AUTOMATION COMMITTEE / RFP PLANS

The June 14 minutes of the Library Automation Committee, attached to this FYI, include considerable information on our plans for evaluating vendor responses to our RFP for a new integrated library system. We still are planning the exact format of system demos and of staff participation and input, but the minutes give a good indication of where we are heading and of the general time line. I encourage you to read the minutes for the complete picture, but in summary we hope to select the vendors to invite to demo by the end of August and to hold the demos in the latter half of September and in October. We ask, to the extent possible, that you plan to attend system demos during that six-week period on a schedule similar to that followed last year, assuming two days per demo. Our goal is to make a final decision by Thanksgiving.

-- John Miller

LIBRARY SERVICES TO PATRONS WITH DISABILITIES

I am pleased to accept and will act on all of the recommendations of the ad hoc Committee on Policies and Services for Patrons with Disabilities, as submitted to me on June 21. Copies of the committee report are appended to this issue of the FYI.

The policy statement and accompanying guidelines recommended by the committee will be distributed during July.

The members of the committee (Johnnie Love, chairperson; Bayliss Harsh; Lorrie Knox; Kent Miller; and Jim Neeley) met all of the many challenges I presented to them and did so with exceptional dedication and skill.

The principal tangible products of their work, the policy statement and accompanying guidelines document, are of the highest quality. I fully expect that copies will be called for by many others on campus and elsewhere in the country as we distribute it. On the intangible side: the committee succeeded in sparking a renewed understanding among many of us about the importance of the issues and a commitment to deal with them pro-actively. For that achievement alone, the committee merits profound thanks.

-- William J. Crowe

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Anita Rogier in the Library Administrative Office by noon, Thursday, July 13th. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier
KU PARKING PERMITS AVAILABLE

KU parking permits for the 1995-96 year are now available for purchase. Copies of the parking permit application form are available from the Library Administrative Office, or KU Parking Services. To purchase a parking permit, you will need to go to the Parking Office (located in the parking garage near Allen Field House). Take along a completed permit application form (or you can complete one there), your staff ID card, and your current vehicle license plate information. Parking permit prices for the 1995-96 year are: Yellow zones $53; Red zones $70; Blue zones $85. If you qualify for a campus access pass, add an additional $40 to the cost of your permit. Contact Parking Services, 4-PARK, if you have any questions.

Sandy Gilliland

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

Attached is a copy of the schedule of workshops and seminars offered by KU Human Resources and the KU Dependent Care Referral Service, during July, August and September. Contact Human Resources to register (phone numbers are listed in the attached program schedule).

Sandy Gilliland

ATTACHMENTS

Nominating and Ballot Committee cumulative minutes--August 19, 1994-May 30, 1995
Staff Development Report, American Library Association--Susan Hitchens
Staff Development Report, Medical Library Association--Judith Emde
Staff Development Report, Music Library Association--Susan Hitchens
Staff Development Report, SALALM meeting--Jana Krentz
KU Human Resources Staff Development Calendar
NOMINATING AND BALLOT COMMITTEE
August 19, 1994
Present: David Pardue, John Richardson, Jennie Dienes

The committee met to select a chair and secretary. John Richardson agreed to be Chairperson and Jennie, secretary.

It was agreed that we could use e-mail to announce results of elections. We could also send other notices through e-mail. We agreed to meet as necessary for discussing ballots, assembling them, and tabulating results.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
December 14, 1994
Present: David Pardue, John Richardson, Jennie Dienes

N&B met to discuss the ballot preparation for the two positions open on the Committee for the Evaluation of Service and Research. The librarian III representative was continuing from 1993-1994. Only the Librarian I and Librarian II positions needed to be filled. Committee members divided up the librarians to be polled among themselves. Members e-mailed responses to Jennie who then prepared the ballot.


Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
December 22, 1994
Present: David Pardue and Jennie Dienes. Absent: John Richardson

N&B assembled the ballots to be ready for distribution on Jan. 3, 1995.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
January 3, 1995

David Pardue distributed the ballots.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
January 17, 1995
Present: David Pardue, John Richardson, Jennie Dienes

N&B met in Watson to count the ballots. Of the ballots distributed, 50 were returned. David prepared a grid for recording choices. The Librarian I position was filled by Julie Hoff; the Librarian II position, by Brad Schaffner. David planned to notify the winners and then use e-mail to notify all members on KULFA-L.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
February 20, 1995
Present: David Pardue, John Richardson, Jennie Dienes

N&B met to tabulate the results of the FY96 Merit Salary Distribution. The tallies for the two questions follow.

Question no. 1: Which ratio of shares should be used for the merit evaluation categories for distribution of merit salary increases?

3:4:5:6 (least differentiation for merit) -- 11 votes
1:2:3:4 (more differentiation for merit) -- 8 votes
1:3:5:7 (most differentiation for merit) -- 17 votes
Question 2: Which merit salary distribution should be used for the
distribution of merit salary increases across the three ranks of librarians at
each merit evaluation category?

1/2 equal dollar - 1/2 equal percentage (some differentiation
for merit) -- 21 votes
3/4 equal dollar - 1/4 equal percentage -- 2 votes
1/4 equal dollar - 3/4 equal percentage -- 1 vote

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
May 4, 1995
Present: David Pardue, John Richardson, Jennie Dienes

N&B met to verify and approve LCPT and LFA Exec ballots.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
May 5, 1995
Present: David Pardue, John Richardson, Jennie Dienes

N&B met to address and mail out ballots for LCPT and LFA Exec. Since
ballots are due May 19, a meeting to count them is scheduled for Monday, May 22,
1995.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
May 12, 1995
Present: David Pardue, John Richardson, Jennie Dienes

N&B met to distribute the ballot on Budget and Planning Committee code
change. Ballots are due May 26.

Submitted by Jennie Dienes

NOMINATING AND BALLOT COMMITTEE
May 22, 1995
Present: David Pardue, John Richardson. Absent: Jennie Dienes

N&B met on Monday afternoon to tally ballots in two elections: one was held
to elect LCPT representatives; the other to elect the members of LFA Exec.

In the LCPT election, a total of 43 ballots were returned. Johnnie Love was
elected to serve as the LI representative, Kathy Graves as the LII representative,
and Gene Carvalho and Mary Hawkins are the two LIII representatives.

In the election for LFA Executive Committee, a total of 46 ballots were
returned. Becky Schulte was elected to the position of Vice-chair/Chair-elect,
and Margaret Wilson was elected to serve as the LIII representative; Gaele
Gillespie was elected as the LII representative; Mel DeSart as the LI
representative; and Maria Alexander as the unclassified professional
representative. Gordon Anderson was elected to serve as Secretary.

Submitted by David Pardue

NOMINATING AND BALLOT COMMITTEE
May 30, 1995
Present: David Pardue, John Richardson. Absent: Jennie Dienes

N&B met on Monday morning to tally ballots in the election on section
3.3.6.1 of the LFA Code. This section of the Code outlines the role and purpose
of the Budget & Planning Committee.

A total of 45 ballots were returned. Response was overwhelmingly in favor
of accepting the proposed changes: 41 "yes" votes and 4 "no" votes were cast.

Submitted by David Pardue
The meeting was held at the Washington Hilton and Towers. Speakers at the plenary sessions included Daniel Masys who compared the current model of payment and structure of our health care system with several managed care models that have demonstrated that costs can decrease substantially. Cokie Roberts outlined the current political climate in Washington, and Jennifer James, a cultural anthropologist who also addressed the ACRL meeting, spoke on human reaction to technological changes.

I attended the business meeting, lecture, and section programming sponsored by the Pharmacy and Drug Information Section of MLA. As a result of the election at the business meeting, I'll be secretary/treasurer of the section for the next two years. The lecturer gave an interesting report on filtering the biomedical literature for quality research on drug therapy for heart disease since many animal models are not necessarily good predictors of successful drug therapy for humans.

After browsing through many of the booths at the exhibits and poster sessions, I long for the time when the libraries’ automation system will be in a client/server environment.

The 1996 annual meeting of the Medical Library Association will be in Kansas City at the Hyatt Regency, K.C. Convention Center, & Westin Crown Center June 1st through June 5th. I've been assigned the task of organizing a crew to stuff registration materials into carrying bags. In return for this work, all non-MLA members will receive a one day free admission to the meeting. (The one day registration fee for a nonmember in 1995 was $165.) If anyone is interested or would like further information, please contact me.

I want to thank the Staff Development Committee for their financial support.

Judith Emde
I recently had the privilege of attending the XL meeting of the Seminar on the Acquisition of Latin American Library Materials (SALALM) at the University of Georgia, Athens. This year's SALALM was especially important because it afforded my first opportunity to represent the University of Kansas. Indeed, the first meeting I attended was as KU's representative to LAMP, the Latin American Microfilm Project. The libraries in LAMP cooperate to microfilm notable or unique journals and newspapers from Latin America. The microfilm is deposited in CRL in an effort to both preserve and make them accessible. SPLAT participates actively in LAMP's efforts, much to the benefit of our patrons.

The topic of SALALM XL was Latin America in the World Economy: Research Trends in Globalization and Regionalism. Panels covered a wide-range of topics from the economics of colonial Latin America to Wall Street critiques of Latin American economic data. The presentations which I found to be most engaging were those discussing new electronic reference and Internet resources and the economics of publishing in South America. In addition to these, a report was given on the ARL Latin Americanist Research Resources Pilot Project which KU is on the verge of joining. The goal of the project is to develop a distributed, network-based system of cooperative acquisitions and document delivery in support of Latin American studies. The panel gave an account of the project to date, addressed some of the difficulties that it has encountered and identified future challenges.

One of the panels given at the closing of SALALM was the most informative for me because it specifically addressed a problem we were experiencing in SPLAT. The Library of Congress presented a panel on electronically provided vendor records in USMARC format. LC has made the decision to order only from those vendors who provide them records in USMARC format. This is being done in an effort to cut down on the number of repetitive-motion injuries. As a result, there has been a growing trend among Ibero-American vendors to send diskettes rather than catalogs to bibliographers. This had caused a number of problems; primary among these is that some of the diskettes sent cannot be accessed. The representatives from LC have designed special software which they are willing to share with other libraries that can access the information on these diskettes. In light of their decision, LC held a workshop for Ibero-American bookdealers in order to provide them with hands-on instruction in USMARC format.

On a practical level, attending the SALALM conference enabled me to make contact with bookdealers to discuss and evaluate the services they provide to KU. This has allowed me to modify and amend approval plans and to make decisions on setting up new ones.

In closing, I would like to express my gratitude to the Staff Development Committee for the support I received in order to attend SALALM.
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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 864-7407.
**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.

**UTILIZING THE NEW REVIEW SYSTEM** - (2.5 hours) Provides assistance to managers and supervisors in utilizing the new review system for classified staff.

**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.

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**KU DEPENDENT CARE REFERRAL SERVICE**

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor’s permission to participate in programs conducted during your work hours. Reservations are encouraged, yet not required. For pre-registration and more information, please call 864-4946. Accommodation will be provided for persons with disabilities. If you are in need of accommodation, you must advise Human Resources staff at the time of course registration.

**Thursday, July 13, 7:00 - 9:00 pm**

“No-fuss food & Fitness for Kids”
Training for Providers for School Age Child Care
**Douglas County Extension Office, 2110 Harper**
Please call as soon as possible for this presentation.

* Not available this quarter

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**HUMAN RESOURCES**

The University of Kansas
American Library Association, Annual Convention

Susan Hitchens

The annual summer convention of the American Library Association was held in its home base of Chicago June 23-28. As usual, when this convention is held in Chicago, it coincided with the "Taste of Chicago," resulting in a myriad of traffic jams and other problems. However, once I actually made it to the convention center from my downtown hotel, I was able to find much of interest.

Sessions I attended included *Why me? Integrating preservation into your library's operations*, where speakers presented ways to integrate awareness of the need for preservation activities into library programs. I found the session entitled *But what about me? The human face of organizational change* fascinating and somewhat frightening as speakers discussed changes libraries are experiencing today and the impact on librarians and staff. I particularly enjoyed the session addressing the topic of "technostress" entitled *Run ragged by riches! Technology and changing communications for the library* in which a librarian and a "techie" (his term) from MIT engaged in a dialog focussing on the partnership necessary between libraries and university computing services. Also in this session, Connie Dowell (Connecticut College) discussed "technoangst" and the library of the future, emphasizing that the human issue of cooperation is as important--and as thorny--as the technological ones of connectivity and networking. I also attended a discussion of the necessity for the scholarly community to balance the need for primary research materials and electronic information, and a session on digital imaging technology as an aid for improving management, access and preservation of research materials.

This year the exhibits seemed even more overwhelming than usual, but I managed to stagger through them completely in the three days I was in Chicago, picking up several items of interest and having a nice chat with Knut Dorn (Harrassowitz).

Thanks to the Staff Development Committee for the support I received to attend this conference.
Music Library Association, Mountain-Plains Chapter

Susan Hitchens

The 17th annual meeting of this chapter of the Music Library Association was held May 19-20 in Wichita, Kansas. This meeting drew nearly 30 music librarians from Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, Oklahoma and Utah.

The Program Committee had arranged for an informative and fascinating program of 11 papers on a variety of subjects. After a welcome from the River Festival's Admiral Windwagon, Gary Mayhood of New Mexico State University discussed the piano music of the great 19th-century American virtuoso, Louis Moreau Gottschalk. Jean Jensen from Utah State University followed with a history of the grand opera tradition in Cache Valley, Utah and how it has evolved from the late 19th-century to its present-day festival. Shelley Wolff (Wichita State University) and Carolyn Dow (Lincoln City Library) then reviewed the life and works of Thurlow Lieurance, a composer with connections to both Kansas and Nebraska. Vince Jenkins, Northern Arizona University, rounded out the morning with a discussion of the Native American flute, and its passage from a sacred religious tool to a cheap-pop-culture New Age rock & roll substitute.

Music in periodicals were the early topic of discussion in the afternoon as Suzanne Moulton-Gertig (University of Denver) cited the incidence of women writes on music in selected music periodical literature from 1948-1968. Afterwards, Marie Kroeger (University of Denver) discussed the value of Poole's Index as a source for music articles in 19th-century general periodicals. Bob Follet, University of Arizona described the history of the National Flute Association Library at the University of Arizona, and Charles King (University of Arizona) presented a centennial celebration of the life and music of the noted organ composer Leo Sowerby.

The second day began with an overview of the role of women in the harpsichord revival, presented by Shelley McGehee (Arizona State University). Ken Furuta (Arizona State University) followed with a discussion on finding music resources on the internet. For the final paper of the meeting, Marc Faw (University of Oklahoma, ret.) continued his irreverent examination of the use of opera and concert music in Warner Brothers goes to the concert hall, complete with a video of our favorite cartoon treatments of concert music.

After lunch at a local micro-brewery, I convened and moderated the annual MPMLA business meeting. The end of our meeting coincided with the grand finale of Wichita's annual River Festival, a "pops" concert on the banks of the river complete with fireworks.

I would like to thank the Staff Development Committee for their generous support of my attendance at this meeting.
TO: Dean Crowe
FROM: Johnnie Love
SUBJECT: Publication of Policy Statement on "Library Services for Patrons With Disabilities" (Guide for Readers X)

The Ad-Hoc Committee on Policies and Services for Disabled Patrons has completed three major tasks:
1. A survey on present policies and procedures for services.
2. Policy statement document
3. Guidelines for faculty and staff in providing services to patrons with disabilities.
We have consulted with and received input from the administrators of the Student Assistance Center and the Affirmative Action Office. The Student Assistance Center will assist us in disseminating the policy statement to students with disabilities shortly after the beginning of the semester.

The Committee should be commended and I would like to thank them for their support, hard work and time commitment to this project.

The survey completed in January enabled us to identify existing services and potential conflicting policies and practices of the KU Libraries. Our new policy statement and supporting documentation is comprehensive and delineates services, contact persons, accessibility of facilities across the Library system, and information for handling potential problematic situations.

We have discussed the policy statement with Rob Melton and he has made preparation for it to become a "Guide For Readers. It is my understanding that Rob has also made preparation with the printer and it will be published upon his return from ALA. The Guide For Readers: "Services for Patrons With Disabilities" may be produced in other formats such as large type, computer diskette, in Braille, audio cassette, or online via KUfacts. Patrons needing other formats may contact me, Johnnie Love in the Watson Reference Department. Lorna Zimmer, the director of the Student Assistance Center is in agreement that we should provide the document in other formats.

The S.A.C. will have addresses, and other important data on students by the third week in the fall semester. They will help us do the mailing, providing we pick up postal cost for approximately 350 students.
The Student Assistance Center will provide us with a reader to do a master tape of the policy statement to make it available in audio tape format. For Braille, the S.A.C. has a printer but no computer. However, she is recommending that we prepare the policy statement on disk (ASCII format) for students to use on their own computers. I've discussed this project with Nicholas and he has agreed to help us. Lorna has also suggested that the Audio Reader Program will do Braille format for a special price of two dollars per Braille page. I have spoken to the director, Janet Campbell, and she has sent me a price list and format in which the document is to be submitted.

Lorna has also suggested that we think in terms of putting our "Guide For Readers" series on audio tapes on an as-needed basis. With the above recommendations, I felt it necessary to share with you, and the Committee, prior to giving her a firm answer because of the cost that is attached to her recommendations. Other edits were made by Mike Shuttic and I have discussed them with him.

I will also be communicating with Maurice Bryan about distribution of the policy statement from his office.

As we approach the completion of our work for the policy statement, the Committee recommends the following:

1. Provision of the document in large type, Braille, cassette, or diskette would be provided upon request only. The reasons for not mass producing these formats is unknown demand, planned annual revisions and cost. A master copy will be made in each format.

2. The Ad-Hoc Committee on Disabilities become a standing committee. Committee members would serve a two year staggered term.

3. There would be a rotating assignment of Disabilities Coordinator for the Libraries who would chair the Committee for "Services For Patrons With Disabilities". In order to get as many staff involved in the issues related to services for the patron with disabilities, the Coordinator's position will be appointed on a one year basis and will have served on the Committee the prior year.

4. There would be a standing charge to the Committee to review the policy statement on Services for Patrons With Disabilities annually.

5. One open meeting to be held annually to discuss issues related to services for patrons with disabilities.

6. The Companion document of the Policy Statement on disabilities should serve as a training component for all new faculty, staff and student assistants.

We do not feel that the Committee's responsibilities should necessarily be limited to the duties we have identified above.

cc:
Bayliss Harsh
Lorrie Knox
Kent Miller
Jim Neeley
Library Automation Committee
June 14, 1995


Updates

1. **Evans tape load:** Larry and Mary are still looking at the results of test loads.

2. **Missing Law Records:** Larry has discovered that nearly all the missing records are from 1981. Fortunately, the original OCLC tapes from that year are still readable and we will be able to recover the records from those tapes rather than having to find an alternative route. We still don’t know why the gap occurred.

3. **UNCOVER Gateway project:** John is doing a serials extract and Larry is doing a patron file extract to send to Uncover. Approximately 25% of our serial records have neither an OCLC number nor an ISSN, one of which is needed to match to records in the UnCover database. (It is likely that many of these are older serials that would not match titles in the UnCover databases anyway.) Also, many of our titles either lack any holdings or lack any chronological designation of holdings. To block order on years that we hold of a particular journal, we need to supply a beginning and ending year.

4. **Law editing terminal:** The 3164 in Law has been installed, but not fully configured. Margaret will send Larry the terminal ID so that it can be entered into the proper programs.

5. **Kansas Collection Records:** Mary and Becky have been discussing the specifications for the load of the Kansas Collection Records. Becky has scheduled a meeting with her staff to consider a number of questions that were posed.

6. **Programming to accompany collection shifts this summer:** Specifications are being drawn up for the automatic update of locations in LIBC (circulation) and LCAT (cataloging) for the various collection shifts. Some circulation records with SUDOCs call numbers may have to be changed manually because they were not input originally in a consistent fashion.

Announcement

The new state purchasing officer assigned to the Libraries’ RFP is Fran Welch, replacing Barry Swanson who is leaving as of June 21.

Discussion

The rest of the discussion centered on how and when to evaluate the responses to the RFP.
John distributed the following general list of the steps that have to occur between now and signing the contract for a new system:

1. Responses due from vendors by July 18.

2. Responses from vendors, minus any financial information, should be delivered to us by the end of July.

3. Someone, somehow needs to compare the responses to the RFP and do the following:

   -- If we would like additional information or more complete responses to any part of the RFP from any vendor, request it via State Purchasing.

   -- Decide who to invite for demonstrations. No one is actually eliminated until the final contract is signed -- we can always come back to someone who was not invited if all those who are invited fizzle out (GFtSH).

4. Someone needs to create the form and scope of the demos, including (presumably) a scripted demo.

5. We extend invitations to some vendors to demo, mail them instructions, and arrange for the rooms and refreshments here at KU.

6. We somehow evaluate the presentations.

7. We receive the financial data from State Purchasing.

8. We decide on a group of semi-finalists and, if possible, arrange for and make site visits to working installations.

9. We decide on the finalists, preferably in rank order, and set up negotiation sessions.

10. We negotiate and decide on a finalist.

11. We negotiate some more with the finalist and reach an agreement -- the contract in this case follows fairly quickly.

All decisions mentioned in the list are subject to the review and approval of the Negotiating Committee. This includes the list of vendors to invite for demos. [The members of the Negotiating Committee are the following: William J. Crowe, Dean of Libraries, KU; Frances Welch, Procurement Officer, Division of Purchases, State of Kansas; and John Oliver, Information Resource Manager, Division of Information Systems and Communications (DISC), State of Kansas.]
Although there are no fixed deadlines for this part of the process, given that the Library's goal is to negotiate an agreement by the end of 1995 and to install as soon as possible within 1996, and given that there are many other processes that have to be happen concurrently (wiring, buying micros for all the staff, wands, central hardware, furniture, departmental rearrangement), the evaluation and decision process must move along as quickly as possible.

After much discussion, the committee decided on the following steps and timetable for the first stages of the overall process:

1. John will devise a grid evaluation sheet to record, in abbreviated form, the responses to the RFP specifications. As soon as the replies are received, George and John will compile the responses on the sheets. This will consist of the standard responses demanded in section 4.1 plus brief annotations or comments. These sheets will be made available to staff upon request.

2. Copies of the full responses may be put on reserve for any staff who wish to consult them. [I say "may" since it occurs to me that we haven't asked about the legality of this -- I will do so Monday].

3. A coordinator will be assigned to each section of the RFP. This group includes most LAC members and some invited participants [see below]. On August 14th, the RFP responses will be made available to all coordinators.

4. Each coordinator is responsible for reading all responses in his or her area and writing a comparative and evaluative summary and report due Friday, August 25.

5. Copies of all coordinator reports will be distributed to all coordinators early on Monday, August 28th.

6. All coordinators plus Bill, Larry, and Gary will meet for 3 sessions that week (Wed., Aug. 30, 1:30-3:30; Thursday, Aug. 31, 10-12 and 1:30-3:30) to discuss the reports and to decide if any vendors are to be excluded from the demonstration stage.

7. John will write a report to the Negotiating Committee stating who we wish to invite and why others, if any, will not be invited.

8. Demos, if possible, will be held the last two weeks of September and in October. These likely will be two-day demos as we did last year.

The Committee discussed at some length the question of how and at what points to gather evaluative input from staff. It was decided that this should occur during and after the demos, not at the first-cut stage. This is partly to expedite the process and partly because the responses will be humongous and require a lot of time to read (possibly on the order of 800-1200 pages of responses). For this initial step, we will ask the staff to trust our judgment in deciding if there are any vendors who do not merit being invited to demonstrate their systems.
Each coordinator is encouraged to consult or subdivide responsibilities as she or he feels best, but all we want at this stage is a general evaluation and summary, not a detailed, point-by-point analysis. We anticipate that there will be between 5-8 proposals to study.

The following section assignments were agreed upon for coordinators:

3 primary requirements
4.2 general capabilities
4.3 online catalog
4.4 Database creation and management
4.5 Circulation, reserve, etc.
4.6 Acquisitions
4.7 Fund Accounting
4.8 Serials
4.9 Preservation
4.10 Interlibrary loan
4.11 Reports and Statistics
5 Hardware and System Software
6 Implementation, Support, Enhancement
7 Company Information and Qualifications

John Miller
George Gibbs
Sherry Williams & Jim Neeley
Mary Roach
Kent Miller
Rachel Miller
Rachel Miller (with help from Gaele Gillespie)
Brian Baird
Rachel Miller (with help from Penny Donaldson)
George Gibbs
Dave Gardner
Dave Gardner
Jim Neeley

In addition, Margaret Bearse will coordinate a general response from the Law Library and Bob Pisciotta for the Medical Library.

John is to contact Rachel, Brian, Dave, and Bob and invite their participation.

Assuming we can make copies available on Reserve at this stage, we also will invite comments from any staff who wish to make them and attempt to incorporate them into the reports.

LAC will meet following ALA to decide on how in general to solicit and use input from staff during the demonstrations and in specific how to structure and judge the demonstrations.

The committee confirmed the following deadlines:

Aug. 25 Coordinators’ reports to be given to John
Aug. 25 - 29 Committee members read all reports
Aug. 30 & 31 Marathon LAC meetings to make 1st cut

Next Meetings:

Jul. 05 10am - noon
Jul. 12 10am - noon
Jul. 19 1:30pm
ASSOCIATE DEAN OF LIBRARIES

Nominations and applications are invited for the newly-defined position of Associate Dean of Libraries. The successful applicant will serve as the Dean’s principal deputy and the Libraries’ chief operating officer. The Associate Dean will be expected to promote interdepartmental coordination of effort within the Libraries, develop partnerships with other units of the University and with other libraries in the state, region, and nation, and share in providing creative leadership consistent with the Libraries’ strategic plan.

The successful applicant’s qualifications must include a Master’s degree from an ALA-accredited program, substantial administrative experience in a research library, demonstrated ability to provide creative and effective leadership in a collegial environment, ability to communicate effectively with diverse constituencies, commitment to promote approaches that enhance the operations and services of the Libraries, and successful experience in library planning. The successful applicant should be eligible for tenure upon appointment. Annual salary: $58,000 - $65,000, dependent upon qualifications.

For application information and a full position description contact Sandra Gilliland, Personnel Officer, University of Kansas Libraries, 502 Watson Library (email: sgillila@ukanvm.cc.ukans.edu; telephone: 4-3601). Review of applications will begin July 17, 1995.

The University of Kansas and its libraries are 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

Anita Rogier, Assistant Personnel Officer, has announced her resignation. Anita began employment with the Libraries in February, 1995. She has accepted a teaching position with La Petite Academy, Lawrence. Anita’s resignation is effective July 27th.

Carole Dibben, Library Assistant II, Interlibrary Services unit, has announced her resignation having accepted the position as Director of the public library in Arkansas City, Kansas. Carole’s employment with the KU Libraries began in November, 1989, as an Office Assistant III in the Serials Department. While in Serials, Carole’s position was reclassified to the Library Assistant I classification. In October, 1992, Carole transferred to Interlibrary Services. She promoted to a Library Assistant II position within ILS in November, 1994. Carole’s resignation is effective August 1, 1995.

Sandy Gilliland

NACO PARTICIPATION

Beginning this Fall, the KU Libraries will be one of approximately 100 libraries submitting original authority records for name headings from our cataloging records to the Name Authority Cooperative Project, better known as NACO. The records will appear in the Library of Congress authority file on OCLC with a notation that they originated at the University of Kansas Libraries. NACO is administered
FYI #1327 -2- July 13, 1995

NACO PARTICIPATION (continued)

by the Library of Congress with the goal of building the national authority file, consisting of headings, see and see also references, and a wide variety of notational information, with the help of major research libraries around the country.

Bill Garrison, head of the Cataloging Department at the University of Colorado-boulder, will come here in mid-September to train 12 library staff members to establish NACO records. The participates in the initial round of training will be: Margaret Bearse (Law Library), Geoff Husic (Slavic), Paulette DiFilippo, Barb Gaeddert, Annie Williams, David Pardue, John Richardson, Ken Lohrentz, Margaret Wilson, Mary Roach, Miloche Kottman, and Lorraine Moore (Cataloging). Since there are others in the KU library system who would potentially contribute records to NACO, participants in the first round of training will subsequently be offering training sessions for those who would be creating records in the future.

While many of the details of our NACO participation are yet to be worked out, we look forward to the opportunity to contribute our expertise to this important national database. Please contact me if you would like further details.

Paulette DiFilippo

STUDENT JOB FAIR

On Friday, August 18, the Student Employment Center will sponsor a Job Fair at the Kansas Union in the main lobby. The Libraries will have two tables set up from 9:00 - 3:00. WE NEED VOLUNTEERS to staff these tables, to explain library employment opportunities to students. Our goal is to have three people on duty at all times (two at a minimum).

Work-study students will pick up their Fall work-study authorization cards in the Kansas Union during the Job Fair, so this will be a good opportunity to talk with these students.

If you would be interested in helping staff the Libraries’ tables (and perhaps do some on-the-spot interviewing), please let me know by Tuesday, July 25, the times you are available. I will make up the schedule and send it out before I leave.

Anita Rogier

1996 HOLIDAYS

Attached is a listing of the official state holidays for calendar year 1996. Because the Libraries remain operational during some of these holidays, staff are reminded to consult each semester’s "Libraries Schedule of Hours" for specific opening and closing schedules. As a reminder, any classified staff person who works on an official state holiday will earn one and one-half hours of compensatory time to take at a later date. Questions regarding the holidays may be directed to me.

Sandy Gilliland

REMINDER: KU PARKING PERMITS AVAILABLE

KU parking permits for the 1995-96 year are now available for purchase. Copies of the parking permit application form are available from the Library Administrative Office, or KU Parking Services. To purchase a parking permit, you will need to go to the Parking Office (located in the parking garage near Allen Field House). Take along a completed permit application form (or you can complete one there), your staff ID card, your current parking hang tag, and your current vehicle license plate information. Parking permit prices for the 1995-96 year are: Yellow zones $53; Red zones $70; Blue zones $85. If you qualify for a campus access pass, add an additional $40 to the cost of your permit. Contact Parking Services, 4-PARK, if you have any questions.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
SUMMER PARTY

Mark your calendars for the annual Summer Party: Saturday, August 19th, 6:30 p.m., at Keith and Sandy Gilliland's farm. Invitations with additional information will be mailed to all staff (and retirees) within the next two weeks. Please be sure to invite your student assistants.

ATTACHMENTS

Minutes: Library Automation Committee, 7/5/95
        Classified Conference Executive Board, 6/27/95
Travel Reports: Jim Smith, Music Library Association (MPLA Chapter)
                Nancy Burich, ALA/Chicago
Listing of 1996 Holidays
Library Automation Committee

July 5, 1995

Present: George Gibbs, John Miller (chair), Kent Miller, Jim Neeley, Larry Palmquist, Mary Roach, Sherry Williams

Minutes:

The corrected minutes of the June 14 meeting were distributed. They will be published in the next FYI along with a note asking staff to read them for information on our RFP evaluation schedule.

Announcements:

P.S.S. Tapestry, one of the vendors to whom the RFP was sent, canceled their booth at ALA and did not appear. It seems unlikely that they will submit a proposal. The other seven all exhibited at ALA, but, as planned, no LAC member spent any significant time at any of them.

We received official questions on the RFP from DRA and GEAC. Responses have been submitted to all vendors. [The last day for questions was June 27.]

Discussion:

The rest of the meeting was a discussion of the following:

- the format of the vendor demonstration sessions
- how scripted elements or requirements should be created and how they should be incorporated into the demo sessions
- how to gain input from library staff on what is presented in the vendor proposals and in the demonstrations
- site visits

Demo sessions. It was decided to ask for 2-day demos from each selected vendor. The following draft schedule was adopted:

Day 1:

- Introduction and Online Catalog (including access to local and remote databases and user-initiated functions) -- approximately 2.5 hours
- Processing, part 1 (database creation and maintenance / cataloging and authority control) -- approximately 1.5 hours
- lunch
- Processing, part 2 (acquisitions, serials control, fund accounting, interlibrary loan management) -- approximately 3 hours
- repeat of the Day 1 session: Introduction and Online Catalog (including access to local and remote databases and user-initiated functions) -- approximately 2.5 hours, running concurrently with the Technical Overview
- Technical overview and data conversion -- approximately 2.5 hours, running concurrently with the Introduction and Online Catalog session
- Circulation (including reserve) -- approximately 1.5 hours
- lunch
- Reporting, statistics, and system management -- approximately 1.5 hours
- Summary meeting with the LAC (including Q/A on scripted elements) -- approximately 1.5 hours

page 1
Demos likely will be in the Kansas Union in a format similar to those held in the spring of 1994. All library staff and some staff from outside the libraries will be invited to attend.

It was recognized that the demos will serve at least two purposes: (1) to help us evaluate the systems and make comparative judgments; and (2) to give library staff in general an opportunity to see the different systems and to make their own comparisons and judgments.

Considerable concern was expressed about how much we really can learn from the demos, especially since not all will be working with the same databases, etc. It is clear that the subsequent site visits will be important in determining what really is or is not possible with some systems.

**Scripted demo elements.** Several possibilities exist for incorporating scripted elements into the demos: (1) have a separate session where everything is done in one sequence; (2) have a separate scripted section in each functional session; or (3) attempt to incorporate the scripted elements at the point where they logically occur within the demos. After considerable discussion, the last option was selected. A set of specific functions and/or demonstrations will be listed for each module, with the specification that each vendor will integrate them into their demonstrations. All such scripted elements will be listed and identified on sheets to be distributed to all who attend. Vendors will be asked to refer to them individually as they demonstrate them. If there are any ambiguities, they are to be cleared up in the final summary meeting with the LAC.

John will distribute copies of the University of Missouri script as a sample to begin working with. How exactly to create the scripted items for KU's demos will be discussed at the next meeting. The process likely will include soliciting ideas from staff and letting staff comment on a draft. It is clear that the final product needs to be ready to distribute to vendors by the end of August to give them sufficient time to incorporate them into their demos, so there isn't too much time.

**Staff input and participation.** After discussion, several plans were agree upon:

- hold preliminary sessions, open to all staff and led by John, to answer questions, outline the process, describe what we should look for in the demos, etc.
- distribute copies to all who request them of the summary response sheets to be created by George and John
- distribute copies to all who attend the demos of the scripted elements on forms for each vendor, including room for comments
- create a very brief survey to use to solicit staff reactions after all the demos are complete, including the following:
  - a ranking, with comments, of the different systems within the area of the staff member's principal expertise and activity
  - a ranking, with comments, based on the sessions attended, of the different systems for the library as a whole
  - an identification of the staff member's principal expertise and activity
  - an identification of which sessions the staff member attended

John will create a draft survey and distribute it to LAC members before the next meeting.

**Site Visits.** The Committee discussed some possible site to visit to look at operating versions of the vendors systems. It also discussed the makeup of the site visit team, but no decision was reached.

Next scheduled meetings:  
Wednesday, July 12, 10-12 am  
Wednesday, July 19, 1:30-3 pm
Classified Conference  
Executive Board Meeting  
Tuesday, June 27, 1995

Present: A. Slater (outgoing chair), K. Simmons (incoming chair), M. Boyer (incoming chair-elect), C. Thompson (outgoing secretary), M. Hu (incoming secretary), M. Baker, K. Cook, D. Dyal, L. Fredericksen, S. Hewitt, G. Holcomb, J. Revenew

Election Results:
The results of the election were covered and introductions made of incoming officers, group representatives, and committee members in attendance.

Discussion:
Discussion centered on plans for the Classified Conference General Meeting of July 5 (next Wednesday). Alex has consulted with Rhonda Boose about refreshments and also about publicizing in FYI the invitation of all library staff to attend. It is anticipated that Chancellor Hemenway will give a short talk on a subject of his choosing (the Exec. Board, via Alex, had earlier suggested a comparison of Kansas' civil-service system with that of Kentucky, or Chancellor Hemenway's vision of the role of classified staff in the University), then he will field questions. The Exec. Board composed the following list of questions to have in mind if the Chancellor does not answer them in his prepared statement. These questions will be sent to all classified staff and to Chancellor Hemenway via e-mail this week.

Announcements:
Mary Ann announced that the libraries have acquired issue 36:1 of the *Journal of Library and Information Science* and the call number is Z682.4 .L52 J68 1995. The entire issue is by and about library support staff.

Kendall will inform classified staff about procedures for subscribing to *Associates: the Electronic Library Support Staff* (e-mail) *Journal*.

Kendall will meet with outgoing and incoming committee members to ensure that work on unfinished projects will be carried forward from FY95 to FY96.

Mary Ann suggested that CCEB discuss group representatives' responsibilities early in FY96.
On May 19-20, I enjoyed the privilege of attending the 17th annual meeting of the Mountain Plains Chapter of the Music Library Association, held in Wichita, Kansas. The conference coincided with the annual Wichita River Festival, a city-wide celebration to commemorate the founding of Wichita in 1870. The first session on the morning of the 19th was opened by an official welcome from "Admiral Windwagon Smith," honorary marshal of the festival.

Papers read during the morning session on the 19th covered such topics as the piano music of Louis Moreau Gottschalk, the history and current state of opera in the Cache Valley of Utah, the life and music of Wichita composer Thurlow Lieurance (who, along with KU's Charles Sanford Skilton, was prominent in the "Indianist" movement of American musical composition during the early part of the 20th century), and the Native American flute, its design and its evolution from use in sacred music to its present appearance in new-age and popular music.

During the afternoon session, papers focused on women writers in selected music periodical literature from 1948 to 1968, the usefulness of Poole's Index to locate articles on music in general periodicals of the 19th century, the history of the National Flute Association Library at the University of Arizona, and the life and music of Leo Sowerby.

Later that day, the conferees toured Wichita's Cowtown, a re-creation of commercial buildings, streets, and homes of early Wichita. This was followed by the conference banquet and a rousing performance of a 19th-century melodrama and oleo.

The final session of the conference was held on the morning of May 20th. During that session, papers were presented on the role of women and the modern revival of the harpsichord, strategies for searching music on the internet, and the use of opera and concert music in vintage Warner Brothers cartoons.

Following a delightful lunch at one of Wichita's new micro breweries, the MPMLA business meeting was conducted by chapter president, Susan Hitchens. That evening, those members remaining in Wichita enjoyed a spectacular fireworks display on the banks of the Arkansas River to mark the conclusion of the Wichita River Festival.

I extend my thanks to the Staff Development Committee for their generous support of my attendance at this meeting.
Activities of the Extended Campus Library Services Section continue to consume increasing amounts of my time and energy. As outgoing chair of the Planning Committee, I attended two executive council meetings and held my final meeting with the committee. That duty laid aside, I was elected secretary of the section's Discussion Group. I was also selected to head a task force charged to formulate a model utilizing tele- and video-conferencing of section committee meetings and programs at future national meetings. ACRL is encouraging the task force to request Initiative Funding to implement the model.

The ECLSS program, sponsored jointly with PLA, drew 200 participants. Three speakers participated in, "Can This Marriage Be Saved? Academic and Public Librarians Working Together to support Extended Campus Students." Other ECLSS activities included the Discussion Group, a research forum, and a membership meeting.

Two programs will have immediate application: creating and delivering HTML documents for the WWW, and the planning process to develop a WWW server. One of my favorite meetings was the LITA Imagineering Interest Group. Three writers spoke about the future and information: Lisa Mason (lawyer)("the way you think about things shapes your reality"), John Barnes (academic)("the unfictionable enlightenment"), and Stephen Barnes (tv writer)("the impossible, the improbable, and the truth"). After the presentations, each signed copies of recent works.

Finally, the exhibits claimed as much time as I could give them. I was especially interested in learning about document delivery services, new online information sources, and the development of products we already use.

My thanks to SDC whose grant helped to defray the cost of this most enjoyable meeting.
MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: Marc B. Adin, Director, Human Resources

SUBJECT: Holidays for 1996 Calendar Year

Governor Bill Graves has designated the following days during 1996 as holidays for State employees:

- New Year's Day: Monday, January 1, 1996
- Martin Luther King Day: Monday, January 15, 1996
- Memorial Day: Monday, May 27, 1996
- Independence Day: Thursday, July 4, 1996
- Labor Day: Monday, September 2, 1996
- Veterans Day: Monday, November 11, 1996
- Thanksgiving Day: Thursday, November 28, 1996
- Christmas: Friday, November 29, 1996
- Discretionary Day: Wednesday, December 25, 1996

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.

cc: Personnel Related Staff Members
VACANCY ANNOUNCEMENTS

Classified: Approval has been received to advertise two recently-vacated Library Assistant II positions in the Access Services Department, Watson Library: BookStack Supervisor and Circulation Desk Supervisor. Both positions will report to Kent Miller, Acting Head of Access Services. Responsibilities of each position are as follows:

**Watson BookStack Supervisor.** 1) Supervision and training, 40%; 2) Stacks management, 20%; 3) Public service, 40%.

**Watson Circulation Desk Supervisor.** 1) Supervision and training, 40%; 2) Public service, 40%; 3) Management assistance, 25%.

**Qualifications** for both positions are as follows: Minimum Qualifications (as specified by the State): Two years of technical library work or one year of technical library work and one year of clerical library work. Three semester hours in library science may be substituted for six months of the required experience with a maximum substitution of one year. **Strongly prefer:** Ability to communicate effectively with a diverse public. Ability to supervise and motivate staff and develop and implement training programs. Ability to plan, organize and manage workflow, and to set priorities and meet goals. Strong analytical skills. Ability to work accurately with detail. Ability to work under pressure and handle work-related stress. **Prefer:** Experience in supervising and training staff. Library public service experience. Knowledge of KU Library collections and organization. Ability to work as part of a team as well as independently. Experience with/knowledge of computer applications. Familiarity with library classification systems.

**Application procedures:** Library staff interested in applying for these vacancies must complete a "Request for Promotion or Transfer" form, and a KU "Internal Application" form, if a current form is not on file. Forms are available from Sandy Gilliland or Rhonda Boose. **Applications must be received by 5:00 p.m. Friday, August 4, 1995.** Copies of the position descriptions are available for review.

* * * * * * *
VACANCY ANNOUNCEMENTS

Unclassified: The University of Kansas Regents Center Library announced the availability of three part-time (50%) Reference Librarians. The Reference Librarians will provide information and reference service, bibliographic instruction, coordinate library publications, and provide collection development to support graduate-level management programs. Required Qualifications: ALA/MLS; demonstrated experience working with microcomputers and CD-ROM's; experience in searching bibliographic utilities such as OCLC, Dialog and Lexis/Nexis; excellent written and oral communication skills; recent library public service experience; demonstrated ability to establish and maintain effective working relationships with colleagues and the public; familiarity with the literature in a subject area of the degree programs offered. Preferred Qualifications: Recent academic or special library user contact service experience; demonstrated knowledge of academic library operations; familiarity with the Internet, the World Wide Web, and Web Browsers; knowledge of or experience with computer programming, preferably Visual Basic; academic preparation in a subject area of the degree programs offered. Annual salary: $12,000 - $15,000 for the half-time appointment, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, undergraduate and graduate transcripts (copies accepted), and the names of three references to Nancy Burich, KU Regents Center Librarian, 12600 Quivira Road, Overland Park, KS 66213. Applications must be received by July 28, 1995.

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

CLASSIFIED STAFF ID CARDS

Staff identification cards for classified staff will be mailed (via campus mail) to all library staff on Tuesday, July 25th. Included with the card will be an appointment notice, listing your FY1996 salary information. If you would like to have your ID card laminated, the Instructional Technology Lab will do so at a cost of 50 cents.

Sandy Gilliland

ATTACHMENTS

Library Automation Committee minutes--July 12, 1995
Library Committee on Promotion and Tenure minutes--3/95-5/95
Committee on Resources and Planning (formerly Budget & Planning) minutes--May 30, 1995
Staff Development Committee minutes--May 24, 1995, June 7, 1995
Staff Development Report on ARLIS/Great Britain and Ireland's Annual Meeting--Susan Craig
Library Automation Committee

July 12, 1995

Present: Margaret Bearse, George Gibbs, John Miller (chair), Kent Miller, Jim Neeley, Larry Palmquist, Mary Roach, Sherry Williams

Minutes:

The corrected minutes of the July 5 meeting were distributed. They will be published in the next FYI.

Discussion:

The rest of the meeting, except for a few announcements at the end, continued the discussions of the previous meeting [July 5] on the following matters:

- how scripted elements or requirements should be created
- how to gain input from library staff on what is presented in the vendor proposals and in the demonstrations

**Scripted demo elements.** After considerable discussion, the Committee agreed on the following plan:

1) John, as soon as possible, will put out a call to all staff explaining the process and requesting suggestions.

2) Using the Missouri script as a model, Mary (for section 4.4), Kent (for section 4.5), and John (for the rest) will create a draft set of scripted demo elements. (Mary and Kent are to get their parts to John by August 1).

3) That draft, along with the Vendor Response Summary and copies of the actual vendor responses, will be distributed to coordinators on August 14. Coordinators may show it to other staff at their discretion during the process of creating their evaluative summaries and comment on it and/or add and delete items in their section.

4) The scripted elements, along with instructions, will be sent to vendors invited to demo at the time of the invitations.

**Staff participation.**

John handed out a revision of a draft staff memo and questionnaire that he had distributed earlier by email. The memo solicits staff participation in the demos and
asks for their comments and evaluations. The changes to the draft reflect the recent clarification that since the vendor responses are confidential until the bid is awarded, the responses themselves will be distributed only to the coordinators. There was discussion about the distribution of the Vendor Response Summary Report. John proposed, and it was agreed, that we should offer the report to staff on the condition that they pick it up individually and sign a form stating that they will not show it to anyone outside KU and that they will not photocopy it.

Committee members offered several changes to the draft memo and agreed on the following ones: (1) rather than attaching all the scripted demo sheets for all vendors to the memo, simply attach a list of the scripted elements and have staff pick up the evaluation sheets at the actual demos; (2) suggest that staff make notes to themselves following each demo rather than waiting until the end; (3) rather than asking staff to identify their department and specialty, simply ask them to sign their comments; (4) point out the acceptability of group responses; and (5) include a check-off table of demo sessions rather than requiring staff to list the sessions they attended.

In summary, the following staff input is scheduled to occur:

1) staff will be invited to contribute elements to be included in the scripted part of the demos
2) coordinators, at their discretion, may confer with staff and show them parts of the vendor responses while creating their summary evaluation
3) there will be a pre-demo session for all staff (offered twice)
4) staff will receive the scripted demo elements and a questionnaire prior to the demos
5) staff will be offered copies of the Vendor Response Summary Report on the condition of maintaining confidentiality
6) there will be a post-demo session for all staff (offered twice)
7) we will solicit written responses from staff (using the questionnaire in no. 4 above)

Announcements:

Networking and Telecommunications Services (NTS) has drastically stepped up their call for information on circuit locations in Watson, Anschutz, and Art and Architecture. John is meeting this week with several staff in Watson to attempt to get enough information together for NTS to do an initial walk-through. They still are not scheduled to begin work in Watson until October at the earliest.

Specifications for changing circulation and cataloging records related to shifting LC collections are almost ready. Specifications related to Dewey moves are less complete.

Becky Shulte has created a draft of Kansas Collection record load specification that will be discussed by Mary Roach and the Kansas Collection staff next week.

Next scheduled meetings: none scheduled
Minutes, Libraries Committee on Promotion and Tenure, 3/95 - 5/95

Committee members: Nancy Burich (Chair), Susan Hitchens, Lorrie Knox, Rachel Miller, Jim Neeley, Mary Roach.

March 16
Julie Hoff resigned; Lorrie Knox took over Julie's secretarial duties. Committee members reviewed wording of the invitational letters for untenured librarians meeting and outline for meeting on April 4. The committee discussed procedures for negative recommendations by UCPT.

April 4
The committee held an open meeting for untenured librarians and their supervisors. Dean Crowe and Kathleen Neeley (as current UCPT member) were invited to address the group. Nancy provided a general overview of the role of LCPT. Rachel provided handouts for participants which delineated the criteria for promotion and tenure. Susan review the timelines applicable to various parts of the tenure review process. Mary provided some tips for filling our the infamous "blue form". Sandy Gilliland discussed the types of assistance which she provides to P&T candidates.

April 20
The committee drafted "LCPT Report to the LFA Membership: Mid-term Review for Untenured Faculty". Copies were distributed to all LFA members prior to the LFA general meeting on May 1.

May 1
Nancy Burich led discussion of the "LCPT Report to the LFA Membership: Mid-term Review for Untenured Faculty" at the LFA general meeting.

May 25
The committee reexamined Mid-term Review discussions from the LFA general meeting. All LCPT members agreed some sort of mid-term review is necessary. Nancy offered to draft a recommendation to LFA Exec based on committee discussions.

May 30
The committee discussed a draft of the Mid-term Review recommendation to LFA Exec. Committee members identified sections of the "Promotion, Tenure, and Sabbatical Leave Guidebook" which need updating. Jim and Mary offered to work with Sandy on the updating. Nancy reviewed the committee charges from LFA Exec and will draft the LCPT annual report.

Submitted by Lorrie Knox
Annual Report for the Salary and Benefits Committee FY 1995

This year's Committee consisted of: Geoff Husic (Chair), Susan Thomas (Secretary), Barb Gaeddert, and Sandy Gilland (ex officio).

The Committee met several times this year to review salary ranges proposed by the search committees drafting job descriptions for vacant or new library faculty positions.

In addition, at the request of Dean Crowe, the Committee met several times to study the topic of salary compression as it is manifested in the KU Libraries and nationwide.

Dean Crowe also subsequently met with the Committee to discuss his plan to reallocate a percentage of this year's faculty merit increase, over a period of several years if necessary, to begin to address the problem of salary compression in the KU Libraries.

Respectfully submitted,

Geoff Husic
MINUTES
STAFF DEVELOPMENT COMMITTEE
May 24, 1995

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

The minutes of May 17 were corrected and approved.

STAFF DEVELOPMENT FUND. The Committee approved four requests for Staff Development funds.
- Sherry Williams to attend a meeting of the Society of Rocky Mountain Archivists, Colorado Springs, June 2, 1995
- Rich Ring and Susan Hitchens to attend the ALA Annual Meeting, Chicago, June 23-27, 1995

SOARING TO EXCELLENCE TELECONFERENCE.
- The satellite coordinates for the last "Soaring to Excellence" teleconference have been received. Sandy will fax them to Sue Houston at Telecommunications.
- Mel will announce on KULIB-L that Staff Development will not be providing drinks and cookies, but that food and drink may be brought into the Computer Center Auditorium. As there are no accessible vending machines on the premises, he will find out where the nearest vending machines are and put this information in the announcement.

KU ADMINISTRATORS PANEL.
- Dean Crowe has written thank you letters to participants in the "KU Administrators Panel." Susan will also write thank you letters.
- Margaret reported that she had spot checked the audio quality of the "KU Administrators Panel" videotape circulating copy. While the sound quality is not the best, the tape audio is understandable. Rich Ring and Kathleen Neeley plan to view the tape over the lunch hour and she has asked them to report back on the audio quality of the entire tape. Margaret will then put the copy on Reserve and announce on KULIB-L that the tape is available for checkout but that the sound quality is less than perfect.

NATURE OF RESEARCH FOR LIBRARIANS.
- To date only fifteen people have registered for the presentation. Margaret will reserve Watson A&B in case the number of registrants stays small.
- Margaret has not yet heard from Bill Black concerning his availability for dinner on the 8th and other matters. She will investigate a B&B on south Massachusetts Street as an alternative lodging site for Bill.
ANNUAL REPORT.
- Gaele solicited ideas for the Committee's Annual Report. She wants to include more demographical information on the attendance of our "Change" and "Soaring" presentations, but we have not always kept complete records of the attendance.
- The report will include a list of anticipated future presentations, including ones on copyright, negativity in the workplace, career path changes (with Janet as a speaker!), the psychological aspects of change, and how to write a publishable article, the third of our research presentations.

Janet has been keeping boxes of Committee material in her office. Gaele will weed this material and send to Archives.

The next meeting of the Committee will be Wednesday, June 7 at 9:00, location TBA.

Minutes submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
June 7, 1995

Present: Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of May 24 were approved.

There were no requests for staff development funds.

Margaret and Carole reported on the "Negativity in the Workplace" workshop they had attended in Kansas City. Richard Orr in Human Resources has offered to work with the Committee to put together a similar workshop for the Library. The Committee agreed that we should take him up on his offer. We will target the workshop for the fall as part of our "Change" series, which means that we should begin planning it as soon as the new committee is formed. Commercial tapes of the Kansas City workshop are available, and the Committee might want to consider purchasing them.

The remainder of the meeting was spent finalizing details of the upcoming presentation on "The Nature of Research for Librarians."

Minutes submitted by Margaret Wilson
Minutes of the Meeting

Committee on Resources and Planning (formerly Budget and Planning)

May 30, 1995

Members Present: Roger Anderson, Connie Powell, Jill Girardo, Kathy Lafferty. Absent: Nancy Jaeger, Nancy Burich, Julie Hoff, Joyce Elliott

The meeting was called to order at 1:40. We met to discuss library proposals in the areas of: acquisitions including the networked information fund, preservation, position priorities and the pay scale for student assistants.

In the area of acquisitions we noted that the budget for FY96 will be a flat budget of $3,834,096, only $16,533 over the FY95 budget. Networked information will be funded at $18,000. We discussed Rachel Miller's proposal that networked information should be the place to pool the costs of all of our electronic indexes. However, with the problems with the SWAP (System Wide Access Project) money which was given to us this year only, as a one-time stipend, we are unsure of money for databases which was supposed to be funded in the second year of the project.

In the area of preservation we discussed and approved of Brian Baird's proposal to have a separate budget line for preservation and binding. Right now he is looking forward to the hiring of replacement for Janet Anderson-Story in Watson Stacks Maintenance and a temporary replacement for Sara Tubby in Bindery Preparation. The FY96 Budget calls for $167,020 in commercial binding and $18,652 in acid-free supplies and an additional $20,000 for brittle book preservation.

Position priorities were discussed next. Some of the open positions we noted were: Associate Dean, Assistant to the Associate Dean, Automation Assistant, the Stacks Maintenance position in Watson, the Circulation position in the Engineering Library, several Cataloging positions, a Government Documents position and the Conservator position. We also discussed the future of retrocon staff when their projects are completed. Roger will make an inventory of all current open positions.

Jill mentioned the Dean's plan for the compression of funding for underpaid library staff to improve the pay equity. We also mentioned that library pay may be based on a staff member's market value and meritorious service.
The last area discussed was the proposal from the Student Employee Task Force Working Group to pay student assistants based on increasing the library's minimum wage and on longevity, increasing the pay for our new hires by 15 cents/hr and for returning students by 10 cents/hour. We approve of this measure as a way of retaining our student assistants but are sorry that some of the funding for this must come from funds for Cataloging Department positions.

As this is one of our last meetings, we discussed what we had accomplished this year. We noted that it had been a very good year for this committee. We have a new name and a new charge. We held a very successful open meeting in the Fall to discuss the proposed Associate Dean position. We began evaluating the Library Strategic Plan. And finally we felt that the committee now had increased credibility among the staff.

Roger will plan the time and place for the next meeting. The meeting adjourned at 2:30.

Connie Powell
REPORT on ARLIS/Great Britain and Ireland's ANNUAL MEETING  
June 29-July 2, 1995

This year I was fortunate enough to attend the annual conference of the Art Libraries Society of Great Britain and Ireland, a sister organization of ARLIS/North America. ARLIS/GB & Ireland was meeting in Ireland for the first time in their 26-year history so the Irish (from both the Republic and the North) went all-out to provide us with a wonderful experience. The conference theme was "Conserving the Culture: the Role of Art, Architecture, and Design Libraries". About 120 registered for the meeting with representatives from Canada, the U.S., Italy, Spain, Portugal, France, Germany, Slovenia, Hungary, Denmark, Scotland, England, Northern Ireland, and the Republic of Ireland. The conference was held at Trinity College in Dublin with conferees staying in the dormitories, eating in the dining hall, and meeting in a classroom. Trinity is located in the middle of Dublin so it was only a block or so to the National Museum (home of many of the items from the "Treasures of Ireland" exhibition which toured the U.S. in 1983), the National Gallery, the National Library, public sculpture, shops, restaurants, American Express office, and other essentials. Trinity College is also the home of the Book of Kells which conferees had access to visit repeatedly by wearing their conference badge.

The conference began with a talk by Dr. Patrick Wallace, a curator from the National Museum. He spoke not only of the wonders of his museum's collection but also about the destruction of architecturally important buildings in order to build office blocks, the use of concrete blocks to replace stone walls, the replacement of thatch vernacular houses with concrete construction, all due to, what he called, the lack of visual appreciation by the modern Irish. Irish culture for the past 2 centuries has focused on literature, theater, music with little regard for the visual arts. This talk set the theme for the conference of our role as art librarians to collect and preserve and provide access to the documentation of culture. Other notable speakers included Dame Elizabeth Esteve-Coll (formerly head of the National Arts Library, now director of the Victoria and Albert Museum, soon to be Vice-chancellor at East Anglia University) who outlined 5 key factors in selection: personal taste and intellectual interest; education and social conditioning; availability and ease of acquisition; fashion or popular taste; and available resources (money). Dame Elizabeth warned that increased access and more sophisticated users will create more demand on the originals; that levels of access and legitimacy of demand will become issues; that some objects should not be conserved and we need to develop a rule of "acceptable damage"; that the question becomes "do you lock it up or use the work to teach students how to handle originals and how to use reproductions". John Kirby from Sheffield Hallam University used quotes from Hans Johst "when I hear the word culture, I reach for my revolver" and George Orwell "...who controls the past controls the future..." to begin his talk. He warned his fellow librarians of warping culture by not providing a full range of information-excluding publications that are not "academic", a tendency toward the safe, middle-of-the-road selection, avoiding awkward formats and difficult to obtain items. John Creber from Norwich Central Library spoke of the devastating library fire they experienced in August 1994. He advised us on building design, on measures to be taken in current buildings, and on disaster plans. Valerie Ferris, National Preservation Officer from the
British Library. spoke about thefts and mutilation in libraries. She spoke of risk assessment in buildings and collections, and the need for libraries to publish a Library Security Policy with blunt language like "criminal", "theft", "prosecution". Other conference speakers addressed archival organization, use of collections for architectural research, assistance from the European Union for EC members on copyright issues (Italian law now prohibits libraries from lending--may be defined as opening the work--anything new--such as a book, CD, or video--until it has been published 1.5 years. A similar law exists in Holland and there is heavy lobbying efforts by publishers, vendors and producers in other European countries.) The final speaker talked of new roles for cultural institutions, to serve not only as treasuries of collections but also as a forum with studios, temporary exhibition sites, and increased interaction of the public with artists and authors.

In addition to the conference sessions, the meeting provided exceptional receptions and tours. On Thursday I wandered through the reading room of the National Library with a glass of Jameson's Irish whiskey and a slice of smoked salmon on granary bread; on Friday morning the President of Ireland, Mary Robinson, and her husband had a reception at the Presidential home and shook hands with each conferee; on Saturday morning we raced around central Dublin on a sculpture walk led by a Trinity College student; Saturday afternoon I toured the Chester Beatty Library with its extensive collection of Asian, early biblical, and muslim manuscripts; Saturday evening the Mayor of Dublin hosted a reception at his home followed by a dinner at a men's club and a concert of Irish music; and on Sunday we had a bus tour to Belfast where we learned that although the "peace process" has been in effect since August 1994, the "troubles" are not over.

The entire conference experience was extraordinary and certainly unforgettable. Only eight Americans attended the meeting and two of them were from KU (myself and Distinguished Professor Marilyn Stokstad). I am delighting in describing to other ARLIS/NA colleagues what they missed and would be glad to fill in any details for any readers of this report.

My thanks to the Murphy Travel Fund and to the Library's administration for the funding assistance to attend this meeting.

submitted by Susan Craig
PERSONNEL

Gwen Roy has been appointed to a full-time Office Assistant III position in the Cataloging Department, effective July 24, 1995. (Ms. Roy’s employment offer has been pending since May due to the University’s hiring freeze, and only recently was this position released for filling.) Ms. Roy has been employed for several years as a graphic artist with various advertising firms in Lawrence and the Minneapolis, Minnesota area. She replaces Jean McIntosh.

Sandy Gilliland

UNCLASSIFIED VACANCY

Integrated System Librarian, a tenure-track, 12-month appointment, available October 1st. The University of Kansas Libraries are acquiring a new integrated library system to replace local systems. The Integrated System Librarian will play a crucial role in the system implementation and will coordinate its use and manage its operation. This is a new position, one of four professional staff reporting to the Automation Librarian within the Libraries’ Automation Department. The Integrated System Librarian will participate in and contribute to all aspects of the installation and implementation of the integrated library system; manage the day-to-day operation of the system; develop and manage staff training for the system; and coordinate the use of the system. (Full position description available.)

Required Qualifications: Master’s degree from a program accredited by the American Library Association; excellent communication skills; excellent organizational and collaborative skills; commitment to service to library users and to library staff; commitment to innovative approaches that improve the operations and services of libraries; substantial library experience; knowledge of a wide variety of library technical processes and services; knowledge of and experience with standard microcomputer software, such as Microsoft Windows, word processing, spreadsheets, and database management systems. Preferred Qualifications: Broad library experience in a wide variety of processing and public services roles; experience managing an automated system; experience installing and implementing automation, preferably in a large and/or complex library, preferably in an academic setting; experience in training or teaching online system users; experience in creating documentation; knowledge of and experience with the USMARC formats for bibliographic, holdings, and authority data; experience with installing, operating, managing, and/or contributing HTML-encoded content to WWW servers; experience with configuring and using Internet-related software (TCP/IP stacks, WWW browsers, FTP, Telnet, etc.) on a variety of platforms (DOS, Windows, Macintosh, etc.); experience with OCLC software; experience with Novell Netware; programming experience, especially on microcomputers; experience with Unix; experience with configuring, installing, and troubleshooting DOS/Windows microcomputers. Excellent benefits. Annual salary: $36,000 - $42,000. To apply, submit letter of application, resume, undergraduate and graduate transcripts (photocopies accepted), and names/addresses/telephone numbers of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, University of Kansas Libraries, 502 Watson Library. Review of applications will begin September 1, 1995. Applications accepted until the position is filled.

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

As a reminder, two Library Assistant II positions are available in the Access Services Department (Watson Library): BookStack Supervisor and Circulation Desk Supervisor. Please refer to the July 20th issue of FYI, or contact Rhonda Boose, 4-3601, for additional information and application instructions. Applications are due by 5:00 p.m. Friday, August 4, 1995.

SANDY GILLILAND

SABBATICAL LEAVE DEADLINE ANNOUNCED

Applications for Sabbatical Leave during the 1996/97 academic year are due in the Library Administrative Office by Monday, October 2, 1995, 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 Wednesday, November 1, 1995. (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 21, 1995 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 the Library Administrative Office, 4-3601, or from the Office of Academic Affairs, 4-4455. Additional information and instructions are also available.

SANDY GILLILAND

AUGUST PAYCHECK DISTRIBUTION

Paychecks will be available for distribution on Tuesday, August 1st, after 10:00 a.m., in the Library Administrative Office, 502 Watson Library. Distribution of the paychecks will be supervised by Rhonda Boose and Jo Nell Proctor, in Sandy Gilliland’s absence. Questions regarding paychecks may be directed to Rhonda or Jo Nell, 4-3601.

SANDY GILLILAND

CAMPUS MAILERS REQUESTED

Library departments who have an extra supply of campus mail envelopes are asked to forward them to the Administrative Office. We are in constant need of campus mailers. Thank you.

SANDY GILLILAND

SDC FUNDING REQUESTS

Effective August 1 and until further notice, please send all requests for SDC funding for workshops and travel to Margaret Wilson, Serials Cataloging. Thank you!

CAROLE DIBBEN

ATTACHMENTS

Classified Conference General Meeting minutes--July 5, 1995
The General Meeting of the Classified Conference was called to order by Kendall Simmons at 1:30 PM on July 5, 1995. Approximately 50 people, including members of the Classified Conference Executive Board, the Library Faculty Committee, and general classified and unclassified staff were in attendance. The guest of honor at this meeting was the new Chancellor of KU, Dr. Robert Hemenway.

The meeting began with an introduction of the new officers by the Chair of Classified Conference, Kendall Simmons.

Committee Reports were begun and will be summarized later in the Minutes.

Chancellor Hemenway began his talk by telling us how pleased he was to be at KU and to be invited to our meeting. He emphasized the importance of both classified and unclassified staff at our university. He indicated that he wished to be open and honest about issues of concern and felt that the best way in which to do this was to conduct a question and answer session. The following covers the questions which were asked by various staff members and the answers which Hemenway provided:

1. QUESTION: What was the situation at the University of Kentucky regarding the ratio of classified to unclassified staff?

   ANSWER: In his experience, Hemenway felt that KU is unique in that the ratio is more evenly distributed, which, in his opinion, is an asset since it enables us to be more creative in finding solutions to problems.

2. QUESTION: In regard to the financial dilemma which the State of Kansas, and thus, KU faces in attempting to accomplish "more with less", what to you see as essential priorities in our situation?

   ANSWER: Hemenway indicated that he would leave the decisions regarding priorities to Dean Crowe and his staff, for he doesn't wish to "micro-manage".
In deciding priorities, however, he would suggest that we keep in mind the importance of embracing technology. KU has fallen behind in technology and has depended on people to accomplish functions which could have been done by user technology. Often, he feels, we tend to utilize the minimum human potential when the technology is not up-to-date. Hemenway asked that we think about the effects of decentralization on utilization of computer technology. He strongly recommends that computers be considered as important and as vital to the working of the libraries as utilities are. We should consider how we can accomplish more with a smaller workforce through computer technology.

3. **QUESTION:** In situations in which employees aren't doing "rote" work, isn't it possible that classifications need to be changed; i.e., there are only three levels of Library Assistant classifications. Do you think you could look into the possibilities of increasing or raising these levels in proportion to the level of work being done?

**ANSWER:** Hemenway indicated that we certainly have the right to be recognized for our work and Personnel is the department which is responsible for examination of possibilities for classification changes. His philosophy reflects that categories should be changed if necessary, keeping in mind that flexibility should play a definite role in examination of the picture as a whole. He provided an example at the University of Kentucky in which a 12% budget cut had occurred and the ratio of classification categories to number of employees was 2 to 1...a situation in which too many job categories was working against people. He pointed out two elements to keep in mind:

1) It is extremely important that the classification fits the job which is being done.
2) The University may need to be less encumbered by job categories.

4. **QUESTION:** Since several staff members are interested in bettering themselves through taking classes at KU, what is your philosophy regarding the possibility of tuition reductions or waivers for staff?

**ANSWER:** Hemenway is certainly in favor of staff being subsidized for taking classes. He stated that the University of Kentucky permits staff to carry up to 6 hours tuition-free with costs borne by the University, however. He would be supportive of a similar situation at KU.
although perhaps, due to budget constraints, not at this time. He feels it is of the utmost importance that staff are provided any opportunity to reach their fullest potential through as many educational and/or staff development opportunities as possible.

5. **QUESTION:** In regard to the last question asked, KU seems to offer few night classes, thus making it more difficult for staff to take classes without being absent from work during the day; Is there something that could be done to alleviate this situation?

**ANSWER:** Hemenway said that the decision to offer more night classes rests with the faculty. One problem with offering more night classes is the fact that more full-time students would, in these difficult financial times, transfer all of their classes to nights so they could work full-time during the day. This would cause a serious problem, then, with classes being offered during the day and few students attending them.

6. **QUESTION:** It has been suggested that some are in favor of deleting a clause or portion of the non-discrimination policy at KU regarding sexual orientation. How would you feel about this suggestion or are you in favor of maintaining the policy as it stands?

**ANSWER:** Hemenway had no knowledge of anyone attempting to erase this clause from the policy. He emphasized the fact that the policy has worked very well and his position was stated that since the policy has been very successful in maintaining humanity for all people, it would be wrong to change or delete any portion of it.

7. **QUESTION:** Do you have any comments on the retirement of Senator Gus Bogina and its effect on KU?

**ANSWER:** Hemenway said that, although Senator Bogina was regarded by some as an adversary, he had learned that Bogina was actually often a supporter of the KU Med Center and KU in general. He stated that issues with the Legislature shouldn't focus on any single individual. The focus of all legislators should be recognition of the value of education and ensuring that KU provides a quality education to each individual. Hemenway's biggest question is in regard to 75% of Kansans who can't or don't attend KU...what is the value of KU to
Kansans beyond the student and faculty population?

8. QUESTION: In regard to acquisitions cuts, do you foresee a time when we can actually increase the purchase of serials?

ANSWER: Hemenway indicated that, unfortunately, due to constraints of the Kansas budget, state government has to be downsized...and this includes the Regents' institutions. What we must do is demonstrate to the people of Kansas the importance of library acquisitions to KU's faculty and thus, to the quality of education which KU can provide the children of Kansas. For example, would they want their children to be studying from a math journal which is not current due to a lack of recent holdings of valuable math serials? If we can enable Kansas residents to understand the effect which acquisitions cuts place on their children's education, then perhaps enough pressure can be exerted to convince the legislature to do something about this serious problem.

9. QUESTION: What are your expectations of the library?

ANSWER: He stated that he wants our libraries to be first rate...friendly, helpful, professional, and a place in which respect and concern is shown to all patrons. He would like to see our libraries contain world class collections and to take advantage of the information revolution...that channel through which information is available which doesn't exist here to a great extent. Using the information revolution through the Internet, etc., regardless of where one is located, can provide great synergy and excitement. He wants the KU libraries to be recognized by other libraries as among the best.

10. QUESTION: Do you see more student assistants working in the libraries in place of staff as a result of the "More with Less" situation?

ANSWER: Hemenway deferred this decision to the Library. He indicated that, to his knowledge, few, if any libraries exist which do not use student assistant help, for SA's can work odd hours and they will always play a vital part in what we do; however, the ratio of student assistants to staff is a decision which must be
left within the Libraries.

In closing, Hemenway stated that he feels that his job is "the best" and he strongly believes that the University will be as successful as its utilization of the talents of the people who are part of the KU community.

The next item on the Agenda was Committee Reports, which follow:

A. Staff Development Committee - Carole Dibben reported that "Change" was the topic on which SDC has embarked this year. The Committee tried to begin with programs which presented a more global view... how world changes and changes in the University itself affect our library and our work...then narrow the presentations down to change and how it affects the individual. Possible program topics in various stages of development for the coming year include:

1. A talk by Gordon Anderson regarding his travels in the spring to Eastern Europe (Poland and ??) The Committee hopes to have this one VERY SOON.

2. How to write a publishable work

3. Psychological aspects of change and transition

4. Panel of library staff discussing career path changes

Human Resources has indicated an interest in developing a program on change and handling negativity in the workplace.

On Oct. 5, SDC will co-sponsor, with the Library Diversity Advisory Group, Office of Minority Affairs, and the KU School of Law, a presentation by Edmond Cooke on affirmative action. Cooke was involved in an affirmative action case at the Library of Congress.

Because individual differences are another aspect of diversity, the Committee hopes to offer a workshop on how to recognize our differences and accommodate them.

The Committee was especially pleased with the response to the Soaring to Excellence Teleconference. Although the sessions did, at times, seem to be geared more to public libraries, they had a great deal to offer
people in other library settings as well. Strong and positive feedback was received about the programs. During the last session, the moderator indicated that they plan to offer three more sessions in the fall, although the Committee has no additional information. It will be recommended to the new committee that they consider being a satellite down-like site for these three new sessions.

The Committee wishes to emphasize that it always makes an effort to provide programs which appeal to the library staff as a whole. Even if the title of a program seems to be of interest "to librarians only", classified staff are invited and most welcome to attend.

B. Personnel Committee - Bob Marvin provided a summary of the Committee's activities which included:

1. Tabulation and summarization of responses to a Survey of Classified Employees

2. The Committee made a report on how to reapportion classified employees for representation on the Executive Board.

3. A survey was conducted of other libraries on how they cover people in small units who are taking classes.

4. The Committee considered, at the beginning of the year, looking at other job descriptions to see if Library Assistant positions would be better placed in other classifications such as Information Specialists (computer classifications); however, this idea was placed on hold since it did not seem to be a profitable thing to do at this time.

C. Subcommittee to Reform Budget and Planning - Sue Hewitt reported on the activities of the Subcommittee which met during the past year. As charged by the LFA Executive Board, Judith Emde, Roger Anderson, Gill Girardo, Lorraine Moore, and Sue Hewitt met to examine the role of the Budget and Planning Committee and make recommendations regarding the future of this committee. After subcommittee discussions, meetings with other staff and administrators, and evaluating the results of a staff survey, this Subcommittee submitted their recommendations to the LFA Executive Board. These included continuing the committee with an emphasis on specific projects to study broad planning and resource issues. To reflect this change of focus, the name should be changed to Committee on Resource Planning. Membership, terms of office, and method of appointment should and
will remain the same for the time being.

D. Senate Library Committee - Kendall Simmons provided the summary of the committee's activities:

1. The Committee reviewed the various space proposals put into effect this year (JRP Storage, Anschutz/Malott/Watson/SRL Shift)

2. Chair Allan Black wrote to the University Administration expressing the Board's concern about serials cuts and the acquisitions budget.

3. The new Lending Code was briefly reviewed. The issue was tabled pending further data and a new computer system.

4. The SLC reviewed and approved, in a special session, the University Library Appeals Board's proposed guidelines.

5. The composition of the Board has been changed to include a classified representative from the University at large. Lin Fredrickson will be the new Classified Conference representative.

Reports from the other committees are pending.

Dean William Crowe provided a brief report to the attendees of the meeting, in which he commented on Hemenway's talk and summarized comparisons of KU and University of Kentucky as follows:

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<thead>
<tr>
<th></th>
<th>KU</th>
<th>Kentucky</th>
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</thead>
<tbody>
<tr>
<td>PhD Programs:</td>
<td>67</td>
<td>49</td>
</tr>
<tr>
<td>Faculty:</td>
<td>1,567</td>
<td>1,200</td>
</tr>
<tr>
<td>Students:</td>
<td>22,000</td>
<td>18,300</td>
</tr>
<tr>
<td>Library staff:</td>
<td>321</td>
<td>325</td>
</tr>
<tr>
<td>% of SA's working in library:</td>
<td>30</td>
<td>42</td>
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The University of Kentucky is presently building a new main library. Dean Crowe has met with the Chancellor and is keenly aware that Dr. Hemenway is very interested in technology.

Dean Crowe indicated that planning of construction on the Murphy Hall Music Library is still the University's top priority. Unfortunately, the financial situation regarding Budig (Hoch) Hall is still negative.

The Dean reported that the "Move" is going very well and quite rapidly. A Commercial Mover was here to talk with him and $75,000 is in place to cover student assistant salaries to assist with the move and the cost of moving the Map Collection.
Dean Crowe concluded by thanking Alex Slater, out-going Chair of the Classified Conference Executive Board for a job well-done.

The meeting was adjourned.

Respectfully submitted,

Marilyn Hu
Secretary
Classified Conference Executive Board
LOCATION CHANGES IN WATSON LIBRARY

Although we’re still close to the beginning of the actual planning process, I want to give you a preview of some major realignments of space which will be made on the second and third floors of Watson Library over the next year. The major impetus for change is coming from two sources. One is the recommendation from the Planning Group within Acquisitions/ILS/Serials that ILS operations relocate to the second floor. The other is the wiring being carried out in anticipation of the implementation of the Libraries’ new integrated system.

The Slavic Department and the Department for Spain, Portugal, and Latin America will move into the ILS space on the third floor of Watson. ILS will move down to the west side of the second floor in conjunction with Acquisitions and Serials. Serials Cataloging will continue to be located on the west side on the second floor. The exact configuration of space has yet to be worked out with all involved.

Roger Anderson is currently vacating his Watson office area for space in Documents in Malott. Until space for Preservation can be remodelled on the first floor of Watson, Brian Baird will remain in his present location. Rich Ring will move to the east side of the second floor.

Except for Roger’s move, which will be completed by the first of September, it is uncertain when the other shifts will be made. However, they will not occur until after the wiring for the new system is completed on the second floor and in the present ILS space on the third floor. Also, some of the shifts may not be possible until the new system is implemented. As the time approaches for the actual moves and more precise details are known, I’ll write another note for FYI.

George Gibbs

TIME CARD DEADLINE REMINDER

Please send all student time cards, unclassified absence cards, and classified monthly time reports to the Library Administrative Office by noon, Tuesday, August 15th. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier

ATTACHMENTS

Classified Conference Executive Board minutes--July 25, 1995
LFA Executive Committee minutes--June 5, 1995, July 10, 1995
Library Emergency and Disaster Plan Committee charges
Report from ILS/Acq/Serials
Schedule of Fall Semester Library Hours
### The University of Kansas Libraries

**Fall Semester Schedule of Hours: August 21, 1995 - January 8, 1996**

<table>
<thead>
<tr>
<th>Library/Collection</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anschutz Science Library</td>
<td>(864-4928)</td>
<td>Mon-Thu 8am - midnight, Fri 8am - 8pm, Sat 10am - 10pm, Sun noon - midnight.</td>
</tr>
<tr>
<td>East Asian Library</td>
<td>(864-4669) 5th Level Watson</td>
<td>Mon-Fri 8am - 5pm, Not Staffed: Nov. 24.</td>
</tr>
<tr>
<td>Interlibrary Services</td>
<td>(864-3960) 3rd Level Watson</td>
<td>Mon-Fri 8am - 5pm</td>
</tr>
<tr>
<td>Murphy Art &amp; Architecture</td>
<td>(864-3020) 1st Level, Spencer Museum of Art</td>
<td>Mon-Thu 8am - 5pm Sat &amp; Sun Closed</td>
</tr>
<tr>
<td>Law Library</td>
<td>(864-3025) 200 Green Hall</td>
<td>Mon-Thu 7:30am - 11pm Fri 7:30am - 10pm, Sat 9am - 5pm, Sun 10am - 11pm.</td>
</tr>
<tr>
<td>Howey Reading Room</td>
<td>(864-3404) 103 Summerfield</td>
<td>Mon-Thu 8am - 10pm Fri 8am - 5pm, Sat noon - 5pm, Sun noon - 10pm.</td>
</tr>
<tr>
<td>Regents Center Library</td>
<td>(864-8570) 12600 Quivira Rd</td>
<td>Mon-Thu 8am - 10pm Fri 8am - 6pm, Sat noon - 5pm, Sun 1pm - 10pm.</td>
</tr>
<tr>
<td>Thomas R. Smith Map</td>
<td>(864-4420)</td>
<td>Mon-Thu 9am - 8pm Fri 9am - 6pm, Sat &amp; Sun 1pm - 5pm.</td>
</tr>
<tr>
<td>Special Collections</td>
<td>(864-4334) 327 Spencer Library</td>
<td>Exceptions: Jan. 2-8.</td>
</tr>
</tbody>
</table>

**Hours of Opening Are Subject to Change As Posted.**

Phone The Library (Library Hours: 864-8900) or The University Information Center: 864-3506.
LFA EXECUTIVE COMMITTEE

Minutes of the July 10, 1995 meeting

Present:  S. Craig (Chair), B. Schulte, M. Alexander, G. Anderson, M. Desart, G. Gillespie, M. Wilson, W. Crowe (guest), B. Schaffner (guest)

Dean Crowe met for a short while with the Committee. He welcomed the Committee to the new academic year and outlined some of the challenges LFA will be facing this year, including working with a new administrative structure and a new automated environment. The Dean looks forward to working with LFA in meeting these and other challenges in the coming year.

Brad Schaffner, past Chair of LFA, met with LFA Executive and presented the LFA's annual report for 1994-1995. He also talked about some of the issues and projects he felt LFA should continue to work on in the coming year.

Copies of some of the LFA committee annual reports were distributed.

Most of the meeting was devoted to reviewing the list of LFA members who had volunteered to serve on LFA standing committees during the coming year. Committee membership recommendations were made and Susan will contact people concerning their willingness to serve.

The next meeting will be on Monday, August 7th, at 10:30, in Watson Conference Room A. The main item on the agenda will be working on specific charges to the LFA committees. Exec Committee members should read the documents distributed at this meeting in preparation for the next meeting.

Submitted by Gordon Anderson
I. Approval of Minutes

The Minutes of the last meeting were approved. It was agreed that minutes would now be approved via email for more prompt publication.

II. Chair's Report

Kendall Simmons, Chair, provided the Committee with a report of her meeting with Dean Crowe. The following topics were discussed:

A. Feedback from Chancellor's talk - The Dean asked if Kendall had received any feedback from the Chancellor's talk at the Classified Conference General Meeting. She said there had been a number of comments.

B. Resource Planning - The Dean hopes that the committee will focus on one or two issues a year and cover them extensively rather than several issues with minimum coverage.

C. Positions Opening Up - Hiring plans for unfrozen positions are proceeding as quickly as possible.

D. Associate Dean position - Kendall asked what the Dean planned for a timetable for his plans for accomplishments when his Associate Dean position is filled.

E. Discussion of Kerr - The Dean discussed the new Chair of the Senate Ways and Means Committee, Dave Kerr.

Kendall sent a note to the Chancellor to thank him for talking with us at the Classified Conference meeting. He e-mailed Kendall a reply, indicating that he enjoyed it and would be happy to attend a meeting again in the future.
III. Committee Reports

Committees are basically in a stage of transition now. However, the following represents available reports:

A. Resource Planning - Roger Anderson is in the process of writing a final report.

B. Personnel Committee - The Committee compiled results of the August, 1994 survey of classified staff and presented a written report to the Board. A new plan for classified group representation to reflect changes in departments and staffing levels was proposed. A survey was conducted, via E-Mail, of other institutions as to how they provide back-up to enable staff in small units to attend classes; however, no recommendations were made based on the responses.

IV. Old Business

There was none.

V. New Business

A. The issue regarding the new requirement for LA positions of Library Science education (as compared to the past requirement of ANY subject) to be substituted for years of experience was raised. This issue was discussed at length and it was agreed that the Library Administration should, based on this requirement, provide a means for staff to acquire Library Science hours. Another element discussed was the fact that this requirement tends to assume that a potential candidate already has a bachelor's degree since most Library Science courses are graduate level. Gaby volunteered to contact Lynn George in Human Resources to acquire information on requirements for LA positions. It was suggested that a letter be drafted to the Administration stating concerns for taking classes and possibly obtaining financial assistance. The Committee also agreed that it would be helpful if an attempt could be made to ensure that some Library Science classes be taught (via Telenet, etc.) nearby to enable easy access.

B. Drafts of Committee Charges was discussed. The following were suggestions made for possible charges for the committees:
1. Personnel Committee
   a. the issue of staff being allowed to take classes. The email survey of providing coverage for people in small units who wish to take classes needs to be evaluated.
   b. The "Reassignment Document" was discussed, with one charge possibly focusing on re-examination and clarification of this document
   c. The potential impact of using student assistants to fill LA positions issue
   d. The impact of the new minimum qualifications for the Library Assistant series

2. Staff Development Committee
   a. Possible charge could be the examination of having Library Science classes taught nearby.
   b. The use of UNCOVER by graduate students, faculty, and unclassified staff with classified staff not being allowed use

3. Resource Planning Committee
   a. A review of Strategic Planning, its implementation, and results of the plan in regard to decisions which have been made
   b. An examination of the use of temporary positions in difficult budgetary times

4. Staff Orientation Committee
   a. One thing the CCEB would like to see recur was the tours of various departments.
   b. Development of a good orientation program

5. Health & Safety Committee
   a. Workshop on how to avoid injury in the workplace and the rights of the injured employee.
VI. Scheduling Meetings with Dean

Kendall will discuss the following topics with the Dean:

A. Path by which the Minutes for Classified Conference meetings take.

B. Use of SA money rather than filling positions

C. Support for Uncover

D. Support for taking of classes

E. Report of the "State of the Library" - what happened to it?

F. How often do we want to meet with the Dean? It was suggested that we let him know our schedule for meetings and give him 1/2 hour (1:30 - 2:00) at each meeting.

The meeting was adjourned.

Respectfully submitted,

Marilyn Hu
Secretary
CCEB
LFA EXECUTIVE COMMITTEE

Minutes of June 5, 1995 Meeting

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

Absent: J. Richardson

Exec did not meet on May 15, 22, or 29 (Memorial Day).

Brad announced that he & Geoff Husic (chair, Salaries & Benefits Committee) had drafted a thank-you letter to Vice-Chancellor Shulenburger for the additional 1.5% increase he allocated above our 3.5% merit salary pool. (This additional money was used to address salary compression and other market issues among the library faculty and unclassified professional staff).

Classified Conference has invited Chancellor Hemenway to attend its regularly scheduled meeting (on July 5, 1995 at 1:30 p.m.) to address issues specifically related to classified staff. Classified Conference Exec will issue a follow-up invitation to LFA members, encouraging them to come if they wish. LFA Exec does plan to invite the Chancellor to a library-wide open forum sometime this fall.

Dean Crowe stated that he, the other Deans, and the Vice-Chancellors had met with Hemenway on Friday morning to discuss a draft of the Chancellor's memo on "Principles on the Lawrence Campus Budget Cuts/Reallocations." Hemenway will form a task force to examine University-wide priorities and issue an interim report. Crowe believes that this next year will be a crucial one, and he encouraged Exec to begin thinking about how we can improve our communication with each other (e.g., among library members of Faculty Council, LFA Exec, and the Dean) as we have contact with the University's administration. He also noted that the Libraries have some potential for influence, considering the fact that we have several representatives on Faculty Council.

As this would be his last meeting with this year's Exec, the Dean thanked the committee for its hard work, especially its thorough exploration of how the Budget & Planning Committee might be reorganized and revitalized. He also asked for any feedback Exec had received about salaries. Brad responded that he had spoken with several people, and that the salary deferral decision seems to have cast a pall on the otherwise very good news.

Crowe made two other announcements: the search for the Associate Dean is moving along, and the advertisement will soon appear in various journals, such as C&RL News, etc. Also, a
general interview with Chancellor Hemenway is scheduled to be videotaped in Watson's Reference area on Friday, June 9 at 5:00 p.m. (after the Library has closed).

Brad distributed a draft of Exec's annual report for FY1995; he said he would incorporate any changes or suggestions we might have. He pointed out that he has yet to receive any annual reports from other LFA standing committees (with the exception of CESR, which he chaired). He will remind committee chairs to submit their reports before July 10--the first scheduled meeting for the FY1996 Executive Committee. Also, LFA members who wish to volunteer for appointive committees should remember to contact Judith Emde by June 23 (Friday) at 5:00 p.m.

As another item of business, it was pointed out to Exec's secretary that our minutes of May 1, 1995 mistakenly identified Susan Hitchens as chair of the Staff Development Committee. In fact, Gaele Gillespie chairs this committee; Hitchens coordinated the session for the administrators' panel on which the minutes were reporting.

Exec read and approved the following minutes:

- Staff Development Committee, 5-3-95
  5-10-95
  5-17-95

- LFA general meeting, 5-1-95

Submitted by David Pardue
Thank you for agreeing serve on the Library Emergency and Disaster Plan Committee for this academic year.

As you know, a great deal of work has been done by this committee in earlier years helping to develop the Libraries' Disaster Plan, for which efforts all who care about the KU Libraries are most grateful.

I ask the present committee to take on the following tasks:

Continue efforts to produce a *Disaster Preparedness and Response Manual* specific to the needs of each library, addressing the principal types of emergencies and disasters that might affect the Libraries, its staff, users, collections, and services.

Update and maintain the salvage priority reports for each of the Libraries' collections and departments.
Establish and maintain a Disaster Response Team, with access to proper equipment and training, to act quickly and decisively in the event of a disaster.

Work with appropriate units within the Libraries, University, and the state, as well as with local and national agencies, to establish protocols and procedures for quickly mobilizing recovery operations in the event of a disaster.

In cooperation with others, including the to-be-named Health and Safety Committee, train library staff in disaster preparedness, prevention, and recovery procedures.

Work with the Kansas Library Network Board and the Kansas Information and Record Preservation Council, and other appropriate state, regional and national agencies, in efforts to increase awareness of disaster planning and preparedness and coordinate interinstitutional support.

Fulfilling the charge will take a good deal of time and effort, but it is essential that the Libraries have and keep up-to-date a workable plan for staff to consult in the case of an emergency or disaster.

Please brief me regularly on your work and keep library staff informed about the committee's progress by regularly publishing in the FYI the minutes from your meetings and reports on specific initiatives.
To: Any Interested Library Staff  
From: Rachel Miller, Gaele Gillespie, Penny Donaldson  
Date: August 7, 1995  
Subject: Report from ILS/Acq/Serials

A few things have happened since the alignment of Interlibrary Services, Serials Technical Services and Acquisitions into a new department on February 1, 1994. Here is a chronological outline of what we have done to "build the new department" over the past 18 months:

* In Spring 1994, a "supervisors' group" began managing the student budget and overseeing student recruitment and hiring. Although we set allocations by unit initially, the group itself has been able to decide on significant adjustments between areas (e.g., a large increase in the number of students working in Lending). A subcommittee is currently preparing a proposal for making the wages we pay students consistent across the department.

* In September 1994, Maureen Sullivan visited us for consultation and helped us outline a departmental planning initiative.

* From October 1994 through February 1995, several staff task forces mapped out overview-level flowcharts of "key activities" (e.g., serials receiving, monograph firm orders, lending).

* In March 1995, Maureen visited again to help launch the next phase — a departmental "planning group."

* From April to June 1995, the Planning Group (Carole Dibben, Gaby Holcomb, Carol Jeffries, Kathy Lathrom, Lars Leon, and Suzanne Perry) worked together to develop alternative scenarios for reorganization, as well general recommendations on space, equipment, staffing, and policies. The department met twice (June 8 and 13) to discuss the scenarios and recommendations.

In response to the Planning Group's report and to the discussion, the three of us drafted a plan of action. This was the subject of two departmental meetings (June 20 and July 26). We are now ready to begin implementing it. Its two basic components are:

* Space planning: One of the Planning Group's recommendations—accepted by the three of us and by the library administration (as announced by George Gibbs in this week's FYI) is to relocate Interlibrary Services to the 2nd floor where the entire department would share a single space. The space would be configured to build in a point of contact with users, perhaps for longer hours than is now the case in ILS. We expect that the Library's new integrated system will have a module that will make it possible for users to place ILL requests online. We also expect to use the new system's circulation module to check out materials borrowed from other libraries, so that patrons could pick up their ILL books at the same service locations they check out other materials. Finally, sharing a single space will make it far easier to
communicate and to share staff and equipment across the department.

A Space Planning Group (Gaby Holcomb, Kathy Lathrom and Lars Leon, plus Joy Fry representing Serials Cataloging) will be responsible for developing recommendations for using the space. We expect the group to begin its work in August. Among its first actions will be to request ideas, suggestions, and concerns from all affected staff, including those outside the department.

* Workgroups/teams: The Planning Group recommends that the department move toward a functional organization. What we have decided to do, without wholly dismantling the current organizational structure, is set up teams/workgroups in certain activities (e.g., accounting, orders) in which staff from our different units will work together to evaluate and redesign the workflow. We will continue promoting cross-training of staff in different areas of the department. Much of this effort will be driven initially by our need to migrate to a new integrated system. The new system will demand that we take a more coordinated approach to certain activities that over many years have been completely separate (e.g., serials payments and monographs payments).

Our staff hiring and staff reallocation decisions have led to some major changes that we summarize here:

* We created a new position of LA III for Borrowing/Document Delivery (through reclassification of a vacant line in the department.) Recruitment for this position, which followed standard library procedures, resulted in our selection of Carol Jeffries for the position. Because the current hiring freeze went into effect before Carol could be appointed, she is filling the position as a permanent reassignment. Carol is retaining several responsibilities in Acquisitions, chiefly: (1) leadership of the searchers' group and (2) technical contact with Innovative Interfaces.

* Following Carole Dibben's resignation as LA II in Lending, we asked staff within the department to indicate if they were interested in a reassignment. Lars Leon has volunteered to carry out this assignment temporarily, until it can be filled permanently (which we are requesting from the library administration). He will continue to oversee exchanges and gifts, and also, as you know, will help with some aspects of library-wide student recruitment until Anita Rogier's replacement can be hired. To help in lending (and in borrowing also, as needed), a special student assistant position has been created and filled by Shelley Sandberg-Grohe.

* We also pursued reassignment options when Suzanne Perry resigned as LA II in Approvals. Gaby Holcomb has expressed an interest
in this position, but also in retaining a role in Serials Receiving. Details still remain to be worked out. To make this assignment change possible, we are asking administrative approval to hire an emergency/temporary OA III to carry out some of the day-to-day duties that would otherwise fall to Gaby.

If you have questions or comments about what we are doing, or if you are interested in seeing a copy of the full report of the Planning Group, or of our response to it, please contact any one of us.
CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant II vacancy in the Interlibrary Services section of the Acquisitions/Serials/ILS Department. Responsibilities of this position are: 1) Management and coordination of the lending workflow, 30%; 2) Supervision, 30%; 3) Solves lending problems, 20%; 4) Manages ILL automation, 20%; and 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 experience. Strongly Preferred: Successful supervisory experience. Demonstrated ability to plan and organize the workflow, set priorities, and meet goals. Demonstrated ability to balance the varied responsibilities of the assignment. Demonstrated ability to develop procedures and evaluate their effectiveness. Demonstrated ability to analyze detailed and complex information. Evidence of initiative in solving problems and continually improving operations. Ability to work as a part of a team as well as independently. Effective communication and interpersonal skills. Broad educational background, including reading knowledge of major European languages. Ability to maintain a regular schedule. Ability to work under pressure and handle work-related stress. Preferred: Experience with bibliographic searching or working closely with bibliographic records. Experience with academic library procedures. Experience using wordprocessing and spreadsheet programs. Accurate typing and keying.

The Library Assistant II classification is funded at salary range 18 on the State civil service salary scale, at a beginning annual salary of $20,652. Library staff interested in being considered for this position should complete a "Request for Promotion or Transfer" form, available from the Library Administrative Office. In addition, a current KU "Internal Application" form must also be submitted. Applications are due by 5:00 p.m. Friday, September 1, 1995.

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.

RESULTS OF THE RECENT LCPT AND CESR ELECTION:

LCPT - Sherry Williams (one-year term)

CESR - Brian Baird (LI, two-year term)
Rob Melton (LIII, two-year term)

Submitted by Lorrie Knox, Secretary
LFA Nominating & Ballots Committee
NEW EXHIBITION IN SPENCER

"Images of Moby-Dick" displays over 60 illustrated editions of the great American novel, Moby-Dick, which have recently been donated to the library by KU English professor Elizabeth A. Schultz, and celebrates the appearance of Professor Schultz’s book *Unpainted to the Last: Moby-Dick and Twentieth Century American Art*, just published by the University Press of Kansas.

The items shown include a great variety of publications, ranging from the famous Rockwell Kent illustrations to comic-books. Herman Melville’s *Moby-Dick; or The Whale* was not recognized as the great work that it is until nearly 70 years after it first appeared in 1851. Since the "Melville revival" of the 1920s, *Moby-Dick* has been published in a great many editions—nearly seventy illustrated editions printed in English alone—and has engaged the efforts of artists in many fields. Professor Schultz’s gift collection, supplemented here by some loans from the private collection of Frederick P. Conboy and a few editions already in the Spencer Library’s collection, provides a view of the surprising variety of interpretation which book illustrators have brought to this great novel. The exhibition will continue until the end of November.

L. E. James Helyar

ATTACHMENTS

LFA Executive Committee minutes--August 7, 1995
Travel report - Geoff Husic
LFA EXECUTIVE COMMITTEE

Minutes of the August 7, 1995 meeting


The minutes of the July 10, 1995, meeting were discussed and approved.

Length of Minutes

Exec members spent a few minutes discussing how much detail they wanted to see in the minutes. We want the LFA to know what we are doing, a sentiment which calls for minutes to go into some detail. On the other hand, we do not want to spend inordinate amounts of time on creating a set of perfect minutes, especially at the cost of getting other work done.

Distribution of Minutes

Gordon will distribute the first draft of the minutes (labeled Draft 1) by e-mail. We will then discuss that draft at the following meeting. Exec members will get their final copies from FYI; Gordon will keep a copy in the LFA Exec files.

Gordon will receive and distribute other LFA committees' minutes to Exec members before the next scheduled meeting.

Meeting Schedules

Unless other demands necessitate a change of meeting time, Exec will continue to meet at the traditional time of 10:30 Mondays. We will schedule each Monday at 10:30, Watson Conference Room A, with the understanding that at the end of each meeting we will decide whether or not to meet the following week.

Members will please notify Gordon of any anticipated absences, so that the rest will know who might not be attending in any one week.

The Committee discussed the frequency with which Exec might meet with the Dean during the coming semester. Susan will ask the Dean to attend at least one Exec meeting in September.

LFA Committee Elections

The deadline for returning ballots for electing librarians to the vacant slots is August 11th. We hope to have all the committee memberships set by mid September. Exec members discussed the current and future situation of having enough LIIFIs to serve in
all the committee positions designated exclusively for them. Concern was expressed that in future we will not have enough LIIIs to fill these committee positions. Members agreed we need to have a current list of LFA members so that we can identify all members by rank.

Gordon will contact Sandy Gilliland or the Nominating & Ballot Committee to get such a roster and bring it to the next Exec meeting.

Committee Assignments

Last week Susan sent out letters of appointment to all LFA Committee members, indicating whether each one had been elected to a one- or two-year term. Susan asked one carry-over member of each committee to convene the first meeting of their respective committee, at which time the committee members will elect officers and report the results of those elections to Gordon. Kendall Simmons recently sent to Susan a list of Classified Conference committee appointments.

Remaining Minutes from Last Year

Exec has reviewed the remaining FY95 Exec minutes and asked Gordon to send them to FYI for distribution. As for Exec's role in approving LFA committee minutes, the By-Laws state only (sect. 2.3.1.) that "committees provide the Executive with minutes and annual reports." Exec will review the minutes from the Committees but will not seek to "approve" them. The purpose of this procedure is so that Exec can see that the business of the organization is being carried out, that nothing has been stated in error, and that nothing documented will later be regretted.

Gordon will check with Archives to see if they still want to have three copies of each document, as called for in the By-Laws.

Exec Communication with Committees

In response to last year's LFA Executive recommendations (see discussion on their annual report below) concerning the need for improved communication between Exec and LFA committees, this year's Exec discussed the feasibility of establishing liaisons with each committee. One Exec member would be designated for each committee. The Exec member would not attend those meetings but would periodically contact the chair of that committee to find out how things are going.

This system of improving communications is to be an informal arrangement, not a change to the By-Laws.

After a bit of discussion, Exec members agreed to try this kind of arrangement, and members were assigned to the following committees:
Susan
Margaret
Mel
Gaele
Becky
Maria
Gordon
Appointment Criteria and Nomination & Ballot
CESR
Staff Development
Planning & Resources
Codes & Bylaws
Salaries & Benefits
LCPT

[note: as of 7 August, the results of the elections to LCPT and CESR were not known, and these two liaison assignments were pending at that time. Margaret's and Gordon's final assignments were made after the 7 August meeting.]

Susan has asked all committees to select a chair by the beginning of the fall semester.

Annual Reports

Exec members should have a copy of each of the following annual reports:
LFA Exec - Nominating & Ballot - LCPT - CESR - Budget & Planning - Salary & Benefits

[Exec had not yet received annual reports from Staff Development, Appointment Criteria and Codes & Bylaws]

We then went over the seven recommendations for further action given in last year's LFA Exec's annual report. Referring to that document, Exec took the following action on each point:

1) **Wording of the research statement in P&T files**

No discussion yet; we will wait until more progress has been made on the future of the General Research Fund (GRF -- item 4).

2) **Mid-term review for non-tenured librarians**

This issue will likely be referred to LCPT as suggested in their annual report.

3) **LCPT/CESR as part of prospective candidates' interview schedule**

It has been proposed that prospective candidates for tenure-track Library faculty positions, during their visit to the Libraries, meet with one or more members of either CESR or LCPT to learn about the criteria for and the process of promotion and tenure on the KU Faculty. This would also be a time for the candidate to ask questions about the process. Exec recognized that Sandy does an excellent job of providing candidates with a lot of information about the tenure track. Susan will ask Sandy to meet with Exec at one of the September meetings to talk about this proposal.
4) **The GRF and its future**

This is our third and final year to prove that the General Research Fund is of value to librarians and should be continued. Research requests are due in March of next year. LFA response to the call to apply for research support has been low and last year required a campaign by Exec members to get librarians to apply. The question of funding release time has been a stumbling block for us. It was suggested that Exec consider some kind of reminder system and campaign for applications this year.

5) **Supervisor evaluation training.**

Nothing was done last year. The University administration may press the Libraries on this issue. Human Resources has their several-day STEP program. Exec members wonder what exactly is meant by supervisor evaluation training -- a program to train others how to evaluate supervisors, or a program to train supervisors to evaluate those under them?

6) **Annual performance evaluations**

Is the current system still appropriate for the new administrative structure to come? It was set up with the structure of one dean and two assistant deans in mind, in order to coordinate the supervisors' and CESR's evaluations throughout the entire Faculty. And related to that, Exec discussed briefly the issue of whether to evaluate LIIIs as frequently as LIs, since these two ranks are at much different points in their careers. Exec will have to deal with this question in some manner this year.

Finally, Susan reported that she and Kendall Simmons will work together to ensure that the LFA/Classified Conference joint committees continue to foster effective communication and cooperation.

The next LFA Exec meeting will take place on Tuesday, 22 August, at 1:00 pm, Watson Conference Room A. At this meeting we will review the charges to each LFA Committee.

Submitted by Gordon Anderson
Travel report: Geoff Husić

From August 1-4 I visited the University of Washington Libraries at the invitation of their Slavic and East European section, now headed by Mike Biggins.

UW's library collection is roughly twice the size of KU's. About two years ago UW replaced their GEAC system with Innovative. Practically all of the library's collections are represented in the online catalog. The Libraries also have practically no backlog.

The main purpose of my trip was to learn about how the Slavic and East European Section conducts their exchanges, however, I also had the opportunity to be shown the other library units that were tangential to Slavic processing.

Cataloging: With the exception of East Asian (CJK) materials, which are cataloged in their own area studies department, all other library materials (monographs and serials) are cataloged in the Cataloging Department. These materials consist, for the most part of English, Western European, Slavic, Near Eastern, South-East Asian and South Asian materials. UW's cataloging department has procedures that somewhat parallel KU's procedures with some substantial differences. For example, in their "Quick Cat" procedure, a paraprofessional searches copy against OCLC, and if the copy has a call number and the OCLC is listed on their list of about 60 "quick cat libraries" (I have the list if anyone is interested), e.g. it is produced immediately with no proofing or shelflisting. Copy without a call number or other problems is bumped to a higher-level paraprofessional staff or librarian as are items needing new records.

A word about the Innovative online catalog. This is an integrated system based on the Z39.50 standard and enjoys most of the advantages of an integrated system: all subsystems as well as OCLC, third-party databases share a common interface; it allows for easy access to the internet, allowing one to, e.g. email bibliographic records, access the World Wide Web, gophers, etc. Most of the staff loves it. What will immediately strike a KU cataloger however is the total lack of authority control in this system. The system does not allow for a cross-reference structure of any kind. For example, to use Paulette's favorite example and worse-case scenario, if you attempt a subject search on PLO or Palestinian Liberation Organization you will get nothing, not even a cross reference. One must literally know that the authoritative heading is "Munazzamat al-tahrir al-falistiniyyah". Also, since there is no authority checking done for most cataloging at the point of cataloging there is an abundance of split files. Interesting enough UW is a NACO library and they take this responsibility seriously, however it's unfortunate that they are unable to benefit from the cross
references they code assiduously on their NACO workforms.

As I said above, the main purpose of my trip was to see how the Slavic section has been conducting their exchanges in East Europe and the former USSR, hoping to come up with some useful ideas that could be translated into our future integrated system and likely subsequent rearrangement of certain responsibilities as a result.

Unlike at KU, the Slavic section at UW is occupied only with acquisition of their materials, both through purchases and exchanges. Mike Biggins, does all the selection for Eastern Europe and former USSR. Much of their collection relies on extensive exchanges with Eastern Europe and the former USSR. Altogether they have about 100 active exchanges. He is assisted by two paraprofessionals and several students who do most of the pre-order searching, correspondence, paperwork, input order records into through INNOVAC, keep record of exchange balances. Exchange balances are maintained in a separate database, since for most items money is never actually exchanged, and it can be problematic to record hypothetical amounts in an acquisitions system. In addition they have devised a fairly elaborate system for maintain correspondences from partners, keeping track of what actions need to be take, etc.

Exchanges are an interesting means of acquisitions from several standpoints. They will often allow partners to greatly stretch their acquisition dollars by trading material of mutual interest, often consisting of local institutional periodical and monographic publications that can be acquired gratis or at a substantial discount, costing neither partner any real acquisitions money. Other partners may only be interested in publications that must be bought by the other partner. This can still save money if the only other option of acquiring the desired publication (esp. in the case of Slavic) is a western vendor or domestic vendor which has probably greatly marked up the cost.

Some surprising problems can come up. Some national libraries of smaller countries, e.g. Slovenia, Croatia, and Macedonia see as their mission propagation of books and periodicals from their countries abroad in order to educate about their countries. Although, strictly speaking we conduct exchanges with them, receiving materials from us in exchange seems to be of secondary importance to them. This can result in some strange looking exchange balances and the partner may need to be periodically encouraged to submit requests. In the case of Macedonia, however, as eager as they are to send book to their partners, they simple can no longer afford the postage to send materials by airmail (Books sent by surface seem to fall off the face of the earth somewhere in Greece, which does not recognize Macedonia). On the other hand, in the countries of the former Soviet Union, many exchange partners seem most concerned about what they can received from an exchange and seem to be offering
books in return at greatly inflated prices.

The down side with exchanges is that they are very labor intensive, especially when the exchange is based on the filling of requests for specific items rather than relying on blanket order plans, which I have found that many people view with some suspicion. However, in these time of shrinking dollars, exchanges, if carefully managed, may allow us to keep up out current level of collection.

My thanks to the Library's administration for providing transportation funds for this trip.

Geoff Husic
FY 1997 BUDGET CUT

The current University hiring freeze, through which we are presently struggling, is a fresh reminder to all of us just how painful budgetary reverses can be. The hiring freeze was implemented to help address both the three-million dollar budgetary shortfall for this year and to give some time for the University to determine how best to trim a permanent three million dollars from its budget, beginning in FY 1997.

The Chancellor, in assigning permanent cuts for FY 1997 to each of the University units, distributed them in ways that he judges would do least harm to achieving the mission of the University. For this reason, the Academic Affairs budget family, of which the Libraries are a part, was shielded from the full brunt of the overall $3 million (1.8%) budgetary cut, and was directed, instead, to absorb a 1.51% cut.

Vice Chancellor Shulenburger has again shown himself understanding of the Libraries’ special challenges in these times, in this case by holding harmless the acquisitions budget from this cut. Discussing the FY 1997 budgetary cuts in his July 13, 1995 memo to the deans and directors he wrote:

"Library acquisitions funds were protected from rescission action. Due to inflation and foreign currency fluctuations, the Library has experienced a systematic erosion of purchasing power during the past decade. Because this resource serves virtually every academic and research unit on campus, its acquisitions moneys should remain intact. Other Library budgetary components were assigned a rescission percentage."

The Libraries' remaining (non-acquisitions) budget will absorb a cut of $100,421.

We must of course continue to act responsibly in using the resources we have. Any suggestion, however, "that things could have been worse," does not lessen the hard-felt reality of so large a permanent budget cut. I do not see any obvious "fat" to trim, but cut we must.

Our planning must be informed by the Chancellor's very specific guidelines on how cuts are to be made. Some of these directives are as follows:

- Cuts are to be made following the fifteen principles outlined in the Chancellor's June 5, 1995 letter to all faculty and staff about the Lawrence Campus budget.
- There will be no across-the-board rescissions. The proposed reductions must reflect the program priorities of the unit.
- Other Operating Expenditures (OOE) moneys must be protected.
- Base salaries cannot be reduced.
- Rescission actions should not be passed along to other University units in the form of increased charges for services.
LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
Meeting Minutes, April 24, 1995

Present: B. Schulte, B. Baird, S. Hawkins, Paula Phillips (Guest)

Our guest for this meeting was Paula Phillips, Director, Douglas County Emergency Preparedness. Most of the questions centered around tornado and severe storm preparedness. Ms. Phillips clarified some of the county response procedures for the committee, including:
  * the sirens are only activated when a tornado is sighted in Douglas County;
  * the sirens do not sound the all clear, that message is broadcast over the radio;
  * the outside sirens are not intended to warn people inside buildings, only people outside.

She also informed the committee that Voice Alert Radios [brand name] are used by the county for emergency warnings. She said that some of these radios have been provided to the University. When listening to commercial radio, KLWN is the most reliable station to listen to for warnings. KANU does not always broadcast warnings.

The next meeting is scheduled for Monday, May 22, at 10:30 in Watson Meeting Room B.

Recorded by Becky Schulte

LIBRARY EMERGENCY AND DISASTER PLAN COMMITTEE
Meeting Minutes, May 22, 1995

Absent: S. Hawkins, G. Anderson

This very brief meeting was spent reviewing the information on county storm preparedness provided by Paula Phillips at our previous meeting. We also reviewed Brian's draft of the power failure section of the emergency manual.

George announced that it is time to begin thinking about who would like to continue on the committee and who would not. We will continue this discussion at our next meeting.

Our next meeting will be June 21, at 10:30 in Watson Meeting Room B.

Recorded by Becky Schulte
To fulfill the Chancellor's directives, the Libraries' $100,421 FY 1997 budgetary cut will have to be made in personnel, which will amount to the loss of between 2.5 and 3 FTE staff positions. The target amount may be met, in part, by capturing fringe benefits costs, which are not reflected in the Libraries' budget. I therefore expect that—in actual salaries—the cut will be approximately $80,000.

I must present the Libraries' FY 1997 budgetary cut proposal to Vice Chancellor Shulenburger by October 13, 1995. I must have determined which lines to cut after consultation with my immediate staff, the Administrative Conference, the Planning and Resources Committee, and any library personnel directly affected. I want to emphasize at this point that there will be no lay-offs of personnel, although in the end there will need to be some staff reassignments.

Making all of these determinations will be the product of an internal process I have begun, which will be consistent with Vice Chancellor Shulenburger's directive, the spirit of which is as follows.

"Clearly, longer term structural change is needed at the University. I am asking that you think about strategies to improve the quality of your programs. Your unit's budget reductions should reflect your thinking about such questions as: Do all of your existing programs need to continue? How will you and your [staff] accommodate the development of new programmatic areas in the future?"

In order to meet Dr. Shulenburger's directive, we must take a careful look at the directions we already have set out in our strategic planning, which is consonant with the "role and aspirations" statement we prepared for Academic Affairs in 1992.

The FY 1997 budget cut cannot simply be viewed as a storm somehow to be weathered. In the next three weeks I will hold discussions with all of the groups named above, including open meetings for all staff, which are scheduled for Wednesday, September 20th, 1:30 - 3:00 p.m., and Thursday, September 21st, 9:30 - 11:00 a.m., in Watson Conference Room A.

Cutting some currently vacant lines obviously is only the first step of many, as we must work closely with staff to identify tasks that are not to continue or that will continue by full or partial reassignment. That process is underway now in very preliminary fashion—in quiet discussions with department heads.

-- W. J. Crowe

**GOING AWAY RECEPTIONS FOR SUSAN HITCHENS**

You are cordially invited to attend a going away pool party for Susan Hitchens, Sunday, September 10, at the home of Sherry Williams, 1101 W. 27th. Please stop by to say goodbye to Susan, have a swim in our new pool (optional for those of you who may not wish to swim), and to enjoy the afternoon. Time: 3-6 p.m. Spouses and guests are welcome.

In addition, an Open House for Susan Hitchens will be held in the Choral Room (328 Murphy), September 14th, 9:30 - 11:00 a.m.

**ATTACHMENTS**

Library Emergency and Disaster Plan Committee minutes-April 24, 1995
REMINDER OF CLASSIFIED VACANCY

All staff were recently informed of a Library Assistant I vacancy in the KU Regents Center Library, due to Donna Kipp’s promotion to a Library Assistant II position on the Lawrence campus.

The position description and application forms are available from Julie Slusser, 502 Watson Library (4-3601). Applications are due by 5:00 p.m. Friday, September 15, 1995. Sandy Gilliland

PERSONNEL

Effective September 5, 1995, Kendall Simmons has assumed responsibilities on a 3/4 percent-time basis in the Government Documents and Map Library. Kendall will provide reference assistance to patrons using the Government Documents collection and will assist with the many varied automation efforts of the Documents/Map Library. In addition, she will be responsible for processing gift materials and assisting with binding functions. The remainder of Kendall’s appointment, 1/4 percent-time, will be assigned to the Facilities and Safety Officer, Kent Miller, where Kendall will assist with a variety of space planning activities.

As a result of this change, the Mail Room staff, formerly supervised by Kendall Simmons, will be report directly to Kent Miller. W. J. Crowe

HR/PAY UPDATE AND OTHER PERSONNEL INFORMATION

The University is moving right along with its plan to implement a new human resource/payroll computer system, HR/PAY. Several changes will occur in many existing personnel and payroll-related processes, some of which were described on the first HR/Pay Update report in the April 20th issue of FYI. Attached is a summary of some of the changes that will occur with the implementation of the new system. Additional information will be distributed to staff as it becomes available. Please don’t hesitate to contact me or Julie Slusser if you have any questions. Sandy Gilliland

WHAT ARE WE GOING TO DO WHEN SUSAN LEAVES???

Susan Hitchens, head of the Music Library, has resigned her position and will be leaving KU September 15 to join her husband in Michigan. A search committee has been formed (Judith Emde, Chair) to hire a successor. In the interim, several people will be contributing to the work required to keep the Music Library operating. Jim Smith will continue as a main-stay in the department and will be in charge of the day-to-day activities. Bonnie (Beth) Fleming, PhD candidate in Music, has worked as a student employee in the Music Library for several years. This fall she will be working on a 75% student monthly appointment to assist Jim with the daily requirements of circulation, reserves, and reference. Margaret Wilson has agreed to contribute 10 hours a week of reference assistance in Music throughout the Fall. Judith Emde worked in Music in 1992 when Susan Hitchens was on sabbatical. Judith has been asked to assist with collection development for Music by reviewing the new books and scores received via the approval plans and to place orders for items directly requested by patrons. We are grateful to all of these staff members for their help in assisting the Music Library and wish them a crisis-free Fall semester. Susan Craig
FEEDBACK ON ASSOCIATE DEAN CANDIDATES

I would like to encourage all library staff to send their comments about the Associate Dean candidates to the search committee. Please feel free to send your observations after each interview or wait until all three candidates have been interviewed. Or, you are welcome to comment after each candidate and send additional remarks after all of the interviews are completed. Please keep in mind that the search committee is working on a tight schedule. We will need to receive all of your comments by 5 p.m. Thursday, September 28. You may submit your comments on paper or via e-mail (KULADR-L). Members of the search committee are: Brad Schaffner (chair), Susan Craig, Mel DeSart, George Gibbs, Sandy Gilliland, Carol Jeffries, Alexandra Mason, Cindy Pierard, Marianne Reed, Margaret Wilson.

Brad Schaffner

KEY OPERATOR TRAINING

As a reminder, remember the Key Operator Training Sessions scheduled for Friday, September 15. Scott Hunter, Customer Service Technician, from Electronic Business Equipment (our vendor for the Lanier copiers) has been scheduled to present three (3) key operator training sessions. All interested library staff, including student assistants, are welcome to attend these sessions.

The schedule is as follows:

10:00 a.m. -- Anschutz Science Library, third floor copying area.
   This session will cover the Lanier 6242 and 6432 copiers, use of copy cards, and Danyl Vendamat towers.

10:45 a.m. -- Engineering Library, Spahr Hall
   This session will cover the Lanier 6432 copiers, use of copy cards and Danyl Vendamat towers.

11:30 a.m. -- Watson Copying Services, fourth floor
   This session will cover the Lanier 6242 and 6432 copiers, use of copy cards, and Danyl Vendamat towers.

All sessions are intended to provide library staff with review training for the Lanier 6242 and 6432 copiers, use of copy cards and handling the Danyl Vendamat towers. Please call Lisa Shaw in Watson Copying Services if you have questions (864-4209).

Lisa Shaw

ROB MELTON ON VACATION

Rob Melton will be on vacation from Friday, Sept. 15th until Monday, October 2nd. Please contact my office on any urgent need for support on issuance of news releases. I also ask that for the several weeks after Rob returns that staff defer all but very time-sensitive publications needs, as Rob feels that he must -- after an unusually hectic summer of work on several major publications project -- give more of his time to his other responsibilities, e.g., collection development.

W. J. Crowe

KUDOS

Rick Clement has edited SPEC Kit #210: Strategic Planning for the Association of Research Libraries.

Deborah Dandridge has been elected to a two-year term on the Steering Committee of the Manuscripts Repository Section of the Society of American Archivists.

Rob Melton

ATTACHMENTS

Classified Conference Executive Board minutes--August 29, 1995
HR Pay Update #2
Staff Development Committee Travel Report--Mary Hawkins, Deborah Dandridge
CLASSIFIED CONFERENCE EXECUTIVE BOARD

MINUTES

August 29, 1995

I. DEAN'S REPORT

A. The Dean met with the Planning and Resources Committee to discuss the mandate from Academic Affairs regarding the budget cuts. $100,421 encompassed the Libraries' share with the libraries' materials budget exempted from the cut.

All Deans must come up with a plan for "permanent reductions" by the middle of October. The process for accomplishing this task was discussed by the Committee. One of the biggest problems is that of meeting vacancies.

Dean Crowe will prepare a general statement for the staff at large in which he will attempt to be straightforward concerning the issues without exceeding the boundaries of units'/people's feelings, etc. about the discussions. It is most difficult to sort out the result of the dropping of lines in our budget. It was emphasized that there will be no layoffs; however, as is currently the case, some reassignments will have to be made. This will be an especially difficult time during the new online system transition.

Within this arena of budget cuts, the Dean was concerned about the loss of lines, but noted that the university administration allows us to count the money provided for benefits toward the cut.

The question of "retraining" was discussed. Among other things, the Staff Development Committee's budget has been increased, thus enabling training to be increased and/or enhanced. It was agreed that we need to seek and find more efficient ways in which to reach people and do more "tailored" training. One of the pay-offs of the new online system will be training provided by the vendors themselves and the new systems are more user-friendly.

C. The people who are currently covering or helping with vacancies within the libraries were acknowledged.

D. Budget Problems will dominate for the next several weeks. Three other areas of concern were covered by the Dean:
1. The Classified Specifications regarding the requirement of Library Science hours in order to qualify for a LA position was discussed. The Dean feels that it is certainly worth looking for some way in which to enable staff to take Library Science courses and asked how many staff might be involved.

2. UNCOVER and the decision not to include use of the direct document delivery capacity for undergraduates and classified staff was discussed. The Dean explained that the indexing for this database is crude, i.e., not a "searching" database, and that the faculty/unclassified may order articles worth up to $30 without contact with staff. The Dean provided a DRAFT explaining the decision regarding UNCOVER.

3. The United Way campaign was discussed and the Dean indicated that new techniques are being explored to make the KU campaign more successful...Mike Auchard will be involved.

II. CHAIR'S REPORT

A. Kendall discussed her meeting with the Dean and reiterated the concerns regarding UNCOVER and Classified Specifications.

She also raised the issue regarding the use of additional student assistants to cover in cases of classified vacancies. She indicated to Dean Crowe that this was an on-going problem. The Dean felt, according to Kendall, that this problem was a result of the freeze and he requested some expension on her point that this is a problem that otherwise has been exacerbated.

Kendall mentioned that the Dean's State of the Libraries Report should go out sometime after Labor Day.

B. The UNCOVER issue was raised. Kendall indicated that the new Draft which the Dean had distributed was a much clearer version than the previous one.

C. Kendall sent an E-Mail to the Chancellor requesting that he appoint a library staff member to serve on the university committee for proposed free tuition for staff. The Chancellor responded that he would see what he could do.
D. She indicated that the Dean is looking into possibilities concerning staff being able to take Library Science courses, more adaptable flex-time, etc. Kendall plans to draft a letter surveying staff to see who and how many are interested in this possibility (taking classes without making up the time).

E. The issue of training for the new system was discussed.

III. COMMITTEE REPORTS

A. Planning and Resources Committee - Sue said that the information from their meeting had been covered by the Dean in his report.

B. Classified Senate Committee - will meet by September 4.

C. Staff Development Committee - Officers were elected: Mel DeSart will be Chair and Margaret Wilson will continue as Secretary. The Dean increased the budget from $12,000 to $14,000. The Committee plans to continue the theme of "Change" in its programs for the coming year. Some of the planned programs include a workshop on negativity, a lecture by Edmund Cooke on Affirmative Action at the Library of Congress, and a panel of library staff discussing their career path changes. Some of the goals for the upcoming year are to revise and clarify the procedure for funding BCR workshops, to revise the current travel guidelines, and to establish a usage/storage policy for the Committee's new audio-visual equipment.

These were all of the Committee reports which were available.

IV. OLD BUSINESS

A. Personnel Committee Membership - we still need two more people to serve...everyone was encouraged to try to find someone to fill these vacancies.

B. Group Reps - this is also a problem -- it is extremely difficult to convince staff to serve.

C. Drafts of Charges...the handout of Drafts was distributed and approved.

V. NEW BUSINESS

A. United Way - Gaby welcomed any suggestions for ensuring a successful United Way campaign...E-Mail and/or an exhibit was suggested.
B. Library School Survey - Kendall will send out a draft following an E-Mail survey so staff can respond to the survey...

C. The other issues on the Agenda for New Business were already covered.

As there was no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Marilyn Hu, Secretary
HR/PAY UPDATE #2
September 14, 1995

With the implementation of the new human resources/payroll computer system, several change will occur in many existing personnel and payroll-related processes. The changes are:

13th Pay Check: All staff are reminded (and please remind your student assistants), that the monthly paycheck which would normally be distributed on January 1, 1996 will be issued on, and dated, December 27th. This pay will be considered as earnings for your 1995 income tax purposes. It may be necessary for some staff to adjust withholding because of this "additional" 1995 income.

Bi-Weekly Pay: Although not directly related to the State's decision to purchase a new payroll system, the method of paying employees at KU will change from monthly to bi-weekly, with the first paycheck issued on January 12, 1996. Pay periods will be two weeks in length, and all employees will be paid every other Friday, beginning on January 12th. There will be a total of 26 pay dates during 1996 (not 24); therefore, employees should divide their annual salary by 26 to obtain an estimated gross bi-weekly pay amount. (See attached "SHARP Pay Dates thru 2006" chart. NOTE: If pay day falls on a holiday, pay will be issued the preceding work day. This chart is subject to change.)

Payroll deductions for health insurance, retirement contributions, etc. will be done according to the attached chart, "Summary of Payroll Deductions/Contributions". Please note that this information is subject to change.

Electronic Fund Transfer (direct deposit): Effective January 12, 1996, faculty and staff have two options for receiving paychecks: mailed to home addresses (from Topeka), or electronically deposited into bank accounts. Because it takes approximately two months to begin the EFT option, faculty and staff are encouraged to sign up for EFT immediately, if you do not want to have your paycheck mailed to your home address. Students may continue to pick up their paychecks in the Library Administrative Office each pay day, or elect to have their pay electronically deposited. All check stubs will be mailed to home addresses beginning January, 1996.

Vacation and Sick Leave Earnings: Effective December 17, 1995 (the beginning of the first bi-weekly pay period), classified and unclassified staff will earn vacation and sick leave at proportionate rates based upon the 2-week pay period. Vacation and sick leave earnings charts for classified and unclassified staff will be distributed as soon as they become available.

Sandy Gilliland
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<td>06/18/06</td>
<td>07/01/06</td>
</tr>
<tr>
<td>4th</td>
<td>09/10/06</td>
<td>09/23/06</td>
</tr>
</tbody>
</table>
# SUMMARY OF PAYROLL DEDUCTIONS/CONTRIBUTIONS

<table>
<thead>
<tr>
<th>DEDUCTION/CONTRIBUTION</th>
<th>FREQUENCY OF REMITTANCE TO CUSTOMER</th>
<th>COVERAGE PERIOD</th>
<th>WHEN DEDUCTION IS MADE FROM WARRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Compensation</td>
<td>BI-WEEKLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>Flexible Spending-Dependent Care</td>
<td>BI-WEEKLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>Flexible Spending-Health Care</td>
<td>BI-WEEKLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>Group Health Insurance</td>
<td>MONTHLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>KPERS</td>
<td>BI-WEEKLY</td>
<td>BI-WEEKLY</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>Optional Group Life</td>
<td>MONTHLY</td>
<td>CALENDAR MONTH</td>
<td>2ND PAYDAY OF EVERY MONTH</td>
</tr>
<tr>
<td>Organizational Dues</td>
<td>MONTHLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>Savings Bonds</td>
<td>MONTHLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>TSA - MANDATORY UNCLASSIFIED RETIREMENT PLANS</td>
<td>BI-WEEKLY</td>
<td>BI-WEEKLY</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>United Way</td>
<td>MONTHLY</td>
<td>BI-WEEKLY</td>
<td>On BI-WEEKLY PAY DATE</td>
</tr>
<tr>
<td>VTSA</td>
<td>BI-WEEKLY</td>
<td>BI-WEEKLY</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>Regents Deductions - e.g. Parking, Fitness Center</td>
<td>AS SPECIFIED</td>
<td>AS SPECIFIED</td>
<td>AS SPECIFIED</td>
</tr>
</tbody>
</table>

## TAXES

<table>
<thead>
<tr>
<th>TAXES</th>
<th>FREQUENCY</th>
<th>PERIOD</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Earnings</td>
<td>2X A MONTH</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>Fed W/H</td>
<td>AS REQUIRED</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>Medicare</td>
<td>AS REQUIRED</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>OASDI - Social Security</td>
<td>AS REQUIRED</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>State W/H - Kansas</td>
<td>2X A MONTH</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>State W/H - Other States</td>
<td>AS REQUIRED</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
</tbody>
</table>

## EMPLOYER ONLY CHARGES

<table>
<thead>
<tr>
<th>CHARGES</th>
<th>FREQUENCY</th>
<th>PERIOD</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Leave Clearing</td>
<td>BI-WEEKLY</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>UCI - Unemployment</td>
<td>QUARTERLY</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
<tr>
<td>WCI - Workers' Compensation</td>
<td>BI-WEEKLY</td>
<td>N/A</td>
<td>EVERY PAY CYCLE</td>
</tr>
</tbody>
</table>

- **A** - On bi-weekly PAY DATE – 26 checks
- **B** - Every paycycle – all 26 checks plus supplemental checks
- **C** - 2nd pay date of every month – 2nd bi-weekly check of the month
This was my first time to attend a meeting of the Society of American Archivists. Not surprisingly, the overriding topic of conference sessions was electronic communication—how to use it to advantage, and how to archive and access it in the future, despite rapidly-evolving technology. The sessions which I attended began with a description of Duke University's homepage and imagery for its papyrus collection, followed by a description of Michigan State University's Web site for guides and indexes to its consortium of health sciences material. Because a computer snafu prevented demonstration of either of these systems, the visuals were unfortunately left to imagination.

I also attended two sessions on telecommunications which were presented by three-person panels. The first included Paul Peters of the Coalition for Networked Information, as well as two representatives of the Clinton administration (from the OMB and the NTIA). Their presentations, titled "From NREN to the NII," concerned activities of their agencies as related to the National Information Infrastructure, and some comments by Peters on future network development. The other panel's presentation was titled "The Future of Archival Description." Presenters at this session (Frank Burke, Fredric Miller, and Richard Pearce-Moses) commented on the limitations of traditional archival finding aids as research tools in any medium—electronic or otherwise, and the continuing need for researchers to rely heavily on archival staff and on-site investigation of resources.

At the Manuscript Repositories Section meeting, one of the speakers chronicled the challenges which he encountered in attempting to provide access to electronic files of corporate records which lacked accompanying software, hardware, and documentation. Because provision of public access to these records was required by court order, and with an early deadline, his challenge was compounded. Another speaker at this session offered a contrasting perspective, emphasizing the benefits of electronics to archives and manuscript repositories. She cited the use of internal electronic files for improved analysis of operations, including collection use; the use of digitized images to expand awareness of primary sources without jeopardizing their preservation; new opportunities for partnering with other library and non-library agencies for multi-format presentations of text, imagery, and sound; the research potential afforded by electronic and voice mail, including its value as ephemera; and the importance of acquiring electronic manuscripts which track the creative process.

The OCLC users roundtable focused on the effect of format integration and the demise of the AMC as a separate format. Regarding OCLC's expanded record size, OCLC representative Susan Westberg stated OCLC's intention to automatically reincorporate its saved portions of contributed records which have been truncated, although OCLC's timetable for doing so was not specified. The SAA conference broadened my awareness of issues facing archives and manuscript repositories, and I appreciate the financial assistance provided by the Staff Development Committee.
Over 1,500 archivists attended the 59th Annual Meeting of SAA, one of the highest attendance rates of these conferences in recent years. The program of pre-conference workshops, sessions, and tours was rich in quantity and quality. But, my service on a variety of SAA committees prevented me from taking full advantage of the program.

As a member of the 1996 SAA Program Committee, I attended planning meetings for the program's sessions at the next annual gathering which will take place in San Diego, California. I also served as a representative of the Committee at the roundtables of Privacy and Confidentiality, Women Religious Archives and Labor Archives. Our committee will determine the final session line-up at a three-day meeting in Chicago next month which will be funded by SAA.

As chair of the Minority Student Award, I completed my tasks, which included, of course, attending another meeting at the Conference. At the Awards Ceremony program, I introduced the 1995 recipient of the Minority Student Award, Idal E. Jones of the Public History Program at Howard University. Through this award, SAA is seeking to increase the color and ethnic diversity of its membership.

As the outgoing chair of the Archivists and Archives of Color Roundtable, I was able to successfully conclude my leadership responsibilities at the roundtable's business meeting. The roundtable's membership has increased over the past two years, and at this meeting the final draft of the national directory of archivists of color, which was compiled and edited by members of the roundtable, was presented for publication. Also, those who attended the roundtable meeting donated more than $500 to the SAA Minority Scholarship Award.

At the Manuscripts Repositories Section, the program consisted of presentations on electronic records. One focused on a case study that illustrated the preservation nightmare involved in retrieving and processing electronic records of a corporation that had undergone bankruptcy, and the other paper emphasized how electronic manuscripts and issues that had been overlooked by paper records. I was also elected to serve on the Section's steering committee, which, again, resulted in my attending another meeting.

At the Oral History Section, information about the various national oral history projects was shared. We also discussed issues of preservation and storage of oral history recordings which included rapid changes in technology, the new trend of linking the visual and text in oral history projects, and the use of interviews by researchers other than scholars. In addition, a report on the progress of the Section's project of interviewing the leadership of SAA was given, and a paper on the Stonington Fishing Oral History Project, sponsored by the Mystic Seaport Museum of America and the Sea (Connecticut) was presented.
At the three-hour SAA leadership Forum, we examined the tasks and achievements of goals established by the 1993 Strategic Plan of SAA. Issues of professional development dominated the general concern of those attending the forum.

Among the sessions I attended was one that addressed the unique archival issues involved with Native American archives and another one that demonstrated the state-of-the-art technology required for creating oral documents that meet the new oral history standards for broadcast quality. The session I chaired explored the challenges and successes of using record surveys to locate and preserve written, photographic, and oral documents that reflect the African American past.
REMEMBERING NORMA

Norma Bishop, 1928-1995

I was out of town when Sandy Gilliland told me of the very sad news of Norma Bishop’s untimely death last weekend. I recalled at once that for me, as for tens of thousands of other people, Norma was the first person I met the first time I entered Watson Library as a member of the KU community.

I remember Norma’s welcoming smile and warm greeting, and confirmed later, in reading in Norma’s personnel file, that this was very much her approach to everyone with whom she came in contact. Indeed, she wrote in her application for promotion to her last assignment, as Circulation Desk Supervisor, a brief statement of her views about working with those readers who might have been less than congenial when they first approached the desk:

"I find a well-modulated voice and a little compassion for hard circumstances help a great deal, and also, of course, a clear expression of library policies which I believe are both just and lenient."

Very well said . . . and very well done.

All of us who knew her will miss Norma’s good cheer and lively wit and extend our sympathy to her family and many good friends.

--W. J. Crowe

HR/PAY UPDATE #3

Attached is additional policy and procedural information regarding the University’s implementation of the HR/Pay system. HR/Pay Update #2, included in last week’s FYI, encouraged faculty and staff to opt for electronic deposit of their paychecks as soon as possible. Please note that if you presently have your paycheck electronically deposited, this will continue under the new payroll system. You need not make any changes unless you change banks or account numbers. Also included in HR/Pay Update #3 is a more accurate chart of pay dates under the new bi-weekly pay cycle. Please contact me or Julie Slusser if you have any questions regarding this information.

Sandy Gilliland
REGIONAL ARCHIVISTS TO MEET AT KU ON OCTOBER 20

The 1995 fall meeting of the Midwest Archives Conference and the Society of Rocky Mountain Archivists will be held in Topeka and Lawrence October 19-21, hosted by KU and the Kansas State Historical Society.

Meetings on Friday, October 20, will be held at KU and will include a morning internet workshop, an afternoon workshop on fundamentals of archival acquisitions and appraisal, and a choice of concurrent 1 1/2 hour sessions between 9:00 am and 5:30 pm. Focusing on archival records, topics of these sessions will include electronic records management, long-range planning, outreach, digitized images, computerized inventories, facilities planning, and environmental conditions for storage of materials. On the 20th, there will also be vendor exhibits at the Kansas Union and optional tours of Spencer Library departments, the Dyche Museum of Natural History, and Haskell Indian Nations University. From 5:30-6:30 pm, a conference reception will be held at KU’s Anthropology Museum, featuring art work from the Seventh Annual Lawrence Indians Arts Show’s juried competition. The reception will be followed by a Lawrence restaurant tour.

Attendance at meetings in either Topeka or Lawrence is open, but requires registration ($35.00 for non-member attendance at session meetings, with separate registration for workshops). Advance registration is accepted through October 5. For further information, contact Sheryl Williams or Becky Schulte in the Kansas Collection (864-4274).

ATTACHMENTS

LFA Executive Committee minutes--August 22, 1995
HR/PAY UPDATE #3
LFA EXECUTIVE COMMITTEE

Minutes of the August 22, 1995 meeting


==============================================================================

The minutes of the August 7, 1995, meeting were discussed and approved.

Announcements / New Business

A) LFA Committee elections

Sherry Williams has been elected to LCPT as the Librarian III representative. Brian Baird and Rob Melton have been elected to two-year terms on CESR. Susan has sent out letters of congratulations and appointment to each of them.

B) The schedule for the next several Exec meetings:

28 August: Sandy Gilliland will join us to discuss LCPT/CESR representation in the faculty candidate interview process. We will also discuss the issue of supervisor evaluation training: how it is to be implemented and what the options are. At a later date we will ask Sandy to join us to discuss annual evaluations.

4 Sept: No meeting (Labor Day)

11 Sept: two Exec members have schedule conflicts that day. We are asked to think about whether we need to meet that day.

18 Sept: We will meet. Agenda to be determined.

25 Sept: We have asked Bill Crowe to join us to talk about supervisor evaluation training and other issues.

C) LFA Roster

Gordon handed out the latest roster of LFA members, listed by rank. At our 28 August meeting we need to ask Sandy why "Administrative" is a class at all. Be sure to bring this roster to that meeting.

We now have a complete slate of committee members. Some Library Faculty have asked to see this new list. Exec wants to hold up publishing the new LFA committee list until all the chairs and other officers have been elected. When that is accomplished, Exec will send the list to FYI.

Exec liaisons should contact their committees this week and get said names.
D) Archival copies of minutes

Gordon recently talked with Archives about how many copies of Exec and other LFA committee minutes they need to have (currently the Code calls for three copies to be sent). Archives said that, for those documents appearing in FYI, they only need one other copy. LFA committees thus should note that now they need send Gordon only nine (9) copies of their minutes and reports (instead of 11). One Exec member noted that, if this is the case, the LFA Code needs to be changed.

Charges to LFA Committees

Nominating & Ballot

We discussed three questions which N&B might take up this year:

a) E-mail voting. Exec members expressed concern that voting by e-mail may not be secure and thus compromise the right to a secret ballot.

b) Absentee voting. Several questions arose: how would you contact absentee voters -- by mail to their respective departments? at home? at their temporary residence?

c) Preferential voting. Some members mentioned that it eliminates double voting, that it makes clear who or what the choices are. We will ask N&B to evaluate their experience with preferential voting during the coming year.

After discussing these three items, we decided to make no special charge to Nominating & Ballot at this time.

LCPT

a) Mid-Term review (see LCPT's report dated 6/22/95)

LCPT recommended that "all untenured librarians ... participate in a mid-term review no later than the spring two years before formal promotion and tenure review ... " as a way of measuring their progress toward said goal. In Exec's discussion of LCPT's recommendation, it was proposed that Exec charge LCPT to implement their recommendation in the form of a trial run -- that is, try mid-term review for non-tenured librarians for two consecutive years.

Some members asked why carry out this trial mid-term review for two years (instead of one). In response to that question, it was noted that there may not be any one person at the three-year mark in the next year or two. Thus, LCPT would need to test this for at least two years in order to be able to have untenured librarians participate.
LCPT recommended that untenured librarians voluntarily participate in this trial run. Exec concurs with this recommendation.

Note that LCPT's recommendation refers only to the tenure process, not the promotion process. The term "untenured librarians" includes those of any rank (although most often LIs).

Exec will make 1994-95 LCPT's recommendation a special charge to the 1995-96 LCPT. Susan will present Exec with a draft of this charge at our next meeting.

b) Including LCPT/CESR members on search committees or as part of the interview process when recruiting new library faculty.

We will not present this as a special charge. There are no other special charges to give to LCPT at this time.

Staff Development

Their 1994-95 Annual Report has not yet been completed. Before Exec can make any specific charges we need to see this report and its recommendations for further action.

Planning & Resources

Last year the Budget & Planning Committee submitted a recommendation to disband. A subcommittee was appointed to evaluate B&P's role in the LFA governance structure and B&P's relationship to LFA Exec. On March 6, 1995, this subcommittee submitted a report with several recommendations for changes (including changing its name to the above) and a recommendation that the committee continue to operate.

This year there are several planning issues which LFA should be actively involved in:

a) Base reductions. By 15 October The Libraries are required to come up with approximately $100,000 in permanent base reductions, to be reported to Vice Chancellor for Academic Affairs David Shulenberger.

b) Space planning issues will be important over the next few years and should not be forgotten. It is estimated that several library locations on Campus will reach full capacity within the next three years.

c) We need to continue to monitor the implementation and progress of the Strategic Plan.

d) We need to make a decision on whether or not to continue maintaining the so-called Planning Notebook. This instrument has served as a "list of lists," designed to gather information and collate documentation on planning charges,
charges, activities, and achievements by all Library committees. It was established to present the new Dean with information on Library planning to date. For the past two years, the Notebook has lagged, after a fairly successful first three years.

Exec needs to decide if we should continue (and thus bring up to date) the Planning Notebook or if we should lay this activity to rest.

e) Departmental resource papers. These are mid-year reports to the Dean and Department Heads & Administrators on each unit's state of operations and their concerns for the immediate future.

These reports also feed into the next budget-preparation cycle. Should the PRC gather and analyze these documents for salient points and trends? These and similar other activities need coordination and clarification for the entire Library Faculty.

As recommended in the B&P subcommittee's report, LFA Exec has a responsibility to provide guidance to the PRC so that it can remain an effective committee. Exec members should thus think about this in preparation for our next meeting.

At our next meeting we will meet with Sandy Gilliland [see the meeting schedule at the beginning of these minutes]. We will also continue to work on charges to the committees. Among other items, Codes & Bylaws this year will need to work on aspects of LFA Code revision.

NEXT MEETING: Monday, 28 August, 10:00 [sic] am - 12 noon.

Submitted by Gordon Anderson
Throughout this implementation phase of the new HR/Pay system, we are being advised to begin using new terminology for various personnel and payroll functions. For example, the new payroll system considers staff within only two categories: "Exempt", those positions that are not eligible for overtime pay; and "Non-Exempt", positions that are eligible for overtime pay. Within the KU Libraries, presently all classified positions are non-exempt (eligible for overtime pay); all library faculty positions are exempt (not eligible for overtime pay); and, same, but not all unclassified professional staff positions are exempt (we will provide unclassified professional staff and their department heads with notification of the exempt/non-exempt status of their position). The determination of whether or not a position is exempt is made by the University according to criteria and guidelines established by the Fair Labor Standards Act.

It is important to know the exempt status of your position because it determines how you will earn vacation and sick leave. It also determines the way in which the Library Administrative Office will be required to collect time reports from all staff. Additional information regarding time reporting and vacation and sick leave accruals is included in the summary below and in charts attached.

Some of the additional new terms we will begin using with the new payroll system are:

<table>
<thead>
<tr>
<th>New terminology</th>
<th>Old terminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Position</td>
<td>Temporary, Emergency, or Intermittent*</td>
</tr>
<tr>
<td>Regular Position</td>
<td>Permanent Position</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Pay Step 1, 2, etc.</td>
<td>Salary Step A, B, etc.</td>
</tr>
<tr>
<td>Job Code</td>
<td>Title Code</td>
</tr>
</tbody>
</table>

*Classified emergency and unclassified intermittent positions will not longer exist within the new HR/Pay system. Temporary appointments will be used to meet such needs.

Time and Leave Reporting

The method of reporting hours worked and leave used by non-exempt staff will change to comply with new reporting requirements. Non-exempt staff will be asked to reflect hours worked and used each day of the two-week pay period. Within the next several weeks, the Administrative Office will distribute procedures for reporting time and leave on a bi-weekly basis.

Vacation and Sick Leave Earnings

Vacation and Sick Leave Accrual charts for exempt and non-exempt employees are attached. Please note that these are proposed accrual rates, and are subject to change. Vacation and sick leave earnings, usages, and balances will continue to be printed on paystubs.
Vacation... (continued)

For classified staff, the date by which excess vacation leave must be used has changed. Effective immediately, any excess amount of vacation leave above the maximum allowable accumulation must be used by the second pay period in June of each year, or it will be lost.

Longevity Bonus for Classified Staff

Longevity bonus dates will be based on an employee's adjusted state start date, the date currently used to determine rate of vacation accrual. The longevity bonus will be paid within the pay period in which the classified staff member's length of service reaches 10 years (or increments thereof) rather than paying on the service anniversary date. KU Human Resources is in the process of reviewing bonus pay dates for all eligible classified staff.

The bonus pay will be included in the regular paycheck, not paid separately. This is financially advantageous, as taxes will then be calculated using the tax tables rather than the higher, supplemental withholding tax rates (i.e., 28% for federal and 5% for state).

Another change with regard to the bonus is that a longevity bonus will be paid only if a current evaluation (satisfactory or higher) is on file.

Classified Staff Pay Increases

Presently, pay step increases for classified staff occur at the beginning of a pay period. Under the new HR/Pay system, classified pay step increases may occur within a pay period, assuming a current evaluation rating of satisfactory or higher is on file. KU Human Resources will no longer make attempts to coordinate a classified staff member's evaluation rating period with his/her annual pay step anniversary date.

Be sure to read next week's FYI HR/Pay Update #4 supplement, where we will begin discussion of student hourly payroll procedures, and outline the new classified recruitment and performance evaluation procedures. (Additional copies of the FYI HR/Pay Supplements are available from Sandy Gilliland, 4-3601).
Proposed Unclassified Faculty/Staff Leave Policy*

Regents unclassified employees on fiscal year appointments (12 month) shall earn annual leave. Annual leave shall be earned for the first and second biweekly pay periods during the first 11 months of the fiscal year. Annual leave earned shall not exceed 176 hours per fiscal year. Employees appointed after the beginning of the fiscal year shall earn annual leave during the twelfth month as long as they do not exceed the 176 hour maximum.

Employees may accumulate a maximum of 304 hours of annual leave. The maximum shall be applied each pay period. Upon separation of employment, including retirement, no employee may receive payment for more than 176 hours of annual leave.

Sick leave will be earned each pay period with no maximum limitations.

Exempt Regents Unclassified employees will earn annual and sick leave each pay period effective December 17, 1995 as follows:

<table>
<thead>
<tr>
<th>Unclassified Exempt Leave Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment FTE</td>
</tr>
<tr>
<td>.75 -- 1.00</td>
</tr>
<tr>
<td>.50 -- .74</td>
</tr>
<tr>
<td>.25 -- .499</td>
</tr>
<tr>
<td>&lt;.25</td>
</tr>
</tbody>
</table>

NOTE: Exempt employees do not report time worked, only leave taken as half/full day.

<table>
<thead>
<tr>
<th>Unclassified Non-Exempt Leave Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours in Pay Status Per Pay Period**</td>
</tr>
<tr>
<td>Sick Leave</td>
</tr>
<tr>
<td>00 - 07</td>
</tr>
<tr>
<td>08 - 15</td>
</tr>
<tr>
<td>16 - 23</td>
</tr>
<tr>
<td>24 - 31</td>
</tr>
<tr>
<td>32 - 39</td>
</tr>
<tr>
<td>40 - 47</td>
</tr>
<tr>
<td>48 - 55</td>
</tr>
<tr>
<td>56 - 63</td>
</tr>
<tr>
<td>64 - 71</td>
</tr>
<tr>
<td>62 - 79</td>
</tr>
<tr>
<td>80 - ***</td>
</tr>
</tbody>
</table>

*Final approval must be received by Regents Council of Business Officers.

**"Hours in Pay Status" does not include overtime hours worked.

***Maximum standard hours allowable under the Fair Labor Standards Act.
### Classified Staff Time & Leave Reporting

**Non-Exempt (Hourly) Staff**

Time worked and leave taken will be reported in quarter hours as noted below:

<table>
<thead>
<tr>
<th>Minutes Worked</th>
<th>Hours Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 - 07</td>
<td>0.00</td>
</tr>
<tr>
<td>08 - 22</td>
<td>0.25</td>
</tr>
<tr>
<td>23 - 37</td>
<td>0.50</td>
</tr>
<tr>
<td>38 - 52</td>
<td>0.75</td>
</tr>
<tr>
<td>53 - 67</td>
<td>1.00</td>
</tr>
</tbody>
</table>

### Sick Leave Earnings

<table>
<thead>
<tr>
<th>Hrs in Pay Status Per Pay Period*</th>
<th>Hrs Earned Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 - 07</td>
<td>0.0</td>
</tr>
<tr>
<td>08 - 15</td>
<td>0.4</td>
</tr>
<tr>
<td>16 - 23</td>
<td>0.8</td>
</tr>
<tr>
<td>24 - 31</td>
<td>1.2</td>
</tr>
<tr>
<td>32 - 39</td>
<td>1.6</td>
</tr>
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<td>40 - 47</td>
<td>2.0</td>
</tr>
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<td>48 - 55</td>
<td>2.4</td>
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<tr>
<td>56 - 63</td>
<td>2.8</td>
</tr>
<tr>
<td>64 - 71</td>
<td>3.2</td>
</tr>
<tr>
<td>72 - 79</td>
<td>3.6</td>
</tr>
<tr>
<td>80 -</td>
<td>3.7</td>
</tr>
</tbody>
</table>

*"Hours in Pay Status" does not include overtime hours worked.

### Vacation Leave Earnings

<table>
<thead>
<tr>
<th>Hrs in PS*</th>
<th>&lt; 5 Yrs</th>
<th>5 &amp; &lt; 10 Yrs</th>
<th>10 &amp; &lt; 15 Yrs</th>
<th>15 Yrs &amp; &gt;</th>
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*"Hours in Pay Status" per pay period does not include overtime hours worked.

**Maximum standard hours allowable under the Fair Labor Standards Act.
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PERSONNEL

Esther Boyd has been hired as the Library Assistant I at the KU Regents Center Library, replacing Donna Kipp. Esther is presently a LAI in the Science Library and will transfer to the Regents Center effective October 11, 1995.

Faye Christenberry, Jim Dryden, and Lyn Wolz have been appointed to three part-time Reference Librarian positions at the KU Regents Center Library. Faye Christenberry received a graduate degree in library science from the University of Illinois in 1991. She has served as a Reference-Bibliographic Instruction Librarian with Berea College, Berea, Kentucky, and Humanities Librarian with Hope College, Holland, Michigan. Faye is presently employed as a part-time Librarian with Baker University, Baldwin City, Kansas.

Jim Dryden received a graduate degree in library science from Indiana University in 1993 and has been employed as a Reference Librarian with the William F. Laman Public Library in North Little Rock, Arkansas. He is presently employed as a part-time Librarian with Buffalo Airways in Kansas City, Missouri.

Lyn Wolz received a graduate degree in library science from the University of Missouri, Columbia in 1975. She has been employed as a Reference/Bibliographic Instruction Librarian at Ferrum College, Ferrum, Virginia, and is a part-time Reference Librarian with Penn Valley Community College in Kansas City, Missouri.

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 am, Tuesday, October 17, 1995. 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.

HEALTH INSURANCE CHANGES FOR 1996

Several changes will occur to the State’s health insurance plan for the 1996 calendar year. All staff will receive a packet of information from KU’s Staff Benefits Office and are encouraged to review carefully the options for 1996. In addition to mailing information packets, the Benefits Office has scheduled several open meetings (see attached schedule). Some of the major changes are summarized as follows:

* HMO Kansas will not be available after December 31st; however, several other HMO options are available.
* The dental plan will change from Blue Cross/Blue Shield to Delta Dental, and not all dentists in the Lawrence area will participate in the new plan.

(continued)
HEALTH INSURANCE CHANGES FOR 1996 (continued)

* The prescription drug program will be provided by Diversified Pharmaceutical Services using its National Pharmaceutical Network. Staff should check with their pharmacist to see if he/she participates in the network. The mail order prescription drug program will no longer be available.

* Beginning in 1996, premiums will be deducted biweekly, and the coverage period will be bi-weekly.

NOTE: There will be no health insurance premium deducted from the December 29, 1995 paycheck nor the January 12, 1996 paycheck.

If you presently have Blue Select coverage and wish to continue that coverage, you do not need to complete any forms during the open enrollment period. If you wish to make any changes to your health insurance coverage for calendar year 1996, you must complete the appropriate forms (the Administrative Office will receive a supply of forms) during the "open enrollment" period, October 1-31, 1995.

If you presently have Blue Select coverage and wish to continue that coverage, you do not need to complete any forms during the open enrollment period. If you wish to make any changes to your health insurance coverage for calendar year 1996, you must complete the appropriate forms (the Administrative Office will receive a supply of forms) during the "open enrollment" period, October 1-31, 1995.

These and other changes will be covered during the open meetings and explained in the packet of information to be distributed by the Staff Benefits Office. Additional information will follow as it becomes available.

Sandy Gilliland

DEADLINE FOR SELF-NOMINATION FOR PROMOTION IN RANK

When the call for Library faculty promotions was issued last month, we were unaware of the University's deadline for self-nomination for promotion in rank. We have since been notified that Library faculty who wish to self-nominate for promotion must submit their promotion dossiers to the Office of Academic Affairs by 5:00 p.m. Friday, October 6th. As per University policy, the promotion files of library faculty who self-nominate will then be returned to the Libraries for consideration by the Libraries' Committee on Promotion and Tenure.

Questions regarding this and other relevant deadlines may be addressed to members of the Libraries Promotion and Tenure Committee or to Sandy Gilliland.

Sandy Gilliland

AFFIRMATIVE ACTION AND CULTURAL DIVERSITY: ISSUES AND CONCERNS

Edmund Cooke, Jr., an attorney who has served as counsel for the Library of Congress on EEO and Affirmative Action matters, and co-editor of the Disability Law Reporter Service will be making a presentation entitled "Affirmative Action and Cultural Diversity Issues Related to the Library Staff," in the Spencer Research Library Auditorium, at 9:45 a.m., on Thursday, October 5th.

A panel discussion entitled, "Affirmative Action--Is It A Thing of the Past?" featuring as moderator, Maurice Bryan, Director of Affirmative Action; and panelists, Edmund Cooke, Jr.; Professor Burdett A. Loomis, Political Science; Associate Professor Stephen R. McAllister, School of Law; Rose A. Marino, Associate General Counsel; and Joyce Pearson, School of Law, will be held in the Frontier Room of the Burge Union at 2:00 p.m. the same day.

These presentations are co-sponsored by the University of Kansas Libraries Cultural Diversity Advisory Committee, Staff Development Committee, and the School of Law.

-- J. B. Love
REQUEST FOR STAFF DEVELOPMENT FUNDS TIMELINES

Due to changes in State and University regulations, requests for staff development funds must reach the Committee according to the timetable given below in order to guarantee funding.

- Out-of-state events: at least TWO (2) months in advance of the date of travel
- All other events: at least ONE (1) month in advance of the date of travel (events taking place in certain "border cities", such as Kansas City, MO, fall under the one month deadline as well. Please consult Rhonda Boose to see if your destination is considered a "border city")

For in-state and "border city" travel, there are no deadlines to reimburse expenses which individuals have already paid for out of their own pockets (provided that staff development funds are still available). For out-of-state travel, the two month advance deadline still applies.

Finally, if you request and are granted SDC funding, but, for some reason do not make use of the funding, you MUST contact BOTH Rhonda Boose and Kristi Cook that you will not be making use of your award. This allows both the SDC and the Library administrative office to know how much funding is available to fund other requests.

SDC ANNOUNCES NEW $$$/SHARE AMOUNT

The Staff Development Committee is pleased to announce that, on the strength of a $2,000.00 increase from Dean Crowe to this year’s staff development fund, the SDC is able to raise the dollar amount per share from $90.00 to $105.00. This award change is effective with requests received by the committee after October 1, 1995.

KU TELEPHONE DIRECTORIES

All departments should receive this week the 1995/96 KU telephone directories. Staff are encouraged to check their individual listing in the directory and report any errors to the Library Administrative Office.

HR/PAY UPDATE #4

HR/Pay Update #4 will be included in the October 5, 1995 issue of FYI, and will include an explanation of the changes to occur in classified staff recruitment procedures and student hourly payroll procedures.

PARK CLEAN-UP THIS SATURDAY

Please come join other library staff--and significant others (spouses and children welcome)--at Chaparral Park at 10:30 a.m. on Saturday, September 30th. This is part of the city’s Adopt-a-Park program. Chaparral Park is located two blocks east of 27th and Haskell.

ATTACHMENTS

LFA Executive Committee minutes--August 28, 1995, September 18, 1995
Nominating and Ballot Committee minutes--July 17, 19, 21, 25, 1995
Code and Bylaws Committee minutes--August 29, 1995
Staff Development Committee minutes--August 23, 29, 1995, September 12, 1995
Planning and Resources Committee minutes--August 25, 1995, September 1, 1995
Staff Development Committee Travel report--Sherry Hawkins
LFA EXECUTIVE COMMITTEE

Minutes of the August 28, 1995 meeting


Sandy Gilliland was unable to make today's meeting.

The minutes of the August 22, 1995, meeting were discussed and approved.

LFA committee updates:

· Brad Schaffner was elected Chair, and John Richardson Secretary, of the Salaries & Benefits Committee.

· Mel DeSart was elected Chair, and Margaret Wilson Secretary, of the Staff Development Committee. Kristi Cook will be responsible for distributing travel-request forms and for receiving travel reports.

· Nancy Burich was elected Chair, and Lorraine Moore Secretary, of the Planning & Resources Committee.

· The Code & Bylaws Committee has requested the latest version of the LFA Code of Governance on disc and is pursuing leads as to who might have it.

· No word yet from LCPT on the results of their elections, although we expect to hear shortly from them.

Charges to LFA Committees (continued from August 22)

Planning & Resources Committee (continued from August 22)

As agreed on at the meeting, the wording for these charges would be put together following the meeting and inserted into the minutes.

1) Base Budget Reductions. It was suggested that we charge the PRC to work with the Library Administration to identify and work toward ways to meet the budget reductions as mandated by the University. Further, the PRC should assure that the LFA members at large have the opportunity to participate in the discussion that leads to the PRC's final report on this issue.

2) Progress of the Strategic Plan. Continue to monitor the Libraries' progress toward meeting the goals outlined in the Strategic Plan and report to LFA Exec the situation. In their 1994-1995 annual report the Budget & Planning Committee indicated they were beginning to review the Strategic Plan. We would like to have a report on known progress in implementing the Strategic Plan's recommendations, a one-page report which eventually could be published in FYI.
3) Planning Notebooks. The material contained in the Planning Notebooks is useful and should be preserved. Aware of the problems inherent in keeping these Notebooks updated, LFA Exec nonetheless would like to charge the PRC with developing a way in which these Notebooks can be updated and maintained on a continuing basis. LFA would like assurance that they will be deposited with the Archives so as to be readily available for future queries on planning activities in the Libraries.

4) Departmental Resource Papers. If these are requested again this year, the PRC should be prepared to gather and analyze them for salient points and trends therein and share the summary with LFA Exec.

5) Space Planning. We wish for space planning to remain a high priority and a critical issue for the Libraries and not get neglected in the crunch of other pressing issues this year. We would like to charge the PRC to work with Kent Miller and Dean Crowe to report to the LFA Exec on the current Library space situation and plans for immediate and future needs.

Salaries & Benefits

Susan briefed us on one item not included in S&B's 1994-95 annual report -- a joint letter last November from Brad Schaffner, Chair of LFA, and Geoff Husić, Chair of S&B, to the Dean. In this letter they spelled out their concerns with aspects of Library Faculty salaries. The Dean then forwarded this letter on to VC for Academic Affairs Shulenberger, who in response set aside some monies for the Dean to use in correcting some salary compression.

We decided to make no additional charges to Salaries & Benefits at this time.

Appointment Criteria

This committee is made up of the Chairs of LFA, LCPT, and Salaries & Benefits, with the Assistant to the Dean for Personnel ex-officio. This committee reviews criteria for faculty appointments and recommends changes or additions or revisions as necessary. It meets as needed, and did not meet last year.

There are no specific charges at this time; there may be one or more at a later date if warranted.

Committee on Evaluation of Service and Research

We will charge the Committee on Evaluation of Service and Research to review the existing guidelines used in evaluating and determining ratings for service and research. The Committee shall report to the LFA Exec on the guidelines. Their report shall include, as appropriate: problem areas, revisions needed to ensure consistency with external changes in service and research requirements, suggestions for improvement of the review process, and guidelines to aid library faculty in the construction of parts II-V of the Faculty and Staff Annual Report (FASAR).

A second charge for CESR is to draft a code change reflecting an annual review of guidelines.
Code & Bylaws

We will give them a specific charge to publish an updated version of the LFA Code. Also, we will ask them to have the chairs of LFA committees contact their predecessors to get past documentation and files for their respective committees.

There are no other special charges at this time.

Staff Development

We are awaiting their 1994-1995 annual report. If we do not receive it by our next meeting, we will go ahead with any specific charges we might wish to make.

Other business

We will ask the past chairs to cull their files for duplicative and/or extraneous materials before handing them over to the new chairs. The purpose for these requests is to help the incoming chairs and new committee members quickly become familiar with the committee's history and procedures.

We will not meet the following two Mondays: September 4 & 11.

Our next meeting will take place on Monday, September 18, at 10:30 in Watson Conference Room A. We will ask Sandy Gilliland to join us to discuss the proposal to have a representative from LCPT and/or CESR on search committees for library faculty candidates or as part of the candidates' interview schedules. At the same meeting we also would like Sandy to discuss supervisor evaluation training. (See the August 22 meeting minutes for details.)

Submitted by Gordon Anderson
LFA EXECUTIVE COMMITTEE

Minutes of the September 18, 1995 meeting

Absent: G. Gillespie
Guest: Sandy Gilliland

There are three handouts for this meeting: the agenda; a list of LFA committees and their members for 1995-1996; and Margaret Wilson's suggested charge to the Committee on Evaluation of Service and Research.

Meeting with Sandy

Sandy joined us at the beginning of the meeting to talk of many things.

1. Why have "administrators" been listed separately on the LFA roster?

This document was not intended for LFA's use. Sandy will fold these names back into their respective ranks and generate a new list for LFA to refer to. The Chair noted that the University Bylaws place no restrictions on administrators serving on committees.

2. Can you give us any guidance regarding the "training for evaluators of unclassified employees"?

In 1992 a Board of Regents task force mandated that their institutions establish procedures for training supervisors in the procedures and policies of evaluating their unclassified employees. Upon receiving this mandate, the Dean wanted the Libraries to go ahead with establishing a faculty training program. Maureen Sullivan was called in as a consultant for a two-day workshop. Rick Clement, then President of LFA, led the Faculty in drafting a response to this mandate in a document dated March 16, 1993.

Sandy feels we could really use an up-to-date training program for supervisors of unclassified employees. The purpose of the Regents Task Force recommendation is to push for the establishment of ongoing unclassified-employee evaluation programs in the university's departments and units. Sandy will find out what kinds of documents Human Resources might have which provide useful suggestions for guidelines. She will also find out what progress, if any, other departments have made on training supervisors of unclassified employees.

Susan noted that the LFA governance structure is changing in light of the restructuring at the top administration and that these changes will effect any supervisor evaluations of unclassified employees. The Dean himself directly supervises more unclassified employees than before.

Sandy reminded us that the FASAR is not required for annual evaluation. A different format could be used, such as an annual update of one's curriculum vitae.
3. In their 1994-95 annual report LFA Exec "discussed ... the possibility of including a meeting between LCPT (and perhaps CESR) and candidates during job interviews", so that the latter are at the outset familiar with the Libraries expect of them as Faculty members. What is your perspective on this issue?

Currently Sandy talks with candidates about benefits and quite a bit about the three ranks, the merit review process, the annual performance review, and briefly about the promotion and tenure process. She also described the difference between internal and external promotion & tenure review. Candidates do not see the "blue form", because of the crush of documents and papers they already have received during their brief visit to the KU Libraries. They do receive a statement on the criteria and expectations of the performance evaluation and the promotion and tenure criteria.

Exec members wondered if it is appropriate to present all this to the candidates, or to the new hires themselves. Or, do the search committees need to be instructed on how to present this information to candidates? for example, during the search committee's formulation of a roster of questions to be asked of all the candidates.

It was suggested that the candidate or new hire personally needs to be responsible for knowing the Libraries' expectations on annual review and on progress toward tenure and promotion, at least by the time s/he signs the employment contract. It was also suggested that candidates receive some kind of written statement on the criteria for annual review and promotion & tenure, at some point during their candidacy. Sandy said she does give the candidates a copy of the March 16, 1993, LFA memorandum.

It was also asked if, indeed, we have already made the necessary adjustments on this issue because we are now giving candidates more information on review and promotion and tenure criteria and expectations. Sandy said yes.

Sandy will give Exec something in writing explaining what she presents to candidates about annual performance review and evaluation and promotion & tenure criteria. We might think about having some kind of statement for candidates to sign at the point of hire, a statement in which the new employee indicates being informed about these requirements to date and their being subject to change.

Sandy will meet with us again in a few weeks to continue this discussion.

Scheduling meetings

Next week we will meet with the Dean to talk about the issue of supervisor evaluation training and about base-budget reductions.

We decided to meet from 10:30 till 12:30 for the next few weeks in order to get caught up. We will keep the meeting dates we have already established (i.e., every Monday morning, 10:30 till 12:30) -- and we'll cancel meeting times when feasible.
Minutes

We reviewed the minutes of August 28, 1995, and made some corrections. Other corrections need to wait until members send Gordon their texts regarding charges to LFA committees.

Base-budget reduction information sessions

Planning & Resources Committee is sponsoring information sessions on the mandated reductions in the base budget. These are scheduled for Wednesday and Thursday, September 20 and 21, with presentations by the Dean followed by an opportunity for open discussion. The PRC will then present its report and recommendations to LFA Exec.

LFA needs to be well informed on the substance of these meetings before we meet with the Dean on September 25. It is thus important that each of us attend one at least one of these two meetings.

Charges to LFA committees (continued from August 28)

Margaret submitted draft of Exec's charge to CESR. It will be incorporated into the August 28 minutes. Gaele's draft of a charge to the PRC has not yet been received.

Staff Development Committee

In lieu of an annual report, extensive discussion of this Committee's activities was carried out with the SDC chair, Mel DeSart. He outlined their activities regarding equipment purchases, funding of staff development activities (such as the Soaring to Excellence conference series), and the award of travel support. SDC has spent out their budget for this fiscal year, which ends September 30. Based on the Staff Development Committee's meeting minutes from August 23, 1995, Mel and Exec spent a bit of time discussing SDC's expanded role, their many activities this past year, and their expanded budget. One possible charge to SDC for this year might be that they provide in their minutes periodic reports on their budget expenditures.

Exec will wait one more week before sending out charges to LFA committees.

The next meeting will be Monday, September 25, 1995, 10:30 - 12:30, Watson Conference Room A.

Submitted by Gordon Anderson
NOMINATING AND BALLOT COMMITTEE
July 17, 1995
Present: Jennie Dienes, Jill Girardo, Lorrie Knox

The committee selected a chair and secretary. Jennie Dienes agreed to be Chairperson and Lorrie Knox, Secretary.

LFA Exec has asked N&B to prepare a ballot, as soon as possible, for three positions. The Library Committee for Promotion and Tenure has a LIII vacancy due to the resignation of Susan Hitchens. The Committee for the Evaluation of Service and Research has two vacancies, one needs to be a LI and the other a LIII. Jennie offered to contact Susan Craig (Chair of LFA) to clarify length of the various terms and to see if an August 11 deadline would be quick enough for LFA Exec purposes.

N&B discussed the use of preferential voting and procedures for soliciting candidates.

Submitted by Lorrie Knox

NOMINATING AND BALLOT COMMITTEE
July 19, 1995
Present: Jennie Dienes, Jill Girardo, Lorrie Knox

N&B finalized ballot preparations for LCPT and CESR. Jennie verified the LCPT vacancy will be a one-year term. The CESR vacancies are both two-year terms. Committee members divided up the librarians to be polled among themselves.

August 11 will be the deadline for returning ballots.

Submitted by Lorrie Knox

NOMINATING AND BALLOT COMMITTEE
July 21, 1995
Present: Jennie Dienes, Jill Girardo, Lorrie Knox

After the first round of phone calls (or personal contacts) with eligible LI’s and LIII’s, the committee still needed one more LIII to run for LCPT and two LIII’s to run to CESR. Susan Craig graciously offered to assist N&B by contacting eligible LIII’s in hopes that further persuasion might bring forth candidates.

Submitted by Lorrie Knox

NOMINATING AND BALLOT COMMITTEE
July 25, 1995
Present: Jennie Dienes, Jill Girardo, Lorrie Knox

N&B met to verify and approve wording of LCPT and CESR ballots. Ballots were addressed and mailed out.

Submitted by Lorrie Knox
MINUTES
Code and Bylaws Committee
August 29, 1995
Members: Mary Roach, Connie Powell, Rick Clement

The meeting was called to order by Acting Chair Mary Roach on August 29th at 1:45 in the Spencer Research Library Conference Room. The first order of business was the selection of officers for the coming year. Mary Roach will act as Chair, the Secretary will be Connie Powell and Rick Clement will keep the disk copy of the Code and Bylaws.

The Code and Bylaws need to be brought up-to-date in several areas to reflect:

1. Changes in LCPT membership
2. Overlapping membership in CESR
3. The change of name of the Budget and Planning Committee
4. That Staff Orientation is no longer an LFA Committee
5. Other changes as reported in Annual Reports, the LFA Executive Reports and from ballots of the Nominating and Ballot Committee

The Committee will review the Code for grammatical and spelling errors and decide the numbers of copies which need to be distributed.

Our goal is to have a complete updated Code in time for the Fall LFA general meeting. To this end each member will receive from Rick Clement a copy of the 1993 Code and Bylaws.

The meeting adjourned at 2:10.

Connie Powell
MINUTES
STAFF DEVELOPMENT COMMITTEE
August 23, 1995

Present: Kristi Cook, Deborah Dandridge, Mel DeSart, Sandy Gilliland, Al Mauler, Rachel Miller, Margaret Wilson

The first business of the new committee membership was to elect officers: Mel will be chair and Margaret will continue as secretary. We also reassigned the duties which were previously the responsibility of former members Janet Anderson-Story and Carole Dibben:
- Kristi will be the staff development fund bookkeeper (maintains and distributes travel request forms, receives travel requests, maintains accounting figures for travel fund expenditures, notifies staff of the status of their request, keeps track of who has turned in their travel reports and forwards the reports to FYI, in conjunction with the Administrative Office maintains accounting figures for SDC program expenditures).
- Al is the new continuing education coordinator (keeps CE forms, distributes forms at programs, keeps a ledger of CE credits earned by each staff member and reports to Shannon Roy, the state CE officer.
- Rachel will be responsible for SDC program evaluations (maintains and distributes forms at programs, records attendance, archives completed evaluation forms, and compiles year-end statistics and summaries).

The Committee approved a request for staff development funds from Brad Schaffner to attend the National Conference of the American Association for the Advancement of Slavic Studies, Oct. 26-29, 1995 in Washington D.C. Margaret informed the Committee of two requests that had been received over the summer which she and Sandy had approved: from Deborah Dandridge and Mary Hawkins to attend the Annual Conference of the Society of American Archivists, Aug. 30-Sept. 3 in Washington, D.C.

The minutes of June 28 were corrected and approved.

The Committee established that it will meet regularly on Tuesdays from 9:00-10:30.

Margaret reported on the status of last year's annual report. Gaele Gillespie anticipates that it will be completed by next week's meeting. We have not yet gotten this year's charge from LFA Exec.

Sandy passed out a memo from the Dean concerning the allocation of funds from the Library Administration for the Staff Development Committee's use. The Dean has increased the fund from $12,000 to $14,000.
We began discussion of a "to do" list of unfinished business from last year's Committee.

- We added an additional item: by Sept. 30 we will need to have analyzed last year's allotments of travel funds in order to establish allotments for next year's fund.
- Deborah volunteered to act as the Committee coordinator for the Edmund Cooke program.
- Margaret requested that establishing a usage, storage and security policy for the Committee's video equipment be a top priority.

The next meeting of the Committee is August 29, Watson Conference Room B, 9:00-10:00.

Minutes submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
August 29, 1995

Present: Kristi Cook, Mel DeSart, Al Mauler, Rachel Miller, Margaret Wilson

The minutes of August 23 were approved.

STAFF DEVELOPMENT FUND
- Mel will send an announcement to FYI that Kristi Cook replaces Carole Dibben as the Committee's bookkeeper, and that Kristi is the person to contact for staff development fund request forms. Mel will also send to each staff member a memo with the revised timeframe for submitting requests for travel funds.
- The balance of the fund is $602.95. Kristi will meet with Sandy to verify that our balance is consistent with Administrative Office accounting.
- Mel reported that there will be no problem using money in this year's fund to pay for SDC events which will occur in the next fiscal year (i.e. after Sept. 30).

EDMUND COOKE PRESENTATION
- Johnnie Love has asked the Committee to send out its traditional blue flyers to the library community announcing the sessions which library staff will be invited to attend. We will do this once the details of the sessions have been confirmed. The flyer will not include a registration form as space is not an issue and SDC will not be responsible for refreshments.
- We determined that we would not hand out evaluation forms but we will hand out continuing education forms at both sessions.
- The morning presentation should be videotaped (the maiden voyage for the Committee's new camcorder!). Margaret will ask Johnnie to obtain Mr. Cooke's permission to tape his talk. She will also ask Deborah her opinion on the advisability of getting written consent for future tapings and if she has any consent forms which could be modified for our purposes.
- It is not known at this time what will be SDC's financial involvement for this program. The only expenses Mr. Cooke wants reimbursed are for travel and lodging.

VIDEO EQUIPMENT. The Committee discussed the issues of storage, security, and use of our new video equipment (camcorder, tripod, VCR, cart, and television). The television arrived broken and a replacement has been ordered. The Catalog Dept. has requested that they be allowed to use the VCR and TV to view videotapes for cataloging purposes. The Committee agreed that this was an appropriate use of the equipment, but it emphasizes the need to develop policies for storage and use. Suggested places for storage are: the Kurzweil room, faculty study #6, which is currently being used by Kent as a storage facility, the ramp, the 5th floor supply room, the Catalog Dept. supply room, and the
southeast corner of the Catalog Dept. Mel will schedule a talk with Kent to discuss storage needs. Al will draft a policy statement for equipment use. Al will also compile a short instructions sheet on how to use the camcorder and diagrams for hooking up the vcr and tv.

CROWE MEMO. We discussed the memo Dean Crowe had sent the Committee dated July 11, 1995. We will schedule a future meeting with him to discuss the points addressed in his memo, including the funding of BCR workshops (see minutes of Jan. 19, 1995) and systematic evaluation of the effectiveness of our allocations of funds for travel and for staff development programs.

The next meeting of the Committee is Sept. 12, Watson Conference Room B, 9:00-10:30.

Minutes submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
September 12, 1995

Present: Kristi Cook, Deborah Dandridge, Mel DeSart, Al Mauler, Rachel Miller

The Minutes of August 29, 1995 were approved.

TRAVEL REQUESTS
- The Committee approved requests for staff development funds from Gordon Anderson to participate in the national convention of the American Association for the Advancement of Slavic Studies, October 26 - 29, in Washington, D.C. and from Jana Krentz to participate in the South Atlantic Modern Languages Association, November 2 - 6, held in Atlanta, Georgia.

CULTURAL DIVERSITY FORUM WITH EDMUND COOKE
- Plans for distributing the traditional blue flyers to the library staff for the program were finalized. Rachel agreed to alert the library staff about the program this week by e-mail. Deborah was assigned the task to work with Johnnie and Sandy in producing the flyers and to inquire further about additional responsibilities of the Committee for the program. The legal requirements to videotape this program and others were discussed and plans were made to seek advice on the matter.

AV EQUIPMENT UPDATE
- The Committee discussed places to store the equipment, which included an area in the Cataloging Department volunteered by Lorraine Moore, and procedures for using the equipment. Al and Mel will draft a general policy of use for the equipment.

SCHEDULING MEETING WITH DEAN CROWE
- To share the Committee's determination of this year's program, a meeting date with the Dean was explored. Mel agreed to check with Rhonda for a date before November, if possible. When the date is confirmed, all members of the Committee will be informed by e-mail.

SOARING TELECONFERENCE
- The Committee agreed to sponsor another Soaring Teleconference this year. Mel reviewed the funding and the Committee's tasks for last year's program. Plans for implementing this year's program were discussed.

Other issues on the "to do" list will be considered at the next meeting, including the revised travel guidelines for the next fiscal year.

Minutes submitted by Deborah Dandridge
Minutes
Planning and Resources Committee
August 25, 1995

Present at the meeting: N. Burich, K. Lafferty, V. Doll, N. Jaeger, J. Emde, S. Hewitt, L. Moore, W. Crowe (guest for the latter part of the meeting)
Absent: P. Donaldson

The meeting was called by Nancy Burich at the request of the LFA Executive Committee for the purpose of organizing for the fiscal year. Nancy agreed to serve as chair for the year and Lorraine as secretary. Nancy called our attention to the fact that the LFA code calls for the committee to have five members of the library faculty. She said she had sent a message to Susan asking about a fifth faculty appointment. [The fifth member is Penny Donaldson.] A regular meeting time was scheduled.

Nancy said that no charges have been received from LFA Exec. She said that we would be working with the Dean on preparation for the FY97 budget cut due in Administrative Affairs in October, and that we would probably continue to monitor the progress of the initiatives in the Strategic Plan.

Nancy Jaeger gave the committee members copies of the budget documents discussed at last week's Administrative Conference meeting and spent some time explaining them.

Dean Crowe joined the meeting to begin the explanation of the requirements placed on the library for a cut of $100,000 in the FY97 base budget. A brief discussion was held on the question of what the library will consider administrative cuts. The Dean said that of the Libraries' cut, 2.78%, or about $3000, was to be designated as cuts from administrative costs. The purpose of the this requirement for the instructional units is to insure that teaching is not over-represented in the cuts, but that a greater portion be taken from administrative costs than from teaching costs. For the Libraries and other units that are not instructional the distinction has less meaning. The Vice Chancellor has said that the Libraries may determine what to describe as administrative in whatever way is most reasonable for us.

The Dean distributed a document which presented a "Review of Possible Base Cuts," listing vacant positions and money potentially available. The Dean emphasized that the document listed personnel lines and money that could be cut, but that limiting or reassigning functions will be a separate consideration. It will be necessary to give up a number of positions, and some things won't get done. The functions of the positions that have been given up may, however, be reassigned. In some cases individuals will be reassigned to fill the lost positions, or, more likely, partially reassigned. No lay offs will be necessary and none are contemplated.
The Dean emphasized the need to consult widely and at the same time to respect the need for appropriate confidentiality in the case of individuals being considered for reassignment.

Shrinkage for FY96 has been met. The problem for the Libraries will come in the following years, after the base budget cut, when we will no longer have those vacant positions from which to generate shrinkage or help cover shortfalls in the student wage budget and the operating budget. The Dean said that we would rely on reserves in the income accounts until we have developed a means of covering these shortfalls.

The Dean said that he and others in library leadership plan to begin talking with individual department heads about vacancies and reassignments. In most cases reassignments will be partial. In the meantime he asked our committee to schedule further meetings with him. He plans to have two open meetings at the end of September, and he suggested that we co-sponsor those meetings with him. After those meetings he would like a report from us evaluating the proposals in terms of the Libraries' Roles and Aspirations Document (as required of the Dean by Academic Affairs) and the Strategic Plan. He said he plans to present specific proposals about lines to be cut at the open meetings. Planning for the reassignments will take longer, possibly much of the year, and will not be discussed in terms of specific individuals at the meetings.

The Dean further reported that expenses that we do not yet know the extent of for next year include furniture to be used with the new system and any added staff costs or savings occasioned by the change in online systems.

After the Dean left the committee began scheduling times for the open meetings and for committee meetings.

Submitted by Lorraine Moore, Secretary
Present at the meeting: N. Burich, K. Lafferty, V. Doll, N. Jaeger, J. Emde, S. Hewitt, L. Moore, G. Gillespie (LFA liaison, present for the first part of the meeting)

Absent: P. Donaldson

Burich introduced Gillespie and asked her to describe her role as LFA Executive Committee liaison to the committee. She said that a member of the Executive Committee had been appointed as liaison to each committee in order to promote communication between the Executive Committee and LFA committees. She said she may not attend every meeting, but we should advise her when we are having meetings we would particularly like her to attend. She reported that committee charges have been drafted and they will be sent to the committees after the Executive Committee has had another chance to go over them. She outlined for us what some of the topics under consideration are. Burich asked whether they might also want us to consider issues concerned with implementation of reorganization plans when we have a new associate dean. Gillespie noted that question to bring to her committee. She also asked us to keep the Executive Committee informed about our activities and, in particular, to inform her when we are going to meet with the Dean and when the Dean brings issues to us.

The committee was particularly concerned about having a clear understanding of what role the Executive Committee would like us to play in the upcoming process of required budget cuts. Gillespie said that the Executive Committee had not yet discussed that question, but that we should expect to acquire information on the process and make sure that that information is made available to staff and, in particular, to the Executive Committee.

Minutes of the meeting of August 25 were distributed and approved with the name of Penny Donaldson as a member added.

Burich gave each member copies of the Libraries' Strategic Plan and her own report to the committee last year concerning the status of the plan. She mentioned that one of our charges will be to monitor the areas addressed in the plan and send a report to the LFA Executive Committee concerning progress made. Jaeger provided a chronology of the budget activities of the Libraries as they have occurred during recent years. The committee briefly discussed whether resource papers would be called for this year. It was proposed that the committee might suggest that the call for papers be formulated so that they could be used as a basis for the continuing discussion of reassignments and functional priorities as well as their more immediate purpose, as background for the Libraries' budget documents that will be due in December.
Jaeger also explained the process of developing the equipment budget each year. It was decided that it would be useful for the committee to receive a copy of the summary of requests received for equipment.

The committee also discussed the question concerning the budget reduction process that we wished to bring up with Bill next week. Nancy said she would E-mail each of us a list of the questions she has and that we had discussed so far and then ask us to submit further questions via E-mail.

Submitted by Lorraine Moore, Secretary
This summer's ALA Conference was especially interesting for me because it was my first chance to meet other members of the ACRL (Bibliographic) Instruction Section's Management Committee. The beginning of the meeting was an open forum for "Bright Ideas" on the management of instructional services. Although the committee was most interested in management issues, the discussion time was spent on a variety of topics related to instruction.

LIRT's "Class Act: Producing and Presenting Library Instruction" starred Randy Hensley (U. of Hawaii at Manoa). His delightful presentation covered the basics of preparing the physical instrument or warming up the voice and body, limiting content, and motivation techniques. Michael Molenda (Indiana U.) gave a mnemonic: ASSURE - Analyze learners, State objectives, Select methods, media, materials, Utilize media, materials, Require participation, Evaluate and revise.

Other programs I found interesting were "Measuring Up: Improving Instruction Through Evaluation" featuring Dr. Georgine Loacker of Alverno College, and Peter Graham's "Gold in the Stacks" which was quite well attended. Graham's session included a handout bibliography chocked full of URLs leading to material on URC's or Uniform Resource Characteristics and more.

This was a very busy and informative trip for me and I want to thank the Staff Development Committee for their encouragement.

Sherry Hawkins

(Return this report to Carol A. Dibben, SDC Recordkeeper, Interlibrary Services, Watson Library)
HEALTH INSURANCE MEETINGS
As a reminder, the University will hold open meetings to discuss changes to the 1996 Health Insurance Program. All staff are encouraged to attend one of these meetings. See the FYI attachment for dates, time, and locations of the meetings.  

Sandy Gilliland

HUMAN RESOURCES TRAINING CALENDAR
Attached to this issue of FYI is a copy of KU Human Resources’ training calendar and Dependent Care Referral Service seminars for the months of October, November and December. Staff are reminded to obtain their supervisor’s permission to participate in these programs. Registration is included in the attached information.  

Sandy Gilliland

SARA TUBBY TO BE HONORED AT ANNUAL RETIREMENT DINNER
Sara Tubby, who retired from the KU Libraries in May, 1995 after 41 years of service, will be among several University classified staff to be honored for their service to KU during the annual Classified Retirement Dinner. The dinner will be held on Tuesday evening, October 24th, beginning at 6:00 p.m. If you are interested in attending the dinner, you must register by calling Human Resources, 864-4946. Registrations are due by October 19th. The cost of the dinner is $12.00 per person.  

Sandy Gilliland

TIME CARD DEADLINE "CHANGE"
Please send all student time cards, unclassified absence cards, and classified monthly time reports to Julie Slusser in the Library Administrative Office by 10:00 am, Monday, October 16, 1995. 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.

I have changed the timecard deadline due to some additional training I am attending for the new HR Pay.  

Julie Slusser

MASS DEACIDIFICATION VIDEO CONFERENCE
On Thursday, October 26, from 12:00 to 2:00 there will be a video conference entitled, "Mass Deacidification for Paper-Based Collections." The conference is produced by the Pittsburgh Regional Library Center, Robert Morris College School of Communications and Information Systems, and the University of Pittsburgh School of Library and Information Science. Speakers will include Robert DeCandido, Sally Buchanan, Kenneth Harris, Sue Kellerman, Randall Russell, and Chandru Shahani.

The conference will be aired in the Frontier Room of the Burge Union. If you are interested in attending the conference, please RSVP to Brian Baird (4-3568) by October 18.  

Brian Baird
ATTACHMENTS

Department of Human Resources Professional Development Calendar
HR/Pay Update #4
Open Enrollment announcement
Professional Development Programs
Staff Development Committee report--Ken Lohrentz
Staff Development Committee report--Kristin Welton
One of the state-wide changes to occur this year involves the procedures for recruiting persons to civil service positions. No longer will civil service examinations be required for employment eligibility. Instead, persons interested in employment with the State will be required to complete a "Registration for Employment" form, which is a scannable form or "bubble sheet". This form will instruct individuals to identify skills and proficiency levels, equipment they can operate, licenses and certificates and foreign languages. Each form will allow room for 10 skills, 2 languages, 2 licenses or certificates, and 3 types of equipment. Therefore, registrants may complete as many forms as needed in order to record all of their skills, languages, etc.

This new employment registration process will become effective also for classified staff who are currently employed with the State and who are seeking transfers, promotions, or other State civil service employment.

In addition to completing the Registration for Employment form, individuals will be asked to complete an application for employment.

Once individuals register for employment with the State, a confirmation letter will automatically be generated and mailed to the registrant from the Division of Personnel Services. The letter contains an applicant ID that the registrant will use when he/she applies for a position.

If individuals want to update their personal information or skills, they can obtain appropriate forms from KU Human Resources, or any job service center within the State of Kansas.

Additional information about changes in the civil service recruitment process is attached.

Student Time Cards

With the implementation of bi-weekly pay, the method of collecting time cards for student hourly staff will change. Beginning in mid-December, we will be required to enter into the HR/Pay system, the actual hours worked (daily work records) for all student assistants. We will NOT be allowed to enter a total number of hours worked for the two-week pay period.

This will significantly increase the amount of time involved in processing the Library's student hourly payroll and because of this, we are considering options for reporting student hours. We are presently discussing the feasibility of requiring a weekly report of student hours worked (showing actual hours worked each day of the week). Doing so would enable the Administrative Office to sort through any problems that may arise before the payroll is actually due.

Sample forms and procedures will be distributed widely among library staff within the next few weeks. Comments and suggestions are encouraged.

Sandy Gilliland and Julie Slusser

Watch next week's FYI for HR/Pay Supplement #5, where classified time reporting procedures and other related information will be discussed.
HOW WILL REGISTRANTS BECOME AWARE OF VACANT POSITIONS?

- When the University has a vacant position, Human Resources will open a job requisition for the vacancy. The job requisition is the foundation for all classified recruitment and selection activities. The job requisition will include the skills, licenses, and certificates that are required for the class. The Campus departments may also identify additional required and preferred skills for the position, based on specific requirements of the position as documented by the position description. At this time, Human Resources will assign points to the preferred skills for the position in consultation with campus departments.

- The required and preferred skills will be used as selection criteria for a vacancy. The selection criteria identified for the vacancy serve as a means by which candidates who apply for the job will be rank ordered.

- Each job requisition will be identified by a unique job requisition number assigned by the SHARP system. Registrants will use this number to apply for the vacancy in which they are interested. Registrants can obtain the job requisition number from one of the following Notice of Vacancy reports:

  - Requisition Posting
  - Notice of Vacancies Internal - Department [Agency Only]
  - Notice of Vacancies Internal - Statewide
  - Notice of Vacancies - External [Public Notice of Vacancies]

- Laid off employees who are eligible for reemployment will be able to apply for vacancies listed on the Notice of Vacancies Internal - Statewide report and the Notice of Vacancies Internal - Department report.

- All classified vacancies open to all State employees and to external applicants will be advertised regularly by the Notice of Vacancies Internal - Statewide report and the Notice of Vacancies - External report. These reports will replace the current State Promotion and Transfer List.

- Departments may, with authorization from Human Resources:

  - Advertise in newspapers, periodicals, and/or organization newsletters.
  - Provide vacancy information to Job Service Centers, local employment offices, and/or community based organizations.
  - Circulate vacancies at job fairs.

- The job requisition process is not required for direct entry classified positions or for unclassified positions.
HOW WILL REGISTRANTS APPLY FOR A VACANT POSITION?

• Registrants will apply for vacancies rather than classes. Vacancies will be posted on one of the Notice of Vacancy reports mentioned previously.

• Registrants apply for a vacancy by contacting the person identified on the Notice of Vacancy report(s) -- registrants are considered applicants only for vacancies for which they apply.

• When registrants apply for a vacancy, they need to provide the following information in order to associate themselves with a particular vacancy:
  - job requisition number
  - applicant I.D., name, or social security number

• Once an applicant is associated with a particular vacancy, an Acknowledgment Letter will automatically be generated and mailed to the applicant from the State Division of Personnel Services.

HOW WILL THE BEST APPLICANTS BECOME CANDIDATES FOR A VACANCY?

• Once recruitment activities have closed for a position, Human Resources can run a report or perform a SHaRP database search on-line to create a certified pool of eligible candidates who meet the selection criteria for the position in “best fit” order.

• With SHaRP, there will be one position number per job requisition. Therefore, a separate Certified Eligible Candidate Pool will be created for each vacant position.

• The Certified Eligible Candidate Pool will replace the “register” or “Eligible List” that is currently used. This list will be provided to campus departments by Human Resources. The Certified Eligible Candidate Pool will also replace the Reemployment and Reinstatement List.

• An applicant is considered a candidate for the vacancy only if he/she possesses all of the required selection criteria for the class and position.

• A veteran who meets the required skills for the class and position will receive additional points equaling 5 or 10 [if disabled] percent of the total available points assigned to the preferred criteria for the position.

• If an applicant does not meet the required selection criteria for the vacant position, he/she will not be part of the Certified Eligible Candidate Pool.
HOW ARE SELECTED CANDIDATES HIRED?

- Once you select the candidate you want to hire, notify Human Resources. Human Resources will change the disposition of the selected candidate to 'Hired'. SHARP will automatically change the disposition of all other applicants to 'Rejected'.

- Human Resources will have the option of generating and printing one or more of the following three standard letters. However, Campus departments may consult with Human Resources about generating such letters. The letters are not generated automatically.

  - **Offer Letter**: A standard letter that will be available to generate and mail to a candidate selected for a specific vacancy.

  - **Rejected - Not Selected For Hire Letter**: A standard letter that will be available to generate and mail to all candidates that met the required selection criteria for the vacancy, but were not selected to fill the vacancy.

  - **Rejected - Not Met Minimum Letter**: A standard letter that will be available to generate and mail to all applicants that did not meet the required selection criteria for the vacancy.
BENEFITS ... Your opportunity
select your own winning hand!

All state employees and direct bill participants participating in the Group Health Insurance Program will be enrolled in the DELTA DENTAL PLAN OF KANSAS for dental coverage. You may choose to enroll any dependents covered by your medical selection for coverage in the dental plan.

All State employees and direct bill participants participating in the Group Health Insurance Program will be enrolled in DIVERSIFIED PHARMACEUTICAL SERVICES Prescription drug coverage. Any dependents covered by the plan you select for medical coverage will also be enrolled in the prescription plan.

Ten MEDICAL PLANS will be offered to State employees and direct bill participants for the 1996 plan years. Depending on where you live you may select from:

- Three point of service plans
  - Blue Cross Blue Shield - Blue Select
  - Principal Maximum Choice
  - Principal Preferred Provider Organization
- Comprehensive Major Medical Coverage
  - Blue Cross Blue Shield - Traditional

Six Health Maintenance Organizations (HMOs)
- CIGNA HealthCare
- HealthNet Excel
- Kaiser Permanente
- Principal Gold-10
- Premier Blue
- Preferred Plus of Kansas (PPK)

SECTION 125 -- Pre-Tax Options
- Pre-Tax premium conversion option
- Health Care Flexible Spending Accounts
- Dependent Care Flexible Spending Accounts

OPEN ENROLLMENT
1996 Group Health Insurance
and Flexible Spending Accounts
October 2 - October 31, 1995

Employee Informational Meetings

DATE: October 10 & 11, 1995
TIME: 9:30 AM & 1:30 PM
PLACE: Big 8 Room, Ks. Union

Evening Meeting at 6:30 PM
on October 11, 1995 in the Malott Room, Ks. Union
## DEPARTMENT OF HUMAN RESOURCES
### Professional Development Calendar

**October, November, December 1995**

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<td>3</td>
<td>4</td>
<td>5 (STEP Day1) 8am - 12noon</td>
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<td>9</td>
<td>10</td>
<td>11</td>
<td>12 (STEP Day2) 9am - 3:30pm</td>
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<td>16</td>
<td>17 (Diversity) 8am - 12noon</td>
<td>18 (ADA Interviewing) (Day1) 1pm - 4:30pm</td>
<td>19 (STEP Day3) 9am - 4pm</td>
<td>20 (Classified Orientation) 9am 12noon</td>
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<td>23</td>
<td>24 (Diversity) 8am - 12noon</td>
<td>25 (ADA Interviewing) (Day2) 1pm - 4:30pm</td>
<td>26 (STEP Day4) 9am - 4pm</td>
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<td>2 (STEP Day5) 9am - 4pm</td>
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<td>6</td>
<td>7 (Communication) (Day1) 8am - 12noon</td>
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<td>9 (STEP Day6) 9am - 3pm</td>
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<td>13</td>
<td>14 (Communication) (Day2) 8am - 12noon</td>
<td>15</td>
<td>16 (STEP Day7) 9am - 3pm</td>
<td>17 (Classified Orientation) 1pm - 4pm</td>
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<td>28</td>
<td>29</td>
<td>30 (STEP Day8) 8am - 2pm</td>
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<td>4</td>
<td>5 (Responding to Negativity) 9am - 12noon</td>
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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 AD 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 864-7407.
PROFESSIONAL DEVELOPMENT PROGRAMS

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.

VIEWING UNDER ADA - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures in the hiring process while providing sensitivity to disability etiquette. This workshop will be co-presented by Human Resources and Affirmative Action staff.

ITION 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.

V 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.

W 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.

ODDING TO NEGATIVITY IN THE WORKPLACE - (3 hours) "Negativity" is a regular occurrence in the work place. It speaks and generates an uncomfortable work environment. This workshop will address ways to recognize the negative attitude and tools for coping and dealing with "negativity."

ervisory and Management Programs

ODCUTION 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.

ERVISORY 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.

ICHING 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.

essional Skills Programs

UNICATION - (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.

FLICT 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.

INGS 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.

AL 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.

ING 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.

SS AND TIME MANAGEMENT (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.

STANDING DIVERSITY - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

available this quarter

HUMAN RESOURCES

The University of Kansas
MORE PROFESSIONAL DEVELOPMENT:

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

If your department would like to request this service from Professional Development, you are invited to contact Kathleen Ames-Oliver at 864-7413.

KU DEPENDENT CARE REFERRAL SERVICE

Family Care giving Seminars are being scheduled for Saturday, November 18, from 9:45 to noon in the Lawrence Public Library GALLERY at no charge. Two one-hour topics will be presented. The first topic is "What's Inside? Teaching Young Children to Take Things Apart, such as Clocks, Irons, and Typewriters." A second topic of your preference will be available from the following list:

- "Childhood Fears"
- "Creative Art Processes and Activities"
- "Discipline: 1.2.3. Magic"
- "Creative Movement and Music"

Please call 864-4648 to indicate your interest. A minimum attendance is necessary.

Family Care giving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. Reservations are encouraged, yet not required. For pre-registration and more information, please call 864-4648 or 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.
Report on Spring meeting of Africana Librarians' Council

I attended the spring meeting of the Africana Librarians' Council, held at Northwestern University, Evanston, Ill., May 5-6, 1995. This meeting is characteristically quite different from the semi-annual meeting held in fall, in that it includes only the membership of the ALC itself. The fall meeting is held in conjunction with the annual conference of the parent body, the African Studies Association. With approximately 40 members present at the spring meeting, one experiences much more of a small-group feeling and has a better opportunity to get to know the members.

There were three standing committees that met, including the Cataloging Committee, the Bibliography Committee, and the business meeting of CAMP (Cooperative Africana Microform Project). As KU is not a member of CAMP, I only attended the CAMP meeting as a visitor, and will not report on those proceedings here. As for the Cataloging meeting, the following issues were discussed: 1) Expansion of the DT classification schedule is being considered to better accommodate library materials on the Indian Ocean islands. 2) A funnel project for subject headings in the field of Africana was implemented, and Elizabeth Plantz of Northwestern was chosen as coordinator. The project goal is to increase the number of subject headings submitted in the field of Africana. (To date, the number of headings submitted has been minimal.) 3) The committee decided to revive another cooperative cataloging project involving increased citing of cataloging sources in the 670 field of authority records for African languages. 4) Kay Elsasser of LC announced the completion of a number of cataloging tools or projects involving the LC schedules. Nearly complete is an ongoing effort to convert the LC classification schedules to online form. Also underway is a major revision of the schedules, with the attempt to establish consistency between them.

At the Bibliography meeting, the Herskovits contingent announced that the Africana Conference Paper Index (AFRC) would be telnet-accessible by fall. (Note: This database just became available via telnet a few weeks ago and is an excellent source for conference papers from the holdings at the Herskovits). Various members of the group also made announcements concerning bibliographic works in progress. These include a guide to African archival sources, a guide to official publications, and a cartobibliography of early maps in the University of Illinois collection. Another issue discussed was the problem of excessive prices charged by certain vendors, which will be discussed further at the fall meeting with concrete examples. Training of new colleagues in Africana librarianship was also discussed as a general issue, but also with specific reference to "grey literature". Various institutional reports were also given.

The meeting was very informative and beneficial for me, and I should like to thank the Staff Development Committee for the financial assistance which made my attendance possible.

Submitted by Ken Lohrentz
Last month I travelled back home to Washington D.C. for the Society of American Archivists 59th annual meeting. This was my first SAA meeting, providing me with the chance to attend sessions relating to the management of visual resource collections.

Some highlights of the meeting included a session entitled "Cultural Diversity and Optical Delusions." Panelists considered the potential pitfalls in the use and interpretation of images of African-Americans, Native Americans, immigrants and the deaf culture. Presenters included Barbara Natanson of the Library of Congress, Marguerite Glass-Englehart of Gallaudet University and Clifford Muse and Donna Wells of Howard University. Recommendations were made to archivists for approaching and interpreting these images. All panelists agreed that in historical research, visual documents can be sources for renewed questions and a catalyst for greater understanding, not simply the secondary illustrations of textual sources that they are often made to be.

Several of the graduate student archival research presentations were dedicated to issues facing visual resource managers. Elizabeth Kaplan of the University of Massachusetts at Boston delivered a paper entitled "Archivists and Visual Literacy--Intellectual Considerations and Practical Applications." She discussed some problems faced when describing pictorial content in words, noting the potential for going beyond description to interpretation in finding aids. Ira Galtman of New York University delivered "Bertillon Cards: Criminality, Progressive Reform, and Recordkeeping," in which he considered the changing value of visual records over time. During the question and answer portion of this session, both graduate students agreed that education for dealing with visual materials requires more consideration of intellectual issues than the mechanics of the material. It is not surprising that graduate students, with limited practical experience, would give precedence to theoretical concerns.

I was also able to participate in a repository tour of the Corcoran Gallery of Art Archives. The Gallery's archivist introduced William Wilson Corcoran's vision to collect American art, the history of the Corcoran building and the foundation of
the Corcoran Gallery of Art School. The archivist has won a small installation space in the gallery where a permanent exhibition of archival documents related to the Gallery have been displayed. The current exhibit included photographs of the construction of the building and correspondence relating to the acquisition of works of art in the permanent collection.

I would like to thank the Staff Development Committee for providing the financial support for this trip.
The University of Kansas Libraries
invite you to a reception to honor
library staff whose achievements have been recognized by:

promotion in rank during 1995

Maria Alexander
David Pardue

the recipient of the 1995 Chancellor's Distinguished Librarian Award

Rob Melton

the recipient of the Library Classified Employee of the Year Award

Bayliss Harsh

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

Maria Alexander        Kathy Lathrom
Sarah Couch            Johnnie Love
Jennie Dienes          Al Mauler
Wanda Dyer             Brenda Owens
Joy Fry                Lisa Shaw
Gaele Gillespie        Alex Slater
Carol Jeffries         Geri Slater
Miloche Kottman        Jim Smith
Inge Starr

Thursday, October 26th,
from 4:00 p.m. to 5:30 p.m.
in the Malott Room of the Kansas Memorial Union

A brief ceremony of recognition begins at 4:30 p.m.
HEALTH INSURANCE OPEN ENROLLMENT DEADLINE IS OCTOBER 31ST

Staff who wish to make changes to the health insurance coverage beginning in January, 1996, must complete health insurance forms this month. HMO Kansas will not be available after December 31, 1995; therefore, if you presently have HMO Kansas coverage you must enroll in one of the plans offered for 1996 (for residents of Douglas County): Blue Select, Cigna, Premium Blue, Principal Health Care - Gold 10, Principal Maximum Choice. Copies of physician lists and additional information about the health insurance programs for 1996 are available from Sandy Gilliland in the Library Administrative Office.

BOOK PUBLISHED BY RETIRED KU LIBRARIAN

Michael Palij, who retired from the Libraries' Slavic Department in 1984, has had his book The Ukrainian-Polish Defensive Alliance, 1919-1921: An Aspect of the Ukrainian Revolution published this month by the Canadian Institute of Ukrainian Studies Press (Edmonton & Toronto). Congratulations, Michael, on the successful completion of this important work.

NEW EXHIBITION IN SPENCER

We have just put together a small exhibition—just 12 books—entitled "A View of Africa: Early Maps and Engravings." It was arranged for the benefit of a specific visiting group but we feel that it holds rather more general interest and are keeping it open until the end of October. The earliest item shown is a map of West Africa, printed in Venice in 1565, and other maps show the development of European geographical knowledge up to the beginning of the 18th century. Engraved illustrations show views of Benin in the 17th century, and Kumasi and Tombouctou in the early 19th century. L. E. James Helyar

RECYCLE TELEPHONE DIRECTORIES

Bruce Coburn, Mail Room Supervisor, will deliver old KU telephone directories for recycling to one of several locations on campus. Departments who wish to discard their old telephone directories should have them ready for pick up with their regular out-going mail. Bruce and his staff will pick up directories through early December.

ATTACHMENTS

Minutes:
LFA Executive Committee: 9/25/95, 10/9/95
Staff Development Committee: 9/19/95, 9/26/95, 10/3/95
Classified Conference Executive Board: 10/3/95
Administrative Conference, 10/11/95
Disaster and Emergency Planning Committee, 8/21/95, 9/14/95
Nominating and Ballot Committee, 8/14/95

Travel Reports: Deborah Dandridge
LFA EXECUTIVE COMMITTEE

Minutes of the September 25, 1995 meeting


Guest: Dean Crowe

At the beginning of the meeting Dean Crowe spoke with us on the following topics:

LFA meeting with Chancellor Hemenway

Bill suggested that sometime during the winter, after the Chancellor has seen the report from the administrative restructuring task force and has made announcements on the outcome, that we ask the Chancellor to meet with the Library Faculty Assembly. At this meeting we could ask him to address the report's recommendations for administrative restructuring and how these changes may relate to the Libraries. Bill's suggestion is one of several such possibilities he mentioned.

A variation on this tack might be how the Chancellor sees the Libraries in light of these pending changes. Bill thinks we will have no problem getting the Chancellor to talk. There may be a problem of venue, however -- both the Watson conference rooms and the KSRL Auditorium are limited in capacity.

Training evaluators

Academic Affairs has made no queries on the matter of training supervisors to evaluate library faculty they supervise since they sent out the directive to departments two years ago. The units have been left to devise procedures and methods on their own. The changing administrative structure in the Libraries may be a good time to revisit this issue -- both the evaluation process and the training of evaluators. The latter should be focused on specific points, procedures and means of writing evaluations.

In response to the question of whether this is an appropriate issue for LFA to take up, Bill would like Exec's opinion on that question. He wants to keep ahead of general movement on this issue because of potential pressure from others, especially from the Regents.

Susan suggested that we delay further discussion on this topic until Sandy gets back to us. As noted in the minutes of September 18, Sandy plans to talk with Sandra Gautt about what other units are doing to train evaluators.
Other comments

We discussed with the Dean the open meetings held on base-budget reductions. We are eagerly awaiting the Planning & Resources Committee's report.

Everyone is urged to get their comments on the Associate Dean candidates to the Search Committee by Friday, September 28, 9:00 am (when the Committee meets).

Dean Crowe has been asked to serve on the search committee for the Dean of the College of Liberal Arts and Sciences, as a deans' representative.

Budget Angst prevails across Campus.

Bill would like to meet with Exec once a month. It is important to maintain regular communication, even if the meetings are not long.

At this point we finished our discussion with the Dean, who left the meeting. We then turned to other Exec matters:

Minutes

a) Other committee minutes

We reviewed the minutes for Nominating & Ballot (July 17, 19, 21, & 25); Code & Bylaws (August 29); Planning & Resources (August 25, September 1), and Staff Development (August 23 & 29, September 12)

b) LFA minutes

We reviewed and approved the minutes from the August 28 meeting and from the September 18 meeting.

Charges to LFA Committees (continued from September 18)

Staff Development Committee. Gaele will have the Committee's 94-95 annual report ready for next week's meeting. We will put off writing a charge to SDC until that time.

Planning & Resources Committee. We would like to hear the PRC's report on their assessment of the September 20 & 21 meetings on base budget reductions. We discussed our own impressions of what transpired during those two meetings. Among Exec there is the desire that the PRC monitor this process to make sure it has been open, and to report to Exec on what they have learned.

Re the fall LFA Plenary Meeting (the Code calls for one full meeting in the fall): Scheduling this meeting depends on the agenda for the automated systems vendor demos. We should take up this topic at our next meeting.

The next scheduled meeting will be Monday, October 2, 1995, 10:30 - 12:00, Watson Conference Room A.

Submitted by Gordon Anderson
LFA EXECUTIVE COMMITTEE

Minutes of the October 9, 1995 meeting

Absent: M. Alexander, G. Gillespie,

The October 2, 1995, meeting was canceled.

Because of the scheduling of vendor demonstrations of integrated library systems, Exec will not meet on October 23, November 13, or November 20.

For next week's meeting (October 16) we should read Vice Chancellor Shulenburger's memo to KU Lawrence Campus Faculty and attached copy of the Report of the Freshman/Sophomore Academic Experience Committee. Dean Crowe wants to know Exec's thinking on how the Libraries should respond to/deal with this Report. Is it meant rather for teaching faculty, or do Library faculty have a role to play in its implementation?

At today's meeting we received from Sandy Gilliland four documents concerning the topic of training supervisors to evaluate Library Faculty. We should read these four documents also in preparation for the next week's meeting (October 16) when Sandy will meet with us to continue discussion of evaluator training.

Minutes

We reviewed minutes from Nominating & Ballot (August 14), Staff Development (September 19), and Planning & Resources (September 8)

LFA General Meeting

The Fall General Meeting of the KU Library Faculty Assembly will convene on Tuesday, November 7, 1995, 10:00 - 11:30 am, in Watson Library Conference Rooms A & B.

Charges to Committees (continued from September 25)

We continued our discussion of the charges to the committees and clarified who was responsible for seeing that the charges are conveyed to the respective committee chairs.

The next LFA Exec meeting will take place on Monday, October 16, 1995, at 10:30 a.m. in Watson Conference Room A. Sandy Gilliland will meet with us to continue our discussion of evaluator training.

Submitted by Gordon Anderson
MINUTES
STAFF DEVELOPMENT COMMITTEE
Sept. 19, 1995

Present: Kristi Cook, Deborah Dandridge, Mel DeSart, Sandy Gilliland, Al Mauler, Rachel Miller, Margaret Wilson

The minutes of Sept. 12 were amended and approved.

The Committee tentatively approved a request from Rob Melton to attend an "Introduction to the Internet" workshop in Topeka, Oct. 18. Final approval was delayed pending additional information concerning the Nov. 8-9 BCR Internet workshop.

EDMUND COOKE PRESENTATION. Staff Development is paying for morning refreshments. With this expenditure, funds for the Committee's fiscal year have been depleted.

VIDEO EQUIPMENT.
- The Committee resumed discussion of a suitable storage place for our video equipment. Mel reported that Kent Miller has vetoed the use of a faculty study. The camcorder and tripod can be locked up in the cart's built-in cabinet. Mel will talk to Kent Miller about securing the VCR to the cart. The Committee decided that, while storing the equipment in the Catalog Dept. is not 100% secure, it is our best option since we do not have a locked room available to us. Sandy will ask that two extra cabinet keys be made (in addition to the two existing keys) which will go to Cataloging.
- The Library will purchase blank VCR tapes, which we will keep in the VCR cabinet. Cataloging will be responsible for keeping an inventory and reordering tapes as necessary.
- We revised Al's draft of an AV equipment policy. We added a statement that the TV and VCR are for use in Watson Library only; branches needing a TV can reserve the Watson Conference Room for use or borrow one from the University's Media Services Department.
- We will not purchase headphones at this time.
- Margaret and Deborah will meet to draft a written consent form to videotape SDC programs and subsequently make those tapes available for staff use.

SOARING TO EXCELLENCE TELECONFERENCE. The dates of the teleconferences are Feb. 2, March 1, and May 3.

COPYRIGHT TELECONFERENCE. Margaret will find out if a tape of this videoconference is available.

TRAVEL FORMS. The remainder of the meeting was spent clarifying the state's byzantine travel requirements:
- The Committee's travel forms need to be revised as per the guidelines listed in the Committee's minutes of May 3, 1995.
TRAVEL FORMS (cont'd)
- The Committee should sponsor a brownbag luncheon to explain state, university and library procedures and regulations.
- We should compile a separate, one page handout which lists the salient points of the system. This handout should be mailed annually to all staff, as well as made available via e-mail and in FYI. It should also be appended to the travel request form. It should include such points as the requirement that staff complete an out-of-state travel request form even if they don't want reimbursement, the difference between in-state and out-of-state requirements, border city requirements, deadlines for submitting in-state and out-of-state requests; and, the availability of state cars or travel reimbursement in addition to registration fees.
- The present procedure should be revised so that when Kristi receives an out-of-state travel request, one copy should go immediately to Rhonda Bose (i.e. before the Committee meets to determine whether it will allocate funds). The applicant should be given a copy of the Library's out-of-state travel guidelines (the "blue forms") when requesting staff development funding for out-of-state travel, rather than when the award is allocated, as is the present practice.
- Since the Committee's new fiscal year begins October 1, we need to determine post haste new share allotments.

The next meeting of the Committee will be Tuesday, Sept. 26 at 9:00 in Watson Conference Room B.

Minutes submitted by Margaret Wilson
MINUTES
STAFF DEVELOPMENT COMMITTEE
September 26, 1995

Present: Deborah Dandridge, Mel DeSart, Sandy Gilliland, Kristi Cook, Rachel Miller, Al Mauler

The minutes of September 19, 1995 were amended and approved.

Travel requests were approved for Nancy Burich to chair a task force at the Off-Campus Library Services Conference in San Diego (Oct. 25-27) and for Rich Ring to attend the Midwestern Medieval History Conference in DeKalb, Ill. (Oct. 13-14).

Scheduling a meeting with Dean Crowe will be difficult: Bill has a standing Tuesday meeting that conflicts with SDC's regular meeting time. Further complications are created by the Associate Dean interviews & upcoming system demos. The LFA is waiting to give charges to the SDC until it has received the SDC's annual report for FY95 (which should be completed this week). SDC scheduled meetings for Oct. 3 & Oct. 10 to discuss anticipated LFA charges and plans for FY96 programs so that they can be presented for the Dean's input at an October meeting (before the system demos start).

A review of disbursements for FY95 (which for the SDC ends September 30) showed that 45 travel requests, totalling 95 "shares" were allocated for a total dollar amount of $8,443 (of a total budget of $12,000). After discussing a number of scenarios, the SDC decided to raise the value of a "share" from $90 to $105 for FY96.

After revisiting the issue of travel request deadlines, the SDC found that the draft deadlines of the 5-3-95 SDC meeting (revised 5-16-95) were basically sound--Sandy will clarify some minor details and Mel will then publicize them (FYI, e-mail) in their final form.

The SDC reviewed Al's revised draft of the SDC's AV Equipment policy and reservation form. The committee made a number of suggestions. Al will prepare a final draft and forward it to Sandy to share with the Dean. Mel will check with the Dean concerning the SDC's measures to insure the equipment's security in the Cataloging Dept.

The next meeting of the Staff Development Committee will be Tuesday, Oct. 3 at 9:00 in Watson Conference Room B.

Minutes submitted by Al Mauler.
Present: Kristi Cook, Deborah Dandridge, Mel DeSart, Sandy Gilliland, Al Mauler, Margaret Wilson

The minutes of Sept. 26, 1995 were amended and approved.

Meetings were scheduled for Oct. 17, Oct. 31, Nov. 7, Nov. 21, Dec. 5, Dec. 12, and Dec. 19, in Watson Conference Room B, 9:00-10:30.


EDMUND COOKE PRESENTATION. The early morning coffee with Cooke and the Staff Development and Diversity committees has been canceled. Consequently, Staff Development will not be paying for refreshments. Mel will give the welcome at the afternoon panel session.

VIDEO RECORDINGS CONSENT FORM. After consulting with Rose Marino, Deborah has prepared a final version of our written contractual agreement for video recordings. The contract grants us permission to tape the presentation and to show and allow the viewing of the video/tape for non-profit, educational purposes. The contract does not turn over copyright to the Committee or KU. It assumes fair use and thus the video can not be quoted from extensively. Mel suggested that we put a label on the video: "Fair use applies to this document." Deborah informed us that we do not need to get permission of the audience if the presentation is a public meeting.

VIDEO EQUIPMENT. The Dean has approved the final draft of the AV use and storage policy. Al and Mel will draft a brief set of instructions on how to operate the equipment.

STAFF DEVELOPMENT FUND.
- Staff need to be reminded that they must inform Rhonda Boose of all work-related out-of-state travel, whether or not Staff Development funds are requested. However, Sandy felt that this was not the Committee's responsibility.
- Kristi and Rhonda should get together quarterly to compare bookkeeping. This will help to ensure the accuracy of our balance, as sometimes staff are allocated funds, don't use them and don't notify us. Last year five allocations were not used and staff did not notify us.
- The Committee discussed border city guidelines. It was agreed we should add to our travel guidelines some sort of list
of border cities. These include places in New Mexico and Colorado (for example Pueblo, but not Denver). There is also a category called "high-cost border cities" such as Ponca City, Oklahoma. While travel to border cities does not affect the amount of allocation awarded, it does affect the time frame of the travel request.

SOARING TO EXCELLENCE TELECONFERENCES. The Frontier Room, which was the site used for all but one of last year's teleconferences, is unavailable. Alternative sites were discussed. The Pioneer Room seats only 45; attendance last year sometimes exceeded that number. Other computer down-link sites mentioned were in Strong, Dole, Lippincott, Ellsworth, and the Computer Center. Mel will check if the Kansas Union is now a possibility. Sandy suggested the Holidome as a prospect. Access to parking and food are concerns, the latter due to the 30-minute break between morning and afternoon sessions. We wondered if the Computer Center would permit food to be brought into the Auditorium.

The next meeting of the Committee will be Tuesday, Oct. 10, 8:30-10:00 in Watson Conference Room B.

Minutes submitted by Margaret Wilson
I. DEAN'S REPORT

A. The Dean hosted a small private reception which was held for Judith Murphy at which presentations were made of items purchased for the libraries in memory of the late Chancellor, Franklin Murphy.

B. The Dean discussed the Chancellor's Task Force to Study Organization of the University, which is currently focusing on administrative structures. Susan Craig is a member of this task force and the group welcomes input.

C. Fund-raising for the libraries was discussed at the last Deans' meeting. In the past, individual schools courted their alums, with an understanding that no one else was to solicit monies from these people. This practice has been a protected tradition. The Dean has requested that the libraries be included as a special part within these requests for monies through the mailings sent out by Endowment. The Dean’s request will be sent on for administrative approval with the hope that it might be accepted. The chances could be a bit doubtful as it could set a precedent for other non-instructional units on campus to solicit funds.

D. Providing that no major interruptions occur, the State of the Library document should be out the second week of October.

E. The Dean suggested using the Classified Senate in a proactive manner; e.g., getting them to lobby the Chancellor for resources. For example, once the majority of the campus is online, Human Resources might be able to facilitate the interaction of the entire KU classified staff, which could, in the Dean's opinion, "energize" the classified staff across campus.

The Dean then departed the meeting.
II. CHAIR'S REPORT

A. Kendall provided a report of her meeting with Dean Crowe. They discussed the possibility of getting Classified Senate involved in the use of E-Mail for communication between the classified staff and the Chancellor, raising issues of concern to all staff. Since Classified Conference has been a type of model for Classified Senate for years, this could enable us to work through this body to accomplish a great deal. It was decided that CCEB would discuss this with Gaby (who was absent) to bring up these issues at Classified Senate.

III. COMMITTEE REPORTS

A. Planning & Resources Committee - Discussed the necessity of losing 2-3 lines in our budget. The problems lie in that the functions of these positions must be reassigned. Shrinkage has been funded by empty position money...if we lose positions, our shrinkage money is reduced. Several people are concerned that the answer to this dilemma isn't necessarily increasing the Student Assistant budget. Quality of work and institutional memory are only two concerns, even though the libraries save money by not having to pay benefits to SA's. Part-time help was also discussed; this should be examined carefully. Only one person spoke favorably about half-timing. We must look at what we have to give up if we are asked to take on more responsibility...we need to look at specific tasks rather than people.

The Committee's report should be completed by October 13. Charges from LFA have not yet been received.

B. Staff Development Committee - Committee announced three Soaring to Excellence Teleconferences which will be held in February, March, and May. Reminders of travel deadlines will be sent out to staff. Requests for out-of-state travel must be received 2 months in advance (even if staff member is paying for it her/himself) In-state travel requests must be received 1 month in advance. AV equipment such as a VCR, a TV, Camcorder & Tripod will be available to staff for check-out (for use in the library).
Mel DeSart sent over a minor correction to last month's Minutes, noting that Staff Development funds are not used for work-related coursework.

No other committee reports were available. Most of the committees are still waiting for charges from LFA.

IV. NEW BUSINESS

A. The Draft of the Survey for Free Tuition which was sent to classified staff was discussed. It was accepted and will be sent back out by October 13.

B. The Personnel Committee is now operational since the requirement for membership has been met.

C. 20-Year Campus Plan is on Reserves now...comments are welcome.

D. Administrative Conference Meeting - we are waiting for the summary of the student survey. The State of Libraries report due this week.

As there was no further business, the meeting was adjourned.

Respectfully submitted,

Marilyn Hu
Secretary
Innovative Interfaces has withdrawn from consideration in our search for a new system.

The minutes of the Sept. 21 meeting of the Board of Regents show a renewal of interest by the Board in faculty evaluation.

The "Jayhawks for KU Libraries" has been established as an endowment fund, thanks to a gift of $10K from last year's KU senior class. The Dean has met with Bob Friedrick to discuss a fundraising event for this year.

Negotiations are well advanced with one of the candidates for the Associate Dean position. It is likely that person will start in either February or March. As soon as it is possible to make a definite announcement, the Dean will do so, possibly as early as next week.

There is no new word on the state of next year's budget, although the Dean may learn more at tomorrow's meeting of the Deans with Vice Chancellor Shulenburger. From her perspective as a member of SenEx, Kathleen Neeley added that advanced word on the Governor's Budget Office budget did not look good.

The Dean is prepared to send his letter to Shulenburger listing the vacant personnel lines which the Libraries will give back in order to meet the requirement that we permanently cut just over $100K from our budget. The working out of what positions will actually not be filled or what full or partial transfers of responsibilities will be made will take several more months to work out.

The last members of the Senate Library Committee have been appointed. The Dean expects that there will be a first meeting of the group within two weeks.

The Dean asked that Administrative Conference members review the recently issued report on the freshman-sophomore experience at KU. He sees discussion of the report as one for all library staff. The appendices are being sought and will be placed on reserve. Susan Craig asked the Dean if he had seen a similar report done in July, 1994 on the graduate experience at KU. He had not, but would inquire about it.

The coordinating committee on the student survey (Susan Craig, Bill Crowe, Mel DeSart, and Mary Hawkins) brought Administrative Conference members up to date on what remains to be done before the report can be shared with library staff. They have met with OIRP staff on the report of survey findings. Mary has accepted the lead in suggesting new and revised wording for the "summary and
highlights" document. The full summary statement and the full transcriptions of the answers to each of the 65 questions will be distributed before the next Administrative Conference meeting on November 1. Right after that meeting the summary report will be released to University Relations for the Oread, the UDK, and other media. The Dean expects to meet with the Senate Library Committee and student leaders to discuss the report. The Libraries may hold focus group discussions later in the year to explore further the directions indicated in the report.

Discussion turned to George Gibbs's memo seeking advice on the next large subject area to retrocon. He informed the group of the strong support of the bibliographers (who had discussed the memo on Tuesday) for reclassification from Dewey to LC along with the creation of the online bibliographic record, even when reclassification will increase the need to shift the book stacks substantially to accommodate the newly reclassed material. This point of view was also supported by the Administrative Conference. Susan Craig offered two criteria to look for in determining what to retrocon/reclassify next—the ease with which the material can be incorporated into the present stacks, but, first, what benefits in browseability would be experienced by library patrons. As with the discussion with bibliographers, Administrative Conference as a whole did not offer any strong opinion/support for any one of the areas suggested in the Gibbs memo.

Rachel Miller reported that so far 10 articles have been ordered by teaching faculty through UnCover and that librarians had ordered an additional 10 articles. There are presently 8 ports (4 regular and 4 temporary ones to increase access during the early days of the project) for use by the Lawrence campus and 2 additional ones for the Regents Center.

Rob Melton has written to the Dean in his capacity as the Libraries' publication coordinator noting the need to plan for a publicity campaign for the new online system and, among many points, that we might consider giving the system "a name." More in-depth discussion on this topic will be held later.

Submitted by George Gibbs
DISASTER AND EMERGENCY PLANNING COMMITTEE

August 21, 1995

PRESENT: Brian Baird (chair), George Gibbs (recorder), Sherry Hawkins, Kent Miller

ABSENT: Becky Schulte

This was the first meeting of the committee with Brian as Chair. The committee decided to set meeting times on the second and fourth Thursdays of the month at 10.

Tasks for the committee this year include

- complete the draft disaster preparedness manual and distribute it to staff for comments
- begin work on part of the emergency response manual
- review the contents of the boxes of supplies to meet emergency situations
- plan for a simulated emergency situation to practice procedures, etc.
- review the vendors who can provide emergency services and update the list
- prepare a brief (one-sheet) "cheat sheet" on emergency procedures to post near service desks and phones

The next meeting of the committee will be on September 15 at 10 in Watson Room A.
DISASTER AND EMERGENCY PLANNING COMMITTEE

September 14, 1995

PRESENT: Brian Baird (chair). George Gibbs (recorder). Sherry Hawkins, Kent Miller, Becky Schulte

As the first order of business, committee members reviewed the minutes of the August 21 meeting.

Brian raised the issue of updating the list of vendors who can supply emergency equipment, services, and supplies as part of one of the committee's major activities for the year—the creation of a disaster recovery plan. He suggested that committee members work from the list compiled several years ago by the committee of companies, local and national, which can provide services or resources.

Becky will be calling to confirm the availability of freezer space, the capacity of their freezer lockers, and to answer other such questions.

Kent will be calling about high-powered fans and the availability of milk cartons and boxes.

Sherry will be calling companies which provide microformat recovery services.

George and Brian will be calling companies which offer comprehensive recovery services.

Brian distributed a list of questions to answer for each company. On the agenda for the next meeting is a discussion of what was learned from phoning the company and asking for details of what each can provide.

The next meeting of the committee will be on October 12 at 10 in Watson Room B.

NOMINATING AND BALLOT COMMITTEE
August 14, 1995
Present: Jennie Dienes, Jill Girardo
Absent: Lorrie Knox

The Committee received 41 completed ballots, of which only 38 were valid as 3 were received without labels. Results were tallied.

For Librarian I on CESR, Brian Baird was elected.
For Librarian III on CESR, Rob Melton was elected.
For Librarian III on LCPT, Sherry Williams was elected.

Submitted by Jennie Dienes
For the first time in its history, MAC did not convene the annual Chicago meeting in the Bismark Hotel. Instead, to the horror of us socialists, the conference site was located in the heart of the financial district, at the Midland Hotel, and the conference reception was held at the Chicago Mercantile Exchange.

As usual, the conference sessions and program afforded participants an excellent opportunity to learn and exchange ideas about current trends and issues of the archival profession. But a great deal of my time was spent attending committee meetings, which included the MAC Education Committee and the ad hoc committee for the MAC Minority Scholarship program. At the MAC business meeting, I participated in the 1995 Fall Local Arrangements Committee presentation by wearing a mask of the Kansas Sunflower, created by Dwon of the Kansas Collecti and recited song lyrics that celebrated the spirit of freedom and beauty of Kansas.

My other responsibility at the conference was chairing a session on strategies for diversifying the workforce among archivists. Presentations at this session included excellent papers on the advantages of diversity to archival organizations and institutions and the challenges faced by persons of color who decide to enter the archival profession.

I wish to extend my deep appreciation to the Staff Development Committee for providing me with financial assistance to attend this conference.
Mary Lou Goodyear Appointed Associate Dean

I am pleased to announce that Mary Lou Goodyear will begin service as Associate Dean of Libraries in February 1996. Dr. Goodyear comes to KU from Texas A&M University, where she has been Senior Associate Director at the Sterling C. Evans Library since 1993. She had served earlier at Texas A&M as Acting Director and as Assistant Director for Public Services.

Since 1994, Dr. Goodyear has served as Co-Principal Investigator of the TexShare program, a cooperative program of fifty-two academic libraries in public institutions of higher education in Texas, funded by the Texas Legislature through The Texas Higher Education Coordinating Board. The program has emphasized the provision of electronic resources, as well as the development of library collections and services. Dr. Goodyear has also managed the Electronic Network of Library and Learning Resources, a cooperative program of the Texas A&M University System Libraries.

Before coming to Texas, Dr. Goodyear served as Assistant Director for Public Services at the Iowa State University Libraries and, earlier, as Assistant Director for Public Services at the University of Colorado-Denver Library. She also held the position of Head of the Reference Department at Wichita State University Libraries, following service as a reference librarian at Stephens College, Columbia, Mo., and at the University of Missouri-St. Louis.

Dr. Goodyear holds a bachelor’s degree from Graceland College, Lamoni, Iowa, a master’s degree in library science and a master’s degree in public administration from the University of Missouri-Columbia, and a Ph.D. in public administration from the University of Colorado-Denver.

Dr. Goodyear is an active member of the American Library Association, currently serving as President of the Reference and Adult Services Division. RASD’s 5,500 members are devoted to supporting the delivery of reference and information services to all groups and of general library services to adults. She has also served the ALA in furthering attention to pay equity and the status of women in librarianship.

Her major research area is information policy, with particular emphasis on electronic information. She has also published journal articles in the areas of continuous improvement in libraries and higher education, reference services in libraries, and women in librarianship.

- William J. Crowe
CLASSIFIED VACANCY

Approval has been received to begin recruitment for a Library Assistant II position in the Engineering Library (previously held by Dawn Murrell). Responsibilities of the position are: 1) Management of circulation activities, 25%; 2) Management of the Reserve operation and Reserve collection, 10%; 3) Supervision and training of student assistants, 20%; 4) Administrative responsibilities, 15%; 5) Reference assistance, 25%; and, 6) Collection processing, 5%. Minimum Qualifications: Two years of technical library work or one year of technical library work and one year of clerical library work. Three semester hours in library science from an accredited college or university may be substituted for six months of the required clerical library experience with a maximum substitution of one year. Strongly Preferred Qualifications: Demonstrated successful ability to establish and maintain effective working relationships with student assistants, patrons, library staff, and personnel in other academic units. Demonstrated successful supervisory and management experience. Preferred Qualifications: Experience with circulation and reserve operations. Reference experience & working knowledge of reference sources. Demonstrated ability to successfully plan, evaluate, organize and implement detailed and complex procedures. Demonstrated ability to prioritize work, and function independently. Knowledge of library resources and organization. Experience with KU Libraries Circulation (LIBC) system. Willingness to work a flexible schedule. Accurate keyboard skills.

A copy of the full position description is available from the Library Administrative Office.

The Library Assistant II is funded at salary grade 18 on the State’s Civil Service salary scale, at a beginning annual rate of $20,652. Library staff interested in applying for this position must complete a "Request for Promotion or Transfer" form, and must have on file a KU "Internal Application" form (both forms available from the Administrative Office). Applications are due in the Library Administrative Office by 5:00 p.m. Friday, November 10, 1995.

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

Sherry Hawkins, Library Assistant II in the Watson Library Reference Department, has announced her resignation. She has accepted a position at Emporia State University. Sherry first began employment in the KU Libraries on a classified emergency appointment in September, 1972. In June, 1973, she began a full-time appointment as a Clerk II in the Science Library. In 1974, Sherry promoted to a Library Assistant position as Supervisor of the Microforms Collection. During subsequent years and while assigned to the Microforms Collection, Sherry was promoted to the Library Assistant II classification in 1978, she was selected for the University’s Administrative Associate Internship program and assigned to the Office of Facilities Planning (fiscal year 1979/80), she began a part-time assignment in the Watson Reference Department in 1986, she completed the MLS degree from Emporia State University, and she served on countless committees within the Libraries. Sherry remained in the Microforms Collection until the Fall of 1994 when she assumed full-time responsibilities in the Watson Reference Department.

A farewell party has been scheduled for Wednesday, Nov. 15th, 2:00 - 3:00 p.m. in Watson Conference Room A. Sherry’s resignation is effective November 17, 1995.

S. Gilliland
LFA GENERAL MEETING

Please mark your calendars for a general LFA meeting at 10:00 a.m. on Tuesday, November 7th. The agenda will include:

- Introduction of New Members
- Reports from LFA Committees
- Report from University Governance representatives
- Proposal to meet requirements for Training Supervisors of Unclassified Employees
- Brief discussion of revising the faculty evaluation system in light of a new administrative structure.

If you have additional topics you would like to see raised at the meeting, please let me know so they can be added to the agenda.

Susan Craig

ATTACHMENTS

Preservation Department Space
Minutes:

- LFA Executive Committee minutes--October 16, 1995
- Preservation Task Force minutes--10/16/95
- Staff Development Committee minutes--Oct. 10, 1995
For FYI

PRESERVATION DEPARTMENT SPACE

During the past ten months, with Dean Crowe's encouragement, I have worked closely with Kent Miller and Facilities Operations personnel to identify possible options to create an improved work area for the Preservation Department. Specifically, we are seeking an area that will allow the department's units—the Bindery Preparation Unit, the Conservation Unit, and, soon, the Marking Unit (which, as was recently announced, will become part of the Preservation Department)—to be in the same physical location.

Dean Crowe has asked me to prepare this report to keep staff informed:

Why has this process taken so long?

Some aspects of preparing an area for the Preservation Department—such as building a basic conservation laboratory—involve complex architectural and engineering questions. Facilities Operations has been hit hard by the hiring freeze, and lack of staffing, compounded by increased demands on their time, also has severely limited Facilities Operations’ ability to provide us with the expert evaluations we need to move forward.

Where is the tentative location of the Preservation Department work area?

The tentative plan, contingent upon architectural and engineering approval, is to build a conservation laboratory in the present Watson First Floor reader's lounge. The Bindery Preparation Unit and Marking Unit would be located in space now occupied by the staff lounge. My office would be located in the raised portion of the staff lounge space.

Where would the staff lounge be moved?

The staff lounge would be moved to what is, at present, the Bindery Preparation Unit. This room would be re-painted, carpeted, and the kitchen facilities from the present staff lounge moved to this new location.

What could prevent these changes from taking place?

These plans are still quite tentative. First, it must be determined if we would be permitted, by code, to build a conservation lab in the First Floor reader's lounge. Second, it must be determined if there are water and drainage sources in the present Bindery Preparation Unit work area that will allow for the staff lounge to be moved. And finally, if it becomes technically possible to make this move,
the subject must be discussed with the Libraries' staff before any changes are made.

*If such a move does take place, when would it happen?*

To be honest, I don't know. I would never have imagined it possible that we could work so hard on this project for ten months and still have no conclusive answers. However, we still need at least the following to occur:

- The architects must bless our initial plans as being possible and provide cost estimates for remodeling.
- Formal plans would need to be discussed with the Libraries' staff.
- Funds would need to be raised to supplement the cost of building in order fully to equip the space for the Preservation Department and relocation of the staff lounge (towards this goal, we have obtained $5,000 from Wal-Mart for a fume hood).
- The new Preservation Department work area would be remodeled, which would involve, among other things, leveling the floors in what would become the conservation laboratory, installing new lighting and new ceiling tiles, painting the walls, building some new walls and doorways, moving some over-head sprinkler systems, building laboratory cabinets and benches, and moving the Bindery Preparation Unit.
- The new staff lounge area would be remodeled, complete with painting the walls, laying carpet, installing the kitchen area, etc.

In total, I estimate the remodeling process alone would take six to ten months to complete.

At present, the information I have is sketchy. However, as more information becomes available I will keep the staff informed. If you have suggestions or questions, please contact me at 4-3568 or bbaird@ukanvm.

Brian J. Baird

Preservation Librarian
LFA EXECUTIVE COMMITTEE

Minutes of the October 16, 1995 meeting

Absent:  M. Alexander
Guest:  S. Gilliland

=================================================================================

Our meeting began with continuing discussion with Sandy regarding the matter of training supervisors who evaluate Library unclassified staff (including faculty) as required by the Regents.

Susan proposed that Sandy lead a 1½-hour session for supervisors. In this session Sandy and supervisors would review the plentiful documentation already extant and discuss the guidelines to be followed. These would include evaluating professional performance and assisting staff with establishing weights for research, service, and professional performance. The session would include an open question-and-answer period for supervisors to exchange information.

The session would include the supervisors of Library unclassified staff (including faculty), the chair of LFA, and the members of CESR. The session would be scheduled in December, before the evaluation process begins. Following their meeting these supervisors will then share their conclusions with their respective unclassified staffs. It is important to keep this process as simple as possible.

This project will be on the agenda of the fall 1995 LFA General Meeting (November 7). A brief summary document will be prepared beforehand and will be available at the meeting; possibly a day or two before the meeting.

(Sandy left the meeting at this point)

Minutes

The Minutes of the October 9, 1995, LFA Executive meeting were reviewed and approved.

Exec reviewed the Staff Development Committee's minutes for their September 26 and October 3 meetings.

Charges (continued from the October 9 meeting)

The charge to LCPT was finalized and will be forwarded to the chair of LCPT. We discussed a second charge that LCPT discuss and make a formal recommendation to Exec on the desired (and feasible) number of LIs, LIIIs, and LIIIIs on LCPT. The need to re-examine the membership of LCPT is strong because of the small number of LIIIs who are willing to serve on LCPT and complicated by the provision that only LIIIIs can vote on petitions for promotion to LIII.
We are continuing work on the charges to the Staff Development Committee. The charge to the Committee on the Code & Bylaws was finalized.

University Report on the Freshman-Sophomore Experience

Dean Crowe has asked LFA Exec to examine the September 1995 Report of the Freshman/Sophomore Academic Experience Committee. He wants to know Exec's collective opinion on the Report's recommendations, especially to see if the Library should play a role in the implementation of the Report's recommendations.

LFA members feel that the Library has an important service role to play in realizing the recommendations of the Report, and we are aware that some parts of the Library are actively involved in working with faculty on library instruction for freshmen and sophomores. However, Exec does not see any special implications for Library governance in this report, thus we feel that LFA Exec should not take any further action except perhaps to help facilitate possible Library-wide discussion of the ideas in the Report.

The Dean sees this as a broad area of concern. He may discuss this report at an open forum and possibly issue a charge to the appropriate Library departments to work on implementing some of the Report's recommendations.

Agenda for the November 7th LFA Fall Meeting

1. Introduction of new Faculty members
2. Committee reports
3. Discussion of the Evaluator Training topic
4. Discussion of revising annual review procedures

Regarding the fourth item, there was discussion of the implications of such discussion, for if it is determined that the annual review should be revised, then a committee will need to be formed. Do we appoint a task force, or does Exec become that committee? The point to keep in mind as a committee is formed is the kind of representation wanted on such a task force.

We will ask the Planning & Resources Committee for their report on the September meetings with the Dean on base-budget reductions.

There will be no meeting on October 23. Exec will meet on October 30th and November 6th, beginning at 10:30, Watson Conference Room A.

Submitted by Gordon Anderson
Preservation Task Force
Minutes
10/16/95

Present: Brian Baird, Milissa Boyer, Judith Emde, Nancy Jaeger, Jana Krentz.

Absent: Brad Schaffner.

Krentz reported on a discussion she had with Alex Slater. Alex suggested that we would probably not have to look at the LC card shelflist if we decided to use the shelflist in selecting our random sample for the condition survey because it is duplicated online.

Baird read an e-mail message he received from a colleague at Columbia University who is also conducting a condition survey of materials returning from circulation. Baird has asked for a copy of their survey, and has promised to share our findings with Columbia.

Baird shared the results from the condition survey that was conducted on the brieflist materials earlier this summer, and discussed briefly how the numbers would translate into real preservation costs.

The rest of the meeting was spent discussing strategies for conducting the condition surveys. The following decisions were made:

- Conduct the condition survey of the collections using a stratified sampling technique and randomly pulling sampled items from the shelves rather than employing the shelflist as had been planned earlier. This will solve certain problems we would have to face if we used the shelflist, and it will also provide library-specific data which should prove helpful in preservation planning.
- Baird will train task force members how to conduct the survey; individual task force members will then pair up with students to conduct the survey.
- Bound serials will be included in the survey, but unbound serials will not be included.
- Jaeger will work with Kent Miller to determine how many stack ranges are in each library. She will also work with Bob Glass to get a rough idea of how many volume we must sample from each library.
- It was decided that JRP and Gov. Docs. should be surveyed.
- We will first conduct the condition survey of the materials returning from circulation as a practice run before doing the survey of the entire collections.

Next meeting will be on 10/30/95. We will skip a week because of the integrated system demonstration on 10/23/95.

—Recorded by Brian Baird
MINUTES
STAFF DEVELOPMENT COMMITTEE
Oct. 10, 1995

Present: Kristi Cook, Deborah Dandridge, Mel DeSart, Sandy Gilliland, Al Mauler, Rachel Miller, Margaret Wilson

The minutes of Oct. 3, 1995 were amended and approved.

The Committee approved requests for travel funds from Cindy Pierard and Mary Rosenbloom to attend the CULS Conference, in Hutchinson, Kansas, Sept. 26-27, 1995.

VIDEO RECORDINGS CONSENT FORM. Deborah clarified the fair use statement in the form. Although called a "contractual agreement," the purpose of the form is to obtain written permission to tape a presentation and to show the tape for educational purposes. It is not a contract which takes precedence over the fair use law, so all the privileges and restrictions of fair use still apply. Deborah will confirm with Rose Marino that this is correct. She will also ask her if it is okay to put the standard fair use warning label on the tape and if the label should have a copyright logo. The consent forms will be kept by the chair of the Committee.

EDMUND COOKE PRESENTATION. Forty people, primarily library staff, attended the morning session. Thirty-six people attended the afternoon session. Most staff comments were favorable; some thought the morning session was too technical, others thought it offered a unique opportunity to learn the legal basis of affirmative action.

VIDEO EQUIPMENT. The VCR is bolted to the cart in a manner similar to that used to secure recording equipment in the Music Library. Al and Mel want to experiment a little more with the camcorder to discern if it has any idiosyncracies of significant consequence. A deadline of November 7th was set for them to draft a brief set of instructions on how to operate the equipment. Mel will then announce the availability of the equipment for library staff use.

STAFF DEVELOPMENT FUND. Sandy provided drafts of the updated travel memos. She will ask for Rhonda Boose to respond to the drafts by next week's meeting.

LFA EXEC CHARGE. Mel, in his capacity as LFA Exec's liaison to Staff Development, reported that LFA Exec was in the process of drafting this year's charge to the Committee. LFA Exec will ask us to provide greater accountability of our programs, such as the number of staff attending (broken into various categories), staff evaluation of the programs, etc. It was suggested that we keep a "guest register" at the door as a means of keeping staff attendance. We may need to redo our evaluation forms and
reconsider when we will ask staff to fill them out. Another charge may be to put together one or more programs on research issues.

CHANGE SERIES.
- Rachel has been to an ARL sponsored workshop on copyright laws and heard speakers who would be appropriate for our copyright program: Kenneth Crews, Associate Professor, Indiana University School of Law and IU School of Library and Information Science; and, Laura Gasaway, Director of the Law Library and Professor of Law, University of North Carolina, Chapel Hill. It was suggested that we direct this program to the broader University community as well as to library staff.
- Deborah proposed that we do a program on archives in library settings.

LIBRARY EVENTS CALENDAR. The Committee agreed that it was not feasible to put all the Academic Computing Center's offerings in the Calendar. Instead, they should be generically referred to at the beginning of the Calendar.

The next meeting of the Committee will be Tuesday, Oct. 17, 9:00-10:30 in Watson Conference Room B.

Minutes submitted by Margaret Wilson
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 pm, Monday, November 13, 1995**. 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

CALL FOR VOLUNTEERS

The Classified Conference Executive Board is now soliciting volunteers from among classified staff to serve on the selection committee for the 3rd annual Classified Employee of the Year award. Five volunteers will be appointed.

The committee reviews written nominations for Classified Employee of the Year and interviews nominators, supervisors, and co-workers of the nominees. The overall time commitment is approximately two months.

This is a good opportunity to meet staff in other departments, get to know all the good things about fellow classified employees, and promote recognition where it is due. If you're interested, please reply to Corrie Thompson (mail: 424 Anschutz Science Library, phone: 4-5530, e-mail: cthompson), by Friday, November 17th.

Corrie Thompson

S. WILLIAMS REAPPOINTED TO STATE BOARD

Sherry Williams has been re-appointed by Governor Bill Graves to a three-year term on the Kansas State Historical Records Advisory Board.

Rob Melton

ATTACHMENTS

Minutes:

Administrative Conference, 11/1/95
Classified Conference Executive Board, 10/31/95
Preservation Task Force minutes, 10/9/95 and 10/30/95
Travel Report from Nancy Burich
In several presentations Chancellor Hemenway has suggested that university employees should be able to take one course per semester at no cost. Kendall Simmons and Dean Crowe informed the group of the current discussion in a special group appointed by the Chancellor to look at and possibly revise the text in the current Classified Staff Handbook Appendix 1 which deals with "educational scheduling." While more in-depth discussion within the Libraries will take place at a later time, it was noted that there was may not currently be a uniform interpretation across library units on the matter of release time.

An 11-page draft summary and highlights of the Spring 1995 student survey had been distributed in advance of the meeting. Susan Craig, Mel DeSart, and Mary Hawkins, who have shepherded the project within the Libraries, and Carrie Towns of the Office of Institutional Research and Planning, who has overseen the distribution, scoring, and analysis of the survey, led the discussion. Based on points raised during the discussion, the presentation of some of the demographic information will be changed and references by respondents to library staff, by name, (all such comments positive) will be deleted before wider distribution.

A full set of the transcription of the comments made in response to the survey questions will be distributed to Administrative Conference members and several copies will be placed on reserve. A shorter version of the summary and highlights document will be shared widely within the University—the UDK, the OREAD, the Senate Library Committee, student leadership, and the University administration.

Dean Crowe would like for the results to be discussed broadly within the Libraries as we look to follow up on what has been learned from the survey. While the response rate was disappointingly low (21%), it is still possible to glean useful information which can help us direct our future efforts. Local discussion may identify other data sets which can then be extracted from the raw data. The overall rating of student satisfaction with the Libraries is very encouragingly high.

Submitted by George Gibbs
Classified Conference Executive Board
October 31, 1995

Present: Crowe, Gilliland, Holcomb (for Classified Senate), Mauler (for Staff Development Committee), Simmons (chair), Boyer (vice-chair), Thompson (secretary), Baker, Cook, Hewitt, Stamm

Dean Crowe's Report:
The new Associate Dean, Mary Lou Goodyear, will begin February 26th. The Dean is soliciting input from all groups for a Welcoming/Orientation Reception for her. The Dean remarked that there was strong consensus within the selection committee early in the decision stage. He acknowledged Carol Jeffries' good work as the classified staff representative on the selection committee.

In budget news, the Dean reviewed a recent directive from Governor Graves outlining freezes on hiring, reclasses, etc. Essentially, the entire state is under the same restrictions that are in place here at the University. Brighter news is that the request to fill the LAII position in Spahr Engineering Library has been approved. The Dean's final comment about the budget was that he had not yet received budget instructions for FY97, but he will keep staff posted.

The State of the Libraries report is still in draft.

The CCEB is to solicit volunteers and nominations to the selection committee for the 3rd annual Classified Employee of the Year. Dean Crowe would like to synchronize this with the Librarian of the Year selection. The CCEB will submit the list within the next 3 weeks.

When he returns from Educom next week, John Miller will begin surveying the libraries for furniture needs to correspond to the acquisition of new computer equipment for all staff.

Accessing OCLC via the network using Windows is a possibility currently under investigation.

The Dean congratulated Al Mauler on a job well-done at the Awards Ceremony.

Classified Senate Report:
Gaby Holcomb reported that the Classified Senate has been working closely with Marc Adin, the Director of Human Resources, to change the University policy regarding release time and tuition assistance for staff to attend classes. Chancellor Hemenway is very supportive of changes making it more feasible for KU staff to take classes. Approved changes will mean that all full-time staff may take one class, up to 5 hours, per semester. For classes off-KU-campus (such as Emporia State), KU will pay the tuition (again, for one class per semester up to 5 hours) providing the staff person applies for tuition assistance. Some restrictions will be 1) the person must maintain a 2.0 GPA, 2) enrollment is based on space available, 3) lab fees will not be covered, and 4) there will be some courses not covered, such as classes in the Law and Medical schools.

Release time/tuition assistance Survey Results:
Milissa Boyer distributed summary results of the survey and samples of some comments. The survey results indicate that staff do not enroll in classes due to time and money constraints, and not lack of interest. The high response rate (41 and still coming in) indicates that this topic is of high interest to staff. One respondent expressed reluctance to spend the time applying for tuition assistance that wasn’t guaranteed. It was also noted that in a year of financial strain, making it easier for staff to take classes would be an inexpensive "perk" to offer and a way of keeping morale up.

Kendall will present the survey results to Administrative Conference tomorrow.

Current Guidelines for Tuition Assistance & Release Time:
Sandy Gilliland distributed copies of current policies as stated in the Classified Employees Handbook. Since interpretation of the policies is somewhat open, especially in the area of release-time, staff in various departments have not had equal opportunities to take classes. Supervisors need to be made aware of the policies and there need to be some mechanisms in place for enforcing them consistently. It would also be
interesting to explore reasons that some supervisors give for not granting leave time. The statement that "any employee who feels that s/he has been unreasonably denied permission to attend a course or programs may have the decision reviewed through established administrative procedures" needs to be clarified as to what "established administrative procedures" are. Staff need to know the differences between staff tuition vs. tuition assistance vs. tuition waiver. Staff tuition is a discounted amount of the full tuition. Tuition waiver is what staff will enjoy for on-KU-campus classes when the new policies take effect, and tuition assistance is "getting someone else to pay," which staff would still need to apply for under the new policies if attending classes at Emporia State.

Issues related to Tuition Assistance/Waiver & Release Time:
- Whether staff should be required to make up travel time as well as class time. This can be a real burden and can discourage staff from taking library courses at Emporia State.
- Whether staff is paid for time vs. for results.
- Tangible rewards for work are being restricted in times of tight budget - other more creative rewards needed to keep morale up among staff
- revisions in classified LA position requirements necessitate more library coursework in order to qualify
- new Pentiums, Windows '95, new integrated system, etc., means that most staff will need to acquire new skills
- This is a good time to revise the section of the Classified Employee Handbook concerning this topic since the section on payroll is also being revised at this time

Classified Senate Report, continued:
The new listserv for classified staff is clsemp-l. To subscribe, send the following message to LISTSERV@UKANVM:

    SUB CLSEMP-L Firstname Lastname

It takes about 2 weeks to be added to the list.

Staff Development Committee Report:
Al Mauler attempted to clarify the role of Staff Development in funding conferences, workshops, etc. SD does not provide funds for courses and workshops that are part of an employee's immediate job training, but rather for the development of general skills and qualities that enhance an employee's work, such as stress- or conflict management. (There is ongoing discussion within Classified Conference about whether this role should be expanded in light of recent and projected changes to LA requirements, anticipation of a new system, etc., and also about trying to identify other sources of funding for workshops and classes.) SD has the following events planned for Spring:

    SOARING TO EXCELLENCE 1st Friday of Feb, Mar, and May
    MAJOR TRENDS AND ISSUES IN ARL LIBRARIES
    AND DIVERSITY IN THE WORKPLACE presenter Kriza Jennings, 2nd week in December
    NEGATIVITY IN THE WORKPLACE sometime in January

Audio-visual equipment is available for use in Watson.

Budget and Planning Committee Report:
B&P is working on a summary report of budget hearings held earlier. The report will go to Dean Crowe and LFA. The report is to be finalized at the Nov. 4th meeting.

Staff Orientation and Health and Safety Committees: no report

The meeting was adjourned.
Minutes of the Preservation Task Force  
October 9, 1995

Present: B.Baird, M.Boyer, J.Emde, N.Jaeger, J.Krentz
Guest: Bob Glass

Bob Glass, an economist for the Institute for Public Policy & Business Research, was present to answer questions regarding the survey of the collections. Baird explained that he wanted to conduct a survey on a random sample of the entire collection plus a second survey of material returning through circulation. His major concern is how to obtain a random sample, and how can it be a normal distribution when it continues to increase in size. Glass suggested that we follow Cochrane's 1971 book on stratified samples. The collections can be considered a normal distribution, and some of the desired information can be obtained by stratifying the sample; e.g. by imprint date, country of origin, or location.

Glass stated that we should be clear about what we want from the survey and how each element will be measured. Other questions that we should answer are how much time and personnel are we willing to invest in the survey? How large a confidence level is wanted? The margin of error can't be measured until after the survey is completed.

Generating a random sample from a computer program would be acceptable. If we conduct a stratified sample, we would select the same percentage for the sample as is represented in the entire collection. Glass suggested not less than 1500 volumes in the sample.

Baird suggested conducting a stratified sample based on imprint and possibly geographic location. Since each decade is different in size, we would have to take proportionately fewer from earlier years, and the number of books in each decade would have to be a known factor. Glass stated there would be a huge difference in variance. He suggested taking a decade in the 19th century and a decade in the late 20th century, pull 50 books published in each decade, and determine percentage of damage. With these estimates of damage, the size of the sample could be determined. But how can we retrieve a list of books by imprint date? And books from other countries, particularly Latin America, are in poor condition regardless of decade. Glass stated that if we divide the collection into more stratifications, an even larger sample (1500-3000) would be required.

From the card and online shelflist, we can obtain a good sample of the whole collection but we would not retrieve an acceptable sample of subgroups (e.g. by call number). If we select every nth record for the survey, what if the book isn't on the shelf? We would need a list of 3 other books to select from. What shall we do when the nth record is a serial?

Since we had so many unanswered questions regarding the shelflist, we invited Alex
Slater to join our meeting. The shelflist contains cards for all collections except Special and Kansas Collections. The law library collection is on the online shelflist. The LC card shelflist has been purged of records repeated on the online shelflist. Some cards with notes have been left including cards for East Asian materials and serials. Does the Dewey shelflist still have those cards of books that have been reclassified? Is Howey Reading Room included?

As to the circulating books sample, the problem will be the selection process. It has to be random but we don’t know the size of the circulating books. Approximately 650,000 volumes circulated last year. Glass suggested 400-500 in the sample. We could choose a day of the week and select every nth book returned. We may need to obtain an estimate of books returned on certain days of the week. Another question is do we include serials in the sample? Do we review the unbound periodicals that circulate or only consider the bound volumes?

Can we compare both samples? Yes, if we answer the same questions for both groups. Glass emphasized that we should explain to the library staff what our goals are so they don’t try to draw more conclusions than the sample is capable of giving.

The committee will not meet October 23rd.

Submitted by Judith Emde
Present: Brian Baird, Milissa Boyer, Judith Emde, Nancy Jaeger, Jana Krentz, Brad Schaffner.

The minutes of 10/16/95 were read and approved.

The question was raised if a decision had been made as to how many books would be examined in the survey. Baird said that the survey size would depend on the holdings and number of ranges in each building.

Baird passed out a draft of the Condition Survey. This survey lists all of the information that we hope to gather as we evaluate the condition of the collections. The rest of the meeting focused on reviewing the draft to make sure that it is complete. One major issue raised during the discussion was the possibility of noting the call number of each item in the survey. The reason for considering this was that it would allow each bibliographer to look at the items from her/his area of responsibility to get an idea of the condition of the specific collection. Unfortunately, this survey will not provide reliable results for the evaluation of specific collections. Statistically, the survey is designed to evaluate the condition of all of the Libraries' holdings -- attempting to use this information for specific parts of the collection would not provide an accurate view of that collection.

At the next meeting on November 6 we will compare the draft of Brian's condition survey to surveys done at other libraries.

Submitted by Brad Schaffner
THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Nancy Burich  Department: Regents Center Library

Name of Event: Off-Campus Library Services Conference  Location: San Diego, CA

Date(s) of Travel: October 25-27, 1995

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

The Off-Campus Library Services conference is one of the most important meetings which I attend. This year in San Diego there were 167 participants from 9 countries, and each of us was providing library services to off-campus students. The setting was glorious, the Catamaran Resort overlooking Mission Bay. Wednesday evening there was a reception on the paddlewheel steamer, William D. Evans. It was a great way to see colleagues in a relaxed setting. Thursday at noon we had lunch on the lawn overlooking the Bay.

During our two days of meetings, there were two keynote sessions and eight concurrent sessions. The preliminary proceedings are 405 pages long. There were several themes to the presentations. One was networking and ways for those of us in isolated settings to exchange information and work with colleagues.

Another theme was the need for outcomes assessments. These were presented as methods to evaluate library services, faculty perceptions of library services, and customer service. I heard results of seven different surveys. There was also a joint presentation by a librarian and a faculty member who worked with her to integrate bibliographic instruction in the classroom. Naturally, there was an emphasis on the use of technology, including interactive television and the internet. An information literacy model was developed and presented by a librarian and a computer technology faculty member.

Finally, there was a very interesting presentation by Dan Bosseau of San Diego State University and George Sidman (President, Novsoft, Inc.) who provided a slide presentation of the new software developed by Novsoft for an electronic reserve room. This presentation provided practical and useful information about the establishment of such a service and its use.

I greatly appreciate the financial support provided by the Staff Development Committee which offset many conference expenses.
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 six years ago.

Nominations for this, the University’s highest honor for a librarian, are now being accepted for review by the selection advisory committee:

Gene Carvalho, East Asian Library
Sandra Gautt, Associate Vice Chancellor for Academic Affairs
Gaele Gillespie, Serials Department
Sandra Gilliland, Libraries (ex officio)
Ron Francisco, Political Science/Government
Rob Melton, Publications Coordinator
Joyce Pearson, Law School Library
Becky Schulte, Kansas Collection

All nominations should be forwarded to the attention of Sandra Gilliland, 502 Watson Library, no later than 29 February 1996. 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

KU AT CULS

Four members of the library faculty gave presentations at the College and University Libraries Section of the Kansas Library Association’s Fall Conference held in Hutchinson on October 26th and 27th. The conference theme was "Librarian-Faculty Collaboration: The Educational Partnership?" Cindy Pierard and Mary Rosenbloom presented "Creation through Collaboration: Working with Instructors to Develop a Resource Guide for the Teaching of Library Research Skills." John Richardson spoke on "NACO Training at the KU Libraries." Judith Emde’s presentation was on "Teaching Bibliographic Skills to International Students in a Classroom Setting." Also, Janet Anderson-Story, former head of Watson Stack Maintenance, gave a presentation on "Employment Networking."
ONE MONTH AND COUNTING TO HR-PAY

Mid-December is the implementation date of the University's new payroll and personnel system, HR-Pay. As the implementation date rapidly approaches, University payroll processes and procedures under the new system are beginning to take shape. As a result, several informational meetings will be held in the Libraries during the next few weeks to inform all staff of these changes (dates/times/locations to be announced early next week). The sessions to be scheduled include:

**Administrative Overview** (Designed for department heads, this session will provide an overview of the changes that will be made to personnel and payroll processes)

**Informational Meetings** (Sessions for all staff that will describe in detail the effects of bi-weekly pay, vacation and sick leave accruals; new procedures and forms to report time worked and leave taken, etc.)

**Library Student Payroll Staff** (This meeting is mandatory for anyone who is responsible for processing student time cards and/or maintaining records of library department student hourly payroll allocations. New procedures, time cards, payroll deadlines, etc. will be covered. Several identical sessions will be scheduled in both Watson Library and Anschutz.)

Staff are encouraged to review the four HR-Pay Supplements to FYI (April, September and October, 1995) prior to attending these meetings. Contact Sandy Gilliland (e-mail SGILLILA) if you would like additional copies of these HR-Pay supplements.

Sandy Gilliland

RETROSPECTIVE CONVERSION

At the present time the Retrocon Unit in Cataloging is completing the conversion/reclass of the remaining Dewey 700's in Watson stacks. By the end of November the unit will begin the conversion/reclass of the Dewey English and American literature areas, 810-829. Most of these items will move to the PR and PS areas within the Library of Congress classification scheme. There are approximately 45,000 volumes in this call number range and it is anticipated that this project will take 3 years to complete.

Following the distribution of my Sept. 25 memo suggesting several possible retrocon areas, I received comments via email and had face-to-face discussions with bibliographers and with unit heads. I learned several things from these sources. One is that there is a strong preference among the staff to continue to reclass the Dewey collections as we prepare online bibliographic records for them. Also, there is no strong consensus of what subject area to work on next and there is some concern that retrocon be coordinated with stack maintenance activities so that library patrons and staff can benefit from an carefully thought out strategy.

Therefore, Bob Marvin, Mary Roach, and I met with Kent Miller and Donna Kipp to talk through retrocon from a Watson access services/stacks maintenance point of view. The result is what has been reported above. Retrocon staff will convert the 820's first (LC's PR classification), followed by the 810's (LC's PS classification). It has also been suggested that a few high impact areas be converted first. Those under consideration are Shakespeare and 20th century English and American prose authors. By working on these areas first, we will be able to shelve more of these materials with the related LC materials before needing to move to shelve the reclassed items in the circulation overflow area.

As has been usual with other retrocon projects, the conversion of serials in 810 and 820 will be carried out later. Because of the specialized expertise needed in working with serials, conversion of serials is done in Serials Cataloging and not in the Retrocon Unit. Serials Cataloging is still catching up on an accumulation of new serial titles and title changes caused by the need for the staff there to work on other major projects--the transfer of some serial volumes to storage in JRP, following up on earlier conversion projects in Art and Music, and most recently the need to edit some of our serial records for the UnCover project.

George Gibbs
ALA MIDWINTER NOVEMBER 17 DEADLINE FOR TRAVEL FUND APPLICATIONS

The deadline for returning completed travel fund request forms for ALA Midwinter is 5:00 p.m. Friday, November 17. As announced in the Sept. 28 FYI, in order to assure funding the Staff Development Committee must receive requests for out-of-state travel 2 months before the date of travel. Forms may be requested from, and should be returned to, Kristi Cook in Cataloging.                Margaret Wilson

ATTACHMENTS

LFA Executive Committee minutes--October 30, 1995
Staff Development Committee minutes--Oct. 17, 1995
MINUTES
STAFF DEVELOPMENT COMMITTEE
Oct. 17, 1995

Present: Kristi Cook, Deborah Dandridge, Mel DeSart, Al Mauler, Rachel Miller, Margaret Wilson

The minutes of Oct. 10, 1995 were amended and approved.

No new travel requests were received. The Committee gave final approval of a request from Rob Melton which had been tentatively approved earlier.

Mel informed the Committee that there is a discrepancy between SDC's 1994/1995 year-end balance and that of the official Administrative Office ledger. Kristi and Rhonda Boose will meet to compare ledgers and determine the cause(s) of the discrepancy.

Mel will e-mail library staff concerning the Committee's videos to ask which one(s) staff would come to see if we showed them as a brown-bag lunch affair. Staff have already expressed interest in viewing the Edmund Cooke presentation. Margaret will have an archival copy of the Cooke presentation made and put it on Reserve.

The Committee discussed guidelines for the contents of the Library Events Calendar. We agreed that
- announcements should be limited to library events only
- the calendar should be produced weekly
- the calendar should include deadlines for staff development fund applications for any conferences listed.

Rachel suggested that we construct a manual for Staff Development Committee use which would include current forms, descriptions of tasks which need to be assigned each year, etc.

Margaret will draft a calendar of proposed programs for next week's meeting, which is Tuesday, Oct. 31, 9:00-10:30 in Watson Conference Room B.

Minutes submitted by Margaret Wilson
LFA EXECUTIVE COMMITTEE

Minutes of the October 30, 1995 meeting


Absent: G. Gillespie

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Minutes

The minutes of the October 16, 1995, LFA Exec meeting were reviewed and approved.

The minutes of the October 10, 1995, meeting of the Staff Development committee were reviewed.

LFA General Meeting agenda

The agenda has been posted on e-mail and in FYI. The announcement and the agenda will be repeated in this week's FYI as well.

LFA Exec liaisons are asked to be sure that their respective committees' chairs will be present at the general meeting to introduce their members and briefly explain their activities for the current year.

Other items

Susan reported on the most recent Senate Library Committee meeting, which she attends in her capacity as Chair of LFA. A copy of SenEx's charge to the Senate Library Committee for 1995-1996 is attached to these minutes.

Susan also reported on her regular meeting with the Dean.

We reviewed and approved Exec's charge to the Committee on Evaluation of Service and Research.

Future meetings

We will meet next on Monday, November 6, 1995, in Watson Conference Room A. Because of the scheduled demo sessions from integrated-system vendors, we will not meet on November 13 and 20.

Submitted by Gordon Anderson
AFL DIVERSITY CONSULTANT: KRIZA JENNINGS

As a reminder, Library staff are invited to attend a presentation offered by Ms. Kriza Jennings, Diversity Consultant for the Office of Management Studies, Association of Research Libraries, on the topic of "Cultural Diversity and Major Trends and Issues in AFL Libraries". Two identical sessions have been scheduled:

Monday, 12/11/95: 8:30 - 10:00 a.m.
-and-
Tuesday, 12/12/95: 2:00 - 3:30 p.m.

(both sessions will be held in Watson Conference Room A). The presentation will cover a broad range of human diversity issues including ethnic, cultural, and racial identities, physical challenges, age and education factors, sexual orientation, and individual learning styles, and how these relate to personnel and training issues, relations with library users and co-workers, services and collections. The information presented will provide library employees with tools for creating a more effective workplace.

To register, contact Margaret Wilson (e-mail MWILSON, or phone 4-3535), by Thursday, December 8th. LEEP participants will receive 2 hours of continuing education credits, and refreshments will be provided.

Ms. Jennings’ visit is co-sponsored by the Libraries’ Cultural Diversity Advisory Committee and the Staff Development Committee.

KRENTZ DELIVERS PAPER AT SAMLA

Jana Krentz, Head of SPLAT, attended the South Atlantic Modern Literature Association Conference held in Atlanta, Nov. 3-5. She chaired 2 panels of the Spanish II Division and presented a paper entitled "Gendered Space and the Quest for Self in Emilia Pardo Bazan’s 'Insolacion'". Rob Melton

THOMAS R. SMITH MAP COLLECTION

When you address things to Jennie Dienes, please use the new address for the Map Library: T. R. Smith Map Collection (or just Map Collection), 103 Anschutz Library.

If you are sending things to Donna Koepp, use Gov’t Docs, 6001 Malott. Sometimes mail takes longer getting to us because of the address used. Thank you.
ATTACHMENTS

Classified Conference Executive Board minutes--November 28, 1995
KULSA Holiday Party invitation
LFA Executive Committee minutes--November 6, 1995, November 27, 1995
Staff Development Travel Report--Jana Krentz
Staff Development Travel Report--Cindy Pierard & Mary Rosenbloom
LFA EXECUTIVE COMMITTEE

Minutes of the November 6, 1995 meeting


Guest: Dean Crowe

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Minutes

The minutes of the October 30, 1995, LFA Exec meeting were approved as written.

The minutes of the October 17, 1995, meeting of the Staff Development Committee were reviewed.

LFA General Meeting agenda

Based on her earlier discussion with Academic Affairs about faculty annual review policies and procedures, Susan discussed the University’s present policies on this matter. She distributed to us a copy of the Guidelines for Development and Review of Faculty Evaluation Systems, part of the University’s 1992 campus-wide review. Reading over these materials, some members felt that University policies regarding annual faculty performance review are still fairly general:

• There is no requirement for peer review;
• There is no requirement for a written evaluation;
• It is not clear whether the faculty member and the supervisor are required to meet and discuss the review.

The College of Liberal Arts & Sciences’ practice is for the Dean of the College to write evaluations for the department chairs.

Margaret reviewed early documents concerning faculty evaluations. She said that the 1975 Calgaard and the 1984 Tacha memoranda on review procedures state that faculty have the authority to determine the procedures and guidelines for annual evaluation. (A particular faculty may choose to hand over this responsibility to the chairman, dean, or other person if it desires).

The 1984 Regents memo on evaluation calls for faculty input into developing policies and procedures; the 1992 document (referred to above) says roughly the same. It appears that faculty control over annual evaluation has weakened in the past decade.

It is definitely stated in the 1992 Regents document that annual review and evaluation are obligatory for all. While the annual review may have a strong influence on the merit salary increase awarded to each faculty member, the two matters are separate and distinct. The review process also is important for each faculty member to set goals for the coming year. There are checks and balances at work here.

There is a clear need for changes in procedures, both to reflect the new administrative structure and because there currently is a need to define certain procedures, for example, the appeals procedure, more carefully. Exec is unanimous in not wanting radically to change the evaluation system at this time. The existing structure will continue to be used, as will the current set of rating terms (exceptional, very good, etc.)
At tomorrow's meeting we will have reports from our governance representatives: Kathleen Neeley, from SenEx, and Connie Powell and Rob Melton from Faculty Council, including any special projects they may be involved with.

At this point Dean Crowe joined us to discuss the upcoming annual Library Faculty review and evaluation training for supervisors of unclassified staff, including Library Faculty.

The Dean briefly reviewed his longstanding concerns about the efficacy of the present evaluation system, recalling proposals that he made early in his tenure to make several changes, none of which was accepted by the LFA. He emphasized that he did not wish to revisit these basic issues without a clear expression of interest by the LFA membership, which he did not sense was about to arise. He said that he judged that as much as many members might find the current system wanting, even sorely so, many seem to judge that "the devil they know" is preferable to change.

In the interests of getting on with our work, especially in this year of online systems transition, staffing freezes, and other pressures, he suggested that he work with whomever LFA designates to see that all procedural aspects of the current evaluation system that are premised on a two assistant deans structure be proposed for revision, consistent with the impending arrival of an associate dean. This would expressly include the appeals process. Otherwise, he suggested not re-opening attention to such elements as performance criteria, ratings, etc.

This approach had also been LFA Exec's preference, arrived at in discussion before the Dean joined the meeting.

It was also generally agreed that it would be desirable to have this revised procedural document completed and accepted by the LFA very early in 1996, the calendar year for which it would apply (i.e., for evaluations to be administered in early 1997). Current procedures will be used for the evaluation round about to begin, i.e., for performance during calendar year 1995. As last year, Dean Crowe said that he will act in place of an assistant dean for public services.

Susan then proposed, and Exec concurred, that at tomorrow’s LFA meeting Exec will propose to the Faculty:

That Exec, with Dean Crowe and Sandy Gilliland, meet to draft a proposal for LFA to vote on regarding the review and merit-rating procedures for 1996. This proposal will feature the working group's suggestions for review/rating procedures which will fit the new administrative structure. The proposal will also speak to matters in the current review/rating structure which need clarification, such as the procedures for appeals. The Group will not examine basic matters like changing the review/rating structure or establishing the criteria for assigning ratings. This proposal will cover only the 1996 period for review and merit ratings, respectively.

Supervisor evaluation training

We also discussed the proposal for training supervisors in evaluating unclassified staff, including faculty. (See the October 16 minutes for an outline of the proposal and recommended action). Exec voted to bring this matter before the Library Faculty Assembly meeting tomorrow for their concurrence (the written proposal has already been sent to Faculty).

Future meetings

We will meet next on Monday, November 27, 1995, at 10:30 am in Watson Conference Room A. Because of the scheduled demo sessions with integrated-system vendors, we will not meet on November 13 and 20.

Submitted by Gordon Anderson
LFA EXECUTIVE COMMITTEE

Minutes of the November 27, 1995 meeting

Absent: M. Wilson

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Minutes

The minutes of the November 6, 1995, LFA Exec meeting were approved.

The minutes of the October 31 and November 7, 1995, meeting of the Staff Development Committee and the October 13, 1995, meeting of the Planning & Resources Committee were reviewed.

Base-budget reduction report from PRC

LFA Exec had charged the Planning & Resources Committee to provide Exec with a report on the open meetings held on September 20 and 21 on the topic of the Libraries' base-budget reduction obligation to the University. On November 7 the PRC sent their report to Exec, which we read and discussed at today's meeting.

After some discussion Exec decided to suggest that the PRC make some changes to their final report and send it back to Exec. Exec will then forward the PRC's report intact to the Dean, along with a memorandum from Exec with Exec's own comments, separate from the PRC's report.

Susan will draft this memo from Exec stating its comments on the PRC report. Susan will also draft a memo to the PRC Chair on the need for background information added to their report, and Susan will inform the PRC Chair that the PRC will get a copy of the Exec memo to the Dean.

Meetings with the Dean

Susan will ask Bill to meet with Exec on December 11th, in addition to the already scheduled meeting on December 11th, to work on the performance evaluation process for 1996.

Next meeting

Next week's (December 4) meeting will begin at 10:00 am, rather than ten-thirty. We will discuss the draft of the minutes from the LFA November 7 General Meeting, plus the background materials which Sandy Gilliland gave to us today (for our work on writing procedures for the 1996 Library Faculty annual review and evaluation).

LFA Chair's meeting calendar for Exec for December:

We will meet next the next three Mondays: December 4, 11, and 18, 1995, in Watson Conference Room A. We will not meet on the subsequent two Mondays, December 25 and January 1.

Submitted by Gordon Anderson
Susan Craig, the Chair of Library Faculty Assembly, called the meeting to order and reminded LFA members to pick up one copy each of the four handouts available: the agenda, the draft of the proposal for supervisor evaluation training, the draft of the proposal to change certain procedures of evaluation of Library Faculty for calendar year 1996, and the revised LFA Code.

Minutes

The minutes from the Spring 1995 LFA general meeting were approved.

Introduction of new LFA members

Nancy Burich introduced three new members of the Regents Center Library faculty:

Faye Christenberry
Jim Dryden
Lyn Wolz

LFA committee reports

Susan asked each chair to introduce this year’s members and to tell the Assembly of the committee’s work for the current academic year.

*Code & Bylaws Committee.* Mary Roach (Chair), Connie Powell (Secretary), Rick Clement. They have just recently updated the LFA Code & Bylaws (11-1-1995), the text of which was handed out at the meeting. The code contains the following revisions: deleting the Staff Orientation Committee; creating overlapping terms for members of LCPT; changing the Budget & Planning Committee’s name to the Planning & Resources Committee; and creating overlapping membership terms for the Committee on Evaluation of Service & Research.

*Committee on Evaluation of Service & Research (CESR).* Brad Schaffner (Chair), Brian Baird, Rob Melton. They have not yet met, as their work does not start until January. They have two special charges for the current year: to work with the Code & Bylaws Committee to create overlapping terms of office; and to review and revise the procedures and guidelines for future CESRs to follow.

*Committee on Appointment Criteria.* Susan Craig (Chair), Gene Carvalho, Brad Schaffner. This committee meets when LFA Executive asks it to, which it hasn’t yet.

*Salaries & Benefits Committee.* Brad Schaffner (Chair), John Richardson (Secretary), Ken Lohrentz, Sandy Gilliland (ex officio). They have met already to review the salary component of job offers; they will meet later in the year to review the merit salary increases.
Planning & Resources Committee. Nancy Burich (Chair), Lorraine Moore (Secretary), Vicky Doll, Penny Donaldson, Judith Emde, Sue Hewitt, Kathy Lafferty. The PRC has five charges for this year (in all cases, the Committee is to report its findings to LFA Executive):

- to examine the specifics of the mandated base-budget reductions;
- to continue to monitor progress toward meeting the goals outlined in the Strategic Plan;
- to gather and analyze departmental resource papers, should they be requested this year;
- to bring the so-called Planning Notebooks up to date;
- to ensure that space planning remains a high priority and critical issue for the Libraries this year.

Staff Development Committee. Mel DeSart (Chair), Margaret Wilson (Secretary, reported in Mel’s place), Kristi Cook, Deborah Dandridge, Al Mauler, Rachel Miller. This year SDC plans to offer programs on copyright, research for librarians, psychological aspects of change, and more Soaring to Excellence teleconferences. The SDC has special charges this year to review the formulae for the distribution of travel-support monies; and to work with the Code & Bylaws Committee to revise the wording better to describe the SDC’s current policies and practices.

Library Committee on Promotion & Tenure. Gene Carvalho (Chair), Kathy Graves (Secretary), Nancy Burich, Mary Hawkins, Johnnie Love, Rachel Miller, Sherry Williams. This year one librarian is up for promotion & tenure. In addition, LCPT has two special charges: to recommend a system of mid-term review for untenured library faculty and implement this recommendation for trial period of two consecutive years with untenured librarians participating on a voluntary basis; and to review the composition of LCPT (the number of LIs, LIs, and LIIIs) and determine if the makeup should be altered.

Nominating & Ballot Committee. Jennie Dienes (Chair), Lorrie Knox (Secretary), Jill Girardo.

LFA Executive Committee. Susan Craig (Chair), Becky Schulte (Vice Chair/Chair-Elect), Gordon Anderson (Secretary), Maria Alexander, Mel DeSart, Gaele Gillespie, Margaret Wilson. Executive has so far made committee appointments and special charges for the current academic year, and has prepared proposals on the training of supervisors in evaluating librarians and on the need to restructure the annual review process in light of the upcoming change in the Libraries’ administrative structure (the last two are on today’s agenda).

Governance Reports

Some LFA members are currently serving on University governance committees. Susan asked them to report to the LFA on their work this year:

Kathleen Neeley is a member of the University Senate Executive Committee (SenEx), the Faculty Senate Executive Committee (FacEx), the University Council, the Faculty Council, and the Organization and Administration (O&A) Committee.

SenEx and FacEx are currently working on the campus master plan. Later this week Tom Waechter will present the plan to the SenEx meeting, and Kathleen urges as many as possible to attend. Asked how the plan might affect the Libraries fit into the plan, Kathleen responded that no significant changes are in the works. The recent student survey of the Libraries reveals a concern for the shortage of parking places around the Library.

SenEx is also dealing with budget woes and grievance procedures. In the latter issue, members are concerned about the lack of uniformity across departments in procedures. Rick Levy of the School of Law has led the effort to coordinate the revision. A large document has resulted; in it, mediation is encouraged early in the grievance process.

O&A Committee has the charge to examine the University’s governance structure. It is larger than that of most universities of KU’s size. The system is not broken, but it is worth (re-)examining.
Connie Powell is a member of the University Council. The Council is trying to meet with each member of the Board of Regents, who all have emphasized that KU must conduct a vigorous public-relations/outreach campaign to get the word out to all of Kansas about what a great university the state has. Connie is the chair of the committee on student financial aid. She mentioned that the students’ fairly recent demonstration at US Representative Jan Meyer’s office had some influence on the outcome of Congressional legislation on student aid support. The students in their demonstration managed to exert some influence on Senator Kassebaum’s vote.

Rob Melton is also a member of the Organization and Administration Committee. This committee’s third charge is to examine the procedures to improve communications (the "Junk Mail" committee). This subcommittee will probably recommend the greater use of electronic media in place of paper. But there are still many faculty who do not have LAN and other electronic connections.

Judith Emde is on the Parking Board. A Daily Kansan reporter always attends their meetings. They are looking at the possibility of a new parking facility near the Union, plus the possibility of having shuttle service from the Lied Center parking lot (nearly empty during the day) to Campus. KU on Wheels is in the red.

Susan Craig is on the University Planning & Resources Committee, which consists of four faculty and two students. They meet once a month with Vice Chancellors Shulenberger and Meyen and monitor budget and planning actions. (Due to a drop in enrollment, there is the possibility of a spring rescission if the Legislature does not come up with additional money.)

They are looking at the Regents Center and other off-campus programs and their impact on the Lawrence campus. There is concern about the development of new programs -- especially the fact the new programs get started without much coordination among university departments and offices.

They are also studying space needs. There is concern that the Hoch Auditorium/Budig Hall project won’t really ease the crowding in classrooms, and there is concern about the fact that Budig will have large classrooms when the demand is for smaller classrooms. Classroom scheduling is also a problem; faculty seem to prefer Monday-Thursday, which means Fridays have lower use. There are also problems in coordinating class times among departments.

Supervisor evaluation training

Refer to the handout: *Library Faculty Performance Evaluation Training* (Draft, November 1995)

In April 1992 the Regents Task Force drew up guidelines on Faculty Performance Evaluation. The University has instructed academic departments to bring their own faculty evaluation systems into conformance with these guidelines. In addition, the Task Force called on Regents institutions to develop faculty evaluation training programs for departmental chairpersons. In March 1993 the LFA drew up a "Statement on Library Faculty Performance Evaluation" which the Dean endorsed and forwarded to VC for Academic Affairs Shulenberger. This Statement was approved for the Libraries’ use.

The charge to develop and implement a faculty evaluation training program still needs to be responded to. The LFA Executive Committee proposed such a training program for the current academic year -- a two-hour (maximum) workshop for supervisors of unclassified professional staff, including faculty. In this workshop, supervisors would review the existing documentation on evaluation and discuss the expectations for professional performance, research, and service. They would then review and discuss the weights to be established for each component, and would conclude with other questions and answers.

In presenting this LFA Executive Committee proposal, Susan explained that we need to stay abreast of Academic Affairs’ directives, but that during this time of transition we should take a minimalist approach; we do not now need to re-invent an entire system of performance evaluation. This workshop is proposed for sometime during the first two weeks of December.
The question was raised as to why this is an LFA issue, to which Susan responded that, since the LFA is an advisory body, we’re advising on a basic faculty issue. Also, LCPT has in the past asked LFA for such a program. Last year’s LFA Exec recommended that the current Exec work on this matter.

Another question: is this minimal approach sufficient at this time? Answer: some feel this is adequate, not minimalist. Our documentation on performance evaluation is good in many respects; we should review these documents and incorporate them into this matter.

Hearing no strong objection, the LFA then agreed by acclamation to forward this recommendation along to the Administration for action.

Changes to the Library Faculty Performance Review process

Background

We have continued to use the performance review process drafted by CREEP and adopted by the LFA in 1988. This process is based on the existence of a structure with two Assistant Deans. For calendar years 1994 and 1995, Dean Crowe has acted as the AD for Public Services. For calendar year 1996, however, the Dean and LFA Exec realize that, with the coming of the Associate Dean, some changes are called for.

Again, mindful that this is a period of transition and heavy workload, Exec and the Dean feel that only minimal changes should be made. The current library faculty evaluation system has many points of contention, but the many other challenges the Libraries face in the coming year, most significant of which is the selection and installation of an integrated online system, preclude wholesale restructuring of the library faculty evaluation system.

The proposal

Both parties propose that a task force be created which would meet in December or January to consider the most urgent changes needed, taking the new administrative structure into account, and present a proposal to the LFA for approval (or not) by the end of February 1996.

Question: why now, in such a short time frame? -- Answer: The Library Faculty need to know as early in the calendar year as possible who will be evaluating them, and under what structure. What does the Assembly feel: now, or later in the spring?

Comment: we need to do it now. Even late spring would be still too early for the Associate Dean to be involved; the summer would be too difficult a time to accomplish this; and the fall would be too late to communicate clearly the pattern of evaluation to the Faculty.

Question: how does the current structure function: who evaluates whom? -- Answer: The 1995 FASARs will be reviewed under the old structure, that is, Bill Crowe acts as AD for Public Services. But for the 1996 FASARs we need to have a different set of procedures because of the Associate Dean’s position. For example, in the College of Liberal Arts & Sciences, the Dean evaluates the department chairs, consulting with the Assistant Deans in the process. This might be the way the Libraries will carry out Library Faculty review.

Comment: let us be brief in these changes; anything beyond that will get entangled in discussion of a new review structure.

What is the time line? The changes will be drafted [and it is hoped approved] by the end of January, in time to have a document on the Associate Dean’s desk when she arrives.
Susan explained that this discussion is meant to get a sense of the Assembly, and she asked for any objections to be stated. Susan explained that we won’t realistically be able to begin until December, and the really serious work won’t be carried out until January.

Hearing no objections, Susan declared that the Assembly agrees to this proposal that LFA Exec, working with Sandy Gilliland and the Dean, will prepare a draft document for presentation to the LFA in early 1996.

Additional business

A member asked Susan Craig to talk about the Chancellor’s Task Force on Restructuring and Re-engineering.

The purposes of this task force are to streamline the administrative structure and look for savings, and to re-engineer the processes.

The Task Force received over two hundred letters from faculty and staff, met with around twenty focus groups, and interviewed many persons. The Task Force then divided into three subcommittees, each of which will separately submit a proposal as to what the new administrative structure should be. For example, where should the Graduate School, the Executive Vice Chancellor, the Head of Maintenance be located? to whom should these bodies or individuals report?

The Task Force’s challenge is to sift through all the documents, letters, etc. and look at the options. Susan’s subcommittee will be specifically looking at facilities.

On November 13 the Task Force will put back together the subcommittees’ proposals and report to the Chancellor in January.

In the spring the Task Force will look at process topics: telecommunications, admissions, recruitment, for example.

Steve Schroeder (Director of the Life Span Institute) and Deborah Teeter (Director of the Office of Institutional Research & Planning) are the co-chairs of the Task Force.

Some folks feel that there is a lack of vision in this project, that the focus is only on (re-)engineering the current structure.

Space issues are not high on the agenda right now.

Bill Crowe added that the deans were one of the focus groups. Among them they expressed a wide range of opinions about the future. Bill stated forcefully that the Libraries should continue to report directly to the chief academic officer.

Susan said that, from the mass of information gathered, certain themes are emerging.

Bill closed the meeting with a strong pitch for Library Faculty to get involved in university governance, pointing to the excellent examples and reports presented today. Despite the work load, Bill said, it pays for librarians to be involved actively in Kansas University governance.

The meeting was adjourned at 11:26.

Gordon Anderson, Secretary
LFA Executive Committee
Present: Dean Crowe, M. Baker, K. Cook, G. Holcomb, J. Revenew, K. Simmons (chair), C. Thompson (sec)

Dean Crowe:

Dean Crowe asked if anyone from the buildings where wiring is under way had any feedback about the wiring crews. There was enthusiastic agreement that the crews have been exceptionally pleasant and minimally disruptive. The Dean plans to write a letter of praise to their department head.

Dean Crowe has asked all library departments for their annual Resource Papers by Jan. 05, 1996. He has asked department heads how they would respond to a hypothetical 2% base budget cut keeping in mind the goals of Strategic Planning.

The Dean still has not received any budget instructions.

The transition to HR Pay is looming large on the horizon. Sandy and Julie have scheduled several meetings for payroll coordinators, administrators, and library staff. Everyone is strongly encouraged to attend one of these meetings.

Dean Crowe will meet with Deborah Teeter of OIRP to discuss ways of going further with the student survey, i.e., getting more information about and from specific groups, without costing the libraries a substantial amount. Kendall passed along a suggestion that future UDK ads address issues raised by survey respondents and make direct references to the survey. The Oread will run a story about the survey results, and the Senate Library Committee will discuss the survey in its January meeting. Crosstabulations of the survey by various subdivisions, such as library most often used, are forthcoming from OIRP.

Chair:

In her meeting with Dean Crowe, Kendall discussed the difficulty CCEB has experienced getting staff interested in committee work. The two most common obstacles cited are that people are too busy or that their supervisors discourage them. Kendall asked CCEB whether they thought that the Personnel Committee should be charged with investigating the possibility of committee work being a job requirement or at least making a difference on staff’s evaluations. Currently, it is at the supervisor’s discretion whether to include committee work in a classified employee’s evaluation. It was decided that, for the present, Kendall will further discuss the problem with Dean Crowe.

Kendall reported that she had presented the tuition waiver/release time survey results to Administrative Conference. Some supervisors are not aware of the University policy that gives them the option of letting their staff have time off for taking classes without making the time up. Kendall suggested that the Library should have its own interpretation of the University’s policy, especially as pertains to clarifying terms, and proposed charging the Personnel Committee with this. CCEB agreed to this.
The names to be submitted to Dean Crowe for the 1996 Classified Employee of the Year Selection Committee are:

- Jan Altenbernd
- Milissa Boyer
- Doxie Larsen
- Brenda Owens
- Toni Taylor

There were only three nominees for CCEB Secretary, all of whom declined the nomination. Janet Revenew volunteered to take minutes for the remainder of the fiscal year.

Committee Reports:

Personnel Committee:
Milissa Boyer produced a draft summary/cover letter for distribution to library staff along with the results of the tuition/release time survey. Copies of the draft were distributed to CCEB. The only change that CCEB will suggest to Milissa is that she include the total number of responses in the first paragraph.

Staff Development:
Kristi reported that Sandy Gilliland has been consulting with Mel DeSart, who in turn will consult with Dean Crowe, about clarifying and possibly enhancing Staff Development Committee’s role in funding workshops and classes. Apparently, there is a mechanism for soliciting funds from the Admin. Office for programs not covered by Staff Development, but CCEB is uncertain what that mechanism is. Sandy is in favor of expanding SDC’s role and also increasing its funds if necessary. Once Dean Crowe has been consulted, SDC will make an announcement clarifying its funding policy.

The times for Kriza Jennings’ presentations are as follows:

Dec. 11 8:30am - 10:00am She will be videotaped (but not the audience)

Dec. 12 2:00pm - 3:30pm

Classified Senate:
Gaby didn’t stay for the entire meeting because it conflicted with a vendor demo.

Miscellaneous Business:
Kendall will send out copies of the new L.A. series specifications.

Next Meeting:
January 30, 1:30pm - 3:00pm (No meeting in December)

Submitted by Corrie Thompson
Thanks in part to the Staff Development Committee, I recently had the privilege of attending and participating in the South Atlantic Modern Language Association (SAMLA) Conference in Atlanta.

I attended several panels on Spanish Peninsular literature and Luso-Brazilian literature. The Luso-Brazilian panels focused on Brazilian literature of the twentieth century. I was pleased to see that these panels were well attended, a significant occurrence for panels on one of the so-called "lesser taught languages".

Spanish Peninsular panels had a narrower focus. One centered on women writers and the authoring of female identity in Spain's Golden Age. Two of the Spanish Peninsular panels dealt with Spanish literature between 1700 and the present. As President of the Spanish II Division this year, I chaired both of these panels. There was an overwhelming response to my call for papers this year and it was difficult to choose among them. Seven papers were selected for presentation making our division one of the most prolific. In addition, the range of topics and literary movements gave our panels a fine balance. I also had the honor of presenting a paper at one of the Spanish Peninsular panels entitled "Gendered Space and the Quest for Self in Emilia Pardo Bazán's Insolación". This paper forms part of the last chapter of my dissertation and was well received.

In addition to these panels, I also attended a women's caucus workshop entitled "Virgins, Vixens, and Voyagers: Gendered Representation of Women's Initiation" and a panel on German literature from 1933 to the present.

Amongst all this ivory tower, academic pontification, there was a fascinating panel "Humanities and the Job Market: Strategies Beyond Survival". The papers presented dealt with troubling issues such as the national trend to hire adjunct faculty and instructors instead of tenure-track professors. One of the most revealing papers presented was entitled "Taxicab Professors and Gypsy Scholars: Will Short-Term Employment Lead to Long-Term Destruction of the Academy?". Unfortunately this panel was sparsely attended, a fact which, I believe, discloses the fear and anxiety the new "future trends" inspire among the literary community. For although there were several informal discussion amongst friends on these matters, no one yet seems
anxious to speak about it formally. Most academics, it seems, hope it will all just go away.

Again, I would like to thank the Staff Development Committee for the support I received in order to attend SAMLA. I believe that it is very important for us to maintain professional contacts and to keep abreast of new developments in our various fields. Without the financial backing of Staff Development this would be difficult indeed.
Travel Report

We attended the Fall Conference of CULS (College and University Library Conference) in Hutchinson, KS on October 26-27.

The Good:

The keynote speaker was Sharon Mader of Christian Brothers University in Memphis, who gave a lively and intriguing presentation on the theme of: "The Transformational Partnership: Librarians and Teaching Faculty." She reviewed recent studies on the topic discussing the necessity for a shared understanding of the institutional mission, a relationship of mutual respect, and the need for librarians to become more active in university functions such as governance. She also shared some interesting data on the impact of factors such as gender, rank, and attitudes towards research on this partnership.

We were particularly excited by Mader’s topic as it brought together many points we planned to address in our presentation (fortuitously scheduled directly after the keynote address): “Creation through Collaboration: Working with Instructors to Develop a Resource Guide for the Teaching of Library Research Skills.”

Our presentation focused on what we’ve learned from the year-long experience of working on a Hall Center grant, which involved the development of partnerships with a number of KU instructors. In particular, we wanted to stress that our library instruction efforts will not move forward without the support of teaching faculty/staff, and that involvement with projects such as this one may present opportunities for greater participation in campus dialogues about educational goals and priorities.

The presentation was well-received (about 30-35 folks attended) and was followed by a good discussion of the topic with a variety of questions and suggestions.

We heard several other interesting presentations: one on teaching library research skills in an electronic environment and another on working with international students in the classroom. We also attended (with other KU folks) the Library Instruction Round Table business meeting during which we laid plans for a December workshop on “Teaching the Internet” and a Tri-Conference program on developing partnerships between high school and higher ed. librarians. The state conferences provide a particularly useful forum for networking with other Kansas librarians and we enjoyed several good conversations about system demos (with K. State folks), pedagogy (with a fabulous Ph.D. student from Emporia State), and pie (with the droves who dined with us at Carriage Crossing, a local Mennonite restaurant).

The Bad:

Mary: Cindy kept me up all night talking
Cindy: Mary gave me her cold

The Ugly:

Watching a group of information professionals trying to navigate downtown Hutchinson to find the Cosmosphere (which is really quite an interesting place with informative exhibits and an excellent gift shop). The Cosmosphere is great, but was somehow unbelievably hard to locate.

We very much appreciate the financial support provided by the Staff Benefits committee.
YOU ARE INVITED TO THE

1995 KULSA HOLIDAY PARTY

MONDAY, DECEMBER 18TH 2:30-4pm

CONFERENCE ROOMS A-B, 5TH FLOOR
WATSON LIBRARY

BEAUTIFUL MUSIC
BY STEVE GNAGY AND DIANA DYAL

PROGRAM STARTS AT 3pm

MASTER OF CEREMONIES: AL MAULER

INTRODUCTION OF NEW STAFF

(THE REST OF THE PROGRAM IS A MYSTERY, SO BE SURE TO COME!)

BRING YOUR FAVORITE HOLIDAY TREAT
THERE WILL BE PUNCH AND COFFEE

SEE YOU THERE!
# THE UNIVERSITY OF KANSAS LIBRARIES
## FALL SEMESTER SCHEDULE OF HOURS: AUGUST 21, 1995 - JANUARY 15, 1996

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