CLASSIFIED VACANCY

Applications are now being accepted for a full-time Office Assistant III position in the Cataloging Department. Responsibilities of this position include: 1) Preparation of brief record workforms, 35%; 2) Proofing Hold records and maintenance of Hold area, 25%; 3) Rush book handling, 20%; 4) Cataloging of books, 10%; and 5) Training and supervision of students, 10%. Minimum Qualifications: As specified by the State. Preferred Selection Criteria: At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer a flexible person with strong interpersonal and communication skills who is able to work well with a large staff involved in a wide variety of tasks; demonstrated initiative and ability to: work successfully with detailed and complex procedures, organize work effectively, work independently, and maintain a steady flow of materials through the section.

Library staff interested in applying for this position must complete a "Request for Transfer or Promotion" form, available from Rex Hargis. Applications are due in the Administrative Office by 5:00 p.m. Thursday, July 8, 1993. Sandy 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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

SABBATICAL LEAVE DEADLINE ANNOUNCED

Applications for Sabbatical Leave during the 1994/95 academic year are due in the Library Administrative Office by Friday, October 1, 1993, for review by LCPT and the deans. Applications for sabbatical leave, with the endorsement of the dean, are due in the Office of Academic Affairs by Monday, November 1, 1993. (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications are due in the Office of Academic Affairs by September 24, 1993, and will be returned to the Library for review in the same manner as other sabbatical leave applications.) Eligible library faculty must complete an application for Sabbatical Leave form, available from Sandy Gilliland, 502 Watson Library, or from the Office of Academic Affairs, 4-4455. Additional information and instructions are also available. Sandy Gilliland

REMINDER OF NO SMOKING POLICY

As a reminder, the University's "No Smoking" policy, which prohibits smoking in all University-owned buildings takes effect July 1, 1993. Sandy Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Wednesday, July 14. 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
REPORTING LINE CHANGED FOR ARCHIVE OF RECORDED SOUND

The Archive of Recorded Sound, since its establishment in 1982, has been administered by the Libraries, with direct supervision and care of the Archive provided by the Music Library. Effective July 1, administration of the Archive will transfer from the Libraries to the Department of Music and Dance within the School of Fine Arts. This change in primary responsibility for the care and future development of the Archive’s collections and equipment was recommended by Steve Anderson, Chair of the Department of Music and Dance. Following careful consideration by Music Librarian Susan Hitchens, Assistant Dean Mary Hawkins, and others, the recommendation received my endorsement, that of Peter Thompson, Dean of the School of Fine Arts; and Vice Chancellor Shulenburger. The Libraries, the Music Library most particularly, will continue to work cooperatively with the School of Fine Arts in serving the best interests of the Archive, its donors, and its users. At this time, there are no plans to change the location of the Archive, which is housed one floor below the Music Library.

William J. Crowe

STRATEGIC PLANNING OPEN MEETING

The Strategic Planning Steering Committee has scheduled an open meeting for the whole staff, with Maureen Sullivan facilitating, on July 19 to discuss what strategic planning is, why we are doing it, what has occurred in other ARL libraries, and to develop a consensus on our shared values. The meeting will be held in the Pioneer Room of the Burge Union from 9 to 12. Refreshments will be served. We believe it is very important for as many staff members as possible to attend. Two further meetings, also in the Pioneer Room, have been scheduled for members of the task forces. (As of 6/30/93 only some potential chairs have been contacted; members will be contacted in due course.) The first meeting will be on July 19 from 1:30 to 4:30. The second will be on the following morning, July 20, from 9 to 12.

Rick Clement

CLASSIFIED CONFERENCE EXECUTIVE BOARD ELECTION RESULTS

Officers: Chairperson - Janet Anderson-Story; Vice chairperson (Chair-elect) - Alex Slater. Committee representatives: Budget & Planning - Joyce Elliott; Staff Development - Carol Dibben; Staff Orientation - Mary Rector; Grievance - David Benjamin, Pam Bonham, Kathy Clodfelter, Nancy Hollingsworth, Geri Slater; Senate Libraries - Kendall Simmons. Group Representatives: Group I - Kathy Lafferty; Groups II & III - Corrie Thompson, Dawn Murrell; Group IV - Pam Bonham; Groups V-VII - Kristi Cook, Mary Heck, Bob Marvin; Group VIII - Bayliss Harsh; Group IX - JoAnna Traxler; Group X - Janet Revenew. Special elections for Secretary, Group V-VII Representative to replace Mary Heck, and Group XI Representative will be held.

Congratulations to the new board members and thanks to all who participated in the election.

Alex Slater, Secretary, Classified Conference

NEW BOOK

A new book on the Internet entitled, The Internet Companion: A Beginner’s Guide to Global Networking, by Lacy LaQuey (TK 5105.875 .157 L37) is now on 3 day reserve (along with several other texts on Internet.)

Marilyn Clark

GO ANGEL!

Angella Galloway, Mailroom, and her women’s pool team, the Cochinas, have won the opportunity to play in the Bud Light National Pool Championship in Las Vegas, Nevada on August 8-13. She and her team will be the guests of the Riviera Hotel and have the opportunity to win $10,000, appear on television, and come home champions (unlike the basketball, baseball and softball teams)!! Good luck Angel.
Library Automation Committee

Meeting of June 9, 1993

Members:  John Miller (chair), William Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Sherry Williams

Absent:  William Crowe, Sherry Williams

Review of Previous Meetings:

The minutes for May 26 will be submitted to FYI next week. Please submit comments to John by that time.

Future Meetings:

The focus of the June 16 meeting will be normal LAC business rather than strategic planning. (Corrie will be absent.)

Circ Enhancement Update:

Patrick said that creating a new patron borrower facility is the current (and presumably last) project within the current set of circulation system enhancements. Programming should be complete early this fall, with implementation occurring over Thanksgiving or Christmas break. He will give the committee additional details about this enhancement feature.

John will verify whether the paper conservation/consolidation-of-notices project will follow immediately after this enhancement.

INQUIRE:

The memory problem mentioned last week still has not been solved. We also still are awaiting the installation of new disk and a new version of the INQUIRE software.

Lorrie Knox is in the process of gathering comments from staff on the current test system, especially on suggested changes to help screens.
Documents (MARCIVE) record load:

3000 records from the consolidated monthly tapes have been loaded, and the rest will be loaded by around the end of June. At that point, we will be current with our Marcive subscription.

John said that the "Database Contents" screens in Online Catalog will need to be updated to reflect these changes.

Mary R mentioned that she has noticed some remaining "docs in Spencer" messages in the catalog that need to be corrected.

Mary H said that there are still records that indicate the Math library that need to be changed to ASL.

Pending Business related to the Docs/Marcive project:

- Call number sorting
- Offline Printouts
- Downloading records via FTP from OCLC
  - Patrick and John are working on these.

System scheduling problem:

Patrick mentioned that the list of availability of library systems sent to Bill Pesek indicates that all library systems should be available through 11:00pm, whereas Serials and Cataloging should be unavailable after 10:00pm for the purpose of running batch updates and reports. After discussion, it appeared that the change had been made inadvertently when adjusting circulation systems hours for the Regents Center from 10:00pm to 11:00pm. Mary H. will clarify this for Bill Pesek.

Budget Meetings:

For the benefit of committee members who had not attended the budget and planning meetings of June 8th and 9th, John said that the plans for the "Typing Room" had been mentioned and that, due to budgetary concerns, these plans might be stretched out, likely until mid-year. Infrastructure work (wiring, power, etc.) will go ahead.

Discussion of Vision Statement:

John distributed the list of ideas from the May 26th meeting for discussion. The remainder of the meeting was devoted to discussing the relative merits of the ideas and revising the wording for greater clarity and accuracy.
Steering Committee for Strategic Planning  
Minutes of Meeting, June 17, 1993

The Steering Committee for Strategic Planning met for the 16th time on Thursday, June 17, 1993 at 1:30 pm in Conference Room B. Present were Benjamin, Clement, Gibbs, R. Miller, S. Miller, K. Neeley. Melton was absent.

Committee discussed the schedule for M. Sullivan’s visit in July. Tentative schedule:

July 18, 1993
Working dinner at Gibbs’ house with Committee and Sullivan (time will be set when Sullivan’s schedule is known)

July 19, 1992
9:00 - 12:00 Values session with Library staff, Pioneer Room, Burge Union -- will include discussion on why strategic planning and will allow for a break
1:30 - 4:30 Task forces meet with Sullivan and Steering Committee, Pioneer Room, Burge Union

July 20, 1993
9:00 - 12:00 Task forces meet with Sullivan and Steering Committee, Pioneer Room, Burge Union

The union staff will rearrange the room from "theater style" seating to "conference style" seating between the morning and afternoon meeting on July 19th. R. Miller is looking into refreshments for meetings and will report back to Committee.

Committee continued Task Force discussion that began at Monday’s meeting.

The meeting adjourned at 3:30 p.m.

David Benjamin

approved 6.21.93
The Steering Committee for Strategic Planning met for the 17th time on Monday, June 21, 1993, at 1:30 p.m. in Conference Room B. Present were Benjamin, Clement, Gibbs, R. Miller, S. Miller, K. Neeley. Melton was absent.

The Committee approved minutes (submitted by Clement for Melton) for the 6.14.93 meeting. The Committee approved, with minor changes, minutes for the 6.17.93 meeting submitted by Benjamin.

The Committee continued discussion of Task Force membership. Rick will compile information the Dean requested and send this, along with a final draft of task force membership, to the Dean.

The Committee then began discussing drafts of Task Force charges. A "boiler plate" for how the charges should look was agreed upon by members of the Committee. Individual goals for each Task Force were discussed. Committee members are to revise charges and goals and submit these to the Dean prior to the meeting on Wednesday, June 23, 1993.

Because the meetings seem to be running past 3:30, Benjamin suggested the meeting begin at 1:00 or 1:15 rather than 1:30. It was decided that starting on Wednesday, June 23, 1993, meetings would begin at 1:15 p.m.

The meeting adjourned at 3:55 p.m.

David Benjamin

approved 6.23.93
LAW LIBRARY CLASSIFIED VACANCY

The School of Law Library has announced the availability of a full-time Library Assistant II position with the following responsibilities: 1) Stack maintenance, 25%; 2) Implements circulation policies and procedures, 25%; 3) Supervision/management of part-time student assistants, 20%; 4) Manages Reserve collection, 10%; 5) Oversees maintenance of copiers, telefax machine, microform reader/printer, and Reference Room computers, maintains accounts of monies received, 10%; 6) Provides reference service to patrons as assigned, 5%; and 7) Performs special tasks, 5%. **Minimum Qualifications:** As specified by the State. **Preferred Selection Criteria:** Library experience with public contact; experience with circulation in a library; experience with collection maintenance. The Library Assistant II classification is funded at salary range 18 on the State civil service salary scale at a beginning annual rate of $20,148.

To apply, contact Sarah Campbell, Department of Human Resources, 864-7418. Applications are due in the Human Resources Department by 5:00 p.m., Thursday, July 15, 1993. Copies of the position description are available in Human Resources.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

CLASSIFICATION ACTIONS ANNOUNCED

The State of Kansas has made the following changes in the Library Assistant classification series. The Library Assistant I classification will be funded at salary range 16, rather than range 14; the Library Associate classification is now titled, "Library Assistant III". These changes became effective June 18, 1993. In addition, the following reclassification actions were approved effective June 18, 1993:

From Office Assistant III to Library Assistant I:
Donna Kipp, Engineering Library

From Library Assistant I to Library Assistant II:
Carol Miner, Engineering Library
Janet Anderson-Story, Circulation Department
Brenda Owens, Circulation Department

From Library Assistant I to Office Assistant IV:
Joanna Traxler, Acquisitions Department

From Library Assistant II to Library Assistant III:
Muriel Cook, Serials Department

Congratulations to these staff. All staff who hold Library Assistant titles should have received a letter from Human Resources describing the position title and salary step to which they were appointed effective June 18, 1993, resulting from the State's comprehensive classification study. All classified staff will receive official appointment notices and pay step information near the end of July. Questions regarding classification actions, pay step information, etc. may be addressed to Sandy Gilliland or Rex Hargis, 4-3601. 

Sandy Gilliland
1994 HOLIDAYS ANNOUNCED

Attached is a memorandum from Jackie R. McClain, Director of Human Resources, announcing the holidays for calendar year 1994. Please note the policies regarding "Martin Luther King Day" and "Veterans Day". Questions regarding the 1994 holidays may be addressed to Rex Hargis or Sandy Gilliland, 4-3601, or to the Department of Human Resources, 4-4946. 

Sandy Gilliland

IN MEMORIAM

Greg Barker, Office Assistant III in the Fines Office, died June 30 at St. Francis Hospital in Topeka, following a long illness. Greg had been employed by the Watson Circulation Department since October 10, 1988. Graveside services were held at the Hilltop Cemetery in Raymond, Kansas on July 3rd. A memorial service will be held on Saturday, July 17th at 3:30 p.m. at Danforth Chapel on the KU campus. Immediately following the service, refreshments will be served at Kendall Simmons' home, 427 Michigan. All staff are invited.

Sandy Gilliland

ALA BROWNBAG

The Staff Development Committee will sponsor a brown bag lunch on Wed. 21 July to discuss the recent ALA meeting. Lunch will be from 11:30 to 1:00 in Alcove G in the Union. Everyone who attended and everyone who would like to know what went on in New Orleans is welcome. 

Rich Ring

CHANGES IN COLLECTION DEVELOPMENT ASSIGNMENTS

With Marilyn Clark's retirement a number of collection development assignments are being reassigned. Julie Waters will be responsible for Psychology; Roger Anderson for Sociology; and John Richardson for Philosophy. Thanks to all three for undertaking these assignments. (A revised Bibliographer list will be issued in July.) One additional assignment which needs to be covered is library science. I am announcing the availability of the library science assignment to the library faculty at large and ask anyone who might be interested in working with this material to contact me by July 15.

George Gibbs

ILDP GRANTS

Congratulations to Judith Emde and Lorrie Knox for receiving funding for the proposals which they made to the state’s Interlibrary Loan Development Program (ILDP). Lorrie will purchase material on endangered species ($2,475) and Judith, rural health care ($1,485).

George Gibbs

STUDENT NEEDED FOR LIBRARY TOURS

WANTED: 1 student to give library tours during Hawk Week and Orientation. Tours start middle of August and run into September. Potential for up to 20 hours of work total. Contact Penny Donaldson in ILS 4-3964.

Penny Donaldson

ATTACHMENTS

Emergency and Disaster Planning Committee Minutes--7 June 1993
Health and Safety Committee Minutes--May 27, 1993, June 10, 1993
NEKLS Continuing Education Scholarship and Grant Information
Electrical Outage Announcement
Library Emergency & Disaster Planning Committee  
Minutes of the 7 June 1993 meeting

Absent:  M. Burchill

The minutes of the 24 May 1993 meeting were reviewed and approved.

Becky distributed the updated Local Disaster Resources directory. This supersedes the 1991/1992 edition. Becky also discussed the prototype for the library's disaster procedures manual, which will contain:

- Introduction -- Emergency phone number list -- Levels of disaster document
- Disaster Recovery Team document -- List of Disaster Recovery Team members
- Disaster Recovery Team organization chart -- Local Disaster Resources directory
- Emergency manuals for Watson and the branches -- The University's emergency procedures document
- A list of salvage priorities -- On-site supply list
- Recovery procedures document

Becky will draft a table of contents for this manual and distribute it to The Committee. Committee members should check their files for any of these materials and notify George if they are lacking anything. In this way, each committee member will create her/his own manual. It was recommended that Disaster Recovery Team members retain two copies of the manual, one for office and one for home.

Gordon reported on a conversation he had had with one of the library conservators at the University of Michigan, concerning their February 1993 fire. The fire was confined to the fourth floor, but the greatest damage to the collections was the water damage on the floor below, in the uncataloged area-studies materials. A third of them, mostly uncataloged books, were air-dried. The cataloged materials were sent out for freeze-drying. U of Michigan is not yet set up for a large-scale disaster recovery operation; consequently they sent many of their water-damaged books to Book Lab in Austin, Texas, for treatment.

George passed around the September 1992 issue of Library technology reports (vol. 28, no. 5), which carries the title "Disaster planning and a guide to disaster recovery resources."

Janet distributed a revised draft of her Levels of disaster document. The Committee reviewed it, suggested changes, and approved it. This document will become part of the Disaster procedures manual.

The supply team has nearly completed its shopping and is about ready to distribute the emergency supply kits to unit heads. Each kit will have a contents list inside the container and one on the outside to aid in recognizing its location and proper use. The Committee recommends that unit heads also include a list in the emergency and disaster procedures manual. FYI will carry an announcement about this, since The Committee feels everyone needs to know about these kits and their use.

The Committee discussed briefly Gordon's latest draft of salvage-priority instructions to all bibliographers. Bibliographers will be instructed to complete one survey for each subject collection they manage. The Committee will want the surveys completed by 15 October, so that they can be included in the emergency and disaster procedures manual by the end of this calendar year.

The Committee decided to hold one more meeting. Today's meeting adjourned at 11:55 a.m. Next meeting: Wednesday 23 June, 10:30 a.m., Watson Conf. Room B

G. Anderson, recorder
Library Health and Safety Committee
Minutes, May 27, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, K. Simmons, T. Taylor

The minutes of May 20, 1993 were reviewed. Kendall reported that a request has already been submitted for 25-30 new mail crates to replace the crates that are falling apart and causing injury to staff and damage to materials.

The committee reviewed and approved the budget for the committee's FY94 operating expenses.

There have been 93 responses to the RSI Risk Factor questionnaire. The committee discussed the results, including the fact that 53 of the respondents said they had been treated by health care professionals for tendinitis, carpal tunnel syndrome, or neck or back pain.

The committee then went to the Administrative Conference Room to rate cushions for the conference room chairs. These cushions are to be made by the prison. It was agreed that high-density foam would need to be used. The back cushions would come in two shapes to provide adjustable back support. The committee agreed that the chairs are not tall enough to provide shoulder and neck support, but there is no money for the replacement of the chairs, which would be the optimal solution. Marilyn Clark, thanks to her kind generosity, got to chose the fabric colors: blue and tweedy brown.
Health and Safety Committee Minutes
June 10, 1993

Present: M. Wilson (chair), Muriel Cook, Paulette DiFilippo, Malcolm Lodwick, Kendall Simmons, Toni Taylor

The meeting started in Nancy Jaeger's office as committee members met with Gary McCoy, a sales representative with the Kansas Correctional Industries, to discuss the manufacture of the cushions for the conference room chairs. He estimated that each seat cushion would cost approximately $35 and $15 for each back cushion. If the prison agreed to make our cushions, they would be delivered approximately 3-4 weeks after we approved the sample.

The committee then continued the meeting in the Cataloging Conference Room. Minutes of May 27, 1993 were approved.

Margaret reported that the results of our RSI Factor questionnaire had been submitted to the Administrative Office. There had been response by meeting time.

The committee reviewed the memo sent to Dean Crowe regarding Human Resources' response to our questions regarding the term "breaks" when referring to brief respite from repetitive motions and a statement concerning breaks as drawn from literature on the topic.

Margaret reported that the University Safety Manual will have a section applying to office works and that the format of the new manual will be loose-leaf. She said that she and Phil Rankin reviewed a software program for ergonomic exercises as well as handouts that offered the possibility of being adapted to University use. Margaret is transcribing some of the information reviewed.

The Administrative Office Supply Room now carries wrist rests.

The rest of the meeting was spent in reviewing and revising the committee's 3rd quarterly report which will be distributed next week.
June 29, 1993

TO: Building Occupants
FROM: Mike Richardson
RE: Electrical Outage

In order for the contractor to tie in the 15Kv electrical feed to the new transformer at Spooner Hall, it will be necessary to have an electrical outage. The shutdown will occur at 10:00 p.m. on July 13 and will remain off until 6:00 a.m. July 14. Below is a list of all buildings that will be effected by this outage.

- Watson Library
- Blake Hall
- Chancellor's Residence
- Sprague Apartments
- Watkins Scholarship Hall
- University Relations
- Kansas Union
- Bailey Hall Annex
- Spencer Art Museum
- Street Lights (East of Sunflower Road)
- Fraser Hall
- Blake Hall Annex
- Chancellor's Guest House
- Miller Scholarship Hall
- Lippincott Hall
- Dyche Natural History Museum
- Bailey Hall
- Continuing Education (A/C Only)
- Danforth Chapel

MR: jjr
xc: Rodger Oroke
   F.O. - Director, Associate & Assistant Directors & Shop Supervisors
   KUPD
   University Relations
   KU Information Center
   Telecommunications
   Design & Construction Management
   Lawrence Fire Department
   Computer Center
ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN/ECONO-CLAD LITERATURE PROGRAM AWARD
$1000. For member of ALSC to defray cost of attending annual ALA Conference. Must have designed and implemented reading program within the past 12 months.

INFORMATION PLUS CONTINUING EDUCATION SCHOLARSHIP
$500. For School Media Specialist, AASL member to attend ALA or AASL pre/post conference or regional workshops.

SCHOOL LIBRARIANS WORKSHOP AWARD
$2500. For person planning to become School Media Specialist (K-12).

YALSA/BAKER & TAYLOR CONFERENCE GRANTS
$1000. $1000 each for two YALSA members, with 1-10 years experience for first time attendance at the annual ALA Conference.

BOUND TO STAY BOUND BOOKS SCHOLARSHIP
$3500. 2 annual scholarships, $3500 each, for study toward MLS or beyond in the field of library service to children.

FREDERIC G. MELCHER SCHOLARSHIP
$5000. 2 annual scholarships, $5000 each, for study toward graduate degree in the field of library service to children.

PUTNAM AND GROSSET GROUP AWARD
$600. 4 annual $600 awards for children's librarians to attend annual ALA Conference. For members of ALSC with 1-10 years library experience, for first time attendance at annual ALA Conference.

LITA/CLSI SCHOLARSHIP IN LIBRARY AND INFORMATION TECHNOLOGY
$2500. For beginning library masters degree student emphasizing and showing leadership in library automation.

LITA/OCLC MINORITY SCHOLARSHIP IN LIBRARY AND INFORMATION TECHNOLOGY.
$2500. For beginning library masters degree student who is member of a principal minority group.

3M/NMRT PROFESSIONAL DEVELOPMENT GRANT
To encourage professional development and participation by new librarians in national ALA and NMRT activities.

SHIRLEY OLOFSON MEMORIAL AWARD
$500 Maximum. For members of both ALA and NMRT to attend 2nd annual ALA Conference.

FIRST STEP AWARD, SERIALS SECTION/WILEY PROFESSIONAL DEVELOPMENT GRANT
$1500. For ALA members with at least 5 years experience in serials field for first time attendance at annual ALA conference.

AMERICAN LIBRARY TRUSTEE ASSOC. GALE TRUSTEE CONFERENCE GRANT
$750. Given to each of two trustees for first time attendance at annual ALA conference.

Continuing Education
Scholarships and Grants

Prepared by the Recognition Committee of the Continuing Education Council
Northeast Kansas Library System
10000 W. 75th, Suite 130
Shawnee Mission, KS 66204
(913) 831-4996
NEKLS PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION GRANT
Description: Max.- $200. For library personnel, trustees, administrators. To promote in-state CE activities.
Applicant Criteria: Approval limited to funds budgeted annually. Preference given to first time grant recipients.
Application Procedure: Submit completed application 45 days before scheduled CE event.
Contact Address: NEKLS Grant Committee, 10000 W 75th, Suite 130, Shawnee Miss., KS 66204. 913-831-4996.

KLA PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION GRANT
Description: Max.- $500. Funding for relevant CE activities for applicants with financial need.
Applicant Criteria: Current member of KLA and member for 2 consecutive years. Preference given to first time grant recipients.
Application Procedure: Submit completed application, description of grant activity, and member for 2 consecutive years. Preference given to first time grant recipients.
Application Procedure: Submit completed application 45 days before scheduled CE event.
Contact Address: Sandra Keist, Kansas Wesleyan University, Salina, KS 67401, 913-827-5541.

PRIVATE ACADEMIC LIBRARIES (PAL) CONTINUING EDUCATION GRANT
Description: To cover registration expenses of CE activities for support staff at PAL libraries.
Applicant Criteria: Support or paraprofessional staff continuously employed at PAL library for two years. Preference given to full-time library employees.
Application Procedure: Submit completed application.
Application Due Date: February 1
Contact Address: Sandra Keist, Kansas Wesleyan University, Salina, KS 67401, 913-827-5541.

BAKER & TAYLOR GRASSROOTS GRANT
Description: $250. For library science students to attend Tri-Conference.
Applicant Criteria: Enrolled in graduate or undergraduate level library science program at time of application.
Application Procedure: Submit resume and one page report on importance of professional conferences.
Application Due Date: December 18
Contact Address: Sarah Goodwin Thiel, Chair, NMRT, KLA, 1644 New Hampshire, Lawrence, KS 66044, 913-842-0464.

KLA SCHOLARSHIP
Description: Max.- $1500.
Applicant Criteria: Accepted in MLS program at SLIM, Emporia State University; member of KLA. Preference given to full-time students.
Application Procedure: Submit completed application and brief autobiographical statement.
Application Due Date: April 1
Contact Address: KLA Executive Secretary, Hutchinson Pub. Lib., 901 N Main, Hutchinson, KS 67501, Att: CE Committee.

KASL SCHOLARSHIP
Description: $250. For school library certification or MLS at a Kansas University.
Applicant Criteria: Must serve two years in Kansas school library upon graduation or refund amount of scholarship received.
Application Procedure: Submit completed application.
Application Due Date: January 1
Contact Address: Judy Eller, 5201 N. St. Clair, Wichita, KS 67204.

ERNIE VOSS SCHOLARSHIP
Description: To cover expenses of K-PLACE for Kansas library employees.
Applicant Criteria: K-PLACE participants employed full or part-time in Kansas library. Preference given to those with financial need.
Application Procedure: Submit completed application.
Application Due Date: April 1
Contact Address: Shannon Roy, KS State Lib., State House, 3rd Floor, Topeka, KS 66612.

THE FOLLOWING GRANTS ARE LISTED IN THE ANNUAL ALA HANDBOOK OF ORGANIZATION. THE HANDBOOK IS AVAILABLE WITHOUT CHARGE TO ALA MEMBERS. CALL 1-800-545-2433.

FRANCIS HENNE AWARD
$1250. For School Media Specialist at least 5 years in profession to attend AASL Regional Conference or ALA Annual Conference.
Cont'd.
Key Skills for Organizational Success:  
A Communication Workshop for Paraprofessionals

Topeka & Shawnee County Public Library  
1515 W. 10th, Topeka, KS 66604  
Monday, August 16th, 9:30-11:30 a.m., 1:00-3:00 p.m.  
Lunch on Your Own

Are You Sending the Right Message?

Learn How Good Communication Skills Can:
* Improve Your Interaction With Patrons (Key to Successful Public Service)
* Provide Enhanced Group Skills (Key to Organizational Survival)
* Offer Improved Supervisor/Employee Relations
* Influence Your Self-Esteem

Presenter: Joan Giesecke, Associate Dean for Collections and Services, University of Nebraska-Lincoln Libraries. Ms. Giesecke has developed and taught continuing education courses in library services for library paraprofessionals.

Administration, Management and Trustees are encouraged to attend.  
C.E. Credit, 4 Hrs.

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

REGISTRATION FORM

NAME__________________________________________

LIBRARY________________________________________

CALL OR MAIL TO: BILLIE SAUNDERS, 10000 W. 75TH, SUITE 130, SHAWNEE MISSION, KS 66204 (913) 831-4996.

REGISTRATION DUE BY MONDAY, AUGUST 9, 1993
MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: Jackie R. McClain, Director of Human Resources

SUBJECT: Holidays for 1994 Calendar Year

Governor Joan Finney has designated the following days during 1994 as holidays for State employees:

New Year’s Day (Friday, December 31, 1993)
Martin Luther King Day Monday, January 17, 1994
Memorial Day Monday, May 30, 1994
Independence Day Monday, July 4, 1994
Labor Day Monday, September 5, 1994
Veterans Day Friday, November 11, 1994
Thanksgiving Day Thursday, November 24, 1994
Christmas Friday, November 25, 1994
Discretionary Day Monday, December 26, 1994

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

Martin Luther King Day has been designated as an academic as well as a State holiday; consequently, departments should either be closed, or staffed at reduced levels such as those maintained on Independence Day or Labor Day. With respect to Veteran’s Day, the Board of Regents has determined that because classes are in session on that day, unclassified employees of the Regents' institutions will not observe this holiday.

Consistent with the needs of departments, classified employees may choose to, or be asked to work on a holiday. Those classified employees who work on a holiday may accrue compensatory time for later use.

JRM:bw
cc: Personnel Related Staff Members
PARKING PERMITS FOR THE NEW ACADEMIC YEAR

Faculty and staff parking permits for the 1993/94 academic year will not be available until at least August 9, according to Donna Hultine, Assistant Director of KU Parking Services. (Parking permits for students will not be available until at least August 16th.) Because of the delay in the availability of parking permits, Parking Services will honor existing permits through the first week of classes. Parking Services does not plan to mail renewal notices to staff; therefore, a supply of "parking pre-assignment application forms" will be available in the Library Administrative Office beginning early next week. Staff may take the pre-assignment form and their staff ID to Parking Services on August 9th or later to pay for and be issued a new permit. If you plan to change vehicles before the new permits are issued, you should go to Parking Services to arrange for a temporary permit.

All student (yellow) and residence hall lots will be open (no permit required) between the Summer and Fall semesters (end of Summer classes until first day of Fall classes).

The new parking permits will look much different this year. Instead of a parking permit "sticker", a parking permit "hang-tag" will be used for all staff and student vehicles. Parking Services is changing to this new format to allow easier transfer of parking permits between vehicles.

Questions regarding the new parking permits may be directed to the Parking Services Office, 4-PARK (4-7275).

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR

Copies of the examination calendar for civil service tests offered on campus during the month of July are being distributed to all library departments. Please remind your student assistants who are interested in civil service employment opportunities to contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information regarding examination application procedures.

Sandy Gilliland

DEPARTMENT OF HUMAN RESOURCES PROFESSIONAL DEVELOPMENT SEMINAR SCHEDULE

Attached is a copy of a quarterly calendar of seminars offered by the Department of Human Resources. Library staff interested in attending the seminars should first obtain approval from their supervisor to attend, and then call the Department of Human Resources, 4-4946, to register.

Sandy Gilliland

STRATEGIC PLANNING OPEN MEETING

The Strategic Planning Steering Committee has scheduled an open meeting for the whole staff, with Maureen Sullivan facilitating, on July 19 to discuss what strategic planning is, why we are doing it, what has occurred in other ARL libraries, and to develop a consensus on our shared values. The meeting will be held in the Pioneer Room of the Burge Union from 9 to 12. Refreshments will be served. We believe it is very important for as many staff members as possible to attend. Two further meetings, also in the Pioneer Room, have been scheduled for members of the task forces. (As of 6/30/93 only some potential chairs have been contacted; members will be contacted in due course.) The first meeting will be on July 19 from 1:30 to 4:30. The second will be on the following morning, July 20, from 9 to 12.

Rick Clement
ARTICLE ON WATSON EXHIBIT APPEARS IN C&RL NEWS

Kathy Graves' illustrated account of the Watson Library exhibit "Lost in the Library? Stop Floundering and Follow the Fish," which was mounted early in the Fall 1992 semester by the BIRDS (Bibliographic Instruction in the Reference Department), has appeared in the July/August issue of College & Research Libraries News, pp. 384-85. The article describes the content of each of the exhibit's cases and the hypertext Reference Assistant expert system, pointing out how the fish motif was used to instruct the exhibit viewer about the various instructional services available in the Library. The article is accompanied by three photographs, taken by Marilyn Clark, of the exhibit, whose ichthyic graphics were designed by student assistant Joel Cooper. Congratulations to Kathy and the BIRDS!

Rob Melton

MEMORIAL SERVICE

A reminder that the memorial service for Greg Barker will be this Saturday, July 17 at 3:30 p.m. at Danforth Chapel. Refreshments will be served afterward at the home of Kendall Simmons, 427 Michigan.

Kendall Simmons

ATTACHMENTS

Health and Safety Committee Minutes--June 24, 1993, July 1, 1993
Steering Committee for Strategic Planning Minutes--July 1, 1993
University of Kansas Libraries Staff Directory (Revised 7-1-93)
The Steering Committee for Strategic Planning met for the nineteenth time on Thursday, July 1st, at 10:30 a.m. in Conference Room B. Benjamin, Clement, Gibbs, Melton, S. Miller, and K. Neeley were present; R. Miller was absent. Clement presided.

The sole purpose of this meeting was to discuss developments in the appointments of chairpersons to the six task forces (a seventh task force, on Online Systems, has a chair). Clement reported on the persons who had agreed to serve as chairs, those who were still in the process of making a decision, and on one person who has declined the invitation to serve as a chairperson. After discussion, we settled on a person to suggest to Dean Crowe for the chairmanship of that task force and also made some adjustments in proposed memberships of the task forces, taking account of some late nominations and the need to provide balance (interest, expertise, and affiliation) for each group. We also identified potential back-up chairpersons in case the persons still deciding decline the offer.

The meeting adjourned at approximately 11:45 a.m.

Respectfully submitted,

Rob Melton, Secretary
Minutes - Health and Safety Committee
June 24, 1993

Present: Margaret Wilson (chair), Paulette DiFilippo, Kendall Simmons, Toni Taylor

The minutes of May 27 and June 10 were revised and approved.

The quarterly report was submitted to Sandy Gilliland today and will be distributed to library staff.

A library staff member raised the issue of the keyboards attached to the IBM 3278s, pointing out that there was no give in the keys. It was suggested that the possibility of alternate keyboards be investigated. Margaret will look into the possibility of finding a site in the Kansas City/Topeka area that have alternative keyboards the committee could try (e.g. pyramid boards, Dvorak boards).

Other library staff members had expressed concern that even the new lighting at the Blake parking lot was insufficient.

The prison had to turn down our request to make cushions for the conference room. Margaret has two or three leads on other places to have them made.

It has been determined that onsite evaluations would cost between $3-6,000. Mary met with Nancy Jaeger and Sandy Gilliland to discuss the evaluations. Nancy suggested Margaret write a proposal with justifications for spending this amount of money. If we have the Med Center do these, individuals who have filed Worker’s Compensation claims will not be covered. However, Lawrence Memorial would be able to.

The highest risk people, as determined by the questionnaire, will have hour-long individual onsite evaluations. The rest of the staff will have group studies.

The rest of the meeting was spent discussing issues to put into the proposal.
UNCLASSIFIED VACANCIES

The Slavic Department has begun recruitment for two professional positions, funded by the U.S. Department of State Title VIII program as administered by the Social Science Research Council:

Catalog Librarian, a full-time position available September 20, 1993 for one year, with the possibility of continuation for an additional year, dependent on the availability of funding. Performs original and copy cataloging of contemporary Russian, South Slavic, and other East European monographs in the social sciences and humanities. Requires MLS from an ALA-accredited institution; cataloging experience with AACR2, or recent library school training in cataloging; strong reading knowledge of Russian; good organizational and communication skills; aptitude for detailed work. Prefer knowledge of a second Slavic language, preferably Serbo-Croatian; one year of successful experience in library cataloging with OCLC, AACR2, MARC formats for bibliographic description, Library of Congress Subject Headings and Library of Congress classification; computer skills (word processing and data entry); and strong academic background in Russian/East European studies. Salary $22,000 minimum.

Program Assistant, a full-time position available 8/30/93 for one year, with the possibility of continuation for an additional year, dependent on the availability of funding. Performs copy cataloging of contemporary Russian, South Slavic, and other East European monographic publications on a variety of subjects in the humanities and social sciences. Requires strong reading knowledge of Russian, an aptitude for detailed work, good organizational and communication skills, and two years of library experience, or two years of college coursework. Prefer knowledge of a second Slavic language, preferably Serbo-Croatian; one year of successful cataloging experience with OCLC, AACR2, MARC formats for bibliographic description, Library of Congress Subject Headings and Library of Congress classification; computer skills (word processing and data entry); strong undergraduate or graduate coursework in Russian/East European studies. Salary $18,000 minimum.

To apply for either position, submit letter of application, resume, copies of transcripts, and names of three references to Sandy Gilliland, 502 Watson Library. Applications must be postmarked by July 17, 1993.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.
CLASSIFIED VACANCY

Due to Emily Frazier's resignation, the Serials Department has announced the availability of a full-time Library Assistant II position (previously classed at the Library Assistant I level). Responsibilities of this position include: 1) Training and supervision of 5-7 part-time student assistants, 30%; 2) Check-in and special processing of journal publications, 35%; 3) Processing of non-journal publications, 20%; and, 4) Physical processing procedures for journal, serial and letter mail, 15%. Minimum Qualifications: As specified by the state. Strongly Preferred: Demonstrated ability to set priorities, organize work, and meet deadlines; ability to work independently; demonstrated ability to communicate effectively and to interact successfully with a variety of people. Prefer: Demonstrated ability to supervise effectively; ability to work with foreign language materials; ability to analyze, interpret, and work successfully with detailed information; knowledge of MARC standards/formats for bibliographic records and MARC standards/formats for holdings and locations; experience working with serial publications and both automated and manual serial records; demonstrated knowledge of and experience with UKASE system and OCLC records; knowledge of bibliographic sources and records as they relate to serials.

The Library Assistant II classification is funded on salary range 18 of the State pay scale, at a beginning annual salary of $20,148. Library staff interested in applying for this position should complete an "Application for Promotion or Transfer" form, available from Rex Hargis, 502 Watson. In addition, the University's "Internal Application" form must be completed (or updated, if necessary, if a copy is already on file). Applications will be due by 5:00 p.m. Wednesday, June 30, 1993.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

PERSONNEL

Elizabeth Stephens, Library Assistant II in the Acquisitions Department, has announced her retirement. Elizabeth joined the Libraries staff in September, 1971 as a Clerk in the Book Selection unit (Acquisitions). She was promoted to her current title in March, 1978. Elizabeth's retirement is effective July 1, 1993.

Sandy Gilliland

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to the Slavic Department's Program Assistant and Catalog Librarian search committees (positions listed above): Michael Biggins and Brad Schaffner, Slavic Department; Geoff Husic, Serials Cataloging; Barbara Breitung, Cataloging; Sandy Gilliland, Administrative Office.

Sandy Gilliland

IN MEMORIAM

Mary Heck, Office Assistant III in the Cataloging Department, died Sunday, June 20, 1993. Mary had been an employee of the University Libraries since September, 1992. She is survived by her mother, Dorothy Heck, and two brothers, Franklin and Ed, all of Osage City, Kansas, and a half-brother, Charles, of Ottawa. Several library staff attended the funeral service, which was held Wednesday morning, June 23rd. Memorial contributions may be made to the First Presbyterian Church, Osage City, Kansas, 66523.

Michael Frame, former member of the University Libraries staff, died May 4th. Mike had been employed as an Account Clerk II in the Administrative Office from January, 1979 - January, 1980. He had most recently been employed by the KU Comptroller's Office. Mike is survived by his mother, Jackie Frame, who retired recently from KU's Payroll Office.

Sandy Gilliland
BOOKS AND LIBRARIES AT THE UNIVERSITY OF KANSAS

Books and Libraries, number 22, has just been published, with funding by the KU Friends of the Library. This issue, entitled "Photography Resources in the University Libraries," was written by Nicolette Bromberg, and is illustrated with photographs from the Kansas Collection. It surveys the history, present collections, and availability and use of original photographs in the University Libraries, with heavy emphasis on the holdings of the Kansas Collection. Copies of this issue have been distributed to personnel on the KU Faculty mailing list (as well as to many other people and institutions around the nation and the world). Staff members who have not received a copy may obtain one from Cristy Gonzalez in the Administrative Office.

L. E. James Helyar

E-MAIL INFORMATION

There is an error in the e-mail address for Donna Koepp in the Documents and Maps Library in the library staff telephone list. The correct e-mail address for her is DOCSMAP (no slash).

Cristy Gonzalez, the student assistant in the administrative office has been given an e-mail address. You may send her e-mail at CGONZALE.

R. Booze

TRAVEL REMINDERS

Just a reminder about travel procedures.

1) If you are receiving funding for travel or workshop registration from any source at the University (with or without receiving travel/workshop support from the Libraries), you need to notify the administrative office (JoNell or Rhonda). If you are applying for, or have received funding from other sources in addition to SDC or administrative support, it is essential that the administrative office and SDC be aware of the funding.

2) If you have been given an allocation for travel or workshop registration by the administrative office, and you do not take the trip, or cancel workshop attendance, please let the administrative office (JoNell or Rhonda) know ASAP that you will not be using the funds.

3) If you plan to use an allocation from the Libraries (SDC or administrative support) for airfare or car rental, you must notify the administrative office before making car reservations or purchasing airline tickets since these items must be purchased through the State Travel Center if bought with state monies.

4) If you have any questions about travel-procedures, per diem rates, etc.--please call Rhonda or JoNell in the administrative office (3601).

R. Booze

ENVELOPES NEEDED

The administrative office experiences a continual shortage of small campus mail envelopes. If you have any extras, or if during your "spring" cleaning you have come across a surplus, please send them to the administrative office. Thanks!

R. Booze

ATTACHMENTS

Budget and Planning Committee Minutes--April 28, 1993
Cataloging Policy Advisory Committee Minutes--June 7, 1993
Committee on Salaries and Benefits Minutes--June 9, 1993
Library Faculty Assembly Minutes--June 9, 1993, June 16, 1993
LFA Exec Minutes--June 7, 1993, June 14, 1993
Library Emergency and Disaster Planning Committee Minutes--24 May 1993
Nominating and Ballot Committee Minutes--May 18, 1993
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JUNE 7, 1993 MEETING

Present: Rick Clement (Chair), Nicholas Eshelman, Sandra Gilliland, Sally Haines, Rachel Miller, David Pardue

1. Minutes: The committee approved the minutes of its June 2 meeting and reviewed and accepted minutes from the Committee on Salaries and Benefits (May 11).

2. LFA General Meeting of June 9: The group continued its preparations for the meeting to discuss implementation of the library faculty performance evaluation policy statement. Rick Clement reported that the outline of points for discussion had been distributed to the membership, along with CESR recommendations. If the open-ended, flexible approach proposed in the outline is well received in the general meeting, the FY94 Executive Committee will then proceed to develop and implement a process along those lines. Questions about the status of CESR are expected to draw the most discussion and may lead to a motion for a mail ballot.

3. Discussion with Classified Conference Executive Board Representatives: At 11:00, David Benjamin and Alex Slater joined the meeting to discuss the "larger" issues arising from LFA code revision. Clement distributed copies of the revised outline of the issues, and summarized the events leading up to the LFA vote to hold a special general meeting on the topic (scheduled for Wednesday, June 16, 10:30-12:00). The discussion centered on the three LFA committees with classified members: Staff Orientation, Budget and Planning, and especially Staff Development. There may be some support among both LFA members and Classified Conference members for converting the Staff Orientation Committee to an administrative committee, but this depends on how it would be structured and used. The role of the LFA Committee on Budget and Planning is seen as more complicated. Dean Crowe's "cabinet" proposal is on hold until the strategic planning process is completed, along with Clement and Benjamin's suggestions for governance representation on the cabinet. The LFA Committee on Staff Development presents the most complicated issues of all, since this committee clearly has a legitimate governance role. One view is that the committee is working effectively to meet needs of both LFA and CC members and should not be changed. Also, there is concern that proposals to split SDC into separate LFA and CC committees with separate budgets might prove divisive. On the other hand, there is support for transforming SDC from an LFA committee into some form of "library-wide" committee. Another view is that the current stronger emphasis on research as a component of library faculty responsibilities requires support that SDC as presently structured cannot easily provide. Benjamin and Slater suggested some wording changes to Clement's draft. The revised outline will be distributed to LFA members in preparation for the general LFA meeting.

4. Next Meeting: Exec will meet again on Monday, June 14.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY: MINUTES OF THE JUNE 16, 1993 MEETING

Present: Clement, R. Miller, Eshelman, Richardson, Hitchens, Gibbs, Dandridge, Dienes, Gaeddert, Weller, Moore, Roach, Wilson, Schaffner, Emde, Reed, Hoff, Doll, Gilliland, S. Miller, K. Neeley, Ring, Haines, Jones, K. Miller, Koepp, Hawkins

Guest: J. Anderson-Story (representing Classified Conference)

1. Call to Order: Rick Clement, Chair, called the meeting to order.

2. Issues Related to LFA Code Revision: Clement reminded those present that the membership had voted by mail ballot to convene a special meeting to discuss this topic. To structure the discussion, he had prepared and distributed to members an outline of these issues.

a) CESR: Clement asked members whether they wished to have further discussion of CESR in follow-up to the June 9 meeting. Emde asked whether a poll on CESR and possible alternatives would be pursued. Clement reported that the Executive Committee, after discussing the June 9 meeting, was uncertain whether the majority wanted the poll. Clement distributed a draft of the poll for review. Eshelman said that he opposed a poll. He said he considered a poll inconclusive, and believed that a yes/no ballot was the only way to truly settle the issue. Eshelman made a motion to submit the following question to a mail ballot: "Should section 3.3.10 be removed from the code and the responsibility for the evaluation and assignment of ratings for service and research be turned over to the supervisor, the details of this to be worked by LFA Executive Committee in consultation with the membership?" The motion was seconded by Gilliland. Clement suggested that other alternatives besides the supervisor might be proposed for evaluating service and research. S. Miller said that a yes/no ballot would give short shrift to discussion of alternatives. Eshelman said that while several alternatives had been proposed from time to time, only the alternative of returning service and research evaluations to the supervisor could claim much support, and therefore a yes/no ballot on CESR would be the most efficient way of resolving the issue. Clement proposed changing "supervisor" to "administrator" or to "supervisor and/or assistant dean" as friendly amendments, which Eshelman did not accept. S. Miller suggested that the ballot include more alternatives, as a way to gauge support for them. Eshelman replied that the way to find out if alternatives to CESR have support is not a mail ballot, but rather an open meeting at which alternatives are proposed and discussed. S. Miller suggested that the ballot offer a simple yes/no vote on CESR, and not equate abolition of CESR with a return to evaluation of service and research by the supervisor. Moore said that members would not vote to abolish CESR unless they understood the alternative. Eshelman explained that his original motion did not include a statement of the alternative, but he then added it for precisely that reason. He reiterated his belief that the supervisor alternative is the only one that has significant support. Several members questioned that statement. Clement called for a show of hands on the motion. The motion was defeated, with 7 votes in favor and 18 against.

S. Miller made a motion that a mail ballot in two parts be submitted to those members of LFA who are evaluated by CESR: a yes/no vote on CESR, and a multi-part vote on alternatives to CESR (based on the draft poll). The motion was seconded by K. Miller. After a question from Emde, it was clarified that a vote to retain CESR would mean retaining the committee but also addressing CESR's recommendations for changes. K. Neeley suggested adding to the second part of the ballot the option that both assistant deans together would assign all service and research ratings. Eshelman suggested adding to the ballot a statement that
the LFA Executive Committee would develop alternatives if CESR were abolished. Moore asked whether S. Miller was proposing a poll by mail procedure, or a formal mail ballot. S. Miller clarified that she intended the first part (the yes/no vote on CESR) as a mail ballot, and the rest as a poll. Responding to questions from R. Miller, S. Miller further clarified that she intended the choices in the poll to be ranked by respondents so that they could be tabulated preferentially. Roach commented that members would not vote against CESR, because they would not know which alternative to CESR might be chosen. Eshelman said that a vote to abolish CESR should be followed not by a poll but by follow-up discussion in an open meeting. He suggested that LFA members tend to rely on mail ballots to try to settle issues when discussion in open meetings is more likely to be productive. Moore advised against voting whether or not to abolish CESR before an alternative is chosen. She suggested instead asking a group to develop a rational alternative, and then voting whether to accept that alternative. Schaffner spoke in favor of a simple yes/no vote on CESR. S. Miller modified her motion to change the entire ballot, including the yes/no vote, to a poll by mail procedure. The poll would ask a yes/no question on CESR, and then ask respondents to indicate which alternative they would favor if CESR were abolished. Weller agreed with K. Neeley's earlier suggestion that the option of both assistant deans assigning all ratings be added. Clement called for a show of hands on the motion. The motion passed, with 21 in favor and 4 against.

b) Staff Orientation Committee: Returning to the outline of "larger" issues, Clement explained that the library administration had expressed willingness to take on responsibility for the Staff Orientation Committee. Moore asked for further details. Gilliland explained that if the Staff Orientation Committee became an administrative committee, she would chair it, and it would continue to have classified and unclassified members as it does at present. Clement indicated that if the membership favored the change, Exec could write a three-way memorandum of understanding with the administration and Classified Conference. Emde indicated that she would want LFA and Classified Conference rather than the administration to appoint members to the committee. In response to another question from Moore, Clement explained that the principal significance of the committee's change in status from LFA to administrative committee is that classified staff would have direct representation on it, rather than representation through LFA. K. Miller made a motion, which K. Neeley seconded, that section 3.3.9 of the LFA Code be deleted. Moore asked that the ballot be framed in the form of a yes/no question, with an explanation of the implications of each choice. J. Anderson-Story expressed concern about allowing the administration to establish the nature of the committee. Clement reiterated his confidence that an acceptable understanding with the administration could be worked out. Clement called for a show of hands on the motion. The motion passed unanimously.

Reed moved that the meeting adjourn due to the lack of a quorum and the time required to fully discuss the remaining issues on the agenda. Eshelman seconded the motion. The motion passed by a voice vote.

Clement adjourned the meeting.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY: MINUTES OF THE JUNE 9, 1993 MEETING


Guest: A. Slater (representing Classified Conference)

1. Call to Order: Rick Clement, Chair, called the meeting to order.

2. Implementation of Library Faculty Evaluation Policy Statement: Clement introduced the topic with a review of the events leading up to the approval by the membership of the policy statement prepared by the Ad Hoc Committee on Faculty Performance Evaluations. The statement was subsequently endorsed by Dean Crowe. Clement added that the Ad Hoc Committee had provided implementation suggestions. These, amplified by Nicholas Eshelman, were incorporated into the outline of points for discussion that was mailed to the membership in advance of the meeting. Clement reiterated that the purpose of the meeting was to gather member input on how to implement the policy statement.

Dean Crowe mentioned that although the Office of Academic Affairs had not yet approved evaluation policy statements from any academic unit, he does not expect any substantive changes to be recommended in the library's document.

Clement asked Eshelman to present his outline of points for discussion. Eshelman explained that he had tried to distinguish between issues that require immediate attention in order to be resolved in time for the next round of evaluations, and issues that can wait.

Eshelman suggested that the first change required in the evaluation procedures is a modification to the FASAR to provide a means of recording the proposed relative weighting of performance, service, and research. He offered for comment an example of how the FASAR might be revised. S. Miller proposed that each component receive a separate line and that the page provide space for signatures.

Eshelman then explained the second change required: inclusion in each year's evaluation process of a mechanism for negotiation and approval of the weightings proposed for the following year. Koepp asked about the relative weight given to different service and research activities, e.g., chairing a national committee versus publishing an article. Eshelman said it was difficult to answer that question. He said that the percentages should be seen not as numbers but rather as labels: 5% means minimal activity; 10% means a little more. The percentages represent neither time nor effort as such, but rather outcome, and should be understood in the context of past evaluation practice. Koepp asked whether, for consistency, standard weights could be assigned to particular activities. Ring described how research by teaching faculty is scored and ranked in the History Department.

Moore said that she had thought that the intention of the weightings was to specify what agreed-upon percentage of the overall evaluation would be based on each component of the assignment. She said she did not believe set numerical values should be assigned to particular types of activity. Eshelman said that the process should continue to be based on qualitative rather than quantitative input from both the supervisor and CESR, with assistant deans...
responsible for synthesizing quantity and quality. Moore questioned the timing of the process: would it not be preferable to wait to propose weightings for the following year until after the outcome of the present year's evaluation is known? Kent Miller said that the Ad Hoc Committee was concerned that the process would take too long. Moore added that the timing of consultation with the assistant dean on the weightings was unclear, but that logically the librarian and supervisor would discuss the weightings after the assistant dean had returned the draft evaluation to the supervisor. Gaeddert said that the librarian needs to know the present year's evaluation before setting weightings for the following year. Gibbs asked how the supervisor and assistant dean would show their approval of the weighting; would signatures be required even if the weightings fell within accepted guidelines? Eshelman said he believed that all signatures would still be needed. Eshelman said he hoped that librarians would not take the numbers literally; he suggested that it might be helpful to find a way to express in words what the numbers mean. Dean Crowe commented that questions about the worth of service and research have been a disquieting factor to librarians in the past, and that the weightings should be reassuring to new librarians by reflecting the reality that service and research are a "tipping factor." Biggins commented that the weightings will give most librarians a better way to reflect what they do, and will give a more prominent place to service. He added that he expects that service will have dominant place in the aggregate and that research will be relegated to the background. Ring disagreed with Eshelman, saying that if the numbers were meaningless, then service and research would also be meaningless, as he believed they had always been. He also disagreed with Biggins, adding that a research component is required. Eshelman said that a librarian can choose the risk of opting out of a research component.

Eshelman then explained that the third change required in the evaluation procedure is a mechanism for mid-course adjustment of weightings, which he proposed be left as flexible as possible. Moore asked if the weightings could be revised as late as at the end of year. Eshelman suggested that a simple explanation in the FASAR would suffice. Gibbs asked what would constitute valid reasons for changing a weighting that late. S. Miller said that she wanted to be able to report a percentage of 50% professional performance, 50% service and research. Ring commented that ultimately the librarian and the supervisor would need to agree. Moore suggested that only minor adjustments, for example from 10% to 15%, be considered acceptable at the end of the evaluation period.

Eshelman said that a fourth possible change required is in the assignment of ratings by CESR. He explained that although the approval of the policy statement did not require that the status of CESR be considered, CESR had recommended that the membership be asked to vote whether to retain or abolish this committee, and that recommendation would need to be addressed. Clement asked for a sense of the group on the question of whether to abolish CESR. Mitchell reported that since its founding CESR had struggled with the difficulty of evaluating service and research. The lack of access to documentation on each librarian's professional performance had been a problem. A majority of this year's committee decided that the task would be performed better by the supervisor. The committee anticipated even greater difficulty next year due to the need to assign weighted ratings to service and research. Schulte explained that ratings for service and research had been based on comparisons of librarians against their peers; if different librarians give service and research different weightings, this comparison could no longer be done. Eshelman suggested that CESR rate the quality of activities
without comparing librarians to each other. Mitchell said that if CESR had not operated by comparison it would have not been able to assign ratings. Moore suggested that the supervisor would be even less able to do it, if comparison had to be the basis for the ratings. Therefore she believed CESR should evaluate merit and not make comparisons. Mitchell said that if supervisors evaluated service and research, the assistant deans would be responsible for seeing the big picture. Eshelman stated that evaluation is a difficult and onerous job, for which a three-member committee has the advantage of a broader range of background and knowledge. He proposed retaining CESR but giving it more guidance. Clement suggested that CESR be allowed to see the entire FASAR. S. Miller brought up the issue of confidentiality. Mitchell suggested that since librarians are already instructed to begin the FASAR with a description of the assignment, this description alone could be forwarded to CESR if the form itself were slightly modified. Schulte questioned why Part I of the FASAR needed to be confidential, since a separate section is already provided for confidential comments. Knox commented that if CESR's role is to maintain consistency, that will be lost by returning the process to supervisors. Mitchell replied that year-to-year continuity has been lacking. Clement said that overlapping terms (recently approved) would help. Emde suggested that supervisors be allowed to see the service and research sections of the FASAR.

K. Miller introduced a motion that abolishing CESR be put to a mail ballot. S. Miller proposed an alternative motion to retain CESR. She added that if CESR is abolished, no alternative to it will be in place. J. Neely said that if no alternative is in place, the responsibility for evaluation would fall to the administration. Moore said that setting evaluation procedures is a faculty right and responsibility. She added that a discussion of alternatives to CESR should occur before any ballot. K. Miller proposed that all motions under discussion be withdrawn in favor asking the Executive Committee to draft a poll on CESR and alternatives, rather than a yes/no ballot to abolish or retain CESR. Eshelman said that polls do not give clear guidance. He suggested that a straw vote be taken to gauge support for a yes/no ballot. Clement offered to draft a poll for review by the Executive Committee.

Bringing the discussion to a close, Clement reminded the membership that another LFA general meeting to discuss issues related to LFA Code revision was scheduled for Wednesday, June 16, 10:30-12:00. He then adjourned the meeting.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JUNE 14, 1993 MEETING

Present: Rick Clement (Chair), Nicholas Eshelman, Sandra Gilliland, Rachel Miller, David Pardue
Absent: Sally Haines

1. Minutes: The committee approved the minutes of its June 7 meeting.

2. Annual Report: Rick Clement asked committee members to begin thinking of recommendations for the FY94 LFA Executive Committee, for discussion at next week's meeting.

3. Committee on Salaries and Benefits: Clement reported on a recent discussion with Lorraine Moore, Chair of the Committee on Salaries and Benefits, regarding the salary range for the new library faculty position in the Regents Center. Due to the need to meet a C&RL News advertising deadline, the library administration did not ask the Committee to review the salary range in advance, as is normally done, but after the vacancy announcement had already been submitted for publication. Clement reported that the advertised salary range was acceptable to the Committee on Salaries and Benefits.

3. LFA General Meetings: The group discussed the June 9 meeting, at which there appeared to be general support for the suggestions made in parts 1, 2, and 3 of Nicholas Eshelman's outline. The June 9 discussion regarding CESR was less clear, and some members of Exec were uncertain whether the suggestion that the membership be sent an opinion poll regarding CESR and possible alternatives to CESR represented the wishes of the majority, since it was offered late in the meeting and was not put to a vote. Clement drafted an opinion poll, which the group considered. Exec discussed whether the poll or a mail ballot with a "yes/no" vote on abolishing CESR would be most likely to produce clear results. The group agreed that further discussion of CESR and alternatives might be needed at the June 16 meeting on "larger issues." Eshelman agreed to present a motion to issue a mail ballot, as an alternative to the poll, which would also be distributed at the meeting.

4. Next Meeting: Exec will hold its last FY93 meeting on Monday, June 21.

Reported by Rachel Miller
Minutes - Health and Safety Committee  
July 1, 1993

Present: M. Wilson (chair), P. DiFilippo, K. Simmons, T. Taylor

The prison returned our sample cushions. Margaret will now take them to Phil's Upholstery for an estimate.

A woman from the Med center will be coming on Wednesday, July 7 at 9:30 for two hours to assess our situation re: onsite evaluations and to determine costs. She will be shown sites in Watson, Spencer Research and, possibly, Engineering.

Margaret brought written descriptions of the exercises on the videotape purchased by the University. The committee spent the rest of the meeting attempting to perform these exercises based solely on the written word to assist Margaret in making them clear. It was determined that at least some of the exercises will require illustrations.
STUDENT NEEDED
A student is still needed to do tours during Hawk week and orientation tours at the beginning of the semester. Up to 20 hours of work total. See Penny Donaldson in Internlibrary Services (x. 4-3964).

Penny Donaldson

HELYAR ON O’HEGARTY

"P.S. O’Hegarty and the Yeats Collection at the University of Kansas", by Wayne K. Chapman and James Helyar, has appeared in Yeats Annual No. 10, 1993, pp. 221-238. The illustrations include a pencil sketch of Lily Yeats by John Butler Yeats (the poet’s father) from the Spencer Library Yeats Collection. The collaboration stems from work begun during a number of research visits by Chapman, a faculty member at Clemson University, to the Spencer Library.

Alexandra Mason

IT’S RAINING, IT’S POURING...

Due to soggy conditions in Nancy Jaeger’s back yard, thanks to Mother Nature’s recent fury, the annual KULSA Summer Picnic has been POSTPONED until further notice. Please notify your student assistants and watch FYI and e-mail for announcements of the new date.

KULSA
UNCLASSIFIED VACANCIES

LIBRARY INSTRUCTION COORDINATOR, a 12-month, tenure-track appointment with the University of Kansas Libraries, available immediately. Coordinates library-wide user instruction and leadership of Watson (main) Library instructional effort, emphasizing active collaboration with faculty in the development of innovative mass instructional programs. Also serves at the Watson Library Reference Desk. Reports to the Head of the Reference Department, Watson Library. Required Qualifications: significant, successful experience in user instruction in an academic library; knowledge of instructional design and instructional technology; strong oral and written communication and outreach skills; ability to work effectively with faculty, students and staff; experience with electronic library resources; ALA-accredited MLS. Preferred Qualifications: evidence of innovation in library instruction and of the development of library instruction programs in cooperation with teaching faculty and library staff at the college or university level; experience with instructional design and instructional technology; experience in reference service at the college or university level; experience with microcomputer hardware and software in library applications; knowledge of one or more European foreign languages. Annual salary: $25,000-$32,000, dependent on qualifications. Excellent benefits. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, 502 Watson Library. Applications must be postmarked by September 30, 1993. A full vacancy announcement is available from S. Gilliland.

INTERLIBRARY SERVICES LIBRARIAN AND COORDINATOR FOR DOCUMENT DELIVERY, a 12-month, tenure-track appointment, available immediately. Manages Interlibrary Services and coordinates the development of evolving Library initiatives in document delivery. Required Qualifications: MLS from an ALA-accredited program; interlibrary loan experience; excellent oral and written communication skills; commitment to meeting user needs in a large academic or research library; demonstrated ability to work effectively with colleagues and a diverse clientele; demonstrated skills in supervision and resource management; familiarity with new developments and technologies related to interlibrary services and document access; strong planning, organizational, and analytical skills. Preferred Qualifications: effective managerial experience in interlibrary services within a large academic or research library; successful development and management of document delivery services for a large academic community; substantial supervisory experience in an academic library setting; demonstrated leadership in development of interlibrary loan agreements with individual libraries and consortia; academic library experience in cooperative and consultative program development; experience with the OCLC/ILL subsystem, SAVEIT system, and with ARIEL transmission; strong foreign language and bibliographic searching skills. Excellent benefits. Annual salary: $26,000-$32,000, dependent on qualifications. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, 502 Watson Library. Applications must be postmarked by September 30, 1993. A full vacancy announcement is available from S. Gilliland.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
PERSONNEL

Gabrielle (Gabby) Holcomb will promote from her position in the Cataloging Department to the Library Assistant II position in Serials effective August 9, 1993. Gabby has been employed on campus for several years and began employment with the Libraries in February, 1992. Gabby replaces Emily Frazier.

Sandy Gilliland

SEARCH COMMITTEE APPOINTMENTS ANNOUNCED

The following staff have been appointed to the search committees for the Library Instruction Coordinator and Interlibrary Services Librarian positions:

Search Committee for Library Instruction Coordinator: Jim Neeley, Chair; Mary Hawkins; Channette Kirby; Susan Craig; Lorrie Knox; Mary Rosenbloom; Sandy Gilliland.

Search Committee for Interlibrary Services Librarian and Coordinator for Document Delivery: Mary Hawkins, Chair; Tina Spray; Carole Dibben; Bayliss Harsh; Judith Emde; Sandy Gilliland.

Sandy Gilliland

CLASSIFIED STAFF I.D. CARDS

Identification cards and appointment notices for library classified staff will be distributed early next week. Please contact Rex Hargis if you have questions regarding the payroll information included on your appointment notice.

Sandy Gilliland

WHO’S WHO

The 1993 edition of Who’s Who in the University of Kansas Libraries, compiled by the 1992/93 Committee on Staff Orientation, has been distributed to all staff. Please note the following correction: Michael Palij is Librarian III, Emeritus, not Librarian II as listed in the Who’s Who. Please notify the Administrative Office of any other corrections to be made.

Sandy Gilliland

NOTEWORTHY


Sandy Gilliland

BROCHURE AVAILABLE ON GUIDELINES AND HINTS FOR BEING INTERVIEWED BY REPORTERS

I have obtained a limited number of copies of a brochure produced by the Office of University Relations entitled "KU In the News." It consists of guidelines and helpful hints for being interviewed by reporters about University-related matters. I recommend that there be at least one copy available in each department and branch and that it be circulated, but I probably have enough copies to provide one to anyone who is frequently contacted by reporters. If you would like a copy for your department or your own use, send me a e-mail message "SEND KU-NEWS."

Rob Melton

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
STUDENT-EMPLOYEE TASK FORCE RECOMMENDATIONS

As the assistant deans have completed 1993/94 allocations for hours of student-employment to Library departments, I want to commit to the record my decision, which I have made solely for budgetary reasons, not to implement the financial recommendations of the Task Force on Student-employees (Lars Leon, Chairperson; Jan Altenbernd; Gregg Buckner; Bayliss Harsh, and Lorrie Knox).

I had announced this decision to the Administrative Conference at the conclusion of meetings we had this past spring about the task force’s recommendations, and want all staff to be aware of the outcome. This prolonged process began when I appointed the task force in May 1991. Its report has been actively considered since it was submitted to me in April 1992 and subsequently subjected to detailed financial analysis by Nancy Jaeger and discussions within the Administrative Conference.

I have thanked each of the members of the task force for an exceptionally thorough and thoughtful report. Despite the fact that, understandably, there was not support from department heads or assistant deans for further reallocation of resources to implement the recommendations of the task force, I know that the value of the report will persist for several years as a substantial aid to planning.

As noted, I initiated the task force, after extended discussion with several bodies within the Library, during my first year at KU. I did so because I, with many other members of the Library staff, am gravely concerned about the level of resources we have been able to commit to attract and retain sufficient numbers of capable student assistants. I am doubly certain because of the task force’s work that no one on the staff questions that student workers are among the most important assets we have in operating effectively and providing library service of high quality.

This issue will not fade. As many of you will recall, the last time I was asked --two years ago-- expressly to rank order the KU Libraries’ non-salary budget priorities, I placed additional funds for student-employees second (following increased base acquisitions money--as first priority--and preceding one-time funding for acquisitions).

Barring unexpected changes in our circumstances, and especially in light of likely additional increases in the federal minimum wage within the next year, I expect that additional funding for student-employees will continue to rank among the very highest of the Library’s priorities.

-W. J. Crowe

CLASSIFIED CONFERENCE GENERAL MEETING

The next Classified Conference general meeting will be held, Tuesday, August 10th, at 1:30 p.m. in Watson Conference Room A. Please plan to attend.

Rex Hargis

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Executive Board Voting Members
Chair - Janet Anderson-Story
Vice Chair (Chair-Elect) - Alex Slater
Secretary - Rex Hargis
Group I Rep - Kathy Lafferty
Group II-III Rep - Corrie Thompson, Dawn Murrell
Group IV Rep - Pam Bonham
Group V-VII Rep - Kristi Cook, Bob Marvin, Vacant
Group VIII Rep - Bayliss Harsh
Group IX Rep - JoAnna Traxler
Group X Rep - Janet Revenew
Group XI Rep - Milissa Boyer
Personnel Committee Chair - Not yet chosen

Committee Members - Executive Board Consulting Members
Budget and Planning Committee - Sue Hewitt, Joyce Elliott
Staff Development Committee - Carole Dibben, Tommy Hardin
Staff Orientation Committee - Jan Altenbernd, Mary Rector
Senate Library Committee - Kendall Simmons
Grievance Committee - David Benjamin, Kathy Clodfelter, Pam Bonham, Nancy Hollingsworth, Geri Slater
Personnel Committee - Joyce Elliott, Gaby Holcomb, Bob Marvin, Sue Hewitt, Janet Revenew, Rex Hargis

Constitutional Change Committee (ad hoc committee appointed by the Executive Board) - Mary Ann Baker, Janet Revenew, Alex Slater, Rex Hargis
Task Force: Financial Resources and Development (#6)
Date: July 23, 1993

Members Present: Brad Schaffner (chair), Mary Burchill, Sue Hewitt, Nancy Jaeger, Rachel Miller
Members Absent: Mary Rosenbloom, Geri Slater

Agenda Item #1: Select secretary.
Action Taken: RM will take notes and complete the report form in the last few minutes of each meeting, with help from entire group.

Agenda Item #2: Confirm meeting time and place.
Action Taken: Will meet every Friday 8:30-10:00 in Watson Conference Room B.

Agenda Item #3: Decide how to share articles, etc. to be read by group.
Action Taken: Place in box. Box will be located in RM's office.

Agenda Item #4: Review and clarify introduction and goals.
Action Taken: Discussed. Suggested changes.
Responsibility: BS will write up changes. RM will take to SC's next meeting.

Agenda Item #5: Plan next meeting (July 30).
Action Taken: Decided on the following agenda:
1. Briefly review mission, vision, environmental scan, and internal assessment.
2. Review goals again, to identify issues to investigate.
3. Develop work plan.
4. If needed, schedule a second weekly meeting.
Responsibility: Members will prepare by reading and thinking.
CESR Poll Results / Minutes of N&B Meeting

At an informal July 27 meeting of the 1993 Nominating and Ballots Committee (Ken Lohrentz & Shelley Miller present) with Nicholas Eschelman, N&B was asked to submit the results of the recent LFA poll on the Committee to Evaluate Service and Research to FYI.

Results on part one of the poll were: retain CESR, 11; discontinue CESR, 13; no choice indicated, 5.

On part two of the poll, members were asked to rank the following three options:
1. I wish to have my supervisor evaluate and assign ratings for service and research.
2. I wish to have my supervisor evaluate my service and research components, but have the assistant dean assign the ratings.
3. I wish to have my service and research components evaluated, and ratings assigned, at the assistant dean level.

Results

<table>
<thead>
<tr>
<th></th>
<th>First choice</th>
<th>Second choice</th>
<th>Third choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>11&lt;sup&gt;a&lt;/sup&gt;</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>5&lt;sup&gt;b&lt;/sup&gt;</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>11&lt;sup&gt;c&lt;/sup&gt;</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

No choice indicated: 6

<sup>a</sup>Includes 2 unranked votes; only one choice indicated.
<sup>b</sup>Includes 4 unranked votes; only one choice indicated.
<sup>c</sup>Includes 7 unranked votes; only one choice indicated.

Other narrative responses on the poll were forwarded to 1994 LFA Exec. LFA Exec. will interpret the poll results before the next LFA meeting.

Ken Lohrentz
N&B Member (1993)
Steering Committee for Strategic Planning
Minutes of Meeting, July 16th, 1993

The Steering Committee for Strategic Planning met on Friday, July 16th, at 1:30 p.m. in Conference Room B. Members present: Benjamin, Clement (presiding), Gibbs, Melton, R. Miller, S. Miller. Absent: K. Neeley.

Clement related the names of staff members who had agreed to serve on task forces as of this time. The memberships are as follows:

**TF #1: Intellectual Access to Collections and Information Resources (Regardless of Where Located):** J. Neeley (Chair), Burich, DiFilippo, Emde, Husic, Marvin, Ring, Clement (liaison to Steering Committee).

**TF #2: Development and Physical Access to Collections and Information Resources (Regardless of Where Located):** M. Hawkins (Chair), Couch, Dibben, Pisciotta, Schulte, Symons, Weller, Melton (liaison).

**TF #3: Reference and Instructional Programs:** Craig (Chair), Graves, Kirby, Knox, Lohrentz, Mason, Benjamin (liaison).

**TF #4: Space, Facilities, Equipment:** Anderson-Story (Chair), Hitchens, Leon, Mauler, K. Miller, Reed, S. Miller (liaison). **TF #5: Staff:** Wilson (Chair), Baker, Cook*, Gilliland, Harsh, Richardson, K. Neeley (liaison).

**TF #6: Financial Resources and Development:** Schaffner (Chair), Burchill, S. Hewitt, Jaeger, Rosenbloom, G. Slater, S. Williams, R. Miller (liaison).

**TF #7: On-Line Systems:** J. Miller (Chair), M. Hawkins, Kingsbury, K. Miller, J. Neeley, Roach, S. Williams, Gibbs (liaison).

* Clement was later informed by Cook that she could not serve; Gillespie has been appointed.

The main agenda item of the meeting was to review once more the internal documents (Mission Statement, Vision Statement, Environmental Scan, Internal Assessment) and make changes, incorporating suggestions from the open staff meetings and the Administrative Conference meeting held in June on strategic planning. (These documents were to be distributed at the "Kickoff" meeting of the task forces on the following Monday and used as a basis of discussion by the task forces as they begin their work.) The committee member responsible for revising each document summarized specific changes in wording which he/she had made to the document, followed by general discussion. Most attention was paid to the Internal Assessment, which had drawn most comment during the June meetings. Clement agreed to edit the documents over the weekend.

Details of the upcoming meetings from Sunday night to Tuesday afternoon were then reviewed.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Rob Melton, Secretary
Steering Committee for Strategic Planning
Minutes of Meeting, July 20, 1993

The Steering Committee for Strategic Planning met on Tuesday, July 20th, at 1:30 in the Pioneer Room of the Burge Union. Maureen Sullivan joined Benjamin, Clement (presiding), Gibbs, Melton, R. Miller, and S. Miller; K. Neeley was absent.

There were four items on our agenda: Develop a work plan for our own activities over the next two weeks; Discuss Maureen's next visit on September 3rd (Agenda & Needs); Discuss publicity for Strategic Planning; Review items to discuss with Dean Crowe at our next meeting with him.

Work Plan for SCSP

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute documents to Task Forces</td>
<td>Rick</td>
<td>7/26</td>
</tr>
<tr>
<td>Transcribe Flip Charts</td>
<td>Rick</td>
<td>7/26</td>
</tr>
<tr>
<td>Provide Summary Report of the Retreat to Staff</td>
<td>Rob</td>
<td>7/26</td>
</tr>
<tr>
<td>Compile a Helpful Hints list</td>
<td>David</td>
<td>8/2</td>
</tr>
<tr>
<td>Distribute Mission, Vision, Internal Assessment</td>
<td>Rick/Rob</td>
<td>7/28</td>
</tr>
<tr>
<td>Prepare Meeting Report Form</td>
<td>Rick</td>
<td>7/28</td>
</tr>
<tr>
<td>Arrange a meeting with Crowe</td>
<td>Rick</td>
<td>7/26?</td>
</tr>
<tr>
<td>Draft a &quot;Values Poll&quot;</td>
<td>Rob</td>
<td>7/26</td>
</tr>
</tbody>
</table>

The principal agenda items for Maureen Sullivan's return visit on September 3rd will be: developing a work plan for Phase II, discussing problem-solving techniques, and scenario-building.

After some discussion of publicizing the strategic planning process externally, it was decided that although some key people in the University community will be aware of our proceedings, most publicity should be delayed until after the final report is submitted to and accepted by the Dean.

Among items to be discussed with the Dean at our next meeting with him are further identification of key external people to interview in order to further refine our environmental scan, mission, and vision statements; and further discussion of the issue of time commitment and release issues for classified staff involved in task forces.

The meeting adjourned around 3:30 p.m.

Respectfully submitted,

Rob Melton, Secretary
23 July 1993

To: Library colleagues

Fr: Gordon Anderson

Re: Report on a recent Slavic librarians meeting

Between Wednesday, 16 June and Friday, 18 June 1993 I attended a Slavic librarians' conference at the University of Illinois Library, Champaign-Urbana, sponsored by U/I's Summer Research Laboratory on Russia and Eastern Europe. Over two dozen Slavic library colleagues met to discuss the acquisition and cataloging of current Slavic materials. We heard presentations from five new Slavic vendors (Russian materials only), and we examined and discussed online resources for Slavic information needs. The meeting concluded with a discussion of current special issues in Slavic cataloging.

Prior to the conference, Margaret Olsen at U/I's Slavic & East European Library had surveyed participants to gather information on how we acquire Slavic monographs. Seventeen library bibliographers responded, from Honolulu to Munich. Ms Olsen's survey revealed that twelve libraries acquire Russian and a few other Slavic monographs in part by blanket order, eleven by exchange. On average, blanket orders account for 47% of the respective Slavic book budgets, exchanges for 37%. Firm ordering takes up the rest of the budget. The mix of blanket order, exchange and firm order procedures varies widely from library to library.

Books acquired through blanket order averaged $10.40 per volume in 1989, $15.60 in 1993. (KU Library's respective figures are about $6.00 and $10.00.) Although varying widely among respondents, Slavic librarians spent on average about $2500 per year on book exchanges. (KU Library spends about three to four times that amount.) The survey did not request data on costs of firm-ordering Slavic monographs.

Participants review Olsen's survey results and discussed them with reference to their own situations. Descriptions about the current state of monograph acquisitions ranged from gnashing of teeth to quiet satisfaction. Most participants felt that the current state of affairs is not as reliable as the golden days of Les Livres Etrangers, but many colleagues reported that if they inquired personally with vendors or exchange partners about problems, they got improved service right away. We concluded this discussion by acknowledging and agreeing that we need more hard data on costs and efficiency and should not continue to rely on anecdotal evidence and best estimates. We also agreed to work more closely with one another and share those hard data we do acquire.

Harry Leich, Russian bibliographer at the Library of Congress (formerly at U/I), gave us an update on activities there. LC acquires monographs through four units: order, exchange & gifts, overseas acquisition, and copyright depository. These acquisitions units soon will merge and be divided along area lines, similar to the cataloging reorganization. In October LC will bring up their in-house processing system. They and outsiders can expect a drop in productivity for a while after that. LC and GPO are under strong pressure to reduce costs, aiming for a 25% reduction over the next three to five years.

LC's Slavic and former Soviet-area monographic acquisitions come predominantly through non-purchase means, especially exchanges. Here LC's easy access to copyright depository monographs and US government publications for use as exchange barter engenders some envy among Slavic bibliographers. A few years ago LC established a purchasing office in Moscow to buy "independent" publications. Nowadays almost all Russian and former publications are independent, making the office's purpose unclear. LC's blanket order with the Russian Bibkollektor (the agency supplying domestic publications to Russian libraries) is in crisis (Harry's words), due to the changes and uncertainties in the Russian book trade. In the next twelve months several LC bibliographers will be traveling
to different former Soviet regions (the Caucasus, the Baltic, European Russia east of Moscow, and Siberia, for example) to survey the book trade, establish exchanges, and acquire materials.

We spent an afternoon listening to informative and upbeat presentations from five Russian book and serial vendors: Eastview Publications, Minneapolis (Kent Lee et al.); Russian Press Service, Evanston, Ill. (John Bushnell); Panorama of Russia, New York (Michael Brown); Moscow Independent Press Publications (Alex Kirshtein); and Erudite Books, Toronto (Arthur Jakubovsky). All of the representatives stated that they are able to supply just about any book or publication we could want. It appears that the state no longer controls book vending and distribution. And the free market (particularly individuals' need for money) is a powerful force for liberating books from their hiding-places. These vendors emphasized that most of their personnel reside and work in Russia and have good contacts for acquiring books of all kinds. They further stated that competition works to keep costs down.

Eastview Publications showed us the different ways their database can work for Slavic libraries. They are, in effect, offering us anything we could want from such a resource: on-line selection and ordering, subject searching for research and reference queries, a national bibliography (as the database grows), and full-text (Roman or Cyrillic alphabet) searching. They also will offer on-line acquisitions transfers as other vendors do. At present their records are not in MARC format or MARC compatible (the rep. admitted to not knowing what the MARC format is), and several participants emphasized to them the necessity of working in the MARC format.

Larry Miller, Russian bibliographer at U/I, showed us the Illinois catalogs and the databases they offer at the public terminals, with emphasis on Slavic materials. Their catalog and periodical index setup is quite similar to our OPAC and LAN, except that they offer all those databases at one terminal. While Illinois can offer statewide library searching at the public terminal, we offer more databases on our LAN than they do on their OCAT menu.

ABSEES (The American Bibliography for Slavic and East European Studies) recently re-located their offices at the University of Illinois, and this bibliography is now searchable on the Internet. ABSEES indexes six to seven thousand titles each year, and online records start with the 1990/1991 volume. As yet the database contains few 1992 and 1993 records. It covers North American scholarship in Slavic/East European studies and is a few years ahead of the European Bibliography ... (ABSEES). Patt Leonard, Slavic Library assistant, had prepared a demonstration of how to search ABSEES, but equipment failures intervened. (We all received printed instructions to follow at our home institutions.) Leonard noted that the Current Digest of the (post-)Soviet Press and the Radio Free Europe/Radio Liberty Daily reports are available through Knowledge Index. She also mentioned that OCLC contains over 500,000 records for Russian-language book titles and almost 20,500 Russian serial titles. 182 new Russian serials titles (1992-) have been added to OCLC as of a month ago.

The conference ended on a note of satisfaction and appreciation, with many members desiring to meet again next year, albeit with a different agenda. I was very glad for the chance to get to know the five new vendors, all of whom impress me as thoroughly professional, dedicated to their work, and anxious to establish themselves as efficient and reliable agents.

I wish to thank the Staff Development Committee for their kind support for me to attend these meetings.
NOTICE

FACULTY/STAFF PARKING PERMITS WILL NOT BE AVAILABLE UNTIL MONDAY, AUGUST 9, 1993.

PRICES: BLUE $85 RED $70
YELLOW $53 CAMPUS PASS $40
PF BLUE $90 PF RED $75

BRING YOUR VALID FACULTY/STAFF ID CARD & ONE OTHER FORM OF ID.
ALL OUTSTANDING FINES MUST BE PAID BY TIME OF PURCHASE.
QUESTIONS?? 864-7275.
MEMORANDUM

TO: Vice Chancellors, Dean, Directors, Chairpersons

FROM: Allen Wiechert
University Architect

RE: Intersection Construction at 21st and Iowa

To improve the safety for turning vehicles at the intersection of 21st and Iowa, the City is widening the intersection to include additional turning lanes. Construction is anticipated to start on August 2 and will continue until mid-November. On both sides of Iowa Street, 21st Street will be closed thus eliminating access to West Campus at this intersection during construction. Access to West Campus will be available at 19th and Iowa.

ALW:dmr
CLASSIFIED VACANCY

Due to Gabby Holcomb’s promotion to the Serials Department, the Cataloging Department has announced the availability of a full-time Office Assistant III position with the following responsibilities: 1) Cataloging of books, 45%; 2) Overseeing the inputting, editing, and producing of cataloging records using OCLC’s cataloging microenhancer software, 30%; 3) Training and supervision of students, 20%; and 4) Retrieving brieflisted books from Spencer Research Library, 5%. Minimum Qualifications: As specified by the State. Preferred Selection Criteria: At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; strong interpersonal and communication skills; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, to work independently, and to maintain a steady flow of materials through the section.

The Office Assistant III classification is funded at salary range 13 on the State civil service salary scale, at a beginning annual salary of $15,792. Library staff interested in applying for this position should contact Rex Hargis for application procedures. Student assistants who wish to be considered for this position must have active scores from an Office Assistant III civil service exam. Applications are due in the Administrative Office by 5:00 p.m. Wednesday, August 4, 1993.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

PERSONNEL

Su Cunningham, Library Assistant II in the Authorities Unit of the Cataloging Department, has accepted position with the Law Library. Su began employment with the KU Libraries over 12 years ago. Her transfer to the Law Library is effective August 18th.

SEARCH COMMITTEE CORRECTION

Jim Neeley’s name was inadvertently omitted from the membership of the Interlibrary Services Librarian and Coordinator for Document Delivery search committee.

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 10:00, Monday, August 16. 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.
LEGISLATIVE EDUCATIONAL PLANNING COMMITTEE TO VISIT KU

I hope to be able to provide more details in the next issue of FYI, but want all staff to be aware that the members of the Legislative Educational Planning Committee, members of their staff, deans and directors of the Regents libraries, and several KU leaders will visit Watson Library and Anschutz Science Library on the morning of Wednesday, August 18.

The committee is following up on a hearing held on July 7, during which Brice Hobrock, Dean of Libraries at K-State and current chair of the Council of Deans and Directors of Regents Libraries, explained the Regents' proposal for funding of the "systemwide access project." He and others present answered questions and, at my suggestion, issued an invitation to the committee to visit KU to see firsthand evidence of the need for and potential benefits of the project.

As a reminder: This project was first proposed by CODDL in 1990/91 to provide ca. $3.5 million in base budget increases for the Regents libraries to support four program initiatives: (1) retrospective conversion of card catalog records; (2) acquisition of bibliographic, textual, numeric, and, ultimately image, databases to be shared among the universities; (3) development of systemwide connectivity of online systems; and (4) substantial improvement of our capability to support document delivery. It has won consistent support from the chief academic officers, the presidents and Chancellor, and the Board. The Regents have included it once again in their budget request for the coming fiscal year.

In the relatively brief time available that morning, Dean Hobrock, Jim Neeley, John Miller, and I will guide the committee through different aspects of an actual search for information on a topic--using present options and examples of elements of the system envisioned. -W. Crowe

ATTACHMENTS

Cataloging Policy Advisory Committee minutes--June 21, 1993
Committee on Salaries and Benefits minutes--July 14, 1993
Health and Safety Committee minutes--July 8, 1993
Steering Committee for Strategic Planning minutes--July 26, 1993
Gibbs reported that an announcement of our open meeting had been mailed out to library staff this morning. The meeting is scheduled for July 6 at 1:30 P.M. in Watson A. Gibbs added that the packets of explanatory material were ready for distribution to department heads. The two largest departments, Cataloging and Anschutz, will receive two packets; the others one each.

Roach reported that the loading of MARCIVE back tapes was proceeding smoothly. Around 9,000 of the total of 15,000 records on the back tapes have been loaded.

Bearse reported that the Law Library would like to change its OCLC profile in August and that if it does so, it will no longer send main entry cards to Watson for filing in the card catalog.

Gibbs reported that Patrick Kingsbury will provide a printed report of samples of records from Special Collections, Kansas Collection, and the Law Library to help us to determine the kinds of problems that might occur with the loading of these collections.

Responding to a question, Gibbs said that our system at present cannot produce reports that are broken down by location and that a programming change that would make this possible is not on the list of programming priorities at this time.

During the remainder of the meeting, the committee discussed how to deal with differences in series treatment between Special Collections, Kansas Collection, and the Law Library--and the norms of the online catalog. It was agreed that a cataloging agency that wishes to make records for individual items in unanalyzed serials would have to notify the Cataloging Dept., which already has a procedure for partial analytics in place. There was also agreement that all cataloging agencies would use the same form of heading for a series and generally would follow LC tracing practice. Series which LC does not trace but which an agency, for whatever reason, wants to trace will be traced as title added entries (740's), not as series (440's or 830's). Similarly, phrases which LC does not consider a series but which an agency wants to trace "as if" they were a series will be recorded in the notes field and traced as title added entries.

The next meetings of CPAC are scheduled for July 12, July 19, August 16, and August 30.

Submitted by John Richardson
Steering Committee for Strategic Planning
Minutes of Meeting, July 26, 1993

The Steering Committee for Strategic Planning met on Monday, July 26th, at 1:15 in Conference Room B. Benjamin, Clement (presiding), Melton, R. Miller, S. Miller, and K. Neeley were present; Gibbs was absent.

The minutes of the meetings of July 16th and July 20th were approved.

Clement showed the group a copy of the form he developed for use (if desired) by each task force’s recorder(s) to report the minutes of task force meetings. This standardized form, if used, could allow task forces to approve their minutes more quickly and allow them to be reviewed by the Steering Committee and published in FY1 more quickly.

Task Forces #2, #4, and #6, at their respective first meetings, have recommended to the Steering Committee certain changes to the wording of their goals and charge; some of these are editorial, some are more substantive. Recommendations from TF’s #2 and #4 were approved with little discussion. The request to re-word TF #6’s Goal #8 was discussed at some length. R. Miller, the liaison to that task force, will attempt to work out a compromise wording.

The remainder of the meeting was spent reviewing Melton’s draft of a "values poll" to be mailed to all staff in order to better ascertain the Library’s core values. He had essentially taken the 40 terms or concepts mentioned as values at either the January workshop or the open staff meeting on July 19th and attempted to several clusters of synonymous or related concepts. After discussion, and reviewing wording relative to institutional values in the MIT strategic planning documents, it was felt that our staff discussion had focussed almost exclusively on interpersonal values and that values relating to the role of the Library in the university and the larger community need to be better articulated. He will read pertinent documents mailed to him by Maureen Sullivan and attempt a different approach to a values statement before we mail it to the entire staff for input.

The meeting adjourned at approximately 3:25.

Respectfully submitted,

Rob Melton, Secretary
Task Force: Space, Facilities, and Equipment (¶4)
Date: July 30, 1993
Members Present: Janet Anderson-Story (Chair), Lars Leon, Al Mauler, Kent Miller, Shelley Miller, Marianne Reed

Member Absent: Susan Hitchens

Agenda Item #1: Committee meeting conflict with M. Sullivan visit Friday 8/27/93.
Action Taken: Set meeting for Thursday 8/26 2:00-4:00
Responsibility:
Time Frame:

Agenda Item #2: Shelley report on items she took to the Steering Committee
Action Taken: Shelley reported the Steering Committee has OK'd our suggested changes (see minutes of 7/21 meeting). We are to consider all KU libraries except Law, KU-Med.
Responsibility: We need to clarify if we are to consider any other libraries that are administratively linked. Shelley will consult with Steering Committee.
Time Frame: by next meeting

Agenda Item #3: Shelley's report on ARL spec kits.
Action Taken: Report by Shelley and discussion.
Responsibility: Shelley will continue looking for information and report.
Time Frame: by next meeting

Agenda Item #4: Literature searcher (Janet) report on sources for facilities.
Action Taken: Report by Janet and discussion.
Responsibility: Janet will continue looking for information and report.
Time Frame: by next meeting

Agenda Item #5: Literature searcher (Kent) report on Library Technology Reports searches.
Action Taken: Report by Kent and discussion.
Responsibility: Kent will continue looking for information and report.
Time Frame: by next meeting

Agenda Item #6: Literature searcher (Marianne) report on sources for equipment.
Action Taken: Report by Marianne and discussion.
Responsibility: Marianne will continue looking for information and report.
Time Frame: by next meeting

Agenda Item #7: (Lars) report on health and safety in relation to Space, Facilities, and Equipment talk with Margaret Wilson.
Action Taken: Report by Lars and discussion.

Responsibility: Look at Health and Safety Information file and report. Additionally, attain copies of all quarterly reports.
Time Frame: by next meeting

Agenda Item #8: Literature searcher (Al) report on sources for space.
Action Taken: Report by Al and discussion.

Responsibility: Al will continue looking for information and report.
Time Frame: by 8/13/93 meeting

Agenda Item #9: Discussion on ACRL and ARL standards (statistics?).
Action Taken: Obtain a copy of the most recent ACRL and ARL standards (statistics?). Review list and report on which standards pertain to Space, Facilities, and Equipment.

Responsibility: Kent
Time Frame: by next meeting

Agenda Item #10: Review MIT document.
Action Taken: Read and check to see if any relevance to our charges.

Responsibility: Shelley
Time Frame: by next meeting

Agenda Item #11: (Charge#2) external factors...
Action Taken: Each searcher is responsible for compiling a list of external factors that affect our charges.

Responsibility: Marianne (equipment); Al (space); Kent (standards);
Janet (facilities); Lars (health, safety)
Time Frame: by 8/13 meeting

Agenda for 08/06/93:
1. Literature searchers will give update on information found.
2. Begin thinking how to accomplish charges #1-#4.
3.
4.
Task Force: Space, Facilities, and Equipment (#4)
Date: July 21, 1993
Members Present: Janet Anderson-Story (Chair), Susan Hitchens, Lars Leon, Al Mauler, Kent Miller, Shelley Miller, Marianne Reed

Members Absent:

Agenda Item #1: Determine Reporter
Action Taken: Rotation among the members. Each member will also maintain his/her own detailed notes.
Responsibility: Committee members
Time Frame: Every meeting

Agenda Item #2: Determine mode for internal communication
Action Taken: E-mail: Replies go to the list
Box: Kept in Automation workroom
Responsibility: Committee members

Agenda Item #3: Set meeting times/places
Action Taken: All meetings in ASL Conf. Rm., 2-4 p.m. on Fridays, except Aug. 13, when we will meet in ASL Seminar Room.

Agenda Item #4: Review and Clarify Introduction
Action Taken: Discussed. No corrections offered.

Agenda Item #5: Review and Clarify Goals
Action Taken: Suggested changes:
Goals intro - Add "collections, equipment" in front of "staff and users alike"
Goal 2 - Add "to access" in front of "information resources located elsewhere"
Goal 3 - Replace comma in "collections, equipment" with "and" and change "and optimal equipment" to "as well as optimal equipment".
Responsibility: Shelley will bring to Steering Committee
Time Frame: Within one week of our meeting

Agenda Item #6: Relation to Library Emergency and Disaster Plan Committee
Action Taken: We’ll make sure that we consult any information that the committee has that might be pertinent.
Responsibility: Unassigned
Time Frame: Before Sept. 3

Agenda Item #7: Review and clarify Environmental Scan
Action Taken: Discussed.

Agenda Item #8: Review and clarify Mission Statement
Action Taken: Discussed.
Agenda Item #9: Review and clarify Vision Outline
Action Taken: Discussed.

Agenda Item #10: Review and clarify Internal Assessment
Action Taken: Discussed. Questioned whether number of seats for users is adequate.
Responsibility: Shelley to take to Steering Committee
Time Frame: By next meeting

Agenda Item #11: Review and clarify charges
Action Taken: Corrections from the Steering Committee:
Charge 3 - Add "phone calls and/or site visits" after "library literature".
Charge 4 - "PRESENT organizational structures, staffing", etc.

From our discussion:
Charges 1-4 are to be dealt with before Maureen’s Sept. visit.

Responsibility: Shelley will ask Steering Committee

Agenda Item #12: Outside Sources - Research Assignments
Look at LTR (Library Technology Reports) - Kent
ARL Spec kits - Shelley
Board of Regents’ standards for space - Kent
Identify potential sources for future research:
  Facilities - Janet
  Health and Safety - Lars
  Space - Al
  Equipment - Marianne

Agenda for July 30:
1. Shelley will report on items she is taking to Steering Committee
2. Kent will report about standards and LTR searches
3. Shelley will report on any finds in ARL Spec kits
4. Literature searchers will report on sources for info.
Minutes-Health and Safety Committee  
July 8, 1993

Present: M. Wilson (chair), P. DiFilippo, K. Simmons, T. Taylor

The minutes of June 24 and July 1 were revised and approved.

The committee discussed a message from UCLA regarding EMF levels of 3M desensitizers. Margaret will contact UCLA for further information. The original information has been passed on to Mary Hawkins and George Gibbs with queries what information/suggestions we should be disseminating to staff.

The test cushions for the conference room chairs and benches are now at Phil's Upholstery shop for an estimate.

The issue of mail crates was discussed. The committee wanted to know what size had been requested (small). Hope was expressed that the Occupational Therapy Department at the Med Center, with their list of distributors of various types of equipment, might be able to help us find an acceptable alternative type of crate.

The visitors from the Occupational Therapy Unit at KUMC spent over two hours going through various parts of Watson on Wednesday to determine what it was we were looking for in terms of assistance in biomechanical/ergonomic improvements. Their proposed plan included education, demonstrations beyond biomechanics on "how to do" certain basic library tasks, consultation in the branches, some in-depth measuring and evaluation, "before" and "after" tapes, and a report with observations and recommendations. When we receive their proposed plan based on Wednesday's visit, we will write our proposal for implementing it.

A loose railing on the wheelchair ramp at Watson has been reported.

We have just received a copy of the fire code handbook.

There will be no meeting next week.
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: July 14, 1993

Present: J. Emde, B. Gaeddert, S. Gilliland, L Moore

(New committee members not yet having been appointed, Gaeddert and Emde served on an ad hoc basis.)

The Committee reviewed the salary ranges for the positions of Library Instruction Coordinator and Interlibrary Services Librarian/Coordinator for Document Delivery.

The Committee made several recommendations which L. Moore will transmit to the Dean in a memo.

Sandy passed out current salary information for the University of Kansas Libraries Librarians and Professional Staff for the information of the Committee.

Respectfully submitted,

Barb Gaeddert, Secretary
FALL AND SPRING SEMESTER LIBRARY HOURS

Attached are schedules of fall and spring semester library hours. The fall schedule covers the period August 23, 1993-January 10, 1994, and the spring schedule covers the period January 11-June 6, 1994. With Christmas and New Year’s Day occurring on Saturdays this year, Friday (December 24) and Friday (December 31) have been declared state holidays. The Libraries will be closed from Friday through Sunday on these two weekends.

Operative dates for the fall and spring schedules are as follows:

Fall schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of fall classes</td>
<td>Monday, August 23</td>
</tr>
<tr>
<td>Labor Day (state holiday)</td>
<td>Monday, September 6</td>
</tr>
<tr>
<td>1st day of Thanksgiving recess</td>
<td>Wednesday, November 24</td>
</tr>
<tr>
<td>Thanksgiving (state holidays)</td>
<td>Thursday &amp; Friday, Nov. 25 &amp; 26</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Monday, November 29</td>
</tr>
<tr>
<td>1st day of extended Friday/Saturday hours (Watson and Anschutz)</td>
<td>Friday, December 3</td>
</tr>
<tr>
<td>Last day of fall classes</td>
<td>Thursday, December 9</td>
</tr>
<tr>
<td>Final exams</td>
<td>Monday, Dec. 13 - Monday, Dec. 20</td>
</tr>
<tr>
<td>Last day of extended Friday/Saturday hours (Watson and Anschutz)</td>
<td>Saturday, December 18</td>
</tr>
<tr>
<td>Christmas holidays</td>
<td>Friday, Dec. 24 - Saturday, Dec. 25</td>
</tr>
<tr>
<td>New Year’s holidays</td>
<td>Friday, Dec. 31 - Saturday, Jan. 1</td>
</tr>
</tbody>
</table>

Spring schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of spring classes</td>
<td>Tuesday, January 11</td>
</tr>
<tr>
<td>Martin Luther King holiday</td>
<td>Monday, January 17</td>
</tr>
<tr>
<td>1st day of spring break</td>
<td>Sunday, March 20</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Monday, March 28</td>
</tr>
<tr>
<td>1st day of extended Friday/Saturday hours (Watson and Anschutz)</td>
<td>Friday, April 22</td>
</tr>
<tr>
<td>Last day of spring classes</td>
<td>Tuesday, May 3</td>
</tr>
<tr>
<td>Final exams</td>
<td>Thursday, May 5 - Thursday, May 12</td>
</tr>
<tr>
<td>Last day of extended Friday/Saturday hours (Watson and Anschutz)</td>
<td>Saturday, May 7</td>
</tr>
<tr>
<td>Commencement</td>
<td>Sunday, May 15</td>
</tr>
<tr>
<td>Memorial Day (state holiday)</td>
<td>Monday, May 30</td>
</tr>
<tr>
<td>Summer session enrollment</td>
<td>Monday, June 6</td>
</tr>
<tr>
<td>1st day of summer session</td>
<td>Tuesday, June 7</td>
</tr>
</tbody>
</table>

Please notify me of any corrections or proposed changes in the schedule (e-mail MHawkins, or phone 4-3601).

Mary Hawkins

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
VOLUNTEERS NEEDED FOR MOUNTING EXHIBITS

The Watson Exhibits Committee (Rachel Miller, Kent Miller, Channette Kirby, Mike Biggins) is calling for volunteers interested in mounting exhibits in the Ranz Exhibits & New Books Area in the main lobby during FY 94. About five exhibits have already been tentatively scheduled, each of them to remain on display for about a month. This means we still have room for several more exhibits. If you have an idea for an exhibit that you would like to develop, or if you are interested in principle but would like some ideas for topics, please contact any member of the Exhibits committee.

Mike Biggins

ARL SPEC KITS RECEIVED


Kent Miller

CIVIL SERVICE EXAMINATION SCHEDULE FOR JUNE

A copy of the civil service examination schedule for the month of August is being mailed to all Library departments. These civil service examinations will be administered in the Department of Human Resources, Carruth-O’Leary Hall. Library student assistants who are interested in permanent civil service employment are especially encouraged to contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information about examination application procedures and employment eligibility and opportunities.

Sandy Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 10:00, Monday, August 16. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

ATTACHMENTS

Strategic Planning Steering Committee minutes--August 2, 1993
Task Force Charges
Task Force Reports:  #2--7/26/93, 7/29/93, 8/2/93
  #4--August 6, 1993
  #5--July 29, 1993
  #7--July 22, 1993, July 27, 1993
Fall Semester Schedule of Hours--August 23, 1993 - January 10, 1994
Spring Semester Schedule of Hours--January 11, 1994 - June 6, 1994
Steering Committee for Strategic Planning  
Minutes of Meeting, August 2, 1993

The Steering Committee for Strategic Planning met on Monday, August 2nd, at 1:15 in Conference Room B. Benjamin, Clement (presiding), Melton, R. Miller, S. Miller, and K. Neeley were present; Gibbs was absent.

The minutes of our meeting of July 26th were approved. Minutes of the July 21st and July 30th meetings of Task Force #4 and the July 30 meeting (draft) of Task Force #6 were examined.

A request from Task Force No. 3 to re-word its goals, essentially collapsing the wording of the five goals into three, was approved with slight modifications.

A request from Task Force No. 5 to re-word its goals #2 and #3 was approved with slight modifications.

A communication from a member of the staff regarding the process by which members of task forces were selected was discussed. Benjamin volunteered to relay our response to the staff member.

Melton, R. Miller, and K. Neeley agreed to meet at 9:00 Thursday [subsequently changed to August 11th at 10:30] to work further on the issue of values clarification.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Rob Melton, Secretary
Introduction: Providing intellectual access to collections and information resources is a fundamental responsibility of a successful research library. Our challenge is to configure access in such a way that we best meet the needs of users. This includes assessing the level and type of access needed for the full range of collections and information resources, and developing options for achieving such access.

Library’s goals:
1. All University Libraries’ collections will be cataloged, and their records will be available through a computerized catalog;
2. Backlogs of uncataloged material will be eliminated and all processing in acquisitions, serials, and cataloging will be maintained on a current basis; and,
3. From workstations in the Library and elsewhere, faculty and students will have intellectual access to local and remote catalogs, databases, and other information resources.

Charge: The purpose of the Task Force on Intellectual Access to Collections and Information Resources is to recommend the means to achieve these goals. To accomplish this charge, the Task Force is asked to:
1. Review the goals.
2. Analyze external factors and the University environment as they pertain to each goal.
3. Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions’ successes or failures?
4. Review the library’s advantages and limitations in this area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources, and especially communication and decision making structures. Identify areas that need to change or improve and consider alternatives.
5. After reviewing alternatives, recommend long-term strategies (5—10 years) for achieving the goals.
6. Under each strategy, recommend steps to be taken in the short term (2—5 years).
7. Identify the resources needed to achieve the goals in the short and long terms.
8. Place each of the goals and recommended courses of action in order of priority.
9. Consider what values need to be strengthened or changed to help achieve these goals.
10. Identify areas for further study.

In carrying out its work, the Task Force should use the base documents provided by the Steering Committee as the guide for its work. These include a general environmental scan,
a mission statement, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals.

Consultation and input from library staff and others will be very important throughout this planning process. We suggest you work and gather input from: CPAC, LAC, and others; and the library staff as a whole. To avoid duplication of effort, the Steering Committee will help coordinate external contacts and meetings of all library staff.

Rick Clement, a member of the Steering Committee, will serve as the liaison with the Task Force. In addition to being a full participant in the work of the Task Force, his role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when he can and discussing problematic situations with the parent body when he cannot. He will report back to the Steering Committee on the ongoing work of the Task Force.

Please select a secretary to keep minutes, and send your minutes to the Steering Committee for review and publication in FYI.

Library statistical reports or other relevant data of any kind (with the exception of confidential files) will be made available to the Task Force. In addition, clerical and other necessary assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22, 1993.
Introduction: The specific areas which are covered by the work of this task force include circulation and collection maintenance; preservation; document delivery, local and cooperative collection development and resource sharing programs; and acquisitions.

Library's goals:
1. The Library must enhance and develop programs to preserve/conserve/maintain collections;
2. The Library must maintain and acquire, in whatever formats necessary, solid collections and information resources which satisfy the needs of the University's academic programs;
3. The Library must maintain strong collection building capability;
4. Users will be assured prompt physical access to any research materials required from KU collections and external sources;
5. The Library will collaborate with other institutions to develop, manage, and preserve jointly the research collections and information resources which the scholarly community requires; and,
6. Collection development and physical access decisions will be guided by the results of continuing assessment of user needs.

Charge: The purpose of the Task Force on Development of and Physical Access to Collection and Information Resources is to recommend the means to achieve these goals. To accomplish this charge, the Task Force is asked to:
1. Review the goals.
2. Analyze external factors and the University environment as they pertain to each goal.
3. Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions' successes or failures?
4. Review the Library’s advantages and limitations in this area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources and especially communication and decision-making structures. Identify areas that need to change or improve and consider alternatives.
5. After reviewing alternatives, recommend long-term strategies (5—10 years) for achieving the goals.
6. Under each strategy, recommend steps to be taken in the short term (2—5 years).
7. Identify resources needed to achieve the goals in the short and long terms.
8. Place each of the goals and recommended courses of action in order of priority.
[Task Force 2]

9 Consider what values need to be strengthened or changed to help achieve these goals.
10 Identify areas for future study.

In carrying out its work the Task Force should use the base documents provided by the Steering Committee as the guide for its work. They include a general environmental scan, a mission statement, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals.

Consultation and input from library staff and others will be very important throughout this planning process. We suggest you work with and gather input from the Collection Development Council and its Executive Committee; and the library staff as a whole. To avoid duplication of effort, the Steering Committee will help coordinate external contacts and meetings of all library staff.

Rob Melton, a member of the Steering Committee, will serve as the liaison with the Task Force. In addition to being a full participant in the work of the task force, his role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when he can and discussing problematic situations with the parent body when he cannot. He will report back to the Steering Committee on the ongoing work of the task force.

Please select a secretary to keep minutes and send your minutes to the Steering Committee for review and publication in FYI.

Library statistical reports or other relevant data of any kind (with the exception of confidential files) will be made available to the Task Force. In addition, clerical and other necessary assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22, 1993.
Introduction: Reference and instructional programs are vital elements in a successful research library. The challenge in this area is to optimize reference services and increase information literacy.

Library's goals:
1 Identify present and potential users and their needs on an ongoing basis.
2 Provide reference and instructional services and other informational programs (e.g., exhibits, publications, and lectures) that are appropriate to the needs of our users.
3 Expand partnerships between the University community and library staff.

Charge: The purpose of the Task Force on Reference and Instructional Programs is to recommend the means to achieve these goals. To accomplish this charge, the Task Force is asked to:
1 Review the goals.
2 Analyze external factors and the university environment as they pertain to each goal.
3 Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions’ successes or failures?
4 Review the library's advantages and limitations in this area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources, and especially communication and decision making structures. Identify areas in need of change or improvement and consider alternatives.
5 After reviewing alternatives, recommend long-term strategies (5—10 years) for achieving the goals.
6 Under each strategy, recommend steps to be taken in the short term (2—5 years).
7 Identify the resources needed to achieve the goals in the short and long terms.
8 Place each of the goals and recommended courses of action in order of priority.
9 Consider what values need to be strengthened or changed to help achieve these goals.
10 Identify areas for future study.

In carrying out its work the Task Force should use the base documents provided by the Steering Committee as the guide for its work. They include a general environmental scan, a mission statement, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals.

Consultation and input from library staff and others will be very important throughout this planning process. The Steering Committee suggest the Task Force work with and
gather input from committees already working within this area and the library staff as a whole.

David Benjamin, a member of the Steering Committee, will serve as the liaison with the Task Force. In addition to being a full participant in the work of the Task Force, his role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when he can and discussing problematic situations with the parent body when he cannot. He will report back to the Steering Committee on the ongoing work of the Task Force.

Please select a secretary to keep minutes, and send your minutes to the Steering Committee for review and publication in FYI. Library statistical reports or data of any kind (with the exception of confidential files) will be made available to the Task Force and clerical assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22, 1993.
Introduction: The Library aspires to provide comprehensive access to information and appropriate, well-equipped facilities. In addition to collection space needs, the Library recognizes the need to provide in the best way for space, equipment, and health and safety needs of staff and users.

Library's goals: The overall goal in this area is to provide for expanded and well-equipped libraries, with optimal conditions and security for collections, equipment, staff and users alike. This includes:

1. The Library will continue to provide places where users can study and work, consult traditional collections, and receive assistance from library staff.
2. The Library will be a place where users can find the equipment with which to use local information in all formats and to access information resources located elsewhere.
3. Library facilities will provide optimal space and environmental conditions for collections and equipment, as well as optimal equipment, space, and environmental conditions for staff and library users.
4. From workstations in the Library and elsewhere on campus, faculty and students will be able to use local and remote catalogs, databases, and other information resources.

Charge: The purpose of the Task Force on Space, Facilities and Equipment is to recommend means to achieve these goals. To accomplish this charge the Task Force is asked to:

1. Review the goals.
2. Analyze external factors and the University environment as they pertain to each goal.
3. Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions' successes and failures?
4. Review the Libraries' advantages and limitations in each area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources, and especially communication and decision making structures. Identify areas that need to change or improve and consider alternatives.
5. After reviewing alternatives, recommend long-term strategies (5—10 years) for achieving the goals.
6. Under each strategy, recommend and prioritize steps to be taken in the short term (1—2 years).
7. Identify resources needed to achieve the goals in the short and long term.
8. Place each of the goals and recommended courses of action in order of priority.

08/09/93
9 Consider what values need to be strengthened or changed to help achieve these goals.
10 Identify areas for further study.

In carrying out its work, the Task Force should use the base documents provided by the Steering Committee as a guide for its work. These include a general environmental scan, a mission statement, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals. Consultation and input from library staff and others will be very important throughout this planning process. We suggest you work with and gather input from the Libraries Health and Safety Committee, KU Human Resources, Facilities Planning, the Hoch planning group, the Library Automation Committee, and the library staff as a whole. To avoid duplication of effort, the Strategic Planning Steering Committee will help coordinate external contacts and meetings of all library staff.

Shelley Miller, a member of the Steering Committee, will serve as the liaison with the Task Force. In addition to being a full participant in the work of the Task Force, her role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when she can and discussing problematic situations with the parent body when she cannot. She will report back to the Steering Committee on the ongoing work of the Task Force.

Please select a secretary to keep minutes, and send your minutes to the Steering Committee for review and publication in FYI.

Library statistical reports or other relevant data of any kind (with the exception of confidential files) will be made available to the Task Force. In addition, clerical and other necessary assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22, 1993.
To: Task Force on Staff: Margaret Wilson (Chair), Mary Ann Baker, Gaele Gillespie, Sandy Gilliland, Bayliss Harsh, John Richardson

From: Rick Clement, Chair, Strategic Planning Steering Committee

Date: July 19, 1993

Subject: Task Force Charge (emended 8/9/93)

Introduction: The success of all library operations depends ultimately on the quality and productivity of the staff. The Task Force is responsible for the broad areas of staff training, staff development, continuing education, professional activities, research activities, diversity, recruitment, staff morale, and the like.

Library’s goals:
1. Enhance substantially staff ability to function effectively in an environment of rapid and continuous change;
2. Promote active participation by all levels of staff in staff development and in professional and/or research activities;
3. Recruit and cultivate a more diverse staff; and,
4. Develop a strong sense of unity of purpose and direction among the staff.

Charge: The purpose of the Task Force on Staff is to recommend the means to achieve these goals. To accomplish this charge, the Task Force is asked to:
1. Review the goals.
2. Analyze external factors and the University environment as they pertain to these goals.
3. Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions’ successes and failures?
4. Review the Library’s advantages and limitations in this area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources, and especially communication and decision-making structures. Identify areas that need to change or improve and consider alternatives.
5. After reviewing alternatives, recommend long-term strategies (5—10) for achieving the goals.
6. Under each strategy, recommend steps to be taken in the short term (2—5).
7. Identify the resources needed to achieve the goals in the short and long term.
8. Place each of the goals and recommended courses of action in order of priority.
9. Consider what values may need to be strengthened or changed to help achieve these goals.
10. Identify areas for further study.

In carrying out its work, the Task Force should use the base documents provided by the Steering Committee as the guide for its work. They include a general environmental scan, a mission statement, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals.

08/09/93
Consultation and input from library staff and others will be very important throughout this planning process. We suggest you work with and gather input from the Staff Development Committee, the Staff Orientation Committee, the Task Force on Space, Facilities, and Equipment, and the Task Force on Financial Resources and Development; and the library staff as a whole. To avoid duplication of effort, the Steering Committee will help coordinate external contacts and meetings of all library staff.

Kathleen Neeley, a member of the Steering Committee, will serve as the liaison with the Task Force. In addition to being a full participant in the work of the Task Force, her role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when she can and discussing problematic situations with the parent body when she cannot. She will report back to the Steering Committee on the ongoing work of the Task Force.

Please select a secretary to keep minutes, and send your minutes to the Steering Committee for review and publication in FYI.

Library statistical reports or other relevant data of any kind (with the exception of confidential files) will be made available to the Task Force. In addition, clerical and other necessary assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22, 1993.
Introduction: The success of all library operations depends on our ability to use wisely the Library’s financial resources, to increase those resources, and to carry out a comprehensive development program.

Library’s goals: The overall goal in this area is to develop a budget adequate to meet current and anticipated needs, recruit and retain staff, and insure operational effectiveness.

1 Increase salaries and benefits to levels competitive with peer institutions;
2 Obtain adequate funds in all library expense categories;
3 Increase overall levels of state funding for library and information resources;
4 Maintain strong financial support from the University;
5 Attract more gifts and endowment funds through strengthened relations with the KU Endowment Association and the Friends of the Library;
6 Attract more grant funds, both independently and in collaboration with other University programs;
7 Improve the Library’s ability to cultivate potential donors of collections and other resources;
8 Promote accountability by continually evaluating the effectiveness of all library activities and by managing the limited resources available to the Library as efficiently as possible;
9 Increase the Library’s visibility and impact through public relations and outreach activities; and,
10 Link the Library’s efforts with campus-wide, state-wide, regional- and national-level initiatives.

Charge: The purpose of the Task Force on Financial Resources and Development is to recommend the means to achieve these goals. To accomplish this charge, the Task Force is asked to:

1 Review the goals.
2 Analyze external factors and the University environment as they pertain to each goal.
3 Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions’ successes and failures?
4 Review the library’s advantages and limitations in this area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources, and especially communication and decision-making structures. Identify areas that need to change or improve and consider alternatives.
5 After reviewing alternatives, recommend long-term strategies (5—10 years) for achieving the goals.

08/09/93
6 Under each strategy, recommend steps to be taken in the short term (2—5 years).
7 Identify the resources needed to achieve the goals in the short and long term.
8 Place each of the goals and recommended courses of action in order of priority.
9 Consider what values need to be strengthened or changed to help achieve these goals.
10 Identify areas for further study.

In carrying out its work the Task Force should use the base documents provided by the Steering Committee as a guide. They include a general environmental scan, a mission statement, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals.

Consultation and input from library staff and others will be very important throughout this planning process. We suggest you work with and gather input from the LFA Committee on Salaries and Benefits and the LFA Committee on Budget and Planning; the Library’s Publications Board; the KU Endowment Association, the Friends of the Library, and the Office of Research Support and Grants Administration; and the library staff as a whole. To avoid duplication of effort, the Steering Committee will help coordinate external contacts and meetings of all library staff.

Rachel Miller, a member of the Steering Committee, will serve as liaison with the Task Force. In addition to being a full participant in the work of the Task Force, her role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when she can, and discussing problematic situations with the parent body when she cannot. She will report back to the Steering Committee on the ongoing work of the Task Force.

Please select a secretary to keep minutes, and send your minutes to the Steering Committee for review and publication in FYI.

Library statistical reports or other relevant data of any kind (with the exception of confidential files) will be made available to the Task Force. In addition, clerical and other necessary assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22.
Introduction: This charge supplements the May 7, 1993 charge to the Task Force on Online Systems, which Dean Crowe prepared. It is an attempt to harmonize that document with the format and general charges which the Steering Committee on Strategic Planning has prepared for other task forces. Since the creation of the locally-created "interim" catalog in the late 1980s, the proliferation of sources of information that are available in electronic versions and the new ways that both staff and users can work cooperatively over networks have made it essential to plan for a much expanded vision of online library systems. Successful use of this technology will be key to the future of the Library as the primary provider of scholarly information on campus.

Library’s goals:
1. The Library will have an integrated online system;
2. The Library will take advantage of improved hardware, software, and inter-operability standards that make it possible to improve service and promote greater staff effectiveness.
3. The Library will promote greater resource sharing through improved, interactive “connectivity” with other libraries and providers of information, including many commercial and governmental sources, and others, such as OCLC;
4. From workstations in the Library and elsewhere, faculty, students, and staff will be able to use local and remote catalogs, databases, and other information resources.

Charge: The purpose of the Task Force on Online Systems is to recommend the means to achieve these goals. To accomplish this charge, the Task Force is asked to:
1. Review the goals.
2. Analyze external factors and the university environment as they pertain to each goal.
3. Identify what constitutes best thinking, research, and practice in this area by gathering information from library literature, phone calls, and/or site visits. What can we learn from other institutions’ success or failures?
4. Review the Library’s advantages and limitations in this area. Include an evaluation of present organizational structures, staffing patterns, policies, allocation of resources and communication and decision-making structures. Identify areas that need to change or improve and consider alternatives.
5. After reviewing alternatives, recommend long-term strategies (5—10 years) for achieving the goals.
6. Under each strategy, recommend steps to be taken in the short term (2—5 years).
7. Identify resources needed to achieve the goals in the short and long terms.
8. Place each of the goals and recommended courses of action in order of priority.
9. Consider what values need to be strengthened or changed to help us achieve our goals.
Identify areas for future study.

In carrying out its work the task force should use the base documents provided by the Steering Committee as the guide for its work. They include a general environmental scan, a vision statement, and an internal assessment. While these documents are still in draft form and need some refinement, they set out general areas and goals.

Consultation and input from library staff and others will be very important throughout this planning process. We suggest you work with and gather input from (among others): Administrative and Academic Computing, Telecommunications, and from the library staff as a whole. To avoid duplication of effort, the Steering Committee will help coordinate other external contacts and meetings of all library staff.

George Gibbs, a member of the Steering Committee, will serve as the liaison with this Task Force. In addition to being a full participant in the work of the Task Force, his role is to serve as the intermediary between the two bodies, answering questions and addressing concerns when he can and discussing problematic situations with the parent body when he cannot. He will report back to the Steering Committee on the on-going work of the Task Force.

Please select a secretary to keep minutes and send your minutes to the Steering Committee for review and publication in FYI.

Library statistical reports or data of any kind (with the exception of confidential files) will be made available to the task force and clerical assistance will be available as needed.

Your final report is due no later than 5 p.m., October 22, 1993.
Task Force #2: Development of and Physical Access to Collection and Information Resources (Regardless of Where Located)

Date: Monday, July 26, 1993

Members present: Mary Hawkins, Sarah Couch, Carole Dibben, Rob Melton, Bob Pisciotta, Becky Schulte, Eleanor Symons, LeAnn Weller

Members absent: none

Agenda item #1: Review minutes of July 22 meeting.

Action taken: Minutes revised and approved.

Responsibility: Although an official format for minutes has not been provided by the Steering Committee, Sarah was asked to forward the approved minutes to the Steering Committee.

Agenda item #2: Review goal #5.

Action taken:

1) The task force reviewed LeAnn's draft text suggestions for goal #5. Because of the many concerns regarding the meaning and implications of goal #5, Task Force #2 recommends that it be deleted from our list of goals and that the suggested revision of goal #2 now incorporates the ideas required.

2) In revision of a recommendation initially decided in the July 22 meeting, the following change in wording is suggested to the Steering Committee (changes are underlined):

[Goal #] 2 The Library must acquire and maintain, in whatever formats necessary, solid collections and information resources to satisfy the needs of the University's academic programs;

Responsibility: Rob will express the TaskForce's concerns to the Steering Committee regarding the following issues:

1) The Task Force members have had considerable difficulty with the meaning and possible implications surrounding goal #5.

2) Is the implication of goal #5 that printed materials should remain the foundation of the collections?

3) What is the meaning of the second half of the statement: "but new non-print and electronic formats will also be incorporated"? Is this grudging acceptance of new formats, or is it an attempt to recognize the future?

4) The Task Force is concerned that the same wording of goal #5 also appears in the Draft Vision Outline in the section regarding Strong Collections. It is hoped that the Steering Committee will consider a rewording of the statement.
Agenda item #3: Review charge to Task Force.

Action taken: Express following possible additions to the Environmental Scan.

1) Duplication of programs within the Regents system.
2) The increased focus on services in the marketplace.
3) The increased globalization of communications, economics and resource sharing.

Agenda item #4: Develop work plan.

Action taken: Work plan developed as outlined below.

<table>
<thead>
<tr>
<th>task</th>
<th>responsibility</th>
<th>due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) clarify goals</td>
<td>all</td>
<td>7/26</td>
</tr>
<tr>
<td>2) review environment</td>
<td>all</td>
<td>7/26</td>
</tr>
<tr>
<td>3) review charges</td>
<td>all</td>
<td>7/26</td>
</tr>
<tr>
<td>4) develop work plan</td>
<td>all</td>
<td>7/26</td>
</tr>
<tr>
<td>5) identify areas of overlap</td>
<td>Eleanor</td>
<td>7/29</td>
</tr>
<tr>
<td>with other task forces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) identify and assign</td>
<td>all</td>
<td>7/26-29</td>
</tr>
<tr>
<td>research areas and people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>responsible (including internal overlaps)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Responsibility: Brainstorm to identify key topics, areas of overlap within task force goals and areas of overlap with other task forces.

Task force goals are assigned for review as follows: 1) Becky; 2) Rob and LeAnn; 3) Eleanor; 4) Sarah, Carole, LeAnn; 5) not assigned since we expect this goal to be deleted; 6) Bob and Carole; 7) Mary, Bob, Eleanor.

Due date: Thursday, July 29.

Agenda item #5: Set agenda for next meeting.

Action taken: Agenda for Thursday, July 29.

1) Identify areas of overlap with other task forces.
2) Outline individual work plans.
3) Set time table for individual work plans.

Recorded by: Sarah Couch

Revised and approved: 7/29/93
Members present: Hawkins, Couch, Dibben, Melton, Pisciotta, Schulte, Symons, Weller
Members absent: none

Agenda Item # 1: Review minutes of 7/26/93 meeting.
Action Taken: Minutes revised and approved.
Responsibility: Use e-mail; discontinue paper distribution. Use form to report to Steering Committee.
Time Frame: 7/29/93

Agenda Item # 2: Identify areas of overlap within goals.
Action Taken: Members reported on their review of assigned task force goals in comparison with our own goals and with the goals of the other Task Forces. There are areas of overlap, but not incompatibility, and we will consult with the Steering Committee and other Task Forces to coordinate information gathering.
Responsibility: Task Force members will send their outlines identifying areas of overlap to other members of Task Force 2 via e-mail.
Time Frame: 8/2/93

Agenda Item # 3: Outline individual work plans.
Action Taken: Deferred discussion until Aug. 2 meeting.
Responsibility: Task Force members will identify areas of research and prepare work plans, and if possible, send the information to all members of Task Force 2 via e-mail prior to August 2. Work plans should incorporate charges 1-4 and cover the time period through August 26.
Time Frame: 8/2/93

Agenda for next meeting on 8/2/93.

1. Review work plans for each research area/goal. All members responsible for assigned area. Plans due by 8/2.
2. Review internal assessment document against our assigned research areas/goals. Be prepared to discuss document on 8/2.
ask Force on Development of and Physical Access to Collections &
information Resources (42)

Date: 8/2/93

Members present: Hawkins, Couch, Dibben, Melton, Pisciotta,
Symons, Weller

Members absent: Schulte

Agenda Item # 1: Review minutes of 7/29/93 meeting.
Action Taken: Minutes approved.
Responsibility: None
Time Frame: None

Agenda Item # 2: Identify areas of overlap within goals.
Action Taken: Members discussed need to finish documentation
of overlaps identified. It was agreed that: 1) the object is to
identify what another task force might spend time on, 2) individual
task force members will go directly to the chair of other task
forces to discuss overlap issues, and 3) when Mary is consulted she
may choose to direct the questions to individual members of Task
Force 2.
Responsibility: Task Force members will send their outlines
identifying areas of overlap to Sarah on paper or via e-mail by
Thurs., 8/5. Sarah will collate the statements and distribute them
via e-mail to Task Force 2 members by Mon., 8/9.

Time Frame: 8/9/93

Agenda Item # 3: Review individual work plans and key issues
for each Task Force goal.
Action Taken: Drafts of work plans and key issues were
presented and reviewed for Task Force goals 2, 4 and 5.
Responsibility: LeAnn, Carole and Sarah were asked to revise
the work plan and key issues statements for goal 4 into a single
document.

Time Frame: Revised statement for goal 4 due by 8/5/93.

Agenda for next meeting on 8/5/93.
1. Review work plans and key issues for Task Force goals 3, 4 and
6 [old #7].
Task Force: Space, Facilities, and Equipment (#4)
Date: August 6, 1993
Members Present: Janet Anderson-Story (Chair), Lars Leon, Kent Miller, Shelley Miller, Marianne Reed, Susan Hitchens
Members Absent: Al Mauler

Announcement: Marianne informed the Task Force that "the box" is stored in the automation workroom in Anschutz Science Library. A copy of the MIT document will be placed there temporarily.

Announcement: Janet informed the Task Force that there will be a meeting of the Task Force Chairs on Aug.16.

Agenda Item #1: Literature searcher (Shelley) reported on her review of the MIT document and how it addresses space.
Action Taken: Questions and comments from Task Force members; discussion.

Agenda Item #2: Literature searcher (Janet) reported that she has additional sources to search.
Action Taken: Discussion

Agenda Item #3: Kent reported his preliminary findings on KU's collections' shelving space and growth rates.
Action Taken: Questions from the Task Force; discussion.

Responsibility: Kent will issue revised findings as more information becomes available.

Agenda Item #4: Kent reported on Regents' guidelines for allocation of library space.
Action Taken: Questions from the Task Force; discussion.

Agenda Item #5: Kent reported on other institutions' preparations for space planning.
Action Taken: Questions from the Task Force; discussion.

Responsibility: Kent will continue search for space standards.

Agenda Item #6: Marianne reported on her searches for sources of information on equipment.
Action Taken: Questions from the Task Force; discussion.

Agenda Item #7: Lars reported on his examination of the Health and Safety Committee's files.
Action Taken: Questions from the Task Force discussion.

Agenda Item #8: Discuss how to accomplish charges #B-#D.
Action Taken: Task Force members discussed various strategies.
Note: For ease of reference, charges have been re-labeled to alphabetic characters A-J.

Responsibility: Literature searchers will evaluate charges #B-#D as they pertain to the goals and to his or her searching assignment.
Time Frame: #B by Aug.13; #C-D by Aug.20.

Agenda for 08/13/93:
1. Continued literature search reports
2. Discussion of charge B as it relates to Goals 1-4
3. Begin thinking about charge C-D
TASK FORCE ON STAFF (5)
MINUTES

July 29, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, John Richardson, Gaele Gillespie, Bayliss Harsh, Mary Ann Baker
Sandy Gilliland

The Task Force discussed how to proceed to accomplish its work prior to Maureen Sullivan's August 27th visit. It was agreed that Margaret Wilson will review KU's Mission Statement and report on how it relates to the Task Force's charges.

The Task Force then began a discussion of the goals assigned by the Steering Committee. Kathleen Neeley offered the Steering Committee's perspective in why the goals were worded in certain ways, which was useful to the group. The Task Force agreed to make the following recommendations:

Goal #2: change the wording of this goal as follows: "Promote active participation by all levels of staff in staff development, professional and/or research activities;"

Goal #3: add the phrase, "and cultivate" after the word "Recruit." It was further agreed that the term "diverse" would be defined in the broadest possible terms, and be consistent with the University's definition.

It was further agreed that wellness and morale issues should be considered as part of the goals, and the Task Force agreed to recommend adding the word "wellness" after the phrase "staff morale..." in the Introduction section.

The Task Force agreed that the term "professional" covers all staff levels, as per Maureen Sullivan's definition.

At the next meeting of the Task Force on Staff, the group will review its charges and how they may overlap with other Task Forces, and discuss the MIT Strategic Plan if time allows.

Submitted by
Sandy Gilliland
TASK FORCE: Online Systems (#7)  
DATE: July 22, 1993  
PRESENT: John Miller (chair), George Gibbs, Patrick Kingsbury, Kent Miller, Mary Roach, Sherry Williams  
ABSENT: Mary Hawkins, Jim Neeley

Agenda item: Schedule meetings for August and September  
Action: Discussion of possible times other than normal Tuesday 10:30 and Wednesday 1:30 times; chair is to analyze the situation and suggest times.

Agenda item: Prepare Preparation State Workplan  
Action: George suggested that as part of discussing the environmental scan, we should look especially at the intermediate environment, i.e., the university and such. The internal assessment does not appear to deal very fully with intermediate factors such as the possibilities on campus for networking, wiring, etc. What can we expect, for example, from campus computing and telecommunications?

George reiterated that the Internal Assessment will not go forward with the final report. It is for our use and discussion only.

The next meeting, next Tuesday, will focus on the first activity of reviewing our goals, etc. We recognize that the second activity, that of discussing our strengths and liabilities, will overlap with the review of the goals. We assume it also will carry over until at least one other meeting.

Regarding the question of "best practice," after considerable discussion the TF decided that it should look at the best practice of automation planning, not the best practice of automation itself. In this light, the best way of dealing with the seeming incongruence between our TF charge and Bill's earlier planning charge to LAC is to attempt to reconfirm the idea that a vision statement and an RFR is in fact the best way to proceed. This would both educate us and, we assume, legitimize the process that we have already undertaken.
In order to attempt to confirm the vision/RFR process, we identified the following 5 activities, most as yet without assigned responsibilities:

1/ create a list of sites and contacts at the following kinds of libraries:
   - those who have recently completed a planning process and have made a decision to acquire a new system (e.g., TRLN, Ohiolink)
   - those who are currently in process of making a decision (e.g., Missouri)
   - those, like us, who have pursued local development to this point (e.g., UCLA, Missouri)

2/ do a literature search on "automation planning" and on "system migration" -- John will do this

3/ develop a set of interview questions

4/ use email and the telephone to interview a reasonable number of sites

5/ summarize and discuss the interviews

Again, the object of this exercise is to question, and probably affirm, the vision/RFR process.

One question on the TF charge was raised: Should not data wiring be part of our charge rather than part of the charge for the Facilities/equipment TF?

The question of how to deal with goal number 4 on workstations was unresolved at the end of the meeting. The big question is whether or not we are to determine best practice in this area, and if so, how.
TASK FORCE: Online Systems (#7)  
DATE: July 27, 1993  
PRESENT: John Miller (chair), Mary Hawkins, Patrick Kingsbury, Kent Miller, Mary Roach, Sherry Williams  
ABSENT: George Gibbs, Jim Neeley

Agenda item: Report on assignments from previous meeting  
Action: The literature searches of Library Lit and ERIC are complete. John was asked to select a group of likely articles from the results and divide those up unto sections for the individual members of the TF to read and report on.

Bill is agreeable to our idea of reevaluating his charge to the TF as the core of our determination of "best practice"

Sherry reported that the version of the MIT report distributed to chairs was not usable. Kent offered to make copies of his complete report for the task force [and did so by the end of the meeting]

Agenda item: Complete Preparation Stage Workplan  
Action: The TF attempted to complete the list of activities for the Preparation stage? Questions and comments:

- Overlap with other committees will be discussed during the review of goals

- Should we identify more tasks to help in assessing limitations and advantages?

- After discussion, the TF agreed that in looking at strengths and limitations, it will be examining both automation PRACTICE and automation PLANNING.

- It would be useful at some point to consult campus Computing and Telecommunications staff (as we are requested to do in our charge) concerning what advantages or limitations their capabilities present for the library -- also possibly consult student records and other campus automated systems plans. After discussion it was decided that we will consult them best during the RFR and evaluation process.
- Our review of advantages and limitations is to include an evaluation of present organization structures, staffing patterns, policies, etc. How should we do this? There isn't time to do anything very complex. How narrowly limited to automation should it be? The preference after discuss was to make it fairly broad. After discussion, John offered to write a descriptive summary of these items for the TF to use in its discussion (preferably by next week). The evaluation at this point will be largely subjective and informal, but we want to try to identify items that can be incorporated into the interview questions we use later with other libraries. "Advantage" and "limitation" are by nature comparative terms. It will be hard to offer a meaningful evaluation without comparing KU to other institutions.

Status: The workplan is complete.

Agenda item: Decide on August/September meeting schedule

Action: John had submitted a proposed set of meetings via email. After brief discussion, they were approved.

Status: All of August and September is scheduled. There will be two meetings per week, but some will LAC meetings rather than OSTF meetings.

Agenda item: Review of goals, introduction, mission, etc.

Action taken: Began goals discussion. First considered overlap with other task forces:

- Goal 4 on workstations overlaps formally with groups 1 and 4 and informally with group 2 (Mary H's group).
- We will refer ergonomic questions to group 4
- We will share wiring questions with group 4
- We will share application questions with groups 1 and 2
- Goal #10 for group 6 on linking efforts with other agencies overlaps informally in content with our goals 2, 3, and 4.
• We will content ourselves with pointing out to the SPSC that linking efforts is implicit in our goals, but that we do need it added explicitly to our set of goals.

• Goal #8 on cost effectiveness is something we want to consider in all of our discussions. We will point out to the SPSC that we will accept it as a goal in our other deliberations but not request that it be added to our set of goals.

Next to the goals themselves. Goal 1: the infamous "integrated system." Basically, the TF accepts this goal, especially with the assumption that it really means to "achieve the benefits of" an integrated system and that we can define both "integrated" and "system" as we wish. We will make those definitions in our vision statement and RFR.

Status: Continue next week
THE UNIVERSITY OF KANSAS LIBRARIES
FALL SEMESTER SCHEDULE OF HOURS: AUGUST 23, 1993 - JANUARY 10, 1994

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

# The University of Kansas Libraries

## Spring Semester Schedule of Hours: January 11 - June 6, 1994

<table>
<thead>
<tr>
<th>Library</th>
<th>Address</th>
<th>Hours</th>
<th>Staffed</th>
<th>Exceptions &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anschutz Science Library</strong></td>
<td>(864-4928)</td>
<td>Mon-Thu 8am - midnight</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, Mar. 19, Mar. 26, Mar. 21-25,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri 8am - 8pm</td>
<td></td>
<td>Mar. 26, May 31-6, May 14, May 21, May 28, May 30, June 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat 10am - 10pm</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sun noon - midnight</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>East Asian Library</strong></td>
<td>(864-4669) 5th Level Watson</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Closed: Jan. 17, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat &amp; Sun Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interlibrary Services</strong></td>
<td>(864-3960) 3rd Level Watson</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sun noon - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Regents Center Library</strong></td>
<td>(864-8570) 12600 Quivira Rd.</td>
<td>Mon-Fri 8am - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overland Park, KS</td>
<td>Sat 8am - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sun noon - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>University Archives</strong></td>
<td>(864-4188) 422 Spencer Library</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat &amp; Sun Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wattson Library</strong></td>
<td>(864-3956)</td>
<td>Mon-Fri 9am - 5pm</td>
<td>Jan. 17, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Hours: 864-8900)</td>
<td>Sat &amp; Sun Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Circulation</strong></td>
<td>(864-4715)</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(S64-8740)</td>
<td>Sat 9am - 1pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sun noon - midnight</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Director's Office</strong></td>
<td>(S64-3020) Spencer Museum</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, Mar. 19, Mar. 26, May 14, May 21, May 28, May 30, June 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat 10am - 10pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri 8am - 6pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kansas Collection</strong></td>
<td>(864-4274) 224 Spencer Library</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-3966) 3rd Level Watson</td>
<td>Sat 9am - 1pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Library West</strong></td>
<td>(864-4661)</td>
<td>Sun noon - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Music Library</strong></td>
<td>(864-3496) 448 Murphy</td>
<td>Mon-Thu 8am - 10pm</td>
<td>Jan. 17, Mar. 20, Mar. 21-25, Mar. 26, May 31-6, May 14-15, May 21-22, May 28-30, June 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri 8am - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Microforms</strong></td>
<td>(864-3020) 12600 Quivira Rd.</td>
<td>Sat noon - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overland Park, KS</td>
<td>Sun 1pm - 10pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Periodicals Reading Room</strong></td>
<td>(864-3950)</td>
<td>May 12-29: Mon-Fri 8am - 5pm</td>
<td>Jan. 17, Mar. 20, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-4715)</td>
<td>May 12-29: Sat &amp; Sun Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(S64-4220)</td>
<td>May 12-29: Sun noon - midnight</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reference Desk</strong></td>
<td>(S64-3347)</td>
<td>May 12-29: Mon-Fri 8am - 5pm</td>
<td>Jan. 17, Mar. 20, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-4334)</td>
<td>May 12-29: Sat &amp; Sun Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-3600)</td>
<td>May 12-29: Sun noon - midnight</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reference Services</strong></td>
<td></td>
<td>Closed: Jan. 17, Mar. 20, May 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closed: May 31-6, May 14-15, May 21-22, May 28-30, June 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Collections</strong></td>
<td>(864-4334) 327 Spencer Library</td>
<td>Mon-Fri 8am - 6pm</td>
<td>Jan. 17, Mar. 20, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-4654)</td>
<td>Sat 9am - 1pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-4611)</td>
<td>Sun noon - 10pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Copying Services</strong></td>
<td>(864-4220)</td>
<td>Mon-Fri 8am - 5pm</td>
<td>Jan. 17, Mar. 20, May 30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(864-4220)</td>
<td>Sat 9am - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Copying Services</strong></td>
<td>(864-4220)</td>
<td>Sun 1pm - 5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hours of Opening</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hours of Opening are subject to change as posted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Library Services</strong></td>
<td></td>
<td>Phone the Library (Library Hours: 864-8900) or the University Information Center: 864-3506.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REMINDER OF CLASSIFIED VACANCY

Due to Dan Robinson’s resignation (see PERSONNEL below), the Regents Center Library has announced the availability of a full-time Library Assistant I position. This position vacancy was announced in a special memo mailed to all classified staff and department heads earlier this week. Please consult the memo for a description of duties, qualifications, salary, and application procedures. Applications are due by 5:00 p.m. Monday, August 23, 1993.

S. Gilliland

PERSONNEL

Dan Robinson, Library Assistant I with the Regents Center Library, has announced his resignation. Dan began employment in January, 1993. His resignation is effective August 26, 1993.

S. Gilliland

GRAVES NAMED TO LIBRARY PUBLICATIONS ADVISORY BOARD NAMED

I am pleased to announce the appointment--for the year ending June 30, 1994--of Kathy Graves, Watson Reference Department, to the Library Publications Advisory Board, succeeding Marilyn Clark.

The board serves 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 also aids in developing specific products in print and electronic formats to meet these needs.

Continuing on the board are: David Benjamin, Kansas Collection, and David Pardue, Cataloging Department.

Near the end of the initial two-year term of the board next, June, it--with the publications 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

CALL FOR NEXT ROUND OF GRANT PROJECTS

In anticipation of the call for applications for Title 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 from grant funding through the Title II-C program or another source, please submit a description of your project proposal to me and your assistant dean, via Nancy Jaeger, by September 17, 1993. Please include a brief (1 to 2 pages) 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. J. Crowe

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Task Force 6: Financial Resources and Development
Report of Meeting Held July 30, 1993

Members Present: Brad Schaffner (chair), Mary Burchill, Nancy Jaeger, Rachel Miller, Geri Slater
Members Absent: Mary Rosenbloom, Sue Hewitt, Sherry Williams

Agenda Item #1: Announcement: SW will be absent for the next 2 weeks.
Action Taken: RM will inform Steering Committee.

Agenda Item #2: Status of Goal 8: RM reported that SC did not accept rewording of goal #8. Steering Committee has asked RM to rewrite. She will take new version to Steering Committee first, then bring back to the Task Force for review.
Action Taken: RM will bring Goal 8 back for discussion either 8/6 or 8/13.

Agenda Item #3: Considered whether anything in mission, vision, environmental scan, or internal assessment required discussion.
Action Taken: Discussed briefly the salary implications of an aging workforce.

Agenda Item #4: Reviewed goals and identified issues to investigate.
Action Taken: Discussed various possible ways to group goals for study and information-gathering, and decided on the following division of responsibility:

- KUEA and Friends of the Libraries: NJ
- Grant support at KU: BS
- Fund-raising in general: GS
- Salaries (classified/unclassified): RM
- Public relations and consortial initiatives: MB

Agenda Item #5: Discussed whether to schedule a second weekly meeting.
Action Taken: Decided not to, at least for now.

Agenda Item #6: Planned agenda for next meeting.
Action Taken: On 8/6 we will:
1. Briefly review our initial findings.
2. Further develop our work plan.
3. If needed, schedule a second weekly meeting.

Responsibility: Members will prepare by gathering information, reading and thinking.

Reported by Rachel Miller
Task Force 6: Financial Resources and Development
Report of Meeting Held August 6, 1993

Members Present: Brad Scheffner (chair), Mary Burchill, Sue Hewitt, Nancy Jaeger, Rachel Miller, Geri Slater

Members Absent: Mary Rosenbloom, Sherry Williams

Agenda Item #1: Reports from members.
Action Taken: Each member reported briefly on literature searches and other information-gathering activities accomplished in the past week:

Grants: BS
Salaries (classified/unclassified): RM
Fund-raising in general: GS and SH
Public relations and consortial initiatives: MB
KUEA and Friends: NJ (basic documents explaining KUEA fund-raising policies and the purpose of the Friends were distributed)

We decided to limit literature searches to the last 3-5 years and also that each of us would try to identify 2-3 best articles for the rest of the group to read.

Agenda Item #2: Discussion on KU Libraries budget.
Action Taken: NJ will try to gather the following information by the next meeting:

* Size of KU Libraries endowment compared with that of peer and AAU libraries
* Status of efforts to obtain another NEH challenge grant
* A brief summary of the KU Libraries budget, including state, endowment, and other funds, including an outline of major expense categories within each
* A document (already prepared) summarizing external funding received 1980-1993
* KU Libraries' overall budget, and major expenditure categories, compared with peer and AAU libraries

Agenda Item #3: Miscellaneous discussion.
Action Taken: MB volunteered to gather information on the class gift program. BS will contact Indiana University regarding Bobby Knight's library fundraising activities.

Agenda Item #4: Planning for our next meeting.
Action Taken: Decided that we will report on each of our assigned areas again.

Reported by Rachel Miller
Report of Meeting Held August 13, 1993

Members Present: Brad Schaffner (chair), Sue Hewitt, Nancy Jaeger, Rachel Miller, Geri Slater

Members Absent: Mary Burchill, Mary Rosenbloom, Sherry Williams

Agenda Item #1: Reports from members.
Action Taken: Each member gave a brief update on information-gathering and reading done during the week:
- Grants: BS
- Salaries (classified/unclassified): RM
- Fund-raising in general: GS and SH

MB could not be present to report but had given BS photocopies of articles on public relations, which will go into our box for everyone to look at.

Agenda Item #2: Discussion on KU Libraries budget.
Action Taken: NJ distributed information on:
- Status of efforts to obtain another NEH challenge grant
- Summaries of library endowment and state funds and how they are allocated
- A draft summary of external funding received 1980-1993
- A comparison of the KU Libraries' state budget and major allocation categories with ARL and AAU libraries and the University of North Carolina

Information on the size of KU Libraries endowment compared with that of peer and AAU libraries may be obtainable from development officers at other research libraries.

Agenda Item #3: Planning for the next meeting.
Action Taken: Discussed work still to be done:
- All: continue investigating chosen topic; but also read material on the other goals.
- BS: will contact ARL/OMS for additional information on successful fund-raising initiatives by other public-assisted research libraries.

At our next meeting, through individual reports and group discussion, we will try to bring together and make sense of everything we have learned so far about "best practice" in our areas, and assess the status of efforts at KU.

Reported by Rachel Miller
Agenda item: Meeting schedule

Action: Due to vacations and illness, it will be hard to get a quorum during the next few weeks. After discussion, we decided to proceed as effectively as possible as long as at least 4 members could be present. We will maintain the current schedule of twice-weekly meetings. John will attempt to prepare as many draft documents as possible ahead of time.

Agenda item: Report of work on projects

John said he had sorted the results of the literature search into categories, but the articles still were not ready for distribution.

He also handed out a first draft listing nineteen "possible contact sites for automation planning interviews." He asked TF members to suggest others and he will attempt to add to it.

Agenda item: Review Workplan.

Action: After discussion, realized that we had omitted charge #2 to review the environmental scan in relation to the goals. In addition, Maureen had suggested that we look at the intermediate area between the external environment scan and the internal assessment, in particular university and state policies, procedures, and conditions that affect automation development.

Status: The TF will begin this discussion later in this meeting.

Agenda item: Final review of goals, etc.

Action: The TF members agreed that additional discussion of the validity of the goals was unnecessary and that confirmed its earlier statements that it would work with them as written assuming the TF can define certain terms as it seems fit. In fact, part of the TF charge really is to say what some of the terms mean.
While discussing the goals, it became apparent that we had omitted charge #2 to review the environmental scan in relation to the goals. John added that in the original sessions Maureen had suggested that we (in particular) look at the intermediate area between the external environment scan and the internal assessment, in particular university and state policies, procedures, and conditions that affect automation development.

Agenda item: Discussion of Draft Environment Scan

Action: Since this seemed to be the next logical step, the TF started on it by going through the items on the draft environmental scan, judging which were applicable to automation and online systems. The feeling was that most did apply, some directly and some indirectly. Many of the items seemed to be talking about the same problem, i.e., that there is more and more stuff in more formats requiring new and complex means of presentation and preservation and it all costs more than we can afford. This all affects automation in that most of the new materials and the new formats required automated means of presentation and preservation.

One significant factor omitted from the scan is equipment and software becomes so quickly outdated and obsolete. One of the Library's largest expenses is replacing old equipment and systems. The lack of up-to-date equipment is listed as a liability in the internal assessment, but the point here is that the rapid obsolescence of information technology is an external force. Even if the Library is up-to-date today, it will be out-of-date in three years or less. The TF suggest adding the following to the scan: "Rapid and accelerating obsolescence of information technology."

During this discussion, the TF began to touch on local factors. It John mentioned both the general university philosophy of funding most of the campus networking infrastructure through charging departments rather than paying for it centrally and the incredible red tape that gets in the way of rational timely automation purchases as two of the chief intermediate factors. He offered to write up those two as a start of an "intermediate scan."

Status: Discussion to continue at next meeting.
TASK FORCE ON STAFF (#5) 
MINUTES 
August 4, 1993 

Members present: Margaret Wilson, Chair; Kathleen Neeley; John Richardson; Gaele Gillespie; Bayliss Harsh; Mary Ann Baker 

Members absent: Sandy Gilliland

The minutes of the meeting of July 29 were approved as amended.

The next meeting of the Task Force was scheduled for Wednesday, August 11.

Margaret Wilson passed out a 16-page packet of varied information material to each Task Force member in attendance.

Kathleen Neeley reported on the Steering Committee's response to the concerns we raised regarding our assigned goals. The changes of wording that we recommended in goals #2 and #3 and our interpretation of the term "professional" were approved. However, although the Steering Committee believes that wellness is certainly an issue that we should consider, it did not approve adding the word "wellness" after "staff morale" in the Introduction, as we had recommended.

The relevant points in the Draft Environmental Scan, the Draft Internal Assessment, and the Draft Vision Outline were identified, and some of those points were discussed briefly.

There was a brief exchange of views on the merits of the MIT Strategic Plan, both in general terms and in respect to the elements that are relevant to our Task Force.

During the balance of the meeting, as many issues needing investigation as we could think of were identified, categorized, and assigned to Task Force members:

- Diversity, recruitment -- Sandy Gilliland
- Roles, work overload/stress -- Margaret Wilson
- Staff development, training, continuing education -- Gaele Gillespie, Bayliss Harsh
- Management of change -- Gaele Gillespie, Bayliss Harsh
- Professional activities, research support (financial, etc.) -- Kathleen Neeley
- Decision-making process, organizational structure (breaking down barriers: looking at what you do in different ways, minimizing territoriality, etc.) -- Kathleen Neeley, Mary Ann Baker
  (Contact U. of Arizona Library about their plan to abolish departments -- Kathleen Neeley)
- Morale, job satisfaction, wellness; recognizing the value of and rewarding all kinds of contributions -- John Richardson
- Communication -- All members
- Values (flexibility, innovation, creativity) -- All members

Task Force members are to initiate literature searches and other modes of investigation into these issues before the next meeting.

Submitted by
John Richardson
Task Force on Development of and Physical Access to Collections & Information Resources  
Date: 8/5/93

Members present: Hawkins, Couch, Dibben, Melton, Pisciotta, Symons, Weller

Members absent: Schulte

Agenda Item # 1: Review minutes of 8/2/93 meeting.
Action Taken: Minutes approved.
Responsibility: None
Time Frame: None

Agenda Item # 2: Review work plans and key issues for Task Force goals 3, 4 and 6 [old #7].
Action Taken: Drafts of work plans and key issues were presented and reviewed for Task Force goals 3 and 6.
Responsibility: Copies of the key issues for goal 3 will be sent to task force members. Copies of the revised work plan and key issues statement for goal 4 will be distributed to members before Aug. 12. Discussion for revised information regarding goal 4 deferred to Aug. 12 meeting.
Time Frame: 8/12/93

Agenda Item # 3: Determine Task Force 2 objectives and work plan for August 5 through August 27 and continuing.
Action Taken: 1) Members determined that a document covering each goal will be prepared for presentation to the Task Force 2 membership. The document for each goal will include a review of the environmental issues, a summary of best thinking and listings of strengths and weaknesses. Article citations will be listed, but the entire membership will not be expected to have read all of the articles prior to August 27.

2) Meetings were scheduled as follows with the agendas listed:

Thurs., Aug. 12, 10:30 a.m., Conference Room B, Watson
Agenda: Work plan and key issues for goal 1 and revised information for goal 4.

Mon., Aug. 16, 10:30 a.m., Conference Room B, Watson
Agenda: Design a survey for distribution to bibliographers.
Task Force on Development of and Physical Access to Collections & Information Resources  
Date: 8/5/93

Mon., Aug. 23, 10:30 a.m., Conference Room B, Watson  
Agenda: Present "white papers".

Thurs., Aug. 26, 10:30 a.m., Anschutz Science Library, 4th floor Conference Room  
Agenda: Present "white papers".

Mon., Aug. 30, 10:30 a.m., Conference Room B, Watson  
Agenda: Prepare to interview Rich Ring.

Thurs., Sept. 9, tentative, time and place undetermined  
Agenda: Attempt to schedule Rich Ring for this meeting.

Time Frame: 8/5/93--9/9/93.

Agenda for next meeting on 8/12/93.
1. Review work plan and key issues for goal 1.
2. Review revised work plan and key issues for goal 4.
Health and Safety Committee
Minutes, July 29, 1993

Present: M. Wilson (chair), P. DiFilippo, K. Simmons, T. Taylor

The minutes from the meeting of July 8, 1993 were amended and approved. Last week's meeting was cancelled at the last minute so there were no minutes that week.

Our proposal for onsite workstation evaluations has been submitted to the Dean. The administration will be meeting in late August to determine funding for various proposals, including ours.

A committee member noted that there was nothing in the Library Emergency Manual on how library staff should handle patrons exhibiting lewd or threatening behavior. Margaret has e-mailed Mary Hawkins asking if it would be appropriate to add a policy statement to the manual regarding the issue.

Margaret reported that work is still continuing on the revised University Safety Manual and that Phil Rankin hopes to have the revisions of the computer workstation ergonomics section distributed by October.

The committee expressed concern that in the strategic planning process, health and safety issues are mentioned only in the introduction of the Task Force on Space, Facilities, and Equipment; health concerns extend beyond equipment considerations. Margaret reported that Kathleen Neeley will be taking our concerns to the Steering Committee.

The committee agreed we should not consider any new areas of investigation since our status as a Dean's committee is slated to end in December, 1993. We will attempt to complete projects which we are currently working on and write a final report with recommendations. We did not set a time frame for this. Margaret reported that Nancy Jaeger has indicated that any money remaining from the committee's budget could be spent on health and safety projects (e.g. chairs, workstation evaluations).
ENCOMIUMS ALL AROUND

I want all staff to be aware of the exceptional quality of the presentations that Jim Neeley and John Miller prepared and delivered on the morning of August 18th for the visiting members of the Kansas Legislative Educational Planning Committee, Legislative staff, members of the Council of Deans and Directors of Regents Libraries, and senior KU leaders.

As I have said and written to each of them directly, I cannot imagine anyone’s conducting a better session of this kind to explain elements of so important an initiative as the Regents Systemwide Access Proposal. Their work showed KU and the KU Libraries, indeed American librarianship, at their best. It was especially impressive to observe them and other staff field many good questions from legislators with assurance and some humor, as I knew would be the case!

All of the participants with whom I have spoken since that hectic morning have mentioned, without any prodding from me, the great effectiveness of this effort.

I want to thank Jim and John, with staff of the Reference Department, Interlibrary Services, Anschutz Science Library, the Automation Office, Serials (Gaele Gillespie, in particular), and the Library Administration (Rhonda Boothe and Christy Gonzalez warrant very special recognition) for carrying off a series of difficult tasks so very well. This effort was especially impressive because of the great press of other demands on the time and attention of all involved.

Following up on this presentation, John and I learned only late in the week that John has been asked to reprise his presentation for the Kansas Legislature’s Joint Committee on Computing, which meets on August 24 on the Lawrence campus.

- W. J. Crowe

UNCLASSIFIED VACANCIES

CATALOG LIBRARIAN, part-time (30-hours per week), available 9/20/93 through 12/31/93, with continuation possible dependent on the availability of grant funding. Performs original cataloging of 19th- and early 20th-century Russian monographs in both book and microform formats, adhering to current national cataloging and network standards (materials to be cataloged are in the Russian language on a variety of subjects in the social sciences and humanities). Funding for this project has been provided by the U.S. Department of Education Title IIC program. Required qualifications: MLS from an ALA-accredited institution; cataloging coursework, knowledge of AACR2, OCLC, MARC formats for bibliographic description, and Library of Congress subject cataloging and classification; strong reading knowledge of Russian. Preferred: Three years of experience in library cataloging; computer skills (word processing and data entry); and substantial graduate coursework in Russian/East European studies.

Annual salary: $25,000 minimum, dependent upon qualifications. Applications must be received by 5:00 p.m. September 7, 1993. To apply, submit letter of application, resume, copies of transcripts and names of three references to: Sandra Gilliland, University of Kansas Libraries, 502 Watson Library.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.
LIBRARIAN -- AUTHORITIES UNIT SUPERVISOR (INTERNAL TRANSFER)

The Cataloging Department seeks a librarian to supervise the Authorities Unit and be responsible for the name and subject authority files in LCAT. This is a full-time, permanent assignment and would involve a transfer from the librarian’s current assignment. (Individuals with bibliographic assignments would be able to retain them along with the duties of this position.) This clearly represents an opportunity to assume specialist professional responsibilities in a particularly important and challenging area, as well as to participate directly in planning for the Libraries’ future information services. The Librarian selected will incur no change in rank or salary, and the assignment will begin as soon as possible.

Duties:

Supervise a unit consisting of 5.5 classified staff; plan the work of the unit; assign tasks; manage workload; provide for training of staff; prepare staff evaluations.

Recommend policies for name and subject authority work and use of the local online system; design procedures for maintenance of the authority file.

Act as a resource person and trainer for Cataloging Department classified staff and faculty for both name and subject authority work; maintain current knowledge of Library of Congress policies and OCLC practices and keep Cataloging Department staff members informed of them through presentations at departmental meetings and written documentation.

Coordinate authority work with other cataloging units that contribute to the online catalog (the East Asian Library, the Slavic Department, and Government Documents and Maps, at present).

Participate in planning and implementing online system changes and procedures required by system changes.

Complex processing activities, including resolution of conflicts, management of the system control file and review of original authority worksheets to maintain consistency in the Authority file.

Some original and advanced copy cataloging after training period.

Selection Criteria:

Required: Current appointment as a library faculty member in the University Libraries; knowledge and understanding of the principles and practices of authority control; cataloging experience in a research library; knowledge of AACR2 and Library of Congress Subject Heading practices; demonstrated ability to communicate effectively, both in writing and orally, and work well with others.

Preferred criteria: Knowledge of at least one European foreign language; experience with LCAT.

Librarians interested in applying for this assignment should speak to Sandra Gilliland by September 10, 1993 in order to schedule an interview.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.
Members Present: Brad Schaffner (chair), Sue Hewitt, Nancy Jaeger, Rachel Miller, Mary Rosenbloom, Geri Slater, Sherry Williams
Members Absent: Mary Burchill

Agenda Item #1: Welcomed Mary Rosenbloom and Sherry Williams and updated them on what the task force had been doing in their absence.
Action Taken: Sherry Williams will read and report on the literature on Friends organizations and Mary Rosenbloom will gather information on development officer/coordinator positions in other libraries. The group considered the need to gather information from Dean Crowe and others in the Libraries and University, agreeing after discussion that this is very important and we should prepare specific questions.

Agenda Item #2: Reviewed goal #8, as rewritten by Rachel Miller and approved by the Steering Committee.
Action Taken: Approved without discussion. (The new wording had already been published in FYI.)

Agenda Item #3: Individual reports on reading and information-gathering.
Action Taken: Brad Schaffner summarized his findings on existing support for grant-seeking at KU, as well as the literature, which emphasizes specific grants rather than general information on how best to organize to attract grants. Due to extensive discussion of grants, there was insufficient time for reports on other topics.

Agenda Item #4: Planning for the next meeting.
Action Taken: Decided to request a 30-minute meeting with Maureen Sullivan on August 27. Will also try to hold our regular weekly meeting that same day, working around a general session if one is scheduled. We will continue individual reports on findings. Schaffner proposed, and all agreed, that it would be helpful if each task force member prepared a short written summary following his/her report and discussion.

Reported by Rachel Miller
Task Force: Space, Facilities, and Equipment (#4)
Date: August 13, 1993
Members Present: Marianne Reed, Kent Miller, Janet Anderson-Story (Chair), Lars Leon, Al Mauler
Members Absent: Susan Hitchens, Shelley Miller

Janet distributed flip-chart transcription from 7/19-7/20 general strategic planning meetings and revised task force charges.

Discussion of Charge #2 (Analyze external factors and the University environment as they pertain to each goal) in relation to each of the library’s goals.

No one had turned up much via literature search that was useful to our discussions.

Stated simply, the goals are to maintain, modify and add to space and equipment. It was noted that KU lacks the resources to maintain or modify (personnel and dollars are short), and the competition for additional space and/or construction dollars is very stiff within the university. One of the results of the lack of maintenance staff is that library staff is doing maintenance work (e.g. monitoring leaky roofs). Another is that infrastructure updates are delayed. New construction dollars from the legislature may be difficult to secure, given the economic realities of the state. The only new library space on the Regents’ list is the Music library.

As to maintaining optimal space and environmental conditions (goal #3), the age of the library’s buildings comes into play: inadequate ventilation (molds & dust that are harmful to both staff & books/equipment are circulated w/o filtration--and retrofitting older buildings is exceedingly expensive), rewiring for new technologies is a challenge. Reader space is being shrunk as staff space needs increase (cataloging & ILS and their equipment). This trend may end with the design of more (space) efficient workstations (multi-use terminals at a cataloger’s desk, for example) as well as the downsizing of our staff.

On a more positive side, there exists at the university level committees that do allocate resources on the basis of greatest need. There are interesting solutions to stack overcrowding being tried (involving compact storage and offsite storage). There are certain standards for library space that are mandated by accrediting agencies--thus forcing legislators to finance a solution or face the loss of accreditation.

For the next meeting (8/20/93):
Kent will project staff, patron & book space needs annually for 10 years
Lars will monitor minutes of other task forces for topics that overlap with our discussions
Literature searching will continue: staff & patron space (Al), equipment space (Marianne), and environmental conditions & "sick buildings" (Lars)
Present: Susan Craig (chair), Alexandra Mason, Ken Lohrentz, Channette Kirby, Lorrie Knox, Kathy Graves and David Benjamin

1. Minutes - The brief minutes for the last two meetings, July 28th and August 5th were approved and given to David Benjamin to present to the Steering Committee.

2. Internal Assessment - Discussion continued from last week on the Internal Assessment. Additional items were identified that related to Reference Services and Bibliographic Instruction. All of the points in the Internal Assessment were reviewed as to their implications to our Task Force.

Susan reminded us to keep the Internal Assessment in mind as we continue to read the literature.

3. Staff Surveys - Susan Craig presented drafts of staff surveys for Reference Services and Bibliographic Instruction. The purpose of the surveys is to provide the task force with information on current practices within the KU Libraries. The Task Force went over each question and revised several. Susan will send out revised draft copies.

Susan proposed to request the staff surveys be back by August 24th.

4. Other programs at academic institutions - David Benjamin and Ken Lohrentz will be formulating a list of questions to ask other institutions on Reference Services and Bibliographic Instruction. The Task Force was asked to let them know of any innovative programs in the country or of any major changes in services at other academic university libraries either personally or through our literature searches.

Agenda for next week: (Thursday, August 19, 1-3pm, Watson, Conference Rm.B)

1. Literature Searching
   a. formulate questions
   b. identify model programs
   c. ideas

2. Read and be ready to discuss the CUSA draft.

3. Identify possible guest speakers either from other programs or within the KU Libraries.

Minutes prepared by Channette Kirby.
Task Force on Reference and Instructional Programs

Date: 8-5-93

Members present: Susan Craig (chair), Alexandra Mason, Ken Lohrentz, Channette Kirby, Lorrie Knox, Kathy Graves and David Benjamin

Members absent: None

Agenda Item #1: Minutes and Corrections to the Minutes

Action Taken: Kathy Graves volunteered to serve as minute taker if Channette Kirby is absent. Corrections were made to last week’s minutes.

Responsibility: __________________________________________________________________________

Time Frame: ___________________________________________________________________________

Agenda Item #2: Goals

Action Taken: David Benjamin reported on the Steering Committee’s response to our recommendations on changes and deletions to the goals as outlined by the Steering Committee.

Responsibility: __________________________________________________________________________

Time Frame: ___________________________________________________________________________

Agenda Item #3: List/Servs

Action Taken: List/servs were identified to be monitored for information and possible inquiry if helpful. These were both internal and external list/servs.

Responsibility: Group

Time Frame: Month of August

Agenda Item #4: Meeting Times

Action Taken: The next two meetings were scheduled. Starting Aug. 25th, regular meeting times were scheduled for Wednesdays from 3pm to 5pm.

Responsibility: __________________________________________________________________________

Time Frame: ___________________________________________________________________________

Agenda Item #5: The M.I.T. Report

Action Taken: Discussion of our impressions of the M.I.T. report were given, as well as some impressions of RU Libraries.

Responsibility: __________________________________________________________________________

Time Frame: ___________________________________________________________________________

Agenda Item #6: Internal/External Assessment

Action Taken: There was discussion of the Internal and Environmental Assessment.

Responsibility: __________________________________________________________________________

Time Frame: ___________________________________________________________________________

Agenda Item #7: Reading Lists

Action Taken: Literature from the bibliographies, resulting from Literature Searches was divided up to be read during the month.

Responsibility: Group

Time Frame: Month of August
Task Force on Reference and Instructional Programs

Agenda for next meeting on 8-10-93.

1. Read and approve minutes

2. Complete discussion of Internal Assessment

3. Review draft surveys prepared by S. Craig

4. Reports from members on any reading or list-serv information.

5. Report from David on Steering Committee

6. 

7. 

8. 

9. 

10. 

Page 2
Task Force on Reference and Instructional Programs

Date: 7-28-93

Members present: Susan Craig (chair), Alexandra Mason, Ken Lohrentz, Channette Kirby and David Benjamin

Members absent: Kathy Graves, Lorrie Knox

Agenda Item #1: Minutes
Action Taken: Channette Kirby volunteered to take minutes.
Responsibility: Channette Kirby
Time Frame: Weekly

Agenda Item #2: Scheduling Meetings
Action Taken: The next meeting was scheduled with permanent times decided later when all members are present.
Responsibility: 
Time Frame: 

Agenda Item #3: The "Introduction" as presented by the Steering Committee was discussed.
Action Taken: A Glossary of terminology to work with will be started to assure common understandings of the terms.
Responsibility: Alexandra Mason
Time Frame: Three months

Agenda Item #4: Goals - Discussion of goals as outlined by the Steering Committee
Action Taken: Goals #1, #2 and #3 were rewritten, goals #4 and #5 were recommended to be deleted.
Responsibility: David Benjamin will take these recommendations to the Steering Committee for approval.
Time Frame: One week

Agenda Item #5: Charges
Action Taken: The "Charges" as outlined by the Steering Committee were agreed upon with no changes.
Responsibility: 
Time Frame: 

Page 1
Members present: ____________________________________________

Members absent: ____________________________________________

Agenda Item # 6: Workplan

Action Taken: Ten areas of information gathering were identified and distributed. See attached

Responsibility: ____________________________________________

Time Frame: One month, August

Agenda Item #: ____________________________

Action Taken: ____________________________________________

Responsibility: ____________________________________________

Time Frame: ____________________________________________

Agenda Item #: ____________________________

Action Taken: ____________________________________________

Responsibility: ____________________________________________

Time Frame: ____________________________________________

Agenda Item #: ____________________________

Action Taken: ____________________________________________

Responsibility: ____________________________________________

Time Frame: ____________________________________________

Agenda Item #: ____________________________

Action Taken: ____________________________________________

Responsibility: ____________________________________________

Time Frame: ____________________________________________
Task Force on Intellectual Access to Collections and Information Resources (#1)

August 20, 1993

Members present: J. Neeley, N. Burich, R. Clement, P. DiFilippo, G. Husic, B. Marvin

Members absent: J. Emde, R. Ring

1. It was noted that previous minutes must be submitted to Rob Melton in camera-ready form, not via e-mail.
2. The Task Force now has a resource box kept in Jim Neeley's office.
3. We discussed Maureen Sullivan's schedule as it pertains to the Task Force.
4. Discussion ensued on the level of detail required in the process.
5. Paulette reported on obtaining organizational charts for departments engaged in processing and cataloging. She is continuing her investigation of the extent of backlogs in various departments.
6. We discussed the appropriate time for consulting other experts within the Library, and we also discussed who we might contact outside the Library. We will post queries to appropriate e-mail lists.
7. The next meeting will be on August 26 at 9:00.

Submitted by R. Clement.
Task Force no. 1 Intellectual access—August 4 1993 meeting

Members present: Emde, Ring, Burich, Neeley, Clement, Husic, Marvin, DiFilippo
Members absent: None

Agenda item no. 1 Procedural items: Jim handed out a schedule of the times and places of task force meetings through October. The only change from last week's schedule was that the August 18 meeting will start at 10, not 9. Minutes of the last meeting were revised. Geoff will send the corrected minutes to Rob Melton for publication and to the members of the task force.

Agenda item no. 2 Rick reported the steering committee had changed our charge as suggested at the 7/30 meeting.

Agenda item no. 3 We went over the draft environmental scan, identifying and discussing items particularly relevant to our task force. Those which we saw as relevant were: the continuing information explosion; the proliferation of information technologies; increased reliance on networking, etc.; new technologies have increased user expectations etc.; and uncertainty in the profession as a whole about the role of libraries and library staff in the future information environment.

Our next meeting will be Friday, August 6, at 1:15 in Conference Room A. We will be going over the mission statement and vision outline.

Submitted by Bob Marvin
Steering Committee for Strategic Planning
Minutes of Meeting, August 9, 1993

The Steering Committee for Strategic Planning met on Monday, August 9th, at 1:15 in Conference Room B. Clement (presiding), Melton, R. Miller, S. Miller, and K. Neeley were present; Benjamin and Gibbs were absent.

The minutes of the August 2nd meeting were approved. The following task force minutes were read and forwarded for publication in FYI: TF #2: 7/26, 7/29, and 8/2; TF #4: 8/6; and TF #5: 7/29. TF #7 provided us with short and long versions of minutes from their 7/22 and 7/29 meetings; Melton will discuss with J. Miller which versions are best for publication in FYI. Minutes from TF #1 for 7/30 and 8/4 were referred back to the Task Force since they had been submitted only by e-mail and we need camera-ready copy for publication in FYI.

Clement handed out revised Goals and Charges for Task Forces #1-6, incorporating the changes and clarifications each of them had recommended or sought from us. (TF #7 has indicated to us that it is not requesting any changes to its goals/charges.) We re-read, discussed, and approved with minor changes all six documents. A copy will be sent to each task force chairperson, and copies are also attached to this issue of FYI.

Augmenting the minutes of the task forces, the liaisons present made progress reports on their respective task forces: Clement for TF #1, Melton for TF #2, S. Miller for TF #4, K. Neeley for TF #5, and R. Miller for TF #6. There were no minutes from TF #3 and Benjamin was absent to report on its progress.

Agenda for August 16th meeting: All of the Task Force chairpersons will meet with the Steering Committee to discuss progress and any issues which need to be addressed and to coordinate issues of overlapping concern.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Rob Melton, Secretary.

Approved August 16, 1993
Steering Committee for Strategic Planning
Minutes of Meeting, August 16, 1993

The Steering Committee for Strategic Planning met on Monday, August 16th, at 1:15 in Conference Room A. Benjamin, Clement (presiding), Melton, R. Miller, S. Miller, and K. Neeley were present; Gibbs was absent.

We were joined for the first half of the meeting by six of the seven Task Force Chairs: J. Neeley (TF#1), M. Hawkins (TF#2), Craig (TF#3), Anderson-Story (TF#4), Wilson (TF#5), and J. Miller (TF#7). Schaffner (TF#6) was unable to attend.

Concerns were expressed by most TF chairs as to whether we are going to be ready for Maureen Sullivan's return visit on August 27th. Due to many TF members being on vacation during parts of the time since her last visit, most TF's seem to need more time for the "preparatory" stages of strategic planning, especially for identifying and reading relevant literature in order to determine the "best practice" in their respective areas of responsibility and for identifying our own strengths and weaknesses. Discussion was somewhat hampered by our not knowing exactly what Sullivan expects us to have accomplished by the 27th or what her agenda for the day was going to be. Some wondered if she could meet with each TF separately to discuss specific issues and concerns; Clement and others pointed out that many questions and issues seem to be commonly held and that Sullivan should not have to repeat herself 7 times. Some specific concerns expressed relate to the type and length of final report each TF is expected to produce; the level of detail the TF's should go into, especially regarding recommendations; and that Sullivan define in considerably more detail how strategic planning differs from other types of institutional planning. There was also discussion of the level of detail the minutes of each TF should contain. We should try to strike a balance between minutes which are informative for members of the staff but which do not take a disproportionate amount of time and energy to produce. Clement agreed to work with any TF chair who wants to meet with Sullivan separately to try to schedule a time during her visit.

TF chairs left at 2:40 p.m. Discussion of some of the same issues and concerns continued among those of us on the Steering Committee, and some areas in which there is a lack of clear and/or uniform understanding emerged. One of these is the extent to which the final report which we turn in to the Dean in December should have detailed recommendations, or whether most recommendations will be that more study and recommendations are needed. Another area of some disagreement was whether we or any TF's will have time to conduct any substantial interviewing of library users, such as in Focus Groups, which need to be carefully planned in order to produce valid results. (Clement had passed out a draft of a list of individuals or committees which one or more TF's may wish to meet with.)

Minutes of our own meeting of Aug. 9th were approved. Minutes from Task Forces #2, 5, 6, and 7 were summarized by either the secretary or the liaisons from those groups and will be forwarded to FYI. Benjamin and S. Miller reported on TF #3 and TF #4. Neeley reported on her conversation with people at U of Arizona who have undergone a lengthy strategic planning process.

The meeting adjourned at almost 4:00, with several members in a decidedly somber mood.

Respectfully submitted,

Rob Melton, Secretary

Approved Aug. 23, 1993
Task Force on Development of and Physical Access to Collections & Information Resources  
Date: 8/16/93

Members present: Hawkins, Couch, Dibben, Melton, Schulte, Symons, Weller

Members absent: Pisciotta

Agenda Item # 1: Review minutes of 8/5/93 meeting.
Action Taken: Minutes approved.
Responsibility: Effective with the next meeting, LeAnn will assume responsibility for recording minutes.

Agenda Item # 2: Design survey for distribution to bibliographers.
Action Taken: Rob presented a draft of a survey for distribution to bibliographers. It was agreed that the survey would be also be sent to selected collection management staff.
Responsibility: Based on discussion, Rob will revise the survey and distribute copies to the Task Force.

Time Frame: 8/23/93

Agenda for next meeting on 8/23/93.
1. Review revised work plan and key issues for goal 4.
2. Review revised bibliographer survey and make final approval.
3. Brainstorm on the topic of ownership vs. access.
STRATEGIC PLANNING

I am sure that almost everyone in the Library is aware of the massive effort underway by the members of the Strategic Planning task forces. I want to remind you that should you have any concerns or expertise that you want to bring to the attention of any of the task forces (see the task force charges in the FYI for 8/12/93), or the Steering Committee, please feel free to communicate those concerns or offers of expertise to the appropriate chair or to me.

However, because we are working under severe time constraints, please communicate in writing. This will ensure that there will be no miscommunication and that your position will be represented fairly to the whole committee.

While the activities of task force members may be the most visible indication of our efforts (most task forces are meeting twice a week for a total of three or four hours, and individual assignments outside the meetings are consuming quite a few hours more), we are all very appreciative of the efforts of those who must maintain library services and functions in the absence of task force members. Indeed as task forces conduct literature searches and make other demands on the Library’s resources, those not directly involved in Strategic Planning have made, and continue to make, significant contributions by facilitating the work of the task forces. We appreciate these efforts at all levels and by all staff in making the planning process successful.

The task forces are now making a transition from a preparatory phase to a phase in which recommendations will be developed, and so this is the best time to make comments. After the task forces have delivered their reports to the Steering Committee on October 22, the task force reports will be made available. Soon after we will call an informational meeting to present the task force recommendations to the staff. The Steering Committee will continue to welcome written input as we digest the Task Force reports and formulate the overall plan which will be finished on December 17.

To help you know where to direct your comments, I have included a list of the task forces and chairs:

1. **INTELLECTUAL ACCESS TO COLLECTIONS AND INFORMATION RESOURCES (REGARDLESS OF WHERE LOCATED).** Chair: Jim Neeley
2. **DEVELOPMENT OF AND PHYSICAL ACCESS TO COLLECTIONS AND INFORMATION RESOURCES (REGARDLESS OF WHERE LOCATED).** Chair: Mary Hawkins
3. **REFERENCE AND INSTRUCTIONAL PROGRAMS.** Chair: Susan Craig
4. **SPACE, FACILITIES, AND EQUIPMENT.** Chair: Janet Anderson-Story
5. **STAFF.** Chair: Margaret Wilson
6. **FINANCIAL RESOURCES AND DEVELOPMENT.** Chair: Brad Schaffner
7. **ON-LINE SYSTEMS.** Chair: John Miller

Rick Clement

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
PERSONNEL

LeAnn Weller, Spahr Engineering Librarian, has announced her resignation. LeAnn began employment with the Libraries July 18, 1984 as Engineering Librarian. She has accepted a position with the Samuel Roberts Noble Foundation in Ardmore, Oklahoma. LeAnn's resignation is effective September 17, 1993.

John Nugent’s retirement, previously announced as becoming effective August 31, 1993, has been changed. John will retire from his position as University Archivist, after 43 years of distinguished service, effective November 17, 1993.

Sandy Gilliland

NEW APPLICATION FORMS FOR TUITION ASSISTANCE PROGRAM

Recently the University’s Tuition Assistance Committee announced the availability of revised application forms for the Tuition Assistance Program. Library staff interested in applying for funding from the Program must complete an application form and return it to the Office of the Executive Vice Chancellor, 230E Strong Hall. The deadline for applications for the Spring semester is 5:00 p.m. Friday, November 19, 1993. To be eligible for the award, you must have a full-time appointment with the University and have been employed for at least one year. Additional information regarding the award guidelines, criteria and application forms are also available from the Library Administrative Office, 4-3601. A reminder of this information will be included in an October issue of FYI.

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Wednesday, September 15. 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

ARL SPEC KITS RECEIVED

Two ARL SPEC kits, "Library Development and Fund Raising," No. 193, June 1993 and "Librarian Job Descriptions in ARL Libraries," no. 194, July 1993 have been received today (August 26) and will shortly be available for use in Periodicals.

Kent Miller

AT THE OPENING OF THE 1993/94 ACADEMIC YEAR: A REPORT

Attached to this issue of FYI is a copy of my opening of the year report, covered by the transmittal letter I used to distribute it to others on campus.

I welcome questions and suggestions for future reports of this kind. - W. J. Crowe

KULSA DUES ARE DUE

Please send checks ($4 - four dollars per person) to Barb Gaeddert, Catalog Dept., Room 201, Watson. Cash is also fine - bring to northeast corner of Room 201, Watson. Annie Williams (same location) can take cash if Barb is not there.

Barb Gaeddert
KULSA Treasurer

PICTURES OF BRAZIL

Caption for a new mini-exhibition, which opened on September 1: "One of the major strengths of the Department of Special Collections is in natural history, particularly in scientific expeditions and travels. Accordingly, in putting together a sampling from the rare book collections in connection with Brazilian Week on campus, this is the subject which comes first to mind. So, we offer you a vocabulary of the Tupi language printed 400 years ago, a map of 1662, and accounts of the work and travels of 17th century political and natural historians and 19th century scientists and explorers." LEJH
You are cordially invited to the unveiling of a plaque dedicated to the memory of

Oswald P. Backus, III
1921-1972
Professor of History and of Slavic and Soviet Area Studies
and founder of the Slavic Collections in the University Libraries

at 3:30 p.m. on Friday, September 10, 1993
in the Reference Room, Watson Library;
a program and reception will follow
on the 5th Floor of Watson Library

Sponsored by Russian and East European Studies, the University Libraries,
and the KU Friends of the Library
Minutes, Classified Conference General Meeting
August 10, 1993


In the absence of the chair, A. Slater presided. In the absence of the secretary, Marvin took minutes.

New group representatives were introduced.

David Benjamin briefly summarized where we are in the Strategic Planning process. We are currently in the research stage of the task forces. Reports are due from the task forces October 23. The steering committee will take the reports and develop a plan to submit to the dean before the end of the fall semester. David expressed appreciation for those on the staff who are filling in for those spending large amounts of time on the plan.

Alex Slater summarized the reclassification effects. He also mentioned the KPERS retirement situation. Effective 6/18/93, when someone retires on KPERS, their position is frozen pending the decision of a Topeka-based committee as to which positions can be filled. Only up to 75% of the positions vacated through KPERS retirement may be approved to be refilled. Currently there are two positions in the library affected by the freeze, those formerly held by Elizabeth Stephens and Norma Bishop. There was a brief discussion of the problem.

Alex announced the new membership year for the Kansas Library Association. There is a section of the association specifically for support staff, the Kansas Library Operations Associates, KLOA. There are fliers available from Janet Anderson-Story.

Mark Lasnier, the only new classified employee in attendance, was introduced.

Submitted
Bob Marvin
Group Representative, Classified Conference
Minutes, Classified Conference Executive Board Meeting  
29 June 1993


Meeting with Dean Crowe. The Dean was unable to attend.

Committee Reports. Budget and Planning - no report. Staff Development discussed possible topics for the coming year based on the questionnaire they sent out. The Dean wants a long term program similar to that just finished. The committee prefers a one year rather than a two year program. The topic will probably be Information Technology. There is a possibility of a shared presentation on virtual libraries. Pending a decision by LFA on joint committees the committee is still working on Classified matters. The committee asked if Classified staff would like to go to out of state events if support was there. The Executive Board asked Carole to see if the committee would be willing to work on a survey. Staff Orientation - no report. Personnel - no report. David needs to draft letters to the Dean and LFA about Classified Employee of the Year. Senate Libraries Appeals Board is now meeting to consider appeals of library fines.

Chair's Report. There was no meeting with the Dean. Administrative Conference discussed funding of the Watson stack move and the possibility of a separate budget list for small items. It was reported that some decisions about which vacant positions would be filled.

Old Business. David reported that there was still nothing official about upgraded or downgraded LA series positions (note: a list has now appeared in FYI) though this is known. Individuals affected have been notified. Lars wanted to know if a letter protesting the process would be appropriate. Joint committees are still under discussion in LFA. It appears that Staff Orientation will definitely become an administrative committee though LFA must still vote to eliminate the committee. The possibility of LFA and CC writing a directive covering the change is still under discussion. Strategic planning task forces have been selected. Chairpersons are being notified and members will be notified when that process is completed. Maureen Sullivan will lead an open meeting on library values Monday, July 19, at the Burge Union. Results of the elections will be released this week.

New Business. Outgoing and incoming board members will meet on the last Tuesday of July at 1:30 in Watson Conference room A.

Announcements. There will be an open CEPAC meeting Tuesday, July 6, at 1:30 in Watson Conference room A.

Alex Slater  
Secretary, Classified Conference
Steering Committee for Strategic Planning
Minutes of Meeting, August 23, 1993

The Steering Committee for Strategic Planning met on Monday, August 23rd, at 1:15 in Conference Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present; Clement presided.

Clement handed out copies of the schedule for Maureen’s visit this Thursday and Friday and the agenda for the Friday morning meeting.

Minutes of our August 16th meeting were approved.

Melton forwarded a request from TF#2 to ask the Steering Committee to name a replacement for LeAnn Weller, who is leaving KU in mid-September. The TF is particularly desirous of replacing Weller with someone else who is a sci-tech bibliographer, preferably someone is already involved in the SP process so that no catching-up would be required. After considerable arm-twisting, the committee convinced K. Neeley to replace Weller on the TF so that her interest and expertise in sci-tech collection development-related issues and her background in strategic planning could be put to immediate use.

The Secretary summarized minutes from the Following Task Force meetings and forwarded them to FYI: TF #1 (8/4 and 8/20); TF #2 (8/16); TF #3 (7/28, 8/5, and 8/10); Task Force #4 (8/13); and TF#6 (8/20). Neeley and Gibbs reported briefly on the progress of TF#5 and TF#7, respectively.

We then returned to our discussion left over from last week on the list of people and groups in the University community who should be consulted with at some point during the SP process. A few additional names were added to the list and the issues of how best to consult with them and what exactly the purpose of doing so and what information we hope to derive from them were discussed. In addition to making these key people or groups feel involved in the early stages of strategic planning and management, we hope to pick these people’s brains on the trends and directions in higher education in the next decade, the ability of KU to reflect and keep up with these trends, and the role of the library in the changing role of scholarly communication and both undergraduate and graduate education. The specific concerns of individual task forces will need to be targeted at relevant people and groups.

The committee then discussed the topic of communication to and involvement of members of staff who are not directly involved in Task Forces. Clement will place a statement in FYI reiterating our hope that any member of staff who wishes to address concerns should do so directly, in writing, to the appropriate TF chair or to himself as chair of the Steering Committee.

Finally, the committee examined Melton’s draft outline of the work he, Neeley, and R. Miller and done on a 1-page document outlining the Libraries’ ideal organizational values. He will continue to flesh out the outline into a fuller statement this week and we will continue discussion of this document on August 30th.

The meeting adjourned at 3:05.

Respectfully submitted,

[Signature]

Rob Melton, Secretary

Approved Aug. 30, 1993
Task Force #2: Development of and Physical Access to Collections and Information Resources

Minutes of Meeting, Aug. 23, 1993

Members Present: Couch, Dibben, M. Hawkins (presiding), Melton, Pisciotta, Symons.
Members Absent: Schulte, Weller

Hawkins reported on the meeting between task force heads and the Steering Committee, particularly as regards the visit of Maureen Sullivan on Aug. 26-27. We decided to have a lunch meeting on the 27th immediately after our meeting with Sullivan. The concerns we wish to address to Sullivan at her meeting are: 1) how much detail should the final report have, especially in outlining short- and long-term strategies? and 2) how rigid is the distinction between the preparation stage and the actual planning stage of the task forces’ work?

Hawkins announced that Weller would be leaving the Task Force and the Libraries in mid-September. A lengthy discussion was held on the advisability of replacing her. The consensus was that the vantage point of a sci-tech bibliographer on our Task Force was vital, and we would ask the Steering Committee to appoint a replacement member as quickly as possible so that person could be involved in the meetings with Sullivan and other task forces.

Hawkins reported on Clement’s tentative list of about 13 key university people or groups which various task forces and the steering committee may wish to gather input from. Since the steering committee needs to coordinate meetings or interviews with any high-level university administrators, we need to tell it soon who we need input from and what our questions are.

Because these discussions were lengthy and two members were absent, our brainstorming on the issue of ownership vs. access was postponed.

The agenda for our next meeting on Thursday, August 26th, at 10:30 is:

1. Review the Bibliographers’ Survey being drafted by Melton
2. Review the Libraries’ advantages and limitations relating to each of our six goals.

Respectfully submitted,

Rob Melton

Approved 26 August 1993
Task Force on Development of and Physical Access to Collections and Information Resources (41)

Meeting Minutes of Aug. 26, 1993

Present: Hawkins, Couch, Dibben, Melton, Schulte, Symons, Pisciotta, K. Neeley
Absent: Weller

Kathleen Neeley will be joining the task force replacing LeAnn Weller.

Agenda Item #1: Review minutes of Aug. 23, 1993 meeting
Action Taken: Minutes approved.
Responsibility: In Weller's absence, Schulte will record minutes for this meeting.

Agenda Item #2: Review Questions for Bibliographers and Selected Other Staff.
Action Taken: Survey will be distributed Mon. Aug. 30, 1993 and should be returned to Mary Hawkins by Sept. 10.
Responsibility: Melton will distribute.

Agenda Item #3: Review "advantages and limitations" statements as they relate to each goal.
Action Taken: Discussed 1st goal (Preservation) briefly. Discussion will continue at next meeting.

The next meeting has been scheduled for Monday Aug. 30, 1993 in Watson meeting room B at 10:30.

Agenda: Minutes of the last meeting.
Discuss upcoming meeting with Rich Ring.
Further discussion of "advantages and limitations" statements.
Schedule more meetings.

Recorded by R. Schulte
sent: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, Lorrie Knox and David Benjamin
Absent: Alexandra Mason

1. Minutes - The minutes were approved for August 10th and given to David Benjamin to present to the Steering Committee.

2. Steering Committee Meeting - Susan Craig reported on the meeting last Monday between the Steering Committee and the chairs of the different Task Forces. Susan felt that this Task Force was making progress in meeting with the expectations of the Steering Committee. Rick Clement asked how much time this Task Force needed to meet with Maureen. The Task Force agreed that a half an hour would be sufficient. A schedule has not been posted yet as to when we would be meeting with Maureen on Friday, August 27th. That should be announced later this week.

The group will formulate questions to ask Maureen Sullivan during her visit.

3. Staff Surveys - Internal surveys on Reference Services and Bibliographic Instruction were sent to department heads to be filled out. Susan reported that 14 of 25 surveys have been returned. At this time, we will not plan on any further supplemental surveys to send out.

Susan will tabulate the results for the next meeting.

4. Key People - David Benjamin met with Dean Crowe to solicit names of people in the area of innovative Bibliographic Instruction programs. The Dean made some suggestions of people to contact and had several ideas to discuss. David is soliciting other names from staff, from the literature and Maureen Sullivan to contact.

David will be contacting some of those people this week and will report back at the next meeting.

5. Literature Review - There was discussion on how to discuss the literature we have been reading. Susan suggested we look at them topically. We began by brainstorming on Reference Services while David started a flip chart as we discussed. Some of the areas discussed were:
   a. Physical layout of Reference Services
   b. Electronic resources on reference
   c. Who staffs the desk?
   d. Who are the users?
   e. Role of reference staff
   f. Equity of services

Discussion will continue next week, concentrating on Bibliographic Instruction.

6. Model Programs - David is asking for examples of model programs he can contact.

7. Bibliographic Instruction - the name - There was discussion of the appropriate name for this library function. Since instruction extends beyond the physical building or bibliographic citations, what is an appropriate name? Discussion will continue next week.

Agenda for next week: (August 27th, 3 -5pm, Watson, Conference room B)
   1. Staff survey results
   2. Key people responding
   3. Brainstorm on Bibliographic Instruction or Library Literacy or Library Instruction or....
   4. Formulate questions for Maureen
   5. Discuss CUSA draft

Minutes by Channette Kirby
Task Force #4: Space, Facilities, and Equipment

Date: August 20, 1993

Members Present: Janet Anderson-Story (Chair), Lars Leon, Al Mauler, Kent Miller, Shelley Miller, Marianne Reed

Members Absent: Susan Hitchens

Agenda Item #1: Minutes
Action Taken: Minutes of our last meeting were corrected and approved.

Agenda Item #2: Janet reported on the meeting with the Steering Committee and task force chairs.

Agenda Item #3: Handouts distributed:
   a) MIT Report
   b) Strategic Planning Process (2 pages)

Responsibility: Look over MIT report (all TF members).

Agenda Item #4: Schedule released for Maureen's visit and our meetings next week.
   Wed. 8/25 10:00-12:00 Anschutz; TF#4 regular meeting
   Thurs. 8/26 2:30-3:30 Anschutz; TF#4 with Maureen
   Fri. 8/27 8:30-10:30 All task forces meet with Maureen in the BIG 8 ROOM.
   Fri. 8/27 2:00-4:00 Anschutz; regular meeting.

Agenda Item #5: Discussion of overlap with Online Systems specifically workstations.
Action Taken: Marianne will continue to evaluate workstations with an emphasis on the health aspects (ergonomics, EMFs, etc). She will continue to investigate types of hardware that should be available.

Responsibility: Marianne will consult with someone from TaskForce #7 about how they are handling workstations and see how their ideas compare with ours.

Agenda Item #6: Report on potential overlap with other Task Forces as identified by reading all Task Force reports in FYI (Lars).
Action Taken: Discussion of potential overlaps.
   -TF#7=workstations, wiring (campus networking infrastructure)
   -TF#1= what is in the online catalog (all records for materials in storage, etc.)
Responsibility: Lars will continue to read all Task Force minutes and alert the committee to overlapping topics.

Agenda Item #7: External factors - Equipment, handout (Marianne)
Action Taken: Discussion of external factors as they relate to equipment.

Responsibility: Marianne will ask other Regents Schools, especially ESU if they are able to purchase the "best" equipment (from a health viewpoint) or only standard equipment. If yes, how?

Time Frame: by Friday August 27.
Agenda Item #8: ADA as it relates to space, facilities, and equipment.
Action Taken: Discussion of the implication of ADA on what we have to do. It was noted that Jim Neeley could be a person to talk to about ADA. Additionally, Emporia State is considered the "flagship" of ADA in Kansas.

Responsibility: Janet will find out the status of the Library's compliance with ADA in regard to facilities.
Time Frame: by Friday August 27.

Agenda Item #9: Shelley reported on an article she read from "The Harvard Librarian" which included information on Harvard's remote storage facility. It stressed the necessity for full retrospective conversion of records before removing items to storage. Additional points to consider: how to select items for transfer, which people to consult, preservation aspects (environmental controls), and security of people and materials.

Responsibility: Shelley will contact Harvard for more information about the storage facility.
Time Frame: by Friday August 27.

Agenda Item #10: Item to be placed in TF#4 box.
-Cornell University Library Strategic Space Plan

Agenda Item #11: Kent's projections of shelving and space needs for KU Libraries.
Action Taken: Discussion of Kent's handout showing projections of our collection and space needs as measured against the Kansas Board of Regents standards and Cal State standards (for user space needs only). Even with the addition of Hoch we will not have enough space based on Regents standards.

Agenda for 08/25/93 Wed 10:00 - 12:00.
1. Report, discussion of potential overlaps.
2. Miscellaneous reports/discussion by lit searchers+.
3. Discussion of Charge D (a.k.a. Charge #4)
Members Present: Janet Anderson-Story, Susan Hitchens, Lars Leon, Al Mauler, Kent Miller, Shelley Miller, Marianne Reed

Guest: Dean Crowe

1. At the committee's request, Dean Crowe came to answer questions about the Libraries' compliance with the Americans with Disabilities Act and University support for same.

The Dean then left the meeting.

2. The committee reviewed some of the handouts from Maureen Sullivan's session with the task forces this morning. These handouts dealt with techniques for analysis and problem solving. The committee then discussed timelines for analysis of the issues covered by our charges.

We plan to take one meeting per topic (Space, Equipment, and Facilities), applying the steps outlined in the "KEY TASKS FOR TASK FORCES" handout. One member of the committee will summarize the discussions. After these three meetings, we will begin to use the resulting summary documentation to address the charges from the Steering Committee.

(For purposes of our discussions, SPACE is the square footage needed to house library services, including obtaining new storage facilities. FACILITIES refer to the characteristics of the space, including environmental aspects, as well as retrofitting existing buildings. EQUIPMENT includes computing equipment, tables, chairs, and other components of modern workstations. Users, staff, and collections will be considered in discussions of all three topics, as well as health and safety issues.)

3. The committee will extend our meeting times from 2 hours to three hours. Two meetings have also been re-scheduled from September 10 and 24 to September 9 (2-5pm) and 23 (1:30-4:30pm).

4. Lars reported further on his review of the minutes of other committees and any areas of overlap.

Marianne will approach the chairs of the two other task forces (#1 and #7) that also have the "workstations" goal. Janet will talk to the chairs of the task forces (#1, #2, and #5) that might be addressing ADA compliance issues.
Staff Task Force - Minutes of the meeting: August 24, 1993

Present: Mary Ann Baker, Bayliss Harsh, Gaele Gillespie, Kathleen Neeley, John Richardson, Margaret Wilson
Absent: Sandy Gilliland

Minutes from the past two meetings were not available for review and discussion. Because Sandy will be involved with various personnel matters, volunteer recorders will take minutes for this meeting and the next one.

Kathleen and Mary Ann distributed copies of the University of Arizona's organizational change document (dated 9 July 93).

Items to cover in today's meeting:
1. Finish discussion of Charge #4
2. Talk about our meeting with Maureen Sullivan 8/26
3. Align individual assignments to the 4 goals

Item 1: Finish discussion of Charge #4:

Decision-making structures
Disadvantages:
* Confusing (not clear) where power lies / inconsistent patterns
* Overlapping / redundant structures for decision-making
* Governance vs. Administrative
* Impromptu decision-making
* Slow / time consuming
* Hierarchical (example: from dept. head to asst. deans to dean)
* Informal (network vs. through official structures)
* Usually reactive rather than proactive
* Conflict between value of collegial (ideal) vs. autocratic decision-making
* Self-appointed decision-making

All the above cause frustration, low morale among staff.

Advantages:
* Lots of opportunity for input
* Not a totally autocratic structure

Item 2: Relating assignments to goals:

Goal 1: Enhance substantially staff ability to function effectively in an environment of rapid & continuous change.
* Communication -- (all)
* Shared values: flexibility, innovation, creativity -- (all)
* Stress/work overload -- (Margaret)
* Management of change -- (Gaele / Bayliss)
* Decision-making process & organization & structure -- (Kathleen / Mary Ann)
* Training -- (Gaele / Bayliss), (Kathleen / Mary Ann)
* Job satisfaction & morale -- (John)
* Wellness -- (John)
* Roles -- (Margaret)
Staff Task Force - Minutes of the meeting: August 24, 1993 (cont.)

Goal 2: Promote active participation by all levels of staff in staff development and in professional and/or research activities.
- Staff development (etc.) -- (Gaele / Bayliss)
- Professional and/or research activities -- (Kathleen / Mary Ann)
- Job satisfaction -- (John)

Goal 3: Recruit and cultivate a more diverse staff.
- Diversity and recruitment -- (Sandy)

Goal 4: Develop a strong sense of unity of purpose and direction among staff.
- Shared values -- (all)
- Communication -- (all)
- Roles -- (Margaret)
- Organizational structure -- (Kathleen / Mary Ann)
- Decision-making process -- (Kathleen / Mary Ann)
- Recognition of all kinds of contributions -- (John)

So, what do we do with all this now that we've related the assignments to the goals?? First, we'll brainstorm; later, we'll bring copies of our most salient articles (or chapters or working papers from other libraries) -- a maximum of three for each topic -- and do additional brainstorming once we've had a chance to read them.

Next meetings:
- Wed. 8/25, 1:00 - 2:30 p.m., Watson Rm. B -- rehearsal for our meeting with Maureen Sullivan
- Thurs. 8/26, 3:30 - 4:30 p.m., Anschutz Conf. Rm., with Maureen Sullivan
- Fri. 8/27, 8:30-10:30 a.m., Kansas Union, Big B Rm., with Maureen Sullivan
- Tues. 8/31, 3:30 - 5:00 p.m., Watson Rm. B

Submitted by: E. Gaele Gillespie, Recorder
Review of mission and vision statements

The mission statement strongly implies that the Library will have systems that in addition to letting local users use local resources (1) will enable users elsewhere to utilize our resources and (2) will enable our local users to utilize systems elsewhere. In this it strongly pushes for the importance of adopting standards such as Z39.50 that would allow the kinds of connectivity and interoperability it demands.

The use and choice of adjectives is interesting. The use of the adjective "outstanding" before collections in the first bullet of the library mission statement seems irrelevant and too much like an end in itself. The important part of that statement is the last half. "Access," on the other hand, seems to never get an adjective and perhaps it needs one. "Providing access to collections" could be done in a wide variety of ways, differing greatly ease and convenience and applicability.

Consensus seemed to be that the phrase that "Printed materials will continue to form the foundation...." is debatable and not at all certain. Obviously, the meaning of "foundation" is crucial. Whatever else, the phrase "and electronic formats will also be incorporated" is much too weak and appears to offer only a very subservient position to non-print formats.

Staff systems are noticeably absent from the vision, other than a mention of needing optimal space environmental conditions. Nothing is said about the quality and scope of staff automated systems (or any other kind of tools for that matter). We need a statement emphasizing that library staff will be provided with the tools and information technology necessary to perform their work effectively and efficiently.

"The system" (integrated or otherwise) is not mentioned in the Vision? We feel it should be. Nothing is mentioned either about its "power" or its "ease of use."

The vision that the Library "will be the primary provider of scholarly information on campus" is problematic. It is arguable that this is barely true now and that the trend is away from the
Library toward individual departments, remote systems, and academic computing. This phrase seems out-of-character with the rest of the vision statements and seems to deal not with substance or quality but with ranking or stature. We would prefer phrasing that stressed cooperation, perhaps that we would be a "major" provider. The comment about the CWIS also seemed too narrowly prescriptive, both in what would be produced and who would be involved in producing it. Although the library might be expected to lead in this area on campus, we were not in a position to do due to lack of adequate staff, equipment, and facilities.

Status: Discussion is complete for the moment, but the topic can be revisited as part of LAC's work on a system vision statement.
Agenda item: Review of minutes and SPSC's request for fuller minutes

Action: Based upon a request from the SPSC, beginning with this meeting, we will dispense with writing both short minutes for publication and longer notes for the TF’s use. We will produce more normal minutes for both internal and external use.

Status: There remain some articles that look interesting but which were unavailable for a variety of reasons. We will try to get copies of them.

Agenda item: Literature Search results

Action: John produced photocopies of several dozen articles. Members are to choose a few at the end of this meeting and write brief summaries and even briefer evaluations of them for the rest of the TF.

Status: There remain some articles that look interesting but which were unavailable for a variety of reasons. We will try to get copies of them.

Agenda item: Continue Mission/Vision discussion

Action: All agreed that this discussion was complete. To the question of whether or not formal statements should now be made to the SPSC on omissions or disagreements, consensus was to prefer to include comments on this with our short- and long-term recommendations. John is to check with the SPSC, however, to see if a statement is desired now.

Status: Discussion is complete.

Agenda item: "Intermediate" or local environment scan discussion

Action: The rest of the meeting was a discussion of the draft scan that John had distributed at the last meeting. A large number of items were added and John was charged with producing a new draft based on the discussion, preferably for tomorrow’s meeting.
Agenda item: Review previous minutes and draft "intermediate" environmental scan

Action: No one suggested changes to the minutes. Consensus was that discussion of the scan should await the return of other TF members next week.

Agenda item: Planning for Advantages/Limitations discussion

Action: In general, members believed this discussion also should be done by the full TF if possible. The question of interviews was again raised. After discussion, the decision was to first attempt to acquire and consult the program review documents for Computing Services, Telecommunications, Facilities Operations, and Facilities Planning -- and then see if we thought that interviews would be useful. Kent volunteered to try and get copies of the program review documents.

Agenda item: Develop a list of probable "Best Practice" interview sites

Action: Based on earlier draft of possibilities, we discussed the mix of types that we wanted and selected some from each of several categories. John was charged to create a final draft list for the next meeting (Tuesday, August 17).

Agenda item: Develop a list of "Best Practice" interview questions.

Action: This took most of the rest of the meeting (which was adjourned after about an hour). TF members suggested a number of questions and discussed their merits and usefulness. John was charged with grouping and rearranging them into a draft for the next meeting.
Agenda item: Review of minutes and SPSC's request for fuller minutes

Action: Based upon a request from the SPSC, beginning with this meeting, we will dispense with writing both short minutes for publication and longer notes for the TF's use. We will produce more normal minutes for both internal and external use.

Agenda item: Literature Search results

Action: John produced photocopies of several dozen articles. Members are to choose a few at the end of this meeting and write brief summaries and even briefer evaluations of them for the rest of the TF.

Status: There remain some articles that look interesting but which were unavailable for a variety of reasons. We will try to get copies of them.

Agenda item: Continue Mission/Vision discussion

Action: All agreed that this discussion was complete. To the question of whether or not formal statements should now be made to the SPSC on omissions or disagreements, consensus was to prefer to include comments on this with our short- and long-term recommendations. John is to check with the SPSC, however, to see if a statement is desired now.

Status: Discussion is complete.

Agenda item: "Intermediate" or local environment scan discussion

Action: The rest of the meeting was a discussion of the draft scan that John had distributed at the last meeting. A large number of items were added and John was charged with producing a new draft based on the discussion, preferably for tomorrow's meeting.
Agenda item: Review previous minutes and draft "intermediate" environmental scan

Action: No one suggested changes to the minutes. Consensus was that discussion of the scan should await the return of other TF members next week.

Agenda item: Planning for Advantages/Limitations discussion

Action: In general, members believed this discussion also should be done by the full TF if possible. The question of interviews was again raised. After discussion, the decision was to first attempt to acquire and consult the program review documents for Computing Services, Telecommunications, Facilities Operations, and Facilities Planning -- and then see if we thought that interviews would be useful. Kent volunteered to try and get copies of the program review documents.

Agenda item: Develop a list of probable "Best Practice" interview sites

Action: Based on earlier draft of possibilities, we discussed the mix of types that we wanted and selected some from each of several categories. John was charged to create a final draft list for the next meeting (Tuesday, August 17).

Agenda item: Develop a list of "Best Practice" interview questions.

Action: This took most of the rest of the meeting (which was adjourned after about an hour). TF members suggested a number of questions and discussed their merits and usefulness. John was charged with grouping and rearranging them into a draft for the next meeting.
Dear Colleague:

Following a brief update on strategic planning now underway in the KU Libraries, I highlight in this report some of the Libraries' accomplishments over the past year and describe challenges that we face in four areas of continuing and vital interest to KU's academic programs:

* the health of the COLLECTIONS
* the adequacy of FACILITIES and EQUIPMENT
* progress in applying INFORMATION TECHNOLOGIES and
* the effectiveness of the STAFF

I welcome questions, comments, and especially invitations for me and liaison bibliographers to visit with faculty and students to discuss these and any other issues related to the Libraries.

Sincerely,

William J. Crowe
Dean of Libraries

[Single copies of this report are being sent to University administrators, deans, directors, chairpersons, distinguished professors, leaders of the student body, members of the University Senate Committee on Libraries, and the Office of University Relations. Please call my office, at 4-3601, if you would like to have additional copies for colleagues.]
Planning

The KU Libraries have begun strategic planning, building on the University’s work last year on the statements of Mission and of Roles & Aspirations for major divisions throughout the University, and, of course, the Program Review process mandated by the Board of Regents. In this effort, the first of its kind in almost twenty years, the Libraries are engaged in a general stock-taking and looking ahead to meet not only the great challenges that all research libraries have experienced for many years, but now also many fast-developing changes—in an especially uncertain time.

A large number of staff in the University Libraries, with the direct involvement of some staff from the Law Library, the Dykes Library for the Health Sciences at the KU Medical Center, and Computing Services, are working with a specialist from the Association of Research Libraries to complete the first phase of this important and time-consuming process by mid-winter.

We know of course that planning for any academic research library can succeed only if it is based in close collaboration with the university community. For that reason, we are pledged to consult with faculty, students, and University administrators as we shape this plan--and thereafter. Library staff and I will work in particular with the University Senate Committee on Libraries and the Office of Academic Affairs to ensure that the process is open to contributions from those who are served by the Libraries. (Apart from consultation about this very special initiative, I expect that the Senate Committee on Libraries also will ask this autumn for comments and suggestions from the University community about possible changes in the Libraries Lending Code.)

My goal is that by spring 1994, when I prepare my annual state of the libraries report, we will have produced the core of a plan for the KU Libraries for the balance of the decade. That plan will not be static in its design. Rather, it must expressly be open to change, anticipating evolving conditions between now and the end of the century, and provide a framework within which we can seek additional resources and allocate (and reallocate) those resources wisely.

Our goal is to ensure that at the turn of the century the KU Libraries will be able to support fully the diverse needs of academic programs at the University of Kansas--with the same sensitivity, skill, and diligence that long have been the hallmark of this library.

* * * * * * * * *
COLLECTIONS

The State of the Acquisitions Budget

The last three years saw an extraordinary battering inflicted on the purchasing power of the acquisitions budgets of all of the research libraries of the nation. The pernicious effects of very high rates of inflation in the costs of books, journals, and other research materials published in the U.S. and around the world were compounded by the generally weakened value of the U.S. dollar overseas (where, in KU’s case, more than one-half of the library acquisitions budget is spent to acquire essential research materials).

During these years, KU suffered the cancellation of many hundreds of journal subscriptions, especially in the sciences and engineering, where prices exploded at an astonishing rate. In all disciplines, we were not able to purchase many thousands of books and other items that were published during this period, most of which are now out-of-print.

Still, KU’s painful retreat does not compare to the veritable rout experienced by almost all of the libraries of other North American research universities. For this, we must thank the University administration for allocating substantial annual infusions of one-time funds--beyond base budget increases provided by the state--and painstaking collaboration between library bibliographers and teaching faculty in making decisions about how best to apply those funds.

This year, we are no longer in retreat. We are, in effect, holding our own. This is the product of continued increases in base budget funds provided by the state and the University, substantial one-time funds that continue to be designated by the University administration for acquisitions, and a substantially stronger dollar (with the notable exception of the Japanese Yen). I am very pleased to report that this year there is no need for the KU Libraries to undertake systematic cancellation of journal subscriptions. We also expect to maintain something close to last year's level of acquisition of books and like research materials.

However grateful all of us are for this respite, none of us can rest. No more than a military campaign can succeed solely by executing skillful retreats and stabilizing its rear guard positions can the KU Libraries long sustain their vitality without planning for and carrying out advances. We must continue to look for the support which is essential to provide the best possible library collections at KU and, increasingly, to provide better means for faculty and students to gain timely access to information held elsewhere in the world.

Interlibrary cooperation

While no panacea, interlibrary cooperation continues to be at the forefront of our plans to improve access to other library collections and information worldwide. Toward this goal, fourteen research libraries in this region, including the libraries of all of the Big Eight universities and the Linda Hall Library, have formalized longstanding reciprocal interlibrary accords by launching the Greater Midwest Research Libraries Consortium. This body is meant to encourage additional cooperative projects that show promise of promoting greater effectiveness of library service and efficiency of operation.
We must speed interlibrary delivery of books and other library items that we cannot now send cost-effectively by telefacsimile or by first class mail. Toward that end and after a months-long effort to meet the mandated bidding and purchasing procedures of the several states represented by public university members in the consortium, we are now prepared to seek bids for a commercial interstate courier. Also, the consortium is in the very early stages of exploring the possibility of a cooperative project to mount computerized versions of the full text of several significant scholarly journals, hoping to benefit from the experience of like projects elsewhere in the North American research library community.

**Preservation of collections**

Preservation of knowledge, a central element of the University’s mission, is of course one of the most fundamental responsibilities of any research library. Here, the KU Libraries continue traditional and essential efforts in binding and book repair, as well as promoting sharing of information with Library staff about the care of library materials.

A hard-working staff committee on disaster and emergency preparedness, now concluding its second year, continues to identify shortcomings in our environment and develop plans to deal with now too-routine emergencies (for example, leaks in the roofs of several libraries have become apparent this year), as well as to ward off possible calamity or respond to disaster should it occur.

Thanks to the committee, we have the beginnings of the KU Libraries’ equivalent of volunteer "fire brigades" to help deal with fire, flood, and other emergencies. There is also now good documentation about sources of special preservation supplies and of expert assistance available from Library staff, faculty and staff elsewhere on campus, organizations in Lawrence, and some specialists in the region. Having witnessed in my three years at KU the Hoch Auditorium fire, flooding, very high winds, and extreme hail storms, I am especially grateful for work being done by this committee.

The Libraries this year entered into active negotiations with a commercial provider of "whole book deacidification," the process that stabilizes acidic papers that would otherwise crumble. This is the same firm used by the Library of Congress and libraries at Harvard University and Johns Hopkins University. We are very soon to test selected lots of material from two areas of the collections where bibliographers judge that it is especially important to preserve some at-risk items for scholarly research (rather than replacing them, for example, with microfilm).

***

**FACILITIES and EQUIPMENT**

The past year saw the successful opening of the new Regents Center Library at the Edwards Campus, in Overland Park. This library, which serves faculty and students in a large number of graduate programs in diverse disciplines, is heavily dependent on Library staff helping faculty and students to apply innovative computer-based services to identify and retrieve information. The KU Libraries, in Lawrence and at the Medical Center, indeed the libraries of all of the Regents universities that offer academic programs at the Center, have made special efforts to collaborate with Regents Center Library staff to offer faculty and students prompt access to other library collections and information services.
Library space in the reconstructed Hoch Auditorium (to open in fall 1995) will be used to house the Documents and Map Library and provide space for some other portions of the collections. We await the results of bids to be let this fall for construction to learn the extent to which the costs of moveable equipment for library purposes (e.g., map cases, computer equipment, etc.) can be met.

The University continues to place an addition to Murphy Hall at the head of its requests for new construction. This is of vital interest to the Libraries, as space and equipment for the Gorton Music Library are woefully inadequate. Even now, several thousand music volumes must be shelved in the Anschutz Science Library.

Overall, space for library collections on the Lawrence campus remains a great worry, even at a time when many believe that information technologies will moot this issue. To plan for these needs, I commissioned Library staff this year to develop a database to track, in very great detail, growth in the collections. Actual measurements this past spring to initiate use of this database confirmed what Dean Emeritus Jim Ranz found almost three years ago: we are at or very near to working capacity for library collections. Library collections on the Lawrence campus will reach the working capacity of stack space no later than 1999. This of course leaves us barely the time necessary to propose, detail plans and win funding for, and construct library space.

To illustrate, the Anschutz Science Library is now the only library on campus with significant open shelving available. As pressure intensifies to make space for additions to the collections in Watson Library, in particular, it is clear that some portions of the Watson collections will need to be relocated to Anschutz. Indeed, the last of the science/technology collections remaining in Watson were relocated to Anschutz late this summer. It is sobering to note that by shifting this one block of material we added less than 18 months capacity for growth in the Watson stacks—we otherwise would have been at capacity in Watson by the end of this academic year—but in so doing we consumed almost four years of the growth capacity for the science collections in the bookstack space of Anschutz.

Later this year, Library staff will propose the shift of some other portions of collections now in Watson to Anschutz, to take place in 1994/95 and later. These recommendations will be developed in full consultation with faculty and students, and in cooperation with the Senate Committee on Libraries. We will make special efforts to contact faculty and students in academic programs that are known to have special interest in any collection segment that may be proposed for shift, before any decisions are made.

I look earnestly to the University's current efforts at long range planning for facilities, in which I am closely involved, to address library space, including issues of health and safety for the staff and library users, as well, of course, as implications for expanding uses of information technology. The time for action is hard upon us.

* * * * * * *
INFORMATION TECHNOLOGY

Changes in information technology continue to accelerate at the clichéd "dizzying pace." All research universities are grappling with the myriad issues that attend to this phenomenon. Rather than attempt here to provide a tour d'horizon, I recommend highly a report issued in late 1992 by the Andrew W. Mellon Foundation, University Libraries and Scholarly Communication, of which there are circulating copies in the Watson Library stacks.

The principal specific developments of the past year in applications of information technology in the KU Libraries follow:

* We have completed, by tape load, the addition of almost 300,000 full catalog records to the online catalog—representing the wealth of depository U.S. government publications in all disciplines that have been issued since 1976, all of which are housed in the Documents/Map Library.

* This semester we will make available Expanded Academic Index, a major database (900,000-plus records) which indexes some 1,500 journals in a broad range of disciplines.

* The Libraries' Local Area Network (LAN) was expanded this year to the Spahr Engineering Library and, via campus ethernet, to many sites elsewhere on the Lawrence campus. This makes it possible for faculty and students to search several important databases, including Dissertation Abstracts, ABI/Inform (Business), and several scientific and technical indexes. More than 70,000 searches were conducted by faculty and students in 1992/93. The rate of growth of searching increased steadily throughout the year, as databases were added to the LAN and network connections to it established.

* The Libraries internally reallocated funds in order to appoint two staff to new roles (each on a half-time basis), one as a "LAN Manager" and one as a "Coordinator for Networked Information." We did this to provide some advanced oversight and technical support for the Local Area Network, which is now an established and important library service, and to assist KU librarians who are called upon increasingly to communicate with the University community about networked information.

* Thanks in great part to continued very strong support from Vice Chancellor Shulenburger, Executive Vice Chancellor Meyen, and Chancellor Budig, there is once again a proposal in the Regents' budget for a ca. $3.5 million special "Library Enhancement" ($1.55 million of which would come to the KU Libraries' base budget) to promote "improved systemwide access."

These funds would allow us to complete conversion to computer form of our remaining card catalogs, upgrade the power of our campus-based online library systems, and add substantially to the bibliographic and other databases that we can make available to faculty and students. In the end, we look to improve greatly the Regents libraries' connectivity to each other and networks worldwide, promote the interoperability of library systems among the Regents universities and with other libraries nationwide, and, generally, substantially improve access for faculty and students to networked information.

* * * * * * *
I close with comments on the Libraries’ staff because here, as everywhere in the University, all of us 
depend on the talents and dedication of people who make up the University community. Staff—librarians 
and unclassified professional staff, classified staff, and student employees—ensure the essential everyday 
functioning of the KU Libraries, upon which the quality of so much of KU’s research, teaching, and 
service to the community beyond campus depends.

Beyond seeing to the myriad tasks of the day-to-day operation of the Libraries and delivery of essential 
services, KU Libraries staff continue to seek out ways to improve those operations and services. As 
examples: this year, thanks wholly to staff initiatives, the Libraries received three major grants—two from 
federal agencies and one from a scholarly organization—to catalog, index, and preserve portions of the 
government documents collections and the Slavic collections. Staff also planned and delivered a well 
received series of "Faculty Library Seminars," just concluded, to offer our colleagues opportunities to learn 
more about newer library and information resources available to support their teaching and research.

Facts about the Libraries’ staff are very much as I reported last year. Salaries for professional staff remain 
among the very lowest offered by the 108 university research libraries in the Association of Research 
Libraries. Three senior specialists—the photoarchivist [one of only two in Kansas], the head of the Spahr 
Engineering Library, and the head of interlibrary services—will have left this year, two of them to accept 
positions out of state that offer significantly higher salaries and much better support for professional 
development. Another valued librarian was persuaded—only just—to decline a like offer from another 
university.

To help attack the problem of salaries, which long has been recognized as a serious issue by the Senate 
Committee on Libraries and the University administration, I am very pleased to report that the Office of 
Academic Affairs provided an additional 0.5 percent increase for the Library’s FY 1994 salary merit pool. 
This represents a renewed commitment to help remedy a serious threat to the vitality of the KU Libraries.

Too, this year, the Libraries are experiencing a wave of retirements—of three senior librarians and three 
librarian classified staff—a harbinger of what we will experience during much of this decade. We know that 
it will be very difficult to recruit successors for these staff, who possess unusual depth of academic and 
professional preparation, as well as long experience. Now, KU, with other state agencies—faces the 
additional challenge of possibly losing permanently—because of changes in state statute—some classified 
staff positions vacated by individuals retiring under the Kansas Public Employees Retirement System 
(KPERS).

And the student employees! Some 300 students, who comprise more than one-third of the Libraries’ full-
time-equivalent workforce, typically work at minimum hourly wage. We continue to look for better means 
to attract and retain students, but are stymied for want of money, as we have not recovered all of the 
ground lost when the federal minimum wage increased in 1990 and 1991. Now, we anticipate another 
increase in that wage, perhaps during this academic year.

However many may favor increased support for those who labor for the minimum wage, the KU Libraries 
must obtain almost $17,000 more per year for each 10 cents per hour increase that may be 
enacted—or impose reductions in an already thin student workforce (several regular staff positions now 
are being sacrificed to meet the last increase in the minimum wage). We must look to the state to provide 
funds to cover any federally mandated increase in wage rates.
In closing, I want to call special attention this year not only to the value and achievements of the Libraries’ staff, but also to remember others who have given in exceptional ways to the KU Libraries. We can never fail to recognize and thank the Libraries’ many generous benefactors, friends, and volunteers, but especially so now. Three extraordinary people who contributed greatly to KU and its Libraries died during the last year: William J. (Billy) Argersinger, Jr., Richard S. Howey, and Thomas (Mickie) Ryther.

Professor Argersinger—as teacher and researcher in Chemistry, as administrator, and as a founding member of the KU Friends of the Library—worked unstintingly for more than forty years to support the building of strong library collections and library services at KU. His distinctive voice, commitment to integrity, extraordinary persistence, great good humor, and talent for advocacy won much for the KU Libraries. He was plainly a man for all seasons and all roles in this academic community and is greatly missed.

Professor Howey, of the Department of Economics, and for whom the Howey Reading Room in Summerfield Hall is named, gave countless hours over six decades to building the KU Libraries’ stellar collection in the history of economics, which is now recognized as one of the very best in the nation. This past spring, just before Professor Howey’s death, the Libraries recognized the 40th anniversary of one of his greatest achievements—the acquisition for KU of the tens of thousands of volumes of social sciences holdings then being "deaccessioned" by the eminent John Crerar Library, in Chicago. This acquisition is still the largest library collection ever purchased by KU, and is the source of much of the international distinction of several areas of our current holdings. He delighted in his labors, which will benefit many generations of scholars and students.

Professor Ryther gave much to the University during his active career as director of the Printing Service and as a member of the faculty in the School of Journalism. For the Libraries, he gave a veritable second career, as he applied his expert knowledge of KU by volunteering for thousands of hours over more than twenty years—well into his 90s—cataloging and indexing tens of thousands of items in the University Archives. Thanks to his diligence, researchers and students now have full access to many departments’ papers and photographs that document so much of KU’s history.

In recounting these brief descriptions of unselfish service rendered to the KU Libraries, I am reminded of a friendly admonition I received on my arrival at KU—from John Nugent, the University Archivist. John, who retires later this year after 43 years of talented and dedicated service to KU, asked this new dean always to heed a simple dictum, one that speaks directly to the value we all must give to the people who are associated with KU’s great libraries:

"Remember that libraries are more than books and buildings."

- William J. Crowe
Dean of Libraries
August 1993
PERSONNEL

Three new staff have been appointed to two grant projects in the Slavic Department. Please note that although their appointments are technically with the Slavic Department, their work areas will be located in the Cataloging Department/RetroCon area.

Rebecca Alexander has been appointed as a Librarian I effective September 20, 1993. Rebecca earned the MLS degree from the University of Illinois last month. She earned a BA degree in Russian from KU in 1984. Rebecca will be working on the Slavic Department’s SSRC grant, cataloging contemporary Russian, South Slavic, and other East European monographs.

Svetlana Sorkin and Monica Tietz-Gehringer have been appointed to the Slavic Department’s Title II-C and SSRC grant projects, respectively, effective September 7, 1993. Both staff will perform copy cataloging of Russian, South Slavic, and other East European monographic publications. Svetlana earned a master’s degree in Industrial Engineering from the Polytechnical Institute in Penza, in the former USSR. She has held positions as a librarian and curator in the former USSR, and was most recently employed as a Library Assistant in the Spencer Art Reference Library of the Nelson-Atkins Museum of Art, Kansas City. Svetlana replaces Harley Wagler.

Monica Tietz-Gehringer earned a BA degree in Russian/Soviet Studies from the University of Tulsa in 1991, and recently completed requirements for the master’s degree in Russian/Soviet History from Oklahoma State University. Monica has been employed in various library positions while pursuing her education, and held two positions most recently with Oklahoma State University -- a Teaching Assistant in the Edmon Low Library and Media Assistant in McFarlin Library.

REMINDER OF SABBATICAL LEAVE DEADLINES

Applications for Sabbatical Leave during the 1994/95 academic year are due in the Library Administrative Office by October 1, 1993, for review by LCPT and the Dean. (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications must reach the Office of Academic Affairs by September 24, 1993, and will be returned to the Library for review. The applications will be treated in the same manner as other sabbatical leave applications.) Applications for sabbatical leave, with the endorsement of the dean, are due in the Office of Academic Affairs no later than November 1, 1993. Eligible library faculty must complete an application for Sabbatical Leave form, available from Sandy Gilliland, 502 Watson Library, or from the Office of Academic Affairs, 4-4455. Additional information and instructions are also available from Sandy Gilliland.

ESU RECEIVES APPROVAL FOR PhD IN LIBRARY & INFORMATION MANAGEMENT

The Library received word earlier this summer that Emporia State University’s proposal to begin the PhD in Library and Information Management has been approved by the Kansas Board of Regents. The program has begun this Fall semester. Information regarding this new program is available from Sandy Gilliland, 4-3601, or from the School of Library and Information Management, Emporia State University, (316) 341-5203.

Sandy Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
PROMOTION AND TENURE DEADLINES ANNOUNCED -- REMINDER OF OPEN MEETING

All librarians were notified earlier this summer of the deadline for self-nomination for promotion in rank. Librarians not nominated by their supervisors may nominate themselves by submitting the standard promotion and tenure form to the Office of Academic Affairs by October 29, 1993 (note change in previously-announced deadline). Copies of the form are available from Sandy Gilliland, 502 Watson, or from the Office of Academic Affairs, 4-4455.

Library staff are invited to submit letters regarding the qualifications of librarians who are scheduled for tenure and promotion review, for consideration by those involved in the review process. This Fall the following librarians will be reviewed:

Kathryn Graves, Reference Librarian; Nicholas Eshelman, Catalog Librarian/Coordinator for Networked Resources; and Bradley Schaffner, Russian Bibliographer; all will be reviewed for continuous tenure and promotion to the rank of Librarian II;

Susan Hitchens, Music Librarian; will be reviewed for promotion to the rank of Librarian III.

Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra Gilliland, 502 Watson), or directly to the candidates’ supervisors--Jim Neeley for K. Graves; Lorraine Moore or John Miller for N. Eshelman; Gordon Anderson for B. Schaffner; and Mary Hawkins for S. Hitchens.

Additional information regarding the Libraries’ promotion and tenure review time schedule will be forthcoming.

The University Committee on Promotion and Tenure will hold an open informational meeting at 7:00 p.m. Monday, September 13, 1993 in the Pioneer Room of the Burge Union. All interested faculty are invited to attend.

Sandy Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Wednesday, September 15. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

CIVIL SERVICE EXAMINATION SCHEDULE FOR SEPTEMBER

A copy of the civil service examination schedule for the month of September is being mailed to all Library departments. These civil service examinations will be administered in the Department of Human Resources, Carruth-O’Leary Hall. Library student assistants who are interested in permanent civil service employment are especially encouraged to contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information about examination application procedures and employment eligibility and opportunities.

Sandy Gilliland
EXERCISE AND BIOMECHANICS VIDEOS

Upon recommendation of occupational therapists at the KU Med Center, the Library Health and Safety Committee will be showing two video tapes: 1) a taping of the biomechanics presentation by Lawrence Memorial staff, shown previously, which explains in laymen’s terms the importance of correct body mechanics in preventing back, wrist, and other repetitive strain injuries; and 2) a new video demonstrating simple and gentle exercises that will increase employee comfort and aid in reducing risk of back, neck, shoulder, wrist and other injuries. These videos will be presented separately at both Watson and Anschutz several times during the coming weeks.

The videos are a preliminary part of a proposal presented by the committee to the library administration for a workstation evaluation project. This library-wide proposal, if approved, could include providing staff with an opportunity to have their work stations/areas/tasks evaluated by professional occupational therapists in an attempt to improve ergonomic conditions in the Libraries.

We strongly urge all staff and student assistants to view both of these videos.

Please contact either Muriel Cook (x. 3535 or e-mail: mcook) or Kendall Simmons (x. 4715 or e-mail: ksimmons) if you plan to attend.

**Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Film</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Sept. 20th, 10:30-12:00 noon</td>
<td>Anschutz Library 4th Floor Conference Room</td>
<td>BIOMECHANICS (Preventing low back pain and repetitive strain injuries)</td>
</tr>
<tr>
<td>Thursday, Sept. 23, 3:00-4:30 p.m.</td>
<td>Watson Library, Conf. Room A</td>
<td>BIOMECHANICS (Preventing low back pain and repetitive strain injuries)</td>
</tr>
<tr>
<td>Monday, Sept. 27th, 10:30-12:00 noon</td>
<td>Anschutz Library 4th Floor Conference Room</td>
<td>ERGONOMIC EXERCISES</td>
</tr>
<tr>
<td>Thursday, Sept. 30th, 3:00-4:30 p.m.</td>
<td>Watson Library Conf. Room A</td>
<td>ERGONOMICS EXERCISES</td>
</tr>
</tbody>
</table>

**ATTACHMENTS**

Classified Conference Executive Board Meeting Minutes--July 27, 1993
Library Faculty Assembly Executive Committee Minutes--August 23, 1993
Library Health and Safety Committee Minutes--August 12, 1993
Learn Healthy Habits For the Work Place
Minutes - Library Health and Safety Committee
Thursday, August 12, 1993


Minutes of July 29th were amended and approved. There was no August 5th meeting.

The committee is awaiting a written estimate from Phil's Upholstery for cushions for the Administrative Office conference rooms.

Margaret reported that the 23 new ergonomic chairs have arrived. The committee submitted its suggestions for dispersal of the chairs to Nancy Jaeger.

Margaret met with Bill Crowe and Nancy Jaeger to review the committee's proposal for onsite workstation evaluations. The Dean offered several intriguing ideas for implementing the proposal. He mentioned he would be meeting with Ed Meyen and would take that opportunity to discuss the Library's health and safety concerns. A decision regarding library funding will be made in late August.

As part of the proposal, showings of the LMH biomechanics lecture and advanced ergonomic exercises videos were to be organized. Muriel and Kendall volunteered to do this and will start immediately.

The committee had decided to take on no new projects but to finish up current ones. Kendall provided a list of those projects: seat cushions, EMF lecture, onsite evaluations, an investigation of alternate keyboard styles, the quarterly reports, and the final report including the committee's recommendations regarding the future of the Health and Safety Committee.

Margaret received a response from Mary Hawkins stating that it would be desirable to add a statement to the Library Emergency Manual on how library staff should handle patrons exhibiting lewd or threatening behavior. Mary is gathering information about existing policies and procedures.

The committee then went to the ramp to examine the new ergonomic chairs. While they felt strange at first, we decided that we all liked them very much. The backs, in particular, felt extremely comfortable and supportive.
Minutes, Classified Conference Executive Board Meeting, 7/27/93

Attending: Anderson-Story, A. Slater, Hargis, Mauler, Warren, Boyer, Lafferty, Baker, Traxler, Harsh, Thompson, Murrell, Bonham, G. Slater, Marvin, Simmons, Benjamin, Crowe

1. Introduction of new members.

- Benjamin (outgoing chair) called meeting to order, introduced Anderson-Story (incoming chair), and "passed the gavel."
- Members of the Executive Board introduced themselves.

2. Dean’s Comments

- Praised communications between the Classified Conference Exec Board and the Library Administration.
- Talked about the effects of the 75% fill for KPERS retirement on the Library. It will be a while before the impact is known.
- Talked about the effects of the reclassification study on the Library.
- Talked about the effects of a minimum wage increase on the Library’s budget. Estimates that it will cost approximately $17,000 for every $.10 the minimum wage is increased.

*Dean Crowe left the meeting at this point.

3. Minutes from last meeting were passed out. Comments or corrections need to go to Alex Slater by noon on August 3.

4. Chair’s Report

- Next Administrative Conference meeting is on August 18. The vice-chair will also attend.
- Any letters of protest about the reclassification process should be individual efforts, not an effort by the Classified Conference.
- EVC Meyen will meet with David Benjamin and Rick Clement, and possibly with Janet Anderson-Story and Nicholas Eshelman to discuss Library issues.
- The Dean suggested that some of the issues that the Classified Conference might want to take a look at are health and safety and any new job classifications developed by the Information Technology study conducted by the state.

5. Committee Reports

- Staff Development Committee (SDC)
  SDC is combining efforts with CULS (College and university Library Section of KLA) to bring a speaker with a national reputation to present at the CULS conference, which will be in Lawrence in October, and for SDC. The speaker will be Dana Rooks, Assistant Director of Administration at the University of Houston Libraries. Ms. Rooks has agreed to present two workshops for SDC on the topic "Managing Change in an Electronic Environment". This year's theme for the CULS Conference is the "Virtual Library".
  I reported to SDC that CCEB had indicated that if a poll of classified staff's out-of-state travel needs were done, they believed that it could be best done by SDC.
  SDC sponsored an ALA brown bag lunch to share what ALA attendees learned at ALA.
  Currently the major activity is winding down this year's activities and preparing the annual report.
  SDC will probably not meet until LFA appoints their new committee members in September.
  Submitted by Carole Dibben

- Budget and Planning -- no report
- Staff Orientation -- no report
- Personnel -- no report
- Senate Libraries -- no report
6. Old Business

- Strategic Planning (Benjamin reports):
  - Steering Committee discussing institutional values.
  - Steering Committee will continue to meet while task forces are in session. Will look at the Library governance structure.
  - Task forces are underway. They have until October 22 to complete missions.
  - Each Steering Committee member is on a task force as a liaison.
  - After the task forces are through, the Steering Committee has 11 weeks to write a report to submit to the Dean.

- Maureen Sullivan will be back on August 27 to meet with the task forces and the Steering Committee.

- Employee of the Year:
  - Benjamin has the proposal.
  - The Classified Conference Constitution needs to be changed to incorporate the Employee of the Year Committee.

7. New Business

- A. Slater clarified the role of committee members on the Executive Board according to the latest constitutional changes.

- Anderson-Story requested that Benjamin be available as an ad hoc Classified Senate liaison.

- Set agenda for the next Classified Conference General meeting, August 10, 1993, 1:30.

- Reactivated the Ad Hoc Constitutional Change Committee. Members are A. Slater, Revenew, Baker, and Hargis. Charged committee to clean up language, add the Classified Senate liaison, add the Employee of the Year Committee, and combine the constitution and by-laws into one document.

8. Meeting adjourned.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE AUGUST 23, 1993 MEETING

Present: Nicholas Eshelman (Chair), Brad Schaffner, Kathy Graves, Mary
Rosenbloom, Deborah Dandridge, Jim Neeley, Barbara Jones

Minutes of the Committee on Salaries and Benefits for July 14, 1993 were
read and accepted. Barbara Jones agreed to distribute other committee minutes to
Executive Committee members on the day received as a time-saving measure. She
also received approval of taping the meetings of the Executive Committee as an
aid to accurate minute keeping and with the understanding the tapes would not be
played in the hearing of any second party. It was also agreed that Nicholas
Eshelman will do much of his communicating with committee members by E-Mail.

Status of Committee Appointments

Nicholas Eshelman reported that he has volunteers for some of the vacancies,
although in some cases it is not yet clear which committee vacancies can be
filled since a number of people indicated preferences among several committees.
He urged Executive Committee members to encourage colleagues to volunteer.

Committee Charges

The annual reports thus far received by the Executive Committee were
distributed so that members can read them over with a view to drafting charges
at the next LFA Executive meeting.

Ballot on the Staff Orientation Committee

Nicholas Eshelman reviewed briefly the concerns of classified staff
regarding representation on LFA committees and the relationship of those concerns
to the status of the Staff Orientation Committee. He reminded the Exec members
that a motion made at the last LFA general meeting for a mail ballot on deleting
section 3.3.9 of the code, (which pertains to the Staff Orientation Committee),
was made with the assumption that, if the mail ballot passes, the Staff
Orientation Committee will become an administrative committee and a letter of
understanding will be drafted by the LFA Executive Committee, the Classified
Conference Executive Committee and the administration. The letter would assure
that the Staff Orientation Committee would keep the same composition (of LFA
faculty and classified staff) and would retain the same functions. A draft of
a ballot on deleting section 3.3.9 of the code and including an explanatory note
on the 'letter of understanding' was presented by Eshelman and approved with a
minor emendation. Eshelman will check with Dean Crowe re the sense and wording
of the ballot.

Status of Other LFA Committees

In a brief review of the status of two other committees Eshelman pointed out
that these are not as likely candidates for immediate metamorphosis into
administrative committees. The Staff Development Committee, in particular, seems
to be seen by faculty and staff as working well as is. In the case of the Budget
and Planning Committee there would be advantages to its becoming an
administrative committee--direct representation for classified staff and probable
access to a stable group experienced in budget matters--but also disadvantages,
such as a loss of broader representation. Because of a need to set up the Budget and Planning Committee so that it can get started on its tasks soon, the issue of its status will need to wait until later in the year.

**POLL on the Committee for Evaluating Service and Research**

The Committee agreed that the results of the CESR poll had problems of interpretation. A majority did indicate a preference for retaining CESR, but the second part of the poll, which asked for a preferential vote on alternatives, was hard to assess because many respondents failed to indicate 2d and 3d choices. There was some discussion on whether or not a ballot is needed given that the majority did indicate a preference for the present system. It was also pointed out that the poll indicated that, in the case that CESR were to be retained, the LFA Executive Committee would address the recommendations of last year's CESR Committee and that we will need to consider how best to go about this. For instance which recommendations would need to be voted on by LFA--are there any recommendations which would need to be resolved year by year, etc.

The Committee will meet next on August 30 at 10 am and will take up the matters of committee appointments and committee charges.

---reported by Barbara Jones
LEARN HEALTHY HABITS

FOR THE WORK PLACE

BY ATTENDING BOTH THE BIOMECHANICS AND EXERCISE VIDEOS
See FYI for details!

Time: Monday, Sept. 20th, 10:30-12:00
Place: Anschutz Library 4th Floor Conference Room
Film: BIOMECHANICS (Preventing low back pain and repetitive strain injuries)

Time: Thursday, Sept. 23, 3:00-4:30 p.m.
Place: Watson Library, Conference Room A
Film: BIOMECHANICS (Preventing low back pain and repetitive strain injuries)

Time: Monday, Sept. 27th, 10:30-12:00 noon
Place: Anschutz Library 4th Floor Conference Room
Film: ERGONOMICS EXERCISES

Time: Thursday, Sept. 30th, 3:00-4:30 p.m.
Place: Watson Library, Conference Room A
Film: ERGONOMICS EXERCISES
PERSONNEL

Susan Staples has been appointed as a Librarian I, Reference Librarian/Bibliographer, with the KU Regents Center Library. Susan is presently employed as a Reference Librarian with the Robert M. Bird Health Sciences Library, University of Oklahoma, Oklahoma City. She earned a BA degree in Psychology and the Master's degree in Library Science, both from Indiana University. Susan's appointment is effective October 1, 1993.

Sandy Gilliland

ELECTION RESULTS

Jim Neeley has been elected to serve as the Librarian III representative to the Library Committee on Promotion and Tenure for the 1993-1995 term. Jim will fill the vacancy created by the resignation of Margaret Wilson.

David Pardue, N&B Committee Secretary

ELECTION RESULTS

Response was overwhelmingly in favor of deleting section 3.3.9 of the LFA Code: 43 "yes" votes were cast; 1 "no" and 1 unmarked ballot were returned. These results mean that Staff Orientation will be disbanded as an LFA Committee and reformed as an administrative committee.

David Pardue, N&B Secretary

KULSA NEWS FLASH

KULSA dues are due (and THANKS to those who already paid).

Please send checks ($4 - four dollars per person) to Barb Gaeddert, Catalog Dept., Room 201, Watson. Cash is also fine - bring to northeast corner of Room 201, Watson. Annie Williams (same location) can take cash if Barb is not there.

Barb Gaeddert, KULSA Treasurer

ATTACHMENTS

Committee on Salaries and Benefits Minutes--August 31, 1993
Library Faculty Assembly Executive Committee Minutes--August 30, 1993
Library Faculty Assembly Budget & Planning Committee Annual Report--1992/93
Steering Committee for Strategic Planning Minutes--August 30, 1993
   Task Force #1 Minutes--8/1/93, 8/18/93, 8/26/93
   Task Force #2 Minutes--8/30/93
   Task Force #3 Minutes--8/25/93, 9/1/93
   Task Force #5 Minutes--8/11/93, 8/17/93, 8/18/93, 8/31/93
   Task Force #6 Minutes--9/3/93, 9/10/93
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE AUGUST 30, 1993 MEETING

Present: Nicholas Eshelman (Chair), Brad Schaffner, Kathy Graves, Barbara Jones, Mary Rosenbloom
Absent: Deborah Dandridge, Jim Neeley

Minutes of the last meeting were approved as amended.

Committee Charges

Drafts of the 1993/94 LFA committee charges were considered and approved with the understanding that more charges will be developed later on in the year.

Committee Appointments

From a list of volunteers the committee determined who would be appointed to the various LFA appointed committees. Eshelman will inform the new appointees by letter.

LCPT Vacancy

It seems that, after much soliciting of LIIIs, only one willing candidate can be found to fill a position recently vacated by resignation. It was decided to refer the matter to the newly appointed Nominations and Ballot Committee.

Next Meeting

The next meeting of the Executive Committee will be at 10am on September 13th. Agenda will include planning for the general fall meeting and the question of the status of CESR.

---reported by Barbara Jones
UNIVERSITY OF KANSAS LIBRARIES  
COMMITTEE ON SALARIES AND BENEFITS  

Minutes of meeting: August 31, 1993  

Present: B. Gaeddert, S. Gilliland, Geoff Husic, L. Moore  

G. Husic agreed to be chair and B. Gaeddert will continue as secretary.  

The Committee reviewed the salary offer for the Regents Center Reference Librarian/Bibliographer and concurred with the middle of the range suggested by the search committee. Beginning this year, the committee will make its recommendations on salary offers to the dean in writing. S. Gilliland will compose the memo.  

The committee discussed charges and activities for the coming year. L. Moore volunteered to begin a review of the "Benefits Box."  

Respectfully submitted,  

Barb Gaeddert, Secretary
Staff Development Committee
Minutes
April 23, 1993

Present: Julie Hoff (chair), Gaele Gillespie, Sandy Gilliland, Lorrie Knox and Carole Dibben

Absent: Rich Ring and Tommy Hardin

The Staff Development Committee (SDC) met in Watson Conference Room B on Wednesday, April 28, 1993, at 10:30 am.

Approved 2 workshop requests.

It was reported that one person has indicated that they will be unable to use the out-of-state travel shares which had been awarded and those shares have been returned to the travel fund.

Discussed Tom McNally's presentations. Thirty-two staff members attended the sessions about the problem patron and 37 attended the sessions on time management. Feedback and evaluations were positive.

Discussed the questionnaire prepared by Lorrie which will be used to poll staff on topics of interest to be used in planning for future SDC events.

The next meeting of SDC will be at 10:30 am Wednesday, May 19, 1993 in Watson Conference Room B.

Submitted by Carole Dibben

Staff Development Committee
Minutes
May 19, 1993

Present: Lorrie Knox, Rich Ring, Carole Dibben and Sandy Gilliland.

Absent: Julie Hoff, Tommy Hardin, and Gaele Gillespie

The Staff Development Committee (SDC) met at 10:30 am, on Wednesday, May 19, 1993, in Watson Conference Room B.

Discussed the revised questionnaire to be used to poll staff on topics of interest for future SDC seminars. Lorrie reported that it would be distributed as soon as possible with a letter of explanation.

Approved 1 workshop request and 1 out-of-state travel request.

It was announced that there will be a presentation on June 22 at 10:30 am on mass deacidification.

Submitted by Carole Dibben
Staff Development Committee
Minutes
June 23, 1993

Present: Julie Hoff (chair), Lorrie Knox, Tommy Hardin, Rich Ring, and Carole Dibben

Absent: Sandy Gilliland and Gaele Gillespie

The Staff Development Committee (SDC) met at 10:30 am on June 23, 1993 in Watson conference room A.

Approved the minutes of the April 28 and May 19, 1993 meetings as changed. Approved 9 workshop requests.

Discussed the transfer of SDC funds to the Acquisitions fund for the purchase of books on communications topics per the agreement made with Maureen Sullivan in lieu of an honorarium. Julie said she would authorize the transfer.

Discussed the results of the "SDC Seminar Suggestions" questionnaire which Lorrie had tallied. New Library Technologies was the broad topic which received the highest number of responses on this questionnaire. This was followed by continued discussion of our approach and planning for the programming for FY94 beginning in October 1993. Rich suggested that since "The Virtual Library" is this year's topic for the 1993 CULS conference which is meeting in Lawrence in October, someone might contact program chairperson Henry Stewart to see if we could coordinate plans with them to bring someone with a national reputation to present a program for SDC. A couple of names to consider are Dana Rooks, Assistant Director of Administration for the University of Houston Libraries and Peter Graham, Library Automation Head for Rutgers University Libraries. The committee will look into this further.

Discussed the LFA Travel Survey results and its implications to SDC in the future.

The next SDC meeting will be Wednesday, July 7, 1993 at 10:30 am. Location of the meeting will be announced later.

Submitted by Carole Dibben
Staff Development Committee (SDC)  
Minutes  
July 21, 1993

PRESENT: Julie Hoff (chair), Gaele Gillespie, Rich Ring, and Carole Dibben

ABSENT: Lorrie Knox, Sandy Gilliland, Tommy Hardin

Minutes of the July 7, 1993 meeting were approved.

Rich reported that Henry Stewart, program chairperson for the upcoming CULS Conference to be held in Lawrence in late October, has agreed to coordinate efforts to invite Dana Rooks to present at the CULS Conference and for SDC. Ms. Rooks has accepted the invitation and will present two sessions for SDC on October 27 on the topic of "Managing change in an electronic environment".

Received one out-of-state travel request for travel after the new committee will be established. It was decided to hold the request until shares have been assigned by the new committee.

Reviewed the annual report.

It was announced that the Director of the Lenin Library may be coming to Lawrence in October. Discussed the possibility of inviting him to present a talk for SDC while he is here.

Since Brad Schaffner spent six weeks in Moscow earlier this summer, it was thought that he might be willing to present a program sometime in the early Fall. Rich indicated that he would discuss this possibility with Brad.

Submitted by Carole Dibben
Staff Development Committee
Minutes
July 7, 1993

Present: Julie Hoff (chair), Gaele Gillespie, Sandy Gilliland, Rich Ring, Tommy Hardin, and Carole Dibben

Absent: Lorrie Knox

The Staff Development Committee (SDC) met at 10:30 am on July 7, 1993, in the Anschutz Library conference room. Minutes of the June 23, 1993, meeting were approved as changed.

There were no workshop or travel requests.

Rich reported that he had spoken with CULS program chairperson Henry Stewart about combining efforts to bring a speaker with a national reputation to present at CULS and also for SDC. Stewart had indicated an interest in Dana Rooks, Assistant Director of Administration at the University of Houston Libraries. Rich will contact her to see if she would be available.

Discussed having an ALA brown bag lunch. Rich will contact those who attended ALA and make the arrangements. Also discussed expanding the use of the brown bag lunch concept to include brief presentations by those who have attended other conferences as well. SDC will pursue this suggestion further to determine if people would be willing to participate.

Carole reported that Classified Conference Executive Board (CCEB) gave their approval for a survey of classified staff out-of-state travel interests and needs. CCEB indicated that they thought this survey would be done most appropriately by SDC.

Julie presented a draft of the annual report for 1992-93. Committee members are to look it over and e-mail comments to Julie as soon as possible.

The next meeting of SDC will be on Wednesday, July 21, 1993 from 10-11:30 am in Anschutz Library conference room.

Submitted by Carole Dibben
The eight members of the 1992/93 Budget & Planning Committee were Sue Hewitt, Geoff Husic, Nancy Jaeger (appointed by LFA Exec as an ex-officio member), Rob Melton, Rachel Miller, Kathleen Neeley, John Richardson, and Mary Lou Warren. Miller, Neeley, Richardson and Warren are continuing members; Husic, Melton, and Hewitt are new members.

The first meeting of the committee took place on Friday, October 2nd, at which Melton was elected chair and John Richardson, secretary. Charges to the committee were discussed, as was the issue of whether to hold open budget meetings again this year. Our initial thought was that they had been useful in the past and that we would do something similar this year. Melton later ascertained that Dean Crowe would welcome this sponsorship and agreed to participate. He pointed out that much of the budget-related discussion this year would be framed in the terms of the recently-completed Budget Reallocation documents and, to a lesser extent, the University's Program Review procedures.

The second meeting was held on Tuesday, October 13th and was devoted to discussing Dean Crowe's proposal, outlined in a memo dated August 26, 1992, to us and to the Administrative Conference, to have the Libraries engage in an extensive Strategic Planning process. The committee decided to endorse this effort, and Melton met with Crowe later the same day to discuss in more detail the nature of staff involvement in this planning process and to offer to help organize activities needed to prepare for the first visit of Maureen Sullivan of ARL's Office of Management Services, who Dean Crowe wants to engage in a consultative capacity. Dean Crowe subsequently confirmed the hiring of Sullivan in this capacity and set January 19-20, 1993 for a two-day strategic planning kickoff visit by Sullivan.

At our third meeting on October 16th, Melton reported on his meeting with Dean Crowe the previous Tuesday. A summary of this meeting appears in the minutes. Most of the meeting was spent discussing in more detail the format of budget hearings which Dean Crowe had formally asked us to sponsor. We proposed holding two identical open forums in early December, by which time more details from the University's Program Review procedure might be known.

At our fourth meeting on October 30th, Margaret Wilson came to the committee to engage our support for the activities of the Library Employees Health and Safety Committee. We appreciated learning of these activities in more detail and urged her to speak at the budget forums. The rest of the meeting was spent examining a draft of a cover letter and some budget-related documents which will be distributed to all staff members in advance of the budget forums. To conserve paper, it was decided to mail the cover letter but announce that copies of the budget documents, which will be mailed to all Administrative Conference members, should be examined in the department or by contacting Rhonda Boose. The letter was subsequently mailed to all staff on November 9th.

The fifth meeting of the committee, held on November 6th, was devoted primarily to a discussion of recommending to Dean Crowe the participants in the strategic planning workshop on Jan. 19-20th. It was felt that more communication with the Dean was necessary, and a number of questions for him was compiled which Melton e-mailed to him immediately after the meeting. His answers were communicated and discussed at our sixth meeting, held on November 13th, after which we developed a list of recommendations to him for appointment to this "constituent assembly." The Dean's positive response to our recommendations was communicated at our seventh meeting, held on November 20th.

Also at that meeting we discussed at some length implications for the Libraries of the University's
program review proposals which had recently been made public. At the next meeting on Dec. 4th, we discussed some modifications to our list of recommended names as requested by the Dean. The main item on the agenda, however, was to examine a number of tables and charts prepared by Jaeger which were to be used at the budget forums the next week.

The budget forums, held on Dec. 7 and 11, were well attended and seemed to have been deemed useful and informative by those who attended.

Dean Crowe joined us for our eighth meeting, held on December 18th, to discuss several aspects of the FY94 Budget Call which he had received four days earlier from Academic Affairs. He reported that the Libraries would have no problem reaching the goal of a 3% reallocation of resources by the end of FY95. Possible uses for anticipated year-end funds were discussed. A discussion of how to use $23,700 in enrollment adjustment money was also conducted. Finally, the Dean asked us to discuss his ideas concerning the establishment of a two-year minority internship within the Libraries and for hiring minority student assistants to work with mentors on the staff if special legislative funding for recruitment and retention of minority faculty is made. The Committee, in a letter to the Dean dated Jan. 6, 1993, recommended that the enrollment adjustment money be used as the core funding for a leadership position in the area of preservation. We also endorsed his idea for a 2-year minority internship; in fact, we suggested that two such positions, on staggered terms, would be even better. We pointed out some problems, though, with the proposal regarding minority student assistants. The Legislature subsequently allocated no new resources for minority recruitment and retention.

At our ninth meeting, on Jan. 29, 1993, the Dean joined us to discuss the two-day workshop on Jan. 19-20, especially for the benefit of members who were not at that event. Discussion was held on the role of our committee once strategic planning got underway. Also, the Dean asked for our recommendations in identifying 6-8 persons to serve on the Steering Committee for Strategic Planning. We met again on February 2nd to make recommendations and communicated these to the Dean in a letter dated Feb. 3rd. The Dean asked for some further clarification of our recommendations, and we discussed the issue again at our meeting of February 15th, at which time we also discussed and endorsed the Dean's proposal (in a memo to us and to Administrative Conference, dated Feb. 3) to create a permanent half-time position of Coordinator of Networked Resources.

The pace of Budget & Planning Committee meetings dropped off after strategic planning commenced, especially since several members of B&P are heavily involved in it. Among other items, we decided that it was not a high priority to spend time updating the "Planning Notebook." We met again on April 28th to discuss what, if any, type of budget process or information-sharing sessions we wanted to hold. As with the fall forums, we felt that these should be open to all staff and of a primarily informational nature. We proposed, and the administration agreed, to hold two sessions of two hours each at which the Dean, both Assistant Deans, the automation library, and the collection development librarian, would present an overview of the budgetary issues of concern to them, and take questions from the floor. We requested that each speaker address reallocation, student assistance budget, staff development, health and safety, and the status of vacant positions. The Dean also requested written budgetary concerns from all department heads and distributed copies to members of B&P before the open forums, which were held on June 8 and 9. Members of B&P were also invited to attend the June 22nd special Administrative Conference meeting devoted to budget matters.

The forums were once again successful and well-attended. The Committee met for its final time of the fiscal year on June 10th to share, with Dean Crowe, our reactions to issues brought up at the forums. We endorsed the view that preservation and bibliographic instruction should be at the top of our list of desired program enhancements and that maintaining student hours at the present level should be pursued as a top priority. We also recommended that at least one vacancy in the Cataloging Department be filled as soon as possible. The Dean also informed us at this meeting of his request to Academic Affairs to reclassify an unclassified professional position at the Regents Center Library to a tenure-track faculty position, necessitating the use of somewhere between $1800 and $5500 from the materials budget. Since this reclassification is in keeping with the 1989 report on unclassified positions...
and issues, we endorsed the Dean's efforts.

A final meeting was held on August 24, 1993—technically after the end of our existence—to discuss a draft of this report written by Melton.

Summary and Recommendations. The committee feels that our most significant accomplishment was in articulating the philosophy that B&P's role in terms of the budget is to provide the means by which all staff may be informed of budgetary issues throughout the library and have some opportunity to suggest input, as opposed to a role in which we merely mediate between department heads and the administration in the budget request process. In this way, we can be somewhat more "pro-active" in dealing with budget issues.

After discussion, we felt that the charge to us to "monitor space-planning problems and issues throughout the Libraries" was not within our purview as a governance committee and would be duplicative of the efforts being undertaken by the Strategic Planning Task Force devoted to space and facilities planning which began work late in the year and will continue to work in FY94.

The Committee did continue to consider the role of Budget & Planning Committee, as charged. We are unable to offer a unanimous recommendation at this point. Perhaps the majority of members this year question the necessity of the B&P Committee. They argue that most of what we did in terms of budget forums could have been done by the Library Administration, either on its own initiative or by request of the LFA and/or Classified Conference Executive committees, or could be done by an administrative "Cabinet" which the Dean has proposed to Administrative Conference. The other area of our title, namely planning, has been in essence taken over by the strategic planning process. Because this process will not be concluded until after the Steering Committee makes its report to the Dean in late December, it is too early to know whether the resulting recommendations will affect B&P. If B&P has an appropriate governance role to plan in reviewing and/or implementing strategic planning recommendations, it might become revitalized; if not, then its planning component could become redundant. Given the amount of staff time devoted to committees, this redundancy could be expensive.

On the other hand, several B&P members point out that the information obtained by serving on B&P about library administrative issues and procedures is very valuable for those individuals who serve and largely unobtainable elsewhere. Several members also believe that keeping a committee such as B&P on the books is a way of helping to ensure that a representative group of the library staff is routinely consulted on some issues, although the choice of which issues is of course the administration's; these members believe that without such a committee, it might become easy for administrators to overlook the consultative process. Some members do not believe that this is a potential problem with the current administration, however.

We recommend that LFA Exec consider the future of B&P more closely when the question of strategic planning implementation is discussed, probably in early 1994.

Respectfully submitted,

Rob Melton, Chair
For the 1992/93 LFA Budget & Planning Committee
The Steering Committee for Strategic Planning met at 1:15 on Monday, August 30th, in Conference Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present; Clement presided.

The secretary summarized the minutes he had received from the task forces, and task force liaisons supplemented these with verbal updates.

It was a general impression from the task forces that have met since Maureen Sullivan's latest visit that that visit, including the discussion and the exercises, was very beneficial to their work.

Clement read a draft of a message to all staff to be published in FYI. It essentially asks for everyone to feel free to communicate concerns about strategic planning issues in writing to either Rick or the appropriate task force chairperson. It also thanks members of staff who are not involved on task forces for the essential work of picking up the slack in their departments created by the task force members' frequent absences.

There was discussion of the pro's and con's of holding more open and/or departmental meetings at this point in the strategic planning process. Following Sullivan's recommendations, we decided to hold an informational meeting after the reports of the task forces are completed.

We turned our attention again to the list of potential people and groups of people who might be interviewed by one or more steering committee and/or task force members. We discussed the kinds of questions we would want to ask and the kinds of information we would hope to obtain from such interviews. Clement will compile a list of questions which we will go over at our next meeting and match with the people for which they are most appropriate.

The meeting adjourned at approximately 3:15 p.m.

Respectfully submitted,

Rob Melton, Secretary
Minutes 8/1/93: Task Force on Intellectual Access

Members present: Neeley, Burich, DiFilippo, Emde, Husic, Marvin, Ring, Clement. Absent: none

Agendum #1: Schedule for Task Force (TF) meetings.
Action taken: Future meetings have been scheduled for: 8/4 at 9:00, 8/6 at 1:15, 8/18 at 9:00, 8/20 at 1:15, 8/25 at 10:00. 8/26 at 9:00 (all 2 hour meetings). Sept. on regular meetings will be Tuesdays 1:15-3:15 and Fridays 1:15-3:00.

Agendum #2: Review Task Force's introduction and goals
Action taken: TF recommended minor changes in wording for the introduction and goals.
Responsibility: Clement will report these changes to the Steering Committee (SC).

Agendum #3: Literature searches.
Action taken: TF identified several topics for literature searches.
Responsibility: TF members each chose topics and will provide citations to the other members at the 8/6 TF meeting.

Submitted by Geoff Husic
Task Force on Intellectual Access to Collections and Information Resources

Meeting: August 18, 1993


Members Absent: J. Emde, R. Clement, R. Ring

Agenda Item #1: Neeley distributed additional bibliographies of suggested readings for committee members
Action Taken: All members are to read items on these bibliographies
Responsibility: All
Time Frame: By next Friday

Agenda Item #2: Neeley said that he will provide a box in his office for articles and other information committee members may want to read
Action Taken: The box will be on the table in Neeley's office
Responsibility: Neeley
Time Frame: Immediately

Agenda Item #3: There was a general discussion about how to proceed with #3 and 4 of our charge
Action Taken: Committee members will prepare by doing research and reading articles
Responsibility: All
Time Frame: By next Friday

Agenda Item #4: Neeley reported on a meeting of all Task Force chairs and the Steering Committee; the meeting was to clarify how to proceed, especially the level of thoroughness and the level of detail which can be achieved in a short time
Action Taken: Task Forces can identify issues which need further study or investigation rather than make specific recommendations on action to be taken
Action Taken: Committee will try to avoid detailed and exhaustive research and try to identify issues and options
Responsibility: All
Time Frame: Continuing

Agenda Item #5: In order to work on #4 of our charge, we need organization charts and statements of priorities (where available) for all departments doing cataloging
Action Taken: Will try to gather
Responsibility: DiFilippo
Time Frame: by next meeting

Agenda Item #6: General discussion about identifying "best thinking" and involvement of staff members who are not committee members
Action Taken: Committee will make general proposals and ask for
feedback from staff members
Responsibility: All
Time Frame: Continuing

Agenda Item #7: We need to quantify and identify backlogs which exist
Action Taken: Will try to gather existing information
Responsibility: DiFilippo
Time Frame: By next Friday

Agenda for next meeting on Friday, August 20, 1993: To continue discussion on parts #3 and 4 of our charge.

Recorder: N. Burich
Task Force on Intellectual Access to Collections and Information Resources -- Meeting of August 26, 1993

Members present: Husic, Marvin, DiFilippo, Neeley, Ring, Emde
Members absent: Burich, Clement

Agenda item #1: Geoff reported that he is gathering information on gateways via the PACS-L electronic list. He provided a handout of responses he had received from libraries around the country. We discussed telephoning some of those libraries in order to get additional information. Geoff might follow up on that.
Time frame: Ongoing.

Agenda item #2: Paulette reported that she has been gathering information on backlogs existing in the KU library system. She is interviewing people regarding the size and nature of the backlogs. A report of some sort will be forthcoming.
Time frame: Ongoing.

Agenda item #3: Jim reported that he had successfully issued a query on the Autocat electronic list asking libraries around the country how they dealt with backlogs. He has received a few responses so far and expects to get more. We will review them at the next meeting.
Time frame: Ongoing.

Agenda item #4: We discussed local development versus vendor supplied gateway systems. We agreed we knew very little about the options and Geoff will try to find information/articles from the literature.
Time frame: Ongoing.

Agenda item #5: We discussed what to ask Maureen Sullivan at our meeting with her on Friday, August 27. We agreed that we are very interested in her opinion of how detailed the final report should be, especially in light of our charge, which implies a quite detailed level of specificity.
Time frame: Probably ongoing.

Next meeting: Tuesday, August 31.
Agenda: Continue discussion of information gathered; discussion of the meeting with Maureen; Geoff will possibly report further discussion with individuals in libraries from which he got messages regarding gateways.

Submitted by Paulette DiFilippo
Task Force 2 on Development of and Physical Access to Collections and Information Resources
Meeting Minutes for August 30, 1993

Present: Weller, Schulte, Symons, Dibben, Melton, Couch, Neeley
Absent: Hawkins, Pisciotta

Agenda Item #1: Review minutes from Aug. 23.
Action Taken: Approved with a correction in numbering of the Agenda Items and the additional information that Rachel Miller will distribute the bibliographers survey using the Acquisitions mailing labels.

Agenda Item #2: Results of bibliographers survey.
Action Taken: Discussed how to begin tabulation of returned surveys and when the results should be discussed.
Responsibility: Melton and Dibben will start to tabulate results during the morning of Sept. 13 before the Task Force meeting at 10:30.

Agenda Item #3: Future meeting schedule.
Action Taken: Next scheduled meeting and possible main agenda item.

September 9, 1993 Thursday 10:30 - 12:00 Watson B Rich Ring
September 13, 1993 Monday 10:30 - 12:00 Watson B Survey
September 15, 1993 Wednesday 8:00 - 11:00 Watson B Start Identifying the Options (Goal 4)
September 20, 1993 Monday 10:30 - 12:00 Watson B
September 22, 1993 Wednesday 9:00 - 10:30 Watson B
September 27, 1993 Monday 10:30 - 12:00 Watson B
September 30, 1993 Thursday 10:30 - 12:00 Watson B

Agenda Item #4: Meeting with Rich Ring.
Action Taken: Discussed questions to ask Rich.
Responsibility: Melton will write and send questions to Rich.

Agenda Item #5: Advantages and Limitations
Action Taken: Reviewed statements for Goal 2 and Goal 4

The next meeting is Thursday, September 9, 1993 in Watson B at 10:30-12:00
Agenda: Minutes from August 30
Rich Ring

Recorded by L. Weller
Task Force on Reference Services and Instruction
Minutes
August 25, 1993

Present: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, Lorrie Knox and David Benjamin, Alexandra Mason

1. Minutes - The minutes were approved for August 19th and given to David Benjamin to present to the Steering Committee.

2. Agenda additions - Kathy Graves added disabilities to the agenda for discussion.

3. Key programs - Key people - David Benjamin had responses from different people on programs or people in the country he should notify concerning Reference Services and Bibliographic Instruction. He provided a list of questions for the review of the Task Force for next week. If there are additional questions or editorial comments please add to the list. It was also discussed that we would like Jim Neeley to come to a meeting and discuss Reference Service.

Susan will check with him to see if he would be available next week. The questions should be reviewed by the group for next week's meeting.

4. Survey results - Susan passed out the results of the two surveys on Reference Services and Bibliographic Instruction. Some of the observations included;
   a. few people are taking statistics in either Reference Services or Bibliographic Instruction
   b. reference services are merging in definition with bibliographic instruction
   c. in view that the KU Libraries are so service oriented we may need to evaluate service itself

This resulted in a brief discussion of information desks and staffing of such a desk. Ideas such as Gateways were discussed.

Susan will finish tallying late results and the Task Force will review for next week's meeting.

5. Literature Review - Brainstorming on Bibliographic Instruction was done with different examples of programs done at other schools and examples at KU. The following are some observations on BI.
   a. Computer Assisted Instruction
   b. CD-ROM Instruction
   c. Mass Undergraduate Instruction
   d. Faculty Seminars
   e. Integrated Instruction
   f. Training Librarians
   g. Multi-media aids
   h. Team-teaching with faculty

6. Questions for Maureen were reviewed.

Agenda for next week (Wednesday, September 1, Watson, Conference room B, 3-5pm)

1. Review questions for key people and key programs
2. Guest speaker - Jim Neeley

   CUSA draft
   Discuss outcome of Maureen's visit including:
       selected annotated bibliography

Minutes prepared by Channette Kirby
Task Force on Reference Services and Instruction
Minutes
September 1, 1993

Present: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, Lorrie Knox, David Benjamin, Alexandra Mason and guest speaker Jim Neeley (Head of Reference)

1. Guest Speaker - Jim Neeley came to the meeting to report on a conference he recently attended, "Rethinking Reference" at Duke University in March. This was the second conference on this topic. Jim stated he thought it was an excellent program. There was a lot of interest in better managing the reference environment.

   We are in a transitional phase in the history of reference. The difference of opinions at the conference was striking.
   1. more resources in instruction
   2. obtain resources by reducing reference desk service
   3. reference automation
   4. market survey - definite information - what is the public willing to give up?
   5. new position beyond the reference department

Susan encouraged wide distribution of information of the conference via BI-L. The proceedings of the conference should be made available by Sept. 1st.

Channette will remind Jim to let us know where and when Duke's impending landmark article on user surveys will be published.

2. Minutes - The minutes were approved for August 25th and given to David Benjamin to present to the Steering Committee.

3. Susan Craig brought to our attention two publications. The first was from Rutgers's spring newsletter 1993, RUL, which gave a definition of information literacy. The other publication was for our Idea List. This one came from LINK, vol. 8, no.2, Spring 1993, from the University of Nebraska. It concerned the re-creation of liaison librarians who are involved with collection development, personalized services, mediated access to information sources and communication.

4. Comments on Maureen's visit - There was general discussion on the techniques Maureen used to promote discussion and focusing. We did decide to each keep track individually of articles and books and create separate selected annotated bibliographies that would be compiled at the end for the Steering Committee.

Channette will compile these at the end.

5. Input from staff - There was some concern that staff who are not involved with Strategic Planning be updated on the status of Strategic Planning and where they could provide input if they wish. Also there was appreciation given for staff who were covering the assignments of those staff involved in Task Forces. Something will be published in FYI this week.

6. Key people - Key programs - David needs by this Friday, 5:00pm, any other revisions of the questions he will be using to interview these people next week. It was suggested a second person be on the conference call.

7. Surveys - Susan said there were still some surveys out. Susan will report the final results next week.

8. Task Force Workplan - The month of Sept. is geared to problems and options. We discussed how to identify these. A paper summarizing what we have discussed or read about information desks will be written, from which we will be able to discuss and edit other ideas.

Kathy will write this paper for next week's meeting.

Agenda for the next meeting:
   1. Discuss current procedures - identify problems
   2. Survey results
   3. Interviews
   4. Information Desk write-up
   5. Focus on instruction - user surveys
   6. CUSA update

Minutes prepared by Channette Kirby.
TASK FORCE ON STAFF (5)
MINUTES

August 11, 1993

Members Present: Margaret Wilson, Chair; Kathleen Neeley, John Richardson, Gaele Gillespie, Bayliss Harsh, Sandy Gilliland

Absent: Mary Ann Baker

Reports

Gaele and Bayliss have been gathering relevant information on the topics of change and staff development through literature searches, ARL SPEC Kits, and direct contact with various libraries.

Kathleen has conducted literature searches which resulted in several relevant journal articles and books. She has requested an organizational chart and explanation of the re-organization process underway at the University of Arizona Libraries.

Other committee members reported on the successes of literature searches and other info-gathering strategies.

Discussion of Charge #4

Committee members began discussion of Charge #4.

Time Plan

We agreed to the following time plan during the next two weeks:

- Share one-three short, relevant articles and/or source documents that have been gathered.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

August 17, 1993

Members Present: Margaret Wilson, Chair; Mary Ann Baker, Kathleen Neeley, John Richardson, Gaele Gillespie, Bayliss Harsh, Sandy Gilliland

Minutes of the August 11, 1993 meeting were unavailable.

Margaret suggested that committee members begin thinking of what questions to ask of Maureen Sullivan during her upcoming visit on August 27th. Margaret announced that Rick Clement is preparing a list of contact persons in campus offices with whom various task forces may wish to consult.

The task force continued discussion on Charge #4. Sandy agreed to look into obtaining a copy of the Watson Self Study Committee recommendations and will copy organizational charts for library departments.

We continued to discuss organizational structures within the Libraries, and discussed how governance and administrative decision-making processes are often confusing. Staff development issues were briefly discussed. There may be some interest among task force members in proposing changes in the way staff development issues are handled in the Libraries.

We agreed to continue discussion of "staffing patterns" at the next meeting.

Submitted by,

Sandy Gilliland
Minutes of the August 17, 1993 meeting were unavailable.

Discussion of Charge #4

Task force members continued discussion of charge #4 including issues involving staffing patterns, policies, allocation of resources, and communication.

We listed advantages and disadvantages (limitations) in several of these areas to facilitate discussion.

We agreed that by next week the task force will complete discussion of charge 4 (communication and decision-making structures). We will also discuss what questions to ask of Maureen.

Submitted by,

Sandy Gilliland
August 31, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, Sandy Gilliland

Absent: John Richardson, Gaele Gillespie

Minutes of the 8/11/93, 8/17/93, 8/18/93, 8/24/93, and 8/25/93 minutes were approved with minor changes to the 8/11 and 8/18 minutes. It was also noted that Kathleen Neeley and Mary Ann Baker will not be involved in researching the "training" subject area as reported in the 8/24/93 minutes.

Margaret asked for reactions to Maureen's recent session with the Task Forces. A brief discussion followed. Task Force members discussed the time frame for the next few weeks. It was decided to cancel the Tuesday, September 7, Task Force meeting and instead meet on Wednesday, September 8th (1:00 p.m.) to share articles and confirm the next plan of action. (Task Force members are reminded to bring copies of three articles/chapters, etc. to share with members.)

We agreed that from September 8 through September 17 Task Force members will spend this time reading articles (Margaret is on vacation from September 13-17). During this time, Task Force members should individually begin recording their ideas for options and alternatives, as related to each identified goal. The Task Force decided against reviewing the Watson Self Study Report.

Task Force members were asked to bring their calendars to the September 8 meeting to schedule future meetings. Margaret suggested that the Task Force will need to meet at least three times weekly beginning the week of September 20 and September 27.

Submitted by,

Sandy Gilliland
Task Force 6: Financial Resources and Development
Report of Meeting Held September 3, 1993

Members Present: Brad Schaffner (chair), Mary Burchill, Sue Hewitt, Nancy Jaeger, Rachel Miller, Mary Rosenbloom, Geri Slater, Sherry Williams

Agenda Item #1: Planning for future meetings.
Action Taken: Decided to schedule a session with Dean Crowe for September 17 at our regular meeting time.
The September 10 meeting will be devoted to a report from Mary Rosenbloom regarding development officers, and to deciding what questions to ask Dean Crowe.
Also decided to schedule a special session for September 24, 8:30-noon, to launch our transition to stage two. Each of us individually needs to be reviewing what the group has done and identifying areas that may have been overlooked, as preparation for drafting problem statements and analyzing alternative solutions.

Agenda Item #2: Sherry Williams reported on the literature on Friends organizations. She discussed the purposes of Friends groups, especially in academic settings; reasons why people join Friends; potential hazards; recruitment; and programming ideas. She also summarized recent accomplishments of the KU Friends of the Libraries.
Action Taken: Discussion.

Reported by Rachel Miller
Task Force 6: Financial Resources and Development
Report of Meeting Held September 10, 1993

Members Present: Brad Schaffner (chair), Mary Burchill, Sue Hewitt, Nancy Jaeger, Rachel Miller, Mary Rosenbloom, Geri Slater, Sherry Williams

Agenda Item #1: Mary Rosenbloom reported on the literature on development officers. She addressed such questions as: Should the development officer be a librarian, or is library background a detriment? Should the development officer be on the library staff, or form part of a central development office, or is dual reporting best? What does a development officer actually do? How should other library staff become part of the development function? How does a library decide what kind of staffing it needs for development functions?

Action Taken: Discussion.

Agenda Item #2: Planning for future meetings.

Action Taken: Decided to schedule an additional meeting to prepare questions to pose to Dean Crowe on September 17. We will give him our questions in advance.

We are still scheduled for a special session for September 24, 8:30-noon, to launch our transition to stage two, drafting problem statements and analyzing alternative solutions.

Reported by Rachel Miller
REMINDER OF CLASSIFIED VACANCY

As a reminder, applications are being accepted for a full-time Library Assistant I position, "Cataloging Assistant" in the School of Law Library. (A complete announcement of this vacancy was communicated to Library staff via e-mail on Monday, Sept. 20.) Contact the Law Library, 4-3025, or the Department of Human Resources, 4-4946, for additional information and application procedures. The application deadline is 5:00 p.m. Friday, September 24, 1993.

Sandy Gilliland

EXERCISE AND BIOMECHANICS VIDEOS

Upon recommendation of occupational therapists at the KU Med Center, the Library Health and Safety Committee will be showing two video tapes: 1) a taping of the biomechanics presentation by Lawrence Memorial staff, shown previously, which explains in laymen’s terms the importance of correct body mechanics in preventing back, wrist, and other repetitive strain injuries; and 2) a new video demonstrating simple and gentle exercises that will increase employee comfort and aid in reducing risk of back, neck, shoulder, wrist and other injuries. These videos will be presented separately at both Watson and Anschutz several times during the coming weeks.

The videos are a preliminary part of a proposal presented by the committee to the library administration for a workstation evaluation project. This library-wide proposal, if approved, could include providing staff with an opportunity to have their work stations/areas/tasks evaluated by professional occupational therapists in an attempt to improve ergonomic conditions in the Libraries.

We strongly urge all staff and student assistants to view both of these videos.

Please contact either Muriel Cook (x. 3535 or e-mail: mcook) or Kendall Simmons (x. 4715 or e-mail: ksimmons) if you plan to attend.

Schedule

Time: Monday, Sept. 20th, 10:30-12:00 noon
Place: Anschutz Library 4th Floor Conference Room
Film: BIOMECHANICS (Preventing low back pain and repetitive strain injuries)

Time: Thursday, Sept. 23, 3:00-4:30 p.m.
Place: Watson Library, Conf. Room A
Film: BIOMECHANICS (Preventing low back pain and repetitive strain injuries)

Time: Monday, Sept. 27th, 10:30-12:00 noon
Place: Anschutz Library 4th Floor Conference Room
Film: ERGONOMIC EXERCISES

Time: Thursday, Sept. 30th, 3:00-4:30 p.m.
Place: Watson Library Conf. Room A
Film: ERGONOMICS EXERCISES

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
KU DEPENDENT CARE REFERRAL SERVICE ANNOUNCES SEMINARS

Attached to this issue of FYI is a listing of seminars offered by the KU Dependent Care Referral Service and community agencies. Contact KU Human Resources for additional information, 4-4946.

Sandy Gilliland

MEETING OF THE LIBRARY FACULTY ASSEMBLY

The first general meeting of the LFA will be held on Thursday, October 7, 10am-12noon in the Watson Conference Room. The agenda will include the following: 1) LFA committee introductions; 2) Report on University Council from the Libraries' representatives; 3) Implications of the Ad Hoc Committee on Faculty Performance Evaluations' Report; 4) The Question of whether FASARs should be forwarded to UCPT.

Barbara Jones

ATTACHMENTS

KUDCRS NEWS--September 1, 1993
Library Seminars for Faculty: a Summary
Biomechanics and Exercise Video Schedule
Task Force #1 Minutes--August 31, 1993, September 7, 1993
Task Force #1, Minutes--September 13, 1993
Task Force #4 Minutes--9/16/93

LEARN HEALTHY HABITS

FOR THE WORK PLACE

BY ATTENDING BOTH THE BIOMECHANICS AND EXERCISE VIDEOS
See FYI for details!

Time: Monday, Sept. 20th, 10:30-12:00
Place: Anschutz Library 4th Floor Conference Room
Film: BIOMECHANICS (Preventing low back pain and repetitive strain injuries)

Time: Thursday, Sept. 23, 3:00-4:30 p.m.
Place: Watson Library, Conference Room A
Film: BIOMECHANICS (Preventing low back pain and repetitive strain injuries)

.e: Monday, Sept. 27th, 10:30-12:00 noon
Place: Anschutz Library 4th Floor Conference Room
Film: ERGONOMICS EXERCISES

ime: Thursday, Sept. 30th, 3:00-4:30 p.m.
lace: Watson Library, Conference Room A
ilm: ERGONOMICS EXERCISES
Family Caregiving Programs offered by the KU Dependent Care Referral Service (KUDCRS) of Human Resources and community agencies are presented below. 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 the appropriate telephone numbers. Additional fall programs sponsored by KUDCRS will be mailed to you at a later date. Accommodation at KUDCRS-sponsored events will be provided for persons with disabilities. If you are in need of accommodation, you must advise KUDCRS, 864-4946, at the time of course registration.

**Workshop**  Sept. 14  7-8:30 pm  
"Teaching About Trash: Recycling and Environmental Awareness Activities for Young Children," No Fee, Sponsored by Douglas County Child Development Center, 842-9679. Location: First United Methodist Church basement, 1.5 in-service credit hours for child care providers, Membership Recruitment Night

**Workshop**  Sept. 28/29  8-4 pm  
"Baseline Training on Alcohol and Drug Abuse," Fee, Sponsored by DCCCA Center, East Regional Prevention Center, 841-4138

**Seminar**  Sept. 29  7-8:30 pm  
"Teenagers: The Thunder Years. Understanding Changes in Thinking," No Fee, Sponsored by KU Dependent Care Referral Service, 864-4946, Presenter: Trudi Rice, Douglas County Home Economist, Location: Lawrence Public Library Auditorium, Intended Audience: Parents, Family Day Care Home Providers and Other Interested Adults, 1.5 in-service credit hours for Family Day Care Providers

**Conference**  Oct. 5  9-4 pm  
"From Risk to Resiliency: Hope For Our Children, Our Future," Fee, Sponsored by DCCCA Center, East Regional Prevention Center, 841-4138

**Information**  Oct. 9  10:00-?  

**Seminar**  Oct. 14  9:30-3:30 pm  
"Responsive Discipline: Effective Tools for Parents," Fee, Sponsored by Douglas County Extension Office, 843-7058 or 1-800-432-8222

**Seminar**  Oct. 18  Noon-1:00 pm  
"Step-Parenting and Effective Discipline," No Fee, Sponsored by KU Dependent Care Referral Service, 864-4946, Presenter: Richard Orr, KU Dept. of Human Resources, Location: Kansas Union, Alcove D, Intended Audience: Parents, KU Faculty, Staff and Students, and Other Interested Adults
Library Seminars for Faculty: a Summary

The KU Libraries have recently completed their first presentation of a series of Faculty Seminars intended to provide teaching faculty at KU an opportunity to learn about new and changing library resources. Seven seminar topics were offered: "Library Resources on the Internet" presented by Nicholas Eshelman and LeAnn Weller; "Resources for Research in Latin America" presented by Shelley Miller; "Access Environment" presented by Judith Emde, Lorrie Knox, and LeAnn Weller; "All I Want Is Law, or Law--Who Needs It?" presented by Mary Burchill and Fritz Snyder; "The Ins and Outs of Searching Bibliographic Databases" presented by Mary Rosenbloom and Julie Waters; "Government Documents and Maps" presented by Donna Koepp and Julie Hoff; and "Resources in the Music Library: a Seminar for All Faculty" presented by Susan Hitchens. 77 faculty placed 143 enrollments (some faculty enrolling in only a single session while others choosing to enroll in several) requiring extra sessions to be scheduled for "Internet" and "Bibliographic Databases". After reviewing the evaluation forms completed by the participants as well as surveying the presenters, we feel the response has been positive enough to recommend that a similar program be offered again next summer. Planning for those seminars will likely be assigned to the soon-to-be hired coordinator of library instruction with session proposals due in April. We appreciate the assistance we received from John Miller and Marianne Reed with equipment, Rhonda Boose and Corrie Thompson with mailings and messages, and Rob Melton with publicity. Such a program requires many hands to prepare and present and often results in increased business throughout the library. Anyone interested receiving a copy of the 5 page summary report and recommendations should contact Susan Craig (tel: 4-3020 or email: scraig).

Susan Craig
Library Automation Committee
Meeting of August 18, 1993

Members: John Miller (chair), Bill Crowe (absent), George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Sherry Williams Patrick Kingsbury

The entire meeting consisted of online demonstrations of the following:

1. OhioLink’s union catalog and shared database system (using Innovative Interfaces)
2. the Washington Research Library Consortium’s union catalog and database system (using NOTIS)
3. the demo NOTIS PACLink (using Z39.50), PACLoan, and DOC Direct systems
4. the Information Network of Kansas (INK).

John had received authorizations to use the OhioLink and NOTIS demo systems in order to show them to the Legislative Educational Planning Committee, and used the occasion to demonstrate them to LAC as well.
Library Automation Committee
and
Online Systems Task Force (Strategic Planning TF #7)

Meeting of August 25, 1993

Members:  John Miller (chair), William Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Sherry Williams

Absent:  William Crowe (LAC)

Review Minutes of August 17 (OSTF) and August 18 (LAC):

The minutes of these meetings were approved.

Reports/Updates:

- George Gibbs, Mary Roach and Jim Neeley reported on their meeting with Liz Bishoff and Lew Maurer of OCLC. They discussed OCLC searching practice, ways of accessing to OCLC via a LAN, and new developments with OCLC FirstSearch. They mentioned the availability of an assessment document that aids libraries in determining how to connect a LAN to OCLC both for dedicated processing connections and for "virtual" circuits that can be shared on a contention basis by LAN workstations. OCLC's software also allows for multi-tasking, simultaneous sessions, and toggling between OCLC and a local system. In FirstSearch news, ISI is being added as a document provider, the ILL link is in operation, an enhancement is being made to printing to allow printing 5 citations at a time, and 10 new databases are about to be added.

- John reported on the recent visits of groups from the Kansas Legislature: the Legislative Educational Policy Committee (LEPC) on August 18th and the Joint Committee on Computing and Telecommunications (JCCT) on the 24th. The LEPC visited for a half-day specifically to learn more about the Regents Systemwide Access Proposal (SAP). This session was attended by the legislative committee members, their staff, the other Regents library directors, and several University administrators. After greetings by EVC Meyen, VC Shulenburger, and Bill, the attendees heard presentations and saw demonstrations by Brice Hobrock, Jim Neeley (assisted by Watson reference staff), and John. The JCCT visited KU for the entire day and spent most of it dealing with computing and telecommunications concerns. The Library, however, was invited to present the concept of the SAP to them as well. After a greeting by Chancellor Budig, Bill and Brice again made introductory remarks and John then repeated the presentation given to the LEPC.

- Inquire. The complete file, a database of about 1.3 million records dating from 1988 to the present, is loaded. Response time currently is unacceptably slow, perhaps due to the need to constantly load and unload the software from memory. Patrick and Larry are working with OIS technical services staff to isolate the problem and determine whether or not making the system unswappable is feasible and a likely cure to the problem. John recommends we do not put the system before the public until response time is improved.
Inquire has been optimized for 30 simultaneous users. As planned, however, we want to start with only about ten terminals for a week or so to make sure everything is going fine before widening access. The planning committee's original goal of supporting 50 simultaneous users still applies, but we need to work at it gradually.

Lorrie Knox has collected comments about the help screens from many staff and John is working on making revisions based on the suggestions.

John reported that a new CD-ROM server with 21 new CD-ROM drives has arrived and will be added to the LAN shortly. Automation staff will take the opportunity of the availability of the new server to try and solve problems with one of the existing servers before adding more databases to the LAN.

John said that work is proceeding on ordering power and wiring for 24 new LAN connections on 3rd floor Watson -- in the "typing" room and in Reference. Nancy Jaeger and John will be meeting with a representative of FO shortly about installing power poles for the new machines. The Libraries will be receiving some "cascaded" (read "used") microcomputers from the computer center in October.

George reported on the recent problem with Innovacq going down, saying that service and receipt of replacement equipment from Innovative Interfaces was very prompt.

Discussion:

OSTF: The focus briefly shifted to Task Force business. John distributed a revised draft of "Best Practice" interview questions, and it was decided which committee members would interview which representatives from other universities (the universities had been decided upon in the August 17th Task Force meeting).

The next day's meetings with Maureen Sullivan were discussed including what questions and concerns we might bring to her attention.

The Advantages/Disadvantages discussion was postponed until the next OSTF meeting (next Wednesday, Sept. 1)

LAC: Since time was limited, committee members agreed to review the lists of possible system enhancements for the next LAC meeting (Tuesday, August 31), and prepare any questions they may have for that time.

Future Meetings:

The next LAC meeting will be Tuesday, August 31, at 8:30am, in the Cataloging Conference Room.

The next OSTF meeting will be Wednesday, Sept. 1, at 3:00pm, in Watson A.
Library Automation Committee  
Meeting of August 31, 1993

Members: John Miller (chair), William Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Sherry Williams

Absent: Mary Hawkins

Review Minutes of August 25, 1993:

John distributed the draft of last week’s minutes, for the committee members to review and comment on via e-mail.

Report on status of various projects:

John distributed copies of Patrick’s report of August 30th on the status of all programming projects. Patrick has agreed to update this report every two weeks. There was some discussion of how the contents of the report should be reported to the library as a whole. Since the report is informal, it was decided to report the discussion of the report, along with a summary, in the minutes rather than publishing the entire report.

Referring on the report, Patrick reported the following: (1) Circulation system enhancement programming is approximately half done, with the intent being to complete it by Christmas. This includes any programming done to consolidate notices. Bill will email Mary to restart the analysis process for that part of the programming. (2) The Expanded Academic Index database has been loaded on INQUIRE, the next step being to move it to production CICS. Once it is stable and response time is improved, it will be ready to begin public test use. (3) Patrick has been asked for an estimate of the time needed to produce a tape to OCLC identifying all of the retrospective conversion records that we moved into our local system from the LC tapes without updating them on OCLC. (4) There still are a few outstanding problems with sorting on the online shelflist and offline shelflist reports. The subgroup working on this will meet in a couple of weeks to work on this when Patrick has time to devote to it.

Discussion:

Next stage of the fixes/enhancements development track

The committee reconfirmed its earlier opinion that rather than arranging the next three segments of enhancements (cataloging, serials, and online catalog) into three separate time periods, it would be better to proceed by creating prioritized lists for all three and presenting all three lists together to the analysts and allow them to work on them more-or-less simultaneously. They could choose to work on the individual projects in the order they deem most efficient, attempting to spend an equal amount of time on each of the three systems.

Jim expressed concern about how to assure that each of the three areas of interest (serials, cataloging, online catalog) received a “fair share” of enhancement programming time. We would be basing decisions on programming time estimates and since those estimates are
LAC, August 31, 1993, page 2

flexible, we might not really accomplish what we wanted to. The circulation enhancements, in fact, were taking much longer than anticipated. Would it not be better to identify the projects to be done by the time estimates and then proceed regardless of how long it actually took? At least we would be assured of one kind of fairness. After discussion, it was decided to proceed with this with the understanding that we could make adjustments if an individual project turned into a monster.

Kent Miller and Mary Roach next each reviewed the list of proposed enhancements they had submitted in late July for serials (Kent) and cataloging (Mary), briefly explaining each one in a little more detail and in terms of how it would benefit system users. [John and Mary will present their online catalog lists next week.] These represent the latest draft of departmental wish lists based on both staff and public input.

Jim suggested it would be logical to give higher priority to database enhancements over local system enhancements if the benefits might be lost in a transition to a vendor system.

The following approximate timetable was agreed upon:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 01</td>
<td>Preliminary shortening of list to send to OIS for time estimates.</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Time estimates from OIS to LAC.</td>
</tr>
<tr>
<td>Nov. 01</td>
<td>Public input. (It is important at this point to clarify what users will benefit and how from particular enhancements) Concurrently, LAC should receive the recommendations from CPAC about updating the KU system to handle all formats not currently handled.</td>
</tr>
<tr>
<td>Dec. 01</td>
<td>Produce final list and send to OIS</td>
</tr>
<tr>
<td>Jan. 01</td>
<td>OIS staff begin work on first project</td>
</tr>
</tbody>
</table>

The miscellaneous projects (including the Docs project) will need to be worked in subject to progress on the Inquire project.

Future Meetings:

Next Wednesday and Thursday, TBA which will be LAC and which OSTF. Online Catalog enhancements will be discussed.
Task Force #1: Intellectual Access to Collections and Information Resources
Report of meeting held August 31, 1993


Agenda Item #1: Distributing minutes to task force members
Action Taken: We will depend upon FYI for copies of the minutes.

Agenda Item #2: Schedule half a day for a planning session
Action Taken: We will meet on Friday, Sept. 17th, in a Union alcove from 9:00 to 2:00.
Responsibility: Jim will reserve an alcove.
Time Frame: The proposal for the process to be used for "brainstorming" will be brought to the next meeting by Jim.
All of our information gathering and preliminary analysis need to be completed before the planning meeting.

Agenda Item #3: Review goals and charges
Action Taken: We reviewed our goals to make sure we were on track and didn't need to include more factors than those already identified.

Agenda Item #4: Develop list of staff members to consult on backlogs and gateways
Action Taken: Four staff members will be invited to speak to the entire task force.
Responsibility: Jim will invite each of the four staff members to one of our scheduled meetings before our planning session.

Agenda Item #5: Contacting libraries that responded to our request for information on AUTOCAT & PACS
Action Taken: We decided upon the libraries to contact.
Responsibility: Jim & Judith will contact the libraries for gateway information. Jim, Judith & Paulette will contact libraries for backlog information. We will conduct a teleconference call in Rick's office.
Time Frame: To be completed before the planning session on Sept. 17th.

Agenda Item #6: Reviewing schedule of meetings
Action Taken: An additional meeting was added to our schedule on Thursday, Sept. 16th, at 9:00 to review all of the information gathered through the telephone calls.

Agenda Item #7: Develop list of questions for the local interviews and telephone calls
Action Taken: A list of questions was drawn up and will be sent to all individuals involved before the scheduled interviews.

Minutes submitted by Judith Emde
Task Force 1: Intellectual Access
Minutes - Sept. 7, 1993


Absent: none

The Task Force members interviewed L. Moore and S. Mason individually about backlogs.

Submitted by Geoff Husic
Task Force on Development of and Physical Access to Collections and Information Resources

Meeting Minutes of Sept. 13, 1993

Present: Hawkins, Couch, Dibben, Melton, Schulte, Symons, K. Neeley
Absent: Weller, Pisciotta

Announcements: Changed time of our next meeting on Sept. 15 to 9:00-12:00.

Agenda Item #1: Continue to review "advantages and limitations" statements.

Action Taken: Discussed Goal #3: The library must maintain strong collection building capacity.

The next meeting will be held in Watson Meeting Room B on Wed. Sept. 15 from 9:00 a.m. to 12:00.

Agenda: Discussion of Goal #4
Discussion of survey results (if they are ready)

 Reported by R. Schulte
Space, Facilities and Equipment (TF#4)
Minutes of 9/16/93 meeting

Members present: Janet Anderson-Story, Susan Hitchens, Lars Leon, Al Mauler, Kent Miller, Shelley Miller, Marianne Reed

1. Lars reported on overlaps with other task forces as reported in FYI.

2. Janet reported on her meeting with John Miller (TF#7 online systems) and Jim Neeley (TF#1 intellectual access). They discussed the potential overlaps between our 3 task forces; in particular workstations. They reached the conclusion that we are working on different elements of a workstation.

3. Reviewed and approved minutes of the previous meeting.

4. Discussion of a 9/14/93 "Journal World" article on the Regents list of building and renovation projects. Kent gave the committee the highlights of the article.

5. Susan reported on the current situation involving the expansion of Murphy Hall as discussed in a Music and Dance Faculty Meeting. Susan requested that we make a distinct recommendation regarding how to handle Music Library space problems. After discussion we decided to revisit this at a future time.

6. We brainstormed and charted (high vs. low impact and high vs. low difficulty) on how to handle priorities which are at odds with each other.

7. We brainstormed and charted (high vs. low impact and high vs. low difficulty) on how to get the libraries on the building list.
The University of Kansas Libraries
invite you to a reception to
honor library staff whose achievements have been
recognized by promotion in rank during 1993

Michael Biggins
Victoria Doll
Geoffrey Husic
Robert Melton

joined by the School of Law to honor the
1993 Chancellor’s Distinguished Librarian Award
Winner

Frederick R. "Fritz" Snyder

on Thursday, the 14th of October,
from 4:30 p.m. to 6:00 p.m.

in the Mallot Room of the Kansas Memorial
Union
Lawrence

RSVP by October 12, 1993 to (913)864-3601

PERSONNEL

Terri Gottstein has been appointed as an Office Assistant III in the Cataloging Department, effective September 27, 1993. Terri was most recently employed on campus in the Division of Biological Sciences. She replaces Gabby Holcomb.

Kaye Asper has been appointed as a Library Assistant I with the Regents Center Library, effective September 27, 1993. Kaye was most recently employed as a librarian with the Medical Center of Independence in Independence, Missouri. Kaye replaces Dan Robinson.

Sandy Gilliland
HEALTH INSURANCE AND KANELECT OPEN ENROLLMENTS

Now is the time (October 1 - October 29, "Open Enrollment Period") to make changes in your health coverage, if you so desire, to become effective January 1, 1994. All staff eligible for health insurance benefits should have received information from the University's Benefits Office describing the 1994 health insurance program (contact the Administrative Office if you did not receive this information). Please note: **ONLY THOSE INDIVIDUALS WHO WISH TO MAKE A CHANGE TO THEIR HEALTH INSURANCE COVERAGE NEED TO COMPLETE A HEALTH INSURANCE ENROLLMENT FORM** (available from Rex or Sandy, 4-3601). Please submit your completed form to the Administrative Office by October 27, 1993. If you do not wish to make any changes to your health coverage for 1994, you do not need to do anything!

If you wish to make changes to or enroll in the KanElect Flexible Spending Accounts (for dependent care and/or health care), contact Rex or Sandy for the appropriate forms. The KanElect program is described in the "State of Kansas, 1994 Benefit Options for Active Employees", included in the mailing from the Benefits Office, beginning on page 52.

The cover memorandum from Madi Vannaman provides detailed information regarding changes which have occurred to the health insurance plan (including premium changes). Please read this information carefully, and contact Sandy Gilliland or Rex Hargis if you have questions. In addition, the Benefits Office has scheduled two informational meetings in the Kansas Union:

- **Wednesday, Oct. 6, 10:00 a.m. and 2:00 p.m.** (Alderson Auditorium);
- **Thursday, Oct. 14, 10:00 a.m., 2:00 p.m. and 5:45 p.m.** (Big 8 Room).

Representatives from Staff Benefits will be at all meetings; representatives from Blue Cross/HMO Kansas, Health Benefits Administration and the State Division of Personnel Services will be present at the October 14th meeting.

Sandy Gilliland

**TIME CARD DEADLINE**

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Thursday, October 14. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

**CIVIL SERVICE EXAMINATION SCHEDULE FOR SEPTEMBER**

A copy of the civil service examination schedule for the month of October is being mailed to all Library departments. These civil service examinations will be administered in the Department of Human Resources, Carruth-O'Leary Hall. Library student assistants who are interested in permanent civil service employment are especially encouraged to contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information about examination application procedures and employment eligibility and opportunities.

Sandy Gilliland

**SOCIETY OF AMERICAN ARCHIVISTS**

At the 57th Annual Meeting of the Society of American Archivists, Sheryl Williams was elected to serve as a member of the Steering Committee of the Manuscripts Repositories Section. She will serve in this capacity for three years. Congratulations!!!!

Deborah Dandridge
BIGGINS TRANSLATIONS PUBLISHED

Mike Biggins has had his translations of "An Anthology of Ironic Prose" published as part of the book Soviet Literary Culture in the 1970s: The Politics of Irony, by Anatoly Vishefsky, who also helped with the prose translations. The book has just been published by the University Press of Florida.

Rob Melton

"RISING TO THE CHALLENGE"

Through 30 local agencies, the United Way of Douglas County rises to the challenge every year, by providing support for agencies that help thousands of Douglas County residents. Each spring, a volunteer board spends many hours deciding where best to allocate campaign funds to meet the requests of the agencies.

This year, United Way has risen to meet some extraordinary challenges brought on by the early summer flooding. Many agencies have been called upon to provide emergency assistance with counseling services, food, clothing, and temporary housing. As an example, the United Way of Douglas County provided an emergency $10,000 grant to the American Red Cross to help respond to the needs of local flood victims.

No matter the size of your contribution, you can make a real difference. For instance, $5/week buys respite care for a low income homebound client 5 hours per month; or $1/week buys food for one week for a family of four.

Another way United Way of Douglas County helps us help others is through the Roger Hill Volunteer Center. The Center registers more than 100 local organizations that need volunteer help. Whether you have two hours a month or 20 hours a week to volunteer, there may well be a place for you to put your skills to work helping others.

To help meet our goal of $140,000 from the KU community, please take the time, if you haven’t already done so, to complete and return your pledge card. Payroll deduction, effective January 1994, is an option.

If you haven’t received a pledge card, or can’t locate one, please call Rhonda Boose or Bill Crowe at the University Libraries (4-3601).

ATTACHMENTS

College and University Libraries Section Fall Conference--Preliminary Program & Registration Form
LEEP Calendar - October, November 1993 from Kansas Libraries  Sept. 1993
Task Force #2 Minutes--9/13/93, 9/20/93, 9/22/93
Task Force #3 Minutes--September 8, 1993, September 15, 1993
Task Force #4 Minutes--9/9/93
Personnel Committee Meeting Minutes--Sept. 2, 1993, Sept. 9, 1993
Minutes, Classified Conference Executive Board Meeting, 8/31/93

Attending: Anderson-Story, Lafferty, Hargis, Traxler, Boyer, Thompson, Bonham, Cook, Elliott, Revenew, A. Slater, Crowe

*Minutes of last meeting-All comments, corrections, additions, etc. need to be turned in to Hargis by noon, 9/7.

*Dean Crowe:
- Asked about the student hiring for the fall semester. It appears that, with a few gaps, the Library hired the students needed for operations.
- Re: minimum wage increase. Every $.10 it goes up, it will cost the budget and additional $16,800. The legislative talk now is of a $.25 increase. The Dean is working on getting the State to fund increases in student employee wage expenditure dictated by the minimum wage increase.
- Met with the new Affirmative Action director, Maurice Bryan. The Dean is interested in having the Library governance meet at least once a year with representatives of the Affirmative Action Office.
- The Legislative Educational Planning Committee (LEPC) and the Joint Committee on Computing (JCC) both visited the Library in August. They addressed networking issues. John Miller and Jim Neeley did a presentation to each committee. The legislators seem to be very positive on this subject.
- There is a new job family--the "Information Technology" series. The Dean is interested in any overlaps between jobs in this family and library positions.
- Classified Employee of the Year. The structure looks good, but the Dean is concerned about the selection of the LFA representative to the committee and how recommendations for the membership of the committee are made to him.
- Thank you to all of the employees of the Library who are not actively involved in the strategic planning process but have to cover for the absences of those who are.

*Dean Crowe left the meeting at this point.

*Chair Report:
- Meeting with Nicholas Eschelman on 8/19:
  > Discussion on the possible future of the Staff Orientation Committee, pending an LFA vote on whether or not to strike it from their code.
  > LFA would like our input regarding charges to their committees.
  > There is a need to have a joint CCEB-LFA Exec meeting soon. (Anderson-Story will invite them to join our next meeting at 2:15 on 9/28)
- Administrative Conference Meeting on 8/19:
  > LeAnn Weller is leaving the library on 9/17 for a job in Oklahoma.
  > The Spencer Research Library reception has been rescheduled for April 15, 1994.
  > There will be a fund-raising campaign to try to raise $250,000 specifically for Spencer.
  > Everyone should have received a copy of the Consensual Relations policy by now.
  > A discussion on the functions and timetable of the Budget and Planning Committee.

*Committee Reports - No meetings=no reports.

*Old Business - none.

*New Business:
- Draft charges for committees. These will be sent out by e-mail by Hargis. Members should respond with any additions or proposed changes to their group representatives, who will report to Anderson-Story.

*Meeting adjourned.

Respectfully submitted,

R. Hargis
# Preliminary Program

## THURSDAY, OCTOBER 28

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 1:00</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 - 12:00</td>
<td><strong>PRECONFERENCE.</strong> The Vicissitudes of Virtuality: Libraries' and Librarians' Roles in the Future of Information Management. Dana Rooks, University of Houston. Sponsored by the Regents' Libraries.</td>
</tr>
<tr>
<td>9:30 - 12:00</td>
<td><strong>PRECONFERENCE.</strong> Multi Media and Electronic Publishing. Dr. David Kamerer, Wichita State University. Sponsored by PALS.</td>
</tr>
<tr>
<td>9:30 - 11:30</td>
<td>GODORT business meeting</td>
</tr>
</tbody>
</table>

**Conference begins at 1:00**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 - 1:15</td>
<td>Welcome and introduction</td>
</tr>
<tr>
<td>1:15 - 2:30</td>
<td>Paul Evan Peters, CNI, Keynote address</td>
</tr>
<tr>
<td>2:30 - 2:45</td>
<td>Business meeting (door prizes; must be present to win)</td>
</tr>
<tr>
<td>2:45 - 3:00</td>
<td>Break</td>
</tr>
</tbody>
</table>

**SESSION I**

A. Academic Library Instruction: Virtual Issues and Real Solutions  
B. A New Information Agenda for Government Documents  
C. Changing Roles in Academic Libraries: New Perspectives on Technical services  
D. The Curriculum Materials Center and the Virtual Library  

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 - 4:15</td>
<td>SESSION II</td>
</tr>
<tr>
<td>4:30 - 5:45</td>
<td>A. Discovering the Virtual Library at K.S.U.</td>
</tr>
<tr>
<td>6:30 -</td>
<td>Evening at the Haskell Indian Nations University</td>
</tr>
</tbody>
</table>

**FRIDAY, OCTOBER 29**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 8:00</td>
<td>Registration</td>
</tr>
<tr>
<td>7:00 - 8:00</td>
<td>Complimentary breakfast</td>
</tr>
<tr>
<td>7:15 - 8:00</td>
<td>SESSION III (by type of library)</td>
</tr>
<tr>
<td>8:15 - 10:15</td>
<td>SESSION IV</td>
</tr>
</tbody>
</table>

**Transportation will be furnished.**

Pathway to the Future  
New strategies to serve the information needs of Kansans enrolled in distance learning classes  
Panel discussion
10:15 - 10:30  BREAK

10:30 - 11:45  SESSION V
   A. Kansas Libraries & the Information Network of Kansas (INK)
   B. Educating the Wild Things
   C. Athletic Academic Success: a Pilot Program
   D. Electronic Tools to Increase I.L.L. Efficiency

12:00 - 1:45  ***Luncheon with speaker

2:00 - 3:00  KLA Reference and Information Services Roundtable.
             Organizational meeting. Marc Galbraith, Ks. State Library.

2:00 - 5:00  Tours.
             University of Kansas Libraries, Lawrence campus.
             Anschutz Science Library
             Kansas Collection
             Law Library
             Murphy Art and Architecture Library
             Music Library
             Spahr Engineering Library
             Special Collections
             Watson Library

             Transportation will be provided to and from campus.

             Reuter Pipe Organ Company and Old West Lawrence.

             Old West Lawrence is a guided walking tour of old homes built
             in a 3 block neighborhood, 1860-1920. It costs $2.00.

             Individuals must provide their own transportation. A map to
             the area will be provided.

***  The luncheon speaker is:

             Roy Williams, Head Basketball Coach
             at the University of Kansas.
             His topic will be Academic and Athletics.
**COLLEGE AND UNIVERSITY LIBRARY SECTION-FALL CONFERENCE**
**OCTOBER 28-29, 1993. LAWRENCE, KANSAS. HOLIDOME**

<table>
<thead>
<tr>
<th>Registration Fees*</th>
<th>Regular</th>
<th>Late (after October 14)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Non-member</td>
<td>$30.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>$10.00</td>
<td>$10.00</td>
<td></td>
</tr>
</tbody>
</table>

*There is no one day or partial day fee.*

**Preconferences**
- Preconference: The Vicissitudes of Virtuality: Libraries’ roles... $10.00
- Preconference: Multi Media and Electronic Publishing (PALS) $10.00

**Meals**
- Native American Dinner $8.50
- Breakfast (complimentary but check if attending) 
- Luncheon (Chicken Italiano with fettuccine) $10.50
  Vegetarian meal (check if desired)

**Total Registration and Meals**

- Reuter Pipe Organ Co. tour (check if interested)

**MAKE CHECKS PAYABLE TO KLA/CULS AND MAIL BY OCTOBER 14 TO:**

Nelda J. Elder, CULS Treasurer
1425 Wreath Ave.
Manhattan, KS 66502

**PLEASE COMPLETE (one registrant per form):**

- Name________________________________________ Library__________________________

- Address________________________________________________________________________

- Day phone__________________________

- DO YOU NEED A RECEIPT? yes____ no____

**PLEASE NOTE:** HOTEL REGISTRATIONS ARE DUE BY OCTOBER 6. REGISTER DIRECTLY WITH THE HOLIDOME, 200 MCDONALD DRIVE. (card enclosed)

**DOOR PRIZE:** Fill in your name and institution to qualify for a door prize. Drawings will be at the business meeting and luncheon. You must be present to win.

- Name:__________________________ Institution:__________________________
LEEP Calendar - October, November 1993 from Kansas Libraries Sept. 1993

October 1
Holiday Inn Airport
Wichita
8:30 - 4:00

The Americans with Disabilities Act: Responding to the New Law. A one-day seminar sponsored by Keye Productivity Center. $125.00. Call 1/800/-821-3919 for more information.

October 1
Holiday Inn
Lenexa
8:30 - 4:00

Business Grammar and Usage. Sponsored by National Seminars. $98.00. Call 1/800/258-7246 for more information.

October 5
Ramada Inn and Tower
Topeka
9:00 - 4:00


October 6
Marriott Hotel
Wichita
9:00 - 4:00

Southwest Kansas System Fall Assembly Book and Media Fair. Call Rosanne Goble at 316/225-1231 for more information.

October 6-7
Dodge City Public
Dodge City

Kansas Association of School Librarians District 1 Fall Workshop. Contact Sharon Coatney, Box 38, Linwood, Kansas 66052 for more information.

October 9
Oak Hill Elementary
Blur Valley Schools

Writing Personnel Handbooks, sponsored by the South Central Kansas Library System. Taught by Wichita attorney Barbara Scott-Girard. Call Paul Hawkins at 316/663-5441 for more information.

October 11
United Methodist Church
Mulvane
10:00 - 2:30

Northwest Kansas Library System Fall Assembly. 10:00 - 11:30 "Library Automation Software Demonstrations" and "Trends in Interlibrary Loan" with Bruce Flanders. 1:00 - 3:00 "Kansas Center for the Book" Susan Marchant.

October 13
Norton Public Library
Norton
10:00 - 3:00

Automation for Beginners. Sponsored by the Southeast Kansas Library System and taught by Rosario Garza of BCR. Call Roger Carswell at 316/365-5136 for more information.

October 14
Parsons Public Library
Parsons
9:00 - 4:00
(October 15 at Iola Public)


October 14
Ramada Inn and Tower
Topeka
9:00 - 4:00

"Internet: What is it and what Does it Mean for Kansas". The Annual Kansas Advanced Continuing Education seminar is sponsored by the Kansas State Library, the School of Library and Information Management and Kansas State University Libraries. $20.00. Make check payable to Emporia State University. Call Shannon Roy at 913/296-3296 for more information.
Task Force on Intellectual Access to Collections and Information Resources

September 3 meeting

Members present: Neeley, Burich, Emde, Clement, Marvin, Ring
Members absent: DiFilippo, Husic

1) Agenda item: Local expert interview scheduling. Neeley has scheduled Lorraine Moore, Sandy Mason, and George Gibbs for 9/7 and 10. John Miller is not yet scheduled.

2) Item: Discussed and approved questions for local experts and phone calls regarding backlogs.

3) Item: Discussed questions on gateways for local expert and phone calls. Added questions regarding local system for John Miller.

4) Item: Discussed what to do on Idea Day (9/17). Neeley passed out packet including worksheets from Maureen Sullivan's recent visit. He is setting up a timeline for the day.

5) Item: Worked on breaking up backlog question. Redefined problem: 1) How to prioritize various backlogs for elimination. 2) How to provide machine-readable records for the various categories. 3) How to keep current once we catch up.

6) Began working on ways to look at the gateway problem.

Submitted by Bob Marvin
Task force on Intellectual Access to Collections and Information Resources (¶1)

Meeting: September 16, 1993


Members Absent: None

Agenda Item #1: The committee discussed the procedures to be followed for "Idea Day," September 17, 1993. Neeley provided an outline of proposed actions and a timeline for Idea Day and Beyond.

Agenda Item #2: There was a general discussion of various phone interviews conducted by DiFilippo, Emde and Neeley to examine the "backlog question." Emde will make her notes of the interviews available to committee members.

Agenda Item #3: DiFilippo provided information to clarify and expand on her statistical analysis of various backlogs which exist in various locations.

Agenda Item #4: There was a detailed discussion of phone interviews conducted by DiFilippo and Husic to examine the "gateway question." Notes from these interviews will be made available to committee members.

Agenda Item #5: The minutes of this meeting were reviewed.

Recorder: Nancy Burich
Task Force in Intellectual Access to Collections and Information Resources (¶1)

Minutes

September 17, 1993


Absent: R. Clement

Today was "Idea Day," the kick-off to the idea-generation phase of our Task Force's work. Following the suggestion from Maureen Sullivan, we met in an Alcove in the Kansas Union from 9:00 a.m. until 1:45.

We began with a half-hour review of our assigned goals, or "problems." We distinguished four of these, and for the next two hours we applied the Forcefield Analysis technique of identifying Opportunities and Obstacles to achieving each goal. This took more time than expected.

After lunch, we devoted one and one-half hours to brainstorming Solutions to each Obstacle, using the Slip Card method, only with Post-it Notes instead of cards. This took less time than expected.

For the next two weeks we will evaluate, using Decision Matrices, each proposed Solution in light of the Opportunities, thereby producing Recommendations. It is possible that more or different Solutions will emerge as this process progresses.

This will leave one week for Action Planning and two more weeks to write our report.

This Task Force chair is optimistic that not only will the report be turned in on time, but that it will contain stimulating recommendations as well.
Task Force on Development of and Physical Access to Collections and Information Resources

Meeting Minutes of Sept. 13, 1993

Present: Hawkins, Couch, Dibben, Melton, Schulte, Symons, K. Neeley
Absent: Weller, Pisciotta

Announcements: Changed time of our next meeting on Sept. 15 to 9:00-12:00.

Agenda Item #1: Continue to review "advantages and limitations" statements.

Action Taken: Discussed Goal #3: The library must maintain strong collection building capacity.

The next meeting will be held in Watson Meeting Room B on Wed. Sept. 15 from 9:00 a.m. to 12:00.

Agenda: Discussion of Goal #4
Discussion of survey results (if they are ready)

Reported by R. Schulte
Members present: Hawkins, Couch, Dibben, Melton, K.Neeley, Pisciotta, Symons
Members absent: Schulte

Agenda Item # 1: LeAnn Weller's contribution to the task force was acknowledged.

Agenda Item # 2: Review task force goals 3 and 5.

Action Taken: The written statements covering library advantages and limitations associated with task force goals 3 and 5, as prepared by Eleanor and Bob respectively, were discussed.

Agenda for next meeting on Wednesday, Sept. 22.
1. Review results of survey to bibliographers.
2. Discuss task force meeting with Rich Ring.
MEETING MINUTES OF SEPTEMBER 22, 1993

PRESENT: Hawkins, Dibben, Melton, K. Neeley, Pisciotta, Schulte, Symons
ABSENT WITH PRIOR NOTICE: Couch

AGENDA: Review and discussion of the Task Force survey sent to bibliographers and selected other library staff. (Results tabulated and provided by B. Pisciotta)

NEXT MEETING: Monday, September 27, 10:30am-noon (Watson Conference Room B).

READING ASSIGNMENTS:

1) Prior to 9/27 meeting: Read background literature related to goal #1 (preservation), to be supplied to each member by B. Schulte.

2) Individually, complete review of survey results and note where results impact goals and the possible strategies for meeting them.

3) Read summary (to be provided by R. Melton) of Rich Ring's interview responses to Task Force questions at meeting with him on 9/9.

AGENDA for 9/27: Within the framework of the current state and the desired state for goals #1 and 2, identify the obstacles to achieving these goals and identify various possible ways to overcome the obstacles. (Goal #1: The Library must enhance and develop programs to preserve/conserve/maintain collections; Goal #2: The Library must maintain and acquire, in whatever formats necessary, solid collections and information resources which satisfy the needs of the University's academic programs.)

Reported by M. Hawkins
Task Force on Reference Services and Instruction
September 8, 1993

Present: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, David Benjamin, and Alexandra Mason
Absent: Lorrie Knox

Minutes - The minutes were approved for September 1st and given to David Benjamin to present to the Steering Committee.

2. Surveys - The Duke survey questions are available for this group, but the article is not ready yet.

3. Meeting - A lengthier meeting was scheduled for Wednesday, Sept. 29th, 1:30-5:00. The purpose of this meeting is to come to some conclusions before beginning the writing stage. The meeting will probably be in Conference room B, but Susan will check and let us know before next week.

4. Workplan - A revised and updated workplan was presented to the group by Susan Craig.
   a. User Satisfaction surveys - Ken Lohrentz will report on these next week.
   b. David is scheduling conference calls. He will begin to fax tomorrow and hopefully be done by the Sept. 24th. He will report on what he has next week.
   c. Annotated bibliographies should be given to Channette by Oct. 13th on a disk, preferably on Word Perfect.
   d. Analyze surveys -
      The group will analyze surveys for next week's meeting.
   e. The group will look at other areas of problems and options under current practices.
   f. The next two weeks we will look at issues in Reference, discussions and resolutions.

5. Report Form - The format of the report was discussed. It was agreed that rather than a comprehensive written report, it should take the form of an outline. Included in this outline are:
   a. headline
   b. goal
   c. time frame
   d. resources necessary - additional or relocation of staff
   e. steps to achieving results

6. Reference Services and Instruction - There was a lengthily discussion on publications and mass instruction pertaining to reference services and bibliographic instruction.

   Discussions on publications will be written up for next week's meeting by Alexandra Mason.
   Channette Kirby will do a literature search on publicity and reference services and publicity and instruction.
   David Benjamin will look at newsletters of other libraries concerning reference services and instruction.

Agenda:
1. Brainstorm solutions
2. Comments on and analysis of staff surveys on Bl and reference services
3. Ken Lohrentz will report on user satisfaction surveys
4. David Benjamin will report on telephone surveys of key people
5. Scheduling of the room for the Sept. 29th meeting
Present: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, David Benjamin, Alexandra Mason and Lorrie Knox

1. **Minutes** - The minutes were corrected for September 8th. Channette will correct and send revised copy to Task Force for approval.

2. **Key people** - David Benjamin has made appointments with key people to interview this next week. He will be making conference calls and asking them the same basic questions. After he makes the calls he will write them up and report on them next week.

3. Ken Lohrentz brought to our attention, Evan Farber's *Bibilographic Instruction in Practice* which he borrowed through Interlibrary Loan. A copy was purchased by the library and will be rushed cataloged when received.

4. **User Satisfaction Surveys** - Ken Lohrentz summarized the User Satisfaction Surveys (see handout). The survey was based on the ARL publication, *Measuring Performance in Academic Libraries*. Susan mentioned that check-out statistics correlated with the survey questions, so it was felt there was a good sampling of patrons.

5. **Discussion on Publications** - Alexandra Mason reported on the previous week's discussion of Publications / Exhibits / Lectures / Conservation (see handouts). In addition, a handout was given on Public Education. These should be reviewed before Sept. 29th.

6. **Staff Surveys** - In reviewing the Reference and Instruction surveys, it was noted that few departments keep statistics available. Kathy Graves and Susan Craig will prepare summary comments for next week's meeting.

7. **M.I.T. Survey** - David will try to obtain a recent M.I.T. user survey and report on that next week.

8. **Topics to be discussed** - The following areas still need to be discussed:

   - Computer and other technology-assisted instruction
   - Mass Instruction
   - Instructional facilities
   - Audience - faculty, undergraduates, graduate students, GTAs, RAs
   - Types of instructional programs (seminars, integrated instruction, team-teaching)
   - Computer and other technology-assisted reference service
   - User Surveys
   - Equity of services (for different levels of patrons, between library locations, remote use)
   - Service to patrons with disabilities
   - Reference staffing

**Agenda for next week:** (September 22, Conference room B)

- Report on conference calls (David Benjamin)
- Summary of Staff Surveys (Kathy Graves and Susan Craig)
- Conclusions on User Satisfaction survey (Ken Lohrentz)

Reminder: The meetings, Sept. 29th and October 13th, (1:30 - 5), will be in Alcove G of the Kansas Union.
Task Force #4 (Space, equipment and facilities): Minutes, 9/9/93

Members in attendance: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Minutes for the meetings of 8/25/93 and 9/3/93 were read, corrected and approved.

2. Continued discussion addressing space issues.

3. Scheduled 2 additional meetings for the next two weeks; Thursday, Sept.16, 2-4pm, and, Friday, Sept.24, 2-4pm.
Personnel Committee Meeting Minutes
Conference Room B, Watson
Sept. 2, 1993, 1:30p.m.

Present: Gaby Holcomb, Bob Marvin, Janet Revenew
Absent: Joyce Elliott, Rex Hargis, Sue Hewitt

This meeting rescheduled to Sept. 9, 1993, Conference Room B, Watson, 1:30p.m. due to the absenteeism of half the members.

Top of the agenda at Sept. 9th meeting: electing chairperson and secretary.

Meeting adjourned.

Respectfully submitted,

Janet Revenew

Personnel Committee Meeting
September 9, 1993, 1:30 p.m.
Conference Room B

Present: Gaby Holcomb, Bob Marvin, Joyce Elliott, Janet Revenew, Rex Hargis
Absent: Sue Hewitt

Minutes from the previous meeting of September 2, 1993 were approved.

Provisional charges are not yet out. Bob Marvin asked Janet Anderson-Story; they're in the pipeline.

Gaby Holcomb was unanimously elected secretary.

Election of chair was tabled until the next meeting.

Further action of personnel committee will be put on hold until receipt of provisional charges.

Janet will schedule our next meeting for Thursday, September 23, 1993, 1:30 p.m., Conference room B.

Rex Hargis arrived before adjournment and was unanimously elected chair of the personnel committee.

Meeting adjourned.

Respectfully submitted,

Gabrielle Holcomb
DISTRIBUTION OF EMERGENCY SUPPLY BOXES

During the week of Oct. 11 members of the Library Emergency and Disaster Plan Committee will be distributing emergency supply boxes to 17 locations in the library system. The locations of the boxes will be:

6 boxes in Watson -- Mail room (includes Bindery Prep)
Circulation (includes ILS and Reference)
Acquisitions (includes Serials, SPLAT, Slavic)
Cataloging
Periodicals (includes Microforms and Copy Services)
Administrative Office (includes East Asian)

3 boxes in Spencer Research Library

3 boxes in Anschutz

1 box each in Art & Architecture; Music; Engineering; Regent's Center; and Government Documents/Maps

The boxes will be delivered with an inventory of the box contents and a letter with more complete instructions. As an added reminder -- the items in the boxes should be used only in the event of a library emergency.

Questions may be directed to me, Sherry Hawkins, or Sue Hewitt.

Becky Schulte

STAFF DEVELOPMENT ANNOUNCES:

Dana Rooks, Assistant Director for Administration at the University of Houston Libraries, will present a workshop for KU library staff on Wednesday, October 27. The topic of this workshop will be "Change: the Constant in the Life of Librarians." The workshop will be given twice in Room A: 8:30 - 11:30 and 1:30 - 4:30. To sign up for the morning or the afternoon session please contact Sandy Gilliland. More information about this workshop will be available early next week. This workshop is for everyone in the library. Mark your calendars now!

Rich Ring
Staff Development (Chair)

CONGRATULATIONS TO DEBORAH DANDRIDGE

Congratulations to Deborah Dandridge, who recently received notice that she passed the archival certification exam. She is now a certified archivist and a member of the Academy of Certified Archivists.

Deborah has also recently been elected to a two-year term as co-chair of the Third World Archivist's Roundtable of the Society of American Archivists.

Sherry Williams

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
TELEPHONE NUMBER CORRECTION

Rob Melton’s telephone number is incorrect in the new KU phone book. The correct telephone number is 864-3378.

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Thursday, October 14. 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

1993 ASSOCIATION OF AMERICAN UNIVERSITY PRESSES BOOK, JACKET, AND JOURNAL SHOW

Winners of the 1993 Association of American University Presses Book, Jacket, and Journal Show will be on display at the University Press of Kansas October 18-November 5. This is a hands-on exhibit, with a copy of each of the award-winning books available for visitors to view and to examine. Viewing hours are 9-5, Monday through Friday; the exhibit will be closed on Friday, October 22. The press building is located at 2501 W. 15th St., Lawrence.

This year’s show feature 67 books (33 typographical and 34 illustrated), 29 jackets, and 4 journals. Two University Press of Kansas books, POETS, POETICS, AND POLITICS edited by Richard Gillman and Michael Paul Novak and SMALL WORLDS: Children and Adolescents in America, 1850-1950 edited by Paula Petrik and Elliott West, are winners in the typographical category. Lawrence publisher Allen Press is manufacturer of one of the journal winners, Cerebral Cortex (Oxford University Press).

Winners were selected from 301 submissions published by 56 presses in 1992 as books and journals that best represented excellence in both design and manufacture. Books were judged in typographic and illustrated categories. Jackets and journals were recognized for outstanding overall design.

The jurors for this year’s show were Herbert H. Johnson, School of Printing Management and Sciences at Rochester Institute of Technology; Fred Marcellino, graphic designer and illustrator who received the LMP Award for Designer of the Year in 1991; Ed Marquand, head of a Seattle graphic design firm specializing in book design and production; Michael McPherson, a graphic designer who teaches part-time at Northeastern University; and Janet Tingey, founder of Bedrock Design studio and teacher at Pratt Institute in Brooklyn, New York.

For further information contact Sara White at the University Press of Kansas (4-4154).

ATTACHMENTS

Administrative Conference Minutes--August 19, 1993
Steering Committee for Strategic Planning Minutes--September 27, 1993
Task Force #1 Minutes--September 24, 1993
Task Force #2 Minutes--Sept. 27, 1993, September 30, 1993
Task Force #3 Minutes--September 22, 1993
Task Force #4 Minutes--8/25/93, 9/3/93, 9/17/93, 9/23/93

1) Hawkins announced that LeAnn Weller will be leaving the Libraries in mid-September to take a position in Ardmore, OK with the Samuel Roberts Noble Foundation. LeAnn’s last day will be September 17th.

2) Crowe commented that at least 1/2 dozen faculty members had stopped him at various locations around campus to commend the Libraries staff and provide other very positive comments on the Faculty Library Seminars.

3) Crowe noted that the Legislative Educational Planning Committee had visited KU on August 16 as follow-up to the second hearing on the Systemwide Access Proposal. He said that it was a very positive session thanks to the efforts of many people. He commended John Miller and Jim Neeley and their staff.

4) Crowe updated the Conference regarding Hoch reconstruction. He said that he was meeting with the West Library Planning Committee that afternoon, and that the bid specifications for construction were due to be completed the following week. It is still the intention of the University administration that Hoch will be open for Fall 1995 classes.

5) With regard to Strategic Planning, Crowe told the Conference that Maureen Sullivan would be visiting campus on August 26 & 27. She will be meeting with the Strategic Planning Steering Committee on Thursday, and will hold sessions with each of the Task Forces on Friday.

6) Crowe asked J. Miller to give the Conference an update on the status of INQUIRE. Miller told the Conference that the new release was 99% installed, and that most of the system problems had been solved with the installation of the new release of INQUIRE. Miller said that there were 1,930,000+ records stored on the database. There are ongoing discussions about ways to speed up response time.

7) Crowe notified the Conference that the Spencer 25th Anniversary celebration had been postponed until Spring 1994. He announced that the celebration had been rescheduled for April 15, and that John Casteen, President of the University of Virginia, would be the featured speaker. Crowe said that a fundraising committee had been established to seek contributions for an endowment to fund publications and exhibitions for the Spencer Library departments. He told the group that the committee would be mounting an early October campaign with a goal of raising up to $250,000.

8) Crowe told the Conference that the Kansas University Endowment Association had expressed interest in including the KU Libraries in a telephone solicitation. The target group for the campaign would be those individuals who have not responded to constituent fundraising from the College or the Schools.

9) Crowe told the Conference that a memo had been sent from Madi Vannaman, Human Resources, announcing individual meetings to provide advice to faculty and unclassified staff who were anticipating retirement this year.
10) Crowe announced that the Libraries recognition of staff who had or were retiring in 1993 was being planned to coincide with the annual KULSA holiday party (December 10) at the Kansas Room of the Memorial Union.

11) Crowe said that he, the assistant deans, John Miller and N. Jaeger would be reviewing equipment requests the next day. He hoped that they would be able to provide information about these requests to department heads within the next 10 days.

12) Crowe told the Conference that a copy of the memo from Chancellor Budig and Executive Vice Chancellor Meyen about consensual relations had been sent out to all department heads. He invited anyone who might have a question about the memo or policy to contact S. Gilliland in the Administrative Office.

13) Crowe provided the following information about the new KPERS retirement legislation affecting positions vacated by KPERS retirements. Under the terms of the legislation, only 75% of the positions, statewide, vacated by persons retiring on KPERS will be filled. Justifications for retaining the positions must be sent forward, via the University administration, for review by a committee appointed by the Governor. The University has formed a committee which will review and prioritize justifications before they are sent forward. Libraries staff lines affected are those vacated recently by Elizabeth Stephens’ and Norma Bishop’s retirements.

14) Regents Budget proposed for FY 1995: Crowe told the group that extracted information from the budget had been provided to the deans and was being distributed to them. A major issue remains faculty salaries.

15) Libraries Budget: Crowe asked the Conference to review the draft timetable for the budget process and provide comments to him and/or the Assistant Deans.

16) Other Business & Questions:
   a) The Dean was encouraged to pursue with governance the possibility of a yearly visit to the Libraries staff by EVC Meyen and/or VC Shulenburger.
   b) Gilliland reminded the Conference about the open sessions with the candidates for the librarian position at the Regents Center Library -- August 19 & the week of August 23.
   c) Gilliland reminded the Conference about the KULSA picnic scheduled for Saturday, August 21st at Clinton Lake.

Meeting adjourned at 11:45 a.m.

Respectfully submitted

R. L. Boose
Steering Committee for Strategic Planning
Minutes of Meeting, September 27, 1993

The Steering Committee for Strategic Planning met on Monday, Sept. 27, at 1:15 in Room B. All members except Gibbs, who was absent on library business, were present; Clement presided.

The meeting was entirely devoted to discussion of the progress of the various task forces. Minutes from each task force were summarized and further elaboration of their work was provided by the respective liaison members. Issues and solutions relating to several problems were proposed and discussed.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

[Signature]

Rob Melton, Secretary
Task Force #1: Intellectual Access to Collections and Information Resources
Report of meeting held September 24, 1993

Members present: N.Burich, R.Clement, J.Emde, G.Husic, B.Marvin, J.Neeley, R.Ring
Members absent: P.Difilippo

Agenda Item #1: We discussed the difficulties that we had in assigning a scale from 1 (low) to 3 (high) to each criteria for all of the proposals recommended during our forcefield analysis session.

Agenda Item #2: Each member of the committee gave his/her rating for each proposal for goals one and two. Jim will tabulate the results to determine which proposals received the highest ratings.

Agenda Item #3: We spent several minutes reviewing the outline of the task force report.

Minutes submitted by Judith Emde
TASK FORCE ON DEVELOPMENT OF AND PHYSICAL ACCESS TO COLLECTIONS AND INFORMATION RESOURCES (#2)

MEETING MINUTES OF SEPTEMBER 30, 1993

PRESENT: Couch, M. Hawkins, Melton, K. Neeley, Schulte, Symons
ABSENT WITH NOTICE: Dibben, Pisciotta

AGENDA:

1) Reviewed minutes of the September 27 meeting, prepared by Melton. Approved as revised.

2) With Melton as facilitator, discussed problems and their various possible solutions in meeting goal #2: "The Library must maintain and acquire, in whatever formats necessary, solid collections and information resources which satisfy the needs of the University's academic programs".

3) Melton will transcribe results of discussion, as recorded by him on the flip chart, and distribute these for further consideration, particularly to provide opportunity for reaction and input from Dibben and Pisciotta.

NEXT MEETING: Monday, October 4, 10:30am-noon (Watson Conference Room B).

AGENDA FOR OCTOBER 4 Meeting: Continued discussion of problems and related recommendations, short-term and long-term, in meeting goal #1: "The Library must enhance and develop programs to preserve/conserve/maintain collections." Schulte will serve as facilitator for the meeting.

Reported by M. Hawkins
Task Force #2: Development of & Physical Access to Collections and Information Resources

Minutes of Meeting, Sept. 27, 1993

Task Force #2 met on Monday, Sept. 27 at 10:30 in Room B. All members (Couch, Dibben, M. Hawkins, Melton, K. Neeley, Pisciotta, Schulte, and Symons) were present; Hawkins presided.

Melton handed out a transcript of our meeting on September 9th with Ring.

The bulk of the meeting consisted of a discussion of preservation issues, obstacles, and solutions, led by Schulte and drawing on readings she had handed out to us at a previous meeting. She also distributed copies of a communication she had received from Jutta Reed-Scott of ARL and of Dean Crowe’s Jan. 21, 1992 memorandum on analysis of preservation data.

In the discussion, there was general consensus that the hiring of a preservation officer should be the centerpiece of our recommendations in this area. It is also felt that the position should be full-time, not part-time. Subsequent steps are harder to identify, since this preservation officer would by definition be in charge of developing a more comprehensive preservation program. Pro’s and con’s of forming a "preservation advisory committee" to assist the preservation officer were discussed and listed on a flip-chart. There was support for the idea that the officer should report either to an assistant dean or to the Dean directly, and that the officer should supervise bindery preparation and repair activities for the circulating libraries.

Although time was running out, we then discussed other short-term needs in the area of preservation which could be addressed before a preservation officer is on board. Many of these relate to facilities: fixing roofs and windows, replacing or eliminating bookdrops, installation of better climate control, and providing remote storage facilities to help alleviate current overcrowding and foredge shelving of books in the stacks.

At 11:45, we turned our attention to scheduling all remaining meetings before our report is due on October 22nd. These meetings are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Sept. 30th</td>
<td>9:00-Noon</td>
<td>Room B</td>
</tr>
<tr>
<td>Monday, Oct. 4th</td>
<td>10:30-Noon</td>
<td>Room B</td>
</tr>
<tr>
<td>Wednesday, Oct. 6th</td>
<td>9:30-Noon</td>
<td>Cataloging Conference Room</td>
</tr>
<tr>
<td>Monday, Oct. 11th</td>
<td>10:00-Noon</td>
<td>Cataloging Conference Room</td>
</tr>
<tr>
<td>Wednesday, Oct. 13th</td>
<td>9:00-Noon</td>
<td>Room B</td>
</tr>
<tr>
<td>Monday, Oct. 18th</td>
<td>10:30-Noon</td>
<td>Room B</td>
</tr>
<tr>
<td>Wednesday, Oct. 20th</td>
<td>9:00-Noon</td>
<td>Room B</td>
</tr>
<tr>
<td>Thursday, Oct. 21st</td>
<td>9:00-Noon</td>
<td>Room B</td>
</tr>
</tbody>
</table>

The meeting adjourned at noon.

Submitted by R. Melton
Approved Sept. 30, 1993
Task Force on Reference Services and Instruction (§ 3)
Minutes
September 22, 1993

Present: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, David Benjamin, Alexandra Mason and Lorrie Knox

1. Minutes - The minutes were approved for September 15th. Channette will turn minutes in to the Steering Committee.

2. Ken Lohrentz announced that Bibliographic Instruction in Practice by Farber is now available.

3. Handouts - Several handouts were given to the Task Force. They were:
   - Staff Survey summary - Library Instruction - Susan Craig
   - Staff Survey summary - Reference Services - Kathy Graves
   - Library Seminars summary - Susan Craig
   - User Satisfaction summary - Ken Lohrentz
   - Reference questionnaires - Lorrie Knox

4. User Satisfaction - Ken Lohrentz reported on the most recent User Satisfaction Survey that was taken. They were good results overall. They were divided into Access, Service, and Environment, which included Social and Physical. David suggested that Ken send a message to Janet-Anderson Story on his findings as they related to space.

5. Key people - David Benjamin reported on his phone calls with Anne Lipow and Karen Williams. David will be talking to Virginia Tiefel, Pat Maughan and David Ferriero before next week.

   David Benjamin will write up a summary of his conversations for next week.

6. Rick Clement has asked whether we have any questions for KU Administrators at this time. David will be accompanying Rick on his interviews. After some discussion, Task Force #3 had no questions.

7. Lorrie Knox handed out two samples of reference question referral forms which are used after reference services have closed. One from Science and another from Engineering. These forms are collected by student assistants and referred to a librarian the next day to be answered.

Agenda for next week: (Meeting will be in Alcove G, Kansas Union on Sept. 29th at 1:30)

1. Report on conversations with Key People - David Benjamin
2. Bring to the meeting: Priorities, Goals, Strategies, Recommendations
Space, Facilities and Equipment (Task Force #4) - Minutes of the (Wed.) 8/25/93 meeting

Members present: Janet Anderson-Story, Susan Hitchens, Lars Leon, Al Mauler, Kent Miller, Shelley Miller, Marianne Reed

1. Reviewed and approved minutes.

2. Received e-mail from a library staff member about contributions the Student Assistant Center might make to our discussions of ADA compliance. Mike Shuttic, of that office, has experience with the Watson student assistance room containing the Kurzweil machine on 5th floor Watson.

3. General discussion of ADA and campus/library inclination to comply. What amount of initiative will the campus/library take? (How seriously will recommendations of this task force be taken?)

4. General facilities and equipment discussion followed, with some attention to the possible differences in depth and detail of the task force’s ultimate recommendations to the steering committee in the areas of our charge. (Personnel, matters from air flow to vacuum cleaner bags used by Housekeeping, sick building syndrome, Virginia Tech’s "clean team", etc.)

5. Talked about Maureen Sullivan’s upcoming visit. What and where? Format?

6. Marianne distributed handouts, and we talked of obstacles to better/specialized equipment, optimal work stations, lease options, cooperative Regents-wide equipment agreements. What is the process for acquiring specialized equipment to use/read big-ticket library acquisitions? We may look into this process in more detail at a future meeting.
Space, Facilities and Equipment (Task Force #4) - Minutes of the (Friday) 9/3/93 meeting

Members present: Janet Anderson-Story, Susan Hitchens, Lars Leon, Kent Miller, Shelley Miller, Marianne Reed

1. Janet will meet with Jim Neeley and John Miller about aspects of workstation overlap among task forces.

2. Lars highlighted discussions of other task forces as reflected in FYI minutes that may relate to our own charge.

3. After clarifying that for the purpose of our discussions "space" means square footage and "facilities" means conditions in the work environment, the task force brainstormed (with handouts provided last week by Maureen Sullivan) about space (ideal state, opportunities, barriers/obstacles, etc.)

The discussion will continue when we next meet on Thursday, 9/9/93, and repeat the brainstorming process with another of our assignments, "equipment". We will progress to "facilities" brainstorming at a future meeting.
Task Force #4 (Space, equipment and facilities): Minutes, 9/17/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, Reed

Members absent: S. Miller

1. Minutes for the meetings of 9/9/93 were read, corrected and approved.

2. Began discussion of equipment issues, drafting a problem statement and addressing the issues of staff equipment, user's equipment and equipment for collections separately. Outlined present situation and vision for the future in all three areas.

3. Assignment: members will begin working on forcefield analyses of areas of focus identified as a result of this meeting's deliberations.
Task Force #4 (Space, equipment and facilities): Minutes, 9/23/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Minutes for the meeting on 9/17/93 were read and approved.

2. Continued discussion of equipment issues, ranking options for dealing with the first three of five restraining forces.

Task force #4 (Space, equipment and facilities): Minutes 9/24/93

Members attending: Anderson-Story, Leon, Mauler, K. Miller, S. Miller, Reed

Members absent: Hitchens

1. Continued discussion of equipment issues, ranking options for dealing with the last two of five restraining forces.

2. Assignment: Prepare for prioritizing options for dealing with restraining forces relating to equipment into a single list. Prepare for discussion of restraining forces relating to facilities.

3. Next meetings: 1:30-4:30 (9/30/93) & 2:00-5:00 (10/1/93)

Task force#4 (Space, equipment and facilities): Minutes 9/30/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Read and approved minutes for 9/23 and 9/24.

2. Prioritized options for dealing with restraining forces relating to equipment into a single list.

3. Began discussion of problem statement and restraining forces relating to facilities.
Minutes of the 8/31/93 meeting were approved.

Task Force members each distributed three-four major articles on the topics assigned to them. Members decided to write down ideas gained by reading the articles, relating the ideas to each of the four goals. Post-It notes will be used to record ideas; we will then group the notes into like clusters under each goal at a later meeting.

We agreed to discuss goal #3 during our next meeting, scheduled for Tuesday, September 21, at 3:00 p.m. It was also agreed that each task force member will continue to read in his/her area and bring relevant information to the meetings.

The Task Force will meet during the next two weeks as follows:

- Tuesday, September 21, 3:00 – 5:00 p.m.
- Wednesday, September 22, 1:00 – 3:00 p.m.
- Friday, September 24, 9:30 – 11:30 a.m.

- Tuesday, September 28, 9:00 – 11:00 a.m.
- Wednesday, September 29, 1:00 – 3:00 p.m.
- Friday, October 1, 9:30 – 11:30 a.m.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

September 21, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Gaele Gillespie, Sandy Gilliland

Minutes of the 9/8/93 meeting were approved with one correction.

Task Force members each shared ideas and suggestions, related to Goal #3, based upon the articles that had been distributed at the previous meeting. Post-It notes were used to categorize ideas into similar topics.

The meeting was cut short by a tornado warning!

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

September 22, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Gaele Gillespie, Sandy Gilliland

Task Force members continued discussion and sharing of ideas and suggestions, related to Goal #3, based upon the articles that had been distributed at an earlier meeting. Margaret provided members with a printed copy of the notes from the September 21st meeting. We began discussion of remaining goals. Post-It notes were again used to categorize ideas into similar topics.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

September 24, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Gaele Gillespie, Sandy Gilliland

Task Force members continued discussion and sharing of ideas and suggestions, related to Goal #3, based upon the articles that had been distributed at an earlier meeting. Margaret provided members with a printed copy of the notes from the September 21st meeting. We began discussion of remaining goals. Post-It notes were again used to categorize ideas into similar topics.

Margaret asked that the next meeting (September 28) will be spent concluding the discussion of Task Force members' ideas and suggestions, and we will then begin discussion on prioritizing the information.

Task Force members were asked to bring their calendars to the next meeting so that future meetings can be scheduled.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

September 28, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Sandy Gilliland

Absent: Gaele Gillespie

Task Force members concluded discussion of ideas and suggestions and began discussion on remaining charges. We also discussed how next to proceed.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

September 29, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Sandy Gilliland

Absent: Gaele Gillespie

Minutes of the 9/21/93, 9/22/93, 9/24/93 and 9/28/93 meetings were approved.

Task Force members discussed the process of prioritizing the ideas and suggestions that had been contributed during the past several meetings. We decided that it would be important to meet with campus officials -- Jackie McClain, Human Resources; Maurice Bryan, Affirmative Action, and Sherwood Thompson, Minority Affairs. Margaret will arrange the meetings and announce the dates/times to task force members. We discussed contacting other academic libraries to talk about the changes they have experienced, but decided to table this until later in our process.

Task Force members then began prioritizing the ideas and suggestions.

Submitted by,

Sandy Gilliland
INTERNATIONAL FAXING

Those of you who do international faxing have been experiencing difficulties with the dialing time not being long enough to make a connection. I have attached a yellow note sheet to the fax machine with instructions that include a lot of pause time to allow ample time for connections to be made. So, try the new formula for international dialing and let me know if that helps!

Penny Donaldson
Interlibrary Services

MISSING

Does anyone have v. 14 no. 3-4 of Cataloging & Classification Quarterly, shelved in the Catalog Department? Perhaps one of the task forces is using it? Please notify Barb Gaeddert. Thanks.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE SEPTEMBER 13, 1993 MEETING

Present: Nicholas Eshelman, Chair, Brad Schaffner, Mary Rosenbloom, Kathy Graves, Deborah Dandridge, Jim Neeley, Barbara Jones

Minutes

Minutes of the August 30th meeting were approved. LFA Exec also received and approved minutes of the Staff Development Committee for April 18-July 21, 1993, of the Committee on Salaries and Benefits for August 31, 1993 and the annual report of the Budget and Planning Committee for 1992/93.

Joint Meeting with the Classified Executive Committee

Janet Anderson-Story has invited the committee to meet with the Classified Conference Executive Committee on September 28th at 2:15. Since several LFA Executive Committee members were found to have conflicts with the time and date, Nicholas Eshelman will consult with Janet Anderson-Story about alternative dates.

LFA Committees

Nicholas Eshelman announced that Jill Gerardo has agreed to serve on the Budget and Planning Committee and that Judith Emde and Connie Powell have volunteered to serve on the Staff Orientation Committee. A ballot for the remaining position on the Libraries Committee on Promotion and Tenure has been distributed as has the ballot on the status of the Staff Orientation Committee. Chairs of some committees have been selected. The secretary will make up a list of committee membership for publication in FYI as soon as committee officers have been identified.

The Executive Committee reviewed the points to be included in a letter of understanding in the event that the LFA membership votes in favor of converting the Staff Development Committee to an administrative committee; i.e. the makeup of the membership, retention of the present standing charge, the status of Sandy Gilliland on SDC, etc. Nicholas Eshelman will compose a draft and then consult with Janet Story-Anderson and Dean Crowe.

General Meeting Agenda

Nicholas pointed out that we need to hold a general meeting of LFA soon because the status of the Committee on the Evaluation of Service and Research needs to be clarified before we can deal with all the changes that will need to be made in the FASAR and with the recommendations of the Ad Hoc Committee on Performance Evaluation. There was much discussion of how far the recent poll on CESR and other evaluation options could be taken as conclusive evidence the CESR is the popular choice. It was pointed out that the poll did not include all the possible options, but that a more inclusive list would have led to an even less conclusive result.

Thursday October 7th was identified as a date when Executive members could be on hand for a first general meeting of LFA. There was discussion concerning how to order the agenda for the first and second general meetings of LFA: in
NOMINATING AND BALLOT COMMITTEE

Minutes of Sept. 3, 1993 Meeting

Present: Ken Lohrentz, David Pardue
Absent: John Richardson

N&B met on Friday afternoon to prepare and distribute the ballot for the LIII representative to LCPT. This is a special election for the 1993-1995 term, held to fill the vacancy created by Margaret Wilson's resignation. On the recommendation of Nicholas Eshelman, chair of LFA, it was decided that the deadline for returning ballots would be Sept. 13 at 5:00 p.m. After some discussion, the Committee felt that preferential voting was not warranted in this election, since the likelihood of write-in candidates is very low.

The Committee also decided to delay the selection of a chairman until John Richardson returns from vacation. David Pardue agreed to serve as secretary.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of Sept. 14, 1993 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met at 11:00 a.m. to tally ballots in the LIII LCPT election. A total of thirty-eight ballots were returned.

John Richardson will serve as chairman of the Committee. N&B will meet again on Sept. 15 at 11:00 a.m. to count ballots in the election to determine the status of the Staff Orientation Committee.

Submitted by David Pardue
Steering Committee for Strategic Planning
Minutes of Meeting, October 4, 1993

The Steering Committee for Strategic Planning met on Monday, October 4th, at 1:15 in Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present; Clement presided.

The meeting was devoted primarily to hearing reports on the progress of the seven task forces from the respective liaisons and from reading minutes which had been submitted to us.

In addition, Gibbs reported on the workshop he attended last week in Tampa, Fla., of Assistant/Associate Deans/Directors, and how ideas at that meeting related to strategic planning issues here.

Clement announced the scheduling of meetings that he has set up with various key people in the University administration: Richard Mann on Oct. 7, James Muyskens on Oct. 14, Peter Schank (Law Library) on Oct. 19, David Ambler on Oct. 22 [subsequently rescheduled for Oct. 14], Jim Bingham (Dykes Library) on Nov. 5, Howard Mossberg and Andrew Debicki (jointly) on Nov. 19, and Edward Meyen and David Schulenberger (jointly) on Dec. 2. Benjamin will accompany Clement on all meetings; Melton will also attend meetings with Muyskens, Mossberg and Debicki. It was noted that various task forces have also scheduled meetings with other University administrators.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Rob Melton, Secretary
Task Force on Intellectual Access to Collections and Information Resources (#1)

Meeting: October 11, 1993


Agenda item #1: JN distributed a new goals/strategies document and explained the changes.

Agenda item #2: Discussion of possibly combining goals 1 and 2 as received from the Steering Committee. Many committee members felt that eliminating backlogs and keeping processing current were two sides of the same coin. Members felt that there was a lot of overlap in the strategies we might propose to overcome the obstacles to achieving each goal. There was some concern that aspects specific to each goal be clearly identified. It was decided for the purpose of our final report that we would combine the goals.

Agenda item #3: Discussion of goal 3. We decided that each strategy we've identified to achieve the goal stands alone (i.e. we won't try to combine them). We eliminated some of the possible solutions we had identified to overcoming obstacles. We discussed the possibility of writing this portion of the report in a narrative fashion. No decision was made.

Agenda item #4: Minutes of this meeting were reviewed and approved.

Next meeting: October 12, 1993.

Submitted by: P. DiFilippo
MINUTES OF MEETING OCTOBER 4, 1993

PRESENT: Couch, M. Hawkins, Melton, K. Neeley, Schulte, Symons
ABSENT WITH NOTICE: Dibben, Pisciotta

AGENDA:

1) Reviewed and approved minutes of the September 30 meeting, distributed by Hawkins.

2) With Schulte facilitating, resumed discussion of needs and potential recommendations to meet goal #1: "The Library must enhance and develop programs to preserve/conserve/maintain collections," referring to Schulte's revised statement of advantages and limitations, as well as her list of possible recommendations.

3) Following discussion, it was agreed that Schulte will develop a more detailed set of strategies and steps reflecting general consensus thus far, to bring back to the Task Force.

NEXT MEETING: Wednesday, October 6, 9:30am-noon (Catalog Department Conference Room, level 2, Watson)

AGENDA FOR NEXT MEETING:


2) Review Melton's transcribed notes of the discussion on September 30 regarding problems and various possible solutions in meeting goal #2: The Library must maintain and acquire, in whatever formats necessary, solid collections and information resources which satisfy the needs of the University's academic programs."

3) With Symons facilitating, begin discussion of problems and possible recommendations regarding goal #3: "The Library must maintain strong collection building capability."

PRIOR TO NEXT MEETING: Review MIT Strategic Planning document (Ask for at Watson Periodicals Reading Room Desk, in box of reading materials for Task Force #2.)

Reported by M. Hawkins
TASK FORCE ON DEVELOPMENT OF AND PHYSICAL ACCESS TO COLLECTIONS AND INFORMATION RESOURCES

MINUTES OF MEETING OCTOBER 6, 1993

ALL MEMBERS PRESENT: Couch, Dibben, M. Hawkins, Melton, K. Neeley, Pisciotta, Schulte, Symons

AGENDA:

1) Members reviewed and approved minutes of the October 4 meeting as issued by Hawkins.

2) Members also reviewed the Steering Committee's "Outline of Task Force Report," "Guideline for Report Preparation," and "Charges to the Task Force" (amended 8/9/93), focusing on charges #5 through 10, including some referral to the level of detail and specificity stated in the MIT Strategic Plan.

3) Hawkins agreed to serve as editor for the Task Force report, drawing on input from those who have been assigned to acquire background information and facilitate development of recommendations related to specific goals. She will begin writing the more self-evident portions of the report, to bring back to the Task Force for review.

4) Schulte distributed a more detailed statement (dated 10/5/93) of possible recommendations relating to goal #1.

5) Melton distributed transcribed flip chart notes from the September 30 Task Force discussion of problems and various possible solutions in meeting goal #2: "The Library must maintain and acquire, in whatever formats necessary, solid collections and information resources which satisfy the needs of the University's academic programs." To obtain input from Dibben and Pisciotta, there was further discussion of possible recommendations related to this goal, particularly as initiated by Melton's handout at the earlier meeting.

6) Symons distributed a list of possible recommendations for meeting goal #3: "The Library must maintain strong collection building capability." Discussion followed.

NEXT MEETING: Monday, October 11, 10am–noon (Catalog Department Conference Room, level 2, Watson)

AGENDA FOR NEXT MEETING:

1) Discussion of Schulte's more detailed recommendations regarding goal #1.
2) Discussion of possible recommendations regarding goal #5: "The Library will collaborate with other institutions to develop, manage, and preserve jointly the research collections and information resources which the scholarly community requires."

Reported by M. Hawkins
MINUTES OF MEETING OCTOBER 11, 1993

MEMBERS PRESENT: Couch, Dibben, M. Hawkins, Melton, Pisciotta, Schulte, Symons

ABSENT: K. Neeley (due to conflicting Task Force meeting)

AGENDA:

1) Hawkins asked for any corrections to her e-mailed draft of the October 6 minutes. The minutes were approved as issued.

2) The remainder of the meeting was spent discussing Schulte's more detailed statement (distributed 10/6) of possible recommendations regarding goal #1: "The Library must enhance and develop programs to preserve/conserve/maintain collections." In consultation with Schulte, Hawkins will add suggestions from the 10/11 discussion to Schulte's draft, in preparation for the final report. The revised draft will be brought back for Task Force review.

3) Pisciotta distributed a handout related to goal #5 ("The Library will collaborate with other institutions to develop, manage, and preserve jointly the research collections and information resources which the scholarly community requires"). He will also e-mail some related articles for reading by members prior to the next meeting.

NEXT MEETING: Wednesday, October 13, 9am-noon (Watson Conference Room B)

AGENDA FOR NEXT MEETING:

1) Discussion of goal #5 and possible recommendations.
2) Discussion of possible recommendations regarding goal #4: "Users will be assured prompt physical access to research materials from KU collections and external sources."

Reported by M. Hawkins
Present: Susan Craig (chair), Ken Lohrentz, Channette Kirby, Kathy Graves, David Benjamin, Alexandra Mason and Lorrie Knox

1. Minutes - The minutes were approved for September 22nd. Channette will turn minutes in to the Steering Committee.

2. Key People - David Benjamin reported on his conversations with key people. (See handout) He reviewed the M.I.T. survey. He will be speaking with David Ferriero this week.

3. User Surveys - There was discussion concerning the M.I.T. survey, which David will be asking more about with David Ferriero this week. The Duke survey was briefly discussed. Several committee members had criticisms regarding this survey. Formats and who administers surveys was discussed. The discussion turned to Library Instruction being more useful when it related to an assignment or research project. Alexandra Mason requested an academic and population breakdown from the office, Institutional Research and Planning. This report is due at the end of September, 1993. She has not heard anything.

4. Recommendations - With the use of a flip chart a variety of issues concerning Reference Services and Instruction were identified. Following that task force members volunteered to write up these in the format provided by Maureen Sullivan. The deadline on these is Wednesday, October 6th (during our next meeting). Alexandra Mason will need to have the final written recommendations by Friday, October 8th in order to have enough time to edit our recommendations, due to the Steering Committee, October 22nd. She requested the recommendations to be on a disc. Susan will write up list of issues and who will be taking them to write up. She will E-mail them tomorrow morning. (See e-mail). The term "Library Instruction" was agreed upon to use instead of "Bibliographic Instruction". It was suggested that we review the "Outline of Task Force Report" supplied by Maureen Sullivan for guidance in writing our recommendations.

5. Friends of the Library - Susan reported on the lecture she gave to the Friends on researching personal art collections.

6. Bibliographies - We were reminded that our selected, annotated bibliographies are due to Channette by October 13th.

Agenda for the next meeting: (October 6th, Conference room B, 3:00pm to 5:00pm)

1. Bring seven copies of written recommendations or if possible either e-mail or give members advanced copies prior to the meeting.
Task force #4 (Space, equipment and facilities): Minutes 10/01/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Continued discussion of restraining forces relating to facilities. Listing and ranking of options for dealing with these restraining forces.
2. Next meeting: Wednesday (10-06-93), 3:00-5:00

Task force #4 (Space, equipment and facilities): Minutes 10/06/93

Members attending: Anderson-Story, Hitchens, Mauler, S. Miller, Reed

Absent: K Miller, Leon

1. Completed discussion of restraining forces relating to facilities. Listed and ranked options for dealing with these restraining forces.
2. Next meeting: Thursday (10-07-93), 2:00-5:00

Task force #4 (Space, equipment and facilities): Minutes 10/07/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Intergrated lists of options for dealing with restraining forces relating to space, facilities & equipment.
2. Next meeting: Friday (10-08-93), 1:00-4:00

Task force #4 (Space, equipment and facilities): Minutes 10/08/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

2. Assignment: Have individual drafts ready by next meeting.
3. Next meeting: Wednesday (10-13-93), 2:00-5:00.
CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant II position in the Authorities Unit of the Cataloging Department. This position is assigned the following duties:

1) Resolution of online authority conflicts (30%);
2) Verification and processing of topical subject headings (25%);
3) Training and resource functions (5%);
4) Review and update of Library of Congress weekly lists (10%); and,
5) 090 Cataloging project (30%).

Minimum Qualifications: Two years of technical library work or one year of technical library work and one year of clerical library work. (Three semester hours in library science from an accredited college or university may be substituted for six months of the required clerical library experience with a maximum substitution of one year.) Strongly Preferred: Broad educational background or substantial college coursework; reading knowledge of one or more major European languages; demonstrated initiative; demonstrated ability to analyze and interpret detailed information; good verbal and written communication skills; ability to organize work effectively and to work independently; demonstrated ability to function effectively within a large work unit; cataloging coursework or experience including authority control. Preferred: Accurate typing skills; supervisory experience; knowledge of and experience with LC Subject Headings, AACR2, KU Libraries filing rules, a variety of cataloging tools, OCLC, and other automated library systems.

The Library Assistant II classification is funded on salary range 18 of the State's Civil Service salary scale, at a beginning annual salary of $20,148. Library staff interested in applying for this position must complete an Application for Promotion or Transfer form, available from Rex Hargis, 502 Watson (4-3601). A current "Internal Application" form will also be required (available from Rex). Applications are due by 5:00 p.m. Wednesday, October 27, 1993.

Sandy 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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

HUMAN RESOURCES ANNOUNCES PROFESSIONAL DEVELOPMENT SEMINARS

Attached to this issue of FYI is a list of seminars offered by the Department of Human Resources and the Dependent Care Referral Service, during the months of October, November and December. Library staff interested in attending the seminars are asked to first obtain supervisory approval, and then register by calling 4-7425. Questions regarding the material covered in the seminars may be addressed to Human Resources.

Sandy Gilliland
REMINDER OF LIBRARY SDC SEMINAR: DANA ROOKS, OCTOBER 27

A very small number of spaces remain available (in the afternoon session only) of the Staff Development Committee-sponsored seminar, "Changes: The Constant in the Life of Librarians", presented by Dana Rooks, Assistant Director of Libraries, University of Houston. If you wish to attend the afternoon session on October 27 (1:30 - 4:30), please notify Sandy Gilliland immediately.

Sandy Gilliland

HEALTH INSURANCE / KANELECT ENROLLMENT DEADLINE NEARS

As a reminder, Library staff who wish to make changes to their current health insurance coverage, to become effective January 1, 1994, must complete an "Enrollment Form" and submit it to the Library Administrative Office. In addition, if you wish to make changes in, or enroll in, the KanElect Flexible Spending Account program (which allows you to set aside monthly a specified amount of money, before taxes, to pay for dependent-care expenses and non-covered health expenses), the same deadline applies. All forms must reach the Office of Staff Benefits by 5:00 p.m. Friday, October 29. Therefore, please submit your forms to the Library Administrative Office by 5:00 p.m. October 28.

Questions regarding changes to the health care options for 1994, and the KanElect program, may be referred to Sandy Gilliland or Rex Hargis, 4-3601, or to the Office of Staff Benefits, 4-7421.

Sandy Gilliland

TUITION ASSISTANCE PROGRAM

Applications for the Spring 1994 semester Tuition Assistance Program are due by 5:00 p.m. Friday, November 19, 1993, in the Office of the Executive Vice Chancellor, 230E Strong Hall. To be eligible for the award, you must have a full-time appointment with the University and have been employed continuously for at least one year. Additional information regarding the award guidelines, criteria, and application forms are available from the Library Administrative Office, 4-3601.

As a reminder, all full-time staff are eligible for "Staff Rates" (the campus privilege fee is waived), when enrolling in courses at KU. To receive staff rates, complete an "Application for Staff Fee Eligibility" form, available from the Administrative Office. Submit the completed application form to the Administrative Office, where you will then receive a "Staff Tuition Rate" form that must be sent to the KU Enrollment Center, preferably at least two weeks before your tuition payment is due. Contact Rex Hargis or Sandy Gilliland for additional information.

Sandy Gilliland

HELP WE NEED CRATES!

The mailroom is running short. We need all the crates returned that are not in immediate use.

Thanks. Mailroom

LIBRARY SCIENCE BIBLIOGRAPHIER

In response to my earlier message in FYI, Gaele Gillespie has volunteered to take on the bibliographical assignment for library science. I appreciate her willingness to do so. All library staff share in this responsibility to some degree. As we come across citations to titles in our own reading and our daily work which we feel should be considered for purchase, we should bring them to Gaele’s attention. She will provide the coordination and oversight for the library science collection as a whole and oversee the expenditure of funds.

George Gibbs
ELECTED LFA COMMITTEES

Executive Committee:
Chair: Nicholas Eshelman
Vice-Chair/Chair-Elect: Brad Schaffner
Secretary: Barbara Jones
LI: Kathy Graves
LII: Mary Rosenbloom
LIII: Jim Neeley
Unclassified Professional: Deborah Dandridge

Library Committee on Promotion and Tenure:
Chair: Mike Biggins (FY94-FY95)
Secretary: Julie Hoff (FY94-FY95)
LII: Shelley Miller (FY93-FY94)
LIII: Susan Craig (FY93-FY94)
Lorraine Moore (FY93-FY94)
Jim Neeley (FY94-FY95)
Mary Roach (FY93-FY94)

APPOINTED LFA COMMITTEES

Nominating and Ballot Committee:
John Richardson (FY94-FY95), chair
David Pardue (FY94-FY95), secretary
Ken Lohrentz (FY93-FY94)

Committee on Budget and Planning:
Chair: Robert Melton (FY93-FY94)
Secretary: Connie Powell (FY94-FY95)

LFA Members:
Roger Anderson (FY94-FY95)
Jill Gerardo (FY94-FY95)
Geoff Husic (FY93-FY94)
Rob Melton (FY93-FY94)
Connie Powell (FY94-95)
Nancy Jaeger (ex-officio member, Asst. to the Dean)

Classified Conference Representatives: Susan Hewitt
Joyce Elliott
LFA APPOINTED COMMITTEES, CONT.

Committee on Salaries and Benefits:
Geoff Husic (FY94-FY95), chair
Barbara Gaeddert (FY94-FY95), secretary
Lorraine Moore (FY93-FY94)

Committee on Staff Development:
Chair: Rich Ring
Secretary: Gaele Gillespie

LFA Members:
  Gaele Gillespie (FY94-FY95)
  Susan Hitchens (FY94-FY95)
  Lorrie Knox (FY93-FY94)
  Rich Ring (FY93-FY94)

Classified Conference Representatives: Carole Dibbins
                                      Tommy Hardin

Committee on the Code and Bylaws:
Mary Roach
Ken Lohrentz
Rob Melton

Committee on Appointment Criteria:
Chair of the LFA Executive Committee: Nicholas Eshelman, chair

Chair of LCPT: Mike Biggins
Chair of Salaries and Benefits: Geoff Husic
Personnel Officer: Sandra Gilliland
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE OCTOBER 4, 1993 MEETING

Present: Nicholas Eshelman, chair, Kathy Graves, Jim Neeley, Deborah Dandridge, Barbara Jones. Absent: Mary Rosenbloom, Brad Schaffner.

Minutes

Minutes of the September 13th meeting were approved as amended. LFA Exec also received and approved minutes of the Nominating and Ballot Committee for September 3rd and September 14, 1993.

LFA\Classified Conference Joint Meeting

Nicholas Eshelman announced that the next meeting of LFA Exec will be on Monday, October 18th at 10 am. The Executive Committee of the Classified Conference will join us at 11 am to discuss the letter of understanding regarding the Staff Orientation Committee and to present any recommendations they have regarding charges for LFA committees on which they have members.

LFA General Meeting

The remainder of the meeting was devoted to reviewing the agenda for the October 7th general meeting of LFA: i.e. the introduction of new LFA members and of LFA committees, reports on the University Council by Kathleen Neeley and Rachel Miller, revision of the FASAR and the question of whether or not FASARS should be included in tenure files.

---- reported by Barbara Jones
LIBRARY FACULTY ASSEMBLY
MINUTES OF THE OCTOBER 7, 1993 MEETING


Agenda Change

N. Eshelman announced that consideration of the last item on the agenda, whether or not FASARs should be included in tenure files and sent to UCPT, would be postponed because of the complexities involved.

Introduction of New Members

There being no response to calls for old or new business, the meeting moved on to introductions. Since Nancy Burich and other Regents Center staff were unable to attend, N. Eshelman welcomed, in absentia, Susan Staples as a new Regents Center reference librarian and bibliographer. M. Biggins introduced three new people filling grant-funded positions in the Slavic area: Rebecca Alexander and Monica Tietz-Gehringer, catalogers for the SSRC grant project, and Svetlana Sorkin, cataloger in the Title II-C position vacated by Harvey Wagler.

Committee Introductions and Reports

Eshelman introduced the members of two committees supposed chairless to date: the COMMITTEE ON CODE REVISION and the BUDGET AND PLANNING COMMITTEE. N. Jaeger reported that Rob Melton has, in fact, agreed to chair B & P.

Eshelman introduced the members of the LFA EXECUTIVE COMMITTEE and reported that Exec has been working on matters related to the metamorphosis of the Staff Orientation Committee into an administrative committee and has also been considering the implications of the report of the Ad Hoc Committee on Faculty Performance Evaluations. He then called on the chairs of other committees to introduce their committees, after explaining that most chairs will have little to report since EXEC has delayed issuing charges to many of the committees.

G. Husic, chair of the COMMITTEE ON SALARIES AND BENEFITS introduced members of his committee and noted that the committee has been given a special charge of studying salary compression in the Library. S & B has reviewed two salary offers.

K. Lohrentz, in the absence of John Richardson, introduced members on the NOMINATION AND BALLOT COMMITTEE and reported that they will be looking into how to maintain a better balance of Librarian III's on LCPT. He also reported that N & B will be handling the election of the Committee on Evaluation of Service and Research, but that they are timing that election for somewhat later in the year than is usual to allow potential candidates to finish with other commitments.

M. Biggins identified members of the committee he chairs, the LIBRARY COMMITTEE ON PROMOTION AND TENURE, and noted that LCPT is considering two sabbatical applications and expects to review four promotion and tenure files.
Rich Ring, chair of the STAFF DEVELOPMENT COMMITTEE, introduced SDC members. He reported that the committee is tentatively planning programs on technological change in libraries and has arranged for an Oct. 27 workshop to be presented by Dana Rooks on change as a constant. Ring also shared the good news that there is somewhat more money in the workshop and travel funds and that a travel "share" has increased to $80.

Report on University Council

Rachel Miller, one of the Library's representatives on University Council, reported on Council's activities, which have included appointment of and charges to twelve committees and much consideration of the administration-imposed consensual relationship policy. She reported that, after hearing statements from several speakers (Ed Meyen, David Schulenberger and Sandra Wick), Council had agreed that a policy is needed but that the administration's policy should have been provisional and subject to consultation. University Council has recently established a new task force charged to recommend amendments to the policy. The task force is comprised of the members of the Faculty Privileges, Rights and Responsibilities Committee plus several student and staff members.

FASAR Revision

Eshelman reviewed the history of events leading to the need for changes in the FASAR—in particular the requirement that variable percentage weightings be assigned each year for service, research and professional performance. He reported that the Executive Committee, after reviewing the Ad Hoc Committee on Faculty Performance Evaluations' report, decided that a revision of the FASAR would be a sufficient way to provide for this. The matter was put on the agenda of the general LFA meeting in order to elicit general reactions and feedback rather than editorial changes. (Eshelman suggested that E-mail be used for communicating the latter.)

S. Gilliland, who did the work of revising the FASAR, gave an overview of the changes which were made to facilitate the process of indicating percentages. She pointed out that the instructions for stating percentages were taken from the Ad Hoc Committee report. Gilliland characterized the procedure/timetable section as being somewhat more controversial in that it might raise questions as to just where in the process the establishment of percentages should be placed.

There were questions at this point about whether the percentages the librarian states during this year's evaluation process would apply retrospectively. Eshelman explained that the percentages would apply to next year's evaluation since the present FASAR revision has the librarian filling out, but not handing in, the page establishing percentages for the following year when s/he does the FASAR for the current year. As Eshelman pointed out, this gives the librarian time to think the matter over before the evaluation interview, at which point s/he will also consult with the supervisor concerning next year's percentages. A drawback, also noted by Eshelman, of this early consideration is that the librarian will not know what all his committee commitments will be, although that's likely to be problematical at any point. In response to a question, Gilliland pointed out the section in the instructions which states when and how the percentage designations can be changed. The need for some guidance for supervisors as to what percentages would be appropriate for certain activities was mentioned by L. Moore.
K. Miller, who chaired the Ad Hoc Committee, pointed out that we do know about committee assignments for the first half of the calendar year by the time FASARs are due and commented that the Ad Hoc Committee saw two procedural possibilities: that the percentage indications could either become part of the FASAR procedure or could be done on a separate cycle. Eshelman pointed out that the percentage designation procedure as worked through in the FASAR revision works within the present system and that it was a concern of the Ad Hoc Committee to change no more of that system than was required by the Regents' mandate.

Discussion turned to the issue of whether CESR should be aware of and concerned with percentage designations or whether these should only be considered in the determination of overall ratings. A variety of opinions were expressed. On the assumption that CESR must presently base some of its evaluations on quantity as well as quality of service and research, there was concern that a lack of knowledge of percentage designations on CESR's part would result in some inappropriate or unfair ratings. Other points of view expressed were that CESR should concern itself only with quality or, on the other hand, that CESR might reasonably consider both quality and quantity of research and service without knowing the percentage designations— the expectation being that their judgments would be tempered by a factoring in of percentage weightings when the overall ratings are assigned. The difficulty of a committee's dealing with a variety of percentage weightings along with other factors, such as rank, was mentioned. An opposing opinion was expressed that there could be a 'multiplier' effect if evaluative judgments were to be made without consideration or knowledge of percentage designations.

Ballot on CESR Terms

B. Schulte, a former CESR member, pointed out that more information is needed on the instruction sheet to remind librarians of the importance of providing information regarding their research and service. Eshelman acknowledged Schulte's concern and then pointed out that another of the recommendations from last year's CESR, that CESR members be elected to two-year overlapping terms in order to ensure continuity, could be resolved by a simple vote to change the code. After some discussion as to whether a mail ballot was necessary, Schulte made a motion that a mail ballot be issued to the effect that section 3.10.3 of the LFA code be amended so as to extend membership on CESR to two-year overlapping terms. The motion was seconded by K. Lohrentz. M. Reed proposed an amendment, seconded by Eshelman, that the ballot be sent to tenured or tenure-track faculty only. Both the amendment and the motion, as amended, passed by voice vote.

There was some further discussion and reiteration of statements on the question of who should be privy to percentage designations. Eshelman promised that EXEC would ponder the matter further. It was pointed out by Lohrentz that the forthcoming vote to change the code will require a two-thirds vote of those members voting and a vote return of the majority of members.

The meeting was adjourned.

-----reported by Barbara Jones
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: September 30, 1993

Present: B. Gaeddert, S. Gilliland, Geoff Husic
Guest: K. Neeley
Absent: L. Moore

The committee reviewed the salary range for the Engineering Librarian position and modifications were suggested.

Sandy G. will transmit our suggestions to the dean in a memo.

Respectfully submitted,

Barb Gaeddert, Secretary
Minutes, Library Committee on Promotion and Tenure meeting, Sept. 7, 1993

Present: Susan Craig, Mike Biggins, Shelley Miller, Lorraine Moore, Mary Roach, Julie Hoff

The committee met for the first time on September 7. Mike Biggins was selected chair; Julie Hoff is the secretary.

One sabbatical file and four promotion/tenure files will be reviewed this fall. The committee discussed the fall schedule and responsibilities of the committee chair.

The committee is awaiting the outcome of the ballot to elect an LIII replacement member for Margaret Wilson.

The next meeting is scheduled for September 29th, 10:30 am in Watson conf. room A.
Minutes, Library Committee on Promotion and Tenure meeting, Sept. 29, 1993

Present: Mike Biggins, Susan Craig, Julie Hoff, Shelley Miller, Lorraine Moore, Jim Neeley and Mary Roach.

The minutes from the previous meeting were reviewed and approved.

Jim Neeley has been elected to the vacant LIII position.

There are now two sabbatical files under consideration. The committee revised its October meeting schedules to review and discuss the files. M. Biggins distributed the latest guidelines for Sabbatical Leave from the University Committee on Sabbatical Leave. M. Biggins, L. Moore and S. Miller reported on their attendance of the annual fall UCSL meeting. Proposals are judged 50% on an applicant's past performance, and 50% on the strength of the current proposal. The committee also discussed procedures for reading the files.

The committee discussed the level of participation of committee members if they supervise a librarian applying for a sabbatical. A motion was made to involve the supervising librarian in discussing the application, but not to have the supervisor vote on the proposal. The motion was seconded and carried, with one abstention. Then the motion was amended to exclude supervisors from participating in ranking the sabbatical files. The motion was seconded and carried unanimously.

The level of participation of committee members in considering a supervisor's sabbatical application was discussed next. A motion was made that no subordinate may vote on the application of a supervisor's sabbatical application, nor may the subordinate vote on the ranking of the proposals. The subordinate may participate in the discussion. The motion was seconded and carried unanimously.

M. Biggins reported from the University Committee on Promotion and Tenure overview that changes were made on the Teaching forms in the Promotion and Tenure application packet, but that the changes wouldn't affect LCPT. The committee also discussed what constitutes a major vs. a minor publication, and whether the committee should send "reminder" notices to P & T candidates to assist them in compiling their applications. The committee agreed, but the actual solicitation would be carried out by the Library Administration Office.

In concluding old business, the committee confirmed that a committee member may write a supportive letter for a librarian's P & T file, but the letter must be submitted before the files are read.

The November meeting schedule for reading P & T files was set. The next committee meeting will be Friday, October 8th, at 8 am in Watson.
Budget and Planning Committee

September 10, 1993


The meeting was conducted by the past Chair, Rob Melton. The first order of business was the selection of a Chair and Secretary. No Chair was selected. The Secretary will be Connie Powell.

There are no special charges from LFA for this year. The budget hearings which were held last year were discussed. Rob indicated that the role of the committee may change due to strategic planning recommendations. He emphasized that any such change would require approval by the whole LFA membership.

Rob read the charge in the LFA Code for the Budget and Planning Committee. The committee has generally acted to make general recommendations and to point out library inequities.

The next meeting will be conducted by Nancy Jaeger who will review budget procedures and a time table for budget issues. She will schedule the meeting time.

Connie Powell
Budget and Planning Committee

October 5, 1993

ATTENDEES: Rob Melton, Nancy Jaeger, Connie Powell, Roger Anderson, Sue Hewitt, Jill Girardo, Geoff Husic, Joyce Elliott

The meeting was conducted by Rob Melton. The minutes for the previous meeting were corrected and approved.

It was decided that Rob Melton would chair the committee again this year. Because Rob is heavily involved in other committees he will be assisted by Nancy Jaeger and Roger Anderson. Roger and Nancy will represent the Budget and Planning Committee at the next LFA meeting on October 7th.

The committee set up a regular meeting time. The committee will meet on the first Thursday of each month from 1:30 to 3:00 pm.

Rob asked Nancy to find out about any actions taken with regard to recommendations made by last year's committee. She will report to the present committee by e-mail.

The remainder of the meeting was a presentation by Nancy Jaeger on the last fiscal year's budget. She explained the base budget, budget breakdown, student wages, and shrinkage. She also went over the new, earlier time-table for budget decisions for this year.

At the next meeting Nancy will continue her discussion. In addition we will be looking at our role in the budget hearings process which will probably take place in December. In connection with this we hope to have Dean Crowe join us for part of the next meeting. Rob will arrange this.

The next meeting will be on Thursday November 4th at 1:30 in Watson Conference Room A.

Connie Powell
Task Force On Intellectual Access (41)
Minutes
October 15

Present: DiFilippo, Husic, Burich, Marvin, Neeley, Ring, Emde
Absent: Clement

We discussed a proposal for the structure of the Task Force's report.

We began discussion on some of the Task Force's draft recommendations.

Submitted by,

Geoff Husic
Minutes of Task Force 1. Intellectual Access to Collections and Information Resources.

October 1 meeting: Present: Burich, Ring, J. Neeley, Emde, DiFilippo, Marvin
Absent: Husic, Clement
Discussed J. Neeley's draft of typical strategy recommendation. Discussed timeline for getting done in three weeks. Worked first goal.

October 18 meeting: Present: J. Neeley, Burich, Husic, DiFilippo, Emde, Ring, Marvin
Absent: Clement
Received Gateways first draft and revision of 5. Read and revised first drafts of 4, 6, 7, 8 and Gateways, and second draft of 5. Decided number 8 (Coordination between collection building and processing staff) could be absorbed into recommendation 2 (procedures) and 5 (collections).

Submitted by Bob Marvin
Task Force on Development of and Physical Access to Collections and Information Resources

Minutes of Meeting October 13, 1993

Members Present: Couch, Dibben, M. Hawkins, Melton, K. Neeley, Pisciotta, Symons

Absent with Notice: Schulte

Agenda:

1) Minutes of the October 11 meeting were approved.

2) Based on information provided by Pisciotta, members discussed possible recommendations related to goal #5: The Library will collaborate with other institutions to develop, manage, and preserve jointly the research collections and information resources which the scholarly community requires.

3) In the last portion of the meeting, the task force began discussion of goal #6: Collection development and physical access decisions will be guided by the results of continuing assessment of user needs.

Next Meeting: Monday, 10:30am-1pm (brown-bag), Watson Conference Room B.

Agenda for Next Meeting: Continuation of discussion of goal 6, and also goal 4, as time permits.

Reported by M. Hawkins
MINUTES OF MEETING OCTOBER 18, 1993

ALL MEMBERS PRESENT: Couch, Dibben, M. Hawkins, Melton, K. Neeley, Pisciotta, Schulte, Symons

AGENDA:

1) Hawkins distributed latest drafts of recommendations related to goals #1, #5, and #6 (a draft of recommendations for goal #4 having been issued last week by Couch, Dibben, and Neeley).

2) Discussion continued regarding issues and possible recommendations for goal #6: Collection development and physical access decisions will be guided by the results of continuing assessment of user needs. Hawkins will revise recommendations to reflect results of discussion.

NEXT MEETING: Tuesday, 9:00-10:30am, Watson Conference Room B.
ASSIGNMENT: Read revised draft (10/18/93) of recommendations related to goal #1: Preservation/conservation/maintenance. Give Hawkins written comments on draft, if recommending any suggested changes.

AGENDA FOR NEXT MEETING:

1) Distribution of revised draft of recommendations related to goal #6: User needs assessment (Hawkins).

2) Discussion of needs for change in organizational structure as related to goals.

3) Discussion of recommendations for goal #4: Users will be assured prompt physical access to any research materials required from KU collections and external sources.

Reported by M. Hawkins
Members present: Margaret Wilson, Chair; Mary Ann Baker, Bayliss Harsh, Kathleen Neeley, John Richardson, Sandy Gilliland.

Absent: Gaele Gillespie

Minutes of the October 12 meeting were approved.

Margaret provided members with a revised list of priorities from our discussion on October 12. Members who met today with Jackie McClain, Director of Human Resources, reported on the meeting.

Discussion followed regarding the roles of library staff and the need for communication of clear expectations for performance, service and research, etc. Members continued to prioritize suggestions and ideas contributed for "roles" and "values".

Task Force #5 will meet again on Friday, October 15, 15 9:30 a.m., Conference Room A, Watson, to complete charges and begin discussion of the report format, discuss availability of resources, etc.

Submitted by,

Sandy Gilliland
Task Force 6: Financial Resources and Development  
Reports of Meetings Held September 13-October 15, 1993

September 13
The group met briefly to prepare questions for Dean Crowe.

September 17
Dean Crowe met with the Task Force to answer questions about fund-raising, the Friends of the Library, the library's image, prospects for state funding, and cooperative initiatives. He shared his view that all of development and public relations is seamless, and that although much is being done, our effort will be strengthened if it can become more coherent.

September 24
This session launched the Task Force's transition to the next stage of preparing problem statements and analyzing alternative solutions. The group began with a rather general review of the existing situation and desired changes in the areas of grants and library image. Uncertain how to proceed with the work of this phase, members discussed the merits of the methods proposed by Maureen Sullivan, but did not reach any conclusion.

September 27, October 1, and October 4
The group decided to try force-field analysis, working individually between sessions, and to use meeting time to list the results on flipcharts. Over the course of three meetings, members worked through each of the 10 goals in the charges and listed under each: strengths (or opportunities), weaknesses (or obstacles), the desired state toward which the Library should work, and alternative solutions. At the end of this process, members agreed to try organizing the solutions into strategies (long-term recommendations) and steps (short-term recommendations).

October 8
Task Force members discussed strategies and steps for Goal 9 (image and visibility). Alternatives considered included: forming a "communication team" to study the library's visual and print image, securing a consultant to do a communication audit, raising staff awareness of the role they play in public relations, and increasing outreach on campus and beyond.

October 11
The group discussed strategies and steps for attaining goals 10 (cooperative initiatives), 1-4 (increasing support from regular funding sources), and 8 (accountability). Among the ideas that emerged were: continuing to make the best possible case for budget increases to the University, improving staff understanding of budget issues at the University and state level, encouraging effective staff management, and promoting greater staff participation in CULS and KLA.

October 12
Under goals 5-7 (gifts, grants, and the Friends of the Library), discussed such strategies as: forming a "development team," creating a new Assistant to the Dean position, strengthening support for the Friends, and creating one or two part-time Grants Coordinator assignments.

October 13-15
Over the course of three sessions, the group returned a second time to most of the strategies, to clarify the ideas and discuss alternative options, and also began trying to organize the strategies into a meaningful outline for the report.

Reported by Rachel Miller
# DEPARTMENT OF HUMAN RESOURCES
## Professional Development Calendar
### October, November, December 1993

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td></td>
<td>14STEP (Day 1) 8am - 12noon</td>
<td>15 Classified Orientation 1pm - 4pm</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21STEP (Day 2) 9am - 3:30pm</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28STEP (Day 3) 9am - 4pm</td>
<td>29Writing Position Descriptions 1pm - 4pm</td>
<td></td>
</tr>
<tr>
<td><strong>NOV</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>HOLIDAY</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19CLASSIFIED Orientation 9am - 4pm</td>
<td>Overview of ADA 1pm - 4pm</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>HOLIDAY</td>
<td>26</td>
</tr>
<tr>
<td><strong>DEC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3Coaching &amp; Counseling 9am - 4pm</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10CLASSIFIED Orientation 1pm - 4pm</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td></td>
</tr>
</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. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation you must advise Human Resources staff at the time of course registration. All programs are in Room 102 Carruth-O'Leary except Unclassified Orientation which will be held in the Walnut Room, Kansas Union. Please get your supervisor’s permission to participate in these programs. For reservations call 864-7425.
PROFESSIONAL DEVELOPMENT PROGRAMS

HUMAN RESOURCE DEVELOPMENT PROGRAMS

AN OVERVIEW OF ADA - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.

INTERVIEWING UNDER ADA - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures of the hiring process. This workshop will be co-presented by Human Resources and Affirmative Action staff.

NEW CLASSIFIED EMPLOYEE ORIENTATION - (3 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.

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.

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.

*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.

*MEETINGS THAT MATTER - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program’s emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.

*SEXUAL HARASSMENT - (4 hours) a program designed to increase participant’s awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.

*TRAINING OF TRAINERS - (42 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.

UNDERSTANDING DIVERSITY - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

* Not available this quarter

The University of Kansas
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 work hours. Reservations are encouraged, yet not required. For pre-registration and more information, please call 864-4946. Accommodation will be provided for persons with disabilities. If you are in need of accommodation, you must advise Human Resources staff at the time of course registration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Program Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 13</td>
<td>7:00-8:30pm</td>
<td>“Teaching Strategies for Encouraging Language Development in Preschoolers,”</td>
<td>Lawrence Public Library Auditorium</td>
</tr>
<tr>
<td>October 18</td>
<td>12:00-1:00pm</td>
<td>“Step-Parenting and Effective Discipline,”</td>
<td>Kansas Union, Alcove D</td>
</tr>
<tr>
<td>November 8</td>
<td>12:00-1:00pm</td>
<td>“Putting It All Together: Family, Job and Breastfeeding,”</td>
<td>Kansas Union, Alcove D</td>
</tr>
<tr>
<td>November 10</td>
<td>7:00-8:30pm</td>
<td>“Catch Your Kids Being Good,”</td>
<td>Lawrence Public Library Auditorium</td>
</tr>
</tbody>
</table>

Professional Development  
Department of Human Resources  
103 Carruth-O’Leary
UNCLASSIFIED VACANCY: ENGINEERING LIBRARIAN

A 12-month, tenure-track appointment. **Duties:** Manages operations of the Spahr Engineering Library, a branch facility of the University of Kansas Libraries containing over 60,000 volumes, a large collection of NASA and NACA documents and microfiche, and numerous CD-ROM databases accessible through the Libraries’ LAN. (Full job description available.) **Required Qualifications:** Master’s degree from an ALA-accredited program; professional library experience with engineering, physical sciences, mathematics or computer science materials; strong commitment to public service; effective oral and written communication skills and interpersonal skills; strong supervisory potential; ability to work effectively with faculty, students and staff; experience conducting database searches; familiarity with science and technology bibliographic resources; demonstrated ability to effectively plan, organize, and implement services and operations. **Preferred Qualifications:** Strong academic preparation in engineering, the physical sciences, mathematics or computer science; reference, instructional and collection development experience with engineering materials; successful supervisory experience; experience with CD-ROM searching systems and on-line literature retrieval in the DIALOG, ORBIT, and NASA/RECON systems; familiarity with Internet resources and electronic bulletin boards; experience with microcomputers and software in library applications; reading knowledge of Western European languages. **Annual salary:** $26,000 - $34,000, dependent upon qualifications. Excellent Benefits. **To apply,** submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, University of Kansas Libraries, 502 Watson Library. Applications must be postmarked by December 10, 1993. Review of applications will occur following the application deadline, with interviews scheduled for mid-January, 1994.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

REMINDER OF CLASSIFIED VACANCY

As announced in a special mailing to all classified staff and department heads, dated October 21, 1993, the Administrative Office is now accepting applications for a full-time Office Assistant IV position, due to Rex Hargis's resignation (see PERSONNEL below). Please contact Rex or Sandy, 4-3601, for additional information and/or application instructions. Applications are due by 5:00 p.m. Friday, October 29, 1993.

Sandy Gilliland

PERSONNEL

Rex Hargis, Assistant Personnel Officer, has announced his resignation. Rex began employment with the Libraries in August, 1989. He has accepted a promotion to an Office Specialist position with the KU Comptroller’s Office. Rex’s resignation is effective November 17, 1993.

Sandy Gilliland

ENGINEERING LIBRARIAN SEARCH COMMITTEE APPOINTED

The following staff have been appointed to serve on the Engineering Librarian search committee: Kathleen Neeley, Chair; Mary Hawkins; Yun-Sheng (Winston) Yu, Professor, Civil Engineering; Dawn Murrell; Rich Ring; Susan Craig; Sandy Gilliland.

Sandy Gilliland
Lorraine Knox is serving as Acting Engineering Librarian of the Spahr Engineering Library during the recruiting period for a new Engineering Librarian. Lorrie’s hours in Spahr are:

- Monday 8:00 - 12:00 noon
- Wednesday 1:00 - 5:00
- Thursday 1:00 - 5:00
- Friday 10:30 - 3:00.

During this time, Lorrie will be supervising the staff, providing reference, online and bibliographic services and doing limited collection development for the Engineering Fund. Julie Waters will be doing limited collection development for the Computer Science Fund. Lorrie or Kathleen Neeley are available as contacts for administrative matters related to Spahr.

Kathleen Neeley

**FINAL REMINDER OF HEALTH INSURANCE CHANGE DEADLINE**

As a reminder, Library staff who wish to make changes to their current health insurance coverage, to become effective January 1, 1994, must complete an "Enrollment Form" and submit it to the Library Administrative Office. In addition, if you wish to make changes in, or enroll in, the KanElect Flexible Spending Account program (which allows you to set aside monthly a specified amount of money, before taxes, to pay for dependent-care expenses and non-covered health expenses), the same deadline applies. All forms must reach the Office of Staff Benefits by 5:00 p.m. Friday, October 29. Therefore, please submit your forms to the Library Administrative Office by 5:00 p.m. October 28.

Questions regarding changes to the health care options for 1994, and the KanElect program, may be referred to Sandy Gilliland or Rex Hargis, 4-3601, or to the Office of Staff Benefits, 4-3601.

Sandy Gilliland

**FAREWELL PARTY FOR REX HARGIS**

A Farewell Party will be held on Friday, November 12, from 3:30 - 5:00 p.m. for Rex Hargis. Please stop by to wish Rex well in his new position with the Comptroller’s Office. Refreshments will be served.

Sandy Gilliland

**1993 DISCRETIONARY HOLIDAY / MAXIMUM VACATION LEAVE ACCUMULATIONS**

Staff who have not yet used their 1993 Discretionary Holiday have until December 31, 1993 to use it or it will be forfeited. As a reminder, the Discretionary Holiday must be used in its entirety; i.e., partial use is no longer allowed.

The maximum accumulation for classified staff vacation leave is enforced on January 17th each year. If your vacation leave accumulation currently exceeds the maximum number of hours allowed, you must use the excess vacation leave by May 17, 1994, or it will be forfeited. Classified staff who are near or have exceeded the maximum vacation accumulation will be notified by the Administrative Office.

The maximum vacation leave accumulation for Library faculty and unclassified staff is 304 hours. If a faculty/unclassified staff member reaches this maximum accumulation at any time, additional vacation leave is not earned until the balance is reduced below 304 hours.

Questions regarding this information may be directed to Rex Hargis or Sandy Gilliland.

Sandy Gilliland

**TIME CARD DEADLINE**

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Friday, November 12. 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
STRATEGIC PLANNING

As many of you know, the strategic planning task forces have been working at a terrific pace over the last few weeks and I am pleased to announce that all have finished their reports on time. Many, many thanks are due to task force members and indeed to the whole staff for making this phase of the strategic planning process successful. We are now entering the final phase of the process in which the Steering Committee will take the task force reports and create from them a coherent plan for the Library. Five sets of the task force reports have been placed on reserve in Watson and five in Anschutz should Library staff wish to consult them. Please keep in mind that these reports are internal documents and the recommendations in them are of an interim nature. They are for the use of the Steering Committee in formulating its plan and task force recommendations may be changed, altered, or rejected by the Committee. Should you have any comments or questions about the reports, please direct them in writing to Rick Clement, Chair, Steering Committee.

Rick Clement

19TH CENTURY FRENCH EXHIBITIONS AT SPENCER LIBRARY

"French Scientific Exploration and Discovery in the 19th Century" and "The French Revolution on Paper" open on October 28, in connection with the 19th Colloquium on French 19th Century Studies. The first is concerned with a series of circumnavigatory voyages made in the first half of the century, the results of which were published in lavishly illustrated atlases of natural history illustrations. The exhibition draws heavily upon the Ellis Collection. The second exhibition is a small reprise of "Allons Enfants de la Patrie!"--our major exhibition of 1989.

L. E. James Helyar

CORRECTION

My apologies to Jill Girardo, who was incorrectly listed on an enclosure in last week’s FYI identifying members of the Committee on Budget and Planning as Jill 'Gerardo'.

Barbara Jones

ATTACHMENTS

University of Kansas Music Library Surplus Sale
Library Faculty Assembly Executive Committee Minutes--October 25, 1993
Steering Committee for Strategic Planning Minutes--October 11, 1993, October 18, 1993
Task Force #3 Minutes--October 13, 1993
Task Force #4 Minutes--October 13, 1993
Task Force #5 Minutes--October 18, 1993, October 20, 1993
Task Force #6 Minutes--October 18-22, 1993

The Association of Research Libraries has taken a leadership role within the library, higher education, and public interest communities in seeking to influence the policies that will form the backbone of the emerging international information infrastructure, hence the theme of this semi-annual meeting, held in Pentagon City, VA, Oct. 20-22.

The first program session included speakers on U.S. and Canadian government policy on the difference in the development of national information infrastructures. It also included a provocative report on North Carolina’s plans for the development of an ambitious statewide communications network.

Because decisions to be made over the next few years will highlight and exaggerate the differing needs and approaches of the various constituents involved in this debate, the second session provided an overview of the positions and policies of some of the other stakeholders. A panel of presenters gave insights into the perspectives of four groups: the telecommunications industry, the computer industry, the education community, and the general public.

The third program session focused on the convergence of policy issues and technology. Issues abound that are yet to be adequately addressed, such as protecting privacy, ensuring accessibility, encouraging commercial competition, and developing standards. At the same time, the speed of technological innovation seems to render many questions moot almost at the moment that they are asked. Two presentations covered the key issues of these two arenas, followed by a "town meeting" discussion of the implications for academic and research libraries.

The last sessions reviewed the responses to the Mellon Report (University Libraries and Scholarly Communication) and the progress of the Association of American Universities’ Research Library Project. Each of the three AAU Task Forces was represented by its chairperson. This session was followed by breakout groups of directors to encourage discussion of the ARL agenda in relation to three critical topics: foreign language resources, management of intellectual property, and science and technology resources. A brief reporting session and summary followed.

* * * * * * * * * * * * * * *

Related offerings

On the evening of October 20th, ARL members visited the new ARL offices at 21 Dupont Circle. Along with a tour of the facilities, there were demonstrations showcasing new information technology for integrating data and graphical images.

At noon on October 21st, an open forum was held on the recommendation to establish a minority recruitment capability within the Association with much positive comment. Members of the Board of Directors and the Working Group on Minority Recruitment Initiatives provided background and context to this proposal.

On the evening of October 21st, in recognition of his continuing efforts for and support of academic and research libraries, ARL members travelled to Capital Hill to present an award to Rep. Vic Fazio (D-Calif) in the Gold Room at the Rayburn House Office Building.

I will route copies of documents I received at the meeting and invite questions.  

-- W. J. Crowe
The University of Kansas Music Library

Surplus Sale


Wednesday November 10, 1993 9:00 - 4:00

The Music Library
448 Murphy Hall

All proceeds from this sale will be used for the purchase of additional books, scores, sound recordings, and periodicals for the Music Library. Cash, personal checks, and travellers’ checks accepted.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE OCTOBER 25th 1993 MEETING

Present: Nicholas Eshelman, chair, Brad Schaffner, Kathy Graves, Deborah Dandridge, Jim Neeley, Barbara Jones. Absent: Mary Rosenbloom.

Minutes

Minutes of the October 18th LFA Executive Meeting were approved.

CESR Ballot

Eshelman indicated that he has passed the matter of the mail ballot on the term changes for CESR on to the Nominating and Ballot Committee.

FASAR Changes

In answer to a question from Eshelman, it was determined that none of the Executive Committee members had received any further input regarding the changes in the FASAR which were discussed at the LFA general meeting. That being the case, Eshelman will talk to Sandy Gilliland about putting together the revised FASAR. J. Neeley suggested that a background memo might be helpful, especially for those who did not attend the general meeting: Eshelman will talk to S. Gilliland about including a background memo with this year's FASARs.

CESR Recommendations

The recommendations of last year's CESR were discussed and actions were decided on. There was discussion of further FASAR changes including a CESR recommendation that the FASAR instructions clearly state the importance of documenting service and research achievements. Eshelman will talk to S. Gilliland about adding stronger wording to the FASAR. In response to a previous CESR recommendation Eshelman will put together a set of past CESR annual reports for Gilliland's files--unless she already has such a file. It was also agreed that we recommend that LCPT and CESR have a joint meeting on matters of mutual concern.

The meeting was adjourned.

-----reported by Barbara Jones
The Steering Committee for Strategic Planning met on Monday, October 11th at 1:15 in Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present; Clement presided.

We briefly discussed the fact that some of Maureen Sullivan’s suggestions for Task Force Reports were at minor variance with those from the Steering Committee to the task forces. We want task forces to have flexibility in the format and the substance of their reports, but when there is doubt they should follow our requests as outlined in the charges.

The bulk of the meeting again consisted of reports on the progress of the task forces. Clement reported for and led discussion on TF #1, Melton for TF #2, Benjamin for TF #3, S. Miller for TF #4, Neeley for TF #5, R. Miller for TF #6, and Gibbs for TF #7. Most task forces are meeting 2-3 times per week recently in order to have their reports to the Steering Committee by the October 22nd deadline.

Clement and Benjamin reported on their meeting with Richard Mann on October 7th. We reviewed the upcoming meetings with other University administrators (see list attached to minutes of Oct. 4th, published in the Oct. 18th FYI).

The meeting adjourned at the unaccustomed early hour of 2:30 p.m.

Respectfully submitted,

Rob Melton, Secretary

Approved Oct. 18, 1993
The Steering Committee for Strategic Planning met on Monday, Oct. 18 at 1:15 in Room B. Clement was absent due to illness; all other members were present.

Minutes of the Oct. 11th meeting were approved.

We first discussed some issues relating to the format of Task Report final reports. In particular, it was agreed that we should allow more flexibility in terms of the prioritization and chronological implementation aspects of particular goals, strategies, and steps than was initially indicated in our charges to the task forces.

The bulk of the meeting was spent discussing the progress and some tentative recommendations from task forces #2-#7 (the liaison from TF#1 being absent): Melton for TF#2, Benjamin for TF#3, S. Miller for TF#4, K. Neeley for TF#5, R. Miller for TF#6, and Gibbs for TF#7. Each liaison noted that their respective final reports were presently in a draft stage and would be submitted by the deadline originally agreed to (Friday, Oct. 22nd).

Melton and Benjamin reported on their meeting on Thursday the 14th with Dean James Muyskens and Associate Dean James Carothers of the College of Liberal Arts and Sciences. The topics covered were internal reallocation of resources, increasing access to information not owned by the Libraries, document delivery, various methods of bibliographic instruction, the University's Program Review results and the philosophy of "building to strengths," funding issues throughout the College, the state of the electronic infrastructure in campus buildings,

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Rob Melton, Secretary

Approved 10/25/93
Task Force on Reference Services and Instruction #3
Minutes
October 13, 1993

Present: Susan Craig (chair), Channette Kirby, Kathy Graves, David Benjamin, Alexandra Mason and Lorrie Knox
Absent: Ken Lohrentz

1. Minutes - The minutes were corrected and approved for October 6th. Channette will turn minutes in to the Steering Committee.

2. Bibliographies were turned in to Channette. The following topics were grouped:
   - User Surveys
   - CAI (Computer Assisted Instruction)
   - Training Librarians to Teach Automation and Reference
   - Services to the Disabled
   - Liaisons
   - Library Instruction
   - General Reference

   Channette will compile the bibliographies under these general headings for next week's meeting.

3. Alexandra Mason went through the contributions. They will be organized in the following order:
   I. Introduction
   II. Charge
   III. Description of Process
   IV. Highlights
   V. Description of Current Situation
   VI. Objectives:
      a. Goal I
      b. Goal II
      c. Goal III
   VII. Issues not pursued
   VIII. Signatures

   The goals were grouped by subjects discussed and timetables were assigned.
   Alexandra Mason will revise drafted recommendations into three goals in these groups for next week's meeting.

Agenda: (The next meeting will be October 20th, Conference Room B, Watson, 3:00 - 5:00)

1. Bibliographies
2. Revised Recommendations
3. Ideas and leftovers
Task force #4 (Space, equipment and facilities): Minutes 10/13/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Reviewed individual drafts of sections of final report.

2. Next meeting: Friday (10-15-93), 2:00-5:00 (in Watson, Conference Room B).

Task force #4 (Space, equipment and facilities): Minutes 10/15, 18-22/93

Members attending: Anderson-Story, Hitchens, Leon, Mauler, K. Miller, S. Miller, Reed

1. Edited drafts and completed final report.
TASK FORCE ON STAFF #5
MINUTES

October 18, 1993

Members present: Margaret Wilson, Chair; Mary Ann Baker, Gaele Gillespie, Bayliss Harsh, John Richardson, Sandy Gilliland.

Absent: Kathleen Neeley

Minutes of the October 15 meeting were approved.

Members provided copies of draft sections of the report for review and discussion. We reviewed a draft of the introduction, and began prioritizing strategies within each goal area. Members were asked to review the draft of charge 9 before the next meeting.

We will meet again on Tuesday, October 19.

Submitted by,

Sandy Gilliland

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

TASK FORCE ON STAFF #5
MINUTES

October 19, 1993

Members present: Margaret Wilson, Chair; Mary Ann Baker, Gaele Gillespie, Bayliss Harsh, Kathleen Neeley, John Richardson, Sandy Gilliland.

Minutes of the October 18 meeting were unavailable.

Members reviewed the draft Introduction again and discussed and modified statements for Charge 9. We discussed the format of the report. We will meet again on Wednesday, 10/20 from 1-3pm; and a special meeting was called for Thursday, 10/21, 12:30-2:30 p.m.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

October 20, 1993

Members present: Margaret Wilson, Chair; Mary Ann Baker, Gaele Gillespie, Bayliss Harsh, John Richardson, Kathleen Neeley, Sandy Gilliland.

Minutes of the October 18 and 19 meetings were approved with one correction.

Margaret provided a revised copy of the draft report. Members began a review and discussion of each section. We will continue discussion of the report at the next meeting, scheduled for Thursday, October 21, 12:30 p.m.

Submitted by,
Sandy Gilliland

-----------------------------

TASK FORCE ON STAFF #5
MINUTES

October 21, 1993

Members present: Margaret Wilson, Chair; Mary Ann Baker, Gaele Gillespie, John Richardson, Kathleen Neeley, Sandy Gilliland.

Absent: Bayliss Harsh

Minutes of the October 20 meeting were approved.

Margaret provided a revised copy of the draft report. Members continued discussion of Goals 2 and 3. A final draft will be available for review during our meeting on Friday, October 22, 9:00 a.m.

Submitted by,
Sandy Gilliland

-----------------------------

TASK FORCE ON STAFF #5
MINUTES

October 22, 1993

Members present: Margaret Wilson, Chair; Mary Ann Baker, Gaele Gillespie, Bayliss Harsh, John Richardson, Kathleen Neeley, Sandy Gilliland.

Minutes of the October 21 meeting were approved.

Margaret provided a final draft of the Task Force’s report for review. The entire document was carefully reviewed. Members made arrangements for the final printing of the report. The Task Force on Staff adjourned at 11:30 a.m.

Submitted by,
Sandy Gilliland

-----------------------------
Task Force 6: Financial Resources and Development
Reports of Meetings Held October 18-22, 1993

Members: Brad Schaffner, Mary Burchill, Sue Hewitt, Nancy Jaeger, Rachel Miller, Mary Rosenbloom, Geri Slater, Sherry Williams.

October 18
The Task Force reviewed the outline of "Goals, Strategies and Steps." The goals were divided into 3 groups: 1) State Resources, 2) External Resources, and 3) Image, Outreach, and Cooperation. There was further discussion of the strategies and steps. Revisions ensued. A draft of "The Current Situation" was distributed for discussion at the next meeting.

October 19
The group reviewed the draft of "The Current Situation" and suggested some additions. Members decided that the report should also include an introduction. The possibility of writing a summary of the major recommendations was discussed.

October 20
This session was devoted to reading and revising drafts of the "Introduction/Methology" and "Summary of Major Recommendations."

October 22
The group reviewed a last draft of the final report.

Reported by Rachel Miller
PERSONNEL

Mary Anne Fishburn, Data Entry Operator I with the Map Indexing Grant Project, has announced her resignation to accept a permanent position with Watkins Health Center. Mary Ann began employment with the Libraries in February, 1993. Her resignation is effective November 26, 1993.

VETERANS’ DAY HOLIDAY

Thursday, November 11, 1993 is Veterans’ Day, an official State Holiday. As in previous years, and according to Board of Regents Policy, the University will remain open and classes will be in session on this holiday. Therefore, this holiday will be observed by classified staff only.

In order to maintain essential library services, department heads may find it necessary to designate some classified staff to work on Veteran’s Day. If a department head anticipates the need for one or more classified staff to work on the holiday, the department head will inform his/her appropriate assistant dean, in writing or via e-mail, by Friday, November 5, of the names of those classified staff member(s). No other classified staff will be authorized to work on the Veterans’ Day Holiday.

As usual, classified staff who are required to work on the holiday will earn 1.5 hours of holiday compensatory time for each hour worked (to a maximum of 12 holiday compensatory hours earned), which must be used within the following 12 months.

Unclassified employees who wish to take November 11 off by arrangement with their department heads, may use accrued vacation leave or their discretionary holiday. Please contact your assistant dean or Sandy Gilliland if you have any questions regarding this holiday.

MAUREEN SULLIVAN TO CONDUCT EVALUATION TRAINING PROGRAMS

Maureen Sullivan, consultant with the Association of Research Libraries/Office of Management Services, will present two identical evaluation seminars on Tuesday, November 16 and Wednesday, November 17. Library faculty who have responsibility for evaluating other library faculty are expected to attend one of the seminars. Other library faculty and members of the unclassified professional staff are encouraged to attend. Additional information regarding these seminars is being distributed to LFA members via e-mail and memorandum.

HOWEY READING ROOM HOURS FOR THANKSGIVING

The Richard S. Howey Business and Economics Reading Room will have reduced hours for the Thanksgiving break period. The reading room will be open Wednesday, November 24, 8 a.m. - 5 p.m.; closed Thursday, Friday, Saturday, and open Sunday, November 28, 12 p.m. - 10 p.m.
NORTHEAST KANSAS LIBRARY SYSTEM NEEDS KU REPRESENTATION

Janet Anderson-Story and Rick Clement, who have served for some time as active participants in the work of the Northeast Kansas Library System, are stepping down. On behalf of all of the staff of the KU Libraries, I want to thank them both for all that they have done to advance the interests of libraries and library staff. I especially appreciate their efforts to strengthen our ties to the substantial continuing education effort that NEKLS undertakes and from which many KU people have benefitted.

Now, NEKLS is seeking other KU library staff to follow Rick and Janet, which solicitation I heartily endorse. I encourage staff who might be interested in the chance to participate in our regional system of libraries (of all types) to contact Rick or Janet to learn more about the commitment of time and the benefits that participants derive from their experience. Lois Adriance, of the NEKLS Office, at 862-2966, also would be pleased to respond to questions. --W. J. Crowe

WITNESSES TO THE HOLOCAUST

A new exhibit entitled "Witnesses to the Holocaust" opens this week in Watson Library and will continue through mid-December. The exhibit, assembled and with commentary by Rich Ring, features eyewitness accounts of the Nazi persecution of European Jews from 1939 to 1945, and includes diaries, memoirs, and artwork. A brochure of the exhibit, with citations of some of the works displayed, is available to patrons and staff in the exhibit area. "Witnesses to the Holocaust" is presented in conjunction with the November 11 Hall Center Humanities Lecture by Dominick LaCapra, "Psychoanalyzing History and Representing the History of the Holocaust." Mike Biggins

PALIJ PRESENTATION

Dr. Michael Palij, a retired Associate Slavic Librarian, presented the lecture "The First Experiment of National Communism in Ukraine in the 1920s and 1930s" at the Central Slavic Conference on October 16 in Ft. Leavenworth, KS. Sandy Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Friday, November 12. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information. Rex Hargis

ATTACHMENTS

Memo to All Library Staff RE: Budget Forums Cataloging Policy Advisory Committee Minutes--July 22, 1993 Steering Committee for Strategic Planning Minutes--October 25, 1993, November 1, 1993 Task Force #1 Minutes--October 12, 1993 Classified Conference Executive Board Minutes--September 28, 1993
To: All Library Staff  
From: LFA Budget & Planning Committee  
Date: November 2, 1993  
Subject: Budget Forums

The LFA Budget & Planning Committee invites you to participate in one of two library-wide budget meetings, scheduled in Conference Rooms A & B for:

Thursday, November 18, 1:30-3:30  
Friday, November 19, 9:00-11:00

Our purpose in sponsoring these forums is to provide an opportunity for all staff to become better informed of the major budgetary issues which face the Libraries. Each session will begin with a briefing by Dean Crowe. He will report on the Libraries' current budget, the prospects for FY95, and--as best as he can, based on the latest information from the University administration--the budget request process for FY95. He will also comment specifically on the status of the Regents initiative for libraries (the "systemwide access proposal" developed in 1990/91), the minimum wage, and forecasts for OOE and salaries.

We hope to follow this briefing with a lively discussion. All library staff are encouraged to participate by asking questions or by commenting on the priorities and needs of particular library programs. We also invite LFA and Classified Conference committees to send a delegate to talk about resource needs in their committees' areas of responsibility.

Members of the staff may find it useful to read copies of the departmental and committee "Resource Reports" which were due in the Administrative Office on October 29th. Each member of Administrative Conference has been mailed a set of the Resource Reports which were submitted as of November 1st and will receive another set on November 5th. In order to conserve paper, additional copies are not being made; please ask your department head or a member of Budget & Planning Committee (R. Anderson, Elliott, Girardo, Hewitt, Husic, Jaeger, Melton, Powell) if you would like to see a copy of these reports. Also attached to these reports are copies of the Regents Priorities for FY94 and FY95 (1-page each).
The committee discussed the CPAC-sponsored open meeting that was held on July 6. It was agreed that everyone who addressed the question of whether to continue the current policy regarding the partial analysis of classed-together series had indicated approval of the current policy. Further, it was observed that—as expected—there were many differences of opinion among those in attendance on the issue of which additional collections to load in the online catalog and in which order to load them.

The committee reviewed a memo from Margaret Wilson, acting head of the Authorities Unit, dated July 22, containing the Unit’s recommendations regarding the loading of additional collections.

Roach reported on the sample records from the Law Library collection which Patrick Kingsbury had sent her. There followed a discussion on how to make the best use of the Law Library’s offer to help with the authority control clean-up that will occur after the Law collection is loaded. An idea that seems promising is to have a member of the Law Library staff working in the Authorities Unit during the clean-up. This person, while receiving in-depth training in authorities policies and procedures, might perform a range of duties within the Unit not limited exclusively to the clean-up of Law records. A similar arrangement with Special Collections and Kansas Collection might be possible.

Roach reported that MARCIVE current tapes are being loaded once a month.

After some discussion, it was agreed that CPAC should explore the option of separating current cataloging from retrospective cataloging, i.e. beginning to load the current cataloging records from the various “new” collections at a relatively early date and waiting until later to load the retrospective records. There are two advantages to this approach: (1) authority control clean-up is simpler for current cataloging than for retrospective cataloging and (2) the size of the difficult-to-process back tapes would no longer continue to grow larger, as they are doing now. Moore agreed to report at the next meeting on the processing issues that would have to be dealt with in order to implement the proposal. Schulte agreed to study the feasibility of this approach for Kansas Collection.

Gibbs stated that, based on the opinions expressed within CPAC and by other staff members, he was prepared to order the tapes of the Evans microform collection from the American Antiquarian Society.

Submitted by John Richardson
Steering Committee for Strategic Planning  
Minutes of Meeting, October 25, 1993

The Steering Committee for Strategic Planning met on Monday, Oct. 25th at 1:15 in Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present; Clement presided.

The minutes of the meeting of October 18th were approved.

Clement announced that the time of Maureen Sullivan’s next visit has been scheduled. The Steering Committee will meet with her on Tuesday, November 16th from 9:00-Noon and on Wednesday, Nov. 17th from 1:00-4:00. Ms. Sullivan will also be leading workshops on supervision for all library faculty during her visit to KU.

All Task Forces turned in their Final Reports by the deadline last Friday. Clement will write letters thanking task force chairpersons and members for their hard work and a letter via FYI to all staff who took on additional responsibilities in their departments while some of their colleagues were heavily involved in Task Force activities.

We turned to setting some procedural ground rules for distributing task force reports to the staff at large, for receiving input from staff, and for conducting our own discussions between now and December 17th, when our report is due to Dean Crowe. The following will be done:

- Multiple copies of all seven task force reports will be placed on Reserve in Watson and Anschutz Libraries. Clement will write a prefatory statement to them reminding readers that although the task force reports are final, their recommendations are still tentative and not all of them will be incorporated in the Steering Committee’s own Final Report; others may be worded differently and/or receive higher or lower priority in the overall report. His preface will also remind all readers that any comments they wish to make on any of the task force reports should be made in writing to him c/o Dept. of Special Collections.

- Dean Crowe will be given a copy of each Task Force Report this week.

- Strategic Planning Steering Committee members will not discuss task force reports or the status of our own deliberations with anyone directly. Again, staff members who wish to make comments should do so in writing and deliver them to Rick Clement in Special Collections.

- All members of the Steering Committee will participate in all discussions during our remaining meetings, even when discussion focuses on their own
positions and/or departments.

It was decided that we would need to meet more than once a week for the weeks remaining before our report is due. The following additional times and tentative places were scheduled:

- Weds., 3 Nov., 9:00-11:00, Dept. of Special Collections
- Weds., 10 Nov., 9:00-11:00, Watson Room B
- Tues., 16 Nov., 9:00-Noon, Anschutz?, with Maureen Sullivan
- Weds., 17 Nov., 1:00-4:00, Watson Room B, with Maureen Sullivan
- Weds., 24 Nov., 9:00-11:00, Watson Room B
- Weds., 1 Dec., 9:00-11:00, Anschutz?
- Weds., 8 Dec., 9:00-11:00, Watson Room B
- Weds., 15 Dec., 9:00-11:00, Watson Room B
- Fri., 17 Dec., 9:00-11:00, Watson Room B

These times are in addition to our normal Monday afternoons at 1:15 in Room B.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Rob Melton, Secretary
Steering Committee for Strategic Planning
Minutes of Meeting, November 1, 1993

The Steering Committee for Strategic Planning met at 1:15 p.m. on Monday, Nov. 1st in Conference Room B. All members were present; Clement presided.

Minutes for the meeting of October 25th were approved.

We began to identify themes and recommendations which were made by two or more of the task forces. Among these are:

- Funding/development to support almost all other needs.
- The need for an integrated online system.
- Various cataloging issues (need for more or differently configured staff; centralized vs. non-centralized; reduction of backlog [however defined]; balance between quality and quantity; etc.).
- More and better user needs assessments (better statistics; training issues).

We reviewed the number of new (or reallocated) positions recommended by the various task forces. At least twelve new full-time positions were recommended.

We adjourned at 3:20 p.m.

Respectfully submitted,

[Signature]
Rob Melton, Secretary

Approved Nov. 3, 1993
Task Force #1: Intellectual Access to Collections and Information Resources
Report of meeting held October 12, 1993


Agenda Item #1: The recommendations for goal number three on gateways were evaluated and consolidated.

Agenda Item #2: The task force discussed several contrary points proposed during the force field analysis session to determine which view to support.

Agenda Item #3: Writing assignments were distributed among the committee members. The format for the report was discussed.

Minutes submitted by Judith Emde
Minutes, Classified Conference Executive Board Meeting, 9/28/93

Attending: Anderson-Story, Traxler, Hargis, Thompson, Slusser, Revenew, K. Cook, Crowe

1. Minutes from the August meeting were approved.

2) Dean Crowe-
   - Special thanks to the staff for their performance during the recent weather crisis.
     - The flat roof and north wall of Watson will be fixed this fiscal year.
     - The Library will take a look at the University inclement weather policy with regards to its application to the Library. One of the things that will be implemented is a rigorous calling tree, all the way down to the student employee level.
     - At the Recognition Ceremony on October 14, the Library will recognize staff members who have completed 30 hours of continuing education.
     - Wants to meet with the Personnel Committee to discuss and "fine-tune" the Employee of the Year Award.
     - Reported on the Dean's Retreat.
     - The CULS meeting is in Lawrence on October 28-29. He urges all who can do so to attend.

The Dean left the meeting at this point.

3) Chair's Report-
   - Lisa Shaw, Jennie Dienes, and Janet Anderson-Story have completed 30 hours of continuing education and will be recognized at the October 14 ceremony.
   - Reported on the Administrative Conference meeting of September 16.

4) Committee Reports - All committees reported with the exception of Staff Orientation. Minutes for the Personnel Committee for 9/2 and 9/9 meetings were approved.

5) Old Business-
   - LFA has voted to delete the Staff Orientation Committee from their code, with the intent that it will be an administrative committee. N. Eshelman has a draft letter of understanding to the Dean on the makeup and selection of the new committee. Janet A-S will get back to Eshelman with some suggested changes.
   - Committee charges. Janet A-S has received no response on the draft charges. She put out a deadline of October 8 to receive any changes, or we will go with what has been put out.
   - Meeting with LFA Exec. Discussion of possible dates. Any CCEB members are welcome to attend.

6) New Business. None.

7) Announcements-
   - Kansas Libraries with LEEP calendar is free from the State Library-call 1-800-432-3919.
   - Library Mosaics is available in Watson-call number 2671.L537.
   - CULS Conference is on October 28-29 at the Holidome in Lawrence.

pectfully submitted,

Secrectary

Hargis

NUGENT RETIREMENT

As a reminder, John Nugent, University Archivist, will retire after 43 years of distinguished service, effective November 17, 1993. Plans are underway to honor John and other members of the staff who have retired within the past year, during the Libraries' Annual Holiday Party, Friday, December 10th.

Sandy Gilliland

ATTACHMENTS

- Library Faculty Assembly Executive Committee--October 18, 1993
- Steering Committee for Strategic Planning Minutes--November 3, 1993, November 8, 1993
- Task Force #3 Minutes--October 20, 1993
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE OCTOBER 18, 1993 MEETING

Present: Nicholas Eshelman, chair, Kathy Graves, Mary Rosenbloom, Barbara Jones, Brad Schaffner, Deborah Dandridge.

Minutes

LFA Exec reviewed and approved minutes of the Committee on Salaries and Benefits for Sept. 30th, the Libraries Committee on Promotion and Tenure for Sept. 7th and 29th, and the Budget and Planning Committee for Sept. 10th and Oct. 5th.

Minutes of the Oct. 4th LFA Executive Committee and of the Library Faculty Assembly of Oct. 7th were approved as amended.

FASAR Question to be Revisted

Eshelman previewed agenda to be discussed with the Classified Conference Executive Board. He also noted that we will be inviting Dean Crowe to meet with us monthly and that he will be giving us his views on the matter of the including of FASARs in tenure files. There was a brief discussion of whether or not the blue report in a tenure file could serve as an adequate indication of an individual's past years' performances. Some procedural concerns were allayed somewhat by the thought that withdrawing FASARs from the tenure files would not involve another annual evaluation change with which to try the patience of the library faculty. LCPT was mentioned as a proper body to consider, if not to decide the matter—possibly near the end of the year, as LCPT is examining its procedures.

Ballot on CESR Terms

Wording for the ballot on whether to extend CESR terms for 2-7 year overlapping terms was discussed. Eshelman, in answer to questions, went over the procedure. Exec will instruct Nominating and Ballot Committee as to wording and as to whom to send ballots; the N&B Committee will send out ballots; the Committee on the Code and Bylaws will change the wording of the code depending on the outcome.

Joint Meeting of the LFA Exec Committee and the Classified Conference Exec Board

At this point we were joined by representatives from the Classified Conference Executive Board: Janet Anderson-Story, chair, Joyce Elliott, Al Slater and Bob Marvin.

Letter of Understanding re the Staff Orientation Committee

Eshelman reported that the letter of understanding had been drafted jointly with the Classified Conference and will now go forward to Dean Crowe. In answer to a question from Janet Anderson-Story, Eshelman explained that there will be no carry-over of LFA members on Staff Orientation and that LFA Exec will recommend three names to Dean Crowe so that he will have some choice.
Eshelman also explained that we have not given most of the LFA committees any special charges at this time. In the case of Budget and Planning he noted that there are uncertainties about that committee's mission and future existence which may be clarified once the report of the Task Force on Staff is finished. The future of the other committee on which the Classified Conference has representation, Staff Development, is also somewhat problematical, but, as Eshelman commented, Staff Development may well survive since it is generally seen to work fairly well. Anderson-Story commented that the Classified Executive Board has worked up some charges for these committees which she will forward to Eshelman.

Anderson-Story also explained that she has been overseeing the State Library's Continuing Education Recognition Program for staff who choose to participate. She would like to turn this project over to Staff Development as a charge. Involved is the keeping of records on participation so that anyone who accumulates 30 credit hours during a year can receive a certificate through the State Library. After some discussion of the nature of this task, (as was pointed out by M. Rosenbloom, there would be considerable administrative paper work involved) it was decided that there should be some checking with Sandy Gilliland and the chair of Staff Development as to its appropriate placement.

Anderson-Story reported that the Classified Conference has been working on a project to recognize an "Employee of the Year". (The classified employee so recognized would also receive an award of $250.) Their present concern is with compiling a list of suggested names of classified employees who might serve on a Dean's committee to select the employee of the year. There was brief discussion of the origin of this idea, and particularly of its development from an abortive attempt to found a student employee award.

Eshelman assured the Classified Executive Board that we would be meeting with them again whenever matters of concern to them arise. The meeting was adjourned.

------reported by Barbara Jones
The Steering Committee for Strategic Planning met on Wednesday, Nov. 3rd, at 9:00 in Room 318 Spencer Research Library. Benjamin, Clement, Gibbs, Melton, and K. Neeley were present; R. Miller was at a professional conference; S. Miller was at an LCPT meeting. Clement presided. The minutes of the meeting of Nov. 1st were approved.

We briefly reviewed task force reports for their explicit or implicit references to institutional values and decided we need to have a committee meeting in the near future devoted to values clarification and work on a draft of our values which will be disseminated broadly to the staff for input.

Clement read his letter of appreciation to task force chairs, which he has mailed.

We continued to identify broader issues addressed by two or more task forces. Since virtually all task force reports mention staffing needs, we decided to turn our first detailed attention to the Report of Task Force #5 (Staff). Some of the staffing issues which we discussed (not all of which came directly from a Task Force report) and began to develop some consensus on are:

- The need for more support staff (at least 2 full-time positions) in the Administrative Offices, especially if there are also to be any new administrative positions created.
- The use of a system of "floaters"--a permanent cadre of staff who would be assigned temporarily to units with the most need. Although this has worked at at least one other institution, there was little support for that concept.
- The apparent need to use some of our unfilled position lines, even if this requires using acquisitions monies to cover shrinkage or other requirements.
- Discussed the concept of creating a position of "Associate Dean" who, among other responsibilities, would be in charge of the day-to-day operation of the Libraries especially in the Dean's absence. Among the 5 members present, there was not a great deal of support for this idea.
- The need for a full-time Staff Development Officer, possibly incorporating the duties of the diversity/multicultural services position recommended by TF#5.
- Continual encouragement of the administration's efforts to identify creative opportunities for internal reassignments as needed.
- The need for a space and/or facilities planning coordinator along with support staff for facilities maintenance.
- Exploration of the use of student internships if appropriate.
- Administratively merging the Serials and Acquisitions Departments.

The meeting adjourned at 11:05 a.m.

Respectfully submitted, Rob Melton, Secretary

Approved 11/10/93
The Steering Committee for Strategic Planning met at 1:15 on Monday, November 8th, in Conference Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present; Clement presided.

Clement reported on the meeting he and Benjamin had with Jim Bingham, Director of Dykes Library at KUMC. There was discussion of ways to involve the Medical Center Library in Strategic Planning and future cooperative efforts.

Continued discussing possible staff re-configuration of the Library Administration, including further pro's and con's of the concept of an Associate or Deputy Dean position. There was still not a large amount of support for the concept.

Returned to discussion of the "Space/Facilities Coordinator" recommended by TF #4.

The remainder of the meeting returned to the Report of TF#5, especially its Second Strategy—"Reorganize the Libraries' Organizational Structure," particularly relating to decision-making. There was general support among us for abolishing Administrative Conference as presently constituted and replacing it with monthly informational meetings open to the entire library staff plus additional meetings scheduled when needed to discuss substantive issues and the use of all appropriate media (e.g. e-mail, FYI, etc.) to disseminate information more broadly. At the same time, we presently lean toward the creation of a smaller group of representative staff members who would meet with the Administration on a regular basis to either advise on or effect policy decisions, the method of selecting the membership of this group to be determined after general discussion. We also endorse the ideas in TF #5's Third Strategy, "Improve Communication." Among these ideas is that all library departments should be required to have regular meetings at which participation by all members of the department is expected.

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

Rob Melton, Secretary

Approved 11/10/93
Present: Susan Craig (chair), Channette Kirby, Kathy Graves, David Benjamin, Alexandra Mason, Lorrie Knox and Ken Lohrentz

1. Minutes - The minutes were corrected and approved for October 13th. Channette will turn minutes in to the Steering Committee. Appreciation was expressed to Channette for taking minutes.

2. Statistics - Alexandra Mason announced that the Office of Institutional Research and Planning sent the statistics she had requested. These statistics break down the student population by departments and units. A copy of these will be appended to the report and a copy sent to the Administrative Office.

3. Final Report - The report was read and edited by everyone. Corrections and additions were made. Many thanks to Alexandra Mason and David Benjamin for their final revision of the report. Their good work and time invested was duly noted. Appendices to be included are: Surveys (User Satisfaction and Staffing), Statistics, and Report on Oral Interviews with Key People.

4. Thanks - Thanks went to Susan Craig for being such a good chair and guiding us in an efficient and positive direction. There was also general appreciation and thanks to everyone for their work and sense of humor. It was an excellent committee!
CLASSIFIED VACANCY

Due to Mary Anne Fishburn’s resignation, applications are now being accepted for a full-time Data Entry Operator I position with the Government Documents and Map Library’s Map Indexing grant project. Funding for this position is available through January 31, 1994. Responsibilities include: 1) Inputs technical data from index forms prepared by the project’s four indexers; 2) Produces printouts of records input; and 3) Assists project staff by sorting and filing maps as time permits. Minimum Qualifications: As specified by the State. Preferred Qualifications: Aptitude for routine and detailed work; experience in data entry; ability to input technical data rapidly and accurately; familiarity with geography and cartography terms. The Data Entry Operator I position is funded at salary range 11 on the civil service salary scale at a monthly salary of $1194. To apply, contact Sandy Gilliland, 4-3601, 502 Watson Library, by 5:00 p.m. Wednesday, November 24, 1993.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

ARL SPEC KITS RECEIVED

Two ARL SPEC Kits have been received this week: Kit #195 "Cooperative Strategies in Foreign Acquisitions" September 1993, and Kit #196 "Quality Improvement Programs in ARL Libraries" September 1993. Both have been received and should be available in Periodicals. A coming attraction is Kit #197, announced but not yet received, entitled "Benefits for Professional Staff in ARL Libraries". Enjoy.

ATTACHMENTS

Cataloging Policy Advisory Committee Minutes--November 2, 1993
Library Automation Committee Meeting Minutes--November 10, 1993
Library Faculty Assembly Executive Committee Minutes--November 1, 1993
Steering Committee for Strategic Planning Minutes--November 10, 1993
Cataloging Policy Advisory Committee Minutes 1993-10

November 2, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

CPAC met for the first time after a three-month hiatus due to committee members' involvement with strategic planning activities and the difficulty of finding a free meeting time.

Roach reported that four M300 and three M220 OCLC terminals are scheduled to be replaced by new 486 models, but no timeframe for their replacement has been set. New terminals that are part of a chain must be purchased from OCLC. New terminals that are not part of a chain, such as the one in Government Documents, can be purchased from other vendors at a lower cost. However, the other vendors offer only a one-year service contract, while OCLC services the terminals it sells for as long as they are in use, except for older models (like the 220s) which OCLC considers obsolete.

Gibbs reported that technical problems had interfered with a test of OCLC usage on the Lawrence campus that was conducted during two weeks in October. Another usage test has been scheduled later this month.

Gibbs distributed copies of a questionnaire prepared by the OCLC Users Council Task Force on the Code of Responsible Use and explained that Dean Crowe, who serves on this task force, had requested that CPAC members fill them out and submit them to him by November 19.

For the balance of the meeting, CPAC addressed various issues surrounding the loading of additional collections into the online catalog:

Schulte passed out copies of a document detailing Kansas Collection cataloging practices that may require special programming. Mason said that Special Collections had prepared a similar document and that she would forward copies of it to the rest of the committee as soon as possible.

Gibbs reported that the American Antiquarian Society will do some custom programming on the cataloging records for the Evans Early American Imprints microform collection which the Library plans to purchase soon and asked the committee to resolve the question of how to handle the call number. The KU Evans collection, which is in the microprint format, has no call number; it is stored with all the other microprints on the fourth
floor of Watson Library. The committee decided that the call mark for these records will be "Evans" (rather than an LC number). Some local programming will be needed in order that "Microprint" will appear before the call mark on the holdings records.

At the CPAC-sponsored open meeting of July 6, the Law Library offered to help with the authority control clean-up that will follow the loading of Law Library records into the online catalog. In response to this offer, it was proposed at the last CPAC meeting that a member of the Law Library staff be assigned to work in the Authorities Unit more or less for the duration of the authority control clean-up for Law Library records. Bearse, who did not attend that meeting, explained that she was opposed to this idea because the technical services staff at the Law Library consists of just herself and one other person and neither could be spared for such a large amount of time. She would be more receptive to a smaller commitment to training in Authorities Unit procedures. Mason and Schulte both indicated that they were uncertain at this point how much time and resources their libraries could commit to cooperative authority control clean-up. Moore pointed out that the Authorities Unit is seriously understaffed and will need help with the greatly increased workload that will result from loading Law Library, Kansas Collection, and Special Collections records. She also stressed that training in authority control procedures must be done in the Cataloging Department, rather than on site.

Moore handed out a four-page memo on issues that must be dealt with "as new cataloging agencies contribute to the online catalog" and summarized the major points.

Gibbs posed the question, should we set a date to begin loading additional collections and then try to work out cooperative procedures or should we get the procedures worked out first before proceeding any further. In order to increase the knowledge base that is needed to answer the question, Gibbs asked that before CPAC meets again Bearse, Schulte, and Mason review Cataloging Department memos on authority control and receive a demonstration of the authority control system.

The next meeting of CPAC was scheduled for Friday, November 12, at 1:30 p.m.

Submitted by John Richardson
Library Automation Committee  
Meeting of November 10, 1993

Members: John Miller (chair), William Crowe, George Gibbs, Mary Hawkins,  
Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Gary  
Susott, Sherry Williams

Absent: Mary Hawkins, Patrick Kingsbury, Jim Neeley

Announcements/Questions:

Dean Crowe announced that $5000.00 had been allocated for possible expenses related to vendor and site visits that might be necessary as part of considering a new online system.

The Online Systems Task Force (strategic planning task force #7) report will be discussed at the Strategic Planning Meeting next Monday.

Gary distributed a list of proposed collection development statistics reports and asked that the Automation Committee include this in the list of proposed enhancements and improvements.

John will represent the KU Libraries at the Coalition for Networked Information meeting November 19-20 near Washington, D.C. On the 22nd, he will visit the University of Virginia to see and discuss their Electronic Texts Center.

Discussion:

Gary and John informed the committee of the most recent developments concerning Inquire. Two weeks ago, Gary, Patrick, Larry, John, Dave Gardner and OIS technical services staff Chuck Nicholas and Wayne Trowbridge had met to discuss INQUIRE system performance problems. This included a conference call with Infodata technical staff [Infodata is the company from which we bought INQUIRE]. Since that time, two developments have occurred: (1) more local testing and analysis that resulted in some changes that have improved the response time for many complex searches involving terms with many hits (simple searches have always performed relatively well); and (2) Dave discussed with Infodata the possibility of contracting for a technical consultation. Infodata originally proposed a $10,000 onsite consultation. This later was revised to a $3,000 remote consultation via dial-in to our system. They would study the database design and make recommendations (but no guarantees). Our current maintenance contract does not cover such customization and consulting. John and Bill will discuss further the appropriateness of contracting for help from Infodata.

Although response time has been improved further, it still is slow for complex searches that involve terms occurring often in the database. It was suggested that an on-screen message such as "search in progress" be included in the design, and that an attempt be made to inform users of potentially long response times. John wants to make the system available to staff as soon as possible after the Thanksgiving holiday, beginning with training sessions and then opening it up for staff use.
There was discussion about whether Gary's proposed statistics reports should be considered Circulation Enhancements or Administrative Enhancements.

There was discussion about the need to readjust the original timeline for creating a Request for Recommendation (RFR) and subsequent discussions and vendor visits. The timeline suggested by the Dean last spring probably is not viable. The Online Systems Task Force had suggested later dates both for creating the document and for submitting it to possible vendors.

Bill discussed the changes of passage of System-wide Access Proposal this year. He believes that we may be asked to consider the possibility of receiving some funding, but considerably less than that requested. If this were to occur, how would we best invest the smaller amount in order to generate more interest in (and therefore more funding of) the proposal?

The committee discussed how to move ahead with adding new formats to the cataloging, serials, and online catalog systems. CPAC is not yet ready to make recommendations, being still in the midst of analysis of what system changes and enhancements will be needed to accommodate records from Special Collections. Given the need to move on at least part of it fairly soon, the committee discussed how to break up the project into reasonable parts so that work could begin on it. Mary added that there are new problems with record and field length that may have to be addressed as part of this project. Gary suggested that some formats additions and record changes might best be deferred until a new system is in place, rather than rewrite the current system if we are not going to keep it. This topic will be brought up again at the next meeting.

Discussion returned to the RFR / vision statement, especially as to how it now can be merged or blended with work and statements done during strategic planning. After some discussion, it was decided that John should attempt to put the general goals statement from strategic planning together with the current draft of the vision statement. The resulting RFR would have three parts: (1) an introduction presenting the strategic planning goal statement, and supplying other information about the KU environment; (2) the statement of general principles and guidelines section of the current vision statement; and (3) using the rest of the current vision statement as an outline, a presentation of system requirements and specific goals.

Future Meetings:

Tuesday, Nov. 16, 10:30am, place TBA
[subsequently set for the Kansas Collection Map Room]

Wednesday, Nov. 24th, 1:30pm, Watson A
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE NOVEMBER 1, 1993 MEETING


MINUTES: Minutes of the October 25 meeting were approved.

FASAR Issue

There was continued discussion of the question of whether or not FASAR's should be included in tenure files. A variety of opinions from several former LCPT members were expressed as to whether or not FASARs are helpful in LCPT/UCPT considerations. Crowe commented that annual merit evaluations are based on a short, rather than a longer term view of the merit of a faculty members performance and mentioned that some departments elsewhere in the University do exclude them from tenure files. He also stated that whether or not to include them should be decided by the faculty rather than by the Dean. He suggested that EXEC consult with LCPT before bringing this up for general discussion in LFA. N. Eshelman pointed out that each FASAR includes two types of material-- the librarian's report and evaluative material: an option would be to include the former but not the latter. It was determined that, if other items seemed ready for general LFA consideration, we would consult with LCPT and then include the issue on a general meeting agenda for November or December.

General Research Fund

Crowe reviewed the history of the General Research Fund and particularly its evolution into an entity-based system, which he termed 'experimental'. He had objected to the policy that GRF amounts available to each entity be based on past performance as being backward-looking and, in effect, amounting to a de jure exclusion of the Library. He was able to achieve belated identification of the Library as an entity on the basis that it would be allocated $2,500 annually (to be matched by $2,500 from Library funds) for three years, after which time its eligibility for funds is to be on the same basis as other units at KU. The Executive Committee is to proceed with deciding how to approach the task of developing procedures and guidelines, a description of which must be submitted to the General Research Fund Committee by January 15th as a condition of receiving funding.

Although the GRF Committee has provided model guidelines that we may adopt, Crowe pointed out that we do need to make some adjustments in these in order to accommodate the Library's special circumstances: he mentioned a need to provide for support of applied research as an example. Given the time constraints he also suggested that our initial documents be considered an interim policy which we can fine-tune later as we acquire experience. There was a general mulling over of questions about what types of research costs are allowable (such as whether or not leave-time could be compensated), who would be eligible for funds, etc. Crowe suggested we invite Bob Barse over for a question and answer session. He also assured us, before leaving the meeting, that he would be looking to find other funding to supplement GRF funds.

After brief discussion, EXEC decided to constitute a sub-committee of the
Executive Committee as an ad hoc committee to produce a draft of guidelines and procedures. There was discussion of the possibilities for supplementing the membership on the ad hoc committee with representatives from other LFA committees or from staff members who are not faculty. Hope was expressed that we might be able to include consideration of the GRF procedures on an early LFA general meeting agenda.

The meeting was adjourned.

------reported by Barbara Jones
Steering Committee for Strategic Planning
Minutes of Meeting, November 10, 1993

The Steering Committee for Strategic Planning met at 9:00 on November 10th in Conference Room B. All members were present; Clement presided.

Clement announced that the Senate Library Committee will be unable to meet with us due to its heavy involvement in the issue of proposed changes to the Libraries’ Lending Code.

Clement reported on his and Benjamin’s meeting with Peter Schank, Director of the Law School Library, where the discussion was on their willingness to explore new cooperative library ventures.

We discussed what we hope to accomplish during Maureen Sullivan’s visit next week.

We decided that we needed to meet several additional times. These times will be:
November 18th, 9:00-10:30 a.m.; Dec. 2nd, 1:45-3:15 a.m.; Dec. 7th, 9:00-11:00 a.m. (These are in addition to our two regularly-scheduled weekly meetings.)

We returned our attention to the Report of Task Force #5, picking up with Strategy #4 of Goal #1 and completing an initial review of the entire report. In order to save paper and unnecessary transcription, readers may wish to follow the notes below along with a copy of the TF report, available on Reserve in Watson and Anschutz.

Goal 1, Strategy IV: We endorse all 4 steps, although steps B and C might be better accomplished in reverse order.
Strategy V: Discussion on Step A (Half-time Health/Safety Officer) deferred. Step B (Facilities Officer) already discussed and minuted. Strategy VI, Step A: endorse #1-3; not as enthusiastic about #4 (dual-track career paths). Step B: We believe the Libraries should work toward requiring, not just "allowing" this concept. Steps C-F: We endorse all four of these ideas to the extent that they are compatible with the primary goal of client needs being served and in accordance with University personnel policies. ("Flexible" work assignments can not mean "un-scheduled," for example.) Discussion on Strategy VII, involving ideas for reorganizing the Libraries’ governance structures, is deferred.

Goal 2, Strategy I: there is feeling among us that administrative support for staff development has improved substantially over the past several years and will continue to do so. Staff development is not entirely the responsibility of the Libraries administration; some responsibility must be borne by each individual staff member.
Strategy II: We concur with the recommendation that we have a full-time staff development officer, but that the duties might be expanded to incorporate or combine others as well. Strategy III: With minor wording changes, we endorse the
the steps proposed for an expanded staff development program. Strategy IV: We endorse all proposed steps for supporting research efforts by all staff members. Strategy V: There is less support among us for the creation of a staff development resource center (staff reading room). It was pointed out that creating a separate reading room for our own use might be seen as hypocritical since the Libraries has worked to discourage separate reading rooms around campus.

Goal 3, Strategy I: We are not in favor of a full-time person devoted to diversity/multi-cultural services outreach efforts at this time. Perhaps these responsibilities could be combined with a Staff Development Officer or some other new or present position. Strategies II, III, IV, V, and VI: we concur with the philosophy of all these strategies, not necessarily with all of the details proposed. We believe particular emphasis should be placed on II-C-2, provision of cross-cultural communication and sensitivity training, and on developing programs in cooperation with Haskell Indian Nations University.

Although it was after 11:00 and one member had left, we decided to go over another Task Force Report and turned to the Report of Task Force #1 (Intellectual Access to Collections and Information Resources). In general, we strongly concur with the recommendations of this Task Force. Beyond this, some of the specific points we discussed are:

- At a minimum, monographic and collection-level records in University Archives should be added to the online catalog.
- Some cataloging functions in Spencer Research Library might be combined either within Spencer or between Spencer and Watson.
- Options for creating a publicly-accessible "frontlog" should be explored and implemented.
- More 090 cataloging copy should be accepted with minimal editing.
- We concur that the Cataloging Department needs more copy catalogers. When projects to reduce backlogs are undertaken, the current number of original catalogers needed will probably remain the same, but ultimately the ratio of professional to classified positions in the Department should be reduced.
- The final sentence of Step 2 of the Task Force’s Recommendation 7 may be contrary to state law and/or university policy. Other than that, we concur that some weeding of backlogs should occur before they are sent to cataloging. (Task Force #2 makes a similar recommendation.)

The meeting adjourned at 12:23 p.m.

Respectfully submitted,

Rob Melton, Secretary
PERSONNEL

Miloche Kottman has been appointed to the Library Assistant II position in the Authorities Unit of the Cataloging Department, effective November 18, 1993. Miloche is presently a Library Assistant II in Cataloging. She replaces Su Cunningham.

Julie Slusser, Office Assistant III in Cataloging, has been promoted to an Office Assistant IV position in the Administrative Office, effective December 1, 1993. Julie will be responsible for overseeing student recruitment, library payroll, and other personnel activities. She replaces Rex Hargis.

Sandy Gilliland

CHANGE IN WORKER’S COMPENSATION COVERAGE

Attached is memo from Jackie McClain, Director of Human Resources, describing changes in the Worker’s Compensation Law. Coverage will no longer be provided for non-traumatic repetitive use injuries. The law specifically excludes the following injuries: non-traumatic tendinitis, overuse syndrome and carpal tunnel syndrome. The law also excludes any other non-traumatic medical condition that results from the routine performance of day-to-day work tasks.

Effective immediately, staff who believe they have a repetitive use injury that requires medical treatment should go to their own personal care physician for treatment, not to the LMH Occupational Health Clinic. Bills for such treatment should then be filed with your health insurance carrier for payment. The only possible exception to this policy is where the work that precipitated the injury was more than the work usually assigned to the position.

Additional information is contained in the memo and available from Sandy Gilliland or the Department of Human Resources (4-4946).

ATTACHMENTS

Repetitive Use Injuries Memo
12 Days of Fitness
Cataloging Policy Advisory Committee Minutes--November 12, 1993
Steering Committee for Strategic Planning Minutes--Nov. 16-17, 1993, Nov. 18, 1993
Task Force #5 Minutes--October 1, 1993, October 8, 1993, October 12, 1993
MEMORANDUM

To: Vice Chancellors, Deans, Directors and Chairpersons
From: Jackie McClain
Subject: Repetitive Use Injuries

We have just been advised by the State Self-Insurance Fund Office in Topeka (workers compensation for state employees) about a law change that discontinues coverage for non-traumatic repetitive use injuries. Specifically, the conditions that will no longer be compensated include non-traumatic tendinitis, overuse syndrome and carpal tunnel syndrome. This change also includes any other non-traumatic medical condition that results from the routine performance of day to day work tasks.

Non-traumatic injury means that there was not a singular incident in the course of the performance of work tasks that resulted in an immediate injury or sudden onset of extreme pain or discomfort. A possible exception to the change indicated above could be a medical condition that results when the work being performed is more than the work usually assigned to the position (e.g. for a special project).

Effective immediately, in the absence of a traumatic injury, employees who believe that they have a repetitive use injury that requires medical treatment will no longer go to the Lawrence Memorial Hospital Emergency Room or to the LMH Occupational Health Clinic for treatment. Employees should, instead, go to their own personal care physician for treatment. Bills for such treatment should then be filed with their health insurance carrier for payment. An 1101-A Accident Report Form should not be prepared and the case should not be reported on the accident hot line to Topeka. Again, a possible exception could be a case where the work that precipitated the injury was more than the work usually assigned to the position.

Cases that have already been determined to be compensable under workers compensation will continue to be covered by the State Self-Insurance Fund Office. However, any new claims filed on or after July 1, 1993 that have not been processed and determined to be
Repetitive Use Injuries
November 10, 1993
Page 2.

compensable, will not be covered unless the case is determined to
be caused by an exceptional work situation. Essentially, employees
filing 1101-A Accident Report Forms after October 15th have
received denial letters from Topeka advising them that the claim is
not compensable under workers compensation for repetitive use
injuries.

We regret the fact that this information is being distributed after
the implementation date of the law change. However, as indicated
above, we have just received the information from Topeka which
indicates that this change would be implemented. This matter has
not been discussed previously in meetings or included in
communications received from Topeka prior to this time that
indicated that the change would be implemented.

If there are any questions or you or one or your staff members
needs assistance with a repetitive use medical condition involving
an employee in your area of responsibility, please feel free to
call this office and ask for Phil Rankin, Assistant Director, at 4-
7410 or me.

JRM:bw

cc: Personnel Related Staff
12 Days of Fitness...
DECEMBER 1-31, 1993

Give Yourself the Gift of Fitness

Join this program and you will:
- Burn calories
- Reduce your stress
- Control weight
- Boost your energy level
- Stay warm
- Put a bounce in your step

All state employees who participate will receive a free 1994 fitness calendar and certificate.

For more information contact your agency HealthQuest coordinator, personnel office or call the HealthQuest office at (913) 296-6280.
November 12, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

The meeting began with a general discussion of the question of how best to divide responsibility for authority control among the various cataloging agencies that contribute or eventually will contribute records to the online catalog. How much of the work must be done in the Authorities Unit at Watson Library and how much can be done efficiently by the other agencies?

In order to give all members of CPAC a clearer picture of the complexity of online authority control, Moore and Roach distributed eight Cataloging Department memos that document authority control policies and procedures currently followed in the Department.

Gibbs asked the committee if we could set a deadline of six months maximum for beginning to load records from other agencies into the online catalog and try to establish a framework of cooperative procedures in the meantime. Gibbs reiterated that the purchase of the cataloging records for the Evans microform collection would go ahead and that CPAC would recommend to the Library Automation Committee that these records be loaded next.

CPAC resumed its review of the MARC format and progressed through all of the 5XX (Notes) fields. It was decided that almost without exception all 5XX fields that appear on records added to the online catalog will display in OCAT, including some fields that do not display on OCLC. It was also decided that some copy-specific information would have to be moved from 5XX fields to the holdings records. A problem that still must be dealt with is what to do about long notes, usually contents notes, that our system is not currently set up to handle.

CPAC will meet next on November 19 at 1:30 p.m. Two other meetings have been scheduled for December 3 at 1:30 p.m. and December 10 at 10:00 a.m.

Submitted by John Richardson
Steering Committee for Strategic Planning
Minutes of Meeting, Nov. 18th, 1993

The Steering Committee for Strategic Planning met on Thursday morning, Nov. 18th, at 9:00 a.m. in Conference Room B. All members were present.

Clement and Benjamin reported on their meeting with David Ambler, Vice-Chancellor for Student Affairs. One point which was discussed during the meeting was the increasing number of so-called non-traditional students, who among other things have need of more library services on nights and weekends than we currently provide. The history of academic resource centers located in the dormitories was also discussed.

We discussed the procedure for getting the seven task force reports boiled down into the five (or six) key priority areas we identified during our meetings the previous two days with Maureen Sullivan. Each of us will take one task force report and identify the recommendations/strategies/steps in them that relate to the priority areas.

As discussion moved along, however, we came to the conclusion that Organizational and Decision-Making issues, although not the exclusive focus of any one task force, is in fact a key priority area, and so is the area of Development (fund-raising, outreach, public relations, image). Thus, to summarize, our current thinking is that we have seven key priority areas, reflecting the original structure of the seven task forces, with the exception that the issues of Task Forces #2 and #3 are to a large extent indivisible (since the distinction between collections and services will increasingly blur and since both should be determined more than at present by known user needs) and are thus combined in one key priority area; and issues of organization and decision-making should be pulled from any relevant task force report and dealt with as a distinct, although not separable, key priority issue. Our seven key priority areas, now refined and revised, are:

- Provision of total online access to KU's owned collections
- Installation of an integrated system
- Optimization of current and identification of new space
- Creation of an organizational culture which supports innovation, decisiveness, and respect and encourages opportunities for growth and development
- Provision of programs, services, and collections designed to meet user needs
- Organization and decision-making issues
- Development (Fund raising, Outreach, Etc.)

Key Priority Areas
The merging of the key goals which were worked on by Task Forces #2 and #3 is in no way a diminution of their importance; in terms of our final report, it is just a structural decision to combine them under one broader goal.

We then returned to where we left off in our discussion of task force reports on Monday the 15th. After considerable discussion of various options and ideas, opinion was divided among us on the recommendation of Task Force #2's Strategy 5, so we will return to it when we discuss organizational issues as a whole. We concur with TF #2's strategies #6, #7, and #8 and will continue discussion of this report at our next meeting.

The meeting adjourned at 10:25 a.m.

Respectfully submitted,

Rob Melton, Secretary

Approved Nov. 22, 1993
Steering Committee for Strategic Planning
Minutes of Meetings, Nov. 16-17, 1993

The Steering Committee for Strategic Planning met twice with Maureen Sullivan, consultant from ARL/OMS, on Tuesday Nov. 16th from 9:00 until noon and on Wednesday Nov. 17th from 1:00 until 4:00 in Alcove A of the Kansas Union. All members were present on Tuesday; S. Miller was delayed on Wednesday due to a conflict with another meeting.

Ms. Sullivan began on Tuesday by giving a brief reaction to the seven task force reports. Her overall impression of the reports was very favorable, but she was somewhat surprised at the number of new positions recommended and that some reports don't precisely identify the steps necessary to implement their recommendations. We clarified for her that some new positions could result from reallocation of open lines since we are unlikely to be given many (any?) additional lines by the University.

We discussed how best to structure our own final report. One way would be to identify a) what can be done relatively easily and/or soon; b) what can be done only as additional resources are available; and c) which recommendations are best done by others (e.g., University administration, Board of Regents, etc.).

One of the major activities which took both days to discuss and refine was to try to identify or reaffirm the Key Priorities we hope the Libraries will work toward in the next decade. We tried to limit these to five. As of the end of the first day, they were:

- Provision of total online access to KU's owned collections
- Installation of an integrated system
- New space/ Optimization of current space
- Creation of a culture which supports innovation and decisiveness and encourages opportunities for growth and development
- Support University research and education by assessing technology, designing services to meet user needs; acquiring, maintaining, and preserving collections which meet those needs.

We discussed the issue of a better decision-making process in the Libraries, but were not in total agreement as to whether this is a "key priority" or more of an implementational issue.

[See Minutes of Nov. 18th for revision to above]

On Tuesday, Ms. Sullivan began by summarizing her breakfast meeting with Dean Crowe. We need to meet with Dean Crowe soon, but we need a little more time to go through the task force reports ourselves.

Sullivan next guided us in developing an outline for our final report. At this point, we plan to shape it as follows: Executive Summary; Introduction (Purpose, charge; overview of the process; chronology); mission statement; vision, values (guiding principles for
pursuing the vision); environmental scan; internal assessment; list of key priorities; Action Plan; Recommendations for implementation. Depending on format, we hope the report will not be longer than 30 pages. The heart of the report (the Action Plan) will consist of the broad goals followed by individual action steps, with listing of the person (i.e., the position) responsible, the time frame for implementation, and the priority or sequence number of the steps.

We next developed a list of questions to discuss with Dean Crowe at our next meeting with him.

We then discussed the issue of values and various methods of building a more unified sense of shared values and a broad commitment to implementing strategic planning recommendations across the Libraries staff.

We returned to the Key Priority Areas outlined on Tuesday to see if the five (or six) we identified could cover all the major issues our Task Forces addressed. We refined them some more and identified some topics (e.g., public relations, outreach, cooperation, and staff issues) that need to be more specifically worked into those five (or six).

Minutes of the meeting of Nov. 15th were approved.

Respectfully submitted,

Rob Melton, Secretary

Approved Nov. 22, 1993
TASK FORCE ON STAFF #5
MINUTES

October 1, 1993

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Sandy Gilliland. Absent: Gaele Gillespie

Minutes of the September 29, 1993 meeting were approved.

Task Force members continued assigning priorities to suggestions and ideas contributed for organization/decision-making process. The next meeting of the Task Force will be on October 5 -- two meetings that day, at 10:30 and 3:00.

Submitted by,
Sandy Gilliland

---

TASK FORCE ON STAFF #5
MINUTES

October 5, 1993, 10:30 a.m.

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Sandy Gilliland. Absent: Gaele Gillespie

Minutes of the October 1 meeting were not available for review.

Kathleen reported on her recent discussions with the Steering Committee about some of the Staff Task Force’s ideas. Task Force members continued assigning priorities to suggestions and ideas contributed for organization/decision-making process and communication. Members also discussed faculty status and the research requirement for library faculty.

Submitted by,
Sandy Gilliland

---

TASK FORCE ON STAFF #5
MINUTES

October 5, 1993, 3:00 p.m.

Members present: Margaret Wilson, Chair; Kathleen Neeley, Mary Ann Baker, Bayliss Harsh, John Richardson, Sandy Gilliland. Absent: Gaele Gillespie

Minutes of the October 1 meeting and morning meeting of October 5 were not available for review.

Task Force members continued assigning priorities to suggestions and ideas contributed for communication. We agreed to discuss priorities for staff development at the next meeting (October 8).

Submitted by,
Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

October 8, 1993

Members present: Margaret Wilson, Chair; Gaele Gillespie, Mary Ann Baker, Bayliss Harsh, John Richardson, Sandy Gilliland. Absent: Kathleen Neeley

Minutes of the October 1 and October 5 (morning and afternoon) meetings were approved with one correction.

Margaret gave a brief report of her and Sandy's meeting with Sherwood Thompson, Director of Minority Affairs, which was followed by a brief discussion. Margaret reminded Task Force members of today's meeting with Jackie McClain [NOTE: meeting was subsequently rescheduled].

Margaret provided members with a revised list of priorities for today's discussion. We continued assigning priorities to suggestions and ideas contributed for staff development.

Members agreed to meet four times next week, beginning with Monday, October 11. Mary Ann will notify members of the meeting time and location. Plan to discuss roles, job satisfaction and communication, if time permits.

Submitted by,

Sandy Gilliland

TASK FORCE ON STAFF #5
MINUTES

October 11, 1993

Members present: Margaret Wilson, Chair; Gaele Gillespie, Mary Ann Baker, Bayliss Harsh, John Richardson, Kathleen Neeley, Sandy Gilliland.

Minutes of the October 8 meeting were unavailable.

Members briefly discussed the Task Force report outline. The meeting with Jackie McClain will be held at 8:30 a.m. Wednesday, October 13, 1993.

Margaret provided members with a revised list of priorities for today's discussion. We continued assigning priorities to suggestions and ideas contributed for job satisfaction and communication.

Task Force 5 will meet again on Tuesday, October 12, at 3:00 p.m. in Watson Conference Room B. We will continue our discussion of priorities for roles, values, and research.

Submitted by,

Sandy Gilliland
TASK FORCE ON STAFF #5
MINUTES

October 12, 1993

Members present: Margaret Wilson, Chair; Gaele Gillespie, Mary Ann Baker, Bayliss Harsh, Kathleen Neeley, John Richardson, Sandy Gilliland.

Minutes of the October 8 and October 11 meetings were approved with one correction.

Margaret provided members with a revised list of priorities for today's discussion. There was brief discussion regarding the structure of the Task Force's report.

We continued assigning priorities to suggestions and ideas contributed for roles and research. There was much discussion on the topic of the research requirement for library faculty, and the role of unclassified professional staff in the Libraries.

Submitted by,

Sandy Gilliland
THE UNIVERSITY OF KANSAS

LIBRARIES

invites you to the

Libraries’ Holiday Party

and a reception to honor

Norma Bishop
Marilyn Clark
Earl Gates
Chris Scott
Elizabeth Stephens

and

John Nugent
University Archivist

upon their retirement

at the Kansas Room, Kansas Memorial Union,

Friday, December 10, 1993

from 3:30 - 5:30 p.m.

Holiday Program at 4:00 p.m.

Retirees’ Program at 4:30 p.m.

STUDENT ASSISTANTS WELCOME
OFFICIAL RESULTS

Election: To alter section 3.3.10.3 of the LFA Code.
(This extends the term served by members of the Committee on Evaluation of Service and Research to two-year overlapping terms).

Total votes cast: 42
   yes -- 41
   no -- 1

Submitted by David Pardue, N&B

INQUIRE/Expanded Academic Training for Staff

There will be six sessions next week for KU Library staff to demonstrate using the INQUIRE software to search Expanded Academic Index. All sessions will be in the Computer Center Auditorium. Three of the sessions will be brief half-hour demos intended for staff who need only a rudimentary knowledge of the system. The other three sessions will be longer training sessions intended for reference and other staff who will be assisting users. These ninety-minute sessions will include more detail and will offer more time for questions. If you attend one of the longer training sessions, you do not need to attend one of the demos also.

Demos:       Training:
   Tue, December 7th, 1:30-2:00     Tue, December 7th, 2:30-4:00
   Wed, December 8th, 12:00-12:30  Wed, December 8th, 1:00-2:30
   Thu, December 9th, 3:30-4:00    Thu, December 9th, 1:30-3:00

These were the only possible times next week. If you wish to attend a session and cannot attend one of these, please notify John Miller (4-5530; email: SP05) and indicate which kind of session you want to attend and when you will be able to attend the following week, December 13-17.

At this point, use of INQUIRE is being opened up only for staff. It should be available on most staff terminals by late next week.

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Julie Slusser in the Library Administrative Office by 12:00, Monday, December 13th. 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.

Julie Slusser

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
HOLIDAY FAMILY ADOPTION

We have not been assigned a family yet, but we have put in a request through the Douglas County Council on Aging for one person and have also asked for a large family through the Indian Center of Lawrence. No people have been assigned yet, but decisions will be made some time this week.

Although we have not been assigned families and therefore don't know how many children and what ages, you can start thinking about what you can donate. Some ideas:

Food: turkey, plus everything else needed for a holiday meal.
Practical items: sheets, towels, gloves, mittens, clothing, underwear, paper goods, shampoo, soaps, etc.
Other suggestions: books, puzzles, dolls, toy cars

Collection boxes will be in Science (Administrative Office) and Watson (Cataloging Department). Contact Kendall Simmons (4-4715), Gaby Holcomb or Melissa Boyer (4-3535), Joanne Traxler (4-3476), Paulette DiFilippo (4-3038), or Sandy Gilliland (4-3601) if you have any questions or ideas. The items listed are only suggestions, and we will have more specific information regarding our families in next week's FYI. All types of donations, including money and wrapping paper, ribbons, etc. are welcome.

Try to give us enough time to gather gifts together, shop for any items still needed, and deliver everything on December 17, we suggest a deadline of December 15.

Thanks for all the help you can give.

ATTACHMENTS

Budget and Planning Committee Minutes--November 4, 1993
Library Automation Committee Minutes--November 16, 1993
Library Faculty Assembly Executive Committee Minutes--November 8, 1993
Library Automation Committee
Meeting of November 16, 1993

Members: John Miller (chair), William Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Gary Susott, Sherry Williams

Absent: George Gibbs, Patrick Kingsbury

Review Minutes of Nov. 10:

John requested that any corrections to last week’s minutes be sent to him via e-mail by noon tomorrow.

Announcements/Questions:

Bill reported on yesterday’s video conference involving CODDL and the members of the legislative Joint Committee on Computing and Telecommunications. CODDL members presented arguments for the Systemwide Access Project. Bill reports that the proposal was well-received, and also that Jeff Frazier of the Information Network of Kansas (INK) has given his endorsement to the proposal. He will route a copy of the conference script to the LAC.

John met with Kent, Mary, and George to discuss the Docs Project. He will summarize this meeting in a document.

INQUIRE. Concerning the possibility of paying Infodata to consult on our problems with INQUIRE. John talked with Dave Gardner and they decided to not do this at this time (Infodata had given a deadline of last Friday for their offer). An alternative, since there is still training money available from funds originally allocated for INQUIRE, is to send one or two staff (probably Patrick and a member of technical services) to training sessions on tuning the database. No decision was made on this at this time.

The overall progress report on INQUIRE is favorable. John thinks that it is ready to be put before the staff, possibly with some training in searching techniques to avoid to some extent the response-time problems encountered on very complex searches. He will schedule staff training sessions after the Thanksgiving break.

Discussion:

The RFR: [John had distributed a draft to members before the meeting]

There was a question as to how much background information needs to be in the RFR, assuming it will be directed to potential vendors. Would it be their responsibility to make an effort to learn about the libraries as their prospective "market"? It was felt that vendors tend to be more "reactive" than "proactive" and therefore very detailed background information should be included.

The committee needs to determine how to adequately reflect Systemwide Access Proposal needs in the RFR.
It was pointed out that the student body population is not necessarily indicative of the use of the library system—that use tends to increase at a faster rate than the student population.

It was agreed that retrocon figures should be included.

Mention of KU's extensive Special Collections should be included.

KU's use of CD-ROMs needs to be detailed, and prospective vendors should consider ways of integrating CD-ROM databases into the core system.

The question was raised: What is the distinction between General "Guidelines, Principles, and Assumptions" and "Requirements"?

The next step in this process, as agreed upon earlier, is to select a small group of vendors to mail the draft RFR to, and request from them a written reply, a visit, and demo. Based on that experience and discussions with staff from other institutions, the RFR then will be revised.

**The Enhancements List:**

Gary reiterated the impossibility of accurately determining the time needed for completing enhancements—they are only estimates. John raised the questions of staff input: when, in what form, and to what extent? Should the raw list be presented to staff for comment, or should we narrow it down first and then solicit feedback? Should we prioritize the items before presenting them? Mary Roach said she first wanted a time estimate on using FTP to transfer OCLC records over the Internet (this was on the list of projects submitted for estimates, but had not received an estimate). John emphasized that he wanted comments from the staff, not votes for particular projects. Bill pointed out that this committee is charged with making the ultimate decisions. John also emphasized that he wanted each of the three areas to receive its full four-month allotment of enhancements, whatever it takes to ensure that. The general consensus of the committee was that we should produce an actual prioritized proposal and then ask for comments, preferably written and via email rather than in an open meeting. There still are several open questions, however, before we can proceed. We need decide about the OCLC FTP project, whether it should be included in these groups of enhancements or split out. Also, the place Gary's proposal of last week needs to be determined. It was decided that it should be presented to CDC for their comment. Jim will present it to CDC Exec. There was some discussion about the limitations and benefits of the statistical reports proposed.

**Future Meetings:**

**Wednesday, Nov. 24th, 1:30pm, Watson A.**

Committee members will decide on how to proceed with the Enhancements List.
Budget and Planning Committee

November 4, 1993


Rob Melton conducted the meeting. He explained that the Strategic Planning reports are on reserve in Watson and also the Anschutz Science Library. At this point these reports are recommendations only.

The reports include recommendations for several new positions. Right now the Strategic Planning committee is looking for recommendations common to more than one report.

Nancy Jaeger explained the types of handouts and format for the Dean's budget presentations on Thursday the 18th and Friday the 19th. Rob will try to get the committee together after the Friday presentation to plan the committee's response to the proposed 1993/94 library budget.

The meeting adjourned at 2:25.

Connie Powell
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE NOVEMBER 8, 1993 MEETING


MINUTES: Minutes of the November 1 meeting were approved as amended.

Ad Hoc Committee on the General Research Fund Allocation

Eshelman presented a draft of a charge to the Ad Hoc Committee, which was approved after a few corrections. Eshelman suggested that the Ad Hoc Committee need not go into too much detail, since there is limited time to accomplish the charge: refinements can be made to the procedures in subsequent years.

General Meeting Scheduled

December 13th at 10 am was set as a time for the next General Meeting of the LFA.

FASAR Issue

Eshelman reported that he had talked to Mike Biggins, chair of LCPT, about the issue of whether or not FASARs should be included in tenure files. Biggins will take up the matter with LCPT and report back to Exec.

Letter of Understanding Re Staff Orientation

Eshelman reported that he has received some revisions from Dean Crowe to the letter of understanding, the principal one being that Sandy Gilliland would be the chair of Staff Orientation rather than an ex officio member. The letter will now go back to Janet Anderson-Story, chair of Classified Conference.

The meeting was adjourned.

-------- reported by Barbara Jones
THE UNIVERSITY OF KANSAS LIBRARIES

invites you to the

Libraries' Holiday Party

and a reception to honor

Norma Bishop
Marilyn Clark
Earl Gates
Chris Scott
Elizabeth Stephens

and

John Nugent
University Archivist

upon their retirement

at the Kansas Room, Kansas Memorial Union,

Friday, December 10, 1993

from 3:30 - 5:30 p.m.

Holiday Program at 4:00 p.m.
Retirees' Program at 4:30 p.m.

STUDENT ASSISTANTS WELCOME
CIVIL SERVICE EXAMINATION CALENDAR

A listing of the civil service examinations offered on campus during the month of December is being sent to each library department. Please encourage student assistants and others, who are interested in pursuing full-time library or campus employment, to contact Human Resources for examination application procedures. Additional information is available from Sandy Gilliland, 4-3601. Sandy Gilliland

REVISED LAYOFF POLICY AVAILABLE ON RESERVE

Periodically, the University reviews its Layoff Policy to insure that it complies with State personnel regulations. Earlier this semester, minor revisions were made to the University’s layoff policy. Copies of the Policy are on reserve in Watson and Anschutz libraries for review. Sandy Gilliland

HOLIDAY ADOPTION

We have chosen 2 families through Penn House and an elderly woman through the Douglas County Council on Aging for adoption.

Family #164 consists of a father, mother, and three BOYS:
8 year old - size 12 shirts, size 6 slim jeans, and he wants books for Christmas.
5 year old - size 6 tops and pants . . . he wants trucks
3 year old - size 5 tops and pants . . . he wants a soccer ball and basketball
Dad - medium shirts, jeans 28W/29L
Mom - L tops, 14-15 women’s pants
   They would like towels and washcloths.

Family #54 consists of a father, mother and three GIRLS:
7 year old - size 14 kids sweats, panties. She wants socks and a Baby Alive
8 year old - size 16 kids sweats, panties. She wants socks and a Walkman.
9 year old - size 14 kids sweats, panties. She wants socks and Trolls.
Dad - XXL shirts, 35W/34L jeans, size 36 briefs, socks
Mom - XXL tops, size 20 women’s jeans, size 10 panties, socks.
   They would like queen-size sheets.

#34 is an elderly woman who would like queen-size sheets and mattress covers, and a gift certificate from Dillons.

Food donations are, of course, welcome as are cash donations so that we can buy what isn’t provided by your contributions. Donations of $$$ can be given to any member of the committee (Gaby Holcomb, Paulette DiFilippo, JoAnna Traxler, Sandy Gilliland, Milissa Boyer, and Kendall Simmons).

The Council on Aging needs our contributions on Wednesday, December 15th so the deadline for those contributions should be in on December 14th. Penn House has a deadline of December 17, so our deadline will be the 16th.

DECEMBER 16 2:30-4:00 - WE WILL HAVE A GET-TOGETHER IN THE STAFF LOUNGE FOR ANYONE WHO IS INTERESTED IN HELPING SORT AND WRAP PRESENTS FOR OUR ADOPTED FAMILIES. WE WILL BE PLAYING MUSIC AND HOPE THAT MANY OF YOU WILL COME WITH YOUR FAVORITE HOLIDAY SNACK AND WRAPPING ENTHUSIASM, OR JUST YOUR SUPERVISORY ABILITIES. WE HOPE TO SEE LOTS OF PEOPLE THERE.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
GENERAL LFA MEETING
There will be a general meeting of LFA on Monday December 13th, from 10-12.

The agenda consists of two items:

1) Should FASARs remain part of the promotion and tenure process?

2. Discussion of the development of new guidelines for awarding of General Research Funds

Nicholas Eshelman

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Julie Slusser in the Library Administrative Office by 12:00, Monday, December 13th. 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.

Julie Slusser

BIRTHDAY FOR CAROL

A new exhibition in the Department of Special Collections celebrates the 150th anniversary of the first publication of Charles Dickens' *A Christmas Carol* on December 19, 1843. Together with a first edition and sufficient copies of other early editions for us to be able to show all the hand-colored plates at once, there is the review that appeared in the *Illustrated London News* just four days after the appearance of the *Carol*, plus a selection of recent versions and adaptations. The exhibition will run through early January.

L. E. James Helyar

ATTACHMENTS

Library Automation Committee Minutes--November 24, 1993
Steering Committee for Strategic Planning Minutes--Nov. 22 & 24, 1993; Nov. 29, 1993
Friends of the Library

Invite you to join us for a celebration of the Holidays (and of Raymond Nichols' upcoming 90th birthday) on Wednesday, 15th December 1993 from 4 to 6 p.m. at the Kenneth Spencer Research Library.
Library Automation Committee  
Meeting of November 24, 1993

Members:  John Miller (chair), William Crowe, George Gibbs, Mary Hawkins, Kent Miller, Jim Neeley, Mary Roach, Gary Susott, Sherry Williams

Absent: Patrick Kingsbury

Review Minutes of Nov 16:

- Bill asked that the statement regarding the place of the SAP in the RFR be strengthened (he has send an email to John to this effect).

- Jim Neeley made a correction to the next date of CDC Exec. Board from "this week" to Dec. 14th.

Announcements/Questions:

- **INQUIRE.** John will schedule staff training sessions for Inquire to begin after the Thanksgiving break. A "search in process, please wait" message, as suggested in last week's meeting, has been tried but is not feasible due to the way the INQUIRE software is designed. Patrick will be working on changes to allow network access to INQUIRE databases.

- John is writing a report on his trip to the Coalition for Networked Information (CNI) fall meeting and to the University of Virginia, from which he returned yesterday. In addition to attending the CNI plenary sessions which focused on public vs. private issues on the Internet, he also attended six shorter presentations and discussions, all of which were quite interesting. The U. of Virginia has several interesting and creative projects going on related to computing in the Humanities, especially involving electronic texts. John spent a day visiting with staff in the Electronic Text Center, the GIS lab, and the Institute for Advanced Technology in the Humanities.

- Gary, John, and Annamarie met with Kent and several other serials department staff to discuss some problems with the claims system. A plan to address the problems is in process.

- Bill reported that at the Senate Libraries Committee meeting will make decisions at its December 8th meeting on implementation of revisions to the lending code.

Discussion:

John outlined this meeting's objectives as follows:

**Given:** 12 month's of programming time to be evenly assigned to LSER/LSAC, LCAT, and OCAT (OIS will decide on a reasonable chronology, give a complete list of projects)

**Objective:** Decide on which enhancements and fixes to approve based on previously drawn-up lists and time estimates.
Given: That certain other projects have been suggested for administrative or library-wide reasons and, if approved, should fall outside the 12 months allocated to OCAT, LSER, and LCAT

Objective: Decide whether to move ahead with (1) the revision and consolidation of circulation notices, (2) some improved circulation use statistics, and changes necessary to support revisions to the Lending Code.

Given: That we probably wish to move forward with the ability to FTP cataloging records from OCLC. [FTP stands for File Transfer Protocol, the protocol used on the Internet for sending and receiving files of all kinds. OCLC now offers the option to receive cataloging records daily in file transferred directly over the Internet from OCLC to us rather than receiving a magnetic tape of records every two weeks in the mail.]

Objective: Decide whether this should be part of the LCAT package of enhancements of treated as an a "administrative" project that would fall outside the 12 month period.

**Administrative Projects**

There was discussion about what the potential disadvantages and advantages of the OCLC/FTP enhancement. The only apparent concern is that items might appear in the catalog before they are actually on the shelves, but relatively simple adjustments can be made in online catalog load programs to address and take care of this concern. Some branch libraries hold books to match to their records. This enhancement would speed up the process for these libraries. Currently, it takes from up to 5 weeks for a record to reach the online catalog from the point it is produced on OCLC. Using FTPed records, the maximum could be cut to less than 2 weeks.

- It was decided to include this in the set of administrative projects with an estimated timeline of 2-6 weeks.

There was some discussion of the circulation statistics proposal, including how to count renewals and how to track in-building use.

- It was decided to include part 1 only of the circulation statistics proposal (there were 3 parts) in the administrative set of projects, with no differentiation for renewals, with an estimated timeline of 2 weeks. The recording of data can begin with the new year. CDC will be asked to advise on call number breaks for reports -- this need not be done until next summer when we want to see the first report.

- It was reaffirmed that we would move ahead with the revision of circulation notices with an estimated timeline of 1 - 1½ months (also within the administrative set of enhancements).

- It was decided to include Lending Code revisions, with a priority deadline based upon implementation year, and an estimated timeline of 1½ months.

This completed the administrative set of enhancement requests with a timeline of 3½ - 5 months.
LAC, November 24, 1993, page 3

**LCAT, LSER/LSAC, and OCAT Projects**

**LSER/LSAC.** Kent's draft is in priority order, based upon discussions in the serials department and with serials staff elsewhere in the Library. Each of the first two projects is estimated at 2 months, the 3rd at 1 month. The 3rd item is very popular outside the serials department. The second item is important to attempt to bring local holdings format usage back closer to the evolving national standard. The benefit for most of the suggested enhancements is staff efficiency and functionality, with public benefits being side effects.

- Decided to approve items 1 and 2, holding open the possibility of approving no. 3 as well, to be based on further discussions on the entire scope of the enhancement cycle

**LCAT.** Mary's draft of cataloging enhancements and fixes also is in priority order. However, the first project (dealing with handling all MARC formats correctly in the local system) is being handled in another track (expanding the catalog) and the second project (providing linked series control and making associated structural changes to the authority and bibliographic systems) is too long (6 months estimate). Part of this project may also be accomplished as part of changes made under another track.

Item 3 on Mary's list is really a set of 10 changes and enhancements aimed at making the system easier to use. After discussion, the first of the ten was dropped and the other nine approved, adding up to almost exactly 4 months of estimated project time.

**Future Meetings**

The remaining agenda items in this process are to consider and approve online catalog projects and to decide exactly and finally how we will solicit comment from library staff on the suggested projects. We also may want to reconsider the scope and length of this phase of the enhancement track. It might be beneficial, given the discussion at today's meeting, to approve an extra month for each of the three parts of the track.

**Meetings:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30-12:00</td>
<td>Tuesday</td>
<td>November 30</td>
<td>Watson A</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td>Tuesday</td>
<td>December 7</td>
<td>Watson A</td>
</tr>
<tr>
<td>1:30-3:00</td>
<td>Wednesday</td>
<td>December 15</td>
<td>Watson A</td>
</tr>
</tbody>
</table>
Steering Committee for Strategic Planning
Minutes of Meetings, Nov. 22nd and 24th, 1993

The Steering Committee for Strategic Planning met on Monday, Nov. 22nd at 1:15 p.m. in Conference Room B. All members were present; Clement presided.

The minutes of the meetings of Nov. 16, 17, and 18 were approved with changes.

Clement summarized feedback we have received from two members of the library staff regarding cataloging of Spencer Research Library materials.

Clement passed out a draft outline for our report, which follows the steps outlined in the minutes of the Nov. 16-17 meetings.

Melton passed out a one-page list of organizational values which he, K. Neeley, and R. Miller worked on in August. There was general agreement with them, but they will be further refined by the sub-committee soon.

Clement and Melton reported on their meeting with Vice-Chancellor Andrew Debicki on Friday the 19th. Debicki supports, in general, the necessity of devoting (including re-allocating) financial and staff resources to providing more and faster access to scholarly information. He spent FY92 at the National Humanities Center in Research Triangle Park, NC and was impressed with the library services provided there.


We turned to the Report of Task Force #3: Reference and Instructional Programs. Goal #1, parts 1-D: Concur. Goal #2A: Concur, but we're not sure how many hours an information desk in Watson should be open. The concept should also be supported as a means to give non-Reference Dept. personnel an opportunity to have some direct public service experience and to provide relief from terminal screens and repetitive motions.
"Alternative strategies": Concur with all; some should be lower priority than others. However, some of these suggestions should be done for their own merit and in addition to an Information Desk, not as "alternatives" to an Information Desk.

The Committee met again on Wednesday, November 4th at 9:00 a.m. in Room B. All members were present; Clement presided.

We picked up where our discussion ended on Monday with the report of Task Force #3: Reference and Instructional Programs. Readers of these minutes may wish to follow with a copy of that report in hand.

Goal #2B: Signage improvements should be a logical adjunct to any space reconfigurations. Some question whether the best signage in the world will help people who don't consult it, but there is room for improvement in ours. We were not as enthusiastic about "color coding" the stacks areas of Watson. Considerable discussion of the proposal that reference staff should wear badges when on duty. Possibly all public service staff should wear them, maybe even all staff, not just those at Watson's reference desk. There was split opinion on this issue. Facilities: we concur that a designated instructional facility needs to be found within Watson and also that designated quiet study areas should be made available and enforced. Goal #2C: We are supportive of this overall goal but are concerned with the large number of staff and financial resources which some of the strategies suggested would necessitate. Goal #2D: Endorse. Goal #2E: Endorse. All of Goal #3: Endorse.

We then turned to the Report of Task Force #4: Space, Facilities and Equipment. We discussed going beyond the recommendations of this report in one respect, namely being more explicit about expanding Anschutz Library as the best solution to the Libraries' mid-to-long-range space problems by adding the majority of social science, business, and music and all other performing arts collections. It might also provide space for a needed audio-visual collections center, especially if music and performing arts were moved there. Its central campus location and the fact that it was designed with expansion in several directions as future options should be exploited.

We will return to the specific recommendations of this report when we meet on Monday, November 29th.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Rob Melton, Secretary

Approved Nov. 29, 1993
The Steering Committee for Strategic Planning met on Monday, Nov. 29th at 1:15 in Conference Room B. All members were present; Clement presided.

Minutes of the Nov. 22nd and Nov. 24th meetings were approved.

We first reviewed a list of questions we wish to discuss with Dean Crowe at our meeting on Wednesday, Dec. 1st (see minutes for Dec. 1st).

We then turned back to our review of the Report of Task Force #4: Space, Facilities, and Equipment, which we had begun to examine last week. Readers of these minutes may wish to follow with a copy of that report in hand. Recommendation A-1: concur. A-2-a: concur; A-2-b: concur (the commitment is probably already there; the problem is resources); A-2-c: concur; A-2-d: concur as long as input is advisory only; A-3: defer until our discussion on priorities; B-1: concur; B-2-a: concur; B-2-b: concur; B-2-c: concur; C-1: concur; C-2-a: concur; C-2-b (Maintenance Coordinator): These responsibilities could be included among those of one of the new support staff we are thinking of recommending; C-2-c: concur, except delete the LFA Budget & Planning Committee for any implementational responsibility; C-2-d: concur; C-2-e: concur; C-2-f: concur; C-2-g: concur; C-2-h: concur; C-2-i: concur. D and E: concur in their entirety.

We then turned to the Report of Task Force #6: Financial Resources and Development. We concur with all five of the major recommendations as outlined on pp. 4-5 of this report and elaborated upon in pp. 6-17, with one exception. There was a lack of consensus among us on Strategy 3.2 (Work to improve compensation of library faculty), step 3: "Set new faculty salaries at competitive levels, recognizing that this will result in inequities with existing staff, and support the Dean's efforts to address these inequities." Pro's and con's of this philosophy were presented.

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Rob Melton, Secretary

Approved Dec. 2, 1993
CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant II position in the Authorities Unit of the Cataloging Department (vacated by Miloche Kottman, who recently transferred within the Unit). Responsibilities of this position include: 1) Resolution of Online Name Authority conflicts, 25%; 2) Verification and processing of corporate and name/uniform title headings, 35%; 3) Supervision, training and resource functions, 15%; 4) Special projects related to online authority work, 5%; 5) 090 cataloging project. Minimum Qualifications: As specified by the State. Strongly Preferred: Broad educational background or substantial college coursework; reading knowledge of one or more major European languages; demonstrated initiative; demonstrated ability to analyze and interpret detailed information; good verbal and written communication skills; ability to organize work effectively and to work independently; demonstrated ability to function effectively within a large work unit; cataloging coursework or experience including authority control. Preferred: Accurate typing skills; supervisory experience; knowledge of and experience with AACR2, KU Libraries filing rules, a variety of cataloging tools, OCLC, and other automated library systems. The Library Assistant II classification is funded at salary range 18 on the State civil service salary scale, at a beginning annual rate of $20,148.

Library staff interested in applying for this position should contact Julie Slusser, 502 Watson Library, for a "Request for Promotion or Transfer" form. Applications are due by 5:00 p.m. Wednesday, December 22, 1993.

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, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

ILS CLOSED

Interlibrary Services will be closed the four days before Christmas. Items borrowed from other libraries may be picked up and returned at the Reference Desk. ILS will be staffed and open between Christmas and New Years.

Penny Donaldson

LAN DOWNTIME SCHEDULED FOR NEXT WEEK

The Libraries’ LAN, including all CD-ROM databases, will be unavailable from 5:00 p.m., Monday, December 20 until 8:00 a.m., Wednesday, December 22. We will be adding a new hard drive to our file server and then helping ACS Networking staff conduct some tests to better understand some incompatibilities between our CD-ROM network software and the KU campus backbone network.

John Miller

ATTACHMENTS

Cataloging Policy Advisory Committee Minutes--November 19, 1993, December 3, 1993
Library Automation Committee Minutes--November 30, 1993
Steering Committee for Strategic Planning Minutes--Dec. 1, 1993
November 19, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair), Sandy Mason, John Richardson (recorder), Becky Schulte

Absent: Lorraine Moore, Mary Roach

CPAC continued with its review of the MARC format, which at our last meeting had progressed through the 5XX (Notes) fields:

Mason observed—and all present agreed—that CPAC needs to find out if the holdings format in our system can accommodate certain kinds of data that we might like to be able to put into the holdings record.

The committee reviewed 6XX (Subject Headings) and 7XX (Added Entry) fields. Mason explained that Special Collections diverges most from Library of Congress Subject Headings in using highly detailed chronological subdivisions, devised as the need arises. She added that Special Collections makes a practice of prefacing all local, non-LCSH access points with the symbol >. Yet to be resolved is the question of whether these local headings can be interfiled in the online catalog with their like headings or if separate files need to be created for them.

There appears to be a consensus in the committee for allowing all fields to display in the online catalog with very few exceptions; but Kansas Collection and Special Collections are especially concerned that certain fields be retained, such as the 655 (Genre Headings) field and the 691 (Local Geographical Headings) field. What is less clear is which fields will need to be indexed.

Mason said that Special Collections regularly uses the 730 (Uniform Title Added Entry) field for non-standard purposes. Form headings of various kinds from local thesauri and printing dates are recorded in the 730 field, preceded by >. Alternative fields for recording this information must be found.

Bearse said that the Law Library recorded SUDOC numbers in the 740 (Title Added Entry) field until recently but that there was no objection to deleting these fields as they are not needed.

At the conclusion of the meeting Gibbs announced that statistics from the OCLC usage test would probably be available shortly.

The next two meetings of CPAC are to be held on December 3 and December 10.

Submitted by John Richardson
Cataloging Policy Advisory Committee Minutes  

December 3, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach

Absent: Becky Schulte

The meeting began with a discussion of the holdings format in our local system—how it is used currently and what other kinds of information might be stored there in the future. Roach agreed to be prepared to give a tutorial/demonstration of the holdings format to the committee at our next meeting. Mason said that since rare books cataloging makes a point of noting differences between states and issues of an edition, Special Collections has reused the same OCLC number on numerous occasions and the copy-specific information attached to some records is quite long and detailed. Moore said that the rules for distinguishing editions are more liberal than they used to be and suggested that it is possible that Special Collections has greater license to input new records than Mason realizes. Mason agreed to show some examples of these variants to the committee at the next meeting.

Gibbs reported that the results of the OCLC usage test were in the mail. He said that he learned from viewing the preliminary results that the test lumped bibliographic record searches and authority file searches together. Several committee members remarked that the results will be useless if it is impossible to distinguish the paid searches from the free searches.

Gibbs also reported that he had sent to OCLC the compiled responses of CPAC members to the OCLC Code of Responsible Use questionnaire. (Gibbs had circulated copies of these responses to CPAC members several days before this meeting.)

Because of the absence of Moore and Roach at the last meeting, the committee, relying heavily on Roach's expertise, reviewed the 6XX (Subject Headings) and 7XX (Added Entry) fields again:

--6XXs with a second indicator of 0 are accepted by our local system as the norm; 6XXs with a second indicator of 2 through 6 are rejected; and 6XXs with a second indicator of 7 (Hennepin headings, etc.) are in LCAT as linked, i.e. indexed headings but are not in OCAT.

--653s are deleted at the time of production.

--654s-657s are or will be allowed into LCAT but not OCAT.

--690s will be allowed into LCAT but not OCAT (at least temporarily). Special Collections devises a 690 when the Library of Congress heading(s) for a subject are found to be inadequate.
--An alternative to Special Collections' current practice of using the 730 (Uniform Title Added Entry) field in a non-standard fashion to record genre headings and printing dates must be found. Neither the 655 field nor the 755 field seems to be suitable. Roach was asked to check into the feasibility of using fields 692-698 for this purpose.
--751s-753s will be allowed into LCAT but not OCAT.
--773s, 780s-785s will continue to display in LCAT and OCAT.
--Other 77Xs and 78Xs will be allowed into LCAT but not OCAT.
--88Xs will be allowed into LCAT but not OCAT.
Caveat: All of CPAC's decisions regarding MARC fields in LCAT and OCAT are subject to revision as needs and circumstances change.

Our odyssey through the MARC format now completed, Roach agreed to prepare a list of the MARC fields, outlining CPAC's recommendations, and bring it to the meeting after next for review, before it is submitted to the Library Automation Committee.

The next meeting of CPAC will be held on December 10.

Submitted by John Richardson
Library Automation Committee  
November 30, 1993

Members: John Miller (chair), Bill Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Gary Susott, Sherry Williams

Absent: Bill Crowe, Patrick Kingsbury

Review Minutes of Nov. 16 and Nov. 24:

The sentence concerning SAP at the bottom of page one was revised, and the minutes for Nov. 16 were approved for publication in FYI.

The minutes for Nov. 24 were discussed to ensure that decisions made at that meeting were accurately reported. A brief explanation of the term "FTP" will be added. Also, the report on the discussion concerning this enhancement was revised, changing "disadvantage" to "concern" and eliminating "if necessary and desired". The time estimate was corrected to state "2-6 weeks".

Announcements/Questions:

INQUIRE UPDATE

John will meet Tuesday afternoon with Barbara Jones and Lorrie Knox to discuss INQUIRE training sessions for staff which will be held Tuesday, Dec. 7th through Thursday, Dec. 9th. Other sessions will be scheduled later for those unable to attend these sessions.

Discussion:

OCAT ENHANCEMENTS

The committee referred to John's memo of July 27, 1993, which listed proposed enhancements, but not in any kind of priority order. John reviewed the list item-by-item, adding the time estimates for each one. A point to consider in deciding which of these enhancements to include on the final list is that the benefits from these enhancements apply to this system only and will not apply to any future system that the libraries might transfer to. Therefore, the return on the investment will be temporary.

Rather than discussing each of the projects systematically, John asked for members to identify projects that either should be removed from further consideration or which they thought should definitely remain in consideration.

There have been numerous requests for an online map or directory/locator in the catalog. This had not been included on this list based on the assumption that users appear to want something graphical and sophisticated and such a function would not be possible with our system. Gary suggested that some other kind of locator function might be possible and would be well worth looking into.

Gary thought that the capability of displaying borrowing and lending information from OCAT as a user-initiated function should be added to the list, but it was not agreed that this is an OCAT enhancement as much as a public service or CIRC enhancement. This had been discussed at various points in the past, and was one of a large group of patron-initiated circulation functions identified as highly desirable by the Circulation Task Force in its work three years ago.
Project #16 proposed indexing and displaying genre heading (655 fields). The main use has been in Kansas Collection Records. Sherry indicated that, while such a capability will be important in the long run, it perhaps is not urgent and could be ranked below other enhancements that we consider to be more critical in the short run.

There was considerable discussion of the "'Science' problem" (project #13, named for the problems associated with finding the journal Science in the online catalog). The problem is one of second level sorting of titles, after the title proper is sorted. This was investigated at the time we first added serials to the online catalog. There appears at that time to be no generic way of handling the problem. It seemed then and still seems that we will have to identify specific titles and "fix" them individually. It is unclear how many titles are involved, but anecdotal evidence would suggest quite a few. One can assume, however, that fixing only some of the most popular titles would produce a large benefit. The timeline for this enhancement is uncertain, but the problem is serious enough that it should remain under consideration. It was mentioned that perhaps item #15 to allow movement from one holdings record to the next might help the problem, but not everyone agreed with this.

Jim mentioned a similar problem caused by the various entries for a single journal (usually due to uniform titles) and by very similar entries for related journals (usually due to minor title changes or changes in uniform titles). This appears to be more a matter of cataloging practice and the wonderful world of serial titles than of a specific problem with the catalog. A retrieval set approach, rather than a browse approach, would offer some relief.

Item #7 refers to "see" references that refer to unused authority headings and in actual use lead a user to an entirely incorrect heading. Item #9 concerns the difficulties of searching titles that include an ampersand (&). Item #6 concerns the problem of a "no exact match" search that does not put the user in the proper browse position in a file. After discussion, it was decided that numbers 7 or 9 are of higher priority than item 6.

It was suggested and agreed upon that item #4, concerning the improper display in the online catalog of data from field 362 subfield $z$, should be incorporated into general group of changes planned for the system that will allow the input and proper display of all MARC formats and fields. It is thus removed from this list and transferred to another track.

The issue of initial article searching was brought up, although it is not on the list. John talked about the history of the decision, stating that the planning committee had decided not to automatically remove initial articles from the beginning of user searches due to the fact that many articles in one language (e.g., "a") are non-articles in others. He said that we could easily reverse this decision and begin to automatically remove "a," "an," and "the" from searches. This would benefit many searchers, but would also confuse others. One alternative that has been considered previously is to do it with "the" only, since any possible conflicts would be relatively fewer. A customized error message for searches involving articles that produce "no exact match" was also suggested. This generally is a policy decision involving tradeoffs.

Members began to discuss item #2 which proposed subarranging subject heading in reverse chronological order rather than alphabetically by main entry. This was unresolved as the meeting ended.

Future Meetings:

Tuesday, Dec. 07, in Watson A. John asked that the committee members review the proposed list of OCAT enhancements and consider whether any of the items could be eliminated from consideration.
Steering Committee for Strategic Planning
Minutes of Meeting, Dec. 1, 1993

The Steering Committee for Strategic Planning met at 9:00 a.m. in the Anschutz Conference Room. All members were present; Clement presided.

Each member was given a disk by Clement and a paper copy of any and all comments from the seven task force reports which relate to one of our key priority areas. Each member will be responsible for taking this raw verbiage and eliminating duplication of ideas, rewriting for clarity and consistency of style, and beginning to prioritize recommendations. Our goal is to complete this work by our meeting on Monday, Dec. 6th. Key Priority Areas and the committee member responsible are:

- Provision of Total Online Access to KU's Owned Collections: Gibbs
- Installation of an Integrated System: Clement
- Optimization of Current and Identification of New Space: S. Miller
- Creation of an Organizational Culture which Supports Innovation, Decisiveness, and Respect and Encourages Opportunities for Growth and Development: K. Neeley
- Provision of Programs, Services, and Collections Designed to Meet User Needs: Melton
- Organization and Decision-Making Issues: Benjamin
- Development: R. Miller

Dean Crowe joined us shortly after 9:00 and the rest of the meeting was devoted to discussing with him the following five questions:

- Are there matters in the individual task force reports that concern you and/or which you could not support?
- What do you want/hope to see come out of the final report that's not in the task force reports?
- What do you envision the implementation of strategic planning recommendations and the on-going planning process to be?
- Do you envision a further role for the library staff who were involved in the January 20th meeting, the task force members, and the steering committee?
- What are your expectations for department heads to support the Strategic Planning recommendations which will be implemented?

Among the issues which received the lengthiest discussion were the future of Administrative Conference (Task Force 5 recommends its disbanding) and the broader issue of dissemination of information (communication) and decision-making. Open meetings for the entire staff to hear and discuss significant issues, also recommended by TF5, is a good idea, but there will still need to be meetings of line administrators. (No disagreement on this.) Two current problems with Admin. Conf.
are that some staff members view it as excluding points of view below the level of department heads and that some department heads disseminate information obtained at AC meetings or in its minutes less widely among their departments than do others.

Dean Crowe does not expect the Steering Committee to recommend a precise administrative structure in our final report. Rather, he wants our report to be forward-looking, focusing on what needs to be done and how best to do it.

The Dean made it clear that any changes to governance would need to be deliberated upon and made by governance bodies, not by him. He did offer some opinions on the reasons behind the often-heard complaint that we spend too much time and effort in committees, not all of which have a clearly-defined governance function. He favors creation of appropriate advisory boards, which can provide input from a more representative group of library staff.

As for other specific concerns with task force reports, the Dean feels that the number of task force recommendations for new (or reallocated) positions, taken collectively, is probably unrealistic, at least in the near term. He understands, though, that task forces were told not to feel constrained too much by perceived lack of resources.

As for the implementational process after our report is turned in on Dec. 17th, the Dean plans to use Maureen Sullivan's next visit on January 20th and 21st as the time to announce to the staff at large his conclusions and action plans for the immediate future. The present Steering Committee will not continue as an "implementational" team (which he envisions as being an oversight and consultative committee), although he would like there to be some representation from our group on the implementational team in order to provide some continuity. The Dean would like us to propose some guiding principles for how the oversight committee would function. He also repeated his earlier statement that his future annual reports, budget recommendations, etc. will echo and refer to the recommendations of Strategic Planning.

Regarding what is not in the task force reports that he would like to see in our final report, the Dean said he would like to see some attention to the implicit vision and values of a research library as it moves into a highly electronic-based information era.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

[Signature]

Rob Melton, Secretary

Approved Dec. 9, 1993
Budget and Planning Committee Minutes

April 28, 1993

Present: Sue Hewitt, Geoff Husic, Rob Melton (chair), Rachel Miller, Kathleen Neeley, John Richardson

Absent: Nancy Jaeger, Mary Lou Warren

The committee met to discuss whether we wanted to propose that hearings on the budget process be held this spring. It was reported that at the latest Administrative Conference meeting, interest was expressed in holding a meeting of department heads at which they would give reports on the budgetary needs of their departments—-as was done last year at this time. The committee discussed without conclusion whether such reports should be done again this spring.

More importantly, we found ourselves in agreement that the role of the Budget and Planning Committee ought to be to promote meetings intended for all library staff, not just Administrative Conference members. We eventually decided to propose to Dean Crowe two identical meetings open to all staff which would feature presentations on budget issues by Dean Crowe, assistant deans Hawkins (public services) and Gibbs (technical services), John Miller (automation), and Rich Ring (collection development).

We will request that Dean Crowe address a variety of library-wide issues, such as reallocation, the student assistance budget, support of staff development, and health and safety, and that the assistant deans report on such issues as OCLC expenses, the allocation of student hours, and the status of each vacant staff position and the prospects for filling each one. We will ask Miller and Ring to talk about the budget picture in their respective areas.

Our proposal will be communicated to Dean Crowe in the form of a letter, which Rob Melton will write on behalf of the committee.

Submitted by John Richardson
Library Emergency & Disaster Planning Committee
Minutes of the 24 May 1993 meeting

Absent: J. Anderson-Story, M. Burchill, K. Miller

The minutes of the 10 May 1993 meeting were reviewed and approved.

The Supply team has made progress in getting materials for the emergency supply kits. During its move Wal-Mart has suspended taking orders.

Becky reported that Toby Murray will not release her manual for re-formatting on disc. Thus, The Committee will defer further action on incorporating her manual into ours until next year's committee meets.

Becky has almost completed updating the local disaster-resources directory.

The Committee discussed and amended Becky's draft of our forthcoming announcement in FYI that emergency and disaster kits are being distributed.

The Committee gave to George Gibbs its proposal for members of the Disaster Response Team. George will submit this to the Dean.

Gordon did not have ready a revised draft of the salvage-priority memoranda; he will have it ready for the next meeting.

The meeting adjourned at 11:35 a.m.

Next meeting: Monday, 7 June, 10:30 a.m., Watson conference room B

G. Anderson, recorder
Cataloging Policy Advisory Committee Minutes 1993-7

June 7, 1993

Present: Margaret Bearse, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Mike Biggins

Work continued on the memo announcing the first in a projected series of CPAC-sponsored open meetings for all library staff on cataloging issues of general interest. Schulte reported that ca. 5,500 records from Kansas Collection are waiting to be added to the online catalog; Mason reported ca. 32,000 from Special Collections; and Bearse reported 20,000-30,000 from the Law Library. The number of records for sound recordings still must be obtained from Music Library staff. Further decisions were made about what to include in the packet of background material that will be made available to staff prior to the meeting. Gibbs said that he will schedule the meeting in July, after ALA.

The committee resumed its review of the MARC format and progressed through the 3xx and 4xx fields:

300 In Special Collections, Kansas Collection, and Law Library records, the subfield for size does not automatically generate "folio" and "oversize" designations in the call number. Special Collections and Kansas Collection use their own call marks which incorporate size designations. The Law Library does not use size designations in its call numbers.

305 Needs to be added to the table of fields accepted by the online catalog.

306 See 305.

315 See 305.

When a member of the committee remarked that problems would arise in series treatment, rather than series (4xx) coding, a lively discussion ensued on the thorny issue of how to resolve conflicts in name and subject usage, etc. resulting from differences between the cataloging practices of the collections that will be added to the online catalog and the conventions currently in use on the online catalog. Types of conflicts anticipated include:

1) The form of heading that is used by a "new" cataloging location may differ from the form already in use in the online catalog.

2) The form of heading that is used by a "new" cataloging location, though not already in use in the online catalog, may differ from the form that would be established under current conventions.

3) Subject heading practice, particularly the use of genre headings, may differ from current conventions.

Two contrasting views were heard during the discussion, one being that there is a critical need for some clearly defined procedures for resolving conflicts before records are loaded, the other being that it would be preferable to assess the nature and extent of the problems more fully first, perhaps by means of a test batch of records, before establishing procedures and that, in general, there should be room for case-by-case decisionmaking.

These very important matters are certain to be discussed further in future meetings.

The next meeting of CPAC is scheduled for June 21.

Submitted by John Richardson
NOMINATING AND BALLOT COMMITTEE MEETING
MINUTES, MAY 18, 1993, 8:30 AM

Present: Ken Lohrentz, Kathy Graves

The committee met to tally the election ballots for LFA Exec and LCPT. The results were forwarded to Rick Clement, Chair, LFA Exec.

-submitted by Kathy Graves

NOMINATING AND BALLOT COMMITTEE MEETING
MINUTES, JUNE 21, 1993, 3:30PM

Present: Ken Lohrentz, Kathy Graves

The committee met to tally the election ballots for the unclassified members of the Library's Grievance Committee. The results were forwarded to Sandy Gilliland.

-submitted by Kathy Graves

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: June 9, 1993

Present: J. Emde, B. Gaeddert, S. Gilliland, L Moore

Committee members expressed concern that the salary range for the Regents Center Reference Librarian/Bibliographer position was set before the committee was consulted, as is mandated by the LFA Code.

It was pointed out that, because of scheduling problems, the first meeting of the search committee was on the day of the deadline for submission of the position announcement to C&RL News and the notice was faxed to meet the deadline.

The Committee concurred with the salary range as stated in the Notice of Professional Vacancy.

The Committee strongly urges that future search committee meetings be scheduled so that Salary and Benefits can be involved--however briefly--to make a recommendation on the salary range.

Respectfully submitted,

Barb Gaeddert, Secretary