

The University of Kansas Libraries

Number 1427

January 8, 1998

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

CLASSIFIED VACANCIES

Applications are now being accepted for two full-time **Library Assistant III** positions. Copies of the full position descriptions are available from the Library Administrative Office. The Library Assistant III is funded at pay grade 20 on the State's salary scale, at a beginning hourly wage of \$11.06. Application Procedures: Library staff interested in being considered for either or both of these positions must complete a "Request for Promotion or Transfer" form and a KU 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 and other non-library employees 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: Monday, January 12, 1998.

Library Assistant III, Cataloging Department (NOTE: in the December 18th FYI advertisement of this position the qualifications were incorrectly listed. Please find the corrected qualifications below). **RESPONSIBILITIES:** 1) Manages and Coordinates the OCLC Unit, 45%; 2) Cataloging and Cataloging Support Activities, 25%; and 3) Overseeing Gift Processing, 20%. 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); computer experience (skill code EQIBM). Additional preferred selection criteria: college coursework; 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.

Library Assistant III, Access Services (Circulation Unit). **RESPONSIBILITIES:** 1) Supervision and training, 50%; 2) Public service, 45%; 3) Other duties as assigned, 5%. Minimum requirements: Experience in library work and/or education in library science, equivalent to four years (skill code E1800, PL6). Strongly Preferred: Ability to communicate effectively with a diverse staff and clientele; Supervisory experience (GN002, PL4); public service experience; computer experience (EQIBM). Preferred: Experience in library circulation activities (K20E0, PL4); familiarity with the KU Libraries; ability to work cooperatively in a team environment.

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

During the past few weeks, the following personnel appointments have been made to the KU Libraries staff:

Jim Dryden has been appointed to the Library Electronic Information Support Specialist position. Jim has worked for the KU Libraries since 1995 -- first in a half-time position with the Regents Center Library (September, 1995) and in May, 1996 he was appointed to a second, concurrent, half-time position in the Libraries' Automation Department. Jim's new appointment began November 30, 1997.

Stephanie Schaffner has been appointed as a Program Assistant in the Libraries' Slavic Department. Stephanie received a Bachelor's degree in Russian Language & Slavic Studies from Baylor University, and a Master's Degree in Slavic Languages & Literature from KU. Stephanie was previously employed as a Product Management Assistant and Tour Coordinator with Maupintour in Lawrence. Prior to this she was employed as a GTA at KU and part-time student assistant in the KU Libraries. Stephanie's appointment began January 5, 1998.

Christina Kulp has been appointed as a Library Assistant I in the Science Library. A graduate of KU with a degree in Environmental Studies, Christina is currently employed by the Lloyd Andersen and Company, Inc., in Mission, Kansas. While attending KU, Christina was a student assistant in the Science and Engineering libraries. Her appointment begins January 12, 1998.

Sandy Gilliland

LARS LEON'S PUBLICATION

Lars Leon has had the article "OCLC Management Statistics is Useful Analysis Tool" published in the November/December issue of OCLC Newsletter.

Rob Melton

CALLING TREE CORRECTIONS

Please change the following fax numbers on the Work Day Calling Tree: Anschutz Science, 4-5705; and Engineering, 4-5755.

Sandra Benedict

STAFF PHONE LIST UPDATE

Lorretta Spurling's phone number for Reference should be 4-8997. Julia Rholes' phone number will be 4-8995.

Sandra Benedict

ATTACHMENTS

SDC Travel Report, Jim Neeley

Intro 2 Info - Library Orientation Tours

Travel Report

License Review and Negotiation: Building a Team-Based Institutional Process

Jim Neeley
December 18, 1997

This was an Association of Research Libraries (ARL) workshop on licensing electronic information resources that I attended November 20-21 in Chicago. It was exceedingly useful and very well produced. I could tell you that, at times, it was interesting too, but I doubt anyone would believe me. Nevertheless, just as other, apparently dull endeavors turn out to have their fascinations once you get into them, license review and negotiation provides challenges, issues, mystery and intrigue, even danger!

I attended another ARL program last year, the Conference on Licensing Electronic Resources, cosponsored by the Coalition for Networked Information. To compare, last year's conference was a wake-up call and discussion of broad issues from various perspectives. This year's workshop was just that: hands-on training in the messy details of license negotiation and management.

The workshop was sponsored by the Committee on Institutional Cooperation and held in the handsome Big Ten Conference Center in Park Ridge, conveniently located just a few miles from O'Hare. Participants were mostly librarians from Midwestern ARL university and research libraries, consortia, and networks, and mostly with limited experience working with licenses.

The workshop was lead by Mary Case, Director of ARL's Office of Scholarly Communication; Trisha Davis, a practicing librarian at Ohio State and visiting program officer at ARL; and Karen Hersey, Intellectual Property Counsel at Massachusetts Institute of Technology. I especially enjoyed Ms. Hersey's engaging presentations: a lawyer on our side advising how to deal with lawyers at "our friends," as she liked to call them, on the other side.

Major topic areas included *legal foundations of license agreements* (contract law, copyright, etc.); *license terms and conditions* (library terms, legal terms, and business terms); *developing an "institutional team-based process"* (for license review, negotiation, and administration); and *license management* (maintaining records and educating the user community on license terms). There were several case studies, wherein we applied Ms. Hersey's lecture material to the critical review of real and fictitious licenses, and there were exercises in negotiating terms with our colleagues.

This workshop provided very valuable training for my new assignment. The workshop followed closely my first year's experience in the field, so I was well-positioned to take maximum advantage. But, two days was not nearly enough time to master the material, and there remains much to learn.

A more detailed account, interpretation, and commentary on the sessions, with examples drawn from my own experience here at KU, is being snail-mailed to those on the CDC, pubheads, and EIC mailing lists. If anyone else would like a copy, just send me an e-mail request for the "license workshop report."

University of Kansas Libraries

INTRO 2 INFO

Library Orientation Tours

Staff tour guides will introduce information resources and services available through the University of Kansas Libraries. Scheduled tours are approximately 45-60 minutes long.

Tours are available at all of the KU Libraries (see reverse for a complete listing of campus libraries). For additional information, please contact individual libraries at the numbers provided on the back of this sheet.

Art and Architecture Library *Level 1, Spencer Museum of Art 864-3020*

Friday, January 9 1:30 pm

Map Collection *Level 1, Anschutz Science Library 864-4420*

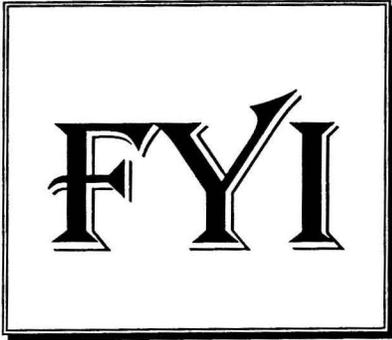
Tuesday, January 13 1:30 pm
Wednesday, January 14 10:00 am

Music Library *448 Murphy 864-3496*

Tuesday, January 20 10:30 am
Wednesday, January 21 2:30 pm

Watson Library *864-8991*

Wednesday, January 14 2:30 pm
Thursday, January 15 9:00 am
Saturday, January 17 11:00 am
Tuesday, January 20 1:00 pm
Wednesday, January 21 11:30 am



The University of Kansas Libraries

Number 1428

January 29, 1998

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

PERSONNEL

Tahirih Mullen, Library Assistant II in Cataloging, has resigned. Tahirih began her employment with the Libraries in January, 1986, as an Office Assistant III. She was promoted to a Library Assistant I in September, 1987 and her position was reallocated to the Library Assistant II level in December, 1989. Tahirih and her husband are the proud parents of a new baby boy, born last Fall, and Tahirih has decided to stay at home to care for her son. Her resignation became effective January 10, 1998. Sandy Gilliland

CLASSIFIED VACANCY

Applications are being accepted for a full-time, "limited term" position in the Retrieval Services Department. ("limited term" position is a benefit-eligible position that is available for a specific period of time; the incumbent is not eligible for layoff rights when the position ends.) Responsibilities: 1) Approval plan receiving, 30%; 2) Payments for monographs and/or interlibrary loan/document transactions, 45%; 3) Distributes incoming monograph acquisition mail, 10%; 4) Book plating, 5%; 5) Workflow organization and management, 10%; and, 6) Other duties as assigned. Minimum Requirements: Must have any combination of the following, equal to one year: Experience in library work and/or education in library science (Skill Code E1800, level 2). Preferred Occupational Skill codes: Library recordkeeping experience (K20E0, level 2); Experience with IBM compatible computers (EQIBM, level 2). Additional Preferred Selection Criteria: Strong commitment to public service; experience working with bibliographic, acquisition, serials control or interlibrary loan records; ability to work with detailed and complex procedures effectively and independently; ability to organize work effectively, set priorities, and meet goals; ability to establish and maintain effective work relationships in a team environment; broad educational background, including working knowledge of at least one foreign (Western European) language; Ability to maintain a regular schedule; ability to work under pressure and handle work-related stress. Hourly wage: The Library Assistant I is funded at pay grade 16, at a beginning hourly wage of \$9.10. Application procedures/deadline: Student assistants and others who are not currently employed in a classified position within the KU Libraries must contact Human Resources, 4-7417, to apply. Library staff interested in this position should contact Sandy Gilliland for information regarding the effects of a limited term position upon their current employment status. Applications must be received by 5:00 p.m. Friday, February 6, 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

An Equal Opportunity/Affirmative Action Employer

WELCOME JULIA RHOLES

All staff are invited to a reception this Friday, January 30th, to meet Julia Rholes, the Libraries' new Assistant Dean for Information Services. The reception will be held from 3:00 - 4:30 in the Staff Lounge, Watson Library (level 1). Refreshments will be served!

Sandy Gilliland

UNIVERSITY OF KANSAS LIBRARIES' CULTURAL DIVERSITY DAY

The University of Kansas Libraries' Cultural Diversity Advisory Committee is sponsoring a Day at the KU Libraries on Tuesday, February 24, 1998. The purpose of this activity is to acquaint incoming students of color with student assistant employment opportunities in the libraries and provide information on various career options in the library and information profession. Our goal is to bring in around 12 students from Haskell, Lawrence High School, and Free State High School who will be attending KU next fall.

We will give the students several tours and present a short program. In addition, we have set aside two one hour time slots for the students to spend time with individual staff members. This is the part of the day that will have the most impact on the students. We need volunteers to share one to two hours of their day with these students. The schedule is not firm, but it appears that students will spend time with staff from 9:45-10:45 and 12:30-1:30. The goal is to have each student spend time with two different staff members.

If you can volunteer for one or both time slots, please contact Lars (lleon@ukans.edu or 864-3476) by Friday, February 6. Thanks.

Lars Leon

ATTACHMENTS

Announcement of Paul Kivel Presentation

Book News - University Press of Kansas

Department of Human Resources Professional Development Calendar & Professional Development Calendar

Minutes: SDC, 10/7 & 10/21/97, 11/4 & 11/11/97, 1/6/98; PRC, 10/9/97.

Book News *Book News*

University Press of Kansas 2501 West 15th Lawrence KS 66049-3904 (913) 864-4155 Fax (913) 864-4586

January 23, 1998

LAWRENCE -- Winners of the 1997 Association of American University Presses Book, Jacket, and Journal Show will be on display at the University Press of Kansas February 16-27, 1998.

Graphic designers and bibliophiles especially will find appeal in this hands-on display, which allows for books to be picked up and studied closely. Complimentary copies of the show catalog, which contains design information for each book and comments by the jurors, will be available to use for reference while browsing the display. This 1997 exhibit features fifty books (thirty-five typographical and fifteen illustrated), thirty jackets, and two journals. The show will be open to the public between the hours of 9 a.m.-5 p.m., Monday through Friday. The press building is located at 2501 W. 15th St., Lawrence.

Winners were selected from 633 entries from university presses of books published in 1996 and were recognized for representing excellence in both design and manufacture. Books were judged in typographic and illustrated categories, while jackets and journals were recognized for outstanding overall design. A majority of the books, jackets, and journals submitted this year were set desktop and more than half were supplied to the printer in electronic form.

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For this year's show, the jurors for jackets and covers were Michael Bierut, a partner in the international design consultancy Pentagram, and Bethany Johns, who heads her own design studio in New York and teaches part-time at Yale University. The jurors for books and journals were Ed King, head of Hillside Studio, and Robin Kinross, who runs Hyphen Press in London.

The juried show was established in 1964 to recognize meritorious achievement and as a means for members of the Association of American University Presses to share ideas for "intelligent, creative, and resourceful bookmaking."

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For further information contact Sara White.

Minutes
Staff Development Committee
October 7, 1997

Present: Vickie Doll, E. C. Powell, Al Mauler, Sandy Gilliland, Kendall Simmons, Vic Cardell, Johnnie Love

Budget

Kendall is currently working with Denise Swartz to reconcile our financial records. She reported that part of the \$20,000 budget for this year will have to be used to cover overruns and discrepancies from past years. They will be looking at the books back to 1996. To keep track of future SDC spending she and Denise have decided to reconcile the SDC books on a regular basis.

Travel Requests

Three travel requests were approved for Gordon Anderson: the Globenet Conference - Slavic Librarians, Warsaw, Poland, Nov 5-7, 1997; the 29th National Convention of the American Association for the Advancement of Slavic Studies (AAASS), Seattle, Washington, November 20-23, 1997; and ALA Midwinter, New Orleans, Jan 9-14, 1998.

Programs

Teleconferences:

The committee agreed to sponsor the College of DuPage's teleconference entitled *Libraries, the Internet and the First Amendment*. It will be held on October 17th from 11:00 am to 1:00 pm in Strong Hall in Room 336. Sandy will advertise the program to library staff here with flyers and an e-mail reminder. She will also send flyers to staff in the NEKLS libraries. She will give NEKLS participants information on parking and collect registration forms from them. Vic will lead a discussion of the teleconference for those wishing to stay and talk about the presentation. Costs to SDC for the presentation include a \$150.00 charge to sign up for the conference and approximately \$120.00 for a satellite link and for the making of a video of the conference. No food is allowed in Strong Hall Room 336.

Copyright Programs:

Marilu Goodyear, Rachel Miller and Vic Cardell will present a program in early March on Library Copyright and Fair Use.

A teleconference entitled "Am I a Crook?" has been produced by the Dallas County Community College and will be shown on April 2, 1988. BCR is buying a site license and making access available to participating libraries at a price of between \$50.00 and 75.00 depending on the number of participating libraries. The deadline for registration is January 1st.. Vic will find out the names of the participants in the teleconference.

Joint Programs with the Cultural Diversity Committee:

Johnnie reported that in November she would like to have as many student assistants as possible see a video entitled *Color of Fear*. She will be making special arrangements through Coordinating Council to ensure that the students will be allowed to take time off with pay to see this.

She also announced that on February 3-4, Paul Kivel will present talks on the problems of racism. He will also participate in a special *Diversity Dialog*.

The *Cultural Feast* will be held in March. For April Rich Crank is planning a program for gays and lesbians.

Theme

The committee decided that the theme for this year's programs will be "Copyright and Fair Use in the Electronic Age."

Budget Allocation

Our budget this year is \$20,000. Marilu Goodyear has asked that \$2,500 be set aside for the Steven Covey program entitled *Seven Habits of Highly Successful People*. A discussion of this proposal took the balance of the meeting. The committee generally agreed that this mandated program should be paid for out of administrative funds.

The meeting adjourned at 10:00 am.

Evelyn Constance Powell

**Minutes
Staff Development Committee
October 21, 1997**

Present: Vic Cardell, Sandy Gilliland, Johnnie Love, Connie Powell, Kendall Simmons

Guest: Marilu Goodyear

Absent: Vickie Doll, Al Mauler

COVEY WORKSHOPS ON "THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE":

In response to SDC's e-mail to Marilu Goodyear that the committee felt it was inappropriate to fund Covey workshops because they appeared to be mandatory training and not staff development, Marilu accepted SDC's invitation to address the group on the subject. She explained that the workshops are not and will not be required, but constitute valid staff development activity because they help to improve employee performance and competence. She explained that she originally discussed the workshops with Coordinating Council about a year ago and began to keep a list of employees who have expressed interested in attending the workshops in order to enhance such skills as listening and communications. She made a commitment to include them in upcoming workshops. Those who do not participate in the fall workshops (limit: ca. 20-25 staff) will be offered the opportunity to do so in the spring.

Kendall explained that the committee's adjusted budget for FY98 was actually \$18,422.82 because of a deficit of \$1,577.18 that was carried over from last fiscal year. Minus the \$2,500 that Marilu is asking SDC to contribute to the Covey workshops, this would leave SDC with ca. \$16,000 for the fiscal year, or the equivalent of last year's allocation. The sponsoring of Covey workshops was not a factor in the Library Administration's decision to allocate \$20,000 to SDC this year.

Marilu and Sandy clarified the 10% rule by which SDC is allowed to overexpend by 10% without budget adjustment. This helps to compensate for situations in which a reimbursement is debited in the fiscal year after a travel grant is encumbered. Marilu explained however that the basic pot is still always the same, according to Nancy Jaeger. There was some discussion about last year's SDC programs and their costs.

Covey workshop costs include \$1,500 to purchase the videotapes and \$78.00 per person for the manual and graduation gift. (There are no added expenses for facilitator training right now, because Marilu is a trained, certified Covey facilitator. However, she is hoping to send one or two people for facilitation training, which would involve added administrative costs.) This works out to a cost of \$78.00 per person, which is the amount that will be charged to non-library staff and their spouses and children. Library staff will not be charged this year and it is not anticipated that we would charge library staff. In comparison, the registration fee (including materials used in the program) is currently

\$950 for the corporate program, so KU is getting a good deal. Marilu hopes that Human Resources Department will assume responsibility for administering the workshops at some point, and that workshop costs may be shared among other university units.

COPYRIGHT WORKSHOPS:

Marilu explained that there are aggressive publisher campaigns that discourage users from proper application of fair use principles, so SDC needs to be very careful about choosing programs related to this topic. It was noted that the April 2 BCR workshop "Am I a Crook?: Copyright Issues and the Internet" is tentative until Vic receives information about the panelists and discusses accordingly.

OCT. 17 TELECONFERENCE:

Vic reported that the teleconference "National Issues, Local Decisions: Libraries, the Internet and the First Amendment" was a very good and accessible program. Planning was for 20-25 participants, but only three people attended. There was speculation that although the video classroom in 336 Strong is a superior facility to the one in Burge Union, the inability to bring food or drink into the room may have discouraged attendance, especially since the teleconference was held over the lunch period. Also, there was not adequate time for proper publicity. Showings of the videotape of the teleconference have been scheduled in Watson Conference Room A for Dec. 9, 1:30-3:30 pm, and Dec. 11, 8:30-10:30 am. Vic kept leftover copies of the 32-page participant handbook and will provide one to Marilu Goodyear in advance.

PROGRAM CALENDAR:

Johnnie distributed a draft program calendar for discussion. Several revisions were made. She will work with Rob Melton to produce a program calendar in brochure format that includes both SDC and Cultural Diversity Committee events. SDC will help to publicize Cultural Diversity Committee events.

TRAVEL REQUESTS:

SDC reviewed and approved a request by Wanda Dyer to attend a workshop in Topeka on December 18. Regarding the recent decision on Gordon Anderson's request for ALA Midwinter in New Orleans, Kendall will provide Gordon's supplementary letter to Sandy for her files.

**Minutes
Staff Development Committee
November 4, 1997**

Present:--Vickie Doll, E. C. Powell, Kendall Simmons, Al, Mauler, Sandy Gilliland

Absent: Vic Cardell, Johnnie Love

MINUTES:

The minutes for the previous meeting will be read at a meeting when Vic Cardell (substitute Secretary) is present.

TRAVEL REQUESTS:

There was a discussion of the allotment of shares, how this has been done in the past and how it could be better done in the future. The committee decided that guidelines for the allotment of shares should be written and passed on to new members at the beginning of each academic year. Such guidelines would promote uniformity and fairness in the distribution of travel shares. These guidelines could be made available to all library staff to clarify for them how many shares they would receive. And these guidelines could be discussed and modified by the committee as needed.

One travel request was approved for Nancy Burich to attend ALA Midwinter Jan 9-13th 1998 in New Orleans.

FINANCIAL STATEMENT

Kendall reported that we had a negative balance this year of \$1,577.18 entering this year, and an allocation for FY98 of \$20,000. From this we have spent \$1,829.00. The current balance for this year is \$16,593.82.

COMMITTEE CHARGES

A copy of this year's committee charges is attached. We discussed each charge.

CHARGE I - ASSESSMENT OF SDC FUNDING

In compliance with Charge I, Kendall has found documentation of last year's library faculty and staff travel and workshop needs compared to the actual SDC awards granted. In addition, Kendall has set up a spreadsheet for the current fiscal year's report of travel and seminar needs compared to the current SDC awards granted. Her spreadsheet will include awards for travel received by library staff from groups other than SDC.

CHARGE II - DISTRIBUTION OF SDC FUNDS

In compliance with Charge II, we looked at questionnaires used by other universities pertaining to the distribution of staff development funding. Vickie will investigate the possibility of a library-wide staff development questionnaire. In addition Al and Connie will look at how other organizations are handling staff development funding and will report their ideas back to the committee.

CHARGE III - HANDLING OF SDC FUNDING REQUESTS

In compliance with Charge III, Sandy will write a procedure document. This document may be put up on our Website.

CHARGE IV - JOINT PROGRAM SPONSORSHIP

Additional Charges to the Staff Development Committee, 1997/1998

In addition to the Committee's standing charge, as stated in the LFA Code, LFA Exec is charging the Staff Development Committee to:

1. Attempt to document, from the last two years' requests if available, the amount of funding provided by the committee vs. the need demonstrated on the funding requests. Please provide annual figures both for travel funding requests and for workshop funding requests. We realize that some requests will only have documented enough need to cover the maximum award that the Committee could provide, rather than the total need for the event. (Originally charged to the Staff Development Committee for FY1996-97)
2. Conduct a broad-based and systematic examination of methods for distributing staff development funds to determine whether the committee's current shares approach is optimum.
3. Devise a mechanism that will assure that funding requests that are submitted to the Staff Development Committee are handled in a consistent and timely manner.
4. When practical, endeavor to work with other Library and University committees/groups/etc. on joint program sponsorship.

LFA Exec may issue additional charges as needed during the assembly year.

V. Cardell

**Minutes
Staff Development Committee
November 11, 1997**

Present: Vickie Doll, E. C. Powell, Kendall Simmons, Al Mauler, Sandy Gilliland, Vic Cardell, Johnnie Love

MINUTES:

The minutes for the October 21st meeting were discussed. The minutes for the November 4th meeting were read, corrected and approved.

JOINT PROGRAM SPONSORSHIP:

There was a discussion of which library organizations our committee can work with to jointly sponsor programs. Currently we are jointly sponsoring programs with the Diversity Committee and the Committee on Research and Scholarly Activities. Vickie suggested that we might explore the possibility of cosponsoring instruction programs for library staff with the Instruction Council. This cosponsoring activity does not preclude our sponsoring programs on our own. We will continue to explore the possibility of a program on technostress. Johnnie mentioned that the Diversity Committee and its activities are expected to become an integral part of the activities of the whole library system.

COPYRIGHT SEMINAR:

Vic reported that Marilu has scheduled a Covey session which will take place on Thursday, March 12th, from 11:00 am to 1:00 pm. This conflicts with her Copyright presentation scheduled for the same day from 10:00 am to noon. We approved her suggestion to reschedule the Copyright presentation for that day to 9:00 am to 11:00 am.

COVEY TRAINING:

The rest of the meeting was spent in a discussion of the Covey program. Sandy said she would supply the committee with the per person cost of the program. She has also said she will supply the committee with the names of current participants and the names of participants scheduled for the Spring session. The committee discussed how the program is currently being managed and the expected future management of the program. Vickie read a letter to the committee from Gaelle Gillespie commending the program. After the discussion the committee voted in favor of contributing funding to the program.

The meeting adjourned at 10:00 am.

E. C. Powell

**MINUTES
STAFF DEVELOPMENT COMMITTEE
JANUARY 6, 1997**

Present: Vickie Doll, Vic Cardell, E. C. Powell, Sandy Gilliland, Al Mauler

Absent: Kendall Simmons, Johnnie Love

MINUTES

The minutes for the December 16th meeting were read, corrected and approved.

TRAVEL REQUESTS

One travel request was approved for Nancy Hawkins to attend a workshop in Topeka on January 29th.

Gordon Anderson returned the SDC funding he received for his trip to the Globenet Conference - Slavic Librarians, Warsaw, Poland, November 5-7, 1997. For this conference he was able to obtain funding from other sources.

TELECONFERENCES

Our library is now registered to take part in the April 2nd PBS Teleconference sponsored by BCR on the topic of Internet liability entitled "Am I a crook?" Since our payment to BCR will be based on the number of registrations this teleconference may cost somewhere between \$65 and \$85.00. We will budget for \$85.00.

Sandy has also offered to make room arrangements at the Computer Center for the teleconference and to arrange for the telecommunications hookup. She will look into the possibility of taping the teleconference. Vic will meet with Dean Locke to discuss the best way to inform faculty. Advertising of the teleconference will be via a flyer from Printing Services which will be distributed to KU faculty, library staff and to deans, directors and chairpersons. Other forms of advertising were discussed including putting an article in the UDK and the Oread and sending e-mail messages to both library staff and the general faculty. It was suggested that we notify the NEKLS group, and other librarians who might be interested in participating in this teleconference.

SEMINARS

The Staff Development Committee, the Instruction Council and the Collection Development Council will co-sponsor a seminar entitled "Using the Internet as an Instructional Resource" to be held on January 22nd from 1:30-3:30pm in Watson Conference Rooms A&B. Vickie showed us sample flyers. She will be responsible for flyer copying and distribution. Registration is required.

EVALUATING OUR SDC FUNDING AND DISTRIBUTION

We are continuing to work on reading articles about other universities' methods of managing library staff development. Vickie distributed additional articles. We will report on our these at our next meeting which will be held on January 13th at 8:45 am.

The meeting adjourned at 10:20 am.

Connie Powell

PRC Minutes, 10/9/97

In attendance: Nancy J., Rich R., Jim N., Paulette D., Daniel S., Gordon A., Lin F.

Gordon announced that Bryan Culp has resigned from the committee. Gordon is asking LFA to make a new appointment.

We agreed to send the minutes on e-mail and get feedback via e-mail instead of discussing them at the meetings.

We discussed the four charges given to us by LFA Exec. The charges, especially monitoring the strategic planning process, seemed very broad, so we discussed prioritizing items. For the second charge, promoting discussion of health and safety issues, we identified seven possible questions:

1. What is the chain-of-command in a hazardous situation, for instance, if the library may need to be evacuated for safety reasons? What is Kent Miller's role, and who makes decisions when Kent is absent?
2. What building safety hazards currently exist? (such as storage areas controlled by F&O).
3. Should we have ongoing drills and training for situations like fires?
4. Should we hire a consultant to make an initial study of building safety concerns?
5. Should we initially hold an open meeting to gather staff concerns?
6. What other offices on campus deal with health and safety issues?
7. Should we review the report of the previous Health and Safety Committee?

We agreed to review the Health & Safety Committee's report. Paulette will get copies of it. Nancy will inquire about Kent's position, and gather materials already available from K.U. for discussion at our next meeting.

Gordon has not met with Marilu Goodyear yet, but he shared an e-mail message from her asking for suggestions of people in addition to Coordinating Council members to participate in the strategic planning retreat (tentatively scheduled for Nov. 20). We looked at the members list for CC, noted that two members of our committee, Rich and Nancy, will presumably already be attending, and decided that LFA Exec. and CC Exec. are in a better position to recommend additional participants.

On charge number 1, monitoring the strategic planning process, we had several questions concerning how we were supposed to contribute to the process. We were unclear from Marilu's synopsis whether the online conversations would include everyone, or just the committee. Someone also asked if this retreat might be confidential, like the departmental ones, so our participating members would not be able to report to us. We decided we probably needed to take no action on the charge till after the Nov. 20th retreat.

[**Note from Marilu Goodyear:** There will be a Web site soon (Mary Rosenbloom is working on this) and all library staff will be invited to participate in the online conversation.]

We briefly discussed the purpose of the planning notebook (charge no. 3). We need to update it and make it available to all libraries staff, and set it up to be updated on an annual basis. Lin will try to find out what Sue has done with the old version, and what the Nominating and Ballot Committee is working on in relation to the planning notebook and report back at the next meeting.

Because so many members of the committee have conflicts for the next two meetings, and the retreat isn't until late November, we decided to have our next meeting December 11.

Lin Fredericks
submitted 12/22/97

DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

January, February & March 1998

	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	5	6	7	8	9
	12	13	14	15	16 Orientation 1 - 4 pm
	19	20	21	22 Time Management 9am-12 Noon	23
	26	27 STEP (Day 1) 8am - 4pm	28	29	30
FEBRUARY	2	3 STEP (Day 2) 9am - 4pm	4	5	6
	9	10 STEP (Day 3) 9am - 4pm	11 Responding to Negativity 9am - 12 Noon	12	13 Responding to Negativity 9am - 12 Noon
	16	17 STEP (Day 4) 9am - 4pm	18 Intro to Personality Type 9am - 4pm	19	20 Orientation 9am - 12 Noon
	23	24 STEP (Day 5) 9am - 4pm	25	26	27
MARCH	2	3 STEP (Day 6) 9am - 3pm	4	5	6
	9	10 STEP (Day 7) 9am - 3pm	11	12 Meetings that Matter 9am - 12 Noon	13
	16	17 STEP (Day 8) 8am - 2pm	18	19 Coaching & Counseling 9am - 4pm	20 Orientation 1 - 4pm
	23	24	25	26	27
	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 864-4946.

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.
- RESPONDING TO NEGATIVITY** - (6 hours) "Negativity" is a regular occurrence in the work place. It speaks and generates an uncomfortable work environment. This workshop will address ways to recognize the negative attitude and tools for coping and dealing with "negativity."
- ***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.
- INTRODUCTION TO PERSONALITY TYPE** - (6 hours) awareness of one's personality type helps to explain why there are differences and misunderstandings in communication, work style, and problem solving approach. This workshop provides a basic understanding of the sixteen personality types in the Myers-Briggs Type Indicator. The understandings gained will enhance the capacity to make assignments, communicate and deal with diverse approaches to work. Participants will need to register by February 2 and complete the MBTI by February 9 to be a part of the class. There will be a \$10 materials charge.
- 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.
- 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

UNIVERSITY OF KANSAS LIBRARIES
CULTURAL DIVERSITY ADVISORY COMMITTEE
PRESENTS

PAUL KIVEL

Author, Trainer, Consultant, and Violence Prevention Educator
Co-Founder of the Oakland Men's Project
Oakland, California

**“Interpersonal Communication, Multicultural Policies and
Practices in the Academic Library”**



Session I: Tuesday, February 3rd
10:00am to 12:00pm

Session II: Wednesday, February 4th
10:00am to 12:00pm

Session III: Wednesday, February 4th
1:00pm to 3:00pm

Conference Room A & B, Watson Library

Register for session(s) by contacting Johnnie Love at
4-8994 or E-mail Jlove@ukans.edu.

Registration deadline is Monday, February 2, 5:00pm
ALL SESSIONS ARE OPEN TO STUDENT ASSISTANTS



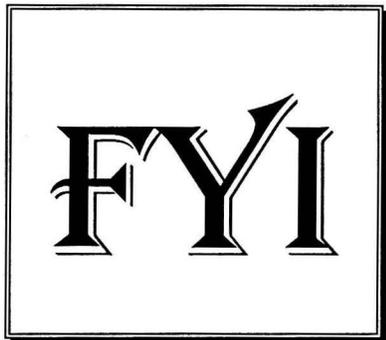
Paul Kivel will be Facilitating Diversity Dialogue on

UPROOTING RACISM

Tuesday, February 3, 1998

7:00pm to 9:00pm

Kansas Room of the Kansas Union



The University of Kansas Libraries

Number 1429

February 12, 1998

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

CLASSIFIED VACANCY

Applications are currently being accepted for a full-time Library Assistant III position in the Cataloging Department. Copies of the full position description are available from the Library Administrative Office. The Library Assistant III is funded at pay grade 20 on the State's salary scale, at a beginning hourly wage of \$11.06. Application Procedures: Library staff interested in being considered for this position must complete a "Request for Promotion or Transfer" form and a KU 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. Application Deadline: 5:00 p.m. Tuesday, February 17, 1998.

Library Assistant III, Cataloging Department: **RESPONSIBILITIES:** 1) Manages and Coordinates the OCLC Unit, 45%; 2) Cataloging and Cataloging Support Activities, 25%; and 3) Overseeing Gift Processing, 20%. **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); computer experience (skill code EQIBM). **Additional preferred selection criteria:** college coursework; 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.

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.

Sandy Gilliland

STAFF TELEPHONE DIRECTORY

The updated staff directory is attached to FYI. This can be a helpful tool with so many staff having their individual lines and voice mail.

Sandra Benedict

ATTACHMENTS

Minutes: LFA Salary and Benefits Committee, 9/10/97, 9/25/97, 11/12/97; SDC, 12/16/97, 1/13/98; Committee Research & Scholarly Activity (CRSA), 1/15/98; CCEB, 1/20/98.

Staff Telephone Directory

An Equal Opportunity/Affirmative Action Employer

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes
November 12, 1997, 9:00am**

PRESENT: Sandy Gilliland, Mary Hawkins, Kathleen Neeley
EXCUSED: Deborah Dandridge
ALSO ATTENDING: Marilu Goodyear

As a follow-up to the Committee's meeting with the LFA Executive Committee on October 27 at which Goodyear and Crowe expressed interest in a study of salary compression among KU librarians' salaries, the Committee met with Goodyear on November 12 to obtain further information regarding salary compression studies referenced by her at the earlier meeting. Goodyear clarified that, while she was unable to find documentation of procedures or criteria which were used in studies with which she was involved, she could document her recollection of these if the Committee would like written information. She explained that the studies resulted in salary adjustments which were based on assumptions that each level of job responsibilities among librarians should have a minimum salary, and that any librarian's salary falling below that level should be raised to the minimum, irrespective of minimal performance at that level. Goodyear identified the following categories of information which were assembled for each librarian and used to determine salary adjustments:

- 1) the responsibilities of the position held by the librarian
- 2) academic degrees relevant to the librarian's responsibilities
- 3) the librarian's years of experience (total years of experience and years of experience at the current position level)
- 4) merit ratings received by the librarian (although ultimately dismissed as a consideration due to the incompleteness of historical data and the historically negligible effect of merit on salary determination).

In discussion which followed, there was speculation that the merit ratings assigned to KU librarians are likely available for the past twenty years and that the Library's merit rating system, and its salary distribution formulae in particular, have likely impacted KU salaries and contributed to salary compression. Also, the discussion underscored the importance, before embarking on such a study, of determining whether the LFA and the Library Administration consider alleviation of salary compression a higher priority than the Library's other salary needs and whether the University will provide funds for this purpose.

Following discussions of the amount of data-gathering and analysis required in studies described by Goodyear, Hawkins proposed that--as a preliminary and less time-consuming step--the Committee chart and compare the average and median salaries of each of the three ranks of KU librarians over perhaps the past twenty years, seeking to identify in rough terms the extent to which salary compression has occurred. After brief discussion, there was consensus to initially follow this line of inquiry. Gilliland offered to arrange a meeting with Nancy Jaeger to request this salary information. The meeting adjourned at 10:45am.


Mary Hawkins, Secretary

**Salaries and Benefits Committee
Library Faculty Assembly
Minutes
September 25, 1997, 9:00am**

PRESENT: Sandy Gilliland, Mary Hawkins, Kathleen Neeley
ABSENT: Deborah Dandridge

REVIEW OF MINUTES FOR 9/10/97. Neeley said that she had understood on 9/10 that the Committee wanted clarification of the necessity to poll the LFA annually regarding the salary formula to be applied for merit increases, rather than the evaluation procedure. Gilliland clarified that the ballot regarding the salary formula is not mandated by the Provost. Hawkins said that she had understood that the 9/10 question centered on the evaluation procedure as related to merit increases--whether this procedure must be not only kept on file with the Provost, but must be sanctioned annually by the LFA. Gilliland will seek clarification. Further consideration of the 9/10/97 minutes was tabled pending Dandridge's input.

COMMITTEE CHARGES. Members reiterated their concerns of 9/10/97 that the committee obtain its charges soon. Clarification is particularly needed regarding an anticipated assignment to conduct a salary study, so that the committee can begin its work and complete it on a timely basis.

SALARY OFFERS. Gilliland expects that the committee will be asked to review salary offers for Watson Library's reference librarian/bibliographer position and the Library's assistant dean position some time in October.

EMPLOYEE BENEFITS. Hawkins asked if there is new benefits information which warrants special attention by LFA members, such as the impact of the 1997 tax reduction act on retirement savings and retirement planning. Discussion followed regarding this and related matters, including provisions for phased retirement, which might be communicated in an LFA forum. Interest was expressed in securing one or more speaker to address retirement matters in knowledgeable terms but without advocacy for a particular investment company. Gilliland noted also that open enrollment for health insurance will be conducted next month.

NEXT MEETING THURSDAY, 10/2, 9:00AM. Hawkins will be absent. She will send e-mail notice of the meeting location (Special Collections if possible).

The meeting adjourned at 10:00am.


Mary Hawkins, Secretary

**Salaries and Benefits Committee
Library Faculty Assembly
Minutes
September 10, 1997, 1:00pm**

PRESENT: Deborah Dandridge, Mary Hawkins, Kathleen Neeley
EXCUSED: Sandy Gilliland

CHARGES: Dandridge distributed the annual report of last year's Committee. She noted that there are currently two openings which will likely generate salary offers for Committee review in the near future. The remainder of discussion centered on charges for this year's committee and the need to obtain charges from the LFA Executive Committee as soon as possible, particularly in light of the Committee's anticipated charge for a salary study as orally described to each member by LFA Chair Mel DeSart. Pending receipt of written charges, Dandridge--as the LFA Executive Committee's liaison--will request clarification of the salary study's purpose and desired scope, as well as its report deadline.

In related discussion regarding charges, it was agreed that clarification should be sought from Sandy Gilliland regarding the frequency of faculty review of departmental salary determination procedures as required by the Office of the Provost for University departments.

OFFICERS: Dandridge was named chair of the Committee and Hawkins secretary.

MEETINGS: It was agreed to establish a regular weekly meeting time of 9:00am on Thursdays, beginning September 25, with meetings to be held in Spencer Library (room to be determined and announced).

The meeting adjourned at 2:00pm.


Mary Hawkins, Secretary

**Minutes
Staff Development Committee
December 16, 1997**

Present: Vic Cardell (recorder), Vickie Doll (chair), Sandy Gilliland, Al Mauler, Kendall Simmons

Absent: Johnnie Love, Connie Powell

MINUTES:

The committee reviewed and approved its minutes from the meeting of December 2.

TRAVEL REQUESTS:

The committee reviewed and approved one travel request for Margaret Wilson: OCLC workshop in Dublin, OH, March 30-April 1, 1998; and three travel requests for Vic Cardell: Music OCLC Users Group annual meeting, Boston, MA, February 10-11, 1998; Music Library Association annual conference, Boston, MA, February 11-15, 1998; Sonneck Society for American Music, Kansas City, MO, February 18-22, 1998.

TREASURER'S REPORT:

Kendall will be meeting with Denise Swartz to review the SDC ledger sometime in January (after the first quarter). She will inform Nancy Jaeger about the schedule of that meeting.

DECEMBER 9 AND 11 VIDEO PROGRAMS:

Vic reported that 20 people attended the December 9th and 11th rebroadcasts of the October 17th teleconference "National Issues, Local Decisions: Libraries, the Internet and the First Amendment." Attendance by staff from Lawrence Public Library and the Kansas Geological Survey helped to broaden the subsequent discussions.

APR. 2 PBS COPYRIGHT TELECONFERENCE:

Vic will be working with Dean Carl Locke to publicize the April 2 BCR teleconference "Am I a Crook?: Copyright Issues and the Internet" to both library faculty and staff as well as non-library faculty. It will take place from 1:30 to 3:00 p.m. in Strong 336, which holds 40 participants. Registration will be necessary. If greater attendance than 40 is anticipated, Vic will explore other options, including the Comp Center Auditorium (holds 70+), Burge Union, and Budig. Sandy advised Vic that a mailing to all faculty can be

done by Printing Services, who would need to be contacted well in advance. The *Oread* would also be an appropriate channel for advertising.

CO-SPONSORSHIP OF JANUARY 22 PROGRAM:

Staff Development Committee, Instruction Council, and Collection Development Council will co-sponsor the January 22 program, "Internet as Teaching Tool." Marilu will provide funding for refreshments. Participants will be able to earn LEEP credits for this event.

STAFF DEVELOPMENT ARTICLES:

Members reported on previously assigned articles regarding staff and professional development. Additional articles were distributed for discussion at the next meeting. Vickie pointed out that all of the Library Literature searches resulted in articles from 1989 to the present. She distributed information about the Librarians Association of the University of California, including a major change in their funding of professional development.

MEETING SCHEDULE FOR SPRING SEMESTER:

The schedule of meetings for Spring semester 1998 was set for the following Tuesday mornings. All meetings are in Watson Conference Room B except as noted.

January 6, 9:00-10:00 am. N.B. Meeting will take place in Watson Conference Room A
January 13, 8:45-10:00 am
January 27, 8:45-10:00 am
February 10, 8:45-10:00 am
February 24, 8:45-10:00 am
March 10, 8:30-10:00 am
March 24, 8:30-10:00 am
April 7, 8:30-10:00 am
April 21, 8:30-10:00 am
May 5, 8:30-10:00 am
May 19, 8:30-10:00 am
June 2, 8:30-10:00 am
June 16, 8:30-10:00 am

V. Cardell
12/16/1997
rev. 1/13/98

**MINUTES
STAFF DEVELOPMENT COMMITTEE
JANUARY 13, 1997**

Present: Vickie Doll, E. C. Powell, Kendall Simmons, Al Mauler, Johnnie Love, Vic Cardell, Sandy Gilliland

MINUTES

The minutes for the January 6th meeting were read, corrected and approved.

TRAVEL REQUESTS

There were no travel requests. However after a discussion it was decided that we should have one central location for the submission of travel request forms, and that this should be a special box in the Administrative Office. Sandy will discuss this with the administrative staff and get back to us.

TELECONFERENCES

Vic is working with Printing Services on an invitation to the April 2nd PBS Teleconference entitled "Am I a Crook?" Sandy will do the mailings using her mailing lists. A flyer with the same information, but also including parking information will be sent to members of the NEKLS group. Other invitations will go to Rose Marino, Legal Counsel, Sue Nishikawa of the ASTUTE Center and Dr. Rodriguez of the Center for Teaching Excellence.

Vic has contacted Rob Melton about publicizing the teleconference in an article in the Oread. He will contact BCR concerning the structure of the program to ensure that there will be time either during or after the teleconference for group discussion.

ARTICLE REVIEWS

We are currently working on reading and writing summaries of articles which Vickie gave us about other libraries staff development management and funding. We will discuss the articles on February 24th and begin to formulate policy suggestions after that date.

SDC INTERIM REPORT

Vickie asked for us to report verbally or by e-mail any special SDC related activities in which we have been engaged in the first half of this fiscal year. She will include these activities in her SDC Interim Report for LFA Exec.

WORKSHOP

Vickie reminded us that the workshop entitled "Using the Internet as an Instructional Resource" will be held on January 22nd. Johnnie will contact Lorrie Knox about e-mail advertising. Johnnie is also preparing a bibliography of library materials on the topic of "Using the Internet for Instruction".

LIBRARY PROGRAM CALENDAR

Johnnie and Kendall are preparing a Library Program Calendar for Spring 1998. All new program information which should go into this calendar should be sent to Johnnie and Kendall by January 16th.

The meeting adjourned at 10:00 am.

E. C. Powell

MINUTES

Committee: Committee on Research & Scholarly Activity (CRSA)
Date: Thursday, January 15 - 1:30-2:30
Present: Brian Baird, Kathleen Neeley, Cindy Pierard, Brad Schaffner
Absent: Jana Krentz

GRF (General Research Fund)

Brad distributed copies of the GRF Call for Proposals cover memo and Competition Guidelines for group review. He will coordinate a mailing to all eligible staff early next week.

CRSA will also sponsor a brown bag luncheon during which past GRF recipients will talk about their proposals and subsequent projects. The discussion will be held in the Kansas Union on Wednesday, February 11 from 11:30-1:00 in the Governor's Room (located on the main floor next to the center staircase).

Dean's research fund

Brad has written Marilu to inquire about the availability of funds made available by the Dean to support staff research. As soon as he has the final word from Marilu or Bill, he will mail a copy of the application and a cover note to all eligible staff. This should go out shortly after the GRF mailing next week.

Research Forums

We hope to sponsor our first staff forum on conducting research in early April. The group discussed several topics and staff members who might be asked to present.

Mid-Term Reports

Brad noted that LFA Exec has asked all committees to submit midterm reports on their work by the end of January. He will draft a report and e-mail it to committee members for review.

Joint Meeting with LCPT and CESR

Cindy asked when we should try to get together with LCPT and CESR members (an additional charge from Exec to all three groups) for the purpose of sharing information about the purpose and expectations of each committee. Brad will try to arrange a meeting sometime in early April, after CESR is finished reviewing annual evaluations and the new members of the committee have had a chance to gain some experience.

The group will not meet again until February's GRF brown bag lunch. Instead, we will touch base on various projects over e-mail.

**Classified Conference Executive Board
Meeting Minutes– January 20, 1998**

Present: *Mary Ann Baker, Diana Dyal, Jennifer Evensen (Secretary), Sue Hewitt, Carmen Orth-Alfie (Vice-Chair), Michelle Rader, Shelley Sandberg, Kendall Simmons, Denise Swartz*
Guest: *Marilu Goodyear (Associate Dean of Libraries)*

Discussion with Associate Dean: The Associate Dean of Libraries (AD), was present to answer questions from CCEB regarding the following topics:

Conference room furniture: Kent Miller will soon be working on a plan for the acquisition of new chairs and tables for conference rooms A and B in Watson Library. Many library employees have suggested that the current chairs are uncomfortable from an ergonomic perspective and that the tables are not easy to move into different configurations. The AD does have a list of several different styles of chairs from a previous proposal and would like to order a few of each for library staff to try out before making a final decision. Tables which are suitable for the chairs will be ordered later.

Virtua/VTLS: As mentioned in a previous e-mail message from the AD, the Libraries' development partnership with VTLS expired at the end of December and was not renewed. A transition team, comprised of library personnel, will be working with the dean, associate dean, and John Miller to evaluate the Libraries' options and future course of action. The team plans to arrive at a long-term decision and will then work backward to discuss interim strategies. The AD plans to post updates on the KULIB-L listserv and hopes to have a definite decision within the next two to three weeks.

Classified staff reclassification: Plans for any extensive Classified staff reclassification have been put on hold until after the new system is in place. However, situations which presently show an urgent need for reclassification will be evaluated on an individual basis.

Access and Excel classes: The administration is working with the computer center to set up a schedule of class times and dates for library staff to attend Access and Excel classes. Staff whose supervisors had signed them up for these classes will be contacted to register.

Classified Employee of the Year plaque: The plaque has been ordered and should arrive within the next six weeks.

Library Planning Group: This group, comprised of Coordinating Council members and other library personnel, recently received an updated timetable which lists an environmental scan as the next step in the planning process. The scan will employ existing groups, such as the Space Task Force for space matters and CCEB and LFA Exec. for personnel issues. All of the planning information, including a complete list of group members, descriptions of activities at the initial Coordinating Council and retreat, and a timeline will soon be available on the a web site which should be up and running within the next few weeks. Library staff will be invited to submit comments and questions on several different aspects of the planning process, such as the current strengths and vulnerabilities of the Libraries.

Circulation policies and new system: A committee has been developing a plan for new circulation policies once the new system is in place. The plan includes three different parts: 1)

overall policy; 2) implementation and details; and 3) fines and fees. Although the first two parts of the plan will be put on hold until a new system is up and running, the third part of the plan will be sent to various library and university committees and personnel for approval. The rationale in doing this is that this part of the plan will be needed if the new system is in place within the next year. However, no part of the plan will be implemented until the new system is functioning. The committee has been keeping Coordinating Council informed of their progress.

□ *COVEY*: The AD received a great deal of positive feedback from the participants in last fall's session, who continue to meet informally, and decided to offer two sessions this semester. One session will meet four hours a week for six weeks and the other will be an intensive three-day course. She hopes to be able to offer at least one session per semester in the future, as there are several people on waiting lists. As the AD is currently the only trained facilitator of these workshops, she is looking for funding to train more facilitators. She would like to see Human Resources eventually manage this program and has encouraged them to do so. One of the main reasons why she supports this program so much is that it offers principles which can be applied to all interpersonal relationships. The workshops offer examples of these principles in both work-related and home-related contexts.

□ *Personnel Committee's Needs Assessment Survey*: Carmen provided a brief summary of the origin and purpose of the survey. The AD suggested that while the survey might be useful in gathering Classified employees' views about various training issues and development, she expressed concern about some of the questions pertaining to job descriptions and evaluations and offered suggestions for improvement.

CC Personnel Committee's survey: Board members reviewed the AD's suggestions and discussed other revisions to the survey. As the Board felt that the questions about the accuracy of Classified employees' job descriptions were important and relevant to the Personnel Committee's charge, they decided to keep those questions in the survey. The Committee will incorporate the revisions into a final draft of the survey and send it to CCEB members before distributing it to all Classified library employees.

Committee reports: Kendall Simmons was present to report on the activities of the *Staff Development Committee*. They recently performed the first quarter budget reconciliation and found that they had spent \$657.50 less than they allocated. Their current budget is \$11,059.42 and the allocation for the committee is .16% of the Libraries' total budget. Committee members are currently reading articles and holding discussions about how to better allocate funds. They hope to present their findings in a March report. The Committee unanimously approved \$2500 in funding for library personnel to attend COVEY sessions this semester. The funding will also apply toward the session which will be offered this summer. SDC is looking into the breakdown of requests for funding from librarians versus Classified staff. Traditionally, library faculty have received more funding from SDC because they are the ones who submit more requests. SDC is examining how to encourage Classified staff to become more involved in requesting funding. Several CCEB members suggested that SDC look into the "training" versus "development" component of this issue and how that either encourages or discourages Classified staff in requesting funds.

Mary Ann distributed a report from the *KU Classified Senate*. She mentioned that they would be meeting Wednesday, January 21. Reports from the *Planning and Resources Committee* and the *University Senate Committee on Libraries* were distributed to CCEB members prior to the meeting via electronic mail.

CCEB's next meeting will be on Tuesday, February 17 at 1:30 in Conference Room A.

UNIVERSITY OF KANSAS LIBRARIES STAFF DIRECTORY

V.C. FOR INFORMATION SERVICES AND

DEAN OF LIBRARIES, 502 Watson

Crowe, Gorman, Rosenbloom 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

Mitchell, Owens, Samuelson

Reserve Desk, Level 3 Watson 3396

Zeller

Periodicals/Microforms, Level 4 Watson 3950/4661

Couch, Hamilton, Revenew

Copying Services, Level 4 Watson,, Kivindyo 4209

Mail Room, Level 1 Watson, Coburn, Hatton, Unfred 3080

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

Goodyear, Benedict, Dawber, 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,, Kulp, 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) 4188

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

ART & ARCHITECTURE LIBRARY, Lev. 1 Spencer Museum of Art 3020

Craig, Altenbernd, Lodwick, Snow

AUTOMATION OFFICE, Level 4 Anschutz 5530

J. Miller, Bell, Busett, Dryden, Eshelman, Kolatch, Reed

CATALOGING, Level 2 Watson (see staff list for phone #'s) 3038

Borton, Chapman, Clodfelter, K. Cook, DiFilippo, Dyal, Dyer, Gaeddert, Gottstein, Kottman, Landon, Lohrentz, Marvin, Mauler, Pardue, Rake, Richardson, Rivera, Roach, A. Slater, G. Slater, Sodders, Stamm, A. Williams

Serials Cataloging, Level 2 Watson

Wilson, 3083

Frye, Pardue, Rake, Slater 8940

COLLECTION DEVELOPMENT, Level 2 Watson 3425

Ring

COPYING SERVICES, Level 4 Watson 4209

Kivindyo

DOCUMENTS/MAPS

Government Documents, 6001 Malott 4660/4662

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

Map Library, Level 2, Anschutz Library 4420

Koepp, Dienes

EAST ASIAN LIBRARY, Level 5 Watson 4669

Doll

ENGINEERING LIBRARY, Spahr Hall 3866

DeSart, Hermes, Miner, Shaw

FACILITIES, Level 3 Watson

K. Miller 8989

KANSAS COLLECTION, 220 SRL 4274

S. Williams, Culp, Dandridge, K. Eshelman, Evensen, Fredericksen, M. 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, Hatton

MUSIC LIBRARY, 448 Murphy 3496

Cardell, Smith

PRESERVATION

Baird, Level 2 Watson 3568

Bindery Unit, Level 1 Watson 3753

N. Hawkins, Unfred

Marking Unit, Level 2 Watson 3049

Conservation Unit, Level 1 Watson 3753

Brown

PUBLICATIONS, Level 3 Watson 3378

Melton

REFERENCE & INFORMATION SERVICES 3347

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

Rholes, Graves, G. Anderson, DiFilippo, Harsh, Kirby, Love,

Pierard, Rosenbloom

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 3535/3476

phone #'s)

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

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

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

Traxler, Vernon

SLAVIC, Level 3 Watson 3957

B.Schaffner, Husic, S. Schaffner

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

Latin America)

Krentz, Girardo

SPECIAL COLLECTIONS, 327 SRL 4334

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

Hyde, Mitchell

FAXES

Administrative Office (All Watson NON-ILS) 5311

Anschutz Science Library 5705

Art and Architecture Library (ATTN: Art Library) 4608

Automation Office 5380

Engineering Library 5755

Government Documents 5154

Music Library 5310

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	DiFilippo, Paulette, LII-Cataloging/	(PDFILIPPO)	8931/8998
LIBADM-L	Administrative Office Staff	Doll, Victoria, LI-East Asian Lib.	(VDOLL)	4669
KUBIB-L	Bibliographers	Dryden, Jim, LI-Reg. Cen. Lib./Automation	(JDRYDEN)	8534/5530
KULALA-L	ALA Conference Discussion List	Dyal, Diana, LAI-Cataloging	(DDYAL)	8931
KULCC-L	Classified Conference	Dyer, Wanda, LAII-Cataloging	(WDYER)	8914
KULCEB-L	Classified Executive Board	Emde, Judith, LII-Science Lib.	(JEMDE)	4931
KULCIR-L	Circulation Forum	Eshelman, Kristin, Photo Archivist-KS Coll	(KESHELMAN)	4274
KULD-L	Dean's Staff	Eshelman, Nicholas, LII-Automation	(NESHELMAN)	5530
KULDIV-L	Library Diversity Advisory Committee	Evensen, Jennifer, Secretary I-KS Collection	(JEVENSEN)	4274
KULEDU-L	Library Education Discussion Group	Fredericksen, Lin, LAII-KS Collection	(LFREDERICKSEN)	4274
KULFA-L	Library Faculty Assembly	Froese, Verna, LAI-Retrieval Services	(VFROESE)	3535
KULHUM-L	Humanities Bibliographers	Fry, Joy, LAIII-Serials Cataloging	(JFRY)	8940
KULIB-L	Library Staff (all those with email)	Gaeddert, Barbara, LII-Cataloging	(BGAEDDERT)	8929
KULIF-L	Library Instructional Forum	Gibbs, George, Asst. Dean-Admin. Office	(GGIBBS)	8923
KULLAB-L	Libraries PC Lab Assistants List	Gillespie, E. Gaele, LII-Retrieval Services	(GGILLESPIE)	3051
KULPAY-L	Library Student Payroll Coordinators	Gilliland, Sandy, Asst. to Dean-Admin. Office	(SGILLILAND)	8922
KULPRS-L	Preservation Liaison Listserv	Girardo, Jill, Program Asst.-SPLAT	(JGIRARDO)	3351
KULREF-L	Library Reference forum	Goodyear, Marilu, Assoc. Dean-Admin. Office	(MGOODYEAR)	3601
KULSER-L	Serials Advisory Group	Gorman, Barbara, Sec. III-Admin. Office	(BGORMAN)	8961
KULSPA-L	Library Space Committee	Gottstein, Terri, OAI-III-Cataloging	(TGOTTSTEIN)	8915
KULSS-L	Super Space Committee	Graves, Kathryn, LII-Ref	(KGRAVES)	8993
KULSTU-L	Library Student Supervisors	Haines, Sally, LII-Special Coll.	(SHAINES)	4334
LAC-L	Automation Committee	Hamilton, Susan, LAII-Periodicals	(SHAMILTON)	8980
LIBAID	Automation Requests/Problems	Hamlin, Luceil, LAIII-Retrieval Services	(LHAMLIN)	3535
LIBCOORD	Library Coordinating Council	Harsh, Bayliss, LAII-Reserve	(BHARSH)	8991
LIBPLN-L	University Library Planning Discussion	Hatton, Doug, OAI-IV-Facilities	(DHATTON)	3080
LIBFIX	Equipment/Facilities Problems	Hawkins, Mary, LIII-KS Collection	(MHAWKINS)	4274
PUBHEADS	Public Service Department Heads	Hawkins, Nancy, LAII- Preservation	(NHAWKINS)	3753
SCILIB-L	Science and Engineering Library Staff	Helyar, L. E. James, LIII-Special Coll.	(JHELYAR)	4334
WATCAT-L	Cataloging Department (Watson)	Hermes, Linda, LAI-Engineering Lib.	(LHERMES)	3850
WATLIB-L	Watson Library Staff	Hewitt, Susan, LAIII-Science Lib.	(SHEWITT)	5533
WATREF-L	Watson Reference Staff	Hojnacki, Jean, Program Assistant-RCL	(JHOJNACKI)	8574
		Hollingsworth, Nancy, LAIII-KS Collection	(NHOLLINGSWORTH)	4274
		Hopkins, Larry, Sec. I-Special Coll.	(LHOPKINS)	4334
		Hu, Marilyn, LAII-Science	(MHU)	4928
		Husic, Geoff, LII-Slavic	(GHUSIC)	3957
		Hyde, Ann, LIII-Special Coll.	(AHYDE)	4334
		Jaeger, Nancy, Asst. to the Dean-Admin. Office	(NJAEGER)	8917
		Jeffries, Carol, LAIII-Retrieval Services	(CJEFFRIES)	3535
		Kehe, Edward, LIII-Archives	(NKEHDE)	4188
		Kirby, Channette, LAII-Reference	(CKIRBY)	8996
		Kivindyo, Lisa, Office Specialist-Copy Serv.	(LKIVINDYO)	4209
		Klinke, Kelly, LAI-RCL	(KKLINKE)	8419
		Knox, Lorrie, LII-Science Lib.	(LKNOX)	4931
		Koepf, Donna, LII-Documents/Map Library	(DOCSMAP)	4660
		Kottman, Miloche, LAIII-Cataloging	(MKOTTMAN)	8911
		Krentz, Jana, LI-SPLAT	(JKRENTZ)	3351
		Kulp, Christina, LAI-Science	(CKULP)	4926
		Lafferty, Kathy, Sec. II-Admin.	(KLAFFERTY)	8924
		Landon, Marilyn, LAI-Cataloging	(MLANDON)	8978
		Lasnier, Mark, LAI- Science Lib.	(MLASNIER)	4928
		Lathrom, Kathy, LAII-Retrieval Services	(KLATHROM)	3476
		Leon, Lars, LAII-Retrieval Services	(LLEON)	3476
		Lodwick, Malcolm, LAI-Art Lib.	(MLODWICK)	3020
		Lohrentz, Ken, LII-Cataloging	(KLOHRENTZ)	8912
		Love, Johnnie, LI-Reference/Diversity Lib.	(JLOVE)	8994
		Lynch, John, LAII-Retrieval Services	(JLYNCH)	3535
		Marvin, Bob, LAIII-Cataloging	(BMARVIN)	8977
		Mason, Alexandra, LIII-Special Coll.	(AMASON)	4334
		Mauler, Al, LAIII-Cataloging	(AMAULER)	8933
		Mellenbruch, Jennifer, Ext. Asst.-RCL	(JMELLENBRUCH)	8571
		Melton, Robert, LIII-Coll.Dev./Publications	(RMELTON)	3378
		Miller, John, LIII-Assistant Dean-Automation	(SPO5)	3894
		Miller, Kent, LII-Access Services/Facilities	(KMILLER)	8989
		Miller, Mary, LAII-Reference (Temp.)	(MAMILLER)	8998
		Miller, Rachel, LII-Retrieval Services	(RMILLER)	3078
		Miner, Carol, LAII-Engineering	(CMINER)	3866
		Mitchell, Donna, LAII-Access Services	(DMITCHELL)	8985
		Mitchell, William, LIII-Special Coll.	(BMITCHELL)	4334
		Neeley, James, LIII-Electronic Info.	(JNEELEY)	3036

LIBRARY STAFF

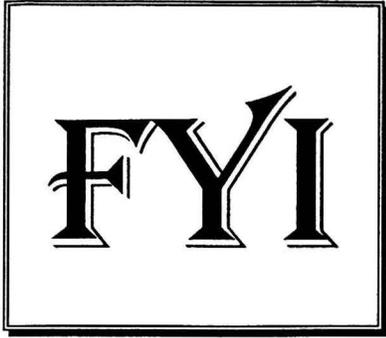
Altenbernd, L. Jan, LAII-Art Library	(JALTENBERND)	3020
Anderson, Gordon, LII-Reference	(GANDERSO)	8999
Anderson, Roger, LII-Government Document	(RANDERSON)	4660
Baird, Brian, LI-Preservation	(BBAIRD)	3568
Baker, Mary Ann, LAII-Special Coll.	(MBAKER)	4334
Ballard, Karon, LAI-Retrieval Services	(KBALLARD)	3535
Bauer, Lois, Acct. Spec.-Retrieval Services	(LBAUER)	3476
Bell, Cathy, Admin. Support Spec-Automation	(CBELL)	5530
Benedict, Sandra, Sec. II-Admin.	(SBENEDICT)	3601
Bonham, Pamela, LAI-Retrieval Services	(PBONHAM)	3476
Borton, Richard, LAI-Cataloging	(DBORTON)	8914
Brown, Margaret, Conservator-Preservation	(MBROWN)	3429
Bunch, Barry, Archivist I-Archives	(BBUNCH)	4188
Burich, Nancy, LIII-RCL	(NBURICH)	8575
Busset, Jason, Systems Spec-Automation	(JBUSSET)	5530
Cardell, Victor, LII-Music Library	(VCARDELL)	3496
Case, Susan, LIII-Special Collections	(SCASE)	4334
Chapman, Kerry, LAII-Cataloging	(KCHAPMAN)	8911
Christenberry, Faye, LI-Reference	(FCHRISTENBERRY)	8992
Clement, Richard, LII-Special Collections	(RCLEMENT)	4217
Clodfelter, R. Katherine, LAII-Cataloging	(KCLODFELTER)	8978
Coburn, Bruce, OAI-III-Mail Room	(BCOUBURN)	3080
Cook, Kristi, LAI-Cataloging	(KCOOK)	8977
Cook, Muriel, LAIII-Retrieval Services	(MCOOK)	3535
Copp, Linda, LAI-Retrieval Services	(LCOPP)	3535
Couch, Sarah, LAIII-Periodicals/Microforms	(SCOUCH)	8979
Craig, Susan, LIII-Art Library	(SCRAIG)	3020
Crank, Richard, LAII-Science	(RCRANK)	5532
Crowe, Bill, Vice Chancellor and Dean	(WCROWE)	4999
Culp, Bryan, LI-Kansas Collection	(BCULP)	4274
Cundiff, L. Hope, LAII-Retrieval Services	(HCUNDIFF)	3535
Dandridge, Deborah, LI-KS Coll.	(DDANDRIDGE)	4274
Dawber, Karen, Accountant I-Admin.	(KDAWBBER)	8925
DeSart, Mel, LII-Engineering	(MDESART)	3854
Dienes, Jennie, LI-Docs(Map Lib.)/Science	(JDIENES)	4420/4931

Neeley, Kathleen, LII-Archives	(KNEELEY)	4456
Orth-Alfie, Carmen, LAII-Documents	(CARMEN)	4660
Owens, Brenda, LAII-Circulation	(BOWENS)	8988
Palmquist, Larry, Senior Lib. Auto. Analyst	(LPALMQUIST)	0218
Pardue, David, LII-Cataloging/Ser. Cat.	(DPARDUE)	8933
Pierard, Cynthia, LI-Reference	(CPIERARD)	8990
Powell, Connie, LII-Science Lib.	(CPOWELL)	4931
Proctor, Jo Nell, Acct. II-Admin. Office	(JPROCTOR)	8918
Rader, Michelle, LAI-Retrieval Services	(MRADER)	3476
Rake, Nancy, LAIII-Cataloging	(NRAKE)	8978
Reed, Marianne, Systems Spec.-Automation	(MREED)	5530
Revenew, Janet, LAII-Periodicals	(JREVENEW)	8981
Rholes, Julia, Asst. Dean-Information Services	(JRHOLES)	8995
Richardson, John, LII-Cataloging	(JRICHARDSON)	8936
Ring, Richard, LII-Collection Dev.	(RRING)	3425
Rivera, Cynthia, LAI-Cataloging	(CRIVERA)	8915
Roach, Mary, LIII-Cataloging	(MROACH)	3046
Rosenbloom, Mary, LII-Ref./ Assist to VC	(MROSENBLOOM)	8997/8921
Samuelson, Gary, OAIV-Circulation	(GSAMUELSON)	8987
Sandberg, Shelley, LAI-Retrieval Serv.	(BELLA@FALCON)	*3476
Schaffner, Brad, LII-Slavic	(BSCHAFFNER)	3957
Schaffner, Stephanie-Program Assistant	(SSCHAFFNER)	3957
Schulte, Becky, LII-KS Collection	(BSCHULTE)	4274
Shartran, Stephen, LAI-Retrieval Services	(SSHARTRAN)	3476
Shaw, Tanya, LAII-Engineering	(TSHAW)	3362
Simmons, Kendall, LAIII-Documents	(KSIMMONS)	4660
Slater, Alex, LAII-Cataloging	(JASII)	8930
Slater, Geraldine, LAII-Cataloging	(GSLATER)	8930
Smith, James, LAII-Music Library	(JSMITH)	3496
Snow, C. Ann, LAI-Art Library	(ASNOW)	3020
Sodders, Daniel, LAI-Cataloging	(DSODDERS)	8928
Spray, Tina, LAII-Retrieval Services	(TSPRAY)	3535
Spurling, Loretta, LI-RCL, Ref.	(SPURLING)	8533/8997
Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	8977
Starr, Ingeburg, LAII-Documents	(ISTARR)	4660
Swartz, Denise, Acct. Spec-Admin. Office	(DSWARTZ)	8919
Taylor, Toni, LAII-Science Lib.	(TTAYLOR)	5532
Traxler, JoAnna, Acct. Spec.-Retrieval Services	(JTRAXLER)	3476
Unfred, Angella, OAII-Mail Room	(AUNFRED)	3753
Vernon, Carol Ann, LAII-Retrieval Services	(CAVERNON)	3535
Warren, Mary Lou, LAIII-Documents	(MWARREN)	4660
Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Williams, Annie, LII-Cataloging	(AWILLIAMS)	8913
* Williams, Sherry, LIII-KS Collection/ Archives	(SWILLIAM)	4274
Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3083
Wolz, Lyn, LII- Regents Center Lib.	(LWOLZ)	8572
Woodruff, Barbara, Off. Spec.-Admin.	(BWOODRUFF)	8916
Zeller, Susan, LAII-Access Services	(SZELLER)	8982

PROGRAMMERS (COMPUTER CENTER)

Susott, Gary	(SP46)	0203
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*on sabbatical through Spring 1998



The University of Kansas Libraries

Number 1430

February 19, 1998

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

PERSONNEL

Two library staff have announced their resignations: Doxie Larson, Library Assistant II in the Circulation Unit, Watson Library, has resigned effective February 28, 1998. Doxie is currently on maternity leave, following the birth of her daughter in December. Doxie began employment with the KU Libraries in August, 1995.

Sandra Benedict, Secretary II in the Library Administrative Office, has accepted a promotion to an Office Specialist position in the Department of Facilities Operations. Sandra began employment in the Libraries in June, 1996; her resignation is effective March 6th.

Sandy Gilliland

SDC ANNOUNCED WORKSHOP ON COPYRIGHT

Attached to this issue of FYI is an announcement about an upcoming workshop on copyright issues, entitled "Seeking a Balance: Copyright and Fair Use in the Electronic Age". Two identical sessions will be offered: Thursday, March 12, 9:00 - 10:30, and Friday, March 13, 1:30-3:00. Come listen to our local experts discuss issues such as the Copyright law itself, copyright issues in interlibrary loan, document delivery, and database licensing, and the Conference on Fair Use. This workshop is sponsored by the Libraries' Staff Development Committee and features Marilu Goodyear, Rachel Miller, Vic Cardell and Jim Neeley. All staff are invited to attend. Contact Vic Cardell or Sandy Gilliland if you have questions about the workshop.

Sandy Gilliland

ATTACHMENTS

Minutes: SDC, Jan. 27, 1998

SDC Workshop Announcement: "Seeking a Balance: Copyright and Fair Use in the Electronic Age"

Seeking a Balance

Copyright and Fair Use in the Electronic Age

two identical sessions:

Thursday, March 12, 9:00-10:30 am

Friday, March 13, 1:30-3:00 pm

Watson Conference Room A

Refreshments will be served

Program:

What Is Copyright?	Marilu Goodyear
Copyright Issues in ILL and Document Delivery	Rachel Miller
The Conference on Fair Use	Vic Cardell
Copyright Issues in Database Licensing	Jim Neeley

Contact Vic Cardell, 4-3496, for additional information.



Sponsored by the Staff Development Committee

Minutes of the Staff Development Committee
January 27, 1998

Present: Vickie Doll, Vic Cardell, Johnnie Love, Kendall Simmons, Al Mauler
Absent: Connie Powell

Minutes of the January 13, 1998 meeting were approved with minor corrections.

Three travel requests were approved:

- Cindy Pierard, to attend the National Student Success Conference, April 1-3, 1998 in Kansas City, MO;
- Vickie Doll, to attend the Annual Conferences of the Council on East Asian Libraries (CEAL), the Association for Asian Studies (AAS), and the OCLC-CJK Users Group meeting, March 25-29, 1998, all in Washington, DC;
- Susan Craig, to attend the Art Library Society of North America annual conference and the Visual Resources Association Conference, March 5-11, 1998, in Philadelphia, PA.

Kendall provided a report on the SDC fund. As of January 14, 1998, there remains \$11,089.42 in the SDC's budget.

Committee members reviewed the revised Library Program Calendar for format consistency, and discussed the purpose of the program calendar and how it relates to library events overall. We agreed that the Library Program Calendar will include only staff development-related activities.

Vic provided an update on the Copyright and Fair Use in the Electronic Age workshop, to be held March 12, 9-10:30 and March 13, 1:30-3, both in Conference Rooms A & B. Presenters include Marilu Goodyear, Rachel Miller, Jim Neeley, and Vic Cardell. Sandy and Vic will coordinate refreshments and publicity for this event.

Committee members reviewed a revised announcement for the upcoming April 2nd teleconference, "Am I a Crook? Copyright Issues on the Internet". Vic explained that this event has been extended by ½ hour to allow for discussion following the teleconference. Vic will facilitate discussion following the teleconference. Rose Marino, Associate General Counsel, Marilu Goodyear, and perhaps one additional KU faculty member have agreed to help answer questions during the discussion. The announcements are being printed by KU Printing Services on cardstock, 8 ½ x 5 ½, and will be mailed to all KU faculty, Deans, Directors and Chairpersons, all KU Libraries Classified and Unclassified Staff, and members of the NorthEast Kansas Library System (NEKLS). Vic will be meeting with Dean Carl Locke (School of Engineering) to discuss the program and

(over)

possible additional funding. Johnnie suggested that we work with the Instruction Council to offer the seminar, via videotape, to students. Vickie suggested that IC members attend the teleconference first before showing a videotape of the teleconference to students. The teleconference will be videotaped by Telecommunications.

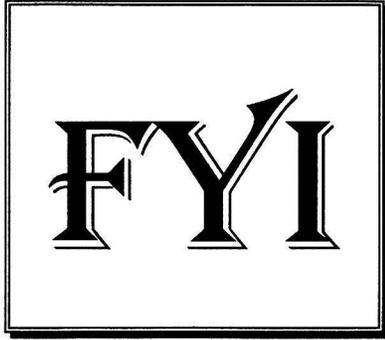
Vickie asked for input on the Committee's semi-annual report that is due to LFA Exec. Vickie will draft the report and share it with committee members via e-mail.

Committee members were asked to be thinking about events and/or a theme for SDC activities next year. This committee may make recommendations for next year's activities.

Committee members were asked to bring their calendars to the next meeting, February 10th, at 8:45 a.m.

Submitted by,

Sandy Gilliland



The University of Kansas Libraries

Number 1431

February 26, 1998

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

CLASSIFIED VACANCY

Due to Sandra Benedict's resignation, announced in last week's FYI, applications are now being accepted for a full-time Secretary II position in the Administrative Office. Duties include: 1) Receptionist duties, 35%; 2) Secretarial/administrative assistance duties, 40%; 3) Supervisory duties, 20%; 4) Newsletter editor, 5%; 5) Other duties as assigned. Required qualification: At least two years of secretarial (office support/clerical) work experience (skill code K2000, PL4). Preferred job skill codes:

Experience using wordprocessing software, preferably Microsoft Word (skill code K2130, PL4). Experience using database and spreadsheet programs (skill codes P2C30 and P2C10, PL4). Experience scheduling meetings and appointments (skill code K2230, PL4). Supervisory experience (skill code GN002, PL4). Experience coordinating, organizing and managing office workflow (K2015, PL4). Additional preferred qualifications: Strong communication and interpersonal skills. Public service experience. Ability to organize work effectively, set priorities and meet goals. Ability to work with detailed information. Evidence of initiative in solving problems and continually improving operations. Ability to work as part of a team as well as independently. Ability to maintain a regular schedule. Ability to work under pressure and handle work-related stress.

The Secretary II classified is funded at pay grade 15 on the State's civil service salary scale at a beginning hourly wage rate of \$8.68. Application procedures/deadline: Student assistants and others who are not currently employed in a classified position within the KU Libraries must contact Human Resources, 4-7417, to apply. Library staff interested in this position should contact Barb Woodruff or Sandy Gilliland for application instructions. Applications must be received by 5:00 p.m. Friday, March 6, 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.
Sandy Gilliland

STAFF TELEPHONE DIRECTORY UPDATES

Please update your staff directory for the Conservation Unit. This number should be listed as 4-3429.

Sandra Benedict

ATTACHMENTS

SDC Travel Reports (3), Brad Schaffner

**University of Kansas Libraries
Staff Development Committee**

Travel Report

Name: Brad Schaffner

Department: Slavic

Name of Meeting/Event: *American Association for the Advancement of Slavic Studies 29th Annual Conference*

Location: Seattle, Washington

Dates of Travel: November 19-24, 1997

The 29th Annual Conference of the American Association for the Advancement of Slavic Studies was held in Seattle, Washington November 20-24, 1997. The goal of this conference is to provide a forum for Slavic scholars to present research (both completed and work in progress) to colleagues. At every conference there are numerous panels pertaining to Slavic librarianship.

I participated on the panel *Boon or Bane—or Both? The Impact of Electronic Resources on Slavic Studies*. I presented the paper, "Electronic Resources: A Wolf In Sheep's Clothing?" I believe that the panel was well received by the audience. It is interesting to note that when I started to attend AAASS on a regular basis in 1989, we were lucky to get 10-15 people to attend a library related panel. Now these panels are some of the most popular and well attended panels at the conference. The panel that I participated on had over 100 people in the audience, and several of the other library panels had similar attendance.

In addition to presenting a paper, there were several other meetings and panels that I attended. I am a member of the Bibliographic and Documentation Committee (this committee oversees the library and archival activities of AAASS); and I am a member of the Executive Committee of the Slavic and East European Microfilming Project of CRL. As such, I attended all meetings of these committees along with the more scholarly panels.

I would like to thank the Staff Development Committee for provide funds to help defray the cost of attending this conference.

To extend the dialog in real time a CuSeeMe Internet teleconference session was organized at the end of the second day session. For about an hour US students were conversing with conference participants, who hailed from Poland, Bulgaria, Russia, Sweden, Croatia. Questions were asked and views were exchanged across seven time zones on two continents, all in real-time.

I would like to thank both the Staff Development Committee and the Center for Russian and East European Studies for providing travel support.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner

Department: Slavic

Name of Meeting/Event: ALA Midwinter Meeting

Location: New Orleans, LA

Dates of Travel: January 8-13, 1998

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 Midwinter Meeting in New Orleans, LA from January 8-13, 1998. As Chair of the Slavic and East European Section (SEES) of ACRL, I attended all of the section's meetings, which were held on Sunday and Monday of ALA Midwinter. In addition to serving as Chair of SEES, I'm also serving as chair of the 1998 SEES program committee. The program that will be presented at the Annual Meeting in June is entitled "The Future of Area Studies Librarianship." Speakers for the program are James Neal, Director of Johns Hopkins University Library; Maria Carlson, Director of the KU Center for Russian and East European Studies; and, Deborah Jakubs, Head, International Programs at Duke University Library.

Along with my activities with SEES, I was just appointed as an intern member on the ALA International Relations Committee. This committee met numerous times during the Midwinter meeting. I'm also a member of ALA President elect Barbara Ford's Ad Hoc Program Committee. This committee assists Ms. Ford in the development and implementation of her presidential program for ALA. The focus of her program is on international librarianship.

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



The University of Kansas Libraries

Number 1432

March 19, 1998

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

FYI SCHEDULE

There will be no FYI printed next week (Spring Break). The next issue of FYI will be issued on April 2nd.

Sandy Gilliland

PERSONNEL

Mary Lou Warren, Library Assistant III, Government Documents Department, has announced her retirement. Mary Lou began working with the KU Libraries in September, 1979. Her retirement is effective March 31, 1998.

Charlotte Talley has been appointed to a "limited term" Library Assistant I position in Retrieval Services. Charlotte has been employed with the Lister Hill Library in Birmingham, Alabama, 1994-96, and most recently as a court clerk in Fayetteville, Georgia. Charlotte's employment became effective Monday, March 16, 1998.

Sandy Gilliland

KUAC CAMPUS BLOOD DRIVE

Attached to this week's FYI is a flier promoting the KU Athletic Corporation's spring blood drive, April 7, 8 and 9. I would like to encourage everyone to consider donating. Every day lives are saved because patients received the "gift of life" from donors just like you. If you have any questions, please give me a call. I have lots of information on donor qualifications, as well as information about the safety and process of donating. If you already know you want to donate, let me know (I'm keeping a list of names to submit to Kansas Blood Services so they can get a rough idea of how many of their staff to send to KU). My number is 4-8924. Thanks.

Kathy Lafferty

ATTACHMENTS

Travel report from Susan Craig
KUAC Blood Drive flier

An Equal Opportunity/Affirmative Action Employer

**Report on Susan Craig's Trip to ARLIS/NA in Philadelphia
& Research Activities in Washington**

This was the 26th Annual Conference of the Art Libraries Society of North America (ARLIS/NA). I have been a member of ARLIS since its formation and have only missed one of the annual conferences. Attendance at the conference is important to me not only because of the program sessions, but also to renew the contacts with professional colleagues and to view the exhibits presented by publishers, vendors, and dealers.

Philadelphia was a good site for the conference and the Doubletree Hotel, located only 3 blocks south of the City Hall on Broad Street, provided an ideal location for getting to some of the major art institutions. My first working day was on Friday, March 6, when I attended a Visual Resources Association session on comprehensive reference collections. VRA's membership is primarily slide and photograph librarians and this was the first year that our conference planners had deliberately coordinated programs and tours. The first thing I learned was that the term "Comprehensive" has more than one meaning. I had assumed the program would reflect the difficulty art libraries and slide collections are facing in trying to cover all periods, all media, and nationalities of art and architecture. Instead, comprehensive meant those collections that try to be exhaustive in a very defined area. Some examples would be the libraries at the National Museum of American Art, the Asian Art Museum in San Francisco, and the Center for British Art at Yale.

Friday afternoon I had signed up for a tour to the Barnes Foundation. This is a very odd place. The collection of paintings, sculpture, and decorative arts was assembled by Dr. Albert Barnes in the early 20th century. Dr. Barnes hated all academics, all people of wealth, and, especially all art historians. His will directed that none of the items in the collection could ever be lent, none could be photographed in color, no labels could ever be added to the walls identifying the objects, no pieces could be moved from the very eccentric way he had arranged the art, and only a limited (and vetted) number of visitors would be admitted to see the collections. Open only three days a week, they admit 200 visitors on Friday and Saturday and 100 visitors on Sunday. Our names were supplied to the museum in advance and we were checked off twice before being admitted. A very authoritarian guard met us at the door to read the rules which include storing all bags (including purses) and no heels less than 2 inches in diameter. Once inside, the collection was incredible. Vast numbers impressionist paintings including numerous Renoir's, Degas's, Monet's, Manet's, and Cezanne's. In 1993 the Foundation did allow 80 of the impressionist & post-impressionist items to tour so that part of the collection had been documented. What I didn't expect was the range of additional art from Chinese paintings on silk, to African sculpture, to ironwork, to renaissance Italian paintings, to Navajo weavings, and American 20th century paintings. Everything is displayed according to Dr. Barnes's own theories of art appreciation. Seeing this collection was one of the highlights of the trip.

On Saturday, I assumed the chairmanship of the Awards Committee whose job is it to recommend awarding of the Distinguished Service Award. Since the entire previous committee had resigned mid-year, I was able to appoint a group of colleagues who I look forward to working with. We have inherited a very strict set of guidelines for nominators and a wealth of bad feelings from nominators whose candidates were not recommended. May be an interesting year.

Saturday afternoon I attended two program sessions, one on non-print architectural resources and one on documenting gardens. Both sessions featured a distinguished panel of academics who spoke about various projects and collections.

Convocation is always a highlight of the conference since it consists of numerous awards presented by the society as well as a talk about resources in the conference city, followed by a reception. This year the talk was given by the mayor of Philadelphia who spoke knowledgeably about rich tradition of visual art in the city and urged us to skip program sessions in order to visit them. The convocation was held in the Museum of Archaeology and Anthropology at the University of Pennsylvania so we sipped wine and ate canapes amidst the Chinese sculpture and Egyptian mummies.

The most useful conference session I attended was on art auction records. The speakers discussed how the auction catalogs are used by scholars, how various libraries have chosen to house/bind/ discard catalogs, and compared the numerous indexing tools now being offered. Several vendors for on-line indexing services were exhibiting at the conference so I was also able to make my own comparisons when the exhibits opened.

Taking the mayor's advice, I spent two afternoons at the Philadelphia Museum of Art, twice visited the Pennsylvania Academy of Art, and took a commuter train out to Bryn Mawr to see their new art and archaeology library. I also took a day-long tour to Winterthur Museum and Gardens and Longwood Gardens. Winterthur is renowned for its American decorative arts collections, many of which are arranged in period rooms. It would take weeks to see all of their collections so the 5-hour visit barely scratched the surface.

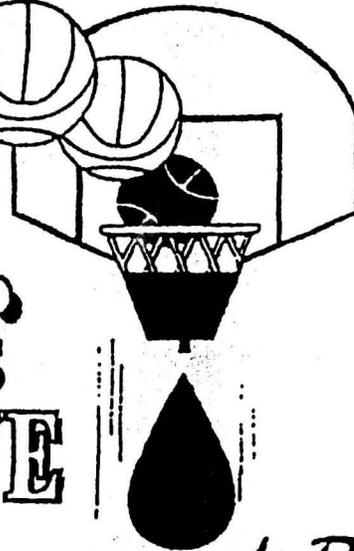
After the conference, I took the train to Washington, DC where I spent 3 days touring museums and doing some research at the Library of Congress. I saw the Holocaust Museum and the FDR Memorial for the first time; re-visited the National Museum of American Art, National Portrait Gallery, the National Gallery of Art, the National Museum of American History, the Freer Gallery, the Sackler Gallery, and the National Building Museum. The Library of Congress visit was a humbling lesson in dealing with a large bureaucracy and public employees who seemingly have little interest in service. I was able to consult most of the items I needed, but it required perseverance and a willingness to keep asking questions.

I appreciate the funding assistance provided by the Murphy Travel Fund and by the Library's Staff Development Committee which allowed me to make this trip.



Just a drop in the bucket!

**K.U.A.C.
CAMPUS
BLOOD DRIVE**



I Bleed Crimson and Blue

**Tuesday, Wednesday & Thursday
April 7, 8 & 9
9 am - 4 pm
Allen Fieldhouse**

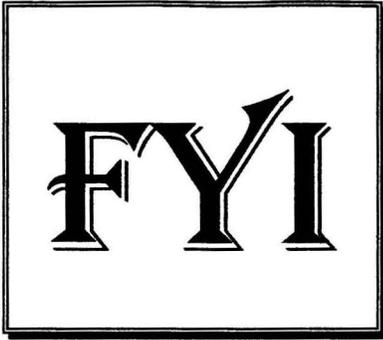
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**Register to win special prizes from the
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**Kansas Blood
SERVICES**



The University of Kansas Libraries

Number 1432

March 5, 1998

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

BIG 12-PLUS LIBRARIES NAMES EXECUTIVE DIRECTOR

A news release is attached to FYI regarding the appointment of Adrian Alexander.

Bill Crowe

KUDOS TO RETRIEVAL SERVICES

Attached is a letter from Fred M. Heath, Dean of the Texas A & M University Libraries, commending KU's interlibrary loan staff for their efficient work. For the second year, KU is considered among Texas A & M's top ten best resource sharing partners. Way to go!

Sandy Gilliland

FAREWELL PARTY FOR SANDRA BENEDICT

Join us on Friday, March 6th, to wish Sandra Benedict farewell as she takes a promotion to KU Facilities Operations. The party will be held from 9:30-10:30 in Conference Room A, Watson Library. Refreshments will be served.

Sandy Gilliland

STAFF PHONE LIST UPDATES

Please update your staff directories with the following corrections:

Christina Kulp, LAI-Science 4928
Carol Miner, LAII-Engineering 3344

Sandra Benedict

CONSERVATION LAB DEDICATION

On March 19, 1998, we will celebrate the opening of the Jerry and Katherine Stannard Conservation Laboratory. Staff are welcome to attend this event, which is organized to honor the Stannards and the other major donors who have contributed funds for equipping the Laboratory. The event will begin at 3:00 in the Bruckmiller Room in the Adams Alumni Center.

On April 30, 1998, we will be holding a open house in the Stannard Laboratory where staff can visit the lab and learn in greater detail the role the Stannard Laboratory plays in the Libraries' preservation efforts. We would strongly encourage all library staff to attend this April 30th open house. Further details will be announced as the April 30th event draws nearer.

Brian Baird

ATTACHMENTS

News release

Letter from Texas A & M Dean commending Interlibrary Loan staff

Conservation Lab announcement

Minutes: CCEB Meeting, 2/17/98; LFA Exec, 10/13/97, 10/20/97, 11/10/97, 12/1/97, 12/8/97, 12/15/97, 12/22/97, 1/5/98, 1/26/98, 2/9/98; LFA General Meeting, 10/30/97



TEXAS A&M UNIVERSITY

Sterling C. Evans Library

Received

FEB 19 1998

February 10, 1998

William J. Crowe
Vice Chancellor & Dean
Watson Library
University of Kansas
Lawrence, KS 66045-2800

Dear Colleague:

The Evans Library is continuing the practice started last year of sending boxes of chocolates to the interlibrary services staffs of our ten best resource sharing partners. For the second year, your library is among the ten lenders providing an outstanding service which surpassed all others. Your ILS office filled a large number of requests from our users in a timely fashion. Your staff was consistently cooperative and responded to rush requests with alacrity. Above all, your ILS is reliable, which is extremely important to our users.

While your staff should have received the candy and a note of appreciation by Valentine's Day, I wanted to be sure you knew how much we appreciate their wonderful service and cooperative spirit. Thanks for being our resource sharing partner.

Sincerely,

Fred

Fred M. Heath
Dean of University Libraries



Research libraries working together to bring you the information you need

Press Release

Baylor University

Iowa State University

Kansas State
University

Linda Hall Library

Oklahoma State
University

Southern Illinois
University,
Carbondale

Texas A&M
University

Texas Tech
University

University of
Arkansas

University of
Colorado at Boulder

University of Kansas

University of Missouri
at Columbia

University of
Nebraska at Lincoln

University of New
Mexico

University of
Oklahoma

University of Texas
at Austin

February 19, 1998 - The Big 12 Plus Library Consortium announced today the appointment of Adrian W. Alexander as its first Executive Director, effective March 22, 1998. Mr. Alexander is currently Director of Strategic Development at the Faxon Company, Inc., a serials management services company. He also serves as Head of the Faxon Institute, a continuing education and research arm of the company dedicated to issues related to scholarly communication and electronic publishing.

The Big 12 Plus is a regional consortium of research libraries located in the greater Midwest with common interests in programs related to information access, document delivery, distance learning, new information technologies, and cooperative collection development. The current 16 members are associated with the universities of the Big 12 Athletic Conference other institutions in its geographic proximity. The staff offices of the consortium will be located at the Linda Hall Library in Kansas City, Missouri.

Carolyn A. Snyder, Chair of the Big 12 Plus Library Consortium and Dean of Library Affairs at Southern Illinois University in Carbondale, stated that the Big 12 Plus Library Consortium is pleased to appoint Mr. Alexander with his extensive experience in the serials industry and academic libraries. Mr. Alexander has spent almost thirteen years in the serials industry in a variety of sales, marketing, and strategic planning roles at Faxon. His primary focus there has been in the academic library market. He holds an MLS and a Certificate of Advanced Study in library administration from the University of North Texas, where he also worked as a reference librarian/bibliographer and head of administrative services. He is an active member of the American Library Association and serves on the editorial board of *Serials Review*.

The mission of the Big 12 Plus Library Consortium is to improve the quantity and quality of library services and resources available on the individual campuses of each member institution through joint action and

collaboration. As Executive Director of the consortium, Mr. Alexander will organize and manage the cooperative initiatives of the group, working closely with the consortium's executive committee, the directors of the member libraries and their respective staffs, and other library and information organizations.

Currently, the membership of the Big 12 Plus Library Consortium includes: Baylor University, Iowa State University, Kansas State University, Linda Hall Library, Oklahoma State University, Southern Illinois University at Carbondale, Texas A&M University, Texas Tech University, University of Arkansas, University of Colorado at Boulder, University of Kansas, University of Missouri, University of Nebraska at Lincoln, University of New Mexico, University of Oklahoma, and the University of Texas at Austin.

For additional information, contact
Carolyn A. Snyder (618-453-2522)

Classified Conference Executive Board Meeting Minutes 02/17/98

Present: Baker, Cook (chair), Dyal, Evensen (Secretary), Hewitt, Owens, Rader, Sandberg, Woodruff

Chair's meeting with Associate Dean: The Chair reported on her recent meeting with the Associate Dean (AD). The most important issue discussed was the planned Access and Excel training classes for library personnel. As there have been more requests than available funding, the list of staff members currently registered for intermediate and advanced Excel classes will be reduced so that more funding may be made available for basic Excel classes. The Administration has also decided to postpone all of the Access classes. They are reluctant to train library staff in Access until it is known what database program the new system will use. CCEB members expressed great dismay and disappointment at these decisions and discussed the situation and possible solutions for quite some time. The other following items were also discussed in the Chair's meeting with the AD:

- ◆ The AD will ask John Miller if there is still time for library staff to submit library-related examples for use in the Access and Excel computer classes.
- ◆ The Classified Employee of the Year plaque should arrive within the next week. The time is drawing near to begin organizing the nomination process for this year's CEYA award.
- ◆ There will not be a soda machine in the Watson staff lounge. However, the lounge will be receiving an additional refrigerator, as will the Regents Center library.
- ◆ The AD is interested in receiving feedback from Classified staff about the online version of the Classified Employees' Handbook. Paper copies are available in Watson (Reference and Reserve desks), Anschutz Science Library, and Spencer Research Library.
- ◆ The library technology classes offered through Emporia State University have been approved for LA-series credit.
- ◆ Extra security measures have been put into place in Malott Hall as a result of recent fires there.
- ◆ A decision about across-the-board reclassification will be made after a timeline for the new system has been established. The most urgent needs for reclassification will be addressed first.

Coordinating Council report: The Chair reported on the most recent Coordinating Council meeting where the following issues were addressed: 1) The web site for the Library Planning Group (LPG) should be up and running shortly. The address will be published in FYI when the site is ready. The site will include a complete list of members in the LPG, a summary of Library Planning (LP) events which have already taken place and a timetable for the remainder of the LP process. 2) The Student Task Force's final report was distributed to and approved by Coordinating Council members. The report includes the task force's recommendations for recruiting and retaining student assistants within the Libraries. One specific recommendation

was for all supervisors of student assistants to receive proper supervisory training. 3) The new campus identification cards ("Smart Cards") were discussed in great detail. Current students will receive the cards during April enrollment and staff will receive their cards this summer. The cards will include a photograph, identification number, magnetic strip and computer chip. Commerce Bank has been selected to be the financial vendor of the cards, and a branch of the bank will be set up in the Union. Card holders will be able to add cash value to their cards (up to \$100) at several campus locations and then use the cards for purchases at the Union, campus vending and photocopy machines, and some local merchants. The card can also serve as a debit card if the card holder maintains an account at Commerce Bank. Within the Libraries, the cards will initially be used for circulation purposes. They will eventually be used to determine whether or not the card holder has any outstanding library fines. It is still undecided how the Libraries will handle the visitor cards currently used for circulation.

Needs Assessment Survey: The final draft of the Personnel Committee's Needs Assessment Survey was discussed, further modified, and approved. The surveys will be distributed by group representatives later in the week to all Classified library employees.

Committee Reports: Reports from the Staff Development Committee, Planning & Resources Committee, and the Classified Senate were distributed prior to the meeting. CCEB will extend an invitation to the SDC to attend their March meeting.

Group News: Inge Starr (Government Documents) is back part-time. Board members shared their various retreat and team-building experiences.

The next CCEB meeting will be Tuesday, March 17 at 1:30 in Conference Room A.

Minutes, LFA Executive Committee for October 13, 1997

Present: Mel DeSart, Brian Baird, Margaret Wilson, Victor Cardell, Jana Krentz, Jill Girardo

Absent: Deborah Dandridge

Secretarial Duties: The meeting began with a discussion of what to do in the continuing absence of our recording secretary, Deborah Dandridge, who is recuperating at home with a broken ankle. It was decided that the minute-taking responsibilities would continue to be rotated among the committee members until Deborah is able to return.

Minutes: Exec reviewed the minutes of the Committee on the Code and Bylaws for 10/9/97. Exec also reviewed the 9/23/97 minutes of the Staff Development Committee, which were returned for minor corrections.

Annual Reports: Margaret distributed the revised annual report of the Library Committee on Promotion and Tenure.

Code and Bylaws: Jana handed out copies of the proposed code text for the new Committee on Research and Scholarly Activity. A discussion followed on the maintenance of a current, electronic version of the code and bylaws. Jana reported that Sandy Gilliland has agreed to keep the electronic version of the code in her office on a continuing basis for the benefit of future C&B committees.

Staff Development Committee: Vic clarified a few points from the 9/23 minutes of SDC. He reported that SDC was considering a funding request for a series of Covey Workshops. He also reported that the theme for this year's SDC programs will be copyright and fair use in the electronic age.

DESR Guidelines: Exec reviewed the document "General Principles Regarding Service and Scholarly Activity for DESR." It is Mel's hope that Exec can have this document distributed to the LFA in time for it to be presented for discussion at the General Meeting on Oct. 30.

Planning and Resource Committee: Exec explored possible replacements for Bryan Culp, who has resigned his position on PRC.

The next LFA Exec meeting will be held Monday, October 20.

Respectfully submitted,
Jill Girardo

LFA Executive Committee

Minutes

10/20/97

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

The LFA Exec minutes of 10/13/97 were revised and approved.

Mel announced that Nancy Burich has been elected to the Libraries' Committee on Promotion and Tenure (LCPT), replacing Mary Hawkins. Meg Brown has agreed to serve on the Planning and Resources Committee, replacing Bryan Culp.

Exec continued discussion of the draft guidelines "General Principles Regarding Service and Scholarly Activity for CESR." We agreed that, with the exception of correcting a typographical error, the document should be mailed without changes to the LFA membership. The draft will be discussed at the LFA general meeting October 30.

Exec discussed possible charges for this year's LCPT and Staff Development Committee.

The next meeting of LFA Exec will be Monday, October 27, 1:30-3:00 in Watson Conference Room A.

Minutes submitted by Margaret Wilson

Library Faculty Assembly General Meeting Minutes

October 30, 1997, 10:00 p.m.

Watson Library Conference Room A

Attendance: M. DeSart, C. Pierard, J. Richardson, D. Pardue, B. Baird, M. Brown, E.C. Powell, K. Lohrentz, S. Gilliland, L. Knox, M. Roach, V. Doll, A. Williams, S. Craig, J. Dienes, B. Schaffner, G. Husic, B. Gaeddert, G. Gibbs, D. Koepp, F. Christenberry, K. Neeley, E.G. Gillespie, L. Spurling, J. Neeley, W.J. Crowe, K. Graves, R. Ring, J. Girardo, A. Mason, S. Case, S. Williams.

Mel DeSart, Chair of the Library Faculty Assembly, called the meeting to order.

Introductions:

Department chairs introduced new members. Sandy Mason introduced Susan Case, Brian Baird introduced Meg Brown, the new conservator, and DeSart announced the names of the new automation staff members (Joel Kolatch, Jason Busset, and Cathy Bell).

Announcements:

Bill Crowe announced that the Budig Hall dedication would be Oct. 31 at 2:30 p.m. Included in activities would be a program in Bricker Auditorium with mini presentations which will demonstrate the capabilities of the sound, light, and multimedia systems.

Dean Crowe also announced that new guidelines for nominations for the Chancellor's Distinguished Librarian award would be published soon, and that all should be thinking of persons to nominate.

Reports from Committees:

DeSart then asked for reports from the LFA Committees. Reports on membership, officers, and charges for the assembly year were made by LFA Exec, the Staff Development Committee, the Salary and Benefits Committee, the Nominating and Ballot Committee, the Planning and Resource Committee, the Library Committee on Promotion and Tenure, and the Committee on the Code and Bylaws. There was no report from the Committee to Evaluate Service and Research because to date no election has been held to elect this year's new members.

Call for Old Business:

DeSart called to the floor for any items of old business. None were proposed for discussion.

New Business:

CRSA Code Change Update: DeSart announced that pending approval of the code change to create the Committee on Research and Scholarly Activity, the Committee on the Code and Bylaws would go through the code and note any sections which would be affected by the creation of this new committee. A ballot will be issued in the future to approve any necessary changes to the affected sections.

CESR document: The main item of new business to be discussed at the meeting was the document "General Principles Regarding Service and Scholarly Activity for CESR. DeSart gave a short background of this document. It began last fall with the attempt on the part of the Committee to Evaluate Service and Research to produce a document which would codify and define the guidelines and procedures which CESR has been using. The resulting document was long, and used many examples, so LFA Exec took the document and distilled the information into the document which was presented to the LFA for discussion. DeSart emphasized that the document is not a change from current practices, just a record of what is actually going on in this committee. He then opened up the floor for the discussion of the document.

The first point discussed was a question of wording in the "Definitions of Ratings" section for the rating "satisfactory." The term "librarian with a normal library assignment" was felt to be meaningless, since in this time of change at the libraries very few people have what could be considered a "normal" library assignment. It was suggested that this phrase be taken out, or at least changed to "a librarian might reasonably expect...."

DeSart defined "normal" as the 80/20% breakdown of duties between the primary professional assignment and research and service. A suggestion was made that any exceptions to the 80/20% division of effort could be defined in article two of the General Principles section of the document. Another suggestion was that the word "normal" be changed to "normal split" in the section being discussed.

Some noted that percentage of assignment does not equal percentage of effort. Some have a higher research and service component. It was also pointed out that CESR is not aware of the percentage of assignment chosen by an individual. It was proposed that the deletion of words relating to percentages of effort in the definition of ratings might be a reasonable solution to this point, and specifics can be covered and clarified in the general principles at the beginning of the document.

Exceptional circumstances were brought up at this point, and the question was raised of whether a rating of "poor" would be the result if a person did no service or research even in the case when an exemption was given for the year by the administration.

A discussion of exceptional circumstances followed. It was felt that a person should not receive a "poor" rating for years in which an exemption had been received, but that a

statement should be included in the file by the faculty member which explains that an exemption of responsibilities in a particular area had been granted by the administration. It was noted that exemptions need to be renegotiated on an annual basis.

Discussion then began on item nine of the General Principles. Although this item states that "the combined impact of the service and scholarly activity ratings on the overall annual performance ratings is small," it was felt that this overall impact is not small given that receiving a "poor" rating in service or research for three years in a row would result in the implementation of a rehabilitation plan for that individual.

It was also asked what would happen should an individual receive a rating of "poor" in one or more years. DeSart answered that the first year, the individual would likely be given a "nudge" by the individual's supervisor, after the supervisor met with CESR. For the second year in which a rating of "poor" was received, there would likely be more detailed discussion with that person's supervisor. It is not until after the third consecutive year of receiving a "poor" rating that the library administration will become involved. George Gibbs suggested that the wording of item nine be changed to read "the impact will be small in any given year."

It was asked if this was similar to the "three poors and out" in recent Faculty Evaluation Plan. DeSart replied that even in the Faculty Evaluation Plan that three "poor" ratings would result in counseling and the creation of a plan to assist the individual in improving performance in the area receiving the "poor", not automatic dismissal. Crowe added that both the supervisor and the individual needed to pay attention, and that there needed to be a raised awareness on the part of both parties.

There was a suggestion from the floor to strike item nine from the document completely. DeSart queried those attending for agreement, but others felt that item nine should be there to emphasize the difference between the split in duties for teaching faculty and library faculty. DeSart said that the LFA Executive Committee would re-work item nine in the revised document.

The topic of exemptions from service and research for a given year came up again. It was agreed that if an individual had received an exemption from service or research for that year, it should be reflected in the file and not rated by CESR.

The discussion then turned to item two of the General Principles. It was suggested that since CESR was concerned with what is commonly only 10-20% of a librarian's effort, and since percentage information was not information provided to CESR, that item two should be removed entirely. Others agreed. It was brought up, however, that item two is there to highlight the difference between what is required of teaching faculty and what is required of library faculty as far as service and research are concerned.

A discussion of percentages and their impact on ratings followed. It was noted that a statement of percentages was filled out at the beginning of each year by the librarian.

However, since CESR does not concern itself with what percentage service and research make up of an individual's evaluation, it was asked if this meant that effort didn't count. DeSart answered "no", but that perhaps percent of effort and percent of evaluation would not necessarily equate. DeSart offered to have Exec rework item two to address the annual assignment of percentages.

The discussion moved on to address item one of the Service section of the document. It was asked if the word "more" should be in the statement "CESR will evaluate and give more credit for activities that are not part of the librarian's primary professional assignment but that are professionally related to that assignment." It was the commentor's understanding that activities related to the professional assignment would receive no credit. The word "more" seems to indicate that activities related to the primary professional assignment would get some credit. Someone else asked how CESR knew what is part of a person's job assignment or not, and how can they evaluate what to give more credit for?

DeSart replied that item two of that section made item one more clear. It was brought up, though, that item two covers two different topics, and should be split.

It was commented that profession does not equal job description. It was also noted that profession also did not equal professional assignment (specific job). A brief discussion followed of what distinguishes service from the professional assignment, but it was agreed that it was up to the individual to provide documentation for why a specific activity should be counted as service. It was felt that the document should say more to clarify what is or is not counted as service.

The changing nature of service was also discussed. Although the CESR document is an attempt to document current practice, things are changing. The Chancellor, for example, is encouraging community service by university faculty. One person noted that things like this should get credit if they used the individual's professional expertise.

Confusion was expressed over the need to discuss the CESR document with the members of LFA. The cover memo says that the document is to record things as they are, but it also asks for input on content. DeSart explained that the intent of any revisions is to make the document reflect what is actually going on in CESR. The commentor expressed the opinion that the discussion should more appropriately be with the former members of CESR.

It was then mentioned that the Libraries also has the Library Committee on Promotion and Tenure, and it was asked if there was any coordination between CESR and LCPT. DeSart said that LFA Exec has charged LCPT, CESR, and the soon-to-be-formed Committee on Research and Scholarly Activity to get together and discuss the differences between the evaluations for annual review and promotion/tenure requirements. It was noted that the annual review done by CESR is different from the tenure files reviewed by LCPT.

The change in terminology presented in the document was brought up. "Satisfactory" is now used instead of "Good" in the ratings system.

It was noted that exhibits aren't mentioned anywhere in the document, and the question was raised as to whether exhibits can be included as research. DeSart said that exhibits were not excluded, but like everything else, it had to be documented as to why it should be considered as research. Someone brought up the fact that exhibits are mentioned in some individual's discipline expectation statements. It was asked if exhibits could be mentioned in item two of the Research section.

One commentor congratulated the Executive Committee for including item eleven of the General Principles section of the document which states that CESR will give credit for research in progress. DeSart noted that this article was included in an attempt to iron out inconsistencies in how past years' committees addressed this issue.

One purely editorial comment was made: it was noted that the acronym "CESR" should be spelled out at least once in the document.

DeSart concluded the discussion of the CESR document by announcing that he would be accepting further comments through Nov. 7.

CRSA: A concern had been expressed to DeSart before the general meeting over a possible conflict of interest between serving on the Committee on Research and Scholarly Activity and the Committee to Evaluate Service and Research. DeSart acknowledged that LFA Exec had not had time to discuss this concern in enough depth to present any information at this open meeting.

Since the CESR document states that CESR does not serve as a mentoring body, someone asked if there was a mentoring program in existence. DeSart noted that a mentoring program was included as an appendix to the Faculty Evaluation Plan, but that many did not consider this to be a plan as much as an enumeration of different groups, committees, etc. within the Libraries and the University from whom assistance could be sought. Another individual stated that any mentoring plan should be mentioned in the document.

With the discussion completed and no further business presented, a motion was made and seconded to adjourn the meeting.

Respectfully submitted,
Jill Girardo

Minutes - Library Faculty Assembly Executive Committee - 10 November 97

Present: Baird, Cardell, DeSart, Girardo, Krentz, Wilson

Absent: Dandridge

Exec reviewed and approved the draft of Exec's minutes of October 20.

Exec reviewed drafts of the minutes of their meetings of October 27 and November 3.

Exec approved a revised draft of charges to LCPT.

Exec began the process of revising the "General Principles Regarding Service and Scholarly Activity for CESR" (a.k.a. the "CESR Guidelines"). That process will be continued at the next meeting.

Next meeting: Monday, November 17, 1:30, Watson Conference Room A

Minutes - Library Faculty Assembly Executive Committee - 17 November 97

Present: Baird, DeSart, Girardo, Krentz, Wilson

Absent: Cardell, Dandridge

DeSart informed Exec of the results of the election regarding the establishment of the Committee on Research and Scholarly Activity and the associated text for the LFA Code. Both measures passed by a wide margin. Questions/concerns noted on two of the ballots were passed along to Exec for their consideration.

DeSart reported on the activities of the Senate Library Committee meeting of November 11. Three major topics were discussed: library hours, new systems (both databases and Virtua), and Web-based interlibrary loan. Vice-Chancellor Crowe, Associate Dean Goodyear, and Mary Rosenbloom (who prepared portions of the three reports), were there to answer questions. The next SLC meeting will be November 25.

Exec then reviewed the minutes of the Staff Development Committee from November 4. DeSart will contact SDC with some small concerns over the content of those minutes.

Exec spent the rest of the meeting continuing their discussion/revision of the CESR Guidelines. Exec hopes to complete that task at their...

...next meeting: Monday, November 24, 1:30, Watson Conference Room A.

Belatedly submitted,
Mel DeSart, Secretary du jour

LFA EXECUTIVE COMMITTEE

Minutes

December 1, 1997

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

CESR Guidelines Document: The final version of the document was distributed for review by LFA Exec. and Mel requested that comments from Exec. members be sent to him no later than Wednesday, December 3, 1997.

Senate Library Committee: Mel reported that the Senate Library Committee, chaired by Ron Francisco, renewed discussion about the possibility of extending library hours.

LFA Exec Issues: Mel identified the following issues for the Committee to address within the next few weeks: 1) transferring administrative responsibilities for the General Research Fund grants to CRSA, 2) examining the LCPT document on Pre-tenure Review, 3) determining how the creation of CRSA affects LFA's Code & Bylaws, 4) reviewing the draft of FY98 charges of CRSA and 5) developing ways to assist LFA committees in fulfilling their charges. More complete discussion of these issues was planned for the next few LFA Exec. meetings.

The next meeting of the Committee will be Monday, December 8, 1997, 1:30-3:00 p.m. in Watson Conference Room A.

LFA Executive Committee

MINUTES

December 8, 1997

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

Absent: Jana Krentz

Minutes: The November 25, 1997 minutes of CRSA were reviewed and LFA Exec offered suggestions before they are submitted to FYI. The November 18, 1997 minutes of SDC were reviewed and designated for inclusion in FYI. For LFA Exec., the November 24, 1997 minutes were approved for submission to FYI, and the minutes of September 29, 1997 and December 1, 1997 were revised for further review.

Additional Charges to CRSA: The draft of FY98 charges to CRSA were reviewed and approved with corrections. They will be sent to CRSA this week.

CESR Guidelines Document: The final version of the document was approved for distribution to LFA members this week.

General Research Fund: It was decided to transfer the administrative responsibility of GRF from LFA Exec. to the Committee on Research and Scholarly Activities.

Review LFA Code & Bylaws for CRSA: It was decided that the task of determining how the the creation of CRSA effects the LFA Code & Bylaws will be submitted to the Committee on the Code and Bylaws to complete. In particular, this review will examine Article II of the LFA Code for potential corrections.

LCPT Pre-Tenure Report: Full discussion of the report will begin at the next meeting of the Committee.

The next meeting of the Committee will be Monday, December 15, 1997, 1:30-3:00 p.m. in Watson Conference Room A.

LFA Executive Committee

MINUTES

December 15, 1997

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

Absent: Jill Girardo

Before addressing agenda items, Mel inquired about the availability of Committee members to attend weekly meetings for the rest of this month and January. It was decided that the Committee would convene on December 22, 1997, January 5, 1998, and resume the regular meeting schedule on January 26, 1998. Consequently, there will be no meetings on December 29, 1997, January 12, 1998, or January 19, 1998.

CRSA Minutes: The November 25, 1997 minutes were reviewed and submitted to FYI.

LFA Exec. Minutes: The September 29, 1997 minutes, December 1, 1997 minutes, and the December 8, 1997 minutes were approved with corrections.

LCPT Pre-Tenure Report: Full discussion of the LCPT document was tabled until January 5, 1998, when everyone on the Committee could be present.

The next meeting of the Committee will be Monday, December 22, 1997, 1:30-3:00 p.m. in Watson Conference Room A.

LFA Executive Committee

MINUTES

December 22, 1997

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

Absent: Jill Girardo and Margaret Wilson

MINUTES: The December 15, 1997 minutes of LFA Exec. were reviewed and corrections were made. The Staff Development Committee Minutes of October 7, October 21, and November 4, 1997 and the Planning and Resources Committee minutes of October 9, 1997 were reviewed for inclusion in FYI.

CESR: Mel reported on the recent CESR election results. Jim Neely was elected to serve as the Committee's LIII representative and Faye Christenberry as the LI representative. Comments from the LFA membership on the "General Principles Regarding Service and Scholarly Activity for CESR" document were reviewed and will be given to the CESR Committee. A discussion of FY97 additional charges for CESR followed.

LFA Exec. Letter to LFA Committees: Another draft of the letter from LFA Exec. offering guidance and assistance to all LFA Committees was reviewed and discussed. Mel will complete the revised version of the letter this week and send it to all LFA Committee chairs.

The next meeting of the LFA Exec. Committee will be on Monday, January 5, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

LFA Executive Committee

Minutes

January 5, 1998

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

The entire meeting was devoted to examining the LCPT Pre-Tenure Review document. Continuation of this discussion was planned for Exec.'s next meeting.

The next meeting of the LFA Executive Committee will be Monday, January 26, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

Executive Committee

MINUTES

January 26, 1998

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

Absent: Jana Krent

Invited Guests: Vickie Doll, Johnnie Love, and Cindy Pierard

Minutes: The LFA Executive Committee minutes of December 22, 1997 and January 5, 1998 were reviewed and approved. The Staff Development Committee Minutes of January 6, 1997 were also reviewed.

LCPT Pre-Tenure Report: Discussion of the report concluded.

CESR FY97 Additional Charges: The final review of the CESR additional charges were discussed and approved.

FY 97 Pre-Tenure Review Candidates Discussion: The remainder of the Exec. meeting was devoted to hearing from the candidates who went through the Pre-Tenure review process.

LFA Executive Committee

MINUTES

February 9, 1998

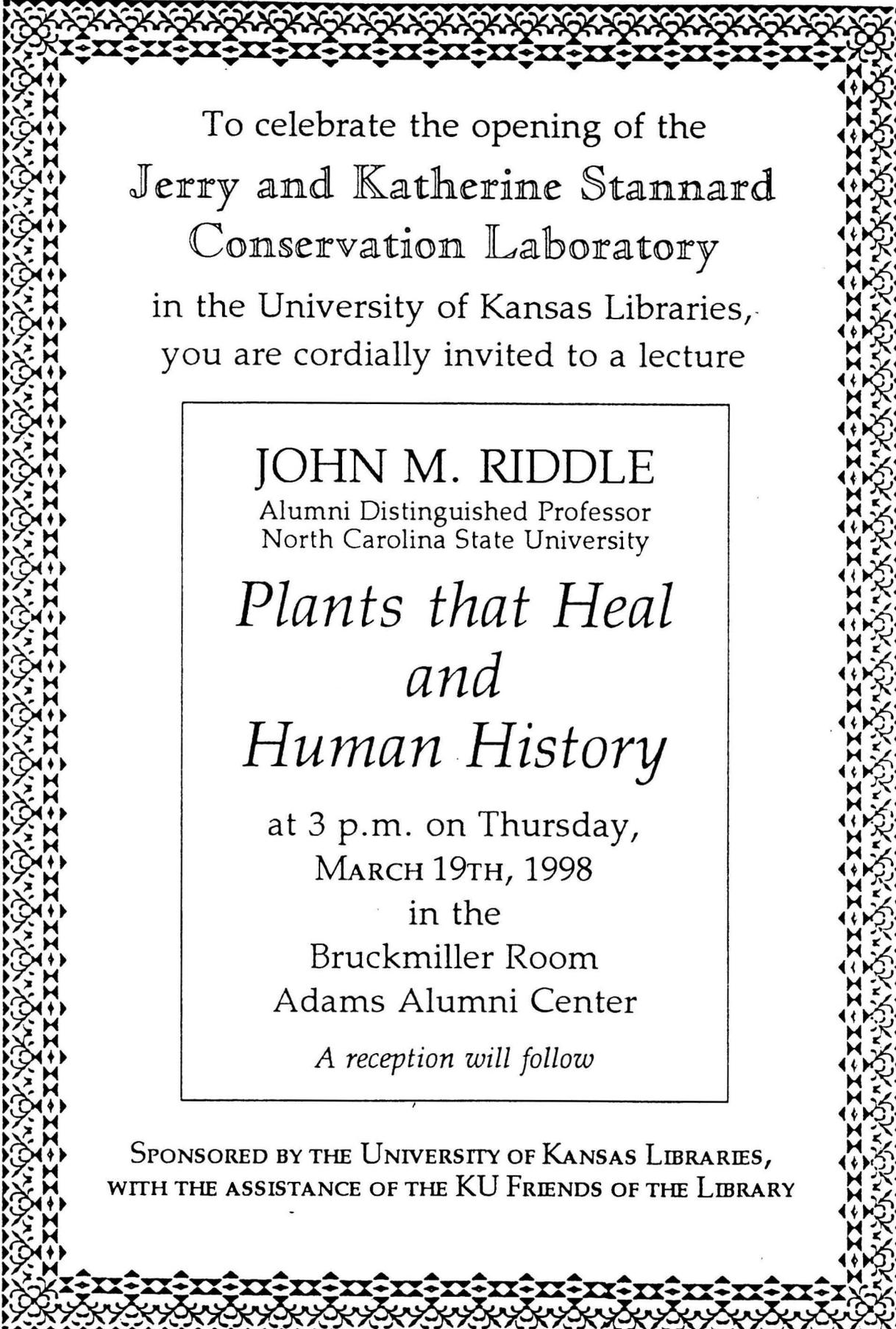
Present: Mel DeSart (chair), Brian Baird, Vic Cardell, Deborah Dandridge (Secretary), Jill Girardo, and Margaret Wilson

Absent: Jana Krentz

Minutes: The January 26, 1998 minutes of LFA Exec. were approved with corrections. The January 15, 1998 minutes of the Committee on Research and Scholarly Activities was reviewed and sent to FYI. The December 16, 1997 and January 13, 1998 minutes of the Staff Development Committee were reviewed and sent to FYI. The September 10, 1997, September 25, 1997, and November 12, 1997 minutes of the Salaries and Benefits Committee were reviewed and sent to FYI.

LCPT Pre-Tenure Report: Verbal comments from the Pre-Tenure candidates concerning their experience with the Pre-Tenure review process were discussed.

The next meeting of the Committee will be Monday, February 16, 1998, 1:30-3:00 p.m. in Watson Conference Room A.



To celebrate the opening of the
Jerry and Katherine Stannard
Conservation Laboratory
in the University of Kansas Libraries,
you are cordially invited to a lecture

JOHN M. RIDDLE

Alumni Distinguished Professor
North Carolina State University

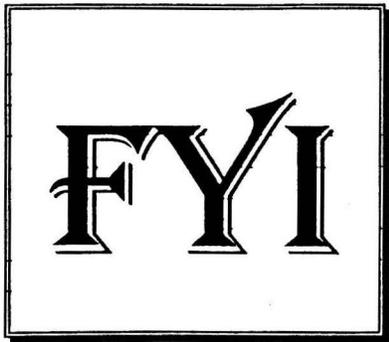
*Plants that Heal
and
Human History*

at 3 p.m. on Thursday,
MARCH 19TH, 1998

in the
Bruckmiller Room
Adams Alumni Center

A reception will follow

SPONSORED BY THE UNIVERSITY OF KANSAS LIBRARIES,
WITH THE ASSISTANCE OF THE KU FRIENDS OF THE LIBRARY



The University of Kansas Libraries

Number 1433

April 2, 1998

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

OUTREACH PARTNERSHIP GRANT APPLICATION

The Office of the Provost and the Division of Continuing Education are again offering a number of partnership grants to support university outreach programs in fiscal year 1999. Anyone planning or hosting an academic conference, short course or seminar between July 1, 1998 and June 30, 1999 is encouraged to submit a proposal and application for funds. Funding for major events in subsequent years may be applied for now. Proposals which would expand campus-based events through electronic deliveries are also encouraged.

Applications must be submitted to Sharon Graham, Academic and Professional Programs, Continuing Education Building, campus. Questions regarding the partnership grants may be addressed to Ms. Graham. A copy of the grant application form is attached to this issue of FYI.

Sandy Gilliland

ANNUAL EMPLOYEE RECOGNITION CEREMONY

All staff are invited to attend the University's Annual Employee Recognition Ceremony, Wednesday, April 22, 1998, 1:30 p.m. in the Kansas Union Ballroom. Several library staff will receive their University service pins during the ceremony. We are in the process of scheduling a reception in the Library to honor these staff and the Library's volunteers. Watch e-mail and FYI for additional details about the reception, and for the listing of library staff who will be honored during the reception and the KU ceremony!

Sandy Gilliland

1998 SUMMER ACTIVITIES & SERVICES FOR CHILDREN

The KU Dependent Care Referral Service has provided its annual list of summer activities for children. Copies of this list may be requested from the Administrative Office, 4-3601.

ATTACHMENTS

Minutes:

Classified Conference Executive Board, 3/17/98

LFA Executive Committee, 2/16/98, 2/23/98, 3/2/98, 3/16/98

Staff Development Committee, 2/10/98, 2/25/87

Travel report, Meg Brown, ALA Midwinter

Rosamond McKittrick lecture invitation, Monday, April 6, 1998, 3:30 p.m., Spencer Research Library Auditorium

**Classified Conference Executive Board
Meeting Minutes
17 March, 1998**

*Present: Baker, Dyal, Evensen (secretary), Hewitt, Orth-Alfie (vice-chair), Owens, Sandberg, Swartz
Guests: Vickie Doll and Kendall Simmons from the Staff Development Committee (SDC)*

Discussion with SDC members: Vickie and Kendall were present to discuss SDC's current search for new and different methods of providing funding for staff development and possibly training. Based upon the literature they have read, SDC has found two trends among similar staff development groups at other institutions. One trend is to provide funding solely for staff development, like KU does, and the other trend is to provide funding for development and training.

SDC currently provides funding for development opportunities for Classified staff as well as faculty, but very few Classified employees take advantage of this, for whatever reason. Not only are many Classified employees more concerned about receiving the training needed for their job duties, but those development opportunities which are available and of interest to Classified staff have typically received little or no publicity. One way to better publicize such opportunities would be to put links to the various conferences on the SDC Web site. Kendall will look into possibly doing this.

Although SDC is still researching the funding issue, they would like feedback from Classified staff about what exactly our needs are, what types of development and / or training would be of interest to us, and how they could better publicize the fact that funding is already available for Classified development opportunities. Once the results of the needs assessment survey are compiled, Carmen will provide SDC members with that data so that they may review it before they attend the April CCEB meeting.

Chair's meeting with the Associate Dean: As Kristi was not present, she will send notes from her meeting with the Associate Dean to CCEB members via e-mail.

Library Planning Group: This group's planned environmental scan was discussed at a recent Coordinating Council meeting. CCEB was on the list to assist the Human Resources committee with their part of the scan.

Classified Employee of the Year: The plaque had arrived and CCEB was able to view it. It will hang on a column in the front part of the third floor of Watson. Board members reviewed the selection process for this year's award and discussed how to find people to serve on the selection committee.

Classified Conference elections: Carmen reminded everyone that it will soon be time to elect a new vice-chair, secretary, representatives, and committee members. Jennifer volunteered to run again for secretary. Group representatives will encourage their constituents to run for the various positions.

Needs assessment survey results: Some results were shared and briefly discussed. The complete results will be discussed at the April meeting.

Committee reports: Reports for the various committees were distributed prior to the meeting.

Next CCEB meeting: Tuesday, 21 April from 1:30 – 3:00 in Conference Room A.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Meg Brown

Department: Preservation

Name of Event: ALA Midwinter Meeting

Location: New Orleans, LA

Dates of Travel: January 8-12, 1998

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

I had a very educational experience at the ALA Midwinter Meeting in New Orleans, Louisiana in January of 1998. I attended as many discussion groups in the Preservation and Reformatting Section (PARS) as scheduling would allow and was excited by many of the projects currently in progress at other institutions.

The Rare Books and Manuscripts Section (RBMS) had an interesting discussion on security issues during the Curators-Conservators Discussion Group, and I learned a great deal about the ALA security marking guidelines. Also interesting was the Physical Quality and Treatment Discussion Group, in which two members shared information on the current status of leather dressings, followed by an interesting discussion by the group of various opinions on this issue. The Library Binding Discussion Group was full of very "cutting edge" topics, as one member discussed how her library has tied mass de-acidification treatments into her library binding process.

The Preservation Administrators Discussion Group had a very heated discussion about the future of conservation in libraries. It was very important for me, as a newcomer to the field, to hear such positive feed back about the future of conservation. Most of the group felt that the future of conservation is very strong, and many members announced new jobs openings, and some announced brand new conservation laboratories.

I sat in on a meeting of the Collections Conservation Task Force, and will be a part of the planning process of some upcoming events for the annual meeting. This task force is trying to initiate some interest in the preservation and conservation of publishers cloth bindings from the 19th and 20th century. It is a daunting task, but this era of books needs more research and treatment, as there are not many options for treating this delicate material.

On Monday I acted as the intern of the Books and Paper: Methods, Materials, and Standards Committee. Here we discussed issues that were raised during discussion groups. For me, this was very important, because we discussed whether or not there was a place at ALA for discussions of conservation issues. The chair and the entire committee agreed that ALA was the right place to discuss conservation issues, especially those related to the management of conservation departments. Therefore, at the annual meeting in Washington DC, we are going to make sure that there are conservation topics on the agenda of at least one of the discussion groups.

Overall, I found the meeting to be very valuable, both in information content, and because it helped to give me a perspective on my job in relationship to the entire Preservation community. I would like to thank the Staff Development Committee for making this trip possible by funding a portion of my travel.

LFA Executive Committee

MINUTES

February 16, 1998

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

Absent: Vic Cardell and Jana Krentz

Minutes: The September 11, 1997 and December 12, 1997 minutes of the Planning and Resources Committee were reviewed. The January 27, 1998 minutes of the Staff Development Committee were reviewed and sent to FYI.

LCPT Pre-Tenure Report: More discussion about the LCPT Report ensued. Based on LFA Exec discussions of the Report, Mel will formulate a response and send it to LCPT.

The Next meeting of the Committee will be Monday, February 23, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

LFA Executive Committee

MINUTES

February 23, 1998

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

Absent: Jill Girardo and Jana Krentz

MINUTES: The LFA Exec. minutes of February 9, 1998 and February 16, 1998 were approved with corrections. The Planning and Resources Committee minutes of January 22, 1998 were reviewed and sent to FYI.

LCPT Pre-Tenure Report: Written comments of the candidates who participated in the Pre-Tenure review were examined. Discussion of LFA Exec.'s response to the Report continued.

The next meeting of the Committee will be Monday, March 2, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

LFA EXECUTIVE COMMITTEE

MINUTES

March 2, 1998

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

MINUTES: The LFA Exec. minutes of February 23, 1998 were approved with corrections.

LCPT PRE-TENURE REVIEW REPORT: Discussion of the content of LFA Exec.'s written response to the Report continued. A draft of the response will be prepared by Mel with assistance from Margaret.

The next meeting of the Committee will be Monday, March 16, 1998, 1:30-3:30 p.m. in Watson Conference Room A.

LFA Executive Committee

MINUTES

MARCH 16, 1998

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

MINUTES: The February 10, 1998 minutes of the Staff Development Committee were reviewed.

RESPONSE TO LCPT PRE-TENURE REPORT: A draft of LFA Exec's response to the Report is being prepared by Margaret and Mel for review by the rest of Exec.

UNIVERSITY SENATE LIBRARY COMMITTEE: Bill, Marilu, Mary Rosenbloom and Mel attended the meeting. Mel reported that beginning with the 1998 Fall Semester, some library branches will extend or change their hours due to concerns, especially from faculty, about limited access to libraries right before the start of each new semester. Also, to accommodate the needs of those preparing applications for grants with June 1 deadlines, the Anschutz Science Library will be open this year during the last weekend in May. One of the Committee's charges is to address space issues within the Libraries. To assist with this charge, a summary of the information provided in the Libraries's Space Committee's Report will be provided to the Senate Library Committee. There will be two more meetings of the Senate Committee before it concludes this year.

MID-YEAR REPORTS OF LFA COMMITTEES: To provide better guidance to LFA Committees, LFA Exec requested a brief summary of activities from the chair of each LFA Committee. Reports from the following LFA Committees were received and discussed: Promotion and Tenure (LCPT), Research and Scholarly Activities (CRSA), Staff Development (SDC), and Salaries and Benefits. Ways in which LFA Exec could provide more assistance to the Committees were explored.

SPRING LFA MEETING: Mel reminded everyone of the need to begin scheduling the meeting and suggested that the due date for annual reports from LFA Committees take place near the same time of the Spring LFA meeting.

FUTURE AGENDA ITEMS: Mel conveyed and everyone agreed with Dean Crowe's suggestion that LFA Exec. seek an opportunity to hear about current University Governance trends and issues from the chair of SenEx, Mary Hawkins.

The next meeting of the Committee will be on Monday, March 23, 1998, 1:30 - 3:00 in Watson Conference Room A.

ROSAMOND McKITTERICK

Professor of Early Mediaeval History, University of Cambridge
& Vice-Principal, Newnham College

will lecture on

Social Memory,
Commemoration
& the Book
in the Middle Ages

Monday, 6 April 1998
3:30 p.m.

in the Auditorium
Kenneth Spencer Research Library

SPONSORED BY THE SCHOOL OF LAW AND THE KENNETH SPENCER RESEARCH LIBRARY
UNIVERSITY OF KANSAS

**Minutes
Staff Development Committee
February 10, 1998**

Present: Vickie Doll, E. C. Powell, Al Mauler, Kendall Simmons, Sandy Gilliland

Absent: Vic Cardell, Johnnie Love

MINUTES:

The minutes of the previous meeting were read, corrected and approved.

TRAVEL REQUESTS:

Three travel requests were approved: Vickie Doll for CALA (Chinese American Library Association) meeting in Indianapolis, May 16th, Connie Powell for the American Chemical Society meeting in Dallas March 28-April 1st, and Kathleen Neeley for the American Chemical Society meeting in Dallas, March 29-April 1st.

TREASURER'S REPORT:

We have paid the \$210 cost of the postcards advertising the teleconference program "Am I a Crook?". The Provost's Office has indicated that that may be able to contribute toward this expense. Before today's meeting there was a cash balance of \$9,308.42.

PROGRAMS

The copyright seminars will be held March 12th, 9-11am, and March 13, 1:30-3:30 pm. Publicity for these seminars will go out the last week of February. No registration will be required. Advertisements will be in the form of a mailing to all staff, an e-mail message, and a notice in the FYI.

INTERIM REPORT

Vickie has prepared our interim report. She noted that we are currently working on each of the additional charges given to us from LFA Exec. These are: to assess the adequacy of SDC funding; to improve the distribution of SDC funds, to evaluate the timeliness in the handling of SDC funding requests and to participate in joint program sponsorship.

FUND DISTRIBUTION REPORT

On February 25th we will have a special meeting from 10:30 to 12:00 to discuss our readings and our own ideas on how the KU Libraries could better distribute their Staff Development funds.

The meeting adjourned at 10:00 am.

Connie Powell

**Minutes
Staff Development Committee
February 25, 1998**

*Present: Vickie Doll, E. C. Powell, Kendall Simmons, Al Mauler, Sandy Gilliland, Johnnie Love
Absent: Vic Cardell*

MINUTES:

The minutes of the previous meeting were read, corrected and approved.

TRAVEL REQUESTS AND REPORTS:

A travel request was approved for Deborah Dandridge to attend the MidWest Archives Conference in Chicago, April 30-May 2nd.

Two travel reports were received from Brad Schaffner.

PROGRAMS:

The committee discussed arrangements for the copyright seminars to be held March 12th from 9:00 to 11:00 am and March 13th 1:30 to 3:30 pm.. A notice will be sent out in the FYI. Connie will bring refreshments for the March 12th seminar.

CHARGES:

Sandy reported on her progress in fulfilling the LFA charge to improve the handling of Staff Development requests. She has offered to receive downloaded e-mailed travel requests. She will have a folder in the Administrative Office for the downloaded requests. This folder will also contain travel requests submitted directly to the Administrative Office. She will produce a flow-chart depicting how travel requests are handled. This flow-chart may be put up on the web attached to the electronic travel request form.

DISTRIBUTION OF SDC FUNDS:

The balance of the meeting was spent in discussing how other libraries handle their Staff Development funds. We hope to get ideas on how we might improve our method of distributing funds.

The meeting adjourned at noon.

E. C. Powell

The University of Kansas

OUTREACH PARTNERSHIP GRANT APPLICATION

Sponsored by the Office of the Provost and the Division of Continuing Education

SUMMARY OF UNIVERSITY CONFERENCE POLICY

Definition: A conference is an educational event or program of relatively short duration. Typically, the event involves more than 25 persons, takes place outside the classroom, is not offered for credit and will not be replicated. Participants are drawn mainly from outside the University community.

All groups scheduling a conference open to the public and charging fees to offset conference expenses *must schedule the event* through and utilize the services of the Academic and Professional Programs unit of the Division of Continuing Education. Excluded groups are registered campus organizations that schedule conferences for their own members.

Groups coordinating events through Academic and Professional Programs may apply for Outreach Partnership Grants offered through the Division of Continuing Education and the Office of the Provost.

GUIDELINES FOR OUTREACH PARTNERSHIP GRANTS

Requests for a University Outreach Partnership Grant should:

1. have a demonstrated tie to teaching, research, and public service;
2. support the program as much as possible through registration fees and grants external to the University;
3. show responsible use of funds.

Specific criteria:

- I. Academic conferences with programming that supports the teaching and research mission of an academic department will be given priority. Public service programming will be considered but given a much lower priority.
- II. Grant requests from the Office of the Provost and the Division of Continuing Education should not exceed one-third the total conference budget. These grants are not intended to be the primary source of funds for grant-related conferences. The amount of support through University sources is seldom greater than \$6,000 and generally is around \$3,500.
- III. Grant funds may be used for general expenses or designated for specifics such as speaker honorarium, travel, and reproduction of materials.

Regardless of previous commitment, if fee and other conference income is sufficient to cover all costs, no grants will be given from the Office of the Provost or Continuing Education.

The University of Kansas

OUTREACH PARTNERSHIP GRANT APPLICATION

Sponsored by the Office of the Provost and the Division of Continuing Education

Event Name _____

Event Date(s) _____

Event Organizer _____

Department/School _____

Phone _____ E-mail _____

Brief Description of Proposal _____

Audience _____

New event Annual event started in 19 _____

Where last held _____

Attendance in previous years:

Year _____ Number in attendance _____

Estimated attendance this year _____

Value of this event to the University of Kansas _____

Reason(s) event fees cannot pay all expenses _____

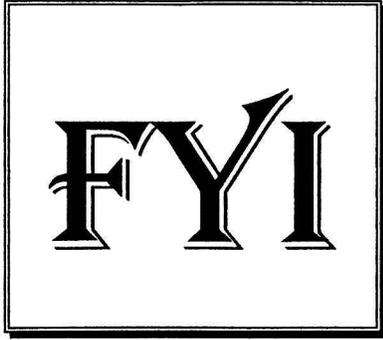
Previous financial support from the University: Year _____

Continuing Education: _____ Office of the Provost: _____ Other: _____

Total requested grant: _____ Application date: _____

Please return this application form before April 10, 1998, to Sharon Graham, Academic and Professional Programs, Continuing Education Building.

Phone: 864-3284 • Fax 864-5074 • E-mail: sgraham@eagle.cc.ukans.edu
Web site: <http://www.kumc.edu/kuce>



The University of Kansas Libraries

Number 1434

April 9, 1998

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

SCIENCE AND ENGINEERING LIBRARIES

I have had discussions with Mel DeSart, Engineering Librarian, and with staff members in the Science and Engineering libraries, regarding a potential expanded role for Mel. In a re-configured Science and Engineering Libraries organizational structure, Mel's responsibilities would include overall management of the Science and Engineering Libraries, including leadership for science-engineering collection development, working with bibliographers and allied staff. A copy of the draft position description will be available in the near future.

This plan is linked to a good opportunity to recruit a well-prepared African-American librarian, Ms. Vicki Coleman, to become Engineering Librarian. We have invited Ms. Coleman to interview on Monday and Tuesday, April 20 and 21. All staff will be invited to meet with her. Ms. Coleman earned her MILS degree from the University of Michigan and her B.S. degree in Mechanical Engineering from North Carolina A & T State University. She has several years of professional experience as an engineer and as a librarian. Details of her qualifications are included in her resume, which will be available to interested library staff next week.

Additional information will be forthcoming.

Marilu Goodyear

PERSONNEL

Carmen Orth-Alfie has been appointed to the Library Assistant III position in the Cataloging Department. Carmen is currently a Library Assistant II in Government Documents where she has worked for the past 10 years.

Sandy Gilliland

NANCY BURICH TO PRESENT PAPER

Nancy Burich will present a paper entitled "Index Utilization Patterns in Large University Branch Campus Libraries Which Provide FirstSearch as a Virtual Indexing Tool," at the 8th Off-Campus Library Services Conference. The conference will be held in Providence, RI, April 22-24, 1998.

Nancy will be presented the paper to interested KU Library Staff on Friday, April 17 from 1:30-2:30 p.m. The presentation will be at the Edwards Campus, Regents Center Library, Lab C.

CRSA will arrange transportation to the lecture. If you are interested in attending, please notify me ASAP and no later than 9:00 a.m. Wednesday, April 15.

Brad Schaffner, Chair, CRSA

(continued)

An Equal Opportunity/Affirmative Action Employer

ANNUAL EMPLOYEE RECOGNITION CEREMONY

All staff are invited to attend the University's Annual Employee Recognition Ceremony, Wednesday, April 22, 1998, 1:30 p.m. in the Kansas Union Ballroom. Several library staff will receive their University service pins during the ceremony. They are:

5 Years: Linda Hermes, Engineering Library; Mark Lasnier, Science Library; Larry Palmquist, Library Automation Department; Cindy Rivera, Cataloging.

10 Years: Kathryn Graves, Reference; Marilyn Hu, Science Library; Carmen Orth-Alfie, Documents; Marianne Reed, Library Automation Department; Mary Rosenbloom, Reference/ Administrative Office; Malgorzata Stamm, Cataloging/Slavic.

15 Years: John Miller, Library Automation Department.

20 Years: Barry Bunch, Archives; Nancy Hollingsworth, Kansas Collection; Geri Slater, Cataloging; Denise Swartz, Administrative Office; Margaret Wilson, Cataloging.

25 Years: Mary Ann Baker, Special Collections; Joy Fry, Cataloging; Sue Hewitt, Science Library; Inge Starr, Documents.

35 Years: Roger Anderson, Documents; Ann Hyde, Special Collections.

In addition to the University Recognition Ceremony, the Libraries will hold a reception to honor the above-listed staff, date and time to be announced via e-mail.

Sandy Gilliland

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

Attached is a copy of the professional development calendar for workshops and seminars offered through KU's Human Resources Department during the months of April, May and June. Staff are reminded to obtain supervisory approval prior to registering for any of these programs. All programs are free to KU staff. Additional information, including registration procedures are included in the attachment.

ATTACHMENTS

KU Human Resources Professional Development Program Calendar

Invitation to Dr. Seymour Lubetzky's Birthday Party, sponsored by KULSA

DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

April, May & June 1998

A P R I L	Monday	Tuesday	Wednesday	Thursday	Friday
				1	2
	6	7	8	9	10
	13	14	15	16	17 Orientation 9am-12 Noon
	20	21	22 Managing Conflict 8-12 Noon (P.1)	23	24 Managing Conflict 8-12 Noon (P. 2)
M A Y	27	28	29 STEP (Day 1) 8am - 4pm	30	1
	4	5	6 STEP (Day 2) 9am - 4pm	7	8
	11	12	13 STEP (Day 3) 9am - 4pm	14	15 Orientation 1 -4pm
	18	19 Customer Service 9 - 12 Noon	20 STEP (Day 4) 9am - 4pm	21	22
	25	26	27 STEP (Day 5) 9am - 4pm	28	29
J U N E	1	2 Introduction to Supervision 8-12 Noon (P. 1)	3 STEP (Day 6) 9am - 3pm	4 Introduction to Supervision 8-12 Noon (P. 2)	5
	8	9	10 STEP (Day 7) 9am - 3pm	11	12 Stress & Time Management 8am - 12 Noon
	15	16	17 STEP (Day 8) 8am - 2pm	18	19
	22	23 Personality Type & Organizational Change 9-12 Noon (P.1)	24	25 Personality Type & Organizational Change 9-12 Noon (P. 2)	26
	29	30			

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

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-4946.

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.
- ***RESPONDING TO NEGATIVITY** - (6 hours) "Negativity" is a regular occurrence in the work place. It speaks and generates an uncomfortable work environment. This workshop will address ways to recognize the negative attitude and tools for coping and dealing with "negativity."
- ***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)** - (46 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.
- CUSTOMER SERVICE: YOU MAKE THE DIFFERENCE** - (3 hours) this workshop will examine the various aspects of customer service including identification of internal and external customers, assessing customer needs, characteristics of quality service, educating your customers and customer advocacy.
- ***INTRODUCTION TO PERSONALITY TYPE** - (6 hours) awareness of one's personality type helps to explain why there are differences and misunderstandings in communication, work style, and problem solving approach. This workshop provides a basic understanding of the sixteen personality types in the Myers-Briggs Type Indicator. The understandings gained will enhance the capacity to make assignments, communicate and deal with diverse approaches to work. Participants will need to register by _____ and complete the MBTI by _____ to be a part of the class. There will be a \$10 materials charge.
- ***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.
- PERSONALITY TYPE AND ORGANIZATIONAL CHANGE** - (6 hours) this workshop builds on a basic knowledge of personality type theory. Participants should have completed Introduction to Personality Type or be familiar with the MBTI. Participants will gain an understanding of the needs of different types during organizational change, what strengths they bring and what they need in order to accept and support the change process. There will be a \$10 materials fee.
- ***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.
- 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

KULSA

invites you to a

BIRTHDAY PARTY
on Thursday April 16, 1998

for Dr. Seymour Lubetzky
the foremost cataloging theorist
of the twentieth century
who will be 100 on April 28, 1998

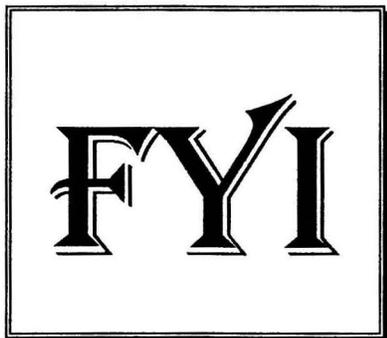
Photo Session at 9:45 am
on the front steps of Watson Library
where a photographic birthday card will be created

We shall take a digital photo, download it and send it
electronically to the Library School at UCLA
for them to present to Dr. Lubetzky
at their seminar honoring him on Saturday April 18th

Birthday cake and punch
follow about 10am

Come join us in celebrating the long life
and illustrious career
of this world-famous librarian

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@MAIL.LIB.UKANS.EDU



The University of Kansas Libraries

Number 1435

April 16, 1998

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

PERSONNEL

Debra Danielson has been appointed as Secretary II (full-time) in the Library Administrative Office. Debra is presently employed by the KU Watkins Health Center. Previously, she has been employed by Haskell Indian Nations Health Center. Debra's appointment begins April 27th, and she replaces Sandra Benedict.

Sandy Gilliland

LEON ELECTED

At the recent KLA Conference in Wichita, Lars Leon was elected to a two-year term as President of the ILL Roundtable. Congratulations, Lars!

Rob Melton

ANNUAL EMPLOYEE RECOGNITION CEREMONY

All staff are invited to attend the University's Annual Employee Recognition Ceremony, Wednesday, April 22, 1998, 1:30 p.m. in the Kansas Union Ballroom. Several library staff who will receive their University service pins during the ceremony were listed in last week's FYI. I inadvertently omitted the following staff, who will also be recognized:

20 Years: Kerry Chapman, Cataloging; Gary Samuelson, Circulation; Kathleen Neeley, Science Library.

25 Years: Janet Revenew, Periodicals/Microforms; Jim Smith, Music Library

A reception to honor these and other Library staff who will receive their University service pins, and to recognize our volunteers, will be held from 2:30 - 3:30 p.m. Thursday, April 23rd. All staff are invited to attend. A brief program will begin at 2:45.

Sandy Gilliland

“SO THEY'RE OUT OF THE CLOSET. NOW WHAT?!?”

All staff (and library student assistants) are invited to attend a panel discussion on Wednesday, April 22nd, at 3:30 p.m. in Watson Conference Room A, entitled: “So They're Out

An Equal Opportunity/Affirmative Action Employer

of the Closet. Now What?!?!: Working with LesBiGayTrans Colleagues". Panelists include: Prof. Robert Minor, Religious Studies; Prof. Forrest Swall, Social Welfare; Ms. Sara Collas, graduate student; Josh Nichols, Libraries student assistant (Science Library); and Maurice Bryan, Director, Equal Opportunity Office. Kathleen Ames-Oliver, KU Human Resources, will serve as moderator. Please join us for this session (an invitation is attached).

Sandy Gilliland

ATTACHMENTS

Library Diversity Advisory Committee Panel Discussion invitation
Annual Spring Picnic (for student assistants) invitation

***So They're Out of the Closet. Now What?!?!:
Working With LesBiGayTrans Colleagues***

a panel discussion for KU Libraries Staff

all staff invited

**Wed., April 22 --- 3:30 p.m.
Watson Conference Rooms A & B**

sponsored by the Libraries Diversity Advisory Committee

Don't miss the KU Libraries'

ANNUAL SPRING PICNIC

(in appreciation of all Libraries' student assistants)

Monday, May 4th, 11:00 a.m. - 2:00 p.m.

at Potter's Pavilion

(located between Carruth-O'Leary Hall and Potter's Lake)

In case of rain, it will be held in the staff lounge, 1st floor, Watson Library

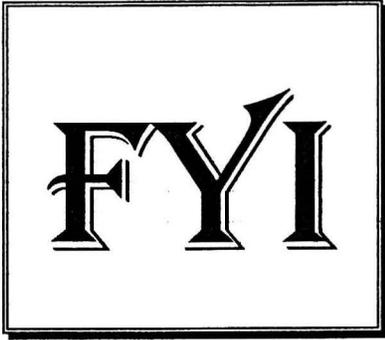
KULSA* will provide Hot Dogs and all the fixin's, drinks, and eating utensils

Muriel Cook will provide delicious bar-be-que

Library Staff are asked to bring a food item(s) to share

**PLEASE INVITE YOUR STUDENT ASSISTANTS --
THIS PICNIC IS FOR THEM!!**

*Kansas University Libraries Staff Association



The University of Kansas Libraries

Number 1436

April 23, 1998

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

UNCLASSIFIED VACANCY

Japanese Studies Librarian/Specialist. Applications are now being accepted for the position of Japanese Studies Librarian/ Specialist who will serve as the bibliographer and cataloger for Japanese studies materials, and serve as the liaison to Japanese studies faculty of the KU Center for East Asian Studies. Responsibilities include collection development management, reference and research services, cataloging, supervising student assistants, and some preservation and conservation work with the Libraries' Preservation Librarian (full position description is available). **Required Qualifications:** BA or advanced degree in a social science or humanities discipline with an emphasis in Japanese or East Asian Studies; High level of professional competency in written and spoken Japanese and English; strong interpersonal skills to work effectively with colleagues and the research-oriented Japanese studies community; knowledge of or experience with LC classification, LCSH, AACR2, LCRIs, and MARC formats; commitment to professional involvement; and evidence of initiative and flexibility. **Preferred:** MLS from an ALA accredited library school; advanced academic work in Japanese studies; experience in an academic or research library including reference and cataloging services; experience with the OCLC CJK Plus system; understanding of collection development procedures and knowledge of the Japanese publishing industry; familiarity with current technological developments in East Asian Studies sources; familiarity with library Internet applications; ability to work independently in a rapidly-changing environment. **Appointment terms:** the terms and conditions of the appointment (tenure-track or professional staff) will be dependent upon the successful candidate's qualifications. Annual salary range: \$29,000 - \$34,000. To apply, submit a letter of application, resume, copies of graduate transcripts, and names, addresses (including e-mail address), and telephone numbers of three references to: Sandra K. Gilliland; Assistant to the Dean; The University of Kansas Libraries; Lawrence, KS. 66045-2800 (e-mail: sgilliland@mail.lib.ukans.edu). Copies of the full vacancy announcement are available from the above address. Applications postmarked by May 29, 1998 will be given first consideration; applications will be accepted until the position is filled. For additional information regarding the University of Kansas, Lawrence Campus, and the University of Kansas Libraries, consult our website address: <http://www.lib.ukans.edu/>

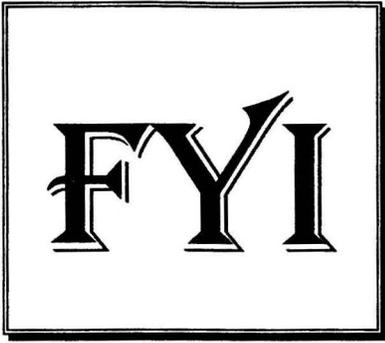
An Equal Opportunity/Affirmative Action Employer

The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

CREDITS

Lyn Wolz, Regents Center Library, participated in a panel discussion entitled, "Changing Demographics and Library Instruction" with Cherrie Noble, School of Business, at the recent KLA conference in Wichita.

An Equal Opportunity/Affirmative Action Employer



The University of Kansas Libraries

Number 1437

April 30, 1998

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

CLASSIFIED VACANCY

Due to Lisa Kivindyo's resignation (see PERSONNEL below), applications are now being accepted for a full-time Office Specialist position in Watson Library 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.

To apply for this vacancy, 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, May 8, 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.

PERSONNEL

Lisa Kivindyo, Copying Services Supervisor, Watson Library, has announced her resignation. Lisa began her full-time employment in the Libraries last Fall. Her resignation is effective May 29th.

Sandy Gilliland

An Equal Opportunity/Affirmative Action Employer

SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the Japanese Studies Librarian/Specialist search committee (an announcement of this vacancy was included in last week's FYI): Mary Roach, Chair; Vickie Doll; Geoff Husic; Brad Schaffner; Prof. William Tsu-tsui, KU History Department; Sandy Gilliland, ex officio.

CONSERVATION LAB OPEN HOUSE

You are invited to attend an open house in the *Jerry and Katherine Stannard Conservation Laboratory* scheduled for April 30, 1998. The open house will run from 9:00-5:00 on Thursday.

The purpose of this event is to educate library and university staff, as well as people from the community, about the role a conservation laboratory plays in a research library's preservation efforts. An open house forum was chose so people could visit the lab at their leisure-allotting as much time to the visit as they wish to spend.

The Stannard Laboratory is located on the First Floor of the Watson Library. Simply take the elevator to the First Floor and follow the signs to your right.

If you have any questions about the event please contact Brian Baird (4-3568 or bbaird@ukans.edu) or Meg Brown (4-3429 or mmbrown@ukans.edu).

Brian Baird, Preservation Librarian

NEW BENEFIT: LONG TERM CARE COVERAGE

Informational meetings will be held on Thursday, May 7th, regarding the State's new Long Term Care Coverage, underwritten by Hartford Life Insurance Company:

Centennial Room, Kansas Union: 9:30 a.m., 1:30 p.m. and 6:30 p.m.

Long Term Care coverage is currently available for active and retired faculty and staff and their extended family members (spouses, dependent children, parents, and parents-in-law). It is not major medical insurance nor income replacement. Long-term care insurance provides a daily benefit when the insured needs help with essential activities of daily living because of chronic illness, injury, or old age. Additional information regarding the coverage will be made available during the open meetings. The enrollment period ends May 31, 1998. Enrollment information will be available during the open meetings or can be obtained by calling 1-888-510-4039, (24-hrs./day).

Sandy Gilliland

CELEBRATE THE SIXTIES

Come visit the Kansas Collection and relive the Sixties, or experience them for the first time, through an exhibition entitled **Images of the Sixties: posters, newspaper, ephemera**. The materials drawn from the holdings of the Kansas Collection and the Wilcox Collection of Contemporary Political Movements(as well as memorabilia on loan from staff), were chose to illustrate the exciting and vibrant decade. Events from

(continued)

the 1960 lunch-room sit-in when 4 Black college students refused to leave a Woolworth lunch counter in Greensboro, North Carolina to "An Aquarian Exposition...3 Days of Peace & Music" in August of 1969, more widely known as Woodstock, are represented. Events in Lawrence and on the KU campus are also documented through photographs and newspapers. The exhibition will be on view through August, 1998. The Kansas Collection, located in Spencer Research Library, is open from 8:00-5:00 Monday-Friday and on Saturday, May 2 from 9:00-1:00 (the last Saturday that we will be open until the fall semester).

I would also like to take the opportunity to thank those who assisted me with this exhibition, Lin Fredericksen with her expert knowledge of the Wilcox Collection and her great memory, Kristin Eshelman with her computer and design skills, Jennifer Evensen also very skilled, who designed, edited, typed, and cut (and really seemed to enjoy it) and all the staff who dug around in their closets and found some really "groovy" stuff. Thank you all.

Becky Schulte

CALL FOR NOMINEES FOR ELECTED LFA COMMITTEES

Attached to this issue of FYI is a Call for Nominees form for your use in nominating yourself or your colleagues to serve on an LFA committee during the 1998/99 fiscal year. Please complete the nomination form and return it to Susan Craig, Kathy Graves or Faye Christenberry by Friday, May 15, 1998.

Susan Craig

ATTACHMENTS

Minutes:

LFA Salaries and Benefits Committee, 12/11/97, 03/05/98, 03/12/98, 03/20/98, 03/30/98

Staff Development Committee, 03/24/98, 04/07/98, 04/14/98

Committee on the Code and Bylaws, 04/16/98

Travel Report from Johnnie Love, ALA Midwinter Meeting, January 8-12, 1998

Call For Nominees For Elected LFA Committees

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes, December 11, 1997**

PRESENT: Deborah Dandridge (chair), Sandy Gilliland (for first part of meeting), Mary Hawkins, Kathleen Neeley

ALSO ATTENDING: Nancy Jaeger

The Committee met at 2:00pm with Nancy Jaeger to discuss information which the Committee wished to obtain in order to determine the extent to which compression has occurred among KU librarians' salaries. Committee members specified that they wished to have the average and median salaries for each rank of librarians in each of the past twenty years, as well as the Library's minimum entry-level professional salary which had been established for each of these years.

Jaeger offered a variety of additional information relevant to salary compression which is also readily available for each year and which she said could be supplied with relative ease. Based on Jaeger's suggestions, the Committee also agreed to receive from her each year's high and low salary for the various ranks, each year's overall percentage increase which the Library had received for merit and as supplemental funds, the percent increase which had been applied to each rank (as merit and as supplemental salary monies), the salary distribution formula which was used by the Library in each of these years, each year's number of full time equivalent librarians at the various ranks, and each year's numerical distribution of performance ratings for the various ranks. The Committee agreed that, even if its initial reporting is confined to outcomes rather than to possible causes of salary compression, this additional information will be useful to further explore causes of salary compression and possible remedies. Committee members agreed to focus their initial study on aggregate information for the various ranks of librarians, rather than to engage at this time in a more comprehensive and detailed study of individual salaries.

Jaeger said that she expects to have information drawn together for the Committee by the end of December. The meeting adjourned at 3:30pm.

Mary Hawkins, Secretary

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes, March 5, 1998**

PRESENT: Deborah Dandridge (chair), Mary Hawkins, Kathleen Neeley
EXCUSED: Sandy Gilliland

Salary Compression Study: The committee met at 9:30am to review the salary data provided by Nancy Jaeger and to develop plans for proceeding with the study. Initial discussion focused on the concern that average salary data had been provided for only some of the years within the twenty-year period, and that the data included no median salaries. In order to obtain average and median salaries for the entire twenty-year period FY1979-FY1998, committee members speculated about use of the University Archives' FY1979-1998 annual budgets to obtain information for all of the years in question.

After a side-trip to the Archives to examine the annual budgets, the members agreed to use the annual budgets to derive the FY1979 through FY1998 librarian salaries, computing the average and median salary for each rank from filled positions only, with part-time positions recalculated to reflect full-time equivalent salaries. Neeley and Dandridge volunteered to compute average salaries for the twenty-year period, with Hawkins computing the median salaries. Neeley volunteered to photocopy the relevant pages from the budget documents so that members could proceed with the work independent of library hours.

The meeting adjourned at 11:30am.

Mary Hawkins, Secretary

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes, March 12, 1998**

PRESENT: Deborah Dandridge (chair), Mary Hawkins, Kathleen Neeley
EXCUSED: Sandy Gilliland

Salary Compression Study: The committee met at 9:30am to review the average and median salary data which each had compiled since last week's meeting. Neeley distributed a list showing average salaries for each rank from FY1979 through FY1988. Dandridge issued a list of average salaries for FY1989 through FY1998. Hawkins' list showed median salaries at each rank for the twenty-year period. Committee members cross-checked the median and average salary lists to assure that they reflected the same number of filled positions at each rank. Where there were differences, the budget sheets were examined to correct errors, and lists were annotated where medians or averages required correction and recalculating. Members agreed to revise their lists as needed for the next meeting.

The meeting adjourned at 10:30am.

Mary Hawkins, Secretary

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes, March 20, 1998**

PRESENT: Deborah Dandridge (chair), Sandy Gilliland, Mary Hawkins,
Kathleen Neeley

Salary Compression Study: The committee met at 10:30am to review average and median salary information which members had collected and tabulated thus far for purposes of determining salary compression and to update Sandy Gilliland regarding progress to date. Dandridge, Neeley, and Hawkins distributed their lists of average and median salary information and provided background information regarding their use of the University Archives' FY1979 through FY1998 University Budgets to derive salaries for filled positions in each rank. In addition, Hawkins distributed a combined list of medians and averages which also showed percent change by rank for 5-year, 10-year, and 20-year periods (percentages rounded to the nearest whole number).

Gilliland noted that the University will receive no supplemental funds this year to address salary compression and asked whether this affects the committee's continuation of the study. Dandridge explained that the committee has received no notice to discontinue pursuit of this charge, and Hawkins recalled that the interest in salary compression was not necessarily tied to the availability of supplemental funds.

Committee members shared their preliminary reactions to the array of average and median salaries which their computations had produced and expressed interest in obtaining further analysis of the data. Gilliland suggested that determining the percentage difference between ranks for each of the twenty years would be useful to examine how these percentage differences have increased or decreased over the years. Dandridge, Hawkins, and Neeley expressed interest in pursuing this information, and also in obtaining graphs of the data. To obtain a more accurate measure, it was agreed that percentages not be rounded, but that they be carried to two decimal points. Gilliland offered to request Administrative Office assistance for these purposes.

The meeting adjourned at noon.

Mary Hawkins, Secretary

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes, March 30, 1998**

PRESENT: Deborah Dandridge (chair), Sandy Gilliland, Mary Hawkins
EXCUSED: Kathleen Neeley

Japanese Studies Librarian/Specialist. The Committee met at 1:00pm for review of the salary range proposed by the search committee for the position of Japanese Studies Librarian/Specialist. Following discussion, the committee approved the range of \$29,000-\$34,000 as proposed by the search committee.

Salary Formula for FY1999 Salaries. Gilliland shared a copy of the ballot which was issued to the LFA last year showing a range of options to be voted on for distribution of FY1998 merit increases. She noted that the Code requires LFA action on an annual basis regarding the salary distribution method preferred by the LFA as applied to merit increases for library faculty. For the ballot regarding FY1999 salaries, the committee recommends issuance of the same salary distribution options as were included on last year's ballot.

Salary Compression Study. Asked whether Administrative Office help has been secured to assist the salary compression study, Gilliland reported that Marilu Goodyear has not yet approved commitment of Nancy Jaeger's or JoNell Proctor's time for this purpose.

The meeting adjourned at 2pm.

Mary Hawkins, Secretary

**Meeting
Staff Development Committee
March 24, 1998**

*Present: Vickie Doll, E. C. Powell, Kendall Simmons, Vic Cardell, Sandy Gilliland, Al Mauler
Absent: Johnnie Love*

MINUTES:

The minutes and notes of the meeting held on February 25th will be corrected by e-mail.

TRAVEL REQUESTS:

Travel requests to attend the North American Serials Group (NASIG) June 18th-21st in Boulder, Colorado were approved for: Karon Ballard, Joy Fry, Kathy Lathrom, David Pardue, Nancy Rake, Alex Slater, Carol Ann Vernon, Margaret Wilson and Gaele Gillespie.

Other approved travel requests were for Nancy Burich for the Eighth Off-Campus Library Services Conference April 22nd through 24th; Brian Baird for the Fifty-first Pacific Northwest Historical Conference April 22nd-25th; Nancy Hawkins to attend a Pryor Seminar May 14th; Judith Emde for the Medical Library Association annual meeting May 22nd-27th; Loretta Spurling for an MLA Workshop May 23rd; and for Brad Schaffner for the Slavic Librarians Workshop June 17th-19th, and ALA June 26th-30th.

The committee received a travel report from Meg Brown for midwinter ALA.

BUDGET REPORT:

After less than 50% of SDC's fiscal year (which starts in October) we have spent \$11,937.35. This is 64% of our budget. We have \$6,562.65 remaining which is 36% of our budget.

PROGRAMS:

Vic reported on the upcoming BCR teleconference to be held in the Computer Center auditorium on April 2nd from 1:30 to 3:30 entitled *Am I a Crook?* All library staff and all faculty have received an invitation. An e-mail reminder will be sent from Strong Hall. Vic expects to receive the evaluations for the teleconference soon. The conference will be videotaped. Sandy will make the arrangements for the videotaping with Telecommunications. Since the conference is being held in the Computer Center, no refreshments will be served.

Vic reported on the sessions of the Copyright Workshop held on March 12th and 13th. Each program consisted of presentations by Marilu Goodyear, Rachel Miller, Vic Cardell and Jim Neeley. The session held on the 12th had eighteen participants and one on the 13th had eleven making a grand total of twenty-nine participants. It was agreed that the program was very successful. Thank you notes will be sent to all the panelists.

This Friday from 1:15 to 2:15 pm there will be a teleconference featuring the ALA Presidential candidates, Sarah Long and Martin Gomez who will be giving their answers to questions of current library interest. This teleconference is being sponsored by the same organization that sponsors the Soaring to Excellence series. Because of the short notice, SDC decided not to sponsor this teleconference.

COMMITTEE CHARGES

In response to the charge *to assure that funding requests are handled in a consistent and timely manner*, Sandy reported that she will have a procedure memo and flow chart for our April 7th meeting.

In response to the charge to *examine methods for distributing staff development funds to determine whether the committee's current shares approach is optimum*, Kendall has invited us to attend the next meeting of the Classified Conference Executive Board (CCEB) on Tuesday April 21st at 1:30. CCEB has conducted a survey of classified staff with an over 60% response, on their needs for training and staff development. Preliminary results of the survey show that classified staff are interested in more training and in being better informed of what training and development programs are available. Kendall will send all of us a copy of the survey results before our joint meeting with CCEB.

The meeting adjourned at 10:00 am.

E. C. Powell

Minutes
Staff Development Committee
April 7, 1998

Present: Vickie Doll, E. C. Powell, K. Simmons, Al Mauler, Johnnie Love, Sandy Gilliland
Absent: Vic Cardell

MINUTES

The minutes of the previous meeting were read, corrected and approved.

TRAVEL REQUESTS

Three travel requests were approved for the upcoming ALA meeting in Washington, D.C. They were for Gordon Anderson attending June 25th-July 1st, Meg Brown attending June 26th-29th, and Loretta Spurling attending June 26th-June 30th. Marianne Reed was approved to attend the KLA meeting in Wichita, April 8th-10th.

BUDGET REPORT

Deborah Dandridge returned \$336 to SDC. This money was not used when she was unable to attend a meeting due to her leg injury. We now have a new budget of \$18,836 of which we have encumbered \$14,272.85 (unreconciled). Our reconciled balance is \$5,224.65. There was concern expressed by members of the committee on how low our balance is for this time of year.

COMMITTEE CHARGES

In conjunction with our charge *to assure that funding requests are handled in a consistent and timely manner*, Sandy presented a memo entitled "Requesting Staff Development Funds Made Easier." This memo explains to library staff how to request travel and workshop funds, and where to send these requests. We made comments and suggestions for the memo. Sandy will incorporate the changes and put the memo on e-mail for our approval before it is sent out to all library staff. When it is sent out, a set of travel requests forms will be attached to each memo.

Sandy also presented a flow chart depicting the steps used in appropriating staff development fund requests. The committee made comments and suggestions on the flow chart and will review an updated copy at our next meeting. The flow chart will be put up on the SDC web site at <http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc.html>.

In conjunction with our charge *to examine methods for distributing staff development funds to determine whether the committee's current shares approach is optimum*, Kendall reminded us of our meeting with the Classified Conference Executive Board (CCEB) on Tuesday April 21st at 1:30. We will meet with CCEB if they are ready to summarize the classified staff's needs for training and staff development. Kendall has sent each of us copies of CCEB's survey report. In conjunction with this charge we would like to meet with the LFA Exec committee to see if they are interested in polling the training and development needs of the unclassified staff.

To complete all parts of the charge, including our literature review, our meetings with other committees, our discussions, etc. this committee will hold some extra meetings.

PROGRAMS

Since Vic was absent we are postponing a review of our latest program, the April 2nd teleconference entitled *Am I a Crook?*

The meeting adjourned at 10:00 am. Our next meeting will be April 14th at 8:45 am.

Connie Powell

MINUTES
STAFF DEVELOPMENT COMMITTEE
April 14, 1998

Present: Vickie Doll, E. C. Powell, Kendall Simmons, Vic Cardell, Sandy Gilliland, Al Mauler
Absent: Johnnie Love

MINUTES

The minutes of the previous meeting were read, corrected and approved.

TRAVEL REQUESTS AND REPORTS

One travel request was approved for Lyn Wolz of the Regents Center to deliver a paper July 11th at the *Folksong: Tradition and Revival Conference*, at the University of Sheffield, England.

Vic mentioned his concern that not all the travel reports turned in to SDC are published. He was assured that such reports are turned in to the administrative office to be published in the FYI.

PROGRAMS

Vic reported that there were 26 attendees for the videoconference program entitled *Am I a Crook?* He also reported that there was a very good discussion after the presentation, with Marilu Goodyear, Rose Marino and Karen Dutcher available to answer questions.

The videoconference was taped and Vickie will ask George Gibbs if this tape may be cataloged in order to have a record in the online catalog for people interested in borrowing the tape for classes or discussion groups. In addition Kendall will put a list of all of the SDC videotapes on the SDC web site.

CHARGES

Vickie presented a draft of a letter she would like to send to Mel DeSart, LFA Chair asking him to consider sponsoring a survey of library faculty needs for training and development. This is a request to sponsor a survey similar to the CCEB survey of classified staff needs for training and development. We approved sending the letter.

Kendall has offered to look at SDC records to compare SDC funding with actual funding needs for those who have attended workshops, seminars and conferences in the past. She also offered to do an informal internet survey of those on the library staff who have not attended workshops, seminars and conferences in the past.

Connie will put together information from other libraries on their methods for managing staff development. This information has been coming from e-mail replies to questionnaires and from journal articles we have been reading on the subject.

Sandy will review the guidelines that have been used in the past by the SDC for ideas on how we can improve the current SDC fund distribution.

Our next meeting will be on April 21st at 8:45 am.

Connie Powell

COMMITTEE ON THE CODE AND BYLAWS

Minutes

4/16/98

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

The Code & Bylaws Committee met on Apr. 16 (Thurs.), at the request of LFA Exec, to explore how the creation of the Committee on Research and Scholarly Activities (CRSA) will affect the LFA Code. After reviewing the Code, it appears that few changes will be necessary.

The only section of the Code affected is 2.2.2, which gives requirements for holding office and serving on committees within the Libraries. We emended four subarticles of this section, and will submit these changes for LFA Exec's consideration.

Minutes submitted by David Pardue

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Johnnieque B. Love

Department: Reference Department
Watson Library

Name of Event: American Library Association Midwinter Meeting

Location: New Orleans, LA.

Dates of Travel: January 8 -12, 1998

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

First of all I would like to thank the Staff Development Committee for their financial support in attending the Midwinter ALA Conference, for without this assistance it would not have been possible for me to attend.

My main objective for attending the Midwinter ALA Conference was to share in the experience of the Association Research Libraries reception being held in honor of the recipients of the ARL- Leadership and Career Development Program. I was also able to meet other participants of the program ,and my mentor for my research project.

In addition to fulfilling my initial objective, I was able to make connections with other committees and activities that relate to my job responsibilities and interest. Other activities included work on the ALA Spectrum Initiative, the Libraries Service for Special Populations Group(LSSP), and Instruction for Diverse Populations Committee. I also attended the ALA Black Caucus Annual Board meeting.

ALA Spectrum Initiative is designed to recruit fifty minorities to the library profession. During the month of April scholarships will be awarded to the recipients to attend schools of Library Science across the country that will be supportive and will provide additional support to the students. The Spectrum Initiative is also designed to provide supporting programming and mentoring activities. Several sub-committees were established to implement the plans for the various activities. One of the activities planned is to host an institute where the scholarship recipients will have an opportunity to talk with library professionals and attend topical library workshops. I have been appointed to serve on this sub-committee. The ALA Spectrum Initiative meeting began with an overview by E.J Josey on his many years of recruitment efforts at the University of Pittsburg. Additional planning for the first Spectrum Institute will

be held at ALA this summer. The first Spectrum Initiative Institute will be held at ALA in 1999.

Attending the Academic Libraries Assisting the Disabled(ALAD)/ Library Services for Special Populations (LSSP) was an opportunity for me to assess what we are doing here in the KU Libraries in relation to providing service to patrons with disabilities. It was also reassuring to know that we are on the way to "doing the right thing" in our policies and procedures. I will be serving as moderator for a panel entitled "Universal Access: Putting A New Spin On the Web," June 27, 9:30 a. m. to 12:30 p.m. at ALA.

Attending the sessions for ACRL/IS Instruction for Diverse Populations Committee was also a good experience. I found it to be very helpful and stimulating! I am looking forward to attending these sessions at ALA.

One of the most challenging and productive sessions was hosted by the Library of Congress in which panel members were addressing "Reference Service in A Digital Age," Sunday, January 11. Again, it was really affirming for me to know that we here at KU are not the only ones who are experiencing an array of emotions in trying to determine how we work with skills and training of all the new technology that is being identified for use in the library. The session addressed the issues of what new skills do we need and how do we get them? This session was hosted by Diane Kresh, Acting Director of Public Service Collections of the Library of Congress. The panel was presented to an overflow crowd with great enthusiasm and lots of questions. LC's goal is to provide an opportunity for further discussion at ALA this summer.

Again, thanks to the Staff Development Committee for your support.

CALL FOR NOMINEES FOR ELECTED LFA COMMITTEES

The Library Faculty Assembly acts as an advisory body to the Dean of Libraries by discussing and making recommendation on matters pertaining to:

- the professional and academic concerns of and standards for librarians and other members
- the Library's policy of service to the University community
- University policies relating to the Library

Each year there are opportunities for members to serve on LFA committees and contribute to the work of the assembly. The Nominating and Ballot Committee is soliciting your nominations for the following elected offices.

The Executive Committee's assignment is to ensure the orderly and effective operation of the Library Faculty Assembly. Exec consists of seven members who serve one-year terms. The vice-chairperson, who also serve as chairperson-elect, will have a second year in office as chairperson. In 1998-99, Brian Baird will be LFA chair.

Vice-chairperson _____

Secretary _____

Librarian III representative _____

Librarian II representative _____

Librarian I representative _____

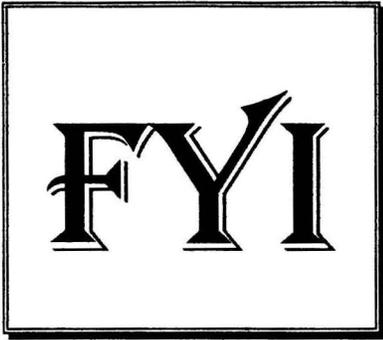
Unclassified professional staff representative _____

The Committee on Promotion and Tenure reviews the qualifications and performance of all members to be considered for promotion, tenure, sabbatical leave, and for the pre-tenure review. P&T consists of seven members, representing the various ranks, who serve for two years with overlapping terms. No librarian who is scheduled for promotion or tenure review may stand for election in the year in which he/she will be reviewed. In 1998-99, Mary Roach and Nancy Burich will continue as LIII representatives, John Richardson will continue as LII representative, and Cindy Pierard will continue as LI representative. Geoff Husic, Susan Craig, and Margaret Wilson are not eligible for election.

Librarian III representatives _____

Librarian II representative _____

Please forward your nominations (self-nominations are welcome) for these positions to Susan Craig, Kathy Graves, or Faye Christenberry by Friday May 15.



The University of Kansas Libraries

Number 1438

Date: May 7, 1998

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

NEW EXHIBITION IN SPECIAL COLLECTIONS

“Autolycus’ pack: “throwaway’ sources for research” is made up of materials from the collections which are normally thought of as ephemera: newspapers, almanacs, posters, guidebooks and tourist maps, programs, entrance tickets -- all of them designed for a very limited life, but which, having been preserved, can now be seen to have potential for research. Yesterday’s newspaper is in the recycling bin, but the December 23, 1805, issue of the London Times gives us early accounts of Napoleon’s victory at Austerlitz. A 16th century Italian almanac tells us about medical beliefs of the day -- which day was auspicious for bloodletting, which for medicinal baths, and on which day you should perform (or undergo) no medicine whatever. The exhibition also includes a group of ephemeral books—dime novels, penny dreadfuls, and other popular editions designed to be read and discarded.

Jim Helyar

PLAQUES INSTALLED IN WATSON LIBRARY

We are pleased to announce that two plaques have been installed in the main lobby area of Watson Library designating the following: staff who have been named “Classified Employee of the Year” in the KU Libraries, and library faculty who have been selected for the annual “Chancellor’s Award for Distinguished Librarianship”. The names of future recipients of these awards will be added to the plaques.

Sandy Gilliland

RESULTS OF LFA MERIT SALARY BALLOT

The LFA Nominating and Ballot committee announces results of the recent Merit Salary Distribution Ballot (57 ballots were mailed; 33 were returned and counted):

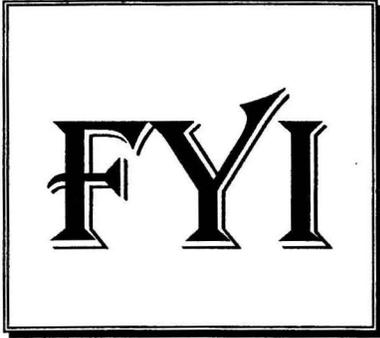
Question 1: Differentiation for merit:

- Option 1 (2:3:4:5): 9 votes
- Option 2 (1:2:3:4): 7 votes
- Option 3 (1:3:5:7): 17 votes
- Option 4 (other): 0 votes

Question 2: Differentiation for Rank:

- Option 1 (equal dollar): 9 votes
- Option 2 (equal %): 2 votes
- Option 3 (1/2 - 1/2): 15 votes
- Option 4 (3/4 - 1/4): 4 votes
- Option 5 (1/4 - 3/4): 3 votes
- Option 6 (other): 0 votes

Faye Christenberry



The University of Kansas Libraries

Number 1439

Date: May 13, 1998

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

CLASSIFIED VACANCY

Applications are being accepted again for a full-time Library Assistant III position in Access Services (Circulation Unit), advertised earlier this semester and not filled. This position is assigned the following responsibilities: 1) Supervision and training, 50%; 2) Public service, 45%; 3) Other duties as assigned, 5%. (Full position description is available.) Minimum Requirements: Library experience and/or coursework in library science, equivalent to four years (Job Skill Code E1800, PL6). Strongly Preferred: Ability to communicate effectively with a diverse staff and clientele; Supervisory experience (GN002, PL4); public service experience; computer experience (EQIBM). Preferred: Experience in library circulation activities (K20E0, PL4); familiarity with the KU Libraries; ability to work cooperatively in a team environment. Additional Preferred Selection Criteria:

The Library Assistant III classification is funded at pay grade 20 on the State civil service salary scale, at a beginning hourly wage rate of \$11.02/hr. To apply: Library staff interested in this position must complete a "Request for Promotion or Transfer" form. In addition, a current KU "Internal Application" form must be on file or completed, and a Skills Inventory form must be completed. Copies of these forms are available from the Library Administrative Office. Student assistants interested in this position and who meet the minimum requirements must apply through the Department of Human Resources, Carruth-O'Leary Hall. Applications are due by 5:00 p.m. Friday, May 22, 1998.

An Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

PERSONNEL

Two personnel changes have occurred recently at the Regents Center Library: **Lyn Wolz**, Librarian II, has been designated as "Coordinator of Reference and Instructional Services". In this capacity, she will oversee and coordinate all instructional activities at the Regents Center Library, as well as oversee and coordinate the design and delivery of reference services. The Library Assistant I position held by **Kelly Klinke** has been reclassified to a Library Assistant II level. This reclassification was requested in recognition of the expanded public service responsibilities assigned to the position, including helping patrons identify appropriate print and electronic resources and providing basic instruction in their use.

POWER OUTAGES: REMINDER

As a reminder, several libraries will be closed for a day during the next two weeks while the electrical systems are serviced. (Watson Library will be closed on Tuesday, April 19th.) Instructions to staff who will be affected by these closing were included in a recent memo to all staff. Contact Sandy Gilliland if you have any questions.

Sandy Gilliland

ATTACHMENTS

Minutes: LFA General Meeting Minutes, 05/05/98

Travel Reports:

Brian Baird, 51st Pacific Northwest Historical Conf., April 23-15,1998

Kathleen Neeley, 21st National Meeting of the American Chemical Society, March 29-April 1, 1998

Nancy Burich, 8th Off-Campus Library Services Conference, April 22-24,1998

Gordon Anderson, four travel reports

LIBRARY FACULTY ASSEMBLY GENERAL MEETING MINUTES

May 5, 1998, 9:00 a.m.

Watson Library Conference Room A

ATTENDANCE: G. Anderson, B. Baird, M. Brown, N. Burich, V. Cardell, S. Case, F. Christenberry, S. Craig, W. Crowe, D. Dandridge, M. DeSart (chair), P. DiFilippo, V. Doll, J. Emde, G. Gibbs, S. Gilliland, J. Girardo, M. Goodyear, K. Graves, M. Hawkins, G. Husic, D. Koepp, L. Knox, J. Krentz, K. Lohrentz, J. Love, K. Neeley, J. Neeley, R. Melton, M. Miller, D. Pardue, C. Pierard, E.C. Powell, M. Reed, J. Richardson, M. Roach, M. Rosenbloom, B. Schaffner, S. Schaffner, L. Spurling, A. Williams, S. Williams, M. Wilson and L. Wolz.

The second meeting of the 1998 Library Faculty Assembly was called to order by the Chair, Mel DeSart.

ANNOUNCEMENTS: Vice Chancellor/Dean Crowe reminded everyone about the University Forum on Intellectual Property that will be held in the Union, Alderson Auditorium at 11:30 a.m today.

INTRODUCTIONS: Our new program assistant in the Slavic Department, Stephanie Schaffner, was introduced by Geoff Husic.

LFA COMMITTEE REPORTS: LFA EXEC.: Mel DeSart reported that Exec.'s activities this year included revising the CESR guidelines designated in the document "General Principles Regarding Research and Scholarly Activity for CESR", examining the Pre-Tenure Review Report from LCPT, interviewing the pre-tenure candidates about their experiences with this new process, preparing a response to LCPT's Report on the Pre-Tenure Review process, revising the nomination guidelines for the Chancellor's Award for Distinguished Librarianship, and reviewing the mid-annual reports of LFA Committees. DeSart also indicated that a thorough examination of last year's LFA Committee annual reports was also undertaken. **CODE AND BYLAWS:** It was reported that during the five meetings of the Committee, the codification of the Committee for Research and Scholarly Activities was overseen, which involved a review of the entire Code and Bylaws, and preparations were made to ensure an updated copy of the Code and Bylaws will always reside with Sandy Gilliland. **COMMITTEE ON EVALUATION OF RESEARCH AND SERVICE:** It was reported that during the six meetings of the Committee, all Research and Service components of each faculty member's FASAR were evaluated and rated. **LIBRARY COMMITTEE ON PROMOTION AND TENURE:** It was reported that the Committee will be reviewing two pre-tenure files and, in response to the 1998 additional charges from LFA Exec., they are participating in joint meetings with CESR and CRSA to review guidelines for ratings on Research and Service.

NOMINATING AND BALLOT COMMITTEE: It was reported that, as requested in the 1998 additional charges from LFA Exec, the Committee was in the process of preparing a notebook of ballot guidelines and samples and compiling an historical profile of committee membership as an aid to recruiting volunteers for committees. It was also emphasized that nominations are now being accepted for next year's elected committees.

PLANNING AND RESOURCE COMMITTEE: It was reported that the Committee's monthly meetings were devoted to reviewing the progress of the Library's Strategic Plan and examining health and safety issues in the Libraries. **SALARIES AND BENEFITS:** It was reported that a study of salary trends of the Library faculty from 1978 to 1998 was conducted, recruitment salaries for new positions in the Libraries this year were reviewed, and the formulae for distribution of merit salary among Library faculty were examined.

STAFF DEVELOPMENT COMMITTEE: A statistical summary of the distribution of funds from this year's Committee budget was presented. The Committee report also indicated that the theme for this year's SDC programming is "Copyright and Fair Use in the Electronic Age," that travel request forms are now available on the SDC home page which provides information about travel policy and procedure, and questioned whether there is a need for a survey, similar to the one conducted by Classified Conference of its membership, about staff training and development needs and interests among LFA members.

COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES: The committee reported that **General Research Fund** applications were reviewed and forwarded and distribution of monies from the **General Research Fund** was overseen. In addition, they indicated that in joint meetings with CESR and LCPT, they were reviewing the Research and Service guidelines of Library faculty.

REPORT ON ACTIVITIES OF UNIVERSITY COMMITTEES: Mary Hawkins, the chair of the Senate Executive Committee for Spring 1998 and President-Elect of Faculty Senate, 1998/99, announced that a summary of issues and actions taken by KU Governance this year will be published on the KU Governance web page.

Susan Craig suggested that the annual reports of all LFA committees be published together in order to improve communication about issues and activities of the among LFA membership.

PROPOSAL ON REVISION OF THE CURRENT EVALUATION PROCEDURE FOR SERVICE AND RESEARCH: Composed and presented by Kathleen Neeley, Sherry Williams and Margaret Wilson, the proposal recommended a procedure that shifted the primary responsibility of evaluating service and research from CESR to the supervisor of each faculty member and called for the exclusion of FASARs from promotion and tenure files forwarded to LCPT/UCPT. Mel asked for discussion about the first segment of the proposal.

Those who endorsed the proposed change in evaluating service and research for FASARs viewed it as an improvement over the current procedure because 1) a holistic view of

evaluating one's library assignment, research and service provides a more accurate reflection of one's overall performance, and supervisors are usually the most informed persons to conduct this assessment, 2) the supervisor is ultimately responsible for providing feedback on the strengths and weaknesses of a faculty member's research and service activities, 3) recent mandates from the Regents have had the effect of significantly enhancing the role and responsibility of supervisors to provide faculty members with guidance in their research and service activities, and 4) supervisors are usually the most qualified to address questions about the dividing line between the library assignment and the faculty member's research and service activities.

Others expressed concerns about this proposal having the effect of returning to past conditions where there was 1) a lack of consistency in evaluations of research and service by supervisors, 2) no means of addressing situations where tension between a supervisor and faculty member influences the evaluation process, 3) the absence of a peer review process of a faculty member's practice of librarianship before reaching the stage of preparing promotion and tenure files for LCPT and, 4) a lack of consistency in evaluations of research and service between supervisors and LCPT. In response to these inquiries, the authors of the proposal indicated that inconsistencies among supervisors are alleviated by having Goodyear and Crowe review the supervisor's proposed rating and conduct the final review of all annual evaluations. Although there was a disagreement about whether or not peers or supervisors were more knowledgeable about a faculty member's research and service activities it was generally agreed that there continues to be a need to address uniformity of standards of criteria for research and service. Margaret emphasized that this issue was a major part of the findings of LCPT during the recent pre-tenure evaluation process, and was one of the reasons for the current joint meetings of LCPT, CESR, and CRSA.

Other issues related to the current evaluation process were also identified. Questions were raised about the current status of having meetings between supervisors and CESR to provide feedback to faculty members about their assigned evaluation ratings and on the status of the Library's mentoring system, which was recently required of all departments by the Regents. In response to these two inquiries, Sandy Gilliland explained that discussion between CESR and supervisors had not yet taken place because the final ratings had not yet been distributed to the faculty and that a draft of the Library's faculty mentoring plan should be complete before the end of this fiscal year. The need for a mentoring plan was emphasized by Loretta Spurling who shared her experience of applying for a faculty grant which required that the applicant identify official mentors. Johnnie Love indicated that she recently sent a proposal to LFA Exec which suggests using the Learning Organizational model to address issues of evaluation and mentoring. The need for supervisors to receive training in how to evaluate and mentor was echoed by several. And some expressed concern that the demands of research and service may inhibit the increase in the number of L IIIs, which, in turn, would make it more difficult to fill LFA Committee vacancies.

The debate then expanded to consider the issue of when to implement the change if this segment of the proposal was approved. The debate closed with the agreement that a choice of when to implement the change would be presented as an additional question on the mail ballot. The general opinion was that a change in the evaluation procedure in the middle of the year was acceptable as long as the faculty voted to do so.

Before the discussion concluded, everyone was reminded that for Library faculty, research and service comprised only 10% to 20% of their performance evaluation. But, Vice-Chancellor/Dean Crowe indicated that similar concerns about criteria for research and service were also present among departments of teaching faculty.

Mel then directed discussion to the second section of the proposal which requested that FASARs not be forwarded to LCPT/UCPT. Those who supported this section expressed the view that 1) FASARs provide only a snapshot view of performance, rather than the long range view of progress and development which the Promotion and Tenure Committee evaluates, 2) library faculty are the only ones that include annual evaluation reports in their promotion and tenure files, 3) annual evaluations document a private conversation between a library faculty and supervisor which is not for peer review, and 4) that the exclusion of FASARs helps address the perennial UCPT request that files be kept brief. Some indicated, however, that FASARs contained valuable documentation of activities which LCPT has relied on in the past, particularly since supervisors could not always be contacted in time for LCPT to complete their evaluations, and that FASARs often provided pertinent documentation for UCPT. The discussion concluded with a general agreement that only pertinent documentation from FASARs be included in promotion and tenure files.

Kathleen Neeley moved, and it was seconded, that the proposal be presented as a mail ballot. Discussion about the content and Code and Bylaws requirements of the proposal ensued. Amendments to the proposal were accepted and will be sent to the Nominating and Ballot Committee.

The last item on the agenda, which explored the question of whether or not committees comprised of both LFA and Classified Conference members should continue to be LFA committees, was discussed. It was decided to have the issues explored via joint meetings between LFA Exec and Classified Conference Executive Board.

Before the meeting was adjourned, Mel provided another reminder about the upcoming forum on Intellectual Property.

The meeting was adjourned.

Respectfully submitted,
Deborah Dandridge and Jill Girardo

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Brian Baird Department: Preservation

Name of Event: 51st Pacific Northwest Historical Conf. Location: _____

Date(s) of Travel: April 23-25, 1998

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

I traveled to Boise, Idaho to attend the *51st Annual Pacific Northwest Historical Conference* where I delivered a paper entitled, "The Influence of Local Leadership, Economic Pressures, and Technological Developments on Improvements in Irrigation Practices in Mink Creek Idaho: A Case Study" which was co-authored by Timothy Larsen (husband of Doxie Larsen (formerly of Access Services)). Tim is a Ph.D. candidate at KU in the American Studies program.

In addition to delivering my paper, I took advantage of this time to listen to a number of history papers focusing on the Pacific Northwest and Intermountain Northwest. It was a very enjoyable and informative conference.

The funding which made this research possible was provided by a grant from the University's General Research Fund. Most of this trip was paid for with GRF funding, but the remainder of the costs were covered by SDC funds which I greatly appreciate.

I have not been to Boise in fifteen years in which time the city has more than doubled in size, so it was almost like visit a place I had not been before. It was fun to see how the city has changed.

While I was in Idaho I took some vacation time to visit family, which was a nice bonus to the trip.

(Return this report to Kendall Simmons, Documents Library, Malott Hall)

STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Kathleen Neeley **Department:** University Archives

Name of Event: 215th National Meeting of the American Chemical Society

Location: Dallas, TX **Dates of Travel:** March 29-April 1, 1998

I attended the National Meeting of the American Chemical Society in Dallas in order to attend and participate in the programs of the Division of the History of Chemistry. I also intended to network with other members of the Division.

I attended the General Session and presented a paper entitled "Frank Burnett Dains: Educator, Historian, and Bibliophile," based on research I had done on his life and his involvement in the Division of the History of Chemistry. Dains was a professor in the Chemistry Department at KU from 1911 through 1941, and was the first to initiate research in organic chemistry here. Dains' personal papers are located in KU's University Archives. Dains' papers contain his collection of photographs, postcards, engravings and other items relating to the history of chemistry in Europe and the United States. He developed his collection during the first forty years of the twentieth century while traveling in Europe during the summers. I also presented the paper at SCI-MIX, a poster mixer held in one of the exhibit halls with 308 papers from 18 divisions. This is held one evening for 2 hours when other meetings are not in session so that anyone can attend. It is informal and complimentary beer and popcorn are served so it is very well attended!

The second morning I attended the Dexter Award Symposium, this year entitled "Languages of Chemistry: Nomenclature, Images, Representation," and honoring Bernadette Bensaude-Vincent, the 1997 Dexter Award winner. The afternoon session was entitled "History of Chemistry in the Southwest," and included two interesting papers on the history of chemistry departments at Texas Tech University and the University of Texas, Austin, and one on the history of the Phillips Research & Development Laboratory, in Bartlesville, Oklahoma.

The editor of *The Bulletin for the History of Chemistry* requested that I submit my paper for publication, which I intend to do. I had an opportunity to meet other members of the division. I also attended the exhibits, which included a number of publishers and database producers.

Thanks to SDC for the financial support, without which I would not have been able to attend this very interesting and productive meeting.

THE UNIVERSITY OF KANSAS LIBRARIES STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Nancy Burich

Department: Regents Center Library

Name of Event: Eighth Off-Campus Library Services Conference

Location: Providence, RI

Dates of Travel: April 22-24, 1998

As with the previous four such conferences attended, this meeting was very informative and packed with useful information. Attendees were provided with a copy of the Conference Proceedings which includes the texts of all papers presented at the meetings. Wednesday afternoon I hosted a Drop-In Session to discuss activities of the Extended Campus Library Services Section of ACRL, which I serve as Chair. Wednesday evening there was a Conference Reception in the Biltmore Hotel's L'Apogee Room. The glass-enclosed elevator to the 17th floor provided a magnificent view of the lights of Providence. This lavish setting provided an excellent opportunity to renew contacts with friends and to meet new colleagues.

Thursday morning the Conference proper began with breakfast, followed by a presentation by Dr. Kay Kohl, Executive Director of the University Continuing Education Association. Highlights of Dr. Kohl's remarks include:

- the market for continuing higher education is work-related
- 60% of graduate students are part-time
- knowledge is now the major source of wealth
- there are an increasing number of academic/business partnerships
- the craft of the university is the creation of the future

The paper I presented with Kathleen Schwanz and Harvey Gover (Washington State University) went well. We discussed "Index Utilization Patterns" over a four year period using FirstSearch. See our PowerPoint presentation slides and raw data at: <http://www2.lib.ukans.edu/~rclibrary/offcamp/>. Many thanks to Jim Dryden for his patience and guidance in the development of this Web site.

Kay Harvey (University of Pennsylvania at McKeesport) discussed "Critical Literacy and the Web." Her handout provided an "Internet Evaluation Criteria Checklist" and ways to evaluate "Scholarly vs. Popular Resource Materials." In contrast, Shirley Behrens from the University of South Africa (Unisa) talked about "Information Literacy in South Africa." There are 125,000 off-campus students in Unisa with an average age of 30. They teach library skills with a Web program called SOL (Students Online). She pointed out that they face many challenges since many of these students have homes without electricity.

Sr. Margaret Ruddy (Cardinal Stritch University) discussed her research of citation analysis using bibliographies from theses in their Program for Management in Adults to determine if a core list of journals is cited often enough in these papers to justify their purchase. However, she found that there was no core list of serials. Instead these

students cited textbooks, in-house materials, brochures from commercial vendors, notes from conferences or symposia attended, personal conversations.

Chris Adams (University of Saskatchewan) described his Web-based library handbook, U-Study, which is used by 1200 off-campus students. He provided several useful tips for producing a similar product: get to information within two clicks; never duplicate information, link; consider how something will look on low-end machines. U-Study contains real audio and quick-time video, making it time-consuming to load. This drawback was solved by producing it on a cheap CD (write-once).

Rita Barsun (Walden University) discussed the cooperative agreement between Walden and Indiana University for IU to provide library services for Walden University students. Lois Gilmer (University of West Florida) discussed the mechanics of writing a Memorandum Of Understanding for sharing library resources by her institution, a community college, and Egland Air Force Base. This agreement provides library services to 7000 distance education students.

Ann Pettingill of Old Dominion University discussed the impact of distance education on collection development activities. At OD, all collection development activities are fully integrated and all bibliographers work to build and assess collections for distance education. The Library has a Distance Education Committee to deal with issues concerning remote learners.

The Conference concluded after lunch on Friday with a presentation by Kurt Slobodzian, University Librarian at the University of Phoenix. His excellent presentation included the following provocative information:

- the University of Phoenix has no campus (they lease commercial space)
- their library is totally electronic
- they rely heavily on Web-based resources
- he provided a Web page for so attendees could explore their information resources
- the online learning market will grow by 900% by 2001
- admission requirements for the UoP: be at least 23 years old and currently employed
- he negotiates with vendors to see electronic resources which are under development such as
 - IAC: Selected Collections allows you to customize the database by subscribing to individual journals
 - Scoop!: access current news, esp. local papers for \$1000/yr.
 - Northern Light: access to journals from ABI and wire services through a Web search; user pays for delivery
 - UMI's Site Search: in second beta version allows direct delivery to patrons with a pass-through to the Copyright Clearance Center for payment of those fees; provides hyperlink to the article; pull up very current articles on a topic
- the role of the librarian is shifting from that of control to access

I greatly appreciate the support of the Staff Development Committee and the Libraries Administration which enabled me to attend this conference.

**University of Kansas Libraries
Staff Development Committee**

Travel Report

Name: Gordon Anderson Department: Reference
Name of meeting/event: *American Library Association annual meeting*
Location: San Francisco
Dates of travel: 27-30 June 1997

Whilst filling out another request for SDC travel support, I realized that I owe the Library a couple of reports for previous conferences attended. Here they are, beginning with last summer.

My meetings began with most of a one-day pre-conference sponsored by the West European Specialists Section (WESS) entitled "European Links: Sources of Information in West European Studies for Academic Libraries". I attended sessions on general principles for selection of West European materials; Scandinavian bibliographies and selection tools; German websites, reference tools, and text resources.

On Saturday the 28th I visited the Szwede Slavic Bookstore in Palo Alto, California. Dr. Irena Szwede has been the principal vendor of Polish books for the KU Libraries for many years. We discussed establishing an approval plan for Polish-studies materials, and I spent some time visiting with Dr. Szwede and her staff and browsing among her impressive collection of Polish and other Slavic books.

Sundays appear to be the most favorite meeting day for ALA-ers, and WESSies are no exception. I attended meetings of the Scandinavianists discussion group, the Germanists discussion group, and the WESS planning session. I also spent a pleasant afternoon session with fellow WESS abstractors of the annual *Reference Reviews Europe*. *RRE*, published by Casalini Libri, features English-language abstracts of reviews of European reference materials originally published in the German annual *Informationsmittel für Bibliotheken*. The Germanists discussion group meeting was in reality a program entitled "Books as Booty" and featured two WESS bibliographers, Sem Sutter from the University of Chicago and Jeff Garrett of Northwestern University. Jeff presented his research on the secularization of monastic libraries in Bavaria and Austria from 1790 to 1815; Sem gave a presentation on the saga of Polish literary and art treasures spirited to Canada in September 1939 and finally returned to Poland in 1956.

On Monday I attended a meeting of the Slavic and East European Section's Continuing Education Committee, the WESS program on the digitization of the Vatican Library's manuscripts, and I managed to visit several vendor displays.

Thanks be to the SDC for their support of my travel.

University of Kansas Libraries
Staff Development Committee

Travel Report

Name: Gordon Anderson Department: Reference
Name of meeting/event: *Second Globenet Conference on Information and
Restructuring for Democracy*
Location: Warsaw, Poland
Dates of travel: 5-7 November 1997

For the first two weeks in November I traveled to Poland and northern Germany, in part to attend the above-named meeting in Warsaw. At this conference, organized by Profs. Herbert Achleitner and Roger Wyatt of the School of Library and Information Management at Emporia State University, I presented a paper on the role that Slavic librarians played throughout the Cold War period and into the post-Soviet period in maintaining the free flow of printed materials and ideas between the Soviet Bloc and the West. Approximately twenty-four librarians and information specialists presented papers on library-science topics ranging to rebuilding libraries following decades of neglect to preparing established libraries for the new world information (and funding) order. Brad Schaffner was also in attendance and discussed the pros and cons of electronic library resources. Our papers will be published by Scarecrow Press in a book of essays stemming from that conference. My research on the transformation of the Polish press since the end of communism will also appear in this book. Pertinent information, opinion, and photographs can be found at the Globenet web site <http://slim.emporia.edu/globenet/globenet.htm>

While in Poland I also visited the university libraries in Cracow, Warsaw, and Poznan, meeting with exchanges librarians and the libraries' directors. We reviewed the status of our exchanges and agreed to trim some areas and expand others. Members of their automation departments also showed me their new online catalogs and local-area networks. Many Polish universities acquired VTLS (pre-Virtua) systems with the help of grants from the Andrew Mellon Foundation. In Warsaw, Ms Ewa Kobierska-Maciuszko, assistant dean in charge of special projects, gave me, Dorothea, and Eric a tour of the construction site for the new Warsaw University Library. This is the first library in Poland (and in most of Europe) designed on American principles of open stacks, freely circulating collections, and extensive user services. The library will also have its own parking garage, book and souvenir store, and restaurant, the proceeds of which will flow into the library's maintenance coffers. Begun in 1993, the library is scheduled to open in the fall of 1998. Ms. Kobierska-Maciuszko had visited the Lawrence campus and the Anschutz Library in 1991 with a group of Polish librarians studying American library architecture and design.

Dorothea and I also spent several days in Berlin visiting our son Eric who is studying at the Humboldt University in former East Berlin, about half a mile from the Brandenburg gate. The three of us also visited Lawrence's sister city of Eutin, where our daughter Margaret had spent six weeks last spring on the Lawrence-Eutin high-school exchange.

Major funding for this trip was provided by a grant from the International Research and Exchanges Board; additional support was provided by the Libraries in the form of administrative leave. For both I am most grateful.

**University of Kansas Libraries
Staff Development Committee**

Travel Report

Name: Gordon Anderson Department: Reference
Name of meeting/event: *29th annual conference of the American Association for the Advancement of Slavic Studies (AAASS)*
Location: Seattle
Dates of travel: 20-24 November 1997

A large group of us Slavic librarians spent the first day of the conference at the University of Washington Suzallo Library, where KU's own Mike Biggins had organized a visit to the Slavic section there and also provided us with a general tour of the library. Mike had arranged for several Russian librarians from Russia's Far East to spend the semester on the UW campus as part of the University's exchanges with universities in the Pacific-Rim countries. Mike was a cordial host, and it was a pleasure to visit such a fine library.

At this AAASS conference the library panels concentrated heavily on electronic indexing and access to periodical literature and other sources in Slavic studies. I attended a panel on indexing of Slavic-studies resources, and two panels on electronic resources, one of which focused on web sites and web access, the other on in-situ electronic resources. At the latter panel, entitled "Boon or Bane--or Both?" I gave a paper on using U.S. social-science and humanities electronic periodical indexes for Slavic-language periodical literature searches. I also happened to have organized that panel, which also featured Michael Neubert of the Library of Congress presenting papers discussing new web sites in Russia (Michael was an ALA Library Fellow to Ekaterinburg, Russia, assisting a variety of libraries there) and our own esteemed Brad Schaffner delivering a cautionary critique of electronic resources in general. Allan Urbanic of the UC-Berkeley and Mary Stuart of the University of Illinois (and M.A. from the University of Kansas) served as commentators and gave very thoughtful and considerate remarks.

I also attended panels on Polish cinema and Czech literature.

I wish to thank the Staff Development Committee and the Center for Russian & East European Studies for their generous support for my travel to this important conference.

**University of Kansas Libraries
Staff Development Committee**

Travel Report

Name: Gordon Anderson

Department: Reference

Name of meeting/event: *American Library Association midwinter meeting*

Location: New Orleans

Dates of travel: 9-12 January 1998

Between San Francisco and New Orleans I landed on two ACRL planning committees -- for the 1999 WESS annual program and the 1999 SEES annual program. While operating independently of each other, each committee came up with essentially the same topic: a look at the current status and the future of each area-studies program. Speakers will include a librarian from a national library (Germany and Russia respectively) and a U.S. scholar and librarian.

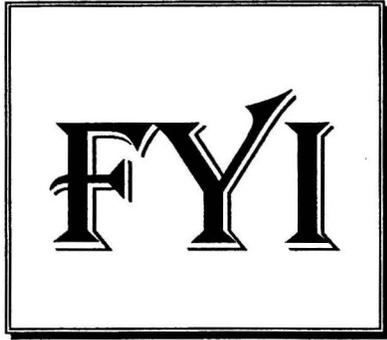
In other meetings, the WESS Germanists discussion group looked at the topic *The Latin Americanist Research Resources Project--A Model for Germanist Cooperation?* The guest speaker was Deborah Jakubs, Head of International and Area Studies at Perkins Library, Duke University, and Director of ARL's Global Resources Program.

The Scandinavian discussion group spent a lively hour talking about contemporary Scandinavian literature in English translation: how to select and from whom to buy. We also talked about the Danish novelist Peter Høeg's phenomenal success with *Frøken Smillas fornemmelse for sne* (Smilla's sense of snow -- PT8176.18.O335F7613 1993). We all agreed that, in both the book and in the film, the ending leaves a lot to be desired.

The WESS Research and Planning Committee met on Monday the 11th and discussed the Harrassowitz Non-Purchased Monographs Database, a project intended to identify those important new German-language works which no U.S. research library has purchased; the Union List of European Newspapers project, which already exists for the New York City area, and its possible extension to include German collections around the country; and the Social Science Working Group, whose first meeting had been held on Sunday (I am a member of this WESS group in addition to the others).

In both cities I of course enjoyed some pleasant dining, not least of which was with current and past colleagues from the Reference Department.

For both the New Orleans and the San Francisco trips I wish to give my heartfelt thanks to the Staff Development Committee for their support in making these trips possible.



The University of Kansas Libraries

Number 1440

Date: May 21, 1998

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

***“THE FUTURE NETWORK: TRANSFORMING LEARNING AND SCHOLARSHIP”* A Report on the May 1998 Meetings of the Association of Research Libraries, Eugene, Oregon**

The convergence of computing, telecommunications, and digital information is having a profound effect on our understanding about how we transform information into knowledge and, as a consequence, on our understanding of the way that research institutions encourage and support learning and scholarship. The 132nd Membership Meeting of the Association of Research Libraries, held at the University of Oregon, May 11-15, examined this new intersection of technology and scholarship, particularly in light of efforts to expand the capacity and functionality of networks serving the U.S. and Canada.

The program sought to achieve four goals:

- To broaden understanding of national and international network development strategies;
- To identify new approaches to the delivery of instructional learning programs through use of the network;
- To identify the needs of the research community for expanded network capacity and functionality; and
- To identify the current and future roles and involvement of the research library community in networking policy and program development.

Program Session I opened with remarks from Douglas E. Van Houweling, President of the University Corporation for Advanced Internet Development (UCAID). UCAID [of which KU is a member] is the nonprofit group formed to work on a fast track with universities, the U.S. Government, and industry to establish Internet2, a network with the capacity to support new applications such as high speed, data-intensive computations, and interactive video for conferences and distance learning. Mr. Van Houweling was followed by Mark Luker, Vice President of Educom, who described government strategies to develop the Next Generation Internet (NGI), a U.S. Federal Government initiative, and how these relate and compare to networking development strategies in other nations.

An equally impressive panel was assembled in Program Session II to speak about expectations of the future network in supporting instruction and learning programs. Represented on this panel were

(continued)

experts from university and corporate distance education programs, as well as a representative from Educom's National Learning Infrastructure Initiative. The potential of the future network has captured the imagination of many and has stimulated projects to demonstrate new ways to conduct research, manipulate data, and to communicate the results. In Program Session III, four highly respected researchers speculated on how the future of research in their disciplines could be affected by the availability of a more robust network.

Concluding the program segments was Program Session IV, which focused on the roles of research library leadership in this institutional transformation. Clifford Lynch, Executive Director of the Coalition for Networked Information, led the audience in a discussion of research library applications on the future network and about the research libraries' role in network policy development.

On the closing morning, Program Session V examined the strategies recommended for reform of the overall system of scholarly communication in order to better manage intellectual property. Two participants from the recent Pew Higher Education Roundtable on the topic represented their views of what will help the academic community to embrace and pursue the strategies that are recommended in *To Publish and Perish*, the report of the Roundtable discussion.

During the ARL meetings, the working group of the Scholarly Publishing and Academic Resources Coalition, on which I sit, met to recommend the appointment of an Enterprise Director, review the SPARC business plan, and plan a communication strategy.

--W. J. Crowe

PERSONNEL

Linda Hermes, part-time Library Assistant II in the Engineering Library, has resigned her position effective May 20th. Linda began employment in the Libraries in October, 1994. Linda's plans for the immediate future are to "enjoy my freedom, de-stress, and get my life back."

Sandy Gilliland

Sarah Couch has been promoted to Head of Access Services (unclassified professional staff), effective May 3, 1998. Sarah is assuming many of the responsibilities that Kent Miller has had for the past few years. Kent's role will shift toward full-time Facilities Management. Recruitment is underway for the Library Assistant III in Circulation. During this interim period, Kent will continue to provide assistance with Access Services-related issues.

Sarah has served as Periodicals Reading Room Supervisor (and most recently with the added responsibility for the Microforms collection) since her employment with the Libraries began in 1970. In her new role, Sarah will oversee the following units: Circulation (including Fines and Reserves), and Periodicals/Microforms. A decision regarding the reporting line for Copying Services will be forthcoming. Sarah will report to Julia Rholes, Assistant Dean for Information Services.

Marilu Goodyear

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MARY HAWKINS CONTINUES IN UNIVERSITY GOVERNANCE

Mary Hawkins' involvement in University Governance will continue into the next two academic years. She has been elected President-Elect of the University Council and University Senate for 1998/99. She will assume the role of President in 1999/2000.

Sandy Gilliland

LIBRARIANS RECOGNIZED FOR EXCELLENCE IN TEACHING

As many of you know, Cindy Pierard and Mary Rosenbloom were honored at a banquet on May 4th to celebrate good teaching at KU. During the ceremony, organized by the Center for Teaching Excellence, over 50 teachers were recognized for their talents and dedication. I am grateful to CTE for giving the Libraries the opportunity to acknowledge the important teaching offered by library staff. Cindy and Mary have worked especially hard over the past several years developing models of effective library instruction through partnerships with classroom teachers. It was a pleasure to present them and their contributions at the banquet.

This was the first year of the Excellence in Teaching Award. I look forward to honoring other excellent teachers on the library staff in the coming years.

Marilu Goodyear

ATTACHMENTS

Minutes: Classified Conference Executive Board, 4/21/98; 5/13/98

**Classified Conference Executive Board
Meeting Minutes
April 21, 1998**

Present: Mary Ann Baker, Kristi Cook (chair), Jennifer Evensen (secretary), Bayliss Harsh, Sue Hewitt, Lars Leon, Carmen Orth-Alfie (vice-chair), Michelle Rader, Shelley Sandberg, Barbara Woodruff

Needs Assessment Survey results: Members of the Personnel Committee were present to lead a discussion of the Needs Assessment Survey results. Although the Committee is still working on their executive summary of the results, they were able to share a few general observations with the rest of the Board:

- The current training methods for the various software programs do not fit everyone's needs. Survey respondents desired more multi-session classes, one-on-one training, and real-life applications of the programs so that they could "practice" their new skills on projects related to their specific jobs. A possible solution for more one-on-one training would be to extensively train a few people within each department to answer specific questions from their co-workers and work with them on an individual basis.
- The desire for this type and other types training is present, but the current environment does not support it. Some respondents reported that they cannot find the time to be away from their departments for training and / or the time necessary for refining and practicing their new skills once the training session is over. Other respondents reported receiving little or no encouragement from their supervisors to learn new programs.
- A majority of respondents felt that their supervisors (both Classified and Unclassified) could benefit from supervisory training which emphasizes communication, team-building, coaching, and counseling skills.
- Classified employees generally understand the different parts of the new evaluation system.

Personnel Committee and Board members discussed the issue of how different learning styles can best be measured and implemented in our current training methods. After the Personnel Committee prepares their summary and shares it with the Board, they will share the results with the Administration, Staff Development Committee, and Classified Senate.

Chair's report from Coordinating Council: The most important issue discussed was the new KU card and its relation to staff who are also students. In the past, such people received both student and staff ID cards and were able to use the student ID for discounts at local merchants. However, staff who are students do not pay the student activities fee and are therefore not entitled to these discounts. Staff who are students will receive only one new card classifying them as staff. The following subjects were also mentioned at Coordinating Council: 1) The contract with VTLS was canceled and talks have begun with Endeavor. This company has a very good record of meeting implementation plans with other institutions and retaining their personnel. More information about Endeavor can be found through their Web site (www.endinfosys.com).

**Classified Conference Executive Board
Meeting Minutes
May 15, 1998**

Present: Mary Ann Baker, Kristi Cook (Chair), Diana Dyal, Jennifer Evensen (Secretary), Carmen Orth-Alfie (Vice-Chair), Michelle Rader, Shelley Sandberg, Barbara Woodruff

Chair's meeting with Associate Dean: Kristi reported on her meeting with Marilu Goodyear. The following items were discussed:

- Staff vacation leave / reassignment during planned power outage and while computer systems are down. Staff who do not plan to use vacation time must request reassignment to another library area during this time.
- Announcement of the plaques for Classified Employee of the Year and Chancellor's Award for Distinguished Librarianship. News of the plaques appeared on e-mail and in the FYI. Both plaques are up near the elevator on the third floor of Watson. Kristi will draft an acknowledgment letter to the Administration on behalf of the Board for purchasing the CEYA plaque.
- Access and Excel training sessions. Staff who requested training in any of these sessions should have received a letter from the Administration approving their requests. The Computer Center will announce dates and times for the sessions within the next few weeks. The sessions will be held during June, July, and August. Including library-related examples in the sessions is "not feasible" at this point.
- The lending code / circulation policy revisions will be ready between the end of the summer and Christmas.
- Conference room furniture. The paperwork is in process but the purchase of new furniture may take some time. Library personnel are "investigating" the chairs and tables in other campus rooms / departments. No decision has been made yet as to what to do with the tables currently in the conference rooms.
- Further information about the new system may be announced at the end of June.

Old business: The Board discussed the upcoming Classified Conference elections and solicited names for the remaining positions. The ballots will go out on May 22 and Classified staff should receive them May 26. Ballots should be returned no later than June 9 to either Michelle Rader or Shelley Sandberg, both in Retrieval Services. The new Board members will meet with the old members on Tuesday, June 23 at 1:00 in Conference Room A.

A slate of names for the Classified Employee of the Year committee will be submitted to the Dean. Once the members of the committee are selected, they will begin meeting in July.

The Personnel Committee is working on a summary of the survey results to share with CCEB, SDC, and the Administration.

Departments that overspent their work-study funds will not have to take money out of their regular student hourly funds to compensate.

New business: Members of the Personnel Committee (PC) reported on their recent meeting with the Staff Development Committee (SDC). Although the summary of the needs assessment survey results was not complete, PC members were able to share some of the raw data from the survey with SDC. One area of concern was the number of “unknown” responses to questions related to the need for training in certain software programs. A possible solution to this problem would be to present a demonstration and publish an informative hand-out which describe the different programs, what they are used for, and possible applications within the different library departments. SDC indicated that the Library Faculty Assembly (LFA) is considering putting together a similar needs assessment survey in the future.

SDC is currently researching the different methods used by other institutions to distribute funds. One such method is to have one person, a staff development officer, oversee and coordinate training and development for all staff. CCEB members discussed this idea and the possibilities of SDC ever becoming more of a “joint” body, looking at issues such as training that affect both Classified and Unclassified staff.

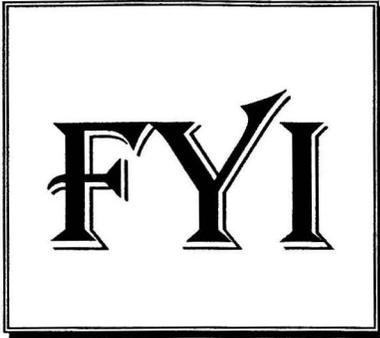
The Board also discussed extending their monthly meetings by a half-hour. Some Board members felt that there currently is not enough time to share group news, and this can be one of the most informative parts of the meetings. Group news provides an opportunity for everyone to learn about the goings-on within the different library departments / branches. The Board voted to move the starting time of future meetings to 1:00.

The Board also voted to formally change the wording of one of last year’s charges to the Personnel Committee. The change was discussed at a previous meeting but was never written down.

Representatives were asked to remind their constituents about *Associates*, the online journal for library support staff. Classified staff can receive current issues by subscribing to the listserv at listproc@ukans.edu. Type **SUBSCRIBE ASSOC-L [your e-mail name your name]**. Back issues are available online at http://www.trinity.edu/departments/maddux_library/associat.html.

Group news: Retrieval Services recently had the opportunity to explore the new online request system for Regents Center patrons. Representatives from that group explained what a few of the different features of the new system are and how it will change they way requests are handled from now on. Several staff members from Cataloging will take a “field trip” to Leavenworth and the Regents Center on one of the days the power is off in Watson. They will go “behind the scenes” and look at the respective cataloging set-ups.

The next CCEB meeting is Tuesday, June 23 from 1:00 – 3:00 PM in Conference Room A.



The University of Kansas Libraries

Number 1441

Date: May 28, 1998

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

CLASSIFIED VACANCIES

Applications are now being accepted for two Library Assistant I positions, described below. The Library Assistant I classification is funded at pay grade 16 on the State civil service salary scale, at a beginning hourly wage rate of \$9.10/hr. To apply: Library staff must complete a "Request for Promotion or Transfer" form for each position in which they are interested. In addition, a current KU "Internal Application" form must be on file or completed, and a Skills Inventory form must be completed. Copies of these forms are available from the Library Administrative Office. Student assistants interested in these positions and who meet the minimum requirements must apply through the Department of Human Resources, Carruth-O'Leary Hall. Application deadline: Applications are due by 5:00 p.m. Friday, June 5, 1998.

LIBRARY ASSISTANT I, full-time, Thomas R. Smith Map Collection, located on the lower level of Anschutz Library. Responsibilities include: 1) Provides reference assistance, 35%; 2) Provides basic computer mapping and GIS services, 20%; 3) Technical processing duties, 35%; 4) Student supervision and training, 10%. Minimum requirements: Library experience and/or coursework in library science, equivalent to one year (Job Skill Code E1800, PL3). Preferred skill codes: Library recordskeeping experience (skill code K20E0, PL4); experience providing reference assistance (skill code E1110, PL4). Additional preferred selection criteria: Knowledge of or educational background in Geography or Cartography; knowledge of electronic mapping and geographical information systems; ability to maintain accurate records and perform simple bookkeeping procedures; good interpersonal, organizational and communication skills.

LIBRARY ASSISTANT I, part-time (20 hours per week), Spahr Engineering Library. Responsibilities include: 1) Organizes and supervises the binding operation of serials within the Engineering Library, 30%; 2) Solves problems with serials discovered during bindery preparation, 25%; 3) Supervises student assistants, 15%; 4) Recommends action as needed for book repairs and preservation, 7%; 5) Duplicates Exchange (DUP-EX), Journal Gifts Processing and Acquisitions, 20%; 6) Statistics and supplies, 3%. Minimum Requirements: Library experience and/or coursework in library science, equivalent to two years (Job Skill Code E1800, PL3). Preferred skill codes: Library recordskeeping experience (skill code K20E0, PL3); word processing experience (skill code K2130, PL3); spreadsheet experience (P2C10, PL3); experience working with IBM-compatible computers (skill code EQIBM). Additional strongly preferred selection criteria: Good interpersonal, organizational and communication skills; demonstrated ability to set priorities, organize work and meet deadline; ability to work independently; demonstrated ability to perform

(continued)

An Equal Opportunity/Affirmative Action Employer

supervisory responsibilities; ability to provide effective public service; demonstrated ability to maintain accuracy and attention to detail while working with a large scale flow of materials; successful library experience with serials and serial binding record keeping and binding decision-making. Additional preferred selection criteria: Familiarity with KU Libraries operating systems: OCAT, LSER, LIBC; Accurate keyboard skills; knowledge of library resources and organization; experience in the repair of library materials. Experience with Microsoft Word and Excel.

An Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

PERSONNEL

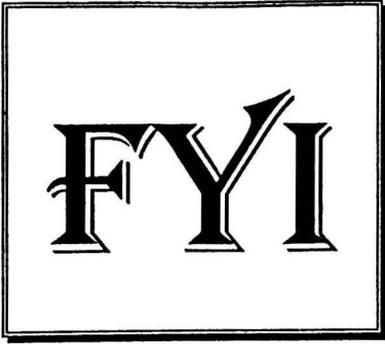
We are pleased to announced the appointment of **Lars Leon** as Interlibrary Loan/Document Delivery Librarian (Librarian I). Lars earned the MLS degree from Emporia State University in August, 1997, and a BA degree in Business Administration from KU. He is currently a Library Assistant III in the Retrieval Services Department, where he has been employed since August, 1986. Lars' appointment begins May 31, 1998.

Sandy Gilliland

NOMINATIONS FOR CLASSIFIED EMPLOYEE OF THE YEAR

Attached to this issue of FYI is a nomination form for the Libraries' Classified Employee of the Year award. Library staff are encouraged to nominate colleagues for this award. To be eligible for nomination, a staff member must be employed by the Libraries for at least one year prior to the nomination deadline (June 26, 1998). Contact Sandy Gilliland if you have questions regarding the nomination process.

Sandy Gilliland



The University of Kansas Libraries

Number 1442

Date: June 4, 1998

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

PERSONNEL

Susan Zeller, Reserve Supervisor, has announced her resignation. Susan was first hired as the Reserve Supervisor in August, 1998. She was previously a student assistant with the Libraries for several years. Susan's resignation is effective July 29, 1998.

Sandy Gilliland

COLLECTION DEVELOPMENT TO BE REORGANIZED

Over the next several months some changes will be made to the organization of the library's collection development function. The initial change affects Rich Ring's assignment. Effective June 15th, Rich will add Classics to his current bibliographic responsibilities for French and Italian, and non U.S. History. In addition, he will work in a coordinating role with the Brittle Books program in the Preservation Department. On an interim basis, George Gibbs will take on responsibilities of the Collection Development Librarian.

The KU Libraries, as well as the faculty and all library users, owe a debt of gratitude to Rich for his years of strong advocacy for maintaining and building KU's excellent collections. His knowledge of collection development issues and his natural and authentic ties to the scholarly world have served the library and the university well. We wish him well as he takes on more "hands on" responsibility for shaping library collections to meet the needs of KU faculty and students.

More information about how the collection development function will be organized will be forthcoming.

Marilu Goodyear

ATTACHMENTS

Minutes: LFA Executive Committee, 3/30/98, 04/06/98, 04/13/98/
LFA Salaries and Benefits Committee, 4/09/98
Staff Development Committee, 04/21/98, 04/28/98, 05/07/98

Travel Report

Loretta Spurling, Medical Library Association Workshop, May 23-25, 1998

Invitation to the "Video Brown Bag Sessions"

LFA EXECUTIVE COMMITTEE

MINUTES

March 30, 1998

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

Absent: Margaret Wilson

MINUTES: The LFA Executive Committee minutes of March 2, 1998 and March 16, 1998 were approved with corrections. The SDC minutes of February 23, 1998 were reviewed and sent to FYI, along with the amended SDC minutes of February 10, 1998.

INTERIM COMMITTEE REPORTS: The Committee on the Code and Bylaws interim report was reviewed and discussed. Mel expressed LFA Exec's special thanks to David Pardue for retyping the Code onto a diskette.

RESPONSE TO LCPT PRE-TENURE REPORT: A draft of LFA Exec.'s comments about the report were reviewed and discussed. Compiled by Mel from observations and suggestions noted by Margaret Wilson and from the many LFA Exec meetings devoted to the report, the draft underwent both stylistic and content changes. Mel agreed to provide a final draft of the Response for review at Exec's next meeting.

LFA COMMITTEE ELECTIONS: Mel initiated discussion about the procedure of having staggered elections for LFA Committees. Implemented as a way of increasing the pool of candidates for Committee membership, the procedure enabled those who did not receive a majority in one election to serve as candidates for other LFA Committees. Since this procedure did facilitate the recruitment of candidates for last year's elections, it was decided to do the same for the upcoming elections. Mel also indicated that Exec. would soon be in contact with Nominating and Ballot Committee about scheduling the upcoming elections.

SPRING MEETING AGENDA: It was decided to inquire about possible agenda items from the LFA membership. Mel agreed to send the inquiry out this week.

The next meeting of the Committee will be Monday, April 6, 1998, 1:30 - 3:00 p.m. in Watson Conference Room A.

**LFA Executive Committee
MINUTES
April 6, 1998**

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

Absent: Jill Girardo and Jana Krentz

CESR MEMO: Mel distributed a memo from CESR requesting that LFA Exec. address concerns this year's CESR has about the Service and Research evaluation process. He asked that Exec. members formulate their views on this matter for discussion at the next meeting.

LCPT PRE-TENURE REVIEW REPORT: The discussion focused on issues the Report requested that Exec. explore. Mel also distributed another draft of Exec.'s response to the Report for review.

JOINT MEETING: It was announced that LCPT has scheduled its first joint meeting with CESR and CRSA to discuss the evaluation of Service and Research criteria for faculty.

The next meeting of the Committee will be on Monday April 13, 1998, 1:30 - 3:00 in Watson Conference Room A.

**LFA Executive Committee
MINUTES
April 13, 1998**

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

LCPT PRE-TENURE REPORT: The final draft of Exec.'s response to the Report was approved and will be sent to LCPT.

MINUTES: SDC minutes March 24, 1998 and PRC minutes of February 12, 1998 and February 19, 1998 were reviewed.

MEMO FROM CESR: Mel initiated discussion about the memo and suggested that the issues raised in the memo be included on the agenda for the next LFA General Meeting.

RESEARCH AND SERVICE EVALUATION PROPOSAL: Margaret asked members of Exec to review and provide input on a proposal that she, Kathleen Neeley, and Sheryl Williams wrote concerning the current LFA procedure for evaluating research and service activities. The subject will be discussed at the next meeting.

The next meeting of the Committee will be on Monday April 20, 1998, 1:30-3:00 in Watson Conference Room A.

**Library Faculty Assembly
Salaries and Benefits Committee
Minutes, April 9, 1998**

PRESENT: Deborah Dandridge (chair), Sandy Gilliland, Mary Hawkins,
Kathleen Neeley

The committee met at 9:30am. Minutes were corrected and approved for meetings of December 11, March 5, March 12, March 20, and March 30.

Salary Compression Study. Gilliland noted that KU's FY1998 budget sheets incorrectly list Mel DeSart at the Librarian I rank, rather than at Librarian II. To correct this error in the Committee's FY98 calculations for LI and LII salaries, Neeley and Hawkins will recompute average and median salaries. In an effort to identify and correct any other errors which may have occurred in the committee's earlier computations, they will repeat other calculations as well, with information to Gilliland by early next week.

Discussion followed regarding the committee's year-end reporting objectives. The Committee agreed that its objective this spring will be to report to the LFA Executive Committee the salary data which it has produced to identify salary compression in aggregate terms over the past twenty years. Consensus was that further analysis and broader discussion of the assembled data will be necessary preliminary to any recommendations based on it.

Ballot for FY1999 Merit Increase Formula. Brief discussion followed regarding the ballot issued this week by Gilliland after incorporating changes recommended by the committee. Regarding the report of the vote, members asked for a report showing the number of votes for each choice on the ballot.

Review of Salary Increases for FY1999. Gilliland noted that the committee will be asked to review FY1999 salary increases. The level of detail for review is unknown at this time.

Proposal for Multi-Year Salary Improvement. Hawkins mentioned that, at last week's University Senate meeting, Executive Director of the Board of Regents Steve Jordan had commented in his address on the Board of Regents' strong interest in a multi-year salary improvement plan for faculty which has been proposed by the Council of Faculty Senate Presidents. The plan would provide a supplemental adjustment of 12% over a three-year period, and would include not only faculty of the Regents institutions, but unclassified staff as well.

Next meeting. Gilliland will notify the committee when information for the committee's review becomes available.

The meeting adjourned at 10:30am.

Mary Hawkins, Secretary

**MINUTES
STAFF DEVELOPMENT COMMITTEE
April 21, 1998**

*Present: Vickie Doll, E. C. Powell, Kendall Simmons, Vic Cardell, Johnnie Love, Al Mauler
Absent: Sandy Gilliland*

MINUTES

The minutes were read, corrected and approved.

TRAVEL REQUESTS

Six library staff had travel requests approved. They were: Vic Cardell for the Mountain-Plains Music Library Association Meeting May 28th-31st, also for the ALA Preconference and Conference June 26th-30th; Rick Clement for the Society for the History of Authorship, Reading and Publishing in Vancouver, July 17th-20th; Judith Emde for a leadership workshop May 22nd preceding the Medical Library Association meeting in Philadelphia; Faye Christenberry for ALA June 25th to July 1st; Cindy Pierard for ALA June 26th-30th and for LOEX in Ypsilanti, Michigan, June 4th-6th; and Nancy Burich for ALA June 25th to July 1st.

BUDGET REPORT

We have spent \$18,102.85. After reconciliation we have \$1,892.05. Thus after 58% of the year (October to October) we have 10% of our funds remaining.

PROGRAMS

Johnnie Love reported that the Cultural Diversity committee is sponsoring a forum in Watson Conference Rooms A & B on April 22nd from 3:30 to 4:45. The panel consists of Forrest Swall, Maurice Bryan, Robert Minor, Sara Collas, and Josh Nichols. It will be moderated by Kathleen Ames-Oliver and is entitled: "So they're out of the closet - Now what?!?! After the panel presentation there will be a general discussion. Refreshments will be served.

CHARGES

The committee thanked Kendall for creating the new web site listing available training sessions and seminars. Kendall is continuing to work on getting the statistics we need for our final report.

The balance of the meeting was spent in a discussion of journal articles we have read on SDC funding management in other libraries.

The meeting adjourned at 10:00 a.m..

The next meeting is scheduled for April 28th at 8:45 a.m.

E. C. Powell

**MINUTES
STAFF DEVELOPMENT COMMITTEE
April 28, 1998**

*Present: Vickie Doll, E. C. Powell, Kendall Simmons, Johnnie Love, Al Mauler
Absent: Vic Cardell, Sandy Gilliland*

MINUTES

The minutes of the previous meeting were read, corrected and approved.

TRAVEL REQUESTS

Five travel requests were approved for the upcoming ALA Conference in Washington: Rich Ring attending June 27-29th; Johnnie Love attending June 25th-July 1st; Rob Melton attending June 25th-July 1st; Lars Leon attending June 25th-June 29th; and Kathy Graves who will be attending the Library of Congress Institute *Reference Service in a Digital Age* June 29th-30th. A travel request was approved for E. C. Powell to attend NCIS (the National Chemical Information Symposium) in Boulder June 27th-July 1st. Geri Slater's request to attend the June 23rd and 25th workshop called *Personality Type and Organization Change* was also approved.

PBS VIDEO CATALOGING

George Gibbs approved the cataloging of our video of the PBS teleconference entitled *Am I a crook?* Once the video is cataloged there will be information available for anyone who might want to borrow it. In addition Al is giving Kendall a list of SDC videos which she will be able to put up on our SDC web site.

CHARGES

We discussed our charges. We will invite CCEB to one of our meetings when they are ready to discuss their survey of training and staff development needs of classified staff.

Vickie will talk with Mel about when our Final Report is due since our funding year is October 1st to September 30th but our membership on this committee is July 1st to June 30th. For the LFA General Meeting report we will given an update of information since the last report including our activities and our budget.

The balance of our meeting was spent in a discussion of problems facing the staff development committee and how we can improve the management of staff development in the KU libraries.

The meeting adjourned at 10:00 a.m.

Connie Powell

**MINUTES
STAFF DEVELOPMENT COMMITTEE
May 7, 1998**

*Present: Vickie Doll, E. C. Powell, Kendall Simmons, Al Mauler, Vic Cardell, Johnnie Love
Absent: Sandy Gilliland*

MINUTES

The minutes of the previous meeting were read, corrected and approved.

TRAVEL

Seven travel reports were received and will be published in the FYI.

Four travel requests were approved: Two for Stephanie and Brad Schaffner to attend the American Association for the Advancement of Slavic Studies National Convention in Boca Raton, Florida September 24th-27th; and two for ALA in Washington for Donna Koepp who will attend June 25th-July 1st and Roger Anderson who will attend June 25th-27th.

BUDGET REPORT

Travel money was returned by Brian Baird and Brad Schaffner, \$399.80 and \$105.00, respectively for a total of \$514.80. With this additional funding our budget was \$1,016.85. After today's travel requests we have a balance of \$71.85. Since we will be allowed to overspend by 10% we have a final working balance of \$1,955.45. After these funds are used, there will be no more funds for workshops and travel until October 1st 1998. Kendall will send a note about this to all library staff.

Vickie has sent a memo to Marilu about our depleted funds. We discussed Marilu's reply.

CHARGES

Vickie announced that representatives of CCEB will meet with us at our Tuesday, May 12th meeting to discuss the results of their survey of the training and development needs of the classified staff.

The committee is expected to produce a final report in June. We selected June 16th as the day we would like to have the report finished. We discussed the format of the final report.

We continued brainstorming about the problems and possibilities for improving staff development funding management.

The meeting adjourned at 2:30 pm.

E. C. Powell

University of Kansas Libraries
Cultural Diversity Advisory Committee

Invites you to attend our summer

"Video Brown Bag Sessions"

"Stolen Ground"

(90 mins.)

"Stolen Ground" shares the life experiences and perspectives of six American born Asian men.

Tuesday, June 9 Edwards Campus (1:30 p.m.- 3:00 p.m.)
Room 210

Tuesday, June 16 Watson Library (11:30 a.m to 1:30 p.m.)
Conference Rm A

"In Pursuit of Freedom: Brown vs Board of Education"

(60 mins.)

"In Pursuit of Freedom" provides an excellent history of the landmark court case on desegregation of public schools.

Tuesday, July 14 Edwards Campus (1:30 p.m. -3:00 p.m.)
Room 210

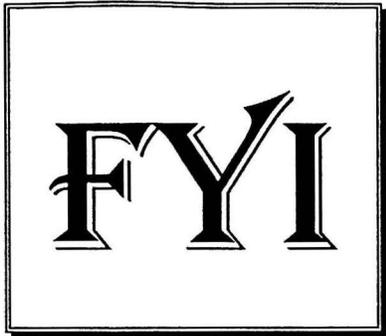
"Ethnic Notions"

(58 mins.)

Scholars shed light on the origins and devastating consequences of bigotry and stereotyping.

Tuesday, July 21 Watson Library (11:30 a.m. -1:30 p.m.)
Conference Rm A

Discussion sessions will follow each video presentation.
Come join us for lunch and stimulating discussion!



The University of Kansas Libraries

Number 1443

Date: June 11 1998

**** 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 Government Documents and Map Library. Responsibilities include: 1) Documents and Map Reference Service, 40%; 2) Circulation Desk Supervisor, 10%; 3) Circulation and Reserve Manager, 20%; 4) Stacks Supervisor, 20%; 5) Student Payroll Activities, 5%; 6) Interlibrary Loan, 3%; 7) Photocopying Fragile Materials, 2%. Minimum requirements: Library experience and/or coursework in library science, equivalent to two years (Job Skill Code E1800, PL4). Preferred skill codes: Document reference assistance (skill code E1110, PL4); Library recordskeeping experience (skill code K20E0, PL4); word processing experience (skill code K2130, PL3); spreadsheet experience (P2C10, PL3); experience working with IBM-compatible computers (skill code EQIBM). Additional preferred selection criteria: Library public service experience; Supervisory experience; Good interpersonal, organizational and communication skills; Demonstrated ability to set priorities, organize work and meet deadlines; Ability to work independently; Demonstrated ability to maintain accuracy and attention to detail while working with a large scale flow of materials; Knowledge of Superintendent of Documents classification system (SUDOC); Familiarity with KU Libraries operating systems: OCAT, LSER, LIBC. To apply: Library staff must complete a "Request for Promotion or Transfer" form for each position in which they are interested. In addition, a current KU "Internal Application" form must be on file or completed, and a Skills Inventory form must be completed. Copies of these forms are available from the Library Administrative Office. Student assistants interested in these positions and who meet the minimum requirements must apply through the Department of Human Resources, Carruth-O'Leary Hall. Application deadline: Applications are due by 5:00 p.m. Friday, June 19, 1998.

An Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

VICKI COLEMAN APPOINTED AS ENGINEERING LIBRARIAN

I am pleased to announce the appointment of Ms. Vicki Coleman as Engineering Librarian (Librarian I). Vicki serves presently as the Head of Electronic Reference Services at the Sterling C. Evans Library, Texas

(Continued)

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A & M University. From March, 1994 - August, 1996 she served as the Science Reference Librarian at Texas A & M. Prior to obtaining her library degree from the University of Michigan in 1993, Vicki served as an Engineer/ Production Supervisor with the Ford Motor Company, May 1989-August 1992 and as a

Process Engineer with the Corning-Asahi company from September 1986-May, 1989. In addition to a graduate degree in library and information science, Vicki earned a BA degree in Mechanical Engineering from North Carolina A & T State University, 1984. Vicki will assume her responsibilities as Engineering Librarian on August 10th.

Marilu Goodyear

PERSONNEL

Last week's FYI incorrectly listed Susan Zeller's appointment date as August, 1998. Susan is Watson Library's Reserve Supervisor, and she has announced her resignation effective July 29, 1998. Susan began work with the Libraries in her current classified position in August, 1997. She was a student assistant in the Libraries for several years prior to her classified appointment.

Sandy Gilliland

CLASSIFIED EMPLOYEE OF THE YEAR NOMINATIONS DUE

As a reminder, nominations for the Libraries' Classified Employee of the Year are due by 5:00 p.m. Friday, June 26th in the Library Administrative Office. All staff were recently mailed a copy of the nomination guidelines and nomination form. However, if you need additional copies, please contact the Administrative Office, 4-3601.

Sandy Gilliland

ATTACHMENTS

Minutes: LFA Executive Committee, 4/20/98, 04/27/98, 05/04/98/, 05/11/98, 05/18/98, 06/01/98
Staff Development Committee, 05/12/98

**LFA Executive Committee
MINUTES
April 20, 1998**

Present: Vic Cardell, Deborah Dandridge (secretary), Jill Girardo, Jana Krentz and Margaret Wilson

Absent: Mel DeSart (chair) and Brian Baird

Margaret Wilson chaired the meeting.

MINUTES: The SDC minutes of March 24, 1998 and April 7, 1998 and the Code and Bylaws Committee minutes of April 16, 1998 were reviewed and sent to FYI.

CODE AND BYLAWS COMMITTEE: The Committee's report on its findings of revisions needed in the LFA Code and Bylaws in order to establish the Committee on Research and Scholarly Activities as a standing LFA committee was reviewed and approved. The revisions will be placed on a ballot for approval by the LFA membership.

JOINT MEETING OF LCPT, CESR AND CRSA: Margaret reported on the first joint meeting of these committees as part of their respective charges. Another joint meeting is planned.

MEMO FROM CESR: The memo's requests for clarification of CESR procedures were discussed. Further discussion was tabled until the next meeting.

RESEARCH AND SERVICE EVALUATION PROPOSAL: Discussion of the proposal was tabled until the next meeting.

The next meeting of the Committee will be on Monday April 27, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

**LFA Executive Committee
MINUTES
April 27, 1998**

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

MINUTES: The SDC Minutes of April 14, 1998 and the Salaries and Benefits Committee Minutes of December 11, 1997, March 5, 1998, March 12, 1998, March 20, 1998, and March 30, 1998 were reviewed and sent to FYI.

SERVICE AND RESEARCH EVALUTION PROPOSAL: An amended version of the proposal was reviewed and approved for distribution to the LFA membership. It will be discussed as an agenda item at the upcoming LFA General Meeting. Mel emphasized that LFA Exec. had no official position on the proposal, but that Exec.'s stand of neutrality should not inhibit members of the Committee from expressing their views on the topic at the General Meeting as members of LFA.

CODE AND BYLAW CHANGES: Mel described the voting requirements for the approval of revisions to the LFA Code and Bylaws to include CRSA as a standing committee of LFA by the LFA membership. If approved by the LFA membership, a revised version of the Code and Bylaws will be produced.

LEARNING ORGANIZATION MODEL PROPOSAL: Copies of the proposal authored by Johnnieque B. Love were distributed to the LFA Exec. Committee. Discussion of the proposal was tabled until after the LFA General Meeting.

ANNUAL REPORTS OF LFA COMMITTEES: The final date for sending these reports to LFA Exec. was discussed.

SURVEY TO ASSESS STAFF DEVELOPMENT NEEDS: To prepare for future discussion of SDC's suggestion that a survey of staff development needs of LFA members be conducted, Mel distributed copies of a similar survey and its findings which was conducted by the Classified Conference. Discussion of the issue was tabled for the next meeting.

THE LFA GENERAL MEETING: Plans for the May 5 meeting were discussed.

The next meeting of the Committee will be on Monday, May 11, 1998, 1:30-3:00 p.m. in the Watson Conference Room A.

LFA Executive Committee

Minutes

5/4/98

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

Absent: Victor Cardell, Deborah Dandridge.

Discussed possible names to forward to Dean Crowe and Assoc. Dean Goodyear to serve on the Classified Employee of the Year Award Committee.

Reviewed a proposal that will be discussed in the LFA Open Meeting calling for the service and research sections of the FASAR to be reviewed by the librarian's supervisor, thus eliminating CESR.

Mel reported on the results of the Salary Distribution Ballot.

Examined the Classified Conference Survey on Training and Development and the results to determine if LFA should conduct a similar type survey among its membership. This discussion was tabled.

Reviewed the agenda for the LFA General Meeting scheduled for May 5, 9:00-11:00 in Conference Room A

Next meeting, Monday, May 11, 1998 1:30-3:00, Watson Conference Room A.

—Recorded by Brian Baird

**LFA Executive Committee
MINUTES
May 11, 1998**

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

After reviewing the SDC minutes of April 21, 1998 and April 27, 1998 and LFA Exec.'s minutes of May 4, 1998, LFA Exec. devoted its attention to examining a revised version of the minutes of the LFA General Meeting on May 5, 1998. To insure that all members of LFA are informed about the upcoming LFA ballots, Mel emphasized the need to include the minutes of the May 5, 1998 LFA General Meeting in this week's FYI.

The next meeting of the Committee will be on Monday, May 18, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

Minutes - LFA Exec - 18 May 98

Present: Baird, Cardell, DeSart, Girardo, Krentz, & Wilson

Absent: Dandridge

Because of the Memorial Day holiday, Exec will not meet next week.

Exec discussed potential annual report deadline dates for LFA committees. In order to give each Committee as much time as possible to prepare their report, Exec opted for June 30, the last day of each Committee's organizational year, as the due date for annual reports.

Mel will send notes to both the members of CESR and to Johnnie Love indicating that Exec will delay addressing the concerns/questions/proposals posed to the Committee until after the results of the ballot issues currently out for vote are received. Exec's actions will be determined, in part, on the results of those elections.

In response to a query from Vickie Doll on behalf of the Staff Development Committee, Mel will inform Vickie that Exec chooses not to compose and administer a survey on faculty training and development needs, similar to the survey for classified staff recently conducted by the Classified Conference Executive Board. SDC will be encouraged, however, to conduct such a survey themselves if they believe it would be useful to their current or future programs.

Exec has four projects yet to address this year: 1) discussion with Marilu Goodyear on the Libraries' faculty evaluation plan, 2) examination of Johnnie's memo to Exec on the "Learning Organization Model", 3) response to CESR's memo of April 2, 4) better defining what librarians do in the three components of their positions (primary assignment, service, and research or scholarly activity).

Next meeting of Exec: Monday, June 1, 1:30-3:00, Watson Conference Room A.

Mel DeSart, Minutemaker

LFA Executive Committee
MINUTES
June 1, 1998

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

MINUTES: The SDC minutes of May 7, 1998 and the Salaries and Benefits Committee minutes of April 9, 1998 were reviewed and sent to FYI. The LFA Exec. Committee minutes of March 30, 1998, April 6, 1998, April 13, 1998, and May 18, 1998, were approved with revisions.

DISTINGUISHED LIBRARIANSHIP AWARD: Mel announced that the committee to review nominations for the Chancellor's Award for Distinguished Librarianship had met and made a recommendation to the Dean. If the Dean approves, that recommendation will be forwarded to the Provost, and, with his approval, to the Chancellor. Mel reported that changes to the procedures for nominating candidates made by LFA Exec. this year seemed to facilitate the submission of nominations.

LFA BALLOT RESULTS: Mel announced that the proposed changes to the LFA Code and Bylaws to include CRSA as a standing committee was approved by the LFA membership. The LFA membership also voted to dissolve CESR and eliminate the inclusion of FASARs in promotion and tenure files forwarded to LCPT and UCPT. Mel agreed to announce the ballot results to the LFA membership via e-mail. Plans to implement the results of the ballots were discussed.

MEMO FROM CESR: LFA Exec.'s response to the memo was discussed. Mel will send the response to CESR via e-mail.

LFA COMMITTEE ANNUAL REPORTS: Mel suggested and everyone agreed that since the work of the Committees will not conclude until the end of this month, June 30, 1998 would be an appropriate deadline for LFA committees to submit their reports to Exec. Mel will send an announcement of the deadline to LFA committee chairs via e-mail.

AGENDA ITEMS FOR NEXT WEEK: Mel requested that Exec. members read and be prepared to make suggestions concerning the *Discipline Expectations for Librarians at KU*, the *University of Kansas Libraries Faculty Evaluation Plan*, and the *Learning Organization Model* proposal for next week's meeting.

The next meeting of the Committee will be on Monday, June 8, 1998, 1:30-3:00 p.m. in the Watson Conference Room A.

**MINUTES
STAFF DEVELOPMENT COMMITTEE
May 12, 1997**

Present: Vickie Doll, E. C. Powell, Kendall Simmons, Vic Cardell, Johnnie Love

Absent: Al Mauler, Sandy Gilliland

Visitors: Carmen Orth-Alfie, Mary Ann Baker

MINUTES

The minutes of the previous meeting were read, corrected and approved.

TRAVEL

There were no travel requests.

REPORT FROM CCEB

Our visitors, CCEB representatives Carmen Orth-Alfie and Mary Ann Baker reported on the recently completed survey of the classified staff's needs for training and development. A total of 62% of the classified staff returned the survey. The basic need indicated by the classified staff survey was for training. Generally they felt that this training need was falling through the cracks, i.e. not being fully supported by either SDC or the Administration.

Classified staff indicated that they support the concept of Departmental Trainers for one-on-one instruction in the use of new computers and software. They also indicated a need for more introductory general seminars on new software in order to decide how such software will be of benefit to them in their jobs, i.e. after attending the general seminars they will be able to better decide whether or not they should sign up for training.

Since training and development are important to all staff, both classified and unclassified, Vic suggested that the survey proposed to LFA Exec for information on library faculty needs for training and development should be coupled with the completed classified survey. This would give added credence to concept of creating a joint organization to promote the training and development needs of all library staff.

SDC discussed with the classified staff representatives the idea originally suggested in the 1993 Strategic Planning Document of having a Staff Development Officer. This person would coordinate staff development in the various departments. Within this concept there would be many training classes offered, as well as work time allotted to try out new skills.

BUDGET FOR NEXT YEAR

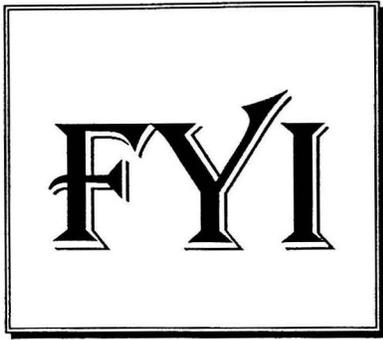
Kendall is working on a report for Nancy Jaeger on prospective SDC budget needs for next year.

FINAL REPORT

Vickie gave each of us a general outline for writing the annual report.

The meeting adjourned at 10:00.

E. C. Powell



The University of Kansas Libraries

Number 1444

Date: June 18, 1998

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

NANCY JAEGER MOVES ON . . .

After some three decades of exceptional commitment to KU and its libraries, Nancy Jaeger has asked for an extended leave, to begin November 1, to attend to pressing family issues. We endorsed this request and Provost Shulenburg approved for Nancy time away from the job for up to one year.

Nancy expects to retire at the end of the leave in order to devote more time to her family and pursuits she has long deferred because of the heavy demands of her leadership role in the KU Libraries.

Nancy's knowledge of the university, the Libraries, state policies and practices of all kinds, and of people from all sectors, has seen this organization through many difficult times. We have had balanced budgets and been able to employ creative strategies to conserve and spend wisely funds from many sources thanks to Nancy.

We know that former Dean Jim Ranz would heartily second our assessment that if it had not been for Nancy's diligence and acumen many a project--whether equipment procurements, millions of dollars in grant funding, or several major building and renovation initiatives--could have faltered. Nancy has always come through for KU and we wish her only the best!

We are reviewing options for coverage of her duties with Nancy and her staff, as well as others in leadership in the university.

-- Bill Crowe and Marilu Goodyear

CLASSIFIED VACANCIES

Applications are now being accepted for two full-time positions in the Cataloging Department's OCLC unit, described below, and a full-time Library Assistant II in Watson Access Services (Reserve Unit), described below. The Library Assistant I classification is funded at pay grade 16 on the State civil service salary scale, at a beginning hourly wage rate (FY99) of \$9.24/hr.; the Library Assistant II classification is funded at pay grade 18, at a beginning hourly wage rate (FY99) of \$10.28/hr. To apply: Library staff must complete a "Request for Promotion or Transfer" form for each position in which they are interested. In

(continued)

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addition, a current KU "Internal Application" form must be on file or completed, and a Skills Inventory form must be completed. Copies of all necessary forms are available from the Library Administrative Office. Student assistants interested in these positions and who meet the minimum requirements must apply through the Department of Human Resources, Carruth-O'Leary Hall. Application deadline: Applications are due by 5:00 p.m. Friday, June 26, 1998.

Library Assistant I, Cataloging Dept.: Responsibilities include: 1) Searching appropriate OCLC records and cataloging books through OCLC, 30%; 2) Regular bookflow, rushes/in-process and duplicates, 20%; 3) Theses and dissertations, 20%; 4) Training and supervising student assistants, 25%; and 5) Meeting and teamwork activities, 5%. Minimum requirements: Any combination of library experience and/or education in library science equivalent to one year. Preferred Occupational Skill Codes: Library record keeping experience (code K20E0, PL2, weight 40); Reading knowledge of one or more foreign languages (language codes: SP, FR, GE, PO, weight 20); OCLC Cataloging (Code E1130, PL2, weight 10); Experience with IBM compatible computers (code EQIBM, weight 10). Additional preferred selection criteria: Prefer knowledge of Anglo-American Cataloguing Rules, 2d ed. Prefer college coursework. Prefer basic computer 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 work environment. Prefer demonstrated initiative and ability to work successfully with detailed and complex procedures, to organize work effectively and to maintain a steady flow of material. Prefer a person who is committed to the Department's team building and continuous improvement efforts. Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures.

Library Assistant II, Cataloging Dept.: Responsibilities include: 1) 090 Cataloging, miscellaneous 050 problem books, new records, 30%; 2) Processing of specialized types of library materials or records, 10%; 3) Liaison with Marking Unit/Preservation Unit, 15%; 4) Meeting and teamwork activities, 5%; and 5) Assists Electronic Information Librarian, 40%. Minimum requirements: Any combination of library work experience and/or education in library science, equivalent to two years. Preferred occupational skills: Library record keeping experience (code K20E0, level 4, weight 40); Reading knowledge of one or more foreign languages, strongly prefer Spanish, French or Italian with secondary preference for German or Portuguese (Language codes: SP, FR, IT, GE, PO, weight 30); OCLC cataloging (code E1130, level 4, weight 10); Experience with IBM compatible computers (code EQIBM, weight 10).

Additional preferred selection criteria:

Cataloging responsibilities:

Prefer knowledge of Anglo-American Cataloguing Rules, 2d ed. Prefer college coursework. Prefer basic computer 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 work environment. Prefer demonstrated initiative and ability to work successfully with detailed and complex procedures, to organize work effectively and to maintain a steady flow of material. Prefer a person who is committed to the Department's team building and continuous improvement efforts. Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures.

Electronic resources responsibilities:

Prefer excellent skills in organizing work in progress and keeping related print and electronic files. Prefer the following computer software skills:

(continued)

An Equal Opportunity/Affirmative Action Employer

- GroupWise: basic functions including copying/pasting Word files
- Word: basic functions including copying to/from diskette and form files and creating directories
- Excel: basic functions including formatting, data entry, and simple analysis (sums, means, percents)
- Netscape: basic Net search for organization Web sites, site search for pertinent information, printing and bookmarking

Other systems and equipment skills:

- Library acquisitions, serials, and OPAC systems: look-only access to local holdings, payment, receipt information for electronic and related print publications
- Telephone: cold calls to information providers, compiling information, record keeping, J-Talk voice-mail system
- Photocopier: duplex, sort, staple
- Fax machine

Library Assistant II, Reserve Unit: A full-time position with the following responsibilities: 1) Supervision and training, 35%; 2) Reserve collection maintenance, 40%; 3) Public service, 25%. Minimum requirements: Any combination of library work experience and/or education in library science, equivalent to two years. Preferred Job Skill Codes: Library Recordkeeping (code K20E0, PL-4) ;Spreadsheets-basic(code P2C10, PL-4); Supervisory experience (code GN002, PL-4).

Additional Preferred Selection Criteria: Public Service experience; Ability to work effectively with a diverse public and staff; excellent communication skills; familiarity with the KU Libraries.

An Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

LFA EXEC AND LCPT ELECTION RESULTS

The Nominating and Ballot Committee has recently tallied results of the recent elections to complete the memberships of LFA Exec and LCPT for FY99. For LFA Exec, Brian Baird, after serving as vice-chair/chair-elect in FY98, will be chair for FY99. Those who will serve with him are:

Ken Lohrentz, vice-chair/chair-elect
Donna Koepp, secretary
Rob Melton, LIII representative
Lorrie Knox, LII representative
Loretta Spurling, LI representative
Meg Brown, unclassified professional representative

(continued)

For LCPT, FY99 continuing members are: Mary Roach and Nancy Burich as 2 of the 4 LIII representatives, John Richardson as 1 of the 2 LII representatives, and Cindy Pierard as LI representative. Newly elected members are:

Mary Hawkins, LIII representative
Sherry Williams, LIII representative
Mel DeSart, LII representative

Both the Nominating & Ballot and LFA Executive Committees would like to thank all of those on the Libraries staff who offered their time and effort to their colleagues by their willingness to participate in these elections.

Mel DeSart
Chair, LFA Exec
(but only for two more weeks) ☺

COCA-COLA MERIT SCHOLARSHIP FOR KU FACULTY AND STAFF CHILDREN

Kathleen McCluskey-Fawcett, Assoc. Provost, recently made the following announcement in an e-mail message to all KU staff:

Apparently there is some confusion about the Coca-Cola Merit Scholarship for Children of KU Faculty and Staff. New and current undergraduate students who are children or step-children of full-time faculty and staff are eligible to apply for funds for next year.

Freshmen need an ACT of at least 24 and a cumulative high school GPA of 2.5 OR an ACT of at least 21 and a cumulative GPA of 3.0. Current students will be considered on the basis of their KU GPA. They need to attach a current ARTS form to the application.

If you have a child who may be qualified, please get an application from the University Scholarship Center (4-5439) as soon as possible. We are extending the June 1 deadline until July 1. Thank you.

LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR NOMINATIONS

Nominations for the Library Classified Employee of the Year are due in the Administrative Office by 5:00 p.m. Friday June 26th. Call Sandy Gilliland, 4-8922, for a copy of the nomination form.

Sandy Gilliland

ATTACHMENTS

Minutes: Planning and Resources Committee, 02/26/98, 05/14/98

Planning and Resources Committee
Minutes 2/26/98

Present:

Nancy J., Daniel S., Paulette D., Meg B., Gordon A., Jim N., Lin F., Rich R.

We were not able to review the minutes from the February 19 meeting since Lin left early and needed to consolidate Paulette's notes for the rest of the meeting with her own.

Health and safety issues

Following the Committee's charge to promote discussion on health and safety issues, the PRC invited Kent Miller and Margaret Wilson (former chair of the Library Employees Health and Safety Committee) to come to our meeting to discuss health and safety issues. The following points/questions were raised:

- Libraries facilities issues seem to overwhelm and take precedence over health and safety matters.
- The Libraries Strategic Plan called for a financial investment in health and safety modifications which hasn't yet been made.
- The educational sessions held by the former Library Employees Health and Safety Committee reached a small audience because in general staff don't become concerned until an injury occurs.
- Has the University hired an expert on ergonomic evaluation? Does the University have enough staff to devote to health and safety issues?
- We discussed current procedures for handling health and safety complaints, both small and large. It appears the Libraries Facilities Officer and the Personnel Officer can handle small incidents, but procedures for larger concerns were unclear. The Libraries do not keep an ongoing list of health and safety complaints and concerns.
- We discussed the supervisor's role in monitoring working conditions, as well as the employee's role in following current safety procedures.
- Do the University's health and safety regulations mainly address industrial working conditions over office working conditions?
- We discussed facility problems like water and air quality and the "sick building syndrome".
- Who in the Libraries has health and safety responsibilities?
- What progress is being made at the University level on health and safety problems. How has the recent reorganization affected work on this program?
- We discussed procedures in the event of a non-staff injury in the Libraries.
- We discussed the work of the Libraries Emergency and Disaster Planning Committee and implementation of their recent *Disaster Preparedness and Response Manual*.

- It appears emergency training, e.g. CPR, is not encouraged by the University because of concern over the potential for further injuries. A PRC member suggested it would be helpful to have an outline of current procedures, and the chain of command, in the event of a non-emergency or emergency injury.

Suggestions on what the Libraries should do to address staff health and safety concerns included:

- Using an outside ergonomics consultant to evaluate staff members' individual ergonomic concerns.
- Having mandatory training programs in conjunction with manuals that are available.
- Emphasizing that health and safety are part of the concerns of unit heads.
- Training for emergency procedures.
- Periodic training in existing procedures.

Lia Fudman
submitted June 10, 1998

Planning and Resources Committee
Minutes 5/14/98

Present: Gordon A., Jim N., Nancy J., Rich R., Lin F.

We revised and accepted the minutes for March 12, 1998.

We revisited the minutes of PRC's December 11, 1997 meeting and deleted two sentences. The revised minutes will be re-submitted to LFA Exec and Archives.

We went over the minutes from our February 26 meeting again and Gordon and Lin agreed to work out a final draft.

Libraries Strategic Planning

The strategic planning process appears to be on hold till June. PRC has not been contacted about participating in the environmental scan and there have been no recent meetings that we are aware of.

Gordon suggested that we put together an inventory and notebook of all the planning documents to date to pass on to next year's committee members.

Planning notebooks

We reviewed the work Sue Hewitt did last year for PRC on the Libraries planning notebooks. Lin will talk to Paulette about what further work needs to be done and report back to Gordon.

PRC's next meeting will be May 28th. Because of several conflicts with the June 25th meeting date, our final meeting of the year will probably be June 11th.


Submitted June 10, 1998