be in the FY93 budget?

Acquisitions received the most support, followed closely by student wages. Student wages was mentioned by a few more people, but acquisitions received the largest number of top priority votes. Salaries received the next largest show of support. Equipment additions and replacement, OOE and information technology also received a significant amount of support. Other priorities that were mentioned included: preservation officer, maintaining professional staff, chairs, computers (automation), space, and service contracts.

Other comments included:
  Staffing shouldn't cover more; programs should be cut.
  No OCAT databases.
  No preservation officer.
  No more technology support.
  Preservation help other than a preservation officer.
  More student help.

5. How should the library cover the projected deficit in the FY93 budget?

The most support was expressed for the following: charging for services (especially for people not affiliated with KU),
acquisitions cuts, holding positions vacant, reducing hours, increased use of income accounts and private money. Additionally, there was support for cutting OOE, a hiring freeze, and sharing and maintaining equipment. The following were also mentioned: reducing personnel, fining faculty, cutting in all areas, increasing the lost book charge, bibliographers pursuing grants, and cutting the student budget.

Other comments included:
- Do not leave positions vacant more than one year.
- Reduce acquisitions funding for less used subject areas.
- Acquisitions cuts in overly funded areas.
- Use one-time money to avoid serials cancellations and maintain approval plans.
- Establish a "budget savings bank."
- Examine mission and services.
- Do not assume that we can do more with less.
- Delay hiring a preservation officer.
- Maintain the student assistant budget.
- Grants to the university which require library use should include OOE.

6. If the library receives a special allocation for equipment, how should it be used?

The largest amount of support was expressed for public OCAT printers and extending the LAN to the Engineering Library. Safety and ergonomic equipment (especially wrist rests) received the next largest show of support. Other ideas that received support included computers, improved lighting for staff, more public terminals for Expanded Academic Index, and making no request. The following were mentioned once: maintenance of equipment, microfiche copier for Cataloging, microform and photocopier maintenance, chairs for staff, continuing OCLC lines, storage space, M310's for Cataloging and maintaining current M310's, acquisitions, PC's for dial-in OCLC, improving security, and extending the LAN to the rest of Watson and the branches. Other comments included:
- Review the equipment list.
- Charge for printing on public printers.
- It's hard to support new equipment when branches are being asked to give up current equipment.
- Use equipment money for students.
MINUTES OF MEETING January 8, 1992

Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner

Brad reported that he had talked to Kent Miller about the Dean's interest in reforming the evaluation and merit salary distribution process.

It would be helpful if the committee could find out informally how other departments distribute merit salary money. Possible questions were formulated to accomplish this.

There was a general discussion of the implications of changing the method of evaluation and the apportionment of merit increases.

Respectfully submitted,
Barb Gaeddert, Secretary

MINUTES OF MEETING January 22, 1992

Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner

Brad reported on information received from the Business School and on his conversations with the chair of Slavic Languages and the former chair of the History Department about salary distribution.

Judith reported on her conversations with faculty members in Pharmacy and Economics and with the chair of Speech-Language-Hearing.

The possibility of summarizing these conversations was discussed.

Respectfully submitted.
Barb Gaeddert, Secretary
Staff Development Committee  
Minutes  
Meeting of January 8, 1992

Present: Lorrie Knox, Susan Hitchens, Kate Ames-Oliver (guest), Julie Hoff, Rich Ring, Janet Anderson-Story, Sandy Gilliland, and Carole Dibben

The Staff Development Committee met at 10:30 am in Anschutz Library Conference Room. Minutes were approved.

Discussed the first workshop in the series of communication workshops with Kate Ames-Oliver, KU Dept. of Human Resources. Kate agreed to do two presentations of a workshop titled, "Communication: Verbal and Nonverbal". The presentations were scheduled for February 4 from 9am-12 noon and February 6 from 1-4pm in Watson Conference Rooms A and B. SDC also discussed with Kate the possibility of offering an additional five hour personal strengths workshop. The committee decided to place an explanation of the workshop on the evaluation form for the "Communication: Verbal and Nonverbal" workshop and in FYI requesting the staff to indicate their interest. If there is sufficient interest, then the workshop would be scheduled during summer 1992.

The "Assertiveness" workshop will be scheduled during the week of March 16-20, 1992. Sandy will do one session and if there is interest in an additional presentation, she indicated that she would be willing to do a second session sometime after March 25th.

Susan and Sandy agreed to work on the flier for the communication series and have it distributed to give sufficient advance notice.

The title for the communication workshop series was selected. It is "Did I Say What You Heard? Personal Communication and Beyond!"

Three workshop requests were approved.

The next meeting will be on Wednesday, January 15, 1992 at 10:30 am in Anschutz Library conference room.

Submitted by Carole Dibben
Staff Development Committee
Minutes
Meeting of January 15, 1992

Present: Sandy Gilliland, Susan Hitchens, Janet Anderson-Story and Carole Dibben
Absent: Rich Ring and Julie Hoff

The Staff Development Committee met at 10:30 am in Anschutz Library Conference Room. Minutes were approved as amended.

Lorrie shared a letter from Women's Studies to Mary Rosenbloom thanking the library for including a Library program and financial support for the visit of Maria Musoke.

Two out-of-state travel requests were approved.

The evaluation form was revised for the first communication series workshop in February.

Sandy and Susan presented the final version of the flier for the communication series which is ready to be printed. Sandy hopes to have it ready for distribution on Thursday, January 16.

The contents and format of the registration form for the first communication workshop were discussed. Sandy will work up a draft and have it ready for the next meeting. The registration deadline will be 1/31/92.

Carole reported on the current SDC budget status.

The next meeting will be on Wednesday, January 22, 1992 at 10:30 am in Watson Library. Lorrie will notify committee members of exact location when arrangements have been made.

Submitted by Carole Dibben
Budget and Planning Committee Minutes
January 10, 1992


Absent: S. Hewitt, R. Miller

Mary Lou Warren was welcomed to the committee as a Classified Conference Representative replacing Penny Donaldson. Her term will expire June 1993.

The minutes of the December 13 meeting were altered and approved.

The committee scheduled its meetings through June. On January 17th from 1pm to 2:30pm the committee will meet in one of the Watson conference rooms. Dean Crowe will attend that meeting and we will discuss spring budget meetings and his post-Campaign Kansas development proposal. The other dates for future meetings are January 31, February 14, February 28, March 6, March 20, April 10, April 24, May 8, May 22, June 5, and June 19. All meetings will be from 1 to 2:30 and will be held in the Anschutz Science Library conference room unless otherwise announced.

The committee discussed updating the Planning Committee Notebook. It was decided that the bulk of this work could be done by a subcommittee. Discussion of this was postponed until a later meeting when more committee members would be in attendance.

The committee began discussion on Dean Crowe's February 1st memo to Del Brinkman regarding his post-Campaign Kansas development proposal. After some discussion the consensus of the committee was that the request for an endowed fund to help support Library staff development should be increased to $500,000. Each of the other items on the memo and their priorities were discussed in turn. There was some support for giving acquisition endowments a priority ranking. Support was also expressed for the "Vosper Scholars" program and for at least considering classified staff for this program. The committee also discussed the NEH Challenge Grant Text.

Discussion then turned to the spring budget process. Various members of the committee expressed the concern that staff have input into the budget process. Committee members also expressed the desire to see departments assess budgetary needs and to create a forum where department heads could hear the needs of other department heads—a sort of "State of the Departments" meeting.

The committee briefly discussed space planning. What will be this committee's role in space planning? We will talk to Dean Crowe about this if time allows at our next meeting.

Submitted by Julie Waters
Committee on Staff Orientation
Minutes of the November 21, 1991 meeting

Present: Paulette DiFilippo, Julie Hoff, Sandy Gilliland, Carmen Orth-Alfie, Connie Powell and Mike Wilson

Guest: Dean Crowe

1) The majority of the meeting was spent discussing LFA's charge to explore a library student assistant orientation program with Dean Crowe. The Dean views student orientation as a means of conveying to students their importance to the library system. He noted that the Learned Club, for example, uses a video to train its students and suggested that the Library might develop its own video or slide program. Such a program would support several departmentally-based aspects of student assistant training.

The committee agreed that such an undertaking would take a tremendous amount of work, but would also create a valuable recruitment tool, especially if a video-slide program focused on the variety of student jobs available in the library, and featured currently-employed students. The Dean suggested that the committee first conduct an informal, preliminary needs assessment among library departments and then investigate what other university departments are doing for student-employee orientation training. The findings would be written up and submitted to LFA in March, 1992. At that point, LFA and CSO would be in a better position to determine whether or not an Ad Hoc committee would be needed. It was noted that the Library Education Committee is also taking about creating a video for library orientation. It may be possible to coordinate our efforts. More discussion on this project is sure to follow.

2) The December Library Tour schedule was finalized, and brochures will be sent out before Thanksgiving, advertising the December tours. Mike Wilson will handle tour sign-ups and will send out the evaluation forms. Having several, shorter department tours instead of a few longer ones seems to be very successful. Tour attendance has been very high so far.

3) The preservation slide show for student assistants was well attended this semester. The Committee is still looking for more current programs. The University of Missouri has a newer video which discusses the "evils" of food and drink in the Library—the Committee may look into borrowing it for future presentations to students.

Submitted by Julie Hoff
Minutes of the Committee on Staff Orientation  
December 12, 1991

Present: Connie Powell, Carmen Orth-Alfie, Paulette DiFilippo, Michael Wilson, Julie Hoff, Sandy Gilliland.

Minutes of the November 7, 1991 meeting were approved.

C. Powell reported on the January Orientation Tours scheduling. She will be working with Circulation, ILL, and Reference to arrange final dates and times.

The committee discussed the use of the current preservation slide show. It was agreed that the current materials will remain in use while the committee continues to investigate the market for more up-to-date materials.

The majority of the committee's time was spent discussing the LFA charge on Student Assistant Orientation. We discussed the depth of library orientation necessary/desirable for students, as well as the level at which it should take place (eg. individual departments versus library wide). We leaned towards some sort of centralized program. The committee will continue to investigate and discuss what aspects of Student Orientation could best be handled in a centralized fashion, as well as the staff time and commitment a central orientation would involve.

Submitted by,

Michael Wilson
Staff Development Committee
Minutes
Meeting of December 11, 1991

Present: Lorrie Knox, Janet Anderson-Story, Susan Hitchens, and Carole Dibben
Absent: Rich Ring, Julie Hoff and Sandy Gilliland

The Staff Development Committee met at 10:30 am in the Anschutz Library Conference Room. Minutes were approved as changed.

Lorrie reported that Gordon Anderson’s talk on the Frankfurt Book Fair has been scheduled as a brown bag lunch on Friday, December 13, 1991, from 12-1 pm in Watson Conference Room A.

Susan showed the committee what she had worked up for the publicity flyer for the communications workshops. She will be contacting Sandy Gilliland this week for her input to continue its development.

Our next meeting will be on Wednesday, December 18, 1991 at 10:30am in Anschutz Conference Room.

Submitted by Carole Dibben
The Administrative Conference met in Watson Conference Room A at 10:30 a.m.


1) Personnel issues -- Sandy Gilliland

   In response to a question raised recently by a supervisor, Sandy Gilliland gave a brief explanation of the professional advancement policy of the University with regard to classified staff attending seminars and workshops. The University encourages professional development of classified staff, and it is within the discretion of the supervisor to determine the job-relatedness of an opportunity.

2) Change of assignment document:

   Crowe gave some background on the draft document, saying that it had been through many drafts and revisions, and was currently in the hands of the Classified Conference. At that point, he asked Jane Hoyt to give an update on the status of the draft. She told the group that some revision was being suggested to Dean Crowe. Crowe noted that after his action on the Classified Conference recommendations he would bring the document back to Administrative Conference.

3) Retrocon -- George Gibbs

   Gibbs gave a status report on the progress of the retroconversion process. The group is now working in the PE-PF area in the last of the LC classification. Serials, East Asian, music scores and Slavic cyrillic have not been done. He estimates that the P’s will be done by Fall 1992. There will be a discussion paper to propose the various directions the project may go as soon as the current phase has been completed, which will be when the "Biography" collection is converted.

4) Watson Library Self-study

   Crowe asked Sherry Williams to give a status report on the activities of the self-study committee. Sherry told the group that the group had begun weekly meetings and had begun discussions of how to approach the study and what methodology to use. They have begun to gather information.

5) Government Documents/Maps program

   Crowe asked John Miller to give an account of the progress being made to bring the program on line. Miller said that the target for production was March, expecting to load approximately 18,000 records per week. Gibbs noted that upon completion of the project there would be well over over 1 million bibliographic records in OCAT. There was discussion among the committee members with regard to the application of the program and data when it became available. Miller indicated that there would be policy and process information forthcoming.

6) Catalog Policy Advisory Committee

   Crowe passed out a draft charge for such a committee and charge indicating that the issue would be up for discussion in February.

7) Annual Reports

   Crowe indicated that there were still a number of reports which he had not received. He asked the members to let him know by January 31 if they would not be able to provide a report.
8) Disposal document

Crowe told the group that Executive Vice Chancellor Shankel and Chancellor Budig had both signed-off on a disposal policy for library materials. Gibbs told the members that discussions regarding application of the various sections of the plan would be forthcoming.

9) Emergency phone lines

Crowe said that members should have received e-mail from Nancy Jaeger asking them to review the needs of their department(s) for phone service in the event of a major phone failure, i.e., the phone switching equipment goes out of service, and can only be restored to a limited capacity. Comments to Nancy Jaeger are requested by January 22, 1992.

10) Academic program review

Crowe told the members that he had received a copy of a memo from Del Brinkman which said that the University was beginning the process for review of all academic programs.

11) Beyond Campaign Kansas

Crowe told the group that he was to submit to Del Brinkman, by February 24, preliminary recommendations on priorities for fund-raising efforts upon "Beyond Campaign Kansas".

12) Crowe announced that the Libraries' budget hearing with Academic Affairs was scheduled for 4:00 p.m. tomorrow (1/22/92).

13) Crowe announced that we are close to scheduling interviews for the position of "publication coordinator" for the Libraries.

14) Crowe told the members that he had not been able to advance work on an administrative intern opportunity, but hoped to do so next month (February).

15) Crowe opened for discussion, the use of Library equipment issue, which was raised at the last Administrative Conference meeting. He told the members that his inclination, with regard to making policy of this kind, was to rely on State and University regulations, the substance of which will be distributed.

16) Agenda Committee

Gibbs reminded the committee that the Agenda Committee seeks topics which the members think are appropriate for that forum. Gibbs had distributed a list of suggested topics and invited comment before March 22nd. He commented to the group that most of the topics concerned the use of resources, and/or morale issues.

The meeting was adjourned at 11:45 p.m.

Respectfully submitted,

Rhonda Boose
Basic Book Repair Workshop
Basic book repair techniques are taught by having the participants actually perform 6 to 8 mending routines. The workshop includes instruction on what to mend and what to discard, preparation for mending, rumpled pages, inserting loose pages, strengthening weak hinges, repairing torn and loose book covers, and rebinding books. 9 a.m. - 12 Noon, 3 C.E. credit hours.

March 6 / U of KS - Sch of Med, Wichita, KS
April 3 / U of KS, Lawrence, KS

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

CD-ROM: The Database Revolution
What is it? How does it work? How do I get started?
A discussion of the practical issues to consider when implementing CD-ROM services. Topics include hardware selection, specifications, budgeting, security issues, and database selection criteria. A demonstration on the installation of CD-ROM hardware, Microsoft CD-ROM DOS Extensions, and one CD-ROM product. Using Local Area Networks with CD-ROM, and library management issues are also discussed. 9 a.m. - 4 p.m. 6 C.E. credit hours.

March 5 / U of KS - Sch of Med, Wichita, KS

$85/person BCR members, $140/non-members

DIALOG System Seminar I
This hands-on seminar provides an overview of the basic searching techniques for the DIALOG Search System. Topics include formulating a search strategy, the use of DIALOG logical and proximity operators, displaying records, viewing a basic index, efficient search techniques, and saving searches. 9 a.m. - 5 p.m. 7 C.E. credit hours.

March 10 / U of KS, Lawrence, KS

$145/person BCR members, $155/non-members

The Internet: A Practical Introduction To Library Applications
This one-day workshop will provide participants with basic skills needed to use the Internet. Topics include Internet development, organization, and administrative procedures, UNIX commands used in navigating the Internet, utilizing the Internet effectively, and accessing OCLC's EPIC and FirstSearch services on the Internet. Hands-on practice will depend on local arrangements. 9 a.m. - 4 p.m. 6 C.E. credit hours.

March 11 / U of KS, Lawrence, KS

$85/person BCR members, $110/non-members

Microcomputer Maintenance Basics
Microcomputers have been in use in libraries for nearly a decade. Repair frequency and costs can be reduced by adopting a plan for routine do-it-yourself maintenance. Issues such as service contracts, upgrading RAM, static electricity, drive cleaning, surge protection, backing up, screen blanking, parking heads, and the use of accessories for productivity enhancement will be covered. Demonstrations and hands-on opportunities will depend on equipment availability at the workshop site. 9 a.m. - 4 p.m. 6 C.E. credit hours.

March 4 / U of KS - Sch of Med, Wichita, KS
April 2 / U of KS, Lawrence, KS

$85/person BCR members, $140/non-members

OCLC EPIC: Advanced
This is a half-day workshop for EPIC users who want more information about EPIC advanced commands and particularly about the relationship between the EPIC field structure and MARC tagged records of the OCLC Online Union Catalog. Although the EPIC command syntax is easy to learn and use, the OCLC Online Union Catalog is sometimes more complex to search than it appears at first. This class is designed to help the searcher become more familiar with searching a MARC database. Hands-on practice included. 9 a.m. - 12 Noon 3 C.E. credit hours.

March 13 / U of KS, Lawrence, KS

$80/person BCR/OCLC users, $110/non-users
### OCLC EPIC: System Introduction

The EPIC System Introduction provides a full-day overview of search techniques for OCLC's new reference service. Topics include an introduction to online reference database searching, database structure, and efficient system utilization, use of logical and proximity operators, EPIC basic commands, search strategy preparation, output options, and system administration, pricing and contracts. 9 a.m. - 4 p.m. 6 C.E. credit hours.

March 12 / U of KS, Lawrence, KS
$85/person BCR/OCLC users, $150/non-users

### PC/MS DOS - An Introduction

What Every Microcomputer User Should Know

A hands-on workshop covering the fundamentals of DOS including internal vs. external commands, most commonly used DOS commands, directories - what's in a name?, wildcards, copy and diskcopy, why format?, backups, installing new software, introduction to batch files, and version variations of DOS. 9 a.m. - 4 p.m. 6 C.E. credit hours.

March 31 / U of KS, Lawrence, KS
$85/person BCR members, $140/non-members

### PC/MS DOS Intermediate Uses

Beyond The Beginning

(With An Emphasis on Hard Disk Management)

This full-day workshop, hands-on practice, covers the use of Config.Sys files; commands like Prompt, Path, Change/Make/Remove Directory, and Assign; version variations; disaster prevention; backing up and restoring a hard disk; advanced batch file techniques; homemade menus; and much more. 9 a.m. - 4 p.m. 6 C.E. credit hours.

March 3 / U of KS - Sch of Med, Wichita, KS
April 1 / U of KS, Lawrence, KS
$85/person BCR members, $140/non-members

### WordPerfect - Advanced Macros

Macros are in great demand because they can save time and keystrokes. This hands-on class will teach you how to use macros effectively, and will cover creating advanced macros, editing macros in the Macro Editor, learning how to use the macro commands box, and much more. A WordPerfect 5.1 macros disk with dozens of useful examples (a $10 value), developed by BCR, will be provided. 1 p.m. - 4 p.m. 3 C.E. credit hours.

February 27 / U of KS, Lawrence, KS
$60/person BCR members, $85/non-members

### WordPerfect - Labels & Merges

This half-day hands-on class will take the mystery out of labels and merges. WordPerfect 5.1 has a more powerful mail merge language, and much easier management of label formats. Gone are the days of spending hours setting up formats to use labels. 1 p.m. - 4 p.m. 3 C.E. credit hours.

February 25 / U of KS, Lawrence, KS
$60/person BCR members, $85/non-members

### WordPerfect - Macros & Tables

Tables and macros are powerful tools for anyone using WordPerfect. The tables feature (which was introduced with WordPerfect 5.1) has virtually replaced the use of columns and tabs. Tables can be used for simple spreadsheets, calendars, sign-up lists, and much more. The macros feature is also in great demand. Macros are used to save time and keystrokes. Let the computer automatically print your document with one keystroke by using macros. 9 a.m. - 12 Noon. 3 C.E. credit hours.

February 26 / U of KS, Lawrence, KS
$60/person BCR members, $85/non-members

### WordPerfect - Optimizing your Installation

Harness the power of WordPerfect by attending this hands-on course. This workshop focuses on learning how to install WordPerfect for the first time and on how to update to a new version of WordPerfect. Installation is only half the battle - there are many options for customizing the installation that can greatly enhance WordPerfect's usefulness. 9 a.m. - 12 Noon. 3 C.E. credit hours.

February 27 / U of KS, Lawrence, KS
$60/person BCR members, $85/non-members

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**Please note that there is now a financial incentive for registering early: most BCR workshops are discounted $10 if you register at least 15 days in advance.**
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES January 16, 1992

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

Minutes of January 9 were approved with corrections.

S. Craig presented a list of remaining tasks for the committee to complete, in addition to finishing the work of the three subcommittees. Each task was discussed and committee members were assigned to complete them as follows.

1. Complete the review of draft recommendations for facilities maintenance and improvement. This was assigned to the committee as a whole.

2. Discuss on-site supply needs and medical and other types of training. Fire extinguisher and evacuation technique training were also mentioned as desirable. M. Miller will find out what medical training is locally available.

3. Follow up on the progress of branch library work on emergency manuals. S. Craig will call the libraries to check progress.

4. Develop a calling tree. After some discussion of whether it falls to this year's committee to work on this without also working on disaster recovery and designating the disaster team, M. Burchill volunteered to research calling trees and report back to the committee.

5. Follow up with Rich Barr (Lawrence Fire Department) to obtain copies of the Libraries emergency pre-plan documents. Since the group working on the Watson emergency manual also had questions for him, it was decided that M. Miller would contact him regarding these matters.

6. Contact the state fire marshal, who is scheduled to come to Watson in January. This issue was deferred to the next year's committee.

R. Schulte reminded the committee that Paula Phillips, from the Douglas County Emergency Preparedness Office, had been suggested as a possible person to contact for information also. This possibility was also deferred to the next year's committee.

R. Schulte distributed copies of a Conservation Administration News article entitled "Disaster Planning in Nevada."

The remainder of the meeting was spent discussing preliminary recommendations of the facilities survey subcommittee, focusing primarily on Watson, Art & Architecture, and Documents & Maps libraries.

The next meeting of the committee will be on January 30 at 8:30, Watson Room B.

Respectfully submitted by Mary Miller
STEPHEN RICHARD  
Associate Librarian, Glasgow University Library

"British University Libraries: Crisis or Opportunity?"

3 p.m. on Thursday, 20 February 1992 
in the Auditorium  
Kenneth Spencer Research Library

The talk will be followed by a reception in the Spencer Lounge

Co-sponsored by the University Libraries Staff Development Committee  
and the KU Friends of the Library

Also For Your calendar: 
Tuesday, February 18 — presentation on performance measures  
2:00 p.m. -- Watson Conference Room A

HEALTH INSURANCE CARDS

The Office of Staff Benefits is in the process of sending health insurance packets and insurance cards to all staff via campus mail. Because there may be some confusion with regard to the insurance cards, the following information may alleviate some questions.

*If your health coverage includes family member(s), you will receive two health cards, with your name on both cards. If you have single coverage, you will receive only one card.

*If you have Blue Select health insurance, "Blue Select" will appear in the upper right-hand corner of the card(s). The card(s) is to be used for health/medical and prescription drug services.

*If you have HMO-Kansas health insurance, the upper right-hand corner of the card(s) will be blank. The card(s) is to be used only for prescription drug services. (HMO-Kansas health insurance cards will be mailed directly to your home address, from the HMO office.)

Staff who do not receive health insurance cards by the end of February should notify Sandy Gilliland, 4-3601 (e-mail SGILLILA).

Sandy Gilliland
1991 W-2 FORMS

Any library staff member or student assistant who has not received his/her 1991 W-2 form should contact Sandy Gilliland immediately, if you have not already done so. Sandy Gilliland

SAFETY POSTER

Attached to this issue of FYI is a goldenrod-colored safety poster that may be detached and posted in offices. The poster provides phone numbers of various offices on campus to call in the event of an emergency. Sandy Gilliland

STEAM AND WATER SHUTDOWN

Facilities Operations will be shutting down all steam on March 10-11, if the weather is favorable, for maintenance and repairs of related equipment. As in the past, during the steam shut-down, the heat will be off, but airflow will remain operable. Should the weather be unfavorable, the steam shut-down will be postponed until May 19-20. In addition, Facilities Operations has announced that all water on the main campus will be shut off on March 10 from 7:30 a.m. to 1:00 p.m., to tie in a new pumping station. Signs should be posted on all public restroom facilities the morning of March 10, to inform patrons that the water is shut-off until 1:00 p.m. If you have questions concerning the steam or water shut-down, contact Nancy Jaeger (4-3601). Thank you. Nancy Jaeger

THANK YOU

I would like to express my sincere gratitude to all those staff members of the KU Libraries who have been so generous with expressions of support for me and my family after the recent death of my father. Kathleen Neeley

ATTACHMENTS

Library Faculty Assembly Minutes--Feb. 3, 1992
Library Emergency and Disaster Plan Committee Minutes--30 January 1992
Safety Poster
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 30 January 1992

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


Burchill has done some preliminary work on creating a calling tree but we chose to put it aside until the next phase of the committee’s work.

Craig reported on the state of emergency manuals: Music and Documents, now having the Art & Architecture Library model on disk, may have theirs completed within the week; Regents’ Center will do nothing until they move into the new facility; Law, although having a start, is not ready to share it with the world and accepted Craig’s offer of the model on disk; Spencer, where it is planned to have one manual for the entire building, "will work on" producing an update to its existing manual; Watson has a draft but is still negotiating with public services and the administration; the Anschutz draft, copies of which were given to Craig & M. Miller, is ready for staff review. It is hoped that work on emergency manuals will be virtually complete before beginning "phase 2" of the committee’s life.

Gibbs announced that there was to be a disaster planning workshop in St. Louis this spring; he intends to go. Craig hopes that funding can be found to send another person as well, perhaps the committee’s next chair.

Discussion of the Facilities Survey Subcommittee’s preliminary recommendations was resumed. Engineering, Law, Music, Regents’ Center, Anschutz and Spencer were covered, thus finishing the discussion begun two meetings ago. The subcommittee will prepare another draft (in fact has already begun it).

Burchill, recalling the recent Lawrence Public Library roof leak which resulted in the loss of many children’s books, lamented the fact that Lawrence libraries do not have in place a mechanism for encouraging cooperation with one another in times of difficulty; she agreed to put out some feelers to see if there is interest in establishing such a mechanism.

Burchill will put a notice in FYI describing the upcoming pre-conference program on care and handling of books; it will include a presentation by Lisa Fox of SOLINET and will be in Wichita.

Craig handed out a draft list of emergency-supplies-to-be-kept-on-hand and Schulte, a draft of the Local Resources Handbook; both will be discussed, together with the matter of appropriate first aid training for the staff, at the 20 February meeting.

The next meeting, with Rich Barr of the Lawrence Fire Department, will be at the Art Library, 6 February; the LFD video of the Hoch fire will be shown and forms for fire pre-plans will be distributed and discussed.

Bill Mitchell, recorder
Library Faculty Assembly
Executive Committee Meeting: Minutes
Feb. 3, 1992

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

Minutes: The meeting minutes from the following committees were accepted, Budget and Planning Dec. 13, 1991 and Jan. 10, 1992; Staff Development Dec. 11, 1991, Jan. 8 and Jan. 15, 1992; Staff Orientation Nov. 21 and Dec. 12, 1991; Salaries and Benefits Jan. 8 and Jan. 22, 1992. LFA Exec minutes from Jan. 13, 1992 were approved.

Discussion centered on the recent open forum held concerning the Dean's evaluation proposal. Notes taken during the meeting will be distributed to LFA members.

The Salaries and Benefits Committee survey of the evaluation process carried out by other departments was discussed briefly. It is hoped that learning about the process used in other academic departments may aid us in evaluating our own system.

A "Big Eight Salary Analysis" was distributed. Also distributed were copies of letters which had been sent to LFA committees with Classified Conference membership requesting that copies of minutes be generated for the Classified Conference, the charge to the Committee to Review the Code and an additional charge to Staff Development.

The next meeting will be held Mon. Feb. 11, 1992 in Watson Meeting Room A at 10:00 a.m.

Submitted by Rebecca Schulte
IN AN EMERGENCY
DIAL 911

FOR ROUTINE ASSISTANCE:

Air Quality: Noxious vapors, inadequate ventilation: Facilities Operations 4-4770 or Health & Safety 4-4089*

Water Quantity: Low pressure or no flow: FO 4-4770*

Water Quality: Strange taste, appearance: FO 4-4770 or Health & Safety 4-4089*

Fire Hazards: Empty fire extinguishers, flammable substances: FO 4-4770*

Malfunctioning Safety Equipment: Ventilators, hoods, shields: FO 4-4770*

Hazardous Materials: Disposal and use: Health & Safety 4-4089*

Radioactive Materials: Disposal and use: Health & Safety 4-4089*

Animal Experiments: Permission and complaints: Animal Care Unit 4-5587

Human Experiments: Permission and complaints: Advisory Committee on Human Experimentation 4-4089

Safety Concerns: Unsafe conditions or practices: Human Resources 4-4280

Safety Training Materials: Manuals, videos, training: Human Resources 4-4280

Safety Equipment: Human Resources 4-4280

On-the-job Injuries That Require Treatment: Lawrence Memorial Hospital E.R.

Workers Compensation: Information or Questions: Human Resources 4-4280

Accident Reporting: Supervisor Telephone Report: (913) 296-0827

Information or questions: Human Resources 4-4280

Temperature Control: Too hot or too cold: FO 4-4770*

Traffic, Crime Prevention, or Security: KUPD 4-5572

* For situations that require emergency maintenance outside of regular 7:30am to 5:00pm, Monday - Friday business hours, call 4-5572

THIS POSTER SHOULD BE PLACED PERMANENTLY IN A PROMINENT LOCATION IN ALL OFFICES, LABORATORIES, AND SHOPS
OCLC SEARCHING UPDATE

The Library is charged $.26 for each search of the OCLC Online Union Catalog above a defined "threshold" [see below]. Each six months, BCR uses OCLC data to reconcile the actual number of searches performed against what had been projected for monthly billing purposes.

I am very pleased to report that our January statement from BCR—for use of OCLC between July and December 1991—includes a substantial credit (more than $5,300). The level of searches on both of our OCLC codes—KKU and KFS—was approximately 10 percent lower than had been projected. The extra care taken by Library staff in using OCLC has—literally—paid off!

Also, thanks to the special efforts of Vickie Doll and John Richardson in upgrading East Asian catalog records on OCLC, as of January 1, 1992, the Library once again is receiving the higher search threshold allowed "Enhance" libraries. We are now being assessed the $.26 search charge at a threshold which will be reached after applying a ratio of 3 no-charge searches for each "produce" (cataloging record produced or ILL lending transaction completed) rather than the standard 1.5 to 1 ratio, which had been in effect for the first half of the year. We can therefore expect the searching bill for the second half of the year to be even further reduced.

George Gibbs

LASER PRINTING

The Hewlett Packard Laserjet III (PostScript) printer is available in the Administrative Office for printing Library documents that require high quality production.

Before bringing a disk from which to print, staff are asked to have the document formatted using the HPIII PostScript printer driver in WordPerfect. If the requestor does not already have the Hewlett Packard Laserjet III Postscript printer driver on your microcomputer, or if s/he is not sure how to select this printer driver or format a document for it, please send an email message to LIBAID requesting assistance, or call Marianne Reed at (4-5530).

To schedule a time for printing, please contact Rhonda Boose in advance, preferably by e-mail. If you are asking that Rhonda print the document, please confirm the time at least 24 hours from the time the disk is to be dropped off.

On occasion, of course, it may be necessary for Rhonda to reschedule planned use of the printer, due to unforeseen circumstances. If there is an urgent need, Rhonda will do all possible to accommodate.
LASER PRINTING (continued)

Please also keep in mind that the NEC laser printer in the Administrative Office of the Anschutz Science Library continues to be available for laser printing jobs, also by arrangement (with Gaile Burchill).

STATE TRAVEL CONTRACT UPDATE

Attached to this week's FYI is a memorandum received this week from Dana Goble, Assistant Comptroller, regarding airfare reservations during the transition period between the present State Travel Contractor, King Travel, and the newly established State Travel Center. Questions concerning airfare or other travel arrangements should be directed to Rhonda Boose or Nancy Jaeger (4-3601).

CAMPUS MAIL ENVELOPES

The campus mail envelope gremlin has struck again--this creature's ceaseless appetite for campus mail envelopes has wiped us out. Please send whatever surplus campus envelopes to the Administrative Office, 502 Watson. Thanks.

ATTACHMENTS

Committee on Staff Orientation Minutes--January 30, 1992
Library Faculty Assembly Minutes--Feb. 10, 1992
State Travel Contract Memo
Committee on Staff Orientation
January 30, 1992

Present: Connie Powell, Sandy Gilliland, Paulette DiFilippo, Carmen Orth-Alfie, and Michael Wilson

The Committee meeting for February 6, 1992 will be held in the Cataloging Conference Room at the regular time.

Connie suggested that the committee address thank you notes to the tour givers. In addition to this follow-up with the tour givers, Michael will be routing tour evaluation forms to tour participants.

Coming up in February the Committee is sponsoring tours of the Map/Documents Library. Due to several conflict only one tour will be offered in February. And as usual, all staff will be encouraged to participate. Interested staff should watch their E-mail and flyers for upcoming dates and times.

Once again much of the Committee's discussion focused on the LFA charge examining Student Orientation Programs. We are continuing to develop a questionnaire to circulate to student supervisors and unit heads. The questionnaire will focus on the orientation aspects currently in place, subjects we may be leaving out, and general need for an expanded central orientation. We will be calling on you for ideas and opinions in the upcoming weeks.

Submitted by Michael Wilson
Library Faculty Assembly
Executive Committee Meeting: Minutes
Feb. 10, 1992

Present: K. Miller (Chair), R. Clement, B. Schulte, G. Husic, M. Roach, S. Gilliland, S. Miller; W. Crowe (as guest)

Dean Crowe announced that non-instructional units will be asked to undergo a program review. At this point little is known about the objectives of the review which will be done across the Regents' system. It is anticipated that the libraries should have completed their portion of the process by the end of summer. More information concerning the review process is expected.

A draft of sample "expectations" was distributed by the Dean. The purpose was to provide clarification of certain points outlined in Dean Crowe's evaluation proposal. These "expectations" were discussed at length.

Discussion turned at that point to the upcoming open forum scheduled for Wed. Feb. 19. It was agreed that we should try to provide certain items to the membership before the forum. They are as follows: a final draft of notes taken at the previous open forum which includes a list of topics yet to be discussed, an edited version of comments from members, sample expectations, a schedule of the process and ranking examples.

Exec also reviewed the process to be used to determine the outcome of the forum discussions. It was generally felt that a written poll should be distributed designed to evaluate the points of the proposal individually and to allow people to respond who could not attend the forums.

The Dean asked Exec members to make any comments to him concerning his sample "expectations" by Wed. morning. At this point he left the meeting.

Minutes from the Exec meeting of Feb. 3, 1992 were approved with corrections.

The next Exec meeting will be held Monday Feb. 17, 1992 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Rebecca Schulte
MEMORANDUM

TO: Vice Chancellors, University Directors, Deans, Directors, Department Chairpersons, and Personnel-Related Staff

FROM: Dana Goble, Assistant Comptroller

SUBJECT: State Travel Contract

Travel arrangements will continue to be made using current policies and procedures through March 15, 1992 at 12 midnight. Those policies are as follows:

Airfare reservations are to be made through King Travel for state funded travel. Hotel/motel reservations and car rentals are made independently by the traveler.

For travel occurring after March 15, the current policies are to be utilized if the reservations for such travel are made before midnight on March 15.

Effective March 16, 1992, all airfare and rail reservations, hotel/motel reservations and car rentals for state funded travel are to be made through the State Travel Center. (Telephone numbers will be forthcoming).

We will notify the University community of changes to existing procedures as soon as the information becomes available. We will also be holding travel seminars to disseminate the information and answer questions.

Questions regarding the current policies and procedures should be directed to Jerry Williams at 864-3151.
TIME CARD DEADLINE

Student time cards, monthly time sheets, and unclassified absence reports for the pay period ending March 17, 1992 will be due in the Administrative Office by noon, Monday, March 16, 1992.

Sandy Gilliland

MARCH 1ST PAYCHECK AND TAX NEWS

March 1st paychecks will be distributed from the Library Administrative Office after 3:00 p.m. Friday, February 28th.

Due to changes in federal withholding tables, many staff will see an increase in their take-home pay beginning March 1st. Staff should be advised, however, that tax liabilities have not changed, and one could end up owing more income tax at the end of the year. Staff may want to re-examine the amount that will be withheld to determine if this is sufficient. If it is not, staff may complete a new W-4 form, available from the Library Administrative Office, to change the number of exemptions or to specify an additional amount of money to have withheld monthly.

Sandy Gilliland

VDT ERGONOMICS

Phil Rankin, Assistant Director of the Department of Human resources, has put together a talk and demonstration on VDT ergonomics. Any library department interested in having Phil present his talk to their department should contact Margaret Wilson for details (MWILSON on e-mail or x. 3535).

Margaret Wilson

NEW EXHIBIT IN THE KANSAS COLLECTION

A new exhibit in the Kansas Collection is now available for viewing. Entitled "Nicodemus in the 20th Century" the exhibit features photographs and documents recently donated to the Kansas Collection by the Nicodemus Historical Society.

Nicodemus, located in the South Solomon Valley of Graham County, was established in 1877 as an African-American town. For a time it was one of the most populous towns in northwestern Kansas, until it was bypassed by the railroad. The exhibit documents the continuance of the community as a center of African-American life and culture.

The exhibit was prepared by Deborah Dandridge, with assistance from David Benjamin, and will remain in place through April.

Sherry Williams

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REPAIR REQUESTS
Just a reminder -- Departments (except Anschutz Science and Spencer Library) should report routine building and typewriter maintenance problems to Rhonda Boose (RBOOSE or x. 3601) in the Administrative Office.

Rhonda Boose

CAMPUS MAIL ENVELOPES
As always, the Administrative Office of the KU Libraries is seeking campus mail envelopes. Please send whatever surplus campus envelopes to the Administrative Office, 502 Watson. Thanks.

R. Boose

ATTACHMENTS
Library Faculty Assembly Executive Committee Minutes--Feb. 17, 1992
Library Emergency and Disaster Plan Committee Minutes--6 February 1992
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 6 February 1992

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


Craig introduced Major Rich Barr of the Lawrence Fire Department who was here to talk to us about completing "preplans" for each library to assist the Fire Department when they respond to an alarm and to show a video of the Hoch fire. It was decided that, since G. Anderson was the present member of the Facilities Subcommittee, he would take notes on, and give back to us in digested form, Barr's instructions for filling out the preplan forms.

LFD maintains a file of preplans (including floor plans, access doors, etc.) for commercial, industrial and institutional structures in Lawrence. They are at the moment getting a computer database operational which will take the place of their manual file and the Libraries, once we have completed these preplan forms, will be among the first to be entered in the new database. In a series of digressions Barr also touched on other improvements which have been made in recent years to the communications side of their operation, not the least important of which was the establishment of a direct communications link between KUPD and LFD.

The Hoch fire video was commercially produced, unlike the "home movie" type we had seen earlier; as such it lost something in its slickness but the editing also provided some very effective overlays. The audio track consisted in part of the voice tape of the radio traffic among firefighters and dispatch. At one point, as the fire was developing and the first firefighting crew was inside the building on the third balcony level, attempting to bring down the fire from inside, the video consisted of watching time elapse on the dispatcher's digital clock as the tape turned and hearing (with captions in case the voice traffic was obscure, as it sometimes was) the voices of the firefighters. It got very tense at the point that Command had determined that the fire was out of control, had ordered the inside crew to "get outta there" but there was no response from the inside crew. (It was later explained that they were so busy evacuating that they had no time for radio talk.) But the voice overlay on the running clock was a real attention getter: fire moves fast! FAST!

After the video Barr explained a program they have begun in the School of Architecture (their consciousness is raised every day as they look out the east windows of Marvin) describing exit procedures in case of fire; it may be something the Libraries can adapt to our situation.

What remains for this first incarnation of our committee to wrap up before the torch can be passed to the second incarnation? Finish the Local Resources Handbook; complete the list of Library Emergency Supplies; get into final form the recommendations of the Facilities Subcommittee. Although Craig would like to see as many Emergency Manuals completed as possible, she feels we have a sufficiently good start on them that we should not prolong our first stage existence until the very last one is in. The fire preplans are something that will have to be left for phase 2. Since the allotted phase 1 work will likely not be completed in the remaining previously scheduled meeting, two more were scheduled: 5 and 19 March. It is devoutly to be wished that these additional meetings will be sufficient.

Members of the committee who have not yet done so should speak to Gibbs about staying on/rotating off the committee.

At the next meeting, 20 February, Watson Conference B, we will begin to review the Local Resources Handbook (in hand), the Library Emergency Supplies (in hand) and the Facilities Subcommittee Recommendations (final? draft to be distributed in advance of the meeting to give us a chance to review it).

Adjorned.

Bill Mitchell, recorder
Present: K. Miller (Chair), R. Clement, B. Schulte, G. Husic, S. Gilliland, S. Miller, M. Roach

The meeting opened with a discussion of the sample expectations which had been distributed by the Dean at last week's meeting. These may not be available before the next open forum.

The committee also discussed the possibility of taking a poll after the open forum to determine the feelings of LFA concerning the Dean's proposal.

Minutes from the Staff Orientation Committee of Jan. 30, 1992 were accepted. LFA Exec minutes from Feb. 10, 1992 were approved with corrections.

The chair announced that the Orientation Committee has requested an extension to their deadline to produce a response to their charge to examine the possibility of a student orientation program. June 1 was approved as the new deadline.

He also announced that the Classified Conference would like to set a date for our joint meeting. Two dates will be suggested, either April 20 or May 4.

Due to many conflicts with committee members' schedules, we will not meet during our regular meeting times in March. We will meet on March 2 at 3:30 and on April 2 at 1:00. The April 2 meeting will take place in the Kansas Collection.

The next meeting of LFA Exec will be held on Mon. Feb. 24 at 10:00 am in Watson Meeting Room A.

Submitted by Rebecca Schulte
MINUTES, Dean's Meeting, Classified Conference Executive Board
November 14, 1991

PRESENT: K. Bower, C. Dibben, V. Froese, S. Hewitt, M. Kottman, A. Slater, I. Starr

Dean Crowe gave Executive Board members a copy of the revised policy for Staff Participation in Governance. The only change from the earlier text was the addition of a statement that "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." This policy will be included in the staff handbook.

Crowe also announced changes in policy from the Department of Human Resources regarding leave without pay, appeal procedures for classification decisions, and changes in classified employee work schedules. These will be printed in the FYI and added to the staff handbook.

Crowe must turn in budget requests for FY93 by mid-December. He briefed the Executive Board on items he hopes to discuss with library staff at the budget meetings. These include sources for financing, budget priorities in the past, and an overview of the budget process.

Due to the loss of classroom space after the Hoch fire, Chancellor Budig recommended that rebuilding Hoch be moved to the top of the list of construction priorities. An earlier program statement recommended that over 80% of the renovated space be for library use. However, because classroom space is at such a premium, this was viewed as an emergency situation for classroom space. It was recommended that about 40% of the space be dedicated to classroom space. A little over half of the space would be used for library needs, with an additional 6-7% for "shared" purposes. The remaining 40% would be for classroom space. The Regents have approved this and sent their recommendation on to Governor Finney. $18 million is being requested over a three-year period.

Crowe has recommended that the University establish a campus-wide committee to reexamine space needs of libraries. Vice Chancellor Brinkman is supportive of this idea and has sent the recommendation on to the Executive Vice Chancellor.

The rearrangement of the circulation, reserve, and ILS departments is progressing as planned. The ILS move is scheduled to occur during the semester break, contingent upon wiring, etc. being completed by that time.

A Watson user services self-study will begin in December or January.
Problems with cost and performance of OCLC are a concern of both the staff and administration. The future of OCLC and directions they might take were hypothesized. KU was a test site for the OCLC program First Search and will be a First Search library.

The Student Task Force will be making its recommendations soon.

Verna Froese
Secretary
Classified Conference
MINUTES, Dean's Meeting, Classified Conference Executive Board
January 16, 1992


A Legislative Update meeting is scheduled for this Saturday, January 18. Dean Crowe will attend. The purpose of these meetings is to provide information about legislative issues and their potential affect upon the University.

Each University in the Regents system is beginning to review every academic program. An academic program is any program in which a degree can be granted. Each University administration will prepare a report and present it to the Regents in December. Should a program be cut, the impact on library services normally would be minimal, since so many of the items purchased are multi-disciplinary.

Recommendations for the budget are on file at the Reserve desks in Watson and Anschutz Science libraries. One interesting feature of these recommendations is the comparison of KU with other ARL libraries.

A question was raised about the reclassification of the State's library assistants. The Division of Personnel Services will write the position specifications which will be used to determine the pay scale. These titles will then be sent to the Legislature for review and funding. Crowe will contact Jackie McClain for any further information she can provide.

Governor Finney did not recommend the initial $1 million needed for the first phase of the rebuilding of Hoch. However, efforts to persuade legislators to include this in the budget will continue.

Money for structural library repairs, etc. does not come out of the Library budget, although money for "renovations" may. It is reported that money is available for putting lightning rods on Watson and for installing emergency lighting in Watson Library. Projections are for both of these improvements to be done "this year."

Crowe repeated his request for suggestions, reinforcement, and constructive criticism on his performance over the past year. Feedback would be more useful if turned in by the end of January.
It was Crowe's understanding that minutes of the meetings of the Watson user self-study task force will not be published in FYI. However, periodic reports will be published, providing information about the direction the committee is going. Branch libraries will probably be contacted during the course of the study because of the branches' inter-dependent with Watson services.

The Student Task Force is about to conclude its study and present its final recommendations.

Verna Froese
Secretary
Classified Conference
MINUTES, Classified Conference Executive Board
January 28, 1992


Minutes of the November 26 Executive Board meeting were approved.

The Personnel committee reported that group representatives have copies of the working conditions survey results. An announcement in FYI indicated that classified members could get copies from their representatives; other interested staff were instructed to contact Gaile Burchill or David Benjamin. Dean Crowe has offered to discuss the findings and the recommendations with either the Personnel committee or the Executive Board. It was decided that this would be a good topic of discussion for the next meeting of the Executive Board with Dean Crowe on February 13.

David Benjamin spoke with Sandy Gilliland about a program to recognize a "classified employee of the year." She will continue to work with him on both the feasibility and workability of this idea. David also contacted three other departments for insight into their programs.

The Committee on Staff Development will present their first workshop on communication on February 4 and 6. This workshop will focus on verbal and non-verbal communication.

The Committee on Budget and Planning met with Crowe, presenting him a summary of responses to the December budget meetings. The committee discussed the possibility of holding an annual meeting of all department heads for the purpose of presenting the budgetary needs of their departments. Although planning for "worst case scenarios" must occasionally be done, it was hoped that, for the most part, the emphasis of such a meeting would be "positive," providing a better understanding of the needs of the entire library.

A subcommittee of the Committee on Budget and Planning is updating the notebook of committees involved in planning.

The Senate Libraries committee will have their next meeting on February 7. A discussion of the budget is on the agenda for that meeting.

The joint meeting of the Classified Conference Executive Board and the LFA Executive Committee scheduled for February 17 has been postponed. Kent Miller, chair of LFA, will contact Jane Hoyt about another date.

Jane Hoyt reported on the last Administrative Conference meeting.
On behalf of the Classified Conference Executive Board, Gaile Burchill and Jane Hoyt made several suggestions in writing to Dean Crowe regarding modifications to the policy on classified assignments. Crowe accepted most of those suggestions. Two paragraphs in the policy were reviewed by the Executive Board for possible changes. It was decided that the policy was acceptable and that there was no need for further revisions.

Penny Donaldson has resigned as group representative. Members in Group IV (ILS, Reference, and the Regents Center) will now be represented by Judy Brow.

Verna Froese
Secretary
Classified Conference
TIME CARD DEADLINE REMINDER

As a reminder, all time cards, time sheets, and absence reports are due in the Administrative Office by noon Monday, March 16, 1992.

Sandy Gilliland

PRESERVATION PRE-CONFERENCE

The Preservation Committee of the Kansas Library Network Board in cooperation with BCR is sponsoring a pre-conference at the Tri-Conference in Wichita entitled "Practical Approaches to Preservation: Care and Handling of General Collections". It will be presented by Lisa Fox of SOLINET. The session will be held on Tuesday, March 24, 1991, from 10:00 a.m. - 4:00 p.m. in the Broadview-Plaza Room. To register, send name, address, institution name, and registration fee of $25.00 (includes cost of lunch) to Leroy M. Gattin, Hutchinson Public Library, 901 N. Main Street, Hutchinson, KS 67501. Contact Mary Burchill, KU Law Library, 4-3025, if you have questions regarding the session.

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR

The State civil service examination calendar for the month of March will be sent to all Library departments. Student assistants who are interested in civil service employment opportunities must first take a civil service exam for the classification(s) in which they are interested. Additional information regarding civil service employment and the examination process may be addressed to Sandy Gilliland, 4-3601, or to the KU Department of Human Resources, 4-4946.

Sandy Gilliland

KLA CONFERENCE FUNDING AVAILABLE

Funding to attend the 1992 Tri-Conference (in which the Kansas Library Association participates) is available from the Northeast Kansas Library System. The Tri-Conference will be held in Wichita, March 24-27. Expenses will be reimbursed due to the lack of lead time before the conference. For programming information and grant applications contact Janet Anderson-Story 4-4715 (JAnderson on e-mail).

Janet Anderson-Story

NEKLS CONTINUING EDUCATION COUNCIL APPROVES $4,000

The Continuing Education Grant Program was funded for a second year at the February 26, 1992 meeting of the Northeast Kansas Library System Continuing Education Council. The program allows employees and trustees of System member libraries (which includes KU Libraries) to receive up to $200.00 toward costs to attend professional development and continuing education opportunities.

Grants are to be given for in-state and Kansas City Metropolitan Library Network geographical area activities.

To receive the CE Grant application and guidelines contact Janet Anderson-Story 4-4715 (JAnderson on e-mail)

Janet Anderson-Story

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
STAFF DEVELOPMENT OUT-OF-STATE TRAVEL FUND REQUESTS DEADLINE

Just a reminder: March 16, 1992 is the deadline for May and June out-of-state travel request for Staff Development funds. (NOTE: ALA is in June.)

To obtain out-of-state travel and workshop request forms, contact Carole Dibben at 4-3535 or via e-mail at CDIBBEN.

Staff Development Committee

HOWEY READING ROOM HOURS

The Howey Reading Room will be open the following hours during spring break:

Sat. Mar. 7 - Sun. Mar. 8: Closed
Mon. Mar. 9 - Fri. Mar. 13: Open 9am-5pm
Sat. Mar. 14: Closed
Sun. Mar. 15: Open 9am-5pm

Regular hours resume Mon. Mar. 16.

Charlie Seale

CAMPUS MAIL ENVELOPES

As always, the Administrative Office of the KU Libraries is seeking campus mail envelopes. Please send whatever surplus campus envelopes to the Administrative Office, 502 Watson.

Thanks.

R. Boose

ATTACHMENTS

Library Automation Committee Minutes--February 5, 1992
Staff Development Committee Minutes--January 22, 1992, January 29, 1992, February 6, 1992
Library Automation Committee
February 5, 1992

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

1. Minutes from 1/5/92 were amended and approved. It was decided to publish the minutes as written, with a corrected wording to be supplied later by Jim and included with these minutes.

[The amendment concerns the FirstSearch passwords and search blocks. The third and fourth sentences of section 2.d should read as follows:

We purchased 20 blocks of 500 searches and received 4 additional blocks free for having been a test site. They are divided into 5 authorizations so that we can track the level of use in different areas of the library.]

2. Announcements and questions:

a. LAN: Final part of Watson LAN networking equipment has been ordered by the Computer Center, but no dates yet for receipt and installation. CD-ROM drive server expansion order is in the hands of the vendor and the units should arrive within the next couple of weeks. John can set them up in 1 week to 10 days from delivery, but everything will not work until the remaining networking equipment is received and installed.

b. Regents Center: Move will most likely occur during intersession between Fall 92 and Spring 93 and probably will be contracted out. There isn’t a lot of money for automation needs, but wiring will be paid for by construction funds and there is hope that some of the LAN connections also will be paid for by those funds.

c. OCLC: We want to consider being a “Telecommunications Linking Partner” (according to OCLC’s new definition). OCLC is soliciting initial interest now and will want to start talking seriously about possibilities this summer. John has received a questionnaire from them that will need Computer Center staff input before we return it.

d. ABEU/CODDL: ABEU Presidents met this week in KC. Library Directors will meet later this month in KC.

e. Library disk on VM: Nicholas has announced to staff that this is available. The draft of the new collection development policy will soon be available for review on the disk.

f. Other:

i. Annamarie recommended the viewing of the CASE tool tapes showing at the Computer Center this week (9-12 and 1-4 daily).

ii. Sandra mentioned that Save-It training is almost done. All Regents institutions (except the two medical libraries) will be using Save-It. Sandra is spearheading the coordination of the development of a common statistical method for interlibrary loan to be used Regents-wide.
3. Mainframe planning and implementation:

   a. Documents Project Committee Report: the group has met twice. The test tape has not been loaded yet and it must be signed-off on to get the real tapes. The online shelf-list and shelf list cards are being tested now.

   b. Circulation Enhancement Committee Report: the group has met twice. Programmers have opted out for now but will rejoin the committee after recommendations have been prepared. Kendall has distributed information for comment and to ask other staff to identify and prioritize enhancement items. A couple of small projects have already been identified.

   c. Catburglar/PRISM: Annamarie says the screen format has changed drastically and adapting the new program is "problematic." It is unclear how long it will take to allow the programs to work correctly with the new OCLC PRISM screens.

   d. PROGREQ: The Docs working group suggested that a list of standard on-demand jobs be developed for which staff can expect rapid turnaround after requesting them from PROGREQ. Anything on the list would be acted on by the programmers without any consideration by the LAC. Kent and Mary Roach were asked to develop a list of small projects that are requested periodically so that these items can be pre-approved to PROGREQ. Kendall will also be asked to develop a list. These lists should be forwarded to John.

   e. CPAC: This will be discussed at the next Administrative Conference meeting.

   f. INQUIRE/Text and related database topics:
      
      i. Expanded Academic Index is now available at the University of Oregon and is available over the Internet as a test.

      ii. Access to Uncover will be free in February. Sandra will send John the Internet address.

      iii. John talked to OCLC and Faxon representatives during ALA about the proposed "Uncover-like" service to be offered later this year. It will involve title-page indexing of about 11,000 journals with rapid document delivery. Searching will be with the OCLC FirstSearch software (for a price, or course); document delivery will be from Faxon (also for a price, of course). OCLC is being encouraged to develop an annual campus price for this rather than charging by search, as is the case with other FirstSearch databases. Faxon states they will support ARIEL as a delivery tool. We, and many other libraries in the Big 8, plan to install ARIEL within the next few months.

      iv. User Group: An INQUIRE user-group may be formed by the three sites currently using or planning to use the product (Florida, Wisconsin and us.)

4. Planning Process continued: When should we begin to look ahead to two years down the road? John will prepare an agenda of discussion topics that the committee can use to begin this process. One of the key questions will continue to be, shall we continue with local development or go outside. John is willing to begin to research what outside options are and/or will be available.

5. Future meetings are scheduled for February 26 (in Anschutz) and March 18.
Mainframe Progress Report

Projects currently being programmed

Documents load

Current activity: programming/testing
Production date: March 15, 1992
Completion date: April 15, 1992

Serials Claim rewrite

Current activity: programming/testing
Production date: March 1 (postponed from February 1, 1992)
Completion date: March 10 (postponed from February 10, 1992)

Other

Changes to catburglar programs to accommodate PRISM

Projects being planned

INQUIRE/Text Citation/Abstracting database system and load of first database

Current activity: drafting specifications, experimenting with software on a time-available basis, awaiting formation of task force
Planning deadline: Mar. 10, 1992 (delayed 3 weeks)
Production date: not yet set
Completion date: not yet set

Circulation Maintenance/Enhancement cycle

Current activity: task force has been established and had first meeting
Planning deadline: Apr. 1, 1992--draft of priorities due to LAC by March 13
Production date: varies
Completion date: not yet set
Staff Development Committee
Minutes
Meeting of January 22, 1992

Present: Lorrie Knox, Susan Hitchens, Janet Anderson-Story, Sandy Gilliland, Rich Ring and Carole Dibben

Absent: Julie Hoff

The Staff Development Committee met at 10:30am in Watson Conference Room B. Minutes were approved.

One workshop request was approved.

Sandy reported that the Dean was preparing something in support of the Communication Series to be placed in the FYI this week. She will prepare an announcement for the Communication: Verbal and Non-Verbal workshop scheduled for Feb. 4 & 6 for this week's FYI. Lorrie will send a reminder to all staff on KULIBL on Monday, 1/27/92.

The committee then edited the registration form which Sandy had prepared. Sandy will have it ready for distribution the afternoon of 1/22/92.

SDC then discussed specific details of the first workshop. Lorrie will contact Kate Ames-Oliver to obtain information for the introduction, determine what special equipment will be required for the presentations, ask if Kate will be presenting on both dates and offer to photocopy the handouts.

Rich will schedule a brown bag lunch to discuss ALA-Midwinter for the first date that the Conference Room is available for lunch following participants' return from ALA. He will use KULIBL to announce the event and will handle all of the details.

The next meeting will be on Wednesday, January 29, 1992 at 9:30am in Sandy Gilliland's office, 501 Watson Library.

Submitted by Carole Dibben
Staff Development Committee
Minutes
Meeting of January 29, 1992

Present: Lorrie Knox, Susan Hitchens, Janet Anderson-Story, Julie Hoff, Sandy Gilliland, Rich Ring, and Carole Dibben

The Staff Development Committee met at 9:30 am in the office of Sandy Gilliland for a brief meeting to discuss the final arrangements for the "Communication: Verbal and Non-verbal" workshops on February 4 and 6, 1992.

Rich has scheduled a Brown Bag Lunch on Wednesday, February 12, from 12 noon to 1pm for a discussion of ALA Midwinter Conference by those who attended.

The next meeting will be on Wednesday, February 12, 1992, at 10:00 am in Anschutz Library. Lorrie will announce exact location when the room is scheduled.

Submitted by Carole Dibben
Minutes of the Committee on Staff Orientation  
February 6, 1992

The Committee on Staff Orientation met at 2:30 in the Cataloging Department Conference Room. Present: Connie Powell, Paulette DiFilippo, Sandy Gilliland, Julie Hoff, Michael Wilson. Absent: Carmen Orth-Alfie.

Minutes of the January 16, 1992 and January 30, 1992 minutes were approved as amended.

Julie Hoff shared a draft "thank you" letter to department tour guides. It was accepted by the committee as written. Connie will provide the list of tours and tour guides so that the letter may be sent to each.

The Government Documents and Map Library will be toured on February 18 and 19. Sandy will announce the tours in FYI and via e-mail. Carmen prepared the flier which will be distributed to all staff by the Library Administrative Office.

The Committee spent the remainder of the meeting discussing a draft questionnaire on student orientation. Based upon the discussion at the meeting, the questionnaire will be revised and shared in draft form again at the next meeting. Sandy will draft a cover letter to accompany the questionnaire when it has been approved for distribution.

Submitted by,
Sandy Gilliland
NOTICE OF PROFESSIONAL VACANCY

The Department for Spain, Portugal and Latin America (SPLAT) has been allocated a full-time Program Assistant position to replace the Department's only full-time support staff position, a Library Assistant I. This allocation decision was made based upon the following factors: four consecutive unsuccessful searches for a full-time L.A. I during the last few years (while the department relied upon temporary, part-time classified and student monthly appointments to perform only the most crucial departmental operations); and redefinition the position's duties to incorporate professional-level responsibilities. The classified position will be held vacant to help meet shrinkage needs. A notice of the unclassified vacancy follows.

Program Assistant, a full-time, continuing position available in the Department for Spain, Portugal and Latin America, available May 1, 1992. Responsibilities: Reports to the Bibliographer and Head of the Department for Spain, Portugal and Latin America. Is responsible for the day-to-day operation of the department which includes providing advanced informational service and technical support in the use of the Spanish, Portuguese and Latin American collection. Manages an extensive exchange and gift program. Provides advanced informational service to students, faculty and researchers. Supervises part-time student assistants.

Required qualifications: Bachelor's degree; excellent reading, writing and speaking knowledge of Spanish; successful library technical service experience in cataloging, serials or acquisitions, or relevant graduate level coursework in library science; strong coursework in Latin American studies or living experience in Latin America; demonstrated ability to train and supervise others; strong organizational skills and demonstrated initiative. Preferred qualifications: Knowledge of Portuguese; graduate coursework in library science; academic library experience in technical services; recent experience or training conducting bibliographic searches via electronic databases; experience in Latin American collections. Annual salary: $18,000 - $19,000, dependent upon qualifications. 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 April 10, 1992.

SHELLEY MILLER IN CENTRAL AMERICA

Shelley Miller will be in Central America from Mar. 16-Apr. 15, (collecting publications from Guatemala, Belize, Honduras, El Salvador and Costa Rica). Please direct SPLAT-related reference questions to the Ref. Dept. staff, and other procedural questions to SPLAT staff for the next month, or hold inquiries until April 16. Hasta luego, Shelley Miller

AN EQUAL OPPORTUNITY/AFFIRMATION 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.
SDC ANNOUNCES -- ASSERTIVENESS WORKSHOP

The Staff Development Committee has mailed announcements of the second workshop in its Communication Series to all Library staff. The workshop, "Assertiveness" will be presented on Wednesday, March 18, 9:00 - 11:30. Sandy Gilliland, KU Libraries, and Ruth Hurst from the Academic Computing Center will present the workshop in Watson Conference Room A, Level 5. This program identifies characteristics of assertive, non-assertive and aggressive behavior and provides practice in using assertive behavior to improve self-esteem and enhance effective communication. Staff are requested to register by Monday, March 16. Registration procedures and additional information are included in the announcement. If you are interested in Assertiveness training, but are unable to attend the March 18 workshop, please contact Janet Anderson-Story by mail or E-mail (JANDERSO), anyway. SDC may explore the possibility of scheduling an additional workshop if enough people are interested.

Staff Development Committee

CLASSIFIED CONFERENCE GENERAL MEETING

All Classified library employees are encouraged to attend the general meeting scheduled for March 17 from 2:00 to 3:30 p.m. The meeting will be held in the conference rooms, 5th floor Watson. Agenda items include:

1) A brief report from each committee on past and present activities as well as plans for the future.
2) Discussion of document regarding change of assignments.
3) Reminder to begin thinking about upcoming elections for officers, group representatives, and committee members.
4) Working conditions survey and recommendations.
5) Joint Committees with LFA.
6) Legislative updates (reclassification of LAs and Library Associates, salaries. . .).
7) Changes in the circulation system.
8) Proposal to be part of Adopt-a-Park program.
9) Staff Participation in Governance document.

Refreshments will be served.

Verna Froese

LIBRARY EDUCATION DISCUSSION GROUP

The next meeting of the Library Education Discussion Group will be in Anschutz Science Library, the Conference Room on the 4th floor, 11:30 - 1:00 Wednesday, March 18th. This will be a brown bag meeting, and all staff members are invited. However, there is a space limitation of 25 people in that room. Please E-Mail or call Gaile Burchill ASAP if you plan to attend.

We plan to review several brief library instruction or orientation videos (North Dakota, Iowa State, (George Washington Univ. if it arrives on time)), and also review an expert system called the Reference Expert from University of Houston, as well as KU Reference's Reference Assistant. Truly a media show!

Marilyn Clark, Reference Department

THE GRINNELL SINGERS

The Grinnell (College) Singers will perform in concert at Plymouth Congregational Church, 925 Vermont, on Friday, 20 March, at 7:30 p.m. The Singers are lead by John Stuhr-Rommereim (D.M.A. KU, 1988), aka Rebecca's husband.

I am looking for folks to house and feed breakfast to some of the choir members Friday night and Saturday morning. If you would like to board 2 or more members that night, would you please contact Gordon Anderson, Slavic Department, 4-3957 (ganderson@ukanvm). Thank you very much for your help.

Gordon Anderson
REMEMBER OF BCR WORKSHOPS

As a reminder, the Biographical Center for Research (BCR) is sponsoring several workshops in late March and early April, as follows:

- **PC/MS DOS - An Introduction**, March 31, 9:00 - 4:00.
- **Microcomputer Maintenance Basics**, April 2, 9:00 - 4:00.
- **PC/MS DOS Intermediate Uses**, April 1, 9:00 - 4:00.

The registration fee for each workshop is $85. Library staff interested in attending any of these workshops should submit an "Application for Workshop Funds" as soon as possible to Carole Dibben, Serials Department, Watson Library. (Carol has a supply of application forms.) Library staff who receive funding to attend these workshops will be automatically registered. (Additional information regarding these workshops is available from Sandy Gilliland.)

STAFF RATES FOR SUMMER 1992 SEMESTER

Library staff who are interested in taking classes at KU and who are employed on a full-time basis are eligible for "Staff Rates" ($44 per credit hour undergraduate; $56 per credit hour graduate). If you plan to take classes at KU during the Summer semester you must complete a "Request for Staff Rate" form to become eligible for staff rates. (A copy of the request form is available from the Administrative Office.) The form must be completed and submitted to your supervisor for approval. The request must then be submitted to the Administrative Office for processing.

When the request form is received in the Administrative Office, the University's pink-colored "Application for Staff or Staff Dependent Tuition Rates" form will be completed in the Administrative Office and returned to you for your signature. This form must reach the Enrollment Center, 151 Strong Hall, by May 14th to be reflected on your tuition statement. (The absolute last day to submit the application for staff rates to the Enrollment Center for the Summer semester is July 1st.) Additional information regarding Staff Rates and Staff Dependent Rates is included in the Summer 1992 Timetable, available in the Kansas Union. Staff may also contact Sandy Gilliland, 4-3601, or the Enrollment Center, 4-4422 for additional information.

TUITION ASSISTANCE PROGRAM DEADLINE ANNOUNCED

The Tuition Assistance Program, (not to be confused with the Staff Rate and Dependent Rate application process), provides funding for the cost of tuition and books/supplies (not to exceed $110) for a course at KU, KUMC, the Regents Center, or courses at vo-tech institutions or peer institutions convenient to Lawrence, as approved by the Chancellor. Applications are reviewed by a University-wide committee; awards are made based upon criteria listed in the award guidelines. All full-time staff of the University who have been employed in a full-time position for at least one year are eligible to apply. Application forms and guidelines are available from the Administrative Office, the Executive Vice Chancellor's Office, 4-4904, or from the Department of Human Resources, 4-4946. Applications for the Summer 1992 program are due in the Executive Vice Chancellor's Office, 231 Strong Hall, by 5:00 p.m. Friday, April 24th. Additional information is available from Sandy Gilliland, 4-3601.
GENERAL SATISFACTION SURVEYS

General satisfaction surveys will be distributed by student library employees in six library locations next week. The surveys will ask patrons to identify activities performed in the library, to rate the patron's satisfaction with library services and assistance, and to identify their affiliation with KU and their area of interest. Surveying will be done in the Anschutz Science Library, the Art & Architecture Library, the East Asian Library, the Government Documents/Map Library, Spahr Engineering Library, and the Thomas Gorton Music Library. Each site will be doing surveying for short periods at different times throughout the week. The results will be used for internal library planning.

Susan Craig, 4-3020

ANNA MARINOV

The Library Slavic Department deeply mourn the loss of our friend and co-worker Anna Marinov, who died on Sunday, 8 March 1992. A student in psychology and more recently in graphic design, Anna began work with us in August 1991 as a cataloging assistant. She came to the United States in 1988, and to Lawrence in 1989. A memorial service was held for her on Wednesday, 17 March, at the Rumsey Funeral Home. Anna is survived by her son, Rod (Rodion), her father, Sam Marinov, KU Dept. of Theatre and Film, and her mother, Laura Bondar, of St. Petersburg, Russia. Anyone wishing to contribute to the Rod Marinov trust fund can contact the First National Bank of Lawrence.

Gordon Anderson, for the Department

CAMPUS MAIL ENVELOPES

The Administrative Office is again seeking "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

Rhonda
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
MINUTES 20 February 1992

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

In Craig’s absence Anderson-Story assumed the chair.

Minutes of 5 Feb 1992 meeting approved, after corrections.

After Schulte distributed a new table of contents, the Local Resource Handbook was discussed and, with a few minor alterations, approved. That it has been set up on WordPerfect (with the help of David Benjamin--thanks, David) will enable it to be easily altered and up-dated.

The projected index to the Local Resource Handbook by disaster type, which Burchill had not expected to be difficult, proved to be easier in prospect than in deed. When she asked for guidance from the group, things got cloudier rather than clearer. Since the suggestion for such an index originated with Craig, it was decided to postpone further discussion of it until she was in attendance.

Craig’s Library Emergency Supplies list was discussed. Some additions were suggested:
--copies of Peter Waters’ booklet on salvage of water-damaged materials
--rolls of plastic sheeting
--sponges, terry towelling?
--rubber or cotton gloves? possibly both
--an inventory together with a place to sign off on a quarterly check
--glo-sticks in addition to flashlights
--what kind of flashlights? keychain? what kind of batteries?
--luminous tape on the box of supplies
--a mechanism to insure that units where weather radios are inoperable get notification of each weather watch
--suggestion that the list might be two lists: one identifying items to be held in the local kits, the other identifying materials to be held in a central location(s)

Further discussion was postponed until Craig’s return.

G. Anderson distributed the guidelines he’d prepared to assist us in filling out the Lawrence Fire Department pre-plans. Not much discussion took place since it had earlier been agreed that this was to be taken care of by our successor incarnation. One suggestion that a person from the subcommittee should be designated to assist each unit in filling out the form, as an aid to consistency, met with broad approval.

M. Miller distributed a list of safety training videos available from the KU Personnel Office as well as one of locally available CPR training courses.

At the next meeting (5 March, Watson Conference Room B) we will further discuss the emergency supplies list, the local resources handbook index dilemma and the (final?) draft of the recommendations from the Facilities Survey Subcommittee, copies of which G. Anderson distributed.

The originators of today’s handouts were asked to send copies to absent members.

Adjourned.

Bill Mitchell, recorder
SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the search committee for the SPLAT Program Assistant position: Shelley Miller, Chair; Rachel Miller, Acquisitions; David Pardue, Cataloging; Marcus Villaca, SPLAT; and Sandy Gilliland. (An announcement of this professional vacancy was included in the March 12th FYI.)

S. Gilliland

STRESS MANAGEMENT WORKSHOP

The Staff Development Committee is sponsoring a Stress Management Workshop for all interested library staff. The workshop will be presented twice, on Tuesday, April 7, from 9 am - NOON, and again on Thursday, April 9th, from 1 - 4 pm. Both workshops will be presented by Kate Ames-Oliver (KU Department of Human Resources) in Watson Conference Room A, Level 5. Staff are requested to register for one of the sessions by sending an E-mail note to Janet Anderson-Story (JANDERSO), or by sending a note to Janet via campus mail. Please, do NOT make reservations over the telephone. Feel free to contact any SDC member (Janet Anderson-Story, Carole Dibben, Sandy Gilliland, Susan Hitchens, Julie Hoff, Lorrie Knox or Rich Ring) if you have any questions.

Staff Development Committee

KLOA WINS APPROVAL AND SEeks INPUT

The Kansas Library Operation Associates Roundtable was unanimously accepted at the annual KLA business meeting, in Wichita March 26. It is the newest roundtable to be formed within KLA. The group will address the needs of those who work in libraries as support staff or in other positions but not hold an MLS degree.

We are planning to sponsor a conference in the Spring of 1993 and need people to serve on the programming committees and to help choose a site for the conference. To help us choose topics of wide we have a short needs/interest survey we would like interested people to fill out. To receive a copy of the survey or sign up for a committee, please contact me by mail or e-mail (JANDERSO). Thanks!

Janet Anderson-Story

HEAD, ACQUISITIONS SECTION, KUMC

The Archie R. Dykes Library of the University of Kansas Medical Center has an opening for a Head, Acquisitions Section. Manage serials, acquisitions, budget and integrated library system. Need accredited MLS, strong managerial and communication skills, organizational ability. Prefer supervisory experience, library work experience. The Archie Dykes Library, housed in an attractive new building, has 45 employees, an annual budget of 1.5 million and is automated with INNOPAC/INNOVACQ. We offer salary in the mid-to upper-twenties depending on experience; excellent benefits; and the opportunity to work in a professional, team-oriented environment stressing the use of new technologies. Send resume, letter of application, names of 3 references to Robert Pisciotta, Assistant Director, Dykes Library, KU Medical Center, 2100 W. 39th, Kansas City, KS 66160-7180. Equal Opportunity/Affirmative Action Employer.
LFA POLL ON THE ANNUAL EVALUATION PROPOSAL

LFA Exec has received 47 surveys to this point. If anyone is holding a survey instrument as yet unreturned, we will continue to accept these for a few more days. Please try to return these by Monday, 6 April. Thank you.

Kent Miller

SUSAN CRAIG AWAY

Susan Craig will be in Europe on a book buying/conference trip from March 31 until April 21. If possible, please hold questions directed to Susan until her return. Questions regarding the Art & Architecture Library can be referred to Jan Altenbernd, Ann Snow, or Michelle Cisternino.

Susan Craig

CALL FOR AMERICA'S LIBRARIES


"Have you called in for America? This is especially important for all you non-librarians to participate. -- A campaign, launched by the American Library Association, runs through April 11, 1992. The goal is to generate a list of names that will be shared with Congressional leaders to demonstrate public support for libraries. To participate, CALL 800-530-8888. Callers are asked if they agree with the following statement: 'I believe America's libraries are essential to democracy; I believe libraries play an important role in education, and that librarians provide vital services. I believe our nation's libraries should be fully funded.' There is no charge in that Telephone Express, a long distance carrier based in Colorado is donating telephone lines, office space, equipment and some support staff. The telephones are being staffed by some 200 volunteers. . ."

Becky Schle

ADOPT-A-PARK OPPORTUNITY

The Classified Conference has been discussing becoming part of the Adopt-a-Park program. We would like to give everyone in the library an opportunity to participate, so here are the details: (1) Based on the size of our volunteer pool, the Lawrence Parks and Recreation Department would assign us a park, public area, highway entrance, or public parking lot. (2) We would be responsible to pick up trash and litter from that area 4 times a year. Trash bags and trash pickup will be provided by the City. Recycling is encouraged. If you would be willing to help and have not already volunteered at the General Meeting, please contact me by April 15 via E-mail (VFROESE) or telephone (4-3476), and tell me how many times during the year you would be willing to participate (1, 2, 3, or 4). I believe our "year" would start as soon as we confirm with Parks and Recreation that we want to participate. Contact me if you have any further questions. Thanks for your interest.

Vema Froese

CAMPUS MAIL ENVELOPES

The Administrative Office is again seeking "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

Rhonda

ATTACHMENTS

Classified Conference Executive Board--February 25, 1992, March 17, 1992
Library Automation Committee Minutes--February 26, 1992
Cataloging and Serials System Downtime on Friday and Saturday, April 3-4

[The content of this note was distributed earlier in two messages to KULIB-L.]

The Libraries' cataloging system (LCAT) and serials system (LSER and LSAC) will be unavailable after 5:15 this Friday, April 3rd. This is to provide time to run conversion programs and to load new online programs in preparation for the loading of government documents cataloging records into the cataloging, serials, and online catalog systems.

The systems will be up again on Saturday morning, but the programming staff have asked that no updates (and preferably no activity at all) be performed on the LCAT, LSER, or LSAC systems before noon on Saturday so that they can have sufficient time for testing. If any problems occur, they might have to take the systems down and restore the data files to what they were the previous afternoon. The changes being made this weekend are quite significant and complex. Although not anticipated, there is always a possibility that something unforeseen will occur and we will have to restore the system and its files back to the state they were at on 5:15 on Friday. This possibility exists until mid-Monday, by which time the new programs should be thoroughly exercised and we can be confident in proceeding. If you perform updates to the system prior to mid-Monday, please attempt to keep a record of what you did.

The online catalog will be available Friday after 5:15, but since all serials files will be closed, serial holdings information will not be available on the online catalog between that time and startup time on Saturday. Upon requesting a holdings display, users will receive a message telling them that the files are closed and holdings are unavailable (this is the same message that now appears after midnight when the serials files are closed). The online catalog will not be affected by the additional test time on Saturday unless, of course, the files need to be closed, resulting in a message to users that serial holdings are unavailable.

The circulation system will not be affected by this downtime.

Changes to the cataloging system, including the addition of a call number index and the appearance of holdings records for all monographs, will appear Saturday morning. Mary Roach will be contacting staff outside the Cataloging Department who use the cataloging system to arrange for training.

Please note that the work this weekend is IN PREPARATION FOR loading document records -- no records can be loaded until we receive them from Marcive. We do not anticipate receiving records to load until later this month. As announced previously, authority records will be loaded first, followed by approximately 16,000 serial records, and then approximately 18,000 retrospective monographic records per week until the complete retrospective file has been loaded.

New online catalog files will be created this weekend, but will not be created next weekend. This means the files created this weekend will be there until April 20. Changes to online catalog programs will be made next weekend to match the changes being made this weekend to the cataloging system. The only visible affect in the online catalog will be in the case of a bibliographic record with multiple copies that have different call numbers. You will see each location matched with its associated call number. This set of changes to the cataloging system make it possible to have a bibliographic record with more than one call number. This was a necessary enhancement in order for one copy of an item to have a SUDOCS number while another has a Dewey or LC number.

-- John Miller
The Administrative Conference met in Watson Conference Room A at 10:30 a.m.

Present were: Mike Biggins (for Gordon Anderson), Sandra Brandt, Nancy Burich, Sarah Couch, Vickie Doll, George Gibbs, Gaele Gillespie, Sandy Gilliland, Sue Hewitt, Donna Koepp, Sandy Mason, John Miller, Kent Miller, Rachel Miller, Shelley Miller, Lorraine Moore, Kathleen Neeley, Rich Ring, Mary Roach, LeAnn Weller, and Sherry Williams.

1) Minutes

Dean Crowe asked the members of the Conference if the present situation of circulating the draft minutes through e-mail for responses, and correcting them by e-mail before the next meeting is still satisfactory. No objection was raised.

2) March Administrative Conference meeting

Dean Crowe announced to the Conference that there was a potential conflict with the March 17th meeting date since it was a possible date for the next Council of Deans and Directors of Libraries meeting. He will notify the Conference if the next meeting will be scheduled for a different date.

3) Handouts

A) IMPORTANT NOTICE (Travel)

Dean Crowe announced the change in the State travel contract which will result in new procedures for many aspects of travel. There was general discussion among the members about the effect of the new contract and the resulting new procedures. Crowe told the members that additional information would be circulated as soon as it becomes available from Travel Audit.

B) Change of Assignment

Dean Crowe asked the members to review this updated/revised document and make comment to Sandy Gilliland by February 28th. If there is no substantive comment, the document will be made final. Otherwise, it will come back for discussion.

C) Program Review

Dean Crowe reiterates that the Board of Regents have mandated a program review for all academic departments at all Regents institutions. A report is due to the Regents by December, 1992.

He said he had raised questions to Academic Affairs about program review for non-instructional units. There will be such a review, which raises many questions about how a review would be conducted: process, goals, etc.

Crowe said he had suggested to Academic Affairs that the Libraries be reviewed as a whole, rather than by individual unit since he believes the latter not feasible. He said he would keep the Conference posted as further development arise.

C) Fund-Raising--Beyond Campaign Kansas

Dean Crowe told the Conference that he had discussed the draft document (distributed earlier) with the Budget and Planning Committee and the Senate Library Committee, and had invited comments from those groups. The document reflects comments from those groups. He asked the members if there were any questions or concerns about the nature of the requests or the ranking of priorities. There were no comments. Crowe asked that the members take time to review the document, and that any comments be sent to him before the end of the week.
D) Binding Contract

Dean Crowe asked Gibbs to update the members with the results of their review. Gibbs told the members that the American Bookbinding bid was 14% less than the Herzberg bid. He said Kent Miller, Joyce Elliott and he had visited the American site and held lengthy discussions with representatives from K-State on February 17th.

Miller said he was in the process of contacting some of the larger institutional accounts (Univ. of Texas--Austin and El Paso, KU Med Center), serviced by American to gain some insight to the quality and level of service currently being provided by American.

Even though there is reluctance to consider American because of its poor performance several years ago, Gibbs said that American had to be given serious consideration due to the substantially lower bid and the positive reports thus far received from other accounts.

E) Resource Sharing Memo

Dean Crowe will be asking members to prepare a 1-4 page report on unit resources and operational goals by April 1st for use in Spring reviews--with the Budget and Planning Committee.

F) INK

Dean Crowe told the Conference that he had asked Mary Hawkins to convene a group of key people from the Libraries to look into the ramifications of INK for the Libraries operations.

G) Stephen Richard Presentation

Dean Crowe reminded the members of the informal presentation by Stephen Richard on performance measures, scheduled for February 18th at 2:00 p.m. in Conference Room A, and the more formal presentation on British libraries, scheduled for February 20th at 3:00 p.m. in the Spencer Auditorium.

E) CPAC

Dean Crowe said he had received substantial comments on this document. He asked if any of the members had questions or concerns about the conceptual need for a cataloging policy advisory body. The Conference agreed that there is a need for a cataloging advisory body, but there was a great deal of discussion about the scope and nature of the responsibility of such a body, and its relationship to, and interaction with, various Library units. There was additional discussion regarding the methodology and process to be used by the cataloging advisory body, as well as the potential implications of actions of the body.

Crowe invited comments to George Gibbs or him. He told the members that the proposal would be returned to the Administrative Conference.

Meeting adjourned 12:05 p.m.

Respectfully submitted,

Rhonda Boose
MINUTES, Classified Conference Executive Board
February 25, 1992


Minutes of the Dean's Meetings of November 14 and January 16 were approved. The minutes of the January 28 Executive Board Meeting were approved as corrected.

David Benjamin reported that the Personnel committee is considering initiating a program to honor a library classified employee of the year. They have contacted other departments on campus with a similar program and are waiting to hear from the Student Housing Department.

The Committee on Staff Development announced the next upcoming seminar on communication. A workshop on assertiveness will be held on March 18, led by Sandy Gilliland and Ruth Hurst. Interested staff are encouraged to register with Janet Anderson-Story. There will only be one session, so space is limited to the first 20 who register.

The Committee on Budget and Planning will be present at the budget hearings, where department heads will present a summary of their priorities, resources, and budgetary needs. Based on comments at these hearings as well as written reports provided by the department heads, the Budget and Planning committee will provide input to Crowe and the Assistant Deans about trends and observations.

Kendall Simmons reported on the last meeting of the University Senate Committee on Libraries.

Susan Hewitt reported on the Administrative Conference meeting.

LFA has suggested either April 20 or May 4 for the joint meeting with the LFA Executive Committee and the Classified Conference Executive Board. The purpose of this meeting will be to discuss LFA/Classified Conference joint committees. Those from the Classified Conference who will be attending this meeting will include the chairperson, vice-chairperson, and secretary, as well as the members who have served as the Ad Hoc Committee on Joint Committees.

Verna Froese presented information about a new program by the Lawrence Parks and Recreation Department, Adopt-a-Park, whereby a group would pledge to clean up a park or public area 4 times a year for a minimum of one year. There was interest in pursuing the idea, so it will be added to the agenda of the general meeting.
Two general meetings will be scheduled between now and the end of June. It was decided to have one in March and one in May. The agenda for the March 17 meeting includes: (1) committee reports; (2) discussion of the re-assignment document; (3) reminder of upcoming elections for officers, group representatives, and some committee members; (4) summary and recommendations of the working conditions survey; (5) joint committees with LFA; (6) updates on legislative action regarding salaries and/or the reclassification of Library Assistants and Library Associates; (7) recommendations of the Circulation System Task Force; (8) proposal to participate in Adopt-a-Park; and (9) comments about the document regarding staff participation in governance. Refreshments will be provided by the Executive Board.

Verna Froese
Secretary
Classified Conference
MINUTES, Classified Conference General Meeting
March 17, 1992

Introductions were made of new classified staff who were at the meeting. Becky Schulte was at the meeting as a representative from the LFA Executive Committee.

The Committee on Staff Development is coordinating workshops on various areas of communication. They have already sponsored one on verbal and nonverbal communication. A workshop on assertiveness will be presented tomorrow. Other possible topics include personal strengths inventory; stress management; male-female communication; peer, collegial and working relationships; conflict negotiation; communicating with patrons; communication across cultures; communication with the disabled; and organizational communication.

The Committee on Budget and Planning will attend the budget hearings on April 27 and May 1, at which department heads will present their priorities, resources, and needs for the future. Based on these reports and written position papers, the committee members will make observations to the Dean and Assistant Deans. The Budget and Planning committee is also reviewing the vision statement (the Dean's goals for the library within the next ten years).

The Committee on Staff Orientation has continued to coordinate tours of library departments for all interested staff. They will continue to evaluate the success of this program. Future goals include a program of orientation for student employees.

The Personnel committee has completed the working conditions survey. They are working on beginning a Classified Employee of the Year program. Recommendations should be in place by the next general meeting.

Dawn Murrell reported on the recommendations of the Circulation System Task Force.

The change of assignment document has been reviewed by Human Resources and the Classified Conference Executive Board. It is in the process of being reviewed by the Administrative Conference. After it has been finalized, it will be distributed to library staff. (Note: on March 24, the chairperson of the Classified Conference received information that the review is complete. The document is about to be published library-wide.)
Classified staff were reminded of the opportunity to run for positions on next year's Executive Board. Terms will begin in July. There will be elections for chairperson, vice-chairperson, secretary, group representatives, and several committee positions. Those who have not participated in the past were particularly encouraged to consider doing so now, in light of the document on staff participation in governance.

Results of the working conditions survey indicated three major areas of concern: (1) physical working conditions; (2) salaries; and (3) communication between classified staff and unclassified supervisors.

(1) In regard to physical working conditions, Crowe hopes that a university-wide safety committee will be able to deal with some of these issues. Margaret Wilson is on that committee as a library representative. Crowe is considering setting up a similar library committee.

(2) Finances for cost of living increases, longevity bonuses, and reclassifications must be provided by the state legislature. Staff were encouraged to contact their representatives about benefits for classified employees.

(3) Crowe strongly recommends training for unclassified supervisors. Ideas for such training opportunities will be discussed with the Administrative Conference.

The Ad Hoc Committee on Joint Committees has suggested that there be equal representation on committees which have members from both Classified Conference and LFA. In addition, they recommend that the Classified Conference Executive Board be involved in writing charges for the committees. Members from the Classified Conference Executive Board and the LFA Executive Committee will meet in either April or May to discuss these proposals further.

Interest in participation by the Classified Conference in the Adopt-a-Park program was discussed. It would involve a commitment of cleaning a designated park or public area 4 times for a minimum of one year. It was suggested that this was something all library staff could participate in, and should involve KULSA.

Verna Froese
Secretary
Classified Conference
LIBRARY STAFF TO RECEIVE UNIVERSITY SERVICE AWARDS

Several library staff will receive service awards during the upcoming Employee Recognition Ceremony, April 21st, 1:30 p.m. in the Kansas Union Ballroom. Library staff to be honored include:

35 years: Alexandra Mason, Special Collections.
15 years: Maria Alexander, Slavic; Jennie Dienes, Documents/Map Library; Joyce Elliott, Bindery; Carol Jeffries, Acquisitions; Kathy Lathrom, Serials; Jim Neeley, Reference; Ann Snow, Art/Architecture Library.
10 years: Lois Bauer, Serials; Vickie Doll, East Asian Library; Shelley Miller, SPLAT.
5 years: David Benjamin, Kansas Collection; Geoff Husic, Slavic; Rick Clement, Special Collections; Judith Emde, Science; Miloche Kottman, Cataloging; Kathy Lafferty, Kansas Collection; Malcolm Lodwick, Acquisitions; Saralinda Rhodes, Reference; Michael Wilson, Cataloging.

Congratulations to all staff who will receive awards.

S. Gilliland

RECEPTION SCHEDULED

An informal coffee will be held from 9:30 - 10:15 a.m. on Tuesday, April 21st to honor library staff who will receive University service awards. Library volunteers will also be honored. All staff are invited to attend.

S. Gilliland

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

The Department of Human Resources has announced several seminars that will be offered during April, May and June. Library staff interested in attending any of these seminars must obtain approval from their supervisor, and register by calling Human Resources, 4-4946.

The KU Dependent Care Referral Service has also announced several programs that may be of interest to staff. To register for any of these program, contact the Human Resources Department, 4-4946.

In addition, Human Resources has prepared "Summer Activities and Services for Children", a listing of associations, businesses, and groups that provide activities and services for children. Copies of this listing may be obtained from Rex Hargis, 4-3601 (or e-mail, RHARGIS).

A copy of the Professional Development Calendar and KU Dependent Care Referral Service program calendar is attached. Contact Sandy Gilliland or Rex Hargis if you have any questions.

S. Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
CIVIL SERVICE EXAMINATIONS SCHEDULED DURING APRIL

A listing of the state civil service examinations offered on campus during the month of April is being sent to each library department. Library student assistants who are interested in civil service employment opportunities must first take an examination for the classification in which they are interested. Please ask interested student assistants to contact Rex Hargis or Sandy Gilliland for additional information regarding the civil service examination and recruitment process.

S. Gilliland

FORMER KU LIBRARY REFERENCE HEAD RETIRES

The February 15, 1992 issue of Library Journal announced the retirement of Marjorie Karlson, Head, Reference Department, Amherst Library, University of Massachusetts, Amherst (formerly head of the KU Libraries Reference Department during the 1960's). During Ms. Karlson's retirement dinner, she was awarded the University (of Massachusetts) Chancellor's Medal in recognition of her national reputation as a reference librarian and her more than 44 years in the field. Ms. Karlson's retirement was effective December 31, 1991.

Eleanor Symons

TIME CARD DEADLINE

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 12:00, Thursday, April 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

WATSON USER SERVICES REVIEW COMMITTEE SURVEY

The Watson User Services Review Committee would like to remind you that questionnaires sent out by the Committee recently are due by Monday, April 17. Please return your questionnaire to Sherry Williams. Kansas Collection. Thank you.

Sherry Williams

STUDENT-EMPLOYEE TASK FORCE REPORT RECEIVED

On April 1, I received an excellent report, with many carefully constructed recommendations, from the Student-Employee Task Force (Lars Leon, Chairperson; Jan Altenbernd; Gregg Buckner; Bayliss Harsh; and Lorrie Knox) which I had appointed in May 1991.

I am now sharing this extended, exceptionally thorough document with others in the Library Administration and soon will distribute a copy to each member of the Administrative Conference. I will discuss the report with AC and ask their counsel before acting on the report's recommendations. That discussion must await the results of careful budgetary analysis and cost projections that I am asking Nancy Jaeger to undertake during the next month, as her time permits, as she must give close attention to planning for fiscal-year end and initialization of an FY1993 budget.

In the interim, for the information of the staff at large, I am placing one copy of the report on reserve in Watson and one at the Anschutz Science Library.

--William J. Crowe

ARL SPEC KITS RECEIVED

Two ARL Spec Kits have been received this week. Kit 177 (Salary Setting Policies in ARL Libraries), September 1991 and Kit 178 (Insuring Library Collections and Buildings), October 1991. Kit 178 will be available in Periodicals this week, but 177 has been initially reserved for Salary Committee and LFA Exec.

Please contact me if you wish to see this document in the next week.

Kent Miller (continued)
PURCHASE REQUISITION DEADLINE DATES FOR FY 1992

The University has announced the deadline dates for submission of purchase requisitions against FY 1992 funds. In accordance with these guidelines, all orders that must be submitted for competitive bid (i.e., orders of $500 or more that are not available through a State contract), must be received in the University's Purchasing Office by the closing dates indicated below. To insure that sufficient time is allowed to process your requests within the Library Office, for forwarding to the Purchasing Office, the following "Library Deadline" dates must be observed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Library Deadline</th>
<th>University Deadline</th>
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<tbody>
<tr>
<td>Orders $10,000 or more</td>
<td>4/27/92</td>
<td>5/1/92</td>
</tr>
<tr>
<td>Orders less than $10,000</td>
<td>5/4/92</td>
<td>5/8/92</td>
</tr>
<tr>
<td>Orders less than $5,000</td>
<td>5/11/92</td>
<td>5/15/92</td>
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</tbody>
</table>

Please review the supplies regularly used by your department to insure that sufficient quantities are available for this fiscal year. Orders that must be submitted for competitive bids, which are received after the above mentioned "Library Deadline" date, will be held and processed against FY 1993 funds. Purchase orders may be submitted after May 29, 1992, against FY 1993 funds (these orders will be processed by the K.U. Purchasing Office so that they can be placed soon after July 1, 1992).

Your cooperation in observing the stated deadline dates is appreciated. Please contact Nancy Jaeger or Denise Swartz (4-3601) if you have questions concerning purchases from FY 1992 or FY 1993 funds.

Nancy Jaeger

SDC ANNOUNCES -- MALE-FEMALE COMMUNICATION

The Staff Development Committee announces its third workshop in its Communication Series to all Library Staff. The workshop, "Male-Female Communication" will be presented on Monday, April 20th, 1:30-3:30 pm, and again on Tuesday, April 21st, 1:30 - 3:30 p.m. Dr. Diana Prentice Carlin, Assistant Professor, Communications Studies, will present both workshops in Watson Conference Room A, Level 5. This workshop explores some of the myths and realities about female-male communication. Participants will engage in discussion, activities, and self-assessments geared to heightening awareness of their own communication patterns and learning how to enhance male-female communication. Staff are requested to register for *one* of the sessions by sending an E-mail note to Janet Anderson-Story (JANDERSO), or by sending a note to Janet via campus mail. Please, no phone reservations. If you have any questions, please feel free to contact any SDC member (Janet Anderson-Story, Carole Dibben, Sandy Gilliland, Susan Hitchens, Julie Hoff, Lorrie Knox, or Rich Ring).

Staff Development Committee

STOP DAY PICNIC

Yes, it’s true! Despite popular demand, we are going to have the Third Annual (at least since I’ve been here) Stop Day Picnic and Dog Roast! As usual, KULSA will be supplying the dogs, condiments (no, Doug, that’s not a dirty word), lemonade, and tea. I have arranged for two special guests: Captain America of the Justice League of America, and Jose Canseco of the Oakland A’s. (In the event that Captain America and Jose Canseco can’t make it, back up special guests will be Captain Hargis of the Kansas Army National Guard and Kendall Simmons of the Bettrys.) So come on out to Potter’s Pavilion (or is it Pavillion?) on May 4 from 11:30-1:30 and eat some dogs. In the event of rain, I will get wet.

Rex Hargis

(continued)
CAMPUS MAIL ENVELOPES

Thanks for the great response to my plea for campus mail envelopes. All of your contributions are greatly appreciated. However, the Administrative Office still needs your "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

ATTACHMENTS

Library Faculty Assembly Executive Committee Minutes--Feb. 24, 1992, March 2, 1992, March 5, 1992
Staff Development Committee Minutes--February 14, 1992, February 26, 1992, March 11, 1992
University of Kansas Libraries Committee on Salaries and Benefits Minutes--2 Mar 92
Department of Human Resources Professional Development Calendar & Programs
KU Dependent Care Referral Service

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor’s permission to participate in programs conducted during your works hours. Reservations are encouraged, yet not required. For pre-registration and more information, please call 864-4946.

April 16 7:00 - 8:30 pm  - "Issues of Child Care for Children with Special Needs, i.e. Disabilities"
                          Lawrence Public Library Auditorium

April 21 7:00 - 8:30 pm  - "Sexual Abuse: Short and Long-Term Effects. Survivor Issues"
                          Kansas Union, Walnut Room

May 20 12:00 - 1:00 pm  - "Home Safety Alert for Children Age Newborn to 5 Years - The Unexpected Can Happen in No Time at All"
                          Kansas Union, Alcove A

June 16 7:00 - 8:30 pm   - "Discipline Is Teaching - Effective Communication Is the Key (Children Age Preschool and Elementary)"
                          Lawrence Public Library Auditorium
DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

April, May, June 1992

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>APRIL</td>
<td>13</td>
<td>14 Writing Position Descriptions 9am - 12noon</td>
<td>15 Communication 8am - 12noon</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>21</td>
<td>22 Communication 8am - 12noon</td>
<td>23</td>
<td>24 Unclassified Employee Orientation 8:30am - 12noon</td>
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<td></td>
<td>27</td>
<td>28 STEP (Series 1, Day 1) 1pm - 5pm</td>
<td>29 STEP (Series 2, Day 1) 8am - 12noon</td>
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<tr>
<td>MAY</td>
<td>4</td>
<td>5 STEP (Series 1, Day 2) 9am - 3:30pm</td>
<td>6 STEP (Series 2, Day 2) 9am - 3:30pm</td>
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<td>8</td>
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<td></td>
<td>11</td>
<td>12 STEP (Series 1, Day 3) 9am - 4pm</td>
<td>13 STEP (Series 2, Day 3) 9am - 4pm</td>
<td>14 Writing Position Descriptions 9am - 12noon</td>
<td>15</td>
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<td></td>
<td>18</td>
<td>19 STEP (Series 1, Day 4) 9am - 4pm</td>
<td>20 STEP (Series 2, Day 4) 9am - 4pm</td>
<td>21 Introduction to Supervision 8am - 12noon</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>26 STEP (Series 1, Day 5) 9am - 4pm</td>
<td>27 STEP (Series 2, Day 5) 9am - 4pm</td>
<td>28 Introduction to Supervision 8am - 12noon</td>
<td>29 Classified Employee Orientation 10am - 12noon</td>
</tr>
<tr>
<td>JUNE</td>
<td>1</td>
<td>2 STEP (Series 1, Day 6) 9am - 3pm</td>
<td>3 STEP (Series 2, Day 6) 9am - 3pm</td>
<td>4 Coaching &amp; Counseling 9am - 4pm</td>
<td>5</td>
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<tr>
<td></td>
<td>8</td>
<td>9 STEP (Series 1, Day 7) 9am - 3pm</td>
<td>10 STEP (Series 2, Day 7) 9am - 3pm</td>
<td>11 Writing Position Descriptions 9am - 12noon</td>
<td>12</td>
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<td></td>
<td>15</td>
<td>16 STEP (Series 1, Day 8) 8am - 2pm</td>
<td>17 STEP (Series 2, Day 8) 8am - 2pm</td>
<td>18 Sexual Harassment 8am - 12noon</td>
<td>19 Unclassified Employee Orientation 8:30am - 12noon</td>
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<td>22</td>
<td>23 Conflict Management 9am - 12noon</td>
<td>24</td>
<td>25 Conflict Management 9am - 12noon</td>
<td>26 Classified Employee Orientation 2pm - 4pm</td>
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</tbody>
</table>

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 with the exception of Unclassified Employee Orientation which is held in the Kansas Union. For reservations call 864-4946.
**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
Budget and Planning Committee Minutes
January 17, 1992


The minutes for the January 10th meeting were altered and approved.

Dean Crowe began by talking about the proposed Regents' budget. The Governor's proposed increase is funded by the elimination of some tax exemptions and through tuition increases. There will be a budget hearing with Academic Affairs next Wednesday.

The Dean passed out the latest revision of his development plan beyond Campaign Kansas. We discussed the plan and made some suggestions for its revision. The Dean will consult with the Administrative Conference about the plan.

Dean Crowe proposed that the spring budget process include informational meetings but no budget hearings comparable to those held last year. The committee suggested that we once again have a "State of the Department" meeting with a written report of budgetary needs organized in a programmatic way. Dean Crowe was supportive of this idea and offered to draft a memo about it which he would then submit to the B&P committee for input. B&P intends to write a report on the "State of the Department" meeting.

We discussed B&P's role in library space planning.

The Dean will be giving bibliographers letters to distribute to faculty about the necessity for an upcoming journal cancellation project.

Rachel Miller and John Richardson agreed to serve on the planning notebook subcommittee.

Submitted by Julie Waters
BUDGET & PLANNING COMMITTEE  
Minutes of the Meeting of February 14, 1992  

Present: Kathleen Neeley (chair), Susan Craig, Susan Hewitt, Nancy Jaeger, Rachel Miller, Shelley Miller, John Richardson, Mary Lou Warren  

Absent: Julie Waters  

The committee decided to postpone consideration of the minutes of the January 17 meeting until Julie Waters' return.  

The committee reviewed Dean Crowe's draft memo, "Report on Department Resource Issues," written in response to B&P's suggestions for the Spring 1992 budget process. In the draft each unit head is asked to write a short report on unit priorities and resources by April 1, and to present an oral summary later in the month at an open meeting that would provide the opportunity for questions and comments.  

The committee suggested some revisions to the draft memo. Kathleen Neeley will transmit these to Dean Crowe. Because some members had received comments questioning the value of the reports, the committee spent some time reviewing its expectations for the budget process. Long-term goals include: 1) help educate administrators and staff members about the needs and operations of all library units; 2) provide a forum in which unit heads will discuss freely their priorities and resources; and 3) strengthen the mechanisms by which staff may give input into budget decisions. Regarding its own role in the Spring 1992 budget process, the committee agreed that it would analyze the reports and comment on general trends, but not make specific recommendations on the allocation or reallocation of resources.  

At its next two meetings, scheduled for February 28 and March 6, the committee will return to Dean Crowe's vision statement. At later meetings, if developments warrant it, the committee will discuss the library's part in the University's program review.  

Rachel Miller and John Richardson reported that they had begun their work to update the Planning Committee Notebook.  

Reported by Rachel Miller
Budget and Planning Committee Minutes  
February 28, 1992


Minutes for the January 17th meeting were altered and accepted. Minutes for February 14th were approved unaltered.

Discussion ensued over the budget hearings. Each department could be allotted five minutes for presentation and 5 minutes for discussion which would require two meetings. Kathleen will consult with Dean Crowe to set the meeting dates. B&P will make a schedule of the presentations giving the date and time for each department. Each date will have a mixture of small and large departments. This schedule will be constructed at the next meeting using a list of departments which Kathleen will bring.

Upcoming B&P meetings include March 6th, March 20th and April 10th.

The committee returned to its work of revising the Vision Statement. Drawing inspiration from the document that Dean Crowe distributed entitled, "Commitment to Renewal: A Strategic Plan for the Harvard College Library," the committee decided to approach the task in a new way, considering and expanding upon the ideas expressed in the Harvard document within the context of KU Libraries.

Submitted by Julie Waters
Staff Development Committee
Minutes
Meeting of February 14, 1992

Present: Lorrie Knox, Janet Anderson-Story, Julie Hoff, Rich Ring and Carole Dibben
Absent: Susan Hitchens and Sandy Gilliland

The Staff Development Committee met at 3:00 pm in Anschutz Science Library conference room. Minutes were approved as changed.

Three workshop requests were approved.

Lorrie reported that all of the arrangements for the Stephen Richards, visit have been completed by Rhonda Boose in the Administrative Office.

The committee reviewed the evaluations of the first workshop, Communication: Verbal and Non-Verbal, presented February 4th and 6th. Thirty six out of 43 participants completed the evaluation form. Carole will compile the results.

SDC discussed preliminary arrangements for the Assertiveness workshop scheduled for March 18, 1992. Julie will prepare announcements to be placed in the FYI on March 5 and March 12. Janet will prepare the flyer to be distributed March 2.

Lorrie will contact Kate Ames-Oliver to schedule the Stress Management workshop for early April.

Julie Hoff has agreed to present a workshop on the changes in the content, format and access of the 1990 Census data. She will contact the Administrative Office to select the date of the presentation.

The next meeting of the SDC will be Wednesday, February 26 in Anschutz Science Library conference room at 10:30 am.

Submitted by Carole Dibben
Staff Development Committee
Minutes
Meeting of February 26, 1992

Present: Rich Ring, Julie Hoff, Susan Hitchens, Lorrie Knox, Sandy Gilliland, and Carole Dibben
Absent: Janet Anderson-Story

The Staff Development Committee met at 10:30 am in Anschutz Library conference room. Minutes were approved.

Two workshop requests were approved.

Discussed the deadline for out-of-state travel fund requests for May and June 1992 travel. Deadline will be March 16, 1992. Carole will see that an announcement is placed in March 5 FYI.

Discussed the Stephen Richard visit.

Discussed the Assertiveness Workshop scheduled for March 18. It will be from 9:00 to 11:30 am. The deadline for registration will be Monday, March 16 at 5:00 pm. People will be asked to indicate an interest if they cannot attend and if sufficient interest is expressed, an effort will be made to schedule a second session later in April.

Discussed the Stress Management workshop. It was suggested that we try to schedule two sessions with one for the morning of April 7 and the second for the afternoon of April 9.

The next meeting of the SDC will be Wednesday, March 11 at 9:30 am in Anschutz Library.

Submitted by Carole Dibben
Staff Development Committee
Minutes
March 11, 1992

Present: Rich Ring, Susan Hitchens, Lorrie Knox, Julie Hoff and Carole Dibben

Absent: Sandy Gilliland and Janet Anderson-Story

The Staff Development Committee met at 9:30 am in Anschutz Science Library room 305. Minutes of the February 26, 1992 meeting were approved.

Three workshop requests were approved and 4 out-of-state travel requests were approved.

It was announced that there are continuation education grants available from Northeast Kansas Library System and applications are available from Janet Anderson-Story.

Approved the evaluation form to be used for the Assertiveness workshop scheduled for March 18.

Discussed arrangements for the Stress Management workshop. It was decided to announce this workshop in the FYI on March 26 and April 2 and via e-mail rather than sending out flyers. To register people will be requested to send a note or e-mail message to Janet Anderson-Story. Deadline for reservations will be April 3. Rich will introduce the speaker at the morning workshop and Susan will introduce the speaker at the afternoon workshop.

Lorrie reported that there will be a charge of $3.00 per person for materials for participants in the Personal Strengths Inventory workshop and a maximum of 25 people will be able to attend. It was agreed that SDC will pay the fees for those who attend. Lorrie will try to schedule this workshop for the week of June 15 or in July after ALA. Since it will be a five hour workshop, it was suggested that it be scheduled from 9 am-noon and from 1-3 pm in Watson Conference Rooms.

Briefly discussed LFA code changes and a possible change in SDC membership to include more classified staff members. Lorrie stated that Kent Miller, LFA Chair, referred her questions to Richard Clement who is chairing a committee which is considering LFA code changes.

The next SDC meeting will be Tuesday, March 24, 1992, at 10:30 am in Anschutz Science Library conference room.

Submitted by Carole Dibben
Library Faculty Assembly
Executive Committee Meeting: Minutes
Feb. 24, 1992

Present: Kent Miller (Chair), R. Clement, B. Schulte, G. Husic, M. Roach, S. Gilliland, S. Miller

Minutes from the Exec meeting of Feb. 17, 1992 were accepted.

A major portion of the meeting was spent reviewing the notes taken from the second LFA open forum on the Dean's evaluation proposal. These notes will be distributed to the membership before the next open forum which is scheduled for Tues. Mar. 3 at 10:00 a.m. in Watson combined meeting rooms A & B.

The next topic of discussion was a draft of the evaluation proposal opinion poll which will eventually be sent to all LFA members. The chair will revise this draft before our next Exec meeting.

Also distributed to committee members was a draft of sample "expectations." These were discussed and approved for dispersal to the membership before the next forum.

The next meeting of LFA Exec will be Mon. Mar. 2 at 3:30 p.m. in Watson meeting room A.

Submitted by Rebecca Schulte
Library Faculty Assembly  
Executive Committee Meeting: Minutes  
March 5, 1992

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

The first item to be discussed was the notes taken during the open forum on Tues. Mar. 3, 1992. The notes were revised and will be distributed to the LFA membership with the opinion poll.

Discussion next focused on the opinion poll which will be taken to determine the memberships' feelings concerning the Dean's evaluation proposal. A final draft was approved and will be sent out as soon as possible.

The next LFA Exec meeting is scheduled for Thurs. April 2 at 1:00 in the Kansas Collection.

Submitted by Rebecca Schulte
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

MINUTES OF MEETING  2 Mar 92

Present:  J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner

The group agreed to prepare a six page summary handout for the LFA meeting to be held on 3 Mar 92 called "Report from the Committee on Planning and Resources concerning the procedures for the allocation of salary increases to faculty (February 7, 1989)"

Further information will be available from members of the Committee on Salaries and Benefits or will be put on reserve if demand warrants it.

Sandy passed out the final ARL staatistics from FY92.

Next meeting will be on March 23rd to discuss the salary ballot.
Library Faculty Assembly
Executive Committee Meeting: Minutes
March 2, 1992

Present: K. Miller (Chair), R. Clement, B. Schulte, G. Husic, M. Roach, S. Gilliland, S. Miller; W. Crowe (as guest)

The meeting opened with a discussion of the opinion poll which will be taken to determine library faculty feelings concerning the Dean's evaluation proposal. The poll will be distributed soon after the next open forum. Completed polls should be returned to the LFA secretary by Mar. 23.

The document on Evaluation of Teaching Faculty has been released by University Council.

Minutes from the following committees were accepted: Staff Development, Jan. 22 and Jan. 29, 1992 and Staff Orientation, Feb. 6, 1992. Minutes from LFA Exec Feb. 24, 1992 were approved.

The 3rd Open Forum to discuss the Dean's evaluation proposal will be held Tues. March 3, 1992 in Watson Meeting Rooms A and B. The next LFA Exec meeting has been scheduled for March 5, 1992 in Watson Meeting Room A.

Submitted by Rebecca Schulte
UKRAINIAN EASTER EGG DISPLAY

Michael Palij has arranged beautiful displays of hand-painted Ukrainian Easter eggs, embroideries, ceramics and other artwork, located in the main lobby of Watson Library. Mr Palij is a former Slavic Bibliographer with KU Libraries, a position he held until his retirement in 1983.

S. Gilliland

SERVICE AWARD RECEPTION

As a reminder, a reception will be held from 9:30 a.m. - 10:15 a.m. in Conference Rooms A/B, Watson Library, on Tuesday, April 21st to recognize several library staff and volunteers for their service to the University and the Libraries. Please join us.

S. Gilliland

ANNUAL EMPLOYEE RECOGNITION CEREMONY

The University’s annual Employee Recognition Ceremony will be held at 1:30 p.m. Tuesday, April 21st in the Kansas Union Ballroom. Several Library staff members will receive service pins during the ceremony. All staff are invited to attend.

S. Gilliland

STOP DAY PICNIC

WHEN: Monday, May 4, 11:30-1:30. WHERE: Potter’s Pavilion. WHAT TO BRING: KULSA will be supplying hot dogs, buns, and condiments, tea and lemonade. You need to bring stuffed animals with strange names, life-sized blow-up dolls, and your credentials of ministry. I’ll bring Kendall. WHY: Because we like you! M-O-U-S-EEEEEEE!

Rex Hargis

WORK-STUDY REAPPOINTMENTS

If you have student assistants that are going to be paid from your work-study funds during 5/18/92-6/17/92 you will need to have the students go to the Student Financial Aid office to pick up their SUMMER work-study authorization cards. These will be available on May 11. Please send them to me as soon as possible.

Rex Hargis

FY 92 LFA EXECUTIVE COMMITTEE ELECTIONS -- CALL FOR NOMINATIONS

The Nominating and Ballot Committee is calling for nominations, including self-nominations, to the following positions on next fiscal year’s LFA Executive Committee: Vice-Chair/Chair Elect; Secretary; Librarian I Representative; Librarian II Representative; Librarian III Representative; Unclassified Professional Representative. (See the LFA Code of Governance, article 1 and section 2.2.1.3 concerning members’ eligibility for positions on LFA Exec.) Please send or call in your nomination to Jennie Dienes (Map Library; tel. 4-4660) or Mike Biggins (Watson Slavic Dept.; 4-3957) by Monday, April 27, at 5:00 p.m.

Mike Biggins
LIBRARY COMMITTEE ON PROMOTION AND TENURE (LCPT) ELECTION

Three Librarian III positions and one Librarian II position will be opening on next fiscal year's LCPT, and elections to these positions will be held concurrently with the FY 93 LFA Executive Committee elections. Included in this week's FYI is a complete list of those LIIs and LIIIs who are eligible for these positions. The Nominating and Ballot Committee asks that any Librarian II or Librarian III who prefers NOT to have his or her name listed on the final LCPT ballot contact Jennie Dienes (Map Library; tel. 4-4660) or Mike Biggins (Watson Slavic Dept.; 4-3957) by Monday, April 27, at 5:00 p.m.

LIBRARIANS II
Gordon Anderson
Roger Anderson
Rick Clement
Paulette DiFilippo
Barb Gaeddert
Susan Hitchens
Donna Koepp
Ken Lohrentz
Rob Melton
Kent Miller
Rachel Miller
Shelley Miller
Rich Ring
LeAnn Weller
Annie Williams

LIBRARIANS III
Sandra Brandt
Nancy Burich
Marilyn Clark
Susan Craig
Jim Helyar
Ann Hyde
Barbara Jones
Ned Kehde
Sandy Mason
Bill Mitchell
Lorraine Moore
John Nugent
Mary Roach
Elearnor Symons

SDC ANNOUNCES -- MALE-FEMALE COMMUNICATION

The Staff Development Committee has mailed announcements of the third workshop in its Communication Series to all Library staff. The workshop, "Male-Female Communication" will be presented on Monday, April 21st, 1:30 - 3:30 pm. Dr. Diana Prentice Carlin, Assistant Professor, Communications Studies, will present both workshops in Watson Conference Room A, Level 5. This workshop explores some of the myths and realities about female-male communication. Participants will engage in discussion, activities, and self-assessments geared to heightening awareness of their own communication patterns and learning how to enhance male-female communication. Staff are requested to register for one of the sessions (registration procedures and additional information regarding the workshop are included in the announcement). If you have any questions, please feel free to contact any SDC member (Janet Anderson-Story, Carole Dibben, Sandy Gilliland, Susan Hitchens, Julie Hoff, Lorrie Knox, or Rich Ring). Staff Development Committee

LOCAL ARRANGEMENTS COORDINATOR NEEDED FOR 1993 CULS CONFERENCE

The KLA/College and University Libraries Section will hold its Fall 1993 Conference at the Holidome in Lawrence on October 28-29. The CULS Executive Committee is seeking a local arrangements person (or persons) for the conference. The person(s) will be in charge of arranging conference room schedules and set-up, meal functions, library tours, and transportation to those tours, etc. If anyone is interested in this opportunity or has questions, please contact Kathy Graves at 4-3366 or by e-mail (KGRAVES). I will be attending a business meeting on May 5 in Lindsborg and it would be great to notify the committee that this position has been filled. Thank you.

-- Mike Biggins

Kathy Graves
YOU ARE CORDIALLY INVITED to an Opening Reception for the New Exhibition entitled "MANNAHATTA: WHITMAN & HIS CITY", at 4 p.m. on Tuesday, April 21st, 1992, in the Main Gallery, Kenneth Spencer Research Library. The theme of New York in Whitman's time, and his reaction to it, is illustrated with books, manuscripts, photographs and maps. DEPARTMENT OF SPECIAL COLLECTIONS, UNIVERSITY OF KANSAS LIBRARIES

WALT. WHITMAN'S POEMS, "LEAVES OF GRASS," 1 vol. small quarto, $2, for sale by SWAYNE No. 210 Fulton St., Brooklyn, and by FOWERS & WELLS, No. 308 Broadway, N.Y.

CAMPUS MAIL ENVELOPES

Thanks for the great response to my plea for campus mail envelopes. All of your contributions are greatly appreciated. However, the Administrative Office still needs your "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

ATTACHMENTS

Library Automation Committee Minutes -- March 18, 1992
Librarians and Professional Staff list
Nominating and Ballots Committee Minutes -- April 13, 1992, April 15, 1992
NOMINATING AND BALLOTS COMMITTEE
April 13, 1992: Minutes
Present: Biggins, Dienes.

N&B met to plan the upcoming ballots for the election of officers to the FY 93 LFA Executive Committee and new members in FY 93 to the Library Committee on Promotion and Tenure (LCPT). The slate of candidates for the LCPT positions would be arrived at through self-disqualification; and for the LFA Exec positions through active nomination or self-nomination. An announcement regarding LCPT would be run in the April 16 and April 23 FYIs, allowing two weeks for uninterested LFA members to disqualify themselves from the running for LCPT; at the same time a call would be put out for nominations to the positions on LFA Exec. The final ballot for both elections should be ready by April 31, to be mailed out May 1.

NOMINATING AND BALLOTS COMMITTEE
April 15, 1992: Minutes
Present: Biggins, Dienes.

N&B met to finalize the procedures for upcoming LFA Exec and LCPT elections for FY 93. A recommendation to change the LFA by-laws as they specify the minimum number of candidates for any single vacancy in an LFA ballot was formulated and would be submitted to the LFA Subcommittee on By-Laws in the near future.

Submitted by Mike Biggins
THE UNIVERSITY OF KANSAS LIBRARIES
LIBRARIANS AND PROFESSIONAL STAFF
FY92

**Librarian I**

*Bearse, Margaret
Biggins, Michael
*Coddington, Amy
+Dienes, Jennie
Emde, Judith
Eshelman, Nicholas
Graves, Kathryn
Hoff, Julie
Music, Geoff
Knox, Lorraine
Pardue, David
Powell, E. Constance
*Readinger, Michael
Rhodes, Saralinda
Richardson, John
Rosenbloom, Mary (on leave)
Schaffner, Bradley
Schulte, Rebecca
Waters, Julie

**Librarian II**

Anderson, Gordon
Anderson, Roger
Clement, Richard
DiFilippo, Paulette
Gaeddert, Barbara
Gillespie, E. Gaelle
Haines, Sarah
Hitchens, Susan
Koemp, Donna
Lohrentz, Kenneth
Melton, Robert
Miller, Kent
Miller, Rachel
Miller, Shelley
Neeley, Kathleen
Ring, Richard
Siegmund, Marianne (on leave)
Weller, LeAnn
Williams, Ann
*+ Winchell, Margaret

**Librarian III**

Brandt, Sandra
Burich, Nancy
Carvalho, Eugene (on leave)
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, Elephant
Williams, Sheryl
Wilson, Margaret

**Professional Staff**

+Alexander, Maria
Bromberg, Nicolette
*Caron, Michael
Dandridge, Deborah
Doll, Vickie
Hodges, Deborah
*Hudson, Mark
Kingsbury, Patrick
*McLaughlin, Leslie
*Mellenbruch, Jennifer
*+Pardue, Beverly
*Peterson, Doris
Reed, Marianne
*Roubideaux, Nanette
*+Truscello, Vickie

**Administrative**

Crowe, William (Dean, LIII)
Gibbs, George (Asst. Dean, LIII)
Gilliland, Sandra (Asst. to Dean)
Hawkins, Mary (Asst. Dean, LIII)
Jaeger, Nancy (Asst. to Dean)
Miller, John (LII)
Library Automation Committee  
March 18, 1992

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

1. John distributed a printed copy of an e-mail message from the Dean concerning possible programming to consolidate multiple circulation notices to a single patron.

2. John distributed the second draft of minutes from the February 26, 1992 meeting with changes based on comments received. The committee has one week to comment to John for any additional changes. They will be published in next week’s FYI if no comments received.

3. Announcement: The LAN is up and running in Watson as of Sunday noon, the 15th.

4. It was decided that the Circulation Enhancement Task Force proposal will be distributed to members of the Administrative Conference and members of the Circulation Group (Mary H. will get names to John by Friday) for comment. John will prepare a cover memo to go with it. LAC will discuss the proposal at the next meeting, April 8, 1992, and attempt to make a final decision then or soon after on what to approve.

5. George mentioned that CPAC will try to meet early next week to get started.

6. John reported that the specifications for the last phase of the Documents project (inventory reports) have been completed. Mary R. reported that new online changes to LCAT and LSER should appear April 4, online changes to OCAT (largely transparent to the user) will appear a week or two later, and the first tape from Marcive will be loaded as soon as it is received. [Authority records will be loaded first, followed by serial records, followed by monographic records.]

7. The ARIEL equipment approval has gone through and order should go out soon.

8. A proposal for additional LAN equipment to serve the Engineering Library has been sent to Dean Locke of the Engineering School.

9. There is about $100,000 left of Anschutz construction money but a couple of projects still remain (some mortar and stonework and work on the rear stairwell.) We may not know for a while how much money (if any) might be left after this work is completed.

10. Next meetings scheduled for April 8, 1992 and April 15, 1992 (if needed.)
CONGRATULATIONS!

I am very pleased to confirm that the Board of Regents has approved the following actions, as recommended by LCPT, me, the University Committee on Promotions and Tenure, the Executive Vice Chancellor, and the Chancellor:

- **Judith Emde**, Anschutz Science Library, promoted to Librarian II, with tenure
- **Lorraine Knox**, Anschutz Science Library, promoted to Librarian II, with tenure
- **John Miller**, promoted to Librarian III, with tenure
- **E. Constance Powell**, Anschutz Science Library, promoted to Librarian II, with tenure
- **Mary Rosenbloom**, Reference Department, Watson Library, promoted to Librarian II, with tenure
- **Rebecca Schulte**, Kansas Collection, Spencer Research Library, promoted to Librarian II, with tenure

In concurrent action, I am very pleased to confirm that the Vice Chancellor for Academic Affairs has approved the recommendation of Sherry Williams, in which Assistant Dean Hawkins and I concurred, that **Nicolette Bromberg**, Photo Archivist, Kansas Collection, Spencer Research Library, be promoted to Program Associate.

The Library will hold a reception at the Adams Center early in Fall Semester to provide an opportunity for Library staff and other of our colleagues to greet and extend congratulations to Nikki, Judith, Lorrie, John, Connie, Mary, and Becky, and to the winner of the Chancellor’s Award for Distinguished Librarianship for 1992.

W. J. Crowe

PERSONNEL

Vickie Truscello, Program Assistant with the O’Hegarty Grant Project has changed her name to Vickie Lynn Allen.

S. Gilliland

NATIONAL EMPLOYEE HEALTH AND FITNESS DAY

May 13, 1992 has been designated as National Employee Health and Fitness Day. Because May 13 is not a good day as far as the academic calendar is concerned, the University of Kansas will observe National Employee Health and Fitness Day on Monday, May 4, by holding a Health and Fitness Walk in Memorial Stadium. Additional information regarding the Health and Fitness Walk is included in the attached memo from Jackie McClain, Director of Human Resources. All staff whose personal schedules allow are invited to participate.

S. Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
FY 93 LFA EXECUTIVE COMMITTEE ELECTIONS -- CALL FOR NOMINATIONS

The Nominating and Ballot Committee is calling for nominations, including self-nominations, to the following positions on next fiscal year's LFA Executive Committee: Vice-Chair/Chair Elect; Secretary; Librarian I Representative; Librarian II Representative; Librarian III Representative; Unclassified Professional Representative. (See the LFA Code of Governance, article 1 and section 2.2.1.3 concerning members' eligibility for positions on LFA Exec.) Please send or call in your nomination to Jennie Dienes (Map Library; tel. 4-4660) or Mike Biggins (Watson Slavic Dept.; tel. 4-3957) by Monday, April 27, at 5:00 p.m.

LIBRARY COMMITTEE ON PROMOTION & TENURE (LCPT) ELECTION

Three Librarian III positions and one Librarian II position will be opening on next fiscal year's LCPT, and elections to these positions will be held concurrently with the FY 93 LFA Executive Committee elections. Included in this week's FYI is a complete list of those LIIs and LUIIs who are eligible for these positions. The Nominating and Ballot Committee asks that any Librarian II or III who prefers NOT to have his or her name listed on the final LCPT ballot contact Jennie Dienes (Map Library; tel. 4-4660) or Mike Biggins (Watson Slavic Dept.; 4-3957) by Monday, April 27, at 5:00 p.m.

1990 CENSUS ON CD-ROM WORKSHOP

The Staff Development Committee is sponsoring a workshop on the 1990 Census for all interested library staff. The workshop will be presented once, on Friday, May 1, from 3:00-4:30 p.m. The workshop will be presented by Julie Hoff, (Assistant Librarian in Government Documents and Map Library) in Anschutz Science Library Conference Room, 4th floor. Staff are requested to register for the session by returning the registration slip below or by sending an E-mail note to Janet Anderson-Story (JANDERSO). No phone calls, please. Registrations must be received by 5:00 p.m. Thursday, April 30, 1992. (Registrations will be accepted on a first-come, first-served basis.)

WATSON USER SERVICES REVIEW COMMITTEE

For those of you who missed the April 10 deadline for submitting your questionnaires to the Committee there is good news. You can still turn those questionnaires in. We're extending the deadline until May 1. Please do take a few minutes and let us know your thoughts. Send the questionnaire to Sherry Williams, Kansas Collection. Thank you to those of you who have already turned them in.

PURCHASE REQUISITION DEADLINE DATES FOR FY 1992

As announced in the 4/9/92 issue of FYI, all orders that must be submitted for competitive bid (i.e., orders of $500 or more that are not available through a State contract), must be received in the University's Purchasing Office by the closing dates indicated below. To insure that sufficient time is allowed to process your requests within the Library Office, for forwarding to the Purchasing Office, the following "Library Deadline" dates must be observed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Library Deadline</th>
<th>University Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders $10,000 or more</td>
<td>04/27/92</td>
<td>05/01/92</td>
</tr>
</tbody>
</table>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Orders less than $10,000 05/04/92 05/08/92
Orders less than $5,000 05/11/92 05/15/92

Please contact Nancy Jaeger or Denise Swartz (4-3601) if you have questions concerning purchases from FY 1992 or FY 1993 funds. Thanks.

Nancy Jaeger

CATALOG LIBRARIAN

Requirements: MLS from an accredited library school, must be able to work well with people, be detail oriented, have good communication and supervisory skills. Prefer library/law experience or specialization in Law Librarianship. Responsible for cataloging operations including all aspects of OCLC, reclassification and retrospective conversion, planning and implementing online catalog, technical processing. Includes processing, organization and shelving of government documents. Supervises full-time cataloging assistant and oversees half-time documents assistant and students. Share reference duties on evening and weekends. Salary $23,000. Full time, 12 month tenure track appointment. Available June 18, 1992. Review of applications will begin on June 1 and will continue until position is filled. Send letter of application, resume, transcript and 3 references. Apply: Mary D. Burchill, School of Law Library, University of Kansas, Lawrence, KS 66045. (913) 864-3025. An EO/AA Employer.

Mary Burchill

CAMPUS MAIL ENVELOPES

Thanks for the great response to my plea for campus mail envelopes. All of your contributions are greatly appreciated. However, the Administrative Office still needs your "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

Rmll

ATTACHMENTS

Librarians Eligible for FY93 Library Committee on Promotion & Tenure
LAN Use Statistics for March
National Employee Health and Fitness Day
University of Kansas Libraries Committee on Salaries and Benefits Minutes--April 1, 1992, April 3, 1992
Committee on Staff Orientation Minutes--February 27, 1992
Staff Development Committee Minutes--March 24, 1992, April 1, 1992
Library Faculty Assembly Executive Committee Meeting Minutes--April 6, 1992
Why are these hotdogs dancing for joy? They're going to the

ANNUAL STOP DAY PICNIC
AND DOG ROAST

So what's it all about? On Stop Day, Monday, May 4 from 11:30-1:30 at Potter's Pavilion, KULSA will be supplying hot dogs, condiments, lemonade and tea for all Library employees. Some of the fun events we have planned are: a panel discussion on "Hot Dog Condiments: Ketchup vs. Mustard", a smelly sneaker contest, and a rendition of my latest poem, "Hot Dog, Oh, Hot Dog, How Beautiful Thou Art." The first 1,000 attendees will receive my condolences!

Rex Hargis
MEMORANDUM

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

From: Jackie R. McClain, Director of Human Resources

Subject: National Employee Health and Fitness Day

May 13, 1992 has been designated as National Employee Health and Fitness Day. The State Health Promotion Section of the Division of Personnel Services in Topeka is encouraging all state agencies to participate in this activity.

Since May 13 is not a good day as far as the academic calendar is concerned, we have opted to have a health and fitness event on May 4. The event will be a Health and Fitness Walk in Memorial Stadium. University employees whose personal schedule will allow are invited to walk laps on the stadium track starting at approximately 12:10 p.m. As departmental needs will allow, supervisors may adjust an employee's work/personal schedule to allow them to participate in this event.

For each lap that is completed, a participant will receive a "lap completion slip" on which their name and department can be entered and the slip placed in a box. At approximately 12:50 p.m., names will then be drawn from the box to announce the winners of health and fitness prizes. The prizes will include sporting goods related items, certificates to fitness centers, health food items, certificates to events/classes in Robinson Center, and two savings account certificates from the KU Federal Credit Union. A participant is eligible to receive only one prize, regardless of the number laps that they complete (for which lap completion slips were placed in the box).

The health education sections of the Department of Health, Physical Education and Recreation and Watkins Health Center will have information available at the southwest corner of the track regarding health, fitness and nutrition. This is also where the prize drawings will take place.

Please post this memorandum and circulate it to all employees in your area of responsibility. It is not necessary for employees to sign up in advance if they intend to participate in this event.

Your assistance is greatly appreciated. If you or anyone on your staff have any questions, please feel free to contact me or Phil Rankin in Human Resources at 864-4280.

JRM:bw

cc: Personnel-Related Staff
LIBRARIANS ELIGIBLE FOR FY93 LIBRARY COMMITTEE ON PROMOTION & TENURE

LIBRARIANS II
Gordon Anderson
Roger Anderson
Rick Clement
Paulette DiFilippo
Barb Gaeddert
Susan Hitchens
Donna Koepp
Ken Lohrentz
Rob Melton
Kent Miller
Rachel Miller
Shelley Miller
Kathleen Neeley
Rich Ring
LeAnn Weller
Annie Williams

LIBRARIANS III
Sandra Brandt
Nancy Burich
Marilyn Clark
Susan Craig
Jim Helyar
Ann Hyde
Barbara Jones
Ned Kehde
Sandy Mason
Bill Mitchell
Lorraine Moore
John Nugent
Mary Roach
Eleanor Symons
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

MINUTES OF MEETING April 1, 1992

Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner

A draft ballot for merit salary distribution was examined and approved.

Sandy will prepare the ballots, including mailing labels.

Brad will notify Nominating and Ballot that a ballot is coming.

Judith then excused herself while the remainder of the group discussed a memo from the Dean regarding merit salary distribution.

Respectfully submitted,
Barb Gaeddert, Secretary

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

MINUTES OF MEETING April 3, 1992

Present: B. Gaeddert, S. Gilliland, B. Schaffner

Guest: Dean Crowe

Dean Crowe informed the committee of the likelihood that increments for promotions will have to come "off the top" of whatever merit increment pool becomes available. The committee urged him to pursue other sources of funds (as was done last year, without success). The committee agreed that it understands the probable necessity of using merit pool funds.

There followed a general discussion of salary and budget issues.

Respectfully submitted,
Barb Gaeddert, Secretary
Committee on Staff Orientation
Minutes of the February 27, 1992 meeting

Attendance: Connie Powell, Sandy Gilliland, Paulette DiFillipo, Carmen Orth-Alfie, and Michael Wilson

Minutes of the February 13, 1992 meeting were read and approved.

Connie reported that Science and Engineering have been contacted concerning participation in the March Orientation Tours. Tentatively tours will be conducted the 3rd and 4th week of March. Exact times and dates will be forwarded as soon as arranged.

Michael discussed the distribution of the tour evaluations. He will send out evaluations after each location's tour is complete. In addition he will be mailing general evaluations to the early tour participants.

The committee reviewed a few of the early student supervisor surveys that had been returned. Contingency plans for surveys not returned by the deadline were discussed. It was agreed that the committee members would contact persons who did not respond. Connie also mentioned that LFA has extended the deadline for our committees report until June 1, 1992.

The committee will not meet again until after Spring Break.

Michael Wilson
Staff Development Committee  
Minutes  
April 1, 1992

Present: Lorrie Knox, Julie Hoff, Susan Hitchens, Sandy Gilliland, Janet Anderson-Story, Carole Dibben, Rich Ring

The Staff Development Committee met at 10:30 am in Anschutz Science Library conference room. Minutes for March 24, 1992 meeting were approved.

Approved 2 workshop requests and 1 out-of-state travel request.

Discussed the Assertiveness Workshop and reviewed the evaluations. It was reported that several people were interested and unable to attend this workshop. Janet will call Kate Ames-Oliver and give her the names of those who had indicated an interest and could not attend.

Discussed arrangements for the Stress Management Workshop.

Lorrie reported that the Personal Strengths Inventory has been scheduled for July 8 from 9 am to 3:30 pm.

Julie will do a presentation on the 1990 U.S. census on CD-ROM on May 1.

Discussed LFA code changes relating to the Staff Development Committee and drafted the following changes:

2.2.4.1 - Add, "and by issuing a staff development newsletter.
2.2.4.2. - Add "The Libraries' personnel officer shall serve as an ex-officio member.
- Change from "two librarians" to "two LFA members".
- Change number of Classified Conference members from two to four.
- Change manner in which Classified Conference members become staff development members from "selected" to "elected".
2.2.4.3. - Since Classified Conference has changed their code so that staff development committee members are elected for two-year overlapping terms, LFA code needs to be changed to reflect this.

The committee reviewed the staff development budget.

Discussed the Male-Female Communication Workshop. It has been scheduled for April 20 and 21 from 1:30-3:30 pm each day. Registration closing date will be April 17. There will be 2 announcements in FYI on April 9 and April 16 and an announcement on KULIB on April 13. Flyers will be distributed as soon as prepared.

The next SDC meeting will be Wednesday, April 15, 1992 at 10:30am in Anschutz Science Library conference room.

Submitted by Carole Dibben
Staff Development Committee
Minutes
March 24, 1992

Present: Lorrie Knox, Susan Hitchens, Julie Hoff, Rich Ring, Sandy Gilliland and Carole Dibben

Absent: Janet Anderson-Story

The Staff Development Committee met at 10:30 am in Anschutz Science Library conference room. Minutes for March 11, 1992, meeting were approved as changed.

Approved 1 workshop request and 14 out-of-state travel requests.

Discussion of the Assertiveness program was delayed until the next meeting when the evaluations will have been received and compiled.

Discussed final details for the Stress Management workshop.

The LFA code committee has requested SDC to make suggestions for changes SDC would like to make in the LFA code. Discussed Classified Conference request to have equal representation on joint LFA/CC committees. After discussion, it was decided that Carole would suggest to CC the addition of one CC position on SDC, bringing the total of CC committee members to three. The SDC also thought it would be beneficial to SDC if CC committee members were elected to two-year, overlapping terms. As discussed, Carole is to take these suggestions to the CC Executive Board and report their responses directly to the SDC.

The next SDC meeting will be Wednesday, April 1, 1992 at 10:30 am in Anschutz Science Library conference room.

Submitted by Carole Dibben
Library Faculty Assembly  
Executive Committee Meeting: Minutes  
April 6, 1992  

Present: K. Miller (Chair), M. Roach, S. Gilliland, G. Husic, B. Schulte, R. Clement; W. Crowe (joined the meeting while it was in progress)  

Absent: S. Miller  

Minutes from Exec for March 2 and 5, 1992 were approved. Minutes from the following LFA committees were accepted: Budget and Planning, Jan. 17, Feb. 14, and Feb. 28, 1992; Staff Development, Feb. 14, Feb. 26, and March 11, 1992; Salaries and Benefits, March 2, 1992.  

S. Gilliland reported for the Salaries and Benefits Committee. They have met with Dean Crowe concerning this year's merit salary distribution. The committee decided to use the same ballot as last year. It will be distributed soon.  

R. Clement reported for the Committee to Review the Code. Rick was chosen to serve as chair and LeAnn Weller secretary. The CRC has asked each LFA committee to make any recommendations concerning the code which relate to that committee. Since the date which the CRC was to have reported back to Exec had passed, Rick requested an extension. The deadline was changed to May 1. We had made tentative plans to meet back with the Classified Conference on April 20 but since the CRC has not yet completed its work we will postpone that meeting.  

The remainder of the meeting was spent discussing the results of the opinion poll taken to determine faculty feelings concerning the Dean's evaluation proposal. It was decided that the results of the poll will be distributed as soon as possible.  

The next LFA Exec meeting will be held on Monday, April 13 at 10:00 a.m. in Watson Meeting Room A.  

Submitted by Rebecca Schulte
LAN USE STATISTICS FOR MARCH

Attached are some of the reports generated on CD-ROM use on the LAN in March. The first report shows average use by the hour and day of the LAN in Anschutz, in Watson and the average use in both libraries combined.

The second set of reports shows the average use by hour alone, and lets us see which hours are the busiest (2:00 is the all-around winner).

The third set reports show the total (not average) use by database. (Biosis was the most popular in Anschutz, ABI/Inform in Watson and PsychLit was the overall winner).

The total number of logins (Watson and Anschutz combined) is 3,554. Anschutz accounts for 1,540 and Watson for 1,986. According to my calculations (best guess) the LAN was available for 374 hours in Anschutz and for 188 in Watson. This means that logins per hours averaged 4.1 in Anschutz and 10.6 in Watson. It will be very interesting to see if this trend continues.

Submitted by Nicholas Eshelman

Guide to CD-ROM Abbreviations

DATABASES

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Total: 92, 157, 149, 126, 121, 91, 50

### Anschutz by hour

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CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

Chancellor Budig has asked me to announce that SUSAN V. CRAIG, Head of the Murphy Library of Art and Architecture, is the 1992 recipient of the Chancellor's Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee (Susan Twombly, Associate Professor, Educational Policy and Administration; Sandra Gautt, Assistant Vice Chancellor, Office of Academic Affairs; Marilyn Clark, Reference Department; Shelley Miller, Chair and Head, Department for Spain, Portugal and Latin America; LeAnn Weller, Spahr Engineering Library; Mary Roach, Cataloging Department, and 1991 Award Recipient; and Sandra Gilliland, Assistant to the Dean of Libraries [for Personnel]). The committee's recommendation that Susan be the 1992 recipient was endorsed by me and Vice Chancellor Brinkman before being referred to Chancellor Budig.

The University community will recognize Susan (with the winners of the Chancellor's Teaching Awards) formally at the Opening Convocation of the 1992/1993 academic year. This is an occasion which, in Chancellor Budig's words describing this award, "allows us to underscore for our new students and their parents the University's emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff."

The Library will honor Susan at a reception to be scheduled early in the Fall Semester, although I know that well before that time she will be receiving warm congratulations from her many colleagues and friends throughout the Library system and beyond.

This prestigious award confirms what so many of us long have known about Susan's exemplary skills, abilities, and knowledge--all of which she exercises with great sensitivity to others. She is without doubt a librarian of the first rank. All who are associated with the University of Kansas and its Libraries are fortunate indeed that Susan is among us.

William J. Crowe
LIBRARY PUBLICATIONS COORDINATOR APPOINTED

Rob Melton has been offered and has accepted the assignment of Library Publications Coordinator (see FYI December 5, 1991 for a full description of this assignment). Rob will report directly to me. Both the nature of this new role and Rob's assignment to it, which takes effect in mid-July, will be reviewed within two years.

In accepting this assignment, Rob will take a leave of absence from his responsibilities in the Department of Special Collections. As coordinator, Rob, with the advice and counsel of a 3- or 4-person advisory board, will assess needs, develop ideas, and recommend priorities for preparation and production of library publications (print and non-print), consistent with University policy and practices. He will be available to assist library departments in conceptualizing and editing any of their own publications that are intended for library patrons.

In the remainder of his assignment, Rob will continue as bibliographer for English, American and comparative literature, film, theater, and communication studies, in which capacity he will continue to report to the Assistant Dean for Technical Services and Collection Development.

The membership of the advisory board and the location of office space for Rob will be announced very soon.

-- W. J. Crowe

PERSONNEL

Marianne Siegmund, Librarian II in the Cataloging Department, has announced her resignation. Marianne began employment with the Libraries as a Cataloger in June, 1979. She has been on leave since August 1991. Marianne's resignation is effective May 1, 1992. Sandy Gilliland

FITNESS DAY REMINDER

As a reminder, on May 4, beginning at 12:10 p.m., the University of Kansas will participate in the National Employee Health and Fitness Day activities. A Health and Fitness Walk will occur in Memorial Stadium. Additional information regarding this event is included in the April 23, 1992 issue of FYI, or is available from Sandy Gilliland, 4-3601, or the Department of Human Resources, 4-4946.

Sandy Gilliland

STAFF DEVELOPMENT FUND REQUEST DEADLINE

JUST A REMINDER . . . MAY 15 is the deadline for out-of-state travel fund requests for travel during July, August, and September.

Workshop requests should be submitted within 2 weeks prior to the date of the workshop (unless the workshop is held out of state--if so, submit request by May 15).

Staff Development Committee

NOMINATING & BALLOT COMMITTEE FINAL CALL

The Nominating & Ballot Committee is making a final and urgent call for nominations (including self-nominations) to the office of Vice-Chair/Chair Elect of the FY 93 LFA Executive Committee. Please see or call in your nomination to Jennie Dienes (jdienes; tel. 4-4660) by Tuesday, May 5, at 5:00 p.m.

Mike Biggins
CLASSIFIED CONFERENCE GENERAL MEETING

The Classified Conference will hold its last general meeting of this fiscal year on May 5 from 10:00 a.m. to 12:00 noon in the conference rooms, 5th floor of Watson Library. Agenda items include:

Special speaker: Rosie Perdue, Classified Senate. She will give a general rundown of the activities of Classified Senate. She will also speak about health insurance issues (there are several proposals for changes in next year's benefits).

Special speaker: Madi Vannaman, Dept. of Human Resources. She will also be able to answer questions about health insurance.

Special speaker: Dean Crowe. He will speak briefly about the budget and answer questions.

Business:
Committee reports
Proposal to LFA on joint LFA/Classified Conference committees
Plans for upcoming election
Adopt-a-Park

All Classified staff are urged to attend! Thank you.

Vema Froese

KANSAS COLLECTION TO BE CLOSED MAY 2

The schedule of library hours handout shows that the Department of Special Collections will be closed on Saturday, May 2. The schedule should also have shown May 2 as a closed day for the Kansas Collection. Please note this change, which is now reflected in the online catalog, and has been registered with the Information Center.

Mary Havins

STOP DAY PICNIC

Just in case you've been on a trip to the moon (or just a serious trip) and have missed my previous announcements, the Stop Day Picnic and Dog Roast is on Monday, May 4, from 11:30-1:30 at Potter's Pavilion. KULSA will be supplying hot dogs (with buns and condiments), iced tea and lemonade. Please feel free to bring whatever else may satisfy your cravings (for food or otherwise). Why should you come to the Stop Day Picnic and Dog Roast? Well, all I can say is that it's better than having dental work done without anesthetic. It's better than athlete's foot. It's better than a cold beer! It's better than SE...athlete's foot. Incidentally, in case it rains, I'll get wet but you don't have to. We will, regrettably, cancel the Dog Roast.

Rex Hargis

CAMPUS MAIL ENVELOPES

Thanks for the great response to my plea for campus mail envelopes. All of your contributions are greatly appreciated. However, the Administrative Office still needs your "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

Rex

ATTACHMENTS

Classified Conference Executive Meeting--March 12, 1992; March 31, 1992; April 16, 1992
Minutes of the Committee on Staff Orientation--April 2, 1992
Library Faculty Assembly Executive Committee Minutes--April 13, 1992; April 20, 1992
MINUTES, Dean's Meeting, Classified Conference Executive Meeting  
March 12, 1992


Clarification was requested about the new cataloging policy for children's literature. Crowe responded that only titles actually selected for this purpose by bibliographers would be flagged and cataloged with a PZ call number. There are no plans for retrospective conversion of items already in the collection.

Margaret Wilson is representing the Library on a campus-wide safety committee. Crowe is considering organizing an ad hoc library committee. Their charge would involve investigating the workplace environment and recommending ways of improving it.

Crowe was questioned about his response to the working conditions survey recently completed by the Personnel Committee. One area of concern was for better equipment. Crowe reported that most equipment money would have to come through shrinkage. Kerry Bower reported that Phil Rankin would be willing to evaluate work stations in departments and suggest ways of modifying them to make them more suitable. Crowe urged that such requests be coordinated through administrative channels. Another area of concern revealed in the survey was the relationship between staff and supervisors. Crowe stressed the importance of the workshops presented by the Committee on Staff Development, with the theme of "communication." It was hoped that issues raised at these workshops would alleviate some of the underlying problems. Crowe noted that many of the concerns of working conditions were "physical" (light, temperature) or financial (wages, benefits, etc.), areas which may take longer to remedy than we would like because of the various levels of funding that must be achieved. Copies of the working conditions survey will be given to members of the Administrative Conference.

In addition to concerns about the safety and well-being of full-time staff, Crowe expressed concern about safety issues for students, particularly those who work late at night. Any suggestions or solutions would be greatly appreciated.
In his visit with the Cataloging Department, Phil Rankin observed that health issues such as carpal tunnel syndrome or repetitive motion syndrome may be legitimate claims for Worker's Compensation. Any job-related health concern must be reported to the Emergency Room at Lawrence Memorial to be considered for Worker's Compensation. Questions remained about treatment and coverage for ongoing health problems, when symptoms may not occur between "9 and 5." Crowe will ask Sandy Gilliland to write an interpretive statement. After approval by Jackie McClain, it will be distributed to staff.

The latest information on the reclassification of Library Assistants and Library Associates is that the State is working on new titles and comparing these positions with similar jobs in the private sector. The pay range has not been settled.

Verna Froese
Secretary
Classified Conference
MINUTES, Classified Conference Executive Board  
March 31, 1992

PRESENT: J. Anderson-Story, K. Bower, J. Brow, C. Dibben, V.  
Froese, S. Hamilton, B. Harsh, S. Hewitt, J. Hoyt, M. Kottman, K.  
Simmons, A. Slater, M.L. Warren

Minutes of the February 25 Executive Board meeting and the March  
17 General meeting were approved.

The Committee on Staff Development will be presenting two  
workshops in April, one on stress management and one on  
male/female communication.

Jane Hoyt met with Dean Crowe on March 18. He reported that the  
Administrative Conference would receive a copy of the Dean's  
response to the working conditions survey.  
The Change of Assignment document has been approved by the  
Administrative Conference.

Dean Crowe expressed his concern about the lack of interest of  
some librarians to attend supervision workshops.

Dean Crowe is proposing setting up a library-wide working  
conditions committee. Several objectives are:

1. Identify equipment and workplace concerns directly  
related to the physical plant and environment.

2. Devise a means for communication between this committee  
and other committees at KU that work on this type of issue.

3. Determine the degree of the problem.

4. Develop financially feasible ways of dealing with these  
problems.

5. Make recommendations to ensure long-term results.

An LFA code committee is working with the request from the Joint  
Committees on Joint Committees for equal representation. The  
chairperson of this LFA code committee has asked the chairperson  
of the Committee on Staff Development to provide input into any  
changes desired in that section of the Code. It was agreed by the  
Executive Board that we should request a total of 4  
representatives on the Committee on Staff Development.

The chairperson, vice-chairperson, secretary, and members of the  
Joint Committee on Joint Committees is scheduled to meet with the  
LFA Executive Committee on April 20 to discuss this further.

Janet Anderson-Story announced that the Kansas Library Operation  
Associates (KLOA) is now an official roundtable. A business  
meeting was held during the Kansas Library Association meeting,  
at which 40 people were in attendance. KLOA sponsored a workshop  
on assertiveness, presented by Sandy Gilliland and Ruth Hurst.  
There were 60 people at that program. The first conference of  
KLOA is being planned for Spring 1993. In order to be a voting  
member of KLOA, one must be a member of KLA. Janet can provide  
more information about membership.
Minutes of the Committee on Staff Orientation
April 2, 1992

Present: Connie Powell, Carmen Orth-Alfie, Julie Hoff, Sandy Gilliland

Absent: Michael Wilson, Paulette DiFilippo

Committee members briefly discussed responses to the student orientation survey. Several ideas were shared including the review of at least two known videos on orienting student assistants, developing a checklist of pertinent information for new student employees, and inviting student assistants to participate in the Library Orientation Tours. Committee members who have not read the file of surveys were asked to do so as soon as possible.

Connie announced that the April Library Orientation Tours of departments in Spencer Research Library have been scheduled. Fliers will be sent to all staff and an announcement made on e-mail.

Submitted by,

Sandy Gilliland
Library Faculty Assembly
Executive Committee Meeting: Minutes
April 13, 1992

Present: K. Miller (Chair), R. Clement, M. Roach, S. Gilliland, G. Husic;

Absent: S. Miller, B. Schulte.

Announcements: R. Clement announced that the Committee to Review the LFA Code is interested in addressing some fundamental questions in connection with its charge of reviewing the LFA, e.g. what exactly constitutes governance as opposed to administration. Likewise they would like to examine what activities more appropriately belong to a joint faculty/classified administrative committee as opposed to a faculty governance organization.

There was a brief discussion of LFA's role in directing the Committee in this process. It was suggested that it might be desirable to form a permanent committee out of this committee to address this larger question of governance vs. administration.

For the remainder of the meeting Exec discussed the results of it's opinion poll on the Dean's proposal to restructure the Faculty and unclassified professional evaluation process, which results have been taken under consideration in the revised version which Exec will be sending to members soon. It was suggested that it might be desirable to delay the election of members to next year's Committee on Service and Research until the evaluation discussion is settled. The Chair has so instructed the Committee on Nomination and Ballot.

The next LFA Exec meeting will be held on Monday, April 20 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Geoff Husic
Library Faculty Assembly
Executive Committee Meeting: Minutes
April 20, 1992

Present: K. Miller (Chair), R. Clement, R. Schulte, G. Husic, S. Gilliland, S. Miller, M. Roach

Minutes from LFA Exec meetings of April 6 and 13, 1992 were approved. The committee accepted minutes from: Nominating and Ballot, April 13 and 15, 1992; Salaries and Benefits, April 1 and 3, 1992; Staff Orientation, Feb. 27, 1992; Staff Development, March 24 and April 1, 1992.

The chair distributed copies of a letter from a library faculty member concerning Dean Crowe's recent evaluation proposal.

The first draft of the new policy statement on the evaluation of librarians and other unclassified staff was distributed. This document was discussed at some length. Kent will revise the policy statement before our next meeting. Any committee members who wish to make further comments must do so before Tuesday afternoon.

Tentative dates have been set for two LFA general membership meetings. They will be May 19th at 10:00 a.m. and May 28th at 10:30 a.m. in Watson Meeting Rooms A and B.

The next Exec meeting is scheduled for Monday April 27 at 10:00 a.m. in Meeting Room A.

Submitted by Rebecca Schulte
**CIVIL SERVICE EXAMINATION CALENDAR**

The State civil service examination calendar for the month of May will be sent to all Library departments. Student assistants who are interested in civil service employment opportunities must first take a civil service exam for the classification(s) in which they are interested. Additional information regarding civil service employment and the examination process may be addressed to Rex Hargis, 4-3601, or to the KU Department of Human Resources, 4-4946.  

**STAFF ORIENTATION TOURS PROGRAM**

The Staff Orientation Committee is sponsoring tours of the Music Library and the Art/Architecture Library during the month of May (see below). Tours of the Music Library will be given by Susan Hitchens; tours of the Art and Architecture Library will be given by Susan Craig. All library staff are invited to attend the tour(s) of their choice:

**Music Library:**
- Tuesday, May 12, 10:00 a.m.
- Wednesday, May 13, 2:00 p.m.

**Art/Architecture Library:**
- Tuesday, May 19, 10:00 a.m.
- Thursday, May 21, 2:00 p.m.

Advanced registration is required. To register, contact Michael Wilson (e-mail MIWILSON, or phone 4-3038) at least one day prior to the tour(s) you wish to attend.

**TIME CARD DEADLINE**

All student time cards, unclassified absence cards, and classified monthly time reports are due in the Library Administrative Office by 12:00, Thursday, May 14. Please refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

**SUMMER LIBRARY HOURS**

Attached is the schedule of library hours for the summer, beginning with the first day of classes and ending with the last day of fall semester enrollment. Because July 4 occurs on a Saturday, July 3 has also been declared a state holiday. According to the University calendar, KU offices will be closed on July 3, and no classes will be held on that date. Operative dates for the summer schedule are as follows:

- 1st day of summer classes: Tuesday, June 2
- Independence Day holidays: Friday, July 3 and Saturday, July 4
- Last day of summer classes: Friday, July 24
- 1st day of fall enrollment: Monday, August 17
- 1st day of fall classes: Monday, August 24

If you have corrections or changes to report, please notify Rhonda Boose by phone (4-3601) or e-mail (RBOOSE).

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
CALL FOR SECOND ROUND OF GRANT PROJECT PROPOSALS

After review of several proposals submitted last year to consider for application for grant funding, Libraries submitted two project proposals to the U.S. Department of Education, Title II-C ("Strengthening Research Library Resources"). These projects were: "Imperial Russian Book Collection Cataloging Project", submitted by Brad Schaffner and Mike Biggins; and "Checklist & Index to Maps in the U.S. Congressional Serial Set", submitted by Donna Koepp. Although we can make no announcement about the outcome, we expect to receive official notification within the next two-three weeks that both have been successful.

In anticipation of the call for applications for II-C (and other programs) next fall, we are again soliciting ideas for future projects from library staff. If you have a project idea that you believe might be considered for grant funding through the Title II-C program (or another source), please submit a description of your proposal to me, via Nancy Jaeger, by June 30, 1992. Please include a brief (1-2 page) summary of the project, the national significance of the work to be accomplished, and some idea of the level and number of additional staff and overall funding that would be necessary to complete the project. Questions concerning the narrative information requested may be referred to Nancy Jaeger or your assistant dean. I will confer with the assistant deans, Nancy, and other staff--including any department head whose operations might be affected--before acting on any response.

- W. I Cote

CLASSIFIED CONFERENCE ELECTIONS

Nominations are now being accepted for officers, group representatives, and committee members for the Classified Conference. Terms begin July 1, 1992. Please contact your group representative to nominate yourself or someone else. The deadline is June 5. Do it now while you’re thinking about it!

Below is a list of positions open and those who have served in that position this past year. If you have any question about what that committee/officer does, contact that person for more information.

Chairperson -- Jane Hoyt (1-year term)
Vice-Chairperson -- Susan Hewitt (1-year term)
Secretary -- Verna Froese (1-year term)
Group representatives -- We need 2 representatives from Engineering/Maps/Documents/Music/Science and 3 from Cataloging. We need 1 representative from all other groups. (1-year term)
Personnel Committee -- We need 5 volunteers. David Benjamin and Al Mauler will continue to serve through July 1993. (2-year term)
Committee on Staff Development -- Janet Anderson-Story (2-year term). Carole Dibben will continue her term for one more year.
Committee on Budget and Planning -- Susan Hewitt (2-year term). Mary Lou Warren will continue her term for one more year.
Committee on Staff Orientation -- This person must be from a branch (non-Watson) location. Carmen Orth-Alfie (2-year term). Mike Wilson will continue his term for one more year.
Grievance Committee -- The following individuals are not eligible to run for FY 93: Judy Brow, Verna Froese, Al Mauler, Inge Staff, Denise Swartz. (1-year term)

Verna Froese

LFA MEETINGS

LFA General Meetings have been scheduled for Tuesday, May 19, 10:00-12:00 A.M. and Thursday, May 28, 10:30-12:00 in the 5th Floor Conference Rooms. The agenda will focus on the evaluation proposal a.

Karl Miller
STOLEN BOOKS RETURNED

On Wednesday April 29 I visited the FBI offices in Omaha to take custody of 23 books which had been stolen several years ago from the KU Libraries. I also acted as an agent for K-State (13 items) and WSU (1 item). The convicted thief, Stephen Blumberg is now serving a 3-to-4-year jail sentence for possession of stolen property. For the background of the case I will quote extensively from John Vander Velde’s article on the case which is printed in the Spring 1992 Library Insider, the K-State Libraries newsletter:

Several years ago a large, red Victorian house in Ottumwa, Iowa, held a huge cache of priceless rare books and manuscripts. The Federal Bureau of Investigation discovered this treasure trove during an extensive and meticulous investigation. The sizable stash included an 8th century book of music, a 1480 Bible, scores of handwritten manuscripts, and thousands of other valuable volumes all stolen systematically from dozens of public and private repositories across the country.

The perpetrator? A small, unassuming man named Stephen Carrie Blumberg. This then 41-year-old collector, blessed with wealth (a $70,000 plus annual trust allowance) and burdened with decades of mental illness and criminal activity, operated like a furtive pack rat, penetrating the innermost areas and vaultlike security of some of the most prestigious rare book libraries and archives in the United States. Using aliases, burglary tools, and other sophisticated knowledge that enabled his after-hours entry, Blumberg had managed to loot the most valued collections of the institutions he visited.

The FBI agents took enough books and papers from Blumberg’s 17-room house to fill a 40-foot trailer, arrested the culprit without resistance, and charged him with possession of stolen property transported across state lines.

Blumberg’s intriguing caper differs from those of many rare book thieves in that he never tried to convert his stolen goods to cash by selling them to unsuspecting dealers. Ray Rosenberg, one of Blumberg’s defense attorneys, said that the books and manuscripts were collected by his client "to preserve and protect them from what Mr. Blumberg believed, in his delusion, to be a plot by the American government ... to keep the masses downtrodden and without knowledge of their history." A federal court jury deliberated about four hours in early 1991 before returning a guilty verdict on four felony counts.

The call number label on the spine and the bookplate had been removed from each of our items. In one case the fore edge property stamp had been sanded off and in another new text had been superimposed over the original embossed KU seal. All of the KU items were from the circulating collections and had been stolen before 1982. Several of the items will be returned to the open shelves; others are being offered to the Kansas Collection or to Special Collections.

The Blumberg case is unfortunately not unique. There are continuing reports of thefts from collections around the country and occasional arrests of persons found with stolen material. The security system will only catch the true amateur. As always, library staff will need to be alert in order to catch the professional thief.

CONGRATULATIONS

Congratulations to Jason Coleman, student assistant in the Serials Cataloging Unit. He is graduating from the College of Liberal Arts and Sciences with highest distinction. In addition, he was chosen for commencement exercises to be one of the two standard bearers for the College.

Joy Fry
CAMPUS MAIL ENVELOPES

Thanks for the great response to my plea for campus mail envelopes. All of your contributions are greatly appreciated. However, the Administrative Office still needs your "surplus" small campus mail envelopes. Please send any you can spare to 502 Watson. Thanks.

ATTACHMENTS

Budget and Planning Committee Minutes--April 10, 1992
Classified Conference Executive Board Minutes--March 31, 1992, April 16, 1992
Committee on Staff Orientation Minutes--Feb. 13, 1992, Mar. 19, 1992
Call for Volunteers for Ad Hoc Committee on Workplace Safety and Health
Summer Schedule of Library Hours
Budget and Planning Committee Minutes
April 10, 1992


Absent: S. Craig, S. Miller

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

The planning notebook subcommittee (J. Richardson and R. Miller) reported to the whole committee. The committee decided that the new edition of the planning notebook will include updated information on committees already listed in the notebook and information for planning committees formed in the last year. B&P discussed the inclusion of inactive committees. The subcommittee listed new committees that might be considered planning committees and thus need to be included in the notebook. The new committees are Circulation Working Group (successor to Circulation Task Force), Documents Project Working Group, Cataloging Advisory Policy Committee (in the process of being formed), Ad Hoc Committee on User Services in Watson Library and Student Employee Task Force. The committee agreed that all of the committees listed were indeed planning committees. The committee discussed possible content and format revisions of the notebook. The committee will consider including the notebook on the Library Disk. Committee members will access the current Library Disk to determine the advisability of adding the planning notebook there. A few changes in terminology were approved. The term "indefinite" under member terms will be replaced with "for term of project." A distinction between "inactive" and "ceased/dissolved" will also be made in the notebook. The committee considered preceding the new edition of the notebook with recommendations and conclusions but decided against it.

The committee once again raised the issue of its role. The issue was tabled due to time constraints.

The next meeting will be on April 24th. Agenda items include departmental budget resources statements, budget tables, and B&P's role.

Submitted by Julie Waters
MINUTES, Classified Conference Executive Board
March 31, 1992


Minutes of the February 25 Executive Board meeting and the March 17 General meeting were approved.

The Committee on Staff Development will be presenting two workshops in April, one on stress management and one on male/female communication.

Jane Hoyt met with Dean Crowe on March 18. He reported that the Administrative Conference would receive a copy of the Dean's response to the working conditions survey. The Change of Assignment document has been approved by the Administrative Conference. Dean Crowe expressed his concern about the lack of interest of some librarians to attend supervision workshops. Dean Crowe is proposing setting up a library-wide working conditions committee. Several objectives are:

1. Identify equipment and workplace concerns directly related to the physical plant and environment.
2. Devise a means for communication between this committee and other committees at KU that work on this type of issue.
3. Determine the degree of the problem.
4. Develop financially feasible ways of dealing with these problems.
5. Make recommendations to ensure long-term results.

An LFA code committee is working with the request from the Joint Committees on Joint Committees for equal representation. The chairperson of this LFA code committee has asked the chairperson of the Committee on Staff Development to provide input into any changes desired in that section of the Code. It was agreed by the Executive Board that we should request a total of 4 representatives on the Committee on Staff Development.

The chairperson, vice-chairperson, secretary, and members of the Joint Committee on Joint Committees is scheduled to meet with the LFA Executive Committee on April 20 to discuss this further.

Janet Anderson-Story announced that the Kansas Library Operation Associates (KLOA) is now an official roundtable. A business meeting was held during the Kansas Library Association meeting, at which 40 people were in attendance. KLOA sponsored a workshop on assertiveness, presented by Sandy Gilliland and Ruth Hurst. There were 60 people at that program. The first conference of KLOA is being planned for Spring 1993. In order to be a voting member of KLOA, one must be a member of KLA. Janet can provide more information about membership.
Plans for the May 5 general meeting were made. Agenda items will include recommendations for a classified staff member of the year award, reminder of upcoming elections, committee reports, a report from the Joint Committee on Joint Committees, and information about KLOA.

The Executive Board discussed proposed agenda items for the Administrative Conference. It was agreed that topics of morale, the Library's mission, and dealing with less resources (regarding both finances and personnel) should be ranked highly.

Verna Froese
Secretary
Classified Conference
MINUTES, Dean's Meeting, Classified Conference Executive Meeting
April 16, 1992


In dealing with conflicts with supervisors, Crowe recommended seeking out a facilitator to explore those concerns. He suggested speaking with Sandy Gilliland or the appropriate Assistant Dean. He stressed that these consultations are treated confidentially. If it involves a legal issue, such as harassment, the Library administration would take action directly. Although representatives from the Human Resources Department would be willing to meet with staff, it is best to begin taking steps toward resolving issues within the library system.

There has been no provision for increases for salaries in any of the bills in the Kansas Senate or House at this time. This will be finalized during the wrap-up session.

The legislature has recommended a 4% increase in the base budget for OOE, campus-wide. This is awaiting the Governor's signature. If the University gets a 4% increase, it could be distributed in any way to the various campus units, although it is likely that all units would receive this percentage. Representative Wisdom is presenting legislation that would add $160,000.00 to the base acquisitions budget for KU Libraries. Ten percent would be allocated for the Law Library. Keep in mind that there is a big HOWEVER to all of this. Revenue estimates are presently $30 million less than projected. In order for Kansas to keep a balanced budget, some of these funds may not be available.

Crowe further discussed his ideas for a library-wide workplace safety issues committee. He foresees it being composed of 2-3 members, and dealing with issues of lighting, dust, chairs, etc. Committee members would serve for 18 months. At the end of 18 months, the committee's role would be reviewed. If the committee continued, a new roster of committee members would serve. Margaret Wilson will be the liaison from the campus group.

Crowe enthusiastically encouraged the idea of recognizing a classified library staff member annually.

Verna Froese
Secretary
Classified Conference
Committee on Staff Orientation  
Meeting of Feb. 13, 1992

Present: Connie Powell, Paulette DiFilippo, Sandy Gilliland, Carmen Orth-Alfie, and Michael Wilson  
Absent: Julie Hoff

Minutes for Feb. 6, 1992 were approved.

1. Connie P. reported that "thank you" letters were drafted and sent to the "tour guides" whose tours have been given. Connie P. and/or Julie H. will send "thank you" letters to other "tour guides" as needed.

2. The remaining tours were discussed. After the preliminary order of the remaining tours was set Connie P. agreed to contact the tour guides to arrange the exact day and times.

3. Sandy G. presented the draft questionnaire on "student orientation". After discussion changes and revisions were agreed upon. Sandy G. will make the changes to the questionnaire and then send it to the Department Heads and Student Payroll Contact Staff. Responses will be collected by Paulette D.

4. Connie P. reported that LFA has extended the deadline for the committee report on Student Orientation. The deadline is now April 1st.

5. The next meeting will be Feb. 27 at 2:30 in Watson.

Submitted by Carmen Orth-Alfie.
Committee on Staff Orientation
Meeting of Mar. 19, 1992

Present: Connie Powell, Paulette DiFilippo, Sandy Gilliland, Carmen Orth-Alfie, and Michael Wilson
Absent: Julie Hoff

1. Connie P. and Julie H. will be getting together to send more thank you notes to tour guides.

2. Connie P. will be contacting the branches in Spencer to set up tours for April.

3. Michael W. reported that he is sending tour evaluation to staff who attended the Documents tours.

4. The committee looked at some the responses to the student orientation questionnaire. Connie P. presented a list of the those who responded. Committee members will contact those who did not respond.

5. The next meeting will be Mar. 26 at 2:30 in Watson.

Submitted by Carmen Orth-Alfie.
Call for volunteers to serve on an ad hoc Library Committee on Workplace Safety and Health

Dean Crowe is establishing an ad hoc Library committee on workplace safety and health. The committee will consist of 3-4 classified and unclassified staff appointed by the Dean. It is anticipated that the committee will be in existence for 12-18 months, at which point it will be reevaluated for possible permanent status or merger with an existing standing committee. The charge to the committee is as follows:

(1) Identify areas of present and potential concern regarding working conditions that may affect the health and safety of library employees, focusing primarily on equipment, physical plant conditions, and work procedures.

(2) Devise a framework for effective coordination of effort with other committees that have related interests, such as the Library Emergency and Disaster Plan Committee, the Classified Conference Personnel Committee, the Staff Development Committee, and the University Employee Health and Safety Committee.

(3) Investigate identified areas of concern, by various means, including onsite inspections, literature searches, obtaining expert advice, instrument testing for hazards, and the like.

(4) Develop a plan for addressing areas of concern, on a longer and short-term basis, including:
   a. recommended purchases of equipment (e.g., wristrests, lifting support belts, light diffusers)
   b. internal manufacture of makeshift ergonomic devices (e.g., blocks to raise desk or terminal height)
   c. mounting of educational programs (e.g., lectures, posters, exercise handouts)
   d. recommending consideration of revised work procedures

(5) Recommend ongoing measures to ensure that future health and safety concerns will continue to be addressed (e.g., incorporating health and safety issues into the job descriptions, developing statements for administrative encouragement of ergonomic purchases)

(6) Prepare periodic written reports for dissemination to Library staff.

Persons interested in serving on the committee should submit a short (maximum one-page) statement detailing what they would bring to the committee by way of commitment, expertise, training, etc. Dean Crowe, the assistant deans, Jane Hoyt, and Margaret Wilson will review the applicants.

Please send your statement to Margaret Wilson, Serials Cataloging, by May 29.
### THE UNIVERSITY OF KANSAS LIBRARIES
**SUMMER SCHEDULE OF HOURS: JUNE 2- AUGUST 23, 1992**

#### ANSCHUTZ SCIENCE LIBRARY
(864-4928)
- **Mon-Thru:** 8am - 9pm
- **Fri:** 8am - 5pm
- **Sat:** noon - 5pm
- **Sun:** 1pm - 5pm

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 16:
  - **Mon-Fri:** 8am - 5pm
  - **Sat & Sun:** Closed
- Aug. 17-21: 8am - 6pm
- Aug. 22-23: Closed

#### FINES OFFICE (864-4715)
309C Watson
- **Mon-Fri:** 8:30am - 4:30pm
- **Sat & Sun:** Closed
- **Closed:** July 3

#### KANSAS COLLECTION
(864-4274) 224 Spencer Library
- **Mon-Fri:** 8am - 5pm
- **Sat & Sun:** Closed
- **Closed:** July 3

#### GOVERNMENT DOCUMENTS & MAPS
(864-4662) (864-4420)
- 6th Floor, Maeser Hall
- **Mon-Thru:** 8am - 8pm
- **Fri:** 8am - 5pm
- **Sat:** 9am - 5pm
- **Sun:** Closed
- **Closed:** July 3

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 23:
  - **Mon-Fri:** 8am - 5pm
  - **Sat & Sun:** Closed

#### LAW LIBRARY (864-3025)
200 Green Hall
- **Mon-Thru:** 7:30am - 10pm
- **Fri:** 7:30am - 5 pm
- **Sat:** 9am - 5pm
- **Sun:** 10am - 10pm
- **Closed:** July 3

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 16:
  - **Mon-Fri:** 8am - 5pm
  - **Sat & Sun:** Closed
- Aug. 17 - 21: 8am - 6pm
- Aug. 22 - 23: Closed

#### SPECIAL COLLECTIONS
(864-4334) 327 Spencer Library
- **Mon-Fri:** 8am - 6pm
- **Sat & Sun:** Closed
- **Closed:** July 3

#### MUSIC LIBRARY (864-3496)
448 Murphy
- **Mon-Thru:** 8am - 5pm
- **Fri:** 8am - 5pm
- **Sat:** noon - 5pm
- **Sun:** Closed

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 23:
  - **Mon-Fri:** 8am - 5pm
  - **Sat & Sun:** Closed

#### HOWEY READING ROOM
(BUSINESS & ECONOMICS)
864-3404, 109 Summerfield
- **June 2 - July 24:**
  - **Mon-Thru:** 9am - 8pm
  - **Fri:** 9am - 5pm
  - **Sat:** 1pm - 5pm
  - **Sun:** Closed

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 23:
  - **Mon-Thru:** 8am - 5pm
  - **Sat & Sun:** Closed

#### Copying Services (864-4209)
Self-service copiers available on same schedule as shown above.
Service window hours posted in Copying Services.

#### WATSON LIBRARY (864-3956)
(Hours: 864-3900)
- **Mon-Thru:** 8am - 9pm
- **Fri:** 8am - 5pm
- **Sat:** noon - 5pm
- **Sun:** 1pm - 5pm

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 23:
  - **Mon-Fri:** 8am - 5pm
  - **Sat & Sun:** Closed

#### SPAIR ENGINEERING LIBRARY
(864-3866) Spaar Hall (2005 Learning)
- **Mon-Thru:** 8am - 8pm
- **Fri:** 8am - 5pm
- **Sat:** noon - 5pm
- **Sun:** 1pm - 5pm

####arti&architecture
LIBRARY (864-3020)
1st Level, Spencer Museum of Art
- **Mon-Thru:** 8am - 8pm
- **Fri:** 8am - 5pm
- **Sat:** noon - 5pm
- **Sun:** Closed

**Exceptions:**
- July 3-4: Closed
- July 25 - Aug. 23:
  - **Mon-Fri:** 8am - 5pm
  - **Sat & Sun:** Closed

#### UNIVERSITY ARCHIVES
(864-4188) 422 Spencer Library
- **Mon-Fri:** 8am - 5pm
- **Sat & Sun:** Closed
- **Closed:** July 3

#### SUMMARY OF HOURS
**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

Phone the Library (Library hours: 864-8900) or the University Information Center: 864-3506.
ON THE ACQUISITION OF THE THREE-MILLIONTH VOLUME FOR THE UNIVERSITY OF KANSAS

There are many reasons for all Kansans to celebrate the gift by the KU Friends of the Library of the three-millionth volume for the University of Kansas, the revised edition of the great Kretschmer atlas, Die Historischen Karten Zur Entdeckung Amerikas [Historical Maps on the Discovery of America] (Frankfurt am Main: Umschau, 1991).

We of course do not celebrate the laying up of books as an end in itself. We use this occasion instead to call attention to the use of KU’s strong and important library collections. These collections remain, in this age of technology, one of the more visible manifestations of the vitality of the KU Libraries in service to KU faculty and students, the people of Kansas, and the wider world of scholarship.

This gift also illustrates in many ways how KU’s libraries have developed over the decades—with the support of the taxpayers of Kansas, KU faculty and administrators, alumni, and many private benefactors. This gift also points to some of the challenges that the KU Libraries face in the future.

Examples of significant aspects of this gift:

* This one gift will support the work of faculty and students in several disciplines.

KU’s library collections are used by people throughout the University community and beyond. Last year, there were almost 2.5 million searches made of the KU online catalogs and more than 1.7 million items were checked out. More than 75,000 of these loans were to Kansans who are not directly affiliated with the University.

* This is a gift of the Friends of the Library to honor Chancellor Gene A. Budig.

Many items in KU’s strong collections have been acquired in just this way, thanks to the generosity of private donors who wished to honor a student, a professor, or University official whose service to KU and education has been outstanding. Gifts have supplemented very generously the public funds that have built and must sustain the general collections.

* This gift builds on a partnership between librarians and faculty who have developed KU’s collections to achieve national and international stature.

The future home of the three-millionth volume is the Thomas R. Smith Map Library, named for the still-resident, emeritus professor of geography who was the driving force for forty years behind its creation and rise—to become the 12th largest collection of maps held by American university libraries.

* This volume comes from abroad, the source of almost half of what KU must acquire to remain competitive in the wider world of learning.
The gift calls to our attention the challenge of preserving important works from the past that are deteriorating because of the condition of paper and other materials used in the manufacture of books in the modern age.

The first edition (1892) of this atlas, which was acquired by KU in 1900 [now in the Orb~ Collection, housed in the Kenneth Spencer Research Library], shows clear signs of heavy use and deterioration.

The gift points to many of the technological challenges of the future for the KU Libraries.

Technology already has moved the T. R. Smith Map Library into the collection of aerial photographs, satellite imagery, computer versions of U.S. Census maps, and the use of specialized computer assistance to analyze maps from government and commercial sources. The Smith Library, with KU's highly ranked collections of government publications (from the U.S. federal government, many foreign countries, the European Community, and all of the agencies of the United Nations), will find a secure home in a portion of space in the reconstructed Hoch Auditorium to be linked with the Anschutz Library.

--William J. Crowe, Dean of Libraries, May 1992

PROGRAM REVIEW FOR UNIVERSITY LIBRARIES

I have asked the Library staff named below to serve as members of the University Libraries' Program Review Committee. This committee will serve in ways analogous to both the department/academic program self-study committees AND the School/College committees that are being employed in the great majority of the other units that report to the Office of Academic Affairs. The committee's task is also analogous in many ways to the process observed in considering promotion and tenure cases. What follows is the text of the charge:

"Your report, due to me by 24 August 1992, is to describe the Libraries' programs and assess their centrality to University mission, their quality, and their cost-effectiveness. A fundamental issue, which has delayed the beginning of this process, is agreement on a definition of the Libraries' "programs", at least in terms that readers beyond the Libraries may understand and be able to weigh with reports submitted by other units in Academic Affairs and the University at large.

"I believe that, at least in the first instance, the Libraries must be viewed broadly, if not as a whole, because the Libraries are truly a system of very substantially interconnected units and functions. I have described our programs in the terms used to describe our goals in the last round of University planning:

* DEVELOPMENT OF LIBRARY COLLECTIONS (AND OTHER INFORMATION RESOURCES)

* PROVISION OF ACCESS TO THOSE COLLECTIONS AND TO OTHER LIBRARY AND INFORMATION RESOURCES BEYOND KU and

* ADVANCEMENT OF THE LIBRARIES' RANKING NATIONALLY

"Programs in the various Library units across campus must of course ultimately be assessed within the context of the centrality, quality and cost-effectiveness of the University’s diverse academic programs--and KU’s service mission. In particular, decisions about allocation of resources by the University to the Libraries--and, in turn, allocation of resources within the Libraries--must continue to be based on go understanding of the relationship that exists between the Libraries’ success and the success of all programs of instruction, research and service at the University of Kansas.

(continued)
"For this reason, I believe that it will be essential in your evaluation of the Libraries to look beyond administrative structure (and the physical identity) of Libraries units. These structural factors are of course important to understand and assess the Libraries' programs, but any attempt to review the Libraries on this basis alone—or even primarily on this basis—does take account of the fact that no Library unit can function successfully apart from the successful operation of several other Libraries units. The nature of such interrelationships of course also varies from unit to unit, sometimes greatly.

In consultation with the Office of Academic Affairs, I have developed the following format (and projected the length of text) for the committee's report. All members of the Library staff, especially administrative staff, will make available to you all data we have or may be able to develop from local and external sources. As examples of information available to you, I enclose a copy of several pertinent documents from the University about the Program Review process itself, data from the Libraries [including Spring 1992 "resource reports" prepared by department heads, and the Libraries' current budget submission], reports of the Association of Research Libraries, and commentary on the state of libraries from the Association of American Universities. I encourage you also to review the literature on assessment of higher education and libraries.

"Also, please note that, on behalf of the University community, the members of the Senate Library Committee look forward to assisting the committee's work. Most members of SLC are prepared to assemble for discussion with you during the summer before you submit your report. I, too, will call on their advice.

"REPORT FORMAT FOR PROGRAM REVIEW OF THE UNIVERSITY LIBRARIES"

I. Briefly describe and assess the importance of the operations and services of the Libraries to the centrality of the University's missions of instruction, research, and public service. Please refer to the University's provisional mission statement and take account of the Libraries' part in the University's obligations as a member of the Association of American Universities. (2-4 pages)

II. Who is served by the Libraries? How well are the Libraries' functions and services carried out on their behalf? What measures and data exist to support this assessment? How do users of the Libraries value these functions and services? (2-3 pages)

III. How cost-effectively are the Libraries operated? How is this determined? (2-3 pages)

IV. Describe any innovative changes made in the last five years (including obtaining external funds) the better to meet the needs of users and/or contain costs? (1-2 pages)

V. Assuming that no new financial resources are available—or that reductions occur over the next five years, what changes does the committee believe would occur? With what effect on users? Are there operations and/or services that might become curtailed, eliminated, or become partially or fully fee-based? (1-3 pages)"

Membership

Michael Biggins, Sandra Brandt, Richard Clement (chair), Susan Craig, Carole Dibben, Nancy Jaeger (ex officio), Jane Hoyt, Rachel Miller, Marianne Reed, Mary Roach

-W. J. Cane

(continued)
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: Marilyn Clark (MCLARK)
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 Koepp (DOCSMAP)
NOW DEFUNCT
ALA SCHEDULE
A copy of the final schedule for the ALA meeting in San Francisco has just arrived. This list includes the room assignments for the meetings. It is available from Rhonda Boose.

CALL FOR VOLUNTEERS TO SERVE ON AN AD HOC LIBRARY COMMITTEE ON WORKPLACE SAFETY AND HEALTH
Dean Crowe is establishing an ad hoc Library committee on workplace safety and health. The committee will consist of 3-4 classified and unclassified staff appointed by the Dean. It is anticipated that the committee will be in existence for 12-18 months, at which point it will be reevaluated for possible permanent status or merger with an existing standing committee. The charge to the committee is as follows:

(1) Identify areas of present and potential concern regarding working conditions that may affect the health and safety of library employees, focusing primarily on equipment, physical plant conditions, and work procedures.

(2) Devise a framework for effective coordination of effort with other committees that have related interests, such as the Library Emergency and Disaster Plan Committee, the Classified Committee, and the University Employee Health and Safety Committee.

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(4) Develop a plan for addressing areas of concern, on a longer and short-term basis, including:
   a. recommended purchases of equipment (e.g., wristrests, lifting support belts, light diffusers)
   b. internal manufacture of makeshift ergonomic devices (e.g., blocks to raise desk or terminal height)
   c. mounting of educational programs (e.g., lectures, posters, exercise handouts)
   d. recommending consideration of revised work procedures

(5) Recommend ongoing measures to ensure that future health and safety concerns will continue to be addressed (e.g., incorporating health and safety measures issues into the job descriptions, developing statements for administrative encouragement of ergonomic purchases)

(6) Prepare periodic written reports for dissemination to Library staff.

Persons interested in serving on the committee should submit a short (maximum one-page) statement detailing what they would bring to the committee by way of commitment, expertise, training, etc. Dean Crowe, the assistant deans, Jane Hoyt, and Margaret Wilson will review the applicants.

Please send your statement to Margaret Wilson, Serials Cataloging, by June 5. Margaret Wilson

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
John further proposed that we see these as separate issues -- that the Circulation Task Force recommendation list should be looked at as a list of projects to take up the six months of programming time available. Then, the notice consolidation project, if determined meritorious, could be done as a special "administrative" project on the heels of the Circ module. It would then be looked at in relation to the other modules which will follow the Circ one (LSER/LCAT/OCAT.) This was agreed to and it was decided to table the discussion of the merit of the notice consolidation project until after more data could be gathered. Bill, Mary H. and Kendall will work on this, hopefully to submit a proposal to LAC at the end of three months time. The data gathered should attempt to address the paper savings assumptions made in the report of the Environmental Ombudsman's Office.

The members then discussed the list of projects proposed by the Circ Task Force. Questions were asked by LAC committee members regarding projects that did not appear on the priority list proposed by the Task Force and the Task Force committee members explained the rational behind the exclusion of these projects from the final list. At all times the Task Force directed their decision making with a view to the criteria they had developed (outlined in their proposal.) Overall, the projects that were included on the list tend to allow for decentralization of certain functions as well as to allow for a savings in staff time due to quicker processing.

Three specific enhancements not listed in the Task Force proposal were discussed.

i. Enhancements to deal with fines for items returned to book drops, adjustments to the grace period, and related topics.

ii. An enhancement that would allow for statistics to be collected from the Circ system to assist with collection development will be further discussed at a later time. It would not be difficult to prepare some reports of this information if we can live with using only currently existing data;

iii. The enhancement of the link between Circ and OCAT was discussed and it was decided that this project would fall better under the OCAT enhancement module.

The proposal, as received from the Circ Task Force, was approved by LAC. The Committee expressed interest in receiving progress reports at each LAC meeting. The Circ Task Force was designated as the body to work with the programming staff to oversee the specs of the particular projects (the committee can enlist other staff as necessary in this task) as well as to oversee the progress throughout the programming cycle.

4. The next LAC meeting was scheduled for May 20 in Watson A. The meeting with focus on preparing to get the other maintenance/enhancement module groups going (LSER/LCAT/OCAT). Committee members were asked to think about possible membership for these groups.
CHANCELLOR BUDIG ON LIBRARIES

I am very pleased to share with the Library staff the text of Chancellor Budig's remarks to the Friends of the Library's Spring 1992 meeting. It was immediately following the Chancellor's talk that Jim Seaver, President of the FRIENDS, announced the presentation of the three-millionth volume by the group in the Chancellor's honor.

* * * * * * * * * * * * * * * *

*Good evening, ladies and gentlemen. It is a pleasure to be with you again. When I first addressed The Friends, in 1982, I said nice things about the KU libraries. I said nice things about The Friends of the Library, about the dean and our librarians. I was optimistic about our collections and library facilities, about the University's commitment and ability to provide adequate support for its libraries in the future. Thanks to the efforts of hundreds of individuals, on and off campus, I was not wrong.

*In the decade since I said those things, the renovation of Watson has been completed. The Spahr Engineering Library and Anschutz Science Library have opened. Thanks to a remarkable combination of disaster and windfall, the ruins of Hoch Auditorium will soon make way for the expansion of Anschutz Library and the replacement of essential classroom space. If all goes well during the Legislature's wrap-up session--and we have every reason to think it will--Hoch will be rebuilt in three years. Because of the windfall funding of Hoch, the addition to Murphy Hall, including desperately needed space for the Gorton Music Library, has been moved again to the top of our capital improvements priority listing. The libraries' physical plant will soon be in better shape than it has been in decades.

*In thinking over those construction projects, I can't avoid the thought that Jim Ranz must find retirement peculiarly quiet. He may well have been the only Dean of KU's Libraries who thought libraries were naturally loud places. There can't have been a single year when he was not either planning, renovating or building something on this campus. Carrie Watson would not have approved, but we all did. He gave us precisely the leadership, determination and patience required to bring us to this point. And we are grateful to him.

*Within those structures, and within the walls of Spencer Research Library and the Murphy Library of Art History, lies a truly national treasure: the KU library collections. We take for granted the existence on this campus of one of the great national public libraries. Some time this year we will add the three-millionth volume to those collections. KU's libraries are a major regional resource, serving students, scholars and the public far beyond the borders of our state. They are the heart of this entire academic enterprise, and must be preserved, protected and enhanced.

*During the past decade, the University has been able to provide not only the basic support our libraries require. We have also been able to supplement that funding each year. We will continue to do so, and to seek enhanced state funding for library acquisitions and operations. The Governor's recent veto of the supplemental library appropriation was a great disappointment. We hope the legislature will reverse that decision. And in future years we will continue to work for such appropriations. Private funding will continue to play an important role in our libraries. The $6.5 million pledge from Phil Anschutz will create a remarkable, even unique, resource for a public university library.

*If I sound optimistic about our libraries, it is because I am. I recognize that much must be done, and that difficult times lie before us. The continuing knowledge explosion, the inflation in the cost of books and journals, the demands of new technologies, all must be faced and dealt with. The acquisition of knowledge and information in new forms will bring new challenges. Adequate funding for all aspects of the libraries will not go away as an issue for the entire campus--indeed for the entire state. But we have a strong base to build on for the future: an imposing, accessible physical plant; a truly enormous library collection; a strong tradition of private support; and a dedicated, able library staff.

*I must confess that as Chancellor one of my greatest satisfactions has been the growth and strengthening of the KU Libraries. There is simply nothing more important. Without an adequate library, even the most brilliant faculty cannot create a university. KU is endowed with a truly great library. It is the legacy which we will leave future generations of students and scholars. It is the foundation on which a great university will continue to flourish. It is a treasure we are pledged to protect and to foster.

"Thank you."
CROWE ELECTED TO OCLC USERS COUNCIL

I am pleased to report that the BCR membership has elected me to serve for a three-year term (1992-1995) as one of our network's three delegates to the OCLC Users Council. The other two currently serving delegates are Ingrid Schierling, Head of Technical Services at the University of Colorado, Colorado Springs; and Gail Bonath, Assistant Librarian for Technical Services at Grinnell College.

The Users Council meets three times each year, typically in October, February, and May—all expenses of travel to and participation in the meetings by delegates provided by OCLC. Delegates hear reports on and see demonstrations of new developments at OCLC, advise OCLC’s leadership on planning—including matters of budgeting, and confer among themselves about cooperative ventures involving OCLC. The Users Council is also responsible for electing the several librarian members of the OCLC Board.

--W. J. Crowe

ELECTION RESULTS

The Nominating and Ballots Committee has tabulated the vote for all positions on the FY 1992-93 Executive Committee except Vice-Chair/Chair-Elect. Next year's officers and representatives are:

Unclassified Prof. Rep.: Sandy Gilliland
LI Representative: David Pardue
LII Representative: Sally Haines
LIII Representative: Sandra Brandt
Secretary: Rachel Miller
Chair: Rick Clement [Chair-Elect from FY 91-92]

A ballot will be run in the immediate future to elect the FY 92-93 Vice-Chair/Chair-Elect.

FYI

Notice anything different about the FYI? It's not much really, just that the typeface of the logo on the masthead has been changed, and a DATE heading has been added. This has been done to (hopefully) make it easier to create the "master" used for copying the FYI. Please let me hear your comments.

Rhonda
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, June 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

APPLICATIONS FOR SPRING STUDENT JOBS

Please send me all applications for spring student jobs (successful, unsuccessful, job pool or job specific) by Wednesday, June 17. Thank you.

Rex Hargis

PROMOTION AND TENURE COMMITTEE FY92-93

The Nominating and Ballot Committee has tabulated the vote for vacancies on the Library Committee on Promotion and Tenure beginning in FY92-93. New members on the committee are: Susan Craig, Lorraine Moore, Mary Roach (LIIIs); and Shelley Miller (LII), who was co-opted as runner-up for the position after Rachel Miller, the top vote-getter in the runoff ballot for the LII vacantcy, declined.

Mike Biggins

SPENCER GIFT

Through the continuing generosity of Mrs. Spencer (as administered by KUEA), KSRL now has an Archivist Photocopier. Since the Archivist makes "face-up" copies with the book having to be opened no more than about 110°, some books which are too tender to be turned upside down on the Xerox 3100 will now be able to have copies made from them and since this book-copying head has a true edge glass platen, successful copies can be made from some books with narrot gutter margins.

Acquisition of the Archivist machine will not by any means enable us to make copies from all of our books but it certainly does significantly increase our ability to provide photocopies. In addition to limitations based on a book's physical characteristics there are also limitations imposed by the architecture of the machine, the chief being that it will not accommodate books wider (spine to fore-edge of board) than 10". Furthermore, it copies on only one size of paper (8½ x 11") which means that there is a firm limit of 8½" on image width and that any image length greater than 11" will require 2 overlapping shots.

The cost of operation is much greater than our previous machines, therefore, the price of copies has been set at 25¢, which is at the low end of the range of what other libraries charge for Archivist copies.

Should anyone in the library need copies made on the Archivist, contact Larry Hopkins, its key operator, in Special Collections (4-4334).

Bill Mitchell

BROWN FOUNDATION AWARD TO DANDRIDGE

Deborah Dandridge recently received the 1992 State Award from the Brown Foundation (Topeka, Kansas) in recognition for her work in the state to promote and preserve the history of African Americans. The award was presented in Topeka at the Foundation's Awards Banquet, May 17, 1992. The Brown Foundation was established to commemorate the "Brown vs. the Topeka Board of Education" Supreme Court Case, and to continue to work on behalf of educational equity.

Sherry Williams


**AVERAGE CD-ROM USE ON THE LAN: WATSON**

**APRIL 1992**

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3,554
# AVERAGE CD-ROM USE ON THE LAN: ANSCHUTZ AND WATSON

**APRIL 1992**

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### CD-ROM USE ON THE LAN: ANSCHUTZ
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WEST LIBRARY PLANNING COMMITTEE

The West Library Planning Committee to be chaired by Dean Crowe, has been appointed with the following members: Mary Hawkins, Lorrie Knox, Donna Koepp, John Miller, Jim Neeley, Carmen Orth-Alfie. What follows is the text of the charge to the Committee:

"With the Governor’s signing (on May 22) of legislation to authorize Hoch Auditorium reconstruction, I expect that an architect will be engaged within the next 6-8 weeks, based on the program statement that was prepared under the press of a very early deadline last fall. There soon will be appointed a University-level advisory committee for the overall Hoch reconstruction project, on which I will serve. I am attempting to have one additional person from the West Library Planning Committee named to that body.

"Throughout the planning for this project, I intend to refer to the Library portion of Hoch space as "West Library, Phase 1.5" to reflect the scope of the Library’s longstanding goal to construct a library building in this area of campus. These efforts, as you know, bore fruit in the 1980s, with the state’s action on the "New Science Library", as "Phase 1" of the facility. In the present instance, I mean "1.5" to reflect the fact that because the University acted this Legislative year on Hoch reconstruction as an emergency "instructional space need", the portion of space in reconstructed Hoch for "Phase 2" of the West Library was reduced--from more than 80 percent in the original Hoch "renovation" program statement--written by former Dean Ranz in the late 1980s and updated by him in 1991--to 54-58 percent (depending on how one counts the electronic commons area -- which is to be within the library perimeter). I plan to campaign strenuously for construction of the remainder ("0.5") of this space--and more--beyond the current project. N.B. I need to do this with special care, so as not somehow to jeopardize the prospects for the Murphy Hall addition, within which is to be a much expanded Music Library.

"This statement constitutes the charge to the committee. It is necessarily a very broad charter, as I intend that the committee advise closely on all aspects of planning for the space throughout the 2-3 year life of the project, especially to serve as a check to ensure that all appropriate individuals and groups of Library staff (e.g., the Budget and Planning Committee)--and others in the University community (especially the Senate Library Committee) are involved.

"My initial assessment of the issues suggests the need to discuss at least the following:

"(1) Following up on discussions that took place in some Library committees in the late 1980s about the potential use of this added space--and in light of the reduced amount of space now actually to be available--what does the committee recommend as the Library’s preferred course of action? That is, which library collections, operations, and services--beyond those of the Documents and Map Library--should be relocated to this site?

"Key considerations: To what extent is the original intent to relocate much of the "social sciences" from Watson Library to this site still viable, taking into account both the to-be-built Hoch-related library space and the existing space in the Anschutz building? [The committee received copies of data that were assembled by former Dean Ranz in 1991 about the existing distribution of space and collections among all libraries on the Lawrence campus, exclusive of Law.]
"N.B. Please note that I will not support using this hard-won additional space in the heart of campus in any way which would suggest that it is "storage". For that reason, I will not support any proposal to relocate to it portions of any subject collections on the basis of age or other factors that might imply lesser levels of use. I also do not intend, however much of this new space is to be aligned functionally with the Anschutz building, there to be any administrative realignment of existing Library departments, e.g., the head of the science library and the head of the documents/maps library would each continue to hold the same reporting relationship to the Assistant Dean for Public Services. There would of course be the need for the department heads and their staff to develop some ongoing operational coordination ("condominium fashion").

"This central issue must be resolved no later than early Fall Semester. Plainly, it will demand utmost sensitivity in discussions with others in the Library and the University community.

"(2) What would be the internal-to-the-Library implications of recommendations for relocation of collections/operations/services to this facility (e.g., for the Cataloging Department [for choices to be made in retroconversion of catalog records] and the Reference Department [for service coordination]). What would be the implications for the academic departments whose faculty and students would be affected?

"(3) What would be the most effective configuration of space within the facility, taking into account yet-to-be-determined architectural and functional links that will exist with the Anschutz building and with the instructional space to occupy the balance of the reconstructed Hoch? What areas of the existing Anschutz building might be shared on a functional basis? (See Enclosure 3, a recent memorandum from me to Allen Wiechert, asking for information on the feasibility of one linking option.)

"(4) What special planning must be done to accommodate support for information technologies?

"(5) What means of general communication with Library staff and the campus community would be appropriate and useful at each stage of planning?"

VICE-CHAIR/CHAIR-ELECT

The Nominating and Ballot Committee has tabulated the vote for the position of Vice-Chair/Chair-Elect on next year’s (FY 92-93) Library Faculty Assembly Executive Committee. The new Vice-Chair will be Nicholas Eshelman.

Mike Biggins

CHERRIE SAILE

Due to marriage, Cherrie Saile’s name has changed to Cherrie Noble.

Cherrie
Budget and Planning Committee Minutes
May 8, 1992


Absent: N. Jaeger, M. Warren

Minutes for the April 24th meeting were revised and approved.

B&P discussed possible code changes. S. Hewitt brought up a possible code change which would increase the membership of B&P to include 5 classified members rather than the current two members. B&P referred this to LFA Exec and the Code Revision Committee because B&P thought that this issue should be considered in its broader context. B&P will recommend to LFA Exec and the Code Revision Committee that there be a code change to include an LFA Exec liaison as an ex-officio member on B&P.

B&P will next meet on May 22nd with Dean Crowe. The meeting will be from 1 to 5pm. This meeting will be dedicated to discussing the budget requests, the budget hearings and the questionnaires.

B&P discussed the returned questionnaires. The photocopied questionnaires will be forwarded to Dean Crowe with the names removed.

Submitted by Julie Waters

Budget and Planning Committee Minutes
March 6, 1992

Present: S. Craig, R. Miller, S. Miller, K. Neeley, J. Richardson, M. Warren, J. Waters

Absent: S. Hewitt, N. Jaeger

The minutes for the February 28th meeting were altered and approved.

B&P discussed the Budget Resources Reviews memo that shows the dates, times and order of departmental presentations. A few modifications were made.

The committee discussed the vision statement again and decided to draft a response to Dean Crowe.

B&P’s next meeting will be March 13th from 1-2:30. (Subsequently canceled).

Submitted by Julie Waters
MINUTES: Libraries Committee on Promotion and Tenure

DATE: December 2 - 17, 1991

PRESENT: Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, Margaret Wilson.

The committee met sixteen times between December 2 - 17, 1991 to review and evaluate six promotion and tenure files. Subcommittees also met during this period to draft comments, based on the committee's discussions, for each file. These comments were subsequently reviewed, revised, and approved by the whole committee.

Bradley Schaffner, secretary

Staff Development Committee
Minutes
April 29, 1992

Present: Lorrie Knox, Julie Hoff, Rich Ring, Susan Hitches, Janet Anderson-Story, and Carole Dibben
Absent: Sandy Gilliland

The Staff Development Committee met at 10:30 am in Anschutz Science Library conference room. Minutes of the April 15, 1992 meeting were approved as changed.

Approved two workshop requests.

Discussed the Male/Female Communication workshop and the evaluations.

Discussed final preparations for Julie Hoff's presentation on the 1990 Census on CD-ROM scheduled for Friday, May 1, 1992.

Discussed the tours of the Regents Press scheduled for June 2 and June 3 from 3-5 pm. Limited space will only allow a maximum of 15 people for each tour. Janet will handle the registration. Rich will handle the notices for FYI and KULIB-L and the flyer. Rich stated that Director Fred Woodward would appreciate questions ahead of the tour to discuss following the tour of the press.

Julie reported that there have been requests to tour other libraries on campus that are not part of University of Kansas Libraries, for example, KU Law Library and Howey Reading Room.

The next meeting is scheduled for May 20, 1992 at 10:30 am in the Anschutz Science Library conference room.

Submitted by Carole Dibben
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting April 28, 1992
Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner

Results of the LFA Mail Ballot for FY92 Merit Salary Distribution were presented and discussed. Voter turnout was up slightly over last year. The results will be forwarded to Dean Crowe.

The Ad Hoc Committee to Revise the LFA Code has asked for any constitution or bylaws changes we might want to propose for the sections relating to the Committee on Salaries and Benefits. The group agreed that we had no changes to propose at this time.

Respectfully submitted,
Barb Gaeddert, Secretary

RESULTS OF LFA MAIL BALLOT:
1. Ratio of shares
   least difference for merit
   ratio not specified
   13 votes
   16 votes
   18 votes
   1 vote
2. Equal dollar/equal percent
   least difference for rank
   ED
   ED-EP
   ED-EP
   EP
   17 votes
   15 votes
   13 votes
   1 vote
   3 votes

Minutes of Meeting May 6, 1992
Present: J. Emde, B. Gaeddert, B. Schaffner, Dean Crowe, Nancy Jaeger

Dean Crowe suggested 1/2 equal dollar-1/2 equal percentage and 1-3-5-7 ratio. The committee concurred with this decision, which is the same combination as was used last year.

Respectfully submitted
Barb Gaeddert, Secretary
NOMINATING AND BALLOTS COMMITTEE
May 13, 1992: Minutes
Present: Dienes, Biggins.

Ballots to elect representatives and officers for the FY93 LFA Executive Committee (excepting Vice-Chair/Chair-Elect) were tallied and the results reported to the current Executive Committee. Ballots to elect the one LII and three LIII vacancies on the Library Committee on Promotion and Tenure beginning in FY93 were also tallied. A runoff ballot for the LII position was put together and would be mailed out to LFA members in the immediate future.

Jennie Dienes consulted Exec Chair Kent Miller on two questions that arose in the course of tabulating the ballots. The committee finalized a recommendation to the ad_hoc LFA Code Revision Committee concerning LFA by-laws on elections.

Submitted by Mike Biggins

NOMINATING AND BALLOTS COMMITTEE
May 27, 1992: Minutes
Present: Biggins, Dienes.

A runoff ballot for one LII position and one LIII position on the FY 1992-93 Library Committee on Promotion and Tenure was tabulated, bringing that election process to a close. A separate ballot was compiled for the election of Vice-Chair/Chair-Elect of the FY 92-93 Library Faculty Assembly Executive Committee, and would be mailed out to LFA members later that day. Finally, a ballot compiled by the Administrative Office to elect library faculty members of the FY 92-93 Library Grievance Committee was tallied, and the results forwarded to the Administrative Office.

Submitted by Mike Biggins
Library Faculty Assembly
Executive Committee Meeting: Minutes
May 4, 1992

Present: K. Miller (Chair), R. Schulte, R. Clement, G. Husic, S. Miller, M. Roach; Dean Crowe as guest.
Absent: S. Gilliland.

Dean Crowe announced that he has received the generic instructions for the upcoming Board of Regents program review. These are the same instructions which were given to the teaching departments. The Library has been given permission to devise its own process as long as the result is in a usable form. We will not evaluate each unit separately but will treat the Library as a whole. Crowe distributed the charge which has been approved by Academic Affairs for Exec's comments. He is in the process of naming the library committee which will conduct the review and shared those names with Exec. The Dean also added that the committee's report must be brief and that we will not be ranking programs within the Libraries. The Senate Libraries Committee has agreed to reassemble during the summer to meet with the review committee if needed.

At that point in the meeting discussion turned to the policy statement on the evaluation of librarians and unclassified professional staff. The Dean was asked to provide any additional comments.

(The Dean left the meeting.)

Discussion returned to the membership and charge of the program review committee. Exec concurred with the proposed committee membership and charge as presented by the Dean. Kent will report this to Dean Crowe.

Discussion continued on the evaluation policy statement. Since the final draft must be completed soon, Exec agreed to meet again on Wednesday, May 6 at 1:30 in Watson Meeting Room A to complete the document.

Rick gave a quick report on the status of the Committee to Review the Code.

Submitted by Rebecca Schulte
Library Faculty Assembly
Executive Committee Meeting: Minutes
May 6, 1992

Present: K. Miller (Chair), R. Schulte, R. Clement, G. Husic, S. Miller, M. Roach
Absent: S. Gilliland

Kent distributed several draft documents for discussion: a letter to the membership concerning the upcoming general meeting; the current draft of the evaluation policy statement; and the LFA Code revisions being proposed. After some revision, the documents were agreed upon. Kent will make the required changes and mail to the LFA membership as soon as possible.

Minutes from the LFA Exec meeting of April 27, 1992 were approved. Minutes from the following LFA committees were accepted: Staff Orientation, Feb. 13 and Mar. 19, 1992; and Budget and Planning, April 10, 1992.

The next Exec meeting will be Monday, May 11, 1992 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Rebecca Schulte
Present: Julie Hoff, Lorrie Knox, Rich Ring, Sandy Gilliland, Susan Hitchens, and Carole Dibben
Absent: Janet Anderson-Story

The Staff Development Committee met at 10:30 am in Anschutz Science Library conference room. Minutes of the April 1, 1992 meeting were approved as changed.

Discussed the Stress Management Workshop. Will discuss it further when the evaluations have been compiled.

Discussed the final arrangements for the Male-Female Communication workshop scheduled for April 20th and 21st.

Susan distributed a rough draft of the SDC Newsletter which she will have ready for publication in May.

Lorrie announced that the Northeast Kansas Library System has announced a workshop on "Americans with Disabilities Act" on Wednesday, April 29. Sandy will attend and report to the committee.

Sandy suggested that the committee recommend purchase of a portable flip chart to the Library Administration. The flip chart has been one piece of equipment which the Library does not have and has been needed for SDC workshops. Lorrie will write a letter to the Dean when cost and availability information has been gathered.

Discussed long range plans for workshops scheduled for Fall 1992 on. Dean Crowe has recommended a person from Ohio State University who does a workshop on peer and collegial communication. According to the Dean, this individual presents a workshop on this topic nationally and is an excellent presenter. Sandy will obtain this person's name.

Rich reported that Fred Woodward is willing to give a tour of the University Press of Kansas in late May or early June. The size of group for the tour should be no more than 10-12. The tour would be about 2 hours long and consist of a short tour of the press and a short program followed by questions and discussion. Mr. Woodward suggested the best time to schedule the tour would be from 3-5 pm and expressed willingness to do more than one tour.

Discussed Julie Hoff's May 1st presentation on the 1990 U.S. census. Sandy will do a flyer. There will also be two notices in FYI and one on KULIB-L. It is scheduled to be in the Anschutz Library conference room which will hold up to 30 people for this event.

The next meeting is scheduled for April 29, 1992 at 10:30 am in the Anschutz Conference Room.

Submitted by Carole Dibben
Budget and Planning Committee Minutes
April 24, 1992

Present:  S. Craig, N. Jaeger, R. Miller, S. Miller, K. Neeley, J. Richardson, and J. Waters.

Absent:  S. Hewitt, M. Warren

The minutes for the April 10th meeting were approved with changes.

A discussion of the planning notebook ensued. The notebook will include current committees and have a separate section for inactive committees. Pages will be added to update committee information. The old pages will remain so that the historical information will not be lost.

The upcoming budget resources meetings were discussed. A member of B&P will time both the presentation and discussion periods and insure that the five minute time limits are strictly observed. B&P members role at these meetings is to insure that the presenters are addressing the priorities, needs and plans of their departments. B&P will distribute a questionnaire at the conclusion of the last budget resources meeting. Department heads not in attendance will receive the questionnaire in the mail. Possible questions for the questionnaire were discussed. S. Craig will draft the questionnaire and J. Waters will provide feedback on the draft.

The committee discussed possible LFA code changes pertaining to B&P. A proposal to recommend increasing the classified membership on B&P from 2 to 5 was tabled because neither of the classified members were in attendance. B&P will recommend that committee membership be increased to include the Assistant to the Dean for Budget as an ex-officio member. This recommendation will be given to the Code Revision Committee.

The next two meetings for B&P are scheduled for May 8th and May 22nd.

Submitted by Julie Waters
COMMITTEE FOR LIBRARY PROGRAM REVIEW MINUTES, MAY 21, 1992

Present: Mike Biggins, Sandra Brandt, Rick Clement (Chair), Susan Craig, Carole Dibben, Jane Hoyt, Nancy Jaeger, Rachel Miller
Absent: Marianne Reed, Mary Roach
Guest: Bill Crowe

Rick Clement called the first meeting of this new committee to order and asked for a volunteer to serve as secretary. Susan Craig volunteered.

A listserv is being created for the group by Marianne Reed and will use the designation, KULPRG-L. It should be available soon.

In addition to the already weighty packs of information which had been provided to committee members, the Draft Mission Statement for the University, the Dean’s draft Vision Statement for the Library, the June 1983 Mission Statement for the Library, and the 1992 annual report of the Senate Library Committee were distributed.

Discussion of the charge in some detail was the main focus of the meeting. Dean Crowe explained the background of the mandate for Program Reviews made by the Regents. Although only the instructional program reviews were required by the Regents, KU has chosen to require program reviews from non-instructional units as well. It is likely that these non-instructional unit reviews will not be forwarded to the Regents but rather seen only by the campus administration. It is believed that the libraries at Wichita State University and Emporia State University are also conducting program reviews. Because our review was not mandated the content and format of the report has been negotiated by Dean Crowe with Academic Affairs over the past three months. The report is to be a maximum of 8-15 pages and if appendices are necessary it should be recognized that they may not be read due to the overwhelming number of reports which will be processed by the KU administrators. Although there has recently been an additional request from Del Brinkman to the deans that suggests identification of a possible 3% cut (re-allocation) in resources over the next three years, the Dean advised the committee not to get to that level of specificity.

The five areas of the report will be:

1. Describing the library’s operations and services as they relate to the centrality of the University’s mission. This will require reference to publications on higher education and to accrediting standards, an acknowledgment that centrality varies by discipline, apt quotes about the importance of libraries to teaching and research. Although the Association of American Universities does not specify standards for libraries, the 1985 report prepared by the North Central Association of Colleges and Universities does include some comments on the KU library.

2. Identifying who is served by the library, how well, and whether it is valued. Statistics from Interlibrary Services, circulation and use figures, the Patron Satisfaction Surveys may all help; however, there are no ARL comparable data on library usage per se.

3. Evaluating whether the library is operated in a cost-effective manner. Charts such as the one showing that 39% of the library’s total budget is spent on acquisitions, the record of support from grant money (KU 9th in NEA-IIC grant dollars among the 39 ARL public universities/31% of the library’s square footage
Library Faculty Assembly
Executive Committee Meeting: Minutes
May 11, 1992

Present: K. Miller (Chair), R. Clement, R. Schulte, G. Husic, S. Miller, M. Roach
Absent: S. Gilliland

LFA Exec meeting minutes from May 4 and 6, 1992 were approved with revisions.

Exec reviewed the agenda for the LFA general meeting of May 19, 1992. The texts of the motions which will be presented at this meeting were also discussed.

Clement reported for the Committee to Review the Code. They have not yet heard from all LFA committees. They will be recommending a standing code committee as well as many other changes to the code, such as the voting privileges of emeritus members. Discussion followed.

Tentative general meetings were scheduled for Thurs. June 4 at 10:30 a.m. in Meeting Rooms A and B and also June 9 at 10:00 a.m. and June 18 at 10:00 a.m.

K. Miller will contact all LFA committees to request their annual reports. He also reported that he and the chair of the Classified Conference have decided not to hold a combined meeting of LFA Exec and the Classified Conference Executive Board until Classified Conference concerns have been discussed in a general LFA meeting.

The question of continuing the practice of sending a LFA liaison to Budget and Planning Committee meetings was discussed. S. Miller and K. Miller reported that they had brought this up with B & P and that it was generally felt that the liaison was useful. Shelley also stated that acting as liaison did not create a hardship in terms of time spent. It was agreed by Exec to continue to provide a liaison to Budget and Planning.

The Chair met with a representative of the Salaries and Benefits Committee. Some concern was expressed over the continued role of Salaries and Benefits in light of the new evaluation proposal. There is some feeling that the committee should be elected rather than appointed. Rick will present this issue to the Committee to Review the Code.

S. Miller asked for clarification concerning a recent memorandum from Dean Crowe which included a report on the discussion of the Faculty Evaluation Task Force Report. It was generally felt that the document was distributed as information only.

Submitted by Rebecca Schulte
COMMITTEE FOR LIBRARY PROGRAM REVIEW MINUTES, JUNE 4, 1992

Present: Mike Biggins, Sandra Brandt, Rick Clement (Chair), Susan Craig, Carole Dibben, Jane Hoyt, Nancy Jaeger, Rachel Miller, Mary Roach
Absent: Marianne Reed

Rick Clement called the second meeting of the committee to order. The minutes of May 21 were revised and approved. The group decided it would be appropriate to publish the Committee's minutes in FYI to assure that the entire library staff was informed of our work.

Although neither the listserv nor the information box have yet been established, both are expected soon. Rick indicated he would put in the box an article given to him by Dean Crowe, "The Idea of the University" by Jaroslav Pelikan. Rick also suggested the Harvard Libraries document "Commitment to Renewal" would be appropriate reading for the committee and offered to add a copy to the box. Susan reported on a contact with a Wichita State colleague who is serving on their library program review committee and Rick offered to inquire about the Emporia State library program review.

Since the committee sees its first task as thorough discussion of the charge, it was decided that no contact with the Senate Library Committee was necessary at this stage. The committee also decided that creating a survey of Big 8 or other Regents Schools Libraries regarding their view of KU's services to them would be too time-consuming. The group will rely on information already available regarding when that section of the report needs to be drafted.

The primary focus of the meeting was a discussion of the charge. After some debate it was decided to identify library programs which transcend single departments. These programs would include:

- cataloging
- circulation
- collection preservation
- interlibrary services
- publishing
- financial support
- reference
- collection maintenance
- acquisition of materials
- physical facilities
- staff development
- automation/technology

Each program has multiple subsets and many of the programs overlap in significant ways. The group hopes that as these programs are identified and described, it will be clearer to us how to structure the final report.

The next meeting of the committee will be Tuesday, June 9 at 1:30 in Watson's Conference Room A.

Submitted by Susan Craig
was built with private money), and factors such as our heavy reliance on student labor rather than having adequate numbers of career staff can be considered. All library budgets as well as statistical reports will be available to us.

4. Describing innovations in the past five years. Automation such as OPAC and the LAN, space expansion, and other new technologies might be included.

5. Assuming no new resources, identify reductions for the next five years and their effect. It is not necessary to identify areas to be eliminated but rather describe diminished services due to unfilled positions or lack of funding. Examples might be the decision to replace a librarian in the Archives of Recorded Sound with a part-time student, the reduced publishing schedule for Books and Libraries, the innovations in reference service which are necessary because personal service cannot be afforded.

The report should honestly state the strengths and weaknesses of the library and discuss the priorities of the library's budget in meeting university objectives. It may be useful to survey Big 8 or other Regent Schools’ Libraries to gather external reviews of the quality and services provided by KU to them. It is important that the process be open to other library staff members but it may be best to wait until the committee itself has had some discussion and perhaps some drafts before holding open sessions.

The Senate Library Committee has offered to help with the library's program review in any useful manner; and another non-library body which could be contacted is the Distinguished Professors who have expressed strong interest in the library in the past. Dean Crowe would be willing to fund modest lunch expenses for any guests of the committee.

The committee decided our next few meetings would be spent thoroughly discussing all aspects of the charges. After working to consensus, drafts will be prepared for group review. The final report is due to Dean Crowe by August 24 so we have 13 weeks to complete the work. We will tentatively plan to meet every week, usually on Tuesday 1:30-3pm in Conference Room A. A central depository box will be established in the Administrative Office where books, articles, reports, etc. can be collected and shared by everyone.

The next meeting of the committee will be Thursday June 4 at 1:30 in Room A.

Submitted by Susan Craig
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.

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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
editor: Marianne Reed (MREED)
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 Koepp (DOCSMAP)
NOW DEFUNCT
LIBRARY PUBLICATIONS ADVISORY BOARD NAMED

The Library Publications Advisory Board is being formed on an ad hoc basis to assist Rob Melton, as Library Publications Coordinator (see FYI, December 5, 1991 and April 30, 1992), and the Libraries administration in assessing the needs of present and potential library users, donors, and other constituents for information about the KU Libraries’ collections, services, and policies. The board will also aid in developing specific products in print and electronic formats to meet these needs.

The following staff members have agreed to serve as members of the board: David Benjamin, Kansas Collection; Marilyn Clark, Reference Department; David Pardue, Cataloging Department.

As presently envisioned, the Advisory Board would meet as a group approximately once every two weeks, with more frequent communication by e-mail or phone as necessary, to accomplish the following:

1) Discuss and gather supporting evidence on the kinds of library publications (print and electronic) most needed at KU;
2) Research the literature and communicate with other libraries to learn more about effective publication programs and discuss their applicability to KU;
3) Assist the Coordinator in setting priorities;
4) Review publication drafts in the hands of the Coordinator at various stages to advise on content and style to help ensure that they meet the Library’s goal(s) and University policies;
5) Assist in communicating the role of the Coordinator to the various library branches, departments, and committees and to appropriate external offices;
6) Assist the Coordinator in preparing cost estimates and budget requests for publications;
7) Bring library information to the attention of the Coordinator about which s/he might not otherwise know.

As the position of Coordinator evolves, and as it becomes clearer how much can be accomplished by one person in an approximately 15-hour-per-week position, the role of the Advisory Board may itself also evolve. Near the end of the initial two-year term of the board, it--with the coordinator’s assignment--will be reviewed. If the assignment and the board continue, there will be calls for volunteers from the staff for future service on the board. -- W. J. Crowe

CLASSIFIED CONFERENCE BALLOTS DUE SOON

Please note: Classified Conference ballots should be returned to your group representative by Friday, June 26, at 5:00 p.m. Remember to vote on both ballots. Thank you. Verna Froese

PERSONNEL

Gregg Buckner, Copying Services Supervisor, will be on leave from his position during the period beginning June 18, 1992 through August 17, 1992. During his absence, Janet Martin will serve as the Acting Supervisor of Copying Services. Janet has been appointed to a temporary Office Assistant III position. S.Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
MUSIC LIBRARY INTERNSHIP REMINDER

As a reminder, library staff who are interested in serving as an intern in the Music Library during Susan Hitchens’ absence (Fall Semester Sabbatical Leave), should contact Sandy Gilliland, 4-3601 (e-mail SGILLILA), by 5:00 p.m. Monday, June 22nd. A full description of the internship was broadcast on e-mail on June 11th, and a special flier mailed to all staff. 

S. Gilliland

CIVIL SERVICE EXAMINATIONS DURING JUNE

The Department of Human Resources will not offer any civil service examinations on campus during the month of June. Testing will resume during the month of July. Persons interested in civil service examinations during the month of June may contact the State Division of Personnel or the Lawrence Job Service Center. 

S. Gilliland

HOLIDAY COMPENSATION TIME AND OVERTIME COMPENSATORY TIME

As a reminder, classified staff who have earned compensatory time by working on a holiday or working overtime should use the accumulated compensatory time before vacation leave is used. It is to your advantage to use compensatory time before using vacation leave because, according to state regulation, if accumulated holiday compensatory time is not used within one year of the date earned, it will be lost. Therefore, effective immediately, classified staff who report vacation leave usage and who have compensatory time balances will have their vacation leave usage changed to reflect compensatory time usage. Contact Sandy Gilliland or Rex Hargis if you have any questions. 

S. Gilliland

SUMMER CHILD CARE

Attached to this issue of FYI is a listing of child care services for interested staff. Please contact the University of Kansas Dependent Care Referral Agency (KUDCRS), 4-4648, for additional information. 

S. Gilliland

POSITION MOVE--CIRCULATION

Effective this monday, June 15, the halftime Regents Center position formerly located in reference has been moved to circulation. This position is currently held by Pam Bonham. The position still reports to the Regents Center--this was simply a physical move that resulted from the Regents Center going online. Regents Center item requests from patrons in Watson are now being taken at the circulation desk and Regents Center items are checked out and returned at circulation, rather than at reference.

All granch requests should be directed to Pam at circulation from now on.

Kendall Simmons

VOLUNTEERS SOUGHT FOR ADOPT-A-PARK

The KU Libraries is participating in the Lawrence Parks and Recreation Department Adopt-a-Park program. We have adopted the 15th Street median between Iowa and Kasold. We have agreed to clean up that area four times during the next year. Our first scheduled date is Saturday, June 27. We will meet at the Immanuel Lutheran Church parking lot (15th and Iowa) at 8:30 a.m. Trash bags and orange vests will be provided. All interested library staff are invited to join us (you need not have volunteered previously). Thanks! 

Verna Froese

APPLICATIONS FOR SPRING STUDENT JOBS

Please send me all applications for spring student jobs (succesful, unsuccessful, job pool or job specific) by Wednesday, June 17. Thank you. 

Rex Hargis
BY MAIL ONLY:

Sidney Roedel of The Department of Human Development and Family Life (HDFL) will be happy to post information on the HDFL bulletin board regarding child care in-the-child’s-home if mailed to her at: Sidney Roedel, HDFL, The University of Kansas, 4001 Dole, Lawrence, KS 66045. Please do not call; no information of this nature will be given or received by telephone.

* * * * * * * * * * * * *

IN GENERAL:
The following places in your area may be able to assist you with child care in-the-child’s home:
1. Churches
2. Campus Religious Organizations
3. Scholarship Halls
4. Sororities
Please consult your local telephone directory for further information.

* * * * * * * * * * * * *

PLACING ADS IN NEWSPAPERS FOR CHILD CARE:
The following information is given regarding placing ads in newspapers for your child care needs:

1. Think over questions in advance which you want to ask the caller over the phone and write down the caller’s answers. (This can be a valuable interview and screening tool for you.)
2. Be clear and concise about your needs.
3. Listen to the caller, respect your first impressions, and indicate you wish to think things over.
4. Indicate that if you desire more information, you will telephone the caller back at another time.
5. This process can be extremely workable, yet exhausting and/or disruptive in some ways. Regardless of the specifics of your ad, you may receive a wide range of calls, including sincere and prank.

LOCAL NEWSPAPERS INCLUDE:

1. THE LAWRENCE DAILY JOURNAL-WORLD, 843-1000
2. THE UNIVERSITY DAILY KANSAN, 864-4358
3. THE EUDORA NEWS, 542-2747
4. TELEGRAPHICS, 594-6424
5. THE HIGH PLAINS JOURNAL (Agricultural), 749-5304
CHILD CARE IN THE CHILD’S HOME

For more information, contact:
The University of Kansas Dependent Care Referral Agency (KUDCRS) 864-4648

While KUDCRS does not provide information about specific individuals who provide care in a child(ren’s) home, KUDCRS provides information regarding agencies who have contact names. An individual seeking care in the child’s home takes the responsibility for selecting a person to meet one’s needs.

KU INFORMATION CENTER: 864-3506

400 Kansas Union
Lawrence, KS 66045

Individuals needing information on babysitters are asked to leave their name, address, and phone number. A telephone call is returned to them providing 5 babysitter names and telephone numbers. You may call again for additional names. The center does not interview or recommend any babysitter; the individual seeking services takes the responsibility for checking references and suitability of the babysitter.

KU STUDENT EMPLOYMENT CENTER: 864-4725

26 Strong Hall
Lawrence, KS 66045

Information regarding your specific child care needs can be posted outside Room 26 on a bulletin board. Individuals wishing either to babysit or find a babysitter may call to leave necessary data which will then be posted by an office person. The center does not recommend nor endorse any babysitter.

SITTER SOLUTIONS, INC.: 843-7286, Sondra Geiss

417 Cattleman Court
Lawrence, KS 66049

Childcare or Eldercare for your unpredictable life. As of April 16, 1992, fees are: One child, $5 per hour. Two or three children, $6 per hour. Four or five children, $7 per hour. Please call Ms. Geiss for more information.

TEMPLETON NANNIES: 842-4443, Debra Templeton

P.O. Box 3363
Lawrence, KS 66046

The Templeton Nanny Agency is a professional placement agency. Selection of the person to meet your family needs is begun with a six-page written evaluation followed by an in-depth telephone interview. An initial fee is necessary followed by a $975 placement fee when the nanny reports for duty.

TENDER LOVING CARE (TLC): 749-6290

Lawrence Memorial Hospital
325 Maine, Lawrence, KS 66046

Mildly-ill child care is available in the Pediatrics Unit on a limited-space basis, 24 hours daily, 7 days a week, with no minimum # hours. Fees are $4 per hour. Pre-registration is encouraged at no cost.
Library Automation Committee  
May 20, 1992  

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

1. Minutes from the 4/8/92 meeting were approved as amended.  

2. John reported the following:  

   a. Serials Claims enhancement programming was planned to go into production last week. Some remaining documents project fixes are being completed by Patrick. We have received the Marcive backfile (authority and bibliographic records) on nine tape reels and the test loading of authority records has commenced. Some record size problems have been discovered and will need to be solved before loading of the real file begins. In addition, fine tuning and some fixes will be left for each of these projects.  

   b. LAN usage for April was consistent with March numbers -- 5,230 separate database logons (2/3 from Watson, 1/3 from Science.) The traffic between Watson and Anschutz on the campus ethernet backbone now equals the use of the entire university ethernet traffic to and from the VAX mainframe. John will be attending a presentation on May 29 at the Computer Center on Networking's plans for upgrading and redesigning the campus backbone during the next fiscal year.  

   c. Barbara Michaels has resigned effective June 12. She has been working on the circulation system enhancements. Bill will talk to Dave Gardner and John will open a discussion with the programming team regarding recruitment for the position. Bill's plan is to proceed as quickly as possible with hiring a replacement and also to explore possibilities for some ad hoc assignment of circulation programming tasks outside the library team during the interim.  

   d. John attended ISAC (4/30) and ACAC (5/14) meetings recently. He gave a summary of the topics discussed:  

      i. Campus networking: KU now has about 50 LANs operating in 25 buildings with a total of about 1200 workstations. The Computer Center is still planning a Network Control Center to provide a single point of contact for all networking problems and questions.  

      ii. KU/K-State consolidation: not much more known about this, awaiting a report by a study committee at K-State. It is premised on our ability to provide enough computing power. If the consolidation occurs, it would not be until late in FY93.  

      iii. Programming staff shortages: the number of programmers available to work on standard student records, payroll, and related projects has gradually shrunk within OIS. Most systems have large project backlogs and are considering alternatives to traditional local development of all such systems.  

      iv. KanREN proposal: the proposal submitted to NSF a couple of months ago was not approved as written; based on criticisms received from reviewers, a revised proposal will be submitted for the for the July review cycle; [The proposal was to NSF's "Connections" program and asked for funding to connect all Regents institutions, some private colleges, and some community colleges throughout Kansas to the Internet, thus providing Telnet, FTP, and network mail services to approximately 28 institutions statewide. At the moment, only KU, K-State, Wichita State, and Washburn are connected.]
v. 3081KX (VM) removal: this machine will be unplugged this weekend and VM will be shifted to the Amdahl computer (on which Library systems currently operate). There should be no noticed interruption of service.

vi. Networking: Computer Center staff are in contact with both Southwestern Bell and Sunflower Cablevision regarding the possibility of them creating a community-wide networking capability through either of their existing frameworks.

e. John attended a MIDNet meeting earlier this week and summarized the discussions a bit. The NSF grant which has contributed much of the funding for the consortium has run out and member institutions will now have to pay considerably more per year -- KU’s dues are going up from $5,000 to about $18,500 this next year. He found the meeting and the presentations there to be quite useful and may schedule a brown bag to share this information with other interested staff. [MIDNet is the regional network that provides Internet access to institutions in Kansas, Nebraska, Iowa, Missouri, South Dakota, Oklahoma, and Arkansas. MIDNet lines are connected to the national NSFNet backbone at the University of Nebraska-Lincoln and extend throughout the seven member states.]

f. Washburn University recently opened bids for an automated library system for both the main and law libraries.

g. Other: Bill announced:

i. that he has been elected to the OCLC Users Council starting in October

ii. that the time has come to develop a Networked Information Issues Committee. He has prepared a draft charge and will present it to this group at a later meeting.

John announced:

iii. the ARIEL software arrived today. All we need now to install it is a table and the printer.

3. In response to the situation created by Barbara’s resignation, John suggested that both Annamarie and Patrick, as planned, should work full-time on the INQUIRE/Text project rather than be shifted in any way to work on circulation system enhancements. The hope is to have a staff prototype available for review by the end of summer and a public prototype up by the end of the calendar year. This would mean that after Barbara leaves, no new development or enhancement work would be done until INQUIRE was up and running or until another staff member could be hired. The presumption is that circulation enhancements would be the first project for Barbara’s replacement and that we would need to make allowances in timing for the learning curve of this new person. Mary H. will set up a meeting with the Circ Task Force members and John to discuss this.

4. John suggested that this committee allocate the next couple of meetings to intensive work on the next phase of the planning process. The following meetings were scheduled: 6/17 and 6/24.

5. John mentioned that a new campus-wide information system (or CWIS) will come online at some point. A demonstration will be held at the Computer Center this Friday. We are not required to participate in this but we may if we want to. It presents some interesting possibilities and may provide us with an alternative means of disseminating all kinds of information about the library. John will report on the meeting.
COMMITTEE FOR LIBRARY PROGRAM REVIEW MINUTES, JUNE 9, 1992

Present: Mike Biggins, Sandra Brandt, Rick Clement (Chair), Susan Craig, Carole Dibben, Jane Hoyt, Nancy Jaeger, Rachel Miller, Marianne Reed, Mary Roach

Rick Clement called the third meeting of the committee to order. The minutes of June 4 were revised and approved.

Marianne Reed reported that establishment of the listserv had been delayed by the Computer Center but it should be ready within a day or two. Rick encouraged the group to use the listserv for agenda topics as well as other communications.

The information box has now been established in the Administrative Office and a number of items of interest to the committee are on deposit there. Dean Crowe has forwarded several relevant articles which, rather than making multiple copies, the committee can borrow from the box. Nancy Jaeger or Rick Clement will prepare a "Table of Contents" for the box.

Rick asked Nancy to gather ARL statistics and prepare a report for the group. Later in the meeting it was decided that the stats would be placed in the box and Nancy's report be deferred.

The group continued to try to define library programs which must be described and assessed in the report. Defining programs as operations and services, the following list was assembled:

- acquisitions
- collection development
- preservation
- reference
- bibliographic instruction
- cataloging
- interlibrary services
- circulation
- physical facilities
- collection maintenance
- publishing/distribution
- technology/automation
- staff development
- financial support
- copy services
- personnel/staffing

The question of how or whether the report should discuss staff/faculty research and service was raised. Although it is included in the instructional program reviews, it seems to have been omitted from the library's review. Was this deliberate? Was it the intent of the library review to keep the emphasis on the system rather than individuals? Rick agreed to ask Dean Crowe for his insights into this.

The group identified 7 questions which should be asked of each program.

What is it? Define/describe
Who's involved? What areas of the library contribute?
Why are we doing it? Who's served? Is it central to the mission?
What innovations have been introduced in the last 5 years?
What statistics or data are available?
Is it cost effective?
If no new resources are available or reductions are necessary, what will change? How will it affect the users and staff?

The next meeting will be Tuesday June 16 at 1:30 in Conference Room A. Committee members were asked to consider the application of the 7 questions to each program and be ready to discuss this.

Submitted by Susan Craig
TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

### TOPEKA (cont.)

24  Landscape Architect II  6/20/92  Sherri Jacobs (913) 296-3721  Department of Transportation
26  *Management Analyst III  6/19/92  Margaret Ortiz (913) 296-2595  Dept. of Social and Rehabilitation Services
11  Office Assistant II  6/19/92  Dena Weckworth (913) 296-3171  Office of the State Treasurer
13  Office Assistant III  6/19/92  Jo Ann Moran (913) 296-1290  Department of Health and Environment

### WICHITA

24  *Telecommunications Specialist I  6/19/92  Bob Bernatis (913) 296-0205  Department of Administration Division of Information Systems and Communications

### WINFIELD

18/20  *Licensed Practical Nurse/ Licensed Practical Nurse, Senior  6/19/92  Farrel Oard (316) 221-1200 Ext. 208  Winfield State Hospital and Training Center
22/25  *Registered Nurse II/ Registered Nurse III  6/19/92  Farrel Oard (316) 221-1200 Ext. 208  Winfield State Hospital and Training Center
CLASSIFIED VACANCY

Due to Gaile Burchill’s resignation (see PERSONNEL below), the Anschutz Science Library has announced the availability of a full-time Secretary I position with the following responsibilities: 1) Secretary to the Department Head; 2) Building management functions; 3) Research study management; 4) Personnel functions; 5) Specific departmental functions; 6) Interlibrary loan functions; 7) Special projects; 8) Secretary to the Automation Librarian; and 9) Automation department assistance. Minimum Qualifications: One year of clerical or secretarial experience (some substitutions may be made for the required experience). Strongly Preferred: Ability to establish and maintain effective working relationships with the public and staff; effective oral and written communications skills; capacity to exercise tact, patience and discretion in communicating and dealing with persons of varying backgrounds and temperament; ability to organize work with detailed and complex procedures effectively, to work independently and accurately, to meet deadlines and to establish work priorities; experience with microcomputers, word processing, database and spreadsheet software, specifically WordPerfect and SmartWare II. Preferred: Accurate typing skills of approximately 50 wpm; bookkeeping skills or experience; one or more years educational work experience in a university environment, preferably at KU.

The Secretary I classification is funded at salary range 13 on the State salary scale, at a beginning annual salary of $15,552. Library staff interested in applying for this vacancy should complete a "Request for Promotion or Transfer" form, available from Rex Hargis, and submit it to Rex, 502 Watson Library, by 5:00 p.m. Wednesday, July 1, 1992. A copy of the detailed position description is available from Rex for review.

S. Gilliland

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

Doris Peterson, Research Assistant with the Government Documents/Map Library NEH Grant, has announced her resignation. Doris was appointed to the grant project in September, 1990. Her resignation is effective July 6, 1992.

Gaile Burchill, Secretary I with the Anschutz Science Library, has announced her resignation, so that she may pursue coursework at the University of Wisconsin, Madison. Gaile was appointed in March, 1990. Her resignation is effective August 14, 1992.

S. Gilliland

INDEPENDENCE DAY HOLIDAY

As a reminder, the Independence Day holiday will be observed on Friday, July 3, and all Libraries will be closed. Please consult the Library’s Summer Schedule of Hours.

S. Gilliland
STAFF DEVELOPMENT COMMITTEE ANNOUNCES STRENGTH DEPLOYMENT INVENTORY WORKSHOP

The Staff Development Committee is sponsoring a workshop entitled, "Strength Deployment Inventory" on Wednesday, July 8th, from 9:00 a.m. - 3:30 p.m. in Conference Rooms A/B, Watson Library (a lunch break will be provided from 12:00 noon - 1:00 p.m.). This workshop will introduce and apply relationship awareness theory which is built on the premise that every person shares a common value: to feel worthwhile about himself or herself. Using a self-assessment instrument called the Strength Deployment Inventory, participants will enhance their understanding of what brings them the greatest sense of personal worth. They will also explore the similar and different ways in which others seek to achieve or confirm self worth. The principles of relationship awareness theory will be applied through group exercises and discussion which help participants use the SDI as a basis for improving communication, increasing awareness of conflict management styles, and enhancing interpersonal relationships. Participation will be limited to 30 individuals. Six hours of continuing education credits are available to those attending this workshop.

Please register by e-mail or in writing to Janet Anderson-Story (JANDERSO), Watson Circulation Department (no phone calls, please). The workshop is presented by Kathleen Ames-Oliver and Shery Stump of the Department of Human Resources Professional Development Unit.

S. Gilliland

TUITION ASSISTANCE PROGRAM DEADLINE ANNOUNCED

The Tuition Assistance Program, (not to be confused with the Staff Rate and Dependent Rate application process), provides funding for the cost of tuition and books/supplies (not to exceed $110) for a course at KU, KUMC, the Regents Center, or courses at vo-tech institutions or peer institutions convenient to Lawrence, as approved by the Chancellor. Applications are reviewed by a University-wide committee; awards are made based upon criteria listed in the award guidelines. All full-time staff of the University who have been employed in a full-time position for at least one year are eligible to apply. Application forms and guidelines are available from the Administrative Office, the Executive Vice Chancellor's Office, 4-4904, or from the Department of Human Resources, 4-4946. Applications for the Fall 1992 program are due in the Executive Vice Chancellor's Office, 231 Strong Hall, by 5:00 p.m. Friday, July 31st. Additional information is available from Sandy Gilliland or Rex Hargis, 4-3601.

S. Gilliland

LFA ELECTION

LFA Members are reminded that ballots on the evaluation proposal are to be returned to Mike Biggins, Slavic Department by 5:00 p.m. on July 8, 1992. If you have not received a ballot, please contact Mike or Jennie Dienes in the Map Library. Please vote on this significant issue.

Kent Miller

ALA REVIEW/LUNCH

Come hear about and discuss the events that alter and illuminate our times - the American Library Association meetings! You can be there (almost)! The Staff Development Committee will sponsor a brown-bag lunch on Thursday July 9 (12-1:30 in Room A) to discuss the meetings of ALA in San Francisco. We hope that all attending ALA will come and share their experiences. See you on the 9th.

Rich Ring

REMINDER FROM THE MAILROOM

As a reminder, please call the mailroom anytime your department has something to go out that you don’t normally send out, i.e., if you have a crate of books or some boxes and you don’t normally, then you need to call us and let us know about it. Your cooperation, as always, will be appreciated.

B. Coburn
STUDENT JOB OPPORTUNITY

Two hourly regular or work-study payroll students needed to conduct library tours for Reference Department during Hawk Week and Fall Orientation. Starts Monday, August 17 or late the week before and runs through Friday, September 4. Requires only a small amount of time each day. Prefer someone already working in the library who needs extra hours. Contact Penny Donaldson in ILS or Reference. (864-3960).

Penny Donaldson

CAMPUS MAIL ENVELOPES

As always, the Administrative Office is seeking small campus mail envelopes. Please send any surplus envelopes you may have to the Administrative Office. Thanks. Rhonda

SUPPLEMENTAL MATERIALS

Budget and Planning Committee Minutes--May 22, 1992
Committee for Library Program Review Minutes--June 16, 1992
Committee on Promotion and Tenure--May 29, 1992
Committee on Salaries and Benefits Minutes--June 1, 1992
Library Faculty Assembly Meeting Minutes--May 28, 1992; June 4, 1992
LFA Executive Committee Meeting Minutes--June 8, 1992
Staff Development Committee Minutes--May 20, 1992
Budget and Planning Committee Minutes
May 22, 1992


Absent: N. Jaeger

The May 8th minutes were altered and approved.

B&P will not meet on June 5th, but will meet on June 12th. R. Miller and J. Richardson will report on the planning notebook on that day.

Dean Crowe arrived and we began our discussion of the budget. We overviewed the "Preparation of the FY 1993 Budget" letter. The assistant deans will meet with department heads to discuss their essential student assistant and equipment needs. The Dean's plan is to take care of critical equipment needs in the summer and fall so that the rest of the money can be used for student wages in the spring (when some students' work-study money runs out). In the next step, the assistant deans will meet with their respective department heads individually. Dean Crowe sees B&P's role as that of an interlocutor. He thought the hearings and the questionnaires were very useful.

The Dean asked the committee to consider lengthening the terms for B&P members. This led to the question, "What kind of committee is B&P?". Is it a governance committee? No conclusions were made due to time constraints.

Submitted by Julie Waters
UNIVERSITY OF KANSAS LIBRARIES  
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting June 1, 1992
Present: J. Emde, B. Gaeddert, S. Gilliland, B. Schaffner, Dean Crowe, N. Jaeger

The Dean provided the committee with a draft of the letter which will go to each unclassified employee (continuing faculty and unclassified professional) describing the two-step salary increase for FY93. The committee suggested a few modifications in wording.

The Committee also examined the "spreadsheet" describing Unclassified Base '92 & Merit Salary Increases '93 for each unclassified position.

Also provided to the committee was a copy of the memo from Del Brinkman to Bill Crowe regarding "Preparation of the FY 1993 Budget."

The Libraries received increments of 3.06% (Fall) and 4.07% (Spring) for an average increment of 3.56% for FY93, which was more than expected. With the addition of $3,300 from the Library's own base funds (from vacant lines) to apply towards promotional increases, the average increment for continuing faculty and unclassified staff is 4.18%.

The Dean's office hopes to issue the salary letters this week.

The Dean expressed grateful appreciation to Nancy Jaeger for carrying out the highly complex calculations necessary to arrive at the final budget figures.

Dean Crowe and N. Jaeger excused themselves and the remainder of the group discussed a further modification to the draft letter. Brad will notify the Dean Tuesday morning (June 2) of our general concurrence with the wording of the draft letter with the addition of at least one more modification. Brad indicated that he would be happy to hear about further questions or changes in the meantime.

Respectfully submitted,
Barb Gaeddert, Secretary
Staff Development Committee
Minutes
May 20, 1992

Present: Lorrie Knox, Sandy Gilliland, Julie Hoff, Rich Ring, Susan Hitchens, Janet Anderson-Story, and Carole Dibben

The Staff Development Committee met at 10:30 am in Anschutz Science Library conference room. Minutes of the April 29, 1992 meeting were approved.

Approved 3 out-of-state travel requests and denied 1.

Discussed the 1990 Census on CD-ROM presentation. Julie received a personal letter of thanks from the two guests from Ottawa University who were notified of the presentation through the mailing to NEKLS members.

Discussed the upcoming Regents Press tours. Rich reported that he had sent out an announcement on KULIB-L which would also appear in FYI this week. In the announcement he stated that he would be handling the registration and asked that people suggest questions and/or issues which they would like to have discussed. Rich will also arrange for carpooling to provide transportation to the tour site.

Discussed the suggestion to tour the KU Law Library and the Howey Reading Room. Sandy will coordinate the tours to take place during the Fall semester.

Discussed suggestions for speakers for the fall events. Sandy provided the name of T McNally, Asst. Dean for Public Services at University of South Carolina, as the speaker recommended by Dean Crowe to provide the event on peer, collegial and working relations. Tom McNally is an ACRL trainer. Sandy will inquire concerning the area in which he trains. Dr. John Agada from School of Library and Information Management, Emporia State University will be invited to present a workshop possibly related to his doctoral research concerning personality traits common to librarians.

The committee discussed the frequency of the newsletter after the receipt of a request that the newsletter be published in a more timely manner. Discussed the possibility of publishing travel reports in a supplement to the newsletter or of attaching them to the FYI. Susan said she would try to publish the travel reports following ALA. It was decided to leave the resolution of this question for the new committee.

Lorrie will notify committee members of the next meeting when a time can be set.

Submitted by Carole Dibben
MINUTES: Libraries Committee on Promotion and Tenure

DATE: May 29, 1992


The committee discussed and amended the revision (and new section on LCPT procedures) of the Promotion, Tenure and Sabbatical Leave Handbook which was prepared by Jim Neeley. Currently, the handbook has two editions, one for candidates and one for LCPT members. Members of the committee agreed that if possible there should only be one edition of the handbook. Sally and Sandy volunteered to serve on a subcommittee to compare the two editions. They were asked to finish their work and make a recommendation on combining the two editions to the Chair by June 12.

The 1992 meeting for untenured librarians will be held at 1:30 - 3:00 p.m. June 15, 1992 in Watson Library Conference Room A. Supervisors of untenured librarians will also be asked to attend the meeting. Dean Crowe will be invited to speak on the criteria for promotion and tenure. Committee members and Sandy Gilliland will also be present to answer questions.

The next meeting will be at 8:30 a.m. on June 17, 1992.

The minutes of December 2 - 17, 1991 were amended and approved.

Bradley Schaffner, secretary
LIBRARY FACULTY ASSEMBLY
Executive Committee Meeting: Minutes
June 8, 1992

Present: K. Miller (Chair), R. Clement, R. Schulte, G. Husic, S. Miller, M. Roach, S. Gilliland

Announcements: The members of next year's LFA Executive Committee were announced: Rick Clement, Chair; Nicholas Eshelman, Vice-Chair/Chair Elect; Rachel Miller, Secretary; Sandy Gilliland, Unclassified Professional representative; David Pardue, Librarian I representative; Sally Haines, Librarian II representative; and Sandra Brandt, Librarian III representative. The Staff Orientation Committee has completed their deliberations concerning student assistant orientation. Kent will convey their recommendation to the Dean.

Minutes: LFA Executive Committee minutes for May 11, 1992 were approved with no corrections. Minutes from the following LFA committees were accepted: Libraries Committee on Promotion and Tenure, Dec. 2-17, 1991; Nominating and Ballot, May 13 and May 27, 1992; Budget and Planning, Mar. 6, April 24, May 8, 1992; Staff Development, April 15 and 29, 1992; Salaries and Benefits, April 28, 1992.

A major portion of the meeting was spent revising a draft of the Evaluation Proposal ballot.

R. Clement reported as Chair of the Committee to Review the Code that all committees have now responded to CRC's request for code changes which affect those committees. He has been working on the Code revisions but nothing will be available to review until next fall.

The next LFA Exec meetings will be held on June 22 and July 13 at 10:00 a.m. in Watson Meeting Room A.

Submitted by Rebecca Schulte
LIBRARY FACULTY ASSEMBLY
Meeting Minutes
June 4, 1992


K. Miller opened the meeting by announcing that this was the third LFA general meeting to discuss the Policy Statement on the Evaluation of Librarians and Unclassified Professional Staff.

The motion that had been returned to LFA Exec at the May 28th meeting was recalled, "I move that the Policy Statement on the Annual Evaluation of Librarians and Unclassified Professional Staff be submitted for mail ballot to the membership of the LFA." An amended motion was then moved and seconded, "I move that the Policy Statement on the Annual Evaluation of Librarians and Unclassified Professional Staff, which would be implemented for three evaluation periods beginning the 1992 evaluation period and which would lapse at the end of the 1994 evaluation period unless the membership of the Library Faculty Assembly votes to continue it, be submitted for mail ballot to the membership of the LFA."

Concern was expressed about initiating a new evaluation system in the middle of a year. The fear was that the proposal which had taken so much time and effort would fail due to a technicality such as this. Brief discussion followed.

As there were no other issues raised, a vote on the amendment to the motion was taken and it passed with one dissenting vote.

A request was made for clarification of how this new evaluation system would save time, since that was one of the problems with the current system. Concern was also expressed about the increased workload for the Dean and members of the Committee on the Annual Evaluation. The Dean responded by saying that he already spends a great amount of time on the process since he reads everything. He also said that he could not respond to the amount of time which would be spent by members of the Committee since we haven't gone through the process yet. In response to the question about the new system saving time, he stated that the system of checks and balances is very important and that's what takes up so much time in the process. He went on to say that there were no indications from the discussions that anything could be dropped and that we may be grateful for our detailed process when the Regents start their work.

Discussion then turned to the Committee on Annual Evaluation. Why wasn't there more information about the Committee in the proposal? At least one person felt that it would be better to work out the details after the proposal is passed, that too much detail may be detrimental at this juncture. Exec plans to deal
with the Committee on Annual Evaluation/CESR code change as a separate issue.

A question was raised concerning the vote necessary to approve the proposal. Would it be by a simple majority or two-thirds? The Chair noted that only amendments to the Code require a two-thirds vote of those who cast a mail ballot. This proposal will require a simple majority of those voting to pass.

Several requests were made concerning the balloting; that a long time be allowed before the ballots are to be returned because of vacation time and ALA and that a reminder be placed every week in the FYI.

A question was asked as to whether the Committee to Review the Code has considered the code change relating to the Committee to Evaluate Service and Research. The response was that no they have not. This and other code revisions will be taken up next fall.

There being no other discussion concerning the motion on the floor, a vote was taken. The motion passed with one dissenting vote.

At that time a new motion was presented for consideration, "I move that the ballot be tallied separately for librarians and for unclassified professional staff and that the stipulated majority of both groups be required for passage."

Lengthy discussion followed. Some members questioned the legality and wisdom of dividing the membership in this way. They felt that this would set a dangerous precedent and may lead to division within the LFA.

Those in favor of the motion felt that in order for both groups to feel totally comfortable with the change in the evaluation system it would be helpful for each group to know how the members of their group voted. It would be possible for one group to be heavily out-voted by the other group. The fact that grant funded staff was included in the unclassified professional group was also viewed as a problem. A member of the unclassified professional staff commented that she could not speak for the group but that personally she was not dissatisfied with the current system and that there was not a problem in being treated separately.

Opinions were expressed that since both groups were to be evaluated in basically the same way the votes should not be tallied separately. There could also be a problem if one group voted for the proposal and the other group voted against it. To address this problem the motion was withdrawn and a substitute
motion was offered as follows, "I move that the ballot be tallied separately for librarians and for unclassified professional staff." The chair still expressed concern about the legality of separate votes and he felt that we should seek the advice of University Counsel before proceeding with the balloting.

One member pointed out that members of the unclassified professional group have had ample opportunity to speak out about the proposal but that they have not expressed many concerns. The dean stated that in the proposal he tried to address some of the concerns that were expressed in the earlier unclassified professional report that the groups be brought closer together.

A vote was taken on the motion, with 12 in favor and 11 opposed. The chair, who had abstained from the initial vote, voted to oppose the motion, creating a tie and defeating the motion. The ballot will be mailed as soon as possible and is to be returned within 4 weeks.

Submitted by Rebecca Schulte
LIBRARY FACULTY ASSEMBLY
Meeting Minutes
May 28, 1992


Kent Miller opened the meeting. He began by stating that the Policy Statement on the Evaluation of Librarians and Unclassified Professional Staff has not been presented to the LFA membership with any recommendations from LFA Exec. Exec is merely acting as liaison in conveying the Dean's proposal to the membership. K. Miller added further that it is hoped that a decision will be made soon, to either approve the proposed evaluation system or to continue using the current system.

The motion was made and seconded to recall from the Executive Committee the motion made at the May 19th meeting. The motion is as follows: "I move that the Policy Statement on the Annual Evaluation of Librarians and Unclassified Professional Staff be submitted for mail ballot to the membership of the LFA."

Discussion followed concerning specific points of the proposal. Specific references are taken from the proposal draft dated May 28, 1992.

Clarification of the meaning of the word "may" in the sentence "Primary evaluators may be asked to provide comparative rankings of their faculty ..." (paragraph 3.d. of the Evaluation Process section) was requested. The response was that there are departments with only a few people to be ranked and that it would be ludicrous to be asked to supply rankings for one or two people. After further discussion it was decided to change the wording to "The assistant dean will ask primary evaluators to provide ...."

A question was asked concerning the use of evaluative terms (good, very good, etc.). The questioner felt that some people preferred the use of these terms rather than a narrative alone. In response, reference was made to the opinion poll that had been taken earlier in which 28 members expressed the desire to discontinue the use of evaluative terms as opposed to 12 members who wished to continue the practice.

An opinion was expressed that the primary evaluator should be informed about the salary of the faculty member/unclassified professional in the event of a salary appeal. It was generally felt that it was not necessary for the primary evaluator to know the salary amount. A question was also raised about the meaning of the term "minority status" (para. 3. Salary Process) in terms
of salary comparison and analysis. It was felt that confidentiality would be compromised if it was referring to race. This may also be a problem when working with the salaries for the unclassified professional staff. In response, the use of the term "minority status" is as defined by the University. A statement to that effect will be inserted into the proposal.

A member expressed the opinion that the primary evaluator should be allowed to see the final rankings since that will be the final indication of performance. An opinion was also expressed to the contrary.

A question was asked as to whether the salary will be assigned totally based on merit or whether other factors will be taken into account as well. Dean Crowe responded that salaries are assigned using a very complex set of criteria and that merit is defined by the University in very broad terms.

The comment was made that now we know what our rating is through all the evaluation steps. If a ranking is changed under the new system, people wouldn't know where it happened. Someone also made the observation that changes in ranking would be inevitable because the sizes of the groups would change. The desire to see the rankings was expressed to ensure a system of checks and balances.

Several questions arose concerning paragraph 4.b. of the Evaluation Process section which deals with the assistant deans' comparative rankings of individuals in their divisions. That paragraph will be rewritten to reflect the discussion.

The observation was made that rankings are very important since it is sometimes difficult to determine from a narrative if one person has done better work than another. Some were unsure how the assistant deans and the dean can make that decision based upon a narrative alone without the primary evaluator's ranking. The comment was also made that if the assistant deans see any problems with the rankings provided to them they should discuss those problems at that time.

A question was raised concerning the criteria for merit. Merit should be based on absolute rather than relative criteria. We should not compare people job for job. A response was made that absolute criteria doesn't really work if the pot of salary money is small.

The opinion was expressed that the proposal represented a good faith effort and that the new process be given a trial period of a definite length and then come up for a vote again. It was
observed that a trial period had been included in the Dean's original proposal and would be included in the next draft of the proposal.

Discussion returned to the topic of criteria. The opinion was expressed that no system will work without use of expectations and disagreed with the statement on comparisons. In response, reference was made to the last paragraph of the introduction which states "all parties...are strongly encouraged to engage in regular discussions about individual goals and expectations." It was also pointed out that the results of the opinion poll came out against the use of expectations. Another opinion was given that an elaborate process of expectations was voted down and that it will be difficult to determine if expectations are being reached without use of rating terms. A response was offered that it is possible to have 90 very good people and that relative rankings are important. Someone countered that people who have a problem with relative rankings aren't saying that you may not have all excellent people. The supervisor has to be able to determine the expectations for each of their people. Realistically the spread would come from the process but not be the goal.

Discussion turned to the appeals process. The question of who makes the ultimate decision was asked. The opinion was expressed that relative criteria are impossible to deal with. Someone else interposed that it's absurd to make evaluations without criteria. A response was made that one shouldn't be really specific in a document like this when determining general criteria. Another question was raised concerning the appeals process, asking why the appeals committee should see the rankings if the appellant is only appealing the content of the evaluation. Another member cautioned that we should think of ourselves as faculty. Teaching faculty are not told how much time to spend on certain things. We should not be too specific about what we use as criteria. Discussion continued concerning the evaluation process in various teaching departments.

K. Miller brought the meeting to a close. A motion was made and seconded to refer the original motion back to the committee. The proposal will be revised to incorporate issues raised during the meeting.

The next LFA meeting will be held Thurs. June 4 at 10:30 in Watson meeting rooms A and B.

Submitted by Rebecca Schulte
COMMITTEE FOR LIBRARY PROGRAM REVIEW MINUTES, JUNE 16, 1992

Present: Mike Biggins, Sandra Brandt, Rick Clement (Chair), Susan Craig, Carole Dibben, Jane Hoyt, Nancy Jaeger, Rachel Miller, Marianne Reed, Mary Roach

Rick Clement called the fourth meeting of the committee to order. The minutes of June 9 were altered and approved.

Rick reminded us that the KULPRG-L listserv is now available and announced that a study on the correlation between library strengths and faculty research in science and engineering has been added to the information box.

The group decided to assign responsibility for tracking the discussion and preparing drafts for each of the 16 identified library programs as follows:

- acquisitions: Rachel Miller
- collection development: Mike Biggins
- preservation: Rachel Miller
- reference: Susan Craig
- bibliographic instruction: Susan Craig
- cataloging: Mary Roach
- interlibrary loan: Sandra Brandt
- circulation: Jane Hoyt
- physical facilities: Sandra Brandt
- collection maintenance: Mary Roach
- publishing/distribution: Mike Biggins
- technology/automation: Marianne Reed
- staff development: Carole Dibben
- financial support: Nancy Jaeger
- copy services: Carole Dibben
- personnel/staffing: Marianne Reed

Discussion of the programs will focus on the seven questions identified last week and drafts should also reflect these points.

The bulk of the meeting was devoted to a discussion of the collection development program.

Because of the time required for the collection development discussion, it was decided that draft documents for each program should be prepared by the responsible committee member in advance of the group discussion. It was also decided that the committee should plan to meet for a 2 hour block each meeting and that more than one meeting a week will be necessary in order to complete our work by August 24.

The meeting schedule will be:

- Tuesday June 23 1:30-3:30
- Thursday July 2 1:30-3:30
- Tuesday July 7 1:30-3:30
- Thursday July 9 1:30-3:30
- Tuesday July 14 1:30-3:30
- Thursday July 16 1:30-3:30
- Tuesday July 21 1:30-3:30
- Thursday July 23 1:30-3:30
- Tuesday July 28 1:30-3:30
- Thursday July 30 1:30-3:30
- Tuesday August 4 1:30-3:30
- Thursday August 6 1:30-3:30
- Tuesday August 11 1:30-3:30
- Thursday August 13 1:30-3:30
- Tuesday August 18 1:30-3:30
- Thursday August 20 1:30-3:30

The next meeting will be Tuesday June 23 at 1:30 in Conference Room A. Acquisitions, cataloging, preservation, and technology/automation will be discussed.

Submitted by Susan Craig