

CHANGES IN ACQUISITIONS ASSIGNMENTS

Roger Anderson (Collection Development) will begin a special assignment / internship in Government Documents/Maps on January 17 and continuing through the Spring 1994 semester. This follows Roger's expression of interest in an opportunity to broaden his assignment, building on his present bibliographic responsibility for Anthropology, Political Science, Sociology, and Urban Planning. Roger's assignment in Docs/Maps will include all public service and collection development aspects of the operation and a possible special emphasis on international documents.

Concurrent with these changes in Roger's assignment, his former duties as "approval plan coordinator" have been restructured and will be handled for the most part by Acquisitions staff. The LA II position left vacant when Elizabeth Stephens retired has been redesigned (see the vacancy announcement below for specific information) and will be responsible for monitoring approval plan performance and working with bibliographers and approval vendors to resolve routine questions about coverage of specific titles and subject areas. In resolving more complex coverage problems, bibliographers will have, if they wish, the opportunity to communicate directly with the vendor. Decisions about profile changes will continue to be made, as they are now, by the appropriate bibliographer or bibliographer group (e.g., Art, Humanities, Sci/Tech), with assistance as needed from Rich Ring and/or Rachel Miller.

The LA II position in Acquisitions that is announced below has been significantly redefined following an analysis of the approval workflow and several months of experimentation with different staffing configurations. In addition to the responsibility for monitoring approval plan performance, already mentioned above, the assignment now includes a substantial management and supervisory component, because most of the actual processing of approval books will be done by student assistants. The position will also work closely with the firm order search and order operation and be involved in order maintenance, troubleshooting, and other special projects.

George Gibbs

CLASSIFIED VACANCY

The Acquisitions Department has announced the availability of a full-time Library Assistant II position with the following responsibilities: 1) Manages approval workflow (15%); 2) Supervises student employees (35%); 3) Solves technical problems (15%); 4) Monitors approval plan performance (15%); 5) Special projects (20%). 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: Successful supervisory experience. Demonstrated ability to plan and organize the workflow, set priorities, and meet goals. Demonstrated ability to develop procedures and evaluate their effectiveness. Demonstrated ability to analyze detailed and complex information. Evidence of initiative in solving problems and continually improving operations. Ability to work as part of a team as well as independently. Effective communication and interpersonal skills. Broad educational background, including reading knowledge of major European languages. Ability to maintain a regular schedule. Ability to work under pressure and handle work-related stress. Preferred: Experience with bibliographic searching or working closely with bibliographic records. Experience with library acquisitions procedures and with publisher and vendor practices. Experience using wordprocessing, spreadsheet, and database software. Accurate typing and keying.

The Library Assistant II classification is funded at salary range 18 on the 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 Julie Slusser or Sandy Gilliland, 502 Watson. In addition, a current KU "Internal Application" form must be provided (copies of the internal application form are also available from Julie or Sandy). Applications are due by 5:00 p.m. Wednesday, January 12, 1994.

UNCLASSIFIED VACANCIES

Authorities Librarian, a 12-month, tenure-track appointment with the University of Kansas Libraries. Leads the Authorities Unit in managing the name and subject authority process in the Cataloging Department, utilizing a locally-developed online cataloging system. Required qualifications: Master's degree from an ALA-accredited program; professional experience in cataloging and automated authority control in an academic or research library setting; knowledge of AACR2r and Library of Congress Subject heading practices; reading knowledge of one or more modern European or East Asian languages; effective oral and written communication skills and interpersonal skills; ability to work effectively with a wide range of staff and colleagues; strong planning, organizational, and analytical skills. Preferred qualifications: demonstrated leadership and supervisory ability; reading knowledge of Spanish. Annual salary: \$26,000 - \$32,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, names/addresses/phone numbers of three references, and copies of transcripts to Sandra Gilliland, 502 Watson Library. Applications must be postmarked by February 28, 1994. A detailed vacancy announcement is available.

Library Program Assistant, a full-time position available February 1, 1994 for six months, with possibility of continuation dependent upon funding. Performs copy cataloging of nineteenth- and early twentieth century Russian-language publications. Required Qualifications: Strong reading knowledge of Russian; an aptitude for detailed work; good organizational and communication skills; ability to work productively within a time-limited project; and, two years of library experience, or two years of college coursework. Preferred Qualifications: one year of experience in library cataloging; experience with OCLC, AACR2, and MARC formats for bibliographic description; computer skills (word processing and data entry); and academic preparation in Russian/Soviet studies. Monthly salary: \$1,500 minimum. To apply, submit letter of application, resume, names of three references to Sandra Gilliland, 502 Watson Library. Applications must be postmarked by January 14, 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

PERSONNEL

Ms. Joda Totten has been appointed as a full-time Data Entry Operator I with the grant-funded Map Indexing Project, effective January 10, 1994. Joda has been employed most recently as a private contractor for travel tours. She received a B.A. Degree in History from KU. Joda replaces Mary Anne Fishburn.

Sandy Gilliland

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to serve on the Authorities Librarian search committee: Lorraine Moore, Chair; Ken Lohrentz, Cataloging Librarian; Judith Emde, Assistant Science Librarian; Wanda Dyer, Library Assistant, Cataloging Department; Margaret Wilson, Serials Cataloger; and Sandy Gilliland, Assistant to the Dean for Personnel.

Sandy Gilliland

TIME CARD DEADLINE

Due to the Martin Luther King holiday, Monday, January 17th, I am requesting all student time cards, unclassified absence cards, and classified monthly time reports a little early. Please make sure all timecards are in the Library Administrative Office by 12:00, Thursday, January 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

OCLC USERS COUNCIL REVEALED . . ."

I want to experiment with offering regularly to meet with all Library staff who might want to hear about some of the regional or national meetings I attend. These sessions will supplement, not replace, the brief reports I include in FYI after each semi-annual ARL meeting. Also, I will continue to participate in the brown bag lunches that SDC has sponsored after each ALA meeting. I look for lively discussion and a chance to answer questions.

I invite you to meet at a brown bag lunch, at noon, on Friday, Jan. 14, in Watson Conference Room A, to hear my informal comments on the OCLC Users Council Meeting in Dublin, OH, Jan. 9-11, which I attended as one of BCR's three elected delegates (at OCLC's expense, I should add).

The Council meeting's focus will be "Libraries, OCLC, and Electronic Publishing." The Council's 1993-94 theme is "The Bibliographic Commons and Beyond: Electronic Publishing and Knowledge Management."

I will have copies of any especially useful documents that are distributed at the meeting and will speak informally from my notes of discussions.

Among the speakers are to be the director of libraries at Carnegie-Mellon University & the coordinator of the "Electronic Text Center" at the University of Virginia [which John Miller visited this past November].

I invite others who attend specialized professional meetings to offer to share information in this way. The Library gladly will provide coffee and the comfort of the conference rooms! -- W. J. Crowe

ATTACHMENTS

Cataloging Policy Advisory Committee Minutes--December 10, 1993
Committee on Salaries and Benefits Minutes--November 30, 1993
Health and Safety Committee Minutes--December 16, 1993
Library Automation Committee Minutes--December 7, 1993, December 15, 1993
Library Faculty Assembly Executive Committee Minutes--November 29, 1993
Nominating and Ballot Committee Minutes--October 27, 1993, Nov. 22, 1993
Steering Committee for Strategic Planning Minutes--Dec. 6-17, 1993

NOMINATING AND BALLOT COMMITTEE

Minutes of Oct. 27, 1993 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met on Wednesday afternoon to prepare and distribute the ballot on altering the length of terms for the members of the Committee on Evaluation of Service and Research. It was decided that the deadline for returning ballots would be November 12 at 5:00 p.m.

Submitted by David Pardue, N&B Sec'y.

NOMINATING AND BALLOT COMMITTEE

Minutes of Nov. 22, 1993 Meeting

Present: John Richardson, David Pardue

Absent: Ken Lohrentz

N&B met on Monday morning to tally ballots in the election to alter the term length for CESR members. A total of forty-two ballots were returned. Response was almost unanimously in favor of extending the terms to two-year overlapping terms: 41 "yes" votes and 1 "no" vote were cast.

Submitted by David Pardue, N&B Sec'y.

Cataloging Policy Advisory Committee Minutes

1993-14

December 10, 1993

Present: Margaret Bearse, George Gibbs (chair), Sandy Mason,
Lorraine Moore, John Richardson (recorder), Mary Roach,
Becky Schulte

Absent: Mike Biggins

Gibbs announced that results of the OCLC usage test would be available by our next meeting.

In order to raise all CPAC members' level of understanding of how holdings records are handled in our local system:

- The committee reviewed five Cataloging Dept. documents pertaining to holdings records on our local system, which Roach had sent to each CPAC member prior to the meeting.
- At a Cataloging Dept. terminal, Roach gave a demonstration of the holdings format and some related features of LCAT

The next three meetings of CPAC were scheduled for January 3, January 10, and January 24.

Submitted by John Richardson

Health and Safety Committee
Minutes, December 16, 1993

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

Minutes for December 9 were approved. Minutes for Sept. 30, Nov. 20, and Dec. 2 have not yet been submitted for approval.

A Nov. 30 memo from the State Self Insurance Fund (Worker's Comp) regarding repetitive use injury cases was distributed to members of the committee. The memo stated that SSIF's position "regarding repetitive injury is that each case will be evaluated based on its own merits." This appeared to be a reversal of earlier information from that Office which had seemed to indicate that, due to changes in the Workers' Compensation Act which were effective July 1, 1993, repetitive strain injuries would no longer be covered. The memo also provided new guidelines on whether the employee should seek treatment through the medical contract care provider (i.e. Lawrence Memorial Hospital) or their own personal health care provider, as well as information on the limits of coverage for unauthorized medical treatment.

Margaret reported that she had not yet received a response from Prof. Rummer concerning the date of the proposed EMF lecture. She is hoping to schedule it for the end of January.

The remainder of the meeting was spent revising a draft of the final report of the committee. It is anticipated that this will be our final formal meeting.

Submitted by Margaret Wilson

Library Automation Committee Meeting of December 7, 1993

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

Absent: William Crowe, George Gibbs, Patrick Kingsbury

Review Minutes of Nov. 30:

- John will add to page 2, paragraph 2 the possibility of finding a different solution to the need for a map/locator other than a computer graphic.
- On page 2, in paragraph 4, John will rephrase Sherry Williams' sentiment that the capability of indexing on genre headings is "important, but not urgent"
- John will add to page 2, paragraph 5 the concept that identifying and fixing a specific number of one-word serials titles would produce a large benefit.
- John will add to page 3, paragraph 3 the possibility of customizing an error message to assist users in getting around this problem.

Discussion:

OCCAT projects (cont'd from Nov. 30 discussion)

John reviewed some items that had been added to the list during the discussion last week including:

- user-initiated ability to see items checked out (similar to circulation function 10)
- some kind of locator service tied to call number of full record
- eliminating multiple index points on some serials where they appear to be unnecessary -- John explained the history of and reason for uniform title sub-arrangement that causes this in some cases
- improving the handling of initial articles in searching

The committee reviewed the original list item-by-item, determining whether each item should be left on or eliminated from consideration at this time.

- Item #3 was eliminated
- Item #1 was retained
- Item #4 had previously been determined to be a part of the MARC formats projects
- Item #5 was retained, but moved farther down on the list

- Item #6 had previously been moved below items 7 and 9
- Item #8 was retained, but with the added possibilities of either a case-by-case "fix", or an error message to the user instead of a "fix" (it was noted, however, that users have a tendency to overlook error messages).
- There was a good deal of discussion about Item #10, concerning unused heading with "see also" references. The estimated timeline of 2 weeks was questioned, given the complex nature of the problem. It was decided to combine the item with Item #7 and ask Patrick to analyze the problem again and re-evaluate the time estimate. There was some question as to whether searchers commonly use the "see also" references, and also whether key word searching might eliminate the problem, but it was felt that the problem would remain and that it is important enough to retain on the list pending further information about how many searches are affected and how long the project would take.
- Item #11 was declared moot and was eliminated.
- Item #12 was retained, but moved to the bottom of the list, since there exists the option of breaking up the serials holding field into smaller fields.
- Item #13 was decided on last week.
- Item #14 was retained due to the short timeline
- Item #15 was retained
- Item #16 was retained, but not high priority
- Item #17 was retained
- Item #18 has been accomplished
- Item #19 was retained due to its relative simplicity

There followed more discussion about the need for a map/locator. It might be possible to include a general location designation, such as "4-West" or "3-Center," that probably would help many patrons, but there would still be the desire on the part of many patrons to have an actual diagram showing where the item is in relation to where the patron would happen to be, which would require graphics beyond the capabilities of the present system. There also is the problem of where in the record to display the location, given that serials records are handled differently from monographs. The suggestion was made to discuss with the public service staff the possibilities of finding a "lower-tech" solution to this general problem, such as stocking stacks maps next to terminals.

Future Meetings:

The next meeting is Wednesday, Dec. 15th, in Watson A. To aid in the discussion, John will attempt to ascertain the number of unused headings with references, the ratio of searches to full-record displays, and the number of one-word serial titles. He also will search for and print patron comments about maps and locator services.

Library Automation Committee Meeting of December 15, 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

Review Minutes of Nov. 30 and Dec. 07:

John pointed to the changes made to the draft November 30 minutes based on members' comments and asked for further comments if the changes were not correct. He requested that comments about and corrections to the December 7 draft minutes should be sent to John via email by next Wednesday, December 22.

Discussion:

John distributed the following materials:

- An updated list of OCAT fixes/enhancements and their status at the end of the Dec. 7 meeting.
- Seven pages of online catalog comments from library patrons requesting a map or locator feature.
- Statistics on the types of OCAT activities and their frequencies (a one week sample) -- how many full record displays, etc. per 1,000 searches. The statistics show that few patrons use the "see also" reference function. This low use calls into question the relative desirability of project #10 to add missing see also references to the online catalog. [This sheet is appended to these minutes.]

Six of the suggested enhancements did not yet have time estimates, in part due to initial uncertainty on what would be included or necessary for each. Based on the previous discussions and on the need for estimates before proceeding, Gary and John estimated the timelines on the undetermined items as follows:

- #5, concerning bad series data in online catalog, at 2 weeks
- #8, concerning alphanumeric searches, at 1 week
- #13, the "Science" problem, at 3 weeks
- #21, a map or locator feature, at 2 weeks
- #20, patron-initiated display of items checked out, at 4 weeks
- #23, the problem of initial-articles in searching, focusing on only the word "the", at 1 week

Before leaving for another meeting, Bill reiterated, for the record, his desire to see an online ILL form developed.

After lengthy discussion, the list was put into a new priority order. In addition, the Committee again addressed the issue of whether or not an extra month should be added to each of the three sections in order to allocate a larger block of time and possibly avoid having to reconsider these kinds of projects again. Circulation enhancements had been allocated a double dose (8 months) at the beginning of this track. That amount has already been exceeded (and is still not complete), so it does not seem unreasonable to add 25% to the current sections. Given this track plus work that will continue on the other two tracks, it also is not unreasonable to hope that a new system will be in place or at least on its way before this round of programming is complete.

Thirteen projects totalling 21 programming weeks were approved from the online catalog list (for the record: numbers 1, 2, 7, 8, 9, 13, 14, 15, 17, 19, 21, and 23). In addition, the third-priority project from the serials list, estimated at 1 month, was added to that list, and cataloging was in essence given a coupon "good for 1 month's programming" to supplement the programming projects approved for the cataloging management system. These total 15 programmer months, which when added to the 3.5-5 months approved as administrative projects, yields approximately 20 programmer months.

The final necessary decision involved how to publish these recommendations and request and receive comments.

It was agreed that John will write a draft listing and explaining the final list of enhancements. After email review by the Committee, it will be published in FYI as an addendum to these minutes, with a note in the front of FYI drawing attention to it and requesting written comments from library staff. The goal is to publish this in the December 30 FYI and ask for comments by mid-January. In addition, two projects in particular (#2 and #21) will be drawn to the attention of the Public Services Department Heads in the hope that they can discuss them at their January meeting.

Announcements:

BCR is sending revised information and forms for starting an Electronic MARC Subscription (EMS) to receive bibliographic records from OCLC via FTP. The libraries probably will need to start a the new EMS and test it for a couple of months while maintaining its current tape subscription. This means the two subscriptions would overlap for a short period.

George announced that CPAC will soon produce a document outlining the specifications for loading and displaying all MARC formats.

John will resume work on the draft RFR as soon as the enhancements lists are finalized. He hopes that it will be ready to send to vendors in March, with vendors responding and visiting in April or May.

Future Meetings:

The following dates in 1994 are tentatively scheduled for the next LAC meetings in Watson A:

Jan. 12
Jan. 19
Jan. 26

**Online catalog use
Searches vs. other activities**

To assist in assessing the possible impact of fixes to the online catalog, the following shows the relative frequency of different activities on the online catalog. These statistics are from the week of October 4-10, 1992, the last time I gathered use statistics. The numbers and ratios are very similar to other samples taken in the past.

There were 57,098 searches during this week and 354,437 online catalog transactions in all. The following table shows the proportionate occurrence of searches versus other functions or activities. For each 1,000 searches, it shows the comparative number of occurrences of other activities, i.e., for each 1,000 searches there were 292 author displays, 534 author/title displays, etc.

1,000	searches
292	author browse displays
534	author / title browse displays
799	subject browse displays
1,181	subject / title browse displays
1,077	title browse displays
41	call number browse displays
8	"see also" references displays
76	"see" references displays
406	full record displays (# of records, not # of screens)
197	serial holdings displays

At the time these statistics were gathered, the catalog contained the following:

- 1,036,882 bibliographic records
- 1,053,523 author browse records
- 3,295,689 author/title browse records
- 1,098,795 subject browse records
- 1,517,044 title browse records
- 154,031 see also references from authority record 5xx fields
 - 18,298 name and title see also refs (all "related")
 - 64,359 subject "broader" see also refs
 - 13,607 subject "related" see also refs
 - 57,767 subject "narrower" see also refs

In July 1992 there were 179,764 "also" references in 5xx fields in records in the KU authority file (up from 172,663 in July 1991). Assuming there were about 181,500 of these in October, approximately 27,000 (15%) of them did not show up in the online catalog.

John Miller
LAC, 12-15-93

Steering Committee for Strategic Planning Minutes of Meetings, Dec. 6-17

The Steering Committee for Strategic Planning met nine times between Monday, December 6 and Friday, Dec. 17, skipping only Friday the 10th. All members were present at all meetings; Clement presided.

The work of these two weeks was varied, but consisted primarily of reading and discussing the six sections of the Action Plan which had been derived from the seven Task Force reports. A rough draft of the Action Plan was completed by Thursday the 9th and a copy given to Dean Crowe, who met with us on Monday the 13th to go over his initial reactions and questions.

Discussion then began on an Implementation Plan, drafted by Neeley and R. Miller, which is essentially a listing of those recommendations contained within the Action Plan which we believe should be initiated during the next two and a half years. Given the vicissitudes of funding and the unpredictability of where and when re-allocatable vacancies in the staff will occur, we feel it is unrealistic to prioritize specific recommendations for implementation beyond FY96.

Simultaneously, we examined drafts supplied by Clement of an Introduction to the Report, consisting chiefly of a review of the strategic planning process, and a statement of acknowledgements.

After considerable discussion, we decided to combine into one section a statement of the Vision of the KU Libraries with an overview and outline of the Action Plan, reasoning that vision and action should be integrated as closely as possible. Using wording from the task force reports' introductions and the wording of the Key Priority Areas and Goals from the Action Plan, Melton devised a more unified vision statement and outline.

Gibbs reviewed the environmental scan and discussion was held on whether it needs to be included in the report as an appendix. Although there were differences of opinion, it was decided that the environmental scan had been useful in framing our discussion and formulating charges and goals for the task forces but that its utility was over and thus will not be included in the report.

The Report we turned in to Dean Crowe on Friday the 17th thus has the following structure: Acknowledgements, Introduction, Mission Statement, Vision and Outline of Action Plan, the Action Plan itself (with 6 key priority areas, each with numerous goals, strategies, and steps), and an Initial Implementation Plan. Dean Crowe is expected to make copies of the report available to the staff shortly after New Year's, if not before.

Serving on the Steering Committee has been a major element in each of our professional growth over the past year. We hope that the report we have completed, building on the work of the seven task forces which in turn could not have been done without the extra efforts of virtually the entire staff, will provide a useful blueprint for the Libraries as we face the major challenges of the next decade. It has been our privilege to serve.

Respectfully submitted,


Rob Melton, Secretary

Approved Dec. 17, 1993

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE NOVEMBER 29, 1993 MEETING

Present: N. Eshelman, B. Schaffner, K. Graves, B. Jones, M. Rosenbloom, J. Neeley
Mike Biggins, guest.
Absent: D. Dandridge

MINUTES: Minutes of the Budget and Planning Committee for Nov. 4, 1993 and of
the LFA Executive Committee meeting for Nov. 8, 1993 were approved.

Ad Hoc Committee on the General Research Fund Allocation

B. Schaffner, reporting on the progress of the Committee, said the members were proceeding through the 'Sample Program Model' provided by the General Research Committee with an eye to adapting it to our situation. They also plan to invite Bob Bears for a question and answer session. Schaffner thought it probable that the Ad Hoc Committee will recommend that LFA Exec allocate the funds for the coming year as a way to expedite the initial procedure: another possibility would be to charge LCPT with dispensing funds for the first year. The Committee hopes to finish its task next week.

Survey Evaluating the Training Session on Evaluation

N. Eshelman distributed a draft of a survey instrument, which was approved after brief discussion.

Classified Conference Recommended Charges

Eshelman handed out copies of the charges received from Janet Anderson-Story, chair of the Classified Conference, for the LFA Staff Development and Staff Orientation Committees. After brief discussion the Executive Committee approved sending these on to the committees concerned.

FASAR Issue

Eshelman reviewed the agenda for the Dec. 13th general meeting of LFA: the Fasar issue and the Ad Hoc Committee's report on research fund allocation.

Mike Biggins, chair of LCPT, joined the meeting to present LCPT's recommendations regarding whether FASAR's should be included in tenure files. In brief, their recommendations are that, for LI's seeking promotion and LII's seeking tenure, all available FASAR's (but no more than 5) should be included and that LIII's seeking promotion should include the 5 most recent FASARs. (Initial six months reports should not be included.) All of these materials would be forwarded to UCPT and should include both the librarians' reports and the evaluations.

Biggins indicated that LCPT members had some reservations in that they realized that the yearly evaluation process could be inhibited by the knowledge that the evaluations would be included in tenure files. On the other hand, it was felt that other inhibiting factors would be present in any case, that the annual FASARs were helpful to LCPT, and that the annual evaluations might be important to include in lieu of teaching evaluations.

M. Rosenbloom and J. Neeley joined the meeting at this point. Rosenbloom wondered if supervisors might be inclined to provide more detail on the overall summary section of the tenure file to make up for the exclusion of FASARs. Biggins pointed out that supervisors generally do provide good detail in the summary section.

Eshelman remarked that the decision re FASARs will be up to the LFA membership and that there are, in fact, several options. The evaluative part of the FASAR could be removed and the librarians' reports left in the file, for instance. Neeley remarked that the evaluation sections were much more helpful to LCPT than the librarians' reports.

December 13 General Meeting

In regard to the general meeting, Eshelman said that he will plan to summarize the FASAR issue, call on Biggins or Neeley to represent LCPT's point of view and then call for general discussion. He will also try to compose some background information for the general meeting and get it to us by E-mail.

Rosenbloom mentioned issues regarding the General Research Fund process to highlight for discussion; i.e. eligibility, who will evaluate funding requests, what use can be made of the funds. Eshelman suggested that the Ad Hoc Committee might use these points as the basis for a brief background memo to the membership, assuming the Committee has time and is far enough along.

CESR Ballot

Eshelman suggested that, now that the question of term length has been resolved in favor of two-year overlapping terms, we start thinking about charges for CESR. Rosenbloom asked how the ballot for electing CESR members would be structured-- that is, would there be nominees on it or would it consist of a list of LFA members. Eshelman replied that a ballot of nominees had been the recent practice, but that this question could be left up to the Nomination and Ballot Committee.

The meeting was adjourned.

--reported by Barbara Jones

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: November 30, 1993

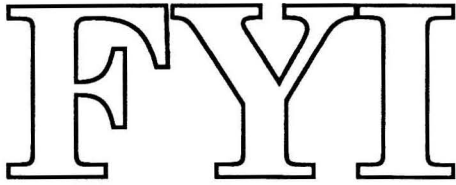
Present: B. Gaeddert, S. Gilliland, Geoff Husic, L. Moore

The committee reviewed the salary range for the Authorities Librarian position and no modifications were suggested.

Sandy G. will transmit our recommendation to the dean in a memo.

Respectfully submitted,

Barb Gaeddert, Secretary



REVISED SPRING SEMESTER LIBRARY HOURS

Attached is a revised schedule of spring semester library hours. Changes from the spring schedule issued with the 8/12/93 FYI are as follows:

- Government Documents & Maps will close at 6pm (not 10pm) on March 27.
- The Regents Center Library will be open 8am-5pm (not closed) on March 26.
- University Archives will be open 8:30am-4:30pm (not 8:00am-5:00pm) M-F.
- Law Library hours are longer than those shown in the 8/12/93 schedule.

Operative dates for the spring schedule are as follows:

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

Please notify me of any additional corrections or proposed changes in the schedule. Mary Hawkins

VOLUNTEERISM

I am pleased to announce that Rachel Miller will begin working on a volunteer basis at the Watson Reference Desk beginning January 18. Jim Neeley

TIME CARD DEADLINE

Due to the Martin Luther King holiday, Monday, January 17th, I am requesting all student time cards, unclassified absence cards, and classified monthly time reports a little early. Please make sure all timecards are in the Library Administrative Office by 12:00, Thursday, January 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

HERE TODAY . . . GONE TOMORROW? EXHIBIT

An exhibit entitled "Here Today . . . Gone Tomorrow? The Challenge of Preserving the Library's Collections" prepared by Rachel Miller, Kent Miller, and Channette Kirby, with help from many additional library staff members, is on display in the Jim Ranz Exhibit Area through January 22. A bookmark which suggests some ways readers can help preserve books for the future (printed on acid-free paper, of course) has been produced as a souvenir token of the exhibit. Copies are available in the exhibit area.

Mike Biggins

WATSON EXHIBITS COMMITTEE

The Watson Exhibits Committee is issuing the following ongoing call to any Library staff members involved in the staging of exhibits in any branch of the Library system: please communicate details of your exhibit (title, location, dates of display) to Channette Kirby in Watson Reference (e-mail: ckirby; or 4-3366). Channette will use this information to update the library-wide exhibits announcement sign that is kept in the Watson exhibit and new book area.

Mike Biggins for the committee

CONGRATULATIONS TO DAVID BENJAMIN

Congratulations to David Benjamin who recently passed comprehensive examinations for the Master of Architecture Degree. David will receive his degree this spring.

Sherry Williams

GRAVES ARTICLE PUBLISHED

Kathy Graves had co-published, with Carl R. Graves, the article "'A Bath, a Book, and an Entertainment': The Santa Fe Railway and its Reading Rooms" in the Autumn 1993 issue of Railroad History. All those interested in library history, Kansas history, railroad history, and labor history will find this article to be extremely interesting.

Rob Melton

MASON PUBLISHES ARTICLE

Publicity for special collections in the KU Libraries received a major boost with Alexandra Mason's "25 Years at the Kenneth Spencer Research Library: Special Collections at the University of Kansas" in the January 1994 issue of College & Research Libraries News. It is the lead feature article. Rob Melton

ATTACHMENTS

Budget and Planning Committee Minutes--November 19, 1993

Cataloging Policy Advisory Committee Minutes--January 3, 1994

Library Faculty Assembly Minutes--November 29, 1993; December 6, 1993; December 13, 1993

Music Library Association Post-Conference Workshop registration sheet

CATALOGING POLICY ADVISORY COMMITTEE

1994-1

Meeting of January 3, 1994

Present: Margaret Bearse, George Gibbs (chair), Lorraine Moore, John Richardson (recorder), Mary Roach

Absent: Sandy Mason, Becky Schulte

Gibbs reported that the results of the OCLC usage test have finally arrived and that, although these results are of little or no use (because the paid searches are not distinguished from the unpaid searches but are lumped together into one figure), they are available for review in the administrative office.

Roach distributed two draft documents to the committee. One outlines the programming changes that are required in order (1) to bring the fixed field displays in LCAT up to date with OCLC "PRISM" standards and with changes to the MARC format and (2) to accommodate the Computer Files and Sound Recordings formats. The other is a summary of CPAC's field-by-field review of the MARC format. It presents CPAC's recommendations regarding the handling of each MARC field with respect to LCAT and OCAT as bibliographic records from such cataloging sources as Law Library, Kansas Collection, and Special Collections are loaded into the online catalog. It also recommends (1) that LCAT accommodate all MARC formats, (2) that LCAT accept all the fields (with a short list of exceptions), and (3) that no new indexing of fields in OCAT be done at this time. CPAC discussed these two drafts and made some minor additions and changes. When the two documents have been put into their final form, they will be forwarded to the Library Automation Committee.

Gibbs distributed three pages of handouts from the American Antiquarian Society regarding the cataloging tapes of the Early American Imprint Series (Evans) 1639-1800. There was a brief discussion on the question of how the call number should appear on the records in our system.

The next meeting of CPAC will be held on January 10.

Submitted by John Richardson

LIBRARY FACULTY ASSEMBLY
MINUTES OF THE DECEMBER 13, 1993 MEETING

Present: N. Eshelman, chair, W. Crowe, S. Miller, R. Ring, B. Jones, M. Rosenbloom, L. Moore, M. Biggins, G. Anderson, J. Emde, S. Williams, L. Knox, M. Reed, B. Gaeddert, M. Hawkins, S. Hitchens, S. Craig, M. Roach, B. Schaffner, P. DiFilippo, J. Neeley, S. Gilliland, G. Gibbs, G. Gillespie, J. Waters, R. Miller

Dean's Report

Dean Crowe reported that Administrative Conference will be taking up budget issues and also that he will be meeting with the Steering Committee for Strategic Planning, whose report is due on the 17th, regarding the administrative response to their report. He mentioned that he will also be involved in meetings concerned with the bidding over-run for rebuilding Hoch.

General Research Fund Guidelines and Related Matters

N. Eshelman gave a brief review of the history of the General Research Fund allocation system and the reasons for the recent decision to fragment GRF into amounts to be allocated to various university 'entities' which will then decide which research proposals to fund. Crowe explained that in the initial introduction of the entity system the Library had been excluded because the basis for allocating amounts is past use of the fund by the faculty represented by each entity: the Library faculty had not made use of GRF in the recent past. It had taken negotiation between the Dean and RGSPS (Research and Graduate Studies and Public Service) to get the Library a \$2,500 allocation from RGSPS which the Library must match with \$2,500 (i.e. \$5,000/year for each of three years). N. Eshelman further explained that an Ad Hoc Committee, appointed as a subcommittee of Exec, had been charged with preparing the guidelines for awarding research funds which each entity is required to develop. Since there is an early deadline (Jan. 15th) for submitting these to GRFC (the General Research Fund Committee) for approval, the task of the Ad Hoc Committee was limited to developing initial guidelines which could be revised in subsequent years as the need for revision becomes clear.

B. Schaffner, chair of the Ad Hoc Committee, reviewed a draft guideline statement which was handed out at the meeting. He explained that the Committee worked from a sample form supplied by GRFC and that the Committee saw no need to change the wording of every section. The Ad Hoc Committee did make a change in the eligibility clause to allow the Library to consider proposals from unclassified professionals. (Schaffner reported that they had checked with Bob Bearse regarding this.) Schaffner also explained that several items indicating what costs should or should not be included as budget items are marked with asterisks which indicate that these are 'non-negotiable'; i.e. that they should not be funded. He pointed out that a significant change made by the Ad Hoc Committee to the sample form was to transfer some of the budget items listed on the sample form as inappropriate, but not specifically excluded by an asterisk, to a list of budget items that will be considered but that must be justified. The Committee felt that the allowable budget items needed expansion to provide some balance because of the fact that their 12-month appointment status effectively excludes librarians from salary support for research.

Discussion centered on the 'non-negotiable' item excluding the salaries of

faculty members during the academic year as a budget item. It was clear from the discussion that LFA members, including the Dean, considered this to be discriminatory since the academic year for Library faculty is 12 months. It was suggested that Library faculty, in particular instances, should go ahead and include a budget item for salary support justified by the argument that some time free of other duties is a necessary condition for doing research and thus testing the fairness of the salary support exclusion.

Other questions raised included whether or not the guidelines apply to both the RGSPS amount and to the matching amount (they do) and whether a completion date for the research must be stated. (Rich Ring pointed out that faculty sometimes handle the time schedule requirement by indicating that they plan to complete some part of a larger project.) There was also discussion of whether the committee which evaluates the proposals could or should partially fund proposals. B Schaffner opined that this could be done but that the advisability of so doing would depend on an estimate of whether the research could be accomplished with less than the requested amount.

Several matters regarding revision came up. Rosenbloom, a member of the Ad Hoc Committee, recalled that the Committee added the phrase "or interdisciplinary effort" to the sentence "What is the importance of the project to the proposer's discipline.(VII.A.1.a.). J. Neeley asked whether there might be any hindrances to revision. Crowe replied that he foresaw no objections from GRFC to periodic revision. M. Biggins suggested that we need to specify, in the eligibility clause, something like 'state funded' unclassified professionals.

Schaffner indicated that the Ad Hoc Committee plans to recommend that the Executive Committee be the review committee for the first year. He stated that further comments are welcome but need to be received by the beginning of January. He promised that application forms would be included with the completed draft.

On a related issue, Crowe mentioned that he would welcome an indication of whether or not there could be a peer process for the occasional request for research-related funding that he receives. He stated that he will plan to refer such requests to Exec at present but that perhaps there could be a standing committee charge or special committee for this. R. Ring brought up the question of whether Staff Development should consider spending funds on research-related travel. Crowe announced that the Library has received an anonymous \$6,000 gift to be spent on staff development.

FASAR Issue: Should FASARs be Included in Tenure Files

Eshelman reviewed the issue briefly by remarking that there had been concern that the annual review process may be somewhat inhibited by the evaluators' knowledge that FASARs are included in tenure files. Crowe stated his preference for the exclusion of the evaluation sections of the FASARs from tenure files, but stipulated that this was a matter which should be settled by the LFA membership. Eshelman pointed out that there are several options besides excluding or including the entire FASAR: accordingly the second sample mail ballot is formatted so as to allow a number of possible options to be included. (Two sample mail ballots were handed out at the meeting, one to decide whether a change in the present procedure should be made and a second mail ballot to determine, in case the first ballot favors change, what change should be made.)

Eshelman called on M. Biggins to summarize the position of LCPT. Biggins said that, although there were initially differences of opinion, with supervisors on the Committee tending to favor exclusion of FASARs, LCPT did come to a consensus that FASARs were very helpful to the Committee's considerations. Several LCPT members had comments. L. Moore explained that, since professional performance is the most important element in the evaluation of librarians, it is particularly helpful to have the supervisor's evaluation over a period of years as an indication of the professional development of a candidate. M. Rosenbloom wondered whether the experience of this year's LCPT committee might have been different had the FASARs not been included in that the information provided on the blue sheet might have expanded.

A variety of specific questions and comments were voiced. M. Hawkins questioned whether including only the annual report of the librarians in the tenure file--a possible option on sample ballot 2, would be acceptable to UCPT, since UCPT's instructions to candidates do indicate that faculty annual reports should not be in the files. J. Neeley pointed out that, since we believe we have a more rigorous annual review than do most teaching faculty, sending annual evaluations over to UCPT gives weight to the importance of professional performance and of the supervisor's evaluation. J. Ende asked whether or not UCPT really reads the FASARs. S. Craig replied that, although they do tend to skip over these, they will review all the documentation if there's a question. She also remarked that in a number of instances there may not be much else in the file, such as substantive peer comment, and that in such cases the annual evaluations are very helpful to LCPT. M. Rosenbloom voiced her concern that a 'red flag' could be raised by a comment in an annual evaluation which was prompted by a situational problem. R. Ring stated a concern that the presence of FASARs would tend to overemphasize professional performance.

As discussion continued participants began to focus on possible ballot options. M. Roach suggested that one option might be to include only the evaluative comment and annual report with no supporting documents. S. Craig felt that this would be difficult to organize--material gathered for FASARs is often part of the larger supporting file documentation. Several people suggested that background material should be provided with the ballots and G. Gibbs suggested that clarification of what is meant by a 'complete' FASAR (as indicated on sample ballot #1) be included. N. Eshelman promised that background material would be supplied. S. Williams pointed out that there had not been much interest expressed in including partial FASARs in tenure files and suggested that we might, therefore, not need to develop ballot #2 until and if we had a negative result on ballot #1. Eshelman agreed that LFA could take the matter of the second ballot up if and when we have a need for it. S. Williams made a motion that the word "complete" be removed from the wording of Ballot #1 and that it then be accepted as a mail ballot. The motion was seconded by G. Gillespie. The motion was carried by voice vote.

R. Miller gave a brief report on three meetings of University Council in which Council considered the report of last year's Research Policy Committee, voted on the recommendations from the Academic Policies and Procedures Committee regarding program discontinuance and considered the consenting relationship policy recommended by the Special Task Force on the Censensual Relations Policy.

The meeting was adjourned.

--- reported by Barbara Jones

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE NOVEMBER 29, 1993 MEETING

Present: N. Eshelman, B. Schaffner, K. Graves, B. Jones, M. Rosenbloom, J. Neeley
Mike Biggins, guest.

Absent: D. Dandridge

MINUTES: Minutes of the Budget and Planning Committee for Nov. 4, 1993 and of
the LFA Executive Committee meeting for Nov. 8, 1993 were approved.

Ad Hoc Committee on the General Research Fund Allocation

B. Schaffner, reporting on the progress of the Committee, said the members were proceeding through the 'Sample Program Model' provided by the General Research Committee with an eye to adapting it to our situation. They also plan to invite Bob Bearse for a question and answer session. Schaffner thought it probable that the Ad Hoc Committee will recommend that LFA Exec allocate the funds for the coming year as a way to expedite the initial procedure: another possibility would be to charge LCPT with dispensing funds for the first year. The Committee hopes to finish its task next week.

Survey Evaluating the Training Session on Evaluation

N. Eshelman distributed a draft of a survey instrument, which was approved after brief discussion.

Classified Conference Recommended Charges

Eshelman handed out copies of the charges received from Janet Anderson-Story, chair of the Classified Conference, for the LFA Staff Development and Staff Orientation Committees. After brief discussion the Executive Committee approved sending these on to the committees concerned.

FASAR Issue

Eshelman reviewed the agenda for the Dec. 13th general meeting of LFA: the Fasar issue and the Ad Hoc Committee's report on research fund allocation.

Mike Biggins, chair of LCPT, joined the meeting to present LCPT's recommendations regarding whether FASAR's should be included in tenure files. In brief, their recommendations are that, for LI's seeking promotion and LII's seeking tenure, all available FASAR's (but no more than 5) should be included and that LII's seeking promotion should include the 5 most recent FASARs. (Initial six months reports should not be included.) All of these materials would be forwarded to UCPT and should include both the librarians' reports and the evaluations.

Biggins indicated that LCPT members had some reservations in that they realized that the yearly evaluation process could be inhibited by the knowledge that the evaluations would be included in tenure files. On the other hand, it was felt that other inhibiting factors would be present in any case, that the annual FASARs were helpful to LCPT, and that the annual evaluations might be important to include in lieu of teaching evaluations.

M. Rosenbloom and J. Neeley joined the meeting at this point. Rosenbloom wondered if supervisors might be inclined to provide more detail on the overall summary section of the tenure file to make up for the exclusion of FASARs. Biggins pointed out that supervisors generally do provide good detail in the summary section.

Eshelman remarked that the decision re FASARs will be up to the LFA membership and that there are, in fact, several options. The evaluative part of the FASAR could be removed and the librarians' reports left in the file, for instance. Neeley remarked that the evaluation sections were much more helpful to LCPT than the librarians' reports.

December 13 General Meeting

In regard to the general meeting, Eshelman said that he will plan to summarize the FASAR issue, call on Biggins or Neeley to represent LCPT's point of view and then call for general discussion. He will also try to compose some background information for the general meeting and get it to us by E-mail.

Rosenbloom mentioned issues regarding the General Research Fund process to highlight for discussion; i.e. eligibility, who will evaluate funding requests, what use can be made of the funds. Eshelman suggested that the Ad Hoc Committee might use these points as the basis for a brief background memo to the membership, assuming the Committee has time and is far enough along.

CESR Ballot

Eshelman suggested that, now that the question of term length has been resolved in favor of two-year overlapping terms, we start thinking about charges for CESR. Rosenbloom asked how the ballot for electing CESR members would be structured-- that is, would there be nominees on it or would it consist of a list of LFA members. Eshelman replied that a ballot of nominees had been the recent practice, but that this question could be left up to the Nomination and Ballot Committee.

The meeting was adjourned.

--reported by Barbara Jones

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF DECEMBER 6, 1993

Present: N. Eshelman, chair, K. Graves, B. Schaffner, D. Dandridge, Barbara Jones. Absent: J. Neeley, M. Rosenbloom.

Minutes: The minutes of the November 29, 1993 LFA Executive Committee and the minutes of the Nomination and Ballot Committee for Oct. 27 and Nov 22, 1993 were approved.

General Meeting of LFA

The Committee discussed plans for the general meeting of Dec. 13th. It was decided that it would be less confusing to handle voting on the question of whether or not FASARs (or some part of the FASARs) should be included in tenure files by a series of two ballots. The first would determine whether or not the membership favors a change in the present system: the second would be a follow-up ballot contingent on the outcome of the first ballot and would determine the specific change desired by the majority. N. Eshelman will produce some sample ballots.

Regarding the second agenda item, the report of the Ad Hoc Committee on the General Research Fund allocation, it was decided that N. Eshelman will ask the Dean to give some background information and then call on B. Schaffner for a report on the Ad Hoc Committee's work. Schaffner hopes the Committee will have a preliminary document by the time of the meeting--preliminary in the sense that it will not yet have been approved by the General Research Fund Committee.

The meeting was adjourned.

---reported by Barbara Jones

Budget and Planning Committee

November 19, 1993

ATTENDEES: Rob Melton, Nancy Jaeger, Roger Anderson, Connie Powell, Sue Hewitt, Jill Girardo, Geoff Husic, Joyce Elliott.

The meeting began right after the Dean's Friday morning budget presentation. Rob Melton conducted the meeting. He emphasized that the committee should now finish reading all of the departmental budget reports. He also asked us to study the handouts from the Dean's presentation.

At our next meeting on December 2nd at 1:30 pm the committee will prepare a budget response. That response will be presented to the Dean at a breakfast meeting at the Union on Wednesday, December 8th at 7:30 am.

Rob noted that over 40 library staff members attended the Dean's budget presentations on Thursday afternoon, November 18th and Friday morning, November 19th. This was a very good turnout.

The meeting adjourned at 10:55 am.

Connie Powell

MUSIC LIBRARY ASSOCIATION

Post-Conference Workshop

**Sunday, March 6, 1994
8:30 am - 12:00 noon
The Ritz-Carlton, Kansas City
Kansas City, Missouri**

INTERVIEWING SKILLS

**Sponsored by the Oral History Subcommittee of the Joint Committee
for the MLA Archives
and the Education Committee**

The aim of this workshop is to offer some practical skills that will assist librarians and archivists who are currently coping with the results of oral histories in their collections, as well as those who are embarking on projects of their own. Led by the oral historian Joel Gardner, the program will run from 8:30 am-12:00 noon. Mr. Gardner, president of Gardner Associates, a firm specializing in corporate and institutional oral history research, has taught and lectured widely on oral history both in the United States and Europe. Divided into two portions, the program will open with a presentation by Mr. Gardner in which he will discuss pre-interview preparations, specific interviewing skills, and follow-up procedures. A coffee break will be followed by two interviews, each approximately 20 minutes in length, conducted by novice interviewers from within the MLA membership. Mr. Gardner will critique each of the interviews, focusing on the interviewer's technique. A wrap-up, with time for questions from the audience, will conclude the program.

For anyone who is in the throes of conducting, organizing, or collecting oral history, or who simply holds an interest in the process, this promises to be a lively and informative program.

FOR FURTHER INFORMATION CONTACT:

**Marjorie Hassen
Otto E. Albrecht Music Library
University of Pennsylvania
3420 Walnut Street
Philadelphia, PA 19104-6206**

**(215) 898-3450
E-mail: hassen@a1.relay.upenn.edu**

MUSIC LIBRARY ASSOCIATION

Post-Conference Workshop

**Sunday, March 6, 1994
8:30 am - 12:00 noon
The Ritz-Carlton, Kansas City
Kansas City, Missouri**

INTERVIEWING SKILLS

**Sponsored by the Oral History Subcommittee of the Joint Committee
for the MLA Archives
and the Education Committee**

Name _____

Daytime Telephone _____ E-mail address _____

Institution _____

Address _____

Registration fee: \$25.00

Registration deadline: 31 January 1994 **PLEASE REGISTER EARLY**

Please make your check payable to the **Music Library Association** and send this form along with payment to:

Marjorie Hassen
Otto E. Albrecht Music Library
University of Pennsylvania
3420 Walnut Street
Philadelphia, PA 19104-6206

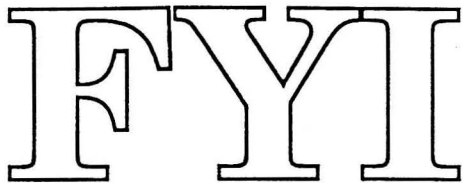
THE UNIVERSITY OF KANSAS LIBRARIES
SPRING SEMESTER SCHEDULE OF HOURS: JANUARY 11 - JUNE 6, 1994

Revised Jan. 13, 1994

<p>ANSCHUTZ SCIENCE LIBRARY (864-4928)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 10pm Sun noon - midnight</p> <p><u>Exceptions & Holidays</u> Jan. 17 Closed Mar. 19 10am - 6pm Mar. 20 Closed Mar. 21-25 8am - 5pm Mar. 26 Closed Mar. 27 noon - midnight April 22-May 11: Mon-Thu 8am - midnight Fri 8am - 10pm Sat 9am - 10pm Sun noon - midnight May 12-29: Mon-Fri 8am - 5pm Sat & Sun Closed May 30 Closed May 31-June 6: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>EAST ASIAN LIBRARY (864-4669) 5th Level Watson</p> <p><u>Staffed:</u> Mon-Fri 8am - 5pm <u>Closed:</u> Jan. 17, May 30</p> <p>(East Asian bookstacks open on same schedule as Watson Library bookstacks)</p>	<p>INTERLIBRARY SERVICES (864-3960) 3rd Level Watson</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> Jan. 17, May 30</p>	<p>REGENTS CENTER LIBRARY (864-8570) 12600 Quivira Rd. Overland Park, KS</p> <p>Mon-Fri 8am - 11pm Sat 8am - 5pm Sun noon - 5pm</p> <p><u>Hours During Class Holidays:</u> Mon-Fri 8am - 5pm Sat & Sun Closed Mar. 26 8am-5pm Mar. 27 noon - 5pm</p> <p><u>Closed:</u> Jan. 17, Mar 20, May 30</p>	<p>UNIVERSITY ARCHIVES (864-4188) 422 Spencer Library</p> <p>Mon-Fri 8:30am - 4:30pm Sat & Sun Closed</p> <p><u>Closed:</u> Jan. 17, May 30</p>	
<p>ART & ARCHITECTURE LIBRARY (864-3020) Spencer Museum</p> <p>Mon-Thu 8am - 10pm Fri 8am - 6pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Hours During Class Holidays:</u> Jan. 17 Closed Mar. 20 Closed Mar. 21-25 8am - 5pm Mar. 26 Closed Mar. 27 1pm - 10pm May 12-29: Mon-Fri 8am - 5pm Sat & Sun Closed May 30 Closed May 31-June 6: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>FINES OFFICE (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am-4:30pm Sat 10am - 1pm Sun Closed</p> <p><u>Closed:</u> Jan. 17, Mar. 19, Mar. 26, May 14, May 21, May 28, May 30, June 4</p>	<p>KANSAS COLLECTION (864-4274) 224 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat 9am - 1pm Sun Closed</p> <p><u>Closed:</u> Jan. 17, Mar. 26, May 7, May 14, May 21, May 28, May 30, June 4</p>	<p>SPAHR ENGINEERING LIBRARY (864-3866) Spahr Hall</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 5pm Sun noon - midnight</p> <p><u>Hours During Class Holidays:</u> Jan. 17 Closed Mar. 19-20 Closed Mar. 21-25 8am - 5pm Mar. 26 Closed Mar. 27 noon - midnight May 12-29: Mon-Fri 8am - 5pm Sat & Sun Closed May 30 Closed May 31-June 6: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>WATSON LIBRARY (864-3956) (HOURS: 864-8900)</p> <p>CIRCULATION* (864-4715) RESERVE (864-3396) MICROFORMS (864-4661) PERIODICALS READING ROOM (864-3950)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 6pm Sun noon - midnight</p> <p><u>Exceptions & Holidays:</u> Jan. 17 Closed Mar. 20 Closed Mar. 21-25 8am - 5pm Mar. 26 Closed Mar. 27 noon - midnight Apr. 22-May 11: Mon-Thu 8am - midnight Fri 8am - 10pm Sat 9am - 10pm Sun noon - midnight May 12-29: Mon-Fri 8am - 5pm Sat & Sun Closed May 30 Closed May 31-June 6: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>COPYING SERVICES (864-4209)</p> <p>Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.</p> <p>REFERENCE DESK (864-3347)</p> <p><u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat 1pm - 5pm Sun 1 pm - 9pm</p> <p><u>Hours During Class Holidays:</u> Staffed Mon-Fri 9am - 5pm Not Staffed: Mar. 19 Staffed: Mar. 27 Closed: Jan. 17, Mar. 20, Mar. 26, May 14-15, May 21-22, May 28-30, June 4-5</p>
	<p>GOVERNMENT DOCUMENTS & MAPS (864-4662) (864-4420) 6th Floor, Malott Hall</p> <p>Mon-Thu 8am - 9pm Fri 8am - 5pm Sat 10am - 5pm Sun 1pm - 6pm</p> <p><u>Hours During Class Holidays:</u> Jan. 17 Closed Mar. 20 Closed Mar. 21-25 8am - 5pm Mar. 26 Closed Mar. 27 1pm - 6pm May 12-29: Mon-Fri 8am - 5pm Sat & Sun Closed May 30 Closed May 31-June 6: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>MUSIC LIBRARY (864-3496) 448 Murphy</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Hours During Class Holidays:</u> Jan. 17 Closed Mar. 20 Closed Mar. 21-25 8am - 5pm Mar. 26 Closed Mar. 27 5pm - 10pm Apr. 3 5pm - 10pm May 12-29: Mon-Fri 8am - 5pm Sat & Sun Closed May 30 Closed May 31-June 6: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>SPECIAL COLLECTIONS (864-4334) 327 Spencer Library</p> <p>Mon-Fri 8am - 6pm Sat 9am - 1pm Sun Closed</p> <p><u>Closed:</u> Jan. 17, Mar. 26, May 7, May 14, May 21, May 28, May 30, June 4</p>	<p>HOWEY READING ROOM 864-3404, 103 Summerfield</p> <p>Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun noon - 10pm</p> <p><u>Closed During Class Holidays</u></p>	
				<p>*Circulation/Reserve Desks close 15 min. before Library closes. Bookstacks close 1/2 hr. before Library closes.</p>	<p>LAW LIBRARY (864-3025) 200 Green Hall</p> <p>Mon-Fri 7:30am - 11pm Sat 9am - 10pm Sun 10am - 11pm</p> <p><u>Hours Vary During Holidays:</u></p>

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-7006.



University of Kansas Libraries

Number 1258 January 27, 1994

ARL SPEC KIT

ARL SPEC Kit no. 197 "Benefits for Professional Staff in ARL Libraries," October 1993 has been received and is available in periodicals. K. Miller

OFFICIAL RESULTS

The Committee on the Evaluation of Service and Research (CESR) for this year will be:

Julie Waters,	Librarian I
Lorrie Knox,	Librarian II
Margaret Wilson,	Librarian III

Submitted by David Pardue for N&B

CONGRATULATIONS TO ESTHER BOYD

Congratulations to Esther Boyd who recently successfully defended her thesis for the Master of Architecture Degree. Esther received her degree in December. K. Neeley

SOWETO BLUES

A new exhibit, "Soweto Blues: Life in a South African Township," is on display in the Watson Exhibit and New Book Area now through February 20. The exhibit highlights the Soweto student uprising of 1976, an event widely considered a turning point in the struggle of South Africa's Black population for social equality. Individual display cases center on the uprising itself, leading personalities in the equality movement, everyday life in Soweto township, and the theme of Soweto in literature and music, featuring books, maps, and newspaper and journal articles from the Library's collections. Complimentary copies of a brochure accompanying the exhibit are available in the exhibit area to all Library patrons and staff. The exhibit and brochure were prepared by Ken Lohrentz with assistance from Rachel Miller and L. E. James Helyar. Watson Exhibits Committee

ATTACHMENTS

Committee on Salaries and Benefits Minutes--January 5, 1994, January 14, 1994
Library Faculty Assembly Executive Committee Minutes--January 10, 1994

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: January 5, 1994

Present: B. Gaeddert, S. Gilliland, G. Husic, L. Moore

The committee reviewed the salary offer recommended by the search committee for the position of Library Instruction Coordinator and recommended a salary to the Dean.

Sandy G. will transmit our recommendation to the Dean in a memo.

Respectfully submitted,

Barb Gaeddert, Secretary

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: January 14, 1994

Present: B. Gaeddert, S. Gilliland, G. Husic, L. Moore

The committee reviewed the salary offer recommended by the search committee for the position of Interlibrary Services Librarian and Coordinator of Document Delivery and recommended a salary to the Dean.

Sandy G. will transmit our recommendation to the Dean in a memo.

Respectfully submitted,

Barb Gaeddert, Secretary

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF JANUARY 10, 1994

Present: N. Eshelman, chair, B. Shaffner, K. Graves, D. Danderidge, J. Neeley, M. Rosenbloom, B. Jones. Guest: S. Hitchens

Minutes: Minutes of the LFA general meeting of December 13, 1993 were approved as amended. Minutes of the LFA Executive Committee for December 6, 1993 and minutes of the Budget and Planning Committee for November 19, 1993 were approved.

General Research Fund Guidelines

A copy of the Libraries' Guidelines for the GRF F95 competition were handed out along with a sheet of questions which the entities applying for a general research fund allocation are required to answer. Brad Schaffner explained that the guidelines document replaces an earlier draft document produced by the Ad Hoc Committee on the General Research Fund Allocation and that it includes a few changes based on discussion in the December 13th general meeting of LFA. The new document adds a clause to the review criteria section regarding the importance of a project to a proposer's interdisciplinary efforts and also makes it clear that any member of the initial review committee (i.e. the Exec Committee) who submits a proposal will not be involved in reviewing proposals.

Schaffner explained that the sheet of questions to be answered by entities applying for a fund allocation was part of the material supplied by the General Research Fund Committee. For most of the questions the Ad Hoc Committee had inserted answers, most of them based on the sample guidelines for applicants (also supplied by GRFC). Deviations from the GRFC sample documents were made in the case of eligibility so as to include both tenure-track faculty and state-funded unclassified professionals and in an answer concerning the Libraries' allocation and selection procedures. Two questions relating to the entities goals and to how the GRFC was to measure the success of an entity in meeting those goals were left for Dean Crowe's response. Brad asked that committee members get back to him with any suggestions for revision by Wednesday morning. M. Rosenbloom suggested that Exec provide a cover memo when guidelines are sent out to staff to encourage them to apply.

Status of Unclassified Professionals

Deborah Dandridge reported on a meeting of several unclassified professional staff with the Dean regarding the status of unclassified professionals. It was learned that a new designation for unclassified professionals of 'academic staff' would be acceptable to Strong Hall but that acceptance of such a change was considered by the Dean to be risky in that it could call into question the status of librarians: it might encourage a move on the part of University administration to include library faculty in the 'academic staff' category. Dandridge reported that, although the Dean voiced no objection to the unclassified professionals taking up the matter with university administration, they felt the matter was an LFA issue. After some discussion it was agreed that LFA, given its history on this issue, would be unlikely to favor such a change in the status of unclassified professionals.

Evaluative Questionnaire on the Evaluation Workshop Presented by Maureen Sullivan

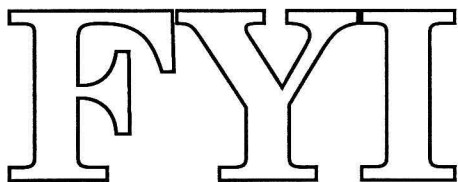
N. Eshelman distributed the results of the questionnaire evaluation of the Sullivan workshop. It was pointed out that the general tenor of comments was not all that favorable and seemed to indicate that the content was not considered by many to be very relevant to their situation. It was also pointed out that the response was perhaps too small to be reliable.

CESR Ballot

N. Eshelman reported that the results of the CESR election were inconclusive in respect to the LII candidates. The vote was a preferential vote among several candidates with no one receiving the majority votes required by the bylaws. The Nominating and Ballot Committee has asked Exec for direction on how to resolve this. There was discussion on the options: whether to have a run-off ballot, use a grid chart supplied by N & B of the preferential vote to award the position to whoever received the most 'points' or flip a coin. The majority favored a run-off election between the top two point-getters, but with a stipulation to N & B that only a one-week response time should be allowed since we need to let the CESR begin its task in a timely manner.

The date of the next EXEC meeting was set for January 24th and the meeting was adjourned.

---reported by Barbara Jones



University of Kansas Libraries

Number 1259 February 3, 1994

CLASSIFIED VACANCY

The Cataloging Department announces the availability of a full-time Office Assistant III position with the following responsibilities: 1) 20% Oversees the general flow of books routed from Acquisitions to Cataloging; 2) 25% Oversees the flow of certain "Special" types of materials coming into Cataloging; 3) 25% Cataloging books; 4) 20% Overseeing the processing of specialized types of library materials; 5) 10% Supervision of students. Minimum Qualifications: One year of experience in clerical work. (College coursework may be substituted for the required experience.) Preferred Qualifications: Prefer 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. Beginning annual salary: \$15,792 (Range 13, Step A). Application instructions: To apply, complete a "Request for Promotion or Transfer" form, available from Julie Slusser or Sandy Gilliland, 502 Watson (4-3601). In addition, a current KU "Internal Application" form must be on file. Applications are due by **5:00 p.m. Friday, February 11, 1994**. (Student assistants who are interested in full-time, civil service employment must take a civil service examination before becoming eligible to apply for civil service employment. Contact Sandy Gilliland, 4-3601, for additional information.)

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

Penny Donaldson has been appointed as Interlibrary Services / Document Delivery Librarian, within the reorganized structure that aligns Interlibrary Services with the Acquisitions and the technical services areas of Serials. Penny received a B.S. degree in Journalism from KU and the M.L.S. degree from Emporia State University. She joined the KU Libraries staff in April, 1986, with an appointment as an Office Assistant in Interlibrary Services. She promoted within ILS to a Library Assistant II position in 1992. Penny's appointment as Interlibrary Services / Document Delivery Librarian is effective February 1, 1994.

Cindy Pierard has been appointed as Library Instruction Coordinator. Cindy received a B.A. degree in International Studies from Earlham College and the M.L.S. degree from Indiana University. She was recently employed as a Reference Assistant with Indiana University Libraries. Cindy's appointment becomes effective February 21, 1994.

Wanda Dyer has received a promotion within the Cataloging from Library Assistant I to Library Assistant II. Wanda, who has been employed in the Libraries since January, 1990, has promoted to the position that was previously occupied by Miloche Kottman. Her promotion is effective February 1, 1994.

Sandy Gilliland

CHANGES IN THE SLAVIC DEPARTMENT

Gordon Anderson will step aside as Head of the Slavic Department in order to devote his time to reference and collection development activities. As of February 7, his assignment in Reference will be made permanent. Gordon's current bibliographic assignments for German and Czech/Polish materials will continue and he will begin to share the collection development assignment for history with Rich Ring. (An announcement about the division of duties is forthcoming.)

I have initiated discussion with the remaining Slavic staff about the future of the department and how we should proceed. As arrangements are worked out, I will report to FYI. George Gibbs

GENE CARVALHO ON HIS EXPERIENCES IN JAPAN

The Staff Development Committee invites you to an informal talk by Gene Carvalho:

TO BUILD A COLLEGE LIBRARY IN 365 DAYS - IN JAPAN!

Gene has just returned to the KU Libraries after two and a half years in Japan at the Minnesota State University in Akita. His talk will be on Thursday, February 10 at 3:00 p.m. in Watson Conference Room A. Refreshments will follow the talk. Hope to see many of you there! Rich Ring

BRAD SCHAFFNER LIVE ON RUSSIA

The Staff Development Committee invites you to a talk by Brad Schaffner:

Books, Libraries and Life in Post-Communist Russia

Brad was in Russia for ten weeks last spring to visit KU's exchange partners, buy books and for research. He has some interesting observations about a rapidly changing part of the world. The talk will be in Room A on Thursday, February 17 at 3:30. Hope that many of you will be able to attend. Rich Ring

MINORITY INTERNSHIP PROGRAM

The Kansas City Area Archivists are offering a minority internship program for this summer, 1994. It will provide a minority student with a ten week program in the basic archival functions of appraisal and acquisition, arrangement and description, preservation, reference and outreach. During this ten week program, the student will work twenty hours a week and receive a stipend of \$1500.00 for the program. Among the eight archival institutions participating in the program is the Kansas Collection. For further information contact Deborah Dandridge. Deborah Dandridge

ATTACHMENTS

Cataloging Policy Advisory Committee Minutes--January 10, 1994

CATALOGING POLICY ADVISORY COMMITTEE

1994-2

Meeting of January 10, 1994

Present: George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Margaret Bearse, Mike Biggins

Gibbs reported that he had sought the opinion of the public services heads on the usefulness of the 028 field (Publisher Number for Music) and the 510 field (Citation/-References Note) in the online catalog. They were in favor of allowing the 028 field to display in OCAT, excluding the 510 field from both OCAT and LCAT when it appears on serial records, and retaining the 510 field in OCAT and LCAT when it appears on monographic records. This advice will be followed in CPAC's recommendations to the Library Automation Committee (LAC) on the handling of MARC fields in the online catalog.

Discussion on the draft memo that presents those recommendations was concluded. Roach, who is also a member of LAC, will bring a copy of the revised memo to the next LAC meeting and send copies to the other members of CPAC. CPAC also reviewed Gibbs's letter to John Miller, Chair of LAC, which is both a letter of transmittal for two memos containing CPAC recommendations for action and a progress report on CPAC's recent activities.

For the balance of the meeting, the committee examined the problem of Special Collections' non-standard use of the 730 field (Uniform Title Added Entry) and, in the end, agreement was reached on a solution. CPAC will recommend that genre headings, which Special Collections now encodes in the 730 field, begin to be coded in either the 655 field or the 755 field as appropriate. Special Collections will continue to code dates in the 730 field on OCLC records. As part of any retrospective load of Special Collections's records into LCAT, a programming request will be made to have genre information from the 730 field placed in a 599 field preceded by the print constant "Form:." Special Collections staff will be responsible for moving the information in the 599 field to the appropriate 655 or 755 field. For date information recorded in the 730 field a programming request will be made to have the date transferred to a 599 field with the print constant "Date:" for any retrospective records added and for all prospective cataloging records. The purpose of the print constant is to make the transfer of this information to an indexable field at some time in the future easier to accomplish. Mason thinks these changes in cataloging practice can begin to be implemented for current cataloging after the 25th anniversary celebration at Spencer Research Library in April.

The next meeting of CPAC was scheduled for January 28.

Submitted by John Richardson

FYI

University of Kansas Libraries

Number 1260 February 10, 1994

PERSONNEL

Barbara Breitung, Library Assistant I in the Cataloging Department, resigned her position effective Friday, February 4th. Barbara had been employed by the Libraries since February, 1990. (Barbara's resignation was announced via e-mail last week.)

Sandy Gilliland

HUMAN RESOURCES TRAINING CALENDAR

Attached to this issue of FYI is a copy of Human Resources' training calendar for the months of January, February and March. Staff interested in attending any of the seminars are asked to first obtain supervisory permission to participate, and must register by calling 4-4725.

Also included are two seminars sponsored by the KU Dependent Care Referral Service. Reservations for these seminars are encouraged but not required.

Sandy Gilliland

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 9:00 a.m., Tuesday, February 15th. 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

OFFICIAL RESULTS

Should the FASAR remain part of the promotion and tenure proces, and continue to be sent to LCPT and UCPT?

Total votes cast: 41
yes -- 27
no -- 14

Submitted by David Pardue, N&B Secretary

SCHEDULE OF OPEN FORUMS

As I announced at my "state of the library" report meetings in January, I would like to begin a schedule of once-a-month-or-so open forums to promote the exchange of information among staff.

Below, is a schedule of dates, times and places for us to meet. I will welcome comments on the timing, format, location, etc., as we proceed.

February 17 (Thursday): 10:00 - 11:00 a.m., Watson Conference Room A
March 18 (Friday): 2:00 - 3:00 p.m., Anschutz Science Library Conference Room
April 12 (Tuesday): 1:30 - 2:30 p.m., Watson Conference Room A
May 17 (Tuesday): 10:30 - 11:30 a.m., Anschutz Science Library Conference Room
June 30 (Thursday): 3:00 - 4:00 p.m., Watson Conference Room A
July 12 (Tuesday): 2:00 - 3:00 p.m., Anschutz Science Library Conference Room --W. J. Crowe

AUCTIONS OF BOOKS AND CHINA

There are two new exhibitions in the Department of Special Collections. In the Printed Books Reading Room "Sotheby's: 250 years of book auctions" is a mini-exhibition celebrating the 250th anniversary of Sotheby's book auction house, and showing off a particularly interesting newsbook from 1643 which we acquired from Sotheby's in December. In the Catalogue Room "China viewed from Europe" shows illustrations drawn from 17th-19th century European books; the exhibition was arranged in connection with Chinese week, but will continue through the end of March.

L. E. James Helyar

ANDERSON, BIGGINS CONTRIBUTE TO ARTICLE

Gordon Anderson and Michael Biggins contributed the sections on Poland and the former Yugoslav Republic, respectively, to the survey article "Chaos By Subscription: Serials in Eastern Europe," which has appeared in Serials Review, 20:1 (1994), pp. 43-58.

Rob Melton

ATTACHMENTS

Department of Human Resources Professional Development Calendar
Professional Development Programs
KUDCRS News -- January 1994
Library Automation Committee Minutes--January 12, 1994

DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

January, February, March 1994

	Monday	Tuesday	Wednesday	Thursday	Friday
J A N U A R Y	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21 Classified Orientation 9am - 12noon
	24	25	26 STEP (Day 1) 8am - 12noon	27	28
F E B R U A R Y	31	1	2 STEP (Day 2) 9am - 3:30pm	3 Interviewing Under ADA (Part I) 8:30am - 12noon	4 Interviewing Under ADA (Part II) 8:30am - 12noon
	7	8 Unclassified Orientation 8:30am - 12noon	9 STEP (Day 3) 9am - 4pm	10 Coaching & Counseling 9am - 4pm	11 Understanding Diversity (Part I) 8am - 12noon
	14	15	16 STEP (Day 4) 9am - 4pm	17 Overview of ADA 9am - 12noon	18 Understanding Diversity (Part II) 8am - 12noon
	21	22	23 STEP (Day 5) 9am - 4pm	24 Position Descriptions Under ADA 9am - 12noon	25 Classified Orientation 1pm - 4pm
M A R C H	28	1	2 STEP (Day 6) 9am - 3pm	3	4
	7	8	9 STEP (Day 7) 9am - 3pm	10 Meetings That Matter 9am - 12noon	11
	14	15	16 STEP (Day 8) 8am - 2pm	17 Position Descriptions Under ADA 9am - 12noon	18
	21	22 Introduction to Supervision (Part I) 8am - 12noon	23	24 Introduction to Supervision (Part II) 8am - 12noon	25 Classified Orientation 9am - 12noon
	28	29	30	31 Overview of ADA 9am 12noon	

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

Programs offered by the Department of Human Resources are open to all employees of the University. 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 for the hiring process. This workshop will be co-presented by Human Resources and Affirmative Action staff.

POSITION DESCRIPTIONS UNDER ADA - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. 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) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.

***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

HUMAN RESOURCES



The University of Kansas

MORE PROFESSIONAL DEVELOPMENT:

The Professional Development Unit continues to offer consultation and program development services to departments across campus to design and deliver training programs specific to their unique needs. Some of the program areas available for in-house training are: Communication, Conflict Management, Stress Management, Time Management, Team Building, Counseling Skills, and Customer Service.

If your department would like to request this service from Professional Development, you are invited to contact Kathleen Ames-Oliver at 864-4946.

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor's permission to participate in programs conducted during your 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.

February 22	7:00 - 8:30 pm	"Including Children with Special Needs in Day-Care Settings" Lawrence Public Library Auditorium By Pam Shanks, Raintree Montessori School
March 15	7:00 - 8:30 pm	"Stress Management for Parents and Caregivers of Young Children" Lawrence Arts Center, Preschool Room Carol Boncella, Lawrence Memorial Hospital

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

GILLILAND SANDY
LIBRARIES
ASSISTANT TO THE DEAN
502 Watson

L032

Library Automation Committee

Meeting of January 12, 1994

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

Absent: William Crowe, Patrick Kingsbury, Sherry Williams, Mary Roach (for the first half of the meeting)

Announcements/Questions:

1. John said that Infodata has been contacted about the recent problems with Inquire. The UDK ran an article today about Inquire, which may affect the demand for it.
2. There soon will be 4 more LAN terminals in Reference, pending resolution of problems encountered with new ethernet cards.
3. George distributed 3 memos from CPAC: (1) a general progress report; (2) a memo written by Mary Roach specifying current and desired handling and display of all relevant MARC fields in LCAT and OCAT; and (3) a memo written by Mary describing new LCAT online fixed field displays needed to match changes made on OCLC displays. One of the recommendations in the first report is that we proceed with obtaining and loading the Early American Imprints (Evans) set. John asked when we could expect to receive the Evans set, and George replied that the licensing agreement will be coordinated with the completion of the programming needed to load the records.

The committee members are to read the memos for discussion in next week's meeting.

Discussion:

1. Mary Hawkins will ask Susan Craig for a brief written report on the discussion in the most recent Public Service Heads meeting regarding the proposed Fixes and Enhancements list.
2. John referred back to the November 15 draft of the RFR and distributed new appendices I and II, which include statistics for current holdings, cataloging, circulation, and interlibrary loan, and background information about University computing services and campus networking. He also

distributed copies of a chapter from a recent Library Technology Reports that presents a composite RFP for an online catalog based on actual RFPs submitted by libraries in the past few years.

The parts of this draft of the RFR that addresses what the libraries want in and automated system, namely, "General Guidelines, Principles, and Assumptions" and "Requirements," date from the vision statement that LAC was working on last summer prior to Strategic Planning. John asked for discussion on whether or not these statements are too general and whether or not other general areas needed to be added. Several issues arose during the discussion:

- a. What vendors do we anticipate getting responses from? There are four that we are seriously interested in and from whom we want responses. The RFR can be sent to a select group, while the final bid must go out to all viable vendors.
- b. What kind of response do we want from vendors? If the list of requirements is too specific, a vendor may have to respond to each individual requirement with its availability or prospects for its future availability. In addition to a written response, we want the vendors to offer demonstrations tailored to the requirements outlined in the RFR. This should be mentioned in a cover letter or introduction that outlines what we expect and what the overall process will be.
- c. How much interest in KU's business can we count on from vendors and how much do we need to promote KU as a client?

It was generally agreed that the RFR could be worded fairly generally, and vendors could be requested to let us know what other information they might need in order to respond accurately. The RFR should be detailed enough to show that we've put a lot of consideration into it and that we are serious about investigating new automated systems, but it should not be so detailed that vendors will not respond because they don't feel they can adequately meet our needs.

- ▶ John will rewrite the two sections concerning Guidelines and Requirements according to the following outline:

Guidelines and Requirements

- A. General
 - B. Vendor
 - C. Interface
 - D. Data Types
- etc.

LAC, January 12, 1994, page 3

- ▶ On page 5, number one, the alternative phrasing of the definition of "the system" was preferred by the committee.
- ▶ The first paragraph in number 2, on staff functions was preferred by the committee over the alternatives.
- ▶ On page 7, number 2, the alternative wording concerning bibliographic access to holdings was preferred.

- ▶ John will distribute the revision prior to next week's meeting if possible.

Further discussion about next steps in RFR process:

- ▶ John would like to have the RFR ready in its final form and a cover letter or introduction ready to mail to vendors in March. Bill, George, and John are attempting to arrange meetings with representatives of the four vendors at ALA in early February to introduce our interest and see how they react to the process.

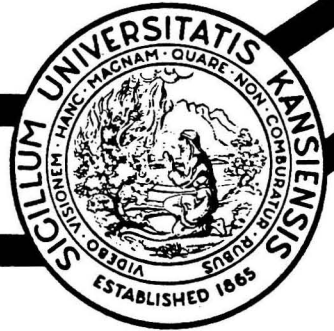
- ▶ System demos will be open to all library staff. We need to consider how to manage the demos and the evaluative process so that staff have an ample opportunity for input into the process. It will be important, as outlined in our strategic planning task force report, to create and offer both presentations and discussion opportunities for staff on a variety of topics prior to the initial systems demos. Some ideas, concepts, and terms will be new to some staff and they should have the opportunity to learn about them. It also will be important to talk about possible differences between our current system and vendor systems and how they relate to generic problems and processes.

John mentioned that he has acquired a copy of "Plans and Recommendations for the Iowa Library Information Network." This is a technical, financial, and political feasibility study of a Z39.50-based library network in Iowa, including up to 40 academic, public, and special libraries. It began with interest at linking the University of Iowa and Iowa State University, both NOTIS libraries, with the University of Northern Iowa, an Innovative Interfaces library. It then was expanded to address statewide issues.

The committee will meet next Wednesday the 19th at 1:30, unless a Strategic Planning event takes precedence, and again the following Wednesday on the 26th.

KUDCRS NEWS January 1994

HUMAN RESOURCES



The University of Kansas

KU Dependent Care Referral Service offers assistance with your child care and elder care needs for anyone needing our free services.

☎ You may call 864-4648 during afternoon office hours, or you may leave messages on our 24-hour, voice-mail service.

Family Caregiving Seminars

- ✓ The family caregiving calendar for February, March and April is enclosed. All interested persons are encouraged to attend these free events.
- ✓ Preregistration is encouraged, yet not required; please call 864-4946.
- ✓ If you are a KU employée, please get your supervisor's permission to participate in seminars conducted during your work hours.
- ✓ Sessions have been submitted to the State of Kansas for inservice training clock-hour credits for most child care providers.
- ✓ 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.

7:00 - 8:30 pm February 22 "Including Children with Special Needs
in Day-Care Settings"
Lawrence Public Library Auditorium
Presenter: Pam Shanks, Teacher

7:00 - 8:30 pm March 15 "Stress Management for Parents and
Caregivers of Young Children"
Lawrence Arts Center
Presenter: Carol Boncella, Ed. Coord.

7:00 - 8:30 pm April 27 "Healthy Shame, Responsible Kids"
Lawrence Public Library Auditorium
Presenter: Diane Ash, Consultant

For further details, please see other side.

Pam Shanks, M.S. in Special Education, has emphasis in early education/severe and multiple handicaps. At Raintree Montessori School, she is the Sp. Ed. Coordinator and Classroom Teacher.

"Including Children with Special Needs in Day-Care Settings"

Tuesday, February 22, 7:00 - 8:30 pm

Lawrence Public Library Auditorium

Presenter: Pam Shanks, Teacher, Raintree Montessori School

Intended Audience: Preschool, Day Care Home, and Child Care Center Providers, Parents and Other Interested Adults

Co-sponsorship: KU Dependent Care Referral Service and Douglas County Child Development Association

"Stress Management for Parents and Caregivers of Young Children"

Tuesday, March 15, 7:00 - 8:30 pm

Lawrence Arts Center

Presenter: Carol Boncella, MA, RN, Lawrence Memorial Hospital

Intended Audience: Preschool, Day Care Home, and Child Care Center Providers, Elementary/Secondary School Staff Members, Parents and Other Interested Adults

Co-sponsorship: KU Dependent Care Referral Service, Parents As Teachers, and Lawrence Arts Center

Carol Boncella, Education Coordinator at LMH, will outline components of stress and stress factors in our lives. Various methods for dealing with stress will be given.

Diane Ash, MSW, is a professional trainer, facilitator and parent educator. She is known throughout Kansas for her dynamic presentations and consults on a regular basis with USD #497.

"Healthy Shame, Responsible Kids"

Wednesday, April 27, 7:00 - 8:30 pm

Lawrence Public Library Auditorium

Presenter: Diane Ash, Private Consultant, Lawrence, Kansas

Intended Audience: Preschool, Day Care Home, and Child Care Center Providers, Elementary/Secondary School Staff Members, Parents, and Other Interested Adults

FYI

University of Kansas Libraries

Number 1261 February 17, 1994

PERSONNEL

Suzanne Perry has been hired as a Library Assistant II in the Acquisitions Department effective February 18, 1994. Suzanne was previously employed by the KU Art and Architecture Library (1985-90), and by the KU School of Law Library (1990-93). She has a B.A. degree in Spanish and French, and a M.A. degree in French. Suzanne replaces Elizabeth Stephens.

Michael Utchell has been hired as a Program Assistant with the Slavic Department's grant project, effective February 18, 1994. Mike is presently employed in Copying Services. He received a B.A. degree in Slavic Languages and Literatures, and will complete the M.A. degree in Russian and Eastern European Studies (KU) in May, 1994.

Sandy Gilliland

ELEANOR SYMONS RETIREMENT ANNOUNCED

Eleanor Symons, Reference Librarian/Bibliographer, has announced her retirement, effective August 17, 1994. Eleanor was first appointed in the Libraries as a visiting librarian with responsibility in Cataloging, in 1957. Soon after her arrival, she was offered a permanent appointment. In 1959, she became Acting Assistant Head of the Preparations Department, and Assistant Head in 1960. During the next several years, Eleanor held various appointments in what is now the Acquisitions Department, as Senior Book Selection Officer (1967-76) and Bibliographer (1976-77), and last, as Humanities Bibliographer (1977-83). Her current assignment in Watson Reference began in 1983.

Eleanor has very ably served countless faculty, students and staff throughout her long and dedicated service to scholarship. We are making plans to honor Eleanor and wish her well in retirement.

Wendy Crowe

SPRING IN FEBRUARY?

Although we are experiencing Spring-like temperatures this week, Executive Vice Chancellor Ed Meyen's recent memo (attached) describing the University's revised Inclement Weather Policy reminds us that we are still in the middle of Winter. Additional information regarding operating procedures in the event of inclement weather will be forthcoming.

Sandy Gilliland

WORKER'S COMPENSATION UPDATE

We have been asked to remind staff of time limits for reporting work-related injuries. PLEASE inform your staff and student assistants that any work-related injury that will or may result in medical treatment must be reported to the Library Administrative Office (Julie Slusser or Sandy Gilliland) immediately. If there are injuries or time loss (the employee is not able to report for work at the beginning of the next work shift), the Library Administrative Office must report the accident to the State Self-Insurance Fund Office in Topeka **within 48 hours** of its occurrence. Worker's Compensation Law stipulates that employees have 10 calendar days to notify their supervisor that a work compensable accident occurred, even if there are no injuries or time loss.

As an additional reminder, all work-related injuries must be treated at Lawrence Memorial Hospital. For emergencies, use the LMH emergency room. Non-emergency injuries may be treated by appointment (749-6467) at the LMH Occupational Health Clinic. Please contact Sandy Gilliland if you have questions regarding work-related injuries.

Sandy Gilliland

SUMMER WORK STUDY APPLICATIONS

Please inform your student assistants that applications for summer work study will be available from the Student Financial Aid Office by the end of this week. Students should call the Student Financial Aid Office before they go, to make sure the applications are available.

Julie Slusser

CONTINUING EDUCATION CREDITS AVAILABLE

Current events that can be counted for continuing education credit include: Multiculturalism and Diversity Workshops, Gene Carvalho and Brad Schaffer's talks, the ALA Brown Bag Lunch. If you participate in any of these events (or others) and want credit for them in the State Library's CE Recognition Program, please contact me. Thanks.

Janet Anderson-Story

LINDA HALL LIBRARIAN TALKS TO KU LIBRARIANS

The Staff Development Committee invites all library staff to an informal talk by the new (relatively) Linda Hall Librarian, C. Lee Jones. Jones will talk about "Science and Technology from the Linda Hall Library Perspective" at 10:30 A.M. on Wednesday, February 23, in Conference Room A. Recently there was a long article in the Kansas City Star about Jones, who the article called the "virtual librarian." Hope that you can come and hear Lee Jones next Wednesday - really! not virtually! Rich Ring, Chair

Staff Development

COLLECTION DEVELOPMENT COUNCIL MEETS

The CDC will meet (as scheduled) on Thursday, February 24 at 10:30 in Conference Room A. Topics on the agenda include: FY95 budget update; CD policy (progress report); weeding the backlogs; mass de-acidification report; circulation statistics; and strategic planning. We should begin discussing the CD recommendations contained in the Strategic Planning Report.

Rich Ring

ATTACHMENTS

Cataloging Policy Advisory Committee Minutes--January 28, 1994
Library Automation Committee Minutes--January 19, 1994; January 26, 1994
Inclement Weather Policies and Procedures memo

The University of Kansas

Executive Vice Chancellor
Lawrence Campus

January 24, 1994

MEMORANDUM

TO: Deans, Directors and Chairpersons
FROM: Edward L. Meyen, Executive Vice Chancellor
SUBJECT: Inclement Weather Policies and Procedures, Lawrence Campus, Regents Center, and the Lawrence Campus Libraries

In general, the University cannot close because of snow or other inclement weather, and employees are expected to be at work during their regular times. However, severe weather may delay or prevent employees' travel or necessitate their leaving work early. In such a case, the Chancellor or the Executive Vice Chancellor may declare a weather emergency. **The intent of the inclement weather policy is to accommodate the needs of employees for additional time in travelling to and/or from work.**

It is important to remember that a declaration of a weather emergency is a separate issue from the suspension of classes. There may be instances when classes are suspended but an inclement weather emergency is **not** declared.

When weather conditions warrant implementation of the inclement weather policy at the start of the work shift, a period of **one hour** will normally be allowed in which to report to work after the start of the normal work shift without receiving a reduction in pay for the delay in reporting. In very unusual situations, a longer period of time may be announced and that longer period will then be allowed for arrival.

Should a weather emergency be declared during the day time, employees will be notified via a calling tree from the Office of Human Resources. At that time, the period allowed for early departure will be communicated.

Any emergency declaration will be announced via area news media (after 6:15 a.m.), the inclement weather line (864-SNOW after 6:30 a.m.), the Information Center (864-3506), J-TALK, DIAL-A-JOB (864-4623) and campus "calling trees" (during the work day). Hearing impaired individuals who have TDY equipment will be able to obtain information through the Kansas Relay System.

Memorandum
Inclement Weather
January 24, 1994
Page 2

Employees who will be late or unable to get to work are expected to give their departments timely notice. Directors and chairpersons must determine their staffing requirements to ensure the maintenance of essential programs and activities and identify those employees who are essential employees. Only those employees who have been identified by their department heads as essential employees shall be eligible for compensatory time related to declarations of inclement weather.

Procedures for cancelling classes or curtailing other operations are described below. Also included is information about procedures for the Regents Center and about the inclement weather policy for the Lawrence campus libraries. Detailed information on personnel-related issues that may arise when the inclement weather policy is in effect will be provided in a separate memo to Personnel Related Staff.

Procedures for Canceling Classes or Curtailing Other Operations on the Lawrence Campus

Whenever forecasts or weather conditions suggest that travel in the area could become hazardous, these steps will be taken to decide whether classes or other operations will be curtailed:

1. The University Police, with the Lawrence Police, the Highway Patrol, other agencies and the National Weather Service, will monitor street and road conditions and assess the likelihood that the severe weather will continue. Facilities Operations will assist with the routing of emergency vehicles, etc.
2. By 5:00 a.m., Facilities Operations will report street and parking lot conditions on and near campus to the University Director of Facilities Management, who will then discuss conditions and anticipated changes with the Police.
3. The University Director of Facilities Management will make recommendations to the Executive Vice Chancellor, who will consult the Vice Chancellor for Academic Affairs and other administrators to decide whether to cancel classes and/or curtail other activities.
4. By 6:00 a.m., the Executive Vice Chancellor or the Chancellor will decide what to do.
5. The Executive Vice Chancellor or a designate will inform University Relations of the decision.
6. University Relations will notify the Information Center and the news media in

Lawrence, Leavenworth, Kansas City, Ottawa and Topeka, and a message will be placed on the inclement weather line (864-SNOW), the Information Center (864-3506), J-TALK, DIAL-A-JOB (864-4623) and on the Lawrence Journal World Access line.

7. Should severe weather develop during the course of a workday, we will follow these same procedures to decide whether to dismiss employees early or to cancel afternoon or evening classes, and Human Resources will issue a "calling tree" for notifying staff.
8. Each department should have plans for staffing the critical 24-hour-a-day, 7-day-a-week operations so that inclement weather will not affect them.

Procedures for Cancelling Classes or Curtailing Other Operations at the Regents Center

Because class schedules and the student population at the Regents Center differ from those on the Lawrence campus and because weather and road conditions in the Kansas City metropolitan area often vary from those in Lawrence, decisions to cancel classes or curtail other operations at the Regents Center will be independent of decisions made for the Lawrence campus.

The Dean of the Regents Center, in consultation with members of the staff and with the Vice Chancellor for Academic Affairs, will determine whether classes should be suspended and/ or whether the inclement weather policy should be implemented. When a decision has been made, the Office of University Relations will be informed and in turn will notify the Information and the local media.

When the weather is threatening, decisions affecting the Regents Center will be made twice each day. For classes offered during the day until 4:00 p.m., the decision will be made by 7:00 a.m. For classes that begin at 4:00 p.m. or later, the decision will be made and announced by 2:00 p.m. The KU Regents Center has its own weather line that can be reached by dialing 864-8499 from Lawrence or 897-8499 from Kansas City.

Memorandum
Inclement Weather
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Inclement Weather Policies for the KU Lawrence Campus Libraries

Opening: The KU Lawrence campus libraries, including the Law Library, will open for regularly scheduled hours of service unless the University announces that offices are to be closed. In all other cases, the libraries on the Lawrence campus will open at regularly scheduled times, based on the availability of staff. The highest priority for staffing to maintain regular hours of opening will be Watson Library and the Anschutz Science Library.

Early Closing: The Dean of Libraries may close branch libraries as is necessary to ensure adequate staffing of Watson and Anschutz Libraries. Watson and Anschutz Libraries may be closed early if, in the judgment of the Dean of Libraries, after consultation with the Vice Chancellor for Academic Affairs, the safety of users and staff would be threatened by remaining open. The Dean and Vice Chancellor will confer with the director of the Law Library and the Dean of the School of Law to ensure coordination of action.

Announcement of Closing: When a determination to close any or all of the libraries is made, the Dean of Libraries will inform responsible library staff, the director of the Law Library, and the office of University Relations, which will notify the Information Center and the local media.

CATALOGING POLICY ADVISORY COMMITTEE

1994-3

Meeting of January 28, 1994

Present: Mike Biggins, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Margaret Bearse

Gibbs reported that technical services department heads had requested that CPAC meet with technical services staff from all the KU Libraries, preferably in small groups of 10-15 persons, to discuss the implications of the strategic planning report's recommendations regarding the integrated online system (Section II) and total online access to KU collections (Section III). CPAC decided that the Library Automation Committee should be asked to be responsible for answering questions about the integrated online system and that CPAC members need time to discuss Section III among themselves thoroughly before conducting meetings with technical services staff.

After Roach had passed out final copies of CPAC's report to the Library Automation Committee on the handling of MARC fields in the online catalog, the committee turned its attention to the charges contained in Section III of the strategic planning report.

It was decided that a new census of the backlogs might have to be done, based on the census data collected by Paulette DiFilippo for the Task Force on Intellectual Access to Collections. Gibbs offered to obtain this data from DiFilippo.

In connection with the question of the feasibility of achieving "total online access by June 30, 1999," as is called for in the report, concern was expressed that material in manuscript collections and the like be properly prepared for use--often a time-consuming, laborious process--before it is made available to the public.

Also, it is evident that meeting this goal will require significant savings in processing time, savings which can be achieved by a variety of measures, some surely more desirable or acceptable than others. Gibbs volunteered to draft a memo which would be circulated to the staff in advance of the small group meetings mentioned above and serve as a framework for discussion.

The next meeting of CPAC was scheduled for February 14.

Submitted by John Richardson

Library Automation Committee
January 19, 1994

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

Absent: William Crowe, Patrick Kingsbury

Review Minutes of Jan. 12:

George clarified that the licensing agreement and tape order for Early American Imprints will be processed to coincide with the completion of programming needed to load the records.

John requested that additional comments be made before next Wednesday.

Announcements:

Patrick is still working with Infodata on the problems with Inquire.

The problems encountered this week with VM were due to the installation of a new version of the operating system. Eventually, all accounts will be changed to allow a virtual machine size of up to 15 megabytes (up from the current 4), but the accounts must be changed one at a time. Gary explained that sometimes new operating system releases must be installed because support is no longer available for the old releases.

Discussion:

- I. Fixes and Enhancements: The committee reviewed feedback received from the staff concerning the proposed Fixes and Enhancements List. The two items that inspired questions and debate are sub-arrangement of the subject index by publication date rather than main entry and the development of an online map and/or locator service. All other items received no objections and will go on the approved list.
 - A. Chronological Subject Sorting: The major problem with a chronological subject sub-arrangement is that records of different editions of a publication would not be displayed together (this does not always occur now, but is frequently the case). Also, several works by one author on the same subject would not be grouped together. Written comments from staff, including comments recorded in the Public Service Department Heads meeting and in the Watson Reference staff meeting, were divided but tended toward keeping the system as it is.

The following questions were discussed by committee members:

Q: Could the sort be done only on files of a given size or larger?

A: Probably not.

Q: Could the sort be done on a "second pass," after the initial search?

A: No.

- Q: Should a user study be conducted?
A: Maybe, but it probably is already clear that different kinds of sorts work better for different topics and that some users will like one sort, some users the other
- Q: Should this change be postponed until the system is upgraded or replaced?
A: This is a reasonable approach, but John advised that we should not get our hopes too high since not all systems allow the user to specify the type of sort.

The committee agreed not to proceed now with the project as proposed. Gary suggested that we investigate the possibility of creating two subject browse files, one subarranged by main entry and the other by date, and allow a user to choose between them. The current arrangement probably would be the default with the other being an option requested by the user. This would require some programming and additional disk space, but might be possible. The committee agreed to consider the idea and asked Gary to investigate it further and report back. This project therefore is not yet dead, but also is not yet approved.

- B. Map/Locator: The fundamental choice here is among: (1) a non-interactive set of online stack maps accessible both from the main OCAT menu as part of the help system; (2) some kind of augmented floor and stack location information appended to the location or status information on a full record; or (3) neither of the above. It does not seem likely that any kind of interactive map would be feasible (i.e., a customized map that would appear based upon information in a full record).

Watson Reference staff had rejected the non-interactive map idea since they thought it unlikely that users would find and use the service. They liked the second alternative. The committee also received some positive comments on the map idea, including a mixed response from the Public Service Departments Heads group.

The comparatively simple map system would be fairly easy to program (although, John pointed out, the design and advance planning would take a lot of thought and time). The addition of detailed location information to the full records would be much more difficult. After discussion, it also became clear that the possibilities for error would be higher. Serials, in general, would be very difficult.

The debate then centered on several points regarding the adequacy of the map (or diagram) idea. First, although very little detail would be possible on diagrams, online catalog comments have recorded many requests for some kind of picture, however basic. Second, currency is important. Staff in each location would have to have the ability to change the records to insure them being up-to-date. In general, this probably would be no more of a problem than is currently true with printed maps.

Third, whether or not users would find and use the maps is an unknown. Some members were skeptical that users in fact look at current information screens. As a point of information, John will compile some statistics on information screen usage.

These topics will be discussed further in future meetings.

II. CPAC business:

Three documents had been distributed at the last meeting: Upgrading the MARC formats in LCAT, Summary of the specifications for bibliographic records in LCAT and OCAT, and a general progress report from CPAC. John solicited questions and comments on all three. The first two appear to be straightforward and workable and will be referred to the OIS staff as the basis for supporting all MARC formats in the cataloging systems and the online catalog. After these changes, no records would be blocked from entering the system based on format. They still could be blocked based on their 4-letter location codes (e.g., Music Library sound recordings could continue to be omitted based on their location code, not on their bibliographic record type).

The progress report raised several questions and issues: (1) the need to increase the size of bibliographic records in the system to accommodate larger records; (2) programming needed to properly load the Evans microprint set (about 36,000 records, including some serials); and (3) remaining issues regarding adding Special Collection, Kansas Collection, and Law Library records.

Gary reconfirmed the programming needed for the second issue should be easily accomplished. He also agreed to investigate the first issue and attempt to estimate the possibility and difficulty of expanding record size. [note: current record sizes match OCLC record size limits in place at the time our system was written -- those limits have since been raised] The Committee in general approved with proceeding with raising the size limit if it is feasible.

George reiterated that discussion was still ongoing in CPAC regarding loading other collections' records. Plans are to begin by loading new records prospectively from some point in the future and then to later load retrospective records as a separate project. Law and Kansas Collection records may precede Special Collections records.

Future Meetings:

Future meetings are tentatively scheduled for 1:30pm in Watson A on the following Wednesdays: Jan. 26, Feb. 9, Feb. 16, Feb. 23

Library Automation Committee Meeting of January 26, 1994

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

Absent: William Crowe, Mary Hawkins, Gary Susott

Review Minutes of Jan. 19:

The Jan. 19th minutes will be submitted for next week's FYI. Please contact John with any comments or corrections before then.

Announcements/Questions:

- ▶ John distributed a copy of Northwestern University's vision statement for our reading enjoyment.
- ▶ The Computer Center has decided to go back to the old version of VM until the new release has been further tested for problems.
- ▶ Patrick is still waiting for a response from Inquire about several problems. In particular, he had been forced to eliminate "time-slicing" to prevent the system from crashing as it had been doing earlier. The crashing has been eliminated, but changing the "time-slice" parameter may have adversely affected the response time. Infodata supposedly is working on the problem. Response time in general remains an issue also, with questions about what falls under Infodata's regular obligation to provide routine maintenance and support and what might require paid consulting.

It may be necessary to find a way of limiting the number of simultaneous users. John has asked Gary and Patrick to think about ways of doing this.

At this point, Jim reports mostly positive feedback from patrons. Usage peaked at 33 yesterday, so complaints about response time are expected to increase. Jim asked whether Reference staff should be checking terminals that aren't in use since there is no time out, and signing a terminal out of Inquire if that's what a patron has left it in. John said he thought this would be helpful. Jim also wanted to know how to make suggestions for changing the information screens. It was decided that John will consider changes and when appropriate send revised screens to Patrick for loading. John and Jim will discuss contacts for different types of problems.

Discussion:

Fixes and Enhancements Track

Discussion of the two remaining open issues on the Fixes and Enhancements list will be postponed until a later meeting.

John reported that Gary Susott has estimated that the creation of a double index for the subject file will require approximately 2-4 weeks. This would allow the user to select between the current alphabetical subarrangement by main entry or a reverse chronological subarrangement. Doubling the index would require substantial but manageable space, which John does not see as a problem because the library is purchasing 15 gigabytes of additional storage, of which 5 will be allotted for "abnormal" growth (OIS is committed to providing space for what it determines to be "normal" growth), 5 for databases, and 5 for workspace. John hopes that this will get us through our need for mainframe disk use, but, at any rate, there is no need to purchase storage space except as needed.

CPAC business:

John distributed a list of CPAC-related projects that require programming. Mary Roach pointed out that although adding retrospective Maps and Documents records and sound recordings do not require additional programming, she is concerned that these projects not be forgotten and would like to see them added to this list.

The projects regarding the Kansas Collection, Special Collections, and the Law Library are still waiting on further CPAC discussion, so they will not be prioritized at this time.

George offered to find out if a larger record size were necessary before loading the Evans set. But since expanding record size needs to be done anyway, it was decided to give this first priority. There was some uncertainty as to the real problem in "handling" large fields, and therefore the potential solutions. Mary Roach is going to find some records that have this problem and see if the real problem is the total record size. Tentatively, the following priority was agreed upon, pending additional information from CPAC:

Analysis and programming to:

1. expand record size
2. load Evans set
3. display all desired fields from all formats in OCAT
4. handle large fields
5. allow all formats into LCAT/OCAT
6. display revised fixed fields in LCAT

RFR, draft #2, Jan. 19, 1994:

[Staff wishing a copy of the current draft should request one from any member of the committee -- but please be aware that it will change often over the next several weeks.]

After some corrections of typos and some minor rewordings for the sake of clarification, it was determined that the first section of the document could be better edited after John and George have visited with four of the vendors at ALA in Los Angeles. Some of the questions raised are:

- ▶ Do we want a vendor telling us where we should be heading or so we want vendors to tell us where they are heading? (p.2)
- ▶ Does this do a good enough job of making us look appealing to vendors as a potential client?
- ▶ Do we say anything about our budget at this time?
- ▶ Should we be more specific about our timeline? (-select a system sometime in FY95, implement it w/in next 2 yrs)
- ▶ Is it clear that we want a customized demo and not a canned one?
- ▶ Is it clear that we want a written statement as well as a demo?

In Section III, concerning data uses and qualities, it was felt that this section needs to be more specific (bibliographic records, authority records, etc.). The part about the Integrated System/Core System is also too vague, and needs some added detail such as interlibrary loan management and gateway capabilities. Generally, pages 6-10 need more detail.

In describing what we consider the ideal system, what is unique to KU that we want vendors to take into consideration?

On p.6, part A-2, find an alternate word for "consideration" under the Strategic Planning process, and change "it appears clear" to "it is clear"

On p.11, statistics on architectural drawings are not included. John will go back to the annual statistics report to retrieve these figures.

In the Appendices, John wants to find some way to accurately reflect cataloging statistics in order to give the vendors some idea of sizing. This included both processed and unprocessed items; both annual processing transactions and total numbers of current and potential records. CPAC will work on this.

On p.5, reference is made to the proposed move of Government Documents and Maps Library. In light of the latest developments in the Hoch renovation plans, it is debateable whether to leave this statement in the RFR.

On p.15, the description of the mainframe system needs more detail.

On p.17, reference to a microfiche serials holdings list will be removed.

The fact that our holdings are in MARC format should be included.

Future Meetings: The next meeting will be February 9th at 1:30.

for FYI:

LINDA HALL LIBRARIAN TALKS TO KU LIBRARIANS

The Staff Development Committee invites all library staff to an informal talk by the new (relatively) Linda Hall Librarian, C. Lee Jones. Jones will talk about "Science and Technology from the Linda Hall Library Perspective" at 10:30 A.M. on Wednesday February 23 in Conference Room A. Recently there was a long article in the Kansas City Star about Jones, who the article called the "virtual librarian." Hope that you can come and hear Lee Jones next Wednesday - really! not virtually!

Rich Ring, Chair
Staff Development

COLLECTION DEVELOPMENT COUNCIL MEETS

The CDC will meet (as scheduled) on Thursday, February 24 at 10:30 in Conference Room A. Topics on the agenda include: FY95 budget update; CD policy (progress report); weeding the backlogs; mass de-acidification report; circulation statistics; and strategic planning. We should begin discussing the CD recommendations contained in the Strategic Planning Report.

Rich Ring

FYI

University of Kansas Libraries

Number 1262 February 24, 1994

IN MEMORIAM

We are deeply saddened to report the death of George C. Jerkovich, Slavic Bibliographer and Professor of Russian and East European Studies (emeritus). Dr. Jerkovich died at 6:00 a.m., Wednesday, February 23rd, of complications associated with heart problems. A native of Croatia, Dr. Jerkovich studied at the University of Zagreb, receiving the equivalent master's degree in Yugoslav literatures. He emigrated to the United States to continue his studies and was awarded a master's degree in library science from Indiana University, and a master's degree from KU in Russian language and literature, and a Ph.D. degree from KU in Russian literature and literary criticism. Dr. Jerkovich was first appointed by the KU Libraries in 1962, as Slavic Cataloger, 1962-67. He became head of the Slavic Department in 1967, and Slavic Bibliographer, 1985 until his retirement in 1989. In addition to his library appointments, Dr. Jerkovich taught in the Department of Slavic Languages and Literatures and Russian and East European Studies. The funeral will be held Friday, February 25th at 11:00 a.m. at the Saint Lawrence Catholic Campus Center. A rosary will be said at 7:00 p.m. on Thursday, February 24th at the Rumsey Funeral Home, 601 Indiana. The family prefers contributions to be made to the Croatian and Serbian Fund in care of the KU Endowment Association. He is survived by his wife, Miriana, a son, George, a daughter, Nika Cummings, and four grandchildren.

W. J. Crowe

BEREAVEMENT LEAVE FOR FACULTY & UNCLASSIFIED STAFF

The Board of Regents recently approved the following bereavement leave policy for faculty and unclassified staff:

Unclassified employees may be granted leave with pay upon the death of a close relative. Such leave shall in no case exceed six working days. The employee's relationship to the deceased and necessary travel time shall be among the factors considered in determining whether to grant bereavement leave, and, if so, the amount of leave to be granted.

This leave policy parallels a similar one for classified staff so its application should be consistent with existing practices for classified staff. Unclassified staff and faculty should report bereavement leave on the pink-colored absence cards. Contact Sandy Gilliland, 4-3601, if you have questions.

Sandy Gilliland

SUMMER WORK STUDY UPDATE

As announced in last week's FYI, applications for summer work study are available from the Student Financial Aid Office. The summer work study program will run from 07/01/94 to 08/17/94. Students awarded work study for the summer session may pick up their Work Study Authorization Cards after May 10, 1994. Please keep in mind that summer work study monies can not be used until 07/01/94. As a reminder, FY94 workstudy dollars must be spent by May 17, 1994.

Julie Slusser

SHARED LEAVE POLICY FOR UNCLASSIFIED STAFF/FACULTY

The Board of Regents recently approved a shared leave program for unclassified faculty and staff. A faculty or unclassified staff member may request shared leave only for catastrophic illness or injury that poses a threat to life or required inpatient care, hospice care, extensive outpatient treatment, or care at home. All paid leave must be exhausted before an employee is eligible to receive shared leave. Once the recipient has been approved for shared leave, donors will be identified to provide the leave to be shared. The recipient may provide names of donors or the Department of Human Resources will contact those in a pool who have indicated general interest in donating leave. Shared leave is designed to cover the duration of the illness or injury for which it was granted, up to a maximum of one year from the date the employee began using the shared leave. Attached to this issue of FYI is a summary of the leave program, including recipient eligibility criteria, donor eligibility criteria, application and approval procedures, and other provisions. Questions regarding the Shared Leave Policy may be directed to Sandy Gilliland, 4-3601.

Sandy Gilliland

CLASSIFIED CONFERENCE MEMBERS

The Classified Conference exec. board needs volunteers to serve on the Classified Employee of the Year award selection committee. If interested, contact Janet Revenew (4-3950 or JREVENEW) no later than March 1, 1994. Names of volunteers will be submitted to the Dean for final selection of four names.

Janet Revenew

CATALOGING POLICY ADVISORY COMMITTEE

1994-4

Meeting of February 14, 1994

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair), Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Sandy Mason

Gibbs passed out a draft memo inviting technical services staff to participate in one of a series of CPAC-sponsored meetings to discuss how to implement the recommendations in Section III of the Strategic Planning Steering Committee's report, the section entitled "Total Online Access to KU Collections." Some revisions were suggested and approved. Gibbs will bring an updated version of the memo to our next meeting.

Regarding these meetings, the committee agreed on the following: Unit level meetings (7-8 in all) will be held first, followed at a later time by a smaller number of general meetings. Cataloging Department staff will be split up into two or more sessions. Smaller units will be grouped together, e.g. Slavic and SPLAT in one session; Kansas Collection and Archives in another session, etc. Gibbs and at least one other member of CPAC will attend each meeting. The meetings will give staff the opportunity to brainstorm solutions to the problems of implementing the recommendations.

Moore passed out a list of the areas of possible savings in the Cataloging Department that could help in achieving the goals set forth in the strategic planning report. It was agreed that the committee should discuss this list later, possibly at the next meeting.

Gibbs reported that the Library Automation Committee later this spring plans to hold some education sessions for library staff concerning the recommendations in the strategic planning report on an integrated online system. In the interim he will attempt to answer questions on this issue that may be asked at the meetings CPAC is holding.

It was agreed that a study group to determine the extent of the backlog needs to be formed. Paulette DiFilippo, who collected data on the backlogs for the Task Force on Intellectual Access to Collections, has agreed to serve on such a group. Other persons will be asked to help probably on an ad hoc basis.

Gibbs reported that while he was attending the ALA midwinter conference he spoke to a representative of MARCIVE about

MARCIVE's GPO shipping list service, in which MARCIVE provides brief records of government documents to coincide with GPO shipping lists, then notifies subscribers when full records for the documents are loaded into their tapes so that the brieflisted records can be bumped. This service may be more efficient than Government Document's current practice of creating brief records on its own and bumping them when there are exact matches on the MARCIVE tapes.

The committee began discussion of Moore's memo of August 27 entitled "Issues Requiring Attention as New Cataloging Agencies Contribute to the Online Catalog." It was agreed that before the next meeting committee members will review Cataloging Department memos 95 and 95.1 concerning the Department's online authority policies and procedures.

CPAC will generally meet weekly on Monday afternoons for the foreseeable future. The next meeting was scheduled for February 21.

Submitted by John Richardson

Library Automation Committee
Meeting of February 10, 1994

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

Absent: William Crowe, Patrick Kingsbury

Review Minutes of Jan. 19 and Jan. 26:

Minor changes were made to the minutes of Jan. 19. Please submit changes to the minutes of Jan. 26 in time for next week's FYI.

Announcements/Questions:

- ▶ Jim and Mary Hawkins reported receiving many positive comments about EAI via the online catalog.
- ▶ John reported that the Ways and Means Committee of the State Senate has added some funding for the "connectivity" portion of the System-wide Access Proposal to their budget proposal. John will know more after he and Bill attend a special CODDL meeting scheduled for this Saturday in Emporia.

Discussion:

John and George at ALA. John distributed a document listing an approximate schedule for acquiring a new library system that he and George presented to four library automation vendors (DRA, Dynix, Innovative Interfaces, and NOTIS) while at ALA last week. These vendors were invited to work with the KU Libraries during the informal review of systems listed on the schedule as taking place later in the spring. John and George briefly reviewed the discussions they had with the vendors, including describing the history of KU's local development and stressing the concerns that KU library staff might have. All four vendors willingly agreed to participate in the process as described. [The schedule as distributed is attached to these minutes.]

John also described what he learned during several demonstrations of NOTIS' new Horizon system. Horizon currently is in an "alpha" test release at Carnegie-Mellon until late March when it will be released to 9 beta sites. Both George and John had also looked DYNIX's Marquis system, which is similar in many ways to Horizon.

Both Linda Hall and the University of Missouri system (Columbia, KC, Rolla, and St. Louis) are in the process of buying a new system. Linda Hall has made a tentative decision and Missouri received replies to its RFP on Feb. 1 and will be making a decision in the next couple of months.

Circulation Overdue Notice Redesign. John distributed a sample of how overdue notices might be redesigned and printed on the Computer Center's laser printer, featuring scannable OCR numbers. Members were impressed with the design and readability of the text.

Programming Projects. John distributed copies of a graph drawn up by Gary showing approximately how the programmers' time will be devoted to various projects over the next three months.

The next stage of the RFR/RFP. The remainder of the discussion focused on involving the staff in the search for a new system, first by discussing with the staff the need for a new system and defining and explaining important concepts such as "open systems", "standards," "RFR" and "RFP," etc., and then by getting input about their concerns and what they would like to see in a vendor demonstration. It was decided that the following points should be addressed:

- ▶ How and why we have arrived at the decision to look at new systems.
- ▶ Why not continue with the system we have?
- ▶ How to view demos objectively and analytically
- ▶ Questions about the Online Systems Task Force report
- ▶ Hardware and operating system
- ▶ Average life of software
- ▶ Money matters
- ▶ Scripted demos/what to ask vendors to do
- ▶ We are looking at systems but not purchasing at this time -- this first stage is an educational process, not a decision-making process
- ▶ Get input at least a month in advance of demo so that vendors can tailor the demo

It was tentatively concluded that a general session will be scheduled to include comments on why we are going through this process and to talk about technical standards and terms. Attendance for this will session will be strongly encouraged and required if staff wish to be a part of the rest of the process. It will last approximately 1½ hours and at least two iterations will be scheduled. Follow-up sessions then will be scheduled to solicit staff input and questions. Finally, John will set aside times to meet with small groups of staff for *ad hoc* discussions of specific functions or topics.

Future Meetings: Next meeting Wednesday, Feb. 16, 1:30pm, Watson A.

University of Kansas Libraries

Approximate schedule for planning and acquiring a new library system

- Fall 1993 Strategic Planning Task Force on Online Systems proposes the implementation of a new integrated system that includes traditional core library functions, consortial capabilities, and an emphasis on the virtual library.
- January 1994 Strategic Planning Final Report incorporates the Online System Task Force's proposal.
- February 1994 Initiate contact with DRA, DYNIX, Innovative Interfaces, and NOTIS at ALA Midwinter meeting to explain our process and solicit their participation.
- March 1994 Issue brief Vision Statement and Request for Recommendation to the same four companies, asking each of them to offer a very brief written response describing a proposed system and to visit KU for two days of demonstrations and discussions.
- April-June 1994
- 1) Hold staff seminars and discussions on standards, interoperability, distributed computing, networking, and other appropriate topics.
 - 2) Vendors visit KU for demonstrations and discussions.
 - 3) Hold staff discussions and "debriefings" following vendor visits.
- FY 1995
- 1) Decide whether local development is still a viable option.
[the following steps assume this is not the case]
 - 2) Investigate further consortial possibilities and technical requirements.
 - 3) Expand local networking infrastructure: new wires and new workstations throughout the Libraries.
 - 4) Pursue funding options.
 - 5) Complete and issue RFP for a new system (this by necessity will be an open bid, not limited to the four companies mentioned above).
 - 6) Select a system based on RFP responses, demonstrations, and site visits.
- FY 1996
- 1) Implement new system.
 - 2) Continue to expand networking infrastructure.

UNCLASSIFIED SHARED LEAVE PROGRAM SUMMARY

PURPOSE: The Shared Leave Program is a means to transfer sick leave from/to a qualifying faculty or staff member.

RECIPIENT ELIGIBILITY CRITERIA:

- Unclassified Faculty or Staff Member
- Appointed to Permanent Position
- Six Months Continuous State Service
- Satisfactory Attendance Record
- Exhausted All Paid Leave
- Cannot Perform Duties
- Catastrophic Illness or Injury Posing a Threat to Life, Personally, or for a Family Member

"Family Member" limited to: Persons related by blood, marriage or adoption and minors residing in the employee's residence as a result of court proceedings as pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

DONOR ELIGIBILITY CRITERIA:

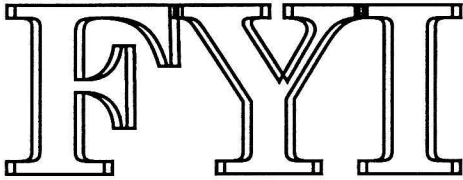
- Faculty or Unclassified Staff Member
- Donations May Be Made to Faculty, Classified or Unclassified Staff
- Sick Leave Donation Requires Balance of 480 hours of Sick Leave After Donation
- Donor Can Only Give Ten (10) Days (80 Hours) of Sick Leave in Each Fiscal Year
- Donations May be Made to an Employee in Another State Agency

APPLICATION AND APPROVAL PROCEDURES:

- Submit Shared Leave Request Form with Physician's Statement to Human Resources
- Submit Waiver of Confidentiality to Human Resources
- Request Reviewed by Shared Leave Review Committee for Eligibility of Medical Condition and for Recommendation to Approve or Deny
- Director of Human Resources Makes Final Approval or Denial which is Not Subject to Appeal
- Donors Identified by Human Resources and Donors Sign Commitment to Confidentiality Form

OTHER SHARED LEAVE PROVISIONS:

- Shared Leave may be Granted for a Maximum of One Year
- Director of Human Resources May Grant Shared Leave Retroactively for a Maximum of 30 Days from Date of Request
- Shared Leave Will be Paid at Recipient's Rate of Pay
- Unused Donations Will be Returned to Donors on a Pro Rated Basis
- If an employee receives worker's compensation, long-term disability payments, or both, the shared leave amount, together with the other payments, cannot exceed the regular salary for the employee.
- While using Shared Leave, an employee will continue to accrue leave at the regular rate which must be deducted each pay period before shared leave is used.
- Receiving Shared Leave will not change family status for KanElect. However, if an employee is placed on leave without pay status, all applicable regulations and benefits guidelines will apply.



University of Kansas Libraries

Number 1263 March 3, 1994

FOR SHELLEY

I am greatly saddened to record the death, on March 1st, of Shelley Miller, Librarian II and Bibliographer for Spain, Portugal and Latin America. A memorial service is being planned for March 11 or 12.

Shelley is survived by her mother, Mrs. Mary E. Miller, 1709 Indiana, by two sisters and one brother, and countless friends.

Shelley was an outstanding graduate of this University, having been awarded the B.A. in Spanish and the B.S.W. from KU, both in 1977. For a librarian who had just passed her 40th birthday, Shelley had already gained many professional achievements, beginning with her earning the master's degree in librarianship from UCLA, one of the most rigorous programs in the nation. She pursued additional graduate work in Latin American studies at KU and UCLA, the study of Portuguese at UC Santa Barbara, and other related studies at a graduate program in Ecuador.

After having achieved distinction in demanding posts at the Library of Congress between 1984 and 1987, last as Senior Acquisitions Specialist in the Hispanic Acquisitions Program, Shelley was recruited to return to KU, first as Spanish- and Portuguese-language Cataloger, and, since 1989, as Bibliographer for Spain, Portugal and Latin America.

Shelley was held in the greatest respect by her colleagues in the University Libraries and across this campus, as well as by librarians, researchers, and students across the nation, indeed internationally. She also won the affection of many of us because of her personal qualities of integrity, genuine openness to others, and great good humor. Her leadership in Lawrence, especially in the East Lawrence community, where she resided, was unselfish and untiring.

We will miss her greatly and grieve at her going.

-Bill Crowe

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 p.m., Wednesday, March 16th. 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

SNYDER BOOK COLLECTING CONTEST

I have been calling on the expertise of a number of people who have been closely associated with this program. I should like to see an organization which will run well, use staff time economically, and produce a contest which is effective and shows off the Library's involvement well. It seems that a group of five persons are needed; three coordinators and two preliminary judges. In order to give continuity to the program, Rachel Miller and Larry Hopkins agreed to serve as coordinators for a second year, and Judith Emde has joined them as the third. We now need two volunteers to work with the coordinators solely on the preliminary judging (reducing the list of entrants to the eight finalists who will be judged by the official panel). Please contact Rachel, Larry, or Judith if you might wish to serve.

W. J. Crowe

WATSON EXHIBIT

An exhibit to mark National Women's History Month, "In Every Generation Action Frees Our Dreams," is showing now through March 20 in the exhibit area of Watson Library. The display features books, journal articles, manuscripts and ephemera from the holdings of the KU Libraries, all pertaining to the social and political movement for women's equal rights in the United States from the 19th century to the present. Copies of a brochure accompanying the exhibit are available to all Library patrons and staff. The exhibit and brochure were prepared by Mary Rosenbloom.

Watson Exhibits Committee

ATTACHMENTSMinutes:

LFA Nominating & Ballot Committee: 11/30/93, 12/07/93, 12/22/93, 01/11/94, 01/20/94,
01/25/94, 02/08/94

LFA Budget & Planning Committee, 12/02/93

LFA Executive Committee, 01/24/94, 01/31/94

Committee to Evaluate Service and Research, 01/28/94

NOMINATING AND BALLOT COMMITTEE

Minutes of Nov. 30, 1993 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met on Tuesday to discuss ways of soliciting candidates for the upcoming CESR (Committee on Evaluation of Service & Research) election. Due to past problems with the self-elimination method, it was decided to contact candidates by phone. The list of potential candidates was organized alphabetically, and split into roughly equal groups for each committee member to contact. We agreed that all calling would be completed by Friday, December 3.

The Committee also discussed what method would be used to establish the rotation of overlapping terms (as per the results of the recent ballot on CESR terms of service).

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of Dec. 7, 1993 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met to prepare and distribute the ballot for the CESR (Committee on Evaluation of Service & Research) representatives. After some discussion, the Committee felt that preferential voting was warranted in this election. An explanation of preferential voting will be appended to the ballot to avoid any confusion.

In order to establish a permanent rotation of overlapping terms, the LIII elected by this ballot will serve a two-year term, while the LII and LI will each serve one year. (In next year's election for CESR, the LI and LII nominees will run for two-year terms).

The deadline for returning ballots was set for Dec. 20 at 5:00 p.m.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of Dec. 22, 1993 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met at 2:00 p.m. to tally ballots in the CESR election. A total of thirty-six ballots were returned. Julie Waters was elected to serve as the Librarian I representative, and Margaret Wilson was elected as the Librarian III representative.

No candidate in the Librarian II category received a clear majority of votes, despite the use of preferential voting. Due to this anomaly, the Committee decided to seek advice from Nicholas Eshelman and the LFA Executive Committee regarding how to proceed.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of January 11, 1994 Meeting

Present: John Richardson, David Pardue

Absent: Ken Lohrentz

After discussing the closeness of the CESR election results in the Librarian II category, Nicholas Eshelman and the LFA Executive Committee determined that a runoff election should be held.

N&B met to prepare and distribute the ballot for this CESR (Committee on Evaluation of Service and Research) runoff. The deadline for returning ballots was set for Jan. 19 at 5:00 p.m.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of January 20, 1994 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met on Thursday morning to tally ballots in the CESR runoff. A total of forty-two ballots were returned. Lorrie Knox received the majority of votes cast and will serve as the Librarian II representative.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of January 25, 1994 Meeting

Present: John Richardson, David Pardue
Absent: Ken Lohrentz

N&B met to prepare and distribute the ballot concerning whether to continue forwarding FASARs to LCPT and UCPT as part of the promotion and tenure process.

The deadline for returning ballots was set for February 7 at 5:00 p.m.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE

Minutes of February 8, 1994 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met on Tuesday morning to tally ballots in the election on the FASAR question. A total of 41 ballots were returned. Response was almost two to one in favor of continuing to forward FASARs to LCPT and UCPT: 27 "yes" votes and 14 "no" votes were cast.

Submitted by David Pardue

Budget and Planning Committee

December 2, 1993

ATTENDEES: Rob Melton, Nancy Jaeger, Roger Anderson, Connie Powell, Jill Girardo, Joyce Elliott. Absent: Geoff Husic, Sue Hewitt.

The meeting began at 1:35 pm chaired by Rob Melton. He suggested that we go over the departmental reports and the information provided by Dean Crowe, looking for unusual problems or problems common to several departments. From this the committee would be able to formulate recommendations to be made to the Dean at a breakfast meeting with him scheduled for 7:30 am on December 8th at the Union.

Rob had to leave for a Strategic Planning session and the balance of the meeting was co-chaired by Nancy Jaeger and Roger Anderson. Nancy began by reiterating the four categories of the library budget: salaries, student wages, acquisitions and OOE.

Roger Anderson pointed out the problem mentioned in the Donna Koepf's report in which the Documents Department is receiving an overwhelming amount of government information in electronic format. Roger suggested that since there are so many electronic products currently available they should now have their own fund line.

Connie Powell suggested that since there were problems in several departments it would be helpful if we could create a prioritized list these problems. That way they could be addressed in a specific order. Joyce Elliott asked who would do the prioritizing. The committee agreed that it would be best if the department heads would prioritize their own needs. In addition the department heads could prioritize their departmental needs with respect to the needs across the whole library system.

Two specific current library problems were discussed. Joyce Elliot told us that if all the items needing binding were handled this year, the bindery fund would run out of money. She also mentioned staffing problems in the bindery unit.

Nancy explained that the problem of filling vacated staff positions has been compounded by the necessity of writing position reviews for each position as now mandated by the State of Kansas. She went on by explaining that the new budget request would be coming soon and that the Dean should be able to write this budget without problems.

However, if the current minimum wage rate is increased by 50 cents/hour, it would increase the cost of student assistants by over \$80,000 and increase our student wage deficit to over \$200,000. This problem of student wages is compounded by the fact that in some departments, students are not paid additional wages for additional responsibilities or for seniority. Nancy pointed out that some departments have received approval for a higher rate of pay for some of their student positions. (These have to be reviewed and approved by the appropriate assistant dean and the dean.)

With regard to internal reviews, Nancy emphasized that internal reviews and assessments of departments are generally done on an ongoing basis by each department head. Joyce suggested that where staff were busy on a seasonal basis, they might be moved from one department to another. Such staff are called floaters.

The committee agreed that the departmental reports and the Dean's meeting were useful in informing us of the many budget problems in the library. However, these problems do not lend themselves to any easy solutions.

The meeting adjourned at 2:40.

Connie Powell

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JANUARY 24th, 1994 MEETING

Present: N. Eshelman, chair, K. Graves, M. Rosenbloom, D. Dandridge, J. Neeley, B. Jones, B. Schaffner.

Minutes: The minutes for the January 10, 1993 meeting of the Executive Committee and the minutes for the January 5, 1994 and the January 14, 1994 meetings of the Committee on Salaries and Benefits were approved.

CESR Election and Charge

Eshelman announced that the run-off ballot for CESR had been tallied and that the members of CESR committee are Lorrie Knox, Julie Walters and Margaret Wilson. Eshelman distributed a draft of a charge to CESR. The charge was approved for distribution to CESR after several typographic corrections. There was a brief discussion regarding a directive in the charge which excludes as evidence for research the granting of a sabbatical leave.

Eshelman announced that CESR will be meeting with EXEC for the purpose of clarifying procedures.

Instructions on the Statement of Percentages

Exec reviewed a draft statement from Dean Crowe regarding the "Statement of Percentages" section of the FASAR and found that Exec members had no divergence of opinion with it. (The statement was written in response to a query received by Sandy Gilliland and with the intent of clarifying the instructions.)

Ballot on the FASAR Issue

Eshelman distributed a draft of a ballot on whether or not FASARs should be included in tenure materials and a page of background information to be included with the ballot. The ballot and cover draft were approved after minor changes in spacing and wording.

Future Meetings

The next meeting of the Executive Committee will be on January 31st. Dean Crowe will join us at the meeting of February 21st.

The meeting was adjourned.

---reported by Barbara Jones

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF JANUARY 31, 1994

Present: N. Eshelman, chair; D. Dandridge, K. Graves, J. Neeley, M. Rosenbloom, B. Schaffner. Absent: B. Jones.

Committee to Evaluate Service and Research

N. Eshelman had invited CESR members Lorrie Knox, Julie Waters, and Margaret Wilson to join LFA Exec with the intent of helping them to clarify their charge and guidelines for evaluation. Before their arrival, Nicholas reviewed with Exec some of the issues raised in the final report of last year's CESR: (1) The issue of sabbatical leave is confusing. Does an individual get credit for being granted leave, notwithstanding the research they do during that leave? Exec had discussed this previously and determined that the research completed during such a leave is what should be evaluated. (2) It was suggested that CESR meet with LCPT. Contact has been made between the two present committees and a meeting will be arranged. (3) The terminology for rating was questioned and alternative terms suggested. However, some Exec members believe that the currently used terms are mandated by state law. (4) It was suggested that two year staggered terms would be advisable so that there would be continuity on CESR. This has been done. M. Wilson (LIII representative and CESR secretary) will serve a two year term; L. Knox (LII representative and CESR chair) and J. Waters (LI representative) will serve one year terms. Hereafter, all elected CESR members will serve two year terms.

These issues were discussed when CESR members joined the meeting. As mentioned in their charge, it was suggested that they consult annual reports from previous CESRs. CESR members brought several questions for consideration: How do they evaluate themselves? Is it true that criteria for how ratings are assigned are not passed from one year to the next? Is there a way to clarify evaluative terminology? In light of the amount of committee work done by much of the staff in 1993, can they assign a larger number of higher ratings, if this is deemed appropriate? What do they do with special classes of people (ie. halftime faculty, unclassified professionals)? Do they evaluate LIs, LIIs, and LIIs separately? How are they to determine whether something should have been listed in the job performance section rather than the service and research section of the FASAR? It was determined that they need to evaluate the information they receive. (Unclassified professionals will not be evaluated by CESR). For answers to many of the other questions, CESR was referred to Sandy Gilliland, the assistant deans, and the Dean.

General Research Fund

We will not know until February 15 if the guidelines of the Ad Hoc Committee on the General Research Fund allocations have been accepted. However, Brad will draft a letter encouraging people to apply, reiterating that it is important for the library to make submissions for this money or else face losing it in the future. Members of the Ad Hoc Committee are willing to talk to potential applicants about their proposals or the guidelines.

Elections

Nicholas announced that he will instruct the Nominating and Ballot Committee to run elections in April for next year's LFA Exec and LCPT.

Staff Orientation Committee

This committee is now an administrative committee but members have not yet been appointed. It was agreed that it will be important to have Staff Orientation operating soon because there are several recently appointed staff. The Dean will select committee members from classified and unclassified ranks.

The meeting was adjourned.

-submitted by Kathy Graves

Minutes
Committee for the Evaluation of Service and Research
January 28, 1994

Committee members Lorrie Knox, Julie Waters, and Margaret Wilson met for the first time since being notified by LFA Exec on January 25 of the committee membership. Lorrie Knox and Margaret Wilson were selected chair and secretary, respectively.

At the recommendation of LFA Exec, Lorrie will schedule meetings of CESR with LFA Exec, to clarify certain matters relating to our duties, and with LCPT, to help us arrive at a better understanding of standards and definitions pertaining to the evaluation of librarians' service and research.

We identified a number of questions which we hope to have answered at these meetings.

- What procedure do we follow when evaluating librarians who are members of CESR?
- What are the implications of starting our work three weeks later than the timetable indicates (i.e. Jan. 11)?
- How do we evaluate half-time librarians who are not required to do service and research?
- Do we evaluate unclassified professional others? If so, what is the procedure?

FYI

University of Kansas Libraries

Number 1264 March 10, 1994

ENGINEERING LIBRARIAN APPOINTED

Melvin (Mel) G. DeSart has accepted an appointment as Engineering Librarian (Librarian I), effective June 1, 1994. Mel earned a bachelor's degree in Classical Civilizations and Archaeology and the master's degree in Library and Information Science, both from the University of Illinois, Urbana-Champaign. In 1987, he was appointed as Assistant Engineering Librarian and Assistant Professor of Library Administration with the University of Illinois Libraries, his present position. Mel replaces LeAnn Weller. W. J. Crowe

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 p.m., Wednesday, March 16th. 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

ARL SPEC KITS RECEIVED

Two ARL SPEC Kits have been received this week: Kit 198 "Automating Preservation Management in ARL Libraries," December 1993 and Kit 199 "Video Collections and Multimedia in ARL Libraries," December 1993. These items are available in the Periodicals Reading Room for consultation. K. Miller

ATTACHMENTS

Library Automation Committee Minutes--February 16, 1994

Library Faculty Assembly Executive Committee Minutes--February 21, 1994

Library Automation Committee

Meeting of February 16, 1994

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

Absent: William Crowe, Patrick Kingsbury, Sherry Williams

Review Minutes of Feb 10:

The minutes of Feb. 10 will be submitted for publication in FYI next week with corrections suggested at this meeting. Members agreed with John's suggestion to attach the proposed schedule that was given to vendors at ALA.

Announcements/Questions:

1. Gary said that Inquire claims to have found a solution to the "time-slice" problem, but has given him no clear indication of how long it will take to test it and send a fix to us. He added that he and Patrick have devised a way of blocking out new logons when there are a given number of transactions already queued up (this is not the same as limiting the number of simultaneous users), informing the new user that the system is busy and asking him or her to retry later. The threshold will be adjustable online so that we can experiment with and optimize the tradeoff between number of users and response time. This change will be implemented next Monday. Terminals that are merely left in EAI will not affect the number of transactions in the queue. Still, John continues to recommend that terminals abandoned in ACAD be returned to OCAT as a small additional measure to improve system performance.
2. John met with staff at the Med Center Library this Monday about the possibility of using their Medline from Lawrence. This would provide access to the entire file back to 1966. The licensing agreements need to be worked out, but it looks very promising at this time, and would free up 5 CD-ROM drives and one stand-alone terminal. The use of these freed-up CD-ROM drives has not yet been determined.

Discussion:

1. There were no objections or additional comments added to the steps agreed to last week for informing the staff of the status and goals of the

RFR and for obtaining their input. It was decided to proceed as outlined.

2. John distributed the most recent (3rd) draft of the RFR. It was decided to condense section III.B (Assumptions) to one paragraph, incorporating numbers 2 and 3 (page 8) and changing the emphasis of these points, to the effect of "promoting staff efficiency and effectiveness, ease of staff use and maintenance, while protecting the integrity of certain high-security functions, etc.". It was felt that these two points as stated in the draft were more relevant to the earlier vision statement than to the RFR.

On page 9, under #6, John will clarify that "supporting fee based services" refers both to direct payments by patrons to vendors (so-called "passthrough" charges) and the ability of the library to charge patrons for transactions or system use.

On the top of page 10, under #6, John will add "for staff and other users", or "for the ease of use and efficiency for staff...". Kent suggested referring to the necessity for interactive communication on p.10 under "Connections and Cooperative Uses", but added that this might pertain more to "Data Uses and Qualities". Under "Data Types," John will add more emphasis on non-text, multi-media records. John will add to the list (as #4 on page 11) "...from other sources such as Marcive, using accepted standards...". On the same page, under number 3, it needs to be more clearly stated that this addresses remote use, especially by staff, students, and faculty from off-campus. John will also add that the new system must coexist with the LAN on a single workstation, and that it is preferable that they be interconnected.

John will add "Novell" to the reference to the LAN in the appendix.

John is still waiting on Cataloging statistics from CPAC.

Future Meetings and plans:

No meeting Feb. 23rd. Next meeting March 2nd (since public service department heads will not meet that day -- they will meet on the 9th).

John will deliver a revised draft to members by Friday the 25th for review at the March 2nd meeting. Following revisions to be made at that meeting, copies of the draft RFR will be put on reserve in Waston and Anschutz and sent to Administrative Conference members. We will ask for comments by Wednesday, March 16. LAC will meet that day and review comments and suggest final changes. The goal remains to have the RFR ready to mail to vendors by the end of March.

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 21st, 1994 MEETING

Present: B. Schaffner, J. Neeley, K. Graves, B. Jones, D. Dandridge, M. Rosenbloom, W. Crowe, (guest). Absent: N. Eshelman

Minutes: Minutes of the LFA Executive Committee for Jan. 24, 1994 were approved. Minutes of the LFA Executive Committee for Jan. 31, 1994 were approved as amended. Also approved were minutes of the Committee for the Evaluation of Service and Research for Jan. 28, 1994, the Budget and Planning Committee for Dec. 2, 1993, and the Nominating and Ballot Committee for Nov. 30, 1993, Dec. 7, 1993, Dec. 27, 1993, Jan. 11, 20, 25, 1994 and Feb. 8, 1994.

Fifth Year Dean's Review

W. Crowe alerted us to the fact that his fifth year review is coming up in the year beginning August 18th. Exec should be ready to respond to a request from the Vice Chancellor for Academic Affairs for a candidate list for the review committee. It was recalled that the procedure for doing this is stated in the LFA bylaws.

Meeting with Shulenburger

Crowe suggested that Exec consider conferring with Classified Exec. about inviting Vice Chancellor Shulenburger to an informal meeting with LFA and the Classified Conference. There was discussion of the nature and purpose of such a meeting-- whether the meeting should be structured around broad library issues or left open for personal concerns, what would be the danger that the meeting might become overly confrontational, etc. Crowe suggested that such a meeting would be an opportunity to raise current concerns and issues and that we might want to cue Shulenburger about two or three of the issues that would be raised, but that it would also be fine to encourage a range of questions both on general issues and on more specific concerns. After the Dean left it was agreed that we would discuss this further at the February 28th meeting and that a joint meeting of Exec and the Classified Conference Executive Board would be a good means of setting up such a meeting.

The meeting was adjourned.

---reported by Barbara Jones

FYI

University of Kansas Libraries

Number 1265 March 17, 1994

PERSONNEL

I am very pleased to announce the appointment of Ms. Johnnieque (Johnnie) B. Love, as Librarian I, effective July 18, 1994. Ms. Love's appointment will consist of a 60% appointment in the Reference Department, Watson Library, where she will assist in the development and implementation of library instruction for freshmen and sophomores. She will share responsibility for providing reference assistance to students and faculty and further the Library's development of a wide range of services to campus populations with special needs (students with disabilities, minority students, non-traditional students, etc.). The remaining 40% of Ms. Love's assignment will be devoted to developing multi-cultural and diversity initiatives, as recommended by the Strategic Planning Steering Committee. This portion of her assignment will be shaped in active consultation with Library staff and others in the University who are charged with leading this initiative.

Ms. Love received a B.S. degree in Education from Emporia State University, a Master's Degree in Library Media Education from the University of Colorado, and a Master's Degree in Librarianship and Information Management from the University of Denver. She has been employed since 1986 in the Kansas City area, holding librarian positions with Pioneer Community College, Penn Valley Community College, Metropolitan Community College District, and presently with the Kansas City, Missouri School District.

W. J. Crowe

BACKLOG COUNT

The Cataloging Policy Advisory Committee has established a subcommittee to provide a more accurate count of 1) the materials which have been cataloged but have not been retrospectively converted and 2) the materials which have not been cataloged at all. Paulette DiFilippo, who undertook a similar task as a member of Task Force 1 during strategic planning, will co-ordinate the work of the subcommittee. David Benjamin and Carmen Orth-Alfie are the other members. Their initial task is to provide a count of the materials housed in Spencer basement, followed by a count of material elsewhere in the library system. In carrying out their task one or more task force members should be in contact with staff in various library locations. I ask that you give them assistance so that they can complete their task in short order. CPAC will use the information in considering how to bring all of the Libraries' collection into the Online Catalog within the timeframe suggested by the final strategic planning report.

George Gibbs

THE UNIVERSITY OF KANSAS

Gene A. Budig
CHANCELLOR

William J. Crowe
DEAN OF LIBRARIES

&

Alexandra Mason
SPENCER LIBRARIAN

invite you to attend a celebration of the 25th anniversary of the opening of

The Kenneth Spencer Research Library

on

Friday, April 15, 1994

The program begins at 3 p.m. with the opening of three exhibitions designed to demonstrate the range of collections and functions of the Department of Special Collections, the Kansas Collection, and University Archives, the three departments which together comprise the Library

At 6 p.m. there will be a reception at the Adams Alumni Center followed by dinner at 7 p.m., at which

JOHN T. CASTEEN, III

President of the University of Virginia, will speak on
"SPECIAL COLLECTIONS AND THE COMMON GOOD"

The occasion of the Spencer Library's 25th anniversary provides the opportunity of enlisting public support for the establishment of an endowed program of publications and exhibitions. This endeavor will not only make it possible to carry out the Library's mission by helping to make its rich research resources known throughout the state, the nation, and the world of learning, but also lay the ground for the creation of other services which a major research library may be expected to offer.

For dinner reservations, please return the reply card by March 22 to Alexandra Mason,
Kenneth Spencer Research Library, University of Kansas, Lawrence, KS 66045
(913 864-4334)

Commemorating Shelley

The three of us (Corrie Thompson, Becky Schulte, and myself) who volunteered to facilitate library discussion and decision on an appropriate memorial for Shelley Miller met on March 10th, first with Dean Crowe to set some guidelines and convey background information, and then by ourselves. We went over all of the suggestions that had been e-mailed to Annie Williams up to that point and came up with a few additional ones, for a total of eight somewhat different ideas. Some of the ideas are kind of broad—i.e., there could be some options within each one.

Although there is no reason why more than one idea could not be done, if there can be some consensus among us it would probably be best to choose one idea so that whatever funds are raised to commemorate Shelley can have a substantial impact. The practicality of some of the ideas may depend, of course, on the amount of money ultimately raised.

We would like for each member of the staff who knew Shelley to contribute to this decision. Please forward your reactions to the following ideas, or additional ideas, by e-mail or campus mail (no phone calls, please) to one of us by 5:00 on Tuesday, March 29th. Our e-mail addresses are cthompso, bschulte, and rmelton. We will meet again on March 31st to either make a decision or, if there is no clear preference, refine and narrow the ideas for perhaps some further input.

Although we welcome input from persons who are not on the Libraries staff and certainly hope that there will be contributions from many of her friends and colleagues, we feel that the decision on how best to commemorate our colleague should come primarily from the members of the staff, with input also from Shelley's family. (I am writing Shelley's mother a letter.) If non-staff friends ask you about what the Libraries are doing to commemorate Shelley, please inform them of the process we are using and indicate that we hope to have a definite idea by mid-April.

Here are the eight ideas:

1. An endowment fund for acquisitions in the field of Latin American studies, *perhaps* in a somewhat narrowly focussed area (e.g., Costa Rica) so that the books acquired with this fund could ultimately become a somewhat coherent and distinguished collection.
2. An endowment fund for preservation of fragile/ephemeral Latin American materials, e.g for microfilming or even digitalizing some of the newspapers currently housed in the SPLAT office, some of which may well be unique in the U.S.
3. An annual cash award named for Shelley for service to the campus or larger community (NOT for committee work, but for something with more direct humanitarian appeal). Variations: the recipient must be a KU Libraries staff member; the recipient should be someone at KU; the recipient could be anyone in the Lawrence area; the recipient could be anyone anywhere.
4. An annual lecture or panel. Could be structured perhaps so that in alternating years the topic is on a Latin American issue, on a professional issue, and on a broader social-responsibility issue.
5. Working with the necessary campus facilities organizations, identify a spot on campus, preferably near Watson Library, to re-landscape in Shelley's memory, with a tree or trees, plantings, and a bench or two.
6. Endow a stipend for a student internship in the Libraries (variation: specifically within SPLAT), perhaps with an emphasis on identifying a Latin American, Hispanic, or Chicano student who is interested in pursuing a career in library work.
7. Endow the SPLAT Bibliographer position with either a) a supplementary salary stipend, or b) a travel fund.
8. Endow an annual picnic or party. (Perhaps, though, such an event could be funded out of other Libraries' funds but be held in conjunction with an annual event, such as #3 or #4.)

Rob Melton

CATALOGING POLICY ADVISORY COMMITTEE

1994-5

Meeting of February 14, 1994

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair),
Sandy Mason, Lorraine Moore, John Richardson (recorder),
Mary Roach, Becky Schulte

The committee looked over Gibbs's redraft of a memo announcing a series of meetings with technical services staff across the libraries to discuss how to implement the recommendations in the third section of the Strategic Planning Steering Committee report, the section entitled "Total Online Access to KU Collections." A few more changes will be made before the memo is ready for release.

The committee reviewed another memo drafted by Gibbs to prospective members of the study group that CPAC is appointing to continue the work of determining the extent of the backlog begun by the Task Force on Intellectual Access to Collections. The group is to be charged with making a careful estimate of uncataloged materials and materials awaiting retrospective conversion (1) by format, (2) by language for which special expertise is needed, and (3) by unit.

As part of our efforts to plan for coordinated authority control when new cataloging agencies begin to contribute to the online catalog and to determine the adaptability of the Cataloging Department's authority control policies and procedures to a new online system, the committee reviewed Cataloging Department memos 95 and 95.1. Memos 95.2 and 95.3, and the memos in the 96 sequence will be examined at the next meeting.

Responding to an earlier request, Mason passed out some examples of Special Collections cataloging in which multiple records are attached to one OCLC record. Time did not permit a review of these examples at this meeting.

CPAC will meet next Monday, February 28.

Submitted by John Richardson

ANNE R. KENNEY will lead an exploration of an emerging new technology which promises to make digital information access more readily available to everyone; and discuss how scanned digital images with OCR capability may also represent the promise of an affordable preservation alternative to microfilm and photocopying. This symposium will present the concepts and vocabulary of digital imaging technology and its application in the creation, storage, transmission, retrieval, display, and printing of images.

Sponsored by:
*Kansas City Area Archivists
 Federal Records Center-Kansas City*

Featured Speaker

ANNE R. KENNEY
 Associate Director
 Department of Preservation
 Cornell University.

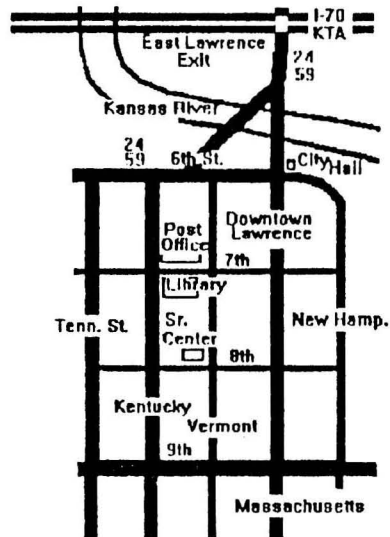
Anne Kenney, a leading expert in digital imaging and immediate past president of Society of American Archivists (SAA), has for the past four years co-managed a series of digital imaging projects, including one to investigate the use of binary scanning to capture archival material. She has written and spoken widely on the topic of digital preservation, and serves on the Imaging Committee of the International Council on Archives.

SCHEDULE

Saturday, March 26, 1994
 Lawrence Public Library
9:30-10:00am
Registration and Refreshments
10:00-11:00am
Introductions Sheryl Williams
Speaker Anne Kenney
"Using Digital Technology to Preserve and Make Accessible Archival Collections."
11:00-11:15am Break
11:15-Noon
Speaker continues Anne Kenney
Noon-1:30pm Lunch (on your own)
1:30-3:00pm
Speaker continues Anne Kenney
3:00pm Wrap-up John Allshouse

Special Thanks to:
Lawrence Public Library for the use of their facility.

MAP



DIGITAL FORMATS FOR ACCESS AND PRESERVATION

Registration fee is \$20 for KCAA members, \$25 for non-members.

- \$20 - Member KCAA
- \$25 - Non-member

You can save \$5 off the cost of the symposium by joining KCAA today (see back panel).

To register, mail this form with payment, by March 22, to

Rebecca Schulte
Kansas Collection
University of Kansas Libraries
University of Kansas
Lawrence, Kansas 66045

Name, Title, Address and Phone:

Please make check payable to:
Kansas City Area Archivists
For further information, call:
 (913) 864-4274
Refunds can be made up to March 22

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 28, 1994 MEETING

Present: N. Eshelman, chair, B. Schaffner, M. Rosenbloom, J. Neeley, K. Graves,
B. Jones. Absent: D. Dandridge

Minutes: Minutes of the February 21st meeting of the Executive Committee were approved as amended.

Classified Employee of the Year Award

N. Eshelman reported that had received a letter from Dean Crowe asking that Exec provide three names of librarians willing to serve on a committee to select a classified 'employee of the year'. The Dean will then select one of the three librarians to serve on the committee along with four classified employees. (The Classified Conference Executive Board will provide a slate of names for the classified positions on the committee.) It was decided that Eshelman will send out an E-Mail message asking for volunteers to respond within forty-eight hours.

Shulenburg Meeting

There was considerable discussion of the possible purposes to be served of an open meeting of the library staff with Vice-Chancellor Shulenburg and of how such a meeting could best be arranged. Since it seemed that most of the issues which might be discussed in such a meeting would not relate to library governance it was decided that an invitation to Shulenburg from the Administrative Conference would be more appropriate than an invitation from Exec. Since classified staff are represented on the Administrative Conference it also seemed that it would be simple for the Administrative Conference to arrange that the meeting would be open to classified and unclassified staff. Eshelman will send an E-mail to this effect to Janet Anderson-Story and Dean Crowe.

Brown Bag Lunch on the topic of the General Research Fund

M. Rosenbloom suggested that Exec host a brown bag lunch for anyone who would like to air their concerns about applying for funds from the General Research Fund. It was decided this will be scheduled for Wednesday, March 9. Eshelman will check on space availability and issue an E-Mail invitation.

The meeting was adjourned.

----reported by Barbara Jones

STAFF DEVELOPMENT COMMITTEE (SDC)

MINUTES OF THE MEETING 12/15/93

Present: Carole Dibben, Gaele Gillespie (Secretary), Sandy Gilliland, Tommy Hardin, Susan Hitchens, Lorrie Knox, Rich Ring (Chair)

Minutes from the 11/10/93 meeting were distributed.

The committee approved nine out-of-state travel requests.

Rich Ring is working with Brad Schaffner to firm up a date on which he can give his presentation on his trip to Russia.

Rich reports that he is also working on a date for the presentation by C. Lee Jones (new director of Linda Hall Library).

We discussed the idea of sponsoring a tour of the Haskell Indian Nations University library, and there was some discussion of what cooperative efforts we might enter into with Haskell. Rich will talk with Nellie Buffalomeat, Director of Library Services at Haskell, about potential for this and report back to the committee.

Other possibilities for sharing/discussion were mulled over.

The committee will meet again in early January: Wed. 1/12/93 at 10:30 a.m.

Administrative Conference Minutes
February 10, 1994

Present: Anderson, Anderson-Story, Biggins, Burich, Couch, Crowe, Donaldson, Eshelman, Gibbs, Gillespie, Gilliland, Girardo, Hitchens, Husic, Jaeger, Knox, Koepp, Mauler, Melton, K. Miller, R. Miller, Moore, J. Neeley, Powell, Ring, Roach, Simmons, Williams

1) Crowe announced that Shelley Miller would be on extended sick leave due to illness, In her absence, Jill Girardo would be overseeing SPLAT operations. He said he would keep staff posted about Shelley's condition as news became available.

2) Crowe gave the AC highlights from his recent report on the Libraries budget which was reviewed at the University budget hearing on Jan. 25th. The main points were: the \$2 mil. needed for campus-wide online systems, the possibility of a fee to support campus technology advances, and year-end funding priorities (the acquisitions budget, wiring of libraries to support electronic mediums, and issues associated with the impending increase in the minimum wage).

Crowe said he would be circulating shortly, a copy of the cover story from the most recent ARL Newsletter which discusses a study of trends in university research library funding over the past 10 years.

3) Crowe told the AC that the Regents had recommended full funding of the State-wide System Access Proposal to the Governor. The Governor had not recommended funding of the proposal to the legislature.

Crowe said that J. Josserand (KU's governmental liaison) reported that the Senate Ways & Means committee had looked at the proposal and that the committee was interested in connectivity and databases. Crowe also told the AC that he had been asked to brief Ray Hauck (the Regents budget director) about the proposal. Reports from the Ways & Means committee indicate that they will be asking the Regents for recommendations as to how they would allocate ca. \$775,000 for system enhancements. Crowe said that the Council of Deans and Directors of Libraries (CODDL) had met at Emporia the previous Saturday to discuss options if the appropriation is made. Crowe said that CODDL had determined that the enhancement of the systemwide access proposal would have to be reconceptualized to permit a stretched-out.

4) Crowe told the AC that the Libraries' space in Hoch had been removed from the initial construction bid and would now be bid as alternates. The library space will probably be bid with the alternates as 2 floors beneath Hoch rather than also under the driveway between Hoch and Anschutz. Crowe said that he had been told by the University administration that the Libraries would have first choice on the remaining space in Hoch.

5) Crowe told the AC that due to the new developments with Hoch, he would be working with Gibbs and Hawkins to develop an ad hoc space committee for the libraries. The purpose of this committee would be to devise a proposal to cover a 3-5 year period to deal with the immediate space needs of the libraries. He also said that he would be working with the University Senate Committee on Libraries (SLC) to push for a University committee to develop a space plan for approx. 10 years.

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,

Rhonda Boose

Administrative Conference Minutes
March 9, 1994

Present: Burich, Craig, Couch, Eshelman, Gibbs, Gilliland, Girardo, Graves, Hitchens, Jaeger, Koepp, Knox, Mason, J. Miller, K. Miller, R. Miller, Moore, J. Neeley, K. Neeley, Reed, Roach, Schaffner, Simmons, Slater, Williams.

1) Crowe updated the AC on the Regents budget for FY95. He said that it was his understanding the Legislature would be considering the Regents budget next week, and that the Washburn issue (tied to the Partnership for Excellence proposal) will be brought before the legislature even earlier. Crowe said that the bill has been changed in committee so that the faculty salaries would be brought to 94% of peer average--this action slightly favors KU over some of the other Regents institutions.

2) Regarding the current budget, Crowe told the AC that the year-end money situation is being closely reviewed by the University. Funds to be generated by enrollment adjustment will not be forthcoming. He had been told that the Libraries could expect good attention in year-end money, but perhaps not in as high quantities as in the recent past.

3) Crowe told the AC that the two space committees mentioned in the February AC meeting had been established. The "super" space committee had received a charge from EVC Meyen. The main purpose of that committee will be to examine the needs for collection space, space for technology, and long-range Library space needs in general. Thanks to K. Miller and Marci Francisco, the Libraries has re-verified data for the committee's work. The first meeting of the "super" space committee will be tomorrow afternoon in the Art & Architecture library. It is the idea that the "super" committee will meet in each of the libraries during its work so that they will be able to see first-hand the situation in each location. Crowe will be providing the committee tomorrow with information regarding space needs for technology and comment on quality of space, e.g., temperature and humidity issues.

Crowe shared the membership of the internal space committee and said that they should receive the charge within a week, with publicity quickly following. He told the AC that long-range planning with realistic space requirements for the Libraries was greatly needed and could include proposals for a depository. Crowe said that Prof. Davidson, chair of the SLC, had made a presentation at the last Univ. Council meeting outlining the Libraries space issues.

4) Crowe said that the Hoch Building committee would be meeting that afternoon, and that he and D. Koepp would be attending as voting members, with J. Miller as a resource person. The purpose of the meeting was to be to review, in detail, alternates [for bidding]. He told the AC that Rep. Bogina had raised the issue of using one-time money to construct the two underground floors of Hoch, and that Rep. Bogina's comments have gotten a negative response from the Governor's office. Crowe said that he and J. Miller had met approx. two weeks ago with the University and State architects in an attempt to locate space for the automation center by relocating it within the Hoch floorplan. He commented further that he believed that the two underground floors of Hoch will become the 1st two alternates on the construction bid. Crowe said that he believed revised construction bids on Hoch would be let as soon as possible with a tentative opening date for the building of Fall 1996.

5) With regard to the Strategic Planning process, Crowe told the AC that Gibbs is meeting with Technical Services departments on options to meet strategic planning goals, and that Ring proposes to discuss options with CDC. Crowe reiterated that he is willing to meet with staff groups on strategic planning issues and goals.

6) Crowe updated the AC on the status of the typing room/micro instruction lab area. He said that the wiring was done, the equipment and furniture had arrived, and that the only remaining issue involved proper HVAC for the area. He told the group that Cindy Pierard, Library Instruction coordinator, was working with J. Miller and J. Neeley, among others, to develop a calendar for opening the facility.

7) Crowe reviewed the reasons behind developing the micro instruction facility and the extended hours proposal, citing these two efforts as part of an attempt to enlist the support of student leadership for Libraries' initiatives over the long term.

8) Crowe noted the significant strain placed on Libraries' staff, both personally and professionally, by Shelley Miller's untimely, tragic death. He expressed his appreciation for the response of the staff in support of each other during this difficult situation, and asked for continued support to Jill Girardo and the SPLAT staff on all levels. He said that he anticipated beginning the search for a successor to Shelley after Spring break. Crowe reminded staff that Richard Orr from Human Resources remains available to work with staff in dealing with Shelley's death.

9) Crowe asked K. Neeley to make the announcement about recruitment of an Engineering Librarian. Neeley said that Mel DeSart from the University of Illinois had accepted the position, and would be starting June 1. Crowe expressed appreciation on behalf of the libraries for the efforts of the staff in filling the gap left by LeAnn, with special thanks to the Science Libraries staff, and especially to Lorrie Knox.

Craig raised a question about the status of the preservation librarian. Crowe said that a draft position description is ready for review by a search committee to be formed within the next week. An advertisement for the position is expected to appear in the next 3-4 weeks. Craig raised the further question about whether or not it was appropriate to assume that filling this position would result in some reorganization. Crowe said that the position would assume responsibility for the bindery preparations/repair area, but that no other areas of supervisory responsibility were included. Presently the draft shows the position reporting directly to the Dean of Libraries; however, Crowe will seek advice from the search committee regarding the reporting line.

10) Crowe asked the AC to consider, for discussion during the next AC meeting, the recommendation of the Strategic Planning Steering Committee (SPSC) for formulation of an advisory body to the Dean. Crowe said he would redistribute a copy of last year's proposal regarding the advisory group.

11) Crowe announced that the next meeting of the Administrative Conference was scheduled for Thursday, April 14th at 10:30 a.m. with the location to be announced later.

12) Crowe said that Hawkins and Gibbs had begun talking with Watson staff about the Strategic Planning initiative with regard to the Watson user services core.

13) Crowe announced that thanks to the efforts of Jim Helyar, Sandy Gilliland, Rhonda Boose, Julie Slusser, and other administration office staff and student assistants, 2,000 invitations were being sent out for the Kenneth Spencer Research Library 25th anniversary celebration. He told the group that library staff would be receiving invitations to the event scheduled for April 15th which includes a dinner on that evening and a program highlighted by a speech by John Casteen, President of the University of Virginia on "Special Collections and the Common Good." A catalog of the exhibits from each of the three collections will also be available. The exhibits are: Kansas Collection -- "Preserving Our Heritage," Special Collections -- "Finders and Keepers," Archives -- "A Pioneer of the University." Crowe expects many good publicity and fundraising opportunities from this event.

14) Marianne Reed reviewed the backup proposal made in January to make backup copies of data on microcomputers throughout the Libraries system. Reed said that if the department heads would be willing, she would like to complete the project during the week of Spring Break. She said that although the automation staff would not be able to make set appointments per se to perform the backup, but that they would like to call the various departments to let them know of the automation staff's impending arrival. Backup tape copies of the data from the microcomputers will be placed in the fire-resistant safe in Anschutz. Ideally, follow-up sessions for backing up data will be arranged on a monthly basis. In response to questions, Reed told the group that data on the backup tapes could be password protected to provide security protection. Reed asked that each department head provide the automation staff with the names of two contact people within the department to contact when the backups will occur. Reed reminded the group that the original intention of the proposal was to back up microcomputers other than those used as OCLC or Innovacq terminals. In response to suggestions from the group, Reed said that lists of computers to be backed up provided by department heads would be welcomed by the automation staff. Since there were no objections from the group, the automation staff will plan to begin the backup project during spring break.

15) Crowe announced the next "open forum" is scheduled for March 18th, at 2:00 p.m., in the Anschutz Science Library conference room.

16) Crowe mentioned to the group the upcoming KLA triconference scheduled for April 6-7-8 in Salina.

17) Sherry Williams announced to the group that at the KLA triconference, Laird Wilcox will be the recipient of the Freedom of Information award.

The meeting was adjourned at 11:07 a.m.

Respectfully submitted,

Rhonda Boose

LIBRARY SPACE COMMITTEE

Minutes of February 24, 1994 (#1)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons

Kent called the meeting to order and asked for a volunteer to record the minutes. Susan volunteered.

Meeting times were discussed and a regular time of 1:30-3pm on Thursdays was agreed upon. The group will plan to meet in various library units with Watson's Conference Room A as a default location. Because of scheduling conflicts, next week's meeting will be Wednesday March 2 at 9am.

The charge to the committee mentions specifically establishing liaison with the Budget and Planning (B&P) Committee. Kent offered to talk with Connie Powell and B&P to learn what their expectations of this liaison would be.

Kent will request the establishment of a listserve for the committee members. The minutes will be loaded in draft form onto the listserve with members expected to read and come to the meetings with suggested revisions.

In reviewing the committee's charge (memorandum of February 22 from Bill Crowe), the group identified several questions to be conveyed to Dean Crowe. Kent will invite the Dean to meet with us as soon as possible to clarify the following:

1. Are there any library units which are to be excluded from the Library Space Committee's recommendations? Are there any special restrictions on use of space that the committee should be aware of?

2. What is the time frame for the recommendations? Are we primarily looking at short-term solutions (1-5 years) or are we charged with recommending longer term projects?

3. Although the focus of the work may be directed toward collection space, the members felt that space for services should not be neglected in our considerations.

4. Space for collections will change as collection formats evolve.

5. What is meant by "the general collections" in the charge? Does this exclude some portion of the library?

6. Will the storage policy which we are to recommend pertain only to the space in JRP or are we recommending policy for a larger (long-term) facility? Would such policies be different?

7. What is the definition of "closed-stacks" in the charge? Does this refer to no direct user access? Does this closed-stacks policy only refer to JRP or to any/all storage facilities?

8. Although the charge specifically mentions liaison with Budget & Planning there are other groups in the library, e.g.

Cataloging Policy Advisory Committee, Collection Development Council, that may also have overlapping concerns. Can the charge be reworded to reflect the need to liaison with a broad range of library groups?

The balance of the time was spent identifying information sources for the committee's work, including:

- Circulation statistics
- Collection measurement and growth data (Kent supplied each committee member with a working draft of the Collection Storage Study that he prepared in November 1993)
- Programmatic space needs, e.g. instruction, preservation
- Regents Standard for library space
- Potential locations for moveable shelving
- Unused spaces
- Experiences of other libraries
- Strategic Plan (Task Force reports as well as Final report)
- Current list of campus repair/renovation/building projects affecting library space
- Literature search

The next committee meeting will be Wednesday March 2 at 9am in Watson Conference Room B.

Recorded by Susan Craig

LIBRARY SPACE COMMITTEE

Minutes of March 2, 1994 (#2)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons
Guest: Bill Crowe

Bill announced the formation of a "Super" Committee on Library Space. Appointed by Executive Vice Chancellor Meyen, the group includes members from the teaching faculty, the administration, and the library (Susan Craig and Bill Crowe). They have a two-month timetable to recommend conceptions of space (not details) and will maintain a liaison with the Library Space Committee.

Library space concerns, especially Hoch space, will be the topic of a discussion between some senior teaching faculty and the Chancellor later this month.

Prof. Davidson, Chair of the Senate Library Committee, has been invited to speak at the March 3 meeting of University Council regarding library space. This presentation will include information about the Government Documents collection and its role in the teaching and research missions of the university.

The balance of the meeting was spent discussing with Bill our specific concerns regarding the draft charge. Bill clarified that this was to be a space committee for the total library. Some restrictions were made in the original gift for the use of the Spencer Research Library building and these restrictions will have to be observed; however, the growth of the Spencer collections must be considered along with other library units. The use of the term "General collections" in the charge includes all library materials except special collections, i.e. archives, rare books, manuscripts.

Bill expects our committee to produce documents related to two levels of planning:

- a. practical recommendations dealing with operational moves. These could be regarded as internal shifts needing little consultation outside the library
- b. comments to carry forward to the university requiring more consultation, more resources, and addressing long-term needs

Resources requirements should be considered. If moveable compact shelving is recommended for a collection, how cost effective is that solution compared to other options? Although JRP (and possibly Hoch and a new Music Library) represent the only extra square footage that is currently anticipated, Bill is asking us to tell him what the needs are. We are to look at all options regardless of time limits. Collection space is of particular interest but space for services and staff should not be ignored. One problem currently is that according to Regents guidelines, study space in the campus

residence halls is counted as library space. The KU Libraries are on record as having apx. 390,000 sq. ft. with 40,000 sq. ft., or 10% of the total, actually being in residence halls rather than in library units.

Bill recommends that in developing policies for selection of materials for storage we attempt to define a proto-policy which JRP can utilize. The alternatives for storage policies is either to develop a preliminary policy with general application to JRP or to take a practical approach and consider JRP as a separate case from a long-term storage policy. We should not assume that all storage facilities will have the same service policies since ideally the library would prefer to include a staffed, reader facility (perhaps in addition to a preservation lab, individual study rooms, etc) with any storage depository. No on-site staffing or reader areas will be provided in JRP. Little or no upgrading of the JRP facility is anticipated before we move in. Window air-conditioners might be purchased but not a central air unit. Three-quarters of the JRP space will be below ground level so it is hoped that the temperature and humidity will be relatively stable. It is anticipated that JRP will house apx. 150,000 volumes and the space can be occupied as soon as the items to be stored are identified and the records are changed to reflect the location.

Regarding Renovation & Repair projects, Bill said that the roof of Malott Hall is on the R & R list but no date has been set.

Kent will redraft the charge to reflect the clarifications and to incorporate the multiple liaison relationships which may be appropriate for the committee to establish.

The next committee meeting will be Thursday March 10 at 1:30 in the Anschutz Science Library conference room.

Recorded by Susan Craig

KU Libraries -- VM/Bitnet/OFFICE List

March, 1994

The following are the VM accounts for KU library staff and some related staff. Please send corrections to **LIBAID**, or call Marianne Reed or John Miller (4-5530). To find IDs of non-library staff at KU and of staff at other Regents Institutions, use the PF3 "Directory" option within OFFICE.

Acquisitions Department	ACQ*	Galloway, Angella	AGALLOWA
Alexander, Maria	MALEXAND	Gibbs, George	GGIBBS
Alexander, Rebecca	RALEXAND	Gillespie, Gaele	GGILLESPIE
Allen, Vickie	VIALLEN	Gilliland, Sandy	SGILLILA
Altenbernd, Jan	JALTENBE	Girardo, Jill	JGIRARDO
Anderson, Gordon	GANDERSO	Gottstein, Terry	TGOTTSTE
Anderson, Roger	RANDERSO	Graves, Kathy	KGRAVES
Anderson-Story, Janet	JANDERSO	Haines, Sally	SHAINES
Automation Assistance	LIBAID*	Hamilton, Susan	SHAMILTO
Baker, Mary Ann	MBAKER	Hamlin, Luceil	LHAMLIN
Bauer, Lois	LBAUER	Hardin, Tommy	THARDIN
Benjamin, David	DBENJAMI	Harsh, Bayliss	BHARSH
Biggins, Mike	MBIGGINS	Hawkins, Sherry	SHAWKINS
Bonham, Pamela	PBONHAM	Hawkins, Mary	MHAWKINS
Boose, Rhonda	RBOOSE	Helyar, L.E. James	JHELYAR
Borton, Dick	DBORTON	Hewitt, Sue	SHEWITT
Bower, Kerry	KBOWER	Hill, Annamarie	SP69*
Boyd, Esther	EBOYD	Hitchens, Susan	HITCHENS
Boyer, Milissa	MBOYER	Hoff, Julie	JHOFF
Bramble, Sadie	SBRAMBLE	Holcomb, Gabrielle	GHOLCOMB
Burich, Nancy	NBURICH	Hollingsworth, Nancy	NHOLLING
Clement, Rick	RCLEMENT	Hu, Marilyn	MHU
Clodfelter, Kathy	KCLODFEL	Husic, Geoff	GHUSIC
Coburn, Bruce	BCOBURN	Hyde, Ann	AHYDE
Cook, Kristi	KCOOK	Jaeger, Nancy	NJAEGER
Cook, Muriel	MCOOK	Jeffries, Carol	CJEFFRIE
Copp, Linda	LCOPP	Jones, Barbara	BJONES
Couch, Sarah	SCOUCH	Kingsbury, Patrick	SP78*
Craig, Susan	SCRAIG	Kipp, Donna	DKIPP
Crank, Rich	RCRANK	Kirby, Channette	CKIRBY
Crowe, William	WCROWE	Knox, Lorraine	LKNOX
Cundiff, Hope	HCUNDIFF	Koepp, Donna	DOCSMAP
Dandridge, Deborah	DDANDRID	Kottman, Miloche	MKOTTMAN
Dibben, Carole	CDIBBEN	Lafferty, Kathy	KLAFFERT
Dienes, Jennie	JDIENES	Landon, Marilyn	MLANDON
DiFilippo, Paulette	PDIFILIP	Lathrom, Kathy	KLATHROM
Doll, Vicky	VDOLL	Leon, Lars	LLEON
Donaldson, Penny	PDONALDS	Lodwick, Malcolm	MLODWICK
Durnal, Chet	DURNAL	Lohrentz, Ken	KLOHRENT
Dyal, Diana	DDYAL	Lynch, John	JLYNCH
Dyer, Wanda	WDYER	Madigan, Kem	KMADIGAN
Elliott, Joyce	JELLIOTT	Marvin, Bob	BMARVIN
Emde, Judith	JEMDE	Mason, Alexandra	AMASON
Eshelman, Nicholas	NESHELMA	Mauler, Al	AMAULER
Evans, Linda	LEVANS	Mellenbruch, Jennifer	JMELLENB
Flanders, Bruce	FLANDERS*	Melton, Rob	RMELTON
Froese, Verna	VFROESE	Miller, John	SP05
Fry, Joy	JFRY	Miller, Kent	KMILLER
Gaeddert, Barb	BGAEDDER	Miller, Mary	MAMILLER

VM/Bitnet/Office List, continued

Miller, Rachel	RMILLER
Miner, Carol	CMINER
Mitchell, Bill	BMITCHEL
Moore, Lorraine	LMOORE
Mullen, Tahirih	TMULLEN
Murrell, Dawn	DMURRELL
Neeley, Jim	JNEELEY
Neeley, Kathleen	KNEELEY
Noble, Cherrie	CNOBLE
Orth-Alfie, Carmen	CORTHALF
Owens, Brenda	BOWENS
Palmquist, Larry	SP72*
Pardue, David	DPARDUE
Perlaky, Livia	LPERLAKY
Perry, Suzanne	SPERRY
Pierard, Cindy	CPIERARD
Powell, Connie	CPOWELL
Price, Pickette	PPRICE
Proctor, JoNell	JPROCTOR
Programming requests	PROGREQ*
Rake, Nancy	NRAKE
Reed, Marianne	MREED
Revenew, Janet	JREVENEW
Richardson, John	JRICHARD
Ring, Richard	RICHRING
Rivera, Cynthia	CRIVERA
Roach, Mary	MROACH
Rosenbloom, Mary	MROSENBL
Samuelson, Gary	GSAMUELS
Schaffner, Brad	BSCHAFFN
Schmidt, Krista	KSCHMIDT
Schulte, Becky	BSCHULTE
Shaw, Lisa	LISHAW
Simmons, Kendall	KSIMMONS
Slater, Alex	JASII
Slater, Geri	GSLATER
Slusser, Julie	JSLUSSER
Smith, Jim	JSMITH
Snow, Ann	ASNOW
Spray, Tina	TSPRAY
Stamm, Malgorzata	MSTAMM
Staples, Susan	SSTAPLES
Starr, Inge	ISTARR
Susott, Gary	SP46*
Swartz, Denise	DSWARTZ
Symons, Eleanor	ESYMONS
Taylor, Toni	TTAYLOR
Tietz-Gehringer, Monica	MTIETZG
Traxler, Joanna	JTRAXLER
Walther, Lisa	LWALTHER
Warren, Mary Lou	MWARREN
Waters, Julie	JWATERS
Weller, LeAnn	LWELLER
Williams, Annie	AWILLIAM
Williams, Sherry	SWILLIAM
Wilson, Margaret	MWILSON

VM/Bitnet/Office List, continued

Local library discussion lists:

[Most of these lists have closed membership. If you wish to subscribe to these lists, contact the editor.]

[To be sent a file showing the membership of a list, issue the command *TELL LISTSERV REV <listname>* at the Ready; prompt in VM.]

KULIB-L -- everyone on this list except those marked with an *
editor: Marianne Reed (MREED)

KANLIB-L -- Kansas Library Forum
This is an OPEN list.
editor: Bruce Flanders (FLANDERS)

KUBIB-L -- Bibliographers
editor: Rachel Miller (RMILLER)

KULA-L -- Administrative Conference
editor: Rhonda Boose (RBOOSE)

KULALA-L -- ALA Conference Discussion
editor: John Miller (SP05)

KULCC-L -- Classified Conference
editor: Alex Slater (JASII)

KULCEB-L -- Classified Executive Board
editor: Alex Slater (JASII)

KULEDU-L -- Library Education Discussion
editor: Jim Neeley (JNEELEY)

KULFA-L -- Library Faculty Assembly
editor: Marianne Reed (MREED)

KULHUM-I -- Humanities Bibliographers
editor: Kathy Graves (KGRAVES)

KULPAY-L -- Student Payroll Coordinators
editor: Julie Slusser (JSLUSSER)

KULREF-L -- Reference/Library Instruction Group
editor: Jim Neeley (JNEELEY)

KULSER-L -- Serials Advisory Group
editor: Kent Miller (KMILLER)

KULSPA-L -- Space Task Force
editor: Kent Miller (KMILLER)

KULWLP-L -- West Library Planning Committee
editor: Marianne Reed (MREED)

LAC-L -- Library Automation Committee
editor: John Miller (SP05)

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

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

WATLIB-L -- Watson Library Staff
editor: Kent Miller (KMILLER)

WATREF-L -- Watson Reference Staff
editor: Jim Neeley (JNEELEY)

FYI

University of Kansas Libraries

Number 1266 March 24, 1994

SDC SEMINAR: LAUGHTER

As a reminder, registrations are now being accepted for the Staff Development Committee-sponsored "Seriously, Laughter is Good Medicine" seminar. Two identical sessions are scheduled on March 30: 9:30 - 11:30 and 1:30 - 3:30. Select the session you wish to attend, and contact the Administrative Office or e-mail Rhonda Boose (RBOOSE), to register. Registrations are due by 5:00 p.m. Monday, March 28th.

Sandy Gilliland

COMMEMORATING SHELLEY

If you haven't yet contributed your thoughts on the suggestions published in last week's FYI for the most appropriate memorial to Shelley Miller, please forward them by campus mail or e-mail to either Rob Melton, Corrie Thompson, or Becky Schulte before the end of the day on March 29th.

Rob Melton

LAIRD WILCOX TO RECEIVE AWARD FROM KLA

I am pleased to announce that Laird Wilcox (founder and major benefactor of the Wilcox Collection of Contemporary Political Movements) is this year's recipient of the KLS/SIRS Freedom of Information Award. This award, donated by Social Issues Resources Series, Inc. to a recipient selected by KLA's Intellectual Freedom Round Table, recognizes the contribution of an individual or group who has actively promoted intellectual freedom in Kansas.

The award will be presented to Laird at the upcoming Tri-Conference in Salina, on Wednesday, April 6, 1994, at the General Session, which is scheduled from 2:30 to 3:45. If you are planning to attend the Conference plan to come to this session in support of Laird.

Sherry Williams

University of Kansas Libraries
MEMORANDUM

TO: Library Space Committee

Susan Craig
George Gibbs, ex officio
Mary Hawkins, ex officio
Donna Koepp
Kent Miller, Chair
Kathleen Neeley
Rich Ring
Mary Roach
Kendall Simmons

FROM: Bill Crowe *WJC*

DATE: March 15, 1994

CC: Connie Powell, Chair, Library Budget and Planning Committee
George Gibbs, Chair, CPAC
John Miller, Chair, LAC

RE: Committee Charge

=====

I am asking you to serve, for a period to end no sooner than June 30, 1995, as an ad hoc Library Space Committee, with the following, necessarily broad, charge, which we have developed in early meetings with the committee:

* to advise the Library administration on allocation and reallocation of existing Library space to meet both short- and long-term needs, with particular focus on collections;

* to propose a statement of Library policy for the selection of items that might be removed from the general collections to off-site, closed stack facilities (which policy would need also to be reviewed by the Senate Library Committee and the University administration);

* anticipating approval of such a policy, confer with other Library staff and representative constituent faculty and students about the selection of categories of materials that might be removed from the general collections to the closed stack area to be constructed this summer in JRP; and

* be available to confer with me and University-level planning groups.

I look for the committee to maintain close liaison with our Budget and Planning Committee, Cataloging Policy Advisory Committee and the Libraries Automation Committee (designating members to act as a contact with these and any other appropriate groups) and to maintain regular communication with me and the Library staff.

LIBRARY SPACE COMMITTEE

Minutes of March 10, 1994 (#3)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons

The committee met in the Murphy Art & Architecture Library and their first act was to tour the moveable compact shelving installation. Susan provided information about the initial deliberations, cost, increased capacity, and performance of the shelving.

Kent distributed 5 handouts to the group: a draft of the revised charge; current Regents' Standards for Library Space; a table representing space usage in Spencer Basement Room 117; a table of library space requirements based on the Regents' Standards; and a status report on current library space development efforts.

Minutes from the first two meetings were reviewed and corrected. They, along with the revised committee charge, will be submitted to FYI for publication.

Kathleen provided a brief report on the presentation regarding library space made by Prof. Davidson at University Council. His talk emphasized the impact that losing Hoch space will have on the Documents/Maps Library and the possible consequence for KU's status as a federal depository library.

The revised charge prepared by Kent was discussed. The primary revision concerned the increased number of library groups which this committee should maintain a liaison relationship. Kent will continue his role as liaison with Budget & Planning, George and Mary R. will liaison with the Cataloging Priorities Advisory Committee (CPAC), and George, Mary H., Mary R., and Kent will assure communication to and from the Library Automation Committee (LAC).

The prime focus of the meeting was a discussion of the committee's tasks and how to accomplish them. Kent identified the two primary issues as space usage and identifying collections to be stored.

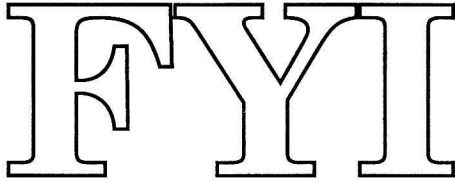
Mary R. spoke in favor of concentrating our initial efforts on the JRP space since decisions about what will be stored there and the creation of records to reflect that location need to be accomplished soon. Others agreed that we should work on JRP first and as a group of the whole rather than in subcommittees. The goals for JRP were identified as freeing space in other library locations and filling JRP to capacity. Considerations in our deliberations will include:

- a. impact on the public
 - can the logic of what is placed there be explained?
 - what servicing policies need to be instituted?
- b. impact on library staff
 - what records will need to be created or changed?
 - what are the servicing implications?
- c. preservations considerations
 - can the items be moved without damage?
 - can the material survive storage conditions in JRP?
- d. security of the space

The committee decided that committee members who have proposals for use of all or part of the 9280 linear feet of shelving in JRP should bring such proposals in writing to the next meeting. Additionally, Kent will prepare a draft of a call for JRP storage proposals to be issued to library staff.

The next committee meeting will be Thursday Mar. 17 at 1:30.

Recorded by Susan Craig



EMPLOYEE RECOGNITION CEREMONY AND RECEPTION

The University's annual Employee Recognition Ceremony, honoring faculty and staff for their years of service to the University, will be held at 1:30 p.m., Tuesday, April 26th in the Kansas Union Ballroom. **A reception will be held on Monday, April 25, 1:00 - 2:00 in Watson Conference Rooms A/B to honor Library volunteers, as well as Library staff who are scheduled to receive their University service pins.** Library staff to be honored and their years of University service are:

40 years: Sara Tubby, Bindery.

25 years: Sadie E. Bramble, Cataloging; Linda Copp, Serials; Hope Cundiff and Susan Hamilton, Acquisitions.

20 years: Bayliss Harsh, Circulation; Marilyn Landon, Cataloging; Tina Spray, Interlibrary Services; Annie Williams, Cataloging.

15 years: Jan Altenbernd, Art / Architecture Library; Rich Crank, Science Library; Carol Miner, Engineering Library; Rich Ring, Collection Development; Steve Shartran, Interlibrary Services; Kendall Simmons, Circulation; Sherry Williams, The Kansas Collection.

10 years: Gordon Anderson, Reference; Diana Dyal, Cataloging; Verna Froese, Acquisitions; Ken Lohrentz, Cataloging.

5 years: Kristi Cook, Cataloging; Nicholas Eshelman, Cataloging / Automation; Gaby Holcomb, Serials; Donna Kipp, Engineering Library; Lorrie Knox, Science Library; David Pardue, Cataloging; Connie Powell, Science Library; Mary Rector, Circulation; John Richardson, Cataloging; Brad Schaffner, Slavic; Julie Waters, Science Library.

Sandy Gilliland

CIVIL SERVICE EXAMINATION CALENDAR

The schedule of State civil service examinations offered on campus during the month of April is being sent to each department. Please encourage your student assistants, who may be interested in permanent, full-time employment with KU or elsewhere with the State of Kansas, to contact Human Resources, 4-7417 for examination application procedures. Additional information about the civil service examination process and permanent employment in general is available from Sandy Gilliland or Julie Slusser, 4-3601.

Sandy Gilliland

TIME CARD DEADLINE

Student time cards, unclassified absence cards, and classified monthly time reports are due in the Administrative Office at 8:00 a.m. Thursday, April 14th. 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

ELECTION TO UNIVERSITY COUNCIL

I am very pleased to report that Rob Melton and Connie Powell have been elected to serve as members of University Council. Each will serve a three-year term, which expires in May 1997.

Please join me in extending congratulations to Rob and Connie on their election and for their willingness to contribute such valuable service to the University community. W. J. Crowe

PUBLICITY FOR LIBRARY EVENTS

Any library unit which wants to have any of its public events (lectures, tours, book collecting contests, exhibits, etc.) listed in the annual Wall Calendar published by University Relations needs to forward this information to me no later than 5:00 on Tuesday, May 10th. The calendar covers August 1994 through July 1995. It would be nice to use this medium to publicize some of our public services, so if you can finalize dates by May 10th, please do so and let me know. Rob Melton, Publications Coordinator

MEMORIAL FUND FOR SHELLEY MILLER

The three of us (Corrie Thompson, Becky Schulte and myself) who volunteered to coordinate the Libraries' decision on an appropriate use of funds raised in Shelley Miller's memory, having received feedback to our memorandum from twenty-seven members of the staff, met on Thursday, March 31st, to read the comments and preferences we had received and make a recommendation to Dean Crowe.

Although there was some support for each of the eight proposals we had forwarded to you for consideration, the three of us determined that the proposal which had the broadest support is the creation of a fund to support the preservation of Latin American materials. I am also pleased to let you know that this was one of the two ideas most favored by Shelley's family, as conveyed to me in a phone conversation last week with Shelley's mother. Therefore, the committee conveyed this recommendation to Dean Crowe on Friday, April 1st, and he has endorsed it.

I am also pleased to announce that Dean Crowe has conveyed to me his intention of matching from discretionary funds, all contributions made to the Libraries in Shelley's memory for this fund. This may help the fund reach the point at which it can be a separately endowed, interest-earning fund. The committee also hopes that the creation of this fund will help us recruit top candidates for the Preservation Librarian position which will soon be advertised, as well as to attract a worthy successor to Shelley.

All of the other seven suggestions put forward for your consideration had merit, as did those additional ones which a few of you made. Most of them, including internships to increase staff diversity, travel funds, acquisition funds, lectures, and awards for staff service are all congruent with the Libraries' strategic planning goals and will, it is hoped, be more amply funded in the future.

Donations to this fund should be made out to the Kansas University Endowment Association (For: Shelley Miller Fund) and may be sent to Jo Nell Proctor in the Administrative Offices or directly to KUEA at Youngberg Hall.

Thanks to all of you who participated in this decision.

Rob Melton

CORRECTION

A memo from the Dean (dated 3/15/94) which was published in the March 24th FYI erroneously listed Connie Powell as the Chair of the Libraries Budget & Planning Committee. Rob Melton is the current Chair of Budget & Planning. Apologies to both Rob and Connie. Rhonda

LIBRARY SPACE COMMITTEE

Minutes of March 17, 1994 (#4)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach
Absent: Kendall Simmons

The minutes of March 10 were revised and approved. Committee members were polled to determine who would be away next week (spring break) and other projected absences from scheduled meetings. Since the majority of the committee plans to be available each week, it was decided to continue with the regular weekly meetings.

Kent distributed a number of tables projecting library holdings and space requirements, the final revision of the committee's charge and a draft of the call to library staff for collection storage proposals. The draft was reviewed and modified by the group. Kent will send a revised draft version to the committee on e-mail tomorrow and then, if approved, will distribute it to the library staff.

Three written proposals for library space use were distributed for discussion. Although no space recommendations will be made until all the proposals that are submitted in response to our invitation are considered, the three documents allowed the committee to begin discussing both specific and general principles.

The first paper, prepared by Rich Ring, proposed storing low-use serials from Watson and other library locations in JRP. This alternative would address several of the objectives identified last week by the committee as well as allow flexibility since any amount of space could be used for this purpose. The proposal evoked the following questions:

After the low-use journals are identified through circulation records, what review is planned? bibliographers? faculty?

Would available indexing be considered as a factor in identifying serial titles?

Would on-line records be required for all serials in JRP? Should an accurate on-line record of the holdings also be required?

Would a block transfer of items rather than selected serial titles be easier for the public to understand?

Are we planning for growth space in JRP or is it our intention to fill JRP completely? Consensus of the group was that we needed a master plan for the life of the JRP space but we may not physically move all material into the space at the beginning.

The second proposal was submitted by Barry Bunch and Ned Kehde and suggested moving the archival copy of KU theses and dissertations from University Archives to JRP. These pieces are currently stored in Spencer basement. Allowing 5 years growth space they would need approximately 2156 linear feet or 25% of the available JRP space.

Questions from the committee included:

Is there a difference in the amount of patron use between recent items and older ones?

If the theses and dissertations were in JRP, would individual on-line records for all titles be required?

Is there likely to be appropriate space in Spencer Research Library now or in the near future for these items?

Since patrons often go to University Archives for copy 1 of a theses or dissertation when it is more appropriate for them to consult the circulating copy, the suggestion was made that the order of locations displayed on the OPAC be changed (e.g., c.2 Watson, c.1 Archives).

The third proposal, written by Kathleen Neeley and Donna Koepp, addressed the problem of additional space for government documents and maps. The proposal is to move the Map Library into space on the first level of Anschutz, return to Malott some documents currently stored in Anschutz, reorganize the Anschutz collections, and move some collections (geography, psychology, sports) from Watson to Anschutz. The virtues of the proposal include balancing the space load within the library units, moves subject related collections from Watson to Anschutz, provides space for Government Documents to remain in Malott with about 70% of their collection, and provides improved space for the Map Library. Questions from the committee included:

Will there be a loss of some seating in Anschutz?

What implications does this proposal have for JRP space?

What retro-con would be required for the shift of material from Watson to Anschutz?

What are the service and staffing impacts of the proposal?

Are there ADA implications created by reconfiguring space in Anschutz?

Kathleen and Donna explained that the proposal was quickly prepared and will need further thought before decisions are made but the committee generally felt the proposal merited further study.

The next committee meeting will be Thursday May 24 at 1:30pm in the Anschutz Conference Room.

Recorded by Susan Craig

LIBRARY SPACE COMMITTEE

Minutes of March 24, 1994 (#5)

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Attendees: Kent Miller (chair), Susan Craig, Mary Hawkins, Kathleen Neeley, Rich Ring, Kendall Simmons

Absent: George Gibbs, Donna Koepp, Mary Roach

The minutes of March 17 were revised and approved. Kent noted that the "Request for Collection Storage Proposals" has been issued to the library staff via e-mail and the FYI. The deadline for the proposals is noon Thursday March 31 in order for the committee to review all submissions at next week's meeting.

In addition to the three storage proposals distributed at last week's meeting, two additional proposals have been received. One is from Kendall and suggests moving low-use Dewey 200's (religion) from Watson to JRP. The second document is from Rob Melton and suggests moving Dewey-classed business and law materials from Watson to JRP. Rob also comments on the potential problems if serial back-runs are stored and if priority for retrospective conversion is given to stored material.

Kent suggested that Kathleen and Donna form a subcommittee and continue to develop their proposal to move the Map Library to Anschutz. The draft needs to include accurate counts of materials to be moved, implications for staff and patrons, evidence of consultation with other relevant bibliographers, etc. Rich asked that careful consideration be given to moving the Dewey 900-919s from Watson since some material classed there may be more closely related to history than to geography. Kathleen explained that this project should be considered as a "second phase" of shifting since it will require a reclass of some Anschutz Dewey journals, compacting and shifting of the Anschutz stacks, a transfer of the Map collection to Anschutz and some stored documents back to Malott, and finally a transfer of material from Watson. Because this move does not directly effect the JRP space, no deadline has been set for bringing the proposal back to the committee. If, however, other suggested shifts have implications for Anschutz space, the committee may want to review the idea in concert with other proposals.

Kendall's proposal to move the Dewey 200's (religion) from Watson to JRP was discussed and questions regarding use of the material, how many "live" periodicals would be included, whether there were non-analyzed sets included were raised. Similar questions were applied to Rob's suggestion about moving the Dewey 650's (business), and Janet Anderson-Story's proposal to move the Dewey 000-049's. The committee decided to ask Kendall and Rich to form a subcommittee to investigate all these proposals for moving Dewey blocks from Watson to JRP and to report back to the committee at the next meeting.

The group continued to discuss the criteria for reviewing proposals and identified the following factors which must be considered in storage decisions:

a. Impact on users

allow adequate opportunity to inform and consult faculty about storage proposals. The point was made that the library must make an effort to inform faculty that space is a problem and that their work will be effected if no change is made. A successful library storage plan will need faculty involvement and support. The consultation that bibliographers now undertake regarding serial cancellations may be a model for the consultation necessary for storage decisions.

try to determine who the users are for the stored material and the effect that having the material in a non-browsable area and with delayed paging will have on their research. Are there different time-frames between undergraduates' use library materials and advanced researchers?

consider the equity of the storage use so no single discipline is unfairly disadvantaged

b. Impact on library staff

staff in charge of shifts and shelving

staff in charge of record changes (catalog, serial, and circulation records)

staff in public service or collection development who must explain the storage criteria to the public

c. The principle of storing low-use items may need to be tempered with other factors such as adequacy of public records or availability of indexing.

d. Storage proposals must be evaluated in terms of benefits to be gained. Is the freed space where it is needed and can be used?

e. Can we agree that multiple copies of a title should not be stored? If a work meets the criteria of low-use and low impact on user, should duplicate copies be withdrawn and only a single copy (the one in the best condition) be stored?

The committee will next meet Thursday March 31 at 1:30 in Watson Conference Room A.

Recorded by Susan Craig

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING - MARCH 7, 1994

Present: N. Eshelman, D. Dandridge, K. Graves, B. Jones, J. Neeley,
M. Rosenbloom, B. Schaffner, W. Crowe (guest)

Minutes of the LFA Executive Committee meeting of February 21, 1994 were approved as amended. Those of the February 28, 1994 meeting were approved. Minutes of the Staff Development Committee meeting of December 15, 1993 were approved.

Nicholas told Dean Crowe that it seemed appropriate to LFA Exec that Vice Chancellor Shulenburger be invited to speak to the staff at the request of the Dean on behalf of Administrative Conference. LFA Exec members feel that Exec and Classified Conference are governance bodies and that the issues which might be discussed in this meeting might not be governance issues. The Dean will solicit comments from Janet Anderson-Story as Chair of Classified Conference and he is willing to issue the invitation in his name on behalf of the staff.

The Dean asked if there had been any applications for the General Research Funds. There are none thus far but may be after the brown bag lunch and discussion on this topic on Friday, March 11.

Brief discussions were held to update us on library space in Hoch and on salary issues as the legislative session proceeds.

There is no LFA General Meeting planned at this time for spring semester but one will be held if issues arise that warrant a meeting.

In light of the recent deaths of George Jerkovich and Shelley Miller, the Dean asked if memorial resolutions were ever adopted at KU, such as they are at Indiana University and Ohio State University. No one knew of such being done here.

Deborah asked the Dean about Spencer Research Library's 25th anniversary celebration. He said that there had been an article about it in the Alumni Association Magazine and added that a generous patron will make an endowment for exhibitions and publications in Spencer Research Library. He also acknowledged the amount of work the staffs of all three departments are doing in preparation for the celebration.

-submitted by Kathy Graves

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: February 4, 1994

Present: B. Gaeddert, S. Gilliland, G. Husic, L. Moore

The committee reviewed the salary offer recommended by the search committee for the position of Engineering Librarian and recommended a salary to the Dean.

Sandy G. will transmit our recommendation to the Dean in a memo.

Respectfully submitted,

Barb Gaeddert, Secretary

Personnel Committee Meeting
September 23, 1993
1:30p.m., Conference Room B

Present: Bob Marvin, Joyce Elliott, Janet Revenew, Gaby Holcomb

Absent: Rex Hargis

A draft of the Personnel Committee Charges was distributed by Janet Revenew who will copy the specs for the Information Tech. Specialist positions and distribute to committee members.

Discussion of reclassification step funding: we discussed the problem and considered inviting Sandy Gilliland to explain the procedures at our October meeting. There was discussion of the fact that there may be no step increases, no bonuses, and no COLA for the next fiscal year.

Sue Hewitt resigned from the committee.

Minutes to be approved by e-mail in preparation for Exec. Board meeting.

Our next meeting will be October 21, 1993p.m., Conference Room B.

Submitted by Gaby Holcomb, secretary

Personnel Committee Meeting
Special Meeting with Dean Crowe
1:00p.m., Conference Room B
October 7, 1993

Present: Bob Marvin, Janet Revenew, Joyce Elliott, Gaby Holcomb,
Rex Hargis

Invited Guest: Dean Crowe

Absent: none

Dean Crowe came to the meeting to discuss the Classified Employee of the Year award. He then went on to suggest that we as a committee draw up a list of names to present to him so he can choose classified members to serve on the selection committee.

He also wants us to go back to LFA to agree on a process of appointment for their representative to the selection committee.

We need to make a recommendation to the Exec. Board concerning the employee of the year which should consist of:

- Assistant to Personnel (non-voting)

- Chair of the Personnel Committee

- 3 classified members (submit approx. 6 names to the Dean)

- Librarian/LFA member (submit 2-3 names to the Dean)

We discussed how to choose names to submit to the Dean. Probably we will have group representatives solicit names and then have the Exec. Board choose from those names. Hopefully all this can be firmed up and submitted to the Exec. Board by their November meeting.

Next meeting will be October 21, 1993

Submitted by Gaby Holcomb, secretary

Personnel Committee Meeting
Dec. 3, 1993

Present: Bob Marvin, Janet Revenew, Joyce Elliott, Gaby Holcomb,
Julie Slusser

Minutes of the last two meetings were approved.

Discussion of replacement for Rex Hargis as chair. Janet Revenew was elected unanimously.

All parts of the Classified Employee of the Year award were approved by the CCEB except for the method of choosing membership. The Dean wants it to be an administrative committee rather than governance. He will choose names submitted by Classified Conference and LFA.

We decided to recommend to the Exec. Board that along with a ballot for secretary of CCEB, they put in a simple yes/no choice for classified staff to approve change in method of choosing the selection committee.

It was also decided work on the Classified Employee of the Year award committee be finished before we take on anything else.

Charges for the next year are as follows:

- Write an annual report by June for the CCEB
- Investigate reclassification, step-increase funding
- Study the description of the Information Technician classification and its relationship to library work

Thank you to Julie Slusser for joining the Personnel Committee.

Submitted by Gaby Holcomb, secretary

Library Automation Committee
Meeting of March 2, 1994

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

Absent: William Crowe, Patrick Kingsbury

Review Minutes of Feb. 16, 1994:

There were no changes to the minutes of February 16. They will be submitted to FYI.

Announcements/Questions:

John distributed copies of a "Project Tracking List" that he and the OIS Library staff had created to monitor the status of all projects either being considered or in process. All projects are divided into 6 categories, based on where they are in the process from "under consideration" to "recently implemented." He pointed out one new suggested project regarding the purchase and automatic loading of brief, temporary government document bibliographic records, in case members were unfamiliar with it. The list will be updated every 2 weeks. It is not intended to explain the projects, only to help track their progress.

The INQUIRE "time-slice" fix has been implemented, but is still being adjusted for optimal efficiency. The ability to block out new users when too many transactions are queued up also will be invoked and experimented with.

Discussion:

John met with Bob Pisciotta (AD for collection management) and Theresa Baker (head of acquisitions) at the Med Center Library earlier this week to discuss some of their concerns with their Innovative Interfaces system and to describe some of what he had learned at ALA about the new NOTIS Horizon system. There appears to be renewed interest among Med Center Library staff in possibly participating with us in the acquisition and operation of an integrated online system.

John distributed the fourth draft of the RFR and the committee made some typographical and stylistic changes and suggested some clarifications. John will make the necessary changes and distribute copies to Administrative Conference members, to Jim Bingham and Peter Schanck, and to Jerry Niebaum and Dave Gardner. He also will put five copies on reserve in Watson and five in Anschutz and send a message to KULIB-L announcing their availability.

Future Meetings:

Wednesday, March 16. The committee will discuss feedback to the RFR.

Library Automation Committee
Meeting of March 16, 1994

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

Absent: William Crowe, Patrick Kingsbury, Sherry Williams

Review Minutes of March 02:

In the first paragraph under "Discussion," the word "cooperating" will be changed to "participating."

Announcements/Questions:

1. John distributed an updated Project Tracking List, one comment received via e-mail about the RFR, and replacement pages 15-17 for the last draft of the RFR.
2. Gary announced that Dennis Budd will take Annamarie Hill's place on the OIS Library team at the end of this month, but that Annamarie still will be available to answer questions about the serials accounting and claiming systems.
3. Gary distributed two graphs: the first tracking Inquire response times in relation to adjustments made to the time-slice parameter; the second showing total INQUIRE transactions per day. The graphs, when compared, show some progress in reducing response time even as use of the system increases. Jim Neeley mentioned that he has yet to experience being "locked out" even though he has signed on at some peak times, and he wondered if there is a way to track when this is happening and at what locations. The "lock-out" parameter has been set at "4" for the last couple of weeks, but John may lower it to "3" in the near future. In recent days, the number of "lockouts" has varied between 50 and 120.

Discussion:

1. George Gibbs reported on meeting with Cataloging and with the Science staff about Strategic Planning implementation.
2. The committee discussed the e-mail comment about the RFR, concerning features of the current circulation system. The committee agreed that, as stated, the comment is too detailed for an RFR, but John will work on a more general statement incorporating some of its ideas into the RFR.
3. John reviewed the statistics on the new page 15. It is not clear where temporary records, both Documents temps and Cataloging Department shelf list temps, are included in these numbers, so John will check that. All these numbers are rounded off.
4. John will put all finishing touches on the RFR and send it to the vendors next week (after calling them first to let them know that it is coming).
5. The committee spent the rest of the meeting planning the staff seminars which are to precede the demonstrations. The committee had agreed earlier that pre-demo staff involvement should be handled in three different types of sessions:
 - 1- Several repetitions of a general information presentation, with attendance required for library staff wishing to participate in the rest of the process, including the question/answer sessions and the demos. (Non-library staff who will be invited to include general demonstrations of the systems will not be required to attend these sessions).

- 2- Several repetitions of a question/answer session on topics and issues raised at the general info sessions and on other related topics, to follow closely after the general info sessions.
- 3- Departmental or "functional group" sessions, as requested by departments or other groups, to meet with John Miller and other members of LAC for more in-depth questions and input.

The general information session will be 1½ hours long, offered at three different times, and should cover at least the following topics:

- basic vocabulary: e.g., "client/server," "distributed computing," "Z39.50"
- why's and wherefore's: timeline & process, including staff involvement; relation to the System-wide Access Proposal; timing (why now?); the generational character of systems; what are the givens?
- Transition: data transfer; possible effects on workflow and organization; the psychology of change; training
- Cost: how much and from where; relation to the SAP; what kind of contingency plan if no money if forthcoming
- Law and Medical Libraries: their possible participation in what we do
- Infrastructure: wiring and workstations come first and must be in place; questions of cost and funding; what are the givens?
- How to judge a system: realistic expectations and comparisons (there is no perfect system); looking at the whole as well as the parts and attempting to balance strengths and weaknesses; taking a broad rather a narrow view of functionality; judging vendors independent of their current product (development path, history); stress that this stage is not a decision stage, but an education stage

John will draft an outline to distribute to the committee for feedback.

The committee agreed to schedule the sessions over four days (preferably, but not necessarily, consecutive). Day one will consist of an informative presentation. Days two and three will consist of a presentation and a question/answer session. Day four will consist of a question/answer session. The sessions will be split between morning and afternoon, with time in between for lunch breaks.

John will check availability of large meeting rooms at the Union during the last two weeks in April, with the last week (April 25-29) being preferred.

These sessions will prepare staff for the vendor demos, which will take place in mid-May, after which there will be follow-up meetings between staff and LAC.

Future Meetings:

The next meeting is scheduled tentatively for March 30. Topics for future meetings include two proposed projects left over from the "fixes/enhancements" discussion: a map/locator service and a possible chronological subarrangement of the subject index.

FYI

University of Kansas Libraries

Number 1268 April 14, 1994

KSRL25

You are cordially invited to attend a celebration of the
25th anniversary of the opening of
The Kenneth Spencer Research Library
on Friday, April 15 1994

The program begins at 3 p.m. with the opening of three
exhibitions designed to demonstrate the range of
collections and functions of the Department of Special
Collections, the Kansas Collection, and University
Archives

The three exhibitions are:

"Finders & Keepers" (SPECIAL COLLECTIONS)

"Preserving our Heritage" (KANSAS COLLECTION)

"A Pioneer of the University" (UNIVERSITY ARCHIVES)

CLASSIFIED EMPLOYEE OF THE YEAR

I am very pleased to announce that nominations for Classified Employee of the Year are now being accepted, for which the cash award will be \$250. Please use the form attached to this issue of FYI and observe the deadline noted.

I have appointed the following staff to serve as the selection committee:

Janet Anderson-Story
Kathy Lafferty
Kathy Lathrom
Corrie Thompson
Mary Roach, LFA Rep.
Janet Revenew, Personnel Committee Rep. (ex officio)
Sandy Gilliland (ex officio).

The guidelines of this award were developed by the Classified Conference, in consultation with me. I want to express my warm appreciation for the long, hard work of the several leaders of the Conference who saw this proposal through careful review.

W. J. Crowe

REMINDER OF SERVICE RECOGNITION CEREMONY & RECEPTION

As a reminder, several Library staff will be honored for their years of service during the University's annual Employee Recognition Ceremony, Tuesday, April 26th, 1:30 p.m. in the Kansas Union Ballroom. A special reception will be held on Monday, April 25th from 1:00 - 2:00 to congratulate Library staff who will receive their service pins during the University ceremony. In addition, Library volunteers will be honored during the reception. The reception will be held in Conference Rooms A/B, 5th floor, Watson Library.

Please note the following omissions from last week's FYI listing of staff who will receive service pins: 20 years: Barbara Gaeddert, Cataloging. 10 years: Linda Evans. Apologies for this inadvertent omission.

Sandy Gilliland

HUMAN RESOURCES SEMINARS

The Department of Human Resources has announced its calendar of seminars (see attached) for April, May and June. Library staff interested in attending any of these seminars are asked to first obtain supervisor approval, and then register by calling Human Resources, 4-7425.

Sandy Gilliland

STAFF DEVELOPMENT SEMINAR: MEETINGS THAT MATTER

The Library Staff Development Committee has invited Richard Orr and Kate Ames-Oliver, KU Human Resources training specialists, to present two sessions of "Meetings that Matter" on Thursday, April 28th. Watch your mail for additional information and registration instructions.

Sandy Gilliland

VOLUNTEER FOR PUBLICATIONS ADVISORY BOARD SOUGHT

David Benjamin has asked to step down from membership on the Publications Advisory Board effective as soon as a replacement can be made. The Publications Advisory Board meets once every three weeks. It serves to advise the Publications Coordinator on both the content and design of individual publication and publicity projects and in determining policy and making longer range plans, all of which are subject to approval by Dean Crowe. The other current members of the Board are Kathy Graves, Cindy Pierard (ex-officio as Library Instruction Coordinator), and David Pardue. Because it is important to have representation from the classified staff and from library units outside of Watson, I would particularly welcome self-nominations from people who meet these two criteria, as David did. However, anyone who is interested in serving should submit an application.

VOLUNTEER FOR PUBLICATIONS ADVISORY BOARD SOUGHT (continued)

To apply please submit a brief (one- or two-paragraph) letter, stating your reasons for wishing to serve on this board and indicating that you have your supervisor's permission to serve if selected, to Rhonda Boose in the Administrative Office by the end of the day on tuesday, April 26th. Selection will be made by the current Board members in consultation with Dean Crowe at the Board's next meeting on April 27th. If you have additional questions, please feel free to call me at 4-3378.

Rob Melton, Publications Coordinator

NEKLS WORKSHOP ON RFPs AND NEW TECHNOLOGY

The Automation Committee of the Continuing Education Council of the Northeast Kansas Library System (NEKLS) is sponsoring a free workshop, presented by Joe Ford, entitled "Developing Requests for Proposals and Incorporating New Technological Developments in Your RFP." The workshop is divided into two days (Tuesday-Wednesday, April 26-27), with registration being limited to 45 each day. The first day will concentrate on the basic components of the RFP process and the second on new technologies, their impact on libraries, and how to incorporate them into an RFP. Both days' sessions will be at the Shawnee Library, 13811 Johnson Drive, Shawnee, Kansas. I plan to attend both days and encourage other interested staff to do so as well. The second day in particular should be interesting in that it presumably will provide another perspective on our own situation and what we might hope to accomplish in the future. If you wish to sign up for one or both days, call Billie Saunders at NEKLS, (913) 831-4996. If you would like a copy of the workshop flyer, please let me know. -- John Miller

PURCHASING DEADLINES FY 1994

The K.U. Purchasing Office has announced the deadlines for purchases to be charged against FY 1994 funds. All purchase requisitions, for orders of \$1,000 or more (excluding items on state contract) which require competitive bid must be received in the Purchasing Office by the deadline dates provided. To insure sufficient time within the Library's Administrative Office, for processing orders received, all request for supplies, equipment, etc., must be submitted by the following deadline date:

<u>Description</u>	<u>Deadline</u>
Orders estimated at \$10,000 or above	April 22, 1994
Orders estimated less than \$10,000	April 29, 1994
Orders less than \$5,000	May 6, 1994

Orders received after the above dates will be held and processed against FY 1995 funds. Purchases against FY 1995 resources may be submitted after May 27. All FY 1995 orders will be processed internally by the K.U. Purchasing Office, so that the actual orders can be placed soon after July 1, 1994.

Nancy Jaeger

STOP DAY PICNIC

It's time again for the annual "Stop Day Picnic". In keeping with last year's tradition and because last year's turn out was so great, we are having the picnic the day before stop day (stop day is actually May 4th).

Mark your calendars, Tuesday, May 3rd from 11:00 am to 2:00 pm at Potter's Pavilion. Plan to attend so that we may recognize our student assistants and the great job they do. Please encourage your student assistants to stop by on their way to/from class. Also, please feel free to pick up a bag of chips, make a salad or dessert to help supplement that delicious BBQ beef and hot dogs.

I am asking for volunteers for a clean up crew. We will also need a few people before the picnic (to help set up). Please contact Muriel, Annie or myself if you would like to help out. Julie Slusser

Automation presentation and discussion sessions (including revised dates and times)

[These sessions originally were announced via email two weeks ago. This announcement repeats the general session descriptions and, due to scheduling conflicts, gives new meeting times. The new meeting times also were announced yesterday via email. Please see also the note in this FYI about the NEKLS workshop on RFPs.]

Following the distribution of the Libraries' "Request for Recommendation for a New Integrated Library System" (or "RFR") and in preparation for the vendor demonstrations that will follow, the Library Automation Committee is sponsoring a series of presentations and discussions. These sessions and the reasons for them have been described briefly in LAC minutes published in FYI. There will be two different types of sessions, each one repeated three times.

The first session will be a basic presentation in which I will attempt to offer background on what we are doing and to explain some of the vocabulary and concepts that are part of moving to what we hope will be a new generation of library system.

The second session will be an open discussion and question and answer period, intended to follow up on the basic presentation or on any others concerns that staff wish to present. I will accept clarification questions during the first sessions, but most questions or comments should be offered at these second sessions.

All staff will be invited to attend the vendor demonstrations when they are scheduled in May. We ask, however, that if you plan to attend any of the demos, that you also attend one of these basic presentation sessions. We can't REQUIRE attendance, but we VERY STRONGLY encourage it. Also, we assume that if you wish to attend a discussion/Q&A session, that you first will attend a basic presentation.

The session times are staggered to allow you to attend first one and then the other, either on the same day or within a couple of days. You are invited to attend more than one discussion session if you wish and, if you are masochistic, to attend the basic presentation more than once. All of the sessions will be in the Union. All are in large rooms that should place no practical restriction on the number of staff who can attend.

Presentations:

Fri., April 29	1:30 - 3:00	Alderson Auditorium, 4th floor
Mon., May 2	10:00 - 11:30	Jayhawk Room, 5th floor
Tue., May 3	10:00 - 11:30	Jayhawk Room, 5th floor

Discussions / Q & A sessions:

Mon., May 2	1:30 - 3:30	Jayhawk Room, 5th floor
Tue., May 3	1:30 - 3:30	Jayhawk Room, 5th floor
Wed., May 4	10:00 - 11:30	Jayhawk Room, 5th floor

-- John Miller

CLASSIFIED CONFERENCE
OPEN MEETING
APRIL 22, 1995
CONFERENCE ROOM A 1:30-3:30

1:30 - 2:30 SHANNON ROY,
Development Officer at the
State Library

Will discuss the State's Continuing Education, Education Recognition Program and Hold an open forum to discuss continuing education needs of academic support staff and librarians.

2:30 - 3:30 BUSINESS MEETING

- recap of current CC Executive Board activities
- election reminder -
 - what positions are open?
- what's on your mind?

ALL CLASSIFIED STAFF AND LIBRARIANS
ARE ENCOURAGED TO ATTEND
SHANNON'S PRESENTATION

Classified Employee of the Year Nomination

The University of Kansas Libraries

The University of Kansas Libraries is accepting nominations for the Classified Employee of the Year Award.

GUIDELINES:

*Nominations will be accepted from all library employees.

*Nominations will be carefully considered by a committee composed of the Assistant to the Dean for Personnel (non-voting), the chair of the Classified Conference Personnel Committee (non-voting), 4 classified employees, and 1 librarian to be selected by the Dean from slates of names submitted by the Executive Board of the Classified Conference and Library Faculty Assembly, respectively.

*Selection committee will base its decision on information provided on this form as well as interviews with the nominator, the employee's supervisor, and a representative sample of the employee's colleagues (which may include unclassified staff or student assistants).

*The Classified Employee of the Year award will be presented in April and the winner will be honored at the Dean's fall awards reception.

*The honoree will have his/her name inscribed on a permanent award plaque in Watson Library, will receive campus-wide recognition, and be given a cash award.

*This program will be evaluated every two years.

Some important things to know about the Classified Employee of the Year Award:

*All nominations and recommendations will be considered confidential and involve only those affected in accordance with above stated guidelines. An employee's annual evaluation will not be used in the committee's deliberations.

*Classified, unclassified, and student employees of the library may nominate any eligible classified employee.

*Eligible employees include all permanent classified staff who have worked for the library for at least one year. Members of the selection committee and anyone who has won the award within the last 3 years are ineligible.

*The Classified Employee of the Year will be chosen based on work-related criteria.

**DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar**

April, May, June 1994

	Monday	Tuesday	Wednesday	Thursday	Friday
A P R I L	4	5	6	7	8
	11	12	13	14	15
	18	19 STEP (Day 1) 8am - 12noon	20	21	22 Classified Orientation 1pm - 4pm
	25	26 STEP (Day 2) 9am - 3:30pm	27	28	29
M A Y	2	3 STEP (Day 3) 9am - 4pm	4	5	6
	9	10 STEP (Day 4) 9am - 4pm	11 Unclassified Orientation 8:30am - 12noon	12	13
	16	17 STEP (Day 5) 9am - 4pm	18 Understanding Diversity (Part I) 8am - 12noon	19	20 Classified Orientation 9am - 12noon
	23	24 STEP (Day 6) 9am - 3pm	25 Understanding Diversity (Part II) 8am - 12noon	26	27
J U N E	30	31 STEP (Day 7) 9am - 3pm	1	2	3
	6	7 STEP (Day 8) 8am - 2pm	8	9	10
	13	14	15	16	17 Classified Orientation 1pm - 4pm
	20	21	22	23	24
	27	28	29	30	

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.

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor's permission to participate in programs conducted during your 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. Other seminars will be announced at a later date.

April 27 7:00 - 8:30 pm "Healthy Shame, Responsible Kids"
 Lawrence Public Library Auditorium
 Diane Ash, Private Consultant

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF MARCH 28, 1994

Present: N. Eshelman, chair, D. Dandridge, B. Schaffner, M. Rosenbloom, B. Jones,
K. Graves, J. Neeley

Minutes: Minutes of the Exec Committee Meeting of March 7, 1994 were approved
as amended. Minutes of the Committee on Salaries and Benefits for February 4,
1994 were also approved.

General Research Fund Grant Proposals

Exec, in its capacity as a GRF 'entity' review committee for the Libraries,
reviewed three applications for GRF funds.

Ballot on Salary Formulas

Eshelman announced that a ballot on salary formulas is to be sent out by the
Committee on Salaries and Benefits.

The next meeting, which will be attended by Dean Crowe, will be on April
4th. The meeting was adjourned.

----reported by Barbara Jones

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting 1 Mar 94

Present: B. Gaeddert, S. Gilliland, G. Husic, L Moore

The Committee discussed the draft of the Dean's letter to those holding administrative supplements. It was suggested that the word "component" be used to clarify that "supplement" does not mean extra funds.

The difficulty of identifying positions which, as they become vacant in the future, will have administrative components identified for them, was discussed.

Geoff will call a meeting when we have had a chance to read up on salary compression.

Respectfully submitted,
B. Gaeddert, Secretary

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting 25 Feb 94

Present: B. Gaeddert, S. Gilliland, G. Husic, L. Moore

Guest: Dean Crowe

Dean Crowe joined the committee to discuss a letter which he is preparing for those library faculty members holding administrative supplements.

Currently an administrative supplement is expressed as a dollar amount which was assigned when the individual assumed his/her administrative position.

The Dean is converting these amounts to percentages of salary because anomalies have developed over the years.

The supplement reflects the administrative nature of the position.

In practical terms the administrative "supplement" is in fact an administrative "component" since no supplementary funds are involved. Academic Affairs, however, uses the term "supplement."

Crowe also asked if the committee was interested in pursuing the phenomenon of "salary compression," possibly with the help of a consultant.

CATALOGING POLICY ADVISORY COMMITTEE

1994-6

Meeting of March 14, 1994

Present: Mike Biggins, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Margaret Bearse

Gibbs reported that four meetings with technical services staff on implementation of the recommendations for achieving "total online access to KU collections" presented in the report of the Strategic Planning Committee have been held to date, three with the Cataloging Department and another with the Science Library. Minutes from the latter meeting, prepared by Biggins, were distributed to the committee. Gibbs said that a meeting with Acquisitions, Serials, and ILS staff and a meeting at the Regents Center are scheduled to be held soon, and that a meeting with Special Collections staff will be delayed until after the 25th anniversary celebration. Arrangements to meet with other units will be made in the interim.

Gibbs informed the committee that the members of the backlog count project--Paulette DiFilippo, David Benjamin, and Carmen Orth-Alfie--have received their charge and have already begun counting.

Roach reported that replacement machines for the last of the M300 OCLC terminals in the Libraries have arrived and will be installed shortly.

Gibbs reported that he had asked Rachel Miller to submit an order to the American Antiquarian Society for the test tape of cataloging records for the Evans Early American Imprints microform set. The tape will contain about 150 records.

Continuing its review of Cataloging Department memos concerning authority control policies and procedures, the committee finished going through Memo 95 and reviewed Memos 95.1, 95.2, and 95.3 and Memos 96.1a, 96.2a, and 96.3a. The focus of the review was on identifying where new cataloging agencies may wish to deviate from established policies and procedures and what new procedures might be required to handle problems.

It was agreed that a set of examples of multiple use of OCLC records by Special Collections cataloging, which Mason distributed at the last meeting, would be discussed at the next meeting, which is scheduled for March 28.

Submitted by John Richardson

LIBRARY SPACE COMMITTEE

Minutes of March 31, 1994 (#6)

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Attendees: Kent Miller (chair), Susan Craig, Mary Hawkins, Donna Koepp, Rich Ring, Mary Roach, Kendall Simmons
Absent: George Gibbs, Kathleen Neeley

The committee reviewed and revised the minutes of the last meeting. Susan reported on a meeting of the University Library Space committee of March 30 in Murphy Hall which included a tour of the Gorton Music Library. Due to the April reporting deadline, that committee is likely to present broad alternatives for library space expansion and recommend that further investigation be done to determine specific solutions.

Six proposals for the library's use of the JRP space have been received and the committee spent time reviewing each of them.

1. a proposal from Barry Bunch and Ned Kehde that the University Archives' copy of KU Theses & Dissertations be moved to JRP

Committee Discussion on 1.--JRP may not offer suitable environmental conditions; it may be politically sensitive to place KU's own theses and dissertations in remote storage; the efforts to catalog the Spencer brief-listed items may create more space in the Spencer building for this collection; growth space for new theses and dissertations would have to be calculated in JRP

2. a proposal from Rob Melton that low-use sets and monographs classed in the Deweys (especially in business and law) currently housed in Watson might be more appropriate for storage than journal runs

3. a proposal from Sandy Mason that low-use monographs from Watson be identified and stored

Committee Discussion on 2. & 3.--the need for extensive record creation if the sets or monographs are not analyzed and/or listed on-line; the low benefit of shelving space if material is removed from Dewey ranges which have already been shifted and compacted; the extensive faculty consultation which might be required, especially for monographs

4. a proposal from Kendall that Watson Dewey 200's (religion) be stored

Committee Discussion on 4.--this proposal was withdrawn by Kendall in light of revised circulation stats which indicate a higher usage than originally believed

5. a proposal from Susan Hitchens that 3 shelves of sound recordings from the Music Library be stored in JRP

Committee Discussion on 5.--the environmental conditions in JRP may not be appropriate; creating on-line records for the material would be expensive; having three locations for Music material (Music, Anschutz, & JRP) could be confusing; establishing

a retrieval mechanism for this small collection might be cumbersome

6. a proposal from Rich Ring that low-use serial backfiles (preferably ceased or canceled titles) be moved from Watson to JRP
Committee Discussion on 6.--if the material is selected from the Dewey 000-050's, it would benefit the Dewey shifting and compacting; if items are selected from the LC's, it would allow dispersed growth space through the stacks; on-line records for each selected serial title would have to be examined since full holdings and imprint would be desirable; long runs would be preferred since it would involve fewer record changes; a list of titles would be prepared and made available for review by appropriate bibliographers and faculty; titles should be selected from a variety of stack areas so no single program is severely impacted; would index volumes for the serials be stored in JRP or retained in Watson?

After reviewing all the proposals the group decided that more discussion was warranted for #2 (sets, not monographs) and #6. Adoption of these proposals (in whole or part) would identify sufficient material to fill the available JRP space. Rich and Kendall are to continue developing #6 for the next meeting. Proposals #1, 3, 4 & 5 were tabled and should be reconsidered when the committee looks at a subsequent storage depositories.

Criteria for storage remained a discussion topic and Kent volunteered to draft a document which unites some of the comments which have been made over the past few meetings.

The next committee meeting will be on Tuesday April 5 at 2:30 in Watson Conference Room A.

Recorded by Susan Craig

LIBRARY SPACE COMMITTEE

Minutes of April 5, 1994 (#7)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Rich Ring, Mary Roach, Kendall Simmons
Absent: Kathleen Neeley

The committee reviewed and revised the minutes from March 31. Kent announced that Charlie King of Library Systems had been asked to look at current library space and identify what sites might be appropriate for compact moveable shelving. Charlie's initial response indicates that the Art & Architecture Library, the first floor of Spencer Research Library, and the first floor of Spahr Engineering Library might be appropriate spaces. The first floor of Anschutz Science may not work due to lighting and only level 2 East may be appropriate in Watson. That Watson area already has 10 foot shelving so moveable shelving may not be a cost-effective way to increase capacity. A more detailed, written report is expected.

Kent has not yet compiled the draft document on storage criteria but hopes to have it available at the next meeting.

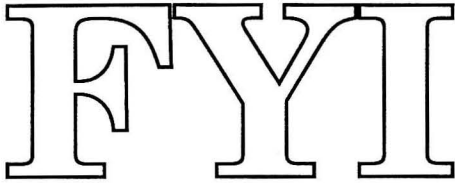
Bill Crowe requested that he be included in the distribution of the committee's draft minutes. The group agreed that for informational purposes, this would be appropriate.

Rich and Kendall reported on the Pilot Project which they have conducted identifying low-use Watson serials to be moved to JRP. Serials classified in Dewey 000-050 were reviewed and 155 potential titles were identified. These titles are mostly ceased, canceled, or inactive although a few (10-12) active titles were included. After examining the circulation stats, the list was reduced to 141 titles on approximately 480 shelves. Kendall and Rich estimated that they each had contributed about 8 hours to the Pilot Project and more time will be needed to examine the catalog records available for each title. Mary R. volunteered to undertake this.

Based on this project, and after consideration of all other proposals for JRP storage, Susan moved that the JRP space be used for storage of low-use serials and sets from Watson. George seconded the motion and it was passed by the committee. Rich and Kendall will prepare a report of this Pilot Project to accompany a letter to be prepared by Kent informing Bill Crowe of our recommendation. This recommendation may be shared by Bill with the Senate Library Committee which has a meeting scheduled for Friday, April 8. The drafts from Rich, Kendall, and Kent will all be put on e-mail for the committee to review before they are finalized.

The next committee meeting will be Thursday, April 14 at 1:30pm. The agenda will include discussion of the storage criteria and the Map Library proposal.

Recorded by Susan Craig



University of Kansas Libraries

Number 1269 April 21, 1994

CONGRATULATIONS!

I am very pleased to confirm that the Board of Regents has approved the following actions, as recommended by LCPT, me, the University Committee on Promotion and Tenure, the Executive Vice Chancellor, and the Chancellor:

Nicholas Eshelman, Cataloging Department / Library Automation, promoted to Librarian II, with tenure
Kathryn Graves, Reference Department, Watson Library, promoted to Librarian II, with tenure
Bradley Schaffner, Slavic Department, promoted to Librarian II, with tenure
Susan Hitchens, Music Library, promoted to Librarian III.

The Library will hold a reception at the Adams Alumni Center early in the Fall Semester to provide an opportunity for Library staff and other of our colleagues to greet and extend congratulations to Nicholas, Kathy, Brad, and Susan, and to the winner of the Chancellor's Award for Distinguished Librarianship for 1994. -- W. J. Crowe

RECEPTION FOR LIBRARY STAFF

Reminder: A reception to honor library staff who will receive service pins during the Annual Employee Recognition Ceremony, and for Library volunteers, will be held on **Monday, April 25, 1:00 - 2:00 p.m.** Dean Crowe will begin his remarks at approximately 1:15 p.m. Please plan to attend.

Sandy Gilliland

MEETINGS THAT MATTER

The Staff Development Committee is now accepting registrations for the April 28th seminar, "Meetings that Matter", facilitated by Kathleen Ames-Oliver and Richard Orr, KU Human Resources Professional Development Specialists. Two identical sessions are offered: 8:30 - 11:30 a.m. and 1:30 - 4:30 p.m. (registration information was mailed to all staff earlier this week). To register, e-mail Sandy Gilliland (SGILLILA), or complete the blue-colored registration form and send it to Sandy at 502 Watson Library. Registrations are due by 5:00 p.m. Tuesday, April 26th.

Sandy Gilliland

EMPLOYEE SUGGESTION AWARD PROGRAM

Have you made a suggestion that has saved your department, the Library, or the State money? Do you have such a suggestion in mind? The State of Kansas Employee Suggestion Award program is designed to encourage and reward staff who make suggestions that reduce costs and improve efficiency of state government. Attached to this issue of FYI is a copy of the application form, with additional information provided on the reverse of the form. Contact Sandy Gilliland if you have questions or need additional copies of the form. There is no deadline for submission; applications are accepted continually.

Sandy Gilliland

PURCHASING DEADLINE REMINDER

As mentioned earlier in FYI, all orders for less than \$10,000 (excluding items on state contract), which require competitive bid, must be received in the Library's Administrative Office by Friday, April 29, 1994. The final deadline for orders estimated to be less than \$5,000 is May 6, 1994. All requests for supplies, equipment, etc., to be charged against FY 1994 resources must be received in the Library Office by the deadline date indicated.

Nancy Jaeger

OFFICIAL RESULTS

Merit Salary Distribution Ballot

Question #1: Which ratio of shares should be used for the merit evaluation categories for distribution of merit salary increases?

3:4:5:6 -- 8 votes

1:2:3:4 -- 8 votes

1:3:5:7 -- 11 votes

Question #2: Which merit salary distribution should be used for the distribution of merit salary increases across the three ranks of librarians at each merit evaluation category?

equal dollar -- 5 votes

equal percentage -- 3 votes

1/2 equal dollar - 1/2 equal percentage -- 16 votes

3/4 equal dollar - 1/4 equal percentage -- 3 votes

Submitted by David Pardue, N&B Secretary

SHELLEY MILLER NOMINATED FOR KU WOMEN'S HALL OF FAME

Shelley Miller has been nominated for the KU Women's Hall of Fame. I just received a letter from the Commission on the Status of Women informing me that the names of the inductees are confidential until the evening of the awards ceremony. The ceremony will be Tuesday, April 26 at 8:00 p.m. in Alderson Auditorium (Level 4), Kansas Union. A short reception will follow in the Malott Room on Level 6. Hint: If you attend the ceremony, you will not be disappointed.

Margaret Wilson

NEW EXHIBIT

A new exhibit entitled **Russia Anew: the Collapse of the Soviet Empire and Rebirth of the Russian State** is on display now through the end of May in the Watson exhibits area. The exhibit features analyses, documents, and images of the recent political transformation of Russia, including the collapse of communism in Eastern Europe in 1989 (Case 1), the attempted Russian coup of 1991 and its aftermath (Cases 2 and 3), and the struggle since 1991 to establish a democratic government in Russia (Case 4). A running chronology of key events during the period 1989-1993 accompanies the materials on display. The exhibit was assembled by Bradley Schaffner of the Library's Slavic Department.

Watson Exhibits Committee

IN HONOR OF EARTH DAY

All library staff are invited to participate this Saturday, April 23, to help do a little "spring cleaning" at Veterans Park (across the street from the high school at 19th and Louisiana). This is part of our involvement in the Parks and Recreation Department's Adopt-a-Park program. We'll begin at 10:30 a.m. Trashbags, water for drinking, and fellowship will be provided. All we need from you is your enthusiasm. Thank you. (P.S. In case of rain, this event will be postponed to the next clear Saturday).

Verna Froese

**STATE OF KANSAS
EMPLOYEE SUGGESTION APPLICATION FORM**

NAME _____ SOCIAL SECURITY NUMBER _____
AGENCY _____ POSITION TITLE _____
WORK LOCATION _____ SUPERVISOR _____
HOME ADDRESS _____
HOMETOWN NEWSPAPER _____
SUGGESTION TOPIC _____

PLEASE DESCRIBE:

1. The current situation
2. How it can be improved
3. First year's estimated savings
4. How you arrived at the savings estimate

(Use of standard-sized type to format the response is preferred and appreciated.)

The use of my suggestion by the State of Kansas shall not form the basis of a further claim of any nature upon the State of Kansas by me, my heirs, or my assigns. My name may be used to publicize this suggestion, if adopted.

Signature

Date

Return this form to: Employee Award Board, Landon State Office Building, Room 951-South, 900 S.W. Jackson, Topeka, Kansas 66612-1251. For information call 913-296-4084.

EMPLOYEE SUGGESTION PROGRAM

State employees have an array of ideas on how to improve state government and many employees receive recognition for their productive suggestions.

In the past seven years, awards totalling \$168,556 were approved for payment to 467 employees whose suggestions improving efficiency were adopted. Suggestions from these motivated and creative employees produced estimated first year savings of over \$1.9 million.

Employees can receive awards for up to ten percent of the first year estimated savings. The maximum award is \$5,000 and the minimum is \$25. Cash awards are generally presented in net amounts.

Employees may join others to submit ideas. Teamwork can pay dividends for those who work together to invent better ways to do a job.

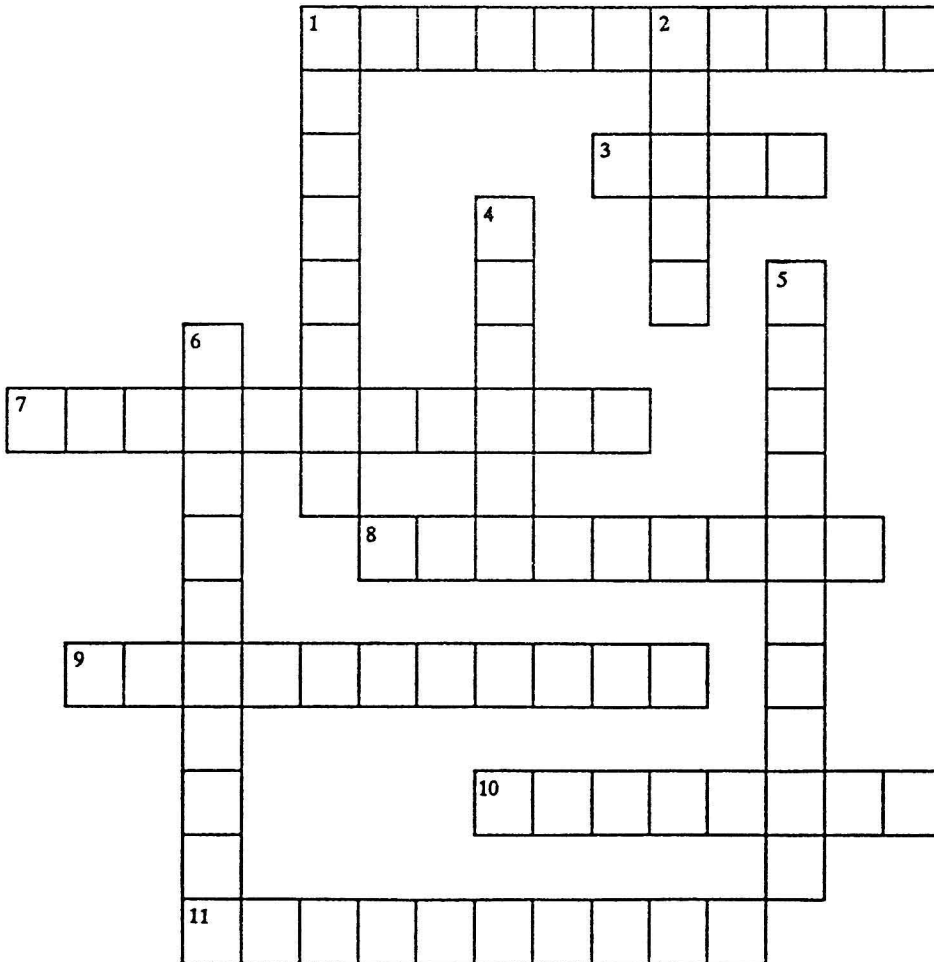
Supervisor are awarded an additional amount equal to ten percent of that paid to the employee as an incentive for them to work in cooperation for improvement.

Employees are given a certificate of merit for adopted suggestions producing no savings.

Suggestions are submitted directly to a state-wide committee of employees, then forwarded for appraisal. When reviewed, the suggestion form contains no obvious reference to the employee's identity so that has no bearing on the outcome of the review.

Submitting a suggestion is easy. Send suggestions to the address found at the bottom of the form printed on the reverse page.

Try this crossword puzzle. Hint: all of the words are found above.

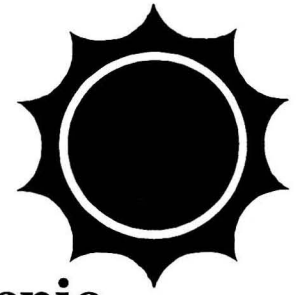


ACROSS

- 1. Teamwork
- 3. Prize earned
- 7. Betterment
- 8. Eager; driven
- 9. Acknowledgement
- 10. Collaboration
- 11. Ability to produce results

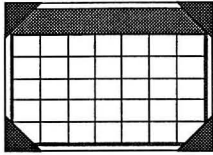
DOWN

- 1. Inventive
- 2. Prize earned
- 4. To come up with something new
- 5. Recommendation; tip
- 6. Characteristic of one who does a lot of work



You are cordially invited to the Annual "Stop" Day (not) Picnic

Mark your



May 3rd, 11:00 a.m. to 2:00 p.m. at Potter's Pavilion.



on down and enjoy Muriel's blue



BBQ

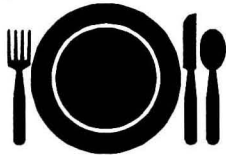


, I will be in charge

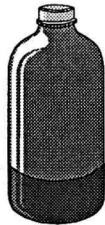
of the



(no comments please). KULSA will provide



and



and condiments (sorry no picture for this one). In case of



Muriel, Annie and I will have tons of food to eat. Please remind your

students to come.

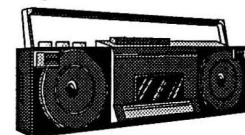


After all, this is to recognize the students for the great

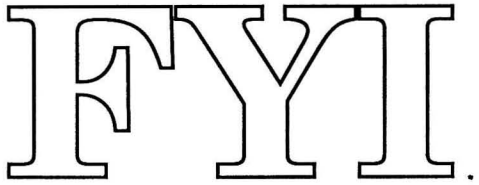
job they do.

* Please feel free to bring a side dish to the picnic.

See you there. Julie



(Sorry Rex, your challenge to draw a better Joe HotDog/Bobby Brisket was just too great.)



University of Kansas Libraries

Number 1270 April 27, 1994

REMINDER OF CLASSIFIED VACANCY

As a reminder, applications are being accepted for the position of Circulation Desk Supervisor (Library Assistant II), Watson Circulation. All staff were mailed notice of this vacancy in a memorandum dated April 26, 1994. Staff interested in applying for this position must submit a "Request for Promotion or Transfer" form, available from Julie Slusser, 502 Watson, and a current University "Internal Application" form (also available from Julie). A copy of the position description is available for review. Applications must be received by 5:00 p.m. Friday, May 6, 1994.

Sandy Gilliland

IN PURSUIT OF FREEDOM & EQUALITY

A traveling exhibit entitled "In Pursuit of Freedom & Equality: Kansas and the African American Public School Experience, 1855-1955" is on display from April 19-29 on the fourth floor of Watson Library. The exhibit, assembled with support from the Kansas Humanities Council and the Brown Foundation of Topeka, features photographs selected from KU's Kansas Collection by staff member Deborah Dandridge. The KU showing of the exhibit is sponsored by the Hall Center for the Humanities.

Watson Exhibits Committee

INFORMATION FOR UNIVERSITY CALENDAR

As a reminder, anyone who wants to have a Libraries-sponsored event listed in the annual Wall Calendar produced by University Relations, such as lectures, readings, book sales, book collecting contests, workshops, etc., should send me the details no later than Wednesday, May 11th so that I can forward them to University Relations before their deadline.

Rob Melton

CONGRATULATIONS, SHERRY HAWKINS

Sherry Hawkins, Reference and Microforms Departments, has been elected Secretary for 1994-1996 of the Beta Epsilon (Kansas) chapter of Beta Phi Mu, the International Library Science Honor Society. Sherry is also serving as immediate past-president of the Emporia State University School of Library and Information Management Alumnae Association and as chair of the Special Library Section of the Kansas Library Association.

Jim Neeley

BOOKS AND LIBRARIES AT THE UNIVERSITY OF KANSAS, No. 23, Spring 1994

A new issue of B&L has just appeared. Unlike recent "monographic" issues--photography, Anschutz, science fiction, etc.--this is made up of a group of articles about people and books, rather like the B&L which Robert Vosper founded in 1952. It contains a short message from Vosper himself, and articles on Richard Howey by Jim Neeley, trade tokens and newspaper taxes by Bill Mitchell, online access to government documents by Donna Koeppe, the exchange program by Rachel Miller, an appreciation of John Nugent by Dean Crowe, and a note from Sandy Mason on an outstanding gift.

Copies have been distributed to the campus faculty list. Other Library employees who would like to have a copy should check with the Administrative Office.

--L. E. James Helyar

REMINDER OF AUTOMATION PRESENTATION AND DISCUSSION SESSIONS

Please be reminded of the presentations and discussions that will occur this Friday and Monday through Wednesday of next week. We invite you to attend a presentation session and one or more of the discussions.

Presentations:

Fri., April 29	1:30 - 3:00	Alderson Auditorium, 4th floor
Mon., May 2	10:00 - 11:30	Jayhawk Room, 5th floor
Tue., May 3	10:00 - 11:30	Jayhawk Room, 5th floor

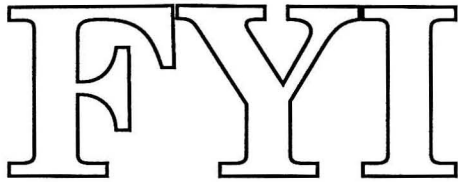
Discussions / Q & A sessions:

Mon., May 2	1:30 - 3:30	Jayhawk Room, 5th floor
Tue., May 3	1:30 - 3:30	Jayhawk Room, 5th floor
Wed., May 4	10:00 - 11:30	Jayhawk Room, 5th floor

Also, we have tentatively scheduled dates for vendor visits. Each vendor will come to KU for two days and present and participate in a series of demonstrations and discussions. Scheduling all of these proved to be less than easy, given the availability of suitable rooms and the vendors' schedules. Following are the days -- rooms and exact times will be announced later.

May 17-18	Innovative Interfaces
May 26-27	Dynix Marquis
May 31-June 1	DRA
June 2-3 or June 8-9	NOTIS Horizon

-- John



University of Kansas Libraries

Number 1271 May 5, 1994

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

Chancellor Budig has asked me to announce that SHERYL K. WILLIAMS, Head, Kansas Collection, is the 1994 recipient of the Chancellor's Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee (Sandra Gautt, Assistant Vice Chancellor, Office of Academic Affairs; Sandra Gilliland, Assistant to the Dean of Libraries [for Personnel]; Kathy Graves, Reference Department; Ken Lohrentz, Cataloging Department; Rachel Miller, Cataloging Department; Jim Neeley, Reference Department; Fritz Snyder, Law Library). The committee's recommendation that Sherry be the 1994 recipient was endorsed by me and Vice Chancellor Shulenburg before being referred to Chancellor Budig.

The University community will recognize Sherry (with the winners of the Chancellor's Teaching Awards) formally at the opening of the 1994/1995 academic year. This is an occasion which, in Chancellor Budig's words describing this award, "allows us to underscore for our new students and their parents the University's emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff."

The Library will honor Sherry at a reception to be scheduled early in the Fall Semester, although I know that well before that time she will be receiving warm congratulations from her many colleagues throughout the Library system and beyond.

This prestigious award confirms what so many of us long have known about Sherry's exemplary skills, abilities, and knowledge--all of which she exercises with great sensitivity to others. She is without doubt a librarian and archivist of the first rank. All who are associated with the University of Kansas and its Libraries are fortunate indeed that Sherry is among us.

William J. Crowe

KATHLEEN NEELEY ELECTED TO SENEX

Please join me in congratulating Kathleen Neeley on her recent election to the University Senate Executive Committee, SenEx, which is the key leadership body for University governance.

W. J. Crowe

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, Friday, May 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

NEW PROCEDURES IN CATALOGING MONOGRAPHS

The Cataloging Department has revised procedures for routing and processing a substantial number of newly received titles. Many new receipts, particularly English language titles received from approval vendors, are now being processed immediately and reach the shelves within days after entering the department. The waiting period for English language approval books has been entirely eliminated, and most of these titles are being cataloged immediately rather than being sent to Hold. Although the emphasis of the new procedures is in processing newly received materials rather than reducing the number of titles in the Ramp, substantially fewer current materials are being backlogged. I will be happy to answer questions about these new procedures.

Lorraine Moore

QUALITY CONTROL INITIATIVE IN THE CATALOGING DEPARTMENT

It has come to my attention that Public Services units have been experiencing problems, particularly in respect to locations, labelling, and routing of materials processed by the Cataloging Department. We are beginning a Quality Control Initiative in an attempt to identify ways in which we can improve our services and lower our error rate. As a first step I am asking Public Services Unit heads to assess the problems as they affect their units and discuss them with me. I would urge staff who are experiencing problems with Cataloging Department services or who have suggestions to make to discuss them with their unit heads or contact me as we begin this process. We are also investigating the possibility of setting up an online account, similar to Libaid, for staff to communicate with the Cataloging Department, but it would help us in our planning if staff would not wait for the online account to bring problems to our attention.

Lorraine Moore (LMOORE)

KU FRIENDS OF THE LIBRARY: 1994 LIBRARY ENRICHMENT GRANTS

Following recommendations by this year's Library Enrichment Committee, the Executive Board of the FRIENDS agreed to fund two proposals: 1) Purchase of a videodisk player, monitor and compatible microcomputer, requested by Connie Powell, Anschutz Science Library, to enhance instructional programs offered by the library, particularly for undergraduates (\$2,837.00); 2) Purchase of the JVC Video Anthology of World Music and Dance, requested by Susan Hitchens, Music Library, to be used in classes in the Dance Department and ethnomusicology classes, as well as various area studies and multicultural programs (\$1,199.00).

LEJH

ATTACHMENTS

Library Space Committee Minutes--April 14, 1994

LIBRARY SPACE COMMITTEE

Minutes of April 14, 1994 (#8)

+++++

Attendees: Kent Miller (chair), Susan Craig, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons
Absent: George Gibbs

Through a mix-up in communication, the minutes for our April 5 meeting were published in FYI without committee review. Susan apologized and said she would make the "draft" message clearer on future minutes. Fortunately, no revisions were deemed necessary by the group so the published version can stand.

Kent and Susan provided a verbal report on the University Committee on Library Space's meeting of April 13. That group is focusing on their report which is due to Executive Vice-Chancellor Meyen by April 27. The report will likely include discussion of the options which exist for expansion of library space and a recommendation that further work will have to be done to reach specific recommendations which include costs and benefits.

The committee reviewed again the memo and cover letter which will be forwarded to Dean Crowe regarding our recommendation for the use of the JRP space. A few modifications were made and Kent was asked to communicate to the Dean that we will wait to hear of his reaction to the recommendation before conveying the content to the rest of the library staff.

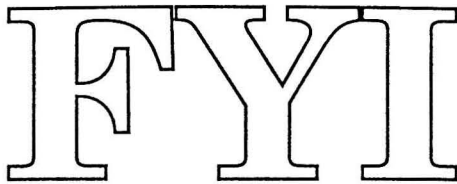
Mary R. reported on her assignment to determine on-line record availability for the pilot project conducted by Rich and Kendall. The project identified low-use serial titles in Watson which might be candidates for storage. Mary checked 100 Dewey serial titles against UKASE and found that 20% had no UKASE record at all. 99 of the titles did not have complete bibliographic and/or holdings information and, potentially, would require a fair amount of work to identify title changes and bring to full record status. Mary will continue her analysis by comparing the UKASE records with OCLC.

At the conclusion of the meeting, Donna provided a guided tour of the Documents/Maps Library for the committee.

The group will next meet April 28 (skipping April 21) with three potential agenda items:

1. a draft proposal from Kendall for operating procedures for collections stored in JRP space
2. review of the Draft Storage Criteria of April 14, 1994 prepared and distributed by Kent
3. further discussion of the Map Library proposal made by Donna and Kathleen

Recorded by Susan Craig



University of Kansas Libraries

Number 1272 May 12, 1994

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP COMMITTEE

There was an error in last week's FYI (#1271) in reporting the committee membership for selecting the 1994 recipient about the Distinguished Librarianship Award. In actuality, this year's committee membership was: J. P. Davidson, Physics & Astronomy, and Chair, University Senate Committee on Libraries; Sandra Gautt, Assistant Vice Chancellor, Office of Academic Affairs; Sandra Gilliland, Assistant to the Dean of Libraries [for Personnel]; Kathy Graves, Reference Department; Ken Lohrentz, Cataloging Department; Rachel Miller, Cataloging Department; and Fritz Snyder, Law Library.

R. L. Boose

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant II position in the Cataloging Department, with the following responsibilities: 1) Hiring, training, and supervising of LAIs and OAIIs (20%); 2) Monographic 090 cataloging, miscellaneous 050 problem records (35%); 3) Serial 090 Cataloging, miscellaneous 050 problem records (35%); 4) Serials searching (5%); 5) Processing specialized types of library materials or records (5%). Minimum Qualifications: Two years of technical library work or one year of technical library work and one year of clerical library work experience. 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. Preferred qualifications: Prefer at least one year experience working closely with library records; knowledge of Anglo-American Cataloging Rules, 2d ed., and OCLC; experience working with serials; reading knowledge of one or more modern Western European languages; college coursework; 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 in a changing environment; 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. Strongly prefer reading knowledge of Spanish.

The Library Assistant II classification is funded at salary range 18 on the State civil service salary scale at a beginning annual salary of \$20,148. Library staff interested in applying for this position must complete a "Request for Promotion or Transfer" application form, available from Julie Slusser, Administrative Office, and have a current KU "Internal Application" (also available from Julie). Copies of the position description are available for review. Applications must be received by 5:00 p.m. Friday, May 20, 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.

CLASSIFIED STAFF HANDBOOK

The Department of Human Resources has prepared a revision to the KU Classified Staff Handbook. The revised Handbook is currently being printed and will be issued to all classified staff within the next several weeks. The Handbook will be printed on 6" x 9" paper, and will be in a loose-leaf format. Please note that the revised Handbook is now available for use/review **online**, via KUFACTS. Contact Sandy Gilliland if you have any questions. Sandy Gilliland

SUMMER ACTIVITIES FOR CHILDREN

A listing of area summer activities and services for children has been prepared by the KU Dependent Care Referral Service and is available from the Library Administrative Office, 4-3601. Included is information regarding camps, classes, workshops, clubs and councils, family services, and miscellaneous services. Sandy Gilliland

SUMMER LIBRARY HOURS

Attached is the schedule of library hours for the summer, beginning with the first day of classes and ending with the last day of fall semester enrollment. As in 1993, summer classes will end on a Saturday (July 30). As a result, the first day of intersession hours will be Sunday, July 31. Operative dates for the summer schedule are as follows:

1st day of summer classes:	Tuesday, June 7
Independence Day holiday:	Monday, July 4
Last day of summer classes:	Saturday, July 30
1st day of fall enrollment:	Monday, August 15
1st day of fall classes:	Monday, August 22

If you have corrections or changes to report, please notify me (or Rhonda Boose) by phone (4-3601) or e-mail. Mary Hawkins

LFA GENERAL MEETING

There will be a LFA General Meeting on Wednesday, June 22 from 10-12 in Watson Conference Rooms A & B. The agenda will concern issues related to the promotion and tenure process. Barbara Jones

INPUT ON BUDGET INVITED

People who attended Wednesday's Open Forum on the Budget who would like to have input may forward comments or concerns to me for incorporation in the Budget & Planning Committee's recommendations to Dean Crowe. If you did not attend the forum but have discussed it with someone who did and would like to provide input, you are also invited to do so. B&P is meeting tomorrow (Friday the 13th) at 2:00, so please e-mail your comments and concerns to me by 1:45.

Rob Melton, Chair, LFA Budget & Planning Committee

AN ADOPT-A-PARK CLEAN-UP THANK YOU

My thanks to Susan Craig, Rachel Miller, Cindy Pierard, and Mary Rosenbloom and her two sons for helping me clean Veterans Park on April 23rd. I also understand that a group of elementary school students from Cordley School did some cleaning earlier that week as a project for Earth Day, so "bouquets" to them as well. Be watching for your next opportunity to join in the fun, probably in June or July. (If you doubt that it might be "fun," just ask one of us who was there!) Verna Froese

SCHEDULE FOR INNOVATIVE INTERFACES DEMONSTRATIONS

Following is the almost-firm schedule for next week's demonstration of the Innovative Interfaces integrated library system. All sessions will be in the Big 8 Room of the Kansas Union and are open to all staff. There will be 120 chairs available, so we don't anticipate an overflow.

The 9:00-10:45 introductory sessions each day will be identical. Each of the other sessions will be unique. Please plan to attend one of the introductory sessions and as many of the others as interest you.

There will be liquid refreshments (both hot and cold) available before each session and at the breaks.

If you have questions, please contact John Miller (4-5530 or SP05@UKANVM).

Wednesday, May 18

8:45	Hot and cold drinks available
9:00 - 10:45	Introduction and overview, online public catalog, Internet gateways
10:45 - 11:00	break
11:00 - 12:00	Technical discussion: hardware, networks, etc.
12:00 - 1:30	Lunch
1:30 - 2:50	Cataloging, Authority Control
2:50 - 3:00	break
3:00 - 4:30	Circulation, Reserve Book Room

Thursday, May 19

8:45	Hot and cold drinks available
9:00 - 10:45	Introduction and overview, online public catalog, Internet gateways
10:45 - 11:00	break
11:00 - 12:00	Acquisitions
12:00 - 1:30	Lunch
1:30 - 2:50	Serials Control
2:50 - 3:00	break
3:00 - 4:00	Management reports, statistics

As a reminder, the Dynix demos will be on May 26-27, the DRA demos on May 31-June 1, and the NOTIS demos on June 8-9. Detailed schedules will be announced at a later date, but we assume they will follow a pattern similar to the one planned for Innovative Interfaces.

-- John Miller

TRANSITION FROM OCLC TAPES TO OCLC FTP

As many of you are aware, the KU Libraries have long subscribed to the OCLC MARC-tape service as the means of moving bibliographic records from OCLC into our local system. Every two weeks we receive a tape that includes all of the cataloging done in a two-week period under four OCLC 3-letter codes: KKK (KU Libraries except Spencer); KFS (Spencer, i.e. Special Collections and Kansas Collection); KFL (Law Library); and KKP (Medical Library). Records on this tape are processed by a series of batch programs that modify the records to fit into our files, create or modify authority records, create new holdings records, create new circulation records, and produce a series of reports that are used by staff in the Cataloging Department in their authority work.

Recently, OCLC implemented the ability to transfer bibliographic records directly from OCLC to a library via the Internet using the File Transfer Protocol (FTP). A file is produced each night of the day's cataloging and put into a file that we then can FTP. We began an experimental FTP-based subscription in late March and Patrick Kingsbury has been modifying our batch load programs to accommodate FTPed records and has written some programs on VM (called EXECs) that each morning automatically request and then receive the previous day's file from OCLC.

We now believe we are ready to make the switch from biweekly tapes to daily direct downloads. Nothing else about the process will be changed (for example, only KKK records will be actually loaded into our local systems -- the others are merely archived on tape).

The last tape will be loaded on the weekend of May 21-22. It contains records cataloged through May 14th. Beginning the night of Monday, May 16th, we will begin loading daily downloaded records. This process will occur every night Monday-Friday, but not on weekends. This means that bibliographic records will appear in the cataloging (LCAT) and circulation (LIBC) systems (but not in the online catalog (OCAT)) on the following schedule:

<u>cataloged on OCLC</u>	<u>appear in LCAT & LIBC</u>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Saturday
Friday	Tuesday
Saturday	Tuesday
Sunday	Tuesday

Entry of records into the online catalog is slightly more complicated (but not too much). Each Wednesday, copies are made of the Tuesday night backups of all the local bibliographic and holdings files (meaning that all editing and changes made on Tuesday are included). These copies are the input for the process that creates the online catalog. The new catalog is then loaded the following Sunday night and appears for our use on Monday morning.

The net effect of the 2-day delay between cataloging and entry into LCAT plus the Wednesday start of the online catalog process is that records appear in the online catalog (OCAT) on the following schedule:

cataloged on OCLC

appear in OCAT

Monday	Monday (14 days later)
Tuesday	Monday (13 days later)
Wednesday	Monday (12 days later)
Thursday	Monday (11 days later)
Friday	Monday (10 days later)
Saturday	Monday (9 days later)
Sunday	Monday (8 days later)

We plan to continue our tape subscription as a backup until we are positive that the new system is working. At that time, it will be discontinued. We will continue to make and keep two composite archival copies of the downloaded records, just as we have with the records that came by tape, and of course the live database itself will continue to be backed up daily.

If you have questions, please contact Mary Roach, Patrick Kingsbury, or John Miller.

-- John Miller.

Classified Conference General Meeting
April 22, 1994

10 members of the Classified staff attended the meeting.

Shannon Roy spoke about the Library Employee Education Program (LEEP) which is the state's continuing education recognition program. Brochures were passed out and are available from Janet Anderson-Story or in the Administration Office's waiting area.

Shannon solicited ideas from us regarding our continuing education/training needs. A rather nebulous discussion followed which ranged from internal policy issues to state classified employee regulations.

A brief business meeting followed with introductions of attenders, an explanation of exec board activities, a discussion of the Classified Employee of the Year Program, and a reminder that elections are coming up soon. Chair-elect, secretary, all group reps and some committee positions will be open. Nominations can be submitted to group reps, Alex Slater or Janet Anderson-Story. The constitution and bylaws are being rewritten and will be available for review in the near future.

Submitted by Janet Anderson-Story

THE UNIVERSITY OF KANSAS LIBRARIES
SUMMER SCHEDULE OF HOURS: JUNE 7 - AUGUST 21, 1994

05/12/94

<p>ANSCHUTZ SCIENCE LIBRARY (864-4928)</p> <p>Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 31 Closed Aug. 1 - 21: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>FINES OFFICE (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am - 4:30pm Sat & Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p>KANSAS COLLECTION (864-4274) 224 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p>SPAHR ENGINEERING LIBRARY (864-3866) Spahr Hall (2005 Learned)</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 31 Closed Aug. 1 - 21: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>WATSON LIBRARY (864-3956) (Hours: 864-8900)</p> <p>CIRCULATION* (864-4715) RESERVE (864-3396) MICROFORMS (864-4661) PERIODICALS READING ROOM (864-3950)</p> <p>Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 31 Closed Aug. 1 - 21: Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p>*Circulation/Reserve desks close 15 min. before Library closes. Bookstacks close 1/2 hour before Library closes.</p>
<p>ART & ARCHITECTURE LIBRARY (864-3020) 1st Level, Spencer Museum of Art</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed</p> <p><u>Exceptions:</u> July 4 Closed Aug. 1 - 21: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>GOVERNMENT DOCUMENTS & MAPS (864-4662) (864-4420) 6th Floor, Malott Hall</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat 9am - 5pm Sun Closed</p> <p><u>Exceptions:</u> July 4 Closed Aug. 1 - 21: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>LAW LIBRARY (864-3025) 200 Green Hall</p> <p>Mon-Thu 7:30am - 10pm Fri 7:30am - 5pm Sat 10am - 5pm Sun noon - 10pm</p> <p><u>Closed:</u> July 4 <u>Open:</u> July 24 noon - 5pm July 25-26 8am - 9pm</p> <p>Following Summer Session: Mon-Fri 8am - 5pm</p>	<p>SPECIAL COLLECTIONS (864-4334) 327 Spencer Library</p> <p>Mon-Fri 8am - 6pm Sat & Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p>COPYING SERVICES (864-4209) Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.</p>
<p>EAST ASIAN LIBRARY (864-4669) 5th Level Watson</p> <p><u>Staffed:</u> Mon-Fri 8am - 5pm</p> <p><u>Closed:</u> July 4</p> <p>(East Asian bookstacks are open on the same schedule as Watson Library bookstacks)</p>	<p>HOWEY READING ROOM (BUSINESS & ECONOMICS) 864-3404, 103 Summerfield</p> <p>June 7 - July 29: Mon-Thu 9am - 8pm Fri 9am - 5pm Sat Closed Sun 1pm - 5pm</p> <p><u>Closed During Class Holidays</u></p>	<p>MUSIC LIBRARY (864-3496) 448 Murphy</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed</p> <p><u>Exceptions:</u> July 4 Closed Aug. 1 - 21: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>UNIVERSITY ARCHIVES (864-4188) 422 Spencer Library</p> <p>Mon-Fri 8:30am - 4:30pm Sat & Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p>REFERENCE DESK (864-3347) <u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat & Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 30 - Aug. 21: <u>Staffed:</u> Mon-Fri 9am - 5pm</p>
<p>INTERLIBRARY SERVICES (864-3960) 3rd Level Watson</p> <p>Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p>REGENTS CENTER LIBRARY (864-8570) 12600 Quivira Rd., Overland Park, KS</p> <p>Mon-Thu 8am - 10:30pm Fri 8am-9pm Sat 8am - 6pm Sun noon - 6pm</p> <p><u>Exceptions:</u> July 4 Closed July 31 Closed Aug. 1 - 21: Mon-Fri 9am - 5pm Sat & Sun Closed</p>			

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-3506.

LIBRARY SPACE COMMITTEE

Minutes of April 28, 1994 (#9)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Rich Ring, Mary Roach, Kendall Simmons

Absent: Kathleen Neeley

The minutes of the April 14 meeting were revised and approved.

In a letter dated April 18, Dean Crowe accepted our recommendation for the use of the JRP space and encouraged us to move ahead in preparing for the transfer. Kent distributed a draft document, "JRP: The Plan", which he had prepared that outlines the necessary steps, assigns responsibility, and suggests a timetable. Discussion of this document (a revised version is attached to these Minutes) consumed the remainder of the meeting.

Some of the discussion focused on:

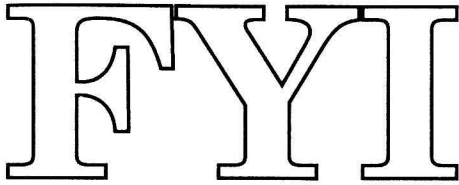
1. Whether selection criteria could be developed which would allow initial identification of Watson low-use serials by student staff. Rich felt that it would be more efficient if he did the initial identification rather than working from a list prepared by student employees. In addition to low-use, other selection criteria might be to identify long runs (at least 3 shelves), to prefer storing dead or canceled series over titles currently received, and to minimize splitting titles between locations. Lively discussion about the merits of selecting a set date for storage of serial volumes versus evaluating each title individually ensued, e.g. store volumes published pre-1980 while leaving 1980- in Watson. The general consensus was that while selecting a specific date might seem clearer in theory, in practice it would lead to more split sets and likely be more confusing for the patrons. If a journal were canceled in 1984, there might be several years worth in storage and only 4 year's worth left in Watson. If the entire set were determined to be low-use there seems little cause to split the title between locations. If, however, the title is currently received and the backset is determined to be low-use, a determination would be made about how much should be stored and a "dummy" would be put on the shelves with the Watson volumes to indicate that the earlier volumes are available from storage.

2. Mary R. asked for clarification from the group as to what constitutes a "full record" for the serials to be stored. The committee agreed that adoption of an OCLC record with holdings attached would be a "full record". Spirited discussion followed regarding whether the Dewey serials should be reclassified to LC before storage. The KU Library has precedent for reclassing when cataloging upgrading is done as well as precedent for not reclassing. George argued that to reclass would be expensive since each piece would have to be examined and remarked. Susan and Rich were reluctant to establish a policy that stored material would not be reclassified. The group reached no conclusion but recommended that the issue be discussed in other library forums. Mary R. then asked if the group intended that the records should be upgraded before they were moved. The committee agreed that the intention should be to complete the upgrading before storing titles.

3. General agreement was reached that the items identified for storage in JRP would not be subject to binding or repair, i.e. no special procedure would be established to send material for binding or repair before storing.

At the conclusion of the meeting, Lorrie Knox conducted a guided tour of the Spah Engineering Library. The next committee meeting will be Thursday, May 5 at 1:30 in JRP.

Recorded by Susan Craig



University of Kansas Libraries

Number 1273 May 19, 1994

UNCLASSIFIED VACANCY

PRESERVATION LIBRARIAN, a full-time, tenure-track appointment available as soon as possible following the application deadline. This position offers a challenging opportunity to develop and coordinate the implementation of preservation policies and programs in the University of Kansas Libraries. Reports to the Dean of Libraries. (A complete position description is available.) Required Qualifications: Master's degree from an ALA-accredited program; library experience in an academic or research library; knowledge of current preservation and conservation techniques for library materials and the theory and practice of preservation administration, as demonstrated by relevant experience or training; demonstrated supervisory skills; excellent oral and written communication skills and ability to work effectively with staff at all levels; strong planning, organizational, and problem-solving skills. Preferred qualifications: Experience as a professional librarian in an academic or research library; experience in library materials preparation, a preservation program, or a conservation lab; experience with commercial binding contracts and automated bindery functions; successful supervisory experience; familiarity with emerging preservation technologies and practices; demonstrated skills in preparing funding requests and grant proposals. Excellent benefits. Annual Salary: \$28,000 - \$34,000, dependent upon qualifications. To apply, submit letter of application, copies of graduate transcripts, and names of three references to Sandra Gilliland, Assistant to the Dean (for Personnel), University of Kansas Libraries, 502 Watson Library. Application Deadline: Applications postmarked by July 11, 1994 will receive first consideration. Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to serve on the Preservation Librarian search committee: George Gibbs, Chair; Donna Koepp, Government Documents/Maps; Kent Miller, Facilities; Bill Mitchell, Special Collections; Becky Schulte, Kansas Collection; Sara Tubby, Bindery; Sandy Gilliland, ex officio, Administrative Office.
Sandy Gilliland

UPDATE ON SERIALS/ACQUISITIONS

In his fourth State of the Library speech given in January, 1994, Dean Crowe announced those portions of the strategic planning report which he intended to address first. Among them was the alignment of the Serials, Interlibrary Loan, and Acquisitions units into a teams-based approach to organization under the leadership of Rachel Miller. Attached to this issue of FYI is a report about what has been happening in this new unit since that time.
George Gibbs

COLLECTION DEVELOPMENT COUNCIL

CDC will meet on Wed. May 25 at 10:15 in Rm. A. An agenda will be distributed by email. CDC Exec will meet on Tues. May 24 at 10 in Rm. A.
Rich Ring

NOMINATING & BALLOT COMMITTEE

Minutes of April 1, 1994 Meeting

Present: John Richardson, Ken Lohrentz, David Pardue

N&B met on Friday morning to prepare and distribute the ballot on merit salary distribution. An accompanying letter with a sample chart of statistical data was furnished by Geoff Husic and Sandy Gilliland.

The deadline for returning ballots was set for Monday, April 11 at 5:00 p.m.

Submitted by David Pardue, N&B Secretary

NOMINATING & BALLOT COMMITTEE

Minutes of April 13, 1994 Meeting

Present: Ken Lohrentz, David Pardue

Absent: John Richardson

N&B met on Wednesday at 1:30 p.m. to tally ballots in the merit salary distribution election. A total of 27 ballots were returned. The results are given below:

Question #1: Which ratio of shares should be used for the merit evaluation categories for distribution of merit salary increases?

3:4:5:6 ratio -- 8 votes
1:2:3:4 ratio -- 8 votes
1:3:5:7 ratio -- 11 votes

Question #2: Which merit salary distribution should be used for the distribution of merit salary increases across the three ranks of librarians at each merit evaluation category?

equal dollar -- 5 votes
equal percentage -- 3 votes
1/2 equal dollar-1/2 equal percentage -- 16 votes
3/4 equal dollar-1/4 equal percentage -- 3 votes

Submitted by David Pardue, N&B Secretary

STAFF DEVELOPMENT COMMITTEE (SDC) MINUTES OF THE MEETING 1/26/94

Present: Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Rich Ring

Absent: Tommy Hardin, Lorrie Knox

Minutes of the 11/10/93 and 12/15/93 meetings were reviewed and approved.

Three out-of-state travel requests were reviewed and all were funded. Three workshop requests were reviewed and funded.

Susan Hitchens gave an update on the preparation of the Staff Development Newsletter. She would like Rich to prepare an introductory piece on the Staff Development Committee -- to cover a description of the committee, its charge, and its general direction for the year. Susan hopes to have an issue out in early February.

Discussed the idea for a brown bag lunch after ALA/Midwinter, perhaps the week of 2/14/94. It will be preannounced.

Brad Shaffner will give his presentation on his trip to Russia on Thurs., 2/17, at 3:30 in Conference Room A, 5th floor Watson.

Discussed and agreed upon the idea of Gene Carvalho giving a presentation on his 2-year experience in Japan. Would like to have it in conjunction with his welcome-back reception either in the afternoon on Thurs. 2/10 or Fri. 2/11.

Rich will take care of flyers for both Brad Shaffner's and Gene Carvalho's presentations.

Rich gave an update on the possibility of a presentation by C. Lee Jones, new director of the Linda Hall Library: Target date is Wed. 2/23. He and several members of his staff will come. Perhaps he will do one open session where he would informally discuss the future of special scientific libraries in general and then speak a bit on where Linda Hall Library in particular is heading using new technologies, etc. Then, later in the spring, we would reciprocate with some staff going to Linda Hall to do a presentation.

Rich has been in contact with Martha Davis, Director, Combined Arms Research Library, US Army Command & General Staff College, Ft. Leavenworth. Perhaps in mid-March Ms. Davis will be available to do a presentation. Perhaps we could do an exchange visit at Ft. Leavenworth in late spring.

Carole will contact Mark Hood, Community Relations Specialist/Expressive Therapist at Parkview Hospital of Topeka to see if he can make his presentation, "Seriously, Laughter is Good Medicine" for us. This will be the much-requested humor in the workplace seminar.

Carole reported on her conversation with Richard Orr about programs available through Human Resources. We hope to have Richard Orr do the workshop on "Meetings that Matter" in April or May.

Rich reports that Susan Shott, KU Press, is interested in on-going contact with the Libraries. Since the Staff Development Committee sponsored tours at KU Press twice, it would be nice to invite her to the Libraries to give a presentation on their operation, publishing patterns, etc.

The Committee needs to discuss the recommendations pertaining to staff development in the Strategic Planning document. This will be a main agenda item for our next meeting.\

Next meeting: 2/16/94, tentatively 10:30 a.m. in one of the 5th floor conference rooms. Rich will confirm with committee members via e-mail.

Present: Carole Dibben, Gaele Gillespie, Tommy Hardin, Lorrie Knox, Rich Ring

Absent: Sandy Gilliland, Susan Hitchens

Two out-of-state travel requests were discussed and funded.

Bill Crowe would like to meet with our committee on March 2nd. He would like to discuss ways that the committee could provide for him more feedback on what the committee has done each year and the success of our programs.

Discussed upcoming programs:

- * 2/23/94, 10:30 a.m.: C. Lee Jones, Director, Linda Hall Library, will speak on new trends in science and technical libraries how Linda Hall Library is meeting the challenge of new technologies.
- * 3/16/94, 9:30-11:30 and 1:30-3:30: Mark M. Hood, Community Relations Specialist/Expressive Therapist, Parkview Hospital of Topeka, will present, "Laughter is Good Medicine". Will need brochure by 3/4/94.
- * 4/28/94, ~~8:00~~^{8:30}-11:30 and 1:30-4:30: Kate Ames-Oliver & Richard Orr, "Meetings that Matter".

Discussed other program possibilities:

- * Martha Davis, Librarian, Combined Arms Research Library, US Army Command & General Staff College, Ft. Leavenworth.
- * George Gurley, Book Column Editor, Kansas City Star could give a talk in late spring, maybe in May.
- * Bob Shelton, KU Ombudsman's Office.

Lorrie will bring blurbs on potential topics, such as grant writing, teaching teachers to our next meeting.

Still need to discuss the recommendations for staff development from the Strategic Planning report.

Next meeting: TBA via e-mail.

STAFF DEVELOPMENT COMMITTEE (SDC)

MINUTES OF THE MEETING 3/2/94 (*Revised*)

Present: Carole Dibben, Gaele Gillespie (Secretary), Sandy Gilliland, Lorrie Knox, Rich Ring (Chair)

Absent: Tommy Hardin, Susan Hitchens

Guest: Bill Crowe

We decided to postpone Mark Hood's presentation ("Seriously, Laughter is Good Medicine") to a later date in order to give the staff a little more time to deal with Shelley Miller's death. The presentation has been rescheduled for 3/30/94. There will be one session in the morning from 9:30-11:30 and it will be repeated in the afternoon from 1:30-3:30. Mark said he would enjoy having lunch with members of the committee, but he would also like to have about 30 min. to himself before he begins the afternoon session. Sandy will prepare the brochure.

Bill Crowe asked for the committee to think about providing a presentation or workshop each year in memory of Shelley Miller. Perhaps one year it could focus on international affairs and the next it could focus on the Lawrence community and another year we could help fund a faculty member's research trip to Costa Rica. We all agreed that whatever annual memorial function we decide on, it should reflect in an *active, vital* way Shelley's interests in international affairs and the Lawrence community.

Bill stated that he would be able to add \$2,000 to the Staff Development Committee budget for FY94/95, which would give the committee a total budget of \$12,000. Beginning this year, he would like the committee to find a method to summarize, in a brief, but still meaningful way, how staff development funds are utilized, including a count of the staff who utilize them. This information would not only be valuable for what it would tell the committee and the staff, but also it could be used by Bill to help obtain additional funds for staff development activities. The basic questions we need to consider are how do we spend our staff development money, and what does it lead to? We discussed the need to look at this information from several perspectives. For instance, what is the percentage increase in the number of individuals that have been able to attend conferences, workshops, etc. each year? We could also do data comparisons, for example: What was the average cost to attend a conference in 1994 and the average dollar amount awarded in 1994 versus the average cost to attend a conference in 1991 and the average dollar amount awarded in 1991, and see what it reflects. It would be interesting to see the overall range of conferences and workshops attended by all staff. We could have the first page of the annual report be a narrative with following pages that consist of figures, graphs, tables, etc. that would further support the conclusions in the narrative portion. Whatever method we devise could be used as the prototype for future annual reports.

The committee reviewed and funded two out-of-state conference requests.

Next meeting: Wed., 3/30 -- time and location TBA.

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF APRIL 4, 1994

Present: N. Eshelman, chair, B. Schaffner, M. Rosenbloom, K. Graves, J. Neeley, B. Jones. Absent: D. Dandridge. Guest: W. Crowe

Minutes: Minutes of the Exec Committee Meeting of March 28th, 1994 were approved as amended. Minutes of the Committee on Salaries and Benefits for February 25th and March 1st, 1994 were also approved.

General Research Fund Applications

Exec approved drafts distributed by B. Schaffner of letters to be sent to the applicants for GRF funding. W. Crowe verified that he will write cover letters to accompany applications which have been approved for forwarding to the General Research Fund Committee.

Reporting on Faculty Consulting and Other Professional Work Activities

Crowe advised Exec that there was a need to provide Library faculty with a new form, which he suggests might be appended to FASARs, for reporting on their consulting and 'outside professional work'. He asked Exec to read and comment on a draft of a memo to the Library faculty in which he indicates procedures for the design and use of the new form. The memo would also indicate the procedure for requesting prior approval of any consulting and other outside professional work not undertaken as a 'single occasion activity'. Attachments to the memo would include a memo from Vice-Chancellor Shulenburger to all deans and department heads about this matter and the administrative form for requesting prior approval. Crowe explained that current administrative concern about this issue is prompted by the Regents' evident interest in the documentation of faculty activities. It was agreed that it would be helpful to make sure that all Library faculty have ready access to the section of the Handbook for Faculty and Other Unclassified Staff which defines the activities which must be reported as well as those which require prior approval.

Senate Library Committee

Crowe also called attention to an article in the University Daily Kansan regarding the new library lending code, which has been subject to much debate in the Senate Library Committee.

Since Eshelman will be out of town, Brad Schaffner agreed to attend next Friday's meeting of the Senate Library Committee.

No meeting of LFA Exec is planned for April 11th. The meeting was adjourned.

---reported by Barbara Jones

Progress Report from ILS/Acq/Serials (February-May 1994)

Here is a summary of activities since we were operationally and administratively aligned, as announced by Dean Crowe in his State of the Libraries report (1/19-1/20).

1. We're becoming familiar with all the various functions that fall under the new umbrella of Serials/ILS/Acq:

- * Penny Donaldson, Gaele Gillespie, and Rachel Miller are meeting frequently.
- * Internal orientation tours for all staff in the 3 units are being planned by a task force of Muriel Cook, Tina Spray, and Hope Ball.
- * Staff who process NSTs--Susan Hamilton, Luceil Hamlin, and Muriel Cook--are exchanging information to familiarize each other with what they do.
- * Lois Bauer and JoAnna Traxler are starting cross-training in payment and accounting functions to provide back-up and coverage in this area where only one person is thoroughly familiar with procedures.
- * Staff involved in preparing financial reports are meeting at the beginning of each month to review and interpret the numbers.

2. We've also started to meet with bibliographers and public services staff individually or in small groups--to learn about bibliographers' needs and the needs of the public, to help us see what we're doing from their perspective, and especially to learn about areas in which our services need improvement. The sessions so far have been quite useful. Some specific problems were brought to our attention, including:

- * Some books ordered for the Regents Center were not making it to the Regents Center.
- * Sometimes Ukase records for cancelled serials are not fully closed out in the way bibliographers expect.

Attending to these problems and others has involved some clean-up work, analysis of procedures to understand why the problem is occurring, and monitoring results when the cause of the problem is not clear.

Some new ideas emerged from the meetings. For example, when patrons make ILS requests for books that KU actually owns, the books are now put on hold for them.

General concerns that bibliographers have expressed include:

- * Turnaround time and consistent follow-through: bibliographers want to know how long it takes to do something; they want status reports, and they also want our procedures to work in such a way that things will not die on the vine or fall through the cracks--whether it's an order for a replacement issue, an NST, a cancellation, or an ILS request.
- * The need for more collection management information, for example about ILS requests, both filled and unfilled.
- * The need to make processes easy, convenient and quick for bibliographers (and for ourselves). The first improvement in this area is the abolition of the requirement for a separate NST form.

3. Another area where we've focused our attention is gathering information to help us analyze and improve our services:

- * We are looking at staff assignments, usage of student assistants, and analyzing workflows. This will be a continuing process in all areas, but is especially intense in ILS right now, because of a vacant position and shifts in duties. For example, the Regents Center half of Pamela Bonham's position now resides in ILS and her duties are being integrated into regular workflow.

- * We are gathering statistics to understand ILL workload and to develop a sense of borrowing and lending trends by type of library. Compared with a year ago, borrowing traffic appears to be stable but lending requests seem to have increased by more than 20%. Requests from our GMRLC partners and other no-charge reciprocal libraries have increased over 30%.
 - * We are looking at procedures for monitoring unfilled borrowing requests and unfilled orders for books and new serial titles. The purpose is to improve our fill rates and prevent requests and orders from falling through the cracks. For example, Susan Hamilton proposed and is implementing a speeded-up schedule for claiming unfilled book orders. Gaele is reviewing and analyzing a list of "on-order" serials. Carol Jeffries is working with Janet Revenew to evaluate sources for purchase of replacement issues.
4. Other projects/activities underway:
- * ILS staff are testing the electronic link that can send an interlibrary loan from FirstSearch to Prism ILL (which is being proposed for transmitting requests from the Regents Center to ILS).
 - * Beginning 5/31, we will test Ariel 2, a new version of the software that allows us to scan articles and transmit them to other libraries over the Internet.
 - * Nicholas Eshelman is looking into the possibility of developing an online ILL request form on OCAT or e-mail.
 - * Serials staff are exploring Internet access to vendor files and services to see what can be usefully incorporated into regular routines. For example, Gaele is working with Janet to test the EBSCO Missing Copy Bank to see if it can serve as an effective way to obtain replacement issues.
 - * Lars Leon is continuing to work with bibliographers and serials staff to review exchange arrangements for currency and reciprocity. As a result, he is pruning our mailing lists of many old and unproductive addresses.
5. We are looking at document delivery options. We're in a preliminary educational phase, learning as much as we can about this very competitive and quickly evolving field.
- * Vendor demos are giving us the opportunity to see first hand what different systems do. OCLC FirstSearch and UnCover demos have already taken place, and a demo of Faxon Finder is being planned tentatively for late July.
 - * Dean Crowe has approved a small allocation for us to experiment with document delivery suppliers and test claims of coverage and turnaround time. We need to learn how we might make greater use of commercial suppliers in the regular ILL process, and also how these services might work if they were used directly by the public. We are in the very earliest stages of this process, setting up accounts and passwords.
6. We expect continual learning to become a permanent feature of our work and therefore consider it very important to identify and pursue staff development and training opportunities, both formal and informal:
- * The discussions that result from cross-training and from analysis of workflow and procedures are proving to be enlightening learning experiences.
 - * Staff attended: BCR document delivery and MS-DOS workshops; KLA preconferences; STEP classes; and events organized by the Staff Development Committee.
7. And, on top of all this, the usual day-to-day work continues.

If you have questions or comments, please call or e-mail us: Penny Donaldson (4-3960, PDONALDS), Gaele Gillespie (4-3535, GGILLESP), or Rachel Miller (4-3476, RMILLER).

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF MAY 9, 1994.

Present: N. Eshelman, chair, B. Schaffner, M. Rosenbloom, K. Graves, D. Dandridge, J. Neeley, B. Jones.

Minutes: Minutes of the Exec Committee meeting of April 4th, 1994 were approved. Also approved were minutes of the Nominating & Ballot Committee for April 1st and April 13th, 1994 and of the Staff Development Committee for Jan. 26th, Feb. 16th, and March 2d, 1994.

LFA General Meeting

It was decided that a general LFA meeting would be scheduled for June 22, 10-noon: on the agenda will be issues relating to the promotion and tenure process. LFA Exec will meet with Mike Biggins, chair of LCPT, prior to the general meeting.

FY95 LFA Committees

Eshelman reported that we do not yet have enough self-nominations to fill the appointed committee positions for FY95. The Nominations and Ballot Committee is soliciting for nominees for the Exec Committee ballot: Eshelman will ask N & B to begin soliciting for LCPT as well. Eshelman reported that he has also asked the various committee chairs to proceed on compiling annual reports.

The meeting was adjourned.

-----reported by Barbara Jones

Minutes
Committee for the Evaluation of Service and Research
Jan. 31-April 5, 1994

The Committee met with LFA Exec on Jan. 31 and with Sandy Gilliland on Feb. 8 to clarify matters of procedure. We had hoped to also meet with LCPT, but it proved impossible to find a time when all members of CESR could meet with that committee.

We began the evaluation process on February 10. At that time, eleven files--five LIIs and six LIIs--had not been turned in. We finished the evaluation process on March 7, meeting a total of seven times. During that period, we 1) developed a set of criteria for evaluating service and research, based on those used by previous CESRs; 2) evaluated 45 files; and 3) wrote a description of the evaluation process which, along with the expanded criteria, was to accompany the ratings we assigned.

The Committee met March 21, March 29, and April 5 to work on the final report, which we will submit after any appeals have been received and reviewed.

Submitted by Margaret Wilson

CATALOGING POLICY ADVISORY COMMITTEE

1994-7

Meeting of April 4, 1994

Present: Margaret Bearse, Mike Biggins, George Gibbs (chair),
Sandy Mason, Lorraine Moore, John Richardson (recorder),
Becky Schulte

Absent: Mary Roach

Strategic planning implementation meetings

Gibbs reported that since the last CPAC meeting on March 14 there had been two more meetings on implementation of the recommendations regarding "total online access to KU collections," one with staff from Acquisitions, Serials and ILS and the other with Regents Center staff. A meeting with Archives and Kansas Collection is set for Thursday of this week. Other meetings will be scheduled as soon as possible. Minutes of the three meetings with Cataloging Department staff were distributed.

Backlog Count Committee

The Backlog Count Committee has compiled statistics on the Spencer basement backlog. The total number of uncataloged items is 151,603, a far smaller figure than most previous estimates. Gibbs reported that an expert source had informed him that it is indeed possible to take a random sample of the Spencer backlog to determine such things as what percentage of it has LC copy and what percentage will require original cataloging. Dean Crowe has already approved hiring student help to work on the sample project.

New OCLC terminals

All remaining M300 OCLC terminals have now been replaced by new 486 models.

Evans Early American Imprints microform set

A test tape containing 150 sample cataloging records for the Evans microform set that are to be customized according to our specifications has been ordered from the American Antiquarian Society.

NACO membership

KU has been invited to become a member of NACO, the program whereby participating libraries contribute name authority records to the National Authority File, and Dean Crowe has asked for Gibbs' advice on whether the invitation should be accepted. In the course of discussing the question, the committee agreed that

Cataloging Department staff should be consulted. Accordingly, discussion will be initiated at the Cataloging Department meeting scheduled for later this week and Gibbs will have a follow-up discussion with the unclassified catalogers and other interested cataloging staff soon thereafter.

Multiple use of OCLC records in Special Collections cataloging

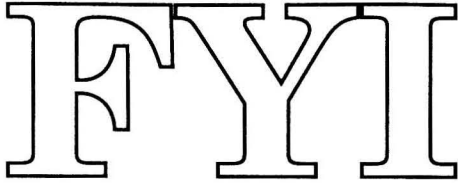
The committee reviewed a set of examples of multiple use of OCLC records compiled for Mason by Bill Mitchell. It was determined that, following AACR2 and LCRI guidelines, in most of the examples involving monographs, a separate record for each use (usually no more than two) would be permitted and in most of the examples involving serials, a single record would be preferable. For this reason it was agreed that with monographs both (or all) records sharing the same OCLC number should be loaded into the online catalog and with serials one record should be loaded and the other(s) should be printed out in a report.

Special Collections' use of subfield "e"

There was a discussion of the status of the subfield "e," in which Special Collections records designations such as "former owner," "printer," and "engraver" in name headings on bibliographic records, because this information is very useful to users of rare books. Our current system strips off the subfield "e" and it has been judged to be impractical to re-program the system to accept it. Whether the new system that we acquire could handle the subfield "e" is unknown at this time.

The next meeting of CPAC was scheduled for April 18.

Submitted by John Richardson



"THE RESEARCH LIBRARY THE DAY AFTER TOMORROW": A REPORT ON THE SEMI-ANNUAL MEETING OF THE ASSOCIATION OF RESEARCH LIBRARIES, Austin, TX, May 17-20, 1994

This is a brief report on the most recent ARL meeting, this text adapted from the program.

Many have dreamed of the comprehensive library. Through the ages the vision has changed from rows of carefully stored papyrus scrolls, to monastic collections of illuminated manuscripts, to monumental buildings housing miles of book stacks. Our imaginations also now embrace pixels dancing in the ether, combining and recombining to alight directly at the desktop of the seeker for information. Undoubtedly, in the next epoch our descendants may assimilate information through special goggles, holograms, or telepathy!

In this closing decade of the 20th century, we live in an age of "in-between," echoing the experience of past generations. We still have papyrus scrolls, manuscripts, and books, but now also countless electrons. The common wisdom is that in our future we will have both the old ("books") and the new ("electronic information"). Uses of the new electronic technologies cannot fail to transform our lives.

What will some of those changes be? How should we take account of those changes in shaping the mission and services of research libraries? What are the most critical matters for us to reflect upon as we plan for the research libraries of the day after tomorrow? What services do our faculty and students want from great research libraries? Specifically, what new kinds of research and scholarship are some of our continent's leading scholars producing? What lessons may we take from others in librarianship?

* * * * *

In the first hours of these meetings, as we looked toward our future, the membership rose in silent tribute to the memory of Robert Vosper, who was recognized as one of the most able librarians of our time by the ARL President.

The 124th meeting of the Association of Reserach Libraries offered five program sessions to directly address the theme "Day After Tomorrow". Program Session 1 opened at the Pickles Supercomputer Center with welcoming remarks by Robert Berdahl, President, University of Texas, and Harold Billings, University Librarian. With Jack M. Wilson (Anderson Center for Innovation in Undergraduate Education, Rensselaer Polytechnic Institution), we experienced "Teaching Physics as a Second Language" and learned something of how to conduct physics experiments through multimedia teaching programs. Jerry Goldman (Northwestern University) then demonstrated his "Hitchhikers Guide to the U.S. Supreme Court," a well-known multi-media resource.

The second session of the program featured scholars and researchers who work at the cutting edge of technology and current thinking about academic library roles and relationships in a new age of electronically created and distributed information. Catherine Marshall, a researcher at Xerox PARC, explored "life beyond the stacks" in a video and lecture about navigating the library without walls. Richard Lanham, Professor of English at ULCA and author of *The Electronic Word*, contemplated the "economics of attention," the scarcest commodity in an information society. James O'Donnell, Professor of Classics, University of Pennsylvania and editor of numerous electronic publications, synthesized the ideas being presented at the ARL meeting, on the theme: Where we are going, and when did we get there?

Following a break, three professionals in adjunct areas of librarianship offered their perspectives and plans for action in a rapidly changing information world. A view of how the profession should prepare information specialists came from Daniel Atkins, Dean, School of Information and Library Studies, University of Michigan. Miriam Drake, Director of Libraries, Georgia Institute of Technology, presented comments on the renewed lessons we can learn from corporate and special libraries in an information age. Joey Rodger, President of the Urban Libraries Council, presented the challenges and opportunities being met by public libraries.

The next session, a research libraries showcase, featured six simultaneous sessions from which attendees could choose two. The six libraries chosen for the showcase presented cutting edge activities being led by the library, including initiatives in teaching/multimedia, electronic online journals, an electronic "studio," leadership in a city-wide community information network, an electronic information training program, and technology services through team-building. Representatives from the libraries offered demonstrations, comments, and opportunity for discussion. The showcases featured the university libraries of Iowa, North Carolina State, Rice, Southern Illinois, Texas, and Wayne State.

The last session focused on the recently issued task force reports from the AAU Research Libraries Project, undertaken in collaboration with ARL. The AAU Task Force reports on Foreign Acquisitions, Science and Technology Information, and Intellectual Property were discussed at the AAU Presidents' meeting in late April and were endorsed unanimously by the presidents and chancellors. The reports were presented to the ARL audience by the three task force chairs.

Three distinguished higher education leaders offered responses to the reports: Myles Brand, Chair of the AAU Project Steering Committee and President, University of Oregon (incoming President of Indiana University); Robert Berdahl, President, University of Texas; and Richard Eckman of the Mellon Foundation. The audience questioned the speakers and discussed the next steps in the process begun by the three task forces. The ARL membership then voted -- also unanimously -- to endorse the findings and recommendations in these reports.

At one luncheon meeting, directors and guests were briefed on current federal relations. The meeting, sponsored by ARL's Information Policies Committee, explored three critical areas: developments in the National Information Infrastructure initiative; refocusing of the Higher Education Act programs for libraries; and potential funding sources in emerging Federal government programs.

I look forward to discussing my participation in this ARL meeting, especially the AAU/ARL reports, at upcoming open forums.

W. J. Crowe

CATALOGING SUGGESTIONS ON E-MAIL

KULCAT

The Cataloging Department now has an E-mail account for library staff to communicate with us. We are hoping that staff will use it to report problems, make constructive suggestions, ask questions, and, when people are moved to do so, offer compliments. We are also hoping that this will provide an additional and convenient means of communicating with us, but will not at all supplant other, more direct and personal, means. Please do not hesitate to call us or meet with us to discuss Cataloging Department services.

The more concrete examples and the more factual background (how many times did it happen, what were the circumstances, etc.) we are given, the easier it will be for us to resolve the problems and implement the suggestions, but we will investigate all the messages. Staff should not think they cannot send a message unless or until they have full documentation; sometimes we will have related information from other units or we can work with a unit to investigate the problems.

Our E-mail address is KULCAT. We hope it will be widely used and prove valuable in our ongoing efforts to improve our services.

Lorraine Moore

ATTACHMENTS

Final Dynix and DRA demo schedule

Cataloging Policy Advisory Committee minutes--May 2, 1994

Classified Conference General Meeting minutes--April 22, 1994

Final Dynix and DRA demo schedules

The following repeats schedules distributed via KULIB-L. All sessions will be in the Big 8 room of the Union.

Dynix Marquis

Thursday, May 26

8:45	Hot and cold drinks available
9:00 - 10:45	Introduction and overview, online public catalog, databases, gateways
10:45 - 11:00	break
11:00 - 12:00	Technical discussion: hardware, networks, etc.
12:00 - 1:30	Lunch
1:30 - 2:50	Cataloging
2:50 - 3:00	break
3:00 - 4:30	Circulation, Reserve Book Room

Friday, May 27

8:45	Hot and cold drinks available
9:00 - 10:45	Introduction and overview, online public catalog, databases, gateways
10:45 - 11:00	break
11:00 - 12:00	Acquisitions
12:00 - 1:30	Lunch
1:30 - 2:50	Serials Control
2:50 - 3:00	break
3:00 - 4:00	Management reports, statistics

DRA

Tuesday, May 31

8:45	Hot and cold drinks available
9:00 - 10:45	Introduction and overview, online public catalog, Internet gateways
10:45 - 11:00	break
11:00 - 12:00	Technical discussion: hardware, networks, etc.
12:00 - 1:30	Lunch
1:30 - 2:50	Acquisitions
2:50 - 3:00	break
3:00 - 4:30	Serials Control

Wednesday, June 1

8:45	Hot and cold drinks available
9:00 - 10:45	Introduction and overview, online public catalog, Internet gateways
10:45 - 11:00	break
11:00 - 12:00	Management reports, statistics, policy files
12:00 - 1:30	lunch
1:30 - 2:50	Cataloging, Authority Control
2:50 - 3:00	break
3:00 - 4:30	Circulation, Reserve Book Room

-- John Miller

Classified Conference General Meeting
April 22, 1994

10 members of the Classified staff attended the meeting.

Shannon Roy spoke about the Library Employee Education Program (LEEP) which is the state's continuing education recognition program. Brochures were passed out and are available from Janet Anderson-Story or in the Administration Office's waiting area.

Shannon solicited ideas from us regarding our continuing education/training needs. A rather nebulous discussion followed which ranged from internal policy issues to state classified employee regulations.

A brief business meeting followed with introductions of attenders, an explanation of exec board activities, a discussion of the Classified Employee of the Year Program, and a reminder that elections are coming up soon. Chair-elect, secretary, all group reps and some committee positions will be open. Nominations can be submitted to group reps, Alex Slater or Janet Anderson-Story. The constitution and bylaws are being rewritten and will be available for review in the near future.

Submitted by Janet Anderson-Story

CATALOGING POLICY ADVISORY COMMITTEE

1994-8

Meeting of May 2, 1994

Present: Margaret Bearse, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Mike Biggins

Gibbs reported that the final two scheduled meetings on implementation of the strategic planning recommendations for eliminating the backlogs had been held, one with Archives and Kansas Collection and the other with Special Collections. Minutes from the former meeting and from an earlier meeting with Acquisitions, ILL, East Asian, and Serials Receiving were distributed. Gibbs and Mason commented briefly on the meeting with Special Collections. Minutes of that meeting will be available later. Gibbs remarked that one of the important things he learned in discussions about minimal-level cataloging is that there seems to be very widely held opinion that all cataloged materials must be given a call number and that not even subject headings are considered as necessary as call numbers.

The Backlog Count Committee has completed its survey of the backlogs and its final report should be ready for distribution to CPAC members by next week.

The test tape of sample cataloging records for the Evans Early American Imprints microform set, ordered a month ago, has not arrived yet.

There was a discussion of some issues regarding CPAC membership. First, someone needs to be appointed to replace Biggins, who has accepted a position in another library, unless the make-up of the committee is to be changed. Also, it is not clear whether Biggins' place on the committee is to be filled by a fixed-term appointment or an indefinite appointment.

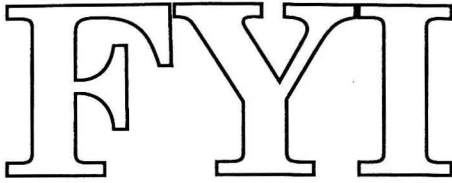
The members of the committee found themselves in agreement that membership in NACO appears to have many advantages. Consequently, it was agreed that Gibbs would draft a letter expressing interest in joining NACO and requesting more information about training, etc.

The Space Planning Committee has tapped Pearson Hall as a storage site for low-use materials. Long runs of low-use serials in the Dewey collection probably will be moved over to Pearson first.

A large grant awarded to the Latin American Center includes funding for an original cataloger of Latin American materials for one year with a possible renewal for a second year.

Committee members were asked to review all the minutes of the strategic planning implementation meetings and be prepared to begin discussing a plan of action at our next meeting.

Submitted by John Richardson



University of Kansas Libraries

Number 1275 June 9, 1994

PERSONNEL

Two members of the Libraries classified staff have recently announced their resignations. **David Benjamin**, Library Assistant II in The Kansas Collection, has accepted a Photo Archivist position with the State Historical Society of Wisconsin, in Madison. David began employment with the Libraries in August, 1987; his resignation is effective July 1, 1994.

Kaye Asper, Library Assistant I in the Regents Center Library will resign effective July 29, 1994 due to her family's relocation out of state. Kaye began employment in September, 1993. Sandy Gilliland

CLASSIFIED VACANCY

Due to David Benjamin's resignation, The Kansas Collection is recruiting for a full-time Library Assistant II to perform the following responsibilities: 1) Catalogs all department serial holdings (20%); 2) Provides reference assistance (20%); 3) Accessions manuscript materials (20%); 4) Manages all department serial holdings (35%); and 5) Performs miscellaneous duties and special projects (5%). Minimum qualifications (as specified by the State of Kansas): 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 may be substituted for six months of the required clerical library experience with a maximum substitution of one year. Strongly Preferred: Previous work with serials cataloging using OCLC and AACRII; previous work with serials maintenance in an automated environment; ability to organize work effectively, to work independently, and to meet deadlines. Preferred Qualifications: Coursework or experience with manuscript processing; ability to create and maintain accurate and current library records; demonstrated ability to work effectively with patrons and staff; effective oral and written communication skills; a background in Kansas or regional history.

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 (a 1.5% cost of living increase will become effective September 18, 1994). Library staff interested in being considered for this position should contact Julie Slusser for a "Request for Promotion or Transfer" form, and a copy of the University's "Internal Application" form. The position description is available from Julie for review. Applications must be submitted to the Library Administrative Office by 5:00 p.m. Friday, June 17, 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.

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, Wednesday, June 15th. 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

CONGRATULATIONS!

Congratulations to Carole Dibben who received her MLS from Emporia State University on May 14, 1994.

Penny Donaldson

Library Emergency and Disaster Plan Committee
May 5, 1994

Attendance: Becky Schulte (chair), Gordon Anderson, Janet Anderson-Story, Mary Burchill, George Gibbs (ex-officio), Sherry Hawkins, Sue Hewitt, Kent Miller

Preservation Librarian:

George reported on the search committee's activities regarding the Preservation Librarian position. The position description has been submitted to The Office of Affirmative Action for approval. If it is accepted it will be advertised this month. The closing date of applications has been set for July 15. The committee will not meet again until late July when they will begin reviewing applications. If all goes well with Affirmation Action the announcement will be included in next week's FYL.

The task before the LEDPC is to tie up loose ends from last year so there will be a smooth transition once the Preservation Librarian arrives.

Preservation Committee of the Kansas Library Network Board:

Mary Burchill passed out a letter addressed to those who had participated in the focus groups which discussed preservation needs around the state.

Disaster Response Training:

Becky Schulte passed around an announcement for a week long course: "Disaster Preparedness and Recovery for Library and Archive Collections." It will be offered at Indiana University, Bloomington, Indiana.

Work assignments:

We reviewed the list of uncompleted tasks in the committee's 1993 annual report.

Salvage priorities: Gordon has received about half of the departmental salvage priority reports and one third of the bibliographer's responses. He will continue to work on this project.

Preplans for the Fire Dept. wait until the salvage priorities have been collected and evaluated.

Resource Directory update and Index: Mary Burchill will work on these.

Supply box location maps and inventory of supplies: Sherry Hawkins and Sue Hewitt will work on this.

Purchasing emergency equipment: Becky Schulte will look into this. Fire extinguishers are needed for JRP.

Naming the Disaster Response Team: George will look into the status of this document.

Emergency Manuals: review and update: Kent and Janet will work on these to determine what needs to be completed [Regents Center and others?] and what needs to be updated.

Training for staff: wait for Preservation Librarian.

Quick Reference Guide for staff [telephone numbers, etc.]: Janet will work on this and consult with Rob Melton for formatting suggestions.

Contacts outside the library: wait for Preservation Librarian.

Next meeting: May 17, Conference Room A, 10:30 - Noon.

Tentative Agenda:

- Review of Disaster Notebooks - what's there and what needs to be added.
- Building Surveys: has enough changed to warrant another survey?

Library Emergency and Disaster Plan Committee
May 17, 1994

Present: Becky Schulte (chair), Gordon Anderson, Janet Anderson-Story, George Gibbs (ex-officio), Sherry Hawkins, Sue Hewitt, Kent Miller
Absent: Mary Burchill

Minutes of the May 5 meeting were corrected and approved.

Announcements:

Becky reported on her recent trip to Chicago for the Midwest Archivist Association meeting where she helped coordinate a program on disaster recovery following the 1993 flooding in Iowa.

Toby Murray has revised her disaster recovery guidelines. Becky will copy the document and distribute it to the committee members. A copy will also be placed in "The Box."

Notebooks:

A review of the table of contents for the system wide emergency and disaster recovery notebook took up the rest of the meeting. Each member is responsible for maintaining his/her own notebook.

Next meeting:

June 6, 10:30 Watson Conference Room A.

Notebook contents: What we should have and who will give us what we're missing. Mark the completed box when you locate the document.

item	status	responsibility	completed
Emergency phone numbers	don't have	Becky will distribute	
Levels of disaster	distributed in 1993	member	
Disaster Response team - draft	distributed in 1993	member	
Local Disaster Resources - 1993	distributed in 1993	member	
On site supplies list	don't have	Sue will distribute	
Emergency Manuals			
University plan	Dist. 1993	Member -Becky will check on update	
Watson	Dist. 92	Member	
Anschutz	Don't have	Sue will distribute	
Art	Don't have	Becky will distribute	
Gov Docs/Maps	May have	Becky will distribute to Gordon, Sherry and Sue	
Engineering	Don't have	Becky will distribute	
Music	Don't have	Becky will talk to Susan	
Spencer	Don't have	George holds copy	
Regents Center	Don't have	Becky will talk to Nancy	
Law	Don't have	Becky will distribute	
Facilities plans	don't have	Kent will work on	
Salvage priorities	don't have	Gordon - in process	
Recovery instructions	Toby Murray 1991	Becky will distribute 1994 doc.	

Responsibility chart: who says they'll do what...

Name	item/activity	completed
Becky Schulte	Notebook copies	
	Contact about plans University Disaster Plan, Lori Knox, Susan Hitchens, Nancy Burrich	
	Help with Building Surveys - Supply box location will be documented when building survey is conducted.	
	Look into purchasing emergency equipment inc. fire ext. for JRP	

name	item/activity	completed
Sue Hewitt	distribute Science manual	
	distribute supply list	
	will work with Sherry to draft a letter to Dept. Heads to inventory contents of supply box and request any needed items. They will be asked to document the inventory when completed.	

name	item/activity	completed
Kent Miller	Facilities plans	
	Building survey update- emergency supply box location will be documented at time of survey.	
	Will proceed with this once salvage priorities are complete.	
	Review and update emergency manuals with Janet	

name	item/activity	completed
Gordon Anderson	salvage priorities - collect and evaluate data	

name	item/activity	completed
Janet Anderson-Story	building survey revision- supply box location will be documented at time of survey	
	distribute survey form	
	review and update emergency manual with Kent	

name	item/activity	completed
Sherry Hawkins	located emergency boxes in Watson	5-17-94
	Work with Sue to draft a letter to Dept. Heads to inventory contents and request and needed items. They will be asked to document the inventory list when completed.	

Classified Conference Executive Board Minutes April 26 1994

Present: C. Rivera, K. Lafferty, B. Crowe, J. Anderson-Story, M. Boyer, A. Slater, B. Marvin. Anderson-Sto presiding.

Crowe discussed several items:

The legislature was still in session, still hanging were whether the Hoch reconstruction would be allotted mo money and the classified pay package--at the time of the meeting, it was expected there would be a 2.5% step increa and longevity. The cost of living raise was in doubt.

Bill had not yet received any answer on his query about the library classifications.

The lending code had gone to the Regents for approval. Then documentation must be created and training f staff will follow. August implementation is the goal, but that may be too soon.

Several items were briefly discussed: the Classified Employee of the year committee, an as-yet unschedule visit by Vice-Chancellor Shulenberg, Spencer's 25th anniversary celebration, and the Watson User servic reorganization. Bill also told us a bit about the work of the ARL Committee on Statistics and Measurements he chairing; this committee is developing new norms for rating academic research libraries.

Minutes of the March 29 meeting were submitted. Corrections were due by Vmail by Tuesday, May 3.

Marvin reported on the Administrative Conference for April. It was mainly taken up by discussion of th proposed Dean's cabinet.

Committee reports

Senate Library Committee met Friday, April 8, for the last time this academic year. The proposed lending coc was discussed, amended, and approved as revised. Changes included: 30-day grace period restored; fines structure f general circulating books altered; notices to be generated the 10th day overdue; wording of section on ap changed somewhat.

Staff orientation had not met.

Staff development discussed upcoming "Meetings That Matter" and critiqued the "Humor in the Workplac presentation.

Budget and Planning--No report.

Personnel Committee - No meeting. The committee is attempting to obtain position descriptions for technolog series classifications so that their applicability to library work can be judged.

Ad hoc Committee on Constitutional Change--The Committee is nearing completion of a Code to replace th present Constitution and Bylaws. The next meeting will be April 27 at which time it is hoped that a draft to b presented to the Executive Board will be agreed on. Mary Ann Baker is working on a set of guidelines for officer and representatives to accompany the code.

Classified senate had not met since the last CCEB meeting.

Anderson-Story reminded us that elections will be in June so we should be recruiting for officers an representatives.

The next meeting was set for May 24 at 1:30.

CATALOGING POLICY ADVISORY COMMITTEE

1994-9

Meeting of May 23, 1994

Present: George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Margaret Bearse, Mike Biggins

Gibbs announced that we are still awaiting delivery of the test tape of sample cataloging records for the Early American Imprints microform set.

Committee members acknowledged that they had received copies of the final report of the Backlog Count Committee prior to today's meeting.

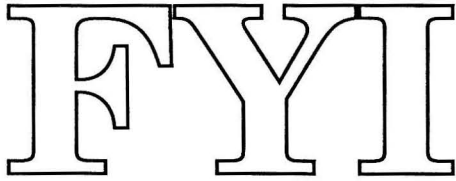
Exploratory discussion began on implementation of the strategic planning recommendations for eliminating the backlogs. Some of the fundamental issues include: what can we do ourselves and what might be done by contracting with outside agencies, and how do we set priorities for working through the backlogs? The committee looked into several possibilities using the following criteria, proposed by Moore, for identifying subcollections of both recon and uncataloged materials on which we ought to focus our efforts:

1. Definability of the subcollection
2. Possibility of obtaining funding
3. Immediacy of need
4. Facility of accomplishment
5. Amount of follow-up/clean-up

This discussion was suspended until the next meeting in two weeks.

At the close of the meeting Roach reported that the format updating required for bringing sound recordings and computer files into our system was being implemented today, various LCAT improvements had been implemented recently (and had been well received by tech services staff), FTP file transfer of OCLC records is in operation (not without a few bugs) and programming staff is working on call number sorting problems.

Submitted by John Richardson



University of Kansas Libraries

Number 1276 June 16, 1994

PERSONNEL

Alex Slater, Library Assistant I in the Cataloging Department, has been promoted to a Library Assistant II position in Cataloging effective June 18, 1994. Alex has been employed in the KU Libraries since April, 1990. Sandy Gilliland

BEAUTIFICATION OF VETERANS' PARK

It is time for our quarterly attempt at picking up trash in Veterans' Park (the park northeast of Lawrence High School). For those interested in helping out please meet at the park at 9 am this Saturday June 18. If you can not make it at 9:00 we'll probably be there until 10:00 or thereafter so please stop by when you can. If its raining we'll postpone until another day. Thank you. Lars Leon

ATTACHMENTS

Budget and Planning Committee minutes--May 5, 1994
Committee on Salaries and Benefits minutes--27 Apr 94, May 3, 1994, 13 May 94
Library Faculty Assembly Executive Committee minutes--May 16, 1994

*The staff of
The Kansas Collection
cordially invite you
to a farewell reception for
David Benjamin
from 3 to 5 pm on Tuesday
28 June 1994
in the Lounge of
The Kenneth Spencer Research Library*

UNIVERSITY OF KANSAS LIBRARIES

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF MAY 16, 1994.

Present: N. Eshelman, chair, B. Schaffner, M. Rosenbloom, K. Graves, J. Neeley, B. Jones. Absent: D. Dandridge

Minutes: Minutes of the Exec Committee meeting of May 9th were approved as amended. Minutes of the Committee for the Evaluation of Service and Research for Jan. 31st-April 5, 1994 were approved. Minutes of the Committee on Salaries and Benefits for April 27th were read and sent back to the Committee on Salaries and Benefits for clarification.

GRF Evaluation Criteria

Eshelman called Exec's attention to a letter to Dean Crowe from Assoc. V-C Bob Bearse asking that GRFC be supplied with more detailed information on how the Library's success (as an 'entity') in using GRF funds should be judged than was provided in the Library's original proposal for use of GRF funds. Dean Crowe had referred the letter to Brad Schaffner, chair-elect of LFA Exec. Schaffner, after considerable discussion of what would be necessary and/or practicable, agreed that he would write up a response and E-Mail it to Exec members for their comment.

LCPT Membership for FY95

Eshelman informed Exec of a membership problem involving next year's LCPT. Because of the resignation (from a Library position) of an LCPT member holding a FY94-FY95 committee term, LCPT has asked that the term of one of the members going off the committee be extended an extra year to provide continuity. LCPT has a volunteer for this but, as Neeley pointed out, allowing a 3-year term would constitute a violation of the bylaws. Eshelman has instructed the Nominating and Ballot Committee to go ahead with preparing a ballot in the assumption that a present member will serve an extended term. N & B will not, however, issue a ballot until the membership, at the upcoming LFA general meeting, has an opportunity to consider the matter.

The meeting was adjourned.

-----reported by Barbara Jones

Budget and Planning Committee

May 5, 1994

ATTENDEES: Rob Melton, Connie Powell, Nancy Jaeger, Roger Anderson, Geoff Husic, Jill Girardo, Sue Hewitt, Joyce Elliott. Dean Crowe, guest.

This meeting was called by Rob Melton to allow the Budget and Planning Committee to discuss the library implications of the FY95 Budget with Dean Crowe.

Rob began by outlining the topics we would be discussing - acquisitions, the Systemwide Access Proposal, salaries, student wages, new positions, and special concerns.

The Dean discussed various FY95 library budget plans. We will have a 2% increase in OOE which will give us a slight increase in acquisitions funding. This may not be enough for us to remain at current acquisition levels depending on the rate of inflation.

Discussing the Systemwide Access Proposal, the Dean emphasized the importance of acquiring a new integrated library system as soon as possible, including wiring and workstations for all library staff. The proposal will be funded this year at \$313,000. This money will be used to buy Z39.50 software.

Salaries for both classified and unclassified will be increased in amounts to be announced. A 1.5% increase for classified staff for cost of living will begin in October. Student assistant funding will be increased by 2.5% which will compensate in part for the current \$125,000 deficit in funds for student assistants.

New positions which are currently in process are: an LA II in Cataloging, the LA II Circulation Supervisor in Watson, the Head of SPLAT, a grant funded position for a cataloger of Latin American materials, an Authorities Unit Librarian in Cataloging, and a Preservation Librarian. In the Watson Reference Department, Johnnieque Love will begin this summer as a Reference and Instruction Librarian supporting undergraduate education and academic diversity.

After the discussion with the Dean, the Committee made plans to meet again on Friday May 13th at 2:00 pm. At that meeting the committee will assemble the library's responses to the May 11th Dean's Open Forum on the Budget.

The meeting adjourned at 11:50 am.

Connie Powell

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting 27 Apr 94

Present: B. Gaeddert, S. Gilliland, G. Husic, L Moore

The Committee discussed the salary range for the position of Preservation Librarian. The committee expressed concern that the required qualifications were not compatible with the salary range and suggested that the range be broadened. Sandy will transmit our concerns to the Dean in a memo. The committee asked if the position would carry with it an administrative supplement.

Sandy shared the ARL salary statistics for FY94 as published in March 1994. KU's average salary is 106th, down from 104th in the previous year. Beginning salary is 101st, down from 100th. There are 108 libraries in the survey.

The committee noted the results of the salary ballot and the low voter participation. Dean Crowe will meet with the committee at a later date.

Geoff will call a meeting when we have had a chance to read up on salary compression.

Respectfully submitted,

Barb Gaeddert, Secretary

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting May 3, 1994

Present: W. Crowe, B. Gaeddert, S. Gilliland, G. Husic, L. Moore

Dean Crowe announced that as of yesterday there was still, as reported in the media, a 6.4% increment in the state budget for faculty salaries, but this was, of course, subject to change.

He also announced that he expects to use 1:3:5:7 and 1/2 equal dollar, 1/2 equal percentage for assigning merit raises. This was agreeable to the committee. The low voter turnout and fragmented vote was once again noted.

The Dean wishes to disseminate information about administrative supplements to the library faculty as a group, and he solicited the committee's advice as to how to do this. The committee was comfortable with an announcement to LFA Exec and a discussion at a subsequent LFA meeting.

The Preservation Officer position, with library-wide responsibilities, will carry an administrative supplement.

The Dean suggested we ask Gordon Fretwell to help compile a study on salary compression in consultation with the KU Office of Institutional Research and Planning.

A general discussion was held about the salary range for the Preservation librarian, during which the following points were brought out:

Earlier drafts of the job description had asked for professional experience.

We don't want to sacrifice the ability to recruit fine candidates.

Concern was expressed by committee members that the lack of a requirement for professional experience was not reflected in the salary range.

Potential candidates are very scarce and the field is highly specialized.

If salaries for present faculty had kept up with those of other ARL libraries, the discrepancies between salaries for new faculty and longer-term faculty would not be so evident, i.e., we would not have a compression problem.

The Dean suggested that chairs of search committees and the Dean routinely be invited to Salary and Benefits Committee meetings in the future so that the salary range could be discussed at an early stage.

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting 13 May 94

Present: B. Gaeddert, S. Gilliland, G. Husic, L Moore

The Committee discussed the salary compression issue. Due to hiring newer faculty at higher rates, the range of salaries for the faculty as a whole becomes narrow. The mathematics necessary to describe this effect can be a "black box" from our point of view since the consultant will have statistical techniques at his disposal. We may want to leave a precise definition of salary compression to be worked out with the consultant.

The committee will recommend to the dean that we hire a consultant (Gordon Fretwell) to study the salary compression issue. Geoff will draft a letter to the dean with this in mind. We may want to get answers to the following questions:

Should we be dealing only with Librarian I's or with the entire faculty?

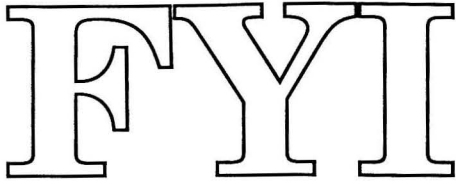
Does the dean favor any particular definition of salary compression?

How does the dean want the Office of Institutional Resources and Planning involved?

Does the LFA Exec want any special information from the consultant?

Respectfully submitted,

Barb Gaeddert, Secretary



University of Kansas Libraries

Number 1277 June 23, 1994

PERSONNEL

Michael Biggins, Librarian II, Slavic and East European Monographs Cataloger and Bibliographer, has announced his resignation. Mike has accepted an appointment as Slavic Librarian with the University of Washington Libraries. His employment with the KU Libraries began in June, 1988. Mike's resignation is effective Thursday, September 1, 1994. Sandy Gilliland

Zee Galliano has been appointed as Circulation Desk Supervisor (Library Assistant II) in Watson Library effective July 1, 1994. Zee is currently employed by the McNair Scholars Program (School of Education). She has previous experience with the School of Education's Learning Resource Center, the Noble Science Library Reference Department with Arizona State University, and the Circulation and Reference Departments with the KU Libraries. Zee replaces Norma Bishop. Sandy Gilliland

Kaye Asper's resignation date of July 29, 1994, announced in last week's FYI, has been revised to July 12, 1994, due to the early sale of her home. Kaye is a Library Assistant I in the Regents Center Library. Sandy Gilliland

SLAVIC CATALOGING POSITION: INTERNAL POSTING

With Mike Biggins' departure on September 1, the position of Slavic Cataloger will become available. Any library faculty member who wishes to be considered for this position should send Sandy Gilliland a letter expressing interest (copied to the supervisor) and a current c.v. by 5:00 p.m. Friday July 1.

Assistant Dean George Gibbs, along with Brad Schaffner, will review the applications, select individuals for interview, identify final candidates, confer with the administrators responsible for the unit where the finalists are based (to assess the consequences for the home unit) and then recommend to me the staff member to whom the permanent assignment might be offered.

Upon accepting the assignment, the faculty member's salary, rank, and tenure status will be unaffected. The Slavic Cataloger will work in the Libraries' Slavic Department.

Duties: Catalog Slavic materials. Perform original and some copy cataloging of all Slavic material, both monographs and serials, in all formats.

Oversee the completion of two major grant-funded cataloging projects.

Supervise and assist two grant-funded librarians and three program assistants in their duties. Supervise student assistants who assist in project tasks.

Participate in the day-to-day operation of the Libraries' Slavic Department, including reference service to patrons, budget preparation, planning, etc.

Selection Criteria: MLS from an ALA-accredited institution. Must hold a current appointment as a tenure-track library faculty member in the University Libraries. Cataloging experience in a research library. Knowledge of OCLC, AACR2r, MARC bibliographic, authority, and holding formats, and Library of Congress classification and subject headings. Strong academic background in Russian/East European studies. Reading knowledge of Russian and one South Slavic language with the ability to work with all other Slavic and non-Slavic East European languages. Near-native fluency in English. William J. Crowe

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 VACANCIES

Cataloging Department: Due to Alex Slater's promotion to a Library Assistant II position, a full-time Library Assistant I position is now available in the Cataloging Department. Responsibilities of the position include: 1) Searching appropriate OCLC records and cataloging books through OCLC, 25%; 2) Oversees editing activities done via the cataloging micro-enhancer, 25%; 3) Coordinates cataloging micro-enhancer production activities, 25%; 4) Coordinates online shelflist activities, 15%; 5) Training, revising and supervising students, 10%. Minimum Qualifications: One year of clerical library or technical library work, in such areas as cataloging, interlibrary loan, bindery, periodicals, acquisitions, or circulation. (Some educational substitutions are allowed.)

Preferred Qualifications: Prefer at least six months experience working closely with library records; knowledge of Anglo-American Cataloging Rules, 2d ed., and OCLC; reading knowledge of one or more modern Western European languages; college coursework; 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 in a changing environment; 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.

The Library Assistant I classification is funded at salary range 16 on the State civil service salary scale at a beginning annual salary of \$18,288. Library staff interested in applying for this position must complete a "Request for Promotion or Transfer" form and a KU "Internal Application" form, available from Julie Slusser, 502 Watson. Applications are due by 5:00 p.m. Wednesday, June 29, 1994. A copy of the position description is available for review.

Regents Center Library: An announcement of two Library Assistant I vacancies in the Regents Center Library was mailed to all staff earlier this week. One of the positions is vacant due to Kaye Asper's resignation; the other position is newly-funded for the Regents Center and is assigned to the Regents Center Library. Applications are due by 5:00 p.m. Friday, June 24, 1994. Contact Julie Slusser, 4-3601, for additional information.

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 GOVERNMENT DOCUMENTS/MAP LIBRARY INTERNSHIP

As a reminder, library staff who are interested in an internship arrangement for 10-15 hours per week in the Government Documents and Map Library while Donna Koepp is on Sabbatical Leave, are asked to contact Sandy Gilliland by 5:00 p.m. Monday, June 27, 1994. Refer to the June 20th all-staff mailing for additional information, or contact Sandy Gilliland for details.

Sandy Gilliland

ESHELMAN TRANSFER

As of June 1, and at my request, Nicholas Eshelman has relinquished his duties in Cataloging to transfer full-time to the Automation Office. A number of factors have entered into this decision. Primary among them is the increased local demand for assistance with networked information resources, both locally on the LAN and through the Internet. In addition, the Automation Office will need additional support during the upcoming, extended leave of Marianne Reed and as we begin the process to select a successor online system. Assistant Dean George Gibbs is exploring options with the Cataloging Dept. to manage the effects of this transfer on cataloging.

William J. Crowe

ROGER ANDERSON ASSIGNMENT

Starting on July 1, Roger Anderson will increase his assignment in the Government Documents/Maps Library to half-time. His duties will include a greater involvement with the international/British documents collections. He will continue in his Watson assignment to carry out collection development activities for anthropology, political science, sociology, and urban planning. George Gibbs

WATSON FRONT DOORS:

Please remember to push/pull the front doors of Watson closed when you are exiting/entering the building after/before hours. We are finding the doors open at times when they shouldn't be. Thank you. Circulation Staff

CALL FOR CLASSIFIED CONFERENCE VOLUNTEER:

A volunteer is needed to serve on Dean Crowe's review committee. The committee will number about 10 with representation from various aspect of the university, including library staff. The group will work from late August through December and will meet about 6-10 times. Activities will include a review of Dean Crowe's self-study report, distributing a questionnaire, site visits and interviews with library staff. A final report will be written by one person with each committee member, editing a portion of the document. I've been told that the beginning is a little busy, the middle slower, and the end is busy.

The Classified Conference Executive Board will choose one name from the list of volunteers to serve on the committee and inform David Shulenburger at Academic Affairs of our decision. If you would like to volunteer to serve on the committee or have questions please contact me no later than noon, June 27, at 4-4715 or by e-mail and janderso. Thanks. Janet Anderson-Story

GOING, GOING, GONE

Rhonda Boose in the administration office, will be away from the office beginning July 5th, and will return on August 1st. During that time, maintenance requests (plumbing, heating/air conditioning, lights, etc.) should continue to be called in to the administration office. Plans are being made for another staff member to provide assistance with these kinds of problems. If you have questions regarding travel (funding, arrangements, payments), contact JoNell Proctor for assistance. To schedule meetings/appointments with Bill Crowe, George Gibbs, Mary Hawkins, Nancy Jaeger, or Sandy Gilliland, contact the individual or Cristina Gonzales. Articles, minutes, announcements or other items for publication in the *FYI* should be sent to Sandy Gilliland. See you in August! Rhonda

ATTACHMENTS

Library Faculty Assembly Executive Committee Minutes--June 13th, 1994,
Library Space Committee Minutes--May 5, 1994

LIBRARY SPACE COMMITTEE

Minutes of May 5, 1994 (#10)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley, Mary Roach, Kendall Simmons
Absent: Rich Ring

The committee met in JRP to tour the space made available to the library for storage. The space is located on the basement level, partially underground, and can only be reached via a keyed elevator. The basement level is also used by Campus Purchasing for storage of supplies and furniture with the library space divided from Purchasing's space by a locked gate. Most of the library's space is in a large room with some support pillars, curtained windows, a tiled floor, and an acoustical tile ceiling. The library also has a smaller room on the same floor which was formerly the weight room (complete with a painted wall mural of a man "pumping iron"). The shelving has already been partially assembled in both areas and is set to allow 28" aisles and approximately 3000 shelves. The committee noted the need to provide additional window coverings (perhaps a light-reducing film), a hydrothermograph to monitor temperature and humidity fluxuations, and fumigation to control the insect and spider population.

The minutes of the April 28 meeting along with the attachment, JRP:THE PLAN, were revised and approved. The question was raised as to whether anyone outside the committee is reading our minutes since we have received few comments on our activities. We encourage staff to contact any committee member with questions, comments, or suggestions.

Since the issue of reclassification of Dewey serials to be moved to JRP was left undecided at the last meeting, a formal poll of the committee members was made. Voting against reclassification were 6 members (Donna, George, Kathleen, Mary R., Kendall, and Mary H.). Voting in favor of reclassification was Susan. Kent abstained.

The group discussed the draft "Operating Procedures-JRP" of April 26 prepared by Kendall. The OCAT records for items stored in JRP will have a message indicating that the material should be requested from a circulation desk. A request form will be available at the circulation desks (similar to the Brieflist Request form or the Hold/Search form) for the patron to complete and the form will then be given to the Watson Holds Supervisor. If the form is turned in at a branch circulation desk, a staff member will phone the Holds Supervisor in Watson with the request. The anticipated turn-around will be within 24 hours Sunday-Thursday and after 4:30pm on Monday for requests processed Friday or Saturday. The Mail Room staff will be responsible for finding the requested items in JRP and giving them to Watson Circulation staff. The staff will place the material on the "Hold" shelf and, if not picked up that day, a notice will be mailed to the requestor indicating the item is available. JRP materials must be picked up and returned to the

Watson Circulation Desk. The Mail Room staff will be responsible for reshelving items in JRP after they are returned.

Although a permanent location for JRP items (with a temporary Watson Circ location) will be available on the Circulation System, many of the pieces will not have circ records until they are requested. Items without circulation records will have to be input before being put on Hold or checked out. The committee discussed the possibility of physically marking the items which were requested from JRP both to assure that they are correctly returned and to provide a visible record of the usage of the stored material. This will need further discussion. Kendall will revise the draft in light of our discussion and distribute the revision to the committee.

After reviewing the committee members' summer plans for meetings, conferences, and vacations it was apparent that we will not be able to maintain our weekly meeting schedule due to members being absent. We will not meet May 12; we will tentatively schedule a meeting for May 19 (may be canceled due to the automation vendor demos); we will plan to meet May 26. Among the agenda items for future meetings will be reports from committee members regarding the progress of the move to JRP.

Recorded by Susan Craig

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JUNE 13TH, 1994 MEETING

Present: N. Eshelman, chair, K. Graves, J. Neeley, D. Dandridge, B. Jones. Absent: M. Rosenbloom, B. Schaffner. Guests: M. Biggins, L. Moore, M. Roach

Minutes: Minutes of the May 16, 1994 meeting of the Executive Committee were approved as amended. Minutes of the Committee on Salaries and Benefits for April 27th, May 3d, and May 13th, 1994 were approved. Minutes of the Budget and Planning Committee for May 5, 1994 were also approved.

Agenda for the LFA General Meeting on June 23d

1) Possible Wording Changes on the Promotion and Tenure Form

M. Biggins, chair of LCPT, gave some background on this issue. He explained that Sandra Gaultt, in a meeting with Dean Crowe and S. Gilliland, had suggested that the Library consider changing some wording on the promotion and tenure form so as to provide clarification and to give more detail concerning research expectations for librarians. LCPT had decided not to revise the wording because LCPT members felt that to do so would result in a change in requirements that the Library had been assured were acceptable. L. Moore added that LCPT had not wished to be responsible for a change in wording that would likely be a change in policy; rather they felt that such an action should be considered by the LFA membership. Exec agreed that LFA should discuss how this matter should be resolved. M. Biggins will introduce the issue at the LFA general meeting.

2) Mid-Term Review

N. Eshelman explained that the matter of mid-term review for tenure candidates has become a timely issue: Dean Crowe has received a suggestion from V-C Shulenberger that we might want to initiate mid-term reviews. Susan Craig has gathered some examples from other schools of mid-term review procedures and has agreed to report on these at the LFA general meeting. A general discussion of whether and how to follow-up on this matter will likely follow.

3) Extending a Term of an LCPT Member

M. Roach reminded Exec that she needs a decision on her offer to extend her term on LCPT for a third year. (She made the offer because of a need to correct the balance between new and carry-over LIII members on LCPT.) EXEC agreed that a motion should be offered at the general meeting to resolve this.

CESR's Recommendations Regarding Service and Research Guidelines

Discussion turned to some of the recommendations in CESR's annual report concerning the need for guidelines for service and

research. N. Eshelman suggested that this matter would need to be resolved by next year's Exec but that some discussion from the current Exec members might be helpful to the future members. Since the hour was advancing toward noon, discussion of most of the recommendations was brief and did not arrive at clear consensus, but a trend of opinion was evident on some issues.

The suggestion from CESR that a new committee be appointed to create guidelines was not received with enthusiasm. To another suggestion from CESR it was agreed that imposing a penalty for late FASAR's should not be a responsibility of CESR. It was suggested that CESR might consider bouncing late FASAR service/research sections up to the associate deans.

Eshelman's suggestion that CESR should consider quality, not quantity, and should not, therefore, attempt to factor in relative weights for service and research received some support and no opposition.

It was generally agreed that nominal payment for professional services or research activities should not affect evaluation.

CESR's statements in regard to publications, (i.e. that copies of publications, or at least specific information re length, publisher, whether refereed, etc. be included in the file, and that Guides of Readers be placed with job performance) were generally thought to be sensible.

There was not a clear consensus concerning acceptance of creative and artistic performances as research, but it was acknowledged that within the Library there is a considerable amount of such activity, that the range from amateur to professional is wide, and that the degree to which a given activity is "professionally related" is debatable. There seemed to be some agreement that most such activities would not be worthy of great credit.

In respect to public service, there was some agreement that, to be credited, the service should require professional expertise and should not involve political office. It was also noted that the University mission statement does encourage public service.

Exec members took exception to the implication that professional memberships and attendance at conferences is more a reflection of financial well-being than of professional commitment, but did agree that mere membership in an organization should not count for much.

In respect to national service versus local service, it was pointed out that UCPT considers national service as very important to the University and tends to reward it accordingly. It was also pointed out that other factors, such as the quality of service and amount of effort involved, should be considered.

Committee Appointments for FY95

Eshelman reviewed the list of volunteers for next year's appointed LFA committees. In several cases there are more volunteers than positions. It was decided that appointments should not be made until we have the results of other elections.

Eshelman advised us that we can expect to meet for another couple of Exec sessions before the new Exec Committee takes the helm. The meeting was adjourned.

----Reported by Barbara Jones

Music Library Association
March 3-6, 1994

The Music Library Association held its 63rd annual meeting March 3-6 in Kansas City at the Ritz-Carlton Hotel. It was really wonderful not to have to travel more than an hour to attend this conference, and I enjoyed the opportunity to spend a whole week on the Country Club Plaza.

I was Chair of the Local Arrangements Committee and have been planning this conference for several years. It seemed incredible to finally realize these plans, and to see nearly 500 of my colleagues from all over the United States, Canada and Europe actually attending the conference I had worked so hard on. On the surface, everything seemed to go smoothly, and we received dozens of compliments and comments that this was "the best MLA conference ever!" All this was very gratifying, to say the least, and certainly made us feel our hard work had paid off.

However, in order for things appear to be running smoothly, I had to do some very fancy footwork before and during the conference. I arrived in Kansas City on Feb.26, where my committee and I spent 2 days stuffing the registration packets all conference attenders were to receive. I spent much of Monday (Feb.28) on a conference walk-through with the hotel staff and MLA convention personnel. Tuesday and Wednesday were mostly occupied with making sure two special tours got off on time with all those previously signed up on board, helping registrants for pre-conference workshops, and handling early registration. After a dinner Wednesday evening with 20 of my MLA-Mountain Plains Chapter colleagues, the Exhibitors' Reception officially opened the conference and the real race was on.

I had a lot of excellent help from members of my MLA Chapter, and of course the other members of the Local Arrangements Committee were of invaluable assistance. Nevertheless, there were a myriad of details to attend to during the three days of the conference. After overseeing all aspects of conference registration and acting as liaison between those in attendance and hotel staff, with a horde of additional problems and situations occurring constantly (and frequently simultaneously), I wasn't able to attend a single conference session. I did attend a fiscal officers breakfast and a meeting of the Board of my MLA chapter, as well as the final business meeting of the conference.

I continue to receive congratulations from conference attenders, and, in spite of all the hard work, am glad I committed to such an undertaking. I am very grateful to all my KU Libraries colleagues who were so patient and understanding as the conference drew closer and more of my time was occupied in conference arrangements. I am also grateful to the Staff Development Committee for providing financial assistance for my participation in this successful conference.

-- Susan Hitchens

Music Library Association
March 3-6, 1994

I attended sessions of the 63rd annual meeting of the Music Library Association, this year held in Kansas City, Missouri, March 3-6. Beginning on Thursday, March 3, I attended Plenary Session I: *The music of Kansas City from the Civil War to Bird: Stomps, Cakewalks, Ragtime, Brass Bands, Jazz, Swing, and Bop*. At this session, three humorous and informative papers were read by Ted Albrecht (Kent State), Peter Munstedt (MIT), and Chuck Haddix (UMKC). Later that day I attended the Film Music Roundtable meeting, which included discussion on Aaron Copland's score for *The red pony*, by Alfred W. Cochran (KSU), and a report on the Bernard Hermann Music Company presented by Martin Silver (UCSB, ret.) The Roundtable concluded with less formal presentations on the Film Discussion List (H. Stephen Wright) and a report on the film music journal, *The cue sheet*, by Marsha Berman.

On Friday, March 4, I attended Plenary Session II: *Dance, Music and Librarianship*. This was followed by a presentation entitled *The virtual music library* by Leslie Troutman (University of Illinois). On the afternoon of March 4 I attended the Band Music Roundtable session where I heard papers presented by Dean Corwin (University of Nebraska--Lincoln) and Marty Jenkins (Wright State University).

In addition to attending plenary sessions and roundtables, I visited the vendor display area where I met several publisher representatives, including the individual with who I have conducted business from H & B Recordings Direct.

This was my first meeting of the Music Library Association. I found it very interesting and was delighted to meet librarians from around the country who had previously been faceless names on MLA-L. I was able to contact old friends and classmates from 20 years ago, and was pleased to be able to assist the Local Arrangements Committee at the registration desk on Friday, March 4.

I appreciate the assistance granted me by the Staff Development Committee which helped make it possible for me to attend this conference.

-- James Smith
Music Library
June 21, 1994

REPORT ON TRIP TO BOSTON-PROVIDENCE-NEW YORK, FEBRUARY 1994

Submitted by Susan Craig, Feb. 21, 1994

I left Lawrence on Wednesday February 9. The East Coast had been hit by a major winter snowstorm with some airports closed and many flights canceled but I was fortunate to make connections and arrived in Boston only a few hours later than expected. The Newbury Guest House is located in the Back Bay area of Boston, only a few blocks from the Boston Public Library and near restaurants, art galleries, bookstores, and the T (subway) so I was well situated for exploring.

Thursday I set out for Cambridge and, in spite of Boston schools being closed and some Harvard classes canceled, I had no trouble reaching campus. I visited the Loeb Library which is part of the Graduate School of Design (architecture). This functions as an independent library reporting to the School rather than to the Harvard College Libraries. They have a collection of apx 250,000 vols and add 2000-3000 vols/yr, 16 FTE staff, 250+ new students/yr, and support programs in architecture, landscape architecture, and urban design. They are currently doing retrospective conversion through OCLC to load their catalog onto HOLLIS and will shortly begin a barcoding program. Ruth Rosenbloom (Mary's mother-in-law) graciously spent an hour talking with me and showing me around. From the Loeb I went to the Sackler Museum, a relatively new museum which has an excellent Asian collection. I then proceeded over to the Fine Arts Library to meet Jeff Horrell who gave me an extensive tour (new wing since I last visited) and introduced to me to everyone. The collection numbers 250,000 vols and there are 30 staff members. It is part of the Harvard College Libraries and includes the book and journal collection, the slide and photograph collections, the Rubel Library (Asian art) as well as the Aga Khan library. They will begin retrospective conversion through OCLC soon and Jeff has just hired Maureen Sullivan to work with them on Strategic Planning. We had lunch at the Harvard Faculty Club where I met Richard DiGenero (Harvard Librarian) and enjoyed the buffet lunch which included fresh asparagus, smoked salmon, and fresh, ripe tomato salad (the Adams Alumni Center just isn't the same).

I spent the afternoon first at the Fogg Museum at Harvard and then back in Boston at the Museum of Fine Arts. The MFA has a recent addition which allows more of the collections, especially the Asian ones, to be exhibited. I toured the permanent collection as well as the special Audubon watercolors show and finally slogged back through the snow to the hotel.

Another major storm was forecast for Friday so I began early with the Boston Public Library. The new addition houses the popular reading collections while the "research collections" (including fine arts) reside in the dreary, worn old part. I spent more than an hour reviewing the art reference area noting unfamiliar titles and being careful to not "plug in any electrical devices because the wiring will not handle the extra load". From there I went to the Isabella Stewart Gardner Museum which is an extravagant Venetian palazzo filled with wonderful art. The contrast of the blooming forsythia trees and spring bulbs in the central court with the blizzard of snow now falling outside is a visual memory I treasure. The museum was virtually empty so I learned about heating/ventilation/air conditioning, lighting upgrades, and conservation plans in conversations with the guards.

I was fortunate to get a cab from the Gardner to the hotel (to fetch my luggage) and on to Ars Libri. The storm was fierce and traffic nearly at a standstill. Since it was Friday afternoon and the second storm of more than 17" in less than 2 days many folks were leaving work early and tying up the streets. I spent only three hours at Ars Libri reviewing stock and talking to the staff before they bundled me off in a cab to the train station. I had planned to take a later train but the staff were worried the trains would stop running so they provided numerous home telephone numbers for me to call if I didn't make it out. Again I was lucky and caught the Providence train (and even got a seat). The cabs in Providence had stopped running so I phoned the Omni Biltmore Hotel and they sent the Assistant Manager in his four-wheel drive vehicle to the train station for me--talk about arriving in style.

Many of the ARLIS/NA conference attendees did not make it into the conference on time, with luggage, or at all. The opening line in any conversation became, "so, how did you get to Providence?" I suggested that ARLIS/NA collect the anecdotes and publish as a fund-raising project since some of the stories will remain part of the society's lore for many years.

The much anticipated tour to Newport was canceled so instead some friends and I trudged about Providence on Saturday. The Museum of Art at the Rhode Island School of Design (RISD) was a surprise. I expected a contemporary collection and instead found a wonderful, diverse collection with paintings, sculpture, and decorative arts. After sliding down the hill back to the hotel I attended the ARLIS session on Museum Library Special Collections-- a continuation of a session I spoke at last year. That evening the Getty sponsored a reception to introduce some new publications and announce that BHA, RILA, and RAA will be available on CD-ROM sometime this year. I had expected the BHA project but it was good news to hear that they had retrospective plans as well. I also was excited to see the first demo of the CD-ROM Avery Index to Architectural Periodicals.

The bulk of the evening was spent at the Providence Athenaeum viewing the library and listening to a humorous talk by Tom Roberts (described as a RISD professor, film critic and raconteur) on the Rhode Island character. The Athenaeum, founded in 1753, continues to serve as a subscription library and literary center. They have a combination of handwritten and typed cards in their antique catalog drawers and seem to be thriving (although space is clearly a problem). I regret I live too far away to justify a membership in this Providence institution.

The ARLIS/NA conference began in earnest Sunday morning with committee meetings, section business meetings, division business meetings, and eventually program sessions. The Collection Development committee has a busy agenda and I offered to help review the CD standards from 1983 as well as contribute to a list of o.p. art dealers in the U.S. I also volunteered to prepare a program proposal for the Academic section for next year's conference on Resource Sharing and Consortia. I want at least one speaker to address problems in resource sharing art materials in remote locations since such ARLIS/NA discussions often focus on the ability to send the user uptown/downtown/or across the Bay.

Among the program sessions I attended, the best was one on Landscape

Architecture resources. A librarian from the Loeb Library had a 10 page bibliography to share, a practitioner discussed current research trends, and a doctoral student spoke about her dissertation work on Williamsburg. 'Collection Evaluation as a Reference Tool' was too parochial; 'Copyright in the Age of Electronic Technology' had canned talks by specialists who seemed not to know who their audience was; 'Electronic Literacy' was basically a good session aimed at conveying basic terminology and concepts in workstations, hardware, networking, telecommunications, CD-ROMs, and imaging; and 'The Virtual Reference Library' session was not as helpful as anticipated.

The special events included the Convocation and reception at the RISD auditorium and museum, a Valentine's Day party sponsored by Ars Libri, and an entertaining talk by David Macauley (noted author and illustrator from RISD) at the Membership luncheon. The luncheon was fun partly because we had organized a "good" table of colleagues: Susan Wyngaard from Ohio State, Peg Kusnitz from U of Michigan, Eleanor Hartman and Carl Baker from LA Country Museum of Art, Gretchen Karl from the Getty Library, Ann Abid from the Cleveland Museum of Art, Clive Philpott from MOMA, Jeff Horrell from Harvard, and me. The informal conversations at meals or on bus rides or at receptions are the usually the most valuable part of the conference experience and one learns to seek out colleagues to make these contacts happen. I also attended the Art Bibliographies: Modern Advisory Board dinner meeting and spent several hours in the exhibits talking to publishers and vendors. I saw demos of ABM on CD-ROM as well as Design and Applied Arts Index on CD-ROM. These will likely be the first two indexes we load on our new station.

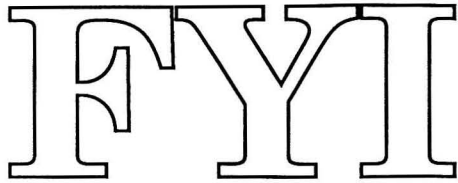
I left Providence Wednesday morning on the 6:40 train to New York. Although no additional snow had fallen since Sunday, the New Yorkers were not coping well. Traffic was dreadful and just getting a taxi from Penn Station to the hotel required an hour wait in a bitter cold wind. The Park Central Hotel was well located but they seemed unprepared to cope with the onslaught of CAA and VRA registrants. Fortunately my room was ready so I dumped my luggage and caught an uptown bus to the Cooper-Hewitt Museum. They featured an exhibit on advertising and packaging design from 1925-1975, "Packaging the New", as well as an exhibit of architectural drawings by Paul Rudolf on the Singapore Concourse building, "From Concept to Building". The National Academy of Design had its annual exhibition on view and the Guggenheim Museum was showing Robert Morris. The Guggenheim only reopened last fall after adding a new section to the Frank Lloyd Wright original. The building seems to work just fine but they recently announced major financial constraints which are leading to massive lay-offs, reduced hours, and closing the library. ARLIS/NA took a vote at the Membership meeting condemning the closing of the library since the Guggenheim administration has explained that the curators will simply do their research at other nearby libraries and the exchange program will be abandoned.

Thursday I began at the Frick Museum (probably my favorite in the entire world) and then visited the Whitney Museum of American Art, Ursus Books, Archivia Books, the Asian Society galleries, and China House Gallery. At all the museums I visited on the trip I either got a prepared list of available publications or I made a list as I reviewed the books in the shops.

Friday began with breakfast at the KU Reunion at the College Art Association (CAA) conference which brought together former students and faculty then I spent several hours in the exhibits area collecting brochures and talking with exhibitors. By noon I escaped to the Cloisters Museum which I last visited 20 years ago. I had nearly forgotten how wonderful the building and collection is. Located at the northern most tip of Manhattan in a little-visited park, it has a wonderful remote unspoiled ambiance. The snow was quickly melting since the temperature was in the 50s but the enclosed areas still had a white unmarred covering and the sunshine poured through the stained glass windows. To aid in returning to reality (and the 20th century) I took the #4 bus all the way down to the Metropolitan Museum passing through Washington Heights, Morningside Heights, Spanish Harlem, across Central Park North, and down 5th Avenue--several cultural, ethnic, and economic changes. At the Met I spent an hour talking to Bill Walker, the chief librarian, who recently announced he'll be retiring in June. We've served together on numerous committees, boards, and program panels for nearly 25 years so we had a lot to cover. The Met continues to expand so in a 4 hour visit I saw only the newly installed 19th century galleries, the American wing (including the Luce Center for the Study of American Art), the Costume Institute with the special Diana Vreeland exhibit, the European painting galleries, the Asian galleries, the print and photograph galleries, and a quick peek at the "Gold of Meroe" show. The list of areas I didn't see (before my feet and head wore out) is about 3 times as long.

My last day in New York was spent visiting some of the midtown museums. I began with the American Craft Museum which had an exhibit of American arts and crafts pieces called "The Comfortable Home, 1900-1920" as well as a permanent collection of work by contemporary artisans. MOMA was the next stop and as always it was a mob scene. I spent most of my time in the architecture/design and photograph collections with only a quick tour of the other galleries. I find MOMA's space so sterile that I am never tempted to linger. The crosstown bus took me to the Japan Society galleries. I knew there was no current show but I hoped for at least a publications list but the space was firmly closed so I continued on to the Pierpont Morgan Library for a last stop at a gracious space. They featured a show on Gutenberg and early printing, an exhibit of historical documents, manuscripts, and maps from the 1820s to the 1860s on the politics of slavery, and selected "treasures" from the collection. A garden court area was added in 1991 making the museum seem more gracious and spacious.

I caught the Sunday morning 7:20 plane from LaGuardia-Pittsburgh-KCI arriving back in Lawrence by noon. The entire trip was wonderful with great art, exciting cities, informative programs, and contacts with colleagues from all over North America and abroad (Netherlands, Taiwan, France, Peru). To visit the grand spaces and collections in the Gardner, the Frick, and the Cloisters, and to tour the Metropolitan Museum, the Boston Museum, and the Museum of Modern Art viewing art from many centuries and cultures all in 10 days is an amazing experience. I am grateful to the Murphy Travel Fund, the Library Administrative Travel fund, and the Library Staff Development fund for assisting with the expenses of the trip.



University of Kansas Libraries

Number 1278 June 30, 1994

FAREWELL RECEPTION FOR FRITZ SNYDER

Fritz Snyder, Associate Director of the KU Law School Library, has accepted a position as Director of the Law School Library at the University of Montana. The KU Law Library is hosting a farewell reception for Fritz on Thursday, July 21st, from 2:00 - 4:00 p.m. in the Law Library Reference Room. All members of the KU Libraries staff are invited to attend.

Sandy Gilliland

TUITION ASSISTANCE APPLICATION DEADLINE ANNOUNCED

Full-time staff who have been employed in a full-time position for at least one year, and half-time staff who have been employed for at least three years are eligible to apply for funds from the **Tuition Assistance Program**. The Tuition Assistance Program is the Program used at KU for the implementation of KSA 75-5519, a Kansas statute that authorizes state agencies to pay the cost of tuition and other educational expenses for their employees. To apply, complete an Application for Tuition Assistance form (available from the Library Administrative Office or the Executive Vice Chancellor's Office), and attach a transcript of all college work, a brief statement explaining how you anticipate that this educational experience will benefit you and the University, and a short letter from your supervisor showing support for you to take the course. Applications must be submitted to the **Tuition Assistance Committee, Office of the Executive Vice Chancellor, 230E Strong Hall, Campus**. Applications are due by 5:00 p.m. Friday, July 15, 1994.

Sandy Gilliland

CIVIL SERVICE EXAMINATIONS

The State of Kansas has opened the Library Assistant I and II examinations. Please inform your student assistants who are interested in permanent civil service employment that applications for examination must be submitted to Human Resources no later than July 22nd. **Examinations must be taken in order to be considered for civil service employment.** The Library Administrative Office has a supply of examination applications, or they may be obtained directly from Human Resources, 102 Carruth-O'Leary. Contact Sandy Gilliland or Human Resources with questions.

Sandy Gilliland

GENERAL MEETING OF THE CLASSIFIED CONFERENCE

There will be a general meeting of the Classified Conference Tuesday, July 12, from 10 to 11:30 A.M. in Conference Rooms A & B, 5th floor Watson. New officers will be introduced, constitutional changes will be discussed, and committee charges will be developed.

CLASSIFIED CONFERENCE ELECTIONS

Officers for 1994-1995 are:

Chair Alex Slater, elected vice-chair/chair-elect last year
Vice-chair/chair-elect, Kendall Simmons
Secretary Corrie Thompson

Committee members are:

On Budget and Planning, Kathy Lafferty, newly elected, Joyce Elliott continuing.
On Staff Development, Janet Anderson-Story is newly elected, Carole Dibben continuing.
New Grievance Committee members are: Alex Slater, Bob Marvin, Kathy Lafferty, Corrie
Thompson, and Janet Anderson-Story

Group Representatives are:

Group I: Mary Ann Baker
Groups II and III: Corrie Thompson and Mark Lasnier
Group IV: Pam Bonham
Groups V, VI, and VII: Bob Marvin, Cindy Rivera, and Malgorzata Stamm
Group VIII: Brenda Owens
Group IX: Carol Jeffries
Group X: Julie Slusser
Group XI: Melissa Boyer

Bob Marvin

OFFICIAL RESULTS

LFA Executive Committee FY1995

Vice-Chair/Chair-Elect: Susan Craig
LIII Representative: Lorraine Moore
LII Representative: Judith Emde
LI Representative: John Richardson
Unclassified Professional Representative: Jill Girardo
Secretary: David Pardue

Library Committee on Promotion and Tenure

LIII Representatives: Nancy Burich (2 years)
Susan Hitchens (2 years)

(LFA action is pending regarding the election of a third LIII representative. The question has been referred to the Committee on the LFA Code and Bylaws).

LII Representatives: Rachel Miller (2 years)
Lorrie Knox (1 year)

(Lorrie Knox will serve the remaining year of Mike Biggin's term).

Submitted by David Pardue, N&B Secretary

ATTACHMENTS

Committee on Salaries and Benefits minutes--15 Jun 94
Library Faculty Assembly Executive Committee Minutes--June 20th, 1994
Library Faculty Assembly minutes--June 23, 1994
Music Library Association, Mountain-Plains Chapter Report

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting 15 Jun 94

Present: B. Gaeddert, S. Gilliland, G. Husic, L Moore

Nancy Jaeger joined the group to discuss how the FY95 salary figures were computed. Nancy reminded the committee that there are two sets of figures, one for July-September and a second for October-June. Librarians were not originally included in the "instructional" faculty increment passed by the legislature, but the university has applied the increment to all faculty. The full increase was delayed to October, but the FY 96 compensation will be computed on the higher base.

There was a general discussion about salary compression, high beginning salaries, and our ARL standing.

Nancy then left the meeting and Dean Crowe joined the group.

The Dean explained that it is not clear whether the lack of inclusion of librarians in the original increment passed by the legislature was an unfortunate matter of Regents staff communication or a real intent at the Regents level to exclude librarians. Associate Vice-Chancellor Schulenberger and Dean Crowe are pursuing this for the coming year with CODDL and COCAO.

A general discussion followed about our being handicapped for recruitment and retention because of our low salaries.

The Dean, who is chairperson of the ARL Committee on Statistics and Measurement, mentioned that the ARL is planning in-depth studies of librarians from various demographic viewpoints which may be of use in studying the salary compression issue.

Gordon Fretwell may be invited to come to Lawrence for the salary compression study. The Dean will pursue this during the summer.

The Dean expressed concern--which was shared by the committee--at the unusual number of delays which occurred in the evaluation process this year which led to ratings not being available until the beginning of May. We might have been asked for our salary recommendations by Academic Affairs and not been ready. Once the budget passes the legislature, we must be ready to compute salaries--which means the evaluation process needs to be complete as scheduled when the process begins at the turn of the calendar year.

Respectfully submitted,
Barb Gaeddert, Secretary

LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF JUNE 20th, 1994

Present: N. Eshelman, chair, B. Schaffner, K Graves, J. Neeley, B. Jones. Absent: M. Rosenbloom, D. Dandridge

Minutes: Minutes of the Executive Committee meeting of June 13th were approved.

Question of Term Extension for an LCPT Member

In a brief review of the agenda for the upcoming general meeting, N. Eshelman reported that he has consulted with Ken Lohrentz on whether there is a correct way to extend a term of an LCPT member given the wording of the LFA code: it seems that there is not a parliamentary means to do this. Eshelman believes that Lohrentz is working on a sentence to add to the code that would allow for term extension. Neeley pointed out that the code does stipulate that terms be staggered but does not provide a mechanism for assuring that they will, in fact, overlap.

General Research Fund Evaluation

Exec reviewed and approved a statement written by B. Schaffner detailing the means the Library plans to employ to evaluate its success in utilizing GRF funds. (Exec had been asked to come up with a response to a request from Associate V-C Bearsse to Dean Crowe for this information.) Schaffner will incorporate the statement into a cover letter to Dean Crowe.

Committee Appointments

Exec reviewed the list of volunteers for appointive positions on LFA committees and agreed on a roster for each committee.

CESR Annual Report Recommendations

There was a brief reprise of the discussion in the previous EXEC meeting of the CESR recommendations.

The meeting was adjourned.

----- reported by Barbara Jones

LIBRARY FACULTY ASSEMBLY
GENERAL MEETING OF JUNE 23, 1994

Present: N. Eshelman, chair, M. Reed, B. Schaffner, B. Jones, M. Biggins, P. Donaldson, K. Lohrentz, L. Moore, M. Roach, G. Gibbs, S. Craig, G. Anderson, M. DeSart, S. Gilliland, S. Hitchens, K. Neeley, K. Graves, J. Emde, G. Husic, B. Gaeddert, C. Pierard, J. Neeley, R. Ring, K. Miller, G. Gillespie.

New Members

The meeting began with an introduction of new LFA members by their supervisors: K. Neeley introduced Mel DeSart, newly appointed Engineering Librarian; J. Neeley introduced Cindy Pierard, filling the new post of Coordinator of Library Instruction, and Penny Donaldson, newly appointed head of ILS.

LCPT Issues

Supporting Evidence in Tenure Files

N. Eshelman turned the meeting over to M. Biggins, chair of LCPT. Biggins presented background on a number of issues related to promotion and tenure. The first of these concerned a memo from V-C Shulenburg, which was displayed as an overhead. The memo gave specific advice concerning what needs to be included in tenure files to support the evaluation of major research. This seems, as Biggins pointed out, not to be a big issue for us, since few librarians will be affected. Biggins also noted that LCPT is planning to schedule a session in the fall for new LI's to orient them to our tenure process.

Mid-Term Reviews

On another matter, Biggins reported that the Office of Academic Affairs had suggested that the Library consider adding mid-term reviews to the Library's tenure process. S. Craig, as a current LCPT member, had taken on a charge to survey the practices of other units in respect to mid-term review. Craig reported that she had talked to Associate V-C Sandra Gault, who informed her that Academic Affairs strongly encourages mid-term review, both to assure fairness and to give any faculty member not making good progress toward meeting tenure requirements a chance to 'resign gracefully'. At the suggestion of Gault, Craig investigated the mid-term review procedures of the College of Liberal Arts and Sciences and the School of Education. She reported that the School of Education has a full formal review every spring. It is conducted by their tenure committee and involves the use of the tenure forms. She also reported that the Dean of the School believes that mid-term review will be mandated and that it would benefit us to have a procedure in place beforehand. Craig found that the College's procedures are less formal than those of the School, (e.g. tenure forms are not used) but that each department does do mid-term reviews every spring and passes on recommendations to the Dean and to the candidates. Craig reported that the College considers, as

part of the rationale for mid-term reviews, that such reviews help assure that departmental requirements are in line with UCPT policies. R. Ring asked for clarification as to when mid-term review occurs: Craig responded that it is a review at three years.

There was much discussion of the pros and cons of adding a mid-term review to our present tenure process. J. Neeley pointed out that the Library already has a laborious annual review process which includes an evaluation of job performance, a more detailed review than is usual of teaching performance. In light of this he suggested that any mid-term review should be kept simple. K. Miller noted that the annual review process, unlike tenure review, was not a peer review process. L. Moore pointed out that the annual review does not provide any prose regarding service and research.

In reply to a question from J. Emde about the amount of work involved in mid-term review, Craig stated that LCPT would need to become a year-around committee but that the process need not be cumbersome. R. Ring suggested that, instead of a committee procedure, supervisors might make a special effort in their annual evaluation of those librarians in their third year and that the assistant deans could then do reviews based on those annual evaluations. This was met with some objections, such as that a lack of mentoring might result.

N. Eshelman suggested that LCPT, having been informed by this discussion, could make a recommendation in its annual report regarding mid-term reviews. L. Moore remarked that LCPT would then need a charge if it is to pursue mid-term review. K. Neeley suggested that, since many members were not in attendance, LCPT put out a call on E-Mail for more comments on the issue. Biggins agreed to do this.

Tenure Form Wording

Biggins introduced an issue having to do with the wording on the tenure form regarding the relative importance of professional performance, service and research. He reported that Academic Affairs had suggested that we 'clarify' the statement by changing or dropping a sentence which suggests that "substantial published research" is not an absolute requirement for finding the overall performance of a librarian to be excellent. LCPT had not felt comfortable with making such a change, since it seemed that it would be a change of policy rather than simply a clarification. Biggins displayed an overhead of the tenure form wording and also an overhead of some wording which had been submitted to former V-C Deanell Tacha several years ago for the still-to-be-published new edition of the Faculty Handbook. It was remarked that the present wording on the tenure form is consistent with that of the statement for the Faculty Handbook.

There was much discussion of whether or not the percentage indications in the annual reports constitute a research requirement

or merely require that research be a component in the evaluation. It was also suggested by several members that we should wait on the issuance of the new edition of the Faculty Handbook before considering whether to alter the wording on the tenure form since the 'starting point' for any alteration should be an official document of the University. S. Craig suggested, and others agreed, that the 'starting point' should be a decision on the part of the Library faculty as to what we should or should not require. Craig also suggested that we invite V-C Shulenburg to discuss the issue with us.

N. Eshelman noted the importance of including the Library administration in discussion of this matter and suggested that LCPT continue to talk with the Library administration about this issue.

M. Biggins announced that LCPT is compiling a list of activities that could be considered to be research. L. Moore added that not all specific instances of a type of activity would necessarily be regarded as research: one would need to assess what is involved in the activity. The point of the list would be to assure people that research is not limited to formal publication.

Administrative Salary Supplements

This matter was not discussed at the meeting. Dean Crowe, who was en route to ALA and could not be at the meeting, asked that some text from letters which were sent to all librarians who have held administrative supplements be included in the minutes in order to describe this issue and what steps he has taken concerning it--information he had hoped to share at the meeting. The text is as follows:

"I have become increasingly concerned about the Library's variable practices in applying administrative supplements, which have led to some anomalies over time. (The term "supplement" is official University parlance. The LFA Salary and Benefits Committee observes that "component" might be a more descriptive term.)

"As I can act only prospectively in dealing with this matter, I want you to know that as librarian positions fall vacant I will apply administrative supplements to any which has an administrative component, i.e., to assistant or associate deans; librarians with other Library-wide administrative responsibilities; department heads and branch library heads; and heads of major units within departments.

"In parallel with this action, and after consulting with Academic Affairs about good practice and with the LFA Salary and Benefits Committee about how best to communicate my action, I am also converting all current administrative supplements that heretofore have been expressed in dollars, to be a percent of salary. To avoid ex post facto disadvantage to any individual (recognizing, of course, that--over time--a larger absolute dollar

amount will be within administrative supplements), all such administrative supplements will be rounded down to the nearest whole percent."

Proposed Code Change Involving LCPT Terms

N. Eshelman explained that M. Roach had offered to extend her term on LCPT in order to provide for some continuity and to restore staggering of terms, (three of the LIII members go off the committee this year) but that there is a problem with accepting her offer given the term restrictions in the code. He had consulted with K. Lohrentz, the parliamentarian, about the matter. Lohrentz explained that Roberts Rules do not provide a way to waive code wording. Lohrentz, who is also a member of the Nominating and Ballot Committee, said that N&B had run a ballot to fill only two of the LIII positions in hope that a way could be found to accept Roach's offer, but that the only means found was a code revision to allow her to be a candidate for a one-year term. Craig noted that lack of continuity could be a particularly critical problem this year since only two members of LCPT will carry over.

Lohrentz presented a rewording of the code which would allow one member to be elected for a one-year term when necessary to achieve maximum overlap. J. Neeley, prior to the meeting, had offered a slight change of wording with the intent of making the code change clearer. Since both wordings seemed somewhat ambiguous, more amendments were offered. Craig suggested that, since the meeting was agreed regarding the intent of the revision, (e.g. that a member slated to go off LCPT could run for an additional one-year term in order to insure continuity) the work of polishing the wording could be referred to the Committee on Code Revision. It was agreed that this be done and that the issue could then be resolved by mail ballot.

The meeting was adjourned.

-----reported by Barbara Jones

Music Library Association, Mountain-Plains Chapter

Susan Hitchens

The 17th annual meeting of this chapter of the Music Library Association was held May 20-22 in Las Cruces, NM. Over 25 music librarians from Alberta (Canada), Arizona, Colorado, Kansas, Nebraska, Nevada, New Mexico, Oklahoma, and Utah gathered in this delightful locale to renew acquaintances, conduct Chapter business and listen to a number of papers on a wide variety of topics.

The meeting was kicked off with a pre-conference dinner was held at a local restaurant, where the Dean of the New Mexico State University Library demonstrated true Southwestern hospitality by buying the first two rounds of margaritas. The meeting officially began the following morning with a welcome from the Mayor of Las Cruces, a professional bassoonist and amateur jazz saxophonist.

Daron and Janet Bradford of Brigham Young University opened the first round of papers with a historical overview of the Japanese end-blown flute, the shakuhachi. Using recorded musical examples, they illustrated the wide emotional spectrum the shakuhachi can evoke, and how it has been used in contemporary cinema.

Marie Kroeger of the University of Denver described the history of the Carson-Brierly Dance Library at DU. The collection features over 6,000 book titles on ballet, national dance with ethnomusicological studies, dance technique and mechanics of dance, kinesiology, costumes, mime, ice skating, dance in art. In addition, there are over 150 periodical titles (120 live), as well as many videos of performances, clipping files, taped interviews with leading dance figures, dance dissertations, press kits, photographs, programs and posters. The Library continues as a distinct collection and is not a part of the DU Library, but its holdings are gradually being added to DU's on-line catalog, and ILL requests are accepted.

Renee La Perriere (Eastern New Mexico State University) provided an introduction to 19th century social dance manuals and encouraged additional research in this area.

Monique Durham (University of New Mexico) discussed the connection between the great Russian dancer Anna Pavlova and the *Jarabe Tapatillo* (the Mexican hat dance). In 1919, her tour of Mexico with her company ran into financial difficulties and she incorporated a *Fiesta Mexicana* into the program, including her own version of the Mexican hat dance. This proved to be a huge success and led to the great popularization of the dance.

Rick AmRhein of the University of Nevada/Las Vegas gave a brief overview of gophers and the internet in a lecture-demonstration of music on the the internet.

Bob Follet (University of Arizona) talked about the restructuring that has been taking place at the University of Arizona. The entire library staff structure has been redesigned after it was concluded that the library could no longer be collection centered. A steering committee (Organizational Adjustment Team) developed a user-centered, non-hierarchical concept to remove user obstacles in the library, with the aim of creating an environment where the user requires less mediation in locating and using materials that are needed. Sixteen staff lost their jobs as department heads but retained their salaries. Design teams were asked to define teams and activities; 8 teams were identified, reporting directly to the dean, along with 3 assistant deans and a dean's support team.

Jean Jensen of Utah State University spoke about the history of cowboy songs and their rapid rise to popularity in the late 19th and early 20th centuries. She described the lives and careers of several leading singers and composers who enlightened many aspects of the importance cowboy and western songs played in American life.

Suzanne Moulton-Gertig (University of Denver) discussed her research on Emil von Reznicek, a Berlin composer of the *fin de siècle* period. She highlighted the difficulties she encountered tracking a composer who was active in Germany from the 1890s through WWII, whose manuscripts were confiscated by the Nazis in 1944.

For the grand finale, Marc Faw (University of Oklahoma, retired) continued his series of interesting and unusual aspects of opera with "Warner Brothers goes to the opera," a discussion of the importance opera played in the history of the cartoon.

After the business meeting, where the results of the biennial election were announced and I assumed the Chair of the Chapter, we all went field trip to White Sands National Monument, where we were escorted on a nature walk by "Ranger Chuck."

Several of us stayed on for an extra day and another field trip to the Mescalero Apache reservation in Ruidoso, where we were treated to a recounting of Apache creation legends with songs, by Joseph Geronimo, one of the two living great-grandsons of the famous Geronimo.

This was a fascinating conference, and I appreciate the support I received to attend it from the Staff Development Committee.