AAU/ARL TASK FORCE REPORT -- INFORMAL LUNCH/DISCUSSION

There will be an informal lunch/discussion this Friday, from 12:00 noon - 1:00 p.m. in Alcove A of the union for bibliographers and all other interested staff. The topic of the discussion will be the AAU/ARL Task Force Report on Foreign Language and Area Studies materials. This is the first of (we hope) many informal lunch/discussions on collection development and management related topics. We have reserved Alcove A for the first Friday of the month till the end of the year (9/1, 10/7, 11/4, 12/2). Future topics will be announced, but they will include the other AAU/ARL Task Force Reports and the Center for Research Libraries (CRL). Hoping to see many of you this Friday... Rich Ring

ILDP GRANT AWARDED

Connie Powell's grant application to the FY95 Interlibrary Loan Development Program to purchase materials on destructive weather patterns has been accepted. The Kansas Library Network Board has awarded $3,645 to her for this purpose. In the three years that the Regents schools have been eligible to apply for ILDP grants, the KU Libraries have put forward successful proposals each year. The call for proposals for FY96 ILDP funds will be issued within the next few months with a spring 1995 deadline. George Gibbs

STAFF DEVELOPMENT SPONSORS BROWN BAG ON ALA/MIAMI

The Staff Development Committee will sponsor a brown bag lunch on Thursday, July 21, 11:30 - 1:00 in the Governors' Room of the Union (4th Floor) to discuss the recent ALA meeting in Miami. We hope that all those of you who attended ALA will come and tell those of us who did not attend about all the new and interesting things that happened. Bring your own lunch or buy lunch in the Union. Rich Ring

COLLECTION DEVELOPMENT TRAINING

The Collection Development Council will hold a "training" session for all bibliographers, but especially for new bibliographers, on Wednesday July 13, 10:30 - 12 in Room A. The budget allocation process, writing budget requests, interpreting Innovacq reports, year end statements and other budget documents - all this and more will be part of the program. Please bring your questions and your final FY94 budget statements to the meeting. Rich Ring

REMINDER OF "GETTING GRANTS" WORKSHOP

As a reminder, SDC is sponsoring a workshop, "Getting Grants" for all interested staff. Two identical sessions will be held: Tuesday, 7/12/94, 1:30 - 3:30 and Thursday, 7/14/94, 9:30 - 11:30, in Conference Room A, Watson Library. Kim Moreland, Director of KU's Research Support and Grants Administration department will present the programs. To register, contact Sandy Gilliland, 4-3601 (or E-mail SGILLILA) by 5:00 p.m. Friday, July 8th. Staff Development Committee

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
OPEN FORUM

The Dean will hold one of his regular "Open Forum" meetings for all interested staff on Tuesday, July 12th, at 2:00 p.m. in the Anschutz Science Library Conference Room, 4th Floor. See you there!

ATTACHMENTS

Attached to this issue of FYI are the following:

FY1994 Annual Report of the Classified Conference Personnel Committee
Travel Report, ALA/Miami, Susan Craig
Travel Report, Netherlands, Annie Williams
Personnel Committee Annual Report
1993-94 term

The beginning membership of the committee: Gaby Holcomb, Bob Marvin, Janet Revenew, Joyce Elliott, Rex Hargis, Sue Hewitt

Rex Hargis elected chair, Gaby Holcomb elected secretary.

Charges to the committee from Classified Conference Exec. Board:
1.) write an annual report to be turned in at the CCEB meeting in June

2.) investigate reclassification step increase funding

3.) survey the Information Technology Consultant specification and other fields that could pertain to library employees

Membership changed: Rex Hargis and Sue Hewitt resigned. Janet Revenew elected chair, Julie Slusser joined the committee.

Janet received Info. Tech. Consultant specs, distributed to committee members for study. Our committee could not find anything of use in these classifications to help our classified staff. Before Rex left, he consulted with outside staff to verify this conclusion. Upon reporting this information to the CCEB, the board wanted the committee to investigate other classifications which might be of use to classified staff. Janet consulted with Sandy for assistance in this matter. Due to year end activities and the trauma of Shelley’s death, this matter was put on hold until Sandy had more time. In the meantime, Dean Crowe was attempting to get information from Topeka why the LA classification salary ranges stayed the same as well as pursuing info. on the state’s classified librarian pay ranges (their salary was boosted quite a bit). The Personnel Committee supported the Dean’s efforts for this information. The committee felt LA classifications would be able to use this information for future salary boosts as opposed to trying to locate job descriptions with higher salaries. However, this matter is still open and will be left up to the incoming CCEB if they wish to pursue.

The Classified Employee of the Year award was changed from a classified conference committee to an administrative committee. The Personnel Committee spent the remainder of the time working on this issue.

Respectfully submitted,

Janet Revenew, chair
Personnel Committee 1993-94
REPORT ON TRIP TO MIAMI AND LOS ANGELES
submitted by Susan Craig

I left Lawrence on Friday, June 24, for Miami to attend the American Library Association meeting. Although I rarely attend this conference, I was asked to speak at an ACRL/ULS (Association of College and Research Libraries/University Libraries Section) session this year entitled "What me--a Leader?" My specific talk was on the involvement of librarians in campus governance. The session was Saturday afternoon and thus allowed me time to enjoy the rest of the conference experience. (If anyone wants to hear the talks, it was a taped session and I have a copy of the tapes.) Most of my time was spent in the conference exhibits talking with vendors, viewing demonstrations of systems and products, and examining publications. I did attend a session on "Applications of Digital and Supercomputing Technology in the Arts and Literature" with one speaker reporting on her study of how art historians view digital images of Caribbean art; enjoyed a panel discussion by contemporary mystery writers; heard good advice from some personnel librarians about keeping ones’ resume up-to-date and job hunting techniques for the mid-career librarian; had a lengthy lunch with Clint Howard and caught up on California library gossip; and treated myself to an excellent bus tour of Miami which allowed one to see something other than the hotel and the convention center. The hottest topic of conversation at ALA was about the demise of NOTIS Horizon. The Nelson Museum librarian and I were on the same plane out of KCI on Friday so I learned that the Nelson, along with the Linda Hall Library, had received a letter less than a week before the conference informing them that NOTIS Horizon was no longer going to be available (in spite of the contract which they had recently signed). The other topic of conversation was the difficulty of staging a conference in Miami where the distances between hotels meant you had to allow at least an hour to get anywhere by conference bus or pay exorbitant cab fares. I was not sorry to leave Miami for Los Angeles on Tuesday.

My visit to Los Angeles was a result of a desire to attend the memorial service for Dr. Franklin Murphy scheduled for Thursday, June 30, on the UCLA campus. I spent Wednesday visiting the J. Paul Getty Museum and the J. Paul Getty Research Center. These are two separate entities each requiring prior arrangements. The museum is located in Malibu and although it charges no admission, one must have a parking reservation to visit. The museum building is reminiscent of a Herculaneum villa surrounded by Mediterranean style gardens and filled with antiquities, paintings, decorative arts, drawings, and photographs. The Resource Center is in a bank building in downtown Santa Monica and houses the 650,000 volume art and humanities library, archives, and rare books. I was fortunate to have the head of Resource Services and Collection Management take time to meet with me and show me the plans for the new Getty Center which is under construction. This center will have multiple buildings for the resource center, a museum, visitors center, conservation center, trustees' building, etc. and is expected to open to the public Spring 1997. I had dinner with the former UCLA art librarian (everyone who is eligible in the California system
seems to have taken early retirement) and spent most of Thursday with the Rare Books librarian from the Getty. Dr. Murphy’s memorial service was extraordinary. It took place in the center of UCLA’s campus adjacent to the Murphy sculpture garden on a beautiful California day. Nearly 1000 people attended and, after tributes from the current UCLA chancellor, a Los Angeles medical doctor, the current Chairman of the Board for Times-Mirror, and Dr. Murphy’s son, the group was invited to a reception in the garden. Sandy Mason and I were the only KU representatives at the service and we both had an opportunity to speak with Mrs. Murphy and Mrs. Vosper.

I am grateful to the Murphy Travel Fund, the Library Administrative Travel Fund, and the Staff Development Fund for assisting with the expenses of this trip.
LOOKING FOR ART EXHIBITION CATALOGS IN THE NETHERLANDS, JUNE 1994

Annie Williams

I went to the Netherlands in June, 1994 to visit art museums, looking for exhibition catalogs and other art titles that are not widely marketed. The greatest part of my professional assignment involves monographic cataloging, especially art monographs. Because of the exceptionally strong emphasis on Dutch art in KU's Art History Department, I work with many books about Dutch art and as well as books in Dutch about all kinds of art, architecture, photography, decorative and applied arts, as well as related subjects such as African art.

It is my hope that acquisitions information gathered on this trip will help Susan Craig, the art bibliographer. Also, improving my Dutch language expertise, along with my having a better understanding of the Dutch and European book trade, as well as Dutch culture in general, ought to benefit the Catalog Department and indirectly the rest of the KU library.

I was encouraged in this venture by Lorraine Moore, head of the Cataloging Department, and by Susan Craig, Art Librarian. At Susan's suggestion, at each museum I asked first for a list of publications. Some museums had lists of publications that they gave me or later sent to KU. However, when there was no list, I made notes of titles that appeared appropriate for the KU collections. This bibliographic information is now being checked against our files, and orders may be placed through Erasmus, our representative in Amsterdam. This procedure will avoid duplication, provide a precise record of titles purchased, and let us benefit from the discount we receive from Erasmus.

Linda Stone-Ferrier, Associate Professor of Art History, who specializes in Dutch painting of the 17th and 18th centuries, recommended that I spend most of my time in the provinces of North and South Holland, the area that was especially prosperous during the Dutch "golden age", the 17th century. Many wealthy merchants became patrons of the arts, and today Holland is rich in art museums.

I arrived at Schiphol Airport, near Amsterdam, on Wednesday, June 1st, and knew I would have a good vacation when I saw the sign in the airport that said 'croissants, bloemen, boeken'. I went into Amsterdam itself the next day to get a museum pass and to visit Erasmus, the dealer through whom we buy the bulk of our Dutch art books. Kurt Tschnett and the staff of Erasmus were very helpful, making suggestions of museums I might go, showing me their operation, providing me with a ticket for Dutch busses, trams, and metros, and even directing me to the Amsterdam locations of the Hard Rock Cafe.

On Friday, June 3rd I visited the Westfries Museum, in Hoorn, taking notes about their publications. The Museum is only a few blocks from the harbor with its sail boats and sea gulls and brisk wind (and rain) right off the sea. Early that afternoon I went to Leiden, finding a room in a small family hotel near the station. I still had time that day to visit the Rijksmuseum voor Volkenkunde, which has recently sent KU a list of their publications.
On Saturday, June 4th I made a day trip to Haarlem, visiting the Grote Kerk St. Bavo (where the organist was rehearsing), the Teyler's Museum noting many exhibition catalogs, and then the Frans Hallsmuseum, again noting publications. I also visited the Vleshal, which has been restored and provides more exhibition space for the Frans Hallsmuseum. On returning to Leiden, I visited the Museum De Lakenhal and made notes of their publications.

On Sunday, June 5th I went the Mare Kerk in Leiden, and then visited the Hortus Botanicus (with its warm green houses) and the Rijksmuseum van Oudheden, which had lovely exhibits but no publications. Realizing that even the natives were wearing heavy coats and fur-lined parkas, I decided it wasn't just me, and put the lining in my coat.

On Monday, June 6th I made a day trip into the Hague, toured the Binnenhof, especially enjoying the restored 13th-century building where the Queen opens parliament, and the very new Second Chamber of the Dutch government, similar to our House of Representatives in Washington. Then I visited the Rijksmuseum Meermanno-Westreenianum, an 18th-century house now housing illuminated manuscripts and other antiquities and associated with the Royal Library. They were dismantling an exhibition of artists' books and did have a list of their publications.

On Tuesday, June 7th I made a day trip to the Hague to the Haags Gemeente museum, the municipal museum in a building designed by Berlage. After touring the exhibits and making notes of their publications, I went to the Mauritshuis, a 17th-century mansion housing the royal picture gallery. The staff found a list of their publications for me while I saw the exhibits, especially the current restoration of two works by Vermeer. The exhibits were overwhelming, as they have an entire rooms of works by Rembrandt, Holbein, Vermeer, Steen, and others. Having learned that the Rijksmuseum H.W. Mesdag is closed for a year for renovation, I returned to Leiden.

On Wednesday June 8th, I made a day trip to Delft visiting three museums which were jointly showing works relating to coffee drinking, the coffee trade, etc. The Rijksmuseum Huis Lambert van Meerten is a 19th-century patrician mansion with art objects, especially a collection of Delft tiles. I stopped at the Oude Kerk on my way to Stedelijk Museum Het Prinsenhof. Originally a convent, in 1572 the Prinsenhof became the residence of William the Silent who was assassinated there in 1584. Now it is filled with art works and also temporary exhibits. Right beside the Prinsenhof is the Volkenkundig Museum Nusantara voor het Indonesisch Kultuurgebied.

On Thursday June 9th I moved from Leiden to Rotterdam where I stayed in a small hotel near the Central Station. Much of the area around the station was rebuilt after World War, and the modern architecture is outstanding. I walked to the St. Laurenskerk, which has been rebuilt since World War II, and saw the statue of Erasmus in front of the Church. Then it was only a short walk to Schielandshuis, a restored 17th-century house now exhibiting many paintings that belong to Rotterdam's historical museum, and having few publications. Close by is the Maritime Museum Prins Hendrik exhibiting materials about ships, shipping and a history of the port of Rotterdam. Outside the stunning new building is a 19th-century ship restored to excellent condition and open to museum visitors. There is an excellent
commercial bookshop in the museum, but the museum itself publishes few substantial catalogs.

On Friday, June 10th, I visited the fantastic Museum Boymans-van Beuningen. Then across the street to the Chabot Museum in its new home, with no publications but eager to exchange with KU when its exhibitions and catalogs begin this fall. I also stopped briefly in the new and very impressive Nederlands Architecture Instituut, with a nice shop and a list of publications.

On Saturday, June 11th, I made a day trip to Dordrecht to its small but very good city gallery that does publish a few things. Then to the Museum Mr. Simon van Gijn, an 18th-century house containing the art collection of its former owner. I stopped briefly at the Grote Kerk, where the organist was rehearsing for Sunday, and found the Stadhuis with its current exhibit of local artists -- the exhibit was hung in the attic, adjacent to the restored 17th-century jail cells.

On Sunday, June 12th, I went to the Anglican church in Rotterdam, originally established as a mission for English seamen. Then I walked to the area called Delfshaven, with its artists' galleries and lovely restaurants. There I visited the museum of De Dubbelde Palmboom, part of Rotterdam's Historical Museum, and showing the city's history, trades, people, etc. Located in a renovated warehouse, the museum's open floor plan and inviting exhibits make it especially attractive. Then I walked back east along the harbor to the Museum voor Land en Volkenkunde, which was sponsoring its annual Festival on the Maas, with this year's theme being the music, food, and culture of the Nederlandisch Antilles. The museum was jammed with people and the staff have sent a list of their publications.

On Monday June 13th, since nearly all Dutch museums and most shops are shut on Mondays, and since the trains had announced a strike, I spent the day getting organized and looking in the few shops that were open for gifts I could carry back with me.

On Tuesday June 14th, I made a day trip by bus to Gouda, admired their famous Stadhuis, and St. Janskerk (and enjoyed more organ music). Then I visited the Catharina Gasthuis, which was founded in the 14th century as a hospice for the needy and transients, and now houses an art collection. They also mount temporary exhibits, and have sent a list of their publications. Then I took a bus to Schoonhoven to the Nederlands Goud-, Zilver- en Klokkenmuseum. Schoonhoven is the silver center of the Netherlands and has been home to gold and silversmiths for centuries. The town is filled with commercial galleries and jewelry stores and the museum even has a few publications which I noted.

On Wednesday June 15th, I made a day trip by bus to Hardinxveld-Giessendam, a very small town east of Dordrecht, and the home of a recently restored 17th-century farmhouse, complete with thatched roof. The former stable across the back of the house now is home to temporary art exhibits; the former haymow upstairs is where they now have small concerts and dinners. Out back are farm outbuildings, including a blacksmith's shop, a shop where willow hoops were made for herring barrels, and the wagon shed.

On Thursday June 16th, I left Rotterdam for Amsterdam and found a room in a
small hotel near the station and the Exchange. I enjoyed having my own
bathroom and television, and hearing the bells of the Oude Kerk, Nieuwe
Kerk, and St. Nicholas Kerk. (And the snack machine in the hotel lobby sold
chips, snickers, diet coke, and Heineken beer) That afternoon I went to the
Rijksmuseum and spent several hours wandering through their collection of
Dutch paintings.

On Friday, June 17th, I made a day trip to Utrecht going first to the
Centraal Museum Utrecht, which has many publications which I noted. Then I
went to the Rijksmuseum het Catharijne Convent, an incredible museum of
primarily religious art arranged historically from the middle ages through
the 19th century. They exhibit not only painting and sculpture and church
plate, but also vestments, books, manuscripts. They have a list of
publications that they will send. Returning to the central train station,
I went through the two-storey shopping mall, called the Hoog Catharijne,
that links the station and the center of town. It has a fabulous
collection of shops in a two-storey mall that is carefully marked, color
coded, and planned. (I think all Dutch book shops have some English
language books.)

On Saturday June 18th, I went to the Van Gogh Museum, where they have many
publications which I noted. Then I went to the Stedelijk Museum, housing
modern art, and found that they have a list of their publications that I
copied. I also enjoyed a boat ride on the canals and found the Hard Rock
Cafe shop.

On Sunday, June 19th. I went to the Anglican Christ Church, and then found
the used book fair on the bank of the Amstel River. From there it was only
a few blocks to Museum Het Rembrandthuis. The 17th-century house itself is
impressive, but its collection of Rembrandt's etchings is overwhelming, and
they have some publications which I noted. Then on to the Museum Willet
Holthuysen, a 17th-century patrician home on the Herrengracht (canal) with
beautiful furniture, glass, china, and paintings and a charming garden in
the rear. I stopped in the Oude Kerk on the way home.

On Monday, June 20th, I had a private tour of the Six Collection, being
admitted only because I had gotten a card of introduction at the
Rijksmuseum. Jan Six was a wealthy merchant as well as Rembrandt's patron.
The Six family, including children and a dog, still lives on the upper
floors of the the Six home on the Amstel River which is filled with family
portraits by Rembrandt, Frans Halls, and others. Then I went to the Museum
Van Loon, another impressive 17th-century home filled with art, and with
garden in the back. I visited the Nieuwe Kerk on the way back to the hotel
-- with symphony concert in progress.

On Tuesday, June 21st, I visited the Tropen Museum with its excellent
exhibits on Africa and Central America, as well as a temporary exhibit
about how different cultures carry babies; they gave me a list of their
publications. From there it was a short walk to the Amsterdam Zoo, after
which I took flowers to the folks at Erasmus to thank them for all their
help and encouragement.

On Wednesday, June 22nd I flew from Amsterdam to Boston, and returned to
Kansas City on Thursday, June 23rd.
UNCLASSIFIED VACANCY

Head, Department for Spain, Portugal and Latin America. Applications and nominations are invited for the position of Head, Department for Spain, Portugal and Latin America, which offers a challenging opportunity to lead the Department, develop Iberian/Latin American collections and provide a full range of services to faculty and students, with particular attention to the Department of Spanish and Portuguese and the various components of the Latin American studies program. Reports to the Assistant Dean for Technical Services and Collection Development. (A complete position description is available.)

Required Qualifications: MLS degree from an ALA-accredited program; fluency in Spanish (reading, writing and speaking); reading knowledge of Portuguese; experience in an academic or research library; demonstrated supervisory skills; ability to work effectively with staff at all levels; strong skills in oral and written communication in English and Spanish. Preferred: Advanced degree in Iberian or Latin American studies; research library experience in the selection and processing of Spanish, Portuguese and Latin American materials; successful supervisory experience. Annual salary range: $28,000 - $33,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, University of Kansas Libraries, 502 Watson Library. Applications must be postmarked by August 31, 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

Linda Evans, Library Assistant II in Reference, has announced her resignation. Linda began employment with the Libraries in September, 1983 as a Program Assistant in the Cataloging Department. She transferred to a Clerk III in Cataloging in January, 1985, and promoted to a Library Assistant I position in the Reference Department September 18, 1985. In 1988, Linda’s position was reclassified to Library Assistant II. Linda’s resignation is effective August 5, 1994.

Sandy Gilliland

SEARCH COMMITTEE APPOINTED

The following individuals have been appointed to the SPLAT-Head search committee: Gene Carvalho, Chair; David Pardue, Cataloging; Jill Girardo, SPLAT; Prof. Charles Stansifer, History; Prof. Isidro Rivera, Spanish & Portuguese; Richard Ring, Collection Development; Sandy Gilliland, ex officio.

Sandy Gilliland

REVISED CLASSIFIED STAFF HANDBOOK

The Department of Human Resources is in the process of distributing the revised "Classified Staff Handbook" to all KU classified staff. Included with the revised Handbook are eight pages of revisions. The Handbook is printed in loose-leaf format to easily add revisions. We are attempting to obtain additional copies for department heads and supervisors of classified staff. The Administrative Office will soon distribute information regarding the availability of notebooks for the Handbook. The Handbook is all available on KUFACCTS. Contact Sandy Gilliland if you have any questions.

Sandy Gilliland
LIBRARY HOURS DURING 1994/95

Attached are schedules of fall and spring semester library hours for the period of August 22 (1st day of fall classes) through June 5 (1995 summer session enrollment). Operative dates are the following:

1994 Fall Schedule:
1st day of fall classes: Monday, August 22
Labor Day (state holiday): Monday, September 5
1st day of Thanksgiving recess: Wednesday, November 23
Thanksgiving (state holiday): Thursday & Friday, Nov.24 & Nov.25
Classes resume: Monday, November 29
Last Day of fall classes: Thursday, December 8
Christmas holiday period: Saturday, Dec.24 - Monday, Dec.26
New Year’s holiday period: Saturday, Dec.31 - Monday, Jan.2

1995 Spring Schedule:
1st day of spring classes: Tuesday, January 10
Martin Luther King holiday: Monday, January 16
1st day of spring break: Monday, March 20
Classes resume: Monday, March 27
Last day of spring classes: Tuesday, May 2
Final exams: Thursday, May 4 - Thursday, May 11
Commencement: Sunday, May 14
Memorial Day (state holiday): Monday, May 29
Summer session enrollment: Monday, June 5
1st day of summer session: Tuesday, June 6

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

NEW POLICY REGARDING EMPLOYMENT ELIGIBILITY FOR STUDENT ASSISTANTS

Attached is a memo from Executive Vice Chancellor Ed Meyen summarizing the new policy regarding students’ eligibility for university employment. Effective with the pay period beginning August 18, 1994 (August 1st for student monthly appointments), a student will have to meet one of the conditions detailed in the memo. Please be certain that your current student assistants are aware of this new policy. In addition, departments are asked to modify their interview and selection processes to inform returning students and students new to the University of this requirement. Questions may be directed to Sandy Gilliland, 4-3601.

EXHIBITS

Three related displays of library materials will be sharing the Watson exhibits area now through the end of July, all of them in conjunction with workshops being offered this summer on the Lawrence campus. Two display cases are devoted to "Corridos (Ballads) in Mexican-American Tradition," an introduction to the history of this mostly 20th Century popular genre, with books, photographs, and phonodiscs

(continued)
EXHIBITS, continued

assembled and with commentary by David Pardue; this exhibit was mounted in conjunction with a summer seminar offered by the Department of English on the Mexican-American experience. Two exhibits are showing in conjunction with Hall Center/National Endowment for the Humanities seminars: one, assembled by Deborah Dandridge, is entitled "Community or Ghetto?: African-American Urban Life and Its History" and features historical and sociological studies of the development of those communities, with special focus on studies authored by pioneering Black scholars. The other, "Slavery and the Civil War" presents classic treatments of the subject, some of which are texts in the Hall Center/NEH Seminar of the same title; this exhibit was assembled by Rich Ring.

Watson Exhibits Committee

WATSON COPYING SERVICES

Library staff who bring materials to Watson Copying Services for copying are asked to identify themselves and state the department’s name and account number. Without this information, we assume the request is for personal copying.

If your copying is not accompanied by instructions and your name and department information, you will be asked to fill out the appropriate form for the type of copying you are requesting. The form will vary depending on the kind of copying required: original text or library materials, photocopying or microcopying.

Since the Copying Services staff is unable to know all library staff, your assistance will be appreciated. Thank you.

Lisa Shaw

HAPPY 25TH BIRTHDAY

The first issue of FYI appeared on July 7, 1969, and opened with a short introduction: "the purpose is to communicate promptly to all members of the Library Staff official announcements, news (including staff appointments), and statements of policy. Appearing each Thursday FYI will undertake to be concise, leaving stylish and discursive exposition to GAMUT and particularly to BOOKS AND LIBRARIES. It is edited by H. Robert Malinowsky, and published only for internal distribution." It wasn’t until the ninth issue that FYI stretched to a second page, but with the eleventh issue came the first attachment, "Guide for Readers, 7" on "using the Card Catalog." A masthead rather like the present one, with large open capitals, first appeared on December 3, 1970.

L. E. James Helyar

GUNHILD BUCKMAN

Gunhild Buckman died on June 30 at her home in Huntington, New York. She was the wife of Thomas R. Buckman, Head of Acquisitions from 1956-1961, and Director of Libraries from 1961-1968. Mrs. Buckman is survived by her husband and their two daughters, Tina of Stockholm, Sweden, and Carol, of New York.

L. E. James Helyar

KULSA NEWS FLASH

KULSA dues are due NOW. Please send checks ($4 per person is the official amount, $5 is appreciated to Barb Gaeddert, Cataloging Department, Room 201, Watson. Cash is also fine--bring to the northeast

(continued)
FYI #1280

KULSA NEWS FLASH, continued

corner of Room 201 Watson. Annie Williams (same location) can take cash if Barb is not there.

Barb Gaeddert, KULSA Treasurer

VACATION SCHEDULED

Sara Tubby will be on vacation for two weeks beginning August 15th. Please send only emergency book repairs during this two-week period.

Kent Miller

REMINDER: STAFF DEVELOPMENT SPONSORS BROWN BAG ON ALA/MIAMI

The Staff Development Committee will sponsor a brown bag lunch on Thursday, July 21, 11:30 - 1:00 in the Governors’ Room of the Union (4th Floor) to discuss the recent ALA meeting in Miami. We hope that all those of you who attended ALA will come and tell those of us who did not attend about all the new and interesting things that happened. Bring your own lunch or buy lunch in the Union.

Rich Ring

NETHERLANDS IN PICTURES

I’ll show some slides from the Netherlands and answer questions about my recent trip, on Friday, July 22 in the Cataloging Department conference room, 12 noon to 1 p.m.

Annie Williams

ATTACHMENTS

Minutes:
LFA Executive Committee, 6/27/94
Cataloging Policy Advisory Committee, 6/6/94
Library Space Committee, 6/16/94
Travel Report: Julie Hoff
1995 Holidays
Meyen memo regarding student employment eligibility
Fall 1994 and Spring 1995 Schedule of Hours
## The University of Kansas Libraries

### Spring Semester Schedule of Hours: January 10 - June 5, 1995

<table>
<thead>
<tr>
<th>Library</th>
<th>Hours During Class Holidays</th>
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<tbody>
<tr>
<td><strong>Anschutz Science Library</strong></td>
<td>Monday-Thursday 8am - midnight, Friday 8am - 9pm, Saturday 10am - 10pm, Sunday noon - midnight</td>
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<tr>
<td><strong>East Asian Library</strong></td>
<td>Monday-Friday 8:30am-4:30pm, Saturday 10am - 1pm, Sunday noon - midnight</td>
</tr>
<tr>
<td><strong>Interlibrary Services</strong></td>
<td>Monday-Friday 8am - 5pm, Saturday 9am - 1pm, Sunday noon - midnight</td>
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<tr>
<td><strong>Regents Center Library</strong></td>
<td>Monday-Thursday 8am - 10:30pm, Friday 8am - 9pm, Saturday 8am - 6pm, Sunday noon - 6pm</td>
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<td><strong>Watson Library</strong></td>
<td>Monday-Thursday 8am - midnight, Friday 8am - 6pm, Saturday 10am - 6pm, Sunday noon - 6pm</td>
</tr>
<tr>
<td><strong>University Archives</strong></td>
<td>Monday-Friday 8:30am - 4:30pm, Saturday &amp; Sunday Closed</td>
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<tr>
<td><strong>Kansasha Collection</strong></td>
<td>Monday-Friday 8am - 5pm, Saturday 9am - 1pm, Sunday noon - midnight</td>
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<tr>
<td><strong>Music Library</strong></td>
<td>Monday-Thursday 8am - 10pm, Friday 8am - 9pm, Saturday noon - 5pm, Sunday 1pm - 10pm</td>
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<tr>
<td><strong>Northwest Engineering Library</strong></td>
<td>Monday-Thursday 8am - midnight, Friday 8am - 6pm, Saturday 10am - 6pm, Sunday noon - 6pm</td>
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<td><strong>Spahr Engineering Library</strong></td>
<td>Monday-Friday 8am - 5pm, Saturday 9am - 1pm, Sunday noon - midnight</td>
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<tr>
<td><strong>Special Collections</strong></td>
<td>Monday-Friday 8am - 6pm, Saturday 9am - 1pm, Sunday noon - midnight</td>
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</tbody>
</table>

### Exceptions & Holidays
- January 16: Closed
- March 19: Closed
- March 20-24: 8am - 5pm
- March 25: Closed
- March 26: 4pm - 10pm
- May 11-28: Monday-Friday 8am - 5pm, Saturday 9am - 5pm, Sunday 1pm - 10pm
- May 13-14, May 20-21: Noon - 5pm
- May 27-29: Midnight

### Finances
- Circulation/Reserve Desks close 15 min. before Library closes. Bookstacks close 1/2 hr. before Library closes.
- Self-service copiers available on same schedule as shown above.
- Service window hours posted in Copying Services.

### Notes
- Hours during class holidays are subject to change as posted.
- Phone the library (Library hours: 864-8900) or the University Information Center: 864-3506.
# The University of Kansas Libraries

## Fall Semester Schedule of Hours: August 22, 1994 - January 9, 1995

### ANSCHUTZ SCIENCE LIBRARY (864-4928)
- Mon-Thu: 8am - midnight
- Fri: 8am - 8pm
- Sat: 10am - 10pm
- Sun: noon - midnight

Exceptions:
- Sept. 5: Closed
- Nov. 22: 8am - 5pm
- Nov. 23: 8am - 5pm
- Nov. 24: Closed
- Nov. 25: 8am - 5pm
- Nov. 26: 10am - 6pm
- Nov. 27: noon - midnight
- Dec. 2-18:
  - Mon-Thu: 8am - midnight
  - Fri: 8am - 10pm
  - Sat: 9am - 10pm
  - Sun: noon - midnight
  - Dec. 19-23: 8am - 5pm
  - Dec. 24-26: Closed
  - Dec. 27-30: 8am - 5pm
  - Dec. 31-Jan. 2: Closed
- Jan. 3-9:
  - Mon-Fri: 8am - 5pm
  - Sat & Sun: Closed

### ART & ARCHITECTURE LIBRARY (864-3020)
1st Level, Spencer Museum of Art

- Mon-Thu: 8am - 10pm
- Fri: 8am - 6pm
- Sat: noon - 5pm
- Sun: 1pm - 10pm

Exceptions:
- Sept. 5: Closed
- Nov. 22-23: 8am - 5pm
- Nov. 24-26: Closed
- Nov. 27: 1pm - 10pm
- Dec. 19-23: 8am - 5pm
- Dec. 24-26: Closed
- Dec. 27-30: 8am - 5pm
- Dec. 31-Jan. 2: Closed
- Jan. 3-9:
  - Mon-Fri: 8am - 5pm
  - Sat & Sun: Closed

### GOVERNMENT DOCUMENTS & MAPS (864-4662) (864-4420)
6th Floor, Malott Hall

- Mon-Thu: 8am - 9pm
- Fri: 8am - 5pm
- Sat: 10am - 5pm
- Sun: 1pm - 6pm

Exceptions:
- Sept. 5: Closed
- Nov. 22-23: 8am - 5pm
- Nov. 24-26: Closed
- Dec. 19-23: 8am - 5pm
- Dec. 24-26: Closed
- Dec. 27-30: 8am - 5pm
- Dec. 31-Jan. 2: Closed
- Jan. 3-9:
  - Mon-Fri: 8am - 5pm
  - Sat & Sun: Closed

### KANSAS COLLECTION (864-4274) 224 Spencer Library
- Mon-Fri: 8am - 5pm
- Sat: 9am - 1pm
- Sun: Closed

Closed:
- Sept. 5, Nov. 24-26,
- Dec. 10, Dec. 17, Dec. 24-26,
- Dec. 31-Jan. 2, Jan. 7

### LAW LIBRARY (864-3025)
200 Green Hall
- Mon-Thu: 7:30am - 11pm
- Fri: 7:30am - 6pm
- Sat: 10am - 5pm
- Sun: noon - 11pm

(Hours vary during holidays)

### LIBRARY SERVICES (864-3960)
3rd Level Watson
- Mon-Fri: 8am - 5pm
- Sat & Sun: Closed

### EAST ASIAN LIBRARY (864-4669)
5th Level Watson
- Staffed:
  - Mon-Fri: 8am - 5pm
- Not Staffed: Nov. 25
- Closed: Sept. 5, Nov. 24, Dec. 24-26, Dec. 31-Jan. 2, Jan. 7-8

(East Asian bookstacks are open on the same schedule as Watson Library bookstacks)

### HOWEY READING ROOM (BUSINESS & ECONOMICS) 864-3404, 103 Summerfield
- Mon-Thu: 8am - 10pm
- Fri: 8am - 5pm
- Sat: noon - 5pm
- Sun: noon - 10pm

Closed During Class Holidays

### MUSIC LIBRARY (864-3496)
448 Murphy
- Mon-Thu: 8am - 10pm
- Fri: 8am - 5pm
- Sat: noon - 5pm
- Sun: 1pm - 10pm

Exceptions:
- Sept. 5: Closed
- Nov. 22-23: 8am - 5pm
- Nov. 24-26: Closed
- Nov. 27: noon - midnight
- Dec. 19-23: 8am - 5pm
- Dec. 24-26: Closed
- Dec. 27-30: 8am - 5pm
- Dec. 31-Jan. 2: Closed
- Jan. 3-9:
  - Mon-Fri: 8am - 5pm
  - Sat & Sun: Closed

### INTERLIBRARY SERVICES (864-3960)
3rd Level Watson
- Mon-Fri: 8am - 5pm
- Sat & Sun: Closed

### FINES OFFICE (864-4715)
309C Watson
- Mon-Fri: 8:30am - 4:30pm
- Sat: 10am - 1pm
- Sun: Closed

Closed:
- Sept. 5, Nov. 24-26,
- Dec. 10, Dec. 17, Dec. 24,
- Dec. 26, Dec. 31, Jan. 2, Jan. 7

### SPÄHR ENGINEERING LIBRARY (864-3866)
- Mon-Fri: 8am - 5pm
- Sat: noon - midnight

### SPECIAL COLLECTIONS (864-4334)
327 Spencer Library
- Mon-Fri: 8am - 5pm
- Sat: 9am - 1pm
- Sun: Closed

Closed:
- Sept. 5, Nov. 24-26,
- Dec. 10, Dec. 17, Dec. 24-26,
- Dec. 31-Jan. 2, Jan. 7

Open: 8am-5pm Dec. 27-30

### UNIVERSITY ARCHIVES (864-4188)
422 Spencer Library
- Mon-Fri: 8:30am - 4:30pm
- Sat & Sun: Closed

Closed:
- Sept. 5, Nov. 24-25,
- Dec. 26, Jan. 2

### WATSON LIBRARY (864-3956)
- (Hours: 864-8900)

### REFERENCE DESK (864-3347)
- Staffed:
  - Mon-Thu: 9am - 9pm
  - Fri: 9am - 5pm
  - Sat: 1pm - 5pm
  - Sun: 1pm - 9pm

During Class Holidays:
- Staffed: Mon-Fri 9am - 5pm
- Not staffed: Nov. 25-26, Dec. 17-18

### COPYING SERVICES (864-4299)
Self-service copiers available on same schedule as above. Service window hours posted in Copying Services.

### HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

**THE UNIVERSITY OF KANSAS LIBRARIES**

**FALL SEMESTER SCHEDULE OF HOURS: AUGUST 22, 1994 - JANUARY 9, 1995**

**FINE THE LIBRARY (LIBRARY HOURS: 864-8900) & THE UNIVERSITY INFORMATION CENTER: 864-506**
LFA EXECUTIVE COMMITTEE  


Minutes: Minutes of the Committee on Salaries and Benefits for June 15, 1994 were approved. Minutes of the LFA Executive meeting of June 20th and of the LFA general meeting of June 23d were approved as amended.

Charges to LFA Appointed Committees

Eshelman circulated drafts of basic charges for the Nominating and Ballot Committee, the Committee on Budget and Planning, the Committee on Salaries and Benefits and the Committee on Staff Development. These were passed on to Brad Schaffner, the LFA chair-elect, with a reminder that the Classified Conference should be asked for suggestions on charges to these committees, since they do have representation on them. The basic charges, which can be augmented later, will be sent to the committees after the results of the election of classified representatives are known.

LFA Executive Annual Report

Eshelman asked that Exec members send him any suggestions they might have as to what to include in the Executive Committee's annual report.

Code Revision

Exec reviewed a memo from Eshelman to members of the Committee on the Code and Bylaws directing that Committee to reword section 3.3.4.5 of the LFA code so as to allow for an election to a one-year term on the LCPT as needed to restore the staggering of terms. The change would further allow an LCPT member completing a term to run for the one-year term. The draft was approved after a change of the phrase "thus eliminating the current requirement" to "thus modifying the current requirement".

Exec Liaison on the Committee on Salaries and Benefits

Exec asked Brad Schaffner to serve as a liaison on next year's Committee on Salaries and Benefits. The request came about because Barb Gaeddert had asked that a substitute be appointed to serve during her upcoming leave. It was thought, however, that having the LFA Executive chair sit for a time on that committee would be helpful in case S & B, possibly with the help of Gordon Fretwell, should take on a study of the salary compression issue.

Members agreed to suggest any changes to these minutes by note or E-Mail within the next two weeks, since no further meeting of the FY94 LFA Executive Committee is planned. The meeting was adjourned. _____reported by Barbara Jones
CATALOGING POLICY ADVISORY COMMITTEE 1994-10

Meeting of June 6, 1994

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

Absent: Mike Biggins, Mary Roach

The test tape of sample cataloging records for the Early American Imprints microform set has arrived. Test results may be expected from the Computer Center soon.

Dean Crowe has asked Gibbs to submit for his approval a proposal for resolving a number of CPAC membership questions, e.g., size and make-up of the committee and terms of service. In the interim Richardson will fill the vacancy created by Mike Biggins' impending departure from KU and a new recorder will be recruited. It was suggested that the new authorities librarian that we hope to hire soon ought to be a member of this committee.

The Hoch renovation money is not sufficient to give the Libraries a finished space in Hoch; however, there is reason to be optimistic that funds needed to make the space fully usable can be obtained from the university administration.

It was agreed that the information gained by sampling the backlogs now will still be useful even if cataloging projects don't get underway for another year or two. A small sample of 80 records was taken by staff at the Kansas Collection on their own initiative recently, but it has not been analyzed yet. There was a discussion on what will be required in order to conduct a sampling project in the Spencer basement. Mary Roach, who was not at this meeting, may know whether an OCLC connection is easily accessible there. Eventually, a statistician, probably a grad student, will be hired to advise on sampling technique. The first sampling projects that CPAC will initiate will most likely target international documents and East Asian materials that have been cataloged but are not online. Staff for the sampling projects may be drawn from the current retrocon program, which is scheduled to be finished with the Dewey 600's by summer's end.

At our next meeting we will return to the matter of bringing additional cataloging sources--Special Collections, Kansas Collection, Law Library--into the online catalog.

Submitted by John Richardson
LIBRARY SPACE COMMITTEE

Minutes of June 16, 1994 (#11)

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

The minutes of the May 5 meeting were reviewed and revised.

Since it has been several weeks since we last met, the group reviewed the status of several issues related to library space.

1. A report from the "Super Space" committee was submitted to Executive Vice-Chancellor Meyen in early May and there has been correspondence since between Dean Crowe and Meyen regarding Regents Space Standards and other space matters. At this time it is unclear whether the "Super Space" committee will be asked to resume deliberations in the fall or whether this committee will need to assume some of the tasks. Kent will talk with Dean Crowe and ask if there is more news.

2. The bids for Hoch are due back in August and until then it is difficult to predict what alternatives will be best to resolve space problems for Government Documents/Maps. Creating underground "shelled" space is now part of the Hoch bid package but finishing of the space is listed as alternates. If finishing money is not available from the Hoch project, it is unclear how or when such funding will be found. Government Documents/Maps will reach capacity by Fall 1995 and, under the most optimistic plan, library space in Hoch is not likely to be available until Spring 1997. Donna is working on several possible alternatives at this time and will present them for committee discussion at a future meeting.

3. Identification of Watson serial titles for possible storage in JRP is underway. Rich is nearly done reviewing the Deweys and hopes to complete the LCs by the end of June. Kendall has a student looking at the circulation records for the selected titles. So far, between 5-10% of the titles identified by Rich are eliminated from further consideration due to their circulation statistics. Serials cataloging has identified the steps they will use in processing the material. Generally these steps will include the following: non-UKASE titles will be worked on first with holdings being inventoried from spine markings; holdings already present in on-line records will be accepted and not re-checked; location transfers will be accomplished by mid-October; input of MARC records has started but may continue past the mid-October deadline for transfer of material. The aim is to have all transfers done and holding statements in place before the move to JRP is completed.

Another step in the JRP move is the creation of a "Remote Storage Request" form for patrons to submit at circulation desks. Kendall presented the first draft of the form and will incorporate the committee's suggestions into a second draft.

The committee will maintain a summer meeting schedule and resume visiting various library units to tour and discuss space problems. Meetings will occur at 1:30 on the following Thursdays: July 7, July 21, August 4, August 18, August 25 with locations to be announced by the chair.

Recorded by Susan Craig with assistance from Kathleen Neeley
The 1994 Depository Conference and 1994 Regional Seminar were held on April 20 - 23 in Arlington, VA. The conference was very well attended by over 400 government documents librarians from all over the country. We began the general session Wednesday morning with a briefing on activities in the Government Printing Office and the Depository Library Services Program. During the afternoon and for the next two days there were a variety of sessions and panel discussions offered concurrently, making it difficult to choose between sessions. I concentrated on sessions dealing with CD-ROMs in depositories, managing microdata, government information on Internet and the future of maps in depository libraries. The microdata session pointed out to a number of us how much we need to learn about complicated electronic data sets that require outside software for access. The internet sessions were particularly valuable for the information packets containing internet sites with government information and instructions for access. We definitely will be ready to "surf" in Government Documents/Map Library when our internet connections and PCs are in place this fall!

The session on the future of maps in depository libraries was very instructive. We were presented with a model for levels of GIS service in libraries, ranging from simple electronic atlases to GIS "out-of-the-box" to fully developed GIS applications using complex software applications. Providing GIS service requires a great deal of time and technical expertise, as most of us were already aware. Still, the concept of service levels will no doubt stimulate further discussion, especially as more types of spatial digital data and more software applications for accessing the data are released.

The Saturday regional meeting had sessions on "user friendly" software design, and electronic information and discussion lists for state document organizations. Many regionals attended in order to continue discussion on reconfiguring the regional model for depository libraries. We have reached the point where most regionals believe that they should share amongst themselves, creating a network of shared regional libraries. Unfortunately, not enough time was allocated during the day for discussion, so the matter is still unresolved. In what little free time there was, we documents folks visited Georgetown, compared notes about our favorite documents issues and enjoyed the pleasant D.C. weather. I would like to thank the Staff Development Committee for its financial support to attend the Conference and Seminar.
The University of Kansas

Department of Human Resources

June 29, 1994

MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: Ola Faucher, Acting Director of Human Resources

SUBJECT: Holidays for 1995 Calendar Year

Governor Joan Finney has designated the following days during 1995 as holidays for State employees:

- New Year's Day: Monday, January 2, 1995
- Martin Luther King Day: Monday, January 16, 1995
- Memorial Day: Monday, May 29, 1995
- Independence Day: Tuesday, July 4, 1995
- Labor Day: Monday, September 4, 1995
- Veterans Day: Friday, November 10, 1995
- Thanksgiving Day: Thursday, November 23, 1995
- Christmas: Monday, December 25, 1995
- Discretionary Day

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

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

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

OF:bw
cc: Personnel Related Staff Members
TO:  Vice Chancellors, University Directors, Deans, Directors and Chairpersons

FROM:  Edward L. Meyen, Executive Vice Chancellor

SUBJECT:  Social Security and Medicare Taxes for Student Appointments

Student appointments are exempt from the payment of social security and medicare taxes under the following conditions:

1. The student must be enrolled and regularly attending classes.

2. The student's appointment must be incidental to his/her course of study. The tax exemption will not apply if the appointment is considered to be an individual's primary activity at the university. At no time will a student qualify for the exemption if the appointment is more than 75% (generally 30 hours per week).

If students do not meet this criteria, then 7.65% of their gross payment must be withheld for social security and medicare taxes, and the university must pay an additional 7.75%.

In the past, the university has required only one credit hour of enrollment for students to be eligible for the tax exemption. However, recent tax interpretations have required an increase in the hours of enrollment to help demonstrate that the appointment is incidental to a student's course of study. To implement this change without severe financial impact on the university, student appointment practices had to be modified as well. **To be appointed for the fall and spring semesters, a student will now have to meet one of the following conditions:**

A. The student must be enrolled in at least six (6) credit hours, or:

B. The student must be enrolled in either a thesis or dissertation research course (generally 899 or 999), or:

C. The student must be enrolled in at least one hour, be classified at the graduate level and be a Graduate Teaching Assistant (GTA) or Student Research Assistant (SRA).
To be eligible for summer appointments, students will not have to meet these enrollment restrictions. For a summer appointment, a student must have been enrolled the previous spring semester, be currently enrolled in summer school or be admitted for study in the fall semester. However, social security and medicare taxes will be withheld from students' payments if they are not enrolled in at least three (3) credit hours during the summer semester or qualify for an exemption under one of the conditions previously described (thesis/dissertation research course or GTA/SRA status). As previously stated, a student will always be required to pay social security and medicare taxes if their employment exceeds 75%. Please make your students aware of these requirements for the social security and medicare tax exemption.

Any waiver of the restrictions on student appointments must be approved in writing by the appropriate vice chancellor/university director. Students with F-1 and J-1 visas require no waiver and remain exempt from social security and medicare taxes.

The appointment restrictions for the fall and spring semesters will be effective with the September 1, 1994 payments. If you have any questions concerning this policy, please contact the Payroll Department (4-4385).

SANDY GILLILAND
ASSISTANT TO THE DEAN
LIBRARIES
095
PERSONNEL

Welcome to Johnnie Love, who began her appointment as Librarian I in the Reference Department on July 18. As announced in the March 17th FYI, Johnnie will be involved in reference and instructional services and also will develop multicultural and diversity initiatives in consultation with Library and University staff.

Jim Neeley

Cynthia Rivera, Office Assistant III in Cataloging, has been promoted to a full-time Library Assistant I position in Cataloging, replacing Alex Slater (whose recent promotion within the Cataloging Department was announced in a previous FYI). Cynthia's promotion became effective July 18, 1994.

Sandy Gilliland

CLASSIFIED VACANCY

Due to Cynthia Rivera's promotion, the Cataloging Department has announced the availability of a full-time Office Assistant III position with the following responsibilities: 1) Preparation of brief record workforms, 15%; 2) Proofing hold records and maintenance of hold area, 20%; 3) Overseeing hold searching and retrieval, 25%; 4) Searching appropriate OCLC records and cataloging 050 books, 20%; 5) Training and supervising student assistants, 15%; 6) Liaison with the Regents Center Library, 5%.

Minimum Qualifications: One year of experience in clerical work (some training in typing, general office practices, etc. and/or education may be substituted for the experience). Preferred selection criteria: At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer a flexible person with strong interpersonal and communication skills who is able to work well with a large staff involved in a wide variety of tasks in a changing environment; demonstrated initiative and ability to work successfully with detailed and complex procedures, to organize work effectively, to work independently, and to maintain a steady flow of materials through the section. Beginning Annual salary: $16,032 (effective Sept. 18th). To apply, complete an "Application for Promotion or Transfer" form, available from Julie Slusser, 502 Watson. In addition a current University "Internal Application" form must be on file (copies also available from Julie). Applications are due by 5:00 p.m. Wednesday, July 27, 1994.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY 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.

REPORT ON MAUREEN SULLIVAN'S WORK WITH ILS/SERIALS/ACQUISITIONS

Maureen Sullivan, of ARL, recently returned to KU to work with ILS/Serials/Acq as a consultant in the process of creating a new department out of our separate units.

During her visit of July 6-7, she met with the three of us (Gaele, Penny and Rachel) to help us understand better how to work together to provide leadership for the new department. With Maureen's help, we developed an outline of an approach for doing the work of designing and implementing a new
REPORT ON MAUREEN SULLIVAN’S WORK, CONTINUED

organizational structure. Maureen also met with the 20 ILS/Serials/Acq staff members who were available on the morning of July 7, to present the outline that we had developed and to facilitate a discussion around staff questions and concerns.

Maureen will return September 13-14 for a second visit. At that time she will focus on guiding us through the process of "Designing the New Department." The product of the work will be 3-4 models of how the department might be organized. During a third visit, which has not yet been scheduled, she will help us design the work itself based on client needs.

If you’d like more information about this, please don’t hesitate to contact any one of us. We have prepared a schedule for Maureen’s September sessions and would be glad to share that with anyone who is interested.

Rachel Miller, Gaele Gillespie, Penny Donaldson

KU HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

Attached to this issue of FYI is a copy of the seminars offered by the Department of Human Resources for the months of July, August and September. Library staff interested in attending these seminars are requested to first obtain supervisory approval, and then call Human Resources, 4-4725, to register.

Sandy Gilliland

ATTACHMENTS

Travel Report, Susan Hitchens
KU Human Resources Professional Development Calendar, and KU Dependent Care Referral Service Workshops
Minutes of the 6/22/94 Library Automation Committee

KU DEPENDENT CARE REFERRAL SERVICE

Wednesday, September 21, 1994  7:00 - 8:30 P.M.  "Disaster Preparedness and Safety Issues for Children, Ages Four Years and Above"
Lawrence Public Library Auditorium

Other Family Caregiving Seminars for fall are presently being scheduled. Please note that none will be scheduled for July and August. You will receive a separate mailing in early September with current seminar information. For suggestions, please call Betty Peterson at the KU Dependent Care Referral Service (KUDCRS), 864-4648.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The American Library Association held its annual summer convention in Miami Beach this year. I'll get the complaining out of the way first thing and say Miami Beach in late June is very hot, extremely humid, and altogether not a pleasant place to be. In addition, Miami Beach is not an ideal city in which to hold a convention of this size, and if you had to go to a meeting at a site other than the convention center, you had to plan on at least 45 minutes on a bus. I decided the first day to look really hard for meetings I would be interested in that were held in the convention center, and to forget about traveling to the outer limits.

Our hotel was only 3 blocks from the convention center, which was very convenient. It was also only 2 blocks from the ocean, which was even more convenient, to my way of thinking. However, I did manage to drag myself out of the lukewarm ocean waves into the convention center, and found quite a few interesting meetings to attend.

The highlight of the conference for me was the session entitled "What me--a leader?" Our very own Susan Craig was one of the four very effective speakers who addressed the ways librarians can become involved in campus leadership at all levels. Brooke Sheldon, (Dean of GSLIS at the University of Texas) identified leadership traits that we all have, and stressed that academic librarians are being evaluated more and more in terms of how the fulfill the mission of the university. Shirley Baker (Dean of Libraries at Washington University) also listed significant leadership traits--vision, bravery, and the ability to make things happen through others--and described how anyone can be a "leader from below": work hard without concern for personal glory, do your own job well, know when to let go, be interested in the bigger picture, and make use of the power you do have. Susan Craig described her own experiences in becoming a campus leader, and pointed out some of the reasons why librarians can make effective leaders in the larger community: we are used to working in committees; we work with faculty from several academic departments and may have a wider view; we are organized people who can identify steps needed to achieve end results; our promotion and tenure standards may be more generous (and therefore more encouraging) towards service than in other academic departments. Elaine Didier (Associate Dean of Graduate Studies at the University of Michigan, and formerly head of the business library) addressed how leadership can broaden the role of the librarian on campus. She stressed thinking as a citizen of the university and not just as a representative of the library. She identified ways to help us think more globally, including recognizing that there is more to the university than the library, assessing the corporate culture of our environment (knowing the size and perspective our of constituencies, contacting and meeting people), volunteering and building networks, building a diversified portfolio based on skills and experiences, knowing that one thing leads to another--once you establish a track record, you will be tapped for additional assignments--and that participation begets influence. All four spoke eloquently and to the point, and it was very inspiring to hear from these professional women who have accomplished so much in their campus communities.
Among the other meetings I attended was a talk by Peter McDonald of Cornell University, who showed us how Mosaic (a client for getting to the World Wide Web) can fit into what we want to do as a library. Mosaic is a "revolutionary and brilliant" tool that may change how network information is accessed. He addressed the impact browsers like Mosaic will have on managerial, technical and philosophical questions as we enter the 21st century, but stressed that it will probably be replaced by new technology before too long. I'm afraid much of what he talked about was somewhat over my head, and I can only hope I come to understand Mosaic better before it's completely passé.

I also attended part of a session sponsored by the ACRL Arts section entitled "Applications of digital and supercomputing technology in the arts and literature." Samantha Kelly Hastings (State Library of Florida) described her study examining intellectual access to digital Caribbean images, pointing out that digitized images are becoming an integral part of information management systems. Retrieval of images are complicated by the lack of index terms, and research and retrieval techniques must be developed.

I find ALA exhibits to be absolutely overwhelming but probably the most important aspect of any ALA convention. This year was no exception, and in addition to a really nice chat with Knut Dorn and Lorne Kenyon on our music score approval plan, I enjoyed very much meeting other vendors, hearing the party line from Notis/Horizon representatives (and the real scoop from other librarians), and getting a good look at the absolutely amazing amount of materials and equipment available.

I would like to thank the Staff Development Committee for financial assistance provided to attend this convention.

--Susan Hitchens
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**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 held in Room 102 Carruth-O'Leary. 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 in 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
Library Automation Committee  
Meeting of June 22, 1994

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

Absent: Bill Crowe, Sherry Williams

Announcements/Questions:

1. John distributed copies of the latest prototype of a new circulation overdue notice and an updated Projects Tracking List.

2. John, Gary, and Bill will meet with Dave Gardner on July 7th to discuss staffing issues in light of Patrick Kingsbury's transfer from the Library team to another team in OIS Systems and Programming. Patrick is still available to do some training and consulting, and will finish the projects that are near completion. Dennis Budd now is working full-time on library projects, in particular the revision of circulation notices.

Discussion:

1. John reviewed the Project Tracking List:
   
   • The earlier problem with FTP record loading has been fixed. The procedure for monitoring success of FTP record loading is still in question. It is important to monitor what is being done by local jobs rather than by OCLC. Mary Roach suggested that the committee remind the staff about the 8-14 day delay between when records are cataloged in OCLC and when they appear in OCAT. John will send out another copy of his earlier email.
   
   • Gary asked that before any further work is done on revising and consolidating circulation notices, that some goals and deadlines be set. New requirements being added at this time would prevent being able to implement the notices in the near future. Mary Hawkins agreed to treat the current prototype as a final draft and attempt to move things forward.
   
   • There was a problem with loading a sample tape of the Evans Early American Imprints into LCAT and OCAT. The records do not contain an OCLC number in the expected field, so we will have to load the records in an alternative set of record numbers (perhaps those formerly used by retrocon records. George added that the contract for the tapes preclude our uploading the records to any other database. We therefore have to be able to identify them and ignore them whenever we add our records to any kind of union database (including OCLC). Mary Roach reported an additional problem with the automatic "oversize" and "folio" routines in handling the records.
   
   • There was a brief discussion of the problems surrounding deleting old Law Library serial records (and their obsolete locations and call numbers) from the system before adding back in LAW monographic and serial records from the retrospective tapes. This may have to be done manually.
   
   • The MVS and VM systems will be unavailable over the July 4th weekend while an uninterruptable power supply (UPS) is being installed. This is a long-awaited addition to the system and should eliminate some of the hard crashes the system has taken recently during power outages. Also, the next month of EAI will be loaded July 4th if the system is available.

   • Mary Roach stated that two new 4-letter location codes needed to be added to the system, one for JRP and one for Special Collections, in order to accommodate some collection moves. Most of this can be accomplished with system control file record changes, but since some programs include hard-coded tables, some programming changes will be needed.
2. John reviewed the latest progress on EAI:

The database continues to grow (now about 1.5 million records) and may eventually need to be split. John asked for the committee's opinions on how to proceed: we could split the database into two parts by date (e.g., 1988-1991 and 1992-1994), or simply limit it to the most recent 5 years and delete the older records, or leave it as it is for the foreseeable future. Splitting the database probably would not appreciably affect the response time of searches, although retrieval sets likely would be smaller and more manageable. After some discussion, the predominant opinion was to not change anything at this time.

3. There was some discussion of the implications of Patrick leaving the Library team in OIS. We hope to know more after the July 7th meeting with Dave Gardner. Gary stated that in general the plan was for Larry Palmquist to pick up Patrick's INQUIRE-related tasks and for Dennis Budd to take up tasks related to bibliographic record loads and related projects.

John said that he and Bill had discussed the situation briefly and felt it unlikely that we would attempt to recruit a replacement given the timing of the new system acquisition process. The more likely outcome will be to transfer the line back into the Library and to create a new position. One possibility is to create an "Integrated Systems Librarian" position to lead the process of implementing a new system and then to manage the system after its implementation.

4. John reported briefly on the CODDL meeting last Friday in Manhattan. K-State proposed officially that they contract for the NOTIS Horizon system and install it as soon as it is officially released this fall. CODDL approved this request. Pittsburg State also reported investigating a system change, but they are treating it as an upgrade and not a replacement by virtue of limiting the selection to Ameritech products (Dynix, HORIZON, or Dynix Marquis). They are not issuing an RFP.

5. Relative to systems, John mentioned rumors that had been flying on the net since early in the morning about the merger of Dynix and NOTIS into a single Ameritech company and the possible consolidation or merger of the NOTIS Horizon and Dynix Marquis products. This obviously would have a big effect on our process. [This rumor was later confirmed.]

6. John asked the committee members for their impressions of the recent vendor demos. Some of the responses were as follows:

• favorably impressed with the response from the staff
• good learning experience
• feedback that some staff wanted longer, more detailed sessions
• noticeable lack of anxiety, at this time, on the part of the most staff about changing

7. John referred the Committee's attention to an article in the current Computing News that confirms the earlier announced restructuring of computing and telecommunications at KU.

8. The next step in the process of choosing a new library automated system is to construct a Request for Purchase (RFP), which will differ from the RFR is several important ways. It must be considerably more detailed, and it must include some means of evaluating and scoring the vendors who respond and their systems. Scoring and priorities must be clear and extensive to make sure that quality and functionality are the determining factors in the selection rather than cost. This topic will be discussed at the next several meetings of the Committee.

Future Meetings:

The next meeting is set for July 13th at 1:30pm, in Watson-A. The Committee also plans to meet on July 20 and 27.
PERSONNEL

Lin Fredericksen has been appointed to the Library Assistant II position in The Kansas Collection, replacing David Benjamin. Lin is presently the Library Assistant II in KU's Department of Art History, Slide Library. She was previously employed by the KU Libraries as a Serials Cataloger on a grant-funded project within the Kansas Collection, from January 1986 - May 1988. Lin's appointment is effective August 18, 1994.

Donna Kipp and Nancy Hawkins have been appointed to Library Assistant I positions at the Regents Center Library. Donna is presently a Library Assistant I, half-time, with the Engineering Library, where she has been employed since March, 1989. She will occupy the Regents Center-funded Library Assistant I position. Nancy Hawkins is presently employed by the Kaw Valley Girl Scout Council. Nancy is no stranger to the KU Libraries -she was employed as a Library Assistant in the Cataloging Department from June, 1978 - September, 1989 before resigning to become self-employed. Donna and Nancy's appointments are effective August 15, 1994.

Sandy Gilliland

ALA NEWS

In addition to items already reported in FYI, the following KU folks either gave presentations or were elected to ALA positions. Brad Schaffner was elected to the post of Member-at-Large of the Soviet & East European Section of ACRL. George Gibbs was a speaker of the program "Knowing How: Keys to Successful Hiring for Cataloging," sponsored by the ALCTS Cataloging and Classification Section and LAMA Personnel Administration Section. Bill Crowe served on a panel for the program "It's Not the Same Library Anymore: Electronic Access and Collection Development," offered by RASD's Collection Development and Evaluation Section. At the close of the conference, Dean Crowe also took office as vice-chair/chair-elect of ACRL’s University Libraries Section.

Rob Melton

OFFICIAL RESULTS

For those who did not see Brad Schaffner's e-mail message, the following people were elected to serve on the Dean's Review Committee: Susan Craig, John Miller, Jim Neeley.

David Pardue, N&B Secretary

KULSA NEWS FLASH

Many thanks to those who have paid their dues. A good start on beefing up the treasury. For those who haven't paid yet: NEXT WEEK IS PAYDAY. Please set aside $4 or $5 for KULSA and send it to me in the handy-dandy envelope. It will be appreciated.

Barb Gaeddert, KULSA Treasurer
"On Friday, 9th June [1961], in a departmental jet project, we brieflisted about 3000 uncataloged volumes, virtually the last of the backlog from the basement. It was a splendid day's work with several people maintaining an average of a book every three minutes off the production line." Report from the Preparations Department, in *Gamut*, July 1961, p. 8. *Gamut* was the KU library's staff newsletter.

Alexandra Mason

ATTACHMENTS

Travel Report, Nancy Burich
Minutes of the 06/06/94 Library Emergency Disaster Plan Committee
Minutes of the 06/20/94 Library Emergency Disaster Plan Committee
Report of the ALA Annual Convention  
Miami Beach, June, 1994  
Nancy Burich

I echo other colleagues who have commented on the heat and humidity in Miami in June. Add to that the fact that my hotel was undergoing renovation and there was no restaurant, no pool, but lots of noise and dust. The walk to the beach was an adventure. Because some of my meetings took place in Miami hotels, there were three bus rides to get to them. Consequently, I chose what to attend based on location or proximity to my previous meeting. This was a very frustrating conference because its great potential could not be realized. Having said that, the meetings I did attend were very beneficial.

I attended a half-day session which discussed the use of "Mosaic and the Future of Network Navigation Tools." Presenters included Richard Luce from Los Alamos National Laboratory Library and Steve Cisler from Apple Library.

One highlight of the conference was the Extended Campus Library Services Section, co-sponsored with LITA's Telecommunications Interest Group. The topic was, "Taking the Network Plunge: Remote Library Users and Electronic Networks." There was an overview of the subject's importance, information on demystifying the technology, and a look at the human side of the use of technology. In the latter presentation, Daniel Barron talked about the FUD principle (fear, uncertainty, death) and the need to form a community to deal with change.

On Sunday I attended a session sponsored by one of my favorite groups--LITA's Imagineering Interest Group, which brings together librarians and science fiction. We heard Gene Wolf's humorous but provocative, "Libraries on the Highway: Rest Stops or Road Kill?" He was followed by Greg Bear who described cyberfiction, the visual typewriter, and the future. The session ended with both men signing copies of their latest works.

As chair of the Planning Committee of the ECLSS, I spent several hours in meetings of that group as well as the executive committee, the ECLSS Discussion Group, and the section meeting. It is always great to meet friends and colleagues at these meetings. Today ECLSS is the fastest-growing section of ACRL. Of course, all these meetings were in Miami and required three bus rides to get there. And that morning it rained!

The exhibits are always exciting but exhausting. I spent considerable time looking at multi-media products and reference books. I also picked up information on ALA's new Gopher. As the new Classics bibliographer, I visited many publishers of these kinds of materials. In addition, I talked with vendors of integrated library systems and information services. The most enjoyable visit was talking with Lew Maurer of OCLC. I received useful information about product development, especially in the area of full-text databases.

As always, I greatly appreciate the allocation of the Staff Development Committee which helped defray some of my costs.
Library Emergency Disaster Plan Committee  
June 6, 1994

Present: Becky Schulte (Chair), Mary Burchill, Sherry Hawkins, George Gibbs (ex-officio), Kent Miller, Sue Hewitt, Janet Anderson-Story.  
Absent: Gordon Anderson

Minutes of the May 17 meeting were approved as distributed.

Notebook materials:  
- George will distribute a new calling tree after July 1. This will supersede the inclement weather list dated 1-21-93.  
- When it is completed, Mary will distribute the Law Library emergency manual.

Humidity Readings:  
A discussion was held on what to do with humidity readings gathered throughout the library system. It was decided that periodic reports will be made available to the entire staff via e-mail.

Preservation Librarian position:  
The opening has been advertized in The Chronicle of Higher Education and American Libraries. It has not yet appeared on Walter Henry's DistList, the preservation and conservation list-serve.

New Business:  
- When conducting the Facilities Survey the Disaster Box will be added to the list of things to check. Committee members are to provide additional suggestions to Janet by June 10 or 13. JRP will also be added to the list of sites to visit.  
- The Disaster Team draft, which included names, was accepted by Bill Crowe at the close of last year's work. Becky will be named Team Leader with Susan Craig as alternate until the Preservation Librarian is hired.

Agenda:  
Next meeting - June 20, 1994, 10:30, Conference Room A  
Facility Survey Report

Janet Anderson-Story
Library Emergency Disaster Plan Committee
June 20, 1994

Present: Becky Schulte (chair), Sue Hewitt, Sherry Hawkins, George Gibbs, Gordon Anderson, Kent Miller, Janet Anderson-Story
Absent: Mary Burchill

Corrected June 6, 1994 minutes.

Supply box memo:
Reviewed a draft of the Emergency Supply Boxes and Locator Map memo. Sherry Hawkins will bring a revised version to the next meeting.

Facility survey:
The review of Watson is incomplete. Kent, Becky and Janet will continue to work on it.

Salvage priorities:
Gordon has made contact with those units or departments who have not yet submitted their salvage priority lists. For those units or departments that have responded, the committee reviewed maps with attached lists of items in priority order.

Preservation librarian position:
The position has now appeared on Walter Henry's e-mail Conservation DistList. George will take the announcement to ALA in order to post it at the Placement Center.

Next Meeting:
July 11, Room A. Watson.

Janet Anderson-Story,
Recorder
HONORS FOR SARA T

This past week Sara Jane Tubby, our own Sara T, has been accorded special honors on two occasions.

Sara was invited by Governor Finney to visit the Statehouse so that the Governor personally could present Sara her Forty-Year Service Award. Kent Miller, Sandy Gilliland and I stood by as the Governor expressed warm thanks to Sara on behalf of all Kansans and handed her a sunflower pin with a diamond chip affixed. A photographer then captured Governor Finney and Sara (with her usual wide smile!), after which we adjourned to the rotunda for cake and punch with the other state employees also being honored.

On Wednesday, August 3, I had the privilege of accompanying George Gibbs and Kent Miller to inform Sara that her colleagues have selected her to be the first recipient of the Library’s CLASSIFIED EMPLOYEE OF THE YEAR award and to present her with a check for $250.

Among other plans to mark this great honor, we will honor Sara at the annual Recognition Reception to be scheduled for this fall.

I want all staff to know that the selection committee considered the nominations of several outstanding members of the staff before presenting me with their recommendation. I quote from the body of their two-page report to give an indication of the respect and affection which Sara has richly earned over the decades:

[T]here is no better definition of dedication than Sara Tubby. . . . [A]ll agreed that Sara is unfailingly pleasant and that she doesn’t complain or let her health or working conditions affect her morale or productivity. . . . [A]n excellent teacher, she makes the bindery a more "human" place. She is universally trusted and respected.

Congratulations, Sara!

William J. Crowe, Dean of Libraries

UNCLASSIFIED VACANCY

Cataloger for Latin American Materials, a full-time, term appointment (grant-funded), available August 18, 1994 for one year with possible renewal for a second year. Performs original cataloging for monographs in the Spanish and Portuguese languages originating from Latin America or about Latin America, utilizing OCLC to prepare cataloging records for local online catalog. Required Qualifications: Master’s degree from an ALA-accredited program; strong reading knowledge of Spanish; knowledge of Anglo-American Cataloguing Rules, second edition, revised; ability to work effectively with a large staff. Preferred: Successful cataloging experience in a research library including the use of Library of Congress subject headings and Library of Congress classification; experience with an online cataloging system which includes authority control; reading knowledge of Portuguese; academic preparation in Latin
UNCLASSIFIED VACANCY, continued


AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

CLASSIFIED VACANCY

Due to Donna Kipp's transfer to the Regents Center Library, effective August 15, 1994, the Engineering Library is advertising a half-time Library Assistant I position with the following responsibilities: 1) Organizes and supervises the binding operation of serials within the Engineering Library, 30%; 2) Solves problems with serials discovered during bindery preparation, 25%; 3) Provides reference service at appropriate times, 15%; 4) Supervises student assistants, 15%; 5) Recommends action as needed for book repairs and preservation, 7%; 6) Duplicate exchange, journal gifts processing, and acquisitions, 5%; 7) Statistics and supplies, 3%. Minimum Qualifications: One year of clerical library or technical library work, in such areas as cataloging, interlibrary loans, bindery, periodicals, acquisitions, or circulation. Some educational substitutions are allowed. Strongly preferred: Good interpersonal, organizational, and communication skills; demonstrated ability to set priorities, organize work and meet deadlines; ability to work independently; demonstrated ability to perform supervisory responsibilities; ability to provide effective public service; demonstrated ability to maintain accuracy and attention to detail while working with a large scale flow of materials; successful library experience with serials and serial binding record-keeping and binding decision-making. Preferred: Familiarity with KU Libraries’ operating systems, OCAT, LSER, LIBC; work experience with a CRT (micro, mini, or mainframe based system); accurate keyboard skills; reference experience and working knowledge of reference sources; knowledge of library resources and organization; experience in the repair of library materials. Annual salary: The Library Assistant I is funded at salary range 16 on the State civil service salary scale, at a beginning annual salary of $18,564 (effective 9/18/94). To apply, library staff must complete a "Request for Promotion or Transfer" form and an "Internal Application" form (if a current copy is not on file), available from Julie Slusser, 502 Watson. Application deadline: Applications are due by 5:00 p.m. Wednesday, August 10, 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, Tuesday, August 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
ANNUAL JOB FAIR

The annual Job Fair for student assistants will be held August 17, 1994, in the Kansas Union Lobby from 9:00 a.m. to 3:00 p.m. This is an excellent opportunity to recruit work-study qualified students as this is also the time and place where they pick up their work-study authorization cards. I have asked the payroll contacts from each department to send me a list of volunteers to help staff the table. I have quite a few volunteers for in the morning, but still need a few for the afternoon shift. Contact me if you have any questions about the Job Fair.

Julie Slusser

OFFICIAL RESULTS

In the recent election on whether to revise section 3.3.4.5 of the LFA Code, a total of thirty-eight ballots were returned. Yes: 37 No: 1

David Pardue, N&B Secretary

ATTACHMENTS

Minutes of the 07/12/94 Classified Conference General Meeting
Minutes of the 07/13/94 Library Automation Committee
Classified Conference General Meeting  
Tuesday, July 12, 1994


1. It was requested that, in the future, a reminder of general meetings be e-mailed a day in advance.

2. Janet Anderson-Story introduced Alex Slater as the new chairman, and Kendall Simmons as vice-chair/chair-elect.

3. A proposed Code, to replace the present Constitution and By-laws was distributed for comments. These have been rewritten to eliminate duplications and conflicts, and to provide a better-organized set of documents for classified staff. Alex pointed out that, under the new Code, members of committees will be appointed rather than elected. Guidelines for officers and Group Representatives were appended rather than written into the constitution to allow for ease of modifying them later as necessary. There was a question about the way the groups are defined, combined, and represented (in Addendum I). This needs to be reviewed in light of recent departmental changes.

4. The Personnel Committee has been investigating job titles and classifications to determine if any existing classified positions qualify for changes in their classifications based on the responsibilities they entail. University Relations has had some staffing changes that have interrupted the Personnel Committee’s progress with this endeavor.

5. One of the goals of the Classified Conference Exec. Board for the coming year is to develop stronger communications lines among the classified staff, for example, updating the e-mail lists and using them more. Alex reported that the CCEB has suggested holding Exec. Board meetings in different locations and/or alternating meeting times in an effort to improve attendance by Group Representatives.

6. Alex suggested that those present take turns relating some piece of news from their departments.

   Alex mentioned the changes within the OCLC unit, including losing an OAIlll and gaining an LAII position.

   Several people talked about the new department being created in Watson, merging Acquisitions, ILS, and Serials.
Kendall mentioned the creation of the libraries’ first remote storage facility in JRP, and an electronic journal that staff can subscribe to.

Jim Smith discussed the Music Library’s growing collection of videos, CDs and LPs and the policies concerning their circulation.

The Administrative Office is in transitional period between fiscal years.

The Science Library is the focus of Retrocon until sometime early in the Fall semester. A student assistant was injured falling off a ladder.

A Quality Control Committee for cataloging is being formed. More extensive training of student assistant help in Marking would be useful, but student assistants are frequently transferred to other departments without working in Marking for very long, and the resulting high turn-over makes training difficult.

The (relatively) new location of the Reserve desk has been well-received by patrons. This is the busy time of year for the Reserve staff, who are trying to encourage faculty to identify their Reserve materials now for the Fall semester.

The new Lending Code goes into effect August 01.

The Kansas Collection is mourning the loss of David Benjamin to Wisconsin University. They are in the process of filling his position.

From the Science Library, Marianne Reed had her baby last week, and Toni Taylor is back.

The Personnel Committee needs more volunteers. The CCEB will send out an official call.

Interviews for Classified Employee of the Year are in Progress. Progress has been slow due to committee members’ summer vacations.

The chair-elect (Kendall Simmons) is the temporary liaison to the Classified Senate in David Benjamin’s absence and until a new representative is elected.
Library Automation Committee
Meeting of July 13, 1994

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

Absent:  William Crowe, Mary Hawkins, Sherry Williams

Review Minutes of June 22:

John distributed the draft minutes of June 22. There were some revisions, so they will be submitted to FYI next week.

Announcements/Questions:

1. Gary announced that the initial online catalog job, which begins the process of creating a new online catalog, has been moved up so that it uses the Tuesday night file backups rather than the Wednesday night backups. This change had been requested as part of the switch to daily FTP record downloads from OCLC.

2. Mary Roach has identified a problem in the online catalog with author information not being indexed or displaying, and has printed off as many examples for John as she has been able to find. Many, but not all, seem to be somehow related to uniform titles. This is a problem that has appeared only in the last month or two. John said that the problem seems to have coincided with a change made to eliminate duplicate author entries in the files and may be a result of that change. He will analyze it further and talk with the OIS staff about it.

3. There also is a problem with the current status line for Regents Center records. It seems to always say "if item is not on the shelf, ask at the Circulation Desk" even when it should be able to know whether or not an item is checked out.

Discussion:

1. John distributed notes from the July 5th meeting between Bill, Gary, John, and Dave Gardner to discuss Patrick's transition from the Library team in OIS to another team. He will leave the library payroll as of July 18th, but will spend approximately another 4 weeks on library projects, spread over the next few months. Those at the meeting had agreed upon a short list of projects, based upon what Patrick had been working on and on those for which his experience would be most useful. There was considerable discussion about including the
2. The committee discussed how to proceed with the quest for a new automated system. It was generally agreed to create a draft RFP based upon existing documents and then to solicit comment and input from staff to help refine it. Since the RFR represents so much preliminary work, the committee will use it and other documents (such as the early Circulation Task Force reports) to build on rather than attempting to start again from scratch. John will attempt to find information on commercial software for compiling RFPs, and the committee will use other institutions' RFPs as models. Other sources of ideas will include vendor documents (system descriptions), our existing systems, and KU's own documents. Staff will be asked to provide very specific examples of what they want a system to be capable of, and they will be given two opportunities to provide input toward the final RFP. The committee should be considering how to set priorities and weights on Vendors' attributes.

In light of recent changes at Ameritech, John asked if the committee thought any other vendor demos should be scheduled (for example, inviting SIRSI, GEAC, or VTLS to give demos), but the committee thought it best to wait until these vendors respond to the RFP, and then schedule their demos if there is interest in them based on their bids. John will send them the RFR and invite them to respond, but make clear that we do not want demos at this time.

Future Meetings:

July 27, 1:30pm, Watson-A
Current state employees who qualify for promotion or transfer are encouraged to apply for the following vacancies by contacting the appropriate agency or the Division of Personnel Services if any accommodation might be necessary in completing an application, interviewing, or any other aspect of the employment process.

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

The vacancies listed on the Promotion and Transfer List are announced on the Division of Personnel Services' Job Line (913) 296-2208, which is updated every Friday. (Recruiting available 7 days a week, 24 hours a day.) Vacancies on this list must have been reported to the Division of Personnel Services by 5:00 p.m. on Wednesday of the previous week.

FOR INFORMATION ABOUT THE VACANCY CONTACT THE PERSON LISTED.

<table>
<thead>
<tr>
<th>SR</th>
<th>VACANT POSITIONS</th>
<th>APPLICATION DEADLINE</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Food, Drug and Lodging Surveyor I</td>
<td>8/5/94</td>
<td>Lonnie Loudabarger (913) 296-5928</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Department of Health and Environment</td>
</tr>
<tr>
<td>24</td>
<td>Correctional Facilities Specialist I</td>
<td>8/10/94</td>
<td>Aneta Willson (913) 472-5501</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 Noon</td>
<td>Ellsworth Correctional Facility</td>
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<tr>
<td>13</td>
<td>Office Assistant III</td>
<td>8/4/94</td>
<td>Denise Zink (913) 727-3235 Ext. 7022</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Lansing Correctional Facility</td>
</tr>
<tr>
<td>23</td>
<td>Forensic Counselor</td>
<td>8/5/94</td>
<td>Jim Forrest (316) 285-4380</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Larned Correctional Facility</td>
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<tr>
<td></td>
<td>*Human Resource Professional I</td>
<td>8/3/94</td>
<td>Errol Williams (913) 296-3481</td>
</tr>
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<td>Department of Commerce &amp; Housing</td>
</tr>
<tr>
<td></td>
<td>*Environmental Scientist II</td>
<td>8/12/94</td>
<td>Lonnie Loudabarger (913) 296-5928</td>
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<td></td>
<td>Department of Health and Environment Personnel Services</td>
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<tr>
<td></td>
<td>*Environmental Scientist II</td>
<td>8/12/94</td>
<td>Lonnie Loudabarger (913) 296-5928</td>
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<tr>
<td></td>
<td>*Health Program Analyst</td>
<td>8/12/94</td>
<td>Lonnie Loudabarger (913) 296-5928</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Department of Health and Environment Personnel Services</td>
</tr>
</tbody>
</table>

TOPEKA

29 *Applications Programmer/Analyst III | 8/5/94 | Lonnie Loudabarger (913) 296-5928 |
|     |                  |                     | Department of Health and Environment |

ELLSWORTH

23 *Liquor Control Investigator II | 8/5/94 | Kelly Spence (913) 296-2711 |
|     |                  |                     | Department of Revenue |

LARNED

23 *Human Resource Professional I | 8/3/94 | Lonnie Loudabarger (913) 296-5928 |
|     |                  |                     | Department of Health and Environment Personnel Services |

EQUAL OPPORTUNITY EMPLOYER (Continued on Back)
### TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

#### SR VACANT POSITIONS

**TOPEKA (cont.)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Vacant Position</th>
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<tbody>
<tr>
<td>11</td>
<td>Keyboard Operator I</td>
<td>8/5/94</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td></td>
<td><em>Preferred:</em> WordPerfect 5.0 and File Pro experience.</td>
<td></td>
<td>Department of Agriculture</td>
</tr>
<tr>
<td>30</td>
<td><em>Microcomputer Systems Support Manager</em></td>
<td>8/8/94</td>
<td>Beth Child (913) 296-4505</td>
</tr>
<tr>
<td></td>
<td>(See Page 4)</td>
<td></td>
<td>Board of Indigents’ Defense Services</td>
</tr>
<tr>
<td>13</td>
<td>Office Assistant III</td>
<td>8/5/94</td>
<td>Ginny McCord (913) 296-4171</td>
</tr>
<tr>
<td></td>
<td><em>Preferred:</em> Experience with WordPerfect 5.0.</td>
<td></td>
<td>Department of Agriculture</td>
</tr>
<tr>
<td>13</td>
<td>Office Assistant III</td>
<td>8/9/94</td>
<td>Toni Roberts (913) 296-4495</td>
</tr>
<tr>
<td></td>
<td><em>Required:</em> Typing</td>
<td></td>
<td>Department of Corrections</td>
</tr>
<tr>
<td>13</td>
<td>Secretary I</td>
<td>8/5/94</td>
<td>Melissa Jellison (913) 296-5688</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Topeka Area SRS Office</td>
</tr>
<tr>
<td>15</td>
<td>Secretary II</td>
<td>8/5/94</td>
<td>Melissa Jellison (913) 296-5688</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Topeka Area SRS Office</td>
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#### WICHITA

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</thead>
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<tr>
<td>21</td>
<td>Parole Officer I</td>
<td>8/9/94</td>
<td>Toni Roberts (913) 296-4495</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Department of Corrections</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Wichita Parole Office</td>
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#### WINFIELD

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</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Licensed Practical Nurse/Licensed Practical Nurse Senior</td>
<td>Until Filled</td>
<td>Farrel Oard (316) 221-1200 Ext. 208</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Winfield State Hospital</td>
</tr>
<tr>
<td>26</td>
<td><em>Speech Pathologist/Audiologist I</em></td>
<td>Until Filled</td>
<td>Farrel Oard (316) 221-1200 Ext. 208</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Winfield State Hospital</td>
</tr>
</tbody>
</table>

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### TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

#### *FORENSIC COUNSELOR*

The incumbent will supervise Psychiatric Security Specialists, direct the care, custody, evaluation, treatment, and serve as community liaison for one or more groups of court committed assault or mentally ill offenders. These individuals will be residents of the Sexual Predator Unit housed in the maximum security unit of the Larned Correctional Facility and managed by the Department of Social and Rehabilitation Services.

**Minimum Qualifications:** A bachelor’s degree with a minimum of 12 semester hours in behavioral sciences, health sciences, or criminal justice, and four years of experience providing active treatment for patients who are emotionally disturbed or mentally ill, corrections, law enforcement or nursing, including two years of supervisory experience. Additional experience in the fields listed above may be substituted for the required education at the rate of six months for one year of education except for the required supervisory experience.

**Salary:** $2,073 per month, $24,876 per year.

*For more information please contact:* Jim Forrest, (316) 285-4380

**Deadline:** August 5, 1994

*SRS is an Equal Opportunity Employer*

#### *PSYCHIATRIC SECURITY SPECIALIST*

These positions are responsible for the general custody and security of residents of the Sexual Predator Unit managed by the Department of Social and Rehabilitation Services and housed in the maximum security unit of the Larned Correctional Facility.

**Minimum Qualifications:** A bachelor’s degree with a minimum of 12 semester hours in behavioral sciences, health sciences, or criminal justice. Experience in providing active treatment for patients who are emotionally disturbed or mentally ill, corrections, law enforcement or nursing may be substituted for the required education at the rate of six months for one year of education.

**Salary:** $1,547 per month, $18,564 per year.

*For more information please contact:* Jim Forrest, (316) 285-4380

**Deadline:** August 5, 1994

*SRS is an Equal Opportunity Employer*

#### *MICROCOMPUTER SYSTEMS SUPPORT MANAGER*

This position has sole responsibility for the development and implementation of the agency’s management information system under general direction of the director. This position is primary support for microcomputers and LAN network in eight (8) offices located statewide. Minimum annual salary $36,192 plus benefits.

**Minimum Qualifications:** Four years of experience in the design, programming and/or installation of a local area or wide area network or managerial experience in a non-networked microcomputer environment, including one year of supervisory experience in the micro systems environment.

*How to Apply:* Submit State of Kansas Application form, resume and transcript(s) to Beth Child, Office Specialist, State Board of Indigents’ Defense Services, Larned State Office Building, 900 SW Jackson, Room 304, Topeka, Kansas 66612.

**Deadline for application is August 8, 1994.**

*EEO/AA/ADA Employer*
THE UNIVERSITY OF KANSAS LIBRARIES

invites you to honor

Eleanor Symons

upon her retirement,
following 37 years of service,

at a reception
in the Spencer Lounge
Spencer Research Library,

Thursday, August 18, 1994

from 3:30 - 5:30 p.m.
OFFICIAL RESULTS

Mary Roach has been elected to serve a one-year term as the fourth LIII representative to LCPT.

David Pardue, N&B Secretary

REVIEW COMMITTEE NAMED

I have asked Sherry Williams to chair a committee to conduct the first of what I intend to be standard "fifth year" reviews of assistant deans, in this case, to review the administrative performance of George Gibbs, Assistant Dean for Technical Services and Collection Development.

Serving with Sherry are: Mary Ann Baker, Susan Hitchens, Rob Melton, Rachel Miller, Mary Roach, and Brad Schaffner. Sandy Gilliland will serve, ex officio, to assist the committee.

The committee has an extensive statement from me outlining a process for conduct of the study, one closely analogous to that employed for review of deans. Each member of the Administrative Conference has a copy of the full statement, and I have placed copies on reserve at Watson and the Anschutz Science Library.

Integral to the review will be calls by the committee for information from Library staff, as well as from many others who may have information to offer.

I expect the committee to meet for the first time later this month, after which they will communicate directly with all constituencies.

William J. Crowe

SABBATICAL LEAVE DEADLINE ANNOUNCED

Applications for Sabbatical Leave during the 1995/96 academic year are due in the Library Administrative Office by Monday, October 3, 1994, for review by LCPT, the appropriate assistant dean and the dean. Applications for sabbatical leave, with the endorsement of the dean, are due in the Office of Academic Affairs by Tuesday, November 1, 1994. (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications are due in the Office of Academic Affairs by September 23, 1994 and will be returned to the Library for review in the same manner as other sabbatical leave applications.) Eligible library faculty must complete an application for Sabbatical Leave form, available from Sandy Gilliland, 502 Watson Library, or from the Office of Academic Affairs, 4-4455. Additional information and instructions are also available.

Sandy Gilliland

ANNUAL JOB FAIR REMINDER

The annual Job Fair for student assistants will be held August 17, 1994, in the Kansas Union Lobby from 9:00 a.m. to 3:00 p.m. This is an excellent opportunity to recruit work-study qualified students as this is also the time and place where they pick up their work-study authorization cards. I have asked the payroll contacts from each department to send me a list of volunteers to help staff the table. I have quite a few volunteers for in the morning, but still need a few for the afternoon shift. Contact me if you have any questions about the Job Fair.

Julie Slusser

TIME CARD DEADLINE REMINDER

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, Tuesday, August 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.
THANK YOU

To the staff and committees, and the presenter Dean Crowe, George Gibbs, Kent Miller and Joyce Elliott, I would like to express my greatest appreciation being chosen "Employee of the Year," again, thank you all.

Sarah T.

ATTACHMENTS

Library Automation Committee minutes--July 27, 1994
Library Space Committee Minutes--July 7, 1994 (#12)
Travel Report on 1994 Spring Meeting of MAC--Deborah Dandridge
THANK YOU

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Sarah T.

ATTACHMENTS

Library Automation Committee minutes--July 27, 1994
Library Space Committee Minutes--July 7, 1994 (#12)
Travel Report on 1994 Spring Meeting of MAC--Deborah Dandridge
Library Automation Committee

Meeting of July 27, 1994

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

Absent: William Crowe, Sherry Williams

Review Minutes of July 13:

Approved for submitting to FYI

Announcements/Questions:

Some members expressed concern about the effects on the Computer Center of transferring the line of funding from Patrick Kingsbury's job to a library position. John stressed that the funding line is (and has always been) the library's to use in whatever way would best benefit the libraries. Gary also assured the Committee that there would be no hard feelings on the part of the Computer Center.

System gossip from elsewhere:

K-State had signed a letter of intent with NOTIS prior to the Ameritech changes in mid-June. They now are considering a draft contract for DYNIX Marquis. They plan to send a team to look at Marquis at East Carolina University in August and are willing to take one or two people from KU.

Linda Hall Library, which had signed a contract with NOTIS Horizon, will install Marquis.

The rumor is that Ameritech plans to use Marquis as the base for developing four flavors of a client/server system, one each for public, special, school, and academic libraries. The former Horizon development staff supposedly will be working on the academic flavor.

John went to Columbia, Missouri last week to view all of the documentation from their recent bid process. Since no award was made in that process, the vendor documentation is now public record. He also was able to discuss Missouri's experience with their head of systems, George Rickerson. They likely will issue a revised RFP later this fall.

There was a question about whether it would be helpful to know who the people were on the various vendors' "design teams." John stated that it probably was not since the companies we are looking at are relatively mature and their systems are more a product of a corporate team effort than of the creativity of a specific individual.
The discussion on the issues related to loading Law Library records into the cataloging system and the online catalog are still in process.

The problem that Mary Roach had reported in the last meeting about the Regents Center Circ Status display has been analyzed and will be fixed shortly.

Discussion:

John distributed copies of the following:

- Linda Hall Library’s RFP
- Several Univ. of Missouri documents
  - the RFP itself
  - A demo script in their vendor demos
  - an example grading sheet for their RFP
  - an example grading sheet for the scripted demos
- part of MIT’s RFP
- a section of a Library Technology Report by Richard Boss on a prototypical RFP
- the outline of a Joe Ford workshop on RFPs, along with several handouts from the workshop
- Memo to Dean Crowe from John Miller stating cost estimates for a new system and related networking and workstation costs

John asked the Committee to consider what approach and structure would work the best for us.

Discussion focused on the materials from the Univ. of Missouri, the extent to which what we produce will build upon the RFR, and the problems inherent in rating the various considerations to prevent being committed to the lowest bidder. Sentiment seemed strong that the RFP should build directly on the RFR. For discussion of the last point, John presented as an example how Missouri split its overall rating split among (1) functional specifications, (2) company considerations, (3) support considerations, (4) and financial considerations (i.e., actual bid pricing).

As an aside, John pointed out that the system cost estimate received from DRA (and reflected in his memo to Dean Crowe) is probably higher than what the actual cost would be since DRA based the software costs on an inaccurately high number of simultaneous users. John will work on a draft outline of an RFP for the committee to discuss in the next meeting.

Future Meetings:

August 10: Committee members will re-read the RFR and today’s handouts and be prepared to discuss what kind of general approach they prefer.

Other meetings: August 31, Sept. 14, Sept. 21, and Sept. 28
LIBRARY SPACE COMMITTEE

Minutes of July 7, 1994 (#12)

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

The minutes of the June 16 meeting were reviewed and revised.

Progress reports regarding the identification and record changes for items to be transferred to remote storage in JRP were discussed. Rich reported that although the identification of Watson serial titles which meet the storage criteria (more than one shelf of volumes per call number/no more than 10 circulations per shelf) is slower than expected, he does hope to be done by July 15. The Deweys are done and he is now reviewing the LC titles. Circulation staff has furnished circulation data for the selected material and only a few titles have been eliminated due to use being higher than expected. There has been a problem getting print-offs from the serials system but that problem should be solved soon. Serials cataloging staff is converting titles and has a goal of having all holdings in place before any shifting occurs. The bibliographers' review will be delayed, probably until the first of August due to the serial print-off problem. Although the goal is to allow sufficient time, it also is desirable to have the bibliographers' review completed before the potential storage title lists are distributed to faculty and students.

Rich and George along with Dean Crowe will work on a plan to assure adequate faculty and student review. The committee discussed the format for the potential storage title list and strongly recommends that a database be created rather than distributing UKASE printoffs annotated with circulation data. The lists should be in call number order and easy to read.

Kent reports that fumigation has been done once in the JRP space, another session is scheduled in August, and fumigation will continue as long as required to control the insect and spider population. Kent will investigate alternatives for window coverings and report his findings at a later meeting. Temperature and humidity readings have been taken in JRP this summer and are similar to those in the Engineering and Music libraries. The committee discussed the need for a hydrothermograph that records fluctuations and concluded that the library should purchase one. It can be used in JRP as well as other library locations to document environmental conditions.

Kendall is revising her drafts for a "Remote Storage Request Form" and "Remote Storage Operating Procedures". She hopes to have them ready for review at the next meeting.

Rob Melton asked that consideration be given to publicity for JRP and selecting a name for the facility. The group felt that, although Dean Crowe must use his own judgement regarding news releases, no information sheet would be necessary. Rather, use of the Library’s monthly column in the UDK seemed appropriate for a low-key announcement. We also assume that a cover letter outlining the methodology used for selecting titles and information about retrieval will accompany the distribution of potential storage title lists to faculty and students. The committee does feel strongly that no finding aids should refer to JRP by name but rather use the phrase “the Library’s remote storage”. The message on the OCAT records will read, "LOCATION: Remote storage, ask at circulation desk".

The next committee meeting will be Thursday July 21 at 1:30pm. Kent will announce the location when it is determined.

recorded by Susan Craig
July 26, 1994

MEMO

To: Staff Development Committee
From: Deborah L. Dandridge
Re: Travel report on 1994 Spring Meeting of MAC

As always, the annual Spring meeting of the Midwest Archives Conference took place in Chicago, Ill. at the Bismark Hotel. Since this was the fifth time I attended the annual Spring meeting, the accommodations (good grief, I think I now recognize some of the hotel clerks) and city did not offer any unusual surprises, except the dramatic shift from a Topeka skyline of architectural horrors to one of absolute beauty. At the session I chaired, "Community Outreach Through Oral History," which Becky Schulte coordinated, more than sixty people attended. It featured oral history programs on the 1954 U.S. Supreme Court Case, women's life stories in Colorado, and a mining town in Minnesota. The content and presenters were outstanding, in fact, I can't recall a better session at MAC. Indeed, this session won a great deal of praise from MAC members and leadership. The other sessions I attended include topics on documenting the New Immigration, the perils of planning in archives, and the challenges the media presents to archival programs.

I also attended the meeting of MAC's Minority Scholarship Committee and was selected to serve as an ongoing member of that Committee. We selected our first candidate for this award in June.

On my own, I took a walking tour of the once thriving African American business area along Wabash Avenue. The Kansas Collection representatives are now prepa for the 1995 Fall session which will take place in the Lawrence-Topeka, Ks. ar
NEW ASSIGNMENTS FOR MARY HAWKINS AND SHERRY WILLIAMS

On September 18th, Mary Hawkins will leave her assignment as Assistant Dean for Public Services to become a member of the staff of the Kansas Collection. She will assist with reference duties and manuscript processing, and, after a period of orientation and retraining, will later also assist in the University Archives.

Assistant Dean Hawkins had asked me at the outset of my appointment as dean, in 1990, to be relieved of administrative responsibilities, in which she had been engaged continuously--as Personnel Librarian and in her current role--for 16 years. I asked her to delay until I had become better acquainted with the KU Libraries and the University. After four years, I am now able to honor Mary’s request to return to non-administrative duties.

It is difficult to reduce to a few words what so many people have come to know about Mary’s service as a member of the Library Administration since 1974. Nevertheless, I believe that on this occasion I must try, knowing that she does not believe that this change for her merits any special pronouncements. I have come to value Mary not only for her high intelligence, ability to articulate issues, and her many well-honed administrative skills, but even more for her strong sense of ethical practice and truly uncommon common sense based in a concern for the needs of individual users and staff members. All of these traits are the hallmarks of our profession at its best. We are all in Mary’s debt, and I speak for all in wishing her well in this new phase of her career.

Additionally, effective August 18th, Sherry Williams will assume added duties as University Archivist, while she also retains her leadership post in the Kansas Collection. I also have asked Sherry to work with her staff to develop a position description for PhotoArchivist, anticipating recruitment during the fall semester. This position’s responsibilities would include the substantial photographic collections in both the Kansas Collection and the University Archives.

Sherry is committed, of course, to sustaining the strong record of highly responsive public service that John Nugent and his staff--Ned Kehde, Barry Bunch and a host of student assistants and dedicated volunteers--have established over the decades since John began the quest to save KU’s history in the late 1960s. Now, in the 1990s, I look for Sherry, working with the staff John recruited and nurtured, to strengthen the role of the University Archives within the Library, across the University, and nationally. In an era of so much change, Sherry is very well prepared to help keep strong the University Archives’ record of collecting, organizing, and preserving records of the life of the University, and providing the same personal service which always has been at the core of its reason for being.

In closing, I want you to know that I am scheduled to meet this month with all of the heads of departments for which Mary has been responsible to discuss options for interim channels of communication and reporting. In the next few weeks, I will discuss widely with staff from all sectors of the Library--in the context of strategic planning--how we might best shape the position which Mary is leaving.

-William J. Crowe
UNCLASSIFIED VACANCY

Assistant Department Head for Authorities, Cataloging Department. Responsibilities: Participates in the management of the Cataloging Department; leads the Authorities Unit in managing the name and subject authority process; and oversees the Series unit. Reports to the Head of Cataloging. (Full description available) Required Qualifications: Masters degree from an ALA-accredited program. Professional experience in cataloging including substantial experience in automated authority control in an academic or research library setting; comprehensive knowledge of AACR2r and Library of Congress Subject heading practices; reading knowledge of one or more modern European or East Asian languages. Successful supervisory experience and demonstrated leadership ability. Effective oral and written communication and interpersonal skills. Ability to work effectively with a wide range of staff and colleagues. Strong planning, organizational, and analytical skills. Preferred Qualifications: Experience with NACO. Annual Salary: $30,000 - $36,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, names/addresses/phone numbers of three references, and copies of undergraduate and graduate transcripts to Sandra Gilliland, Assistant to the Dean (for Personnel), 502 Watson Library. Applications must be postmarked by September 30, 1994. Review of applications will occur following the application deadline, with interviews scheduled for late October, 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

Paulette DiFilippo was recently selected to fulfill a 15 hour per week internship in the Government Documents and Map Library during this Fall semester while Donna Koepp is on Sabbatical Leave. Within the Documents and Map Library, Paulette will provide reference assistance to the patrons of the Library, as well as perform other related duties. Her present assignments in Reference and Cataloging will continue, although at reduced hours. The internship is scheduled to end on December 31, 1994.

NEW EXHIBITIONS IN SPECIAL COLLECTIONS

Two new exhibitions have opened in the Department of Special Collections. "London, Flower of Cities All!" is in the Main Gallery, and is an eclectic view of London, including posters, periodicals, views of Westminster Abbey, the Great Fire, and Queen Victoria’s Coronation procession, and guides to Madame Tussaud’s waxworks, Bunhill Fields burial grounds, and the Tate Gallery. Hopefully the sort of exhibition to show off the unexpected, and to suggest new directions of interest and research.

"A New Song call’d A Penny for a Ballad," in the Catalogue Room, is an exhibition of 19th-century British street ballads, sold by itinerants for a penny apiece. The Department probably has over a thousand ballads in all, most of which has never been listed. As Ann Hyde says, "Plainly this type of material is a back-alley into the life of the people. It shows not only their sentiment, romance and adventure, but the events of their daily life, and records publicly acceptable attitudes to politics, social forces, hard times, technology, foreigners . . ."
CHANGES IN THE SLAVIC DEPARTMENT

On September 2, Geoff Husic will transfer from Serials Cataloging to the Slavic Department, filling the position being vacated by Mike Biggins. As you know, since Gordon Anderson transferred from Slavic to the Reference Department earlier this year, there has not been a formal Head of Slavic. After considering several possible administrative arrangements, in conjunction with unit staff, I am pleased to announce that Brad Schaffner has agreed to serve as the Head. This appointment will take effect on September 18.

George Gibbs

CHANGES IN COLLECTION DEVELOPMENT

With Eleanor Symon's retirement on August 17, several changes are being made in collection development responsibilities. Nancy Burich is assuming responsibility for the classics assignment; Geoff Husic, linguistics; and Annie Williams, religious studies. The Dean has approved the filling of a new faculty position, whose duties combine the French and Italian bibliographic assignment and the cataloging of Romance language materials. Rich Ring will act as the interim bibliographer for French and Italian, bridging the time between Eleanor's retirement and the start of the new bibliographer/cataloger.

George Gibbs

THANKS FROM ELEANOR

"Thank you to all my friends--the Libraries and beyond who made Thursday's party such a memorable occasion. I truly appreciated every moment of it; and now I have the album of signatures and the book of photographs as a delightful souvenir."

Eleanor Symons

ATTACHMENTS

Budget and Planning Committee Minutes--7/20/94
University of Kansas Libraries Committee on Salaries and Benefits minutes--July 13, 1994, 3 Aug 94,
Library Space Committee minutes--August 4, 1994
Minutes, Library Committee on Promotion and Tenure meetings 93/94
Nominating and Ballot Committee Minutes--July 1, 1994, August 1, 1994
Memo on New Human Resources Staff Members
BUDGET AND PLANNING COMMITTEE
MINUTES OF 7/20/94 MEETING

Members Present: R. Anderson, N. Burich, K. Lafferty, J. Hoff, N. Jaeger, J. Girardo
Members Absent: J. Elliot, C. Powell
Recorder: N. Burich

Anderson called the first meeting of B & P and he volunteered to Chair the Committee. Powell volunteered to continue as secretary. In her absence, Burich agreed to take minutes of the meeting.

Anderson briefly outlined activities of the committee last year. Jaeger will contact Rob Melton, who was Chair last year, to facilitate receipt of an annual report of the committee's work during the year.

The charge to the committee by LFA Exec. mentioned only the relevant section of the LFA Code. A copy of that section of the Code which contains the committee's charge (3.3.6.1) was distributed.

Anderson noted that LFA Executive Committee will be reviewing the functions of B & P and evaluating its role within the library's governance structure. There followed a general discussion about the committee's function. It was decided that before the work of the committee begins, it would be useful to meet with Dean Crowe to seek his perception of the role of the committee can play in both the budgetary and planning processes. Jaeger will schedule a meeting by mid-August. In the annual report of the committee for FY 94, the committee recommended that LFA Exec. meet with the new committee as early in the year as possible. After the committee has met with Crowe, Anderson will request that the meeting with LFA Exec. be scheduled as soon as possible.

Jaeger will produce a timetable for the Library's budgetary process for FY 95. She will also gather general budgetary information for committee members before the next meeting. Anderson asked committee members to reserve Wednesday's at 10:30am for future committee meetings.
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting July 13, 1994

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

Since the FY 95 committee has not had an opportunity to organize, the FY 94 committee is serving Ad Hoc.

The committee reviewed the Notices of Professional Vacancies for the Head, Department for Spain, Portugal, and Latin America and for the grant-funded Latin American Cataloging Librarian and agreed with the salary ranges for both positions as stated in the notices.

Respectfully submitted,
Barb Gaeddert, Secretary

UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of Meeting 3 Aug 94

Present: B. Gaeddert, S. Gilliland, G. Husic, S. Staples

The Committee met to discuss the salary range for the position of Assistant Department Head for Authorities, Catalog Department, to be advertised soon.

Geoff served as chairperson pro tem and Barb as secretary pro tem. Susan Staples was present via telephone.

Lorraine Moore joined the group to present the search committee’s point of view on the salary range.

Two members of the Committee on Salaries and Benefits agreed with the range as suggested by the search committee. One S&B member suggested a range somewhat lower.

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

Respectfully submitted,
Barb Gaeddert, Secretary Pro Tem
Minutes, Library Committee on Promotion and Tenure meetings 93/94

Present: M. Biggins, S. Craig, J. Hoff, S. Miller, L. Moore, J. Neeley, M. Roach

October 8, 11, 13, 15, 1993
The committee met to review and discuss two sabbatical proposals. Documents prepared by LCPT for each proposal were also reviewed.

November 17, 18, 22, 23, 30; December 1, 7, 8, 1993; February 14, 15, 16, 1994. The committee met to review and discuss four promotion/tenure files. Documents prepared by LCPT for each file were also reviewed.

June 7, 1994

Present: M. Biggins, S. Craig, J. Hoff, L. Moore, J. Neeley, M. Roach

The committee discussed its presentation for an upcoming LFA meeting. The intent is to convey changes, if any, in research expectations to LFA members.

The committee will work up a list of possible research activities, based on input from LFA members for review.

The committee also discussed midterm reviews. A midterm review would be prepared during a librarian's third year to summarize evaluations and service and research activities and serve as a "dry run" for the final PIT review. The topic will be put to LFA for discussion.

June 10, 1994
The committee discussed its statement to LFA on the research component and continued discussion on midterm reviews. The committee decided to schedule its annual presentation for LIs later in the fall instead of during the summer.

June 22, 1994
Revisions to the Promotion, Tenure, and Sabbatical Leave Guidebook were reviewed by the committee. The committee also reviewed responses from LFA members regarding research activities. Next year's committee should continue eliciting responses, publish them for review by LFA and include them in the Guidebook, along with hints on how to document research activities for inclusion in P/T files.

The committee reviewed LFA members' discussion of midterm reviews. The current committee believes that midterm reviews have merit and that next year's committee should keep this topic under consideration.
No conclusions were reached in the committee's discussion on research expectations.

The committee noted that the current Handbook for Faculty and other Unclassified Staff is being revised. The committee will acquire copies for review.

A continuing committee member will attend the late summer/early fall university sabbatical meeting before next year's committee convenes, and will report on that meeting.

Submitted by J. Hoff, Sec'y.
NOMINATING AND BALLOT COMMITTEE
Minutes of July 1, 1994 Meeting

Present: Ken Lohrentz, David Pardue
Absent: John Richardson

In accordance with the request of Vice-Chancellor Shulenberger, the Library Faculty Assembly must elect 3 members to serve on Dean Crowe's five-year review committee by July 18. N&B met to prepare and distribute a preferential ballot for this special election. The deadline for returning the ballot was set for Friday, July 15 at 5:00 p.m.

NOMINATING AND BALLOT COMMITTEE
Minutes of July 18, 1994 Meeting

Present: John Richardson, David Pardue

N&B met on Monday morning to tally ballots in the Dean's Review Committee election. A total of forty-six ballots were returned. The candidates elected were (in alphabetical order): Susan Craig, John Miller and Jim Neeley.

NOMINATING AND BALLOT COMMITTEE
Minutes of July 20, 1994 Meeting

Present: John Richardson, David Pardue

N&B met to prepare and distribute a ballot concerning revision of Section 3.3.4.5 of the LFA Code. This revision was proposed by members of the LFA Code Revision Committee (Ken Lohrentz, Mary Roach and Rob Melton); it is intended to reestablish the balance of holdover members for LIIIs who serve on LCPT. The deadline for returning this ballot was set for Friday, July 29 at 5:00 p.m.

NOMINATING AND BALLOT COMMITTEE
Minutes of August 1, 1994 Meeting

Present: John Richardson, David Pardue

N&B met on Monday morning to tally ballots in the LFA Code Change election. A total of thirty-eight ballots were returned. Thirty-seven votes were in favor of altering Section 3.3.4.5, with one vote against alteration.

Submitted by David Pardue, N&B Secretary
NOMINATING AND BALLOT COMMITTEE
Minutes of August 1, 1994 Meeting

Present: John Richardson, David Pardue

Since the code change was approved by the LFA membership, N&B prepared and distributed a ballot for a special election to select a fourth LIII to the FY95 Library Committee on Promotion and Tenure. (Two candidates had previously agreed to run for this position). The deadline for returning this ballot was set for Monday, August 8 at 5:00 p.m.

NOMINATING AND BALLOT COMMITTEE
Minutes of August 9, 1994 Meeting

Present: John Richardson, David Pardue

N&B met on Tuesday morning to tally ballots in the LCPT special election. A total of thirty-nine ballots were returned. Mary Roach was elected to serve as an LIII for a one-year term.

Submitted by David Pardue, N&B Secretary
LIBRARY SPACE COMMITTEE

Minutes of August 4, 1994 (#13)

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

The minutes of the July 7 meeting were reviewed and revised.

Dean Crowe described the discussions which have occurred this summer regarding the University Library ("Super") Space Committee. That committee was appointed last year by Executive Vice Chancellor Meyen to study library space problems and submitted its report in April. One of the recommendations in the report was that the committee continue to meet and investigate the various alternatives that they had identified. Meyen wanted to assure University Governance involvement in the decision so SenEx was consulted. SenEx considered adding the space study to the Senate Library Committee’s charge but decided that the Senate Library Committee already had enough to do and that an Ad hoc University Library Space committee appointed by Meyen is needed. Dean Crowe expects the committee to be reorganized in September with a special charge to maintain liaison with the Senate Library Committee and the Library Space Committee.

The committee was cautioned by the Dean that the committee’s visits to library units to view space requires sensitivity to the units’ concerns for security. Special Collections has expressed some anxiety about opening their stacks for a tour by a group as large as the committee. Also, Special Collections is currently doing a shifting project and feels that the Committee might not fully understand the space based on the lack of informed knowledge of special collection practices. They would prefer either a visit by a small committee delegation or that the committee confine their study to the documents on Special Collections’ space which have been compiled. Dean Crowe restated his commitment that space, consistent with the terms of Mrs. Spencer’s gift, in Spencer Research Library currently occupied by Special Collections, Kansas Collection, and University Archives will not be encroached upon by any other units. Space in the building which is currently used for other purposes (brieflist, maps, etc) may continue to be used for other purposes although the Dean’s long-term intent is to return that space to the Spencer Research Library departments. Kent will talk with Sandy Mason and try to arrange a committee visit to Special Collections this fall.

The committee met in the Kansas Collection and Sherry Williams outlined some of the special aspects to her collection before giving the committee a tour. She emphasized that Kansas Collection collects material in a variety of formats such as books, manuscripts (ranging from bound diaries to single page letters), photographs, film, maps, and architectural drawings. The variety of formats requires storage that cannot always be met with standard library shelving. She spoke of the emphasis on preservation of materials, the need for "retrievability", the requirements for processing space for newly acquired materials, the unpredictable growth rate of the collection, and the lack of space for instruction or for large groups of visitors. She identified her major space concerns as:

a. the need for expanded collection storage
b. the need for a "dirty" room outside the building for initial examination of collections. Often the materials may be infected with mold
or bugs or rodents and none of these should be introduced into the building.

c. the need for reconfiguration of work and staff spaces
Additional concerns are that the building, now 25 years old, has aging HVAC and other systems, that the wiring is inadequate, and that the lack of a loading dock for the building (combined with the low roof on the parking facility) means that trucks with supplies or delivering gifts cannot unload near the door.

After a thorough tour of all library space available to the Kansas Collection, the committee concluded that moveable compact shelving might be a solution for the stack areas and that a study of the staff and public spaces by a space consultant might result in some reconfiguration which would greatly improve those areas.

The calendar for the transfer of Watson low-use serials to JRP was reviewed. Rich estimates he will complete identifying potential serial titles by August 19. Circulation staff are current with Rich’s work so expect to complete their report on usage soon after Rich is done. Serials Cataloging is nearly done with the Dewey classed serials and a list of Dewey’s should be ready for bibliographer review by next week. George, Rich, and Dean Crowe continue to discuss how to assure that faculty and students have an opportunity to review the list of potential storage titles.

The next committee meeting will be August 18 at 1:30 and will include a tour of the University Archives.

recorded by Susan Craig
MEMORANDUM

TO: Deans, Directors, Department Heads

FROM: Richard L. Mann

SUBJECT: New Human Resources Staff Members

I am pleased to announce the addition of two new staff members in Human Resources. The new Director of Human Resources is Marc Adin. Marc has previously served as Assistant Vice President at Marist College, Poughkeepsie, NY. Marc's administrative responsibilities have included direction of the department of Human Resources, (including labor relations), Physical Plant and Security. He was selected as a member of the National Center for Collective Bargaining in Higher Education and the Professions by Baruch College, City University of New York. Marc brings to KU significant experience in university human resources administration and a broad background in labor relations. Marc may be contacted at 864-7408.

We are also pleased to announce that Ken Otte has joined the Human Resources staff as a classification analyst. Ken previously worked with the State Division of Personnel Services for 11 years and is a salary and compensation specialist. He is highly regarded in the compensation field and is a Certified Compensation Professional of the American Compensation Association. Ken brings significant expertise in compensation, classification and Fair Labor Standards Act administration. Ken may be contacted at 864-7414.

RLM:dw

cc: Personnel Related Staff
ACCESS SERVICES DEPARTMENT ANNOUNCED

I have accepted the recommendation of Assistant Dean Hawkins to establish an Access Services Department in Watson Library, and will begin this week the recruitment of a librarian to serve as its head. The new department will include the current circulation and reserve operations, holds, fines, stacks management, periodicals reading room, and microforms units. We will undertake a close review, with staff from across the Library, of means to settle the organization of the copy services operations for the Library system and relate them to Watson copying.

Kent Miller has agreed to serve as interim head of the new department, effective September 18, 1994, reporting to me until a permanent head arrives or a successor is named for Assistant Dean Hawkins. He also has agreed to chair the search committee for the Access Services Librarian. I will appoint that committee within the next week, with two staff from the new department, two librarians from other departments, and Sandy Gilliland, ex officio.

I want to express my warmest thanks to the staff of the several units involved. They have been especially hard-working and patient while persevering in service to our users over the many months that it has taken to come to this point. -- William J. Crowe

GIBBS REVIEW COMMITTEE

The George Gibbs Review Committee began meeting on August 26. The Committee will soon be in touch with library staff as to how and when they may provide input to the review process.

Sherry Williams

NEW HOURS FOR UNIVERSITY ARCHIVES

The University Archives will return to its previous schedule of opening at 8 a.m. and closing at 5 p.m. Monday through Friday.

Sherry Williams

CALL FOR NEWS

I would like to have any news you would like to have included in the September UDK ad (What’s New in the Libraries?) by Friday afternoon, September 9th.

Rob Melton

ATTACHMENTS

Cataloging Policy Advisory Committee--July 11, 1994
Library Emergency and Disaster Plan Committee--July 11, 1994
CATALOGING POLICY ADVISORY COMMITTEE 1994-11

Meeting of July 11, 1994

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

Absent: Margaret Bearse, Mike Biggins

The test tape of cataloging records for the Early American Imprints microform set could not be loaded because the records lack OCLC numbers, which are used as control numbers by our system. Local control numbers will have to be assigned to them. Also, since many of the original items are folio-sized or larger, some programming will be required to override instructions in our system to supply folio and oversize designations.

In connection with the proposed sampling project in the Spencer backlog, the question of whether the OCLC wiring is easily accessible from the backlog area was brought up again. Roach suggested that Bill Mitchell might know what path the wiring follows.

Schulte discussed the results of the sampling of Kansas Collection books done in June. Of the 81 titles searched on OCLC, 9 had DLC/DLC copy, 16 had contributed DLC copy, 15 had 090 copy, 14 had Dewey copy, and 30 had no copy. The committee reviewed examples of cards that were pulled and the copy that was found for them (when there was copy). Schulte outlined several difficulties that will be encountered when a recon project is done to support her conclusion that such a project would not be quick and easy.

The retrocon unit is on schedule to complete the Dewey 600's by the end of August. It was decided to explore the possibility of making it the unit's next assignment to convert the relatively small numbers of Dewey art monographs in Western languages. Then in early 1995, by which time the music cataloger will be back from a leave of absence that she is taking this fall, the unit might move on to the Dewey music monographs, another project of limited scope. Retrospective conversion on the large scale envisioned in the strategic planning report cannot begin until sampling has been done and funding is available.

The next CPAC meeting was scheduled for July 25.

Submitted by John Richardson
MEMO FROM THE DEAN

I have sent the following memo to pub heads . . . .

UNIVERSITY OF KANSAS LIBRARIES
Memorandum

TO: Public Service Heads
FROM: Bill Crowe
CC: Deans staff
DATE: September 7, 1994
RE: Interim Reporting and Communications Structures

I appreciate greatly the time which each of you has given to discussing with me the options I have proposed for reporting and communication relationships from September 18th until I name a successor for Mary Hawkins.

Based on those discussions and comments from other of my immediate staff, I am instituting the following interim arrangements and will announce them to the staff at large in the FYI to appear on Thursday, September 8. I will welcome a chance to answer questions and discuss any aspect of this action at the September 7th pubheads meeting.

* The public service heads listserv will continue, with me on the list.
* The regular schedule of meetings of the group will continue, and I will attend and participate.
* The following departments will report directly to me: Access Services and Reference (Watson); University Archives, Special Collections, and the Kansas Collection (Spencer Research Library); and the Regents Center Library.
* The following branch libraries will report for purposes of coordination to Susan Craig: Anschutz Science Library (with Spahr Engineering Library); Documents and Maps Library, and the Gorton Music Library.
* I have invited Susan Craig and Jim Neeley to meet with the dean’s staff each week.
* The East Asian Library will report to George Gibbs.

In all cases, I look to the department heads to continue to work with others in the Library administration on issues within their area of responsibility (e.g., personnel questions to Sandy, technical processing questions to George, etc.). I will be responsible for all personnel evaluations for which Mary had acted as evaluator. I will consult with her informally about all cases, and, for staff in the branches, also with Susan.

Our next step is to open a Librarywide discussion of options for shaping the position which up until now has been cast as "Assistant Dean for Public Services." I urge you to reflect on the strategic planning report of last December and your own experience here and elsewhere to be ready for these discussions.

-- W. J. Crowe

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
UNCLASSIFIED VACANCY

Cataloging Librarian and Bibliographer, a full-time, 12-month, tenure track appointment, available as soon as possible following application deadline. Catalogs and classifies (Library of Congress classification) monographic materials in literature, the social sciences, and history, and selects materials for French and Italian language and literature collections in consultation with teaching faculty. (Complete job description available). Required Qualifications: Masters degree from an ALA-accredited program; strong reading knowledge of French and academic preparation in French language and literature; cataloging experience with AACR2 or recent graduate education in cataloging; familiarity with OCLC or other similar bibliographic utility; ability to work effectively with a wide range of library staff and with teaching faculty in the Department of French and Italian. Preferred Qualifications: reading knowledge of Italian or Spanish (preferably Italian); academic preparation in Italian language and literature; successful cataloging experience in a research library, including use of Library of Congress Subject Headings and classification; understanding of the cataloging applications of library automation. Excellent benefits. Annual salary: $23,500 - $28,000, dependent upon qualifications. To apply, submit letter of application, resume, names of three references, and undergraduate and graduate transcripts (photocopies accepted) to Sandra Gilliland, 502 Watson. Applications must be postmarked by October 31, 1994.

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant II position in the Interlibrary Services operation. Responsibilities include: 1) Management and coordination of the lending workflow, 30%; 2) Supervision, 30%; 3) Solves lending problems, 20%; 4) Managing ILL automation, 20%; and 5) Other duties as assigned. Minimum Qualifications: Two years of technical library work or one year of technical library work and one year of clerical library work. (Some library science coursework may be substituted for the required clerical library experience.) Strongly Preferred: Successful supervisory experience. Demonstrated ability to plan and organize the workflow, set priorities, and meet goals; balance the varied responsibilities of the assignment; develop procedures and evaluate their effectiveness; analyze detailed and complex information. Evidence of initiative in solving problems and continually improving operations. Ability to work as a part of a team as well as independently. Effective communication and interpersonal skills. Broad educational background, including working 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 with other library activities that involve working closely with bibliographic records. Experience with academic library policies and procedures. Experience using word-processing and spreadsheet programs. Accurate typing and keying. Annual salary: The Library Assistant II classification is funded at salary range 18 on the State Civil Service salary scale at a beginning annual rate of $20,448. To apply, complete an "Application for Promotion or Transfer" form and a University "Internal Application" form, both available from Julie Slusser, 502 Watson Library. Applications are due by 5:00 p.m. Friday, September 16, 1994. A copy of the complete position description is also available for review.

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.

(continued)
UPDATE ON THE OCLC USERS COUNCIL

I am one of BCR’s three elected delegates to the OCLC Users Council, whose 1994/95 year is about to begin. As an aid to communicating better with the Library staff about my participation in this forum, I am reproducing the annual plan which has just been adopted. -- W. J. Crowe

"OCLC and Libraries: Strategies for the Next Generation of Electronic Information Services?

BACKGROUND/JUSTIFICATION:

Rapid technological advances are causing major changes in library technical services, reference services, resource sharing, and communication. As OCLC and libraries develop strategies for controlling costs and furthering access to the world’s information, an important question to ask is "What computerized information services constitute the next generation electronic library?"

At the May 1994 meeting of the Users Council, Dr. K. Wayne Smith, OCLC President and CEO, stated, "OCLC is positioned to help libraries move on to the next generation of the electronic library... Within a year, we will have in place the major elements for the next stage of the electronic library--not all of the elements, but most of them. With electronic publishing, with BASISplus, with Guidon, with FirstSearch, with document delivery, with strategic alliances, with advances in cataloging and resource sharing, and with the continued growth and improvement of the Online Union Catalog, we will, for the first time, have available an integrated approach to navigating the sea of knowledge for libraries and their users."

Charting the strategies needed now by OCLC and libraries to build the next generation electronic library is the focus of this year’s Users Council. The next generation is defined as three to five years from now, beyond the introduction point of services now being developed. The three Users Council meetings will focus respectively on "Building the Electronic Library: Strategies for the Next Generation", "The NII, The Internet, and OCLC: The Next Generation," and "Library Collaboration and Cooperation: The Next Generation."

Creating the content base for the electronic library is a daunting task confronting OCLC, libraries, and the entire information and scholarly communication community. Numerous technological means and societal constraints affect the task. From a public, university, and national library perspective, the October meeting will explore the institutional and collaborative activities required to build the next generation of the electronic library. Delegates will attend the videoconference on the electronic library following the Users Council meeting.

Public awareness of the Information Superhighway has skyrocketed with the high profile given it by the Clinton administration. The establishment of the National Information Infrastructure (NII) Advisory Committee under the Department of Commerce has been a focus for planning and discussion. The January 1995 Users Council meeting will consider the next generation of the NII, the Internet, and OCLC.

The May 1995 meeting will focus on resource sharing and other forms of collaboration for all types of libraries and library consortia. In the next three to five years, what technological, economic, and societal trends will affect the cooperative activities of today? What are the likely directions of such collaborative activities as national bibliographic control and library consortia in supporting the electronic library? How do such collaborative activities contribute to the public, elementary, secondary, and higher education communities as well as to special libraries and their users.

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., Wednesday, September 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
Minutes of August 18, 1994 (#14)

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

The minutes of the August 4 meeting were reviewed and extensively revised.

The committee met in the University Archives and a thorough tour of the Archives' space was provided by Barry Bunch. University Archives serves primarily as a repository for non-current KU office records, KU publications (including theses and dissertations), and faculty papers. Most information comes as pieces of paper but the collection also includes films, videos, maps, photographs, audio tapes, newspaper clippings, books, microfilm, blueprints, posters, periodicals, and realia. Archives' space includes a reception area, two reading room/processing areas, one office which houses the morgue files, an A/V room, a clipping file room, an UDK room, and stack space on the fifth and basement levels. Commonly, papers are stored in file boxes which fit 3 to a shelf on 42" (not standard library 36") shelving. The collection has grown dramatically over the past 20 years and the space is now estimated to be about 90% filled. A regular schedule of discarding does exist and Barry estimates he withdraws 500-600 cubic feet of paper annually but growth continues to exceed the staff's capacity to review and the space available. One alternative for addressing the space problem would be to roof the north wing of the building and finish the 9000 square feet thus enclosed. This area already has exterior walls, access to an elevator and two fire stairs, and is immediately adjacent to the Archives' stack. Other alternatives for stack space would be to install moveable compact shelving or to use off-site storage for low-use material. Although stack space is the highest priority, space for staff and patrons and installation of wiring (currently no OCAT or e-mail) are also needed in the unit.

Rich and Kent reported that bibliographers have been notified that lists of Watson serial titles for potential storage in JRP are available for review. The Deweys are done, LC classifications A-L are done, and LC classes P-Z should be ready by August 31. Bibliographers are asked to complete their review of the Deweys by August 25 and deadlines for the LC titles will be in mid-September. A title list for faculty/student review will be produced using Wordperfect and keyboarding for that list is expected to begin late next week. A cover letter and a copy of the potential storage titles will be sent to each department. Bibliographers will receive copies of the cover letter as well. The Senate Library Committee will be involved in reviewing the list to assure full participation.

Kendall presented revised drafts of the "Remote Storage Request" form and "Operating Procedures--JRP". After incorporating the committee's suggestions, she will distribute the new draft to the committee for comment. Kent said that no decision has been made regarding the purchase of a hydrothermograph. The Disaster Committee has been consulted and we may also ask the candidates for Preservation Officer for advice.

The next committee meeting will be September 1 (August 25 canceled) at 1:30 and the chair will announce the location.

Recorded by Susan Craig
MINUTES
STAFF DEVELOPMENT COMMITTEE
August 16, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

Members of the 1994/1995 Staff Development Committee are Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, and Margaret Wilson. The only charge LFA EXEC issued to this year’s Committee is the standing charge in the LFA bylaws.

The first order of business was to elect officers: Gaele is chair, Margaret is secretary, and Carole is “bookkeeper.” The bookkeeper’s duties are to collect travel requests, act as treasurer of travel funds, and handle evaluation forms. Next we dealt with business left over from the previous year. Sandy announced that the Committee’s annual report for 1993/1994 has not yet been received; she will contact Rich Ring concerning its status. Carole reported that we still had about $2,000 remaining in the 1993/1994 fund. These funds cannot be transferred to the next year’s budget.

We discussed possibilities for expending the remaining travel funds, including honoraria for guest speakers. One possibility was co-sponsoring with Kansas State University Library a workshop on change; Judy Clark of Judy Clark Associates would present the workshop. Gaele will contact Debbie Madsen at KSU about this prospect. Another possibility was to fund travel requests we had already received for next year. Sandy will ask the Dean if we can do this.

The travel fund for 1994/1995 has been increased from $10,000 to $12,000, beginning Oct. 1. We discussed whether we should increase the value of each share from its current value of $80. In the past, the share was determined by dividing the amount of money in the fund by the number of shares allotted in the previous year. We questioned how much money should be set aside for guest speakers. We decided we should first determine the theme of our coming year’s activities.

We reviewed 2 travel requests, and awarded funds to Sherry Williams and Becky Shulte to attend the Midwest Archives Conference Oct. 6-8. A third request for research funds was denied because it didn’t fall within the Committee’s guidelines for travel fund grants. The requestor was referred to alternate funding sources. A discussion ensued about other funding sources. Sandy will compile a list of campus sources such as the General Research Fund, and Janet will provide us with other sources such as NEKLS continuing education fund. Gaele will write a letter to LFA asking for clarification and guidance concerning requests for research travel funds.
Susan brought up the problem of getting people to turn in their travel reports. One solution might be to enforce the "no report—no funds" policy. Susan explained that, since the reports are now being published in FYI, the Committee's Newsletter has become defunct.

The next meeting is Wednesday, August 24, from 9:30-11:00. The location will be e-mailed later.

Margaret Wilson, Secretary
Minutes
August 10, 1994

Budget and Planning Committee


The meeting was called to order by Roger Anderson, Chair, on August 10th at 2 pm. The agenda centered on discussion of the Proposed Reorganization of the Third and Fourth Floor Services in Watson Library as written by Assistant Dean Mary Hawkins. The Dean gave an overview of the proposal and answered questions.

After the Dean left, the Budget and Planning Committee voted to accept the general ideas of the Hawkins proposal, contingent on acceptable job descriptions for Kendall Simmons and Sherry Hawkins, both of whose jobs will change substantially under this proposal.

The next meeting of the Budget and Planning Committee will be at 10:30 am in Conference Room A on August 17th, to discuss the future of the Budget and Planning Committee. Dean Crowe will again be invited to lead the discussion. The meeting adjourned at 3:45 pm.

Connie Powell
LFA EXECUTIVE COMMITTEE
Minutes of August 22, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, L. Moore, D. Pardue, J. Richardson
Absent: J. Girardo

LFA Exec met on Monday morning at 10:30 a.m. for the first time this fiscal year. Brad Schaffner distributed copies of annual reports from the Nominating and Ballot Committee, the Committee on Evaluation of Service and Research, and the Library Committee on Promotion and Tenure. These reports will be read by members of Exec and discussed at next week's meeting.

Also, Schaffner handed out copies of Classified Conference Exec's recommended charges for joint committees (i.e. Staff Development and Staff Orientation), which will be discussed. Schaffner offered to provide a list of current committee assignments, as well as a current copy of the LFA Code, at the next meeting.

Exec members received a preview of issues which will likely need to be discussed during the upcoming year.

Exec read and approved minutes for the following:

- Salaries and Benefits, meetings of 7-13-94 and 8-3-94
- Library Committee on Promotion and Tenure, 1993/1994
- Budget and Planning Committee, 7-20-94
- Nominating and Ballot Committee, 7-1-94, 7-18-94, 7-20-94, 8-1-94, and 8-9-94

Submitted by David Pardue, LFA Exec Secretary
PERSONNEL

Jean McIntosh has been hired in the Cataloging Department as a full-time Office Assistant III. Jean is presently employed by the K-State Student University Bookstore. She earned a B.A. degree in Theater from Westminster College and an M.A. degree in Speech from K-State University. Jean’s appointment is effective September 18, 1994.

Sandy Gilliland

PROMOTION AND TENURE DEADLINES / LIBRARIANS SCHEDULED FOR TENURE REVIEW

All librarians were notified recently of the deadline for self-nomination for promotion in rank. Librarians not nominated by their supervisors may nominate themselves by submitting the standard promotion and tenure form to the Office of Academic Affairs by October 14, 1994. Copies of the form are available from Sandy Gilliland, 502 Watson, or from the Office of Academic Affairs, 4-4455.

Library staff are invited to submit letters regarding the qualifications of librarians who are scheduled for tenure and promotion review this Fall, for consideration by those involved in the review process. The following librarians will be reviewed for promotion to the rank of Librarian II and continuous tenure:

David Pardue, Cataloging Librarian
John Richardson, Cataloging Librarian and Bibliographer for Philosophy

Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra K. Gilliland, 502 Watson Library), or directly to the candidates’ supervisor -- Lorraine Moore, Cataloging Department.

Sandy Gilliland

SABBATICAL LEAVE DEADLINE REMINDER

As a reminder, applications for Sabbatical Leave during the 1995/95 academic year are due in the Library Administrative Office by Monday, October 3, 1994, for review by LCPT and the dean. Applications for sabbatical leave, with the endorsement of the dean, are due in the Office of Academic Affairs by Tuesday, November 1, 1994. (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications are due in the Office of Academic Affairs by September 23, 1994 and will be returned to the Library for review in the same manner as other sabbatical leave applications.) Eligible library faculty must complete an application for Sabbatical Leave form, available from Sandy Gilliland, 502 Watson Library, or from the Office of Academic Affairs, 4-4455. Additional information and instructions are also available.

Sandy Gilliland
CALL FOR VOLUNTEERS

The Classified Conference Personnel Committee has openings for volunteers. This committee serves as the conference’s chief source of information and suggested policy for all personnel related issues. Past committees have conducted a major working conditions survey, advised the administration on their policy paper on job changes for classified staff and developed the Classified Employee of the Year Program.

Three members of last year’s committee (Joyce Elliott, Bob Marvin, and Julie Slusser) have agreed to continue on this year. This leaves openings for four new members. Should more than four people volunteer the conference’s Executive Board will select four to appoint to the committee.

If you are interested please let your Group Representative or one of the officers (myself, Kendall Simmons, Corrie Thompson) know by 5 pm on Monday, September 26. Appointments to the committee will be made by the Executive Board at the September 27th meeting.

I would like to take this opportunity to thank the outgoing members of last year’s committee for their work and to officially discharge them from their obligation. Their time and effort are greatly appreciated. Alex Slater, Chair, Classified Conference

KANSAS CITY AREA ARCHIVISTS VISIT

The Kansas City Area Archivists will be holding their quarterly meeting in Spencer Research Library on Thursday Sept. 15. KCAA is a local organization of approximately 125 members working to promote cooperation and the exchange of information between archivists, librarians, historians or any historical agency interested in the preservation and use of historical materials.

Tours for KCAA will be provided of University Archives, the Kansas Collection and the Department of Special Collections followed by a business meeting in the auditorium. We anticipate that between 25-35 people will attend. Becky Schulte

NAME CHANGE

Due to my recent marriage, I will be taking the last name of Chapman and using Bower as my middle name. For work initials I’ll continue to use KLB. Kerry Bower Chapman

ATTACHMENTS

Library Automation Committee Minutes--August 10, 1994
Library Emergency and Disaster Plan Committee Minutes--August 22, 1994
Travel Reports from Sherry Hawkins--April 1994, June 1994
Library Automation Committee

Meeting of August 10, 1994

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

Absent: William Crowe, Mary Roach

Review Minutes of July 29:

Approved for FYI

Announcements/Questions:

1. John distributed copies of new state legislation establishing a "Kansas Information Resources Council" consisting of 20 members statewide and a "Chief Information Architect" (CIA) who together will guide state information policy and review requests for large purchases of computer hardware and software (such as our RFP). Originally, state regents' universities were to be exempt from most parts of the bill, but now are exempt only from the stipulation that all information data processing must be done by the state Division of Information Systems and Communications (DISC). They are not exempt from review of all bids for "information processing equipment, including auxiliary equipment and information processing programs and systems." Unless the RFP is completed before this committee is formed, it will need to be reviewed and approved by the CIA, "under the supervision of the Kansas information resources council."

2. John distributed the annual CICS statistics. The libraries' projects accounted for 52% of all online transactions and 61% of CPU utilization. The next largest system was student records with 29% of both online transactions and CPU utilization. Third (other than CICS overhead) was HRMS (payroll & personnel) with 4% and 3%.

3. John reviewed the status of several projects:

   - New locations codes for GSP and Spencer (including the materials transferred from Anschutz) are available for use, meaning that items now can be transferred to those locations.

   - Only one small problem remains in the FTP process (some pieces of records appearing in other records) but there is now a safeguard in place to catch these problems during the load process and eliminate them.

   - Changes to the sort order in the LCAT call number index appear to be successful and will be moved soon into production.

   - The bibliographic record size has been increased to somewhat over 6,000 characters in both batch and online programs.

   - Dennis Budd has been working chiefly on problems with the serials printing module. He will return soon to work on the consolidation of circulation notices.
The Law records project will probably require more than the originally estimated time. George and John recently met with Lorraine Moore, Margaret Wilson, and Margaret Bearse to discuss and decide some of the open issues concerning the load. John presented their conclusions to Gary and his staff this morning and they found the proposals acceptable.

There is some ambiguity about the status of the remaining items on the circulation "fixes and enhancement" list due to the staff changes that have occurred in the past 18 months and the shift to working on the lending code and consolidation of notices (both of which were termed "administrative" projects rather than "circulation" projects). The chief remaining project, on which Annamarie has done some work, is a complete redesign of the borrower file. Two things need to be known: (1) what is the current status of that project and what would be necessary to complete it (or an identifiable portion of it); and (2) how many "programmer months" remain in the eight months originally allocated to circulation projection. Larry will begin investigating the first question. As to the second, it is clear that some time remains, but we will need to determine exactly how much remains. We also will need to determine if the projects that have been finished are really finished or whether any cleanup is required.

Dennis' future project will be finishing the implementation of all MARC formats in both LCAT and OCAT.

John has been invited to address the Public Service Heads meeting in September to review the status of these projects and the RFP process.

The new programs to implement the new lending code appear to be stable and to be working well. Other than a few early problems the first week after the changes, the shift to the new code has gone very well. The Committee expressed it gratitude, especially to Larry, for the work.

Discussion:

1. John distributed more examples of RFPs:
   - part of SUNY's, which is very detailed and includes much background information, and a section called "Acceptance Standards" describing the methods for evaluating products and vendors.
   - part of the University of Chicago's
   - part of the RFP from Simon Fraser University of British Columbia.

2. Bill and John will make a presentation at a special budget hearing in September to present the Libraries' proposal for a new system, workstations, and wiring.

Future Meetings:

Next meeting August 31, 1:30pm, Watson A.

Likely meetings throughout September, with the exception of September 7.
Library Emergency and Disaster Plan Committee  
August 22, 1994

Attendance: Becky Schulte (chair), Gordon Anderson, Janet Anderson-Story, George Gibbs (ex-officio), Sue Hewitt, Kent Miller. Absent: Mary Burchill and Sherry Hawkins.

July 11 minutes corrected and approved.

George reported that he had received a copy of the Fire Marshall's report for Watson Library. He passed it on to Kent Miller. Kent could recall only two violations: 1) storage of display cases in the fire stairwell on 1 East and 2) Fire doors that are blocked open due to malfunctioning armatures.

Facilities Survey:
All locations but Art, Government Documents and Maps, and the Regents Center have now been visited. Items of note are: Engineering's windows are in the process of being repaired, they have fallen from their casements. There is a strong mildew odor upon entering the library but it seems to be localized to the older part of the building. It may be attributed to a recent rug shampooing. There was one emergency light out.

Music - much as before...overcrowded, inadequate signage, etc.

Anschutz - water leaks are visible. The egress problems have been solved by adding an exit door.

Spencer - the roof above the windows on the north side leaks in heavy rains. There is mold growth on ceiling tile in Archives. The Kansas Collection's windows need to be resealed and blowers cleaned.

Bill Mitchell brought to Becky and Janet's attention that the sponges in the Disaster Supply Box foam when first used. This will be investigated further.

Disaster Supply Boxes:
Sue Hewitt reported that the Kansas Collection, Gov Docs and Maps, Archives, and Cataloging have responded to the request for a signed inventory and location map. Sherry Hawkins had reported last week that Music, Circulation, The Administrative Office and Mailroom had responded, but not all had included maps. Sherry and Sue will stay in touch for those who have not turned anything in. There have been no requests for additional supplies at this time.

Salvage Priorities:
Gordon will work directly with those who haven't responded to his request for salvage priorities. He will have a preliminary draft of salvage priorities for the Lawrence Campus libraries ready by September 19.

Preservation Librarian Interviews:
15-18 people applied for the position. 3 candidates will be interviewed, one each on Aug 31, September 7 and September 9. Details will be forthcoming in the FYI.
Facilities Report:
The request to purchase a hygrothermograph for JRP is on hold until more is known about the variety of products available.

The emergency lighting installed in Watson has passed the final check by FO and has been accepted.

The roofers will begin work on Watson August 23. The project is expected to last 3-5 weeks.

The north windows are being worked on at this time in conjunction with the tuck pointing project.

The next meeting will be held September 12 at 10:30 in Watson's Conference Room B.

Submitted by

Janet Anderson-Story
The spring meeting of the Kansas Library Association Council was held in conjunction with the state’s annual library conference in Salina April 1994. Discussions at that meeting included the merging of two sections within the Council, responses to ALA's request for input on improvement and appointment of an ad hoc committee for improvement of KLA. Because I was appointed to this new ad hoc committee, there was a second meeting on the third day of the meetings where preliminary questions to be presented to the general membership were framed.

Because of my office as Special Libraries Section Chair, I was responsible for setting up and overseeing the tour of the architectural and engineering firm library of Wilson and Company. This company had a good small working library, but most of the records were kept on very highly reduced film. The tour included many types of cartographic and CAD equipment, software and an enormous camera. It was a treat for everyone who took advantage to get away from the foot traffic at the convention center.

I attended the Beta Phi Mu breakfast meeting on the last day of the meetings. This year’s meeting included short introductions and descriptions of the interests of the new Emporia State University doctoral students. There was also an election of officers where Mary Fenlon of Kansas City Kansas Community College was elected president and I was elected secretary.

I attended several seminars and luncheon presentations besides the meetings I have discussed above and enjoyed this year’s Tri-Conference more than any other I’ve attended. Thank you for helping fund these experiences in my pursuit of professional development.

Travel Report by Sherry Hawkins
American Library Association
Miami Beach, June 1994

All of the stories are true. Miami Beach IS hot and humid in June and the travel/headaches between the convention center and the hotels in downtown Miami were awful. The pre-schedule of meetings became waste paper as the reality of getting to meeting halls became evident. On the other hand, if you stayed at a beach hotel, the water and sand and breeze made up for everything else.

I was able to find an interesting discussion of reference performance standards. The RASD-MOPSS ad-hoc Committee on Behavioral Guidelines for Ref. and Info. Services presented their report. The behavioral attributed which could be observed and measured included approachability, interest, listening/inquiring, searching and follow up.

The Education and Behavioral Science Section of References Sources and services held its business meeting Sunday which included two excellent reference librarian’s experiences in teaching or exposing users to the internet. Jean Reese from Vanderbuilt described the first-time internet user as a traveler in a foreign country who can’t even read the street signs at first. Then Scott Stebeelman shared his booklets, handouts, and philosophy of teaching internet access to different groups of users.

Going through the exhibits and Poster Sessions made one aware that there were not nearly as many librarians at this year’s conference as usual. But, even with the odds in my favor, I still haven’t won any of those prizes we all drop slips into boxes for.

The staff committee was very gracious in awarding me a portion of the money for this conference and I want to thank you.
PERSONNEL

Linda Hermes has been appointed as a part-time Library Assistant I in the Engineering Library, effective October 3, 1994. Linda is presently employed by the School of Architecture. She earned a B.G.S. in Psychology from the University of Kansas. She replaces Donna Kipp. Sandy Gilliland

UPDATE ON OCLC COSTS

In FY94 the cost of our use of OCLC rose to just over $255,000, an increase of 3% over the previous fiscal year. I want to share with you some information I have learned from analyzing the OCLC charges for FY94.

Over the last several years library staff have been able to decrease searching activity on OCLC and that trend continued in FY94. There were almost 26,000 fewer searches in FY94 (-6.6 %) than in FY93. OCLC, however, increased the cost of each search—up 24% from FY93. As in previous years, the cost of searching for bibliographic records is by far the largest single expense category, but it has now risen to 51% of our total OCLC costs.

The increase in searching costs were partially offset by the continuing downward trend in other OCLC charges. The "first time use" charge for bibliographic records dropped from $.91 and $.81 to $.70 and $.60 for "prime" and "non-prime" time, respectively. In addition we were able to eliminate the hardwired OCLC terminal and modem in Malott, when we moved the Government Documents terminal to dial-up access. OCLC also unexpectedly rebated a portion of users’ monthly telecommunications charges. Beyond cataloging, both borrowing and lending in interlibrary loan lead to increased use of OCLC over the previous year.

Because the cost of searching the OCLC Online Union Catalog figures so heavily in our overall OCLC costs, it is important that all staff search the database in the most efficient manner. In order to increase basic proficiency, to bring staff up to speed on new capabilities and to share productive search strategies, I have asked Mary Roach to hold a series of training sessions on searching especially for those library staff who use OCLC on a regular basis. These meetings will shortly be announced in FYI and on email. I urge you to attend one of the sessions and make use of the information presented there.

George Gibbs

COMMITTEE FOR DEAN CROWE’S REVIEW

The Review Committee for Dean Crowe’s 5 year review has begun to meet. The committee consists of Susan Craig, Lars Leon, John Miller, Jim Neeley, Professor Paul Friedman, Paul Melton(student representative), Dean Jim Muyskens, and Sandra Gautt(representative of the Office of Academic Affairs). Lars was selected to be the chairperson. Our report will be due December 1. The committee is currently developing a timetable and working on various surveys. We would like to encourage all library faculty and staff to provide as much information as possible during this process. More information will be forthcoming via e-mail and FYI.

Lars Leon
CRL VISIT

Don Simpson, President of the Center for Research Libraries, will visit KU on Thursday September 29. At 9:30 there will be an open meeting for all library staff on the general history and programs of CRL. At 10:45 there will be a meeting with bibliographers to discuss CRL's collections and collecting policy and other topics bibliographers would like to discuss. Both meetings will be in Conference Room A. Refreshments will be provided.

LECTURE ON ROMAN COINS

In connection with the current exhibition in Watson, the KU Friends of the Library are sponsoring a talk by Professor James E. Seaver, entitled "Roman coinage of the 4th century: Religion and Barbarians." It will be given in the Watson Conference Rooms on Tuesday, September 27, at 4 p.m...

ARTICLES PUBLISHED

Rick Clement has published a lengthy article on "Renaissance Libraries" and a shorter one on "The Bible" in The Encyclopedia of Library History (New York: Garland, 1994).

David Pardue has published "Arturo Cova, an Amazonian René" in the Winter 1993 issue of Romance Notes.

ATTACHMENTS

LFA Committees Appointments FY95
Library Space Committee Minutes--September 1, 1994
Staff Development Committee Minutes--August 24, 1994
LFA Executive Committee Minutes--August 29, 1994
Classified Conference Executive Board Minutes-August 30, 1994
LFA Committees FY95

LFA Executive Committee

Chair: Brad Schaffner
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

Nominating and Ballot Committee

Chair: John Richardson
Secretary: Jennie Dienes
David Pardue

Budget and Planning

Chair: Roger Anderson
Secretary: Connie Powell
Nancy Burich
Joyce Elliott
Kathy Lafferty
Julie Hoff
Nancy Jaeger
Jill Girardo

Staff Development

Chair: Gaele Gillespie
Secretary: Margaret Wilson
Mel Desart
Carole Dibben
Sandy Gilliland
Janet Anderson-Story
Susan Hitchens

Salaries and Benefits

Chair: Geoff Husic
Secretary: Susan Staples
Barb Gaeddert (On leave fall 94)
Sandy Gilliland
Brad Schaffner (fall 94)

Committee on Promotion and Tenure

LIII Representative: Jim Neeley (1 year)
LIII Representative: Mary Roach (1 year)
LIII Representative: Nancy Burich (2 years)
LII Representative: Susan Hitchens (2 years)
LII Representative: Rachel Miller (2 years)
LI Representative: Lorrie Knox (1 year)
LI Representative: Julie Hoff (1 year)
LIBRARY SPACE COMMITTEE

Minutes of September 1, 1994 (#15)

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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 the August 18 meeting were reviewed and revised.

1. JRP STORAGE: Kendall earlier distributed a third version of "Operating Procedures-JRP" which are attached. By including the drafts with the minutes in FYI, the committee hopes to encourage library staff to review the form and procedures and to suggest any necessary revisions.

Rich has completed the initial identification of potential titles for storage in JRP and Circulation has added the circulation data. The list of titles classed in LC classes P-Z will be ready for bibliographer review next week. The deadline for bibliographers to review the Dewey and LC classes A-L has passed and approximately 60 shelves of titles were removed from the list as a result of that review.

Staff from Acquisitions are working to produce a public list of the potential storage titles which can be shared with faculty and students. Attached are some sample records from that public list. No complete count of the total number of shelves identified for storage is yet available but it is clear that the JRP space will be filled with material from Watson.

Serials cataloging has completed their work on the Deweys and they are now in the middle of the LCs. They expect to complete the upgrading and adding of records to the online catalog in October.

The cover letter to go to faculty and students is being drafted and the committee will have an opportunity to review it before it is distributed. The plan is to ask the Senate Library Committee to review the documents in mid-September and then to distribute the cover letter and public list to other faculty at the end of September.

2. LIBRARY SPACE TOURS: The committee will visit the Music Library September 15 and complete the tour of Spencer Research Library space, including Special Collections, on September 22. A lively discussion of what the next steps will be after the tours are done ensued. What have we learned? What do we need to be doing with the information? How can we help promote campus awareness of the library’s space problems? What recommendations can we make regarding alternatives for resolving both immediate and long-term problems?

3. HOCH BIDS: Contrary to some of the news releases, the recently opened Hoch bids will not create additional library space anytime soon. The accepted bid covers the basic construction including the underground library space; however, only the 1000 seat auditorium, and 2-500 seat classrooms will be finished and furnished. The other space in the building will be "shelled" with no HVAC, lighting, etc. It is not clear at this time what or when efforts will be made to find funding to open the rest of Hoch.

4. FALL PLANS: Returning to our earlier discussion, the committee resolved to revisit moveable shelving alternatives and identify the costs/benefits of those alternatives. The committee will also revisit the question of how to create more space for Documents/Maps.

The next meeting will be Sept. 15 at 1:30 in Murphy Hall. Kent will announce the specific room later.

Recorded by Susan Craig
As the remote book storage area at JRP is intended as closed stacks, materials will need to be paged by library staff. Currently, brieflisted materials in the basement of Spencer Research Library are paged on a daily basis, Monday through Friday, by the Watson Holds Office staff. Generally, there are no more than 1-3 requests a day. It is doubtful that the number of requests for material in JRP would be even that great. Indeed, as requests for JRP storage material should be extremely low, a schedule should be established so that the JRP stacks are checked on a regular basis.

Because of the additional distance involved and because the Mailroom staff already go to Spencer Research Library and Carruth O'Leary on a daily basis, I propose that the responsibility for paging materials be transferred to the Mailroom. The Mailroom staff would pick up brieflisted/remote storage request cards as well as materials to be reshelved on one of their regularly scheduled deliveries to Circulation, Monday through Friday. They would deliver retrieved materials to the Holds Office as well as the cards for any unsuccessful retrieval. The Holds Supervisor would still be responsible for searching for missing items and declaring them lost, when appropriate.

In addition to walking through the entire area whenever they must retrieve or reshelve an item, Mailroom staff will check the remote storage area once a week for leaks, high humidity levels, security or any other problems. Should a humidity problem be suspected, Mailroom staff will take daily readings. (It may prove advisable to install at least one hydrothermograph @ $550 to facilitate monitoring of humidity levels.) Any problems will be reported to the Space and Facilities Coordinator.

Like Brieflisted Request Forms, Remote Storage Retrieval Forms will be available at all circulation desks. Requests placed at locations other than Watson Circulation may be called in by library staff to the Fines Office, 8:30-4:30, Monday through Friday. Circ. staff will record the requests and leave them for the Mailroom staff to pick up. Materials will be retrieved in the mid to late afternoon, Monday through Friday.

 Retrieved materials will be marked with spine tape at JRP for purposes of identification. Retrieved materials would be delivered to Circulation, with request cards, where they would be transferred to the Hold Shelf computer location and immediately available to the patron. If not picked up that day, a notice would be sent to the patron. The Circulation record will provide a permanent location of Watson. A note stating that the item is a JRP storage item will be added to the book at time of transfer or time of checkout, whichever comes first, to assist in identification of storage materials.
REMOTE STORAGE REQUEST

Complete and correct information including ID No. and date no longer needed are required for processing. Materials will be available for check out at Watson Library.

Call no.

Vol./no./date

Title/Author

Date

Date no longer needed

Requester

ID No.

Office use only

Loc:

Missing:
010.5 B4712
Bibliographische Berichte.
Storage holdings: 1959-1980
Shelves: .75  Uses: 0

010.5 C869
Critique: revue generale des publications francaises et etrangeres.
Storage holdings: 1950-1980
Shelves: 3  Uses: 1
CURRENT HOLDINGS TO REMAIN IN WATSON

010.5 L712
Literarisches Centralblatt fur Deutschland.
Literarisches Zentralblatt fur Deutschland.
Storage holdings: 1856-1928
Shelves: 4  Uses: 17

010.5 N758
Nordisk tidskrift for bok- och biblioteksvasar.
Storage holdings: 1914-1980
Shelves: 2  Uses: 0

010.5 P5471
Philobiblon.
Storage holdings: 1957-1980
Shelves: 1  Uses: 1

010.5 Z37
Zeitschrift fur Bucherfreunde.
Storage holdings: 1909-1939
Shelves: 3.5  Uses: 5

015.43 H12
Halbjahrsverzeichnis der im Deutschen Buchhandel erschienenen Bucher, Zeitschriften und Landkarten.
Halbjahrsverzeichnis der Neuerscheinungen des Deutschen Buchhandels.
Hirnicks' Halbjahrs-katalog der im deutschen Buchhandel erschienenen Bucher, Zeitschriften, Landkarten usw.
Storage holdings: 1904-1943
Shelves: 3.5  Uses: 0

015.43 N39
Neue Literatur.
Die Schone Literatur.
Storage holdings: 1924-1943
Shelves: 1  Uses: 0
MINUTES
STAFF DEVELOPMENT COMMITTEE
August 24, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of August 16 were corrected and approved.

The Committee discussed at length the problem of getting people to turn in their travel reports. The requirement that travel fund recipients must submit a written report of her/his activities apparently is not stated in any of the Committee's official forms or guidelines. (Sandy has drafted a revision of the letter which informs the recipient that her/his request has been approved; the revision includes a reminder of the report requirement.) More significantly, there is no written policy which gives the Committee permission to deny funds to staff who have a history of being remiss in turning in travel reports; past SDCs have never exercised that option. We agreed that we needed to revise the guidelines and travel request form to mention the report requirement. However, we felt that any statement that future funding may be denied if reports are not turned in would first need the approval of the Dean and LFA. We also wondered if the standing charge to the Committee should be changed to add that it is responsible for administering the staff development fund.

We next addressed the question of whether the Committee should fund research travel requests. This question arose as a result of a recent staff request for research funds, but it had earlier been brought before the 1992/1993 Committee. In that instance, LFA Exec had charged SDC to consider how the committee guidelines could be expanded to accommodate the funding of research projects and to help defray expenses involved in professional editorial duties. [Background information: The 1992/1993 Committee responded to the charge in its annual report by recommending that "LFA Exec appoint an ad hoc committee to develop guidelines that SDC would then be able to use in awarding funds" and that "additional funds for research be made available, rather than taken out of the $10,000 FY94 travel and workshop budget."] The Committee decided to:
  - For the time being, continue past practice (i.e. not award funds to cover research travel expenses).
  - Write a letter to LFA Exec requesting guidance.
  - Study the issue, including determining what faculty models exist at the University. Sandy volunteered to call the College of Liberal Arts and Sciences to ask what departments have funds specifically for travel and/or research.
  - Develop a proposal to LFA Exec for its approval, recommending expansion of the guidelines to cover research travel expenses. The proposal would include recommendations to:
Minutes - 2

1) assign a percentage of the total funding for research travel (5-10% was suggested), with a $100 cap on the amount of money that would be awarded for any one request. 2) Require requests to be submitted within the first 9 months of the fund’s fiscal year, i.e. by the end of June. This would allow the Committee sufficient time to spend any unused moneys.

Gaele will write a letter to LFA Exec which will:
- seek guidance concerning funding for research
- recommend that travel funds not be granted to persons who have not written reports.
- recommend that the standing charge to the Committee be revised to include statements that SDC is responsible for 1) administering the travel budget; and 2) establishing guidelines on how travel funds are to be awarded.

The Committee discussed how much we should increase the share amount for conference travel. The amount of the conference travel pot was unclear because we did not yet know how much we needed to set aside for speakers. A rough review of past years’ expenditures indicated that we could safely increase the share to $90. If the Dean approves our request to use the money remaining in the 1993/1994 budget to fund the three travel requests we have already received for next year, we can reimburse those requests at the higher share rate.

We decided to reserve $1800 for workshops in order to reflect our perception that staff were becoming increasingly interested in attending workshops. That would still leave us $2000 for speakers.

We approved a travel request from Rick Clement to attend the Medieval Association of the Midwest Sept. 23-24.

Janet suggested that we split up the Committee into subgroups which would focus on a specific task of the many we need to accomplish: programs for next year, expanded staff development fund guidelines, outside funding sources, and possibly others.

Sandy will try to set up an early September meeting between the Dean and the Committee. In the meantime, our next meeting is scheduled for August 31 at 9:30, location TBA. Tentative agenda items are:
- vote on increasing the share to $90
- pursue Janet’s suggestion to split into subgroups
- discuss the theme for next year’s programs.
LFA EXECUTIVE COMMITTEE
Minutes of August 29, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Exec read and approved minutes for the following:

• Staff Development Committee, meeting of 8-16-94
• Budget & Planning Committee, 8-10-94
• LFA Executive Committee, 8-22-94

LFA Exec also read and approved the annual reports of the Libraries Committee on Promotion and Tenure (LCPT) and the Nominating & Ballot Committee.

In the course of reading the annual reports (particularly those of LCPT and CESR), Exec members noted that the issue of research was pervasive. An extended discussion ensued: all agreed that library faculty sorely need clarification on this topic. The following statements reflect only the opinions of the committee members present, and are intended to serve as a starting point for more generalized discussion.

It is our opinion that the requirements for librarians have evolved to the point where it is very important to be able to present evidence of scholarly activities in promotion and tenure files. In addition to assuring that all KU librarians are aware of the scholarly activities/research expectations for promotion, sabbatical leave and merit review, we feel it is especially important that candidates be clearly informed of these expectations before they accept a KU position and that non-tenured librarians receive advice and assistance in establishing their research program.

I. Within the Libraries the importance of research has evolved; historically, there has been the belief that research was not required for promotion and tenure. If a librarian had conducted research, it was evaluated as a part of her/his tenure file, but librarians lacking this component were recommended for promotion by UCPT.

II. The statement regarding evaluation of librarians in the 1989 revision of the Libraries Staff Handbook (i.e. the statement which LCPT forwards to UCPT) is ambiguous--especially the phrase "Research, although not an integral part of most librarians' professional duties . . . ." Administrators in the Office of Academic Affairs have expressed concern that we are stating that we are not required to do research.

(a). Perhaps we need a clearer statement from LCPT, which would of course be written with input from LFA members.
III. In view of the current situation, newly hired LIs must be told that there are expectations for scholarly activities/research, and that it is required for tenure and promotion. Numerous questions are raised, e.g.:

(a). Since research is required, how can it be accommodated into librarians' professional appointments?

(b). What is the supervisor's role regarding this activity? Does he/she have a responsibility to mentor supervisees? Should the Library be encouraged to implement a mid-term tenure review? Does he/she have the right to know how much time a supervisee spends on research?

(c). What "scholarly activities/research" is needs to discussed and defined. Besides publishing articles (or translations, book reviews, indexes, etc.), does it include oral presentations at conferences? Exhibits? Guides for Readers? What criteria should be used to evaluate and weight these activities?

Submitted by David Pardue
NEW BUSINESS:

1. Changes to the Classified Employee of the Year guidelines.

The members of the Classified Employee of the Year Selection Committee were invited to the meeting to discuss an issue that had arisen during the first award’s selection process. That issue was how a nominee’s employment status affects their eligibility for the award. The selection committee recommended that Dean Crowe alter the guidelines for the award. Dean Crowe in turn requested advice, through the Conference Chair, from Classified Conference.

The Selection Committee members described for the CCEB the highlights of the discussions leading to their decision. After providing this background, the Selection Committee members left the meeting. The floor was opened for discussion.

> Since this year’s selection committee had set a precedent concerning eligibility should the CCEB adhere to it, or make an independent recommendation? There was concern that some individuals might be offended if future selection committees did not apply the same criteria as did this year’s committee. On the other hand, all new processes, such as this award, need “fine-tuning.” The CCEB decided that the CC’s advice to the Dean should be based on the CCEB’s understanding of eligibility rather than on the selection committee’s precedent.

> Should one method of leaving Library employment be treated differently from another? Some CCEB members thought that resignation, retirement, and/or death should have no bearing at all on eligibility. It was pointed out that, theoretically, someone could nominate a past employee. It then became apparent that eligibility needed to be defined not in terms of resignation, retirement, or death, but when a prospective nominee leaves the library payroll.

> At what point, then, does resignation/retirement/death affect one’s eligibility? Easily identifiable points would be sometime during the nominating process or sometime during the selection process. "By the end of the nomination process" was agreeable to many of the members until it was pointed out that this did not take into account the possibility of someone announcing their resignation or retirement while their nominator was taking extra time composing the nomination. "During the selection process" was disagreeable to most of the members. It was decided therefore that the most agreeable point of consideration would be the beginning date of accepting nominations.

> The majority of CCEB members also expressed the view that part time classified staff should be eligible for the award.

The CCEB decided to suggest to Dean Crowe that the section of the Guidelines pertaining to eligibility be changed to read as follows:
"Eligible employees are all classified staff employed by the University of Kansas Libraries on the beginning date for submitting nominations and who have worked for the library for at least one year prior to that date"

2. **Change to method of approving minutes:**

In the interest of reducing the time between meetings and getting minutes submitted to the FYI, Corrie suggested that she distribute first-draft minutes to the committee members via e-mail, allowing one week for members to propose changes or corrections. A final draft would also be distributed by e-mail with members being given two working days to approve or reject it. Lack of response would be considered tacit approval. The approved minutes would then be published in FYI. Everyone present expressed approval of this plan.

**CHAIR’S REPORT:**

Alex reviewed (from Kendall’s notes) the most recent Administrative Conference meeting, at which the Systemwide Access Proposal was discussed. The Systemwide Access Proposal entails developing the means for all Regents Libraries state-wide to have access to each other’s online catalogs.

Also discussed was the proposed Access Services department, which would consolidate several departments, including Copy Services, Reserve, Circulation, Fines, and Periodicals. This will affect the classified staff supervisory positions of Sherry Hawkins, Lisa Shaw, Sarah Couch, and Kendall Simmons. Kendall’s position will be affected the most dramatically, and a proposed new position description for her is currently under review at Human Resources. Corrie distributed a copy of the Libraries’ "Statement on Processes Involved in Changes to Classified Staff Assignments" written in March of 1992, in which the CCEB had considerable input at the time. These are the procedures being followed.

**COMMITTEE REPORTS:**

The Budget and Planning Committee has met twice with Dean Crowe to discuss the recent Administrative changes. It has not yet met with LFA regarding its charges.

**OLD BUSINESS:**

The review committee for Dean Crowe will meet in early September. Lars will address the CCEB’s September meeting.

**ANNOUNCEMENTS:**

Mary Ann Baker is on the Review Committee for Assistant Dean Gibbs. The full composition of the committee has been announced in the FYI. The committee will communicate with the staff soon in the FYI and shortly afterwards will solicit input from the staff to help with its deliberations.

**OTHER:**

In the future, Corrie will no longer include the standing agenda items (Dean Crowe, Chair’s Report, Committee Reports) in her e-mailings. Anyone may suggest items to be added to the agenda.

**NEXT MEETING:** Sept. 27, 1994

Corrie Thompson, Secretary, CCEB
HEALTH INSURANCE OPEN ENROLLMENT

The KU Staff Benefits Office has mailed 1995 Health Insurance enrollment information to all staff. (If you have not received this information, please let Sandy Gilliland or Julie Slusser know immediately.) The 1995 Health Insurance contract will remain basically the same as the current contract: Blue Select and HMO Kansas will be the two health insurance plans for University employees who reside in Douglas County. Some slight changes in the health insurance premiums have occurred, and effective January 1st, employees who are employed at least 90%-time will be considered "full-time" for health insurance purposes only. These and other changes to the health insurance coverage are described more fully in the information distributed to all staff.

If you do not intend to make any changes to your present health insurance coverage, you need not complete any forms. Your present coverage will continue during 1995. If you wish to make changes in your health insurance coverage, primary care physician, family members covered, etc., for the 1995 calendar year, you MUST complete an "enrollment form", available from Sandy Gilliland or Julie Slusser, prior to the October 31, 1994 Open Enrollment deadline. Please submit all forms to the Library Administrative Office well ahead of the October 31st deadline to allow time for processing. The Administrative Office will forward forms to the Staff Benefits Office. Enrollment forms that are received in the Staff Benefits Office after October 31st will not be accepted.

If you are a current participant in the KanElect program, the Staff Benefits Office will mail a separate memo and enrollment form to you to continue this plan in 1995. An enrollment form must be completed to continue KanElect participation (or begin participation) during the 1995 calendar year. Additional information regarding the KanElect program is available in the material distributed to all staff, and also available from Sandy Gilliland.

Questions regarding the Health Insurance contract, including KanElect, may be directed to Sandy Gilliland or Julie Slusser, 4-3601.

Sandy Gilliland

KU TELEPHONE DIRECTORY

The University’s 1994/95 Telephone Directories are being distributed to all library departments. Library staff are asked to check their individual listing in the directory and report any errors to the Library Administrative Office. Corrections will be reported to all staff via the FYI. One correction has already been received (please update your copy of the directory): Malcolm Lodwick’s listing is incorrect. Malcolm is employed in the Art/Architecture Library (not Acquisitions); his phone number is 4-3020.

Department who require additional copies of the directory may contact the Library Administrative Office. Any department having extra copies of the directory are asked to return them to the Administrative Office. Contact Sandy Gilliland if you have any questions.

Sandy Gilliland
LAW LIBRARY RECORDS ONLINE

Margaret Bearse, John Miller, and Mary Roach have completed the preparation of specifications for loading Law Library OCLC bibliographic records for both serials and monographs into the Libraries’ online system. The programming needed to accomplish this load has been started, but, since Patrick Kingsbury is working on it irregularly, there is no estimated completion date for programming nor an estimate of when Law records will appear in the Online Catalog. A memo, giving some basic information about the policy decisions and some of the detailed procedural points which have been made in regard to the load and the Law Library use of the system, is attached to this issue of FYI.

George Gibbs

BOOKSALES

The KU Libraries are currently finalizing plans for a series of booksales this fall. Please see the flyer attached to this week’s FYI. For additional information please contact the following: Art & Architecture (Susan Craig); East Asian Library (Gene Carvalho); Science, Technology & Engineering (Sue Hewitt); Other Subjects (Lars Leon)

Lars Leon

MONEY, MONEY, MONNNNNEY........

Grant money is available from the Northeast Kansas Library System’s Professional Development/Continuing Education Grant for:

-CULS (College and University Library Section of the Kansas Library Association) fall meeting to be held in Pittsburg, KS, Oct. 27-28. This year’s theme is; "Use it - don’t lose it: Creative use and preservation of the virtual library"

-KLOA (Kansas Library Operation Associates Roundtable of KLA) Conference to be held in Topeka, KS, Nov. 3-4. This year’s theme is; "I work in a library, but I’m not a librarian: Survival skills in changing times."

Grant monies are available to help defray costs for in-state conferences, workshops and class tuition. Contact Janet Anderson-Story (4-4715, e-mail janderso) for grant forms and guidelines or information about the above mentioned conferences.

Janet Anderson-Story

ASSISTANT DEAN GIBBS REVIEW

By now all library staff should have received a questionnaire from the Assistant Dean Review Committee. If you have not received a questionnaire, please contact me 4-4274 (e-mail swilliam) for a copy. The deadline for returning the questionnaires is OCTOBER 5. The committee would appreciate observance of this deadline as we have a limited amount of time to complete the review, and the responses to the questions will be tabulated by computer; therefore, we can not include responses that are submitted after the October 5 deadline.

The committee has also set aside several dates for staff who wish to meet with the committee. Anyone who is interested in scheduling a meeting with the Review Committee should contact me to arrange an appointment. The dates reserved for meetings are: September 30, October 14, and October 21 (10:00 - Noon each day). If these dates/times are not convenient for you, we will arrange an alternative date and time. Thanks to everyone for their assistance with this process.

Sherry Williams, Chair
Assistant Dean Review Committee
PUBLICATIONS

Brad Schaffner has had the chapter on "The Soviet Union" published in Chronology of Twentieth-Century European History, ed. George C. Ference (Detroit: Gale Research, 1994). Rob Melton

INVITATION

"You and your staff are invited to a reception to meet the new Director of Mabee Library, REBECCA BOSTIAN, October 6, 1994, 3:00 to 5:00 p.m., MacVicar Room, Washburn University Memorial Union."

SPENCER RESEARCH LIBRARY VIDEO AIRS

The "Spencer Research Library" video feature is scheduled to air on the KU Football Show with Glen Mason beginning Sunday, Sept. 25. The show airs on the following stations at the listed times:

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<tr>
<th>MARKET</th>
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<th>AIRTIME</th>
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<tbody>
<tr>
<td>Lawrence</td>
<td>Sunflower Cable 6</td>
<td>Monday, 7 p.m. &amp; 10:30 p.m.</td>
</tr>
<tr>
<td>Topeka</td>
<td>WIBW, Channel 13 (CBS)</td>
<td>Sunday, 11:30 a.m.</td>
</tr>
<tr>
<td>Kansas City</td>
<td>KCTV, Channel 5 (CBS)</td>
<td>Sunday, 11:30 a.m.</td>
</tr>
<tr>
<td>Pittsburg/Joplin</td>
<td>KOAM, Channel 7 (CBS)</td>
<td>Monday, noon</td>
</tr>
<tr>
<td>Wichita</td>
<td>KWCH, Channel 12 (CBS)</td>
<td>Sunday, noon</td>
</tr>
<tr>
<td>Bartlesville, OK</td>
<td>Bartlesville Cable</td>
<td>Thursday, 5 p.m.</td>
</tr>
<tr>
<td>Midwestern Mkts.</td>
<td>Prime Sports Network</td>
<td>Friday, 8:30 p.m.</td>
</tr>
</tbody>
</table>

All times are Central Standard Time.

ATTACHMENTS

Library Automation Committee minutes--September 14, 1994
Library Space Committee minutes--September 15, 1994
Surplus Book Sales Flier
LAW LIBRARY RECORDS ONLINE

The load of Law Library records will include approximately 80,000 retrospective records and 1,500-2,000 new cataloging records per year. The Law Library plans to continue to use its current CD-ROM catalog. OCLC records for current cataloging will be added using the same FTP process as the Libraries is using to load its own bibliographic records. When the Law record is an added copy to one already in LCAT, the Law holdings will be added to that record.

Law does not intend to use the Libraries’ current technical processing system actively for serials check in, maintenance of book and serial holdings information, circulation control, etc.) Law has decided not to invest much training time in the current system, preferring instead to wait for the implementation of a new system to implement these routines. However, the Law Library will undertake some double work to maintain accurate bibliographic records. Law plans to buy and install an editing terminal and will maintain its bibliographic information in LCAT, the file of record, in addition to any updating which must be undertaken through OCLC for the CD-ROM catalog.

The four-letter OCLC codes which the Law Library has used and the Law sublocations will generate a standard text for the Online Catalog. Serial holdings in OCAT will also show a standard text referring the patron to the Law Library for holdings.

Prior to August, 1994, there were 3,235 Law Library serial records in UKASE/LSER, many of which were local records. These bibliographic and holdings records were added to the serials system in late 1986 and had not been reviewed or in any way updated since that time. For this reason, and in anticipation of loading all of the Law Library’s OCLC records, it was determined that it would be best to delete all of this outdated information so that the most current and correct Law Library serial records could be included at the time of the OCLC record load. With the exception of a few records yet to be worked on, the deletion project has been completed.

Loading of the retrospective Law records will be timed so that lists of new headings and problems generated specifically from these records can be separately identified and given to Law to work on. It will not be possible to identify prospectively which headings or records on current system reports (authority, duplicates, new headings) are generated from Law records. Law Library staff will participate with Cataloging Department staff in the ongoing maintenance of the records. The details of who will do what have not yet been worked out.

Law LC call numbers will not be indexed and thus will not be interfiled with LC call numbers from the main library collections in LCAT. Since Law is not planning to use the local system for shelflisting and other processing activities, it is not necessary at the moment to decide how to incorporate Law call numbers in the shelflist. However Law call numbers will be searchable in the Online Catalog. The shelflist print programs will be set so that no shelflist cards are produced for Law locations.
Library Automation Committee  
Meeting of September 14, 1994  

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

Absent: Bill Crowe

Review Minutes of August 10:

The minutes were approved for the FYI following some questions and clarifications.

Announcements/Questions:

1. This will be Mary Hawkins' last LAC meeting. John asked committee members to consider whether to invite someone to sit on the committee until Mary Hawkins' successor is appointed, and, if so, whom to ask. It would be for an "indefinite, temporary, interim" period of time. John asked that members email any comments they might have about this prior to the next meeting, at which time it will be discussed further. Also, on behalf of the Committee, John thanked Mary for her service.

2. OCLC/FirstSearch demos: As announced in Kansas Libraries and elsewhere, a statewide demo of certain FirstSearch databases is being planned for mid-October to mid-December, during which time there will be free, unlimited access to the basic FirstSearch package [WorldCat, ArticleFirst, ContentsFirst, GPO Monthly Catalog, Medline, and ERIC] plus ABI/Inform, Periodical Abstracts Research II, and Newspaper Abstracts. This is in preparation for an arrangement with OCLC to provide these databases on a subscription basis throughout the state. Bruce Flanders is coordinating the project as well as investigating the possibility of using WorldCat as the basis for the Kansas state union catalog. As reported earlier, John and Bill met with Bruce several weeks ago to discuss the possibilities and potential problems. Last Friday at the CODDL meeting in Salina, which John attended for Bill, Michael Piper of the KLNB and Rebecca Shriner of WSU and the KLNB's Reference Committee, described the project to CODDL and took questions. At both sessions, we asked a number of questions about how we would be able to both freely distribute and control access to FirstSearch at KU. Bruce has been discussing this with Paul Cappullezzo, who is coordinating the project for OCLC. Bruce called John this morning with an update and the two of them will be talking with Paul by phone later today. The chief concern is that OCLC currently neither has a way to limit the number of simultaneous uses on an individual authorization number in a consortial setup such as this nor any way to limit access based on IP (Internet Protocol) number. [IP limits would allow OCLC to restrict access to Internet nodes within the state of Kansas.]

3. Enhancements/Fixes Update: John asked the committee again to consider splitting the Expanded Academic Index file into two parts to possibly improve response time by limiting the size of retrieval sets. This will be discussed more at a later meeting. In response to questions, John clarified that we will not pay software
maintenance on Inquire after this fiscal year and that the new online system would replace functions currently supplied by the Inquire software.

Discussion:

1. RFP: John distributed outlines and sample specifications from the RFPs of various other institutions and a draft proposed outline for KU's RFP. John asked the committee to consider how best to express the relative importance of the various criteria for selecting a new system. Some of the institutions used adjectives such as "mandatory" vs. "desirable" (or "very desirable" vs. "desirable"), while others used a ranking system of symbols, such as '+' and '-' for greater vs. lesser importance. Describing any features as "mandatory" can be used to exclude any vendors who really don't meet minimum specifications. It also has the potential, however, to exclude vendors who don't have particular features in operation but might have them in testing stages. It could be used to target established, complete systems if the desired result is to rule out companies that are still in development, but if not used carefully, it could restrict choices too much. Therefore, terms such as "mandatory" or "required" must be used judiciously and sparingly. It is useful to assign some system of weights to the larger list of criteria not considered "mandatory" in order to make comparison and scoring of the systems easier.

The means for scoring the vendors who respond to the RFP must be established in advance, so it needs to be well thought out. It needs to be stated that the decision will be based on vendor replies, site visits, and the RFP replies. One person asked if, in trying to determine vendors' financial standings, the libraries could hire outside consultants. This is a possibility.

Bill, John, and Nancy Jaeger will be meeting next Tuesday with Gene Pucket, KU's Director of Purchasing, and Barry Swanson of the state's Division of Purchases, to discuss how we can and should proceed with the RFP process. We should know more about what is expected and demanded of us after that meeting. The meeting will include a discussion of the "Master Lease Purchase Program" which replaces the former "certificates of deposit." This is a program that would allow the Libraries in effect to get a loan from the state for the entire system purchase and pay it back over several years.

John reviewed the RFP draft outline, pointing out that much of the initial section can be copied from the RFR. There is considerable overlap between the sections titled "Instructions to Vendors" and "Proposals", and it might become appropriate to consolidate the two sections. It is unclear what, if anything, needs to be specified in the section about system hardware and software, especially in light of the fact that it is unknown at this time whether the Hoch automation center will be funded. John has inquired of the Computer Center about their preferences in this area, assuming that the machine will be housed and operated there.

Future Meetings: Wednesday, Sept. 28 2:00pm - 3:30pm later cancelled] Wednesday, Oct. 12 and Wednesday, Oct. 19 at the regular time
The committee met in the Music Library and had a guided tour of the space led by Susan Hitchens. It was obvious to all of us that the space is totally inadequate and that Music Library staff has had to be inventive and flexible to accommodate the collections and services. The space is totally full and, in order to house the annual collection growth of apx. 2000 items, space outside the physical limits of the Music Library must be used. Currently, 192 shelves of Dewey-classed items are shelved in Anschutz; a non-secure hallway in the Sound Archives area houses some journal backruns; video and audio tapes are shelved on a stairwell landing. Because there are no OPAC records for the Deweys (25-33% of the Music collection), the circulation system serves as the location record for the many sublocations. The space constraints mean constant minor shifting and receipt of a multi-volume set can require a major shift. In addition to books and journals, the collection has tapes, record albums, CDs, videos, and microforms. Equipment for all the formats is also housed in the library. No elevator or dumb-waiter exists to connect the first and second floors and a large part of the second floor will not bear the weight of bookstacks. Susan has requested shelving for the perimeter of the library's second floor and, if received, she may reconfigure the second floor space to remove the carrels and place all the listening stations upstairs. Environmental conditions are poor with a roof mounted air conditioning unit and poorly designed guttering occasionally sending water into the library. The wiring needs to be upgraded to allow public access to the Internet and other library resources rather than requiring the librarian to use the single packet-switch network connection for all such searches. An addition to Murphy Hall providing more than 11,000 sq ft for a music library remains on the University's priority list. If all goes well, the facility might be available by 2000. Until then, no additional space within Murphy is likely and the library will continue to have to store music collections outside the building.

The minutes of the Sept. 1 meeting were reviewed and corrected.

The public list of Dewey-classed journal titles recommended for storage is complete and a draft of the letter to faculty and students is being reviewed by Dean Crowe. The first half of the LC-classed titles will be keyed soon and the second half is now available for bibliographers to review. Serials cataloging expects to complete their work by October 15. The committee recommends that the letter detailing the storage recommendations and process be sent to all faculty at KU and that the lists of titles to be considered for storage be distributed to departmental chairs to share with their departments. The lists should be as compact as possible so as to use the minimum amount of paper.

The next committee meeting will be Sept. 22 in Room 318 of Spencer Research Library.

Recorded by Susan Craig
The University of Kansas Libraries
Surplus Books Sales

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<tr>
<th>Day</th>
<th>Date</th>
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<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>English &amp; American Lit., Latin American Studies, History &amp; Political Science, German, French, Italian &amp; Classics</td>
<td>(East Asian Library)</td>
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<td></td>
<td></td>
<td>(Unsold books from sales listed above with * at reduced price.)</td>
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<td>Thurs.</td>
<td>Nov. 3</td>
<td>Art &amp; Architecture</td>
<td>Spencer Art Museum (Center Court)</td>
<td>4-7</td>
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All proceeds from these sales will be used for the purchase of additional books and periodicals for the Libraries. Cash, personal checks, and travellers' checks accepted.
UNCLASSIFIED VACANCY

Photo Archivist, a full-time, 12-month, continuing, unclassified professional staff position (non-tenure track). This position will work with the photographic holdings (some 2 million images) of two departments in Kenneth Spencer Research Library: the Kansas Collection and University Archives (full description available). Required Qualifications: Master’s degree in a relevant field; coursework or experience with photographic cataloging; knowledge of photographic preservation techniques; and demonstrated ability to work well with the public. Strongly Preferred Qualifications: Experience cataloging photographs in an archival setting; experience cataloging in an automated environment; previous photographic preservation work; reference experience. Preferred Qualifications: Experience working with glass plate collections; coursework or background in regional history and/or the history of higher education; dark room experience. Annual salary: $20,000 - $23,500, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, transcripts (photocopies accepted), and names of three references, to: Sandra K. Gilliland, Assistant to the Dean for Personnel, 502 Watson Library. Applications must be postmarked by November 7, 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.

SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the Photo Archivist Search Committee: Becky Schulte, Chair; Sherry Williams; Kathy Lafferty; Prof. John Pultz, Curator of Photography, Art Museum and Assistant Professor of Art History; Sandy Gilliland, ex officio.

PERSONNEL

Sadie Bramble, Library Assistant III in Cataloging, has announced her retirement after serving 25 years with the University Libraries. Sadie began employment in September, 1969 as a Clerk-Typist I. Throughout her career at KU, Sadie received several promotions and attained the rank of Library (Associate)/Assistant III in March, 1978. Sadie’s retirement is effective October 7, 1994.

KU TELEPHONE DIRECTORY CORRECTION

Please note the following correction to the new issue of the KU Telephone Directory:

Terri Gottstein is an Office Assistant III in the Cataloging Department, 4-3038.

As a reminder, please submit corrections to the Library Administrative Office.

Sandy Gilliland
OLA FAUCHER RECEIVES PROMOTION

Marc Adin, Director of the KU Department of Human Resources, has announced the promotion of Ola Faucher to Associate Director, Department of Human Resources. In a memo to Dean, Directors, and Chairpersons, Adin remarks, "Ola has been with the department since 1976 and has demonstrated a remarkable talent for excellence in all aspects of her endeavors related to the office." Ola's responsibility for the everyday operation of the department will broaden, according to Adin, as will her assumption of long-term human resource projects.

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 3:00 p.m., Friday, October 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

DEAN'S REVIEW

By now all library staff should have received a packet from the Committee to Review Dean Crowe. The packet should contain a cover letter, questionnaire (page 2 through page 9), and a return envelope that you can use to return the questionnaire. If you would like to send a letter in addition to or instead of the questionnaire you may do so. Please return the questionnaire or send a letter by Friday, October 14. If you wish to talk to the committee please contact me (ileon; 4-3476) by Friday October 14 so I can arrange an interview. If anyone knows of any staff member who is out of the libraries until after October 14 and is unable to forward her/his packet to where s/he is please let me know. The committee appreciates your cooperation and wishes to thank you for your cooperation in this very important process.

Lars Leon

WATSON LIBRARY EXHIBITS COMMITTEE

The Watson Library Exhibits Committee (Kent Miller, Channette Kirby, and Rachel Miller) is looking for:

* Library staff who would be interested in preparing exhibits for the Jim Ranz Exhibits Area. The purpose of exhibits is to publicize library materials and services, to encourage use and discourage misuse of library materials, and generally to support the research, teaching, and continuing education missions of the University through the visual dissemination of information.

* One or two additional committee members. The committee is responsible for reviewing exhibit proposals, scheduling approved exhibits, and helping exhibitors prepare and mount their exhibits.

If you are interested in either possibility and would like more information, please contact any one of us.

Kent Miller

ATTACHMENTS

Cataloging Policy Advisory Committee minutes--August 29, 1994
Staff Development Committee minutes--August 31, 1994, September 7, 1994, September 16, 1994, September 22, 1994
LFA Exec minutes--Sept. 12, 1994, Sept. 26, 1994
Kansas Library Operation Associates 1994 Conference Agenda
Meeting of August 29, 1994

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

Symposium proceedings
Gibbs distributed copies of the proceedings of an OCLC-sponsored symposium The Future is Now: The Changing Face of Technical Services held at the ALA Midwinter Conference on February 4, 1994. One of the six papers presented is by the always interesting Michael Gorman.

Early American Imprints microform set
Roach reported slow progress toward loading the test tape of cataloging records for the Early American Imprints microform set.

Art retrocon project
Roach reported that it had been decided to include East Asian books in the Art retrocon project. The retrocon unit is searching OCLC for cataloging copy and sending books and copy to the East Asian Library, where the books will be processed and returned to the Art Library. Most books requiring 090 and original cataloging will be brieflisted for now and cataloged as time and resources permit. All books with 050 copy and large sets will be fully cataloged with vernacular characters added and will not be brieflisted.

JRP project
Gibbs brought us up to date on the JRP project: 2700-3000 shelves worth of low-use serials, both Dewey and LC, have been identified by Rich Ring as suitable for remote storage in JRP. The serials unit is providing full OCLC cataloging for all titles. Bibliographers have been reviewing a printout list of the titles. Later, a list of titles in WordPerfect format will be made available to the faculty and it is expected that some titles may be deleted from the list at faculty request. The shelving is in place at JRP and the basement area has been fumigated.

Bringing the Law Library online
Bearse reported that the wiring for a local editing terminal has not been installed yet. When the Law Library goes online, it will add its cataloging records to the system but will not maintain monographic and serial holdings and will not use the main circulation system. Law call numbers will not be indexed in the LCAT call number shelflist but will be searchable on OCAT. Now underway is a project to delete more than 3,200 UKASE records of Law serials.
Internet access to OCLC in Spencer

Cataloging the Spencer backlogs may not require connecting another OCLC terminal to the chain in Spencer if Internet access to OCLC proves to be dependable. At present a problem of unknown origin is preventing access to OCLC via the Internet. OCLC insists the source of the problem is local, but the Comp Center seems to think the problem is with OCLC. Roach will work with Nicholas Eshelman to get the problem fixed.

The next meeting of CPAC was scheduled for September 26.

Submitted by John Richardson
Gaele reported on the status of last year’s annual report. We decided to compile a brief, unofficial annual report to serve our internal purposes until such time as the official report is available. Gaele and Carole will work on compiling the interim report. It will include figures on out-of-state travel, the total number of shares awarded, etc. and some information in text form, such as a summary of future SDC topics which were proposed last year.

Sandy confirmed with Dean Crowe that funds remaining in the 1993/94 SDC budget can not be used to fund travel in the new year, or carried forward. However, the Dean is willing to consider a proposal from the Committee to expend the funds for equipment or material related to staff development. Susan asked if there was something suitable in the suggestions for Shelley Miller’s memorial.

The Committee discussed at some length what should be included in Gaele’s letter to LFA Exec. We decided that two letters were appropriate. The first one would address only the standing charge to the Committee. We would recommend the addition of a statement that SDC is responsible for administering the travel budget according to guidelines developed by the Committee and approved by the Dean, said guidelines to be reviewed annually. The second letter would be written after we had begun a review of the guidelines in their entirety. This letter would inform LFA Exec of the areas we were working on and solicit their comments on those areas. We would then use their comments to draft a set of revised guidelines. The revised guidelines would be submitted to the Dean for his approval, and to LFA Exec for its input. We agreed that the actual revision of the guidelines is a lesser priority than developing programs for the coming year.

The minutes for August 24 were corrected and approved.

We voted to increase the share amount to $90.

The next meeting will be September 7 from 9:00-11:00 in Conference Room B.

Submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
September 7, 1994

Present: Mel DeSart, Gaele Gillespie, Janet Anderson-Story, Margaret Wilson, Sandy Gilliland

The minutes for August 31 were corrected and approved.

Janet recommended that we send a copy of our second letter (see Aug. 31 minutes) to Classified Conference Exec to solicit their comments. Mel added that we should also send the letter to the Dean.

We proposed that the SDC divide up into subgroups, one for programs and one to review and revise the guidelines.

We reconfirmed that the theme for the coming year's presentations will be "change." We hope to have a number of presentations on change itself: the changing nature of libraries in the national and international community; the changing role of the library within the university (a panel discussion with David Shulenberger and Dean Crowe); the changing roles of library staff; and the psychological aspects of change (attitudes, motivation). We will also sponsor a series of presentations on two topics which change has put on our doorstep: new technologies and increased research expectations. The new technologies presentations will cover 1) CD ROMs, electronic journals, etc., and 2) the Internet—what's out there, how to access it, its relevancy to staff jobs. We hope to do three presentations on research: one on the research process (featuring a panel of KU librarians who have engaged in research); one by journal editors on how to prepare a manuscript so that it is likely to be accepted for publication; and one on the nature of research for librarians.

We agreed to inform the absent members of the Committee about the ideas we were considering and then meet with the Dean for his input.

We decided to recommend to the Dean that the funds remaining in the 1993/94 SDC budget be used to purchase video equipment: large-screen television, television stand, VCR, and CAM recorder with a good microphone. Mel and Sandy volunteered to purchase the equipment, should the Dean approve our recommendation.

We will not meet at our regularly scheduled time next week. Instead, we will meet with the Dean on Sept. 16th from 1:30-3:30.

Submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
September 16, 1994

Present: Janet Anderson-Story, Mel DeSart, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson
Guest: Dean Crowe

Dean Crowe attended the meeting to provide input on the Committee’s program plans. He said he was "tickled pink" with our choice of "change" as our theme and encouraged us to put on a really ambitious series of presentations. He offered to contribute additional funds to help us finance speakers. The Dean recommended that we seek out other staff to help with specific aspects of the program. He offered to do an advance e-mailing to the speakers we wanted, informing them that we would be contacting them and that we had his full support. The Dean made numerous excellent suggestions for speakers:

- For the "Changing nature of libraries" presentation: Nancy Eaton, Iowa State University. Nancy is chair of the OCLC Board of Trustees and chair of the ARL Access and Document Delivery Committee. We might want to consider someone from the KU faculty who is an expert on the subject of organizational structure; someone from Illinois, which had decentralized cataloging operations and is now in the process of recentralizing it; Jim Neal, Dean of Libraries at Indiana, which has flattened its organization; Jerry Campbell, Duke, the incoming president of ARL, in combination with a more conservative counterpart (possibly Jim Williams from the University of Colorado); and Bob Wedgeworth, Illinois.

- For the "Changing role of the Library within the University" presentation: Andy Debicki, Vice Chancellor for Research, Graduate Studies, & Public Service; and Jim Muyskens, Dean of the College of Liberal Arts & Sciences. Dean Crowe would act as moderator.

- For one of the "Research" presentations: Bill Black, author of an article on research expectations at Iowa State.

- For the "Publication" presentation: the Dean seconded our choice of Carol Pitts Hawks. He suggested that we might want to include someone from Nebraska’s University Press, which is an innovative press, and hold the presentation at KU’s University Press. The Dean said that in general university presses were not terribly advanced in uses of information technology. He recommended that we look at an article in the Chronicle on university press innovations. He also suggested Fred Woodward, director of the University Press of Kansas and incoming President of the American Association of University Presses, in conjunction with a proposed Friends of the Library’s presentation in April.

- The Dean proposed a topic for a future panel presentation: changes in career paths. The panel could be composed of our own library staff who have made career path changes.

The next meeting is scheduled for Thursday, Sept. 22, from 11:45-1:15. Sandy will arrange a room for us at the Kansas Union.
Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Susan Hitchens

A draft of the minutes from our meeting of September 16 was not yet available for review.

Janet passed out a draft calendar of programs, many with names of possible speakers, for the coming year.

The committee reviewed and approved requests from Mary Lou Warren and Carmen Orth-Alfie for workshop fee costs to attend "Regional Economic Information Systems CD-ROM Training" at the Regents Center on October 7. The committee also approved a request for funding from Kendall Simmons to attend and present a paper at the Council on Library Technicians conference in Chicago, June 22-23, 1995.

Discussion then turned to Janet's draft programs calendar. Some slight rearrangement of sessions may occur due to availability of desired speakers, but on the whole the committee agreed that we would use the draft calendar to begin further planning of individual sessions. specifically speakers for each session/program.

There was some small amount of confusion over the pairings of suggested speakers and sessions that Dean Crowe offered at our last meeting. Gaele will review with the Dean any areas where confusion exists and report the clarified information to the committee.

For a possible November program on the changing nature of libraries in the national and international community, Gaele will contact Nancy Eaton from Iowa State and Mel will contact Bob Wedgeworth from Illinois as possible speakers. This initial contact will be only to survey interest and availability.

Discussion then turned to possible program topics NOT listed on the draft calendar. Copyright and organizational dynamics arose as two possible topics for inclusion in this year's programming.

Finally, committee members volunteered for tentative assignments as the individuals with primary responsibility for planning particular sessions.

Next meeting: Wednesday, September 28, 9:00-10:30, Watson B.

Submitted by Mel DeSart
LFA EXECUTIVE COMMITTEE
Minutes of Sept. 12, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, L. Moore, D. Pardue, J. Richardson
Absent: J. Girardo

Exec read and approved minutes for the following:

- Staff Development Committee, meeting of 8-24-94
- LFA Executive Committee, 8-29-94

Exec also approved the charges which will be sent to LCPT. Schaffner made several announcements: a meeting with Dean Crowe is scheduled for Sept. 26, and a meeting with the Budget & Planning Committee is tentatively scheduled for Sept. 21 at 10:00 a.m. He will furnish a list of current committee memberships which will be published in the upcoming FYI.

Discussion then turned to the topic of the Budget & Planning Committee's 1993/94 annual report. Both members of this year's B&P Committee as well as last year's have expressed concern that the committee's role has become unclear.

Exec feels that Budget & Planning seemed to be involved in more activities in the past, and outlined some of those responsibilities. B&P arranged the spring budget hearings, then summarized the main issues/concerns for a presentation to the general LFA membership; it organized the fall Budget Forums as well. The Committee also kept a "Planning Notebook" which tracked administrative committees' budgetary or planning concerns. One Exec member noted that the budget hearings avoid the situation where individual Department heads are literally standing in line at the Dean's door with requests for money, staffing, etc. Exec agreed that B&P helps ensure LFA involvement in getting a broader, overall perspective.

Exec explored ways of clarifying B&P's status. The general feeling was that LFA members would need to be presented with a concrete model in order for any productive discussion to take place. Another option is to charge the members of B&P itself to formulate a model; yet another is for B&P and Exec to work jointly on resolving this quandary.

Submitted by David Pardue
LFA EXECUTIVE COMMITTEE
Minutes of Sept. 26, 1994 Meeting

Present: B. Schaffner (chair), J. Emde, L. Moore, D. Pardue, J. Richardson; W. Crowe
Absent: S. Craig, J. Girardo

The committee did not meet on Sept. 19 (Mon.) because B. Schaffner was out of town.

Dean Crowe was present as part of his regular monthly meetings with Exec. Discussion centered on the Budget & Planning Committee. Schaffner reported that he and two other members of Exec (Craig and Emde) met with B&P on Wednesday, Sept. 21. B&P members expressed interest in participating in the discussion concerning the restructuring/reorganization of the Asst. Dean for Public Services's position.

B&P members voiced concerns about the following: a hesitancy to make recommendations due to their positions being appointive rather than elected; apprehension over the length of members' terms; clarification as to how much authority B&P has; more explicit guidelines to determine which issues they should be monitoring; and a desire to have more of the "big picture" on library issues, rather than getting bogged down with smaller micro-management issues.

Crowe stated that he sees the critical issues for B&P as being "representativeness" (i.e. how to achieve a balanced membership) and members' commitment to a substantial term (i.e. three years). He believes that B&P should not be the "go-between" in library budget matters, i.e. between operating units and the Administration, but provide a wide perspective.

Exec and Crowe discussed the possibility of forming a subcommittee--to be composed of members drawn from Exec, B&P, and classified staff--to explore ways of revitalizing B&P, and to provide more focus for what its role should be. Schaffner will work on formulating and issuing some additional charges to Budget and Planning.

L. Moore gave a brief report on how the Budget and Planning Committee functions in the College of Liberal Arts and Sciences. It is a 10-member body, chaired by the Dean of the College. The Committee reviews the College's budget proposal each year. At the beginning of the year, important budgetary or planning issues are identified, and then they are narrowed down to two or three main issues. Working subcommittees are formed, with each subcommittee concentrating on one particular issue. The Committee often gets input through questionnaires mailed to Department Chairs rather than by holding hearings of any sort. Moore also distributed a draft of possible models for B&P
structure, which Exec members did not have time to discuss.

Crowe made several announcements:
-- No action will be taken on restructuring Mary Hawkins's former position until discussions with staff have concluded and his and George Gibbs's five-year reviews have been completed.
-- Any problems or concerns about search committee/hiring procedures can be discussed with him. These procedures were set forth in a general memo entitled "Search and Screen Process for Posted Positions," dated Sept. 21, 1994. Crowe further stated that he never intends to chair any search committee because he feels it is inappropriate. He also said that who we hire is the "second most important thing we do," after promotion and tenure decisions.
-- He informed members of a reception for Rebecca Bostian, the new Library Director at Washburn University, and has invited her to the KU Libraries for an orientation visit.
-- Encouraged all faculty and staff to attend the upcoming North Central Association accreditation hearings, which have been announced in the Oread.
-- Plans on trying to invite Executive V-Chancellor Meyen and V-Chancellor Shulenburger to the Libraries sometime this spring.

Exec read and approved minutes for the following:

- Staff Development Committee, 8-31-94
- LFA Executive Committee, 9-12-94

Submitted by David Pardue
Kansas Library Operation Associates 1994 Conference

I Work in a Library, But I'm Not a Librarian:
Survival Skills in Changing Times
November 3 and 4, 1994
Conference Registration - 7:30-8:30 a.m.
Holiday Inn West-Holidome
601 Fairlawn / Topeka, Kansas

The Kansas Library Operation Associates Roundtable of the Kansas Library Association will host its second annual conference for library operation associates, support staff, paraprofessionals, and other library personnel.

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KATHLEEN WEBEL - FEATURED SPEAKER
Library consultant Kathleen Weibel will be the featured speaker and workshop presenter. Ms. Weibel, former library director at Ohio Wesleyan Univ., is a frequent conference speaker and consultant on issues concerning libraries and library management. She is well known for her presentation "I Work in a Library, but I'm Not a Librarian".

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CONFERENCE AGENDA

Thursday, November 3, 1994:
7:30-8:30 a.m. Conference Registration
8:30-11:00 a.m. FEATURED SPEAKER: Kathleen Weibel
   Topic: Fostering Unity in the Workplace
11:00 a.m.-noon
   Creating a Positive Image
   Speaker: K. Marvin Moss, Pres., Annear Group
   Stress and Adjustment Disorders
   Speaker: Jerry Johnson, Topeka Mediation and Stress Consultants
noon-1:30 p.m. Lunch
1:30-3:30 p.m.
   Physical Work Hazards and Prevention
   Speakers: Dr. Doug Frye, Midwest Occupational Health Services, and Mona Spring, Kansas Rehabilitation Hospital
   Stress - Dealing with Change in a Changing World
   Speaker: Carol A. Snarr, Life Sciences Institute of Mind-Body Health Inc.
3:30-5:00 p.m.
   How Your Job Evolves Through Participation
   Speakers: Connie Ury and Pat Parshall, Owens Library, Northwest Missouri State Univ.
Networking Sessions
Based on interests identified on the conference registration form, rooms will be reserved for networking sessions. Feel free to join one or more groups during the time allowed. Locations and groupings will be announced at the conference.
Friday, November 4, 1994:

7:30-8:30 a.m. Conference Registration

8:30-11:00 a.m. FEATURED SPEAKER: Kathleen Weibel  
Topic: Getting Things Done When You are Not in Charge

11:00 a.m.—noon  
If it Wasn’t for the Last Minute, Nothing Would Get Done.  
Speaker: John S. Homlish, PhD, Topeka Mediation and Stress Consultants

noon-1:30 p.m. Lunch

1:30-3:30 p.m.  
The Time of Your Life  
Speaker: Patricia J. Howell, Kansas State University

Physical Work Hazards and Prevention  
Speakers: Dr. Doug Frye, Midwest Occupational Health Services, and Mona Spring, Kansas Rehabilitation Hospital

Conflict Management  
Speaker: Hugh Boeving, Life Sciences Institute of Mind-Body Health Inc.

If it Wasn’t for the Last Minute, Nothing Would Get Done.  
Speaker: John S. Homlish, PhD, Topeka Mediation and Stress Consultants

How Your Job Evolves Through Participation  
Speakers: Connie Ury and Pat Parshall, Owens Library, Northwest Missouri State Univ.

3:30-5:00 p.m.  
Networking Sessions  
Based on interests identified on the conference registration form, rooms will be reserved for networking sessions. Feel free to join one or more groups during the time allowed. Locations and groupings will be announced at the conference.

Conference Registration

Registration forms may be requested from:  
Sarah Couch, KLOA Secretary, Watson Periodicals, 864-3950  
e-mail: scouch@ukanvm.cc.ukans.edu

Registration fee (including lunch) for KLOA members:  
one day: $30.00 if paid by 10/13/94  
$40.00 beginning 10/14/94  
two days: $55.00 if paid by 10/13/94  
$65.00 beginning 10/14/94

Registration fee (including lunch) for non-members:  
one day: $35.00 if paid by 10/13/94  
$45.00 beginning 10/14/94  
two days: $65.00 if paid by 10/13/94  
$75.00 beginning 10/14/94

NEKLS Continuing Education Grants are available to cover the cost of the conference. Contact Janet Anderson-Story, 4-4715 or Janderso e-mail
JANET ANDERSON-STORY RECEIVES MLS DEGREE

Congratulations to Janet Anderson-Story, Watson Library stacks supervisor, upon completing the requirements for the Master's Degree in Library and Information Science from Emporia State University. Janet received the MLIS degree in August.

Sandy Gilliland

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT AND DEPENDENT CARE REFERRAL SEMINARS

Attached to this issue of FYI are the KU Human Resources Professional Development calendar of seminars for October, November and December, as well as the KU Dependent Care Referral Service notice of seminars. Library staff interested in attending the seminars offered by KU Human Resources are asked to first obtain their supervisor's permission to participate, and then register by calling 864-7425.

Sandy Gilliland

REMINDER OF HEALTH INSURANCE OPEN ENROLLMENT DEADLINE

As a reminder, Library staff who wish to make any changes to their present health insurance or KanElect coverage, or wish to begin participation in health insurance or the KanElect program effective January 1, 1995, must complete the appropriate forms, available from Julie Slusser or Sandy Gilliland, 502 Watson, 4-3601, BEFORE the October 31st deadline. Additional information is available from Julie or Sandy.

Sandy Gilliland

UNIVERSITY FORUM

As part of the UNIVERSITY FORUM Wednesday Weekly Lecture Series, Dean Crowe will make a presentation entitled, "The Spencer Library at 25: Celebrating the Future." The presentation will be on November 9th, from 12:00 - 1:00, at the Ecumenical Christian Ministries Center, 1204 Oread (one block north of the Kansas Union). An optional soup and salad lunch is available ($3.50) by making a reservation the Tuesday before the Forum (843-4933). "Brown bags" are also welcome. Coffee, tea, and soft drinks are also available. The University Forum is sponsored by the Ecumenical Christian Ministries at KU (Presbyterian, United Church of Christ, Church of the Brethren denomination).

DEAN'S REVIEW

By now all library staff should have received a packet from the Committee to Review Dean Crowe. The packet should contain a cover letter, questionnaire (page 2 through page 9), and a return envelope that you can use to return the questionnaire. If you would like to send a letter in addition to or instead of the questionnaire you may do so. Please return the questionnaire or send a letter by Friday, October 14. If you wish to talk to the committee please contact me (leon; 4-3476) by Friday October 14 so I can arrange an interview. If anyone knows of any staff member who is out of the libraries until after October 14 and is unable to forward her/his packet to where s/he is please let me know. The committee appreciates your cooperation and wishes to thank you for your cooperation in this very important process.

Lars Leon
1995 BYRON CALDWELL SMITH AWARD

The Byron Caldwell Smith award was established at the bequest of Kate Stephens, a former University of Kansas student and the University’s first woman professor. As an undergraduate at the University of Kansas, Kate Stephens learned to love the study of Greek language and literature from Professor Byron Caldwell Smith. In his name she established this award, given biennially to an individual who lives or is employed in Kansas and who has adhered an outstanding book published in the calendar years of 1993 or 1994.

The book must meet at least one of the criteria set forth by the Stephen Bequest in 1938 to the New York Community Trust for the University of Kansas. The award will be made to:

that man or woman . . . whose book or books written in the mother tongue of Americans, now called the English language . . . of originality and superiority in conception and execution, and of taste, proportion and outstanding scholarship . . . in the fields of imaginative literature—such as lyric or dramatic poetry . . . [or] a book of belles-lettres . . . a book presenting phases of history, or biography or setting forth humanistic views in law, in medicine or other science.

The $2,000 award will be presented in September 1995 in Lawrence. Send a letter of nomination (deadline for submissions is March 1, 1995), which must include a statement regarding the nominee’s eligibility, nominee’s address and telephone number, and three non-returnable copies of the nominee’s book to:

Smith Award
Hall Center for the Humanities
211 Watkins Home
Lawrence, Kansas 66045-2967
(913) 864-4798

BOOKSALES

The KU Libraries are currently finalizing plans for a series of book sales this fall. Please see the flyer attached to this week’s FYI. For additional information please contact the following: Art & Architecture (Susan Craig); East Asian Library (Gene Carvalho); Science, Technology & Engineering (Sue Hewitt); Other Subjects (Lars Leon)

ATTACHMENTS

Classified Conference Executive Board minutes--27 September 1994
Library Space Committee minutes--September 22, 1994
Surplus Book Sales calendar
1994 KACE conference registration form
Department of Human Resources Professional Development Calendar/Programs
KU Dependent Care Referral Service
Dean Crowe's report

-- The Dean will be meeting with Mark Adin, the new Director of KU Human Resources and plans on discussing the Library Assistant (LA) series classifications and the minimum qualifications (education versus experience and flexibility for exchanges between the two). The Dean suggested that we may want to invite Mr. Adin to a future CC general meeting. The Dean asked for other topics to discuss with Mr. Adin. Flextime was suggested but that may be federally regulated and not controlled by the state. Any other topics should be e-mailed to the Dean before his meeting tomorrow afternoon.

-- He encouraged us to complete and turn in our Assistant Dean questionnaire by the October 5th deadline and letters by the October 12th deadline and told us that these reviews are taken seriously by administrators.

-- He is waiting to talk with Sandy Gilliland regarding our response to a change in the selection process for the Classified Employee of the Year Award.

-- He reported that equipment allocations will be made known to departments by early next week at the latest.

-- He is meeting with Library Faculty Assembly Executive Committee (LFA Exec) regarding the status of the Budget and Planning Committee and coming up with a more structured advisory budgetary process.

-- He will know by early October how we will discuss the Assistant Dean vacancy and hopes to have a position description and opening advertisement ready by the middle of December. We don't have a title for the position yet, nor do we know what the duties will be. Nationally there is a lot of flux in library administrative structures.

-- The Dean reports that the Senate Libraries Committee meets for the first time tomorrow and will revisit the issue of renewal by list (rather than by books) as well as take up its usual charges of acquisitions, salaries and space.

The Chairperson's report

-- Alex Slater passed on the message that the CC secretary requests that group representatives not circulate draft minutes to their constituents.

-- Alex reported on the Dean's Forum

-- The Dean reported on the second phase (the database section) of Systemwide Access Proposal. He has met with a legislative committee as well as with senior KU administrators to push for funding. Our new online system will cost about 2.5 million dollars (half for the system itself and half for changes to the infrastructure [wiring, etc.]).

-- The Dean visited the University of Virginia (Charlottesville) and the University of North Carolina (Chapel Hill) as part of the Deans' Technology Group. These institutions are not that much ahead of us (although you couldn't tell that from their PR). UNC charges a "student technology fee" which is used for things that the students can see as being of value to them (computer labs, e-mail, help desks, etc.) The Commonwealth of Virginia has set up a bonding authority so institutions can buy new technology. The state pays interest charges and the institution eventually (theoretically) pays it back over time.

-- We will have to wait for our new system before each of us may get our own desk-top computers and INTERNET connections.

-- The Distinguished Librarian Award has funds for another 3 years.

-- There will be an OCLC video conference on libraries in the Computer Center Auditorium 4 October 1994, 10:30am-12:30pm. We have 10 seats and if other seats are available, we can fill them. Other sites are in Topeka and Johnson County.

-- As an offshoot of the Spencer Library 25th anniversary celebration, University Relations has made a 45 second video about Spencer Library. It airs as a promotional spot on coaches' TV shows and during half-time of sporting events.

-- Ed Meyen, KU Executive Vice Chancellor, has made $15,000 ($5,000 each year for 3 years) available to help Spencer Library with fund-raising.
-- Alex reported on his meeting with Dean

- The Dean is concerned with document availability and use. Not being able to track use of short-term circulation items with the present system makes it difficult to figure out how to deal with document delivery.
- The Dean thinks we need 4 or 5 LA levels. He thinks that Civil Service will be more flexible about job classifications in the future.
- Concerning the new evaluation procedures for managers, we don't yet know who at KU, much less within the library system, will be termed a "manager" and we also don't know how these new procedures integrate with the present system of lay-off procedures, step increases, etc. More information is coming in November. Julie Slusser says that this is a part of a huge overhaul of Human Resources. "Supervisors" and "operations people" (what and whoever they are) will also have new evaluation documents.
- Within the library system, the Dean wants a support structure for classified staff with more flexibility and more scope for rewards and incentives with personal value. He would like to know what sort of rewards and incentives we would like. Of course, there are some things over which the Dean has no control (state regulation-wise) but he would like to be able to offer what he can. Group representatives should poll their constituents.

-- Alex reported on a meeting w/ LFA Exec & the Budget & Planning Committee

- Members of the Budget and Planning Committee (B&PC) are frustrated about their role. They are looking for guidance regarding the committee's function and how it relates to other groups. Other concerns they have: Are terms long enough? It takes a long time to learn the budgetary process. 3-year terms might be better. Is yet another appointive group necessary? Should it be an elected committee? B&PC is not involved in the power structure enough to find out what is going on -- it has an image as a committee outside of the power structure. B&PC is not planning but serves as a reactive organization. The committee's name should accurately reflect actual function of committee. B&PC members feel: they are not given all information, only "safe" information; they have no power to affect decisions and priorities; library staff do not utilize B&PC as an avenue for complaint or comment to administration. Even Strategic Planning is outside B&PC.
- LFA reactions: Brad Schaffner, Chairperson, offered to have LFA re-evaluate the function of B&PC over the next year. He hesitates to eliminate it since it is in the LFA code. Susan Craig thinks B&PC should be viewed as a check and balance on the administration.

-- Alex reported that the Dean met with LFA Exec yesterday and discussed B&PC

- The following charges may be added to B&PC charges: monitor Strategic Planning and be the lead committee to work on the Assistant Dean vacancy.
- There may be an ad hoc committee to look into the role of B&PC and if there is such a committee, Sue Hewitt will be asked to serve on it.

Committee reports

Personnel Committee: Carol Jeffries graciously agreed to serve on this committee with Bob Marvin, Julie Slusser and Joyce Elliott. The Chairperson discharged with thanks the members who were completing their terms.

Staff Development and Budget & Planning Committees: Each submitted a written report.

Constitutional Change Committee: The CC Chairperson will soon send out a ballot for a vote on the new constitution. A copy of the constitution will accompany the ballot but the guidelines will not be distributed.

The Senate Libraries Committee will meet soon.

There was no report from the Staff Orientation Committee.

Old business

Dean's Review Committee: Lars Leon (chairperson of the committee) reviewed what most of us read in his e-mail message to us recently. The committee will be available for interviews. The staff survey will not be tabulated by computer but will have more space for comments with each question. If anyone has any questions, please e-mail or call Lars.

New evaluation procedures for managers -- see Chairperson's report on his meeting with the Dean
Survey returns: The surveys will be turned over to the Personnel Committee for further tabulation and processing.

Volunteers for the Personnel Committee: Carol Jeffries was the only volunteer.

New business

"Department X" (Serials, ILS and Acquisitions combination): Group representatives who attended the 2-day session with Maureen Sullivan shared their feelings and what they learned. Uncertainty about what is going to happen is causing apprehension but most people will try to make the best of the situation. Maureen will return at some point. Some discussions as well as cross-training between the 3 departments is taking place and possibly committees will be formed to look at activities and flowcharts.

We also heard about the Serials field trip to the University of Nebraska at Lincoln to tour their facilities, get an overview of their operations and check out their INNOPAC system. They have twice as much work space with lots of ergonomic furniture. Their computer system seemed less flexible than ours although it wasn't always easy to tell if there was a system limitation or a matter of local policy and procedures.

Assistant Dean vacancy -- see the Dean's report

Rewards for Classified Staff -- see the Chairperson's report of his meeting with the Dean

Volunteers for the KU Classified Senate: Since we currently do not have any senators from the library system and no one has volunteered, the Vice-Chairperson will serve as liaison between CC and the KU Classified Senate.

Announcements

A new day care center is in the planning stages at KU.

Kendall will attend the political candidate forum on 29 Sept 94 and ask any questions we give her.

Next meeting: 25 October
LIBRARY SPACE COMMITTEE

Minutes of September 22, 1994 (#17)

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

The Space Committee met in Special Collections in Spencer Research Library with Sandy Mason for a tour and discussion of the space problems facing her department.

The tour began with a description of the faculty and graduate student studies which occupy approximately 40% of the space on the ground floor of the building. 45 such rooms exist and, although there is competition to be assigned a study, the space seems to be vastly underutilized. The studies are intended for researchers working on a book or article who do not have suitable space for such work in their office or home. It is not a prerequisite that the research have any connection to the collections housed in Spencer. Studies for researchers needing a large quantity of Special Collections material on a daily basis are available within the department itself.

The exhibit or "ceremonial" space is shared by all three Spencer units although usually the exhibits on display come from Special Collections. The Kenneth Spencer memorial room is a re-creation of Mr. Spencer’s office and has no public function. The reception room is used for such public relations activities as holiday parties and receptions. The adjoining kitchen is normally used for conservation supplies storage and processing and the appliances are never used for food preparation.

The corridor to the right of the reception desk leads to a seminar room, Jim Helyar’s office, Sandy Mason’s office, the Manuscripts and Paleography Reading Room, 9 research studies (5 of which are used presently for library processing functions), and Ann Hyde’s office. The Hinman collating machine is housed in one of the studies. Sandy provided an explanation of the development and use of the collator.

The left corridor leads to a seminar room, Bill Mitchell’s office, the Printed Books Reading Room, and the Work Room area. The Printed Books Reading Room has too much space for the current number of readers but too little space for reference books so that when a new reference tool arrives, something needs to be returned to the stacks. However, adding more shelving to the Reading Room would cause security problems as well as limiting future reader space. Although researchers using the reading rooms are not under constant supervision, the staff work with new readers to assure that they can utilize the material and understand the proper way to handle items. The public windows into the reading rooms and the frequent use of the reading room materials by library staff also aid in providing security for the collections. The Work Room is where acquisitions, basic cataloging, and conservation work occurs. In addition to the space for student employees, a corridor holds offices for Mary Ann Baker, Rick Clement, and Sally Haines, an OCLC room, a supply room, and a studio with supplies and space for Jim Helyar to do graphics work. Sandy explained that Special Collections has items in nearly every available format (books, manuscripts, scrolls, videos, audio tapes, CD-ROMs, disk records, reel to reel tapes, realia, photographs, slides, transparencies, microforms, etc) which
complicates the need for storage space. Equipment to view materials is often shared throughout the building.

From the work area, the tour passed through the reference area into the North Gallery ("Ambulatory") where two tiers of stacks can be viewed behind glass walls. Two cases in the gallery have exhibits and these displays often relate to activities on campus. The group also had an opportunity to see the infamous north window which, although allowing a stunning view of the campanile and stadium, causes so many environmental problems for the building. All of the windows need to have improved ultraviolet protection and correction of a frame problem which produces condensation and serious leaks resulting in flooding in the Kansas Collection.

From the gallery we entered the stacks where Sandy pointed out that the classification scheme in Special Collections involves shelving by size and that all growth space is at the end of each size category rather than occurring on each shelf. Most of the shelving in the stacks was manufactured by Ames, a company now out of business.

Special Collections also has stack space on the basement level of the building where lesser-used material is housed. This level also has a processing room where recently received collections can be sorted and shelved before being transferred upstairs.

The committee discussed with Sandy some of the general space questions for the building and learned:

1. moveable compact shelving would be a welcome addition to the building and is a solution now in use in several rare book collections
2. the building has few load-bearing walls since most of the weight is held by columns and the staircase
3. the flat roof was a design change when the building plans were altered by the addition of an auditorium, the desire for Strong Hall parking, and construction problems encountered by foundation work already on the site for an abortive expansion of Strong Hall
4. the lack of a loading dock, a dirty room, and an effective fumigation process were noted as problems. Also the air filtration system is poor, the windows need extensive work, and wiring for new technology is a concern.
5. although every potential gift is rigourously reviewed before being accepted, space is not yet a limitation for accepting a collection
6. no potential donors for facility improvements are evident but Sandy could envision re-naming any of the building’s three departments if a substantial donation were received. She does not believe Mrs. Spencer’s bequest limits such a practice and points to the Johnson Manuscripts & Paleography Reading Room as precedent
7. the creation of a conservation lab for the libraries, possibly housed in a facility that also has remote storage for collections, would be welcome
8. Sandy’s first priority for expanding the Spencer Research Library space would be to complete the roofing of the fourth floor

After thanking Sandy for her time and the tour of the Special Collections’ space, the committee approved the September 15 minutes.

The next committee meeting will be October 6 at 1:30 in Watson Conference Room A.

Recorded by Susan Craig
The University of Kansas Libraries
Surplus Books Sales

Tues.  Oct. 18  Science, Technology & Engineering
          East Asian, Chinese & Japanese Materials
          English & American Lit., Latin American Studies,
          History & Political Science,
          German, French, Italian & Classics

          Social Welfare, Sociology, Anthro., Psych.,
          Education, Philosophy & Religions

Thurs. Oct. 20  Business & Economics,
          Reference, Miscellaneous
          Second Chance Sale
          (Unsold books from sales listed
          above with * at reduced price.)

Thurs. Nov. 3  Art & Architecture

Anschutz Science Library  2nd floor  9-4
Watson Library 5th floor  (East Asian Library)  9-4:30
Watson Library 2nd floor  8-4
Watson Library 5th floor  (East Asian Library)  9-4:30
Watson Library 2nd floor  8-4
Watson Library 2nd floor  8-12
Watson Library 2nd floor  12-4
Watson Library 2nd floor  12-4
Spencer Art Museum  (Center Court)  4-7

All proceeds from these sales will be used for the purchase of additional books and periodicals for the Libraries.
Cash, personal checks, and travellers' checks accepted.
The 1994 Kansas Continuing Education Conference for libraries will be Creating Our Future: Kansas Librarians in the Information Age. It will be held from 9:00 – 3:00 on November 2, 1994 in the Kanza Room of the Emporia State University Memorial Union.

Ms. Liz Bishoff, Director of Member Services at OCLC, will discuss specific trends in librarianship and the skills and attitudes that will help librarians flourish in the next century.

Mr. Charles Warren, the president of Kansas, Inc. will discuss population and economic trends in Kansas and the resources Kansas should develop, giving solid Kansas-based information to combine with trends in librarianship. Kansas, Inc. is a public/private organization charged with planning for the economic development of the state. Mr. Warren has worked extensively with community, business and government leaders to develop an understanding of the challenges facing the state in the information age.

Ms. Dana Rooks, Assistant Director for the University of Houston Libraries and author of Motivating Today's Library Staff will speak on some of the trends in library technology that will affect the course of librarianship. Many librarians know her as the moderator of PACS-L, an electronic computer conference with over 8,000 subscribers in 65 countries.

The registration fee of $20 includes the program, lunch, and parking at Emporia State University. Checks should be made to the Kansas State Library and sent to: Lois Ware, Kansas State Library, 300 S.W. 10th Avenue, Room 343-N., Topeka, KS 66612-1593. Question or concerns should be addressed to Shannon Roy at 913/296-3296 or 800/432-3919.

Registration for 1994 KACE Conference

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*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 held in Room 102 Carruth-O'Leary. 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 in 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.

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
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.

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<td>October 4, 1994</td>
<td>7:00 - 9:00 P.M.</td>
<td>&quot;Competition...Why Do We Do It? How Do We Manage It?&quot;</td>
<td>Lawrence Public Library Auditorium</td>
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<td>November 10, 1994</td>
<td>7:00 - 9:00 P.M.</td>
<td>&quot;Catch Your Kids Being Good...Focus on Adolescent&quot;</td>
<td>Lawrence Public Library Auditorium</td>
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<td>December 8, 1994</td>
<td>7:00 - 9:00 P.M.</td>
<td>&quot;Creative Movement and Music with Children 5 and Under&quot; (New session)</td>
<td>Lawrence Public Library Auditorium</td>
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OPPORTUNITY FOR INPUT ON ASSISTANT DEAN POSITION REVIEW

The LFA Budget and Planning Committee is soliciting input regarding the review of the now vacant Assistant Dean for Public Services position. The committee would like to receive input from all library staff, both groups and individuals, who are concerned about and wish to express opinions on the directions this position, as well as administrative organization in general, might take. Comments in oral form can be made to any member of the committee (Connie Powell, Julie Hoff, Jill Girardo, Joyce Elliott, Nancy Burich, Kathy Lafferty, Nancy Jaeger, Roger Anderson). All written comments should be sent to Nancy Jaeger, Administrative Office, Watson Library, by WEDNESDAY, NOVEMBER 9th. The committee will also be compiling a file of articles and related data on library administrative organization which will be put on reserve for the use of all library staff.

An open meeting will be sponsored by the committee on FRIDAY, NOVEMBER 18th, from 10:00 to 11:45 AM in Conference Rooms A & B. The purpose of this hearing is to facilitate an informal exchange of ideas and opinions between all members of the library staff concerned about this issue. Your input will be important in helping the committee evaluate the direction in which we should be moving.

Roger Anderson

The University of Kansas Libraries

invite you to a reception to honor
library staff whose achievements have been recognized by:

promotion in rank during 1994

Nicholas Eshelman  Susan Hitchens
Kathryn Graves     Bradley Schaffner

the recipient of the 1994
Chancellor’s Distinguished Librarian Award

Sheryl Williams

the first recipient
of the Library Classified Employee of the Year Award

Sara Jane Tubby

and, several staff being awarded certificates of achievement
for the Library Employee Education Program

on Tuesday, the 1st of November,
from 3:30 p.m. to 5:30 p.m.
in the Malott Room of the Kansas Memorial Union
Lawrence
A brief ceremony of recognition
will begin at 4:00 p.m.
KUDCRS NEWS October 1994

KU Dependent Care Referral Service offers assistance with your child care and elder care needs.

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 corrected date for "Catch Your Kids Being Good" (Focus on Adolescents) is November 10—changed from November 1.

Time: 7:00 - 9:00 p.m.

Lawrence Public Library Auditorium

New Session

"Creative Movement and Music with Children Five and Under" (New subject matter will be presented.)

Time: 7:00 - 8:30 pm

Lawrence Public Library Auditorium

Presenter: Betty Peterson, KUDCRS Coordinator and Lawrence Arts Center Faculty Member

* ✓ Preregistration is encouraged, yet not required; please call 864-4946.
✓ If you are a KU employee, please get your supervisor's permission to participate in seminars conducted during your work hours.
✓ Seminars have been submitted to KDHE for inservice, clock-credit hours for 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.
Helping Children Cope with Disaster
Tips from "Neighbor to Neighbor" Materials
from the September 21 Family Caregiving Seminar by Kathy Martinez

- Talk with children about the disaster. Use words children can understand. It's okay to tell child your own feelings.
- Remind children that you are available to provide a sense of comfort and safety. You may need to frequently repeat this reassurance.
- Spend extra time with children, particularly at bedtime.
- Let children talk about, cry about and mourn the loss of a particular toy, a lost blanket or a lost home.
- Keep in touch with teachers or child care providers, particularly if children might be having problems in school or day care.
- Call a professional in social services. A talk over the telephone or a one-on-one visit can give you the information you need to help children cope.

The University of Kansas
KU Dependent Care Referral Service (KUDCRS)
Department of Human Resources
103 Carruth-O'Leary
Lawrence, KS 66045-1520

To Foster Healthier Competition
Suggestions from Lori Keegan at the October 4 Family Caregiving Seminar,
"Competition: Understanding Why We Compete and How We Can Manage Competition in Our Everyday Lives"

★ Identify and discuss competitive behaviors so children can learn the positive and negative aspects of competition.
★ Emphasize to children that we love them for who they are and for their efforts—not simply for what they can do.
★ Accept that the process of children's growth includes competitive behavior. When children are competitive, we can choose to be present, available, and supportive even if we disagree.
★ After a competitive experience, report to children how they improved their skills and help them identify their motives in the competition.
★ Help children identify and avoid unhealthy reasons to compete.
★ Choose cooperative activities when possible and other win-win situations to help build self-esteem.
Library Emergency Disaster Plan Committee
September 12, 1994

Attendance: Gordon Anderson, Janet Anderson-Story, George Gibbs (ex-officio), Sherry Hawkins, Kent Miller, Becky Schulte, (chair).
Absent: Mary Burchill, Sue Hewitt

August 22, 1994 minutes accepted.

Emergency Boxes:
Watson Circulation reported that it needs to replace the glow sticks, large trash bag, gauze, and the inventory list.
The foaming action of the sponges was discussed.
Maps from the Administrative Office and the Mailroom are still needed.
Sherry and Sue will coordinate buying replacement supplies.

Preservation Librarian Interviewees and hygrothemographs:
George requested that reactions to the candidates be submitted to him by Wednesday of this week. He hopes that the Preservation Librarian will be able to start by the end of the calendar year or early in 1995.
Each candidate was questioned about the type of hygrothermograph they would recommend. They all suggested that the investment in a data logger was worthwhile. The devise will be placed in JRP with the possibility that it could be used at other sites later. It was decided that LEDPC would provide half of our $2,500/year budget to help purchase three of the datalogers and the soft ware to run them.

Facility Updates:
The windows in Engineering are funded in the FY95 budget to be repaired.
All windows in the library will be reset.
Watson - 4 1/2 West - Roofers hope to be done tomorrow (Sept. 13.) The leaded glass on the north is still scheduled to be worked on.
Malott - roof repair there is underway.
The Renovation and Repair list has been released for FY95. Kent will share this list with the committee in the near future.

Facility Survey:
All libraries have been visited except the Regents Center which Kent will visit in the near future.
Gov Docs and Maps: Many water leaks with soggy ceiling tile and rugs evident. There are windows that are loose in their casings - daylight can be seen around the windows. The roof drain pipe leak causing many problems. Because of the high humidity, there is mold growth in the registers and many staff are chronically ill.
Art: no new problems except space. Many areas are crowded.
Janet will compare new survey observations with the previous survey.

Salvage Priorities:
Gordon will have a draft document ready for the next meeting.

The next meeting will be September 26 at 10:30 in Conference Room B of Watson. We are to bring our list of things to do in order to evaluate our progress.

Janet Anderson-Story
Library Emergency Disaster Plan Committee  
October 3, 1994

Attendance: Gordon Anderson, Janet Anderson-Story, George Gibbs (ex-officio)  
Sherry Hawkins, Kent Miller, Becky Schulte, (chair).  
Absent: Mary Burchill, Sue Hewitt

September 12, 1994 minutes accepted.

Budget:  
The hygrothemograph/data logger was not included on the current equipment request list. Kent is working on gathering more information about the equipment. The request will be resubmitted early in 1995.  
Becky will write a departmental/committee resource paper on project LEDPC budget needs for next year. She will request that funding be maintained at its current level citing purchase of the hygrothermograph/data logger and unknown needs of the preservation librarian as justification.

Preservation Librarian:  
Dean Crowe has met with the search committee. The candidates have been ranked with advantages and disadvantages for each listed. This document has been submitted to Dean Crowe for his consideration.

Salvage Priorities for Office and Departmental Equipment in Watson:  
Almost all units in Watson have responded to Gordon's survey. A prioritized list of records and equipment to be salvaged in case of fire/disaster was generated by each unit. In addition to a list there is a floor plan with each item marked. It is Gordon's intent that this list be used by the Disaster Team once access to the building has been regained.  
There was a lengthy discussion about how to identify items designated for salvage. Items could be easily located if they were marked in some way. Gordon will contact Rich Barr of the Fire Department to see what guidelines he might provide.  
Several units had indicated that computer disks should be salvaged. Becky will invite John Miller to our next meeting to discuss what procedures are in place for making back-ups. If computer disks get wet recovery of information is difficult, if not impossible. Departments need to have back-ups that are stored off site and not rely on the salvageability of disks on site.

Next meeting: October 17, 10:30 - noon, Conference Room B, Watson.

Janet Anderson-Story
ANNOUNCEMENT

In accordance with the University of Kansas libraries’ Strategic Plan, we are ready to begin the next stage of implementation of the Library’s Cultural diversity initiatives, specifically, in accordance with the steps identified in the Strategic Plan report, to establish an advisory committee to work with the Cultural Diversity Librarian to implement strategies for diversity initiatives.

The Advisory Committee shall consist of six members; 3 classified, and 3 unclassified staff members. If you are interested in working on the Advisory Committee, please express your interest to Dean Crowe by E-Mail. Deadline for getting names to Dean Crowe will be, Tuesday, November 8. --W. J. Crowe

PUBLICATIONS

David Pardue has had the article "Alternative Approaches to Contemporary Mayan Cultures: An Annotated Bibliography," published in the June, 1994 issue of Bulletin of Bibliography

CLEMENT LECTURE

Rick Clement will lecture on "The Making of the Medieval Book," at Loyola University, Chicago, this Friday (28 October). This is one in the Medieval Studies Committee Lecture Series, funded by the Loyola College of Arts and Sciences and the Loyola Mellon Fund. Alexandra Mason

ATTACHMENTS

Future of the Book presentation announcement
Library Automation Committee minutes--October 12, 1994
Memo re: Publication on Policies and Services for Disabled Patrons
Report on the ARL October 1994 Meeting
"Renewing the ARL Agenda":
Report on the ARL October 1994 Meeting"

Like many organizations, ARL recognizes the need to review on a regular basis the appropriateness of the activities in which it is engaged. This is especially true during turbulent periods of rapid change. Current efforts to renew the ARL agenda were initiated by the Board of Directors at the end of 1993, including a review of the mission statement, goals, and objectives of the Association. The results of this review were presented to members during this fall’s meeting in Washington D.C., October 25-28.

Major programmatic themes included the effect of technology on library operations and services, such as access and preservation; the critical need to develop measures of library effectiveness and performance; and the importance of strengthening external relations with other key players in higher education, such as the Association of American Universities and the American Association of University Presses.

The program planned for the October sessions reflected how these critical issues are currently being addressed by ARL’s standing committees. It also included updates on the agenda items endorsed last spring by both ARL and the Association of American Universities.

- Relations with the publishing community continue to be a key factor in ARL’s ability to support effective scholarly communication. The first program session provided an overview of relations between our two communities, focused on the outcome and recommendations from recent publisher/librarian meetings sponsored by Council on Library Resources and the American Association of Publishers.

- The nature of change in scholarly communication and its consequent effect on library services and operations, such as interlibrary loan, has mandated the need to develop new measures of library performance. The second program session, on which I—as chair of the ARL Committee on Statistics and Measurement—served as a speaker, explored performance measures that may provide an incentive and impetus for the redesign of library services in a networked environment.

- Today’s workplace is a very complex environment, and managers and administrators may need a different set of skills from those that were effective in the past. The luncheon Carole Leland, Senior Program Associate at the Center for Creative Leadership and Program Manager for The Women’s Leadership Program, spoke on leadership in the new workplace. Dr. Leland has been a university faculty member and administrator and is co-author of Women of Influence, Women of Vision, published in 1991.

- The third program session reviewed of the readiness of electronic technology to serve as a preservation mediums, outlining the potential for and limitations of its use.

- In establishing ARL’s new minority recruitment and retention capability, the ARL Board approved a five-year plan for development. In an early bird session on the last day of the meeting, members of the new Committee on Minority Recruitment and Retention outlined
some of the local challenges and opportunities that brought them to the committee, and the five-year plan was reviewed.

- In the next program session, a panel addressed the challenges inherent in managing the transition to national, North American, and, ultimately, international networked collections.

- The final program session covered new federal funding programs as they relate to research library interests and concerns. New strategies for funding research library projects were discussed, as well as the need to articulate a research agenda for academic and research libraries in the context of the National Information Infrastructure initiative.

We closed the time in Washington with an afternoon at the Library of Congress, engaged in a discussion of LC's new Digital Library initiative.

**********

The process of renewal is designed to keep the agenda of the Association vital and dynamic. By highlighting ARL's current and prospective responses to the many issues facing its member libraries and the profession at large and keeping efforts tightly focused on these themes, I expect that that ARL will be in a good position to assist member libraries in shaping and influencing our common environment.

-- W. J. Crowe
THE FUTURE OF THE BOOK

a panel discussion

Moderator: WILLIAM CROWE, University Libraries
SUSAN GAUCH, Electrical and Computer Engineering
MARC GREENBERG, Slavic Languages and Literatures
C. LEE JONES, Linda Hall Library, Kansas City
SUSAN SCHOTT, University Press of Kansas

Thursday, November 3, 1994, at 3:30 p.m.
in the Summerfield Room, Adams Alumni Center
(there will be a reception following the program)

SPONSORED BY
THE HALL CENTER FOR THE HUMANITIES
WITH THE UNIVERSITY OF KANSAS LIBRARIES
AND THE KU FRIENDS OF THE LIBRARY
University of Kansas Libraries
MEMORANDUM

TO: Kent Miller
Bayliss Harsh
Lorrie Knox
Johnnie Love
Jim Neeley

FROM: William J. Crowe
Dean of Libraries

cc: Rob Melton
FYI

DATE: October 24, 1994

SUBJECT: Publication on Policies and Services for Disabled Patrons

I ask that this group (selecting its own chair) devise a proposal and a finished text for one or more library publications intended to inform interested library patrons, as well as those both within and outside of the Libraries whose work involves assisting disabled members of the University community, of existing policies, accessibility of facilities, and any available special services across the Library system relating to disabled patrons.

Please refer to the document dated September 16, 1992, compiled by Jim Neeley, entitled "Information for Library Users With Disabilities and for Library Staff Who May Serve Users with Disabilities: Watson Library" (copy attached). Please suggest revisions to this document to reflect any subsequent changes in Watson's policies, facility access or services, and expand it to cover policies, access and services in Anschutz Science, Art & Architecture, Government Documents/Map, Music, Regents Center, and Spahr Engineering Libraries the three departments in Spencer Research Library, and, possibly, the Howey Reading Room and Law Library.

Consult with appropriate staff members of the Student Assistance Center or other bodies that are authorized to speak for the needs of the disabled clientele at KU on both the content and design of a document and with Rob Melton, Publications Coordinator, on design options and production issues. Consider issuing the document as an issue in the Library's Guides for Readers series or in some other format. Investigate producing a version of the document on audio-cassette and/or in Braille for the benefit of patrons who are visually impaired. Recommend whether or not to mount the document on KU Facts or other appropriate electronic media. Ascertain from each branch library where or how the publication would be made accessible and recommend distribution points within Watson and any logical distribution sites on campus. Advise me of the number of copies of the document which should initially be printed and a cost estimate from Printing Services for this number of copies in the design option(s) you recommend.

Alert me as soon as possible to the existence of any potentially conflicting policies or practices among the various libraries so that they can be discussed and, if possible, resolved or at least minimized before the final draft of your document is due.

Please submit your proposal and text to me by Friday, February 10, 1995.
INFORMATION FOR LIBRARY USERS WITH DISABILITIES

AND FOR

LIBRARY STAFF WHO MAY SERVE USERS WITH DISABILITIES

WATSON LIBRARY

INTRODUCTION

The Libraries are committed to accommodating the special needs of users with disabilities and to providing access to materials and resources on an equal basis. A staff member responsible for arranging these services may be reached at the Reference Desk in Watson Library, located on the third (entry level) floor, to the left of the lobby (phone 864-3347). In addition, the Student Assistance Center (121 Strong Hall, phone 864-4064), works closely with the Libraries to assist students with disabilities in conducting research and gathering materials. Information on other services is available in Resource Directory for People with Disabilities at the University of Kansas, located at the Watson Library Reference Desk, (HV 1555 .K2 R47 1991).

ACCESS TO WATSON LIBRARY

The primary entry to Watson Library is via a ramp to the main front (third floor) entrance, which is equipped with power assisted outside doors. Another entrance is by a sidewalk to a grade-level doorway on the second floor, approached from the west, just below the main (third floor) entrance. This lower entrance is opened by the Catalog Department staff between the hours of 8 a.m. and 5 p.m., Monday through Friday, and only for library users with disabilities. Ring the buzzer located just to the right of the door. At other times entry by this door must be arranged in advance by calling the Reference (864-3347) or Circulation (864-4715) desks. Finally, a third entry is on the rear (south side) of the building at the loading dock. This is within a few feet of a handicapped parking space, but the door is up several steps and there is no ramp. Ring the buzzer and mail room staff will open the door, 8 a.m. to 4:30 p.m., Monday through Friday only. Other parking places are shown on the campus accessibility map, available from the Student Assistance Center.
EMERGENCY PROCEDURES

There are two alarm systems in Watson Library, the fire alarm and the exit alarm. The exit alarm is activated by unauthorized use of one of several emergency exits. An alarm goes off for the particular door affected, so that the sound is noticeably localized. The fire alarm, in contrast, is clearly heard throughout the building and is very much louder. When the fire alarm sounds, the building must be evacuated. At that time the elevators are automatically shut down, stopped at the nearest floor, and doors are locked open. Never attempt to use an elevator during a fire alarm. In Watson Library, go to the fire stair towers at the east and west ends of the building and wait for assistance, if needed. Because the fire alarm is too loud, these instructions cannot be issued over Watson's public address system. A library staff member on each floor is assigned to note the presence of anyone needing assistance and to notify fire department or other rescue personnel immediately upon their arrival at the library's front door. Periodicals Department staff are specifically responsible for alerting occupants of the Reader Assistance Room in cases of emergency (Watson Library Emergency Manual, rev. April 16, 1992).

Tornado warnings are sounded on campus by a three minute-long siren. An announcement is also made over Watson Library's public address system. The siren is tested at noon on the first Monday of each month (each week during tornado season, March--July). If you hear the tornado siren at any other time, or whenever you hear a public address announcement of a tornado warning, move immediately to a protected area, away from windows and as near to the basement level as possible. Persons in wheelchairs or with other mobility limitations who are on the 4th or 5th floors of Watson Library should take cover inside the stair tower at the extreme east end of the building. These instructions will be issued on Watson's public address system.

READER ASSISTANCE ROOM

Watson Library provides a Reader Assistance Room (Rm. 556) for patrons with visual disabilities where readers or tape recorders may be used. This room also houses the Xerox/Kurzweil PC/KPR V2.0 reading system (acquired 1991), a Pelco image enlarger (closed circuit TV system, acquired 1984), and a cassette player-recorder. The room is not sound-proofed and is immediately adjacent to quiet study areas. Therefore, users are asked to play equipment at a low volume or use the headphones provided. A user guide for the Kurzweil is available in the Reader Assistance Room, and on-screen helps are also available. The Reader Assistance Room may be scheduled for use by contacting the Reference Desk (864-3347). A key to the Reader Assistance Room is kept at the Reference Desk. When the Reference Desk is
not staffed, a key is available at the Circulation Desk.

ONLINE CATALOG

The KU Libraries have an online catalog system which aids library users in locating materials quickly and easily. A useful feature of the online catalog is its ability to provide checkout information for most library materials. It is recommended that one search both the online catalog and the card catalog to determine whether the library owns a certain item. The card catalog still contains the only records for a large portion of the collections.

Online catalog terminals are available throughout the library system. Remote access is possible through the KU campus network (KUPSNI), through a terminal at any of the RAN sites or at the Computer Center, or via a phone line using a modem and microcomputer. For details, consult Guide for Readers 2b: Remote Access to the University of Kansas Online Catalog, available at the nearest reference desk. Specific instructions for using the catalog itself are available in Guide for Readers 2: The Online Catalog. Additional questions about remote access to the network should be addressed to ACS Consulting at 864-0410.

BORROWING AND RETURNING BOOKS

Staff at the Watson Circulation Desk will retrieve books from the Watson stacks upon request. During some times of the day it may be necessary to wait for book retrieval service until Circulation Desk staff are free to leave the desk. To aid the efficient retrieval of materials from the Libraries, the patron should compile a list of the materials needed. For books, information should include authors, titles, call numbers and location. For journals note the journal title, volume, date, pages, article author and title, call number and location. List all materials from one location on the same sheet. The user's name and ID number should appear at the top.

Reference staff will answer telephone inquiries (864-3347) as well as in-person inquiries concerning the status of a book (is it checked out, on reserve, etc.). Books from branch libraries may be retrieved through the Reference Desk in Watson when the patron is unable to go to the branch directly. Reference staff give the requests to the Interlibrary Services Department, who handle them on their next regular trip to the branches, and leave materials in the Pick-up Box at the Reference Desk.

Books from the branch libraries may be returned through Watson Library, either at the main Circulation bookdrop or the bookdrops located inside the front door and at the rear loading dock door.
With advance arrangement, Circulation staff will deliver books to or pick up books from the rear loading dock (phone 864-4715). Watson books may likewise be returned at a branch. However, books returned at a library other than the one from which they were borrowed will not be considered officially returned until they have been received at the original location. Items borrowed for the normal, 4-week period may also be returned by mail to the library from which they were checked out, and the postmark date will be considered the date of return. Materials obtained from the Reserve Desk or Periodicals Desk must be returned there directly, since such materials are in constant high demand. These materials will not be considered returned until actually received. Materials obtained through interlibrary loan must be returned directly to the Interlibrary Services or Reference Desk in Watson, and items from the Regents Center library must be returned to the Watson Reference Desk also.

OTHER SERVICES

Library users with visual disabilities may request extended (4 month) borrowing privileges at the Watson Library Circulation Desk. Also at the Circulation Desk, any user with a disability can request proxy library cards to be used by friends or relatives who may be assisting in retrieval of materials or in research.

The Libraries also will provide, on a special library account number, limited, free photocopying of noncirculating or short-term circulating materials such as Reference, Reserve and Periodicals Reading Room titles for users in Watson or in the branch libraries who, because of a disability, need an extended amount of time to read the material. Inquire at Copying Services, Watson Library.

There is a spare key at the Circulation Desk to operate the wheelchair lift in the Readers' Lounge on Watson's first floor. However, the lift is normally operable without the need of a key.

ADDITIONAL INFORMATION

Inquire at the Reference Desk, Watson Library (864-3347) for further information or requests regarding any aspect of library services for users with disabilities.

LIBRARY COLLECTION DEVELOPMENT POLICY

Acquisition of special library materials for persons with disabilities is governed by the "Collection Development for Library Users with Disabilities" section of the Libraries' Collection Development Policy, rev. ed. expected 1992.

NOTICE:

Library staff who have doubts about the legitimacy of a particular request for assistance, or who have other questions about how much service to render in a particular situation involving a library user with a disability, should call the Student Assistance Center (864-4064).

compiled by Jim Neeley, Reference Department
revised September 16, 1992.

Reviewed by the Student Assistance Center and the Office of Affirmative Action, May 1985.
Announcements/Questions:

1. John distributed a list from Dave Gardner of Computing Services’ goals for FY95. They include assisting in selecting and planning for a new library automated system and increasing the size of the Libraries’ bibliographic database.

2. During the Libraries’ online systems budget presentation on September 21, it was announced informally that the University’s goal is to replace the administrative mainframe computer with a set of distributed systems by mid-FY98. The four largest systems on the mainframe currently are those for the libraries, human resources/payroll, student records, and the financial systems. Plans for the replacement of all except student records are currently in the works. Each system likely will reside on a separate computer. The Libraries, in our RFR, specified the option of being able to house and run a new computer and system independently of the Computer Center. There are at least three factors that now seem to favor not doing it ourselves: the Computer Center’s increasing experience with Unix and RISC-based processors, the ongoing advantage of having operations staff available 24 hours a day, and the possibilities for gaining funding for hardware by being part of the Computer Center operation, especially if we cooperate with the Med Center.

4. John reviewed the programming updates. Dennis Budd is making good progress on the consolidation of circulation notices and plans to produce new notices in tandem with old as a test. Patrick Kingsbury will continue to work on loading Law Records as he has time. The Computer Center has acquired new disk space (paid for by the Libraries) for database growth and also to help in INQUIRE database loads. The Evans project and format changes are on hold.

Discussion:

1. Following up on discussion at the previous meeting, John proposed waiting until the Assistant Dean’s position vacated by Mary Hawkins is filled, and possibly until the end of the RFP process, before adding another member to the committee. After the RFP process, he hopes that LAC will be reorganized in line with proposals made during strategic planning. The Committee agreed with the proposal.

2. John, Bill Crowe, and Nancy Jaeger met with Barry Swanson, State Contracting Officer at the Division of Purchases, and Ben Puckett, the Director of Purchasing at KU, to discuss how to write the RFP and the subsequent steps in the bid and evaluation process. John distributed a copy of an earlier e-mail report of this meeting. The libraries will have more flexibility in selecting a new system than was earlier presumed. We will be doing what is called a "negotiated bid." The State Purchasing Office does not want a detailed scoring system, but a statement of how the system we wish to purchase serves the "best interests
of the State of Kansas." Mr. Swanson also promised to deliver legal and financial "boiler-plate" information that needs to be included in the "Instructions to Vendors" section of the RFP.

As mentioned earlier, John and Bill recently presented a budget proposal for acquiring and implementing a new automated library system to top University administrators and were encouraged to proceed "with all due speed" with the process.

John distributed a draft outline of the RFP table of contents and detailed outlines of sections 2 and 4 (with invented dates). The schedule of activities, in section 2.4, reflects approximate periods of time between the activities, although the dates at this point are only guesses. John will insert "Proposal to purchase a system to State Purchasing" between "Negotiation sessions..." and "Anticipated announcement of..." He pointed out that the vendors’ responses will be sent to Barry Swanson. He initially will forward only the "technical" information to us without any prices. Cost estimates and prices are given to us only after system demos and possibly after site visits. There was discussion of the reasons for not having the pricing information right away. The point, from the state’s point-of-view, is to have us first make qualitative judgments unaffected by price considerations. Then, as we approach negotiations with vendors, we get the price figures. This should insure that we end up dealing with a pool of vendors who have been selected solely on their ability to meet our stated functional needs. It was pointed out that since price information is not to be available to us initially, the specification of Custom Programming costs that is solicited for some items will need to be changed so that the actual estimate appears elsewhere.

Throughout the process, John and Mr. Swanson will be the only official contacts with the vendors. To facilitate vendors’ responses, a disk will be sent out with the RFP, containing the basic response format and all of the detailed specifications.

Section 4.1,a narrowly defines the terms that each vendor is to use to describe its response to the functional capabilities to be listed in section 4. Section 4.1,b permits each vendor to expound on the previous response or offer an alternative. John will add questions about future plans for capabilities and capabilities that vendors offer or plan to develop that the RFP doesn’t mention.

John will add a question about the company’s history of development schedules and releases to Section 7.

John will talk to Barry Swanson about what limitations there might be on hiring a consultant to analyze a vendor’s financial condition. He will ask whether there is a state employee that the libraries must use, or if a private company can be hired.

Future Meetings:

Wednesday, Oct. 19th, 1:30pm - 3:00pm, in Watson B
Wednesday, Oct. 26th, 1:30pm - 3:00pm, in Watson A

The committee will discuss staff involvement in the RFP process. Three areas of staff involvement that need to be determined are getting staff input, keeping staff informed of all progress, and preparing staff for the transition.
ADVISORY COMMITTEE ON CULTURAL DIVERSITY

As we prepare to establish this committee, I want to share the following statement as background from me for pursuing this initiative:

From all that we know of the experience of other large organizations, the most effective diversity programs are those designed to promote ongoing change in that organization's culture. If diversity programs of the present day are to move beyond efforts solely to comply with statutory or regulatory imperatives and thus to become more than a public relations program, they must be developed from within the organization.

For the KU Libraries, I share the commitments of the many staff who worked to ensure that issues of diversity were included in the work of strategic planning and in the final report of our steering committee. With them, I firmly believe that an effective diversity program can become one of the KU Libraries' greatest strengths as we prepare to enter the next century. We can achieve that goal, however, only if we share a common vision and purpose.

For these reasons, I gladly accepted Johnnie Love's suggestion that we establish an Advisory Committee on Cultural Diversity. This body will assist her, me and others in the Libraries' leadership in developing a shared vision upon which we can promote a genuine "celebration of diversity," and which we can improve our ability to provide library services of the highest quality.

As an aid to understanding the importance which I attach to this initiative, I invite you to recall that it was Robert Vosper, in his reaching out in the 1950s to recruit the most diverse staff in the history of the KU Libraries--drawn from several cultural, ethnic, and national backgrounds, who effectively set into motion the vigorous spirit of inquiry and service that has marked this library's history since that time. We can do no less in our time to seize opportunities to reach out both to recruit staff and to examine our programs and services to be certain that we are mining the experience of all.

I look for a committee, drawn from the staff at large, that, among other things, will:

... serve as a "sounding board" for the cultural diversity librarian in planning for and implementing diversity initiatives
ADVISORY COMMITTEE ON CULTURAL DIVERSITY (continued)

... promote "networking" with the University’s Office of Affirmative Action to help advance the University’s "Blueprint for Diversity" initiative among Library staff.

... serve as an "educational committee," in the sense that it conveys information about the broader issues of diversity

... seek ways to draw in our student-employees

... assist search committees to ensure that diversity is always an integral component of the search process

... work in close collaboration with other committees and groups, especially the Staff Development Committee and other bodies that promote training programs

... seek funds to acquire information resources in various media to support cultural diversity initiatives within the Libraries and University-wide

In summary, we look for the advisory committee to:

initiate and mobilize

assist and advise

and

advocate and promote

--W. J. Crowe

PERSONNEL

Mrs. Rosario Cabrera has been appointed as Latin American Cataloger (Librarian I) effective November 18, 1994. Mrs. Cabrera received a Master’s degree in Library and Information Science from the University of Western Ontario in June, 1994. She has a second master’s degree in library science from the University of Guanajuato, Mexico, and a Licentiate in Business, Management and Administration, from the University of Veracruz, Mexico. She has over 10 years of academic library experience in Canada and Mexico. Funding for Mrs. Cabrera’s position is provided by the KU Center of Latin American Studies’ federal grant project.

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., Monday, November 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
REMINDER OF ROBERT WEDGEWORTH PRESENTATION

The Staff Development Committee reminds staff of its first program in a series of programs on change, Monday, November 21, 1994. Robert Wedgeworth, University Librarian at the University of Illinois, Urbana-Champaign, and President of the International Federation of Library Associations and Institutions (IFLA) will present two programs:

10:00 - 11:30 a.m. "New Directions for a University Library"
- and -
1:30 - 3:00 p.m. "Higher Education, Change, and Libraries".
(both sessions to be held in Alderson Auditorium, Kansas Union)

A reception, supported by the KU Friends of the Library, will be held in the Kansas Union Centennial Room immediately following the afternoon session. All staff and guests are invited to attend.

Wedgeworth’s first presentation, "New Directions for a University Library" is designed for members of the KU Library staff. To register, contact Sandy Gilliland, 4-3601 (or e-mail SGILLILA). Registrations are due by 5:00 p.m. Wednesday, November 16.

Wedgeworth’s second presentation, "Higher Education, Change, and Libraries" is designed for an external audience; however, all library staff are invited to attend this presentation as well. To register for the afternoon session, please contact Carole Dibben, ILS, 4-3960, by 5:00 p.m. Wednesday, November 16.

Staff Development Committee

KU FRIENDS OF THE LIBRARY

I am very pleased to acknowledge the continued valuable support the Libraries have received from the FRIENDS. Thanks to the FRIENDS’ Library Enrichment program this year, the Anschutz Science Library has acquired a videodisk player and accompanying computer hardware, and the Thomas Gorton Music Library received the JVC Video Anthology of World Music and Dance. The FRIENDS made a generous contribution for expenses related to the 25th anniversary of the Kenneth Spencer Research Library, and individual members of the group also volunteered to act as hosts and guides. The FRIENDS made a grant in aid of the Music Library Association conference in Kansas City last Spring, and during the course of the year has supported a workshop by David Benjamin on "Researching Old Houses," a lecture by James Seaver on Roman Coinage of the 4th Century," the panel discussion on "The Future of the Book," and two forthcoming lectures, by Ruth Edmonds Hill and Robert Wedgeworth respectively.

We are very grateful for their generous contributions to the Libraries. --W. J. Crowe

OPEN FORUM ON CULTURAL DIVERSITY

WHAT: First Cultural Diversity Open Forum
WHEN: Thursday, December 8, 10:00 am
WHERE: Watson Conference Room A & B

All faculty and staff are invited to attend. Johnnie Love
Classified Conference Executive Board
Meeting of October 25, 1994

Present: M. Boyer, K Lafferty (for M. Baker), B. Marvin, C. Rivera, K. Simmons (chair-elect), A. Slater (chair), J. Slusser, C. Thompson (secretary)

Dean Crowe:
Dean Crowe is consulting with Sandy on the recommendation from CCEB concerning the proposed change to the Classified Employee of the Year award. His main concern is that the final resolution be clear, unambiguous and not too restrictive.

Dean Crowe met with Marc Adin, the new Director of Human Resources. Dean Crowe suggests that the library governance bodies arrange an opportunity for the staff and Mr. Adin to get acquainted. He emphasized that the Office of Human Resources is committed to meeting the needs of all staff, not just Classified Staff. Dean Crowe is interested in exploring the possibility of the Office of Human Resources sponsoring some library staff in providing staff training.

The Budget and Planning Committee is gathering input on the Assistant Dean position vacated by Mary Hawkins.

The Senate Libraries Committee’s October meeting will focus on the Strategic Plan. November’s meeting will focus on the budget.

Dean Crowe will ask Sandy about the status of the Staff Orientation Committee.

Sandy is working on a position description for the proposed temporary Administrative Assistant position. Having the Assistant Dean position vacant has put additional responsibilities on the other administrative staff.

Dean Crowe said that the Computer Center would not discontinue the use of the mainframe until all of the mainframe’s users had alternative client/server systems in place. The Libraries and Student Records are the major users of the mainframe. Student Records will have more problems than the libraries with finding a usable client/server system to replace the mainframe.

Chair’s report:
Alex met with Dean Crowe last week. The Dean suggested that inviting Vice Chancellor Shulenberger to meet with library staff be postponed until after Dean Crowe’s review is completed. Dean Crowe expressed his support of the Staff Development Committee’s program format.
Committee reports:
1. Alex read from Kendall’s report on the Senate Libraries Committee meeting of Sept. 28. The committee discussed JRP, the new lending code, and a proposal to increase the number of faculty on the committee as well as the length of membership time. A new faculty member suggested a branch library for his department, and this will be discussed.

2. The Staff Development Committee discussed revising the travel request forms. State regulations now permit funding for in-state events, such as KLOA. SD’s first speaker of this year’s series will be Bob Wedgeworth, President of the International Federation of Library Associations, on Nov. 21. His talk will address the changing role of libraries in the national and international community. This year’s theme is "The Change is Now; or, How the leopard got a whole new coat."

Old business:
Budget and Planning will have an open meeting on November 18 for the staff to express their views on the shaping of the Assistant Dean’s position. Staff may also submit verbal or written comments to Nancy Jaeger. CCEB elected not to issue a statement as an organization. Classified staff will be encouraged to express their views to B&P.

New business:
1. The Budget and Planning Committee has been issued the following charges by LFA Exec:
   - to assist a subcommittee to evaluate the role of B&P in library governance
   - to encourage full participation by members of LFA in the process to consider the shaping of the administrative position left vacant by Mary Hawkins.
   - to monitor the Strategic Plan and report on progress to LFA by 06/01/95.
   - to update the B&P planning notebook

   The CCEB will issue a charge similar to the second charge above but referring to members of Classified Conference.

2. Alex will send summaries of meetings attended via e-mail instead of presenting them as part of the Chair’s Reports.

3. Kendall will write a report on the Candidates’ Forum that she attended. She will only summarize the questions and answers pertaining to Classified State Employees’ issues.

4. Alex will attend tomorrow’s Senate Libraries meeting tomorrow in Kendall’s place.

Announcements:
1. The Personnel Committee will meet tomorrow to discuss the results of the Classified Staff Survey. Bob Marvin will introduce the need for redistricting group representation based on recent departmental changes.

2. Nov. 11th is Veteran’s Day, which is a state holiday. Classified staff need to consult with their supervisors about whether they will work.
3. The OCLC FirstSearch free demo is effective through Dec. 17.

Other:
Kendall is researching library space needs and is writing a proposal for the acquisition of compact shelving. This is part of her interim assignment until her new position is established.

Next meeting:
Nov. 29th.

Submitted by Corrie Thompson
Library Automation Committee

Meeting of October 19, 1994

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

Absent: William Crowe, Gary Susott (Larry Palmquist attended in Gary’s place)

Review Minutes of Oct. 10:

Corrections due by early next week.

Announcements/Questions:

1. John, with help from Jim Neeley, Susan Craig, and Cindy Pierard, has written an announcement of the OCLC FirstSearch project that will be sent to all faculty and unclassified staff. A separate, additional mailing will go to all library staff.

2. John reported on yesterday’s session of the Kansas Legislative Educational Planning Committee in Topeka which he attended. This session was a follow-up to the one of September 21. Regents representatives were called to answer questions about the Regents Systemwide Access Project, in particular questions about the base status of the funding. Steven Jordan (Executive Director of the Kansas Board of Regents), James Coffman (Provost at Kansas State), and Brice Hobrock (Director of Libraries at Kansas State) all made formal presentations. John distributed to the LAC copies of a memorandum from Laura Howard, the LEPC’s Principal Fiscal Analyst, about funding of the Regents Library Proposal. Her analysis confirmed that from the very beginning, the proposal has requested base, rather than one-time, funding. Some members of LEPC believe that this should not be the means of funding the proposal.

3. John has confirmed through a conversation with Jerry Niebaum that we will need to seek and gain approval for the new integrated system purchase from the newly-formed Kansas Information Resources Council (KIRC) rather than from the Dept. of Information Systems and Computing (DISC).
Discussion:

The rest of the meeting concerned the integrated system project schedule and planning for staff inclusion in the process.

John distributed 3 pages of the Online Systems Task Force’s Strategic Plan that have references to staff involvement in the acquisition and implementation of a new integrated system.

He suggested three specific types of needed staff contact:

1) focused input on functional specifications
2) informational reporting on the process and schedule
3) opportunities for Q&A and general discussion

John asked about the third type, expressing his own lingering concern over the need to address pockets of uncertainty that may exist as to whether a new system is really needed and whether any system can adequately meet the needs of all departments. Although there is substantial interest in the acquisition of a new system among much of the staff, there likely will be differences in what individuals will want from a new system that somehow will need to be reconciled. The RFP will include all the features that we desire, but it remains to be seen how many might actually be available from any given vendor.

As for functional specifications, the basic questions are when and how to ask for ideas and feedback from staff. Should it be relatively early in the process and involve groups that create lists of desired capabilities? Or should it be later after we already have put together a draft based on previous work and on RFPs from other institutions? After discussion, it was decided that since we already have so much to work with, it would be best and least time consuming to attempt to create a draft of the functional specifications to present to staff and then add, delete, and modify items on the draft.

After a basic draft is created, what then? There should be a generous period allowed for staff comment. There also should be several structured or focused open meetings planned around the different modules, keeping in mind that the organization of the modules may be different from what staff is now used to (what now falls under one department may or may not fall under a different department, depending on the vendor.) At some point, the committee’s own discussions may be broadened to include staff who can provide specific input. We also would request special review and input from already-formed special interest groups. This discussion will be continued at our next meeting.
After much discussion, working backward from the goal that the committee has set for releasing the RFP, the following tentative schedule was agreed upon:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 18</td>
<td>John will distribute to LAC members a rough draft of functional capabilities section of the RFP</td>
</tr>
<tr>
<td>Nov. 18-</td>
<td>LAC members individually work on amendments to the draft</td>
</tr>
<tr>
<td>Dec. 6:</td>
<td>LAC meets to begin discussion and revision of the rough draft RFP</td>
</tr>
<tr>
<td>Jan. 6:</td>
<td>Draft of RFP send to all staff for their review and input</td>
</tr>
<tr>
<td>Apr. 1:</td>
<td>RFP sent to vendors</td>
</tr>
<tr>
<td>May 15:</td>
<td>Responses due from vendors</td>
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</tbody>
</table>

This schedule avoids having staff out of town for holidays during the time when their input on the draft RFP is requested.

Future Meetings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 26</td>
<td>1:00pm-2:00pm</td>
<td>422 Anschutz</td>
</tr>
<tr>
<td>Nov. 09</td>
<td>1:30pm-3:00pm</td>
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</tr>
<tr>
<td>Nov. 16</td>
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<tr>
<td>Nov. 23</td>
<td>no meeting</td>
<td></td>
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<tr>
<td>Nov. 30</td>
<td>no meeting</td>
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<tr>
<td>Dec. 07</td>
<td>1:30pm-3:00pm</td>
<td>Watson A</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>1:30pm-3:00pm</td>
<td>Watson A</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>no meeting</td>
<td>Public Service Heads</td>
</tr>
</tbody>
</table>
Review Minutes of Oct. 19:

John asked that the members proofread page 2 especially carefully.

Announcements/Questions:

1. John distributed copies of actual circulation overdue notices printed in the new consolidated format. There are only a few remaining issues or questions. Kent agreed to organize a meeting with Dennis Budd and relevant library staff to resolve the issues as soon as possible.

2. Larry is proceeding with setting up INQUIRE so that we can split the Expanded Academic Index database. The committee will soon need to address the question of exactly how to split the database.

3. Kent presented a proposal for programming to give us better control over the expiration of borrowing privileges for resident borrowers and some special borrowers (particularly Debate Campers). He asked that this be added to the list of circulation programming requests. Larry explained what such a project would entail. Kent plans to consult Gary Samuelson, Gary Susott, public service department heads, and staff in circulation. This would take away from programming time allotted to updating the Borrower Files, but at this time it is uncertain how much time the Borrower File project would actually require or when it will begin. This likely would require only a few days work.

4. The OCLC/FTP process appears to be stable, so John asked whether to terminate our tape subscription at this time. Mary said that there was one identified problem when a record was not added and they found out about it by accident, but it appears that this is a function of the load program and not the FTP process itself. George asked what was happening to records that are in other formats. John said that they are backed up on tape. It was decided to proceed with canceling the tape subscription.

Discussion:

John distributed a revised draft of the proposed schedule of the RFP process. It also listed what he considered to be the six major issues that have to be resolved: (1) the exact shape and scope of local staff input; (2) Law Library input and participation; (3) Med
LAC, October 26, 1994, page 2

Center Library input and participation; (4) coming to an agreement or arrangement with Computing Services on the funding, installation, and operation of the central hardware; (5) who else’s input, if any, should we seek in the process; and (6) OCR vs. bar codes.

The items concerning the Law and Medical Library and Computing Services are political and financial as well as technical and procedural. We need to move on all these fronts in the near future. There has been general agreement at high levels, but the particulars have not been worked out. It is particularly important that we come to a firm understanding soon with the Law Library so that their staff interests can be represented adequately in the RFP and decision-making process and so that we can count on them to be part of the process. It also will make vendor replies to the RFP easier if we don’t have to ask for too many options that either include or exclude the Law Library. John will talk to Bill Crowe about moving on this soon.

The situation with the Medical Center Library is different from that with Law in that they will not be obligated to buy into the new system, but will be listed as an optional addition (assuming Law does in fact confirm its intention to participate). The Medical Center Library in effect will be able to go through the process with us, but not have to make a decision about being part of it until the very end. Vendors will be asked to bid on a version of the system for the Med. Center in order to have that option for consideration. A related unresolved issue is the possible availability of "consolidation" money that could be put toward our project if the resulting system serves both the Lawrence and Kansas City campuses. [Administrative computing on the two campuses has been consolidated to a large extent and there is a fund to pay for joint projects.]

The Computer Center has verbally expressed its commitment to assisting in the installation and operation of a server, but we need to come to a more formal agreement. We also need to pursue the issue of funding for the central hardware.

There was discussion of what other groups to involve. We obviously need to keep the Senate Library Committee informed of our process, but exactly how is as yet undetermined. John will discuss this with Bill to determine his opinion.

Finally, there is the looming and possibly difficult decision of whether to stay with OCR codes for item and patron IDs or to switch to bar codes. All of the systems on the market are geared toward using bar codes. Accommodating OCR may require custom programming or adaptations on their part. We can ask for either or both in the RFP, but it would be best to make a decision ahead of time. It obviously would be easier in the short run to stay with OCR, but it might be better in the long run to make the shift to bar codes. One committee member likened it to Beta and VHS. We picked Beta. We need to isolate all of the relevant factors and costs before making a decision.

Future Meetings:

The next meeting will be on Nov. 9th at 1:30 in Anschutz Conference Room
African-American Oral History and Storytelling

RUTH EDMONDS HILL
Coordinator of Oral Histories
Schlesinger Library, Radcliffe College

2 p.m. on Friday, November 18th, 1994
in the Kenneth Spencer Research Library Auditorium.
(There will be a reception in the Spencer Lounge following the lecture.)

Sponsored by the University of Kansas Libraries
and the KU Friends of the Library
in association with the Department of African and
African-American Studies—celebrating its 25th anniversary this year
You are invited to a

**KULSA TGIF**

Friday, November 18, 5-8 pm

At the home of Marilyn & Bunker Clark

1618 Cypress Point Dr.

Clarks will provide lasagna (both vegetarian & meat),
cider and beer

You may bring a salad or dessert

**Spouses and Significant Others are welcome**

(*but because the Clarks have a collection of musical instruments, they have asked that no young children attend*)

Please R.S.V.P. by Nov. 11
to Marilyn at
842-6787 or mclark@ukanvm

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15th
Chancellor's Award for Distinguished Librarianship

Call for Nominations

I am very pleased to announce that former Chancellor Budig has provided funds to continue the Chancellor’s Award for Distinguished Librarianship, which he began five years ago.

Nominations for this, the University’s highest honor for a librarian, are now being accepted for review by the selection advisory committee:

- Judith Emde, Anschutz Science Library
- Sandra Gautt, Associate Vice Chancellor for Academic Affairs
- Sandra Gilliland, Libraries (ex officio)
- Stephen Goddard, History of Art and Spencer Museum of Art
- Susan Hitchens, Music Library
- Geoff Husic, Slavic Department
- Alexandra Mason, Special Collections

All nominations should be forwarded to the attention of Sandra Gilliland, 502 Watson Library, no later than 31 January 1995. Eligibility requirements and procedures for nomination are attached to this issue of the FYI.

Please feel free to contact me or Sandy if you have any questions.

William J. Crowe
Dean of Libraries

OPEN MEETING TO DISCUSS POTENTIAL ADMINISTRATIVE RESTRUCTURING

All library staff are reminded of the open meeting being hosted by the Budget and Planning Committee on Friday, November 18 from 10:00 AM to 11:45 AM in Conference Rooms A & B to discuss the vacant Assistant Dean position and the potential for related administrative restructuring. The purpose of the meeting is to provide a forum for discussion by all interested library staff on this issue. Everyone who can is invited to come, regardless of whether you wish to voice an opinion or just listen.

Roger Anderson

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
STAFF DEVELOPMENT

I strongly endorse the theme chosen by this year’s Staff Development Committee: "The Change is Now;" or, "How the Leopard Got a Whole New Coat."

We are especially fortunate that Robert Wedgeworth, University Librarian at the University of Illinois, Urbana-Champaign, has agreed to kick-off this series of programs. I encourage library staff to attend one or both of Mr. Wedgeworth’s presentations, on November 21. (Specific details have been announced via mailings, in FYI, and by e-mail. Gaele Gillespie can be contacted for further information.) This is a singular opportunity to learn from one of our field’s pre-eminent leaders about his views on the changes coming in and for libraries.

I also want to take this opportunity to re-state my firm conviction that staff development is important not only for us as individuals, but also for the KU Libraries as a whole. If it is to be successful, staff development must encompass a range of activities designed to provide all of us with knowledge, skills, and abilities that will help us meet our current responsibilities and prepare for change.

I believe that staff development, done well, can lead not only to practical improvements, but also help renew our spirits. In the end, all of us must see ourselves working together well—to provide library and information services of high quality—to advance learning.

I encourage all to make time to participate! --W. J. Crowe

IN MEMORIUM

SUZANNE E. LOVEALL KNOWLTON, 56 Portland Maine, formerly of Kansas City, Kan., died Nov. 7, 1994 at the home. Mrs. Knowlton was born in Kansas City, Kan., and lived in Denver before moving to Portland in 1966. She was an associate librarian and library science faculty member at the University of Southern Maine. She graduated from the University of Kansas and was a member of its alumni association. She received a master’s degree in library science from the University of Denver. Survivors include her husband, Philip Knowlton of the home; her parents, Richard B. and Mary Loveall of Kansas City, Kan.; and a brother R. David Loveall, McLouth, Kan. Mrs. Knowlton was Assistant Circulation Librarian at KU from May 1966 - June 1968.

John Nugent

ATTACHMENTS

Budget and Planning Committee minutes--August 17, 1994, August 24, 1994
Chancellor’s Award for Distinguished Librarianship Criteria
Holiday Family Adoption
KLOA Conference Report--Kendall Simmons
LEPC Meeting Minutes--10/17/94
LFA Exec Minutes--October 10, 19094 ,October 24, 1994, October 31, 1994, November 7, 1994
Staff Development Committee minutes--October 19, 1994, October 26, 1994, November 2, 1994
HOLIDAY FAMILY ADOPTION

This holiday season the Libraries have adopted two families through the Penn Center and two individuals through Douglas County Council on Aging. The adoptees, their sizes, and gift requests are as follows:

**Penn House - First Family**

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Sizes</th>
<th>Gift Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl, 2 years old</td>
<td>4T shirts and pants</td>
<td>socks, underwear, baby doll</td>
</tr>
<tr>
<td>Boy, 4 years old</td>
<td>size 6 shirts and pants</td>
<td>socks, underwear, cars and trucks</td>
</tr>
<tr>
<td>Girl, 9 years old</td>
<td>size 12 shirts and pants</td>
<td>coloring books, Barbie doll</td>
</tr>
<tr>
<td>Girl, 15 years old</td>
<td>14 (womens) shirts and pants</td>
<td>purse, jewelry</td>
</tr>
<tr>
<td>Boy, 17 years old</td>
<td>size L shirts and size 32/34 pants</td>
<td>Walkman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Sizes</th>
<th>Gift Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woman, 20 years old</td>
<td>size 12 (womens) shirts and 9-10 (womens) pants</td>
<td>sheets (full), blender</td>
</tr>
<tr>
<td>Woman, 41 years old</td>
<td>XL shirts and L sweatpants</td>
<td>sheets (full), towels and washcloths,</td>
</tr>
</tbody>
</table>

**Penn House - Second Family**

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Sizes</th>
<th>Gift Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl, 3 months old</td>
<td>10-12 month size clothes</td>
<td>Walker, Stroller, High Chair, Crib</td>
</tr>
<tr>
<td>Boy, 7 years old</td>
<td>size 8 shirts and size 7 pants</td>
<td>Walkman, Radio-controlled cars</td>
</tr>
<tr>
<td>Woman, (no age given)</td>
<td>L (womens) tops and size 9-10 (womens) pants</td>
<td>sheets (Queen), towels and washcloths, cotton underwear (size 7)</td>
</tr>
</tbody>
</table>
Individual: Woman, 66 years old
Gift Requests: size 5-7 cotton briefs, size 9 1/2 white stockings from JC Penneys, canned ham, ear muffs, towels and washcloths

Individual: Woman, 83 years old
Gift Requests: size 8-8 1/2 houseshoes (not scuffs), kitchen towels with fruit design, white tea towels, pink thermal blanket, bath towels in pastel colors, stationary, photo albums

The items listed above are only suggestions. All types of donations (including money, food, gift certificates, wrapping paper/bows & ribbons, etc.) are welcome.

Collection boxes will be located in Anschutz (Administrative Office), Watson (Cataloging Department) and the Spencer Research Library (Kansas Collection).

Contact the following for more information:

Kendall Simmons 4-3038  ksimmons@ukanvm
Lin Frederickson 4-4274  lfrederi@ukanvm
Cindy Pierard 4-3366  cpierard@ukanvm

We suggest a deadline of December 15 so that we’ll have time to gather the gifts, do any last-minute shopping, and deliver everything to Penn House by December 16.

Thanks for your help!
CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

The Chancellor's Award for Distinguished Librarianship, begun in 1989/90, is awarded annually to a meritorious individual selected from the ranks of University of Kansas librarians. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as manifested by a strong reputation among colleagues achieved on the basis of an established record of distinguished librarianship.

The award will be accompanied by a check in the amount of $2,500.00, which will be presented by the Chancellor.

Eligibility

To be eligible for nomination, librarians must have completed seven years of service as a professional librarian on the staff of the University of Kansas Libraries, Lawrence campus, by the date nominations are due.

Nomination Procedures

Nominations must be submitted in writing, through a letter addressed to the Dean of Libraries. There is no form for this purpose. The following documentation shall accompany the letter of nomination:

a) content cover sheet identifying materials contained within the nominee's file and categorizing the materials according to the guidelines prescribed below.

b) curriculum vitae containing full information on the nominee's educational preparation, experience, honors, service activities, and research publications;

c) evaluation of the nominee's contributions to librarianship by the person to whom s/he reports administratively;

d) evaluations of the nominee's contributions by no more than five colleagues who have close personal knowledge of the individual's professional performance;

e) evaluations from recipients of the services of the nominee, when possible, not to exceed five.

It is recommended that the nominator inform the nominee of her/his nomination. It is the nominator's responsibility to select individuals (from the University of Kansas and beyond) from whom letters of evaluation will be requested. (S/he may wish to consult the nominee for names of colleagues and recipients of services who could comment on the nominee's performance.) It is the nominator's responsibility to solicit the evaluations. Letters of evaluation should be sent to the Distinguished Librarian Selection Committee, to the Assistant to the Dean of Libraries for Personnel.

(continued)
Nomination Procedures (continued)

The selection committee shall review past nominations and consider any librarian who was not selected. Files of unselected nominees will remain active for up to five years, and will be reviewed with information on newly-nominated candidates. The committee shall ask the nominator to update the nominee's file at least 45 days in advance of the committee's review.

Selection

At the beginning of the Fall semester, the Dean of Libraries shall appoint a selection committee to review nominations and make a recommendation for the Award. The Selection Committee will consist of the following: four librarians, one member of the teaching faculty, one Library administrator (ex officio, without vote), and one representative from the University administration. The committee membership will be publicly announced in the University Libraries' newsletter, FYI. Neither a nominator nor any nominee is eligible to serve on the Selection Committee.

In making its recommendation, the Selection Committee will apply the criteria stated in this description of the Award. The recommendation, together with the Dean's recommendation, shall be forwarded to the Vice Chancellor for Academic Affairs for recommendation and transmittal to the Chancellor. All nominees will be informed of the Chancellor's action prior to the announcement of the librarian selected. All nomination materials will be considered confidential and will be retained in Library Office personnel files.

June, 1991
KLOA REPORT

On Thursday, November 3, I attended two workshops at the KLOA conference held in Topeka. The first was entitled "Stress and Adjustment Disorders" and was presented by Jerry Johnson, Topeka Mediation and Stress Consultants, a speaker I had heard before. As it turns out, this was the first part of a two-part workshop that had not been advertized as such in the conference application. Part I was introductory and was not as useful as I had hoped, although Part II, which I was unable to attend, sounded as though it would be quite informative. In addition, the workshop was late getting started so time was limited with no opportunity for questions.

The second workshop was well worth the time and effort: "Physical Work Hazards and Prevention" by Dr. Doug Frye, Midwest Occupational Health Services and Mona Spring, Kansas Rehabilitation Hospital. Both the presenters were quite knowledgeable and informative, and Dr. Frye was quite funny, making some very difficult medical descriptions easy to understand. I have gone to several workshops on work-related injuries and felt this was the best one by far on RMIs. The question and answer period was lively, and I came out with some practical ideas that I hope to be able to pursue in the near future.

I want to thank the Staff Development Committee for providing me with the funds to attend these workshops and, now that the regulations have been changed to allow funding for attending instate workshops, I would encourage everyone to take advantage of local opportunities.

Kendall Simmons
LEDPC Meeting Minutes 10/17/94

Present: Becky Schulte (Chair), Sherry Hawkins, George Gibbs, Kent Miller, Gordon Anderson
Absent: Mary Burchill, Janet Anderson-Story, Sue Hewitt

John Miller was asked to meet with us to discuss electronic files and possible salvage problems.

Some of the library's current backup tapes are stored on the 4th floor in Anschutz...older backups are at the Comp. Center and/or Ellsworth. ILS files are going to be moved to the LAN. The "raw records" from OCLC are stored at OCLC and the Kansas State Library. There are also two copies on campus.

Automation (Anschutz) has a "backpack" that allows files to be easily moved (or backed up) for repair work to workstations. All mainframe files are now stored at NTS, the Networking and Telecommunication Services in Ellsworth Hall. John says that yes, we could backup more files than we do and yes, we are vulnerable in case of crisis. Our backups are geared to machine breakdown not disaster. If 4th floor Anschutz was incapacitated it would take weeks to build the LAN again.

Our networking world is moving toward a utility type system where we contract for installation and everything is backed up regularly. The utility would do all repairs, etc. much as the phone company does now with that utility.

UPS (uninterrupted power supply) allows a system to run another 5-10 minutes when power is interrupted and takes the system down gently...no crashing. The library has UPS on Innovacq and the main server, and will have one in Docs.

Perhaps backups could or should be stored reciprocally at the Regents Center or the Medical Center.

The Oct. 3 minutes were approved with slight revision.

George reported that there was movement in the finalizing of the Preservation Librarian position.

Becky brought several brochures and materials price lists for "Rescube" and assorted supplies for preparedness boxes. We are considering adding dust masks to the emergency supply boxes. Kent will look into the "right" kind for our purpose.

Gordon will be checking into the branches' salvage plans soon.

Kent will be attending a statewide meeting for safety personnel.

The next meeting will be Nov. 7th at 10:30. SZH
LFA EXECUTIVE COMMITTEE
Minutes of October 24, 1994 Meeting

Present: B. Schaffner, S. Craig, J. Emde, J. Girardo, L. Moore, J. Richardson
Absent: D. Pardue

The committee discussed the agenda for the November 1st LFA meeting which includes introduction of new members, general announcements, reports from individuals active in university governance, and committee reports. The major agenda item will be research or scholarly expectations of the library faculty as presented by LCPT in the yearly statement to UCPT.

Topics for future LFA Exec meetings include reviewing the procedures for applications to the General Research Fund. The library's allotment from GRF is $2500 with matching funds from the library for a total of $5000. LFA Exec also needs to review reports generated by previous CESR committees.

Submitted by Judith Emde
MINUTES
STAFF DEVELOPMENT COMMITTEE
October 26, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of October 19 were corrected and approved.

Mel reported that Bob Wedgeworth will be able to give both a morning and an afternoon presentation. Alderson Auditorium in the Kansas Union has been reserved for the entire day. Alderson has room for 120 people. The Centennial Room has been reserved for the reception. The Kansas Union caterers need to know 10 days in advance the minimum number which the Library guarantees to pay for. Then, we must tell them 72 hours in advance how many people they actually need to provide food for.

We discussed at length publicity for the presentation. Sandy will get a copy of the flier to Suzanne Clement this week so that it can be included in the NEKLS newsletter; the newsletter is scheduled to be issued November 14th or 15th. In addition to mailing fliers to NEKLS and Regents Libraries staff and Friends of the Library, we will also invite Kansas City area libraries (Linda Hall, UMKC, Park College--Wedgeworth once worked there!--and the KC public libraries) and staff retirees. Janet will take copies of the flier to the KLOA and CULS meetings.

We finalized the presentation times: 10 a.m. and 1:30 p.m. As Wedgeworth wishes to meet with both a colleague and the Dean while he is here, his schedule will be tight. Mel will ask Wedgeworth how he would like to utilize the time between sessions.

The Committee approved 6 workshop requests. Luceil Hamlin, Milissa Boyer, Malcolm Lodwick, Corrie Thompson, and Margaret Wilson will attend the November 7 BCR DOS workshop. Margaret also will attend the November 8 BCR workshop on Microsoft Windows.

We approved a letter from the Committee to the Dean requesting him to re-issue his memo supporting staff development efforts.

The next meeting of the Staff Development Committee will be November 2 at 9:00, location TBA.

Submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
October 19, 1994

Present: Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of October 12 were corrected and approved.

Sandy has not yet called the Comptroller’s Office to confirm that it is permissible to fund state association meetings.

Sandy said that the audio-visual equipment we want to purchase will come out of state funds. This means that Mel will need to submit the model and make of each item we wish to purchase, and the State will go out for bids on equipment that meets the specifications of those models. Sandy estimates that it will be Christmas before we will have our equipment.

Mel reported that Bob Wedgeworth is available on November 21 to be the speaker for our lead-off presentation, "The Changing Role of Libraries in the National and International Community." He has agreed to an afternoon session, and Mel will negotiate with him to do a morning presentation as well. The morning session will be for Library staff, tentatively scheduled for 10:00 in either Watson A & B or the Burge Union. Refreshments will be served. The afternoon session will be at 1:30 in the Frontier Room at the Burge Union, with a reception immediately following. (Mel has already reserved the room.) The afternoon session will also be open for Library staff, as well as Friends of the Library, NEKLS members staff, Regents Libraries staff, and any interested folk at KU. We estimate 40-50 people for the morning session and 100 people for the afternoon one.

SANDY will make and send out flyers inviting NEKLS and Regents Libraries staff and Friends of the Library; they should be mailed by next week. She will request an RSVP via mail or e-mail to Carole. An insert with a map of the campus and parking information will be provided. The flyers will have SDC’s tree logo and this year’s theme: The Change is Now; or, How the leopard got a whole new coat. Flyers will be sent also to all library staff; staff will be requested to register for the session. She will also publicize the session in the Oread, and possibly in the Library’s UDK column. Sandy will solicit Rhonda Boose’s expertise for catering and refreshments arrangements.

MEL will contact Bob to determine
- the title of his talk
- biographical information
- if he objects to being videotaped
- remuneration fees (honorarium, air fare, hotel for Sunday night, car rental).
CAROLE will take phone registrations and check with Janet about NEKLS labels.

MARGARET will make arrangements for video equipment and tape the presentation.

THE COMMITTEE (and probably Bill Crowe) will take Bob to lunch Monday.

Sandy distributed a revised draft of the travel request form. When we have heard from the Comptroller’s Office regarding funding of state association meetings, she will update the back of the form with our interim guidelines. Sandy also showed us a draft of the travel report form which will accompany confirmation of awards.

Mel suggested that we might be able to use the Learned computer labs for our January Internet session, if we scheduled it between semesters. The lab has numerous advantages over the Clark Lab; besides being much bigger, it has about twenty 486 PC’s.

Submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
November 2, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Susan Hitchens, Margaret Wilson

Room arrangements were discussed for future meetings. The meeting room in the Parking facility and the seminar rooms in Anschutz were suggested as possibilities.

We discussed at length the logistics of Wedgeworth’s visit.
- The Committee is pleased to learn that the Friends of the Library have agreed to fund the reception on November 21.
- The Dean will invite the University Administration to Wedgeworth’s presentation and to have lunch with him and members of the Staff Development Committee. The Dean suggested adding the Academic Computing Center and the Senate Library Committee to the list of places we will send fliers to.
- Sandy is having nametags made for Committee members.
- We need to get biographical information to Rob by Friday for inclusion in the UK column.
- Gaele will work out the financial details with Bill, who has offered to pay part of the costs.
- Mel will escort Wedgeworth from Stauffer-Flint to the Union at 9:45.
- Copies of Bob Wedgeworth’s biographical information will be available at the presentations. Copies will be made available for the KLOA Conference November 3 and 4.
- Gaele will give directions to the Centennial Room at the end of each presentation; we will also have someone to direct attenders to the Centennial Room after the afternoon session.

In response to SDC’s request to Dean Crowe that he encourage and support staff development efforts, the Dean has asked the Committee to draft a memo concerning staff participation in staff development activities. He will then edit the memo and distribute it to staff. Janet and Margaret will provide a draft for the Committee’s approval by the next meeting. We agreed that the Dean’s letter should be sent to all staff as well as issued in FYI.

The minutes of October 26 were corrected and approved.

We approved a travel fund request from Gordon Anderson to attend the November 17-20 annual meeting of the American Association for the Advancement of Slavic Studies.

The next meeting of the Committee was tentatively scheduled for Tuesday, November 8th, from 9-11 in Anschutz.

Minutes submitted by Margaret Wilson
Meeting

Budget and Planning Committee

August 17, 1994


The meeting was called to order at 10:35 am on August 17, 1994 by Roger Anderson, Chair. The committee invited the Dean to discuss the ways in which the committee could advise him in the areas of budget and planning.

The Dean suggested that the Budget and Planning Committee could act as a group organized to present forums for library staff. These forums would have the function of increasing awareness of administrative budget and planning issues and could promote discussion of library-wide problems. He suggested that we survey the staff to determine what kinds of seminars would be useful. He also recommended evaluations of any seminars held.

After the Dean left there was a discussion of Mary Hawkins proposal for an Access Services Department in Watson. The committee discussed the need for more detailed information concerning position descriptions for certain staff members whose roles in the new configuration remain unclear.

The next meeting will be held on Wednesday, August 24th at 10:30 to discuss the goals of the committee which will be discussed later with the LFA Executive Committee.

The meeting adjourned at noon.

Connie Powell
Meeting
Budget and Planning Committee
August 24, 1994

Attendees: Roger Anderson, Connie Powell, Nancy Jaeger, Nancy Burich, Jill Girardo, Kathy Lafferty, Joyce Elliott

The meeting was called to order by Roger Anderson at 10:30 am in the Anschutz Library Conference Room. The minutes of the meeting held on August 17th were corrected and approved.

Roger shared copies of the memo which we sent to the Dean and the response he sent back to us concerning the Mary Hawkins Proposal for an Access Services Department in Watson Library. A discussion followed.

The committee then took up the main agenda item which was to prepare for our meeting with the LFA Executive Committee to discuss the goals of the Budget and Planning Committee. The question was raised as to whether Budget and Planning should remain an LFA committee. After a discussion it was generally agreed that Budget and Planning should be dissolved unless more effective use is made of the committee.

Questions to be posed to the LFA Executive Committee include:

What does LFA expect to gain from Budget and Planning? (Why should this committee exist?)

What does the LFA executive committee perceive to be the role of the Budget and Planning Committee?

How will Budget and Planning function within the context of the proposed Dean's Cabinet?

The next meeting will be scheduled with the LFA Executive Committee.

The meeting adjourned at 11:50 am.

Connie Powell
LFA EXECUTIVE COMMITTEE
Minutes of October 10, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Exec read and approved the following minutes:
• Staff Development Committee, 9-27-94
• LFA Executive Committee, 10-3-94

The Executive Committee approved a letter which B. Schaffner will send to Lars Leon, Chair of the Committee to Evaluate the Dean of Libraries. This letter inquires about what steps will be taken to inform the library staff of the results of Dean Crowe's evaluation.

There was some discussion on whether Exec should appoint a chair of the Subcommittee to Reform Budget & Planning, or allow the subcommittee to choose its own chair. Brad will talk to Roger Anderson and see what his opinions are on this matter. J. Emde will call the first meeting of the subcommittee. Exec also reviewed the charges and made slight emendations before distributing them to the subcommittee's members.

Schaffner reminded everyone about the availability of GRF money this year. Applications will be due in February, so there will possibly be another brown bag luncheon scheduled to explain how the application process and awarding of funds work.

The date was set for the first LFA general meeting this fall; it will take place on November 1, 1994 (Tuesday). Schaffner will contact the chairs of all standing committees and ask them to prepare brief committee reports for presentation at the meeting. The main agenda item will concern research expectations for librarians.

Submitted by David Pardue
LFA EXECUTIVE COMMITTEE
Minutes of October 31, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson; W. Crowe (guest)

Exec discussed the presentation/organization of the upcoming LFA general meeting; among the items to be included are an announcement concerning the new appointments of D. Dandridge and V. Doll; and discussion of discipline expectations for the promotion and tenure of librarians. It was pointed out that no parliamentary action can be taken on the issue because the statement which LCPT has drafted is its document (and therefore not subject to LFA codes and bylaws). The members of Exec and Dean Crowe agreed that it was highly desirable for interview candidates to meet with LCPT regarding promotion and tenure expectations.

Crowe presented for information and comment his draft memo on the Fair Labor Standards Act (dated Oct. 29, 1994). By application of the Fair Labor Standards Act, all library faculty and almost all unclassified professionals are "exempt" from overtime. He said that it will "take a while to reach some common understanding" about how to apply this to reporting of leave, because this is a change from past practice. He also offered that he and Sandy Gilliland could meet with department heads and library faculty for further discussion. It is essential that the Library comply with these required time reporting procedures, as this is a legal matter.

The Dean discussed the issue of underenrollment at KU, which could lead to potential budget shortfalls for the University. He will be meeting with Exec, B&P, Classified Conference Exec and the Dean's staff to explore options on how to plan for such a situation--especially how, if it comes to pass, it would affect the acquisitions and personnel budgets.

Exec read and approved the following minutes:

• Staff Development Committee, 10-5-1994 and 10-12-1994

Submitted by David Pardue
LFA EXECUTIVE COMMITTEE
Minutes of November 7, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, D. Pardue, J. Richardson; W. Crowe; members of Budget & Planning Committee; members of CDC Exec; members of Classified Conference Exec

Absent: L. Moore

A joint meeting of LFA Exec, Classified Conference Exec, CDC Exec, and B&P was called to discuss budget issues. Due to underenrollment this year at KU, there are potential budget shortfalls. In order to plan prudently for such a shortfall, the Dean solicited suggestions and alternatives from these four bodies. Crowe provided information regarding how the library personnel budget might be affected; Rich Ring furnished context on the possible impact on the acquisitions budget, as well as which acquisition funds might be targeted for cutbacks.

Submitted by David Pardue
UNCLASSIFIED VACANCIES

Head of the Access Services Department, Watson Library. This new position will administer lending, closed reserve, collection maintenance, stacks management, current periodicals, microforms, photocopying, and central fines office operations in Watson Library, and provide system-wide coordination of circulation services. This is a 12-month, tenure-track appointment. A full position description is available. **Required Qualifications:** MLS from an ALA-accredited program; substantial supervisory experience in an academic or research library; strong commitment to meeting the needs of library users; effective oral and written communication skills; strong interpersonal and public relations skills; sensitivity to a multicultural environment; strong analytical, planning and organizational skills; substantial recent public service experience within a large academic or research library. **Preferred Qualifications:** Experience with management issues in automated library systems; experience coordinating library services across several library units; experience with automated library systems, particularly circulation and related functions; experience in management of large library collections and lending operations; current awareness of library trends, management issues, and technologies related to materials access and user services; familiarity with current library practices in building security and in the handling and safekeeping of materials; experience in departmental budget preparation and resource management; familiarity with large university records and accounting systems. **Annual salary:** $30,000 - $36,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, undergraduate and graduate transcripts (photocopies accepted), and names/addresses/telephone numbers of three references to: Sandy Gilliland, 502 Watson Library. Applications must be postmarked by February 15, 1995.

Editorial Assistant (Research Assistant): (position contingent upon available funding). Full-time, term appointment available January 3, 1995 for approximately 18 months. The Editorial Assistant will complete editing of a checklist and index of historical maps. (Full position description available.) **Required Qualifications:** Bachelor’s degree, with strong knowledge of geography and place names; ability to express geographical and cartographic concepts clearly and succinctly in writing; knowledge of late nineteenth and twentieth century history of the United States; detail oriented, patient, and basic typing skills; ability to work closely with the author/supervising editor; ability to learn the database management system in use; ability to maintain a forty hour per week schedule and meet production quotas; ability to work well in a crowded office setting with many distractions; ability to interact well with library staff. **Preferred Qualifications:** Experience in indexing, cataloging, or editing; knowledge of cartography; experience with database management systems; graduate work in geography or American history. **Annual Salary:** $18,000-$20,000 dependent upon funding and qualifications. Excellent benefits. To apply, submit letter of application, resume, and copy of undergraduate transcript to: Sandy Gilliland, 502 Watson Library. Applications must be postmarked by December 6, 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.
INCLEMENT WEATHER GUIDELINES

With Winter fast approaching, the University’s and Library’s Inclement Weather Guidelines are being re-issued (attached) to serve as a reminder of the procedures to follow in the event that an inclement weather situation is declared by the University administration. Library staff are encouraged to detach these documents from FYI and retain for future use.

When severe weather is forecast, staff are encouraged to listen to local media and refer to the attached policies. If weather conditions are so serious that the University determines that campus offices will not be open, that will be interpreted to mean -- and public announcements will specify -- that the KU Libraries will not open. The Library’s Calling Tree will be activated to inform all staff about the weather emergency and any resulting opening and closing information.

If severe weather should develop during the work day and the Chancellor or Executive Vice Chancellor implements the inclement weather policy, library staff will be notified by the Administrative Office via the Library Calling Tree and e-mail. At that time, the period allowed for early departure and any other pertinent information will be communicated.

Additional information is included in the attached guidelines. Please contact the administrator to whom you report or Sandy Gilliland if you have any questions.

Sandy Gilliland

SCIENCE FICTION EXHIBITION IN SPECIAL COLLECTIONS

To mark the 30th anniversary of the death of H. Beam Piper, a noted science-fiction writer of the 1950s and 1960s, Larry Hopkins has mounted an exhibition, "H. Beam Piper--Thirty Years After", from the resources of the Department of Special Collections, supplemented by titles from his personal collection. The exhibition features magazines and both hardback and paperbound issues of Piper’s books from the 1950s and 1960s, and samples of the Piper revival of the late 1970s and early 1980s.

From his first appearance in Analog in April 1947 to his last (posthumous) appearance in November 1965, Piper was one of the most popular of editor John W. Campbell’s stable of writers. He produced a steady stream of science fiction for the magazine market, and as science fiction books to break out of specialty publishers into the paperback mass-market, he produced a goodly number of books. However, following a disastrous marriage and divorce in the early 1960s, his financial status became extremely precarious, and when his agent, who carried his clients’ records inside his head, dropped dead, Piper’s disaster was complete. Unaware of several sales, financially destitute, unwilling to burden friends and family, and abhoring state handouts, Piper took his own life. The note he left is pure Piper: "I don’t like to leave messes when I go away, but if I could have cleaned up any of this mess, I wouldn’t be going away. H. Beam Piper."

H. Beam Piper "went away" just before science fiction exploded into a major popular genre. Had he lived for a reasonable twenty years more, the field would be richer by a score or more of Piper’s books and stories, and his reputation as one of the all-time greats would be more firmly established.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
JERO KOVI CH BOOK PUBLISHED

A heavily-illustrated history and memoir by the late George C. Jerkovich, former head of the Libraries’ Slavic Department, has recently been published. Moi Hvar: Kratka Kulturna Povijest/My Hvar: A Short Cultural History (Zagreb: Alta, 1994) has parallel text in Croatian and English. Hvar is the largest island in the Adriatic, and also the name of one of two principal towns on the island. It was colonized by the Greeks in 385 B.C., conquered by the Romans in 219 B.C., and settled by Slavs fleeing the mainland in the 7th century A.D. It has been an outpost of Slav culture amidst the constant struggle for cultural and political dominance in the Adriatic since that time. Watson’s copy is cataloged at DR 1637 .H9 M65 1994.

PROPOSED GUIDLINES FOR GUIDES FOR READERS

A draft of a document entitled "Guidelines for the Review, Production, and Revision of the KU Libraries’ Guides for Readers Series" was distributed by e-mail last week to all library staff. As a reminder, comments and suggestions on this draft should be forwarded to me or any member of the Publications Advisory Board (Graves, Lodwick, Pardue, Pierard) by next Wednesday, December 7th. If you need another copy of the draft, call (4-3378) or e-mail me.

ATTACHMENTS

Administrative Conference Minutes--October 26, 1994
Staff Development Committee minutes--October 5, 1994, October 12, 1994
Open Meeting Regarding Future of Copying Services announcement
Open Forum on Diversity announcement
Holiday Family Adoption Update
Law Library job announcement

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Open Forum on Cultural Diversity

For all Libraries staff

Thursday, December 8, 1994
at 10 a.m., in the
Library Conference Rooms
5th floor, Watson Library

UNIVERSITY OF KANSAS LIBRARIES
HOLIDAY FAMILY ADOPTION UPDATE

I need to briefly update the announcement in last week’s FYI.

NEW DEADLINE FOR DONATIONS
The new deadline for gift donation is December 13. This was moved up a couple of days to accommodate Douglas County Council on Aging’s internal deadline. We will need to have all donations by this date in order to have adequate time to gather the items, do any last-minute shopping, and deliver them to the agencies.

GIFT REQUEST LISTS & DROP-OFF BOXES
The listing of adoptees, their sizes, and gift requests is posted in the vicinity of all drop-off boxes. If you’d like a personal copy of the list, please contact Kendall, Lin, or Cindy. Just as a reminder, drop-off boxes are located in Watson (Cataloging), Anschutz (Administration) and Spencer (Kansas Collection).

You may wish to include receipts with your donations.

NOTE: The second individual we’ve adopted through DCCA would like to have wine-colored houseshoes (not scuffs). The original posting did not include a color preference.

CHEQUES
Cheques are also welcome! If you wish to write a cheque, please make it out to Kendall, Lin, or Cindy.

SHOPPING UPDATE
The following items have already been donated:

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>kitchen towels with fruit design</td>
</tr>
<tr>
<td>stationary</td>
</tr>
<tr>
<td>photo albums</td>
</tr>
</tbody>
</table>

OTHER QUESTIONS OR CONCERNS?
Please contact any of these folks:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendall Simmons</td>
<td>4-3038</td>
<td>ksimmons@ukanvm</td>
</tr>
<tr>
<td>Lin Frederickson</td>
<td>4-4274</td>
<td>lfrederi@ukanvm</td>
</tr>
<tr>
<td>Cindy Pierard</td>
<td>4-3366</td>
<td>cpierard@ukanvm</td>
</tr>
</tbody>
</table>

FUTURE ANNOUNCEMENTS
Keep checking FYI or KULIB-L (everything in one will also appear in the other) for future announcements related to this project. Thanks for your participation!
Administrative Conference Minutes
October 26, 1994


1) Crowe gave an update on development efforts including a potential partnership with Athletics to provide dollars for an endowment to fund initiatives directed at benefitting students. Also, the Libraries has received a solicitation for a grant application from a foundation in Alabama for a gift for undergraduate library services in the sciences. In addition, Susan Craig and the dean, in cooperation with KUEA, are completing an application a Foundation to fund an acquisitions endowment in memory of Franklin Murphy, to benefit the Murphy Art and Architecture Library. Crowe said further, that he would be meeting at lunch that day with the Deans of Education and Architecture, and Cheryl Harrod from KUEA who serves as the development officer for all three units in an attempt to better coordinate fund-raising efforts.

2) Regarding Hoch, Crowe told the group that a pre-construction meeting had been held the previous week (attended by K. Miller and K. Neeley). One piece of information which came out of the meeting was that the configuration of the ramp which allows access for disabled individuals to Anschutz Science Library will be changed to allow the contractor to move the fence surrounding the Hoch reconstruction site closer to Anschutz. The University’s contract manager promised regular communication, and has set up a series of meetings for representatives of units directly affected by the construction with the contract manager and representatives of the contractor (DiCarlo). Crowe reiterated that the $2 million needed to finish the shelled library space in Hoch was still on the table for KU to ask for from the legislature.

3) With regard to systemwide access, Crowe told the group that John Miller attended the second legislative hearing on October 18th. Jordan, Coffman (K-State) and Hobrock made presentations explaining and supporting the access proposal. Miller and Crowe said that Sen. Kerr expressed concern about the concept of "base money," asking whether the funding should be a separate budget line item with yearly renewal. A CODDL meeting was scheduled for Friday, Oct. 28 to consider funding options for systemwide access and librarian salaries.

4) Crowe circulated copies of a memo from Human Resources which set out guidelines for reporting leave usage by exempt and non-exempt staff, and a draft memo from him interpreting the guidelines to library staff. Crowe said that the guidelines were being defined to comply with federal regulations. Gilliland gave additional background on the issue, and explained how the guidelines would affect leave reporting for faculty and unclassified professionals in the Libraries. There was further discussion about how the new guidelines will affect part-time staff. Gilliland informed the AC that the leave
reporting mechanism was being revised. Crowe invited members of the AC to take further time to review the draft memo and asked that they provide comments to Gilliland by November 2nd. He said that he had asked Gilliland to compile a list of most commonly asked questions, and answers, to be distributed to department heads.

5) Crowe asked if there were any announcements to be made.

a) J. Miller said that the Computer Center was instituting a change in CICS user ids and logon protocol. He anticipated the arrival of information about the new logon procedures and account information that day. Miller warned that certain users, such as those accessing CICS via a LAN, users having "automatic" logon scripts, and off-site users, will not be able to access CICS in their usual way until all necessary changes have been made. Miller said that if users have questions, they can contact either the Automation Department, or the Computer Center (4-0235).

b) Crowe, Ring and K. Miller commented on the status of the move of material to storage in JRP. Crowe and Ring told AC that few objections had been received from faculty or students. The number of titles affected by objections amounted to only about 40 titles or approximately 200 shelves of material. The move will begin on Monday, November 7th.

c) Crowe said that the "Super Space" committee met the day before (Oct. 25) regarding space options and proposed working with the internal Library Committee and the Senate Library Committee to develop proposals to meet future space needs.

d) Crowe reminded AC about the "Future of the Book" panel presentation scheduled for November 3rd at 3:30 p.m. in the Summerfield Room of the Alumni Center.

The meeting adjourned at 11:45.

Respectfully submitted,

Rhonda Boose
MINUTES
STAFF DEVELOPMENT COMMITTEE
October 5, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of Sept. 27 were corrected and approved.

Committee members offered their impressions of OCLC's video conference on the electronic library, which had taken place the day before. We agreed the Library should obtain a copy of the video tape, but were unclear how we should go about getting one. The Regent's Center was to have taped the conference, and John Miller appeared to have recorded it, as well. However, the audio portion locally was not always good; presumably, OCLC will make a video available, which will have better sound. If we were to purchase the OCLC copy, should it be paid for with library science funds or professional development funds? Margaret will e-mail the Dean about how best to go about obtaining the video. The discussion evolved into a more general one about professional development videos we would want to purchase now that we will have video equipment to play them on. Should they be cataloged? What should the circulation policy be? What funds should be used? What process should be followed to obtain them? Where should they be housed? As a related matter, Gaele reminded us that the Administrative Office was supposed to come up with policies on where the video equipment could be stored for security purposes, when it could be used, etc. Mel reported that he has done some preliminary pricing and thinks we have sufficient funds to purchase all the items on our list of desired equipment. We still don't know if the funds will be state or endowment monies. If endowment, Denise will place the order once we have decided on the specific models we want. If state, we will have to allow bids.

The Committee reviewed requests from Ken Lohrentz to attend the African Studies Association in Toronto, Nov. 2-5, and from Brad Shaffner to attend the American Association for the Advancement of Slavic Studies meeting in Philadelphia, Nov. 17-20.

The Committee agreed that it needed to promote ways to further staff attendance at professional development programs, such as the KLOA and KACE (Kansas Continuing Education) conferences. Janet will put an announcement in FYI about the KACE conference and the availability of NEKLS money. (Janet stressed that the Library has an obligation to support NEKLS if we are using their funds). Janet will approach the Dean about sending out a memo, as he has in the past, stating that the Library strongly supported attendance at these and other staff development affairs. It was suggested that the Committee also should ask LFA Exec and CCEB to minute their support of Bill's memo.
The remainder of the meeting was spent on our November "Change in Libraries" presentation. Neither Gaele nor Mel have been successful in their attempts to contact Nancy Eaton and Bob Wedgeworth. We discussed what we should do if neither one of them were available in November. We could try to get other speakers: Joanne Euster, a panel of ESU SLIM faculty, or Carol Baronne, Associate Vice Chancellor for Information Technology at UC, Davis. Or, we could change the order of our presentations or postpone the start of the programs until December, in hopes of still getting Eaton or Wedgeworth. We discussed publicity: we should send direct mailings to all 45 NEKLS member libraries and to the Regents Institutions; the letters should be sent to both the library directors and the staff development officers. We decided to have a reception following the presentation, and will ask Rhonda to contact Spencer Art Museum, the Alumni Center, and the Kansas and Burge Unions about the availability of auditoriums which would seat upwards of 100 people.

The next meeting will be Wednesday, October 12, 9 a.m.

Submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
October 12, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of October 5 were corrected and approved.

Janet announced that 5 library staff members would be receiving LEEP (Library Employee Education Program) certificates from the State Library and gave some background information on the program. LEEP certificates are given for continuing education at 30 contact hour intervals (e.g. at 30 hours, 60 hours, etc.). Although primarily classified staff take advantage of the program, some unclassified professionals and librarians have also requested continuing education credit. At the moment, the certificate is the only means of recognizing staff development participation. It does not, however, count toward a promotion or University credit. Janet was unsure if other states have a comparable program. What type of activity gets counted toward continuing education credit is at Janet’s discretion, but follows the guidelines set by the State Library. Janet believes the program should be part of the Staff Development Committee’s charge; someone on the Committee should be designated the data base manager, and the Committee’s guidelines should be revised to include where and how the LEEP recognition ceremony should take place. She believes this merits further discussion within the Committee.

Mel updated us on the status of our purchases of audio-visual equipment. He said we would be able to afford all the equipment we wanted, including the 31" monitor. We might want to get a headphone jack for silent viewing. Re the cart: we will need greater weight-bearing capacity for the larger monitor, so it will be more expensive. Sandy thought the Dean would probably purchase the cart. We will try to get all the equipment at one place. Mel will consult Consumer Reports for best buys, and also the University Media Services for recommendations on cart models.

The Committee reviewed four requests for travel funds. We granted awards to Rob Melton to attend the Theater Library Association meeting Nov. 17-20 in New York City. Next, we considered requests from Gaby Holcomb, Tina Spray, and Kendall Simmons to attend the KLOA (Kansas Library Operation Associates) conference meeting in Topeka. We discussed at some length the use of travel funds to attend state association meetings. In the past, SDC had not funded such activities, as we were under the impression that State policy did not permit this. However, Sandy has recently learned that, according to the Comptroller’s Office, it is and always has been permissible to fund state association meetings. Sandy has written the Comptroller’s Office asking them to confirm this. Assuming they do so, the Committee will need to
reevaluate our share distributions and consider establishing separate guidelines for state association meetings. In the meantime we established an interim policy that SDC will fund state association meetings for up to $50 of the registration fee. Sandy will put out an announcement in FYI and e-mail. We granted the three requests, and thought we should enclose a NEKLS form and include a statement that "SDC has approved 'X' amount. Additional funds may be requested from NEKLS." (NEKLS will award $50/day or registration, whichever is higher, up to $200. Only one award a year is granted.)

Submitted by Margaret Wilson
OPEN MEETINGS REGARDING FUTURE OF COPYING SERVICES

The Copying Services Study Group has been charged with reviewing the possibilities and making recommendations to Dean Crowe about the future handling of the responsibilities now assigned to Watson Copying Services. In order to solicit input from all interested library staff, the group has scheduled several open meetings to solicit input. Although each meeting is open to all interested individuals, we have targeted each session to a particular interest group in hopes of allowing for a full discussion of each group's concerns.

In order to facilitate your review of the issues, three documents have been distributed to Administrative Conference Members, Copier Key Operators, Change Fund Custodians, Deposit Personnel, Unit Heads for locations with copiers, and Supervisors of Deposit Personnel: the Dean's charge to the study group, the July 1, 1994 proposal for the administrative organization of Copying Services, and a list of questions. No written response is requested; the questions are designed to encourage you to think about library copying services. If you did not receive a copy of this mailing and would like to have one, please e-mail Sarah Couch (scouch) to make your request.

Please feel to call or e-mail any member of the study group with your comments and suggestions: Sarah Couch, Mel DeSart, Nancy Jaeger, Malcolm Lodwick, Kent Miller or Lisa Shaw.

The schedule of meetings is as follows:

Monday, December 5, 1:30-3:00 p.m., Watson Conference Room A
Branch libraries: Science Library, Engineering Library, Documents/Maps, Music Library, Howey Reading Room, Art & Architecture Library, Kansas Collection, Special Collections, University Archives

Monday, December 5, 3:00-4:00 p.m., Watson Conference Room A
Watson Library: Administrative Office

Friday, December 9, 9:00-10:00 a.m., Watson Conference Room A
Watson Library: Acquisitions/Serials/ILS, Cataloging, SPLAT, Slavic Department, East Asian Library, Preservation (including Bindery Prep)

Friday, December 9, 10:00-11:00 a.m., Watson Conference Room A
Watson Library: Circulation/Reserve/Fines, Mail Room, Reference, Periodicals/Microforms, Copying Services

Monday, December 12, 1:30-2:30 p.m., Watson Conference Room A
Make-up session: Open to anyone who missed an earlier opportunity.
School of Law Library
Green Hall

INTERNAL ANNOUNCEMENT OF POSITION VACANCY

Library Assistant I--Documents Assistant

This position reports to the Cataloging and Government Documents Librarian. The documents assistant manages the library's U.S. Government documents collection and the microform collection under general supervision, checking-in and processing new materials, maintaining shelf-lists and finding aids and supervising student(s) in shelving materials and maintaining good order in the collection.

Requirements are the minimum for L.A.I. Preferred qualifications include training or experience in the use of personal computers and database management systems, and experience in processing U.S. Government documents or in library technical services.

Position available December 16, 1994
Contact Margaret Bearse, School of Law Library, 864-9257.

An Equal Opportunity/Affirmative Action Employer.
The University's Inclement Weather Policy (attached) is intended to accommodate the needs of employees for additional time in travelling to and/or from work during severe weather. In general, the University cannot close because of snow or other inclement weather, and employees are expected to be at work during their regularly-scheduled times. Should severe weather threaten, however, the Chancellor or the Executive Vice Chancellor (EVC) may declare a weather emergency. Please note 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.

The Library has developed a "calling tree" as a means of quickly informing staff of critical information regarding the opening and closing of Libraries during weather emergencies. When the calling tree is initiated by the Dean (or designee), department heads are responsible for making certain that all staff and student assistants within their units are informed of the weather emergency. Library staff are encouraged to listen to local media early in the morning, if the threat of severe weather exists, for information regarding the University's inclement weather policy--local radio stations, after 6:15 a.m., and via the inclement weather line (864-SNOW, after 6:30 a.m.).

Early morning declaration of Inclement Weather

In the event the Chancellor or EVC has implemented the inclement weather policy early in the day, before the Libraries open, staff who are scheduled to work are expected to report to work as scheduled. Staff who will be late or unable to get to work due to hazardous travelling conditions, are expected to give their supervisors timely notice. If the inclement weather policy has been implemented, staff may report up to one hour late, in most inclement weather situations (if longer than one hour is allowed, appropriate notice will be issued by the Chancellor or EVC). Branch and department heads must determine their staffing requirements to ensure the maintenance of essential services, and identify those employees who are essential to providing those services.

If weather conditions are so serious that the University determines that campus offices will not open, that will be interpreted to mean--and public announcements will specify--that the KU Libraries will not open. The Library's Calling Tree will be activated to confirm this decision to all staff.

Declaration of Inclement Weather during the work day

If severe weather should develop during the work day and the Chancellor or EVC implements the inclement weather policy, library staff will be notified by the Administrative Office via the Library Calling Tree and e-mail. At that time, the period allowed for early departure and any other pertinent information will be communicated.

The Libraries will attempt to remain open through normal closing time in all branches in the event of inclement weather that develops during the day. It may be necessary, owing to limited numbers of staff and student assistants in the smaller branches, to close those branch libraries early. The dean of libraries may authorize such closings, conferring with the Vice Chancellor for Academic Affairs about the need to so do. The Dean will inform all campus information agencies when such closings occur. (continued)
Watson Library and the Anschutz Science Library are to be given highest priority for available staff to maintain normally scheduled hours of opening. However, when travel conditions have become unsafe, the Dean of Libraries, in consultation with the Vice Chancellor for Academic Affairs, may authorize early closing of Watson Library and Anschutz Science Library. The Dean will inform the appropriate University information agencies in this situation.

Questions regarding these guidelines may be addressed to the dean, an assistant dean, or the Library’s personnel officer.

rev. 11/94
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.
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
Memorandum
Inclement Weather
January 24, 1994
Page 3

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.
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.
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 noon, Wednesday, December 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.

DISCRETIONARY HOLIDAY FOR 1994

As a reminder, the 1994 Discretionary Holiday must be used by December 30, 1994 or it will be forfeited. If you can’t remember whether or not you’ve used your Discretionary Holiday, contact Julie or Sandy, 4-3601.

REMINDER

As a reminder, all the KU Libraries will be closed on December 23rd.

ADOPT-A-PARK CLEAN-UP

Weather permitting, we will have our last clean-up of the year at Veterans Park (19th and Louisiana) on Sunday, December 11. Although in an earlier E-mail message, I suggested 2:00 p.m. for a starting time, I have had a request to start earlier. So . . . We will begin at 1:30 p.m. If you can’t be there then, just come when you can. Trashbags will be provided.

Adopt-a-Park clean-up
Veterans Park (19th and Louisiana)
December 11, 1:30 p.m.

HOLIDAY FAMILY ADOPTION UPDATE

NEW DEADLINE FOR DONATIONS
The new deadline for gift donation is December 13. This was moved up a couple of days to accommodate Douglas County Council on Aging’s internal deadline. We will need to have all donations by this date in order to have adequate time to gather the items, do any last-minute shopping, and deliver them to the agencies.
HOLIDAY FAMILY ADOPTION UPDATE (continued)

GIFT REQUEST LISTS & DROP-OFF BOXES
The listing of adoptees, their sizes, and gift requests is posted in the vicinity of all drop-off boxes. If you’d like a personal copy of the list, please contact Kendall, Lin, or Cindy. Just as a reminder, drop-off boxes are located in Watson (Cataloging), Anschutz (Administration) and Spencer (Kansas Collection).

You may wish to include receipts with your donations.

NOTE: The second individual we’ve adopted through DCCA would like to have wine-colored houseshoes (not scuffs). The original posting did not include a color preference.

CHEQUES
Cheques are also welcome! If you wish to write a cheque, please make it out to Kendall, Lin, or Cindy.

SHOPPING UPDATE
The following items have already been donated:

- kitchen towels with fruit design
- stationary
- photo albums

OTHER QUESTIONS OR CONCERNS?
Please contact any of these folks:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendall Simmons</td>
<td>4-3038</td>
<td>ksimmons@ukanvm</td>
</tr>
<tr>
<td>Lin Frederickson</td>
<td>4-4274</td>
<td>lfrederi@ukanvm</td>
</tr>
<tr>
<td>Cindy Pierard</td>
<td>4-3366</td>
<td>cpierard@ukanvm</td>
</tr>
</tbody>
</table>

FUTURE ANNOUNCEMENTS
Keep checking FYI or KULIB-L (everything in one will also appear in the other) for future announcements related to this project. Thanks for your participation! Cindy Pierard

ATTACHMENTS
Holiday Family Adoption Update
KU Friends of the Library Holiday Party announcement
KULSA Holiday Party announcement
LEEP Calendar for December 1994
Space Committee minutes--October 20, 1994
YOU ARE INVITED TO THE

1994 KULSA HOLIDAY PARTY

MONDAY, DECEMBER 19TH 2:30-4pm
CONFERENCE ROOMS A-B, 5TH FLOOR
WATSON LIBRARY

PROGRAM STARTS AT 3pm

MASTER OF CEREMONIES: LARS LEON

INTRODUCTION OF NEW STAFF
PRISCILLA HOWE WILL TELL US
A STORY FOR GROWN-UPS

WE'LL ALL SING SPECIAL 'CAROLS'

SANTA WILL COME WITH LOTS OF
SPECIAL PRESENTS

BRING YOUR FAVORITE
HOLIDAY TREAT
THERE WILL BE PUNCH AND COFFEE

SEE YOU THERE!
KU Friends of the Library

invite you
to celebrate the Holidays on
Thursday, 15th December 1994
from 4 to 6 p.m.
at the
Kenneth Spencer Research Library
Present: Gibbs, Hawkins, Koepp, Miller, Neeley, Ring, Roach, Simmons
Absent: Craig

The minutes (#18) for October 6, 1994 were reviewed and approved as amended.

Kent Miller and Rich Ring reported on the status of the JRP project. Those faculty who object to particular titles going to storage will receive a reply from the library. It is clear that there will some space left over in JRP after the titles are moved from Watson. Some of these additional shelves may be used for Science duplicates. Other possibilities are being considered. After all faculty objections to titles have been received and the move has been completed we will be in a better position to assess future needs for additional materials for storage in JRP.

General issues regarding the storage of library materials were discussed. The Harvard depository model was outlined by Kent Miller, along with a discussion of automated technologies for the retrieval of volumes ("cherry", i.e. book, pickers).

Questions were raised about storage of library materials as the best strategy for KU. E.g. does KU have a large enough collection of truly low use materials to justify considering a large storage facility on the Harvard model? The age and size of KU's collections might tend toward a negative answer.

Future space needs of the KU Libraries can be met in three different ways/tracks or in some combination of these tracks.
A. Acquire more conventional library space. This would mean expanding current library facilities and/or building new facilities. Several stressed the need to consider space for library users, not just space for collections. The long-term desirability of getting library collections out of Watson and into space better suited to the preservation of materials was mentioned.
B. Make better use of existing facilities. Although we should continue to look at ways that existing space might be re-arranged and utilized more efficiently, this track is basically about using compact shelving wherever possible and appropriate.
C. Storage outside of the principal library facilities is the third track.

At the next meeting Kent Miller and Kendall Simmons will report on the possibilities and costs of compact storage.

 submitted R.Ring
LEEP Calendar for December 1994 and January 1995

December 7  9:00-4:00  KU Computing Center
           Lawrence  “DOS Essentials: What Every Microcomputer User Should Know,” sponsored by BCR and taught by Jim Hensinger. $85. Call 800/397-1552 for more information.

December 8  8:30-3:30  Lenexa Holiday Inn

December 9  9:00-4:00  KU Computing Center
           Lawrence  “Security Solutions for Public Access PCs,” sponsored by BCR and taught by Jim Hensinger. $85. Call 800/397-1552 for more information.

December 12, 13  9:00-5:00  Independence Public Library
               “Training the Trainer for Internet Applications,” sponsored by the Southeast Kansas Library System. Call Harry Willems at 800/279-3219 for more information.

December 14, 15  9:00-5:00  Greenbush
               “Training the Trainer for Internet Applications,” sponsored by the Southeast Kansas Library System. Call Harry Willems at 800/279-3219 for more information.

January 6  Topeka

January 11  9:00-7:30  Iola Public Library
               Technical Fair. Sponsored by the Southeast Kansas Library System. Call Harry Willems at 800/279-3219 for more information.

January 19  Salina
HOLIDAY FAMILY ADOPTION UPDATE

An update (as of Wednesday, December 7) for all you prospective giftbuyers.

We probably do not need more of the following...

- photo albums
- stationary
- kitchen towels with fruit designs
- one set of full sheets

We have received some of the following, but could use more of...

- socks, underwear, clothing items for kids
- jewelry for the 15-year old girl
- full-sized sheets
- baby doll (for 2-year old)
- Barbie Doll for 9-year old girl

We have yet to receive...

- Walkmans for the two boys
- toys (radio-controlled cars, cars and trucks for boys)
- Walker, stroller, high chair, crib
- Queen-sized sheets
- Bath towels and washcloths
- Underwear for adults
- Purse for 15-year old
- Canned ham and ear muffs (for 66-year old woman)
- Size 8-1/2 wine-colored houseshoes, white tea towels, pink
- thermal blanket, bath towels in pastel colors (for 83-year old woman)

If you are planning on writing a cheque to Jim, Kendall, Lin, or Cindy, please try and get it to one of us by this Friday. We will cash these and use the money to purchase any gift items not yet covered, or to transfer them into gift certificates for area grocery stores.

The gift wrapping party will be on Tuesday, December 13 from 10:00-12:00 in the Cataloging Conference Room. We will take care of all adult gifts, but leave the kids’ stuff unwrapped so their folks can do the honors.
PERSONNEL

Bob Marvin, Library Assistant III in Cataloging, has been selected for the Bibliographic Internship announced in early November. Bob will assist me with an analysis of the Library’s backlogs of uncataloged or unconverted material to determine the kind of projects needed to catalog or retroconvert the materials. This 25% (10 hours per week) internship will begin in January and will continue for approximately six months.

Margaret Wilson has begun a 10-hour per week internship in the Music Library, providing reference assistance during evening hours. Margaret will provide additional assistance to the Music Library, as time allows. This internship was mutually arranged by Margaret and Susan Hitchens, following the Library’s Internship Guidelines, and continues through the end of the Spring semester.

George Gibbs

POLICY ON CONSENTING RELATIONSHIPS

A pamphlet detailing the University’s Consenting Relationships Policy was recently mailed to all staff. Included in the pamphlet are answers to frequently-asked questions, as well as the text of the entire policy. Questions regarding the policy, and requests for additional copies of the pamphlet, may be directed to Sandy Gilliland, 4-3601, or to the following departments: Human Resources, 4-4946; Student Life, 4-4060; Emily Taylor Women’s Resource Center, 4-3552; Academic Affairs, 4-4455; Student Assistance Center, 4-4064; and the University Ombudsman, 4-4665.

Sandy Gilliland

OFFICE SUPPLY REMINDER

Please get your office supplies on December 21st for two weeks. The Supply Room will be closed on December 28th.

Denise Swartz

NEW FAX MACHINE

Spencer Research Library has acquired a fax machine. It is housed in the Kansas Collection. The number is 864-5803.

Sherry Williams

ROB MELTON . . .

is the author of "Building Author Collections: Brownson Revisited," which has been published in Biblio-Notes, the newsletter of the English & American Literature Section of ACRL, #24, 1994.

George Gibbs

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Library Automation Committee

Meeting of November 9, 1994

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

Absent: Bill Crowe

Review Minutes of Oct. 26:

The members reviewed the minutes of Oct. 26 and approved them for publication in FYI.

Announcements/Questions:

1. John distributed some information from Ameritech about Horizon that he picked up at EDUCOM in San Antonio last week. This included information about Horizon releases 3.2 and 4.0 and a fact sheet on Horizon. There is a rumor that at least two large ARLs will be partners in development with Ameritech for the academic version of Horizon. There is another rumor that approximately 20 staff have resigned from Ameritech and migrated to MARCorp.

K-State will have a one-day demonstration of Horizon 3.2 on Thursday, Nov. 17th. John will attend and invited committee members to attend also if they wished.

2. John and Nicholas received over 100 requests for an authorization number and password in response to the memo they mailed to inform faculty of the OCLC FirstSearch demo. Jim Neeley reported heavy use of FirstSearch on LAN workstations in Watson Reference and that there were no problems in accessing it. He added, however, that the library also still has a large number of purchased FirstSearch searches that could expire if the FirstSearch demo were extended very much longer [it is scheduled to expire at Dec. 31, 1994.]

Programming Updates:

1. Dennis Budd has been running parallel overdue notices in the old and new formats to test the new format. Programming for numbering pages (1 of _ _, 2 of _ _, etc.) is complicated and Kent Miller proposed giving this feature low priority. The new notices will be implemented during the interim.

2. The Public Service Heads have agreed to splitting Expanded Academic Index into two files, one containing the records for the current year plus the two previous years, and one containing all previous records. Because the number of records received each year continues to increase, this split may need to be redefined at some future point.

3. Patrick Kingsbury has created and loaded some test Law records in the test CICS region. John printed all of them and distributed copies to Mary, George, and Margaret Barse for comment.

4. John distributed copies of a memo that Dean Crowe recently sent to Peter Schanck. The memo outlines our understanding of the Law Library's intention to participate in the RFP process, states the decisions that need to be made, and requests a meeting between Dean Crowe, John Miller, and Peter Schanck to formalize the understanding and agreement. Also, Jim Bingham will meet with John Miller and Dean Crowe to discuss the Med. Center's interests in the process.

5. A possible complication has arisen in the plans to record the creation date in resident borrow patron records to enable the Library to cancel them on a staggered basis rather than canceling all of them at the same time. We
had hoped to use 4 unused bytes in zip code field of the circulation record to store the date. The 4 bytes originally had been allocated to the final 4 digits of 9-digit zip codes. We have never used 9-digit zip codes. Well..., now we may be asked by the University to start using them. Timing is everything. Kent will look into the matter some more and report back.

Discussion:

John expressed frustration that his attempts to combine aspects of various RFPs are not resulting in a very coherent document and the strong "vision statement" of the RFP is getting obscured. He asked the committee’s reaction to several ideas for streamlining the format of the RFP including the following:

- Refer to desired capabilities without necessarily defining them, for example, express desire for sophisticated boolean and keyword searching without defining boolean and keyword searching

- Someone suggested putting the details in the demo script instead of in the RFP.

- Someone suggested that, based on the assumption that most people can adjust to most changes most of the time, the RFP can be limited to what capabilities we desire, without specifying how those capabilities are to be accomplished, except in operations that we really feel need to be done in some particular way.

Putting a lot of detailed preferred capabilities into the RFP may seem questionable since we are not to score systems in any systematic way based on them. As far as the state is concerned we could be reasonably vague. But putting detail into the RFP does have a couple of uses: (1) it gives us a very wide overview of what systems can and cannot do; and (2) it gives our staff something specific to think about and react to in regard to the system. A system is more than the sum of its functions, but itemizing functions can help to point out some of the deficiencies and strong points of each system.

It is also important to reiterate that we are not ranking or setting priorities on the functions. Except for the relatively few mandatory requirements in section 3, no system is disqualified for not having a certain number of the capabilities. They are not "requirements," but rather "preferred capabilities." We are listing everything that we theoretically would like a system to do in order to see what systems do in fact do.

Responses to the RFP will only be the first factor in the ultimate selection process. The vendor demos, site visits, and other research will also be factors.

John hopes to have a first draft of sections 3 and 4 to the committee by Wednesday, Nov. 23rd.

Dean Crowe feels that the Senate Libraries Committee should be more formally involved in the RFP process, but scheduling may pose a problem. They meet next on Nov. 30 to discuss the Budget, then again in late January. At any rate, LAC will get the January draft of the RFP to the members of the Senate Libraries Committee. Additionally, the library staffs and some representatives of the Computer Center staff will receive copies. It was suggested that the committee attempt to get input from students with disabilities when physical aspects of the system, such as operation of keyboard and/or mouse, and possibilities for voice synthesis, are addressed. How to involve such a diverse group may be a problem.

The Circulation Task Force study on OCR needs to be updated and some cost analysis needs to be provided in order to reach a decision concerning OCR vs. bar code. John will draw up a list of issues and request volunteers from the committee to research them.

Future Meetings: Dec. 07, 1:30pm, Watson A and Dec. 14, 1:30pm, Watson A
MINUTES OF MEETING: 10/3/94

PRESENT: G.HUSIC, S.GILLILAND, B.SCHAFFNER, S.STAPLES

The committee met to discuss the salary range for the position of Preservation Librarian. George Gibbs attended the meeting to present the search committee’s point of view on the salary range and to answer any questions.

The Committee agreed with the search committee’s recommended salary.

Respectfully submitted,

Susan E. Staples
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

MINUTES OF MEETING: 10/26/94

PRESENT: G.HUSIC, S.GILLILAND, B.SCHAFFNER, S.STAPLES

The Committee met to discuss the proposed salary range for the position of Head of Access Services Department. The Committee agreed with the search committee’s recommended salary range.

The Committee will approach LFA Exec. to write a joint letter to Dean Crowe on salaries.

Sandy will obtain statistics on salaries for the Committee.

Respectfully submitted,

Susan E. Staples
Budget and Planning Committee

Minutes - September 21, 1994


GUESTS: Brad Schaffner, Judith Emde, Susan Craig. (Members of the LFA Executive Committee). Alex Slater (Member of Classified Conference Executive Committee).

The meeting was brought to order at 10:40 am. This was a joint meeting with members of the LFA Executive Committee and a member of the Executive Committee of the Classified Conference, the purpose of which was to review the current and future roles of the Budget and Planning Committee. Budget and Planning recently met with the Dean to discuss how the committee might work on Budget and Planning issues. The present joint meeting was called in order to have a common discussion of many B&P issues and to receive support and direction from the LFA Executive Committee.

Roger gave an overview of what Budget and Planning feels are the issues. First, ongoing discussion regarding the committee's role has been continuing for years and needs to be finally resolved. Second, the committee needs to assess how it fits into the library's governance structure and how it relates to other committees, both current and future, such as the proposed "Dean's Cabinet." The third issue includes the problems of whether term lengths of committee members are adequate and if the membership on the committee should be by an election rather than by appointment. The fourth issue concerns the charge given to the committee by LFA Exec which needs to be reviewed, changed, strengthened and given more focus. Perhaps a new name for the committee could be incorporated to reflect new functions.

Brad Schaffner responded that the LFA Executive Committee had discussed the role of Budget and Planning Committee. LFA Exec would like to evaluate the Budget and Planning Committee over the next year. Brad emphasized that LFA Exec cannot disband the Budget and Planning Committee since it's existence is mandated in the LFA Code.

Susan Craig spoke in favor of a stronger governance role for the Budget and Planning Committee. She currently serves on a university governance committee which sits in on university budget hearings, scrutinizes the university budget, and reports on budget trends to the Senate Executive Committee and University Council. She would like the Budget and Planning Committee take on a similar
role with the library budget. She emphasized that it is not necessary to see the entire budget process in detail to spot significant trends. Rather it is up to the Budget and Planning Committee to decide which information they feel is important to their work.

It was suggested that this year the committee could work on overseeing the implementation of Strategic Planning and could take a proactive position in the examination of what the role of the new Assistant Dean might be. Judith Emde agreed that Budget and Planning could take on these duties. Brad Schaffner also supported these suggestions and promised oversight and support from the LFA Executive Committee.

To assist the Committee in this examination of the Assistant Dean position, Susan Craig mentioned sources for additional information including the Spec Kit entitled "Organization of Academic Libraries" and an article she has explaining current library organization at Indiana University.

Susan Craig also mentioned a planning notebook for which the Budget and Planning Committee is responsible. This notebook should be brought up to date.

The prevalent feeling was that there is a real need for the B&P Committee to exist and that its demise would be undesirable. It was agreed that a joint subcommittee of B&P and LFA Exec members should be formed to evaluate the Budget and Planning Committee, propose a functional model, and prepare a supplementary charge for the committee's activities for the coming year.

The meeting adjourned at noon.

Connie Powell
Budget and Planning Committee

Minutes - October 12, 1994


The meeting was called to order in Conference Room B by Roger Anderson at 10:30 am. The minutes for the previous two meetings were approved as corrected.

The topic of this meeting was how the committee could fulfill the additional charges given to the Budget and Planning Committee by the LFA Executive Committee.

The first charge concerned the establishment of a subcommittee to examine the Budget and Planning Committee with regard to its role, membership and future charges. This subcommittee will consist of two members from the Budget and Planning Committee, two members from the LFA Executive Committee and one Classified Conference representative. The membership of the committee is Roger Anderson and Jill Girardo, Budget and Planning; Lorraine Moore, and Judith Emde, LFA Exec; and Sue Hewitt, Classified Conference.

The second charge was to work on providing full participation by all library staff in the process of shaping the administrative position left vacant by Mary Hawkins. Julie Hoff will work on providing articles on alternative library administrative structures in consultation with Susan Craig who already has a collection of articles on this topic. These will be placed on reserve for library staff to consult. Also Nancy Jaeger now has the Spec Kit on library administrative organization.

In addition to providing literature for staff to read, the committee decided to sponsor an Open Hearing to take place in Watson Library Conference Rooms A and B on November 18th from 10:00 am to noon. Participants may be any library groups or individuals, for example: the Public Services Heads, the Classified Conference, a technical services group, etc. Roger will write a draft invitation which will go in the FYI to encourage all staff to participate.

The time-table for preparing for the Open Hearing is as follows: written input from any group or individual interested in participating in the Open Hearing is due to the committee by November 11th. Nancy Jaeger will be in charge of collecting this information. The committee will meet and review this material on November 14th and compile a summary of the comments made which can be distributed at the Open Hearing.

The third charge is to monitor the Libraries' Strategic Plan and provide a report on the progress of its implementation to LFA Exec
by June 1, 1995. Nancy Burich will work on this charge.

The last charge was to update the B&P Planning Notebook. Roger showed the committee members the Planning Notebook, which in past years identified and summarized the activities of all library committees, both current and retrospective. A more current version may have been prepared and stored on computer disk by former B&P members. Roger will check on this. The Budget and Planning Committee will be reviewing the documentation we keep on library committee activities. Roger also mentioned that he had received a box of B&P materials from the previous committee chair.

The meeting adjourned at noon.

Connie Powell
### Spring Semester Schedule of Hours: January 10 - June 5, 1995

#### Anschutz Science Library (864-4928)
- Mon-Thu: 8am - midnight
- Fri: 8am - 8pm
- Sat: 10am - 10pm
- Sun: noon - midnight

**Exceptions & Holidays**
- Jan. 16: Closed
- Mar. 18: 10am - 6pm
- Mar. 19: Closed
- Mar. 20-24: 8am - 5pm
- Mar. 25: Closed
- Mar. 26: noon - midnight
- April 21-May 10: Mon-Thu: 8am - midnight
  - Fri: 8am - 10pm
  - Sat: 9am - 10pm
  - Sun: noon - midnight
- May 11-28: Mon-Thu: 8am - 5pm
  - Fri: 9am - 1pm
  - Sat: noon
  - Sun: 1pm - 10pm
- May 30-June 5: Mon-Thu: 8am - 5pm
  - Fri: noon
  - Sat & Sun: Closed

#### East Asian Library (864-4669) 5th Level Watson
**Staffed:** Mon-Fri 8am - 5pm
**Closed:** Jan. 16, May 29

(East Asian bookstacks open on same schedule as Watson Library bookstacks)

#### Fines Office (864-4715)
309C Watson
- Mon-Fri: 8:30am-4:30pm
- Sat: 10am - 1pm
- Sun: Closed

**Closed:** Jan. 16, May 25, May 27, May 29, June 3

#### Kansa Collection (864-4274) 224 Spencer Library
- Mon-Fri: 8am - 5pm
- Sat: 9am - 1pm
- Sun: Closed

**Closed:** Jan. 16, Mar. 18-19, May 29

#### Music Library (864-3496)
448 Murphy
- Mon-Thu: 8am - 10pm
- Fri: 8am - 5pm
- Sat: noon - 5pm
- Sun: 1pm - 10pm

**Hours During Class Holidays:**
- Jan. 16: Closed
- Mar. 19: Closed
- Mar. 20-24: 8am - 5pm
- Mar. 25: Closed
- Mar. 26: noon - midnight
- May 11-28: Mon-Fri 8am - 5pm
  - Sat & Sun: Closed
- May 29: Closed
- May 30-June 5: Mon-Fri 8am - 5pm
  - Sat & Sun: Closed

**Special Collections (864-4334)**
327 Spencer Library
- Mon-Fri: 8am - 6pm
- Sat: 9am - 1pm
- Sun: Closed

**Closed:** Jan. 16, May 25, May 6, May 13, May 20, May 27, May 29, June 3

#### Government Documents & Maps (864-4662) (864-4660) 6th Floor, Malott Hall
- Mon-Thu: 8am - 9pm
- Fri: 8am - 5pm
- Sat: 10am - 5pm
- Sun: 1pm - 6pm

**Hours During Class Holidays:**
- Jan. 16: Closed
- Mar. 19: Closed
- Mar. 20-24: 8am - 5pm
- Mar. 25: Closed
- Mar. 26: 1pm - 6pm
- May 11-28: Mon-Fri 8am - 5pm
  - Sat & Sun: Closed
- May 29: Closed
- May 30-June 5: Mon-Fri 8am - 5pm
  - Sat & Sun: Closed

#### Interlibrary Services (864-3960) 3rd Level Watson
- Mon-Fri: 8am - 5pm
- Sat & Sun: Closed

**Closed:** Jan. 16, May 29

#### Regents Center Library (864-8570) 12600 Quivira Rd.
Overland Park, KS
- Mon-Fri: 8am - 10:30pm
- Fri: 8am - 9pm
- Sat: 8am - 6pm
- Sun: noon - 6pm

**Hours During Class Holidays:**
- Mon-Fri: 8am - 5pm
- Sat & Sun: Closed

**Closed:** Jan. 16, May 29

#### Watson Library (864-3956)
(Hours: 864-8900)
**Circulation** (864-4715)
**Reserve** (864-3396)
**Periodicals/Microforms** (864-3950)
- Mon-Fri: 8am - midnight
- Sat: 8am - 8pm
- Sun: noon - midnight

**Exceptions & Holidays**
- Jan. 16: Closed
- Mar. 18: 10am - 6pm
- Mar. 19: Closed
- Mar. 20-24: 8am - 5pm
- Mar. 25: Closed
- Mar. 26: noon - midnight
- Apr. 21-May 10: Mon-Fri: 8am - midnight
  - Sat: 8am - 8pm
  - Sun: noon - midnight
- May 11-28: Mon-Fri 8am - 5pm
  - Sat & Sun: Closed
- May 29: Closed
- May 30-June 5: Mon-Fri 8am - 5pm
  - Sat & Sun: Closed

**Special Collections (864-4334)**
327 Spencer Library
- Mon-Fri: 8am - 6pm
- Sat: 9am - 1pm
- Sun: Closed

**Closed:** Jan. 16, May 25, May 6, May 13, May 20, May 27, May 29, June 3

#### University Archives (864-4188) 422 Spencer Library
- Mon-Fri: 8:00am - 4:00pm
- Sat & Sun: Closed

**Closed:** Jan. 16, May 29

#### Copying Services (864-4209)
Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.

#### Reference Desk (864-3347)
**Staffed:**
- Mon-Fri: 9am - 9pm
- Sat: 1pm - 5pm
- Sun: 1pm - 9pm

**Hours During Class Holidays:**
- Staffed Mon-Fri 9am - 5pm
- Not Staffed: Mar. 18
- Staffed: Mar. 26

**Closed:** Jan. 16, Mar. 19, Mar. 25, May 13-14, May 20-21, May 27-29, June 3-4

#### Howey Reading Room 864-3404, 103 Summerfield
- Mon-Fri: 8am - 10pm
- Sat: 8am - 5pm
- Sun: noon - 10pm

**Closed During Class Holidays**

#### Law Library (864-3025) 200 Green Hall
- Mon-Thu: 7:30am - 11pm
- Fri: 7:30am - 10pm
- Sat: 9am - 10pm
- Sun: 10am - 11pm

**Hours Vary During Holidays**

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**Hours of Opening Are Subject to Change As Posted.**

Phone the Library (Library Hours: 864-8900) or the University Information Center: 864-3506.
Holiday Greetings and Reflections

As we prepare to close the books on 1994, I want all of you to know how much I and others in the Library Administration appreciate you and the contributions that you have made during the year.

I want to thank you this holiday season not only for meeting the special challenges to which so many of you have risen, but also for the uncounted everyday occasions when you have done your best to keep standards high, often in little-noticed ways. It is because of your efforts that we are able to sustain collections and services of high quality for our colleagues across the University, the people of Kansas, and the world of learning.

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As always, this has been a year of change. We have lost to retirement, resignation, and death several active and past members of the staff about whom many of us cared deeply. We have welcomed perhaps as many newcomers of great promise.

This has been a year of special moment in our history. The deaths of former Chancellor Franklin D. Murphy and former director of libraries Robert Vosper signalled the closing of the era which saw the rise of the KU Libraries to international stature. For that reason, I have asked that the text of this past summer's special issue of the KU Friends of the Library newsletter be reprinted and attached to this last issue of FYI of the year. We must remember our foundations as we prepare for more change.

This year also saw the departure of Chancellor Gene Budig, who proved himself for many years—in good times and hard—an unfailing advocate for the KU Libraries and all for which we stand. We count him a special friend still and look for a wise and energetic successor.

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I wish all who are associated with the KU Libraries continued success, good health, and happiness in the New Year!

- Bill Crowe
PERSONNEL

Susan Staples, Regents Center Library, has changed her name to Susan E. Thomas, due to her marriage on December 10, 1994.

1995 BRINGS 13 PAYCHECKS (AND HIGHER TAXES)

As many of you have read in recent announcements across campus, the State has decided to implement biweekly pay at the University of Kansas effective January, 1996. Staff are advised to begin preparing for biweekly pay immediately, due to changes that will occur as early as January, 1995. During 1995, everyone will continue to be paid on the first of each month; however, a 13th paycheck will be issued in late December, 1995, for the pay period 11/18/95-12/17/95. (Payment for this pay period is normally issued on January 1st; however this payment will be made in late December to prepare for biweekly pay.)

Because employees will receive 13 paychecks during 1995, you should expect to see a decrease in net pay effective January 1, 1995 because of the resulting higher annual income you will earn in 1995 by receiving 13 paychecks. The amount of pay that will decrease will depend upon one’s tax situation. Generally, the decrease will range from $20-$40.

Beginning January 12, 1996, employees will be paid 26 times per year, rather than 12. Paychecks will be issued every other Friday, and always will fall on a working day when banks are open. Employees are advised to consider how this change to biweekly pay will affect their bank accounts, especially fix monthly payments.

Additional information about the State’s decision to move to biweekly pay will be forthcoming. Please contact Sandy Gilliland, 4-3601, if you have any questions.

Sandy Gilliland

ATTACHMENTS

Library Space Committee minutes--December 1, 1994, December 8, 1994
KLOA Conference report
MLA Annual Meeting report
LIBRARY SPACE COMMITTEE

Minutes of December 1, 1994 (#20)

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

The committee reviewed, corrected and revised the minutes from the October 20 meeting which had been recorded by Rich Ring.

The meeting focused on discussion of a document which Kent Miller, in his role as Facilities Coordinator, prepared for Dean Crowe. "Resource Paper: Facilities Utilization", dated November 15, 1994, outlines Kent’s analysis of library space where installation of compact moveable shelving is an option. The report provides estimated cost figures, criteria for prioritization, and his recommendations for installations. The committee expressed concern that the report does not address solutions for space problems in Documents/Maps where the space shortage is acute. Discussion followed as to what options do exist to provide relief to that unit. Members also questioned the criteria for prioritization and asked that "collection use" be added to the list. Although no final conclusions were reached, the group felt that the meeting which provided a thorough review of library space concerns was useful. Dean Crowe will be invited to meet with the committee as soon as his calendar allows so that he can hear some of the discussion and provide his insights into what alternatives might successfully receive funding.

The next meeting will be at 1:30pm on December 8.

Recorded by Susan Craig
LIBRARY SPACE COMMITTEE

Minutes of December 8, 1994 (#21)

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

Absent: Susan Craig, Rich Ring

The committee reviewed, corrected, and revised the minutes from the December 1 meeting.

Kathleen reported on a proposal to move the ASTUTE Center (presently in the Dole Center) and the public consulting service window (currently in the Computer Center) to the Anschutz Science Library and build a new computer lab there as well. It is anticipated that the ASTUTE Center and the service window would move to the Teaching Commons in the new Hoch/Budig building when it is completed.

As a solution for lack of space in the Documents/Map Library, Kendall presented the committee with two proposals for housing the map collection on the ground floor of Anschutz. One proposal housed the map collection on compact, moveable shelving; the other one, on regular shelving. The committee preferred the latter, as there was very little cost benefit to install compact, moveable shelving in this circumstance. In return a portion of the U.S. government material would be moved back to Malott to be housed in the space now occupied by the map collection.

After further discussion, it was suggested that material on psychology (BF in LC and the 150's in Dewey) and geography (G, GB, and GF) be shifted from Watson. It was proposed that online bibliographic records be created for the Dewey 150's but that they not be reclassed, because of the need to fill the Dewey stack areas in Anschutz. Records for material from the Dewey 910's could be made machine-readable but they would not be reclassed or moved to Anschutz. (The 910's would not be moved or reclassed, because the correspondence of this range of numbers with the LC G classification is not ideal; some 910's would reclassify to history numbers instead of geography.)

For the next meeting Kendall will check her figures to confirm that the adjustments suggested would fit into the available space and the committee will consider this proposal again before recommending it to the Dean.

The next meeting will be on December 15, at 2:30 in the Cataloging Conference Room. [Originally it was announced that Dean Crowe would participate, but he will not be available until the meeting on December 22.]

Recorded by George Gibbs
On November 3-4, I attended the KLOA Conference in Topeka. There were a number of sessions which dealt with stress in the workplace, dealing with change, and with actual physical stress. I attended several sessions which included "Building a Positive Self-Image", "Coping with Stress", "I Work in a Library, but I'm Not a Librarian", and "How Jobs Evolve Using Participative Management". The last session on participative management was presented by Connie Ury and Pat Parshall of Owens Library at Northwest Missouri State University which has undergone a great deal of restructuring. I felt like this session would be useful because of the restructuring we are going through in ILS, Serials, and Acquisitions. Connie and Pat talked about the team management model that was used in their process. All members of the staff were initially required to serve on 2 teams. They felt that if people were involved in teams they would feel more in control of the process and would also take greater responsibility for their work. They also felt that teams would be useful for solving problems, allow for more innovation, motivate employees, improve communication, help people identify with the workplace and would enhance people's self-image.

The library was divided into 5 teams: Core Team (Coordination of Resources Collection Development); Technical Services Team (Acquisitions and Cataloging); Distribution Team (Circulation, Reserve, ILL, Periodicals, AV); Info Team (Information Focus Reference and Instruction); and Management Team (Team Leaders, Asst. to the Director, and an elected staff member).

The participation in teams took a lot of time out of people's days, and for a long time people felt that they were doing work outside the parameters of their job descriptions, but in the long run many people ended up doing jobs for which they were better suited and were also able to have their jobs reclassified, so all in all they felt that the reorganization was a positive experience.

I would really like to thank the Staff Development Committee for providing funding for me to attend these workshops. I felt like I was able to get a better handle on what is currently going on in our departments and it was also a chance to meet other people and get a new fresh perspective on my job.

Gaby Holcomb
Library Emergency and Disaster Plan Committee  
July 11, 1994

Attendance: Becky Schulte (chair), Janet Anderson-Story, George Gibbs (ex-officio), Sherry Hawkins, Kent Miller
Absent: Gordon Anderson, Mary Burchill, Sue Hewitt

June 20, 1994 minutes corrected and approved.

Preservation Librarian:
8-9 applications have been received with a few more expected.

Facility Survey:
We will need to evaluate current conditions against past recommendations. The supply boxes need to be checked during the survey. So far, Kent, Becky and Janet have completed the walk through of Watson and will continue with the branches in a week. Appointments will be made ahead of time. In Spencer we'll be sure to contact each unit and let George know when we're going.

Supply boxes:
August 1 will be the response deadline.

Next meeting:
August 22, 10:30 - Noon. Conference Room B.

Agenda:
Sub committee reports:
Facility
Salvage Priorities

Submitted by,
Janet Anderson-Story