

# The University of Kansas Libraries

Number 1407

July 3, 1997

**\*\*\* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \*\*\***

## **CLASSIFIED VACANCY**

Applications are now being accepted for a full-time Library Assistant II position in the Bindery Preparations Unit. Responsibilities of this position include: 1) Supervision and training, 25%; 2) Processing unbound materials, 50%; 3) Processing volumes returned from the Bindery, 10%; 4) Expenditure approval and reports, 15%. Minimum Qualifications: Applicants must possess any combination of the following to equal two years (E1800, PL4): Experience in library work and/or Education in library science. Preferred Selection Criteria: Library record-keeping experience (skill code K20E0, level 2, weight 50); experience with IBM compatible computers (skill code EQIBM, level 2, weight 10). Additional preferred selection criteria: Demonstrated ability to set priorities, organize work and meet deadlines; ability to work independently; ability to communicate effectively and interact successfully with a variety of people; demonstrated ability to supervise successfully; ability to organize, interpret, and work successfully with detailed information; knowledge of book binding and preservation technologies and practices; knowledge of computer technology as applied to libraries. Hourly Wage: \$10.03 (pay grade 18, step 1). Application instructions: Library staff must complete a "Request for Promotion or Transfer" form, a KU Internal Application form, and a "Skills Identification Update, Part B" form (all forms are available from the Administrative Office). Library student assistants interested in this position and other non-library employees must apply through the Department of Human Resources, 103 Carruth-O'Leary Hall. Applications must be received by 5:00 p.m. Friday, July 11, 1997.

### **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**

Ela Zygmunt, Preservation Department (Bindery) has announced her resignation. Ela has been employed in the Bindery Unit for several years: first as a student assistant, then as a temporary classified employee (1994), and most recently as a permanent Library Assistant I (June, 1996- pr.). Ela and her family will be relocating to Boulder, Colorado. Her resignation is effective July 26, 1997.

Ray Leonard has been appointed to a full-time Library Assistant I position in Retrieval Services. Ray is presently a student assistant in the Science Library and has also been employed as a student in Retrieval Services, Government Documents, and Special Collections. A recent KU graduate with a

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Ph.D. in History, Ray also has two master's degrees: Soviet & East European Studies (KU) and History (Wichita State University). Ray's appointment begins July 7, 1997.

Sandy Gilliland

#### **HIATUS IN DISTINGUISHED LIBRARIANSHIP AWARD**

There will not be a recipient of the Chancellor's Award for Distinguished Librarianship in 1997.

William J. Crowe

#### **RHONDA BOOSE TO MOVE ON**

Rhonda Boose, Secretary III to the Vice Chancellor for Information services and Dean of Libraries, has accepted the appointment as Executive Secretary to the Secretary of the Department of Corrections. We expect that Rhonda's last day at KU will be July 11.

For myself and on behalf of the many hundreds of people with whom Rhonda has worked so diligently since she came to her current position in early 1991, I offer congratulations for a highly merited promotion.

Rhonda has earned special thanks from all of us for a job very, very well done, often under difficult circumstances. Her professionalism, can-do approach to projects of all stripes, and steadiness under pressure have helped me and many others over the years.

We are moving quickly to organize a farewell gathering for Rhonda and will announce it as soon as we have details made final.

Bill Crowe

#### **ACE (Athletic Complex Expansion) NAMING**

Effective immediately, please note that the Athletic Complex Expansion has been named Wagnon Student Athlete Center and includes the following offices: Athletics Director, Men's Basketball, Football, Student Support Services, and Williams Fund.

Sandra Benedict

#### **ATTACHMENTS**

Minutes: Student Task Force, 6/12/97 & 6/17/97; LFA Exec, 6/11/97; SDC, 5/27/97.  
Memo regarding establishment of Center for Teaching Excellence; Memo regarding Ethics Reform.

Student Task Force Minutes for June 12 meeting

Present: Bayliss Harsh (chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeaumiqua Hall-Harris, Marilyn Hu, Doxie Larsen, Lars Leon, Bob Marvin, Barb Woodruff

Minutes: Doxie's May 28 minutes were approved. Lars June 5 minutes were discussed and changes recommended.

Planning and Resource Committee open budget meetings:

These meetings are scheduled for Friday, June 20 at 10-11:30 and Wednesday, June 25, at 3:30 to 5. Members of the Task Force are invited as our recommendations to Marilu are on the agenda. The meetings will be an opportunity for staff to comment and ask questions about the report. Bayliss asked who would be able to make it to these meetings. The question was raised: How fast will Marilu get the text of our recommendations (due June 18) to the staff? We may need to present the recommendations to the first meeting two days later.

We discussed at length both Sandy's draft of our report and Lars' points to think about which he emailed us with the first draft of his minutes. Highlights included: 1) we agreed we wanted to add a recommendation that, if practical, we would like to make the longevity increase 15 cents rather than 10 this year; 2) we reaffirmed the August 10-23 pay period as the start date for the implementation; 3) we discussed the proposed three wage levels for student assistants. The sense of the task force is that while most of the student assistants at base pay are performing duties of a fairly routine nature, if a student is operating at higher duties/responsibilities that they should be paid at higher levels. How to enforce/encourage this goal?? Establish a committee to oversee? Have workshops? Leave to Administrative office? We finally generally agreed that review of pay and responsibilities could be reviewed by the Library Administration office when positions are advertised. 4) We fine-tuned the wording on Sandy's draft of the report.

Where are we now as to making the June 18 deadline for turning in our report? Sandy will get a new draft out with our suggestions and corrections and we will meet on Tuesday, June 12 at 2 to review final wording for the report.

**Present:** Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker (Recorder), Sandy Gilliland, Marilyn Hu, Dox Larsen, Lars Leon, Bob Marvin, Barbara Woodruff

**Minutes:** The minutes of the 5 June meeting were corrected and will be submitted to the *FYI* this week as will all other approved minutes not already published in *FYI*. The minutes of the 12 June meeting will be distributed to the task force this week.

**Draft of recommendations:** We reviewed the second draft of our recommendations report. The penultimate draft will be available tomorrow.

**Planning and Resource Committee meetings on the budget:** Our chair will give a short presentation of our recommendations and then take questions. The members of the task force will attend to help answer questions. Copies of our report will be available at the meeting.

**Next meeting:** Wednesday, 25 June 1997, 1-2:30pm. Place to be announced.

**July meeting times:** Members will e-mail Bayliss their available times to meet during July and discuss the rest of our charges.

approved  
25 June 95

LFA Exec minutes for June 11, 1997.

Present: B. Schulte, M. DeSart, G. Gibbs, K. Lohrentz, J. Girardo, B. Schaffner.

Absent: C. Pierard.

### **Minutes.**

LFA Exec minutes for June 9 were revised.

Salaries and Benefits Committee minutes for July 26, 1996, March 7, 1997, and June 6, 1996 [i.e., 1997] were reviewed. They will be sent back to the Committee with suggestions for revision and clarification.

### **Salaries and Benefits Committee.**

John Richardson's memo to Becky was discussed. Exec members expressed concern that the role of S&B may have been circumvented during the past year. Exec suggested that 1) any time a search is going on, Salaries and Benefits members should be notified that they will be called together soon to review the salary range for a position description or for a proposed offer, and that 2) S&B contact Marilu Goodyear concerning the role of the Committee.

### **CESR Guidelines.**

Exec continued its review of the CESR guidelines, particularly the standards for scholarly activity and service. It was emphasized that the guidelines now being worked on are not a departure from previous policy or practice, but merely an attempt to document and clarify the general principles and to define the general rating categories now in effect. This year's LFA Exec will do as much with review of the proposed guidelines as time permits, and a report of work in progress will be made at the LFA meeting June 23<sup>rd</sup>. Next year's Exec will continue the review, and the draft will be available at a later time for consideration and discussion. It may be necessary to hold a special LFA meeting later in the summer or early fall to discuss the proposed principles and guidelines.

Submitted by Ken Lohrentz, LFA Secretary.

**Minutes**  
**Staff Development Committee**  
**May 27, 1997**

*Present: Deborah Dandridge, Kristi Cook, Evelyn Constance Powell, Vic Cardell, Al Mauler*

*Absent: Sandy Gilliland, Vickie Doll*

**Minutes:** The minutes of the previous meeting were read and approved.

**Travel:** Three travel and workshop reimbursement requests were approved. Rob Melton was approved to travel to ALA in San Francisco on June 25th-July 2nd. Johnnie Love was approved to travel to the Third National Conference of African-American Librarians (Black Caucus of ALA) in Winston-Salem on July 31st-August 3rd. Connie Powell was approved to travel to the Midwestern Web Science Workshop in Bloomington, Indiana on June 20th-22nd.

**Programs:** We discussed the travel seminars. We believe that the scheduling of the seminars was the reason for the low attendance. However, generally they went well. The Administration is going to produce an explanatory handout for those unable to attend either of the seminars. In one seminar the comment was made that on our new SDC form the area allowed for explanation conference activity was too small.

Vic reported on the copyright seminars. He has spoken to Brad Schaffner about the possibility of SDC and the LFA Ad Hoc Committee on Research cosponsoring a copyright seminar next spring. At this point there are plans for two seminars: one general seminar in the fall for all library staff, and one in the spring specifically for library faculty and geared toward research.

The meeting adjourned at 10:30.

Evelyn Constance Powell

# The University of Kansas

Department of Human Resources

June 12, 1997

**TO:** Personnel Related Staff Member

**FROM:** Marc B. Adin  
Director

**SUBJECT:** Ethics Reform

On April 24, 1997, Governor Graves signed into law House Bill 2064. The law contains several important provisions covering the actions of classified employees.

The law prohibits classified employees from soliciting or accepting anything of value in their official position. The law does not cover the following gifts:

- \* those with an aggregate value of less than \$40 given at a ceremony or public function to a person accepting the gift in that person's official capacity;
- \* those given by relatives or friends not associated with a person's official position;
- \* those received on behalf of the State that become state property; or
- \* contributions solicited on behalf of a tax-exempt, non-profit organization.

Also, solicitation or acceptance of free or discounted meals outside of state government is prohibited except for:

- \* meals provided by personal friends or family members;
- \* meals provided at widely attended events<sup>1</sup>;
- \* meals provided at public events attended as part of official business;
- \* meals that are not provided as a result of that person's official position; and
- \* soft drinks, coffee, and snack foods which are not part of a meal.

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<sup>1</sup> A widely attended event is defined as an occasion at which it is obvious that the motivation for providing the meal is not to gain exclusive access to a state official.

June 11, 1997  
PRS Member  
Page 2

Solicitation or acceptance of free or special discounted travel or associated expenses from a source outside state government is prohibited unless the travel given is not associated with a person's official state position, or unless the person's presence serves a legitimate state interest and is authorized by that person's state agency. Soliciting or accepting free or discounted tickets or access to entertainment, recreation, or sporting events is prohibited unless the person's official state position requires them to attend the event.

Classified employees who violate the prohibitions can be suspended, demoted, or dismissed. In addition, the Kansas Commission on Governmental Standards and Conduct is authorized to assess civil fines for violation of the law. Maximum fines of \$5000 for the first offense, \$10,000 for the second offense, and \$15,000 for the third and subsequent offenses may be levied.

Please disseminate this information to classified employees within your area. If you have any questions, please do not hesitate to call me at 864-7408.

Thank you.



cc: Lindy Eakin  
Ola Faucher  
Victoria Thomas  
Madi Vannaman

SANDY GILLILAND  
LIBRARIES  
095

# The University of Kansas

Office of the Provost

June 23, 1997

TO: Deans and Department Chairs

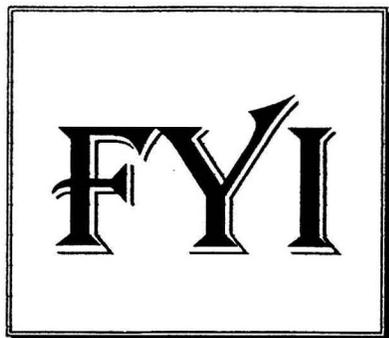
FROM: Sandra W. Gautt, Assistant Provost 

Shortly, the Chancellor and the Provost will be announcing formal establishment of the Center for Teaching Excellence. The center is the culmination of work by several faculty committees and the Provost's Office. Its establishment provides tangible evidence of the University's commitment to quality instruction and expansion of opportunities supporting faculty development. The center will formally open August 18, 1997 and be housed during the 1997-98 academic year on second floor of Anschutz Science Library. Permanent space for the center has been designated in Budig Hall.

We have appointed Fred Rodriguez, Associate Professor of Teaching and Leadership, as the Center's director. In addition, we have invited the following faculty to form the Center's initial faculty interest group (teaching circle) to provide a forum for discussion of campus teaching and learning issues and broad directions for the Center's activities: Don Green, Chemical & Petroleum Engineering, Chris Haufler, Botany, Ray Hiner, History, Stan Lombardo, Classics, Richard Schowen, Chemistry, Annette Stanton, Psychology, Nona Tollefson, Psychology & Research in Education.

I am confident that the leadership provided by Fred and the initial teaching circle will establish a strong base for the center. Fred will be contacting each of you to share initial information concerning the center's mission and identify strategies for interfacing with the academic units. I also look forward to your involvement in this important campus teaching and faculty development initiative.

cc: Provost Shulenburg  
Director Rodriguez



## The University of Kansas Libraries

Number 1408

July 10, 1997

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### CLASSIFIED VACANCY

Due to Rhonda Boose's resignation (see PERSONNEL below) applications are being accepted for a full-time Secretary III position with the following responsibilities: 1) Maintains master schedule for the Vice Chancellor/Dean, 40%; 2) Performs a variety of administrative tasks in support of the Vice Chancellor, 25%; 3) Provides assistance to the Vice Chancellor/Dean and other ITS/Library administrators with special projects as needed, 15%; 4) Maintains files (both print and electronic) of the Vice Chancellor/Dean, 10%; 5) Provides technology support for the Vice Chancellor's Office, 10%. Minimum Qualifications: Must possess any combination of the following to equal three years (K2000, PL5): Experience in clerical or office support work and/or Education at the high school or post high school level in English, spelling, typing, computers, business or office practices. Preferred Selection Criteria: Secretarial experience (K2200, PL5), Experience maintaining an appointment schedule for staff or executives (K2230, PL5); Experience with IBM compatible computers (EQIBM); Experience making travel arrangements for staff or executives (K2250, PL5); Experience composing business letters and reports (GN006, PL5); Public service experience (K20B0, PL5); Computer experience including word processing (K2130, PL5), merging documents (K2150, PL5), and databases (P2C30, PL5). Additional Preferred Selection Criteria: Ability to work with minimal supervision; ability to communicate effectively; ability to maintain confidential records and information; ability to exercise tact, patience and discretion in communicating and interacting with a variety of staff and the public; ability to handle multiple work priorities and projects. Beginning salary: Pay Grade 17, Step 1: \$9.55/hr. Application instructions/deadline: Library staff must complete a "Request for Promotion or Transfer" form, a KU Internal Application form, and a "Skills Identification Update, Part B" form (all forms are available from the Administrative Office). Library student assistants interested in this position and other non-library employees must apply through the Department of Human Resources, 103 Carruth-O'Leary Hall. Applications must be received by 5:00 p.m. Friday, July 18, 1997.

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### PERSONNEL

Jason Busset has been appointed as "Library Automation Hardware Specialist" in the Library's Automation Department. Since 1992 Jason has been employed as a Library Automation Assistant in the

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Automation Department. Jason earned an undergraduate degree from KSU and is currently enrolled in a Master's degree program at KU. His appointment becomes effective July 13, 1997.

Two personnel actions, announced recently via e-mail:

**Rhonda Boose**, Secretary to Vice Chancellor and Dean Bill Crowe, has announced her resignation, effective July 11th. Rhonda began her employment with the Libraries in January, 1991. She has accepted a promotion to the position of Executive Secretary to the State's Secretary of Corrections.

**Susan Case** has been appointed on a temporary basis (a term appointment, non tenure-track) in the Department of Special Collections as a Librarian III, effective June 29, 1997 through the remainder of FY1998. Ms. Case will process the very important Neurology Collection which includes papers of C. Judson Herrick, the pre-eminent American neuroscientist and the late Paul G. Roofe, Chairman of the KU Medical School's Department of Anatomy from 1945-1962, who was also a student of Dr. Herrick's. Ms. Case's academic preparation in librarianship and the life sciences, as well as her experience working in special collections at KUMC's Clendening History of Medicine Library, provide an unusual opportunity for us to meet our responsibilities to the donor of the collection and to scholars seeking information about an important part of the history of medicine.

W. J. Crowe

#### **RICK CLEMENT HAS ARTICLE PUBLISHED**

Rick Clement, Special Collections, has an article, "The Beginnings of Printing in Angle-Saxon, 1565-1630", in PBSA 91:2 (June 1997), pp. 192-244. Based on sabbatical leave research in the Clubb Collection in the Department of Special Collections, this is one of the longest single articles published by PBSA.

#### **ATTACHMENTS**

Minutes: CCEB, 6/24/97

Classified Conference Election Results for FY98

**Classified Conference Executive Board Meeting**  
**Tuesday, 24 June 1997**

**Present:** Mary Ann Baker (recorder), Kristi Cook (vice chairperson / chairperson elect), Diana Dyal, Jennifer Evensen, Susan Hamilton, Sue Hewitt, Gaby Holcomb, Carmen Orth-Alfie (chairperson), Brenda Owens, Janet Revenew, Denise Swartz, Carol Ann Vernon, Barbara Woodruff -- a combination of newly-elected and veteran board members

**Handouts:** meeting agenda, copies of the *CC Code* and *Guidelines* for new officers and representatives, copies of the new groupings (Addendum I to the *Code*) for representatives to hand out to their constituents, photocopies of articles from the *Lawrence Journal World* regarding the State of Kansas new merit pay plan proposals

**Corrections to the 20 May 1997 minutes:**

- 1) In the section on positions in the library, delete the phrase, "and will be advertised soon" from the sentence that begins, "The last OA in ...".
- 2) In the next to last line of the "Old Business" paragraph, change "classified staff" to "CCEB members"

**Meeting with the Associate Dean:** Our chairperson and chairperson-elect were unable to meet with the Associate Dean due to ALA preparations.

**Old business:** We reviewed the results of our recent election, welcomed new board members and considered some appointments for the coming year. See attached sheet for election results and appointments-to-date. Representatives should ask their constituents if anyone is interested in serving on the CC Personnel Committee (to begin meeting soon) or the Classified Employee of the Year Award Committee (to convene later this year). For future reference, it would be nice to know who might be interested in serving on the Instruction Council or the Electronic Information Council.

**New business:**

During a preliminary discussion of charges to the committees on which we participate, we decided to have the CC Personnel Committee look into these 3 issues: computer-related training for Classified staff, the proposed merit pay plan and supervisory training for all staff who have supervisory duties. Representatives should poll their constituents for concerns and issues that might be addressed as charges to any of the committees listed on the attached sheet.

We began to consider what we will do for our general meeting of the Classified Conference which may be held in September. Possibilities for a guest speaker for our meeting were Lynn George (KU Human Resources staff member who is the liaison with the KU Classified Senate) and Anna Ancil, the KU Classified Senate President.

We also discussed the implementation of the Student Assistant Task Force wage recommendations, the name of the library's new integrated system and the university's new "smart ID card".

**Committee reports:**

The Classified Employee of the Year Award Committee received 10 nominations. The interview teams will submit their reports this Friday (27 June 1997) and the committee will forward their recommendation shortly thereafter. There is no further news on the location or eventual unveiling of the plaque.

The Planning and Resource Committee is currently holding open budget meetings.

There are no reports from the Staff Development Committee or the CC Personnel Committee.

Both the KU Classified Senate and University Senate Committee on Libraries do not meet in the summer.

**Classified Conference Executive Board Meeting**  
**Tuesday, 24 June 1997**

**Group news:**

In the Science Library , they are writing up the job description for the reclassification of the Secretary I position (vacated by Corrie Thompson) to a Library Assistant I position.

Retrieval Services find that the interim system (BibBase) is working well under the circumstances.

Receiving and the Cataloging Department are holding work flow discussions.

Interviews are almost completed for the Library Assistant I (vacated by Livia Perlaky) position.

Retrieval Services will have their full departmental retreat 9-11 July 1997 after the individual meetings on 24-25 June 1997.

In general, comments from Classified staff in departments which have participated in retreats have been very favorable. There were opportunities for positive changes in job duties. Staff are encouraged to voice their opinions of different ways of doing things.

It is possible to have individual supervisor and employee "retreats".

During a meeting with the Kansas Collection, Associate Dean Marilu Goodyear pointed out that the library administration is trying to modify the trend of having student assistants perform vacant Classified position duties. We may already be able to see evidence of this change with the half-time Accountant I position in the Administrative Office and the new LA I position in the Science Library.

**CCEB meeting dates for 1997:** 22 July, 19 August, 16 September, 21 October, 18 November. We always meet on a Tuesday (usually the third of the month), from 1:30-3pm, in Watson Conference Room A. All Classified staff members are welcome to attend.

**Transition:** Carmen Orth-Alfie turned the CC leadership over to Kristi Cook and thanked all the board members for their service.

## Classified Conference 1997 - 1998

### lected positions

#### Classified Conference Officers

Chairperson

Vice Chairperson / Chairperson Elect

Secretary

Kristi Cook

Gaby Holcomb

Jennifer Evensen

#### Classified Conference Group Representatives

I Retrieval Services

II Cataloging

III Access Services, Reference, Regent's Center

IV Administration, Art & Architecture,  
Preservation

V Engineering, Music, Science

VI Government Documents, Kansas Collection,  
Special Collections, University Archives

Susan Hamilton, Gaby Holcomb

Kristi Cook, Diana Dyal

Brenda Owens

Barbara Woodruff

Susan Hewitt

Mary Ann Baker

#### Library Grievance Committee

Jennifer Evensen, Larry Hopkins,

Inge Staff, Denise Swartz,

Carol Ann Vernon

#### KU University Senate Committee on Libraries

Mary Ann Baker

### Appointed positions

#### Classified Conference Personnel Committee

Susan Hewitt, Carmen Orth-Alfie,  
Angella Unfred

#### LFA Committees

Planning and Resource

Staff Development

Lin Fredericksen (1 year)

Dan Sodders (2 years)

Al Mauler (1 year)

Kendall Simmons (2 years)

### Administrative committees

Electronic Information Council

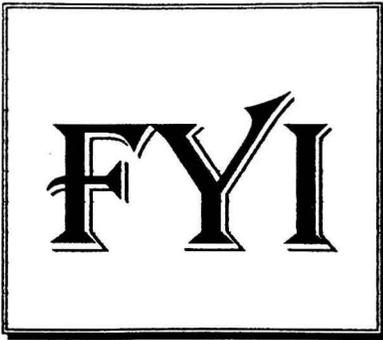
Sarah Couch

Instruction Council

Bayliss Harsh

### KU Classified Senate

Gaby Holcomb / Carmen Orth-Alfie



## The University of Kansas Libraries

Number 1409

July 24, 1997

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### CLASSIFIED VACANCY

Due to the resignation of Chris Jones (see PERSONNEL below), applications are now being accepted for a full-time Library Assistant II position described as follows: 1) Manages the Reserve collection, 40%; 2) Supervises and trains student assistants, 35%; 3) Provides public service, 25%. Minimum Qualifications: Must possess any combination of the following to equal two years: Library work experience (skill code E1800; proficiency level 4), and/or education in library science. Preferred Selection Criteria: Library record-keeping experience (skill code K20E0, PL4); Experience with spreadsheets and word processing software (skill codes P2C10, PL2; K2130, PL2); supervisory experience (skill code GN002, PL2). Additional Preferred Selection Criteria: Experience working with the public; ability to work effectively with a diverse public and staff; excellent communication skills; familiarity with the KU Libraries. Beginning Hourly Wage: Salary grade 18, Step 1: \$10.03/hr. Application Instructions/deadline: Library staff must complete a "Request for Promotion or Transfer" form, a KU Internal Application form, and a "Skills Identification Update, Part B" form (all forms are available from the Administrative Office). Library student assistants interested in this position and other non-library employees must apply through the Department of Human Resources, 103 Carruth-O'Leary Hall. Applications must be received by 5:00 p.m. Friday, August 1, 1997.

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### PERSONNEL

Chris Jones, Library Assistant II in Reserve (Access Services) has announced his resignation so that he may return to school. Chris began his employment as Reserve Supervisor on August 21, 1996. His resignation is effective August 15th.

Sandy Gilliland

### FAYE CHRISTENBERRY ELECTED CHAIR-ELECT

At the recent ALA Conference in San Francisco, Faye Christenberry was elected Chair-Elect of the ACRL MLA International Bibliography in Academic Libraries Discussion Group. Faye is also a field bibliographer for the MLA International Bibliography, specializing in Australian literature.

Rob Melton

An Equal Opportunity/Affirmative Action Employer

### **NEW TRAVEL REIMBURSEMENT RATES EFFECTIVE FY 1998**

Attached to this issue of FYI is a memorandum from Jennifer Hanson, Assistant Comptroller, regarding new travel guidelines and rates for mileage reimbursement, lodging, and mean allowance. Questions concerning the new travel guidelines or reimbursement should be referred to Denise Swartz or Nancy Jaeger in the Administrative Office.

Nancy Jaeger

### **STAFF TELEPHONE LIST UPDATE**

Carol Miner's number is now 3344. Tanya (Bales) Shaw's phone number is 3362. Also, Muriel Cook's number should be 3535. Thanks.

Sandra Benedict

### **REQUEST FOR CAMPUS MAILERS**

Please send the Libraries' Administrative Office any extra campus mail envelopes your area may have. Thanks.

Sandra Benedict

### **DISASTER PREPAREDNESS AND RESPONSE MANUAL DISTRIBUTED**

In the past month, the Libraries' Emergency Planning and Disaster Committee has completed and distributed the Disaster Preparedness and Response Manuals to the various libraries. These manuals are a work in progress and will need to be updated on a regular basis. There also remains work to be done on the disaster response portion of the manual which will occupy much of the committee's time in the coming year.

The Disaster Committee encourages all library staff to familiarize themselves with the disaster manual prepared for their library. We also encourage you to forward your comments and corrections regarding the manual to a member of the disaster committee so that we can continually work to improve it.

In addition to work on the manual, in the coming year the Disaster Committee also plans to renew the supplies stored in the Disaster Response Kits and to produce, for wide distribution, a laminated, reference guide containing the most essential information needed to respond quickly to a disaster situation. Committee members are: Brian Baird, George Gibbs, Donna Kipp, Kent Miller, and Tanya Shaw.

Brian Baird

### **ATTACHMENTS**

Retrieval Services: Whom to Ask About What

Minutes: LCPT, 1997 Spring Semester; Committee on Evaluation of Service and Research; PRC, 5/8/97; Salaries & Benefits Committee, 7/26/96, 3/7/97, 7/6/97; SDC, 6/10/97; Disaster and Emergency Planning Committee, 5/27/97.

Memo regarding road closings

Memo regarding travel reimbursement rates for FY98

New phone system announcement

RETRIEVAL SERVICES: WHOM TO ASK ABOUT WHAT (As of July 14, 1997)

ask about ...	Talk with ...
<b>Accounting (4-3476)</b>	
Book and interlibrary loan accounts	JoAnna Traxler
Serial accounts	Lois Bauer
Deposits of income received (sales, lending fees)	Lois Bauer, JoAnna Traxler
Foreign currency exchange rates	Lois Bauer, JoAnna Traxler
Funds, monthly account reports, budget issues	Rachel Miller
<b>Approval Plans (4-3476)</b>	
Questions about particular titles and publishers	Gaby Holcomb
Profile changes, vendor performance issues, problems, reports	Rachel Miller
<b>Book Orders ("firm," "slip," etc.) (4-3535)</b>	
Cancellations or claims	Carol Ann Vernon, Verna Froese, Susan Hamilton
Innovacq equipment	Carol Jeffries
Orders in process	Carol Ann Vernon, Susan Hamilton
Questions about particular titles	Verna Froese, Carol Ann Vernon, Susan Hamilton
Reserved and search-and-quote orders	Verna Froese
Rush orders	Carol Ann Vernon, Susan Hamilton
Policies and procedures	Carol Jeffries
Vendor performance issues, other problems, reports	Rachel Miller
<b>Book Receiving (4-3476)</b>	
Approval receipts	Gaby Holcomb
Firm order receipts	Kathy Lathrom, Ray Leonard
<b>Brittle Book Replacement Searching (4-3535)</b>	Hope Ball
<b>Fax Number (4-3855)</b>	
<b>Gifts (One-Time) (4-3476)</b>	Lars Leon
<b>Interlibrary Borrowing for KU Patrons (4-3535)</b>	
Questions about particular titles	Carol Jeffries, Tina Spray, John Lynch (1-5)
Policies and procedures	Carol Jeffries
Patron complaints, other problems, reports	Carol Jeffries, Rachel Miller
<b>Interlibrary Lending to other Libraries (4-3476)</b>	
Questions about particular titles	Shelley Sandberg-Grohe, Pamela Bonham, Lars Leon, Steve Shartran
Regents Center questions	Pamela Bonham
Policies and procedures	Lars Leon
Other problems, reports	Lars Leon, Rachel Miller
<b>Publisher and Vendor Catalogs (4-3476)</b>	Gaby Holcomb
<b>Sale of KU Publications (4-3476)</b>	Lois Bauer, JoAnna Traxler
<b>Serials Exchanges and Gifts (4-3476)</b>	Karon Ballard, Luceil Hamlin
<b>Serial Orders (4-3535)</b>	
Backfiles	Carol Ann Vernon, Susan Hamilton
Cancellations	Luceil Hamlin, Muriel Cook, Lois Bauer
Claims	Linda Copp (8-12), Karon Ballard
License agreements, pricing negotiations	Luceil Hamlin, Gaele Gillespie
Orders in process	Susan Hamilton, Luceil Hamlin, Muriel Cook, Carol Ann Vernon
Questions about particular titles	Luceil Hamlin, Muriel Cook
Rush orders	Luceil Hamlin
Policies and procedures	Luceil Hamlin
Vendor performance issues, other problems, reports	Gaele Gillespie
<b>Serials Receiving (4-3476)</b>	Gaby Holcomb, Kathy Lathrom, Michelle Rader

RETRIEVAL SERVICES STAFF (As of July 14, 1997)

<b>Ball, Hope</b> Book Orders, Serial Orders, Brittle Books	4-3535, <a href="mailto:hcundiff@ukans.edu">hcundiff@ukans.edu</a>
<b>Ballard, Karon</b> Serial Orders (Claims, Serials Exchanges/Gifts)	4-3535, <a href="mailto:kballard@ukans.edu">kballard@ukans.edu</a>
<b>Bauer, Lois</b> Serials Accounting	4-3476, <a href="mailto:lbauer@ukans.edu">lbauer@ukans.edu</a>
<b>Bonham, Pamela</b> Regents Center Liaison, Interlibrary Lending	4-3476, <a href="mailto:pbonham@ukans.edu">pbonham@ukans.edu</a>
<b>Cook, Muriel</b> Serial Orders	4-3535, <a href="mailto:mcook@ukans.edu">mcook@ukans.edu</a>
<b>Copp, Linda</b> Serial Orders (Claims)	4-3535, <a href="mailto:lcopp@ukans.edu">lcopp@ukans.edu</a>
<b>Froese, Verna</b> Book Orders, Interlibrary Borrowing	4-3535, <a href="mailto:vfroese@ukans.edu">vfroese@ukans.edu</a>
<b>Gillespie, Gaelle</b> Serials Librarian	4-3051, <a href="mailto:ggillesp@ukans.edu">ggillesp@ukans.edu</a>
<b>Hamilton, Susan</b> Book Orders	4-3535, <a href="mailto:shamilto@ukans.edu">shamilto@ukans.edu</a>
<b>Hamlin, Luceil</b> Serial Orders	4-3535, <a href="mailto:lhamlin@ukans.edu">lhamlin@ukans.edu</a>
<b>Holcomb, Gaby</b> Approvals, Serials Receiving	4-3476, <a href="mailto:gholcomb@ukans.edu">gholcomb@ukans.edu</a>
<b>Jeffries, Carol</b> Book Orders, Interlibrary Borrowing	4-3535, <a href="mailto:cjeffrie@ukans.edu">cjeffrie@ukans.edu</a>
<b>Lathrom, Kathy</b> Book Receiving, Serials Receiving	4-3476, <a href="mailto:klathrom@ukans.edu">klathrom@ukans.edu</a>
<b>Leon, Lars</b> Gifts (1-time), Interlibrary Lending	4-3476, <a href="mailto:lleon@ukans.edu">lleon@ukans.edu</a>
<b>Leonard, Ray</b> Book Receiving, Book Orders	4-3476, <a href="mailto:rleonard@ukans.edu">rleonard@ukans.edu</a>
<b>Lynch, John</b> Interlibrary Borrowing	4-3535, <a href="mailto:jlynch@ukans.edu">jlynch@ukans.edu</a>
<b>Miller, Rachel</b> Acquisitions Librarian, Department Head	4-3078, <a href="mailto:rmiller@ukans.edu">rmiller@ukans.edu</a>
<b>Rader, Michelle</b> Serials Receiving	4-3476, <a href="mailto:mrader@ukans.edu">mrader@ukans.edu</a>
<b>Sandberg-Grohe, Shelley</b> Interlibrary Lending and Borrowing	4-3476, <a href="mailto:bella@ukans.edu">bella@ukans.edu</a>
<b>Shartran, Steve</b> Interlibrary Lending	4-3476, <a href="mailto:sshartra@ukans.edu">sshartra@ukans.edu</a>
<b>Spray, Tina</b> Interlibrary Borrowing	4-3535, <a href="mailto:tspray@ukans.edu">tspray@ukans.edu</a>
<b>Traxler, JoAnna</b> Book and Interlibrary Loan Accounting	4-3476, <a href="mailto:jtraxler@ukans.edu">jtraxler@ukans.edu</a>
<b>Vernon, Carol Ann</b> Serial Orders/Book Orders	4-3535, <a href="mailto:cavernon@ukans.edu">cavernon@ukans.edu</a>

# COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH

## 1996 Evaluation Process and Criteria

*Please note: The lists included in this report are not meant to be inclusive; they are simply an outline of major points evaluated.*

### PRINCIPLES OF THE EVALUATION PROCESS

1. All librarians, except grant-funded or newly-appointed librarians (who have not yet had their initial six-month evaluation), must be evaluated annually regarding service and research. (However, the Library administration advised the committee after our deliberations had begun that three Librarian I's had not understood that they were to be evaluated on service and research in 1996. CESR had assigned them preliminary ratings, but our discussion of these files was discontinued at that point.)
2. Service and research were rated separately.
3. Librarians' statements of percentages of librarianship, service and research for the period of evaluation were not reviewed by CESR at any point during our deliberations.
4. Evaluation standards are higher for each successive rank. Therefore, librarians in each of the three ranks were evaluated as a group.
5. Comments were added to most files this year. However, the primary purpose of CESR is to evaluate service and research, not to serve as a mentor.

### SERVICE

#### Evaluation Criteria:

Extent to, and nature of, service contribution, e.g. quality of contributions, both inside and outside of meetings; time commitment involved (length of time served on committee, number of meetings, etc.); nature of service (offices held, etc.); number of committees; significance of committees; breadth and variety of service. A greater involvement in service beyond the Libraries is expected of Librarian IIs than of Librarian Is, and of Librarian IIIs than of Librarian IIs.

#### Types of service evaluated:

1. Library. Memberships on library committees outside the professional assignment.
2. University. Memberships on university committees, including governance, departmental, school/College, and doctoral committees. Providing support for electronic resources, such as maintaining home pages, when it is beyond the primary professional assignment. Teaching university courses and guest

lectures for university courses if beyond the primary professional assignment.

3. Professional Service. Participation at the local, state, regional, national, or international level, in library or specialty-related professional organizations (with more credit given for taking a leadership role in these organizations, such as serving on committees, etc.); conference attendance; organizing or hosting workshops and training sessions for professional improvement; editing electronic discussion lists; serving on scholarly or professional editorial boards; moderating or serving on panels at conferences; to name a few.
4. Public Service. Professionally-related service outside the University.

## RESEARCH

### Evaluation Criteria:

Work in progress, work submitted and work accepted for publication or scheduled for presentation, and work published or presented are all acknowledged with increasing credit for each step. For consideration of work in progress, documentation for the progress made during 1996 was important.

Both quality (originality, depth of research, importance of the contribution to the field) and quantity (number and length of articles, papers, etc.) of research are considered. In addition, the significance of the research (refereed vs. non-refereed journals and panels, major journals in the field vs. minor journals, invited vs. non-invited papers, etc.) is weighed as a major factor.

### Types of research/creative activity:

1. Publications. Evidence of scholarly productivity in the form of authored books, articles, reviews; translated books, articles, belles lettres. Indexes, dissertations, in-house library publications outside of one's assignment, and newspaper columns of a scholarly nature related to the profession, and scholarly pursuits are also considered.
2. Creative or artistic performance. There were no submissions of imaginative writing, artistic performance, visual art, or comparable activities submitted for evaluation in 1996.
3. Conference papers delivered before local, regional, national or international audiences.
4. Exhibits giving evidence of scholarship and/or originality of presentation beyond one's assigned responsibilities. (If a department includes exhibit preparation as a component of the professional responsibilities of department members, an exhibit should be evaluated as such.)
5. Grant proposals submitted or funded. (Depending on the project, the actual

grant-funded activity may be more appropriately evaluated under the professional assignment.)

6. Home pages on the World Wide Web. A home page should be evaluated as a creative or scholarly activity the year that the page is established or first submitted for review. Future maintenance of the home page should be evaluated as part of the primary job assignment or, if the home page is being maintained for a department or area outside of the person's primary professional assignment, as a professional service.
7. Presentations to groups. Formal presentations to interest groups, civic organizations, etc. were evaluated if the presentation was related to librarianship or a subject related to the librarian's professional assignment.

#### PROCEDURES FOLLOWED BY THE FY97 COMMITTEE

1. The committee reviewed the charges from LFA Exec. We did not feel that additional consultation with Exec was necessary during our deliberations. We did consult in a few instances with the Assistant to the Dean for Personnel regarding procedures.
2. Committee members reviewed the annual reports of the last two CESRs and discussed policies, procedures, timelines and the criteria used for rating files.
3. Each committee member, independently, read parts II-IV of the FASARs for librarians and assigned a preliminary rating for both service and research for each file.
4. The committee as a whole again reviewed the criteria for ratings and reviewed files as a committee.
5. Librarians within a given rank—LIs, LIIs, LIIs—were evaluated using the guidelines outlined above and relative to their peers at that rank. (It should be noted that the members of CESR agreed that, if appropriate, all members of any given rank can receive the same rating. The committee did not rank on a "curve.") Preliminary ratings were assigned.
6. After all preliminary ratings were assigned, the committee reviewed all files according to rank, bringing attention to any possible discrepancies and resolving these, by consensus, as necessary. Final ratings were assigned, in all cases through consensus.
7. In keeping with a charge from LFA Exec, comments were added to the majority of files. Comments were always provided if a rating lower than "Very Good" was assigned in either service or research.

**RATING.** For 1996 rating terms as defined in the FASAR's "Instructions for supervisors: annual professional performance merit ratings" were used:

1. Poor. 2. Adequate. 3. Good. 4. Very Good. 5. Exceptional.

**DISTRIBUTION OF RATINGS BY RANK**

	<u>Librarian I</u>	<u>Librarian II</u>	<u>Librarian III</u>	<u>Total</u>
<b>SERVICE</b>				
Exceptional	5	4	4	13
Very Good	1	5	1	7
Good	2	8	2	12
Adequate	0	4	4	8
Poor	0	2	2	4
Total	8	23	13	44
<b>RESEARCH</b>				
Exceptional	2	4	2	8
Very Good	1	4	0	5
Good	2	1	3	6
Adequate	2	6	2	10
Poor	1	8	6	15
Total	8	23	13	44

**1996/97 Committee on Evaluation of Service and Research:**

Brian Baird (LI); Donna Koepp (LII) Secretary; Rob Melton (LIII) Chair

February 28, 1997

## Planning & Resources Committee Meeting Minutes

May 8, 1997, 10:30-11:45 am

Present: G. Anderson, V. Doll, P. Difilippo, J. Emde, L. Fredericksen, S. Hewitt, N. Jaeger

Guest: M. Goodyear

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### Minutes

The minutes of the April 24, 1997, meeting were reviewed and approved.

### Summary of PRC Review of the Libraries Strategic Plan

We reviewed the summary of the PRC review of the FY 1994-1996 strategic plan. The summary lists several areas of the plan which we feel should be addressed and which form the main agenda item for today's meeting with Marilu Goodyear. Based on today's proceedings we will revise our summary once more and send it to Exec. Prior to this meeting Judith had given a copy of the draft to Marilu Goodyear.

In the summary, the Committee lists eight areas in the 94-96 strategic plan on which little or no progress has been made. These areas (with Marilu's comments) are:

1. *A plan calling for total on-line access to the collections of the Libraries by 1999.*

Marilu referred to George Gibbs's recent communication with the Senate Libraries Committee at which he gave a multi-million dollar estimate of what it would take to complete the process of having all library records on line by the end of the decade. Marilu, George, and Rich Ring have been discussing guidelines and "focused priorities" which will be used to make not only collection-development but also cataloging and retrospective conversion priorities. Dean Crowe is tinkering with the concept of "strategic resources" -- that is, we strive to be very strong in certain areas while other libraries work on strengths in other areas, and we share resources equitably.

2. *A continuing commitment by the Library administration to implement the 1994 recommendations of the Health and Safety Committee.*

Marilu, Sandy Gilliland, and Margaret Wilson have discussed the Health & Safety Committee's recommendations in light of other campus office policies and the impact of the new equipment.

It is hoped that more time can be devoted to working on this and number 6 (below). It was also pointed out in the meeting that certain parts of the Committee's recommendations, namely better conditions and equipment at the computers, have been successfully implemented.

3. *Progress on the administrative and physical reconfiguration of public services in Watson Library as stated in the 1995 progress report.*

The physical reconfiguration of public services is waiting for the implementation and configuration of the new system. The new university ID card may also have a significant impact on the arrangements of the third and fourth floors.

4. *Progress on the development of a fund-raising position, as recommended in the 1996 progress report.*

This goal has fallen victim to Bill Crowe's change of assignment and to the loss of the Endowment Association's library development officer (a position which still hasn't been filled), although progress has been made on fund-raising for the new conservation lab. The conservation lab and equipment for the new music library are prime candidates for fund-raising efforts.

5. *Bibliographer review of backlogs has begun, but a large-scale project has not been undertaken.*

This project has proceeded by fits and starts. The Dole acquisitions have placed added pressures on backlog storage space. The future direction of the backlog-review process will be tied together with cataloging, preservation, and strategic-resource plans.

6. *An assessment of the needs of staff for orientation, training, continuing education, and diversity awareness, called for in the 1995 progress plan.*

The Diversity Advisory Committee and the Diversity Librarian continue to work on staff development opportunities in this area.

7. *Designation of department library specialists to maintain computer equipment.*

A Virtua training plan is nearing completion and readiness for distribution to staff. The Library is seeking two new automation positions: one in PC hardware maintenance and one for soft- and hardware troubleshooting. The broader topic of centralization vs. decentralization in automation training should be discussed.

8. *Addressing certain full-time staff needs (e.g. publications coordinator and collection-services librarian).*

Not yet addressed. This item will be folded into a study of existing staff workloads and staffing

patterns with an eye toward hiring an outside consultant to analyze the internal situation and compare it with library patterns nationwide.

## Next round of Strategic Planning

Marilu says that there has been a wide range of reactions to the idea, from aversion to the idea to the desire to know where we are going. Marilu wants the PRC to be a sounding-board for input and feedback. We gave her a copy of the minutes of the 24 April PRC meeting. These minutes list six reasons why we conclude that another round of strategic planning is not advisable at this time. Marilu commented on each of them:

1. *The Library should not start over, but build on what has already been done.*

Amen. The first plan is impressive, one of the best Marilu has seen. Some details may be out of date, but the structure is solid. It was asked that, if the Administration agrees that starting over is not what they intend, then it should be stated clearly to Library staff. Marilu said that this point was brought up in Coordinating Council and will be reemphasized in subsequent discussions.

2. *The timing for another round is very, very bad.*

Yes, the timing is awful. We're watching the Chancellor very carefully; we want to avoid having to do a rush-job if a short deadline is announced. The strategic-planning process at the university-wide level is still vaguely defined. They are in the process of doing an environmental scan (after completion of which comes goal-setting). One PRC member felt that a university-wide strategic-planning process would not be completed in as little as one month's time.

3. *There are several committees and councils already working on key issues of planning and change; their work should be completed first.*

Could you be specific? -- The Space Planning Committee, for example. -- Their work won't be repeated.

4. *The current outline of the next planning process resembles the first planning process.*

What do you mean here? Answer: a drop-everything situation -- we may have been able to drop everything three years ago, but not at this time. Marilu agrees with that and would like to know which aspects of the first planning process we should avoid this time. For example: one person serving on more than one working-group.

5. *KUILS/Virtua should influence the direction of the next strategic plan.*

She talked about this in item 2. above.

6. *If we wish to be in sync with the University's strategic- planning process, we first need to know where they are.*

The University is already working on the Pew round-table (internal assessment) and the environmental-scan process. An environmental scan includes an intramural and an extramural comparative approach. The University's goals need to be clearly defined (for example, how many doctoral programs will the University offer) in order for the Library to know what to plan for.

### **FY 1998 budget**

We discussed with Marilu the status of the FY 1998 budget (soon to be handed down) and the desire/need to have staff meetings thereon. Marilu feels that if we hold such open meetings (as we did for the budget-priorities process) that they include a report by the student budget and wages committee and a presentation on collection priorities. Regarding the materials (books, serials, electronic resources) budget, some folks would like to see how this budget fits in to the broader library budget.

We feel that two open meetings (both the same) should be held, preferably before ALA. The timing depends in large part on the student budget committee's work.

### **Next meeting**

Thursday, May 22, 1997, 10:30 am., Watson Conference Room A.

Homework: go over the restructuring document dated 6 August 1996. If you don't have a copy, ask Kathy Lafferty for one.

Gordon Anderson, Secretary  
Planning & Resources Committee

**NEW PHONE SYSTEM COMING AUGUST 1ST  
NETWORKING & TELECOMMUNICATIONS SERVICES  
\*\*\*IMPORTANT ANNOUNCEMENT\*\*\***

**(Please Read Carefully)**

NTS announces the upgrade of the University of Kansas phone system. We have outgrown the current technology and will be moving from our current phone system (Lucent G2.2) to the new system (Lucent Definity ECS G3RV5) beginning August 1 at 5:00 pm. The installation will be fully operational by midnight Sunday, August 3rd.

**What will happen the weekend of August 1st?**

The University phone system will be shut down and all functionality will be phased back in during the weekend. NTS staff and Lucent personnel will be working around the clock installing hardware and cables. We will also be working behind the scenes to program, and test ensuring a smooth transition.

The installation has been engineered to minimize downtime (**No Dial Tone**), especially for Emergency Services and departments that maintain weekend hours. These departments will be contacted separately with specific details.

**\*\* Campus Safety Office, Libraries, Museums, Health Services, Computer Center, Facilities Operations, Radio Stations, Kansas Unions, and automated answering systems (Athletics, Lied Center, etc.) have been considered to minimize downtime in the engineering of this installation\*\***

The return of dial tone will be phased in across campus which means that we will not be able to guarantee when dial tone will return to a specific phone, building, or area. Please consider this interruption in your phone service if you plan on working that weekend.

**What does this mean (for the dates August 1,2,3)?**

- \*\*If you are on campus your phone will not work.
- \*\*If you are calling the campus, you will not be able to reach the number you are calling or retrieve your voice messages (J-TALK).
- \*\*If you are calling 864-0000, 0050, 0060 dial-in modem lines you WILL connect normally. Any other 864-xxxx dial-in modem lines WILL not work.
- \*\*Our many automated answering systems (Athletics, Dial-a-job, etc) will be turned off..
- \*\*Operator Services and KU Information will be down.
- \*\*Payphones will be operational throughout the entire weekend and can be used for emergency services.

All of these services will brought back online throughout the weekend installation.

(over)

### **What changes will we see in our phone service?**

There will be changes affecting all types of phone service. Our campus has two types of phone service: Digital and Analog.

### **What type of phone service do I have?**

It's very simple to determine what type of service you have. If your phone has a caller ID display across the top, you have a digital phone. ALL other phones have analog service.

Phone models include:

\*Analog models: 8110, 2500, 3982, 3983, Key System sets

\*Digital models: 7406, 7407, 7444, Call Master sets

### **Now that I know what type of phone service I have, what changes will I see?**

#### Digital Users:

1. The "OUT" button will now be the first button on your phone instead of the third button.
2. The "Inspect" feature will be automatic. A second call on your phone will be displayed automatically for the first 30 seconds as the call rings in.
3. When placing an off campus call, there will be a pause before dial tone after pressing "8".
4. A "Station Busy" button will also serve as an auto dial button for the number on that button.
5. Pressing an "Auto Dial" (Speed dial) button on your phone while off hook will now place a speaker phone call to that number
6. When "Send All Calls" is activated on your phone, you will hear a short ring before incoming calls go to voice mail, or other programmed coverage.
7. When activating "Call Forwarding" to another number, the call will go to the voice mail of the number originally dialed if call is unanswered at the forwarded number.
8. You will no longer have the capability of calling yourself (dialing your number from your number). The call will go immediately to your voice mail, or receive a busy signal if your number does not have call coverage programmed.

#### Analog Users:

1. When "Send All Calls" is activated on your phone, you will hear a short ring before incoming calls go to voice mail, or other programmed coverage.
2. When placing an off campus call, there will be a pause before dial tone after pressing "8".

### **Will the rates change due to the new phone system?**

No. Monthly line/set charges will remain the same for FY98. Long distance rates are not affected by the new phone system.

### **What do I do if my phone does not work on Monday, August 4th?**

Please call our NTS Trouble desk at 4-4039. We will be staffed to take your calls and to get your phone working ASAP.

w:/g3r/notify

Revised: 7/16/97

# The University of Kansas

OFFICE OF THE DEAN  
University of Kansas Libraries

JUL 18 1997

Office of the Comptroller  
Accounts Payable

Accounts Payable  
Circular # 98-1

July 14, 1997

## MEMORANDUM

To: Vice Chancellors, Deans, University Directors, Departmental Chairpersons  
and Personnel-Related Staff

From: Jennifer Hanson, Assistant Comptroller 

Subject: New Travel Guidelines for FY'97

Effective July 1, 1997, new rates for mileage reimbursement, lodging, and meal allowance have been established.

### Mileage Reimbursement:

\$0.15 per mile for privately-owned motorcycles  
\$0.31 per mile for privately-owned automobiles  
\$0.43 per mile for privately-owned airplanes  
\$0.43 per mile for privately-owned specially equipped vans  
for the physically handicapped

(Informational Circular No: 98-A-001)

### Lodging Expense Limitations:

In-state	\$ 52.00
In-state, designated high-cost geographical area	\$ 65.00
Out-of-state, regular	\$ 78.00
Out-of-state, designated high-cost geographical area	\$113.00
Borough of Manhattan and District of Columbia	\$124.00
International travel	Actual

Provision KAR 1-16-16a (e) allows the University to request that an area be designated as high-cost on a temporary basis. This is limited to situations in which an employee is required or authorized to attend a conference in an area which is not currently designated as high cost and the conference daily lodging rate exceeds the amount eligible for reimbursement. Consult Accounts Payable Circular #151 (July 1, 1996) for additional details.

**Meal Allowance:**

In-state	\$ 6.50 per quarter-day
In-state, designated high-cost geographical area	\$ 7.00 per quarter-day
Out-of-state, regular	\$ 7.00 per quarter-day
Out-of-state, designated high-cost geographical area	\$ 7.50 per quarter-day
Borough of Manhattan and District of Columbia	\$10.00 per quarter-day
International travel	\$10.00 per quarter-day or actual expenses not to exceed \$72 per day

**Reduced Meal Allowance:**

If the cost of meals is included within the cost of registration fees or other fees and charges paid by the University or supplied without cost by another party, the meal allowance should be reduced as follows:

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
In-state	\$ 6.00	\$ 7.00	\$13.00
In-state, designated high-cost geographical area	\$ 6.50	\$ 7.50	\$14.00
Out-of-state, regular	\$ 6.50	\$ 7.50	\$14.00
Out-of-state, designated high-cost geographical area	\$ 7.00	\$ 8.00	\$15.00
Borough of Manhattan and District of Columbia	\$ 9.50	\$10.50	\$20.00

(Informational Circular No: 98-A-002)

# THE UNIVERSITY OF KANSAS

Facilities Operations  
Construction Department  
Lawrence, Kansas 66045

July 18, 1997

To: **All Departments**  
From: **Larry Rawlings** <sup>LR</sup> -Assistant Director of Construction  
Subject: **Road Closings**

On Monday , July the 28th, Naismith Drive from Crescent to 15th St and Sunnyside from the Haworth Dock east to Sunflower Rd. will be temporarily closed due to milling operations for future asphalt overlay. During this process access to the Hoch service drive and Naismith from 15th south to Irving Hill will be temporarily closed. The Haworth rear dock, Dole, Computer Ctr metered parking, parallel parking in lot , and access to the Malott service drive will be temporarily closed as necessary during the milling.

On Friday, August 1st, Sunnyside from Haworth east to Indiana and Sunflower from Sunnyside south to Indiana will be overlaid. During this time access to the above buildings mentioned on Sunnyside, access from Illinois onto Sunnyside and access from Indiana onto Sunflower and Sunnyside roads will be restricted.

On Monday, August 4th, Naismith from Crescent south to 15th and 15th west to the west service drive of Learned Hall will be overlaid. Access will be restricted to both entrances to Learned, the front parking lot at Green, and Hoch service drive until complete.

This schedule is weather permitting. Please plan alternate travel routes and schedule any known deliveries around these closings.

Thank you in advance for your cooperation.

xc: Facilities Operations Director, Associate Directors, Assistant Directors, Shop Supervisors  
Lindy Eakin  
Rodger Oroke  
KUPD  
University Relations  
Information Center  
NTS  
DCM  
KU Parking  
Student Housing  
Student Union

## DISASTER AND EMERGENCY PLANNING COMMITTEE

May 27, 1997

Present: Brian Baird (Chair), George Gibbs (recorder), Donna Kipp, Kent Miller

All of the disaster manuals have been returned from the branch libraries with modifications noted to reflect local realities. Kent and Donna will finish the Watson text. Brian passed out the text of the Dean's introduction. He will key the changes and see that the manuals are issued for each location.

It was suggested that copies of the manual be provided to the following locations in Watson: 5<sup>th</sup> floor (Administrative Office), 2<sup>nd</sup> floor (probably in Cataloging), 3<sup>rd</sup> floor (Circulation), and 4<sup>th</sup> floor (Periodicals).

Brian reported on the slow progress towards a statewide disaster recovery contract. There is already an agreement at the state level for computer systems which may help prepare the way for the disaster recovery contract.

The next meeting will be June 10 at 10 in George's office.

Minutes  
**Salaries & Benefits Committee**

July 26, 1996

Present: Sandy Gilliland, Mary Hawkins, Ken Lohrentz, John Richardson, Deborah Dandridge

The 1996-1997 Committee convened to review the annual salary range offer for the position of Head of Reference and Information Service. A draft of the advertisement notice for the new vacancy was presented by Mary Hawkins, chair of the Search Committee. Following a discussion of the matter, a salary offer was agreed upon and conveyed to the Search Committee. Comments about the exceptionally low salaries of all Library professionals at the University of Kansas were included in this discussion.

In addition, John Richardson was elected to serve as chair of the S & B Committee. Deborah Dandridge agreed to serve as Secretary of the Committee.

March 7, 1997

Present: John Richardson (chair), Ken Lohrentz, Sandy Gilliland (ex officio), Deborah Dandridge (secretary)

The Committee met to prepare the FY 98 merit salary increase ballot. After a brief discussion about the influence and role of the ballot in determining the distribution of the increase among the Library faculty, it was decided to follow the format of last year's ballot, which included a report of the summary of the amount and distribution of merit increases for past years. In response to a question about the status of unclassified professionals on the ballot, a review of last year's ballot and past correspondence revealed that this polling process did not apply to these Library professionals. Ballots were returned to the Nominating and Ballot Committee, who tabulated and announced the results. The deadline for the return of completed ballots was scheduled for March 21, 1997.

June 6, 1997

Present: John Richardson (chair), Ken Lohrentz, Sandy Gilliland (ex officio), Deborah Dandridge (secretary)

The Committee met to hear a progress report on the annual salary range offered for the position of Reference Librarian/Bibliographer at the Regents Center Library. A general discussion about the merit salary review process and the procedure for recommending salary offers followed. The Committee also agreed to continue with its FY97 membership until appointments for FY98 are completed by the LFA Exec.

**Minutes  
Staff Development Committee  
June 10, 1997**

*Present: Deborah Dandridge, Evelyn Constance Powell, Kristi Cook, Vic Cardell, Vickie Doll, Al Mauler*

*Absent: Sandy Gilliland*

The meeting was called at 9:00 am by Deborah Dandridge, Chair.

**Minutes:**

The minutes of the previous meeting were corrected and approved.

**Videoconference Programs:**

There was a discussion of how we could promote discussion after the videoconference presentations. Vickie will continue to work on this next year. Al will poll attendees to see if there was an interest in such discussions.

**Lists:**

We decided to get out a list of the committee's video resources. Al will work on this list.

The committee will continue again next year to provide all staff with a list of the upcoming conferences, which will act as a reminder so that they can get their travel requests in on time.

**Copyright Seminars:**

Vic is continuing to work on the copyright seminars. He has three speakers for the fall General Program: Marilu, who will provide an introduction, Rachel who will talk about the CONTU guidelines (technology guidelines) with respect to interlibrary loan and document delivery, and Vic who will talk about the CONFU (fair use) guidelines. The seminar will take place in mid-October.

The Staff Development Committee will meet monthly during the summer months. The meeting adjourned at 10:00 am.

Evelyn Constance Powell

Minutes  
LIBRARIES COMMITTEE ON PROMOTION AND TENURE  
Spring Semester, 1997

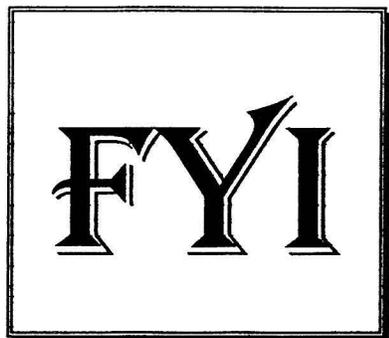
Members: Susan Craig, Kathy Graves, Geoff Husic (Chair), Johnnie Love, Bill Mitchel (replacing Gene Carvalho), Sherry Williams, Margaret Wilson (secretary)

Members of LCPT and Sandy Gilliland met with the pre-tenure review candidates on Feb. 21 and 24 to brief them on the process.

On March 17 the files were available to LCPT. One file was incomplete, lacking the supervisor's job description and evaluation. The Committee met 4 times (March 18, March 25, April 1, April 11) to discuss the files, and 3 additional times (April 15, 22, and 29) to revise drafts of the evaluation letters. The completed letters were sent to the Administrative Office April 30.

The Committee met again on May 6 to revise a draft of its report on the pre-tenure review process to LFA Exec.

Minutes submitted by Margaret Wilson 7-1-97



## The University of Kansas Libraries

Number 1410

July 31, 1997

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**\*\*\* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \*\*\***

### PERSONNEL

**Karen Dawber** has been appointed to the half-time Accountant I position in the Administrative Office. Karen is presently employed in KU's Physics & Astronomy department and has held positions previously with the KU Medicinal Chemistry department and the Higuchi Biosciences Center. Her appointment becomes effective August 4, 1997.

Sandy Gilliland

### ATTACHMENTS

Minutes: Student Task Force, 7/8/97, 7/22/97.  
FY 98 Kansas State Civil Service Basic Pay Plan

# Student Task Force

Minutes

7/8/97

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Doxie Larsen, Lars Leon, Bob Marvin

Absent: Sandy Gilliland, Jeaumiqua Hall-Harris, Marilyn Hu, Barbara Woodruff

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Reviewed and approved the minutes from the previous meeting.

For the benefit of task force members who were not able to attend either one or both of the Libraries' open budget meetings, we reviewed the discussion that took place at the meetings regarding the Student Task Force's work.

A number of important issues regarding the Student Task Force's work were raised by library staff who attended the open budget meetings. Most of these issues related to the proposal for establishing three pay levels for student employees. Some staff were concerned about how to determine which pay level to assign to the tasks performed by their various student employees. Others wondered how the Libraries would ensure equality in the application of the various levels throughout the system. It is our understanding that the Libraries' Administration will address these issues.

The Task Force spent the rest of the meeting reviewing their remaining charges. To this end, the "Recruitment Strategies" section of the of the 1995 Student Employment Task Force's Final Report was reviewed.

The next several meeting will be as follows:

Tuesday, July 15, from 1:00–3:00 in the Anschutz Library conference room.

Tuesday, July 22, from 3:30–5:00 in the Watson Library conference room A.

Tuesday, July 29, from 1:00–3:00 in the Watson Library conference room A.

—Recorded by Brian Baird

Student Task Force Minutes  
July 22, 1997

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeaumiqua Hall-Harris, Marilyn Hu, Doxie Larsen, Lars Leon, Bob Marvin, Barbara Woodruff

Reviewed and made corrections to minutes from July 8, 1997.

Discussed recent mailings from the Office of Student Financial Aid and the disappointment and livid response of the library administration to the mailings.

#### Recruitment Issues (Ideas and Review)

- Let libraries know about application notebook maintained by Barbara in Administration.
- Let libraries know about job pool folders held in Science and Watson Circulation Depts.
- Remind people that the listserv of student supervisors is still active.
- If a staff member has an application of a student with work study that they don't intend to hire, they should let other libraries know. The application could be sent to Barbara for distribution. (Possibility in future of scanning applications and send out through e-mail.)
- List jobs on the library web page and KUILS.
- Make the library job board in Watson more noticeable and attractive.
- Change job notices so that they are more likely to be understood by students. (Sandy will make a mock copy for the next meeting.)
- Create internships for students currently seeking a degree in library school.
- Create and post flyers to contact more students with work study. (Post in Schol Halls)
- Coordinate with Rob Melton to include recruiting pitch for work study students in library UDK column.
- Continue to work with the Placement Center and Financial Aid Office.
- Library ad in the UDK. (Barbara will check with UDK for prices on various ad sizes.)

Sandy mentioned that there will be meetings to discuss the new wage rates and payroll issues on:

Wednesday, July 30, 10a.m. Watson Conf. Room A.  
Thursday, July 31, 1:30p.m. Anschutz Library

Mary Ann will distribute a past memo she created dealing with student assistant recruitment issues.

The next STF meeting will be held, Tuesday, July 29, 1-3p.m. Watson Conf. Room A.

August meetings are scheduled for:

Tuesday, August 5, 1-3p.m. Watson Conf. Room A.  
Tuesday, August 12, 1-3p.m. Watson Conf. Room A.

Minutes taken by Doxie Larsen

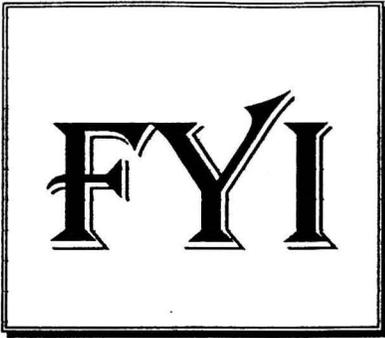
Library Assistant I: PG 10  
 Library Assistant II: PG 18  
 Library Assistant III: PG 20  
 Office Assist. III: PG 13  
 Office Assist. IV: PG 15  
 Secretary II: PG 15

Secretary III: PG 17  
 Accounting Spec.: PG 19  
 Accountant II: PG 24

KANSAS STATE CIVIL SERVICE BASIC PAY PLAN (FY 98)  
 Basic Steps (Hourly Rates)

LONGEVITY STEPS

PG	Step 1	Step 2	Step 3	Step 4	Step * 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
3	4.82	4.94	5.06	5.19	5.31	5.45	5.59	5.73	5.87	6.01	6.15	6.31	6.46	6.64	6.80
4	5.06	5.19	5.31	5.45	5.59	5.73	5.87	6.01	6.15	6.31	6.46	6.64	6.80	6.96	7.13
5	5.31	5.45	5.59	5.73	5.87	6.01	6.15	6.31	6.46	6.64	6.80	6.96	7.13	7.30	7.48
6	5.59	5.73	5.87	6.01	6.15	6.31	6.46	6.64	6.80	6.96	7.13	7.30	7.48	7.68	7.86
7	5.87	6.01	6.15	6.31	6.46	6.64	6.80	6.96	7.13	7.30	7.48	7.68	7.86	8.06	8.27
8	6.15	6.31	6.46	6.64	6.80	6.96	7.13	7.30	7.48	7.68	7.86	8.06	8.27	8.46	8.68
9	6.46	6.64	6.80	6.96	7.13	7.30	7.48	7.68	7.86	8.06	8.27	8.46	8.68	8.88	9.10
10	6.80	6.96	7.13	7.30	7.48	7.68	7.86	8.06	8.27	8.46	8.68	8.88	9.10	9.33	9.55
11	7.13	7.30	7.48	7.68	7.86	8.06	8.27	8.46	8.68	8.88	9.10	9.33	9.55	9.80	10.03
12	7.48	7.68	7.86	8.06	8.27	8.46	8.68	8.88	9.10	9.33	9.55	9.80	10.03	10.29	10.53
13	7.86	8.06	8.27	8.46	8.68	8.88	9.10	9.33	9.55	9.80	10.03	10.29	10.53	10.80	11.06
14	8.27	8.46	8.68	8.88	9.10	9.33	9.55	9.80	10.03	10.29	10.53	10.80	11.06	11.34	11.62
15	8.68	8.88	9.10	9.33	9.55	9.80	10.03	10.29	10.53	10.80	11.06	11.34	11.62	11.91	12.20
16	9.10	9.33	9.55	9.80	10.03	10.29	10.53	10.80	11.06	11.34	11.62	11.91	12.20	12.49	12.81
17	9.55	9.80	10.03	10.29	10.53	10.80	11.06	11.34	11.62	11.91	12.20	12.49	12.81	13.13	13.45
18	10.03	10.29	10.53	10.80	11.06	11.34	11.62	11.91	12.20	12.49	12.81	13.13	13.45	13.79	14.11
19	10.53	10.80	11.06	11.34	11.62	11.91	12.20	12.49	12.81	13.13	13.45	13.79	14.11	14.47	14.82
20	11.06	11.34	11.62	11.91	12.20	12.49	12.81	13.13	13.45	13.79	14.11	14.47	14.82	15.20	15.55
21	11.62	11.91	12.20	12.49	12.81	13.13	13.45	13.79	14.11	14.47	14.82	15.20	15.55	15.94	16.34
22	12.20	12.49	12.81	13.13	13.45	13.79	14.11	14.47	14.82	15.20	15.55	15.94	16.34	16.76	17.15
23	12.81	13.13	13.45	13.79	14.11	14.47	14.82	15.20	15.55	15.94	16.34	16.76	17.15	17.58	18.02
24	13.45	13.79	14.11	14.47	14.82	15.20	15.55	15.94	16.34	16.76	17.15	17.58	18.02	18.45	18.92
25	14.11	14.47	14.82	15.20	15.55	15.94	16.34	16.76	17.15	17.58	18.02	18.45	18.92	19.39	19.87
26	14.82	15.20	15.55	15.94	16.34	16.76	17.15	17.58	18.02	18.45	18.92	19.39	19.87	20.37	20.85
27	15.55	15.94	16.34	16.76	17.15	17.58	18.02	18.45	18.92	19.39	19.87	20.37	20.85	21.38	21.90
28	16.34	16.76	17.15	17.58	18.02	18.45	18.92	19.39	19.87	20.37	20.85	21.38	21.90	22.44	23.00
29	17.15	17.58	18.02	18.45	18.92	19.39	19.87	20.37	20.85	21.38	21.90	22.44	23.00	23.57	24.15
30	18.02	18.45	18.92	19.39	19.87	20.37	20.85	21.38	21.90	22.44	23.00	23.57	24.15	24.75	25.35
31	18.92	19.39	19.87	20.37	20.85	21.38	21.90	22.44	23.00	23.57	24.15	24.75	25.35	25.99	26.61
32	19.87	20.37	20.85	21.38	21.90	22.44	23.00	23.57	24.15	24.75	25.35	25.99	26.61	27.28	27.94
33	20.85	21.38	21.90	22.44	23.00	23.57	24.15	24.75	25.35	25.99	26.61	27.28	27.94	28.65	29.34
34	21.90	22.44	23.00	23.57	24.15	24.75	25.35	25.99	26.61	27.28	27.94	28.65	29.34	30.08	30.82
35	23.00	23.57	24.15	24.75	25.35	25.99	26.61	27.28	27.94	28.65	29.34	30.08	30.82	31.58	32.35
36	24.15	24.75	25.35	25.99	26.61	27.28	27.94	28.65	29.34	30.08	30.82	31.58	32.35	33.16	33.99
37	25.35	25.99	26.61	27.28	27.94	28.65	29.34	30.08	30.82	31.58	32.35	33.16	33.99	34.81	35.69
38	26.61	27.28	27.94	28.65	29.34	30.08	30.82	31.58	32.35	33.16	33.99	34.81	35.69	36.56	37.47



## The University of Kansas Libraries

Number 1411

August 7, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### UNCLASSIFIED VACANCY

Reference Librarian/Bibliographer, a full-time tenure-track Responsibilities: Provides reference assistance (including some evening and weekend hours) and instruction to faculty, students, and other patrons; coordinates collection development of the Reference Collection (or in some areas of the humanities or social sciences), both print and electronic (full position description available). Required qualifications: MLS from an ALA-accredited program; experience in providing academic or research library reference service; experience in the development and presentation of instruction and training in the use of CD-ROM and online databases and the use of Internet/World Wide Web resources; knowledge of resources in the humanities and social sciences; ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; effective communication skills, both written and oral; ability to work independently and cooperatively in a rapidly changing environment. Preferred qualifications: At least two years professional experience in providing reference service in an academic library; academic preparation in the social sciences or humanities; experience with collection development; knowledge of a foreign language. Annual salary: \$26,000 - \$35,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, copies graduate transcripts, and names of three references to: Sandy Gilliland, 502 Watson Library. Applications postmarked by August 29, 1997 will be given first consideration. Applications will be accepted until the position is filled.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

### ATTACHMENTS

Minutes: CCEB, 7/22/97

KULSA 14TH Annual Picnic invitation and map

**Classified Conference Executive Board**  
**July 22, 1997 Meeting Minutes**

*Present: Mary Ann Baker, Kristi Cook (chairperson), Diana Dyal, Jennifer Evensen (secretary), Gaby Holcomb (vice-chairperson), Carmen Orth-Alfie, Barbara Woodruff*

The gavel was officially passed to the new chairperson, Kristi Cook. Kristi reported that she has been unable to meet with the Associate Dean but will try to schedule a meeting with her soon and will try to get our executive board meetings on her calendar so that she may attend. As there were no corrections to the June 24 minutes, we proceeded with the agenda.

**Old business:** We devoted a good amount of our meeting time to forming a list of charges to our Personnel Committee as well as suggesting possible charges to the LFA committees on which we have members (Staff Development and Planning & Resources). We not only reviewed the charges that had been proposed at the June meeting but also discussed several additional charges. The most recent list of these charges is attached to the minutes. We then discussed possible guest speakers for our general meeting to be held in September. Lynn George (KU Human Resources staff member who is the liaison with the KU Classified Senate), Anna Ancil (president of Classified Senate), and Chancellor Hemenway were all names that were mentioned. We decided to think about questions that we could ask each of these people and share the questions at our next meeting.

**New business:** The Financial Aid Office recently sent mailings to students who were awarded work-study funding. Included in the mailing was a list of available jobs for this Fall semester. The libraries were less than prominently displayed on the list (next-to-last page under "Miscellaneous"). We're guessing this will not assist the libraries in their recruitment of work-study students this fall. We also discussed the possibility of sharing information (committee reports, feedback form meetings w/ the Associate Dean, etc.) on e-mail to conserve time when we do meet. Everyone agreed that this was a good idea.

**Committee reports:** There were no committee reports.

**Group news:** Susan Case (formerly from the Clendening Library at the KU Medical Center) has joined the staff in Special Collections.

*The next CCEB meeting will be August 26, 1997.*

## Charges to Committees

### Personnel Committee

1. Look into how Classified employees are being reassigned duties without receiving changes written in their job descriptions. (A survey will be sent to all Classified staff to find out how many of them have been working in such situations and if/when/how they are being evaluated.
2. Look into the possibility of having all supervisors receive supervisory training and communication skills training in classes and workshops such as those offered by Human Resources.
3. Conduct needs assessment survey for Classified staff training/development.
4. Monitor developments in the proposed State of Kansas merit pay plan for Classified employees.
5. Continue to monitor the changes in the LA series requirements.

### Staff Development Committee

1. Look into providing relevant staff development options for Classified staff.
2. Continue to monitor the amount of SDC funding spent on Classified staff.

### Planning & Resources Committee

1. Continue to monitor the impact of the Strategic Planning Process, library restructuring, and space planning and keep library staff informed.
2. Continue to hold open budget meetings.

**THE 14th ANNUAL LIBRARY SUMMER  
POTLUCK PICNIC**

**Saturday, August 16, 1997**

**At Prairie Park  
28th & Kensington, Lawrence  
(see map on reverse)**

**Dinner will begin at 6:00 p.m.**

**KULSA\* WILL PROVIDE:**

**soda pop, iced tea, plates and eating  
utensils, napkins, and ice for your drinks**

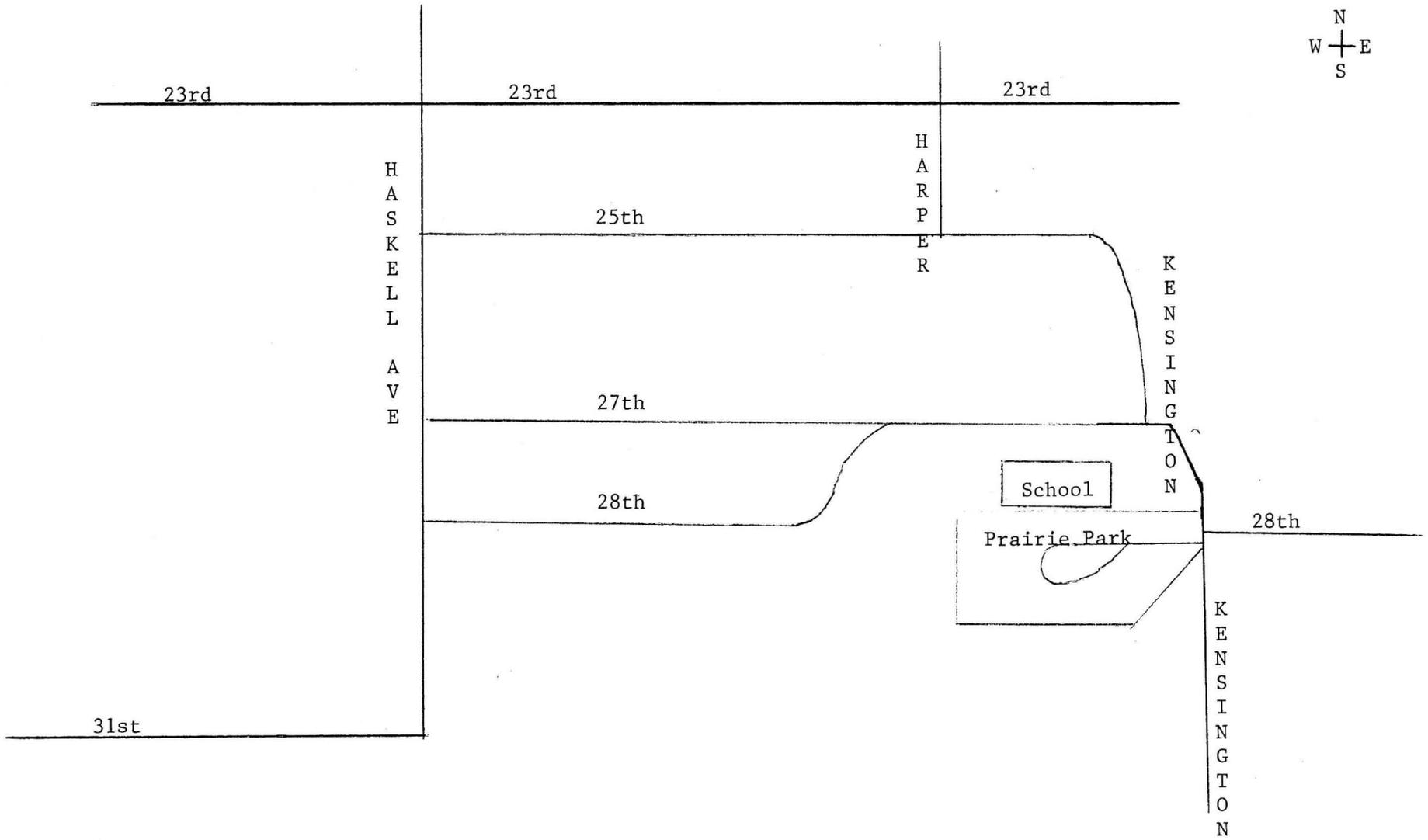
**The Park has a ball diamond, tennis court,  
swing sets, etc.  
so come early to play!**

**PLEASE BRING:**

**Your favorite food item(s)  
Lawn chairs or blanket  
Your family or friend**

**PLEASE NOTIFY YOUR STUDENT ASSISTANTS  
-- THEY ARE INVITED**

\*Kansas University Libraries Staff Association



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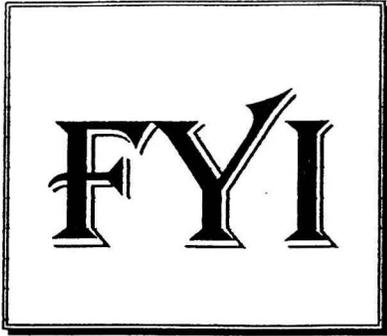
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## The University of Kansas Libraries

Number 1412

August 14, 1997

**\*\*\* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \*\*\***

### CLASSIFIED VACANCY

The Cataloging Department has announced the availability of a full-time Library Assistant I position (formerly held by Krista Schmidt), with the following duties: 1) Searching appropriate OCLC records and cataloging books through OCLC, 60%; 2) Performing special assignments, 20%; 3) Serials searching, 10%; 4) Training and supervision of student assistants, 5%; 5) Meeting and teamwork activities, 5%. Minimum Qualifications: Experience in library work and/or library science coursework, equivalent to one year. Preferred Job Skill Codes: E1800 Library experience; Library record keeping experience (code K20E0, PL2, weight 40), OCLC cataloging (code E1130, PL2, weight 10); experience with IBM compatible computers (EQIBM, weight 10). Additional Preferred Selection Criteria: Prefer knowledge of Anglo-American Cataloging Rules, 2d ed; college coursework; accurate keyboarding skills; prefer a flexible person with strong interpersonal and communication skills who is able to work effectively and cooperatively as part of a team as well as independently in a wide variety of tasks in a changing environment; demonstrated initiative and ability to work successfully with detailed and complex procedures, organize work effectively, and maintain a steady flow of materials through the section.

The Library Assistant I is funded at pay grade 16 at a beginning hourly wage of \$9.93. Application instructions/deadline: Library staff must complete a "Request for Promotion or Transfer" form, a KU Internal Application form, and a "Skills Identification Update, Part B" form (all forms are available from the Administrative Office). Library student assistants interested in this position and other non-library employees must apply through the Department of Human Resources, 103 Carruth-O'Leary Hall. Applications must be received by 5:00 p.m. Friday, August 22, 1997.

**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

Barbara Gorman has been appointed as Secretary III, secretary to Bill Crowe, effective August 24th. Barbara was previously employed by Idaho State University as an administrative assistant to the President of Idaho State University (1989-1997), and an administrative secretary to ISU's Vice President for Academic Affairs (1983-1989). Ms. Gorman was employed by the University of Missouri-Columbia

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from 1977-83 as secretary to the Chair of the Civil Engineering Department. She replaces Rhonda Boose.

### **UCPT AND SABBATICAL LEAVE OPEN MEETINGS ANNOUNCED**

The University has scheduled two open meetings to discuss procedures involved in the Sabbatical Leave process and promotion and tenure process. All faculty are invited to attend. The meetings are scheduled as follows:

Sabbatical Leaves: Wednesday, September 3, 1997, 7:00 p.m.,  
Kansas Room, Kansas Union.

Promotion and Tenure: Monday, September 8, 1997, 7:00 p.m.,  
Jayhawk Room, Kansas Union.

Additional information regarding internal deadlines for Sabbatical Leave applications and the promotion and tenure process will be forthcoming.

Sandy Gilliland

### **ATTACHMENTS**

Minutes: PRC, 5/22/97; PRC summary of Open Budget Meetings of 6/20 and 6/25/97; Salary & Benefits Committee, 7/28/97.

KULSA 14TH Annual Picnic invitation and map

THE 14th ANNUAL LIBRARY SUMMER  
POTLUCK PICNIC

Saturday, August 16, 1997

At Prairie Park  
28th & Kensington, Lawrence  
(see map on reverse)

Dinner will begin at 6:00 p.m.

KULSA\* WILL PROVIDE:

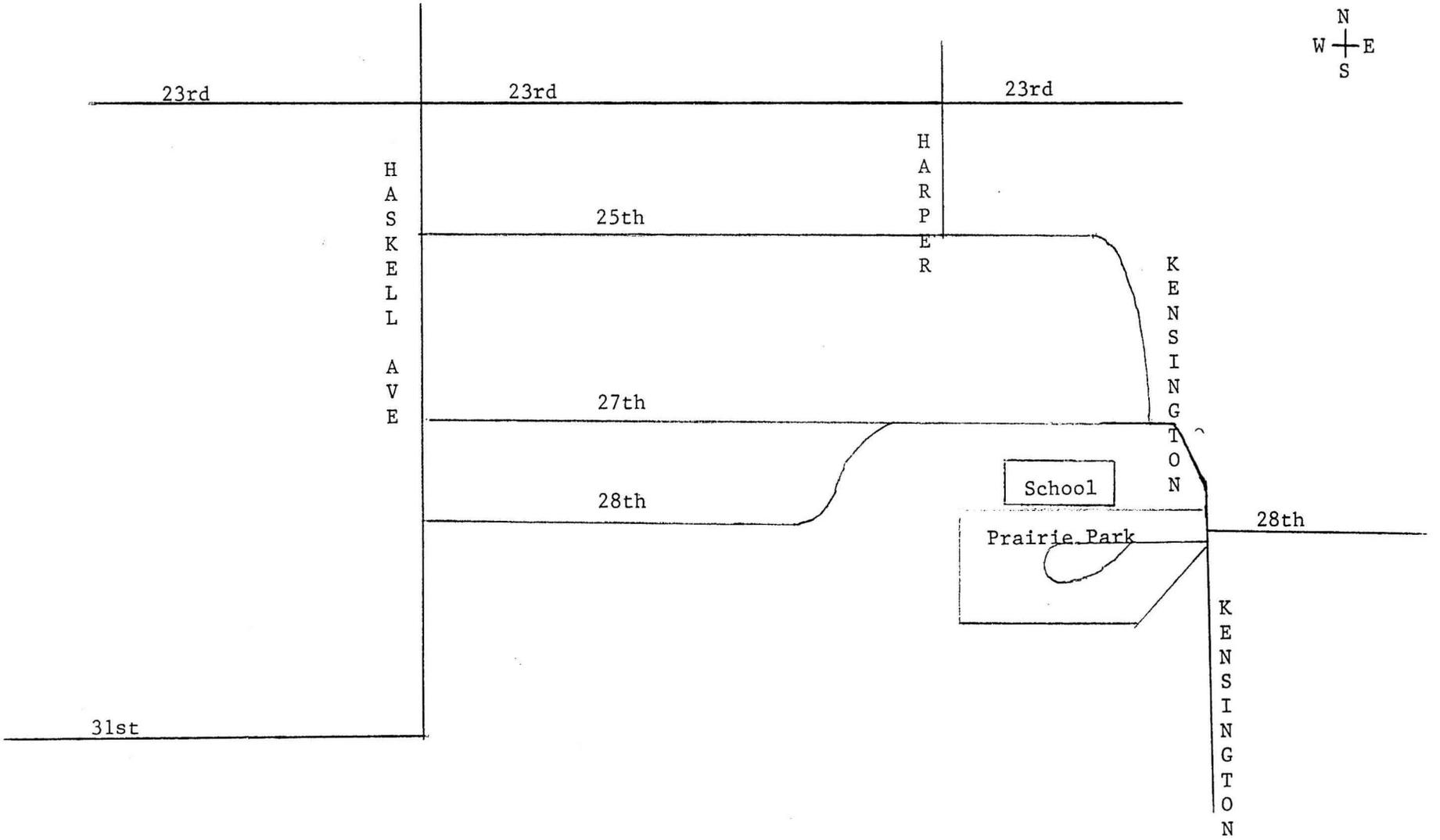
soda pop, iced tea, plates and eating  
utensils, napkins, and ice for your drinks

The Park has a ball diamond, tennis court,  
swing sets, etc.  
so come early to play!

PLEASE BRING:

Your favorite food item(s)  
Lawn chairs or blanket  
Your family or friend

PLEASE NOTIFY YOUR STUDENT ASSISTANTS  
-- THEY ARE INVITED



## Planning & Resources Committee Meeting Minutes

May 22, 1997, 10:30-11:45 am

Present: M. Alexander, G. Anderson, V. Doll, P. Difilippo, J. Emde, L. Fredericksen,  
N. Jaeger

### Minutes

The minutes of the May 8, 1997, meeting were reviewed, amended, and approved by the Committee (and earlier by Marilu Goodyear).

### Restructuring

One of our LFA charges is to monitor the progress of the Library's restructuring plan (presented to Library staff in two memoranda from Marilu Goodyear, dated June 14 [with Bill Crowe] and August 6, 1996). We reviewed Marilu Goodyear's August 6, 1996, memorandum to Library staff on restructuring.

In our discussion we tried to decide whether at this point in time whether a full-scale review of the restructuring process is warranted, or perhaps only a provisional survey. The sense of the Committee is that the latter should prevail.

Some of the points we noted in our initial review:

A year ago it seemed that the emphasis was on flattening the administrative structure. However, the trend may be returning to a more hierarchical structure (*e.g.*, with the search for another assistant dean.)

On page two of the August 6 memorandum it is written: "The management of the Library will also emphasize the functional roles of leaders and de-emphasize formal reporting lines." There was a question raised as to exactly what this idea means. Some think it implies that staff should feel free to consult directly with others based on expertise and need for information and not feel that hierarchies within units should be followed instead.

A question was raised as to how the proposed Assistant Dean for Information Services would relate to members of the Reference Department (where the ADIS will reside): work directly with individual members or through a designated department coordinator?

There was a concern about a perceived trend of hiring new people at a higher level and salary when the trend is supposed to be toward flattening the structure.

It was observed that the Library has created many new positions (*e.g.*, instruction, preservation,

grants, diversity) which don't fit into the current department structure.

It was also observed that some units have already moved, or are moving, " ... forward in a more team-management approach" (page two). Some questions which might be considered in a review of the structural changes include: Does team management improve or diffuse decision-making responsibility? Does team management accelerate or retard the decision-making process? Is team management more/less effective than other models? Where have improvements been accomplished?

Some of those whose units are under team management have said that team management is effective in ameliorating relations and improving communication among staff. One person noted that team management seems to be a major change in a unit's structure. Are the results achieved major or minor? Another noted that a unit ought to be able to effect a more "collegial" style of staff relations without a complete overhaul of the unit.

How effective have the new and re-formed administrative committees been? Has the committee structure improved or not? How does restructuring affect library governance?

We should check with the deans to see if they have reviewed or revised this document since last August.

Before proceeding with this charge, we agreed to contact LFA Exec to get more clarification on what kind of report they would like to receive from a review of the restructuring process. We also need to review the staff's comments on the proposed second round of strategic planning.

Another task which needs to be completed this year is to hold open meetings on the FY 1998 budget.

### **Next meeting**

Thursday, June 12, 1997, 10:30 am., Anschutz Conference Room.

Gordon Anderson, Secretary  
Planning & Resources Committee

**Planning & Resources Committee**  
**Summary of PRC open budget meetings**  
**20 & 25 June 1997**

**I. FY 1998 Base Budget**

Referring to a draft of the preliminary budget handed out to the meeting, Marilu Goodyear and Nancy Jaeger talked about the FY 1998 base budget.

Marilu said the Library did extremely well in the budget process; the Library's pleas for salary and staffing were heard and were adhered to. The Library has received 4½ new positions, a 4.7 per cent salary merit increase for filled positions, and 100,000 additional dollars for student wages to offset the minimum-wage increase. Marilu Goodyear thanked Bill Crowe for his leadership in keeping the University aware of the Library's needs, and VC Shulenburger for his support.

Nancy agreed. The new positions consist of the Dole Institute archivist, the business bibliographer/RCL position, a hardware support position in Automation, a half-time web-development specialist in Automation, and a help-desk position in Automation.

Regarding student wages, the Library received a 21.4 per cent base increase. The Library received a 2.0 per cent increase for Other Operating Expenses (OOE). Expenses for automation are not yet set, because VTLS costs for FY 1998 are not yet known.

In response to one question, Nancy explained that "income-funded wages & expenses" are those which are paid from income accounts, like photocopying, not from the base budget.

**Ia. FY 1998 Materials and Information Budget**

The PRC had earlier recommended that the entire Library staff be informed of the details of the acquisitions, serials, and electronic-information budget. Marilu discussed these expenses itemized on a printed handout.

The Library received a 2.0 per cent increase in acquisitions base funding, \$200,000 in one-time money and \$318,000 in regents database money.

The regents database money allocation for FY 1998 includes a one-time grant of \$100,000, which may not be repeated in FY 1999. And the money may not be forthcoming for FY 2000.

The Administrative reserve/expenses section of the budget includes ongoing costs like CRL and other memberships and postage. \$30,000 has been set aside in a reserve fund to meet unexpected or unpredictable increases in costs, particularly for electronic tools. Increases in the Electronic Information Fund (EIF) consist largely of transfers from bibliographers' subject funds, as indicated by the negative numbers.

The increase in electronic information expenses reflects both the estimate of significant increases in UnCover expenses, as well as a significant increase in interlibrary-loan costs (lending costs over borrowing fees collected).

## II. Student Task Force report

Bayliss Harsh, chair of the Student Task Force, presented the group's report to the Library. Copies of the report were handed out to those in attendance.

In preparing their report, the Task Force contacted other campus units to examine their student-wage structures, talked to library units about their student-wage structures, looked at various wage scenarios, reviewed the work of the past student task force, and reviewed the PRC's summary of departmental resource reports for FY 1998. Special thanks to Sandy Gilliland for her indefatigable work and to C.J. Vogel for all his work in programming the wage structure and payment system.

The Student Task Force recommends that:

- \* the minimum wage be implemented starting August 10, rather than in September (when it goes officially goes up). The Task Force feels that all new fall hires should be under the new wage scale.
- \* the ten-cent longevity be maintained. Modest though it is, this increase is a proven morale booster and retention factor.
- \* a three-tiered wage structure be established.
- \* all new student-job announcements be reviewed by the Administration to conform to these new wage levels.
- \* the wage and longevity pay scales be reviewed annually.

At the meeting the Task Force noted that the wages listed in the three-tiered structure should be competitive for at least a year or two. The Task Force recommends that units review their student-wage rates to ensure that they reflect this recommendation. They also emphasize that "No student will receive a decrease in pay as a result of implementing the new wage scale." -- as stated on the fourth page of the Task Force's recommendation. And the Task Force projects that under their new wage-scale structure the student-wage budget will be lower than under the present multi-tiered wage structure.

Comments, questions and answers:

*What would be the longevity increase for returning students with more than two years' experience: 10 cents per year or just ten cents?*

- It depends on whether or not the student is moved to a new wage level. Consult the Administrative Office.

*How do unit heads re-assess job descriptions based on the new recommended wage levels?*

- Consultation among supervisors would be helpful, especially in positions where students perform different levels of work at different times of the week (e.g., shelving one day + desk supervision of an evening or weekend).

*What will determine which jobs are ranked at which wage scales? How many higher-paying jobs can we have library-wide? Will the size of the total wage pool limit number of higher-paying jobs or the number of students hired?*

- The actual student-wage budget won't be final until the job-evaluation process has been completed. Currently we have twenty-five to thirty different wage levels, and we're trying to trim back this broad differential.

- Virtua will significantly affect the levels of student positions.

- Considering the 10 August start-date of the new wage levels, units will need to submit requests based on projected need, not the previous year's allocation. Students could be "grandfathered" in at current wage rates, plus longevity, and following their departure the position would be looked at, and one of the three new wage rates would be assigned.

- Unit heads will submit their budget proposals based on projected needs or desiderata; the returning dollar figure will be the real determinant of needs/desiderata. There is a little extra money in the student-wage budget (based on the costs of the new wage structure), thus some accommodations can be made. The three basic factors considered in this project are: the number of students, the number of hours needed, and the amount of money available to pay for student hours. Unit heads need to put all these factors together and draft proposals.

*Won't the increase in wages be soaked up by the increase in costs?*

- Probably. The Task Force looked at total hours, not dollars, per year for the past few years and calculated their new costs based on the new wage-structure formula.

- Higher-level student wage positions require, in some units, that the student maintain a specific schedule. If that is not possible for the student, then the position drops to the appropriate pay rate, which is determined by his or her job duties. There shouldn't be a shift differential; unit heads should look at the levels of skills required and the type of work performed.

*Will units be consistent across the Libraries? If not, won't students tend to migrate to the best jobs?*

- Administrative review of all new positions is necessary to encourage uniformity.

*How were the three pay levels determined?*

- By looking at past task forces' studies and recommendations and looking at all pay rates currently utilized by the Libraries.

*What are the costs for supervisors and advisory staff?*

- The current job descriptions have already been reviewed by the Administration. Unit heads will need to review their students' positions. Virtua will change most student job assignments.

*Will there be guidelines for unit heads before August 10?*

- Any existing job can be left at the current wage, so long as that wage is not below the new minimum wage. New jobs need to be considered carefully; however, existing jobs need to be re-defined by evolution.

*How were the Option Three percentage levels arrived at?*

- The current wide range of wages was consolidated as close as possible to the three new levels.

*Isn't the wage-level distribution in Option Three optimistic? [in the questioner's unit, they might look at a different percentage mix, say 50-30-20]*

- The "reserve" of ca. \$12,000 in the FY 1998 student wage budget will help give some flexibility to wage levels based on units' needs. But in the end, decisions will have to be made, and unit supervisors will have to live with their fixed student budget and allocate wages accordingly.

*Smaller units are compelled to offer higher wages because of the multiplicity of tasks assigned to each student.*

- The data show that a unit's size is not a factor in setting wage levels, but the unit's philosophy is.

*Students watch pay-scales closely and feel better if wage-level criteria are uniform across the library system.*

- The library student-wage world won't be perfect, but we hope it will be better under the new scheme. We hope that unit heads together can arrive at a consensus over wage rates.

- A unit's new student budget will be a major criterion for drawing up wage levels. That is to say, the unit will submit their request based on their perceived need, but they will have to pay wages based on what they actually receive for the year. A unit's student-wage budget may dictate that one position be higher-paying and the rest lowest-paying. Therefore, it may be advisable for duties to be categorized, and not spread out equally among all students.

- Many students know the difference between menial and higher-skilled jobs, and those holding the former can be satisfied with what they do and get paid for. A well-defined tiered system helps define tasks and expectations and gives opportunities for promotion.

- Longevity alone does not merit promotion. The outside world seems to reward effort over longevity.

- At least one unit head prefers to hire at a lower level and promote from within. This gives the opportunity to see who can do the job and who deserves the promotion.

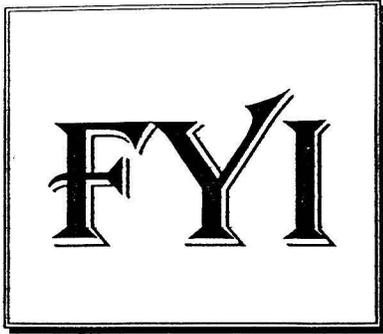
*Gordon Anderson, Secretary  
Planning & Resources Committee*

## **Salaries & Benefits Committee**

July 28, 1997

Present: John Richardson (chair), Ken Lohrentz, Sandy Gilliland (ex officio), Deborah Dandridge (secretary)

The Committee convened to review the salary range offer for the position of Reference Librarian/Bibliographer. Sandy answered the Committee's questions and provided the suggested salary range for the advertisement notice. Following a brief discussion, the chair agreed to convey the Committee's recommendation to Marilu, as requested by Sandy.



## The University of Kansas Libraries

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August 21, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### PERSONNEL

**Margaret (Meg) Brown** has accepted the offer of an appointment as Conservator. Meg is presently completing a conservation internship with the Library of Congress. Previously, she interned with the Preservation and Conservation Divisions of Yale University. This month, Meg was awarded a Master's in Library and Information Science, with Certificate in Advanced Study in Conservation of Library and Archives Materials from the University of Texas, Austin. She received a Bachelor of Fine Arts degree from Barry University, Miami Shores, Florida. Meg's employment with the KU Libraries effective October 13, 1997.

**Cathy Bell** has been appointed as Library Automation Administrative Assistant and Support Specialist. Cathy is presently a System Support Specialist with Fidelity Acceptance Corporation in Kansas City. Prior to this appointment, she was employed as an Officer Manager for Mid America Aviation and Trinity University Insurance Companies. Cathy's employment becomes effective September 7, 1997.

**Susan Zeller** has been appointed as Library Assistant II in the Libraries' Access Services Department, with responsibility for managing the Reserve collection. Susan has been employed as a Student Supervisor in Access Services since 1995 and has previous employment with the Kansas Union and the University of Montana. She has bachelor's degrees in Music and Psychology from the University of Montana. Susan's employment becomes effective August 25, 1997.

Sandy Gilliland

### INTRODUCTION TO ERL AND IAC SEARCHBANK DATABASES

The Instruction Council will present two introductory workshops to the ERL and IAC Searchbank databases. This is your opportunity to learn more about these databases and what the changes mean for providing service to library users. The sessions are designed for all library staff who may be working with the public on these databases. Student assistants are welcome. The sessions are scheduled for Watson Conference Room A as follows:

Thursday, August 28, 2:00-3:00 p.m.

Friday, September 5, 1:00-2:30 p.m.

A flyer is being sent to library staff with registration information. Registrations may be sent by e-mail to [scouch@ukans.edu](mailto:scouch@ukans.edu); by message to voice mail at 4-8979, or by returning the form on the flyer to Sarah Couch, Watson Periodicals/Microforms. The registration deadline is 5:00 p.m. on the day prior to each scheduled workshop.

**An Equal Opportunity/Affirmative Action Employer**

## **WORKSHOP SERIES**

It is time once again for the Fall Workshop Series. This series is designed to introduce members of the KU community to library and information resources available to support teaching and research. Enrollment is open to all KU students, faculty, and staff. For more information, please consult the Workshop Series brochure. The brochure is available at most library service desks and on the Libraries homepage (follow the links through KU Facts or go to <http://www.lib.ukans.edu> and click on "Library workshop series").

Cindy Pierard

## **ATTACHMENTS:**

Minutes: Student Task Force, 7/29 & 8/12/97  
Library Staff Telephone Directory  
KUDCRS News, August 1997

Student Task Force Minutes for July 29 meeting

Present: Bayliss Harsh (chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeamiqua Hall-Harris, Doxie Larsen, Lars Leon, Bob Marvin, Barb Woodruff

Minutes: Doxie's July 22 minutes were approved as revised.

Possible Kansan ad and announcement: We continued discussion of placing an ad in the Kansan to try to attract Work-Study students. Prices for the back-to-school issue ranged from 179.55 for a quarter page ad on up. That issue (August 18) is huge and more expensive than the daily issues and after discussion we decided a later ad would probably get better results. We also discussed putting a brief announcement in one of Rob Melton's monthly columns.

Continuing discussion of recruitment issues: we discussed changing the job board on 3<sup>rd</sup> floor Watson to make it more attractive, visible, and readable. Sandy suggests briefer job descriptions, a larger sign on top with text explaining job pools and eligibility for student positions. Someone suggested a mobile or art work to call attention to the board. Lars discussed the Powerpoint presentation with slides of each library, which could be displayed on a terminal in the exhibition area.

Mary Ann distributed a memo she wrote 3 years ago regarding Work-Study recruitment. Generally the feeling was that participation and cooperation within the library have improved over the intervening period but that we perceive problems with the placement center's approach and location. Lars had some comments on this issue and submitted the following comments for inclusion:

"We have had committees look at student recruitment and retention issues on an intermittent basis. Sandy and Barbara (and others before Barbara) have worked hard to keep the basics going. We have had informative meetings where supervisors have learned how to process the paperwork. Sandy and Barbara have also had a few other meetings to discuss issues such as work-study recruitment. However, we have not done enough to deal with these critical issues.

"We need to do something on a regular basis. This should involve helping to initiate the approved suggestions of this committee and proactively developing others. We should also meet at least semi-annually to evaluate how things have went and to strategize further.

"Someone needs to do more coordination of discussions/brainstorming/evaluative sessions on student recruitment and retention on a regular basis. Barbara would be the logical choice IF the administration can provide enough additional help so she has enough time to take on these different duties."

We feel we need an ongoing dialogue with both the Financial Aid office and the Placement Center (the new name of which is: University Career & Employment Services). Sandy will see if we can schedule the new assistant director (for student jobs) Ann Hartley for our August 12 meeting.

New business: Student wage meetings will be July 30 and 31. Various issues will be discussed: how to determine appropriate wage levels, when to promote to and when to advertise for higher level student positions, how to write the ads, how to handle disciplinary issues, etc.

What the task force needs to work on next: Retention of students, particularly work-study eligible ones. We hope that longevity raises and the new three-tiered wage rate structure will help. What else? Lars suggested there might be factors (internal to KU Libraries) that affect both hiring and retention. These factors put some departments at a disadvantage due either to uncontrollable factors (e.g. availability of weekend or evening hours, some positions allow some time for study when a public service desk is not busy) and controllable ones (e.g. different interpretations of policy, where for example some units allow students to check their email, do research, etc. (off the clock)

(over)

Student Task Force Minutes for August 12, 1997 meeting

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Present: Bayliss Harsh (chair), Sandy Gilliland, Jeaumiqua Hall-Harris, Doxie Larsen, Lars Leon, Bob Marvin, Barb Woodruff

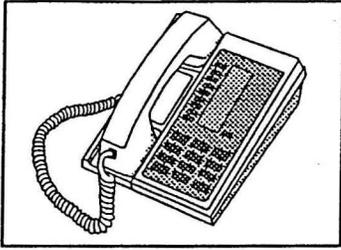
Absent: Brian Baird, Marilyn Hu, Mary Ann Baker

1. We discussed the ¼ page advertisement for the UDK. We might use this same advertisement as the basis for a flyer which can be placed around the campus.
2. Sandy forwarded the latest version of the text to be included in the KU Libraries' monthly column in the UDK. She had not heard back from him yet.
3. Discussion on the Job Fair.
4. We will discuss and approve the minutes of the 7/29/97 meeting (Bob's) at our next meeting.
5. We decided that we do not need to discuss the ARL Spec Kit on Student Employment. The relevant issues have been discussed before in other contexts.
6. We discussed the draft recruitment part of our report which Bayliss had created. Bayliss will make some changes and try to send a second draft to all committee members by Friday (8/15).
7. We decided to wait to talk about the retention part of our report until after we had a chance to review the minutes of our 8/5/97 meeting (Marilyn). A few important elements to our retention report will be longevity, morale boosters, and promotional opportunities (e.g. 3 tiered system).
8. We discussed the questions we want to have for Ann Hartley (director of the University Career and Employment Services) when she visits our 8/26/97 meeting.
  - Introduction (by Bayliss?) - Introduce ourselves and explain the purpose of our committee. Describe the size of our hiring needs and explain our ongoing problems (now or later??).
  - Does the UCES have any plans for changing their operation in regard to student employment?
  - Share with Ann our concerns about the current set-up they have for advertising jobs.
    - Current job notice board is "remote". How about another more centrally located?
    - Current web site seems to not be easily understandable to someone looking for a job. We will develop a list of specific suggestions before our meeting.
  - Can the current forms be changed? (e.g. job notice (SFA-1), application form)?
  - Discuss problems with work-study recruitment.
    - Biggest concerns
    - What can we do?
    - What are they willing and able to do?

Our next meeting will be Monday August 18, 2:00 - 3:00, room B. Bayliss will send agenda via e-mail.

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Respectfully submitted,  
Lars (minute taker of the day)



KU Dependent Care Referral Service offers assistance with your child care and elder care needs. Referrals are free and available to anyone.

- ☐ You may call **864-4648** during afternoon office hours, or you may leave messages on our 24-hour, voice-mail service. The e-mail address is [hbrmp@carruth.wpo.ukans.edu](mailto:hbrmp@carruth.wpo.ukans.edu).

## Family Caregiving Seminar offered by KUDCRS

- ✓ Preregistration is encouraged, yet not required; please call **864-4648** or **864-4946**.
- ✓ If you are a KU employee, please get your supervisor's permission to participate in seminars conducted during your work hours.
- ✓ 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.

### *Saturday Morning Seminar*

A Two-Hour Workshop Exploring  
Creative Painting Textures

*September 20, 1997*

10:00 a.m. - Noon

Location: To Be Announced

Presenter: Diana Dunkley, Artist

Pre-registration required. Call **864-4648**.

Enrollment spaces for 6 - 12 adults.

There is No charge for this seminar.

ON A THOUGHTFUL NOTE

Sometimes, we feel elated and content with predictable plans and expected outcomes regarding our families needs. We continue to reap life's rewards and blessings. Yet at other times, our realities are less than satisfactory. We may be following the philosophy of "one day at a time" as we hope for fulfillment of our dreams, given our available time, resources, and opportunities. During these times, we may feel as if we are on automatic pilot with directions unknown, outcomes vague, and rewards misleading. Yet all in all, we continue to learn life's lessons.

During the past seven years, the KUDCRS Family Caregiving Seminars have taught many valuable concepts regarding shaping behavior and improving our families needs. The following worthwhile concepts seem to be predominantly recommended by several presenters:

*Catch someone being good, whether a child, co-worker, family member, colleague, etc. This is preferred to giving attention to negative behaviors which seems to reward the negative behaviors. Use encouragement as well as specific descriptive statements as to what you notice. Seek understanding and find some agreement in your conversations with others. In so doing, your inspiration can promote an improved environment and sense of community.*

**Thank You**

*With great effort and dedication, each PRESENTER of KUDCRS seminars taught valuable concepts. We are most grateful for these opportunities.*

*Thank you, DAY CARE PROVIDERS, for your long days, steadfast commitment and enriching education of young children. With your kindnesses and inspiration, our community takes pride in your efforts.*

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

SANDX  
LIBRARIES  
005

GILLILAND

**UNIVERSITY OF KANSAS LIBRARIES  
STAFF DIRECTORY**

**V.C. FOR INFORMATION SERVICES AND  
DEAN OF LIBRARIES, 502 Watson**

Crowe, Gorman 4999

**ACCESS SERVICES, (see staff list for individual phone #'s)**

K. Miller, Level 3 Watson 8989

**Circulation Desk, Level 3 Watson (see staff list for phone #'s)** 8983

Larsen, Mitchell, Owens, Samuelson

**Reserve Desk, Level 3 Watson** 3396

**Periodicals/Microforms, Level 4 Watson** 3950/4661

Couch, Revenew

**Copying Services, Level 4 Watson, Shaw** 4209

**Mail Room, Level 1 Watson, Coburn** 3080

**ADMINISTRATIVE OFFICE, Level 5 Watson (see staff list for phone #'s)**

Goodyear, Benedict, Dauber, Gibbs, Gilliland, Gorman 3601

Jaeger, Lafferty, Proctor, Swartz, Woodruff

**ANSCHUTZ SCIENCE LIBRARY(see staff list for phone #'s)**

**Circulation Desk** 4928

**Reference Desk** 4930

Crank, Emde, Hewitt, Hu, Knox, Lasnier, Powell,

Taylor, Waters

**ARCHIE R. DYKES LIBRARY-KUMC**

8-1-913-588-7166

James Bingham, Director

**ARCHIVES, 422 SRL (see staff list for phone #'s)**

S. Williams, Bunch, Hawkins, Kehde, K. Neeley 4188

**ART & ARCHITECTURE LIBRARY, Level 1 Spencer Museum of Art 3020**

Craig, Altenbernd, Lodwick, Snow

**AUTOMATION OFFICE, Level 4 Anschutz**

J. Miller, Bell, Busset, Dryden, Eshelman, Kolatch, Reed 5530

**CATALOGING, Level 2 Watson (see staff list for phone #'s)**

Borton, Chapman, Clodfelter, K. Cook, DiFilippo, Dyal, Dyer, 3038

Gaeddert, Gottstein, Kottman, Landon, Lohrentz, Marvin, Mauler,

Mullen, Pardue, Rake, Richardson, Rivera, Roach, A. Slater,

G. Slater, Sodders, Stamm, A. Williams

**Serials Cataloging, Level 2 Watson**

**Wilson** 3083

Fry, Pardue, Rake, Slater 8940

**COLLECTION DEVELOPMENT, Level 2 Watson**

Ring 3425

**COPYING SERVICES, Level 4 Watson**

Shaw 4209

**DOCUMENTS/MAPS**

**Government Documents, 6001 Malott** 4660/4662

Koeppe, R. Anderson, Orth-Alfie, Simmons, Starr, Warren

**Map Library, Level 2, Anschutz Library** 4420

Koeppe, Dienes

**EAST ASIAN LIBRARY, Level 5 Watson**

Doll 4669

**ENGINEERING LIBRARY, Spahr Hall**

DeSart, Shaw, Hermes, Miner 3866

**FACILITIES, Level 3 Watson**

K. Miller 8989

**KANSAS COLLECTION, 220 SRL** 4274  
S. Williams, Culp, Dandridge, K. Eshelman, Evensen, Fredericksen,  
Hawkins, Hollingsworth, Schulte

**LAW LIBRARY, 200-A Green Hall** 3025  
Lung, Mon Lin, Acting Director

**LIBRARY INFORMATION LINE, Level 3 Watson** 3956

**MAIL ROOM, Level 1 Watson** 3080  
Coburn, Unfred

**MUSIC LIBRARY, 448 Murphy** 3496  
Cardell, Smith

**PRESERVATION**

Baird, Level 2 Watson 3568

**Bindery Unit, Level 1 Watson** 3753

Unfred

**Marking Unit, Level 2 Watson** 3049

**Conservation Unit, Level 1 Watson** 3753

**PUBLICATIONS, Level 3 Watson** 3378

Melton

**REFERENCE & INFORMATION SERVICES**

**Reference Offices, Level 3 Watson (see staff list for phone #'s)** 3366

Graves, G. Anderson, DiFilippo, Harsh, Kirby, Love, Pierard,  
Rosenbloom (on leave FY97)

**REGENTS CENTER LIBRARY** 8570

12600 Quivira, Overland Park, KS 66206 (see staff list for phone #'s)

Burich, Dryden, Hojnacki, Klinke, Mellenbruch,

Spurling, Wolz

**RETRIEVAL SERVICES, Level 2 Watson (see staff list for phone #'s)** 3535/3476

R. Miller, Ballard, Bauer, Bonham, Cook, Copp, Cundiff, Froese,

Gillespie, Hamilton, Hamlin, Holcomb, Jeffries, Lathrom, Leon,

Lynch, Rader, Sandberg-Grohe, Shartran, Spray,

Traxler, Vernon

**SLAVIC, Level 3 Watson** 3957

Schaffner, Alexander, Husic

**SPLAT, Level 3 Watson, (Dept. for Spain, Portugal, and** 3351

Latin America)

Krentz, Girardo

**SPECIAL COLLECTIONS, 327 SRL** 4334

Mason, Baker, Case, Clement, Haines, Helyar, Hopkins,

Hyde, Mitchell

**FAXES**

Administrative Office (All Watson NON-ILS) 5311

Anschutz Science Library 5380

Art and Architecture Library (ATTN: Art Library) 4608

Automation Office 5380

Engineering Library 5755

Government Documents 5154

Music Library (ATTN: Music Library) 5387

Periodicals 3915

Retrieval Services 3855

Regents Center Library 8573

Spencer Research Library (KS Coll, Spec Coll, Archives) 5803

**KU LIBRARY LISTSERVS**

ACHOIR

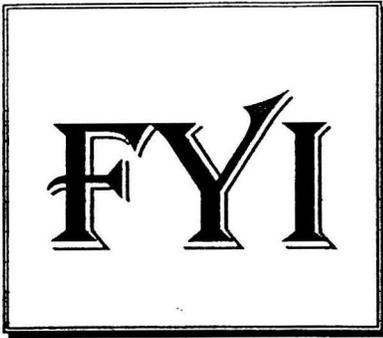
Retrieval Services Department

LIBADM-L

Administrative Office Staff

KUBIB-L

Bibliographers



## The University of Kansas Libraries

Number 1414

August 28, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### **ASSISTANT TO THE VICE CHANCELLOR APPOINTED**

After discussion with Marilu Goodyear, I am pleased to announce that Mary Rosenbloom has agreed to work half-time fulfilling some of the duties of the Assistant to the Vice Chancellor, the position previously held by Matt Bovee. Mary's appointment is temporary, ending in May 1998. Her professional skills and her knowledge of the Library and the campus community will be great assets in this role. I expect Mary to start her new responsibilities as soon as arrangements can be made to cover some of her regular duties.

Bill Crowe

### **DONALD R. MCCOY EXHIBIT**

"Championing Archives: The Legacy of Donald R. McCoy" is the title of a current Kansas Collection exhibit. It features the late KU Distinguished Professor of History's leadership in advancing historical records protection and access, including his award-winning history of the National Archives and his leadership in securing adoption of the Presidential Records Act in Watergate's aftermath, establishment of the National Archives and Records Service as an independent federal agency, and adoption of strengthened Kansas laws for public records preservation, disposition, and access. McCoy was president of the Kansas State Historical Society, oversaw development of charter policies for the University Archives, and co-authored the proposal for KU's master's degree program in Historical Administration and Museum Studies. The Kansas Collection will hold a public reception for the exhibit on Friday, September 12, beginning at 4:00 p.m. with remarks by Emeritus Professor of History, W. Stitt Robinson.

Mary Hawkins

### **TELEPHONE DIRECTORY UPDATES**

Please update your staff directory with the following changes:

Jim Dryden	8534 (RCL)
Loretta Spurling	8995/8533 (Ref./RCL)
Faye Christenberry	8992
Karen Dawber	8925

Sandra K. Benedict

**NOTICE OF SURPLUS SALE**

The Law Library received approval from State Surplus Property to dispose of a number of items through a public sale to University departments and the general public. The Library will accept bids on items no longer needed due to reorganization and updating. Bids will be accepted for the items listed below on Thursday, September 4, from 1:00 p.m. to 5:00 p.m. and Friday, September 5, from 9:00 a.m. to 12:00 p.m. Bids will only be accepted on sale dates during specified times of the sale.

- 1 Photocopy Paper Storage Cabinets
- 1 Medium Sized Printer Table
- 8 Miscellaneous Office Chairs
- Gaylord Card Catalog (45 drawers, several missing)
- Receiver, 19" Color Monitor, JVC-786 OUM
- 2 Drafting Lamps
- 1 Videocassette Recorder (Panasonic)
- 1 Typewriter, IBM Selectric III, No Correction Tape
- 1 Lanier Edisette Dictaphone
- 1 Coin Collector Box for a Reader Printer

The equipment offered for sale will be available for viewing in the Law Library starting at 9:00 a.m. Thursday, September 4 in Room 200B. Bid sheets will be available from 1-5 p.m., on September 4 and from 9-12 on September 5, 1997. All equipment is sold "as is" and the successful bidders will be responsible for payment (cash, voucher, or check with approved ID) and removal of equipment. Please contact Joyce Pearson (4-9251) if you have any questions. The University of Law Library reserves the right to accept or reject any bid based upon the amount offered.

Joyce A. McCray Pearson

**ATTACHMENTS:**

Minutes: LFA Exec., 7/21 & 8/8/97; Library Emergency and Disaster Planning Committee, 7/22/97.

## LFA Executive Committee Minutes

July 21, 1997

Present: Mel DeSart (chair), Brian Baird, Margaret Wilson, Vic Cardell, Jana Krentz, Jill Girardo, and Deborah Dandridge (secretary)

Mel convened the first meeting of the 1997-98 LFA Executive Committee to provide new members with background information on issues and procedures and to establish agenda items for the year. For reference, each member received a copy of the LFA Code of Governance and, will soon have a FY1998 list of LFA members from Sandy Gilliland.

**Minutes:** The minutes of LCPT for Spring, 1997, Planning and Resources Committee for May 8, 1997, Salaries & Benefits Committee for July 26, 1996, March 7, 1997, and June 6, 1997, and the Staff Development Committee for June 10, 1997 were reviewed and submitted to FYI.

**Chancellor's Distinguished Librarian Award:** Since this award has not been given for the last two years, Vice-Chancellor Crowe suggested that LFA Exec review its guidelines and nomination procedure. LFA Exec will begin this review within a few weeks.

**Committee on Evaluation of Service and Research:** A report that summarized CESR's evaluation criteria, process, and procedure was reviewed, accepted, and submitted to the membership of LFA, via the FYI, as was recommended at the June 23, 1997 LFA general meeting.

**1997-98 LFA Committee Charges:** Mel began the process of crafting the FY98 Committee Charges by providing everyone with a copy of last year's Committee charges for review. This issue will be fully addressed at the next meeting.

**LFA Committee Annual Reports:** Although few have been received, Mel emphasized the importance of these reports to the Exec's task of developing this year's charges for LFA Committees.

**LFA Committee Appointments:** Mel encouraged all Committee members to submit their suggestions to him by August 5, 1997 so that a list of potential appointments can be devised.

**LFA Exec Meeting Schedule:** It was decided that the Committee will meet every Monday from 1:30 to 3:00 p.m. in Conference Room A. Due to summer vacation schedules, however, the Committee will meet in August on Friday the 8<sup>th</sup>, at 10:30 a.m. and on Monday the 18<sup>th</sup>, from 1:30 to 3:00p.m.

**LFA Exec liaisons for LFA Committees:** The following liaison assignments were made: Jill Girardo for the Nominating and Ballot Committee, Margaret Wilson for LCPT, Vic Cardell for the Staff Development Committee, Mel DeSart for the Committee on Planning and Resources and the Committee on Appointment Criteria, Deborah Dandridge for the Committee on Salaries and Benefits, Brian Baird for the Committee on Evaluation of Service and Research and the Committee on Research and Scholarly Activities, and Jana Krentz for the Committee on the Code and Bylaws.

## **LFA Executive Committee Minutes**

August 8, 1997

Present: Mel DeSart (chair), Brian Baird, Margaret Wilson, Vic Cardell, Jill Girardo, and Deborah Dandridge (secretary)

After reviewing the minutes of the Planning & Resources Committee's open budget meetings on June 20 and 25, 1997, the May 22, 1997 minutes of the Planning & Resources Committee and the July 28, 1997 minutes of the Salaries and Benefits Committee, we examined our committee's July 21, 1997 minutes. Corrections were made and a final draft will be submitted to the committee for review via e-mail.

The remainder of the meeting was devoted to the task of identifying potential nominees for the FY 98 LFA Committees. This task will be completed at the next meeting, August 18, 1997.

# Library Emergency and Disaster Planning Committee

Minutes

7/22/97

Present: Brian Baird(Chair), George Gibbs, Donna Kipp, Tanya Shaw,

Absent: Kent Miller

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Reviewed minutes from previous meeting.

Because of a time conflict, it is necessary to change the time when the committee will regularly meeting. The new proposed time is 11:00 on the second and fourth Tuesday of each month.

Showed the finished *Disaster Preparedness and Response Manual* for those who had not had a chance to see the final product.

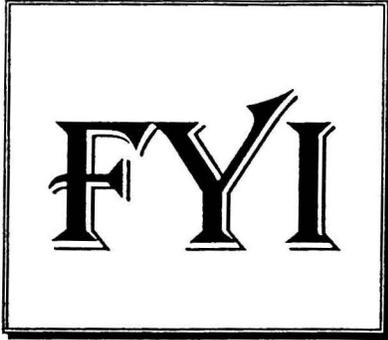
Reviewed and approved a draft FYI announcement which briefly outlined the activities the committee has planned for the coming year.

Looked at the Disaster Wheel produced by the National Task Force on Emergency Response. This wheel was mailed to thousands of libraries around the country.

Reviewed a draft of the Disaster Reference Sheet being designed to be placed next to the phone in public service areas and in other units. This sheet provides a list of various emergency numbers, and is designed to help staff quickly identify the first steps they should take in the event of an emergency.

Next meeting is August 26, 1997 at 11:00.

—Recorded by Brian Baird



## The University of Kansas Libraries

Number 1415

September 11, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### **NEW ADDRESS FOR COMMISSION ON PRESERVATION AND ACCESS**

On July 1, the merger of the Commission on Preservation and Access and the Council on Library Resources became final. We were asked to assist them with this move by calling attention to their name, address, and telephone changes among the staff. The address is:

Council on Library and Information Resources  
1755 Massachusetts Avenue, N.W.  
Suite 500  
Washington, D.C. 20036-2188

Telephone: (202) 939-4750  
Telefacsimile: (202) 939-4765

E-mail (for general inquiries): [info@clir.org](mailto:info@clir.org)  
E-mail for Deanna Marcum: [dmarcum@clir.org](mailto:dmarcum@clir.org)

Marilu Goodyear

### **CATALOGING DEPARTMENT MISSION STATEMENT**

Attached to this issue of FYI is the departmental mission statement developed by the Cataloging Department. A committee took comments and suggestions from a departmental meeting dedicated to this topic and prepared a draft mission statement. This draft was discussed more broadly within the Department and the finished product represents the consensus opinion of all Cataloging staff. Currently, the Cataloging Coordinating Council is working with Marilu Goodyear on how the department should go about working on other such documents--values and vision statements, identifying our customers and defining our services. These documents will be shared as they are completed.

George Gibbs

### **PERSONNEL**

I wish to inform library staff of a change I have decided to make to the job assignment of Susan Hamilton. After discussions with managers of the units involved, and with Susan, Susan's job assignment will be changed from the Retrieval Services Department to the Periodicals/Microforms Unit in the Access Services Department effective Monday, September 15th. Susan's new responsibilities will

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include public service work with the periodicals and microforms collections and retrospective conversion of microform records. Sarah Couch will serve as Susan's primary supervisor and Bob Marvin in Cataloging will serve as trainer and reviewer for Susan's responsibilities involving retrospective conversion. Susan will be located in the Periodicals/Microforms unit but will spend some time in the Retrospective Conversion unit while undergoing her initial training.

Marilu Goodyear

**ATTACHMENTS:**

Cataloging Mission Statement

Position Announcement for Director of Law Library

Invitation to Donald R. McCoy exhibit.

Minutes: CCEB, 8/26/97; Student Task Force, 8/26/97.

## Position Announcement

### Director of the Law Library

The University of Kansas School of Law is seeking an experienced law librarian to serve as the Director of its Law Library. The Director reports directly to the Dean of the Law School and has principal responsibility for management of the law library. The Director's responsibilities include budgeting, personnel, collection development, library and computer services, and both short range and long range planning. The Director normally teaches Advanced Legal Research and participates in teaching the first-year Legal Research course.

Requirements for the position include JD and MLS degrees from accredited institutions, substantial experience in university law library administration, strong leadership and communication skills, demonstrated legal scholarship and teaching ability, and significant knowledge of information technology in law libraries. Knowledge of the University of Kansas Libraries is preferred.

Interested applicants should send a letter of application, resume, and the names of three professional references to : Professor Webb Hecker; Chair, Search Committee; University of Kansas School of Law; Lawrence, KS 66045. Inquiries regarding the position may be directed to Professor Hecker at (785) 864-4550. The deadline for receipt of applications is September 19, 1997. The University of Kansas is an EO/AA employer.

You are invited to view the exhibition

**“Championing Archives:  
the Legacy of  
Donald R. McCoy”**

Reception with remarks by Prof. W. Stitt Robinson  
in the Kansas Collection  
Kenneth Spencer Research Library  
on Friday, September 12, 1997  
at 4:00 p.m.

*Refreshments will be served.*

# Student Task Force

Minutes

8/26/97

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeamiqua Hall-Harris, Lars Leon, Bob Marvin, Barbara Woodruff

Absent: Marilyn Hu, Doxie Larsen

Guest: Ann Hartley, Assistant Director of University Career and Employment Services.

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Ann Hartley, Assistant Director of University Career and Employment Services, was invited to join the task force's meeting to discuss student recruitment issues. Following introductions, Sandy Gilliland explained the Libraries' student employment history and introduced our recruitment needs. This introduction included an explanation of how dependent the Libraries are on student employees; how we are the largest employer of work study students; how difficult it is for us to fill all of our work study positions; and what efforts have been made to recruit work study students.

Following the introduction, Ms. Hartley explained the role of University Career and Employment Services (UCES). Her office assists people in finding full time work, student positions, and part time jobs—both on and off campus. All of these job announcements appear on a web site maintained by UCES that is updated daily.

The rest of the meeting was spent discussing ways UCES could help University departments—specifically the Libraries—recruit students assistants. Some of the suggestions were as follows:

- Increase publicity for the services UCES offers—particularly their home page. Advertise the UCES home page in all of the computer labs around campus, and place occasional ads in the UDK to publicize their home page.
- Establish electronic informational kiosks in buildings central to campus such as the Kansas Union and Strong Hall.
- Provide free copying services at the job fair so student employees can make copies of their job applications so they do not have to continually fill out new forms at each booth they visit.

- Revise application forms to make them more user friendly.
- Sponsor annual campus wide meetings to address student employment procedures.

Next meeting, Tuesday, September 2, 1997 1:00–2:30, Watson Conference Room A.

—Recorded by Brian Baird

## Classified Conference Executive Board August 26, 1997 Meeting Minutes

*Present: Mary Ann Baker, Kristi Cook, Diana Dyal, Jennifer Evensen, Susan Hewitt, Gaby Holcomb, Carmen Orth-Alfie*

**Chair's meeting with Associate Dean:** Kristi reported that she has been unable to meet with the Associate Dean but will try to be more persistent in scheduling meetings with her in the upcoming months. Board members felt that it was very important for Kristi to do this as they have compiled a varied list of questions and issues which warrant the Associate Dean's attention. Kristi said that she will give the dates of CCEB's meetings to the Associate Dean's secretary so that the Associate Dean may attend.

**Chair's notes from Coordinating Council:** Kristi shared her notes from last week's Coordinating Council. The date for the full implementation of Virtua has been set for the end of June, 1998, but staff will have the opportunity to test the system starting sometime in October or November this year. The interim web page for the libraries has been set up and it is each unit's responsibility to take a look at that and then determine if they want to set up their own Web pages. An outline detailing the strategic planning process will be discussed at a CC meeting in the near future. Kristi also provided CCEB with an update on various searches, the results of which have already been published in the FYI. Positions for an LA-II in Conservation and an LA-I in Cataloging are still being advertised, the science library has requested upgrading one of their secretary positions to an LA-I position, and a committee is being formed to recommend a slate of names for the head of Access Services/Reference in the Regents Center library.

**Old business:** Our representative to the CC Personnel Committee, Carmen Orth-Alfie, said that the Personnel Committee is recruiting people to help out with their long list of charges. Carmen said that she's contacting people to work on individual charges in which they might have an interest. After discussing several possible guest speakers for our general CC meeting in September, we decided to invite Lynn George from Human Resources to speak. Our vice-chair, Gaby Holcomb, offered to contact Lynn and see what date and time would work for her to come talk to everyone. Topics that CCEB would like to see Lynn address are changes in the Classified Employee's handbook, changes in classification, pay issues, and grievance issues. CCEB members agreed to bring refreshments to the general meeting. Gaby will let us know more details about the date and time of the general meeting after she has had a chance to speak with Lynn.

**New business:** Copies of the newly released Pay and Compensation Study for Classified Employees were distributed and discussed. This study, which was done by Fox, Lawson & Associates, gathered information about Classified employees' thoughts and perceptions of the current pay and compensation system and various changes that the state might make

to improve the system in the future. This information was gathered by the consultants through meetings with randomly selected groups of Classified employees and through surveys sent out to randomly selected Classified employees and Classified employee managers. The first part of the study consisted of the Focus Group Findings, which documented employees' perceived strengths and weaknesses of the current pay and compensation system. The second part of the study consisted of the results of the employee/manager survey. CCEB spent a good deal of their time discussing the third part of the study, a draft copy of the Performance 2000 Plan. Goals and objectives pertaining to classification structures, compensation levels, and performance reviews were all outlined in this plan. Group representatives will circulate a copy of this study among their constituents.

**Committee reports:** Carmen reported that the CC Personnel Committee is currently recruiting people to assist them with their long list of charges. Copies of the Planning & Resources Committee's FY 96-97 annual report were distributed. Bayliss Harsh (EIC representative) dropped in momentarily to see if she was supposed to give CCEB a report from the Electronic Information Council, as it hasn't met recently, and to encourage everyone to attend the ERL and IAC searchbank database workshop coming up soon. Gaby said that she would contact Bayliss in the future to see if she had any news to share from EIC. Gaby (KU Classified Senate representative) reported that Anna Ancil is no longer president of Classified Senate and that the Senate will begin meeting next month.

**Group news:** Retrieval Services will be going on a 3-day retreat in the Kansas Union from September 15 through September 17. Cataloging has embarked on a team-building process and anyone interested in more details about that should contact Diana. The need for more extensive computer training for Windows programs was also reiterated.

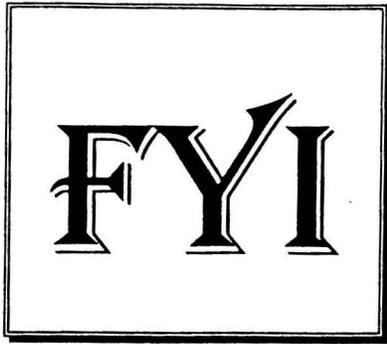
*The next CCEB meeting will be September 23.*

## **Mission Statement of the Cataloging Department of the University Libraries of the University of Kansas**

June 2, 1997

The mission of the Cataloging Department is to provide timely and effective bibliographic access to information resources selected for the University Libraries in whatever format or location they may be found. The staff of the Department has the primary responsibility for maintaining the quality and accuracy of the Libraries' bibliographic and holdings records. We contribute to the ongoing development of the online system and provide leadership in the interpretation of cataloging issues related to bibliographic access and retrieval. The Department's efforts make possible the effective use of the Libraries' information resources by University of Kansas students, faculty, and staff and by others in the state of Kansas, the nation, and the global scholarly community. Current and accurate access to the Libraries' resources, now and in the future, is essential to the full achievement of the University's missions.

The members of the Cataloging Department accomplish our mission by working together as a team. We create a productive work environment by fostering empowerment, respect, trust, and fairness. We utilize the diverse contributions and abilities of staff by supporting opportunities for individual professional growth and accomplishment. Cataloging Department members endeavor to stay current on national trends in library issues, particularly those which relate to cataloging. We continually reassess and improve our work processes, both individually and as a Department, to improve our quality and efficiency. We believe in the importance of maintaining good working relationships with the other departments of the University Libraries. The Cataloging Department works to understand and meet the needs of those we serve.



## The University of Kansas Libraries

Number 1416

September 18, 1997

**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### CLASSIFIED VACANCIES

Applications are now being accepted for the following three classified positions (copies of the complete position descriptions are available from Barbara Woodruff in the Administrative Office). To apply for any of these vacancies, Library staff must complete a "Request for Promotion or Transfer" form, a KU Internal Application form (if a current copy is not on file, and a current Skills Identification Update form (if no current copy is on file). Student assistants must apply for this position through the KU Department of Human Resources. Application deadline: Applications must be received by 5:00 p.m. Friday, September 26, 1997.

OFFICE SPECIALIST, Copying Services. This position is responsible for the supervision and management of the Copying Services Unit in the Libraries' Access Services Department. Responsibilities include: 1) Supervision and Management of the KU Libraries' Copying Services program, 40%; 2) Fund Deposit and Record-Keeping Responsibilities, 40%; 3) Management of Watson Copying Services Unit, 20%. Required Qualifications: The Office Specialist classification requires at least four years of office or clerical experience (some educational substitution is allowed). Preferred selection criteria: VADL (Valid Driver License), EQIBM (Computer Use: IBM/IBM Compatible), K2000 (Office Support/Clerical Work), K2010 (General Bookkeeping), K2020 (Automated Bookkeeping), K2021 (Maintaining/Reconciling Fund Accounts), K2015 (Office Management), K2040 (Operating Copiers), K20C0 (Cashiering), K20D0 (General Recordkeeping), K2130 (Word Processing), P2C20 (Spreadsheets: Advanced), GN002 (Supervisory). Additional selection criteria: 1) Experience in handling business and/or organizational funds including hands-on experience in handling cash and checks, providing for the security of these funds, and preparing documentation records and deposits. 2) Ability to work effectively with user clientele and library and university personnel. 3) Ability to communicate effectively in verbal and written forms. 4) Successful experience in operating equipment and performing maintenance and minor repairs. 5) Public service experience. 6) Experience in preparing complex statistical tabulations and reports.

LIBRARY ASSISTANT I, Science Library. This position was recently reclassified from a Secretary I to the Library Assistant I classification and is assigned the following: 1) Student assistant coordinator/trainer, 20%; 2) Supervision of student assistants for the sorting area and bookstacks, 25%; 3) Stacks maintenance, 20%; 4) Providing reference assistance, 20%; 5) Circulation Desk assistance, 10%; 6) Departmental functions and other duties as assigned, 5%. Required Qualifications: At least one year of library work experience. Course work in library science may be substituted for the required experience. Strongly preferred selection criteria: Ability to work effectively with library users and staff; demonstrated ability to organize work, set priorities, and work independently; successful supervisory experience (skill code GN002, PL 1). Additional preferred selection criteria: Familiarity

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with KU library's automated systems; knowledge of science reference sources or terminology; familiarity with spreadsheet (P2C10, PL 1), and databases (P2C30, PL 1); experience working in stacks maintenance (K20E0, PL 3).

OFFICE ASSISTANT IV, Facilities. This position has been assigned to the Libraries' Facilities Dept. and will be responsible for management and supervision of the Libraries' Mail Room, the receipt and delivery of equipment and furniture orders, and related inventory records. Responsibilities include: 1) Management of the Libraries' Mail Room and delivery operations, 40%; 2) Management of the Libraries' inventory system and records, 40%; 3) Management of routine library equipment and furniture installation, transfer and repair activities. Required Qualifications: At least two years of office or clerical experience (some educational substitutions are allowed). Preferred Selection Criteria: Experience maintaining inventory records, ordering and receiving materials (K20A0, PL2); familiarity with postal services and rates (K2046, PL2); supervisory experience (GN002); microcomputer experience (EQIBM). Additional Preferred Selection Criteria: demonstrated ability to plan and coordinate workflow, set priorities and organize tasks; ability to communicate effectively with staff and the public.

Sandy Gilliland

#### **CLASSIFIED CONFERENCE GENERAL MEETING**

All classified employees are invited to attend the Classified Conference general meeting on Tuesday, September 23, at 1:30 in Watson Library, Conference Room A. Lynn George from Human Resources will be the guest speaker and refreshments will be provided. Hope to see you there.

Jennifer Evensen

#### **ATTACHMENTS:**

Minutes: Student Task Force, September 9, 1997.

**Student Task Force  
Minutes  
Sept. 9, 1997**

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Doxie Larsen,  
Lars Leon, Bob Marvin, Barb Woodruff  
Absent: Sandy Gilliland, Jeaumiqua Hall-Harris, Marilyn Hu

Marilyn will send out a copy of the revised and approved Aug. 5 minutes.  
Brian's minutes of Aug. 26 have been revised and approved.  
Lars' minutes of Sept. 2 were approved.

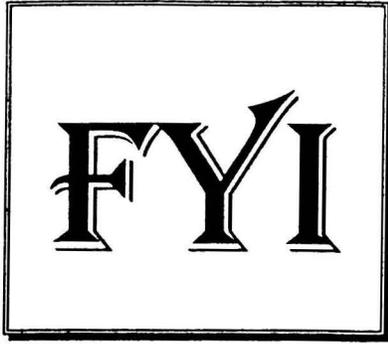
Sandy is working on setting up a meeting of the Student Task Force with Financial Aid staff.

The 9/9/97 draft of the recruitment ideas document, with revisions, was discussed. A few more revisions were made during the meeting. Everyone was encouraged to read through the document before our next meeting and make any other suggested changes.

Previous brainstorming ideas about retention, that are mentioned in the Aug. 5 minutes, were reviewed.

The next scheduled meeting :  
Tuesday, Sept. 16, 2:30-4 p.m. Conference Room A.

- Minutes taken by Doxie Larsen



# The University of Kansas Libraries

Number 1417

September 25, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

## **PERSONNEL**

**Maria Alexander**, Program Associate in the Libraries' Slavic Department, has announced her retirement. Maria has provided dedicated service to the Slavic Department and to the Libraries since her employment began in February, 1977. She was promoted to her current Program Associate title in June, 1995. Maria's retirement will become effective on October 7th. Plans are underway to hold a reception in Maria's honor, and will be announced soon.

**Gaby Holcomb**, Library Assistant II in Retrieval Services, has announced her resignation. Gaby was appointed as an Office Assistant III in the Cataloging Department in February, 1992. In August, 1993, Gaby was promoted to a Library Assistant II position in what is now the Retrieval Services department, and in February of this year, she began a part-time internship in the Reference Department, while continuing to work in Retrieval Services. Gaby's face won't become too unfamiliar, as she will continue working in the Reference Department, although on a part-time, temporary basis, for the remainder of the Fall semester. Gaby intends to focus on the graduate degree program in which she is enrolled at Emporia State University's School of Library and Information Management. Her resignation from the LAII position becomes effective on October 7th.

Sandy Gilliland

## **ATTACHMENTS:**

Minutes: LFA Exec., 9/8/97; Student Task Force, 9/2/97.

SDC Travel Reports, Brad Schaffner.

Fall 1997 Kemper Symposium announcement.

# **LFA Executive Committee**

Minutes

9/8/97

Present: Mel DeSart (Chair), Brian Baird, Victor Cardell, Jill Girardo, Jana Krentz, Margaret Wilson.

Absent: Deborah Dandridge.

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DeSart announced that all appointments had been made to the various LFA committees except for those committees whose membership is decided by election.

The rest of the meeting was spent reviewing the procedures used in the Chancellor's Award for Distinguished Librarianship. Dean Crowe asked LFA Exec. to review the criteria and procedures because no award has been made in the past two years.

Next meeting, Monday, September 15, 1997 1:30-3:00, Watson Conference Room A.

—Recorded by Brian Baird

Student Task Force Minutes for September 2, 1997 meeting

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Present: Bayliss Harsh (chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Lars Leon, Barb Woodruff

Absent: Jeamiqua Hall-Harris, Marilyn Hu, Doxie Larsen, Bob Marvin

1. Reviewed, corrected and approved 8/5/97 (Marilyn), 8/18/97 (Mary Ann), and 8/26/97 (Brian) minutes.
2. Discussed Ann Hartley's visit with our committee. The committee felt this was a good effort towards getting Ann to understand our needs. We felt it would be a good idea to develop regular interactions with the UCES. We might consider sending a copy of our final report, after approval, to Ann.
3. We discussed whether or not we should have a meeting with the Financial Aid staff members similar to our meeting with Ann. We decided it would be a good idea. Sandy will contact the Financial Office and work towards a meeting with them on 9/30 or 10/7. We would like to invite some of our supervisors who hire many students to the meeting as well. Barb will work with Sandy on this.
4. We discussed Bayliss' 8/13/97 draft of the *Recruitment Issues Report*. Bayliss will revise the document and send it to everyone so we can discuss it at our next meeting. Barb and Sandy will talk about what sort of mechanism they would like established in order to provide them with greater feedback on ongoing issues. Lars will send out a draft statement the committee can possibly work into our *Recruitment Issues Report* concerning internships, networking, and other recruitment efforts we can utilize in the recruitment and retention of student assistants.
5. We added Tuesday September 16, 2:30 - 4:00, in Watson Conference room A to our meeting schedule.

Our next meeting will be Tuesday September 9, 2:30 - 4:00, in Watson Conference room A.

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Respectfully submitted,  
Lars (minute taker of the day)

THE UNIVERSITY OF KANSAS LIBRARIES  
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic  
Name of Meeting/Event: 7th Annual Slavic Librarian's Workshop  
Location: University of Illinois, Urbana  
Dates of Travel: June 19 to June 21, 1997

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

The Slavic Librarian's Workshop serves as one of the best forums for Slavic librarians to meet with the colleagues from the U.S. and Canada. (In recent years, librarians from Eastern Europe, Russia, Ukraine, and the other successor states of the former Soviet Union have also attended the workshop.) The workshop, which last three days, is divided into five sessions. Presentations and discussions on acquisitions, cataloging, reference resources, and other issues of concern were discussed during the sessions. This year, we had a joint meeting with the Ukrainian librarians who were attending the Ukrainian studies conference, also being held at the University of Illinois.

I had the "honor" of overseeing the workshop this year. After spending six months organizing the sessions, (if you think its tough to reserve Conference Room A, try reserving a room at another university), I was very happy that the workshop ran smoothly. I was even happier when it was all finally over!

I would like to thank the Staff Development Committee for funding a portion of my travel.

THE UNIVERSITY OF KANSAS LIBRARIES  
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic  
Name of Meeting/Event: ALA Annual Conference  
Location: San Francisco, CA  
Dates of Travel: June 26 to July 2, 1997

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

I attended the ALA Annual Conference in San Francisco from June 26 to July 2, 1997. As Vice-Chair, Chair-Elect of the Slavic and East European Section (SEES) of ACRL, I attended all of the section's meetings over a three day period. In addition to serving as Vice-Chair, Chair-Elect of SEES, I'm also serving as chair of the 1998 SEES program committee. Our program, which will examine the future of area studies librarianship, was tentatively approved by ACRL.

Along with my activities with SEES, I also attended ACRL leadership meetings, which were held the day before the start of ALA. These meetings included the 1997-98 ACRL General Conference Program meeting and the ACRL Leadership Council Planning Session. I'm also a member of ALA President elect (now President) Barbara Ford's Ad Hoc Program Committee. The focus of her program is on international librarianship. Unfortunately, I was not able to contribute too much to these meetings because they were scheduled at the same time as the SEES meetings.

I would like to thank the Staff Development Committee for funding a portion of my travel.

The Center for Teaching Excellence  
and  
The Office of the Provost  
are pleased to present the

# Fall 1997 Kemper Symposium

October 7, 1997

7:00 – 9:00 PM

110 Budig Hall

*Teaching & Learning in the 21st Century*

with

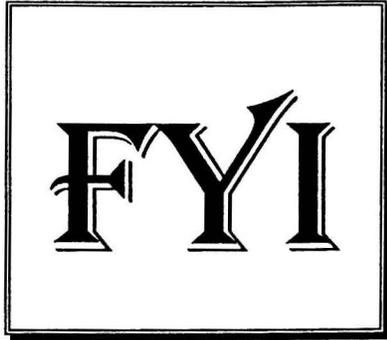
**Professor James Morrison**  
University of North Carolina, Chapel Hill

followed by a town hall forum led by  
five of the 1996–97 Kemper Fellows:

**Dr. Amy Devitt, English**  
**Dr. Stan Lombardo, Classics**  
**Dr. Mehrangiz Najafizadeh, Sociology**  
**Dr. Nancy Peterson, Special Education**  
**Dr. Greg Shepherd, Communication Studies**

*Faculty, students, staff, and community members are welcome*

Reception will follow in the Rotunda of Strong Hall  
For more information, contact the Center for Teaching Excellence at 864-4199



## The University of Kansas Libraries

Number 1418

October 2, 1997

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**\*\* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \*\*\***

### **MARIA ALEXANDER RETIREMENT RECEPTION**

All staff are invited to attend a reception for Maria Alexander, Program Associate in the Libraries' Slavic Department, who is retiring. The reception will be held in Watson Library Conference Room A (fifth floor) from 10:30 - noon on Friday, October 10th. Refreshments will be served.

Sandy Gilliland

### **1998 HEALTH INSURANCE OPEN MEETINGS**

Campus-wide open meetings will be held to inform staff of the changes to the State's health insurance contract for 1998. The meetings are:

Tuesday, 10/7/97: 9:30, 1:30 and 6:30 (Big 12 Room, Ks. Union)

Wednesday, 10/22/97: 9:30 and 1:30 (Woodruff Auditorium, Ks. Union)

All staff are invited to attend; registration is not necessary.

Sandy Gilliland

### **1998 HEALTH INSURANCE UPDATE**

All staff should have received a large packet of health insurance materials describing the options for calendar year 1998. The purple-colored "State of Kansas, Benefit Information" booklet describes in detail the health insurance options for 1998. If you didn't receive a packet, contact Sandra Benedict, 4-3601.

This is a **change only** enrollment, meaning if you're satisfied with your current health and dental coverage, you do not need to complete any forms to continue the same coverage in 1998. NOTE: The 1998 health insurance plan year begins December 28, 1997.

There are some changes to the health, dental and prescription drug plans, as summarized below:

**Dental plan:** Delta Dental will continue, but has added a **Delta Preferred Option**. Also, a new dental program, **United Dental Care** has been added for 1998 and includes limited benefits for orthodontia). (Refer to pages 64 and 67 of the Benefit Information booklet for additional information regarding dental benefits.)

**Advance Paradigm** will be the new prescription drug provider for 1998 (see p. 60 for additional information).

**Health Insurance Options** include the same five plans, plus a new plan, available to University employees who reside in Douglas County: Cigna Healthcare, Principal HMO Gold 10, Principal POS Maximum Choice, Premier Blue, and Blue Select. **The new health plan available for 1998 is Principal PPO.** (The Benefit Information booklet summarizes each of these health plans.)

**KanElect (flexible spending accounts):** all staff currently participating in a KanElect flexible spending account program must re-enroll in order to have this benefit continued during 1998. Current participants will receive enrollment forms directly from the Staff Benefits Office. Staff who are not currently participating and wish to do so, should contact Sandy Gilliland, 4-8922, for enrollment forms and additional information. (The Benefit Information booklet includes detailed information regarding the flexible spending account program.)

If you have questions regarding the 1998 health insurance options, please contact Sandy Gilliland, 4-8922, and/or attend one of the open meetings listed in the above announcement.

Sandy Gilliland

## **ATTACHMENTS**

Minutes:; SDC, 9/9/97; LFA Exec., 9/8/97, 9/15/97.  
LFA Exec. Annual Report 1996-97

# **LFA Executive Committee**

Minutes

9/8/97

Present: Mel DeSart (Chair), Brian Baird, Victor Cardell, Jill Girardo, Jana Krentz, Margaret Wilson.

Absent: Deborah Dandridge.

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DeSart announced that all appointments had been made to the various LFA committees except for those committees whose membership is decided by election.

The rest of the meeting was spent reviewing the procedures used in the Chancellor's Award for Distinguished Librarianship. Dean Crowe asked LFA Exec. to review the criteria and procedures because no award has been made in the past two years.

Next meeting, Monday, September 15, 1997 1:30-3:00, Watson Conference Room A.

—Recorded by Brian Baird

**Minutes**  
**Staff Development Committee**  
**September 9, 1997**

*Present: Vickie Doll, Connie Powell, Kendall Simmons, Al Mauler, Johnnie Love, Kristi Cook*  
*Absent: Sandy Gilliland, Vic Cardell*

The meeting was called to order at 9:00 a.m. by acting Chair, Vickie Doll.

**Election of Officers:** The following officers were elected: Chair: Vickie Doll, Secretary: Connie Powell, Treasurer: Kendall Simmons.

**Meeting Times:** The committee will meet in Watson Conference Room B every other Tuesday morning, starting September 23rd.

**Calendar Updates:** Kendall Simmons will get staff input for next year's calendar of national meetings. She will publish it on the Web. Johnnie Love will work on a program calendar of local library programs including those sponsored by SDC and those cosponsored by SDC and the Diversity Committee.

**Copyright Presentation:** The tentative dates and times for the Fall Copyright Seminar were selected by the committee. They are Monday October 13th from 10:00 to 11:30 am and Tuesday October 14th from 1:30 to 3:00 pm. Both seminars will be held in Watson Conference Room A. By having the same program on two different dates, the committee believes that attendance for the seminar will be higher since the staff can attend one program or the other. The dates will be cleared with the presenters: Marilu Goodyear, Vic Cardell and Rachel Miller.

**Financial Report:** Kristi reported that we will probably overrun our budget for this fiscal year by the allowable 10%. The SDC funds have been used for 24 workshop and 50 travel requests.

**Teleconferences:** Al reported on the attendance from last year's teleconference programs. He also gave the committee information on the offerings for this year including the costs. There will be more discussion of the teleconferences by the committee to decide if it is worth it to continue these programs.

The meeting adjourned at 10:00 am.

E. C. Powell

## **LFA Executive Committee**

Minutes

9/15/97

Present: Mel DeSart (Chair), Brian Baird, Jill Girardo, Margaret Wilson

The LFA Exec minutes of 9/8/97 were revised and approved.

The annual report of last year's LFA Executive Committee was reviewed.

Exec continued to review the procedures and criteria used in the Chancellor's Award for Distinguished Librarianship (Dean Crowe had asked Exec to review them because no award has been made in the past two years). We revised drafts of a letter to Dean Crowe summarizing our recommendations and of a nomination form which we hope will make the nominating procedure easier and clearer.

Our last item of business was to propose this year's charges for the Committee on Nominating and Ballot.

The next meeting of LFA Exec will be Monday, Sept. 22, 1:30-3:00 in Watson Conference Room A.

Minutes submitted by Margaret Wilson

# LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE

## Annual Report 1996-97

The members of LFA Exec for 1996-97 were:

Becky Schulte, Chair	Mel DeSart, Vice-Chair
Ken Lohrentz, Secretary	George Gibbs, LIII Rep.
Brad Schaffner, LII Rep.	Cindy Pierard, LI Rep.
Jill Girardo, Unclassified Professional Rep.	

The Committee met for the first time on July 1 and continued to meet on a weekly basis throughout the year. The Chair also met monthly with Vice-Chancellor Crowe and Associate Dean Goodyear and attended Senate Library Committee and Library Coordinating Council meetings.

The first few meetings of Exec were taken up with the usual tasks: the annual reports from the previous year's LFA committees were reviewed and used to help determine charges for the standing committees; the practice of assigning members of Exec to serve as liaisons with the other LFA committees was continued with each member of Exec volunteering to remain in contact with a specific committee throughout the year; membership appointments were made for each of the standing LFA committees; and special charges in addition to standing charges were assigned to some committees.

### LCPT Elections

Two resignations of LIII's from LCPT during the year resulted in special elections being held. As in past LCPT elections, it was difficult to recruit 2 LIII candidates to run on the ballot. For the first election in August, Nominating and Ballot was able to identify one candidate immediately but recruitment of a second candidate proved to be very difficult. A second candidate was eventually found. The second resignation occurred early in 1997. Again there were no volunteers willing to serve and Nominating and Ballot was unsuccessful in its recruitment effort. The Chair of LFA volunteered to assist the committee and was eventually successful but only after personally visiting and talking with possible LIII candidates. Much discussion took place during Exec meetings in an effort to determine the cause of the difficulty and explore options to remedy the situation. We also met with Associate Dean Goodyear in September and discussed the impact of service and research on the overall evaluation of library faculty.

### Faculty Evaluation

In August, university faculty received a draft of a memo "Document on Faculty Evaluation" from University Governance and Provost Shulenburger. All Regents' institutions were being asked to provide their faculty evaluation policies to the Board of Regents. All faculty were invited to review and comment on this document before its

being forwarded to the Board. Exec drafted a response and suggested word changes which we believed would improve the overall tone of the document and clarify some of the imprecise terminology. The suggested revisions were submitted to University Governance. This document was the main topic of discussion at the August 29<sup>th</sup> University Council meeting. Although faculty at that meeting expressed many of the same concerns that were voiced by members of Exec, the document was sent to the Regents with very few changes and none that had been suggested by Exec.

In October, the University Administration, in response to a Regents' mandate, asked all university departments to develop faculty evaluation plans. An ad hoc committee was appointed and charged by Exec. The members of the Committee were: Mel DeSart (Chair), Cindy Pierard, George Gibbs, Rob Melton, Rick Clement and Judith Emde. Following specific expectations and guidelines which had been developed by the University Administration, the committee work diligently and produced a draft for review by the library faculty. This draft was discussed at a general meeting on December 17. In addition to the open discussion at this meeting, the faculty was invited to submit comments regarding the plan if they so desired. These comments were forwarded to Associate Dean Goodyear and Vice-Chancellor Crowe. The plan was put to a vote which passed by a margin of 29 to 16. The plan was forwarded to Vice-Chancellor Crowe for his review and was then sent forward to the Provost. The Library received notification in June that the plan had been accepted by the Provost.

Also as requested by the Provost, the Libraries worked to draft a faculty mentoring plan. The chairs of LFA, the ad hoc Research Committee, and the Staff Development Committee met with the Associate Dean and the Assistant to the Dean for Personnel and drafted a plan. The draft plan was shared with LFA Exec and comments were solicited. As of this writing, the plan has not yet been finalized.

#### **Ad Hoc Committee on Research**

Early in the year, LFA Exec worked on establishing an ad hoc LFA committee to study research issues for library faculty. A charge for the committee was drafted and distributed to the membership. The committee was the main agenda item at a LFA general meeting held on October 31. At that meeting, the membership voiced approval of the charge as it had been written. After that meeting, Exec appointed the members of the Committee, Brad Schaffner (Chair), Kathleen Neeley, Brian Baird and John Richardson and issued the charge. As a result of its work, the ad hoc committee has recommended that a new LFA standing committee, Committee on Research and Scholarly Activities (CRSA), be established and codified. The committee drafted a description to be included in the Code and guidelines and a form to be used for the distribution of the Libraries' research fund. These draft documents were distributed to LFA members and were the main topic of discussion at a general meeting held on June 23. At that meeting, the membership voted to send the suggested addition to a written ballot.

### **General Research Fund**

The Libraries again as in past years received \$2500 from the University's General Research Fund. The Libraries were also asked to submit a report to the University Senate Committee on Research outlining past allotments and the resulting research projects. All entities receiving GRF money had been asked to submit such a report. On May 28 the Libraries received notification that the Research Committee recommended an increase in GRF funding to \$2800. In the Senate Committee's analysis the following was given: "The Committee appreciates the commitment of the Libraries to developing the research productivity of their faculty by matching GRF funding dollar for dollar. While progress has been slow, the projects as outlined have the potential for producing significant research outputs in the coming years."

In 1997, LFA Exec received 2 applications for funding from the General Research Fund. Both of these applications were forwarded to Vice-Chancellor Crowe for his review and were subsequently funded in full.

### **Committee to Evaluate Service and Research**

In February, CESR received an additional charge from Exec to derive definitions/descriptions for terms used to describe service and scholarly activity. The document created by CESR was discussed by Exec at its last few meetings. A draft document which incorporates that report and current evaluation procedures has been written and will be presented to the membership for their review at a general meeting later in the summer.

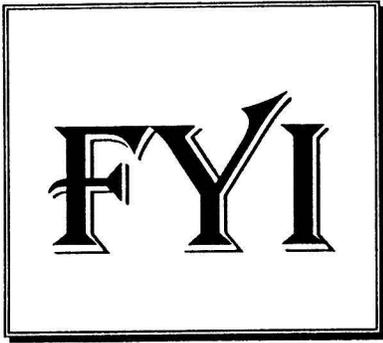
### **Senate Libraries Committee**

The chair attended the meetings of the Senate Libraries Committee as an ex officio member. Much of the discussion revolved around the committee charges which had been issued by SenEx. Two reports came out of the committee. The first addressed the issue of online access to library collections and recommended increased funding for retrospective conversion of card catalog records. The second report, which was not reviewed by other committee members before it was forwarded to SenEx (and therefore not accepted by SenEx), primarily addressed difficulties which the chair perceived he had experienced in gaining access to information regarding the library budget.

In closing, I would like to thank the members of Exec for their excellent work during a very challenging year. I feel that we made some major accomplishments and it was primarily through their diligence and just plain hard work that we were able to do so. I would also like to thank all of the chairs and members of the standing and ad hoc committees. Everyone worked very hard to complete their sometimes difficult charges. Also thanks to Bill Crowe, Marilu Goodyear and to Sandy Gilliland who devoted their time and efforts on all of our behalves. I personally feel very lucky that I was given the opportunity to work with such a great group of people. Thank you all.

### **Recommendations for next year's Executive Committee**

1. Oversee the establishment of the Committee on Research and Scholarly Activity.
2. Present the draft document "General Principles Regarding Service and Scholarly Activity for CESR" to the membership.
3. Continue the practice of assigning an Exec member to serve as committee liaison.
4. Consider the possibility of administering a survey or poll of the membership to determine interests.
5. Continue working with Goodyear and Gilliland to develop a faculty mentoring plan.
6. Continue faculty evaluation seminars.



## The University of Kansas Libraries

Number 1419

October 9, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### **PERSONNEL**

Two new staff have been added to the Preservation Department: **Nancy Hawkins** has been appointed as the Library Assistant II, replacing Ela Zygmunt. Nancy is currently employed by the American Cancer Society. She worked for the KU Libraries from 1994-96 as a Library Program Manager in the Regents Center Library, and from 1978-89 as a Library Assistant in Special Collections and the Cataloging Department. Nancy's appointment becomes effective October 13, 1997.

**Margaret "Meg" Brown**, whose appointment was announced in an earlier issue of FYI, has begun her new position as Conservator a week earlier than previously announced. Meg began work on Monday, October 6th.

Sandy Gilliland

### **HUMAN RESOURCES TRAINING CALENDAR**

Attached to this issue of FYI is a copy of the training calendar and program description for the workshops offered by Human Resources during October, November and December. Registration information is included in the attachment.

Sandy Gilliland

### **ATTACHMENTS:**

SDC Travel Report, Judith Emde  
Human Resources Training Calendar and Program Description

Medical Library Association Annual Meeting  
Seattle, WA  
May 24-28, 1997

The 97th annual meeting of the Medical Library Association was held in Seattle at the Convention Center. I attended a half day workshop on customer service in libraries which provided suggestions on improving daily interactions with patrons. Some of the more interesting sessions included papers on document delivery through the Internet, Web site evaluation, team approach to customer centered service which emphasized a one desk service point rather than several, comparison of resources on the topic, natural products used as drugs, and the illusiveness of the drug interaction literature.

I always enjoy attending the vendor sponsored sessions especially when food is involved, but also to learn about new products, changes in emphases, and upgrades. ISI was promoting its new product, Web of Science, which provides access to all of the citation indexes and will hopefully link to full text in the future. SilverPlatter will be delivering an upgrade of Medline and is providing "added value" information through their web site including evaluated medical sites and a listing of current citations not yet indexed in Medline.

This was my second and final year of holding the office of secretary/treasurer for the Pharmacy and Drug Information Section. This coming year I'll be chair elect of the section and will be responsible for planning the section's contribution to next year's program in Philadelphia which celebrates the 100th year of MLA's existence. I attended several meetings to learn about the responsibilities of the section chairs and to plan for next year's program.

Thanks to the Staff Development Committee for their financial support.

Submitted by Judith Emde

## DEPARTMENT OF HUMAN RESOURCES

### Professional Development Calendar

October, November, December 1997

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>O C T O B E R</b>	6	7	8	9	10
	13	14	15 STEP (Day 1) 8am - 4pm	16	17
	20	21	22 STEP (Day 2) 9am - 4pm	23	24 Orientation 9am - 12
	27	28	29 STEP (Day 3) 9am - 4 pm	30 Meetings That Matter 1 - 4pm	31
<b>N O V E M B E R</b>	3	4	5 STEP (Day 4) 9am - 4pm	6	7
	10	11	12 STEP (Day 5) 9am - 4pm	13	14
	17	18 Conflict Management 8am - 12	19 STEP (Day 6) 9am - 3 am	20 Conflict Management 8am - 12	21 Orientation 1 - 4 pm
	24	25	26 STEP (Day 7) 9am - 3pm	27	28
<b>D E C E M B E R</b>	1	2	3 STEP (Day 8) 8am - 2pm	4	5
	8	9	10 Introduction to Personality Type 9am - 4pm	11	12
	15	16	17	18	19 Orientation 9am - 12
	22	23	24	25	26
	29	30	31		

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

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-7425.

# PROFESSIONAL DEVELOPMENT PROGRAMS

## HUMAN RESOURCE DEVELOPMENT PROGRAMS

- \***AN OVERVIEW OF ADA** - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.
- \***INTERVIEWING UNDER ADA** - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures in the hiring process. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- \***POSITION DESCRIPTIONS UNDER ADA** - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- NEW CLASSIFIED EMPLOYEE ORIENTATION** - (3 hours) provides information on policies and procedures, staff benefits and opportunities, and allows new employees the time to ask any initial questions about their employment.
- \***NEW UNCLASSIFIED EMPLOYEE ORIENTATION** - (3.5 hours) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.
- \***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

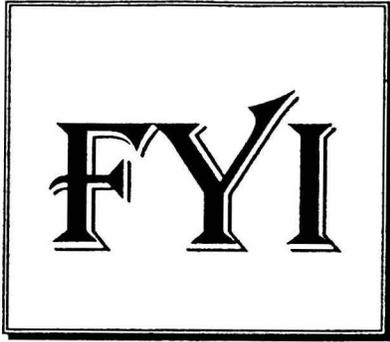
- \***INTRODUCTION TO SUPERVISION** - (8 hours) a basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are 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.

## PROFESSIONAL SKILLS PROGRAMS

- \***COMMUNICATION** - (8 hours) a program designed to increase participants' awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.
- CONFLICT MANAGEMENT** - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.
- MEETINGS THAT MATTER** - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program's emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.
- \***SEXUAL HARASSMENT** - (4 hours) a program designed to increase participant's awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.
- \***TRAINING OF TRAINERS** - (42 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.
- \***STRESS AND TIME MANAGEMENT** (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.
- \***UNDERSTANDING DIVERSITY** - (8 hours) invites participants to know their own multi cultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

\* Not available this quarter

**PROGRAMS ARE AVAILABLE FOR IN-HOUSE SESSIONS**



## The University of Kansas Libraries

Number 1420

October 16, 1997

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\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \*

### JIM SMITH NAMED 1997 LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR

I am very pleased to designate Jim Smith, Library Assistant II in the Music Library, as the KU Libraries' 1997 **Classified Employee of the Year**. This designation comes based on the unanimous recommendation of a selection committee of Jim's colleagues, who worked thoughtfully to review nominations and solicit information about the several valued members of the staff who were nominated. Jim was presented with a cash award of \$250 on Thursday, October 9th. A recognition reception is being scheduled for later this Fall during which Jim will be honored.

W. J. Crowe

### UNCLASSIFIED VACANCIES

Library Program Assistant, Slavic Department. Applications are being accepted for a full-time Library Program Assistant position (unclassified professional staff) in the Libraries' Slavic Department. Responsibilities: Manages the technical aspects of the acquisition of Slavic materials (acquisitions from exchange partners, vendors and other sources). Performs cataloging-related functions with direction from the Slavic Cataloger. Assists in the day-to-day operation of the department, which includes providing technical support in the use of the Slavic collections. Provides advanced informational service to students, faculty and researchers. Supervises part-time student assistants. Other duties may be assigned. Reports to the Slavic Cataloger. Required Qualifications: bachelor's degree; excellent reading, writing and strong speaking knowledge of Russian; near native fluency in English; coursework in Slavic studies; demonstrated ability to train and supervise others; strong organizational skills and ability to work independently. Preferred qualifications: knowledge of a second Slavic language; graduate coursework in Slavic studies or Library Science; successful library technical service experience in acquisitions, cataloging or serials; experience with IBM compatible computers, word processing and database management software; experience in online bibliographic searching. Annual salary: \$19,000-\$24,000, dependent upon qualifications. To apply, send letter of application, resume, copies of transcripts and names of three references to Sandy Gilliland, 502 Watson Library. Applications received by October 24, 1997 will receive first consideration. Applications will be accepted until the position is filled.

Electronic Information Support Specialist. All staff will receive an internal posting for an Electronic Information Support Specialist, a full-time unclassified professional staff position in the Library Automation Department. Applicants must be current KU Libraries employees. Additional information, including application procedures, is included in the mailing.

An Equal Opportunity/Affirmative Action Employer

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.

#### EXHIBIT IN WATSON

There is a new exhibit in the Jim Ranz area in Watson Library entitled "Rollin' Down the River," by Channette Kirby and Bayliss Harsh. The exhibit coincides with the *Rollin' Down the River Festival* which is taking place in many communities located on the river--including two days of activities in Lawrence. The exhibit will be in place until mid-November.

Brian Baird

#### ATTACHMENTS:

Minutes: Classified Conference General Meeting, 9/23/97; LFA Exec., 3/31/97, 10/6/97; Committee on the Code and Bylaws, 10/9/97; LFA Nominating and Ballot Committee FY97 Annual Report; LFA Salaries and Benefits Committee FY97 Annual Report; LFA Committee on Evaluation of Service and Research FY97 Annual Report; Library Committee on Promotion and Tenure FY97 Annual Report; PRC FY96-97 Annual Report; PRC Reports regarding progress of the Libraries Strategic Plan, 4/97, 5/14/97.

Public Safety Phone Number Changes

## **Classified Conference General Meeting 23 September 1997**

**Present:** Mary Ann Baker (recorder), Sandra Benedict, Kerry Chapman, Kristi Cook (chairperson), Muriel Cook, Diana Dyal, Verna Froese, Joy Fry, Susan Hamilton, Bayliss Harsh, Sue Hewitt, Gaby Holcomb, Nancy Hollingsworth, Larry Hopkins, Kelly Klinke, Miloche Kottman, Marilyn Landon, Al Mauler, Bob Marvin, Carmen Orth-Alfie, Brenda Owens, Jo Nell Proctor, Nancy Rake, Alex Slater, Geri Slater, Malgorzata Stamm, Inge Starr, Denise Swartz, Carol Ann Vernon, Barbara Woodruff (thanks to Nancy H. and Barbara for taking attendance)

**Guest speaker:** Lynn George (LG), from KU Human Resources fielded questions from the Conference:

Supervisory and communication training for all supervisors – LG suggested that we write the Chancellor and/or Provost and bring this matter up with the KU Classified Senate. Kerry suggested that when we are asked for input for our supervisor's evaluation, we might mention that we think such training would be beneficial.

KU opting out of KQM (Kansas Quality Management) – KU has their own QM program and there is a list of trainers and facilitators available.

Changes in percentages on job duties, added duties to position description – Consult with our Personnel Officer who may contact the Human Resources Department for a possible on-site audit.

Classified Handbook – The new version is ready to go to press. We should see it in 2-3 months. There have been changes in the shared leave policy, attending classes, biweekly pay, etc.

LG encouraged us all to apply for tuition assistance for college-level courses. Tuition assistance is not available for computer courses given through the high school but Johnson County Community College (JCCC) offers computer courses and tuition assistance would pay for those. There may also be the possibility of using a state vehicle for transportation to JCCC. Mary Ann shared the news that our Associate Dean is trying to get the computer center to teach some computer workshops (Excel, Access, etc.) to the library staff.

New "Pay and Compensation Study" – This will scrap the current "entitlement" steps in favor of merit increases. There are problems with a merit pay plan – we will need honest feedback and evaluations from supervisors. Mike Auchard, KU Classified Senate, has a complete copy of the study. Since the last big change in our pay plan took 10 years to be formulated, studied and implemented, it will be a few years before this new plan takes effect. Recently there were two bills tabled in the legislature: one, concerning provision of additional "steps" for classified employees who were "topped out" on their pay range (as many of us are), and the other, payment for sick leave if one quits (rather than retires). Contact your state legislative representatives, KU Classified Senate and the Chancellor to keep them informed about how you feel about these bills and the new plan. The concept of giving classified staff "personal" leave instead of vacation and sick leave seems to have died.

Scholarships for children of KU staff and faculty – So far, this has only been mentioned in the Chancellor's Convocation speech. This idea has to be approved through the Regents for all state universities. There has been some decentralization of decision-making for personnel matters. For example, the head of KU Human Resources can decide whether to give skill tests as part of the interview process.

### **Chairperson's meeting with the Associate Dean:**

Marc Adin will be speaking the library staff about the new pay and compensation plan on Monday, 29 September 1997, at 10am in Watson conference room A.

The Classified Employee of the Year Award Plaque has been ordered and is being made. The meeting was truncated and thus some of our questions did not get asked. Kristi will bring them up at their next meeting.

**Feedback on the new pay and compensation plan:** There will be more feedback after Marc Adin's visit. Kelly was part of a focus group and both Al and Sue Hewitt participated in the survey. Kristi has copies of the survey.

**Need for new officer and representatives:** Since Gaby has resigned, we need to have an election for a new vice chairperson / chairperson-elect as well as to find a volunteer to liaison with the KU Classified Senate. With Gaby's resignation and Susan Hamilton's change of jobs, Group I (Retrieval Services) will have to have an election for 2 representatives – Carol Ann will ask for volunteers.

**Committee reports:** Most committees are selecting chairpersons and figuring out when to have meetings and have not begun substantive work as yet. Kristi sent our suggestions for charges directly to the LFA Staff Development and Planning & Resources Committees.

**Next meeting: Tuesday, 21 October 1997, 1:30-3pm. Watson Conference Room A.**

## LFA Executive Committee - Minutes - 6 October 97

Present: DeSart, Girardo, Krentz, Wilson

DeSart reported on Dandridge's broken ankle and mentioned that she would miss a number of upcoming meetings.

The charge for the Committee on the Code and Bylaws was approved as drafted. Krentz will distribute to the members of C&B.

Krentz announced that C&B would be meeting this coming Thursday [October 9] to review the draft text for the proposed Committee on Research and Scholarly Activity (CRSA). Once C&B has reviewed the text, it will be forwarded to Nominating & Ballot, who will send out a ballot asking library faculty to approve both the codification of CRSA as a standing LFA committee and the text which will be added to the Code to describe CRSA.

Given the number of members of Exec absent and the fact that two of those in attendance were not feeling well, the meeting was adjourned early.

Next meeting: Monday, October 13, at 1:30 in Room A.

Irreverently submitted,  
Mel DeSart

## COMMITTEE ON THE CODE AND BYLAWS

Minutes

10/9/1997

Present: Jana Krentz (Chair), Barb Gaeddert, David Pardue

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The LFA Committee on the Code & Bylaws officially held its first meeting on Oct. 9, 1997 (Thurs.), after its charges had been received from the LFA Executive Committee. The first order of business was selecting the chair: J. Krentz will serve in this capacity, and D. Pardue agreed to serve as recording secretary.

One of the Committee's charges from LFA Exec is to review the proposed text for a code change which would create the Committee on Research and Scholarly Activities (CRSA). After two minor stylistic emendations were made in the proposal's wording, our committee approved the text. If this change is accepted by a majority vote of the LFA membership, it will be inserted as Section 3.3.11 of the LFA Code. The proposal will soon go out on a mail ballot prepared by the Nominating & Ballot Committee.

Another item of discussion was the desirability of maintaining an electronic copy of the LFA Code, i.e., a master copy on computer diskette which would be stored in a central location. This would enable us (as well as future committees) to update the Code more easily and quickly. Jana will contact Rick Clement to see if he still has a copy of the Code on diskette; if he does not, Barb and David volunteered to retype and save it as a Microsoft Word for Windows® 95 document.

Minutes submitted by David Pardue.

**Library Faculty Assembly  
Nominating and Ballot Committee  
Annual Report, FY 1997**

**Membership and Officers:**

Serving on this year's committee were Jill Girardo (Chair), Susan Craig (Secretary), and Lorrie Knox.

**Ballots for FY 97:**

The Nominating and Ballot Committee fulfilled its standing charges to recruit candidates and prepare ballots for the Library Faculty Assembly. Six ballots were prepared, mailed, and tallied by the committee. These included a special election in September to fill Mary Hawkins' position on LCPT, a proposed code change in November, a ballot for the approval of the proposed Faculty Evaluation Plan in January, another special election to fill Gene Carvalho's position on LCPT, and the regular elections for next year's LCPT and LFA Exec in May and June, respectively. The Nominating and Ballot Committee also collected and tallied the FY 1998 Merit Salary Distribution ballot issued by the Salary and Benefit Committee in March.

The elections for CESR which would have also been held in June were postponed until next year pending the release of the new guidelines for service and research being prepared by that committee.

Efforts to improve the rate of returned ballots continue. In addition to marking all ballots with the word "BALLOT" and the due date, this year we began the use of colored paper to make ballots more distinctive and therefore less likely to be overlooked. The committee feels that this simple strategy has also been very effective in enhancing the return rate.

**Special Charges:**

While the efforts of this and last years' committees to improve the ballot return rate have been largely successful, the recruitment of candidates to run on these ballots is a continuing problem, especially amongst the upper ranks of librarians. The Executive Committee of the LFA charged us to outline our current recruitment procedures and to meet with them to discuss these procedures to see how they might be improved. The deadline for this charge was the end of Fall 1996 so that revised procedures would be in place in time for the Spring 1997 LFA elections.

Susan Craig in coordination with the other members of N&B had the requested report on our procedures prepared on Sept. 10th. Due to delays related to more pressing governance issues, LFA Exec was finally able to meet with us on March 31st to discuss the report. While it was agreed that the new service guidelines for faculty might make

recruiting candidates for committee elections easier in some cases, there was no guarantee that this alone would solve all recruitment problems.

For the FY 97 elections, announcements were posted via e-mail and run in FYI. Individuals were also solicited to run by phone or e-mail. The report noted that the most common reasons given for not running for committee positions were high work load, lack of interest, conflict of interest, overcommitment to other service activities, and burnout or resentment on the part of those who regularly serve.

Several suggestions from this joint meeting were put into practice for the FY 98 elections. In a change from previous years' recruitment, LFA members were encouraged to nominate other LFA members for committee vacancies in addition to the usual self-nominations. This seemed to work well and resulted in a much more effective and relaxed nominating process (at least for the members of N&B). Also, elections for LCPT, CESR and LFA Exec were scheduled to be held at different times to enable candidates to volunteer be on the ballot for another committee should they not be chosen in an earlier election. The effectiveness of this strategy is less clear, given that the CESR election had to be postponed for reasons mentioned earlier.

Other strategies to improve recruitment procedures discussed are noted in the published minutes from the March 31, 1997 minutes of LFA Exec. A copy of these minutes is attached to this report.

#### Summary and Recommendations:

This was a challenging year for the Nominating and Ballot Committee. In addition to the continuing efforts to improve the rate of ballot returns, we also tackled the larger issue of the recruitment of nominees to serve on LFA committees. While the problems encountered finding volunteers to run for committee vacancies is by no means a new one, the committee feels that it has made significant progress towards making its procedures more effective and less impersonal and intrusive for prospective candidates.

We recommend that next year's Nominating and Ballot Committee continue to review and explore new ways to encourage service in the Library Faculty Assembly and its committees.

Attachments: Minutes, LFA Exec, March 31, 1997

LFA Exec minutes for March 31, 1997.

Present: B. Schulte, M DeSart, G. Gibbs, C. Pierard, J. Girardo, K. Lohrentz.

Absent: B. Schaffner.

Guests: S. Craig, L. Knox.

Joint meeting with Nominating and Ballot Committee.

LFA met jointly with Nominating and Ballot to discuss the problem of recruiting candidates for vacancies on LFA committees. Becky thanked N&B for their September report and indicated that it would be helpful to meet in preparation for the upcoming LFA elections for next year.

Jill, Chair of N&B, reported that the recruitment of LFA candidates was a recurring and critical problem, particularly at the LIII level. While the new service guidelines for faculty might make the problem less critical, no change has been evident as yet.

Susan suggested that we need to promote the virtues of serving on LFA committees as opposed, for example, to other committee appointments. LFA is *our* organization.

The following issues and questions were also discussed.

- A decrease was noted in the number of ballots returned to the Salary and Benefits Committee for merit salary distribution.
- It is evident that the procedures which N&B has followed for ballot distribution have been effective as indicated by a higher rate of returns.
- It would be useful to compile a list of both LFA and administrative committees, showing membership on each to document committee service of various LFA members, or lack thereof.
- Becky suggested that we encourage N&B to follow the procedure whereby LFA members could nominate other LFA members whom they feel would be effective on committees. Nominees would still need to be contacted by N&B.
- It is important to estimate the anticipated time commitment and the responsibilities for committees. This could be done by contacting people currently serving on the committee(s) in question.
- The Dean is willing to assist with recruitment efforts.
- The possibility of holding staggered elections was discussed. Spreading out the timing of LFA elections would provide candidates with the opportunity to run for other offices. It was agreed that since LCPT has the largest number of LIII's, that election should be held first, followed by CESR and LFA Exec together in a second election. The LCPT election will be run in late April; CESR and LFA will then be run in May.

- There may eventually be a problem of the number of LI's as promotions of eligible candidates take place.
- Becky will contact Marilu about compiling a list of administrative committee memberships.
- George will talk to Judith Emde (chair of PRC) about the committee lists in the planning notebook.

Minutes.

LFA Exec minutes for March 24 were revised and approved.

Next LFA meeting will be held April 14.

Submitted by Ken Lohrentz, LFA Secretary.

LFA  
SALARIES AND BENEFITS COMMITTEE  
FY97 ANNUAL REPORT

The members of the Salaries and Benefits Committee were Ken Lohrentz, Deborah Dandridge (secretary), John Richardson (chair), and Sandy Gilliland (*ex officio*). Ken and John completed the second year and Deborah the first year of their two-year terms of appointment.

During FY97 the Committee performed its more or less usual advisory role in three searches to fill vacant library faculty positions. Two of these searches resulted in the hiring of Vic Cardell, who came to KU last fall to head up the Music Library, and Lyn Wolz, who recently accepted the reference/bibliographer position at the Regents Center. The search for a Head of Information and Reference Services was not successful. The Committee also reviewed with Marilu Goodyear merit salary increases awarded to non-administrative faculty members and other unclassified library staff.

In connection with these two long-standing responsibilities, the Committee had a constructive meeting with Marilu Goodyear in June to discuss some concerns that had arisen during the year regarding the role of S&B in the salary review process. Marilu assured us that the Library Administration intends to consult with the Committee, whenever possible, *before* salary offers are tendered and *before* proposed merit salary increases are sent to the University Administration for approval.

The Committee prepared and reported the results of the annual merit salary distribution ballot this past spring. For the fourth year in a row, the results of the ballot showed a preference on the part of LFA members for one particular combination of formulas: the ½ equal dollar—1/2 equal percent, 1:3:5:7 formulas, to be precise. We recommend that LFA consider holding this ballot less frequently in the future, perhaps every five years, because we are getting such uniform results year after year.

It remains a matter of great concern that KU Library salaries continue to rank near the bottom in the ARL salary survey, in both median and average salary. The average library faculty salary at KU is more than 17% lower than the ARL average and 9% lower than the average at our peer institutions. Our low salary levels have resulted in a number of failed searches, particularly involving positions requiring professional experience. The best and most equitable solution to this problem is to raise our salaries across the board to competitive levels. The problem may also be addressed in an indirect manner by raising the salary range for positions that we are trying to fill. This tactic has the drawback of producing salary compression, i.e., an imbalance between the salaries of new, less inexperienced faculty and the salaries of more experienced, long-time faculty. In recent years the Library Administration has taken steps to counter the effects of salary compression on KU Library salaries. LFA should encourage the continuation of these measures. In FY98, S&B should continue to monitor the whole array of problems associated with our low salary levels.

Submitted by John Richardson  
8/14/97

Library Committee on Promotion and Tenure  
Annual Report for FY97

Members: Susan Craig, Kathy Graves, Geoff Husic (chair), Bill Mitchell (replacing Gene Carvalho), Margaret Wilson (secretary), Sherry Williams

As part of the Committee's routine procedures we reviewed one sabbatical request and one promotion/tenure file.

In addition, the Committee, for the first time, reviewed four pre-tenure files, a new procedure which had been formulated by the previous year's Committee and approved by the Library Faculty Assembly. The Committee has written a report which discusses our experiences with the procedure, to the degree that confidentiality allows. That report was given to LFA Executive Committee on July 1, 1997.

Submitted by Geoff Husic  
Oct. 3, 1997

## Library Faculty Assembly Committee on Evaluation of Service and Research FY97 Annual Report

The members of CESR in FY97 were Brian Baird, LI representative; Donna Koepp, LII representative and secretary; and Rob Melton, LIII representative and Chair. Baird and Melton continued from FY96. Koepp will continue in FY98.

In FY97 CESR evaluated and rated 44 files. (We had also begun evaluation of three additional Librarian I files, but were informed that these three individuals were not supposed to be rated on service and research in FY97.) Because ALA Midwinter intervened, this process took approximately five weeks. As instructed, we again rated service and research separately and assigned no "overall" rating. We also provided written comments on all files that received a rating of good or lower, almost all files that received a rating of Very Good, and some files that received a rating of Exceptional. (We wish to repeat the statement in last year's CESR Annual Report that because CESR sees only information for one calendar year, our comments should not be used for mentoring purposes.)

A copy of "CESR 1996 Evaluation Process and Criteria" was sent to LFA Exec on February 28th and was duly published in FYI. It also included a chart of the distribution of our ratings for both service and research by rank. See that document for further information about the committee's procedures for evaluating the files.

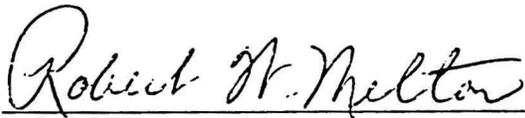
One librarian appealed CESR's rating of his or her research. The appeals process was followed, and our rating was upheld by the Appeals Committee.

As charged by last year's Executive Committee, dated August 30, 1996, we continued to discuss the creation and involvement by library faculty members in electronic resources. We did not have any files this year in which this issue was a significant factor in our rating for service and/or research. However, after our subsequent work on the special charge (mentioned below), we feel that still further examination of the policy first articulated by the FY96 CESR is in order.

*It is our opinion that when a home page is being created by a librarian that essentially serves the KU community with information about the librarian's unit or other professional performance-related responsibilities, it is essentially taking the place of previous types of activity (e.g. preparation of printed communications) that were evaluated by the librarian's immediate supervisor. We therefore suggest that before a home page (or similar electronic resource) is created, it be discussed between the librarian and his/her supervisor as to whether it is an evolving aspect of the normal professional services that the unit expects to perform. In most cases, we suggest that even in its first year of creation, a home page or similar electronic resource be evaluated as part of the librarian's professional performance rather than as research or service. Since CESR does not see the documents relating to professional performance evaluation, a librarian submitting a Libraries-related home page for evaluation as service or research should explain why it is not considered part of the professional performance.*

On February 5, 1997, CESR received an additional charge from the LFA Chair, Becky Schulte,

"to derive definitions/descriptions for ratings for service and for scholarly activity, parallel to those of the professional performance document." Since we received this charge while still evaluating files, we tried to start articulating such definitions as the groupings of ratings for 1996 files fell into place. We did take a two-week breather after the ratings were completed before turning formally to this charge, but met about ten times between mid-March and mid-April to work on a document in reponse to this charge. We turned in a twelve-page report, plus a cover letter, to Exec on April 28, 1997. About ten days later, we turned an a three-page appendix to the report articulating our recommendations on an issue that had been particularly difficult for the past two years, namely the question of whether the mounting of departmental exhibits by members of the department should be considered part of the professional assignment, research, or service. It is our understanding that Exec read and discussed this report but came to no conclusion, or felt that its recommendations were too controversial to be presented to the general membership. It was not summarized or discussed at the LFA general meeting. We assume that this year's (FY98) LFA Exec will continue to discuss it this year.



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Rob Melton  
For the Committee  
August 21, 1997

Annual Report  
Planning and Resources Committee  
Fiscal year 1996-97

Members: J. Emde (Chair), G. Anderson (Secretary), Maria Alexander, P. DiFilippo, V. Doll, L. Fredericksen, S. Hewitt, N. Jaeger

Charges assigned by the LFA Executive Committee included:

- Monitor the Libraries' budget preparation process and provide opportunities for library staff to contribute input into the process.
- Monitor the ongoing implementation of the Libraries' restructuring plan.
- Follow the Libraries' space planning efforts
- Evaluate the progress of the strategic plan and update last year's report
- Update the planning notebook

Activities of the Committee:

COMMUNICATION:

The first order of business was to clarify the routes of communication between the committee and LFA Exec and the committee and the administrative office. PRC proposed a direct line of communication between the committee and the administration without first consulting LFA Exec. The LFA Exec liaison, George Gibbs, would automatically receive all memos and meeting agendas sent to the committee from the chair and could apprise Exec of pertinent issues. PRC and LFA Exec met and agreed to a more flexible reporting mechanism.

SPACE PLANNING:

In October, the committee met with Matt Bovee to learn of the Libraries' overcrowding and space planning issues. PRC organized two open forums for Dean Crowe and Matt Bovee to present the slide presentation initially prepared for University administrators in Strong Hall to the library staff. Minutes of the open meetings were published in FYI. Since a Task Force on Library Space Planning had been appointed, PRC did not study the issue any further.

BUDGET:

Numerous meetings on various aspects of budget preparation and review were held. As recommended by Associate Dean Goodyear, two members of PRC (Judith & Gordon), Nancy Jaeger, and Matt Bovee met to craft and revise questions for the budget resource reports with PRC providing valuable input. After the budget resource reports were complete, PRC read all of the reports and wrote a summary highlighting trends and similarities across the library, all within ten short days. After the summary was distributed, PRC held two open meetings in February for the staff to discuss the reports and to provide Associate Dean Goodyear with additional input to the Libraries' priorities. These meetings were held before Deans Crowe and Goodyear presented the Libraries' budget document in Strong Hall. In June, PRC sponsored two open meetings to provide the opportunity for the library administration to present the FY98 budget. Minutes of both open meetings were published in FYI.

### STRATEGIC PLANNING:

PRC reviewed the document entitled "Progress of the Libraries' Strategic Plan" and updated activities to the present date as completed, still ongoing, not yet begun, or stalled. An accompanying report highlights the areas where little or no progress has been made. Both of these documents are attached.

PRC met with Associate Dean Goodyear May 8th to discuss our review of the old strategic plan and to provide our comments on her proposal for the next round of strategic planning. The minutes from this meeting present her responses to the areas from the '93 strategic plan that PRC had identified as making little or no progress.

### PLANNING NOTEBOOK:

A subcommittee was organized to work on the planning notebook. The members recommended loading the Access file on the LAN to allow multiple access to the file, but the request was stalled due to higher priorities in Automation. Therefore, the planning notebook has not been updated.

### RESTRUCTURING PLAN:

On May 22nd, PRC reviewed the library organizational restructuring document distributed the summer of '96 and the implementation of its recommendations.

### ADDITIONAL TOPICS:

The committee discussed the topic of personal use of state property and reviewed several policies. The committee felt that any guidelines should be stated in broad, encouraging, and straightforward language similar to a computer ethics statement developed at SMU (CRL News 54(6):331-332; 1993).

Associate Dean Goodyear met with PRC in January to discuss the need for a task force to study the student assistant wage rates in association with the next minimum wage increase. PRC was requested to recommend library staff to be members of the task force. The recommendations of the task force were presented at the budget open meetings in June.

**POTENTIAL CHARGES FOR NEXT YEAR** (in addition to monitoring budget preparations as stated in the Code):

- Load and update the planning notebook on the LAN or a comparable electronic route with easy accessibility.
- If personal use of state property becomes a discussion topic at the University level or within the Libraries, PRC could organize open forums to hold library wide discussions.
- PRC could play a role in proposing the steps of the next round of strategic planning.
- Monitor Virtua implementation.
- Promote discussion on addressing health and safety issues.

PRC would also like to recommend that the LFA Exec liaison continue to exist in order to apprise LFA Exec of issues discussed between PRC and the library administration.

Submitted by Judith Emde, Chair  
Planning and Resources Committee  
August, 1997

To: Library Faculty Assembly Executive Committee  
From: Planning and Resources Committee  
Regarding: Progress of the Libraries Strategic Plan

May 14, 1997

The Planning and Resources Committee was given a charge by the LFA Executive Committee to monitor the Libraries progress toward meeting the goals outlined in its strategic plan. Building on last year's report, the committee has identified again this year goals from the report which have either not yet been addressed or are stalled. Working from the timetable for completion of the plan (1994-1996), the committee continues to have questions about several areas where we noted little or no progress. These include:

--A plan calling for total online access to the collections of the Libraries by 1999. This was spelled out in the goals for 1994 and although some limited progress has been made in this area, the committee is unaware of any comprehensive plan to achieve total online access.

--A continuing commitment by the library administration to implement the recommendations made by the Health and Safety Committee, as stated in the FY 1994 progress plan. The work of the Health and Safety Committee was based on consultations with experts in the field of ergonomics. In the plan, staff would be identified to develop and manage a health and safety/wellness program which has not been addressed.

--Progress on the administrative and physical reconfiguration of Public Services in Watson Library, as stated in the FY 1995 goals. While some reconfiguration of personnel has occurred, there has been almost no physical reconfiguration.

--Progress on the development of a fund raising position, recommended in the FY 1995 progress report. While the committee understands that an individual has been selected to fulfill that goal, we have yet to see progress in the area of fund raising which should be a high priority for the Libraries.

--Bibliographer review of backlogs. A small sample from the Spencer brieflisted materials was reviewed by bibliographers several years ago, but a large scale project to review all of the backlogs has not been undertaken.

--Staff development, ongoing needs assessment, and orientation to the Libraries. The FY 1995 plan recommended assessment of the needs of staff for orientation, training, continuing education, and diversity awareness with the possible addition of support staff to strengthen these programs. While the Staff Development Committee and Automation Department have done an excellent job of promoting development issues, a more systematic process of identifying and coordinating these activities would be beneficial to the staff.

--Designation of department library specialists to maintain computer equipment. There has been

no formalized training of individuals to fulfill this goal.

--Other positions proposed in the strategic plan that have not been addressed include increasing the Publications Coordinator to a full-time position and a collection services librarian to coordinate collection analysis, management, and development.

The Planning and Resources Committee would like to acknowledge, however, the significant progress which has been made on the majority of goals outlined in the strategic plan. Clearly much hard work has resulted in substantial progress or in the completion of many of the goals.

The Progress of the Libraries Strategic Plan condensed from the original plan is attached. PRC has annotated each point with a level of progress. Please note the following definitions of terms. "Begun" means that the program or project has been agreed on, but the specifics may not have been accomplished to date; "Ongoing" means that certain steps, activities, facilities, changes, et sim. have been accomplished or implemented but that more needs to be done; "Check mark" represents completion.

## Progress of the Libraries Strategic Plan (as of April 1997)

FY 94

### Collections, Services, and Programs

- Complete the addition of Expanded Academic Index to the Online Catalog. ✓
- Recruit a Coordinator of Library Instruction and begin needs assessment. ✓
- Recruit an Interlibrary Loan/Document Delivery Librarian and begin needs assessment. ✓
- Recruit a Preservation Officer. ✓
- Establish a task force to begin collection use analysis. ✓
- Augment the administrative structure to provide closer supervision and coordination of Watson public services and new interdepartmental services, such as document delivery. **Begun**
- Initiate bibliographer review of backlogs and unconverted collections. **Begun, stalled**

### Integrated Online System

- Initiate recommended process for obtaining a new integrated online system. ✓

### Online Access to Collections

- Review Cataloging values, standards, procedures and staffing and develop plan for total online access to be complete by 1999. **Begun, but no plan for total online access**
- Implement plan to enter all current cataloging from all cataloging agencies into the online Catalog. **Ongoing (Spencer, Law, Docs, Music)**
- Begin reviewing and cataloging backlogs. **Ongoing**

### Space, Facilities, and Equipment

- Recruit a Space and Facilities Coordinator and begin needs assessment. ✓
- Continue implementation of Health and Safety Committee recommendations. **Ongoing**
- Designate and train departmental technicians to maintain equipment. **Barely begun**

### Staffing and Organization; and Development, Outreach, and Public Relations

- Initiate recommended changes in the decision-making and communication structure. **Ongoing**
- Begin contact with KU Human Resources regarding team building for departments and/or program areas. **Ongoing**
- Support existing and/or new staff who have system-wide responsibilities in the areas of staff development, diversity, development, public relations, space planning, facilities maintenance, health and safety by recruiting a minimum of two clerical/technical staff. **Begun, but needs help (Staff Development and Health/Safety especially need attention)**

Collections, Services, and Programs

- Develop and begin implementing an innovative plan for re-configuring public services in Watson (administratively and physically). **Begun**
- Develop a system-wide library instruction program and begin implementation. **Ongoing**
- Develop a system-wide document delivery program and begin implementation. ✓
- Develop a system-wide preservation program and begin implementation. **Ongoing**
- Identify collections to be located in Budig. **Begun**
- Continue bibliographer review of backlogs and unconverted collections. **Begun, stalled**
- Continue enhancing the Online Catalog with supplemental databases. **Other means being explored**
- Determine staffing needs to support the recommended course of action in collection services and recruit additional staff if necessary. **Partially done; Collection Services Librarian position not yet addressed**

Integrated Online System

- Complete process of selecting and acquiring a new integrated online system. ✓
- Expand networking and workstation infrastructure. **Ongoing**

Online Access to Collections

- Provide networking and workstation infrastructure, with access to all necessary online resources, for all staff processing library materials. **Ongoing**
- Continue reviewing and cataloging backlogs. **Ongoing (Limited progress)**
- Initiate system-wide retrospective conversion. **Ongoing (Federal funding sources of the past have been reduced.)**

Space, Facilities, and Equipment

- Develop and implement short-term plans to address library-wide space, facilities, and equipment needs. **Ongoing**
- Continue implementing Health and Safety Committee recommendations. **Ongoing**
- Begin long-term planning for library space needs. **Begun**

Staffing and Organization

- Review assistant deans. ✓
- Begin developing a diversity program. ✓
- Conduct a staff development needs assessment and allocate additional resources to this area. **Begun (Needs assessment not done)**
- Reallocate staff and/or create new positions to insure successful implementation of strategic planning goals. **Begun (some progress)**
- Begin team building training in several departments and/or program areas. **Begun**

Development, Outreach, and Public Relations

- Identify funding for the new integrated online system. ✓
- Determine staffing needs to support the recommended course of action in development and fund raising, and recruit additional staff if necessary. **Begun, stalled**
- Increase the Publications Coordinator to a full-time position and add responsibility for public relations. **Not Yet Done**

## FY 96

### Collections, Services, and Programs

- Continue enhancing the Online Catalog with supplemental databases. (Other Means, e.g., FirstSearch)
- Continue implementing the library instruction program with particular focus on the new integrated system. **Ongoing**
- Continue implementing the document delivery program, recruiting additional staff as needed. **Ongoing**
- Continue implementing the preservation program, recruiting additional staff as needed. **Ongoing**

### Integrated Online System

- Increase Coordinator of Networked Information to full-time position. ✓
- Implement the newly acquired integrated online system. **Begun**
- Continue to expand networking and workstation infrastructure. **Ongoing**

### Online Access to Collections

- Continue reviewing and cataloging backlogs. **Ongoing (limited progress)**
- Continue system-wide retrospective conversion. **Ongoing**

### Space, Facilities, and Equipment

- Continue developing and implementing short-term plans to address library-wide space, facilities, and equipment needs. **Ongoing**
- Continue implementing Health and Safety Committee recommendations. **Ongoing (limited progress)**
- Complete plan for long-term space needs and present to university administration. **Begun**

### Staffing and Organization

- Continue team building training in additional departments. **Ongoing**
- Continue reallocating staff and/or creating new positions to insure successful implementation of strategic planning goals. **Ongoing**
- Continue to increase funding for staff development. **Ongoing**
- Expand the diversity program. **Ongoing**
- Begin reviews of departmental management. **Begun**
- Encourage the governance organizations to review their meaning, purpose, and structure, in particular as they might duplicate administrative functions. **Begun**
- Assess the need for additional personnel to support staff development and diversity, and recruit if necessary. **Not yet begun**

### Development, Outreach, and Public Relations

- Continue to expand development, fund raising, and grant seeking efforts. **Begun , stalled**

# Office of Public Safety Phone Number Changes

Effective immediately the Office of Public Safety and its three departments have new phone numbers. **864-5572 IS NO LONGER A WORKING NUMBER**

While these changes will be reflected in the new university directory, we would ask that you disseminate this information throughout your departments and offices. We will be notifying many smaller units directly, but would rather have the notification made several times than not at all. We are especially concerned that those areas with fire and/or security alarms systems that are monitored on and off campus, and all SECNET radio users are advised of these changes.

**911 STILL WORKS FROM ALL CAMPUS PHONES**  
**(including pay phones on campus)** All emergency calls should use 911.

## **The new business numbers are:**

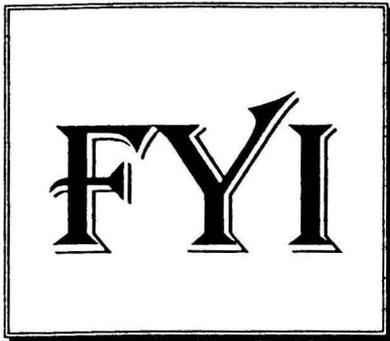
Office of Public Safety 864-5901

Police Department 864-5900

Emergency Communications and Records 864-5913

Security & Emergency Planning Department 864-5908

If there are any questions please direct your inquiries to the appropriate department or John Mullens 864-5908 [mullens@carruth.wpo.ukans.edu](mailto:mullens@carruth.wpo.ukans.edu)



## The University of Kansas Libraries

Number 1421

October 30, 1997

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\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \*

### BRITANNIA IN KANSAS

The new exhibition in the Main Gallery, Spencer Library, shows off the very strong British sources held by Special Collections. Sampling a much larger range are individual exhibitions on: Edmund Curll, 18th century publisher of mixed reputation; the Bond collection of 18th century newspapers and periodicals; the Duke of Marlborough; Catesby's Natural History of Carolina, Florida and the Bahama Islands (the original watercolors, from Windsor Castle, are touring this country at the moment); Pre-Raphaelite artists; 18th century roadbooks (the AAA guides of the period); and the P.S. O'Hegarty collection. The exhibition opened very successfully last Saturday when it formed a special session of the Mid-West Conference on British Studies, on campus for the first time since 1968. Conferees rated their visit as a high point of the meeting.

Jim Helyar

### AREA CODE REMINDER

This is a reminder for everyone to begin using the new "785" area code on all correspondence. Thanks.

Sandra Benedict

### PRESERVATION OF DIGITAL INFORMATION REPORT

Attached to this issue of FYI is "Preservation of Digital Information: A Report on the ARL October 1997 Meeting".

Bill Crowe

### CLASSIFIED VACANCY

(search reopened) Applications are being accepted for a Library Assistant I position in the Science Library. This position was recently reclassified from a Secretary I to the Library Assistant I classification and is assigned the following duties: 1) Student assistant coordinator/trainer, 20%; 2) Supervision of student assistants for the sorting area and bookstacks, 25%; 3) Stacks maintenance, 20%; 4) Providing reference assistance, 20%; 5) Circulation Desk assistance, 10%; 6) Departmental functions and other duties as assigned, 5%. Required Qualifications: At least one year of library work experience. Coursework in library science may be substituted for the required experience. Strongly preferred selection criteria: Ability to work effectively with library users and staff; demonstrated ability to organize work, set priorities, and work independently; successful supervisory experience (skill code GN002, PL 1). Additional preferred selection criteria: Familiarity with KU library's automated systems; knowledge of science reference sources or terminology; familiarity with spreadsheet (P2C10, PL 1), and databases (P2C30, PL 1); experience working in stacks maintenance (K20E0, PL 3).

**An Equal Opportunity/Affirmative Action Employer**

To apply, Library staff must complete a "Request for Promotion or Transfer" form, a KU Internal Application form (if a current copy is not on file, and a current Skills Identification Update form (if a current copy is not on file). Student assistants must apply for this position through the KU Department of Human Resources. Application deadline: Applications must be received by 5:00 p.m. Friday, November 7, 1997.

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.

### GRIEVANCE COMMITTEE APPOINTED

Following elections by the Libraries' governance groups, the Library Faculty Assembly and the Classified Conference have elected the following staff to form the core committee of the 1997/98 Grievance Committee:

Faye Christenberry, Reference  
Jennifer Evensen, Kansas Collection  
Kathy Graves, Reference  
Mary Hawkins, Kansas Collection  
Larry Hopkins, Special Collections  
Mary Roach, Cataloging  
Mary Rosenbloom, Reference/VC Administration  
Inge Starr, Government Documents  
Denise Swartz, Library Administrative Office  
Carol Ann Vernon, Retrieval Services

Library staff who have a grievance that they would like to have reviewed by the Grievance Committee may contact any member of the committee. A subcommittee of the core will then be formed, according to the Grievance Procedure, to hear and respond to the grievance. Copies of the Libraries' Grievance Procedure are available from committee members, or from the Library Administrative Office.

Sandy Gilliland

### ATTACHMENTS:

Minutes: Student Task Force, 10/7/97; Disaster and Emergency Planning Committee, 9/9/97.  
SDC Travel Report, Mary Hawkins.  
Report on the ARL October 1997 Meeting.

“PRESERVATION OF DIGITAL INFORMATION:  
A Report on the ARL October 1997 Meeting”

This fall's ARL meeting began with the usual one-half day meeting of the ARL Board, on which I am ending the second year of a three-year term. Among many items of business, we gave most attention to the need to support alternative models for cost-effective and cost-affordable delivery of scholarly communication. The late news of yet another merger among major commercial publishers of scholarly journals sparked a lively discussion. In the end, the Board endorsed a partnership project, "SPARC," The Scholarly Publishing & Academic Resources Coalition. Its mission is to be a catalyst:

- To Create a more competitive marketplace for research information by providing opportunities for new publishing ventures; endorsing new publications and information products; and recruiting authors, editors, and advisory board members.
- To Promote academic values of access to information for research and teaching; the continuation of Fair Use and other library and educational uses in an electronic information environment; and the ethical use of scholarly information.
- To Encourage innovative uses of technology to improve scholarly communication by collaborating in the design and testing of new products; advancing new publishing models as appropriate applications of electronic networks, such as Internet2; and developing systems and standards for the archiving and management of research findings.

After the Board meeting, Wednesday was given over to meetings of various committees. I continue to serve as a member of the Statistics and Measurement Committee, whose agenda once again was given over largely to discussion of measurement of the transformation of research libraries because of electronic information.

On Wednesday evening, the Library of Congress invited meeting attendees to a reception and tour of the recently renovated Jefferson Building and of the Exhibit of Treasures. At the conclusion of the reception, all were invited to a screening of the 30-minute video, *Into the Future--On the Preservation of Knowledge in the Electronic Age*, a film by Terry Sanders, produced by CLIR.

The program proper began on Thursday morning . . .

One of the distinguishing characteristics of a research library is its mission to identify and preserve research resources that are important for future users. Examining how research libraries could most effectively pursue this mission for information in electronic formats was the focus of a 1996 report sponsored by the Commission on Preservation and Access and the Research Libraries Group, Inc. In response to this report, the ARL Preservation Committee convened three panels of experts at this ARL meeting, to highlight some of the major issues

raised by the archiving of digital resources, and to encourage discussion about options for operating models and criteria for digital archives.

In the course of their remarks, panelists were invited to address three questions:

1. Who should be responsible for archiving digital materials?
2. How should this be paid for?
3. What are the characteristics of an effective operating model?

The program opened with remarks from Peter Graham, Associate University Librarian, Rutgers University, who listed the key issues associated with digital archiving and described international strategies to create research and action agendas to guide digital library creators in furthering effective digital preservation. Jeff Rothenberg, a computer scientist at Rand Corporation, spoke on the role of software in ensuring the longevity of digital documents. Individuals with expertise in the preservation of digital information from different organizational perspectives--a membership-based archiving depository and a partnership between land grant university libraries and the National Agricultural Library--reported on their experience and future plans.

The final segment of this program session began with a brief report from Deanna Marcum, President of the Council on Library and Information Resources (CLIR), about the community response to the CPA/RLG report and the follow up steps that were recommended by the leadership of the sponsoring organizations. Donald Waters, primary author of the CPA/RLG report and newly appointed Director of the National Digital Library Federation at CLIR, suggested strategies for research library engagement of an agenda for the preservation of digital information. The program concluded with a discussion among the panelists and the audience.

Members and guests had an opportunity to attend a Federal Relations luncheon program on Thursday. The program, sponsored by the Information Policies Committee, addressed copyright legislation and related initiatives. We heard a sobering presentation on implications of possible changes in the Uniform Commercial Code, related to licenses (e.g., "shrink wrap" licenses).

Also on Thursday, the Working Group on Copyright Issues sponsored a panel on the state of development of copyright management information systems, how these system could influence the management of intellectual property, and their impact on research library operations.

The programs on Friday morning, October 17, were for ARL member library representatives only. The day began at 8:00 a.m. with the ARL Business Meeting when members voted on establishment of the 1998 dues and elected Scott Bennett, Carla Stoffle, and Paula Kauffman to the ARL Board. It was also announced that Betty Bengston, University of Washington, had been selected by the Board as ARL President-elect.

This meeting was followed at 9:00 a.m. by reports and discussion of three programs of long-term strategic importance to the research library community: CLIR's National Digital Library Federation, the AAU/ARL Global Resources Program, and the ARL Leadership and Career Development Program.

During the latter half of Friday morning, member representatives were briefed by Richard Meserve, the attorney who represents the American Institute of Physics/American Physical Society in a suit filed against AIP/APS by Gordon & Breach. The meeting concluded at noon.

After a brief meeting of the Board to assess the meeting and to discuss the program for the spring meeting, at the University of Oregon, I attended a three-hour mini-tutorial on licensing issues.

--W. J. Crowe

**Student Task Force**  
**Minutes: Oct. 7, 1997**

Present: Brian Baird, Sandy Gilliland, Bayliss Harsh, Barbara Woodruff, guests: Diane Del Buono and Stephanie Covington from the Office of Student Financial Aid

Diane mentioned that federal work-study money is not "counted against the student" as earnings when the next year's financial aid package is prepared. More campus employers are paying high wages, and off campus jobs have more flexible hours than some campus employers. Some students prefer to borrow rather than to work.

Congress awarded more work-study funds this year. This allowed for an increase in some students' maximum earnings. She said their office will try to let everyone know when a student's maximum may be increased. New this year was the policy that if the student was not employed in a campus work-study job by the twentieth day of classes, the money was awarded to someone else. They have developed an online system for students to use to apply for work-study. It has been working well so far. A new e-mail system allows campus employers to get a list of work-study students not yet employed every two weeks.

Sandy mentioned that we are having a much easier time finding work-study students than ever before. She thanked Diane and Stephanie for recent efforts and changes that have been helpful to us. She asked that, if SFA does the August mailing again next year, the library be given the chance to list the various types of jobs we offer.

Stephanie said that SFA is trying to educate the public more about work-study, and one thing they are doing is sending information to students. If any library staff knows of a student who is on work-study but will not spend all of their allotment, we should ask that student to inform Financial Aid. Then that money can be allotted to another student.

Barb mentioned that library staff use a variety of methods to find work-study students: the Job Fair, individual departments doing special mailing, calling students who were on the work-study list.

We asked if there is a possibility of SFA posting work-study jobs outside of their office in Strong. We also mentioned the problem with the too-remote Burge Union location of the student job board. We asked if there is any possibility of posting or having online information available about student jobs in the places where students gather--the Union, Wescoe, Strong. Diane and Stephanie seemed to think these ideas were worthy of consideration.

Stephanie said that SFA just linked their work-study site to the University Career and Employment Services campus job information web site. SFA will be promoting work-study at Senior Days this fall, which is attended by high school seniors and their parents. She also thanked library staff for getting our new students on the payroll so quickly this August/September.

Diane said that Stephanie and Ann Hartley from UCES are going to a conference this fall that should provide them with some new ideas. She said that the UCES and SFA offices plan to work together more closely in the future. She also mentioned that there will be no new programming in their software for several years as the focus is now on the Year 2000 problem.

We asked if there were any new things we could do to keep the lines of communication flowing between the library and SFA. Diane said that Barbara's feedback on various topics has been useful, and that we should continue to provide such feedback and new ideas. Sending e-mail is a fine way to communicate with them.

We thanked them for coming, and then we adjourned.

Minutes submitted by Bavliss Harsh

THE UNIVERSITY OF KANSAS LIBRARIES  
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Mary Hawkins

Department: Kansas Collection

Name of Event: Midwest Archives Conference Annual Fall Meeting Location: St. Louis

Date(s) of Travel: October 16-18

The title of this fall's MAC meeting was "Twenty-Five Years of Documenting the American Midwest", celebrating MAC's twenty-fifth anniversary. Meetings began early on Thursday afternoon and ran until noon on Saturday. I flew to St. Louis on Thursday morning, and made the opening meeting with time to spare. As keynote speaker at the opening session, Minnesota novelist Carol Bly stressed the importance of capturing individual values and aspirations, aside from factual aspects, in archiving family history. Her talk was followed by a panel discussion concerning Midwest archival programs. One point of agreement: cooperative efforts have been notably more successful in matters of access and referral than in collecting, where competition is inherent. That evening, there was a reception at the Missouri History Museum, with excellent exhibits on the 1904 World's Fair and "St. Louis in the Gilded Age."

On Friday, I attended a 7:15am breakfast featuring Missouri Secretary of State Rebecca McDowell Cook, who serves as coordinator of the Missouri Historical Records Advisory Board. She described the Board's extraordinarily strong grants program (\$300,000-\$500,000 allocated annually for local records preservation). In succeeding sessions on Friday, a number of historians and archivists expressed concern about the scarcity of documentation regarding 20th century family and community life due to the substitution of phone, fax, and e-mail for the letters and personal diaries which documented earlier times. They noted that the camcorder is now the most prevalent means by which family and community life is recorded. Given this, a number of institutions have developed a strong collecting emphasis on home movies, with plans to digitize these for preservation purposes. An especially memorable talk on Friday was by a columnist for the *Minneapolis Star Tribune*, who summarized and shared excerpts from the thousands of children's letters which she had received in the past fifteen years in response to questions posed in her column. The children's insights ranged from hilarious to tragic, reflecting the shattering effects of divorce, parental job absorption, drugs, and other societal ills. As noted by the speaker, this collection will lack a home with the anticipated closing of the *Star Tribune*. Friday's MAC luncheon was to have included presentation of MAC's distinguished service award, but we learned over salad that the recipient had not been selected, so used the extra time to discuss format preferences for next spring's MAC sessions.

On Friday evening, the traditional MAC mixer was held at the Anheuser-Busch Tour Center and included a photo-op with a spit-polished and very tolerant Clydesdale. I attended an 8:30-10:00 session the next morning, but skipped the closing plenary to check out and head for the airport. Overall, the conference content was useful and afforded new perspectives. I appreciate the funding assistance which I received from the Staff Development Committee to attend.

## DISASTER AND EMERGENCY PLANNING COMMITTEE

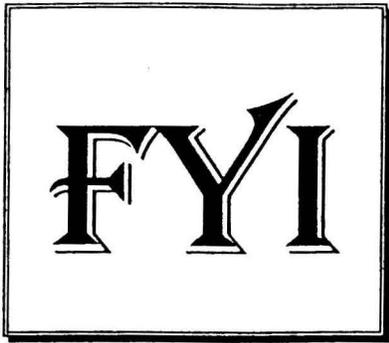
September 9, 1997

Present: Brian Baird (Chair), George Gibbs (recorder), Kent Miller, Donna Mitchell, Tanya Shaw.

The committee reviewed and approved the minutes of the July 22, 1997 meeting.

During the previous week there had been a chemical spill in Malott, which affected the staff of Government Documents. The committee discussed the measures that had been taken by the Department of Environment, Health, and Safety in the aftermath of the spill.

For the remainder of the meeting the committee reviewed the draft disaster reference sheet, a one-sided broadside giving concise instructions for dealing with the most common disasters. Brian will take the comments and revise the sheet. It is anticipated that multiple copies will be sent to each library unit for posting in staff areas and near telephones.



# The University of Kansas Libraries

Number 1422

November 6, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

## **CHANGES IN GIFT AND EXCHANGE ASSIGNMENTS**

All library staff are asked to take note of the following changes in responsibility for handling our gifts and exchange operations:

### Area of Responsibility

### Person Responsible

Ongoing gift/exchange arrangements

Karon Ballard, Serials/Retrieval Svcs, 210 Watson  
(4-3535)

Refer offers of ongoing gift/exchange serials to Karon. Send correspondence or materials to Karon's attention at this address.

One-time gifts (monograph or serial)

George Gibbs, Assistant Dean for Collections and  
Processing, c/o Cataloging Dept., 201 Watson (4-8923)

Send correspondence to George at his office address and refer to him any inquiries from potential donors of one-time gifts.

Send actual materials to Gifts/Viewing Area, 210 Watson. Please flag or identify each item or group of items so that the staff who process gifts will know (1) who sent the material and (2) what is to be done with it.

George will be overseeing a review of collection development criteria for gifts and exchange. This review will encompass both one-time and ongoing arrangements.

Rachel Miller

## **ATTACHMENTS:**

Invitation to The University of Kansas Libraries Recognition Reception  
Retrieval Services: Whom To Ask About What

**The University of Kansas Libraries  
Recognition Reception**

to honor library staff whose achievements  
have been recognized by:

promotion in rank during 1997

*Mel DeSart*

the recipient of the  
Library Classified Employee of the Year Award

*Jim Smith*

staff being awarded certificates of achievement  
for the Library Employee Education Program  
(sponsored by the State Library of Kansas)

*Lois Bauer  
Diana Dyal  
Wanda Dyer  
Inge Starr*

*Gabrielle Holcomb\*  
Al Mauler  
Kendall Simmons*

*\*formerly of Retrieval Services*

Tuesday, November 18, 1997  
4:00 p.m. - 5:30 p.m.  
in the English Room of the Kansas Union  
Lawrence

A brief ceremony of recognition  
begins at 4:30 p.m.

**RETRIEVAL SERVICES: WHOM TO ASK ABOUT WHAT (As of Halloween 1997)**

**To ask about ...**

**Talk with ...**

**Accounting (4-3476)**

*Book and interlibrary loan accounts*  
*Serial accounts*  
*Deposits of income received (sales, lending fees)*  
*Foreign currency exchange rates*  
*Funds, monthly account reports, budget issues*

*JoAnna Traxler*  
*Lois Bauer*  
*Lois Bauer, JoAnna Traxler*  
*Lois Bauer, JoAnna Traxler*  
*Rachel Miller*

**Approval Plans (4-3476)**

*Questions about particular titles and publishers*  
*Profile changes, vendor performance issues, problems, reports*

*Rachel Miller*  
*Rachel Miller*

**Book Orders ("firm," "slip," etc.) (4-3535)**

*Cancellations or claims*  
*BibBase*  
*Orders in process*  
*Questions about particular titles*  
*Reserved and search-and-quote orders*  
*Rush orders*  
*Policies and procedures*  
*Vendor selection or performance issues, other problems, reports*

*Hope Ball, Carol Ann Vernon, Verna Froese*  
*Carol Jeffries, Rachel Miller*  
*Carol Ann Vernon, Hope Ball, Verna Froese*  
*Verna Froese, Carol Ann Vernon, Hope Ball*  
*Carol Ann Vernon, Hope Ball, Verna Froese*  
*Hope Ball, Carol Ann Vernon, Verna Froese*  
*Carol Jeffries*  
*Rachel Miller*

**Book Receiving (4-3476)**

*Approval receipts*  
*Firm order receipts*

*Kathy Lathrom, Michelle Rader, Ray Leonard*  
*Kathy Lathrom, Ray Leonard*

**Brittle Book Replacement Searching (4-3535)**

*Hope Ball*

**Fax Number (4-3855)**

**Gifts (One-Time) (4-8923)**

*George Gibbs, Assistant Dean, c/o Cataloging Department*

**Interlibrary Borrowing for KU Patrons (4-3535)**

*Questions about particular titles*  
*Policies and procedures*  
*Patron complaints, other problems, reports*

*Carol Jeffries, Tina Spray, John Lynch (1-5)*  
*Carol Jeffries*  
*Carol Jeffries, Rachel Miller*

**Interlibrary Lending to other Libraries (4-3476)**

*Questions about particular titles*  
*Regents Center questions*  
*Policies and procedures*  
*Other problems, reports*

*Shelley Sandberg-Grohe, Pamela Bonham, Lars Leon, Steve Shartran*  
*Pamela Bonham*  
*Lars Leon*  
*Lars Leon, Rachel Miller*

**Publisher and Vendor Catalogs (4-3476)**

*Kathy Lathrom*

**Sale of KU Publications (4-3476)**

*Lois Bauer, JoAnna Traxler*

**Serials Exchanges and Gifts (4-3476)**

*Karon Ballard, Luceil Hamlin*

**Serial Orders (4-3535)**

*Backfiles*  
*Cancellations*  
*Claims*  
*License agreements, pricing negotiations*  
*Orders in process*  
*Questions about particular titles*  
*Rush orders*  
*Policies and procedures*  
*Vendor performance issues, other problems, reports*

*Carol Ann Vernon*  
*Luceil Hamlin, Muriel Cook, Lois Bauer*  
*Linda Copp (8-12), Karon Ballard*  
*Luceil Hamlin, Gaele Gillespie*  
*Luceil Hamlin, Muriel Cook, Carol Ann Vernon*  
*Luceil Hamlin, Muriel Cook*  
*Luceil Hamlin*  
*Luceil Hamlin*  
*Gaele Gillespie*

**Serials Receiving (4-3476)**

*Kathy Lathrom, Michelle Rader*

**RETRIEVAL SERVICES STAFF (As of Halloween 1997)**

<b>Ball, Hope</b> Book Orders, Serial Orders, Brittle Books, Interlibrary Borrowing	4-3535, <a href="mailto:hcundiff@ukans.edu">hcundiff@ukans.edu</a>
<b>Ballard, Karon</b> Serial Orders (Claims, Serials Exchanges/Gifts)	4-3535, <a href="mailto:kballard@ukans.edu">kballard@ukans.edu</a>
<b>Bauer, Lois</b> Serials Accounting, Sale of KU Publications	4-3476, <a href="mailto:lbauer@ukans.edu">lbauer@ukans.edu</a>
<b>Bonham, Pamela</b> Regents Center Liaison, Interlibrary Lending	4-3476, <a href="mailto:pbonham@ukans.edu">pbonham@ukans.edu</a>
<b>Cook, Muriel</b> Serial Orders	4-3535, <a href="mailto:mcook@ukans.edu">mcook@ukans.edu</a>
<b>Copp, Linda</b> Serial Orders (Claims)	4-3535, <a href="mailto:lcopp@ukans.edu">lcopp@ukans.edu</a>
<b>Froese, Verna</b> Book Orders	4-3535, <a href="mailto:vfroese@ukans.edu">vfroese@ukans.edu</a>
<b>Gillespie, Gaele</b> Serials Librarian	4-3051, <a href="mailto:ggillesp@ukans.edu">ggillesp@ukans.edu</a>
<b>Hamlin, Luceil</b> Serial Orders	4-3535, <a href="mailto:lhamlin@ukans.edu">lhamlin@ukans.edu</a>
<b>Jeffries, Carol</b> Book Orders, Interlibrary Borrowing	4-3535, <a href="mailto:cjeffrie@ukans.edu">cjeffrie@ukans.edu</a>
<b>Lathrom, Kathy</b> Book Receiving, Serials Receiving, Approvals	4-3476, <a href="mailto:klathrom@ukans.edu">klathrom@ukans.edu</a>
<b>Leon, Lars</b> Interlibrary Lending	4-3476, <a href="mailto:lleon@ukans.edu">lleon@ukans.edu</a>
<b>Leonard, Ray</b> Book Receiving, Book Orders, Approvals	4-3476, <a href="mailto:rleonard@ukans.edu">rleonard@ukans.edu</a>
<b>Lynch, John</b> Interlibrary Borrowing	4-3535, <a href="mailto:jlynch@ukans.edu">jlynch@ukans.edu</a>
<b>Miller, Rachel</b> Acquisitions Librarian, Department Head	4-3078, <a href="mailto:rmiller@ukans.edu">rmiller@ukans.edu</a>
<b>Rader, Michelle</b> Serials Receiving, Approvals	4-3476, <a href="mailto:mrader@ukans.edu">mrader@ukans.edu</a>
<b>Sandberg-Grohe, Shelley</b> Interlibrary Lending and Borrowing	4-3476, <a href="mailto:bella@ukans.edu">bella@ukans.edu</a>
<b>Shartran, Steve</b> Interlibrary Lending	4-3476, <a href="mailto:sshartra@ukans.edu">sshartra@ukans.edu</a>
<b>Spray, Tina</b> Interlibrary Borrowing	4-3535, <a href="mailto:tspray@ukans.edu">tspray@ukans.edu</a>
<b>Traxler, JoAnna</b> Book and Interlibrary Loan Accounting, Sale of KU Publications	4-3476, <a href="mailto:jtraxler@ukans.edu">jtraxler@ukans.edu</a>
<b>Vernon, Carol Ann</b> Serial Orders/Book Orders	4-3535, <a href="mailto:cavemon@ukans.edu">cavemon@ukans.edu</a>



## The University of Kansas Libraries

Number 1423

November 13, 1997

\*\*\* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \*\*\*

### PERSONNEL APPOINTMENTS

I am very pleased to announce the appointment of **Ms. Julia Rholes** as Assistant Dean (Information Services). Julia has spent the last several years of her library career at Texas A & M University, currently as Head of Reference (1990-pr.). Other appointments at Texas include: Acting Assistant Director of Collection Interpretation, 1992-94; Head, Map Department, 1985-90 (Interim Coordinator, Documents Division, Sept.-December, 1989); Head, Microtext Department, 1983-89; Reference Librarian, 1978-83. Julia earned the MLS degree from Rutgers University. She has a BA in Biology and a MA in Zoology. Although Julia's appointment does not official begin until early January, 1998, she will be involved in next week's all-day Library Planning Group retreat. Marilu Goodyear

We are also very please to announce three additional appointments, each to become effective November 16th:

**Faye Christenberry** has been appointed to a tenure-track, Reference Librarian/Bibliographer position. Faye is currently appointed to two part-time positions in Watson Reference, and previously held a part-time appointment with the Regents Center Library. Faye earned the MLS degree from the University of Illinois. She has a BA degree in English from the University of Alabama, and a MA degree in English Literature from Indiana University. Faye replaces Barbara Jones.

**Lisa Kivindy** has been appointed as the Copying Services Supervisor (Office Specialist). Lisa is currently a half-time student assistant in Copying Services, and was previously employed by the Exchange National Bank (Jefferson City, MO) from 1992-96. Lisa replaces Lisa Shaw.

**Doug Hatton** has been appointed as an Office Assistant IV in the Libraries' Facilities department. Doug has been a student assistant with the Libraries since 1989. His previous employment includes mail room experience with the Southern Illinoisian (1988-89), teaching assistant, Louisiana State University (1987-88) and assistant in Southern Illinois University's testing services department (1987). Sandy Gilliland

### UNCLASSIFIED VACANCY

Interlibrary Loan/Document Delivery Librarian, a full-time, tenure-track position assigned to manage interlibrary loan operations and to plan, design, and implement enhanced document delivery services. (Full position description is available.) **Required qualifications:** Master's degree from an ALA-accredited program. Relevant experience in an academic/research library. Knowledge of issues relating to resource sharing in the academic library environment. Commitment to responsive and innovative user service. Familiarity with interlibrary loan and document delivery processes. Strong planning, organizational, and analytical skills. Ability to build teams and lead staff successfully

through major change. Ability to work effectively with diverse colleagues and clients. Excellent communication skills. **Preferred qualifications:** Relevant professional experience in an academic/research library. Successful supervisory experience. Ability to evaluate alternative modes of information access and delivery and introduce new processes and technologies in the workplace. **Annual salary:** \$29,000 - \$36,000, dependent upon qualifications. Excellent benefits. **To apply,** submit letter of application addressing each of the position qualifications, resume, copies of graduate transcripts, and names of three references to: Sandy Gilliland, 502 Watson Library. Applications postmarked by January 9, 1998 will be given first consideration. Applications will be accepted until the position is filled. Interviews tentatively scheduled for early-February.

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.

### TUITION ASSISTANCE DEADLINE REMINDER

Applications for the Tuition Assistance Program (this program awards funds for the cost of tuition and course materials), are due in the Provost's Office, Strong Hall, by 5:00 p.m. Friday, November 21st. Application forms and additional information, including eligibility criteria, are available from the Dept. of Human Resources, 4-4946, or from the Library Administrative Office.

Any full-time staff member who is interested in taking KU courses is eligible for a reduction in tuition. Applications for "Staff Rate" must be completed and returned to the Enrollment Center each semester. For additional information about Staff Rates, consult the University's timetable of classes, the Enrollment Center, or the Library Administrative Office.  
Sandy Gilliland

### CALL FOR NOMINATIONS

Nominations are now being accepted for the "**Chancellor's Award for Distinguished Librarianship**," the highest award for a KU librarian. The award, established in 1989/90 by former Chancellor Gene Budig, is given to a meritorious individual selected from the ranks of University of Kansas librarians.

Librarians who have completed five years of service on the library faculty of the University of Kansas, Lawrence or Edwards campuses, are eligible for nomination. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as demonstrated by a strong reputation among colleagues established by a record of distinguished librarianship. Previous recipients of the award are Alexandra Mason, Spencer Librarian; Mary Roach, Catalog Librarian; Susan V. Craig, Librarian of the Murphy Art & Architecture Library; Fritz Snyder, formerly at the Law Library; Sheryl Williams, Kansas Collection and University Archives; and Robert Melton, Bibliographer & Publications Coordinator.

Please see the guidelines for nominations which are attached to this edition of FYI. Nomination forms are available from Libraries Administrative Office, 502 Watson Library room 502, phone: 864-3601. Nominations are due by 15 January 1998.  
Mary Rosenbloom

### ATTACHMENTS

University of Kansas Libraries' Instruction Plan  
Criteria and procedures for nomination of Chancellor's Award for Distinguished Librarian  
Bibliographers' subject, phone number and e-mail address list  
Student Task Force Minutes, 10/28/97

UNIVERSITY OF KANSAS LIBRARIES

MEMORANDUM

November, 1997

The attached document represents the final version of the University of Kansas Libraries Instruction Plan as approved by the Libraries' Coordinating Council on September 10, 1997.

We would like to thank all staff who provided input on the Plan. Where possible, we have incorporated many of the changes that were suggested. We would also like to take this opportunity to share some of our objectives for the coming year.

*IC Objectives for the Coming Year:*

- Continue to sponsor staff support programs and informal networking on issues relevant to library instruction (Goal 4).
- Continue to work with appropriate individuals and committees to coordinate instruction for the new integrated library system (KUILS).
- Develop and implement a systemwide instruction session request/report form for the purpose of collecting statistics on breadth and depth of library instruction activities (Goal 4a).
- Meet with Fred Rodriguez, director of the new Center for Teaching Excellence, to discuss our interests in future collaboration (Goal 3a).
- Participate in the Libraries Strategic Planning Process. Where appropriate, seek to promote library instruction issues as part of the Libraries mission and goals (Goal 4).

Instruction Council Members:

Jerree Catlin, Supervisor of Training & Documentation, Academic Computing Services

Sarah Couch, Periodicals & Microforms Supervisor, Watson Library

Bayliss Harsh, Tour & Class Coordinator, Watson Library (ex officio)

Lorrie Knox, Reference Librarian & Bibliographer, Anschutz Science Library

Jana Krentz, Bibliographer for Spain, Portugal, and Latin America & Women's Studies,  
Watson Library

Johnnie Love, Reference & Cultural Diversity Librarian, Watson Library

Cindy Pierard, Instruction Coordinator & Reference Librarian, Watson Library

Lyn Wolz, Reference Librarian, Regents Center Library

## Mission

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The educational goals of the University of Kansas include the ability to write, to reason, to think historically and scientifically, and to use information critically and imaginatively†. In support of these goals, the KU Libraries' Instruction Program seeks to:

- develop students' ability to find, select, and evaluate information, both for immediate academic tasks as well as lifelong learning purposes;
- work with the campus teaching community to ensure that critical library research skills are incorporated across the curriculum;
- provide support and development resources for Library staff engaged in the provision of library instruction.

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†These goals were established by the University Assessment Committee in Fall of 1989.

## Institutional Environment

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### University Environment

#### *Students*

The University of Kansas is a comprehensive research institution. As of Fall, 1996 enrollment on the Lawrence campus was 24,366 (18,141 undergraduates, 6,225 graduates). Numbers of male and female students are roughly equal (48.8% & 51.2%) and about 67% are residents of the state of Kansas. Approximately 7.1% of the student body is comprised of international students, 9.2% are minority students, 6.1% are transfer students, and roughly 25% are nontraditional. The average grade point average for undergraduates ranges from 2.55 (first-year) to 3.31 (fifth-year). The one-year attrition rate for freshmen is 24.4%. KU is currently an "open admissions" institution, meaning any Kansas high school graduate may be admitted. As a result, students come to the University with a range of skills, experience, and expectations.††

#### *Teaching Faculty & Staff*

The teaching community consists of approximately 1,312 faculty, 1,009 graduate teaching assistants, and 991 classified non-faculty. ††

### Library Environment

A number of KU Libraries' staff, approximately 52 staff members, are involved with the provision of library instruction and each library branch has a formally identified "Instruction Contact" to whom questions involving unit-specific resources and services may be addressed. Most bibliographers provide instructional services for their respective subject areas.

The Instruction program has a Coordinator, who coordinates systemwide instruction efforts as well as those of the Watson Reference Department (75% appointment), serves as Reference Librarian for the Watson Reference Department, and is the Bibliographer for Social Welfare (25%).

In Fall, 1996 a new Instruction Council, which includes seven members representing various library areas -- Instruction Coordinator, bibliographer representative, branch libraries representative, Watson and Anschutz Reference representatives, at-large library staff member, and Information Technology Services representative -- was founded. This group was charged to: 1) develop a vision for the instructional programs of the KU Libraries; 2) develop objectives in support of this vision and chart progress towards them; and 3) coordinate, where appropriate, systemwide instructional efforts.

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††Data drawn from Fall and Spring 1996 issues of the Division of Student Affairs' *Student Profile* and the *March, 1996 University of Kansas Profiles*, both published by the University of Kansas.

## Background & Current Status of Library Instruction Efforts

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According to the 1993 Summary Report on Instruction prepared by the Task Force on Reference and Instruction Programs, library instruction activities are widespread and varied. Surveys conducted by this group estimated that some 40 librarians and 12 paraprofessionals were active in library instruction programming and that "programming" included everything from the preparation of self-help worksheets to the development of multi-session classes.

NOTE: The sections below do not attempt to describe all instructional programs, but to give an idea of the types of instructional efforts in which Library staff are engaged.

### Efforts Directed at Instructors

In 1993, the Libraries began a program of faculty seminars designed to introduce faculty to library resources available to support their teaching and research. In 1996, this program was opened up to all members of the KU community; however, instructors are still the strongest target audiences for these sessions and they receive special advance mailings of workshop topics and schedules.

Other specialized sessions for departments and/or individual faculty members are available upon request and often provided by the bibliographer for that subject area.

All new faculty received a copy of the new publication *The Libraries at the University of Kansas: A Reference Guide*, which describes the Instruction Program and gives contact information for the Instruction Coordinator as well as bibliographers for various subject areas. In 1995 and 1996, all department chairs and new faculty members received a brochure from Academic Affairs, which described the Libraries' Instruction Program as well as other campus offices that provide instructional support.

The Instruction Coordinator or a program liaison meets with two of the larger groups of graduate teaching assistants, English 101 and Communication Studies 130, annually to introduce the Instruction Program and to promote instructional services (tours and classes, assignment design services, etc.).

The Libraries have won two grants from the Hall Center for the Humanities on the topic of promoting faculty-librarian collaboration for the purpose of improving the teaching of library research skills. Both have resulted in the establishment of some fruitful partnerships with faculty from a range of departments and schools.

### Efforts Directed at Other Groups

Some work has been done with campus tutoring services (Athletic Department, Supportive Educational Services, Student Assistant Center, etc.), to try and make tutors aware of Library resources so they are better positioned to advise their clients about library research.

Policies on instructional services for non-KU groups vary. Watson Reference is perhaps the only unit that doesn't offer tours/classes for non-KU groups unless the purpose is somehow directly related to the University's recruitment or outreach efforts (e.g., tours for National Merit Scholars, etc.). Requesters may consult with the Watson Tour & Class Coordinator on potential resources, reserving equipment, coordinating class visits and borrowing privileges, etc. A Web-based Self-Guided Tour of Watson Library is also promoted to visiting groups and individuals.

## Efforts Directed at Students

Current estimates of instructional efforts indicate that we reach approximately 1/5 of incoming freshmen†††. However, these numbers are incomplete. The Libraries do not currently have a coordinated program of reporting instructional statistics, so we are clearly underestimating librarywide activity. Also, departmental statistics are occasionally problematic since some programs reach the same students and may duplicate efforts (students who attend an orientation tour during Hawk Week and also for an English 101 class) and other instruction is essentially self-guided (e.g., Watson Library Self-Guided Tour, etc.), making it difficult to estimate how many students were reached.

Upper-class undergraduates and graduate students are also reached sporadically. Students may receive an occasional tour or session tied to one of their classes. Some majors even require a "Research Methods" class that involves the introduction of library research skills. However, because of the lack of any required general library instruction, instruction for students in upper-division courses frequently must include an introduction to very basic library skills such as the function of the Reserve Desk, explanation of basic online catalog searching, etc., which make it difficult to spend more time working with advanced or discipline-specific resources. This problem occasionally extends to the graduate student population.

In sum, the University of Kansas has a long tradition of decentralized educational programs. Instructors may themselves be unaware of available library resources and are often pressured by time constraints and a broad range of learning styles into either not requiring library research skills of their classes or simply assuming students will pick up skills on their own somehow. Students may follow a somewhat erratic course of study, depending upon how their own educational goals develop and how readily they are able to gain admittance into the courses required of them by their major. With the exception of English 101/102, there are no hard and fast rules for what general classes a student must take at any particular point in their academic program (Caveat: students may also place out of English 101/2). Discipline-specific courses and prerequisites vary by academic unit.

Several factors—the arrival of a new Chancellor, a renewed debate in higher education on issues of accountability and undergraduate education, the arrival of reports like that of the Freshman/Sophomore Academic Experience Committee—have brought teaching issues more clearly into the University's focus. Although the impact of these on long-standing challenges of teaching load, class size, and decentralized teaching efforts remains to be seen, the current University environment seems more favorably inclined to the development of a comprehensive library research skills plan than in recent years.

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†††This estimate is arrived at by looking at Watson Reference Department statistics for English 101 (appx. 500-600 students in Fall), Communication Studies 130/150 (appx. 350-450 students), and CPSY 101 (appx. 110 students each Fall and Spring, 120 Summer) in comparison to the total number of students in the new freshman class (5,294 as of 1995). Broader statistics on KU Libraries instruction activities are not available at the present time.

## Summary and Recommendation

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In order to succeed in this educational environment, this library instruction plan will need to be flexible and extend beyond any one course. Although there are a few discipline-specific library skills courses (e.g., SPLAT, Chemistry, Pharmacy), there is no general course devoted solely or even primarily to the teaching of library research skills and it does not seem likely that such a course will emerge in the near future at KU.

Instead, this plan recommends a cross-curricular approach to the teaching of library/information research skills. Much like the writing-across-the-curriculum movement, the emphasis here is on integrating research skills into all levels of existing University courses. Two general “tracks” of courses are:

1. **Core Freshman/Sophomore Classes** - (e.g., English 101, Communication Studies 130, etc.)
2. **Discipline-Specific Classes** - generally upper-level undergraduate or graduate courses such as pro-seminars, research methods courses, etc.

In terms of a model, we propose to use “The Big Six Skills”, which is used by many librarians at the primary-secondary and postsecondary levels. The model outlines a common set of skills addressing the student’s ability to access, use, and evaluate information (see next page for details). While it seems clear that the context in which these skills are taught may vary depending upon the type/level of class, instructor, etc., we believe that the general “Big Six” framework describes skills that should be addressed throughout our instructional program.

## Library/Information Skills Framework The “Big Six” Model

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Adapted from Eisenberg and Berkowitz [1990] ††††.

The following skills provide a foundation for successful use of library and information resources:

### Task Definition

- ability to understand and define the problem  
(understand the expectations of an assignment)
- ability to identify the information requirements of the problem

### Information-Seeking Strategies

- ability to determine the range of possible information resources
- ability to evaluate the sources and determine how they might be used

### Location and Access

ability to locate sources  
(understand where sources might be and how to physically obtain them)  
ability to find needed information within those sources

### Use of Information

- ability to engage (read, hear, view) the information provided by the sources
- ability to extrapolate the information from the sources
- ability to evaluate the quality of the information found

### Synthesis

- ability to organize and/or present the information

### Evaluation

- ability to evaluate the end-product
- (judge the effectiveness of content, presentation, etc.)
- ability to evaluate the effectiveness of the problem-solving process

## Instruction Program Goals & Objectives

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The sections below describe the general goals & objectives of the Instruction program, along with some specific strategies for achieving them. Each year, Instruction Council members will review these in an attempt to: a) assess the overall Plan goals/objectives/strategies; b) chart progress towards their achievement; and c) identify key objectives towards which IC members will work during that year.

As with all attempts at long-range planning, we anticipate that the Instruction Plan will continue to evolve along with the missions of the KU Libraries and the University of Kansas.

### Goals

- to develop students' ability to find, select, and evaluate information, both for immediate academic tasks as well as lifelong learning purposes
- to work with the campus teaching community to ensure that library research skills are incorporated across the curriculum
- to provide support and professional development resources for library staff engaged in the provision of library instruction

### Objectives & Strategies for Achieving Them

Note: The numbers below do not represent any sort of ranking or priority.

*1. Provide a variety of means by which the majority of lower-level undergraduates and transfer students may receive a physical and conceptual orientation to the services and resources of the KU Libraries.*

**a.** Continue to sponsor and publicize the availability of Library Orientation tours at the beginning of each semester and to coordinate activities between all campus libraries. Explore possible alternatives to the "basic library tour" (ex. Self-Guided Tour on the Web)

**Progress:** First coordinated Library Orientation tours program initiated Fall, 1996. Web-based tour of Watson Library developed and mounted in Fall, 1997.

**b.** Integrate a library research component into the curriculum for the Freshman Seminar (CPSY 101) and expanded Freshman Summer Institute taught during the fall, spring, and summer.

**Progress:** Accomplished, 1995/96.

**c.** Encourage the teaching of library skills in "core" classes (e.g., Biology 104, English 101, Communication Studies 130) by meeting with all new GTAs and discussing Instruction Program resources and by evaluating and sharing "model" teaching methods designed for these students.

**Progress:** Programs are in place for English 101 and Communication Studies 130 as of September, 1997.

2. *Work closely with departmental instructors to define the research expectations for their programs and identify ways of integrating the skills necessary to meet those expectations into the department-level curriculum.*

a. Explore various strategies for working with departmental faculty to develop discipline-specific library research instruction for their classes.

**Progress:** Discipline-specific library research components designed for Women's Studies Department as of Fall, 1996.

b. Promote teaching faculty/librarian partnerships by presenting workshops, seminars, etc. on issues of library instruction planning and design. When possible, collect examples of library assignments to use as models and encourage instructors to share those library assignments they have found particularly effective.

**Progress:** Teaching Research model assignment handbook completed 1995/96. Hall Center-funded workshop on "Teaching Research: A Workshop for Instructors and Librarians" held for 10 teaching faculty members in Spring, 1997.

3. *Look for opportunities within the Library and the University to promote library instruction alongside other issues of good teaching.*

a. Seek greater involvement in campus-wide teaching forums (e.g., providing library instruction-related programming under the auspices of the Center for Teaching Excellence).

**Progress:** Coordinated Academic Affairs-sponsored mailing of "Campus Resources for Instructional Support" in Fall of 1996 and revised text in *New Faculty Handbook* to include current information on library instruction services.

b. Look for opportunities to work with other University departments or offices in co-sponsoring speakers or programs related to teaching issues.

c. Develop a series of programs for the purpose of addressing instruction issues of interest to library (and possibly other university) teaching faculty and staff.

**Progress:** First instruction workshop for library staff held April 15, 1997. Subsequent workshops on new electronic resources held in September, 1997.

4. *Examine current structure for the provision of library instruction and strive to develop effective staff support programs.*

a. Initiate discussion of the following questions in appropriate bodies (Collection Development Council, Coordinating Council, etc.): Who is responsible for providing instruction? Of what sort and for whom?

**Progress:** Discussions on library instruction were held with the following groups from Spring-Fall, 1997: Coordinating Council, CDC, CDC Exec, PubHeads, Watson Library Reference Department, Science Bibliographers. Feedback on Instruction Plan draft was solicited from all library staff in May, 1997.

b. Solicit ideas from library staff for programs related to instruction such as active learning techniques, teaching to different learning styles, using technology in the classroom, etc. Strive to provide several staff support programs each year, coordinating where appropriate with groups such as the Staff Development Committee.

**Progress:** See Progress in previous section. Evaluations gathered from first IC workshop will be used to help plan subsequent sessions for library staff.

c. Create a forum for informal networking among library staff working with instruction (peer-to-peer support, listservs, brown bags, etc.).

## CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

The Chancellor's Award for Distinguished Librarianship, begun in 1989/90, is awarded to a meritorious individual selected from the ranks of University of Kansas librarians. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as demonstrated by a strong reputation among colleagues achieved on the basis of an established record of distinguished librarianship.

The award will be accompanied by a check in the amount of \$2,500.00.

### **Eligibility**

To be eligible for nomination, a librarian must have completed five years of service on the library faculty of the University of Kansas, Lawrence or Edwards campuses, by the date nominations are due.

### **Nomination Procedures**

A call for nominations will be made annually by the Libraries administration. Any person or group of persons affiliated with the University of Kansas may nominate an individual. Nominators are asked to supply the following information to the Selection Committee:

- a letter explaining the nominee's achievements and credentials that qualify him/her for the award;
- a current copy of the nominee's *curriculum vitae*;
- a completed nomination form suggesting names and contact information for evaluations, i.e. supervisors and colleagues who can comment on the nominee's contributions to librarianship.

It is recommended (but not required) that the nominator inform the nominee of her/his nomination, and consult the nominee for names of colleagues, both at the University of Kansas and beyond, who are knowledgeable of the nominee's contributions to librarianship.

Nominations will remain active for two years. Librarians not selected in their first year of nomination will be reconsidered for a second time along with the newly nominated candidates. Previous nominators will be asked to update their nominations to reflect any additional accomplishments by the nominee.

The Selection Committee, assisted by staff in the Libraries administration, will solicit evaluations from supervisors (both past and present) and colleagues.

## **Selection**

Each year the Dean of Libraries shall appoint a committee to review nominations and make a recommendation to the Dean. The Selection Committee will consist of the following: four librarians, one member of the teaching faculty, one Library administrator (*ex officio*, without vote), and one representative of the University administration. Neither a nominator nor any nominee (including previous year non-recipients being reconsidered), is eligible to serve on the Selection Committee. The committee membership will be publicly announced in the University Libraries' newsletter, FYI.

In making its recommendation, the Selection Committee will apply the criteria stated in this description of the Award. Their written recommendation, together with the Dean's recommendation, shall be forwarded to the Provost for recommendation and transmittal to the Chancellor. All nominees will be informed of the Chancellor's planned action prior to the announcement of the selected librarian.

All nomination materials will be considered confidential and will be retained in the Library Administrative Office files.

# University of Kansas Libraries Bibliographers

<b>Subject</b>	<b>Bibliographer</b>	<b>Phone</b>	<b>E-mail address</b>
African Studies	Ken Lohrentz	4-8912	klohrentz@ukans.edu
American Studies	Rich Ring	4-3426	richring@ukans.edu
Anthropology	Roger Anderson	4-4660	randerso@ukans.edu
Architecture	Susan Craig	4-3020	scraig@ukans.edu
Art & Art History	Susan Craig	4-3020	scraig@ukans.edu
Bibliography & Reference	Faye Christenberry	4-8992	fchristenberry@ukans.edu
Biochemistry	Connie Powell	4-4931	cpowell@ukans.edu
Botany	Lorrie Knox	4-4931	lknox@ukans.edu
Business	Loretta Spurling	4-8533	spurling@ukans.edu
Chemistry	Connie Powell	4-4931	cpowell@ukans.edu
Classical Studies	Nancy Burich	4-8575	nburich@ukans.edu
Communication Studies	Rob Melton	4-3378	rmelton@ukans.edu
Comparative Literature	Rob Melton	4-3378	rmelton@ukans.edu
Computer Science	Mel DeSart	4-3854	desart@ukans.edu
Cultural Diversity	Johnnie Love	4-8994	jlove@ukans.edu
Dance	Victor Cardell	4-3496	vcardell@ukans.edu
Design	Susan Craig	4-3020	scraig@ukans.edu
Dole Collection	Bryan Culp	4-4274	bculp@ukans.edu
East Asian Studies	Vickie Doll	4-4669	vdoll@ukans.edu
Economics	Jim Neeley	4-3036	jneeley@ukans.edu
Education	Ken Lohrentz	4-8912	klohrentz@ukans.edu
Electronic Information	Jim Neeley	4-3036	jneeley@ukans.edu
Engineering	Mel DeSart	4-3854	desart@ukans.edu
English Language & Literatures	Rob Melton	4-3378	rmelton@ukans.edu
Entomology	Lorrie Knox	4-4931	lknox@ukans.edu
Environmental Studies	Lorrie Knox	4-4931	lknox@ukans.edu
Film	Rob Melton	4-3378	rmelton@ukans.edu
French & Italian Languages & Literatures	Rich Ring	4-3426	richring@ukans.edu
Geography	Donna Koepp	4-4660	dkoepp@ukans.edu
Geology	Lorrie Knox	4-4931	lknox@ukans.edu
Germanic Languages & Literatures	Gordon Anderson	4-8999	ganderson@ukans.edu
Government Publications	Donna Koepp	4-4660	dkoepp@ukans.edu
Health Services Administration	Judith Emde	4-4931	jemde@ukans.edu
Health, Physical Education & Recreation	Ken Lohrentz	4-8912	klohrentz@ukans.edu
Historical Administration & Museum Studies	Sherry Williams	4-4274	swilliam@ukans.edu

<b>Subject</b>	<b>Bibliographer</b>	<b>Phone</b>	<b>E-mail address</b>
History, United States	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>
History, Western Europe	Rich Ring	4-3426	<i>richring@ukans.edu</i>
Human Development & Family Life	Julie Waters	4-4931	<i>jwaters@ukans.edu</i>
Journalism	Kathy Graves	4-8993	<i>kgraves@ukans.edu</i>
Kansas Collection (Regional History)	Sherry Williams	4-4274	<i>swilliam@ukans.edu</i>
Latin American Studies	Jana Krentz	4-3351	<i>jkrentz@ukans.edu</i>
Law (Watson only)	Roger Anderson	4-4660	<i>randerso@ukans.edu</i>
Library Science	Brian Baird	4-3568	<i>bbaird@ukans.edu</i>
Linguistics	Geoff Husic	4-3957	<i>ghusic@ukans.edu</i>
Maps	Donna Koepf	4-4660	<i>dkoepf@ukans.edu</i>
Mathematics	Julie Waters	4-4931	<i>jwaters@ukans.edu</i>
Microbiology	Connie Powell	4-4931	<i>cpowell@ukans.edu</i>
Music	Victor Cardell	4-3496	<i>vcardell@ukans.edu</i>
Natural History	Lorrie Knox	4-4931	<i>lknox@ukans.edu</i>
Pharmacy	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
Philosophy	John Richardson	4-8936	<i>jrichard@ukans.edu</i>
Physics and Astronomy	Mel DeSart	4-3854	<i>desart@ukans.edu</i>
Physiology and Cell Biology	Connie Powell	4-4931	<i>cpowell@ukans.edu</i>
Political Science	Roger Anderson	4-4660	<i>randerso@ukans.edu</i>
Psychology	Julie Waters	4-4931	<i>jwaters@ukans.edu</i>
Regents Center Library	Nancy Burich	4-8575	<i>nburich@ukans.edu</i>
Religious Studies	Annie Williams	4-8913	<i>awilliams@ukans.edu</i>
Russian and East European Studies	Brad Schaffner	4-3957	<i>bschaffn@ukans.edu</i>
Science	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
Slavic Languages and Literatures	Brad Schaffner	4-3957	<i>bschaffn@ukans.edu</i>
Social Welfare	Cindy Pierard	4-8990	<i>cpierard@ukans.edu</i>
Sociology	Roger Anderson	4-4660	<i>randerso@ukans.edu</i>
Spanish and Portuguese Languages and Literatures	Jana Krentz	4-3351	<i>jkrentz@ukans.edu</i>
Special Collections (Rare Books & Manuscripts)	Alexandra Mason	4-4334	<i>amason@ukans.edu</i>
Speech, Language and Hearing	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
Systematics and Ecology	Lorrie Knox	4-4931	<i>lknox@ukans.edu</i>
Theater	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
University Archives	Sherry Williams	4-4274	<i>swilliam@ukans.edu</i>
Urban Planning	Roger Anderson	4-4660	<i>randerso@ukans.edu</i>
Women's Studies	Jana Krentz	4-3351	<i>jkrentz@ukans.edu</i>

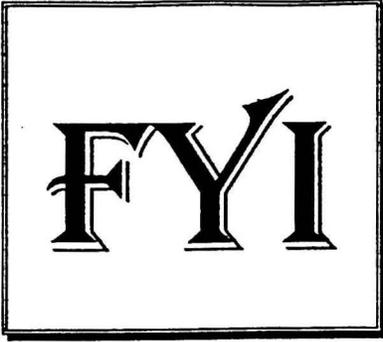
Please send corrections to Carol Ann Vernon, Retrieval Services (4-3535, [cavernon@ukans.edu](mailto:cavernon@ukans.edu))

**Student Assistant Task Force  
Minutes for 28 October 1997 Meeting**

Present: Mary Ann Baker (recorder), Sandy Gilliland, Doxie Larsen, Lars Leon, Bob Marvin, Bayliss Harsh (chairperson), Barb Woodruff

We discussed emendations to the final Final Draft. Bayliss will incorporate our suggestions and submit our report on recruitment and retention.

This will be the last meeting of the Student Task Force unless Marilu Goodyear or any other staff member requests to meet with us or wants us to make changes in our report.



# The University of Kansas Libraries

Number 1424

December 4, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

## **DISTINGUISHED LIBRARIAN SELECTION COMMITTEE APPOINTED**

The committee to review nominations for the Distinguished Librarian Award has been appointed. The members are: Mel DeSart (Spahr Engineering Library); Jim Neeley (Electronic Information Librarian); Mary Roach (Cataloging Dept.); Loretta Spurling (Regents Center Library & Business Bibliographer); Lindy Eakin (Associate Provost); Kim Roddis (Associate Prof., Civil Engineering); and Sandy Gilliland, ex officio (Library Administration).

The guidelines for nominating candidates for the award were attached to the FYI of Nov. 13. At the time I neglected to point out that the nomination procedures have been revised to reduce the responsibilities of the nominators. Please do consider nominating one of our deserving colleagues. If you have misplaced your copy of the guidelines, Sandra Benedict will be happy to send you another copy.

Mary Rosenbloom

### **ATTACHMENTS:**

KULSA Holiday Party Invitation  
SDC Travel Report, Jim Dryden  
Holiday Adoptee Information  
CCEB Minutes, Nov. 18, 1997



### Holiday Adoptees

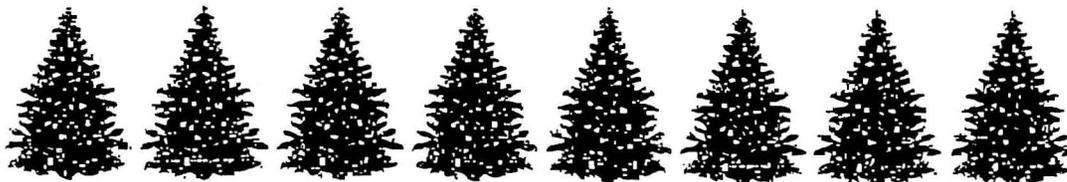
We have adopted a family of 7 from Penn House. In addition, we should be hearing shortly about 4 adoptees from Douglas County Senior Services. The deadline for making donations of money and/or gifts is Monday, December 15.

Money donations will be accepted by any member of the committee (Karon Ballard and Shelley Sandberg-Grohe (Retrieval Services) Barbara Gorman (Admin) and Kendall Simmons (Government Documents) or by Barb Gaeddert (Cataloging), KULSA Treasurer. Checks may be made out to KULSA. Donation boxes will be located in Cataloging and Retrieval Services, the Administrative Office, Anschutz, and Spencer Research Library.

Request updates will be provided regularly in FYI and via email, and may be found on the KULSA homepage at <http://raven.cc.ukans.edu/~ksimmons/kulsa/kulsa.html>

### Penn House Family #17

- Girl 14 months: 18-24 month clothes of any sort. 24 month socks. Learning toys.
- Boy 13: XL shirt. 34-32 jeans. Cologne. Nintendo 64 games (sport or action)
- Boy 16: Lg shirt. 32-30 jeans. Cologne. Jayhawk/Chiefs shirts
- Boy 17: Lg shirt. 34-32 jeans. Cologne. Jayhawk/Chiefs shirts
- Boy 19: Lg shirt. 32-32 jeans. Cologne. Jayhawk/Chiefs shirts.
- Mom (38) Lg shirt. Men's jeans 30-32. "Truly Lace" perfume. Towels and washclothes.
- Dad (48) Lg shirt. 31-30 jeans. Socks (9-12). Jayhawk t-shirt. Jayhawk stuff.



## Classified Conference Executive Board November 18, 1997 Meeting Minutes

*Present: Mary Ann Baker, Kristi Cook (Chairperson), Diana Dyal, Jennifer Evensen (Secretary), Bayliss Harsh, Sue Hewitt, Carmen Orth-Alfie (Vice-Chairperson), Brenda Owens, Michelle Rader, Shelley Sandberg, Kendall Simmons, Barbara Woodruff*

**Chair's meeting with the Associate Dean.** Kristi reported on her most recent meeting with the Associate Dean (AD). The Personnel Committee's needs assessment survey was the first item on the agenda, and the AD suggested that CCEB consult with the Staff Development Committee to work on a joint survey with them. CCEB reminded Kristi that CCEB asked SDC to conduct a survey last year but our request was denied. The AD wanted to find out more details about the survey, especially how the supervisory training section would be set up. Kristi will give the AD a copy of the survey before it is distributed to Classified employees. The AD informed Kristi that she was handling the matter of cushions for the conference rooms, so CCEB need not bother with it. The Classified Employee of the Year plaque will be ordered soon and should arrive around the first part of January. It has not yet been determined how the library technician classes being offered at the Flint Hills Technical School in Emporia next fall will fulfill any LA-series job specifications. The AD indicated that she will try to attend CCEB's January meeting, and Kristi encouraged all CCEB members to think of questions/issues they would like to discuss with her at that time.

**Strategic Planning.** Kristi shared her notes about the current round of Strategic Planning and the upcoming Library Planning Group (LPG) retreat. The first meeting of the LPG was held during last week's Coordinating Council. Members broke up into small groups to brainstorm mission statements for the Libraries using no more than six words. The retreat will take place in the Union on Thursday, November 20, and will last all day. A good part of the retreat will revolve around discussion of which traditions the Libraries should carry forward and the Libraries' mission statement. Several online discussions, small-group task force meetings, and Coordinating Council sessions will then follow to discuss a value statement and health, safety & space issues. Another retreat is tentatively planned for sometime during the Spring semester. She emphasized that the outline for this round of Strategic Planning is still very vague. Several CCEB members and other Classified staff expressed concern that the names of the LPG members and those attending the retreat were not made more public. Kristi said that she will get this list from the Associate Dean and distribute it to CCEB members.

**Computer training.** No specific dates have been mentioned for the Excel and Access training to be offered through the computer center. Department heads were asked to begin submitting names of those staff members whose jobs require them to use either of these programs.

**Needs Assessment Survey.** The CC Personnel Committee distributed copies of a draft of the Needs Assessment Survey which they have been working on. The Committee based some of the survey on formats from an ARL Spec Kit for staff development and training. The survey will focus on job descriptions & the evaluation system and training & development. Several suggestions for improvements to the survey were offered and some changes will be made. The revised version will be given to the Associate Dean for review, but there is no need for CCEB to look at it again. The Personnel Committee hopes to send out the surveys in early December.

**Committee Reports.** Bayliss Harsh (BH) shared information from the Electronic Information Council (EIC) and the Instruction Committee (IC). In the last year the IC has shared its Instruction Plan with various library groups. Recently this Plan was given final approval by the Administration and published in the FYI.

Regarding the EIC: Recently all bibliographers were sent a document outlining the ordering process for electronic resources. This included an explanation of the complicated and very time-consuming process for negotiating the license agreement. Questions were raised by CCEB members as to how one finds out what the license agreement is for a particular product, and BH will investigate. The EIC will soon be presented with a new plan outlining which resources are proposed for inclusion in the LAN.

Kendall Simmons shared news from the Staff Development Committee (SDC). The committee has \$18,500 available in funding. They are investigating alternative methods of distributing funds for staff training. A question about the difference in Classified and Unclassified staff funding was raised and Kendall offered to provide CCEB with facts & figures.

The following reports from the Planning & Resources Committee (PRC), University Senate Committee on Libraries, and the KU Classified Senate were distributed by e-mail to CCEB members prior to the November meeting:

PRC met on October 9 and will not meet again until December 11. PRC will send three representatives to attend the Strategic Planning (SP) retreat on Nov. 20. Monitoring the SP process is one of their charges. They will find out if the meetings will be confidential like other retreats have been and also if the online discussions will be open to the entire library, or just the LPG members. The committee has been discussing the rest of LFA's charges to them, as they thought the charges were very broad and that more focus was needed. The charge of promoting health and safety issues provoked the most discussion and committee members agreed to gather information about what's been done in the past before their next meeting. At their December meeting they will also try to develop a plan for organizing the planning notebook.

The University Senate Committee on Libraries began meeting this semester on October 28 and met again November 11. Their third and final meeting of the semester will be November 25. At the first meeting members introduced themselves. Ron Francisco (Political Science) is the committee chairperson. They also reviewed the list of charges given to them. At the second meeting additional library representatives were present and discussion revolved around library hours and KUILS.

The KU Classified Senate has met several times this semester. The first meeting was introductory and new officers and representatives were elected. Gale Carter is the new president. A list of University-wide committees needing Classified staff membership was distributed. At the second meeting, Marc Adin from Human Resources was the guest speaker. The pay and compensation study and supervisor training were discussed. A "single issue" position paper for 1998 has been drafted. This paper addresses cost of living salary increases. Jon Josserand, KU Legislative Liaison, addressed the Senate at its third meeting. He talked about the current "climate" in the state government for obtaining a cost of living increase. Because it is a non-election year and other factors, the general mood of the legislature is somewhat conservative. A new draft of the Kansas Council of Classified Senates' position paper was distributed. This paper will be presented to the legislature on Legislative Day (January 27) and addresses issues related to a pay increase and retirement.

*The next CCEB meeting will be January 20, 1998 at 1:30 PM in Watson Conference Room A.*

The University of Kansas Libraries  
Staff Development Committee

Travel Report

Name: Jim Dryden

Department: Regents Center Library / Automation Dept.

Name of Event: Annual Conference of the American Society for Information Science

Location: JW Marriot, Washington, DC

Date(s) of Travel: October 31-November 4, 1997

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

The annual ASIS conference is a gathering of information scientists, consultants, librarians and other like-minded professionals to discuss current trends, market developments, and theory in information science and management. This year's meeting was set in downtown Washington D.C. and the conference theme was "Digital Collections: Implications for users, funders, developers and maintainers." The ambitious title indicates that the conference was designed to deal with the technical, economic, research and cultural implications surrounding the emerging phenomenon of digital collections. The various interest groups alluded to in the theme appeared to be well represented this year. Conference presentations and sessions were many and densely scheduled, allowing for stakeholders from each of the aforementioned backgrounds to intermingle and share perspectives. A full explanation of the conference's theme, programs, and sessions can be found at <http://www.asis.org/annual-97/ASIS97.htm>.

The conference proper was preceded by two days of full-day technical workshops presented by experts in their respective fields. My first activity at the conference was as an attendee of the workshop "Delivering Databases via the WWW." The intensive 8 hour session was presented by Michael Leach, librarian at the Harvard Physics library, and J. Michael Kenyon, Web Administrator at Texas Instruments. The two ably explained and demonstrated the relational database model, provided the audience with a conceptual understanding of scripting and development tools like CGI and PERL, and finished by building web accessible databases built with two popular web application development packages: Cold Fusion and Tango. Cold Fusion went well with cold beer, of which I had several in the evening following this marathon learning experience.

I also took the opportunity to participate in a conference-long usability test entitled "Interface Design for a High-Speed World: An On-site Demonstration of Iterative Prototyping." The test consisted of an individual being voluntarily observed in a controlled environment while using an online "electronic journal" prototype issue of the Journal of the American Society for Information Science. The subject responded to questions regarding the format, navigation features, and general usability of the e-journal. The results of the test, administered by ASIS staff, will be used to evaluate an eventual electronic version of JASIS, and may also be used by Wiley Press to evaluate their own online digital collections.

The keynote address by Tom Kalil was attended by the largest single group--perhaps 600--of any conference presentation. Kalil, who is the Director of Science and Technology for the National Economic Council of the White House, gave a talk entitled "Clinton-Gore Policies and Networked Information." The two hour Monday morning speech provided listeners with a discussion of the implications of Internet II for American schools and libraries. He outlined several initiatives the administration is promoting for communities i.e., increasing the number of workstations for schools and libraries, connecting all classrooms to the Internet by the year 2000 (just in time for the worldwide crash), fund training and instruction for teachers, and use the FCC to administer discounts to schools and libraries for connectivity. Even if information is our new gold standard, all of this will require cold, hard cash and Kalil announced plans for the National Science Foundation to award grants to universities to research ways to develop faster, better bandwidth. He also alluded to something called the "Technology Initiative Challenge fund." This \$5,000,000,000 initiative would be spread through American schools and libraries that will be required to keep up with classroom technology.

The University of Kansas Libraries  
Staff Development Committee

**Travel Report**

Kalil also talked about international policymaking for Information Technology, and the status of G7 (now G8) activities for countries trying to make the difficult leap to modern telecommunications infrastructures.

During a long Q&A session at the end of the speech, the omnipresent Clifford Lynch jumped to the microphone and asked Kalil to comment on the Administration's need to fix infrastructure problems in the U.S. before it begins to facilitate telecommunications in other countries. Other questions were more pointed, asking for comment on a variety of topics, including the Communications Decency Act, encryption, and intellectual property/copyright law, all of which were subjects Kalil avoided during his speech.

As always, professional travel affords me the chance to renew acquaintances and friendships with colleagues and former classmates, learn different perspectives, and more importantly, find out that the newest problems and obstacles associated with the daily grind are not necessarily unique to the culture and circumstances of one institution. I recognize the generosity of the KU Libraries and of the Staff Development Committee for making this trip possible.

Submitted by Jim Dryden  
November 11, 1997

YOU ARE INVITED TO THE  
1997 KULSA HOLIDAY PARTY  
Tuesday, December 16<sup>th</sup> 2:30-4pm  
Conference Rooms A-B, 5th Floor  
Watson Library

Beautiful Music by Matt Kirby

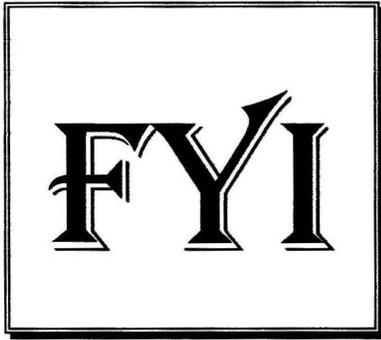
PROGRAM STARTS AT 3PM  
Master of Ceremonies: Mel DeSart  
Introduction of new staff

(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!

P.S. If you are online and want to subscribe to the KU Libraries' list (KULIB-L), call  
Marianne Reed (864-5530) or e-mail LIBAID@UKANS.EDU



## The University of Kansas Libraries

Number 1425

December 11, 1997

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**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### **A CHRISTMAS CAROL EXHIBITION**

A new exhibition in Spencer Library, celebrates 154 years of this great classic of the Holiday Season. On show is a copy of the first edition of the book, together with other early editions showing the hand-colored engravings of Mr. Fezziwig's Ball, Scrooge and Marley's Ghost, the Ghost of Christmas Present, and the Last of the Spirits (an almost invariable problem with exhibitions of books is the impossibility of showing more than one illustration at a time—we have the luxury of owning eight examples from the first eleven, virtually unchanged, editions). Supporting the books themselves are a review of the story printed in the *Illustrated London News* just four days after the book's appearance, and an illustrated view of one of the eight stage versions which had appeared less than six weeks later.

Also in the exhibition are examples of modern illustrated editions of the *Carol*, including a comic book version, a toy theatre, and one featuring Mickey Mouse as Scrooge, not to mention one with a portrait of a celebrated KU professor as the Spirit of Christmas Present.

*A Christmas Carol* is a masterpiece which has endured now for a century and a half. It has withstood the rough handling of thousands of take-offs and skits, and the interpretations of Seymour Hicks, Lionel Barrymore, Alistair Sim, Albert Finney, George C. Scott, Ralph Richardson, Donald Duck, Mr. Magoo, Kermit the Frog, and many other distinguished thespians. In the very early days of the book's life what Paul Davis calls a "culture-text" began to evolve, a version shared by a vastly larger audience than has ever read Dicken's story, with deletions, additions, changes of emphasis, revisionist approaches, popular tags and catchphrases. Yet through it all, both the book and this other "spirit" of the book has remained very much alive. What would Christmas be without *A Christmas Carol*?

James Helyar

### **PAYROLL REMINDER**

The last day to use your Discretionary Day for 1997 is December 24.

Barbara Woodruff

### **ATTACHMENTS**

KULSA Holiday Party Invitation  
KU Friends of the Library Invitation  
Holiday Adoptee List

YOU ARE INVITED TO THE  
1997 KULSA HOLIDAY PARTY  
Tuesday, December 16<sup>th</sup> 2:30-4pm  
Conference Rooms A-B, 5th Floor  
Watson Library

Beautiful Music by Matt Kirby

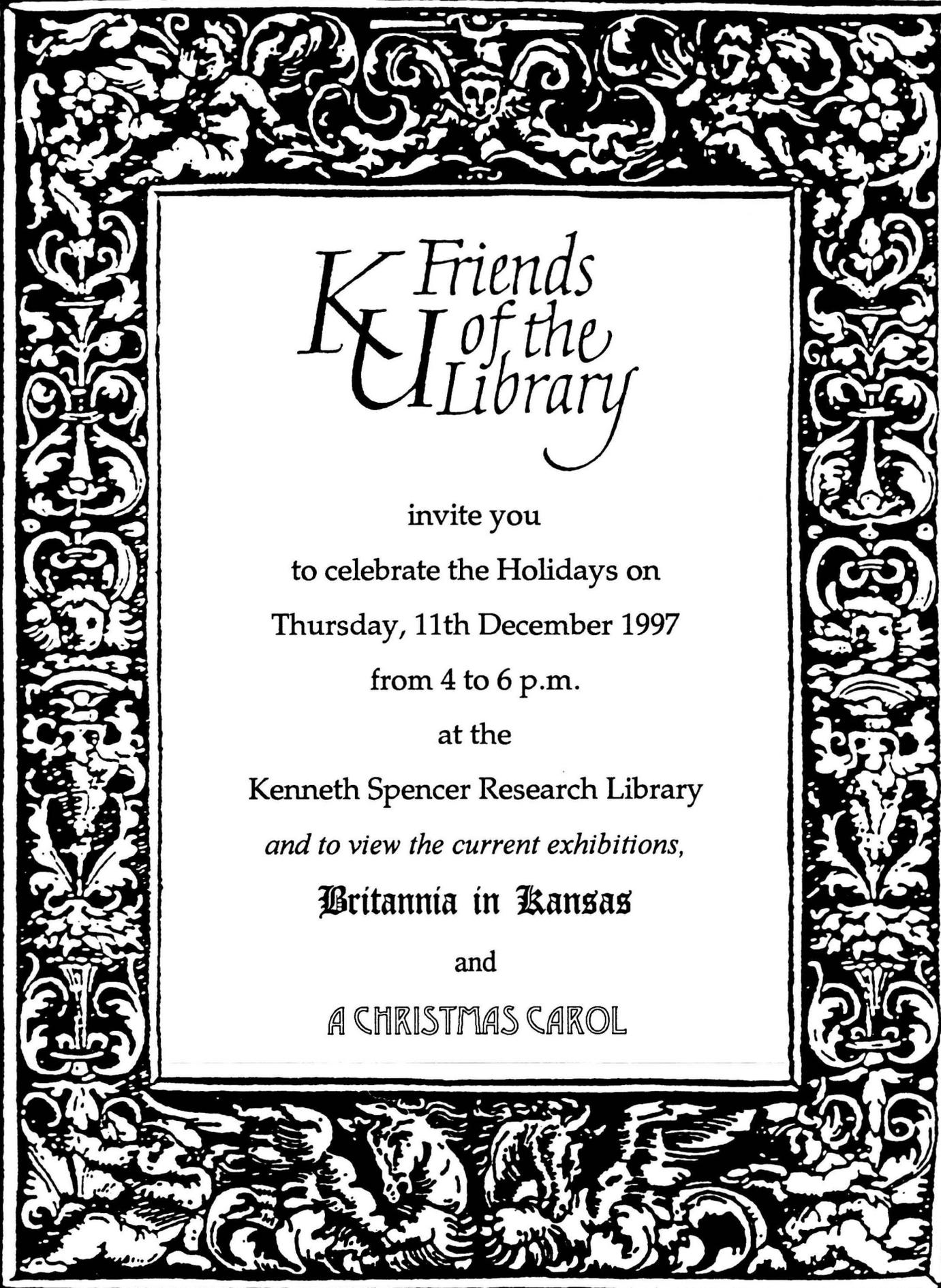
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K Friends  
of the  
Library

invite you

to celebrate the Holidays on  
Thursday, 11th December 1997

from 4 to 6 p.m.

at the

Kenneth Spencer Research Library

*and to view the current exhibitions,*

**Britannia in Kansas**

and

**A CHRISTMAS CAROL**



## HOLIDAY ADOPTEES

12/9/97

The deadline for making donations of money and/or gifts is Monday, December 15. Money donations will be accepted by any member of the committee: Karon Ballard (Retrieval Services); Shelley Sandberg (Retrieval Services); Barbara Gorman (Admin); Kendall Simmons (Government Documents); or by Barb Gaeddert (Cataloging), KULSA Treasurer. Checks may be made out to KULSA. Donation boxes will be located in Cataloging and Retrieval Services, the Administrative Office, Anschutz, and Spencer Research Library.

### Penn House Family #17

Girl 14 months: 18-24 month clothes of any sort. 24 month socks. Learning toys.

Boy 13: XL shirt. 34-32 jeans. Cologne. Nintendo 64 games (sport or action)

Boy 16: Lg shirt. 32-30 jeans. Cologne. Jayhawk/Chiefs shirts

Boy 17: ~~Lg shirt.~~ 34-32 jeans. Cologne. Jayhawk/Chiefs shirts

Boy 19: Lg shirt. 32-32 jeans. Cologne. Jayhawk/Chiefs shirts.

Mom (38) Lg shirt. Men's jeans 30-32. "Truly Lace" perfume. ~~Towels and washcloths.~~

Dad (48) Lg shirt. 31-30 jeans. Socks (9-12). Jayhawk t-shirt. Jayhawk stuff.

### Senior Adoptees

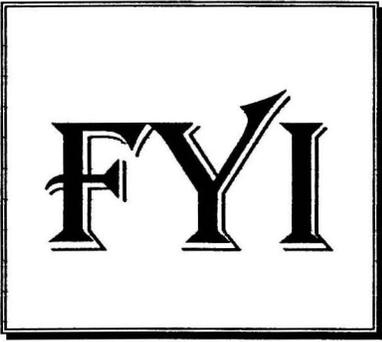
#42 Woman (84): large thermal underwear bottoms; white anklets (8 1/2 shoe); dark colored button front sweater, size XL/40; winter boots: size 8 1/2, x-wide; Dillons grocery certificate

# 54 Woman (81): large sweatpant outfits; long sleeve winter robe; perfume; flannel pajamas; fruit basket; Food4Less grocery certificate; Vaseline Intensive Care; anything warm; small throw for lap; candy; Freedent gum

#56 Man (80): fruit basket; blue or black warm pants, size 44x30; razor and shaving cream; Checkers grocery certificate; mixed nuts; grape fruit; peanut clusters and chocolates

#57 Woman (69) (this woman is diabetic): ~~house robe—size 3X or 26-28W,~~ lighter-type fabric; white tube socks; knit gloves; ~~Dermaheel foot cream;~~ Dillons grocery certificate; ~~big bath towels~~ (no size was given on the socks or gloves...assume large and provide a gift receipt if possible - Kendall)

Donations of wrapping paper and boxes are also welcome. We are supposed to provide some to the Penn House family as well as needing them for the seniors.



# The University of Kansas Libraries

Number 1426

December 18, 1997

**\* \* \* DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS \* \* \***

### **CLASSIFIED VACANCY**

Applications are now being accepted for a **full-time Library Assistant III** position in the Cataloging Department, with the following responsibilities: 1) Manages and Coordinates OCLC Unit, 45%; 2) Cataloging and Cataloging Support Activities, 25%; and 3) Overseeing Gift Processing, 20%. (A full position description is available from the Administrative Office.) Minimum requirements: Experience in library work and/or education in library science, equivalent to four years (skill code E1800, PL6). Preferred selection criteria: Substantial library experience (skill code K20E0, PL6); knowledge of OCLC (skill code E1130, PL5); supervisory experience (skill code GN002, PL4); computer experience (skill code EQIBM). Additional preferred selection criteria: knowledge of AACR2, KU's Online Record Management System, and a variety of other cataloging tools; prefer a flexible person with strong interpersonal and communication skills who is able to work effectively and cooperatively as part of a team as well as independently in a wide variety of tasks in a changing work environment; demonstrated initiative and ability to work successfully with detailed and complex procedures and to organize work effectively; prefer a person who is committed to the Department's team building and continuous improvement efforts, and a person who values diversity and recognizes the benefits that come from many perspectives and cultures. Beginning hourly wage: \$11.06/hr. To apply, Library staff must complete a "Request for Promotion or Transfer" form and an Internal Application form (unless a current copy is on file). In addition, Library staff must complete a Skills Identification form. All necessary forms are available from the Administrative Office. Library student assistants who meet the minimum requirements are also eligible to apply and must apply directly with KU Human Resources, 103 Carruth-O'Leary Hall, 4-7417. Application deadline: Applications must be received by 5:00 p.m. Monday, January 12, 1998.

#### **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.

### **LIBRARIES' OFFICE SUPPLY HOURS**

The Libraries' Office Supply Room will be closed next Wednesday, December 24, 1997. If departments have an urgent need for some supplies, please contact Jo Nell Proctor (4-8918) in the Administration Office, 502 Watson Library.

Nancy Jaeger

### **MINUTES OF LFA COMMITTEES' MEETINGS**

For a variety of reasons, meeting minutes from LFA Exec and many other LFA committees have not been submitted on a regular basis for inclusion in FYI since early in the fall semester. Over the next few issues of FYI,

we will be submitting copies of minutes of MANY meetings in order to bring everyone up to date on the activities of the various LFA committees. I apologize to all concerned for the lengthy delays.

Mel Desart

**ATTACHMENTS**

Minutes: Committee on Research & Scholarly Activity (CRSA), 11/25/97; Additional Charges for CRSA, 12/8/97; SDC, 9/9/97, 11/18/97; LFA Exec., 9/29/97, 11/24/97.

## MINUTES

Committee: Committee on Research & Scholarly Activity (CRSA)  
Date: Tuesday, November 25 - 10:30-11:00  
Present: Brian Baird, Jana Krentz, Kathleen Neeley, Cindy Pierard  
Absent: Brad Schaffner

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The central purpose of this meeting was to review the committee's purpose, elect officers, and determine future meeting times.

The group elected Brad Schaffner as chair and Cindy Pierard as secretary.

Brad, Brian and Kathleen served on last year's Ad Hoc Committee on Research, which was charged by LFA to identify appropriate functions for a standing committee on research. Brian and Kathleen briefly outlined CRSA's *raison d'être*: 1) to establish and review guidelines for disbursement of funds received from the Dean of Libraries for scholarly purposes and to allocate those funds; 2) to administer the University's General Research Fund (GRF) for the Libraries; 3) to compile and maintain documentation on the Libraries' requirements for research and scholarly activities; 4) to work with the Library administration to develop a mentoring program for staff relating to pursuit of research/scholarly activities; and 5) to foster formal and informal communication amongst library staff on the topic of research (research forums, brown bag lunches, etc.).

Brian and Jana reiterated that a formal charge would be forthcoming from LFA and that they would recommend that the committee membership and charge be announced as quickly as possible.

The group set up a tentative meeting for Wednesday, 12/10 from 1:00-2:30. Brian offered to check on Brad's availability.

Submitted by Cindy Pierard

**Minutes  
Staff Development Committee  
September 9, 1997**

*Present: Vickie Doll, Connie Powell, Kendall Simmons, Al Mauler, Johnnie Love, Kristi Cook*  
*Absent: Sandy Gilliland, Vic Cardell*

The meeting was called to order at 9:00 a.m. by acting Chair, Vickie Doll.

**Election of Officers:** The following officers were elected: Chair: Vickie Doll, Secretary: Connie Powell, Treasurer: Kendall Simmons.

**Meeting Times:** The committee will meet in Watson Conference Room B every other Tuesday morning, starting September 23rd.

**Calendar Updates:** Kendall Simmons will get staff input for next year's calendar of national meetings. She will publish it on the Web. Johnnie Love will work on a program calendar of local library programs including those sponsored by SDC and those cosponsored by SDC and the Diversity Committee.

**Copyright Presentation:** The tentative dates and times for the Fall Copyright Seminar were selected by the committee. They are Monday October 13th from 10:00 to 11:30 am and Tuesday October 14th from 1:30 to 3:00 pm. Both seminars will be held in Watson Conference Room A. By having the same program on two different dates, the committee believes that attendance for the seminar will be higher since the staff can attend one program or the other. The dates will be cleared with the presenters: Marilu Goodyear, Vic Cardell and Rachel Miller.

**Financial Report:** Kristi reported that we will probably overrun our budget for this fiscal year by the allowable 10%. The SDC funds have been used for 24 workshop and 50 travel requests.

**Teleconferences:** Al reported on the attendance from last year's teleconference programs. He also gave the committee information on the offerings for this year including the costs. There will be more discussion of the teleconferences by the committee to decide if it is worth it to continue these programs.

The meeting adjourned at 10:00 am.

E. C. Powell

**MINUTES  
STAFF DEVELOPMENT COMMITTEE  
NOVEMBER 18, 1997**

*Present: Vickie Doll, E. C. Powell, Kendall Simmons, Vic Cardell, Al Mauler, Johnnie Love*

*Absent: Sandy Gilliland*

**COVEY PROGRAM:**

The committee read Marilu's note to us in which she explained her request for \$2500 from SDC for funding the Covey Program for this fiscal year. She explained that the SDC funds would not go toward the training of Covey facilitators. Rather SDC's funds would assist in funding library staff wishing to participate in the program in either the Fall or Spring Sessions. There are 18 library staff currently in the Fall Session and 15 expected to enroll in the Spring Session. The estimated cost per person comes out to \$78.00. This includes \$67.50 for each manual, plus shipping costs and \$9.95 for a graduation gift. A cost of \$78.00 times 33 participants comes out to \$2574, which Marilu has rounded down to an even \$2500. A final vote on the Covey Program was taken. The committee unanimously approved funding \$2500 for the Covey program.

**TRAVEL REQUESTS:**

Six travel requests were approved for ALA Midwinter in New Orleans. They were for: Rich Ring January 10th-13th, Meg Brown January 8th-12th, Donna Koepp January 8th-13th, Cindy Pierard and Johnnie Love January 9th-12th, and Faye Christenberry January 9th-13th. Three of the travel requests forms came from SDC's new Website (<http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc.html>).

We discussed Nancy Jaeger's letter in which she provided guidelines for managing the staff development funds.

**PROGRAMS:**

**NATIONAL ISSUES, LOCAL DECISIONS, LIBRARIES, THE INTERNET AND THE FIRST AMENDMENT**

Vic reported on plans for having two showings of the video of the teleconference entitled *National Issues, Local Decisions, Libraries, the Internet and the First Amendment*. The showings are scheduled for Tuesday December 9th from 1:30 pm to 3:30 pm and Thursday the 11th from 8:30 am to 10:30 am. Both showings will be held in Watson Conference Room A. Refreshments will be served. The program lasts two hours including time for discussion.

Vic showed the committee the participants' and facilitators' booklets which are to be used in conjunction with the teleconference. The committee examined the booklets and made suggestions on how they might best be used.

Al will assist Vic with setup, Sandy will help with flyers and e-mail publicity. Vic will remind the Pub Heads group and the Administration about the program. Al will contact Shannon Roy, Library Development Officer, Kansas State Library that the session is eligible for LEEP credit. There will be no registration forms required to attend.

**AM I A CROOK?**

The BCR presentation of *Am I a Crook?* a videoconference has been approved for viewing by library staff on April 2nd. This videoconference will be shown in Strong Hall 336. No food is allowed in this room.

## **THE COLOR OF FEAR**

Johnnie reported that she was very pleased that 62 people attended a showing of the video *The Color of Fear*. Attendees were mostly student assistants although there were a few full-time staff. After the showing there were many positive discussions.

## **STAFF DEVELOPMENT FUND DISTRIBUTION**

Al and Connie presented their ideas on how the distribution of staff development funds might be changed. Johnnie offered to find out how staff development is managed at some other institutions. Vickie assured us that we will all be involved in gathering information as well as in discussions and decision making on this topic. She expects that we will work on this topic throughout this year.

The meeting adjourned at 10:15

E. C. Powell

## LFA Executive Committee

### MINUTES

September 29, 1997

*Present: Mel DeSart (chair), Brian Baird, Vic Cardell, Deborah Dandridge (secretary), Jill Girardo, and Margaret Wilson*  
*Absent: Jana Krentz*

**Minutes:** The 9/22/97 Minutes of LFA Exec. were revised and approved for FYI. The 9/9/97 minutes of the Staff Development Committee were reviewed and submitted for inclusion in FYI.

**FY97 LFA Committee Annual Reports:** The Annual Report of the LFA Executive Committee was reviewed and submitted for inclusion in FYI.

**Strategic Planning Retreat:** In response to Marilu Goodyear's memo, the Committee discussed possible categories of LFA membership that may be represented at the upcoming retreat. A list of categories and names were suggested for Mel to give to Marilu.

**FY98 LFA Committee Charges:** Additional LFA Exec. charges for the Planning and Resources Committee were reviewed and approved for Mel to send to PRC. The Committee responded to questions from the Nominating and Ballot Committee about their FY98 LFA Exec. charges and discussed FY98 Charges for the Code & ByLaws Committee and the Staff Development Committee.

The next meeting of the Committee will be Monday, October 6, 1997, 1:30-3:00 p.m. in Watson Conference Room A.

Library Faculty Assembly, Executive Committee  
Minutes for November 24, 1997

Present: Brian Baird, Vic Cardell (recorder), Mel DeSart (chair), Jill Girardo, Jana Krentz, Margaret Wilson

The committee reviewed and approved the LFA Exec minutes for October 21 and November 1.

The committee reviewed the revised draft of the Staff Development Committee's October 21 minutes and asked that further revisions be made.

The group continued its process of revising the CESR guidelines ("General Principles Regarding Service and Scholarly Activity for CESR")

V. Cardell  
Dec. 8, 1997

**Additional Charges  
for the Committee on Research and Scholarly Activities**

from

Library Faculty Assembly Executive Committee

December 8, 1997

1. The Committee on Research and Scholarly Activities (CRSA) should review the final report written last year by the *ad hoc* Committee on Research and Scholarly Activities and address the recommendations they made in that document.
2. The Committee on Research and Scholarly Activities should meet with the Library Committee on Promotion and Tenure and the Committee for Service and Research to review each committee's guidelines, expectations, and assumptions concerning service and research, noting consistencies and differences between the three committees. CRSA should then assist in preparing a report to LFA Exec. noting where inconsistencies among the various committee's expectations exist which need to be resolved and offer possible solutions for resolving the inconsistencies. It should also explain when service and research expectations may appropriately vary as a result of the diverse nature of the three committees.
3. The Committee on Research and Scholarly Activities should be prepared to accept additional charges from LFA Exec. as needed during the assembly year.