

The University of Kansas Libraries

Number 1445

Date: July 2, 1998

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

UNCLASSIFIED VACANCY

Applications are now being accepted for a newly-described, unclassified professional staff position in the Government Documents Library: Library Operations Manager (Program Assistant). The Library Operations Manager is responsible for managing and coordinating the overall workflow and arrangement of materials in the technical processing of federal government documents in all formats. In addition, s/he establishes internal procedures for managing related workflow, manages staff schedules, and supervises 3.0 FTE staff and 4-5 FTE student assistants who perform a variety of duties such as: serials check-in, serials claiming, and binding and marking. The Library Operations Manager has direct responsibility for serials record management and for providing documents reference service. S/he reports to Donna Koepp, the Government Documents and Maps Librarian (Librarian II). A full position description is available. Required Qualifications: Bachelor's degree; public service experience, preferably in an academic library; familiarity with organization of U.S. documents; strong leadership and management skills; strong interpersonal, organizational and communication skills. Preferred: Supervisory experience; experience with online services for government information; experience in processing and cataloging in an automated environment; familiarity with current issues and trends relevant to the U.S. federal depository program; library technical processing experience; experience and/or education in British and international documents; map library experience. Annual salary: \$23,000 - \$26,000 dependent upon qualifications Application instructions/deadline: To apply, submit a letter of application, resume, and names/ addresses/telephone numbers of three references to: Sandy Gilliland, 502 Watson Library. Applications postmarked by July 17, 1998 will receive first consideration; applications will be accepted until the position is filled.

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

PERSONNEL

Helen Dee has been appointed to the half-time Library Assistant I position in the Spahr Engineering Library, effective July 13, 1998. Helen is currently a part-time student assistant in the Libraries' Periodicals/Microforms Unit. She earned the BA degree in Anthropology from KU, and is currently writing her MA thesis (Anthropology). Helen replaces Linda Hermes.

(continued)

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Karen Cook has been appointed to the Library Assistant I in the Map Library, effective July 6, 1998. Karen has earned the following degrees: BA, Art History, Barnard College, Columbia University; MS, Geography, University of Wisconsin-Madison; and Ph.D., Geography, University of Wisconsin-Madison. Karen has several years of experience in Map Libraries; she is a welcomed addition to the Map Library.

Mandi Turner has been appointed to the Office Specialist position in Copying Services (Copying Services Supervisor). Mandi recently completed a BA degree in Psychology from KU. She was previously employed as a half-time student accounting clerk in Copying Services (1996-1998). Her appointment date is not yet finalized, but will likely be some time in early August.

Sandy Gilliland

ATTACHMENTS

Minutes: Staff Development Committee, 05/26/98,06/09/98
LFA Executive Committee, 06/08/98, 06/15/98

Travel Report:

Cindy Pierard, 26th Annual LOEX conference, Ypsilanti, MI., June 6-8, 1998

Staff Development Committee Minutes
May 26, 1998

Present: Vicki Doll, Chair, Vic Cardell, Johnnie Love, Kendall Simmons

Absent: Connie Powell, Al Mauler

There were no travel requests. The budget showed a balance of -\$204.15.

We discussed funding options and, because of the need to submit a budget request promptly, opted to request an increase of \$5400 in our budget, bringing the total SDC allocation to \$25,400, in order to increase the value of SDC shares from \$105 to \$135.

We discussed the draft outline for the final report, due June 30.

We decided to sponsor a workshop this summer to show a library-task related overview of the desktop software, focusing on the Office suite. The workshop would be presented in late July/early August. Some names mentioned as possible presenters were Jim Dryden, Carmen Orth-Alfie, Lars Leon and Vic Cardell.

MINUTES
STAFF DEVELOPMENT COMMITTEE
June 9, 1998

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

ANNUAL REPORT

The entire meeting was spent discussing completed drafts of parts of the annual report including: Johnnie's draft on training and Kendall's draft on budgeting. Sandy submitted a draft on improved request processing, and Vickie distributed copies of her overview of the final report.

At the next meeting we will look at drafts from Vickie, Vic and Connie and put the final report together.

The meeting adjourned at 10:00 am

Connie Powell

LFA Executive Committee

MINUTES

June 8, 1998

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

Absent: Brian Baird, Vic Cardell, and Jana Krentz

MINUTES: The LFA Exec Committee minutes of April 20, 1998, April 27, 1998, and June 1, 1998 were approved with corrections. The May 11, 1998 minutes of LFA Exec. Committee will be reviewed and approved for this week's FYI via e-mail. The SDC minutes of May 12, 1997 were reviewed and sent to FYI.

LCPT: As the LFA liaison of LCPT, Margaret reported on LCPT's recent activities. She indicated that LCPT will not be addressing the additional charge from LFA Exec. which requested recommendations for improving the faculty evaluation guidelines. She also explained that LCPT felt LFA should continue to address unresolved issues about the criteria and standards of research and service for library faculty members. Mel suggested that the mentoring and supervisory training programs currently being drafted include ways of promoting a more consistent understanding of the service and research guidelines.

RESEARCH AND SERVICE CRITERIA: Mel initiated discussion about how to provide a better understanding of the research and service requirements to LCPT and UCPT by asking for comments about the *Discipline Expectations of Librarians at KU* and the January 6, 1997 introduction to the *University of Kansas Libraries Faculty Evaluation Plan*. Via e-mail, Brian indicated that the *Discipline Expectations* statement was sufficient, especially as a means of providing UCPT with information about work, research and service requirements of Librarians. He also emphasized the important role of supervisors as the Library faculty's primary source of information about research and service and for explanations of the criteria of research and service. He also suggested that minor changes to the *General Principles Regarding Service and Scholarly Activity* document "... could meet the Libraries' internal needs for documented expectations." However, others thought that a more detailed version of the *Discipline Expectations* for the Libraries was needed for use by UCPT. In the process of exploring ways of enhancing the *Discipline Expectations* statement, the discussion focused on questions about the objective and function of research for Librarianship and the criteria for programmatic research for Library faculty were explored. Further examination of these issues was tabled until the next meeting.

The next meeting of the Committee will be on Monday, June 15, 1998, 1:30-3:00 p.m. in Watson Conference Room A.

**LFA Executive Committee
MINUTES
June 15, 1998**

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

MINUTES: From the Planning and Resources Committee, the minutes of February 26, 1998 and April 14, 1998 were reviewed and sent to FYI. Corrections were made to the June 8, 1998 minutes of LFA Exec.

TIMELINE FOR 1998 LFA EXEC. To fulfill the responsibilities of this year's LFA Executive Committee, Mel recommended that discussion of the *Discipline Expectations* statement and the *Learning Organization Model* proposal conclude by the end of the Committee's last meeting this month, June 22, 1998 and that the Committee meet again in mid to late July to review a draft of the Committee's annual report. Everyone agreed with Mel's suggested timeline.

DISCIPLINE EXPECTATIONS FOR LIBRARIANS AT KU: Discussion about revising the *Discipline Expectations* statement for UCPT continued from last week's meeting. Since UCPT has occasionally questioned tenure files of Librarians in the past and may not always have the benefit of hearing the verbal explanation of discipline expectations of Library faculty from representatives of the Library Administration, it was decided to explore ways to clarify the content in the *Discipline Expectations* statement. The discussion concluded with suggestions for enhancing the statement's description of the primary responsibility of the Library faculty as practitioners and the nature of research and service for Library faculty. Mel volunteered to compile these suggestions into a draft for review next week.

The next meeting of the Committee will be Monday, June 22, 1998, 1:30 - 3:00 p.m. in Watson Conference Room A.

Travel Report

Name of Staff Person: Cindy Pierard
Name of Conference: 26th Annual LOEX Conference, Ypsilanti, MI. June 6-8, 1998

LOEX (Library Orientation Exchange) is the national clearinghouse for library instruction and is housed at Eastern Michigan University. One of the activities sponsored by LOEX is an annual conference. This marks the fourth year that I've attended LOEX and I've always found it an excellent place to exchange information and get new ideas about strengthening and improving instructional services.

The theme of this year's conference was "New Learning Communities." Because it coincided with the opening of EMU's Bruce T. Halle Library, the conference began with a presentation by Dr. Morell Boone, Dean of Learning Resources and Technologies, on the new learning environments made possible by this new facility.

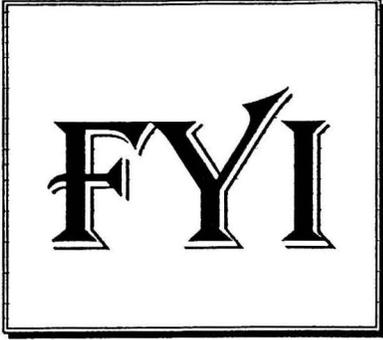
The Bruce T. Halle library is designed to provide a centralized service area for the University's computing, library, and learning center functions. It is heavily-wired and includes 1,000 wired carrels, 1,500 data ports, a 70-seat teleconference center, an interactive video classroom, and a 100-station Computing Commons. It also includes plenty of group space with 30 collaborative work rooms, 2 meeting rooms, and numerous open area group study areas. Of special interest is the ARC (automated storage and retrieval system), which is designed to house up to 800,000 of the library's low-circulating volumes and provide an automated retrieval time of appx. 4 minutes per item. Although I believe that ARCs have been used for several years by companies such as Hewlett-Packard for record storage, this is the first time such a system has been implemented in a library. For further information about the library, you may view Dr. Boone's slides at: <http://www.emich.edu/public/mdb/cybrary.html#item1>.

Conference sessions I attended concerned the following topics: the development of web-based tutorials, the design of electronic classrooms, student-centered teaching, and teaching concepts for electronic research skills. The first two sessions were helpful as they relate to several projects I hope to be working on in the coming year. In terms of the first, I have been awarded GRF funding to develop a web-based interactive tutorial for library research skills and have been exploring how these have been developed and implemented at other libraries. As for the second, I am hopeful that this year's budget may provide for the construction of an electronic classroom in Watson Library and have been trying to stay abreast of the pedagogical, design and policy considerations related to these facilities. The final two were useful in providing some new ideas for teaching strategies.

In addition to the formal sessions, LOEX also includes a series of poster sessions. A couple stand out in my mind: 1) a "virtual reserve desk" created by Earlham College library staff that lists relevant web sites by course number/title. This program has proven popular with students and faculty alike and; 2) a PowerPoint slide show of library information (hours, workshops, services, etc.), created by UMKC staff to run in the background before and after classes in their electronic classroom. They have found this to be an effective means of promoting library services and resource in an unobtrusive manner.

As with many conferences, it seems that the sessions one finds most interesting are held at the same time. To try and pick up what I've missed, I've been corresponding with Katherine Furlong at the University of Maine, who was involved with an interesting faculty collaboration project and Suzane Byron at the University of North Texas, who has been looking at ways of converting library spaces that were not originally intended for instructional use into useable teaching areas (a familiar challenge). I hope to learn more about these projects shortly.

I am grateful to the Staff Development Committee and the Continuing Education Committee of the Kansas Library Association for their financial support of my attendance. I invite anyone with questions or who might simply like to see some of the conference handouts, to contact me directly at cpierard@ukans.edu or 785/864-8990.



The University of Kansas Libraries

Number 1446

Date: July 9, 1998

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

GOODYEAR NAMED ASSOCIATE VICE CHANCELLOR

I am very pleased to announce that at my and Provost Schulenburger's request, Marilu Goodyear has accepted appointment as Associate Vice Chancellor for Information Services. She will continue to serve also as Associate Dean of Libraries.

This action reflect Dr. Goodyear's active involvement in all areas of information technology, in particular her expertise in information policy, and will provide additional administrative support for Information Technology Services, especially to represent the organization when I am not able to do so.

I believe that this development is especially important for KU's success in the coming years, as we work to achieve the ambitious goals described in "KUWired: Strategic Directions for Information Services" (see<[HTTP://WWW.UKANS.EDU/VCINFO](http://www.ukans.edu/vcinfo)>) and recruit a deputy for Jerry Niebaum, who has announced his intention to retire during the year 2000.

William J. Crowe
*Vice Chancellor for Information Services
and Dean of Libraries*

UNCLASSIFIED VACANCY

Reference Librarian/Bibliographer, a full-time, tenure-track appointment, available as soon as possible following the application deadline. The Reference Librarian/Bibliographer is one of 8.5 FTE faculty and staff who provide reference and instructional services in Watson Library, which houses the humanities and social sciences collection. Required Qualifications: MLS from an ALA-accredited program; experience in providing academic or research library reference service; experience in the development and presentation of instruction and training in the use of print and electronic resources; knowledge of resources in the humanities and social sciences; ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; effective communication skills, both written and oral; ability to work independently and cooperatively in a rapidly changing environment. Preferred Qualifications: At least two years professional experience in providing reference assistance and library instruction in an academic library; academic preparation in the social sciences; experience with collection development; knowledge of a foreign language. Annual Salary: \$26,000 - \$34,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, copies

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graduate transcripts, and names of three references to: Sandy Gilliland, 502 Watson Library. Applications postmarked by August 28, 1998 will be given first consideration. Applications will be accepted until the position is filled.

UNCLASSIFIED VACANCY - LAW LIBRARY

Applications are now being accepted for the position of Automation/Technical Services Librarian with KU's School of Law Library. Application review begins July 27th, and continues until the position is filled. The Automation/Technical Services Librarian supervises staff in implementation and maintenance of hardware, software, and computerized resources, including migration to the University-wide integrated system. In addition, s/he supervises 1FTE in copy cataloging of library materials, performs original cataloging, and performs traditional and computer-assisted legal research. Requirements include a Master's degree from an ALA-accredited library school and substantial knowledge related to the Internet, HTML, electronic resources and microcomputer applications. For a complete position description and application procedures, contact Georgann Eglinski, Associate Dean, KU School of Law, Green Hall, 4-4550.

THE UNIVERSITY OF KANSAS IS 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.

SEARCH COMMITTEE APPOINTED

The following library staff have been appointed to the Reference Librarian/Bibliographer search committee: Becky Schulte, Chair; Faye Christenberry; Kathy Graves; Bayliss Harsh; and Sandy Gilliland, ex officio.

Marilu Goodyear

TUITION ASSISTANCE PROGRAM

Library staff interested in applying for funds from the Tuition Assistance Program for the Fall 1998 semester must complete an application form (attached to this issue of FYI). The Tuition Assistance Program provides funding for the cost of tuition and other supplies for approved courses. Any staff member is eligible to apply, provided he/she has at least one year of full-time service, or three years of part-time service, at KU. Applications must be endorsed by the supervisor, and must be accompanied by a transcript of any prior college coursework, a brief statement explaining how this educational experience will benefit you and the university, and a short statement from your supervisor showing his/her support. Submit applications to the Department of Human Resources, 103 Carruth-O'Leary Hall, Campus. The application deadline for the Fall 1998 semester is Friday, July 17th, 5:00 p.m. [NOTE: Staff who are approved for Tuition Assistance must complete a yellow-colored Application for Staff Tuition Rates form, available from the Enrollment Center, 151 Strong Hall, in order to have the campus fee waived.]

Sandy Gilliland

CLASSIFIED CONFERENCE ELECTION RESULTS

The Classified Conference recently held elections for the 1998-99 Executive Board. The following persons were elected:

(continued)

Officers

Chairperson
Chairperson/Chairperson elect
Secretary

Carmen Orth-Alfe Vice-
Diana Dyal
Jennifer Evensen

Representatives

Group I
Group II
Group III
Group IV
Group V
Group VI

Michelle Rader and Shelley Sandberg
Diana Dyal and Carmen Orth-Alfe
Kelly Klinke
Angel Unfred
Sue Hewitt
Mary Ann Baker

Congratulations to everyone!

Jennifer Evensen

ATTACHMENTS

Travel Report:

Gordon Anderson, ALA Annual Meeting, Washington, DC, June 26-30, 1998

Judith Emde, Medical Library Association Annual Meeting, Philadelphia, PA, May 21-27, 1998

Connie Powell, National Chemical Information Symposium, Boulder, CO, June 27-July 1, 1998

Tuition Assistance Application Form

**University of Kansas Libraries
Staff Development Committee**

Travel Report

Name: Gordon Anderson

Department: Reference

Name of meeting/event: *American Library Association Annual Meeting*

Location: Washington, D.C.

Dates of travel: 26-30 June 1998

The West European Studies Section (WESS), of which I am a member, consists of several committees, discussion-groups, and a major program at the ALA annual meetings.

I began with the Social Sciences & History Discussion Group meeting. Mike McCaffrey from Northwestern University reported that Northwestern is a depository for League of Nations materials and has an almost complete collection. NWU is applying for a grant to digitize those materials, and Mike called for contributions to this project.

Next, the Scandinavian Discussion Group met at the Capitol Children's Museum (east of Union Station). The main topic of the meeting was a tour of an exhibit entitled "Trolls, Mrs. Peppercorn and Beyond: Celebrating Norwegian Children's Books."

I am a member of two program planning committees for 1999. At the 1999 WESS Program Planning Committee we ironed out the next stage of details for the New Orleans program entitled "Western European Studies Librarianship: Looking Forward after Twenty Years."

Right after this meeting I walked to the Library of Congress to hear Dr. Knut Dorn of Otto Harrassowitz Buchhandlung present a lecture on "Trends in German Publishing: National Concerns vs. European and Global Challenges." The main national concern is the fate of Germany's vertically integrated and government-subsidized system of publishing and fixed prices in the face of the upcoming European currency unification, which means that such subsidies will no longer be legal in the European Union. The topic extends far beyond the parameters of this report, however.

Following Knut's lecture I joined fellow abstracters with the journal *Reference Reviews Europe* and headed to the Capitol City Brewing Co. for a discussion of abstract art.

Sunday's meetings began with the 1999 Slavic & East European Section (SEES) Program Committee. This program will feature three speakers discussing the roles that U.S. libraries and foundations have played in library development in Central and Eastern Europe over the past ten years.

The WESS Germanists meeting featured three reports. Lou Pitschmann from the University of Wisconsin/Madison reported on the Global Resources Project meeting held at the Library of Congress on June 24. The emphasis there was on ways that LC's field offices could better assist North American libraries in their foreign-language acquisitions and help increase access to collections in an era of declining foreign acquisitions. Helene Baumann (Duke University) reported on the June 25 meeting of the AAU/ARL German Demonstration (name changed to Resources) Project and the participants' agreement on the necessity to fish or cut bait. Digitization and document delivery are high priorities here.

The major portion of the meeting featured guest librarians from Heidelberg and Göttingen and one WESS colleague, Roger Brisson, who is the new program officer for the Global Resources Project, replacing Jutta Reed-Scott. The three speakers discussed Project REUSE, the cataloging dimension of the German Resources Project. Sponsored by OCLC, Project REUSE aims to harmonize the German descriptive cataloging rules (RAK) and the Anglo-American Cataloging Rules. Key differences exist in a number of practices, including personal-name headings, uniform-title hierarchies, content analysis for multi-volume works, and romanization systems. In the case of content analysis, for example, German practice more closely follows AACR level-three description than does U.S. practice.

The Sunday afternoon WESS program was entitled "Digitizing a Continent: National-Level Planning for Western European Libraries" and featured speakers representing France, The Netherlands, and Germany. In all three countries, digitization of documents and other automated collection projects have been achieved through a coordination of government and institutional efforts rather than a reliance on the private sector. The French government has made digitization of cultural resources a high national priority and has supported a number of projects. Digitization in The Netherlands has been centralized in the University of Amsterdam. A consortium of six German libraries directs digitization projects, based on each library's specialty (rare books and manuscripts, government documents, national bibliography, et sim.)

A comment made at the earlier Germanists' meeting was appropriate here: that WESS librarians should look carefully at these and other countries' digitization projects, whose materials are accessible at no cost, before throwing more money into the jaws of vendors.

Speaking of vendors, in between meetings I managed to get a look at their wares in the exhibit hall, and I also was able to enjoy the splendor of the restored Thomas Jefferson Building of the Library of Congress and the special exhibits "American Treasures of the Library of Congress" and "Oliphant's Anthem: Pat Oliphant at the Library of Congress."

The final meeting I attended was a memorial service at the Library of Congress to Mario Casalini, who in May 1998 finally succumbed to cancer after eight years. His passing is mourned by many (see, for example, *Against the Grain* 10/3 [June 1998], 85-6). But his daughter Barbara and son Michele (pronounced *mih kay lee*) are running the business with equal skill and charm.

As always, *tusen takk* to the Staff Development Committee for supporting my trip.

TRAVEL REPORT
NATIONAL CHEMICAL INFORMATION SYMPOSIUM (NCIS)
BOULDER, COLORADO
JUNE 27TH-JULY 1ST, 1998

This summer symposium was for active chemistry reference librarians. Thus the emphasis throughout the meeting was on practical chemical bibliographic techniques. Techniques were applicable to managing chemical reaction information, to using specialized desk-top databases, to searching for chemical information on Chemical Abstracts, to looking for patent information on STN or Dialog, to teaching chemical information resources, and to using World Wide Web resources for finding chemical information.

1) Managing Reaction Information

The first session was on the management of chemical reaction information. The CrossFire system for chemical reactions was explained by Alexander Lawson of Beilstein Informationssysteme GmbH, Frankfurt, Germany. After his talk Terry Wright of Molecular Design Limited explained MDL's Reaction Browser. One of the more innovative reaction resources was introduced by J. Hayward of Synopsis. Synopsis has launched a series of thematic databases of reaction information. Such thematic databases include a biocatalysis database and a solid phase synthesis database. These thematic databases allow the researcher to narrow the focus of his search to retrieve needed reaction information.

The ISI chemical reaction citation database was explained by Nikolai Kopelev. This database of cited chemical reaction references is still a work in progress. Finally, Engelbert Zass of Zurich Switzerland tied the session together by comparing his library's use of Chemical Abstracts' CASReact, Beilstein's CrossFire and MDL's ISIS databases.

Later that day we were able to go to the vendor displays of CambridgeSoft, Millennium Information Systems, MDL Information Systems, Beilstein, ISI, Chemical Abstracts Service, Synopsys and Advanced Chemistry Development to look at many of the products we had been discussing, and to try them out first hand.

2) The Help Desk

This was a practical session that gave us tips from various systems' help desks. The first talk was by Charlie Weatherall of Molecular Design Limited. He gave trouble-shooting advice for using MDL's chemical drawing package, ISIS Draw and MDL's chemical database ISIS Base. He also gave us many common sense tips for the effective use of these products. The second talk was given by Susan Carino, a Beilstein Representative who explained chemical substructure online searching using CrossFire. The last talk featured two speakers from Chemical Abstracts: Steve Piehler and Cheryl Scotney who gave us technical and practical searching methods for using the chemistry files on STN, as well as on STN Express and on Chemical Abstracts' newest searching software product SciFinder.

3) Chemical Academia, the Changing Times

The next to last session was devoted to the ways we are changing chemical information access in academia. Speakers included Grace Baysinger who gave a very thorough explanation of the key factors to be considered when negotiating vendor contracts for electronic products. An unusual project to teach Chemical Abstracts online searching to Texas undergraduates was presented by Bob Landolt. Sean Mullen spoke on consortial agreements which had been worked out to purchase CrossFire. He put special emphasis on the Midwest's CrossFire Minerva consortium. David Lide discussed his plans for upcoming CRC Handbook of Chemistry and Physics in electronic format.

4) Patent Tips and Techniques

Practical techniques for patent searching of the Pharm Database were presented by Jessica Pfennig of Zeneca Pharmaceutical Company. Ron Kaminecki of Abbott Laboratories gave a very entertaining presentation on his methods of using specialized terms to get the maximum patent retrieval from Dialog and STN databases. Dr. Kerry Brandt of Rohm and Haas gave us tips on polymer patent searching and Barbara Hurwitz gave us practical advice on patent searching from an independent consultant's perspective.

5) Chemical Information via the Net

The final session emphasized putting chemical information out on the Internet with sessions on getting connected, and on putting databases, journals and home pages on the Web. Getting connected was presented by Charley Gragg of Inter Nuts and Bolts. The Biocatalysis and Biodegradation Database on the Web was presented by Lynda Ellis of the University of Minnesota. An explanation of the work that went into putting all 26 ACS journals online was presented by Lorrin Garson of the American Chemical Society, and the chemical information resource ChemWeb, was explained by Lynsey Strouts.

The social event highlight was a cookout on Flagstaff Mountain on our last evening together. Flagstaff Mountain was high enough in altitude that at last we could be outside and still feel cool.

During the meeting there was some discussion of whether these NCIS programs should be continued. With such practical information being presented I certainly hope that they will.

I would like to thank the Staff Development Committee for the funds they provided to assist me in attending this symposium.

by Connie Powell

TUITION ASSISTANCE APPLICATION

Name _____ SSN _____ KUID _____

Department _____ Position Title _____

E-mail Address (if available) _____

Home Address _____ City _____ State/Zip _____

Home Phone _____ Campus Phone _____

To be eligible for the tuition assistance it is necessary to have one year full time or three years of part time employment at the University of Kansas.

Employment Status (check those that apply)

Full Time _____ Part Time _____ Classified _____ Unclassified _____

Education (check one)

First time to enroll in a college program _____

Undergraduate _____ Hours completed _____

Graduate _____ Hours completed _____

Please indicate any degree(s) completed _____

What degree, if any, are you seeking? _____

Please list your most recent cumulative GPA* _____ (n/a for 1st time students)

**To remain eligible for future tuition assistance awards, you need to achieve a C (2.0) for undergraduate programs and a B (3.0) for graduate programs. A grade report must be provided upon completion of your course work.*

Course Information

Please provide the following information about the course you would like to take. Be as specific as possible. If you are uncertain as to whether or not you can enroll in a particular course then list an alternate course.

Name of course(s), number and credit hours _____

Semester and school in which you plan to enroll? _____

Estimated cost of tuition (omit fees and book expenses) _____

Check one of the following:

____ Priority I - Programs or courses required a condition of employment, to provide skills or knowledge necessary for the current job.

____ Priority II - Academic course or programs that improve potential and usefulness to the university community.

I have ___ have not ___ received tuition assistance previously under this program.

List semester(s) when assistance was received _____

Date _____ Applicant's Signature _____

I endorse this request. Supervisor's Signature _____

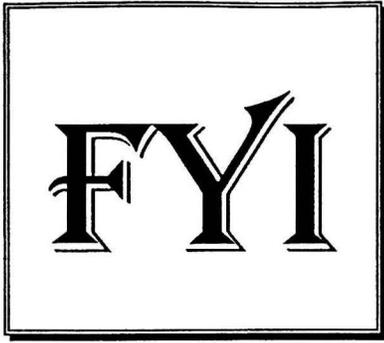
Submit the following along with your completed application to Human Resources, 103 Carruth-O'Leary Hall:

1. Provide a transcript or updated transcript for any prior college work.
2. A brief statement explaining how this educational experience will benefit you and the university. If not doing course work at KU explain why.
3. Provide a short statement from your supervisor showing his/her support.

Application Deadlines: Fall - 5:00 p.m., third Friday in July
Spring - 5:00 p.m., third Friday in November
Summer - 5:00 p.m., second Friday in April

If it is necessary to withdraw from a course, please do so prior to the penalty period so that funds can be returned to the tuition assistance account. Unless a hardship exists, dropping courses after this period may affect future eligibility for tuition assistance.

An award does not guarantee admission to the University of Kansas. Employees wishing to enroll need to contact Admissions. To obtain the campus fee waiver, submit the yellow Application for Staff Tuition Rates form to the Enrollment Center, 151 Strong Hall.



The University of Kansas Libraries

Number 1447

Date: July 16, 1998

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

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

Chancellor Hemenway has asked me to announce that BRAD SCHAFFNER, Bibliographer for Russian and East European Studies and Slavic Languages and Literatures, and Slavic Department Director, is the 1998 recipient of the Chancellor's Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee (Mary Roach, Assistant Head, Cataloging Department; Mel DeSart, Engineering Library; Lindy Eakin, Associate Provost; Jim Neeley, Electronic Information Librarian; Kim Roddis, Associate Professor, Civil Engineering; and Loretta Spurling, Reference Librarian/Bibliographer).

The committee's recommendation that Brad be the 1998 recipient was endorsed by me and Provost Shulenburger before being referred to Chancellor Hemenway.

The University community will recognize Brad (with the winners of the Chancellor's Teaching Awards) formally at the opening of the 1998/1999 academic year. This is an occasion which, in former Chancellor Budig's words describing the award, which he established, "*allows us to underscore for our new students and their parents the University's emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff.*"

The Library will honor Brad at a reception to be scheduled in the Fall Semester, although I know that well before that time he will be receiving warm congratulations from his many colleagues throughout the Library system and beyond.

This prestigious award confirms what so many of us long have known about Brad's exemplary skills, abilities, and knowledge. He is without doubt a librarian of the first rank. All who are associated with the University of Kansas and its Libraries are fortunate indeed that Brad is among us.

William J. Crowe

A BIG FAREWELL TO ALISA CHAMBERS!

If you ever phoned the Regents Center Library on the weekends or randomly in the evening, it is likely you spoke with Alisa Chambers. An hourly library assistant for four years, Alisa worked nearly every weekend during her tenure. In addition, she had been "day lighting" with the U.S. Attorney General's office and now leaves full-time employment to begin law school at UMKC.

Thank you Alisa and good luck!

Regents Center Library Staff

SDC SEMINAR ON MICROSOFT OFFICE PRODUCTS

Some of our colleagues will present ways in which they use Microsoft Excel, Access and Powerpoint in their daily work, during an upcoming seminar sponsored by the Staff Development Committee. The seminar is open to all library staff and will be held on Wednesday, July 29th, 10:00 - 11:30 a.m. in Watson Library Conference Room A. No registration is required, and refreshments will be served. Please refer to the attached flier for additional information.

Sandy Gilliland, for the SDC

ATTACHMENTS**Minutes:**

Classified Conference Executive Board Meeting Minutes, June 23, 1998

Travel Report:

Connie Powell, National Chemical Information Symposium, Boulder, CO, June 27-July 1, 1998,
American Chemical Society, Dallas, TX, March 29-April 1, 1998

Rob Melton, ALA Conference, Washington, D.C., June 25-July 1, 1998

SDC Seminar Flier: Using Microsoft Office

**Classified Conference Executive Board
Meeting Minutes
June 23, 1998**

Present: *Mary Ann Baker, Diana Dyal* (vice-chair/chair-elect), *Jennifer Evensen* (secretary), *Sue Hewitt, Kelly Klinke, Carmen Orth-Alfie* (chair), *Michelle Rader, Shelley Sandberg, Kendall Simmons, Angel Unfred*

Election results: Carmen welcomed all newly-elected and re-elected Board members. Introductions were made and refreshments were served. The election results will be published in a future issue of *FYI*. The 1998-99 Classified Conference Executive Board members are as follows:

Officers

Chairperson	Carmen Orth-Alfie
Vice-Chairperson / Chairperson-Elect	Diana Dyal
Secretary	Jennifer Evensen

Representatives

Group I (Retrieval Services)	Michelle Rader and Shelley Sandberg
Group II (Cataloging)	Diana Dyal and Carmen Orth-Alfie
Group III (Access Services, Reference, and Regents Center)	Kelly Klinke
Group IV (Administration, Art & Architecture, and Preservation)	Angel Unfred
Group V (Engineering, Music, and Science)	Sue Hewitt
Group VI (Archives, Gov. Docs. / Maps, Ks. Coll., and Spec. Coll.)	Mary Ann Baker

Chair's reports: Carmen reported on the June 17 Coordinating Council as well as her recent meeting with the Associate Dean.

Coordinating Council: 1) The Libraries have been working on several online issues with the new system vendor. A draft contract has been drawn up and is being reviewed. There are a few issues which will need to be discussed further / changed, but none of these are "deal-stopping" issues. As the contract will not be finalized before ALA, librarians attending that conference were cautioned as to how they should answer any questions related to the new system. After the contract is signed, library faculty and staff will be able to access a test database with "dummy" data. The system vendor will train six persons from within the Libraries, and they will in turn train the rest of the faculty and staff in the use of the new system. The installation will not be completed in stages, as the case would have been with VTLS. The consultative groups are still in place and will work to get the new system "up and running." The switch-over will take place in December or January and the Libraries will face some financial implications once the system is

functioning. 2) Public service branches will be receiving preservation bookmarks to distribute to students and researchers. 3) A new university-wide database has been developed to handle "major" equipment requests from the different sectors of the University. ("Major" equipment was defined as "non-supply items.") There are three different funds from which equipment may be purchased. Like requests from the individual library units will be combined in general categories for the Libraries as a whole. Library staff should notify George Gibbs if there are questions about the Libraries' list of requests. 4) A task force is being established to investigate various collection shifts. One plan currently being discussed is to move the business / economic holdings in Watson and the Government Documents holdings in Malott to the Anschutz / Budig area. 5) As the student budget is tight this year, there is no reserve funding available. However, departments may shift the money from regular hourly to work-study within their own budgets if need be. 6) Depending on the Endeavor situation, the Strategic Planning process may be resumed in July.

Meeting with Associate Dean: The Associate Dean touched on several subjects mentioned above but also discussed the Access and Excel classes, FY 1998-99 pay scale, and position updates.

1) Library staff approved for the Access and Excel classes were supposed to have been notified of the summer dates and times before the Computer Center's *Driver's Ed* listings were made public, but this was not the case. 2) The FY 1998-99 pay scale for Classified employees is available online through the Department of Human Resources' home page. 3) Vicki Coleman's position in the Engineering Library is being funded through the Provost's office for the first two years.

Needs Assessment Survey update: Copies of the Personnel Committee's report on the survey have been distributed to the Board. Board members should send any comments to Carmen by Friday so that the report may be available to the Staff Development Committee (SDC) at their meeting the following Tuesday. In addition to the SDC, copies will also be sent to the Library Administration and KU Classified Senate.

Committee appointments for 1998-99: The Board voted to recommend the appointments of Kristi Cook to the Staff Development Committee and Shelley Sandberg to the Planning and Resources Committee. Representatives were asked to encourage their constituents to serve on the Electronic Information Committee, Instruction Council, CC Personnel Committee, and in the KU Classified Senate. The Board voted to draft the charges for the Personnel Committee before asking for volunteers to serve on the committee.

Classified Conference general meeting: Suggestions for guest speakers at the annual general meeting were discussed. Possible topics which could be addressed are training- or personnel-related issues, the funding process used by the SDC, or the evaluation process. Representatives will ask their constituents for additional ideas.

Committee reports: Reports from members of the Personnel Committee, Staff Development Committee, and the KU Classified Senate were presented.

Personnel Committee: Angel reported on the charge given to last year's committee to examine how / if the LA series requirements have changed since December 1995. Although the actual requirements are more technically-worded now, there were no changes in their content. Library

experience may be substituted for library classes, though such substitutions are not mentioned in the specific requirements. Previous revisions to the guidelines were last made in 1978.

Staff Development Committee (SDC): Kendall was present to report on the activities of the SDC. Though the committee's fiscal year runs October 1 to September 30, they are working on a "final" report to submit to the Administration in correlation with the end of the Libraries' fiscal year. The committee has requested an additional \$5400 so that shares for FY 1998-99 can be raised from \$105 to \$135, but such increases may not always be the case in the future. The committee is involved in a two-year project in which they are reviewing the current method of fund distribution. Several different options are being examined, such as which aspects of development (travel only? registration only?) will continue to be funded as well possibly altering the definition of "training" so that some other types of opportunities for staff could be funded.

KU Classified Senate: The Senate is still looking into training for faculty and Unclassified supervisors. The Department of Human Resources currently offers the STEP training program (mandatory for Classified supervisors) as well as a shorter supervisory training program. However, faculty and Unclassified supervisors are not required to participate in either of these programs. The Provost has proposed a new orientation program for new KU employees, both Classified and Unclassified.

The next CCEB meeting will be Tuesday, July 21 from 1:00–3:00 PM in Conference Room B.

TRAVEL REPORT

Name: Evelyn Constance Powell Department: Anschutz Library
Name of Event: American Chemical Society Location Dallas, Texas
 Meeting
Date of Travel: March 29th-April 1st

This ACS meeting was useful for learning new information from formal talks, training sessions, displays and poster sessions as well as from informal interaction with fellow chemistry librarians. On Sunday, the 29th I attended the day-long STN User Meeting. In this meeting we were instructed in the latest STN online searching techniques as well as in CAS's new products. The new product highlighted at this meeting was STN Express 4.1 With Discover. STN Express is a front-end chemical online searching software. The enhancement with the 4.1 version of STN Express was the inclusion of "wizards" to help the user find information quickly without using the traditional command language.

The CINF (Chemical Information) sessions were held on Monday and Tuesday and were chaired by Charles Gragg and Gunter Grethe. The first session was a day-long session entirely devoted to patent searching entitled *Patent Searching as the Millenium Nears* Stuart Kaback presided. The first speaker was Nancy Lambert of Chevron whose topic was *A comparative study between patent resources on the Internet and online patent database searching*. She was followed by Mary Thomson whose topic was *Patents on the Web: the impact on "traditional" patent searching*. Both talks were very relevant to the current library situation. Stephen R. Adams of Magister Ltd in the UK covered *Developments in patent documentation during the last decade*. He was followed by Stefano Caporrosso who spoke on *Solving the maze: client patent information needs and new technology*.

Edlyn Simmons of Hoechst Marion Roussel spoke on the topic of *Relevance ranking in patent databases: is it relevant?* And Elvin Hoel of Exxon explained his *Techniques and tools for crossfile searching with QPAT-US, Questel Orbit's internet full-text us patent database*.

In the afternoon Cynthia H. O'Donohue of Allergan who spoke on our *New era in patent competitive intelligence* and Carol E. Herzberg of Information Services in St. Paul, MN who explained the methodology used in *Creating customized shared databases of patent information using Lotus Notes*. Stephen Reynolds of DuPont spoke on the important subject of *Patent citation searching* and as the last speaker Stuart Kaback gave an interesting and amusing talk on *Full text patent searching in an incomplete multilingual database*.

The Tuesday session was on competitive intelligence, which is especially important in industry. The session was entitled ***Technical Competitive Intelligence***. Michael Bigwood presided. The first talk on Tuesday was ***Developing an effective technology competitive intelligence program from scratch*** presented by Mathias Coburn of the Fuschfeld Group. ***Patent intelligence from legal and commercial perspectives*** was presented by Robert Cantrell of Derwent Information. ***Classification analysis: a very effective first step in technology related competitive analysis processes*** was presented by Michael Bigwood of International Technology Information, and ***Mapping knowledge in global science*** presented by Gregg Wilcove of Wilcove Associates.

On Tuesday I also visited the vendor displays. The American Chemical Society display promoted the electronic version of their 26 journals. The Chemical Abstracts display highlighted the new online searching packages: STN Express 4.1 With Discover and SciFinder. I also visited the publishers displays. These included: Wiley, VCH and Elsevier. Wiley and VCH had some interesting chemistry monographic series. The independent database producers, e.g. MDL, Synopsys, etc. were on hand. Molecular Simulations demonstrated Med Chem Explorer, their new database software for molecular drug input.

The CINP posters at the Poster Session emphasized training students to search Chemical Abstracts online. Two interesting posters were: ***Inexpensive structure searching - expanding chemical names in the Z-files*** and ***Identifying unknowns: library resources in support of a large undergraduate organic chemistry lab course***.

On the last day I attended an excellent full day training session for searching CASReact on STN Express. The instructor was Kerry Stanley of Chemical Abstracts Service who also worked in tips for searching CASReact if there was no access to STN Express.

The highlight social event was a tex-mex dinner organized by Dr. Gunda Georg of the Department of Medicinal Chemistry for all current KU students and faculty and KU alums. It was great to get to see everybody.

I want to thank the Staff Development Committee for their contribution toward the expenses of attending this conference.

well as on STN Express and on Chemical Abstracts' newest searching software product SciFinder.

3) Chemical Academia, the Changing Times

The next to last session was devoted to the ways we are changing chemical information access in academia. Speakers included Grace Baysinger who gave a very thorough explanation of the key factors to be considered when negotiating vendor contracts for electronic products. An unusual project to teach Chemical Abstracts online searching to Texas undergraduates was presented by Bob Landolt. Sean Mullen spoke on consortial agreements which had been worked out to purchase CrossFire. He put special emphasis on the Midwest's CrossFire Minerva consortium. David Lide discussed his plans for upcoming CRC Handbook of Chemistry and Physics in electronic format.

4) Patent Tips and Techniques

Practical techniques for patent searching of the Pharm Database were presented by Jessica Pfennig of Zeneca Pharmaceutical Company. Ron Kaminecki of Abbott Laboratories gave a very entertaining presentation on his methods of using specialized terms to get the maximum patent retrieval from Dialog and STN databases. Dr. Kerry Brandt of Rohm and Haas gave us tips on polymer patent searching and Barbara Hurwitz gave us practical advice on patent searching from an independent consultant's perspective.

5) Chemical Information via the Net

The final session emphasized putting chemical information out on the Internet with sessions on getting connected, and on putting databases, journals and home pages on the Web. Getting connected was presented by Charley Gragg of Inter Nuts and Bolts. The Biocatalysis and Biodegradation Database on the Web was presented by Lynda Ellis of the University of Minnesota. An explanation of the work that went into putting all 26 ACS journals online was presented by Lorrin Garson of the American Chemical Society, and the chemical information resource ChemWeb, was explained by Lynsey Strouts.

The social event highlight was a cookout on Flagstaff Mountain on our last evening together. Flagstaff Mountain was high enough in altitude that at last we could be outside and still feel cool.

During the meeting there was some discussion of whether these NCIS programs should be continued. With such practical information being presented I certainly hope that they will.

I would like to thank the Staff Development Committee for the funds they provided to assist me in attending this symposium.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Rob Melton Department: Collection Development
Name of Event: ALA Conference Location: Washington, D.C.
Date(s) of Travel: June 25 - July 1, 1998

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

Despite the extraordinary mugginess of Washington, especially on Friday and Saturday, I managed to slug through a very "heavy" ALA Conference. As incoming chair of ACRL's English & American Literature Section--the fastest-growing of ACRL's 13 or so sections--I was expected to attend several ACRL Leadership Council meetings as well as the two executive committee meetings, program, and committee meetings of EALS. As chair-elect, I have been chairing the Program Planning Committee for the 1999 EALS Program in New Orleans, and a major item of this conference was getting our program proposal, as well as a substantial amount of our budget request, approved by the incoming ACRL President, Maureen Sullivan (whom many of you know from 1993 Strategic Planning days). To take advantage of our location in New Orleans, my committee is planning a program focusing on Southern literature. We hope to obtain a major scholar of Southern literature and a well-known Southern author to be on our panel, along with presentations by librarians on special collections of Southern literature, websites devoted to Southern literature, and a survey of reference and bibliographic tools devoted to Southern literature.

In addition to EALS activities and ACRL meetings I had to attend, I attended the traditional Saturday morning meeting of the ACRL MLA International Bibliography in Academic Libraries Discussion Group (of which Faye Christenberry is the new chair), where I made a brief presentation on the MLA Bibliography's chief competitor (for English-language literatures only), the Annual Bibliography of English Language & Literature, published in Britain by the Modern Humanities Research Association.

EALS, as a fairly new section, as yet had no formal discussion groups. At Midwinter, interest was expressed in creating an interest group devoted to the "problem" of nineteenth-century materials located in circulating collections. The first meeting of this discussion group took place in a large bar in Union Station on Thursday afternoon, where we shared ideas and information with Paul Conway, the chief preservation librarian at Yale University.

After the conference was virtually over, I spent a final day in Washington soaking up a little culture. I saw a very good (not great) production of Tennessee Williams's Sweet Bird of Youth, starring Elizabeth Ashley, at the

(Return this report to Kendall Simmons, Documents, 6001 Malott)

Washington Shakespeare Theater, and spent an afternoon at the National Gallery viewing major retrospective exhibits of Mark Rothko and Alexander Calder, along with an excellent small exhibition on Monet, Manet, and the Gare de St. Lazarre.

Using Microsoft Office

Practical Library Examples for Word, Excel, Access and PowerPoint in a Networked Environment

Wednesday, July 29 10:00 am – 11:30 am
Watson Library, Conference Room A

(Registration is not required; refreshments will be served)

Most of us have had some experience with Microsoft Word, but what about the other principal features of Microsoft Office—Excel, Access and PowerPoint? Staff members will briefly discuss the purpose of the four programs and share library-specific applications to demonstrate how Microsoft Office and shared directories can be used to enhance job performance.

Program

Word Carmen Orth-Alfie, Cataloging Department

Applications using Word, the familiar word-processing software, will include tables to re-create the Classified Staff evaluation forms, statistic charts to collect work data (that can later be entered into Excel), and screen-captured images for insertion in patron/workshop handouts and procedure manuals.

Excel Lars Leon, Retrieval Services

Excel is a very powerful spreadsheet tool which can help to store, project, and "re-package" information. Stat sheets which do this for day-to-day statistics, student hours, and UnCover are among the examples to be illustrated.

Access Lars Leon

Access is an extremely robust database program that facilitates the storage (tables), retrieval of data (queries), data entry (forms), and preparation of printed documents (reports). Examples to be presented include logging contacts with vendors, maintaining a service desk staff schedule, publicizing a meeting schedule and associated agendas, and utilizing an online version of the classified staff evaluation form.

PowerPoint Vic Cardell, Music Library

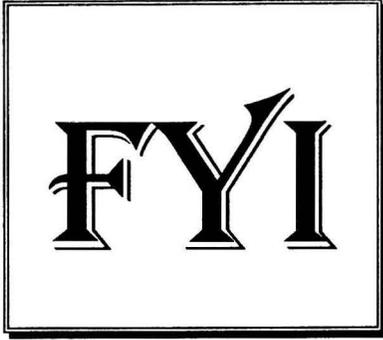
PowerPoint enables users to compile multimedia slide-show presentations. These can incorporate any number of programs, including Word, Excel, and Access, as well as graphics, sound, and video files. The examples that will be demonstrated include a presentation on planning for the new music library, and a bibliographic instruction session for new music graduate students.

Using Shared Directories on the Libraries' Novell Network Jim Dryden, Library Automation Dept.

All staff have the capability of using the Novell network as the primary location for data files of many types. This portion of the presentation will explain how to identify network drive locations, and save and access files within the directories. It will also cover procedures for requesting a shared directory for your departmental or research project.



Sponsored by the Libraries Staff Development Committee



The University of Kansas Libraries

Number 1448

July 23, 1998

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

PERSONNEL

Ray Leonard, Library Assistant I in Retrieval Services, has announced his resignation. Ray began employment with the Libraries in July, 1997. He has accepted a teaching position with Central Missouri State University. Ray's resignation is effective August 7, 1998.

Sandy Gilliland

HUMAN RESOURCES TRAINING CALENDAR

Attached to this issue of FYI is a copy of the current Professional Development Training Calendar announcing workshops and seminars offered by KU Human Resources. Library staff interested in attending any of these sessions are asked to first obtain approval from their supervisor, and then call Human Resources to register.

Please note: Beginning in August, Human Resources will offer Stephen Covey's "Seven Habits of Highly Effective People" program. Marilu Goodyear has reserved funding for up to 40 staff to attend this program, whether offered through KU Human Resources or through the Libraries (the Libraries will not offer the program until the Spring 1999 semester). If you register for this program with Human Resources, please notify Sandy Gilliland so that registration payment can be sent to HR.

Sandy Gilliland

HOLIDAYS FOR 1999

The state recently announced its holiday schedule for the 1999 calendar year. A copy of the memo is attached.

Here are the remaining holidays for 1998:

Monday, September 7 (Labor Day) - *The Libraries are closed*

Wednesday, November 11 (Veteran's Day) - *The Libraries are open*

Thursday, November 26 and Friday, November 27 (Thanksgiving) - *The Libraries are closed on Thanksgiving Day, Nov. 26; most library departments and branches are closed on Nov. 27.*

Friday, December 25 (Christmas Day) - *The Libraries are closed*

Please refer to the Fall 1999 Schedule of Library Hours for opening and closing information on these holidays. As a reminder, classified staff who work on a holiday are entitled to holiday compensatory time at the rate of one and one-half hours for each hour worked, not to exceed 12 hours. Contact Sandy Gilliland or Barb Woodruff if you have any questions regarding these holidays.

Sandy Gilliland

ATTACHMENTS

Travel Report from Nancy Burich

1999 Holidays

HR Professional Development Calendar

An Equal Opportunity/Affirmative Action Employer

Page 1

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Nancy Burich

Department: Regents Center Library

Name of Event: ALA Annual Conference

Location: Washington, D.C.

Date(s) of Travel: 6/25/98 – 7/1/98

Washington in June is hot and muggy. Thank goodness for the Gale buses. It certainly made attending all my meeting feasible. Most of my time was spent in ACRL meetings (the Leadership Council and Sections Council as Secretary). The Opening Session was very impressive at the MCI Centre. Amy Tan gave a delightful presentation which provided insight into her writing. The All Conference Party at the Library of Congress presented an opportunity to see several remodeled rooms and special exhibits. I attended only two programs; the remainder of my time was spent in Distance Learning Section meetings as Chair of the Section and in quick visits to the exhibits.

The Distance Learning Section co-sponsored a discussion, "Library Services to Distant Students: Values, Ethics, and Cooperation," with the Community and Junior College Libraries Section and the Copyright Committee of ALA. Kimberly Kelly (University of Maryland University College) described services provided globally by her institution. Carol Turner (University of Florida) discussed her state's Distance Learning Library Initiative. Kenneth Solomon (Dow, Lohms, and Anderson) focused on legal issues (especially Copyright) surrounding Web-based information.

The other program I attended was the LITA President's Program, "Internet2: Beyond the Net We Know." Lee Caldwell (IBM) discussed technical issues (by 2000 the Internet will contain more information than in the Library of Congress; there will be more Internet traffic than phone traffic), library challenges (how long information remains on the Internet, screening information, dynamic content, costs), and intellectual property and public policy issues. Ted Hanss (Director of Applications Development for the Internet2 Project) discussed his work with this new tool. Ted Sigmon (University of Virginia) focused on ways an academic institution can take advantage of the capabilities of the Internet for research and teaching.

Section meetings dealt with issues resulting from changing our name from Extended Campus Library Services to a more descriptive Distance Learning Section. These include a new logo and a revised mission statement, brochure, and updated Web site. I will remain active in the DLS as past chair and as editor of the section's Newsletter which is published twice a year. This will present a new challenge and learning opportunity.

Thanks to the Staff Development Committee for helping to defray the costs of attending this conference.

DEPARTMENT OF HUMAN RESOURCES

Professional Development Calendar

July, August & September 1998

	Monday	Tuesday	Wednesday	Thursday	Friday
J U L	20 New Staff Orientation 8-10	21 STEP (Day 1) 8 - 4	22 Classified Review System 9 - 11	23	24
	27	28 STEP (Day 2) 9 - 4	29	30	31
A U G	3 New Staff Orientation 8-10	4 STEP (Day 3) 9 - 4	5	6 Customer Service 9 - 12 Noon	7
	10 7 Habits (Day 1) (Track I) 9 - 4	11 STEP (Day 4) 9 - 4	12 7 Habits (Day 2) (Track I) 9 - 4	13	14
	17 7 Habits (Day 3) (Track I) 9 - 4	18 STEP (Day 5) 9 - 4	19 7 Habits (Day 4) (Track I) 9 - 4	20	21 New Staff Orientation 9-11
	24 New Staff Orientation 8-10	25 STEP (Day 6) 9 - 3	26	27	28
S E P T	31 New Staff Orientation 8-10	1 STEP (Day 7) 9 - 4	2 Intro to Type in Org. 9 - 4	3	4
	7 New Staff Orientation 8-10	8 STEP (Day 8) 8 - 2	9	10	11 Writing Unclassified PD/PA 1 - 3
	14 7 Habits (Day 1) (Track II) 8 - 12 Pine Rm, KS Union New Staff Orientation 8-10	15 Communication 8 - 12	16 7 Habits (Day 2) (Track II) 8 - 12	17 Communication 8 - 12	18 7 Habits (Day 3) (Track II) 8 - 12
	21 7 Habits (Day 4) (Track II) 8 - 12 Pine Rm, KS Union New Staff Orientation 8-10	22 Writing Unclassified PD/PA 9 - 11	23 7 Habits (Day 5) (Track II) 8 - 12	24	25 7 Habits (Day 6) (Track II) 8 - 12
	28 New Staff Orientation 8-10	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. Programs are held in Room 102 Carruth-O'Leary, except as shown. Please get your supervisor's permission to participate in these programs. To register, call 864-4946.

PROFESSIONAL DEVELOPMENT PROGRAMS

Supervisory and Management:

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE - (24 hours)

This advanced management program was designed by the Covey Leadership Center to bring to life the principles taught in Dr. Stephen Covey's national best seller of the same title. The focus is on personal and interpersonal leadership development. Participants learn how to become more opportunity minded, improve relationships, and resolve conflicts. (There is a materials fee of \$90.)

***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.

Human Resource Development:

NEW STAFF ORIENTATION - (2 hours) 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."

CLASSIFIED REVIEW SYSTEM - (2 hours) Provides assistance to managers and supervisors in utilizing the review system for classified staff.

WRITING UNCLASSIFIED POSITION DESCRIPTIONS/ POSITION ANNOUNCEMENT - (2 hours) The workshop is designed to outline the requirements for unclassified position descriptions and position announcements as well as pertinent policies related to position management process.

Professional Skills:

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 IN ORGANIZATIONS - (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 Aug. 8 and complete the MBTI by Aug. 28 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 in 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 participant to know their own multi cultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

*Not scheduled this quarter.

ALL PROGRAMS ARE AVAILABLE FOR IN-HOUSE SESSIONS BY SPECIAL REQUEST.

The University of Kansas

Department of Human Resources

July 13, 1998

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: Ola Faucher 
Acting Director

SUBJECT: Holidays for 1999 Calendar Year

Governor Graves has designated the following days during 1999 as State holidays for employees appointed to "regular" positions.

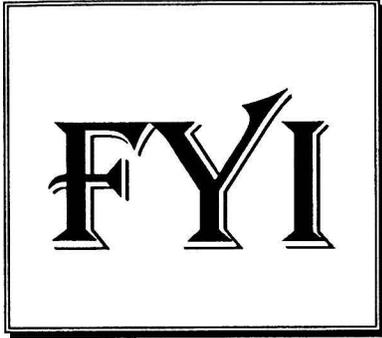
New Year's Day	Friday, January 1, 1999
Martin Luther King Day	Monday, January 18, 1999
Memorial Day	Monday, May 31, 1999
Independence Day	Monday, July 5, 1999
Labor Day	Monday, September 6, 1999
Veterans' Day	Thursday, November 11, 1999
Thanksgiving Day	Thursday, November 25, 1999
	Friday, November 26, 1999
Christmas	Friday, December 24, 1999
Discretionary Day	

The Discretionary Day is an additional day with pay provided eligible classified and unclassified employees for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of their choice. Employees who work a Monday through Friday schedule should plan to use their Discretionary Holiday by December 23 due to the December 24 holiday.

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

Consistent with the needs of departments, staff may choose to, or be asked to, work on a holiday. Those classified staff and unclassified, non-exempt staff who work on a holiday may accrue holiday compensatory time for later use.

cc: Personnel Related Staff



The University of Kansas Libraries

Number 1449

July 30, 1998

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

CLASSIFIED VACANCY

Applications are being accepted for a full-time Secretary II position in the Administrative Office. Duties include: 1) Receptionist duties, 35%; 2) Secretarial/administrative assistance duties, 20%; 3) Personnel records-keeping, 25%; 4) Miscellaneous secretarial duties, 5%; 5) Supervisory duties, 5%; 6) Newsletter editor, 5%; 5) Other duties as assigned, 5%. 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 \$8.81. 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 for application instructions. Applications must be received by 5:00 p.m. Friday, August 7, 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.

TASK FORCE TO INVESTIGATE COLLECTION SHIFTS APPOINTED

A task force to "investigate collection shifts" has been appointed and has already begun their work. This group, co-chaired by Faye Christenberry and Loretta Spurling, are developing draft proposals for utilizing Anschutz 1 and 2 North to best advantage. They will investigate the Space Task Force's recommendation to move the Government Documents Library along with business and economics collections and services to the expanded Anschutz Library. I have asked them to consider all aspects of such a reorganization including budget, service, collection development, and related collection storage implications.

Serving on the task force with the co-chairs are: Brian Baird, Mel DeSart, Judith Emde, George Gibbs, Kathy Graves, Donna Koepp, Julia Rholes, John Miller (ex-officio), and Kent Miller (ex-officio).

(continued)

An Equal Opportunity/Affirmative Action Employer

TASK FORCE TO INVESTIGATE COLLECTION SHIFTS APPOINTED (continued)

In Fall 1998, representatives of the library administration, along with bibliographers, will meet with university governance committees and the faculty and graduate students of departments affected by the proposed reorganization of collections and services. The task force has been asked to have a preliminary report available in advance of these discussions. The final report should be completed in time for the preparation of the FY 2000 budget request.

Marilu Goodyear

CREDITS

Lyn Wolz, reference librarian at the Edwards Campus, gave a paper at the University of Sheffield on July 12th. The conference, called "Folksong: Tradition and Revival," commemorated the centenary of the Folk-Song Society in England, although scholars attended from all over the world. In her paper Wolz analyzed the folksong collection of Annabel Morris Buchanan, a composer who collected in the Appalachians during the 1930s.

Sandy Gilliland

ATTACHMENTS

Invitation to: "What Works: Strategies for Successful Instruction" program, presented by Fred Rodriguez,
KU Center for Teaching Excellence.
Travel report from Loretta Spurling

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE**

TRAVEL REPORT

Name: Loretta Spurling
Name of Event: American Library Association
Dates of Travel: June 25 - July 1, 1998

Department: Regents Center/Watson
Location: Washington, D.C.

This was the first ALA conference I attended as a newly appointed committee member to BRASS (Business Reference and Services Section of RUSA). Sessions attended were hosted primarily by RUSA, BRASS and ALCTS. Topics included *Generation E: Meeting the Needs of the New Entrepreneur*, *Finding Lost U.S. Government Data: Collection Development Strategies for the Business Librarian*, *Collection Development Workstation*, and an STS session on guidelines for measuring usage of web-based resources. Networking activities included the ACRL new members lunch and the reception for international librarians at the new International Monetary Fund building.

Participation at annual lead to an additional BRASS appointment to a new ad hoc virtual committee on distance education issues for librarians supporting business instruction. I am new to many of the issues and will be able to tap into the experts here at KU.

In addition to activities with the conference, I had prearranged a tutorial session at the National Library of Medicine with Catherine Seldon. Ms. Seldon is a coordinator for several health services databases including HealthSTAR. I learned about a national program to educate the educators on health services administration and several free databases, HSRproj and HSTAT, which I will include in a fall workshop for HSA students.

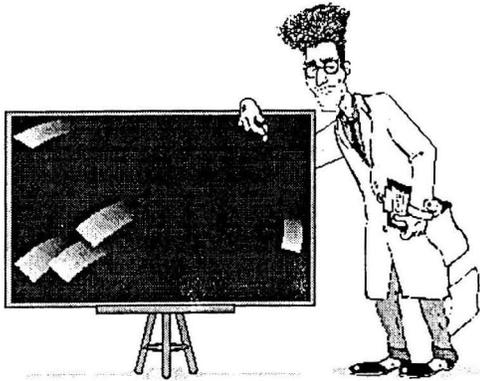
There were too many interesting sessions scheduled at the same time to attend all. A few sessions, like that on Metadata, were so popular that those who came 10 minutes early still wound up on the floor sans handouts. I don't do well on the floor and crawled out for a chicken salad. The following tapes were purchased and are available for loan to anyone who is interested:

- Library Services to Distant Students: Values, Ethics and Cooperation
- Engineering the Future: A new look at organizational thinking and hyper-learning
- Playing the game while writing the rules: The impact of electronic technology on collection development planning
- Metadata and authority control
- Development partnerships: Libraries and Vendors working together
- Collection management issues for offsite storage
- Internet2: Beyond the Net we know

Interspersed between the conference were activities resembling play and relaxation. The incredible Lalique exhibit at the International Gallery, Smithsonian Institution was a highlight. Lalique was a Parisian jeweler and glass maker. The rich exhibit included many original sketches for most of the works on display. Additional tours of the Folger Library and the National Library of Medicine were unexpectedly connected: A 17th century pop-up book about human anatomy at the Folger seemed oddly contemporary when viewing NLM's amazing Visible Human Project. Check it out at http://www.nlm.nih.gov/research/visible/visible_human.html.

Thanks to the Staff Development Committee for the financial assistance.

What Works : Strategies for Successful Instruction



Thursday, August 13, 1998 from 1:00-3:00pm
Watson Library, 5th Floor, Conference Rooms A&B

**Presented by Fred Rodriguez
KU Center for Teaching Excellence**

This workshop is co-sponsored by the KU Libraries' Instruction Council and Staff Development Committee. It is intended for all Libraries and Academic Computing Services staff with an interest in or involvement with instruction.

Fred Rodriguez, Director of KU's Center for Teaching Excellence, will share current research on effective teaching techniques and suggest strategies for incorporating them into the types of instruction with which Libraries and ACS staff are typically involved. He will also provide a brief introduction to the goals and programs of the Center for Teaching Excellence.

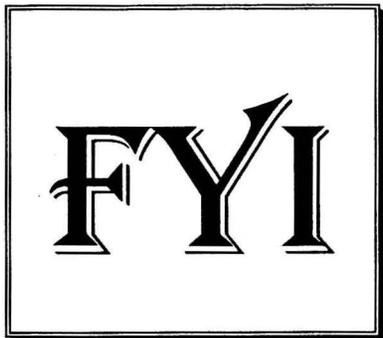
Some concepts which will be addressed:

- *How can I improve what I can accomplish in a one-shot, 50-minute session?*
- *What does research tell us about fostering learning?*
- *What do we know about teaching methods and learning styles?*
- *How can I teach students with a wide variety of skill levels?*

Refreshments will be provided.



To register, please send an e-mail message (be sure to include your name and department) to lknox@ukans.edu (Lorrie Knox, Anschutz Library). Registration deadline is Monday, August 10, 1998.



The University of Kansas Libraries

Number 1450

August 13, 1998

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

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant I position in the Cataloging Department, with the following responsibilities: 1) Searching appropriate OCLC records and cataloging books through OCLC, 35%; 2) Receipt of manuscripts and communication, correspondence and documentation, 5%; 3) Processes theses and dissertation manuscripts, 20%; 4) Performs special assignments, 25%; 5) Training and supervising student assistants, 10%; and 6) Meeting and teamwork activities, 5%. Minimum qualifications: Any combination of library experience and/or education in library science equivalent to one year (skill code E1800, PL3). Preferred Occupational Skill Codes: Library record keeping experience (code K20E0, PL3, weight 40); Reading knowledge of one or more foreign languages (language codes: SP, FR, GE, PO, weight 20); OCLC Cataloging (Code E1130, PL3, 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.

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 \$9.24/hr. To apply: Contact Barb Woodruff, 4-8916 for application instructions and forms. Application deadline: Applications are due by 5:00 p.m. Tuesday, Aug. 18, 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.

KU LAW LIBRARY PERSONNEL

Joseph A. Custer was recently promoted to Associate Director of the KU Law Library. He was formerly Collection Development/Reference Librarian.

Gale Troth, Law Library

ATTACHMENTS

Minutes: LFA Exec., 7/8/98
Classified Conference Exec. Board, 7/21/98
Travel Report: Shelley Sandberg, Retrieval Services
KU School of Law Library Fall Semester Hours, 1998

An Equal Opportunity/Affirmative Action Employer

LFA EXEC MINUTES

Wednesday, July 8, 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Lorrie Knox, Librarian II representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative.

The first meeting of 1998-1999 was called to order by Brian Baird at 9:00 a.m. The first order of business was to decide when regular meetings of this body will be scheduled. Monday afternoons, 3:30 to 5:00 p.m. each week was decided upon for the established meeting time.

Baird announced that he had written a memo to Bill Crowe and Marilu Goodyear in an effort to open a dialogue on the effectiveness of certain LFA committees in their interaction with the Administration. No response has yet been received.

There was a discussion concerning the recent announcement of Marilu Goodyear's appointment as Associate Vice Chancellor for Information Services. It was decided to ask for a meeting with Bill Crowe and Marilu to learn more about what implications this can be expected to have upon the Libraries' operation.

Baird handed out a draft, (June 1998) *Discipline Expectations for Librarians at KU*, that will eventually be passed on to UCPT. This was followed by a discussion about the obvious lack in recent years of LIIs coming up for promotion to LIII, and possible reasons for that. Among other things, it was felt that service and research has been a moving target, and there was some sentiment expressed in favor of a mentoring program.

It was requested that the Secretary send minutes out to the Committee first for approval. It was also noted that Exec expects minutes from all LFA committees within two weeks of their meeting dates.

The meeting was adjourned at 10:20 a.m.

Donna Koepp, Secretary

Classified Conference Executive Board
Meeting Minutes
July 21, 1998

Present: Mary Ann Baker, Diana Dyal (vice-chair), Jennifer Evensen (secretary), Bayliss Harsh, Kelly Klinke, Carmen Orth-Alfie (chair), Michelle Rader, Janet Revenew, Shelley Sandberg

Chair's meeting with Associate Dean (AD): The main topic discussed at Carmen's meeting with Marilu Goodyear was the Needs Assessment Survey report and recommendations. The AD would like to come to either the August or September CCEB meeting to discuss the report in more detail. She also would like CCEB to send copies of the report to the other assistant deans and the Instruction Council.

Of particular interest to the AD were the comments written by some survey respondents about being "surprised" with remarks on their evaluations. She asked Carmen to provide her with more information about the frequency of this type of situation. CCEB discussed how to best accomplish this. Based on a survey return rate of 62%, CCEB projected that 7% to 10% of all Classified staff have encountered similar situations.

The following subjects were also discussed at the meeting:

- Classified representation on the Electronic Information Council and Instruction Council
- the tardiness of personnel announcements in the *FYI* newsletters
- making the library phone list available on one of the shared drives so that the phone numbers could be more easily updated and kept current
- the Computer Center's fall class schedule will be distributed to library staff before the public receives it; staff should call the Comp. Center to register for any classes they're interested in attending
- all Classified staff will be sent notices about their current pay grade on the FY 99 pay scale
- position updates
- memo detailing the procedure through which committees obtain personnel-related information from the Administration; the committees must provide the reasons for the specific information being requested.

Coordinating Council (CC): Diana reported on the July 15 CC meeting. The Endeavor contract is official but has not yet been registered. It was announced that Marilu Goodyear was appointed Associate Vice Chancellor for Information Services. She will continue to be the Associate Dean of Libraries. The Cataloging Department was recognized for their progress with the Dewey book retrospective conversion project. A video extolling the details of the KU SmartCard was shown to those in attendance. The card will be used by the Libraries in all areas excluding photocopy services this fall. The last item of business addressed how library staff should handle requests from the media (*UDK*, Public Relations Office, journalism students, and the "regular" media) for interviews pertaining to library matters. Staff may grant the interview if the subject being covered is in an area they're knowledgeable about. However, they should contact the Administration afterwards to alert them that the interview was given.

Committee appointments: A list of those Classified staff interested in serving on the Electronic Information Council and Instruction Council was discussed. Representatives should continue to see if there is any interest among their constituents.

General meeting: Possible speakers for the upcoming general meeting were reviewed. The Board agreed not to ask anyone from the KU Classified Senate, as that organization regularly informs Classified staff of their activities.

Committee charges: The Board discussed a list of proposed charges to the CC Personnel Committee, Staff Development Committee, and Planning and Resources Committee. After some revisions, the charges were approved.

Review of CC Code and Guidelines: Officers and representatives were encouraged to look over their specific duties as stated in the Code and Guidelines. Kelly offered to investigate acquiring a folder on the shared U: drive so that copies of these documents could be stored there for quick reference. Discussion about access rights to the folder followed.

Committee reports: Bayliss Harsh reported on the activities of the Electronic Information Council. Her term on the Council expires soon and the newly-elected Council members will convene for the first time on August 11. The group examined several different document delivery systems and eventually decided to remain with Uncover. However, this system will undergo some changes in the near future. The Council has also reviewed new purchase requests, a list of which will soon be available online. Lexus/Nexus will most likely be purchased again for the upcoming year. Pursuing an online tracking system for electronic purchases continues to be a high priority for the Council. Due to the various changes in collection development, the EIC may be restructured to some degree.

Copies of the Planning and Resource Committee's annual report were distributed. Carmen has a copy of the Staff Development Committee's annual report if any Classified staff member is interested in viewing it.

Group news: No group news was reported.

The next CCEB meeting will be Tuesday, August 25 from 1:00–3:00 in Conference Room A.

From: "Shelley K. Sandberg" <bella@UKANS.EDU>
To: ksimmmons
Date: Tuesday, August 04, 1998 2:10 PM
Subject: SDC Travel Report

Name: Shelley Sandberg Department: Retrieval Services Dates of
Travel: 14-15 July 1998
Name of Event: LAMA 1998 Institute of the Year Location: St.
Louis,
MO

On 15 July I attended the one-day workshop at the Viking Conference Center presented by Dr. Darlene Weingand titled "Customer Service Excellence." The workshop covered many topics including defining the library customer, the changing expectations of libraries, exploring various technologies available, and presenting the best service for library customers. Dr. Weingand considers this the "Golden Age" of libraries, seeing the position of libraries at the top of the information heap and encourages a scramble to stay at the top by embracing new technology and staying on the cutting edge. Suggestions included not only customer satisfaction but employee empowerment and strong teamwork environments. Particular attention was also given to library marketing and the different dimensions of customer service that will keep libraries thriving in the coming years.

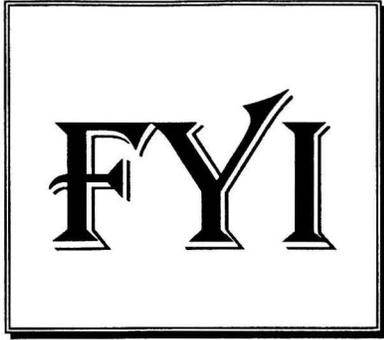
It was rejuvenating to be in a room filled with people that share the same outlook on providing exceptional customer service, and interesting to explore some of the different solutions that people have reached while attaining that goal. The variety of problems faced by the public, academic, and special libraries that attended the workshop were not exclusive to the type of library, and the resultant camaraderie was a large boost in the attitude of the conference. I was able to meet several counterparts within the BTP consortium, SOI and MUU were both represented, as well as make a few new contacts from other schools. I'd like to thank SDC for its part in funding my attendance at the conference.

**UNIVERSITY OF KANSAS
SCHOOL OF LAW LIBRARY
HOURS**

FALL SEMESTER, 1998

August 19 - September 4 REGULAR HOURS	
	Mon-Thur. 7:30 am - 11:00 pm Fri. 7:30 am - 10:00 pm Sat. 9:00 am - 10:00 pm Sun. 10:00 am - 11:00 pm
September 5 - September 7 LABOR DAY WEEKEND HOURS	
	Sat. 10:00 am - 5:00 pm Sun. 1:00 pm - 5:00 pm Mon. CLOSED
September 8 - November 24 REGULAR HOURS	
November 25 - November 28 THANKSGIVING RECESS HOURS	
	Wed. 7:30 am - 5:00 pm Thur.-Sat. CLOSED
November 29 - December 3 REGULAR HOURS	
December 4 - December 16 EXAM HOURS	
	Mon-Sat. 7:30 am - Midnight Sun. 10:00 am - Midnight
December 17	Thur. 7:30 am - 6:00 pm
December 18 - January 16 WINTER RECESS HOURS	
	Mon-Fri. 8:00 am - 5:00 pm Sat.-Sun. CLOSED
(Closed December 25 and January 1)	
January 17 RESUME REGULAR HOURS	

Green Hall - Lawrence, Kansas 66045 - Telephone (785) 864-3025; Fax (785) 864-3680



The University of Kansas Libraries

Number 1451

August 20, 1998

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

PERSONNEL ANNOUNCEMENTS

Johnnie Love, Reference and Cultural Diversity Librarian, has announced her resignation. Johnnie began service at KU in July, 1994. She has served as the Libraries' Cultural Diversity Librarian, and in that capacity she chaired the Cultural Diversity Advisory Committee, and has very capably planned and organized several events to increase awareness of diversity issues within the Libraries, the campus, and the library profession. She has been an active member of the first class of ARL's leadership programs and an active participant in many other programs. Johnnie has accepted a position as Curriculum Development Librarian with Texas A & M University Libraries. Her resignation is effective October 2, 1998.

Lorrie Knox, Assistant Science Librarian, has accepted a position with the Iowa State University Libraries as Head of the Science and Technology Department. Lorrie began service at KU in September, 1989. In addition to her other duties, Lorrie has most recently been involved as a leader of the team to work on the transition the Libraries' to the new integrated library system. Her resignation is effective August 25th.

William J. Crowe

WATSON COPYING SERVICES

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

If your copying is not accompanied by instructions and your name and department information, you will be asked to fill out the appropriate form for the type of copying you are requesting. The form will vary, dependent on the kind of copying required, and whether you have the original text, library materials, photocopying or microcopying. A correctly completed form enhances our ability to meet your needs appropriately.

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

Kent Miller, Sarah Couch, Mandi Turner

EQUAL OPPORTUNITY OFFICE ANNOUNCES SEMINARS

The Equal Opportunity Office has announced a series of seminars to be offered this Fall to interested staff. Please find attached a copy of the announcement. Please note: some of the seminar required advanced registration. Contact Sandy Gilliland or the Equal Opportunity Office if you have any questions.

Sandy Gilliland

UNIVERSITY EMPLOYEE OF THE MONTH NOMINATIONS

All staff were recently notified by memorandum that the University will now recognize "employees of the month" (one classified and one unclassified, non-teaching), beginning October 1st. Each employee of the

An Equal Opportunity/Affirmative Action Employer

EMPLOYEE OF THE MONTH, continued

month will receive a certificate and a \$500 prize. To nominate a classified or unclassified professional staff member, a *Preliminary Nomination Form* (attached) must be completed and submitted to the KU Human Resources Department, 103 Carruth-O'Leary Hall, **by September 1st**. After the preliminary nomination form is received, the nominator will receive a more detailed form. That form must be completed and returned by September 15th. The nomination and selection process will repeat for each quarter of a fiscal year. Completed preliminary nomination forms will be due as follows:

First quarter selection period (July, August, September): June 1

Second quarter selection period (October, November, December): September 1

Third quarter selection period (January, February, March): December 1

Fourth quarter selection period (April, May, June): March 1.

An employee will be considered for selection as employee of the month for the next two quarters after a detailed nomination is received. Employees of the month will be announced in the first *Oread* of the month (Oct. 8, Nov. 6 and Dec. 11). From the list of employees of the month, the recognition committee will select the Classified and Unclassified Non-teaching Employees of the Year, and announced during the annual Employee Recognition Ceremony, scheduled in April of each year. Employees of the year will receive \$1,000, a certificate, a trophy, a reserved parking place and a blue zone parking permit with an entrance pass.

To nominate any KU classified and/or unclassified (non-teaching) employee for the Employee of the Month award, complete the attached nomination form and mail it to KU Human Resources, 103 Carruth-O'Leary Hall **by September 1st**. **NOTE:** The preliminary nomination form may also be found by entering Word, and opening the Libraries shared U drive. It is filed in the "Employee nomination form" folder and is labeled "Empl of month.doc" The Library Automation Department has offered to assist staff members who wish to access the U-drive for the form.

Sandy Gilliland

ATTACHMENTS

Travel Report, Brad Schaffner

Equal Opportunity Office Fall Seminars

KU Employee of the Month Preliminary Nomination Form

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner

Department: Slavic

Name of Meeting/Event: ALA Annual Conference

Location: Washington, DC

Dates of Travel: June 25 to July 1, 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 Annual Conference in Washington, DC from June 25 to July 1, 1998. As Chair of the Slavic and East European Section (SEES) of ACRL, I attended all of the section's meetings over a three day period. I also served as chair of the SEES annual program. The program, entitled "The Future of Area Studies Librarianship," was held on Sunday, June 28. The program examined issues and challenges facing international area studies collections and librarians in academic and research libraries. Speakers discussed the role that area collections and area studies librarians play in fulfilling the global mission of academic and research libraries. The speakers were: James G. Neal, Director of Johns Hopkins University Libraries; Maria Carlson, Director of the University of Kansas Center for Russian and East European Studies; and Deborah Jakubs, Head, International/Area Studies at Perkins Library at Duke University. Over eighty people attended the program and they were very vocal in expressing their appreciation of the speakers.

Along with my SEES obligations, I am a member of ALA's International Relations Committee. The committee met numerous times over the course of the conference. I also participated in ALA's mentor program. There was a large contingent of foreign librarians visiting the annual conference this year. ALA arranged to have members meet with the visitors to answer any questions they might have about the conference or ALA in general. I met with a librarian from Maiakovskii Public Library in St. Petersburg, Russia.

I would like to thank the Staff Development Committee for providing financial support to help defray the cost of attending the conference.



Presenters:
 Danielle Dempsey-Swope;
 Steve Ramirez
 Janet Herbison
 Becky Eason

Fall 1998 Seminar Calendar

Affirmative Action/Civil Rights History—Separating the Myths from the Reality

A University/Community lecture by Professor Rogelio Lasso, Washburn
 University School of Law

DATE	TIME	LOCATION
September 11	2:30 pm	Alderson Auditorium, Kansas Union

RECEPTION TO FOLLOW AT 3:30 PM

Preventing Sexual Harassment

This seminar for faculty and staff will review the University Policy Prohibiting Sexual Harassment. It will provide participants with an opportunity to learn about the responsibilities of managers and supervisors and the rights of employees regarding sexual harassment.

DATE	TIME	LOCATION
September 21	9:30-12:00 pm	Parlors ABC, Kansas Union
November 19	1:30-4:00 pm	Parlors ABC, Kansas Union

CALL 864-3686 TO RESERVE YOUR SPACE

Conducting Successful Searches for Faculty and Unclassified Staff

This workshop will assist faculty and staff searching for new personnel. The presenters will review the new guidelines for conducting campus searches and provide other tips and ideas for achieving a diverse workforce.

DATE	TIME	LOCATION
September 15	1:00-4:00 pm	Pine Room, Kansas Union
September 30	9:00-12:00 am	Pine Room, Kansas Union
October 9	9:00-12:00 am	Pine Room, Kansas Union
November 12	9:00-12:00 am	Pine Room, Kansas Union

CALL 864-3686 TO RESERVE YOUR SPACE

Equal Opportunity Office

University of Kansas
 313 Strong Hall
 Lawrence, KS 66045

Phone: 785-864-3686
 Fax: 785-864-3689
 Email: beason@ukans.edu

**Employee of the Month
Preliminary Nomination Form**

(PLEASE PRINT INFORMATION ON THIS FORM)

Upon receipt of this preliminary nomination form, the Recognition Committee will send the nominator a more detailed form to complete.* The detailed nomination form will be the primary source of information utilized when selecting winners for monthly recognition awards. University staff are encouraged to nominate others within the university community who they feel are making special contributions.

Deadlines for FY '99 nomination materials are:	Preliminary form	Detailed form
First Quarter (<i>July, August & September</i>)	June 1	June 15
Second Quarter (<i>October, November, December</i>)	September 1	September 15
Third Quarter (<i>January, February, March</i>)	December 1	December 15
Fourth Quarter (<i>April, May & June</i>)	March 1	March 15

Once complete nomination materials have been received by the committee, the nominee will be eligible for selection in the next two (2) consecutive quarters. Incomplete and/or late nomination forms will not be considered. Assistance in completing nomination materials can be requested by calling 864-7408.

The committee will consider any or all of the following qualities in evaluating a nominee: quality and quantity of work, dedication to the job, skills and talents necessary for the job, interactions with colleagues, customers, students and coworkers, adaptability to circumstances, and general attitude and demeanor. Special attention will be placed on accomplishments for the prior year.

Nominee _____ Department _____

Nominee's Status (check one): Classified _____ Unclassified non-teaching _____

Nominee's Supervisor (if known) _____

Nominator's Name _____ Campus Phone _____

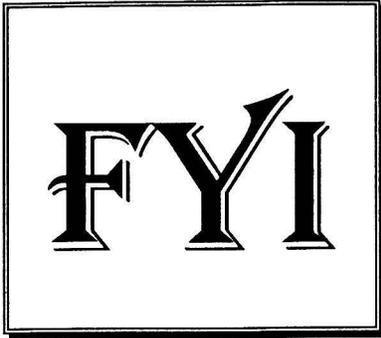
Campus Address _____

Signature

Date

Send to Human Resources, 103 Carruth-O'Leary Hall

*You do not need to complete this form if a detailed nomination form has been received.



The University of Kansas Libraries

Number 1453

September 3, 1998

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

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Secretary I position in The Kansas Collection. Responsibilities of this position include: 1) General office management, 30%; 2) Registration desk duties, 50%; 3) Reproduction of material for patrons, 15%; 4) Projects, 5%. Minimum qualifications: At least one year of experience in clerical or secretarial work. Preferred Occupational Skill Codes: EQIBM (experience with IBM compatible computers, proficiency level 3); K2015 (office management, level 3); K2040 (Operating copiers, level 1); K2050 (Filing, level 2); K2060 (Receptionist work, level 3); K20B0 (Providing information services, level 3); K20D0 (General recordkeeping, level 2); K20E0 (Library recordkeeping, level 2); K2100 (Keyboard operation, level 3); K2130 (Word processing, level 3); GN001 (leadworker, level 2); K2140 (Desk Top Publishing, level 3); P2C30 (Database maintenance/reporting, level 2). Additional Strongly Preferred Selection Criteria: Excellent communication skills; computer proficiency in a windows environment; ability to organize work effectively; ability to work as part of a team as well as independently. Additional Preferred Selection Criteria: Knowledge of library organization; experience working with historical materials.

The Secretary I classification is funded at pay grade 13 on the State's Civil Service Pay Scale, at a beginning hourly wage of \$7.98. To apply, submit application materials to Barbara Woodruff, 502 Watson Library, by 5:00 p.m. September 11, 1998. Contact Barbara Woodruff, 4-8916, for application instructions.

UNCLASSIFIED VACANCY

Recruitment is underway for a tenure-track library faculty appointment as "Science Librarian". This position will provide reference service (including some evening and weekend hours), collection development/management and faculty liaison, bibliographic instruction, and coordination of circulation activities. (Full position description is available). Required qualifications: MLS from an ALA-accredited program; subject background in or demonstrated knowledge of the sciences; academic or research library experience; strong commitment to public service; ability to work cooperatively and to foster teamwork; excellent oral/written communication skills; ability to work flexibly and creatively in a rapidly changing environment. Preferred qualifications: Academic background or library experience in the biological sciences; reference experience in the sciences; proven ability to provide bibliographic instruction; experience in collection development/ management. Demonstrated supervisory skills are strongly preferred. Annual Salary: \$26,000 - \$34,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, photocopies of undergraduate and graduate transcripts, and names of three references to: Sandy Gilliland, Assistant to the Dean, 502 Watson Library. Applications postmarked by October 30, 1998 will be given first consideration. Applications will be accepted until the position is filled.

An Equal Opportunity/Affirmative Action Employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, age, sexual orientation, marital status, and parental status.

(continued)

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FYI #1453

-2-

September 3, 1998

SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the Science Librarian search committee: Cindy Pierard, Library Instruction, Chair; Judith Emde, Mel DeSart, Marilyn Hu, Science Library; and Prof. Robert Timm, Ecology and Evolutionary Biology; Sandy Gilliland, ex officio.

Marilu Goodyear

INTERNAL RECRUITMENT

The Reference Department has announced the availability of a full-time unclassified professional staff position as "Technology Coordinator, Watson Reference Department". All staff have been mailed a copy of the vacancy announcement, along with application instructions. Questions regarding this vacancy may be addressed to Sandy Gilliland.

Sandy Gilliland

SABBATICAL LEAVE APPLICATION DEADLINE REMINDER

Library faculty members interested in applying for a Sabbatical Leave for the 1999/2000 fiscal year must submit completed applications to the Library Administrative Office by 5:00 p.m. Friday, October 2. The Library Committee on Promotion and Tenure will review all applications submitted and forward recommendations to Dean Crowe. Applications which carry the Dean's endorsement are due in the Provost's Office by October 30th.

Applications may be submitted without the Dean's endorsement directly to the Office of the Provost by September 18th. Such applications will be referred to the Libraries for review and comment and treated in the same manner as other sabbatical leave applications.

Additional information regarding the Sabbatical Leave process, including eligibility criteria, application forms, criteria used in evaluation of the applications, etc., is available from Sandy Gilliland and/or the Office of the Provost.

Sandy Gilliland

ATTACHMENTS

Minutes, Disaster & Emergency Planning Committee, 7/14/98
Travel Report, Lyn Wolz
Current Bibliographers list

DISASTER AND EMERGENCY PLANNING COMMITTEE

July 14, 1998

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

Brian introduced Angie Brunk, an intern from Indiana University, who will be working with him this summer.

The committee debriefed the recent tornado alert that had occurred when the Libraries were open in the evening. Brian will send out an email to Watson staff praising them for their actions. The situation did uncover that there is the need for some education about the locations in Watson of the plastic boxes with emergency supplies. Brian will include information about the boxes in his email.

At the next meeting Meg will report on a recent meeting of the American Institute of Conversation she attended on disaster recovery.

Angie reported on the project she is working on for Brian. She is checking on the details that might be included in a contract that all state institutions could use to invoke disaster recovery services from a commercial provider immediately after an incident. The state already has such a contract for computers and Brian is working towards establishing one in this area.

The next meeting of the committee will be July 28.

University of Kansas Libraries

Staff Development Committee Travel

Report

Name: Lyn Wolz **Department:** Regents Center Library
Name of the Event: **Folksong Tradition and Revival**
Dates of Travel: **July 10-12, 1998**

Thanks to the generosity of the Staff Development Committee, the Library Administration, and the International Conference Fund, I was able to travel to the University of Sheffield in July to give a paper. The three-day conference, called "Folksong: Tradition and Revival," marked the centenary of the founding of the Folk Song Society in England. Over one hundred scholars from 15 countries attended, with more than 50 giving papers on all aspects of folk song scholarship.

One of the special themes of the conference, women folksong collectors, meshed perfectly with my research interests. My paper was a statistical and typological analysis of the folk song collection of Annabel Morris Buchanan, a composer who did field collecting in the Appalachians in the 1930s. I set up an Access database containing key information on her 835 songs. Using reports from the database, I discussed her informants, the types of folk songs they gave Buchanan, and other factors. This analysis, along with the biographical background on Buchanan that I provided, was well-received and attracted several interesting offers for collaboration on future projects relating to women folk song collectors.

During the rest of the conference I heard more than 20 papers, many of them on women who collected folk songs, but also on individual singers or regional groups, on the history of folksong scholarship, and on archives and collections. With four concurrent papers during each session, it was difficult to choose which one to attend, though thankfully I will be able to read most of them in the published proceedings.

Another benefit of attending this conference was the many valuable contacts I made. I met the librarian of the Vaughan Williams Library in London, who was very helpful when I spent the last four days of my trip doing research there. I met another librarian from England who is producing a database of folk song titles and we are discussing adding the titles from Buchanan's collection. I look forward to continuing contacts with these and other conference participants through a listserv that is being set up for us.

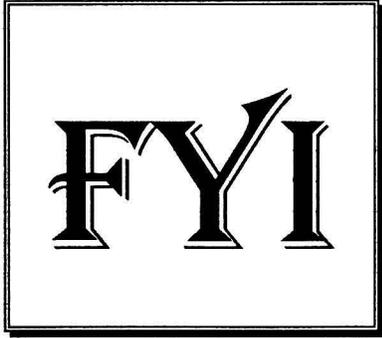
It was a wonderful experience for me to be able to exchange information and ideas with the international group of scholars who attended this conference. I want to thank the Libraries and the University once again for their support for my work.

University of Kansas Libraries Bibliographers

Subject	Bibliographer	Phone	E-mail address
African Studies	Ken Lohrentz	4-8912	klohrentz@ukans.edu
American Studies	Rich Ring	4-3426	richring@ukans.edu
Anthropology	Roger Anderson	4-4660	randerson@ukans.edu
Architecture	Susan Craig	4-3020	scraig@ukans.edu
Art & Art History	Susan Craig	4-3020	scraig@ukans.edu
Bibliography & Reference	Faye Christenberry	4-8992	fchristenberry@ukans.edu
Biochemistry	Connie Powell	4-4931	cpowell@ukans.edu
Business	Loretta Spurling	4-8533	spurling@ukans.edu
Chemistry	Connie Powell	4-4931	cpowell@ukans.edu
Classical Studies	Rich Ring	4-3426	richring@ukans.edu
Communication Studies	Rob Melton	4-3378	rmelton@ukans.edu
Comparative Literature	Rob Melton	4-3378	rmelton@ukans.edu
Computer Science	Mel DeSart	4-3854	desart@ukans.edu
Cultural Diversity	Johnnie Love	4-8994	jlove@ukans.edu
Dance	Vic Cardell	4-3496	vcardell@ukans.edu
Design	Susan Craig	4-3020	scraig@ukans.edu
Dole Collection	Bryan Culp	4-4274	bculp@ukans.edu
East Asian Studies	Vickie Doll	4-4669	vdoll@ukans.edu
Economics	Jim Neeley	4-3036	jneeley@ukans.edu
Education	Ken Lohrentz	4-8912	klohrentz@ukans.edu
Electronic Information	Jim Neeley	4-3036	jneeley@ukans.edu
Engineering	Vicki Coleman	4-3875	vcoleman@ukans.edu
English Language & Literatures	Rob Melton	4-3378	rmelton@ukans.edu
Entomology	Julie Waters	4-4931	jwaters@ukans.edu
Environmental Studies	Mel DeSart	4-3854	desart@ukans.edu
Film	Rob Melton	4-3378	rmelton@ukans.edu
Foreign Literature in Translation	Rob Melton	4-3378	rmelton@ukans.edu
French & Italian Languages & Literatures	Rich Ring	4-3426	richring@ukans.edu
Geography	Donna Koepp	4-4660	dcoepp@ukans.edu
Geology	Mel DeSart	4-3854	desart@ukans.edu
Germanic Languages & Literatures	Gordon Anderson	4-8999	ganderson@ukans.edu
Government Publications	Donna Koepp	4-4660	dcoepp@ukans.edu
Health Services Administration	Loretta Spurling	4-8533	spurling@ukans.edu
Health, Sport & Exercise Science	Ken Lohrentz	4-8912	klohrentz@ukans.edu
Historical Administration & Museum Studies	Sherry Williams	4-4274	swilliam@ukans.edu

Subject	Bibliographer	Phone	E-mail address
History, United States	Gordon Anderson	4-8999	ganderson@ukans.edu
History, Western Europe	Rich Ring	4-3426	richring@ukans.edu
Human Development & Family Life	Julie Waters	4-4931	jwaters@ukans.edu
Journalism	Kathy Graves	4-8993	kgraves@ukans.edu
Kansas Collection (Regional History)	Sherry Williams	4-4274	swilliam@ukans.edu
Latin American Studies	Jana Krentz	4-3351	jkrentz@ukans.edu
Law (Watson only)	Roger Anderson	4-4660	randerson@ukans.edu
Library Science	Brian Baird	4-3568	bbaird@ukans.edu
Linguistics	Geoff Husic	4-3957	ghusic@ukans.edu
Maps	Donna Koepf	4-4660	dkoepf@ukans.edu
Mathematics	Julie Waters	4-4931	jwaters@ukans.edu
Microbiology	Connie Powell	4-4931	cpowell@ukans.edu
Music	Vic Cardell	4-3496	vcardell@ukans.edu
Pharmacy	Judith Emde	4-4931	jemde@ukans.edu
Philosophy	John Richardson	4-8936	jrichard@ukans.edu
Physics and Astronomy	Mel DeSart	4-3854	desart@ukans.edu
Political Science	Roger Anderson	4-4660	randerson@ukans.edu
Psychology	Julie Waters	4-4931	jwaters@ukans.edu
Regents Center Library	Nancy Burich	4-8575	nburich@ukans.edu
Religious Studies	Annie Williams	4-8913	awilliams@ukans.edu
Russian and East European Studies	Brad Schaffner	4-3957	bschaffn@ukans.edu
Science	Judith Emde	4-4931	jemde@ukans.edu
Slavic Languages and Literatures	Brad Schaffner	4-3957	bschaffn@ukans.edu
Social Welfare	Cindy Pierard	4-8990	cpierard@ukans.edu
Sociology	Roger Anderson	4-4660	randerson@ukans.edu
Spanish and Portuguese Languages and Literatures	Jana Krentz	4-3351	jkrentz@ukans.edu
Special Collections (Rare Books & Manuscripts)	Alexandra Mason	4-4334	amason@ukans.edu
Speech, Language and Hearing	Judith Emde	4-4931	jemde@ukans.edu
Systematics and Ecology	Mel DeSart	4-3854	desart@ukans.edu
Theater	Rob Melton	4-3378	rmelton@ukans.edu
University Archives	Sherry Williams	4-4274	swilliam@ukans.edu
Urban Planning	Roger Anderson	4-4660	randerson@ukans.edu
Women's Studies	Jana Krentz	4-3351	jkrentz@ukans.edu

Please send corrections to Carol Ann Vernon, Retrieval Services (4-3535, cavernon@ukans.edu)



The University of Kansas Libraries

Number 1454

September 10, 1998

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

LUCEIL HAMLIN NAMED 1998 LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR

I am very pleased to designate Luceil Hamlin, Library Assistant III in the Retrieval Services Department, as the KU Libraries' 1998 **Classified Employee of the Year**. This designation comes based on the unanimous recommendation of a selection committee of Luceil's colleagues, who worked thoughtfully to review nominations and solicit information about the several valued members of the staff who were nominated. Luceil will be presented with a cash award of \$250. A recognition reception is being scheduled for later this Fall during which time Luceil will be honored. Please join me in congratulating Luceil!

W. J. Crowe

PERSONNEL

Sandra (Sandi) Miller has been appointed as the Library Operations Manager (Program Assistant) in the Government Documents Library, effective September 6, 1998. Sandi served as a Government Documents Librarian at Forsyth Library, Fort Hays State University, from 1990 until her appointment at KU. She earned a B.S. degree in Education from KU and a M.S degree in Education with an emphasis in Library Media, from Fort Hays State University.

Sandy Gilliland

EXHIBIT ON AMERICAN HOUSEWIVES

When passing through the lobby of Watson Library, please take a few minutes to review the fascinating exhibit in the Jim Ranz Exhibit Area entitled "Just a housewife: an exhibit on the American housewife." This thought provoking exhibit was produced and mounted by Channette Kirby (Reference) and Carmen Doering, and includes several "work saving" appliances on loan from Barb Gaeddert (Cataloging). Congratulations, Channette, for a job well done.

The Watson Library Exhibits Committee welcomes exhibit proposals from all library staff and is eager to schedule large or small exhibits as our calendar permits. Anyone interested in assembling and mounting an exhibit during this fiscal year is encouraged to request an application from Jim Smith, Chair of the Watson Library Exhibits Committee or to speak with one of the committee members (Brian Baird, Ken Lohrentz, and Jim Smith).

Jim Smith, Chair, Watson Library Exhibits Committee

ATTACHMENTS

LFA Executive Committee minutes, 7/20/98, 8/10/98, 8/17/98

Proposal for reorganization of collection development activities and meeting structure

An Equal Opportunity/Affirmative Action Employer

LFA EXEC MINUTES

Wednesday, July 20, 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Lorrie Knox, Librarian II representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative.

The minutes of the last meeting were approved as corrected. A copy will be sent in for publication in the FYI, and two copies will be sent to Archives.

Committee reports from other committees will be received by the Secretary, copies of which will be brought to the following LFA Exec meeting for review. Those minutes will then be sent on to FYI and Archives.

Baird has all committee annual reports from last year from Mel DeSart. The old LFA Exec will meet next Monday, July 27, to review the annual reports. Baird will report to this body at our next meeting.

Baird will meet with Bill Crowe and Marilu Goodyear monthly. This month's meeting is scheduled.

Committee member selections for the coming year were discussed. It is desirable to have a balance of rank if possible. It would also be beneficial to have information from last year's annual report so that we have the charge to the committee in mind as we are making our selections.

Marilu Goodyear attended part of the meeting to speak with the Committee about her recent promotion to Associate Vice Chancellor for Information Technology. She apologized for the wording and timing of the announcement, which she said were not as informative as it could have been. It was intended for the Deans and Department chairs and not the Libraries faculty and staff. She explained that significant in the decision for her promotion, was the desire to put her in a better position to fill in for Bill Crowe at meetings at the Vice Chancellor level. She has frequently attended meetings in his absence in the past, but there have been times when this seemed awkward. Goodyear explained a little about her role on the Information Technology Steering Council. This body is involved with coordination of announcements, policy implementation issues, library system issues, the SmartCard, etc. This is a council that she would have served on even without her promotion.

Responding to our question on the expected impact on the time needed for day to day library requirements, Goodyear said there should be no change from last year. The biggest impact on her ability to serve the day to day requirements of the library came when Dean Crowe first took over the duties of Vice Chancellor. Goodyear noted that VC/Dean Crowe is frequently gone on Monday due to other obligations, so she would be filling in

that day, but that her schedule has been arranged so this does not create problems. She admitted that she was very busy and that her calendar is full, but the major reason is that she has eighteen people reporting to her, which is too many.

Last year, a major portion of her time was taken up dealing with the VIRTUA contract, and this spring, a great deal of time was involved with Endeavor.

Goodyear's commitment to the Department of Public Administration will not increase beyond what it is now. It involves a meeting once a month and four class sessions in one course.

Updates to our organizational chart were discussed. There will likely be an interim update, probably by September, and a more complete revision later. Coordinating Council will be involved very soon in some of this decision-making. We are behind on some of these things because of all the Endeavor work and the Budig move.

The Collections budget will be firmed up this week, as well as funding for the online system and S&E. Some personnel questions that we do not have answers to will need to wait until fall enrollment figures are available, typically based on seventh-day-of-class figures. Lower out-of-state and Asian student enrollment (due to the economic collapse) are especially important, due to their potential negative impact. Some personnel decisions will not be made until September or October. As soon as this is complete we will be able to see the situation better, and then make decisions about some new positions, including a Joint (IT & Libraries) Distant Ed administrator; a web and reference assistant; and a lab assistant for Watson computer lab.

A Collection Management Council (CMC) is proposed. This will be an interim group during the time when we don't have a collection development officer.

Several questions concerning the Planning and Resources Committee were asked: What is left for this committee to do in light of Coordinating Council, EIC, Publications Council, Space Task Force, etc. What should its role be? Goodyear responded that it was not an appropriate role for her to say what the committee should be doing. It was also asked who would take Nancy Jaeger's place as ex-officio on PRC. A decision has not yet been made on that. Depending on the role the Committee will play, Goodyear may do it herself.

Strategic planning might be one area in which PRC could become involved. PRC might also be a liaison to the administration from faculty and staff on issues that they do not feel safe talking about directly. Goodyear stated that LFA Exec is in a better position to judge what might be needed.

Participation in budget preparation worked very well last year with the open forums and the written presentations from the year before were very helpful. This year, however,

there were multiple problems from the administrative side of things as well as the committee side that made this kind of participation in the process not possible.

Budget decisions, Goodyear pointed out, involve both her and Crowe. Crowe is especially involved in the collections budget. On S&E budget, small dollar decisions are made by Nancy Jaeger, large money decisions are made by Goodyear. She and Crowe consult on everything before a final decision is made.

The committee and Goodyear agreed that PRC leadership needs to be proactive and communicative.

In response to the question: If there was no PRC, would the administration appoint one? Goodyear responded "no," but she would come directly to LFA Exec with planning issues. Sometimes a lot of work on the budget isn't worth the effort, because there is so little money involved. Sometimes it isn't known until it is too late. This year and next funding will be very tight because of the new system.

Before leaving, Goodyear added that she would, through Baird, send to Exec an outline concerning training for supervisors who will be evaluating service and research.

Following our discussions with Goodyear, the Committee continued its discussion on Committee assignments. Committee liaisons from Exec were chosen for each committee. These are as follows:

Library Committee on Promotion and Tenure.....	Rob Melton
Nominating and Ballot Committee.....	Brian Baird
Committee on Staff Development.....	Lorrie Knox
Committee on Planning and Resources.....	Meg Brown
Committee on Salaries and Benefits.....	Ken Lohrentz
Committee on the Code and Bylaws.....	Donna Koepf
Committee on Research and Scholarly Activity.....	Loretta Spurling

Liaisons should contact their respective nominees for those committees for which appointments have been decided.

The meeting was adjourned at 5:05 p.m.

LFA EXEC MINUTES

Monday, August 10, 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Meg Brown, Unclassified Professional representative.

Absent: Lorrie Knox, Librarian II representative, Loretta Spurling, Librarian I representative.

Baird announced that Lorrie Knox would be resigning to accept a position at Iowa State University, so we will need to hold a special election to fill the Librarian II representative slot.

Each of the members reported on their appointment activities to their respective committees. Brown reported that she was waiting for responses from the two appointees she was working on to the Planning and Resources Committee.

Lohrentz reported that he is waiting on a response for his appointment to the Salaries and benefits Committee.

Roger Anderson has accepted an appointment to the Code and Bylaws Committee.

Baird passed out a draft charge to the Nominating and Ballot Committee. Discussion followed which resulted in some changes to his draft, but which conformed more closely to that written in the by-laws. Baird will send a revision out to the Committee on e-mail, and then send the charge to the Nominating and Ballot Committee along with the message to get ready for a special ballot to fill the Librarian II slot on LFA Exec.

Baird will check with Knox to see if she would be willing to complete her liaison duties in creating a charge to the Staff Development Committee before she leaves. If not, Melton will fill in for her.

It was decided to ask Nancy Jaeger to continue as ex-officio on the Planning and Resources Committee until she leaves.

Baird has not had an opportunity to meet with the old LFA Exec yet on the LFA Exec annual report.

A memo from Classified Conference to LFA Exec concerning the charge to the Staff Development Committee and the Planning and Resources Committee was reviewed.

It was agreed that all members would try to complete work on a charge to their respective committees by our next meeting. Lohrentz on Salaries and Benefits; Brown on Planning and Resources; Koepp on Code and Bylaws.

The July 20 minutes were reviewed, edited and corrected. The changes will be made and sent out to the Committee, and copied to Marilu Goodyear, on e-mail. We will hope for quick response so that they can be published in this week's FYI.

LFA EXEC MINUTES

Monday, August 17, 1998

Attendance: Brian Baird, Chair, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Loretta Spurling, Librarian I, representative, Meg Brown, Unclassified Professional representative.
Absent: Ken Lohrentz, Chair Elect, Lorrie Knox, Librarian II representative.

Minutes of the August 10, 1998 meeting were approved as written.

Another appointment will need to be made to the Staff Development Committee to replace Johnny Love, who has resigned. Lyn Wolz was recommended for the replacement. Coming in to Lawrence from the Regent's Center may be a problem, but Spurling explained that in some cases participation could be via conference/speaker phone. This has successfully been done in other instances in the past.

Melton will fill Knox's assignment as liaison to the Staff Development Committee, and thus will make contact with the Committee on Lyn Wolz's appointment. This appointment will be for the remainder of Johnny Love's term.

Other appointments to the Staff Development Committee were reviewed, as were the Staff Development Committee minutes from meetings on June 23 and July 20, 1998. Koepp will submit these minutes to FYI and send copies to University Archives.

Koepp's draft charge to the Committee on Code and Bylaws was reviewed. Changes were recommended. The elimination of CESR and the establishment of CRSA and the status of both changes in the Code were discussed. Koepp will revise the charge and send it to the Committee on e-mail.

Lohrentz provided us with a draft of the charge to the Salaries and Benefits Committee. Some rewording was suggested. It was also agreed that a statement should be added concerning working with Nancy Jaeger to ensure that the methodology and formulas that she has used in previous years be passed along to ensure that we not lose that knowledge.

Spurling's draft charges to CRSA were discussed. The point concerning supervisor training in evaluation of research should be eliminated. This is the responsibility of the administration and does not involve any of the LFA committees.

The annual reports of LCPT and CRSA were discussed. It was reiterated that the discipline expectation document needs to be further discussed by Exec.

Melton will contact LCPT to remind them that they need to meet soon (the Code says first week in August) to select a presiding officer and recording secretary. A specific charge to LCPT may not need to be done right now.

Committee members were asked to read the entire Staff Development Committee Annual report and be prepared to discuss at our next meeting.

Submitted

Donna Koepp, Secretary

University of Kansas Libraries
Memorandum

September 4, 1998

To: Coordinating Council

From: William J. Crowe
Marilu Goodyear

Re: Proposal for Reorganization of collection development activities and meeting structure

This document outlines a new, interim structure for the coordination of collection development, along with some changes in the structure of leadership meetings in the Library. We expect this plan to be in place for approximately one year. It is our hope to recruit a full time collections officer in the near future, after which a more permanent structure can be put in place. This final document reflects many excellent comments received through members of that group and others.

Collection development processes will be managed by Assistant Dean George Gibbs. He will be given advice and counsel by a Collection Management Council (see attached outline) as a successor to the existing CDC Exec. A newly formed group of library faculty, the Bibliographers Council, i.e., those who have collection development and instruction responsibilities, as a successor to CDC, will meet once a month. This group will consider relevant topics referred to it by the Collection Management Council and by other bodies, including the Electronic Information Council and Instruction Council. In addition, it will be a forum for continuing education and professional development related to collection management and scholarly communication. This Council will be chaired by the Associate Dean.

In addition to these changes, Coordinating Council will be expanded to include all unit heads and program coordinators. A list of the members is attached.

We believe that this new meeting structure will expand opportunities for consultation and promote good decision-making.

Coordinating Council

Purpose: The overall policy and coordinating body of the University Libraries. The Council provides a principal means to promote communication concerning administrative issues and opportunity for discussion of policy.

Membership: Individuals who occupy the following positions will be members of the Coordinating Council. The Chairs of LFA and Classified Conference will participate as ex officio members. The Council will be chaired by the Associate Dean. A receptionist/secretary from the Administrative Office will minute the meetings.

Baird, Brian - Preservation Librarian (also Chair of LFA for Fiscal Year '99)
Burich, Nancy - Regents Center Librarian
Cardell, Vic - Music Librarian
Culp, Bryan - Dole Archivist
Coleman, Vicki - Head, Engineering Library
Couch, Sarah - Head of Access Services
Craig, Susan - Head of Fine Arts Libraries
Crowe, Bill - Dean of Libraries
DeSart, Mel - Coordinator of Science & Engineering Resources and Services
Doll, Vickie - Acting Head, East Asian Library
Emde, Judith - Head, Science Library
Gibbs, George - Assistant Dean for Collection & Processing
Gillespie, Gaele - Serials Librarian
Gilliland, Sandy - Assistant to the Dean (for Personnel)
Goodyear, Marilu - Associate Dean of Libraries
Graves, Kathy - Reference Coordinator
Jaeger, Nancy - Assistant to the Dean (for Budget)
Koepp, Donna - Government Documents & Maps Librarian
Krentz, Jana - Head, Dept. for Spain, Portugal and Latin America
Leon, Lars - Interlibrary Loan Librarian
Love, Johnnie - Diversity Librarian
Mason, Sandy - Spencer Librarian
Melton, Rob - Publications Coordinator
Miller, John - Assistant Dean for Information Technology
Miller, Kent - Facilities Officer
Miller, Rachel - Head, Retrieval Services
Neeley, Jim - Electronic Information Librarian
Orth-Alfie, Carmen - Chair, Classified Conference Executive Committee
Pierard, Cindy - Instruction Coordinator
Rholes, Julia - Assistant Dean for Information Services
Roach, Mary - Assistant Head, Cataloging
Rosenbloom, Mary - Assistant to the Vice Chancellor
Schaffner, Brad - Coordinator for International Programs
Williams, Sherry - Curator of the Kansas Collection and University Archivist

The Bibliographers Council

Purpose: The Bibliographers Council¹ provides a forum for education and discussion of issues affecting all aspects of the collection development and instructional role: collection development and management, instruction, scholarly communication, and other issues relating to the liaison role with University academic units.

The Council meets once a month. Agenda topics can be referred to the Bibliographers Council by EIC, CMC, and IC. Individual faculty members are also welcome to propose agenda items. Possible additional topics include: changes in scholarly communication patterns, effective teaching strategies, intellectual property law and policy, responsibilities and roles for the bibliographer.

Membership: All library staff who are bibliographers/subject specialists are members of the Council; however, meetings are open to all library staff with an interest in a particular agenda topic. The Associate Dean will serve as chair.

¹ Bibliographers is taken to include, in this context, all library faculty who engage in a liaison role with academic programs by engaging in collection development and/or instruction.

Collection Management Council

Purpose: Reviews issues concerning collection management and development (selection, budget, evaluation, etc.) in the University of Kansas Libraries. It shall advise the Associate Dean, and the Dean of Libraries on these issues. It will identify and analyze issues to present to the Bibliographers Council. Collection Management Council will meet monthly. Its agendas will be prepared by the Assistant Dean for Collections and Processing.

Membership: The Collection Management Council shall consist of the Assistant Dean for Collections and Processing, who shall serve as chair, the Head of Retrieval Services, and five area coordinators for collection management.

Humanities (Susan Craig)
International (Brad Schaffner)
Science (Mel DeSart)
Social Science (Ken Lohrentz)
Special Programs (Sherry Williams)

The area coordinators will be responsible for:

- gathering and organizing input from the bibliographers on questions before the Council;
- communicating with the bibliographers concerning issues before the Council;
- providing advice and counsel on collection development strategies; and
- analyzing issues with an eye toward effects on specific disciplines and overall effects on library users.

The Serials Librarian and Interlibrary Loan Librarian will participate in the Council, as appropriate. Secretarial responsibilities shall be rotated among the members of the Council.

We have organized bibliographers for the purposes of communication with the coordinators into the following areas. This categorization will be utilized for this purpose only. Many bibliographers could fall into more than one category and will need to be consulted in different circumstances, depending on the topic under discussion. This is particularly true for budgetary matters. The Assistant Dean for Collections and Processing will coordinate activities to ensure that consultation is as wide as possible.

Humanities:

Victor Cardell (Dance, Music)
Susan Craig (Architecture, Design, Art, Art History)
Rob Melton (Film, Comparative Literature, Communication Studies, Theater,
English Language and Literatures)
John Richardson (Philosophy)
Annie Williams (Religious Studies)

International:

Vicki Doll (East Asian)
Vacant (East Asian-Japanese)
Geoff Husic (Linguistics)
Jana Krentz (Latin American, Spanish, Portuguese Languages and Literatures,
Women's Studies)
Brad Schaffner (Slavic Languages and Literatures, Russian and East European
Studies)

Science:

Vicki Coleman (Engineering)
Mel DeSart (Physics)
Judith Emde (Speech, Language, Hearing, Science, Pharmacy)
Vacant (Geology, Systematics and Ecology, Botany, Entomology,
Environmental Studies, Natural History)
Connie Powell (Microbiology, Chemistry, Biochemistry, Physiology and Cell
Biology)
Julie Waters (Psychology, Mathematics, Human Development and Family Life)

Social Science:

Gordon Anderson (History, U.S. and Germanic Languages and Literature)
Roger Anderson (Political Science, Urban Planning, Law, Sociology,
Anthropology)
Kathy Graves (Journalism)
Ken Lohrentz (African Studies, Education, Health, Sport, Exercise Science)
Jim Neeley (Economics, Electronic Information)
Cindy Pierard (Social Welfare)
Rich Ring (History, Western Europe, American Studies, French and Italian
Languages and Literatures, Classics)
Loretta Spurling (Health Services Administration, Business)

Special Programs:

Brian Baird (Library Science)
Nancy Burich (Edwards Campus)
Faye Christenberry (Reference)
Bryan Culp (Dole Collection)
Donna Koepp (Geography, Maps. Government Publications)
Johnnie Love (Diversity)
Alexandra Mason (Rare books and Manuscripts)
Sherry Williams (Kansas Collection, Regional History, University Archives,
Historical Administration and Museum Studies)

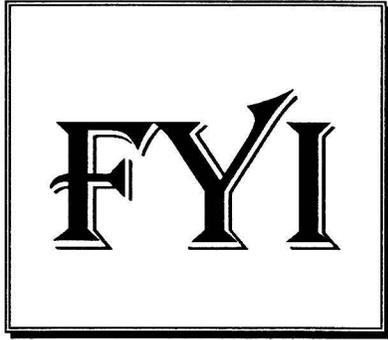
Electronic Information Council

Purpose: Develops overall plans for electronic information and its role in delivering information to users. Recommends to the Dean policies and procedures for the selection, access and preservation for all forms of electronic information. Solicits purchase proposals for resources from all library staff, particularly those involved in collection development and reference services. Selects electronic resources to be provided through the campus network. Advises the Electronic Information Librarian on the management of the Electronic Information Fund. Advises the Associate Dean on electronic cooperative projects (beyond KU). The EIC will meet twice a month and its agendas will be prepared by the Electronic Information Librarian.

Membership: The Council will be chaired by the Associate Dean. The Council will include the Assistant Deans for Collections and Processing, Information Technology and Information Services, the Head of Retrieval Services, the Electronic Information Librarian as well as the following:

- One member of the Collection Management Council
(Mel DeSart, two year term expiring on June, 1999)
- One member from the Edwards Campus Library
(Loretta Spurling, two year term expiring June, 2000)
- One member from Watson Reference Department
(Faye Christenberry, two year term expiring, June, 1999)
- Representative from Information Technology Services
(? ,two year term expiring, June, 2000)
- Two members at large from the Library staff
(Vicki Coleman, two year term expiring June 1999, and
Mary Miller, two year term expiring June 2000)

The Serials Librarian and Interlibrary Loan Librarian will participate in the Council, as appropriate. Secretarial responsibilities will be rotated among the membership.



The University of Kansas Libraries

Number 1455

September 24, 1998

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

PERSONNEL: JAPANESE STUDIES LIBRARIAN APPOINTED

We are pleased to announce the appointment of Ms. Michiko Ito, a recent graduate of the University of Hawaii's Library and Information Science graduate degree program, as "Japanese Studies Librarian". Ms. Ito received a BA degree in History from the Metropolitan University in Toyko, Japan, and a MA degree in History from the University of Hawaii. Ms. Ito's appointment begins mid-October, 1998. Sandy Gilliland

SERIALS CATALOGING STAFF CHANGES AND ADDITIONS

Serials Cataloging will shortly begin a large scale retrospective conversion project of serials. We anticipate the need for a very high volume of serials to be processed in a short period of time (roughly between 7,000 and 20,000 titles within 2 years). This represents an extremely large increase in the production capabilities of the Unit. Part of the increase will be accomplished by simplified cataloging procedures, but part of it can be accomplished only by increasing the number of staff assigned to Serials Cataloging. Nancy Rake and Alex Slater each have increased the percentage of their time devoted to Serials Cataloging to 90%. David Pardue has increased the percentage of his time devoted to Serials Cataloging to 50%. Nancy, Alex, and David will split their time between the retrospective conversion project and duties which have been transferred from Joy Fry; Joy's assignment will consist solely of managing the retrocon project.

Another staff reassignment is forthcoming: Daniel Soddors will soon transfer to Serials Cataloging full time to work on the retrocon project (he is currently working half time in Serials Cataloging).

Attached is a document that provides names of Serials Cataloging staff to contact for various questions, and a listing of staff assignments.

Margaret Wilson

NEW EXHIBIT

The Watson Library Exhibits Committee is please to announce the installation of a new exhibit by Meg Brown entitled: Preserving the KU Libraries' Collections in the Jerry & Katherine Stannard Conservation Laboratory. This exhibit can be viewed in the Jim Ranz Reading Area, Watson Library, and will be on display through October 30. Included in the exhibit are tools used in repairing books, examples of spine repairs, a book press, and sewing frame, half a century old and still in use.

Jim Smith, Chair, Watson Library Exhibits Committee

KU HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

KU Human Resources is offering a variety of training programs during the October, November and December quarter. All programs are open to any KU staff member. Staff are asked to first obtain their supervisor's permission to participate in any program, and then register by calling 4-4946. A copy of the training calendar is attached. Sandy Gilliland

An equal opportunity/affirmative action employer

ATTACHMENTS

Committee minutes:

Staff Development Committee, 06/23/98, 07/20/98, 09/03/98

Planning & Resources Committee, 05/28/98, 06/11/98

LFA Executive Committee, 08/31/98, 09/14/98

Classified Conference Executive Board minutes, 08/25/98

KU Human Resources Professional Development Calendar

Serials Cataloging Staff Assignment List, 09/22/98

MINUTES
STAFF DEVELOPMENT COMMITTEE
June 23, 1998

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

Absent: Al Mauler

ANNUAL REPORT

The entire meeting was spent in reading and commenting on the annual report. After the meeting Vickie planned to incorporate our suggestions and to produce the final report on this committee's activities for FY98.

The meeting adjourned at 10:00 am.

E. C. Powell

MINUTES
STAFF DEVELOPMENT COMMITTEE
July 20, 1998

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

MINUTES

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

BUDGET REPORT

We are currently overspent by \$1,082.95. This is within our allowable 10% overspending limit.

Next year's SDC budget has been announced by Marilu Goodyear. It is \$22,000. This does not include the Covey Seven Habits Program which will be funded for 40 participants during the next fiscal year by the Library Administration. If more than 40 people wish to take the Covey Program, the Staff Development Committee will be called upon to reimburse the additional participants.

PROGRAMS

Vic reported on the upcoming program entitled *Using Microsoft Office: Practical Library Examples for Word, Excel, Access, PowerPoint, and Using Shared Directories in a Networked Environment*. The program is scheduled for Wednesday, July 29th from 10:00 am to 11:30 am in Watson Conference Room A.

For this program Office 95 software will be used. Marianne will do the set-up. Vic has met with all the participants: Carmen Orth-Alfie (Word), Lars Leon (Excel and Access), Vic Cardell (PowerPoint) and Jim Dryden (Using Shared Directories on the Network). The program has already been announced in the FYI and an e-mail reminder will be sent. There is no registration required and refreshments will be served. The examples used in the presentations will be loaded on a shared folder on the V Drive for those who would like to review them (V:/Dosapps/Training/SDC).

Johnnie announced that the Staff Development Committee and the Instruction Council will be cosponsoring a workshop on current trends in education and research. Vickie has approved SDC's participation in this workshop. The workshop will be led by Fred Rodriguez of the Center for Teaching Excellence and will be held on August 13th from 1:00 to 3:00 pm in the Watson Conference Rooms.

TRAINING DATA

Vickie distributed information from the Administrative Office on the number of training programs and the numbers of participants in those programs for FY98. This information will be attached to the SDC Annual Report for FY98.

Before we adjourned, Vickie thanked the members of the committee for their participation on SDC this year. She also provided refreshments.

The meeting adjourned at 2:20 pm.

E. C. Powell
(Outgoing SDC Secretary)

Staff Development Committee
Meeting Minutes

September 3, 1998

Present: *Vic Cardell (Chair), Sandy Gilliland (ex officio), Lars Leon, Stephanie Schaffner (recorder), Kendall Simmons (Treasurer), Lyn Wolz.* **Absent:** *Kristi Utchell*

The first meeting of the Staff Development Committee served as a general orientation on the standing charges of the committee and issues which we hope to address this year.

One travel request form was submitted and approved for Jennie Dienes who will attend the Western Association of Map Libraries Fall 1998 meeting at the Library of Congress September 16-18.

Officers were elected as noted by the results above.

Vic announced that Rob Melton would be our liason to LFA Exec.

A regular meeting time was set. Committee meetings will be held every other Thursday, 1:30 to 3:00 pm, in Watson Library, Conference Room A. Additional meetings will be scheduled as needed. Scheduled meeting dates for the remainder of 1998 are:

Sept. 10
Sept. 24
Oct. 8
Oct. 22
Nov. 5
Nov. 19
Dec. 3
Dec. 17

The meeting adjourned at 2:20 pm.

Our next meeting will be September 10, 1:30-3:00, Conference Room A. (Meeting may be cancelled if charges are not received by LFA Executive Committee.)

**Planning and Resources Committee
Minutes 5/28/98**

Present: Meg B., Nancy J., Jim N., Lin F.

We reviewed the minutes from the meetings of February 26 and May 14, 1998. Meg moved, Jim seconded the motion to accept the minutes; motion passed.

The June 25th meeting has been canceled because so many committee members will be gone. June 11 will be our final meeting of the year.

**Planning and Resources Committee
Minutes 6/11/98**

Present: Gordon A., Jim N., Rich R., Meg B., Lin F., Nancy J.

We spent this meeting reviewing the committee's charges for the past year and going over Gordon's draft of PRC's annual report. We discussed in general the role PRC plays in the Libraries budget process and its role in Libraries governance. We also discussed possible objectives for the committee next year. We felt PRC's role in the Libraries budget process is evolving in light of the currently changing environment in the Libraries.

The Committee will not meet again this academic year. We will revise the annual report by electronic mail.

submitted 9/15/98

Lin F.

LFA EXEC MINUTES

Monday, 31 August 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair-Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative

Brown announced that she will meet with the Planning and Resources Committee (PRC) on Thursday. She will ask them to meet with Exec on September 14. She will give them the charge as written, ask them to read the whole thing, and then the two groups will discuss it on September 14.

The regular meeting time for Exec will be changed from 3:30 - 5:00 p.m. to 3:00 - 4:30 p.m.

Brown announced that two new members of PRC have accepted appointments: Lin Fredricksen and Shelley Sandburg.

The Salary and Benefits Committee will meet on Tuesday, September 1. Kathleen Neeley will call the meeting. They will, at that meeting, choose a chair and a recorder.

Further discussion took place on possible roles for PRC. The issue of diversity was discussed. It is thought that this issue should be talked about with PRC, but that it should not specifically be articulated in the charge. PRC should be aware of position lines and how they are being moved around, or any new lines established. The strategic plan should be monitored to make sure we are allocating resources in such a way to achieve our goals in the strategic plan. The 1993 plan should be reviewed to see what has not yet been implemented.

In Brown's draft PRC charge, No. 2 reads: Considering the current climate of change, study current library openings and investigate what would be the best way to fill these positions. Communicate findings with the administration. Perhaps this needs to be expanded beyond personnel, or this issue needs to be dealt with as a separate item. The first thing we need to deal with is diversity. We have been invited by the administration to look at diversity.

The following was submitted as rewording for No. 1 charge to PRC: Reconsider and reassess the role and need for PRC in the context of rapidly changing conditions. Suggested for No. 2 is: Request a meeting with Associate Dean Goodyear in the fall and ask how PRC can be included in administrative discussion a) as soon as vacancies in library staff occur and b) before funding initiatives are submitted to the Provost's Office.

Spurling submitted revisions on the CRSA draft charge. No. 1, a) add that these requirements (existing documentation pertaining to the role of research and scholarly activity in evaluation, tenure and promotion) will be posted on the web page. In No. 1 b)

change the word award to application. Spurling will work on No. 2 and will send a revision to the group.

The possible role of CRSA in posting a bibliography of faculty publications was discussed. This should be discussed with the committee, pros, cons and how it might be accomplished.

Melton asked that the Committee be prepared to discuss the Staff Development Committee Final Report at the next meeting. He highlighted particular areas that we should study and be prepared to discuss as we further discuss the SDC charge for this year.

Submitted by
Donna P. Koepp

LFA EXEC MINUTES

Monday, 14 September 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair-Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Meg Brown, Unclassified Professional representative.

Absent: Loretta Spurling, Librarian I representative

Guests from Planning and Resources Committee: Rich Ring, Brad Schaffner, Shelley Sandberg, Nancy Jaeger, Jim Neeley, Lin Fredericksen, Becky Schulte

This was a joint meeting of the LFA Exec and PRC to discuss the charges to and further direction of PRC. Baird pointed out that rather than redefining the PRC, which has recently been done, we want to explore what it would take to make the PRC work effectively.

Members of PRC pointed out that it is recognized that the resource reports played a valuable role, but last year it seemed like the administrative wasn't receptive to considering them. Maybe this needs to be done anyway, to encourage the department heads to prioritize their needs. It is our only opportunity for input. And if there is an opportunity to offer specific resource needs to the administration, we have it ready for them.

There is no initiation of information from the administration into the PRC process like there is for Salaries and Benefits, which is written into the code. Sandy Gilliland calls Salaries and Benefits as part of the process on setting salaries. There is not such process delineated in the code for PRC.

Even if the administration has expressed that resource reports information will have no impact this year, we still need to collect the information. We need to keep gathering it each year. We should initiate a contact to the administration to delineating what priorities we have as departments.

We need to inquire about strategic planning. Perhaps a short questionnaire needs to be developed dealing with planning priorities, i.e. staffing, etc. Perhaps open hearings could be held at some point in this process.

Planning documents need to be available and the resource reports would help with this. We could also get input from the administration on their planning priorities.

It was pointed out that PRC is not expected to do the planning, but to review how it is being done. This can be done regardless of the level of cooperation from the administration.

Melton pointed out that a review of position openings and opportunities for staffing shifts is an appropriate role for PRC in their monitoring of long range plans, visions, etc.

Schaffner believes this process needs to be initiated by Exec with the administration, but that the implementation of the process could be given to PRC as a special charge. Melton agreed that Exec would be willing to play that role.

Realizing that we do not have a new strategic plan, Exec nevertheless is asking PRC to figure out how to monitor planning and how to work effectively in order to have input into the process.

Brown reflected that the charge to PRC needs to be more about gathering information. Since there does not seem to be a mechanism for PRC to advise the administration, we can at least collect the information and pass it along to the administration and advise LFA Exec.

It was pointed out that PRC could probably carry out the second draft charge, to study current library openings in light of the current climate of change...by meeting with Associate Dean Goodyear and asking questions and collecting information and identifying problems that library faculty may foresee. This could be done, regardless of whether the information is used or acted upon.

Schaffner suggested that PRC should meet and talk about charges and come back to LFA Exec with a draft charge that Exec could in turn adopt and charge back to PRC. PRC will come back to Exec with ideas and Exec will prioritize them. PRC wants to be able to come back to Exec and Exec would take it forward to the administration.

PRC asks that LFA Exec give some guidance beyond the charge. PRC requests LFA Exec to advise the administration of the charges

Exec needs to ask the administration to distribute information on budget and planning to PRC. We need to seek things that PRC could do on an ongoing basis that would facilitate consultation with the administration. Since Salaries and Benefits Committee responsibilities are spelled out in the Code, it may not be possible to have this kind of working relationship short of having it in the Code.

Schaffner pointed out that it may take most of the year to figure out what the charges to PRC should be, and that indeed may in itself be the charge. PRC will refine the charge, add additional or different items.

There needs to be a timeline. Baird asked that ideas come back to Exec by December 1. In spring semester PRC will begin actual work on the charges.

In general, there is concern about communication with administration and governance. PRC has a bigger, higher profile position in this, but other committees have also been effected.

Submitted by
Donna P. Koepp

**Classified Conference Executive Board
Meeting Minutes
August 25, 1998**

Present: *Mary Ann Baker, Diana Dyal (vice-chair), Jennifer Evensen (secretary), Sue Hewitt, Kelly Klinke, Carmen Orth-Alfie (chair), Shelley Sandberg*

Chair's meeting with Associate Dean (AD): Carmen reported on her August 17 meeting with Marilu Goodyear. The AD provided her with updates on the following positions:

LIII in Circulation– remains vacant as none of the applicants accepted offers this time
LII in Periodicals– currently in the selection process
LAI & II in Retrieval Services– will be advertised soon
LAI in Cataloging– an announcement will be made later this week
Secretary II in Administrative Office– remains vacant
Unclassified Professional position in Government Documents– applicants have been interviewed and an offer should be made soon

Based upon the results of the Needs Assessment Survey, the AD addressed the need for faculty supervisors to write evaluations for their Classified employees which are more thorough and useful. A portion of the Covey training relates to performance expectations and library faculty are strongly encouraged to attend these sessions. Faculty who supervise other faculty members might also benefit from these sessions as they must now evaluate the CESR aspect of their colleagues' work.

The AD discussed the plan for Endeavor training. Six people will be trained by the Endeavor staff: four from the main library system, one from the Medical Center, and one from the Law Library. The transition team is currently working on a list of names for the four representatives of the main library system, who will in turn train the rest of the library staff. CCEB discussed the need for these four people to be effective, thorough teachers and suggested several names. Carmen will forward these suggestions on to the transition team. As the Endeavor system will include different speed requirements for personal computers, staff will be receiving new machines. The "old" ones will be installed in public areas for the use of library patrons. Staff are also encouraged to visit the Endeavor web site where they can post questions and receive responses. Board members stressed the need for the Administration to keep library employees informed of all developments in this time of change, thus reducing the anxiety level.

The AD will be present at the September 22 CCEB meeting to discuss the results of the Needs Assessment Survey, as well as any other Classified concerns. *Any questions for the AD should be sent to Jennifer by September 15; all Classified employees are encouraged to submit questions and attend the meeting.*

Coordinating Council: Diana will send a report to Board members about the August 18 Coordinating Council.

Old business: The Board discussed plans for the general meeting. As previous ideas for guest speakers have encountered a few problems, Board members were encouraged to think of and ask their constituents for other possibilities. Carmen will follow up the latest glitches with the original plans for speakers and pass that information on to the rest of CCEB.

As one charge to the Personnel Committee is still being re-worded, names for the committee will not be solicited until all charges have been drafted. More possibilities for charges might surface after the AD's visit to the September 22 CCEB meeting.

Carmen met with Brian Baird to discuss CCEB's charges to the LFA committees. The role of the Planning and Resources Committee (PRC) will be addressed and hopefully more clearly established. LFA will also give PRC the charge to examine the most recent librarian position openings. CCEB's proposed charges to the Staff Development Committee (SDC) are being re-written by LFA.

New business: The "Proposal for Restructuring Collection Development" was discussed and Classified representation on the various committees was specifically addressed. A concern about the possible two-tier "question mark committee" was voiced because there are other library staff members in addition to bibliographers who perform instruction-oriented tasks in their jobs. Another concern expressed was the seemingly random appointment of Classified employees to committees. CCEB currently provides the Administration a list of names of individuals who are interested in serving on the different committees, but the Board was not certain if this list is actually consulted.

The main aspects of the newly proposed circulation policy were discussed. Board members voiced their concern about the proposed standard charge for lost books and the uniform check-out and loan policies for all serials. CCEB plans to bring these questions to the AD's attention at the September 22 meeting.

A suggestion was made regarding the evaluations filled out at the end of computer classes. If enough respondents suggest that they would like to have "homework" which could be checked, perhaps this additional practice with the various software programs could become a reality.

Committee reports: The Classified Employee of the Year Award committee has met and made a selection. Carmen has drafted a letter to send to the Dean and the recipient should be announced soon. The Dean's recognition ceremony in October will formally honor the recipient and all Classified employees are strongly encouraged to attend and show their support.

Group news: Sandy Mason (Special Collections) has announced her retirement. As a result of this development, two consultants will be brought in to examine the future of Spencer Research Library.

The next CCEB meeting will be Tuesday, September 22, from 1:00 -3:00 in Conference Room A.

DEPARTMENT OF HUMAN RESOURCES

Professional Development Calendar

October, November & December 1998

	Monday	Tuesday	Wednesday	Thursday	Friday
O C T	5 New Staff Orientation 8-10	6	7	8	9
	12 New Staff Orientation 8-10	13	14 Coaching & Counseling 9-4	15	16
	19 New Staff Orientation 8-10	20 Classified Review System 1 - 3	21 STEP (Day 1) 8 - 4	22	23
	26 New Staff Orientation 8-10	27	28 STEP (Day 2) 9 - 4	29 7 Habits (Day 1) 1 - 5	30
N O V	2 New Staff Orientation 8-10	3	4 STEP (Day 3) 9 - 4	5 7 Habits (Day 2) 1 - 5	6
	9 New Staff Orientation 8-10	10 Communication (Part 1) 8 - 12	11	12 7 Habits (Day 3) 1 - 5	13 Communication (Part 2) 8 - 12
	16 New Staff Orientation 8-10	17 Writing Unclassified PD/PA 1 - 3	18 STEP (Day 4) 9 - 4	19 7 Habits (Day 4) 1 - 5	20 Customer Service 9 - 12
	23 New Staff Orientation 8-10	24	25 STEP (Day 5) 9 - 4	26 HOLIDAY	27 HOLIDAY
D E C	30 New Staff Orientation 8-10	1	2 STEP (Day 6) 9 - 3	3 7 Habits (Day 5) 1 - 5	4
	7 New Staff Orientation 8-10	8 Intro to Type 9 - 12 (Part 1)	9 STEP (Day 7) 9 - 4	10 7 Habits (Day 6) 1 - 5	11 Meetings that Matter 9 - 12
	14 New Staff Orientation 8-10	15 Intro to Type 9 - 12 (Part 2)	16 STEP (Day 8) 8 - 12	17	18
	21 New Staff Orientation 8-10	22	23	24	25 HOLIDAY

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. Programs are held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. To register, call 864-4946.

PROFESSIONAL DEVELOPMENT PROGRAMS

Supervisory and Management:

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE - (24 hours)

This advanced management program was designed by the Covey Leadership Center to bring to life the principles taught in Dr. Stephen Covey's national best seller of the same title. The focus is on personal and interpersonal leadership development. Participants learn how to become more opportunity minded, improve relationships, and resolve conflicts. (There is a materials fee of \$90.)

***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.

Human Resource Development:

NEW STAFF ORIENTATION - (2 hours) 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."

CLASSIFIED REVIEW SYSTEM - (2 hours) Provides assistance to managers and supervisors in utilizing the review system for classified staff.

WRITING UNCLASSIFIED POSITION DESCRIPTIONS/ POSITION ANNOUNCEMENTS - (2 hours) The workshop is designed to outline the requirements for unclassified position descriptions and position announcements as well as pertinent policies related to position management process.

Professional Skills:

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 IN ORGANIZATIONS - (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 Nov. 23 and complete the MBTI by Dec. 2 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 in 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 multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

*Not scheduled this quarter.

ALL PROGRAMS ARE AVAILABLE FOR IN-HOUSE SESSIONS BY SPECIAL REQUEST.

SERIALS CATALOGING

September 22, 1998

Questions should be addressed to Serials Cataloging staff as follows:

Problems concerning individual cataloging records should be referred to the person whose initials are in the "orig" code of the holdings record.

Other:

Electronic serials	Margaret Wilson
Error reports	Nancy Rake
Fascicles	Nancy Rake
Howey Reading Room	Joy Fry
International government documents	Nancy Rake
Marking	Nancy Rake
Monograph vs. serial decisions	Alex Slater
New receipts (original records)	Nancy Rake
New Receipts (CONSER and contributed copy)	Alex Slater
Newspaper problems	Nancy Rake
OCLC workflow	Alex Slater
Oops messages	Margaret Wilson
Retrocon project management	Joy Fry
Searching	Alex Slater
Serials vs monograph decisions	Alex Slater
SPLAT serials (new receipts and retrocon)	David Pardue
Supplement problems	Margaret Wilson
Title changes	Nancy Rake
Withdrawals, transfers, etc.	Nancy Rake

Serials Cataloging Assignments

September 22, 1998

Nancy Rake (x8940)

Title changes
Withdrawals, transfers, etc.
New receipts (original records)
Retrocon
International government documents
Fascicles
Error reports
Marking
Newspapers

Alex Slater (x8940)

New Receipts (CONSER and contributed copy)
OCLC workflow
Retrocon
Searching
mono versus serial problem solving

David Pardue (x8933)

SPLAT serials (new receipts and retrocon)

Daniel Sodders (x8940)

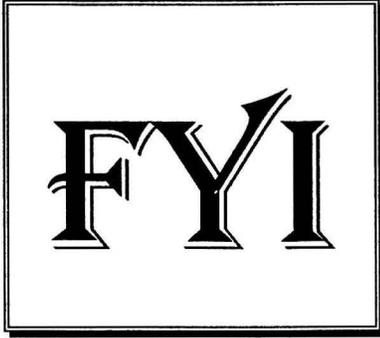
Retrocon

Joy Fry (8940)

Retrocon project management

Margaret Wilson (x3083)

Serials Cataloging Unit management
Electronic serials
Oops messages
Supplements



The University of Kansas Libraries

Number 1456

October 1, 1998

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

UNCLASSIFIED VACANCY

Assistant to the Dean for Fiscal Services, a full-time, unclassified professional appointment. Provides overall leadership for the management of the KU Library's fiscal and equipment resources. Promotes long-range planning for all income streams and expenditure categories. Financial modeling on a wide variety of policy issues is a major responsibility. The Assistant to the Dean will also have overall responsibility for procurement activities for the Library system, including assisting library managers with major procurement projects. Reports to the Associate Dean of Libraries. Required Qualifications: Bachelor's degree in a relevant area (business administration, accounting, etc.) or at least three years of experience in budgetary management or accounting in a large, complex organization. Excellent written and oral communication skills, including the ability to work with diverse groups of people. Experience with computer applications for fiscal operations. Experience with budgetary analysis. Ability to demonstrate a collegial style of management, and the diversity goals of the Library. Overall understanding of financial and accounting principles. Preferred Qualifications: Bachelor's degree in a related field. Supervisory experience. Experience with human resource management. Familiarity with the structure, policies and procedures of the Lawrence campus including experience with planning and/or implementing Peoplesoft systems: HR/Pay (HRIS) and/or the financial system. Experience with Microsoft Access and Excel. Annual salary: \$40,000 - \$52,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, and names of three references to: Sandy Gilliland, Assistant to the Dean, KU Libraries, 502 Watson Library. Applications postmarked by October 16, 1998 will be given first consideration. Applications will be accepted until the position is filled.

THE UNIVERSITY OF KANSAS IS 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

Helen Dee, Library Assistant I in the Engineering Library, has accepted a promotion to a Library Assistant II position in Watson Access Services, Periodicals Reading Room. Her promotion is effective October 12, 1998.

Shelley Sandberg, Library Assistant I in Retrieval Services, has announced her resignation. Shelley has accepted a position as Library Operations Manager of the Kansas Geological Survey, located on the Lawrence campus. Shelley began her employment with the Libraries in August, 1996. Her resignation is effective October 16, 1998.

HEALTH INSURANCE OPEN ENROLLMENT

We will soon receive information about health insurance options for the 1999 calendar year. Most of the current health insurance options will continue in the 1999 calendar year; however, there are some changes, noted below.

(continued)

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HEALTH INSURANCE, CONTINUED

The month of October is designated as the "open enrollment" period; any changes you wish to make to your current health insurance plan must be made during October. Also, all Kan-Elect participants must re-enroll for the 1999 calendar year.

Summary of Changes to the Health Insurance Plan:

1) Principal Health Care Maximum Choice and Principal PPO have been eliminated for 1999. If you are currently enrolled in one of these plans, you will receive a special letter and enrollment form because you will have to choose a new health plan if you want health insurance coverage during 1999.

2) Three new health plans have been added for 1999 for the Douglas county area: Community Health Plans, HealthNet HMO and Preferred Health Systems. These plans will be summarized in the information you will receive from the Benefits Office.

3) A new Vision Service Plan is being offered for 1999. Employees can elect this coverage for themselves or their dependents without being enrolled in the health plan.

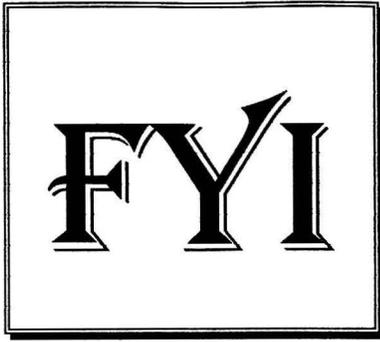
Several informational meetings will be held to explain the changes in health coverage, as follows:

Thurs., 10/8: Big 12 Rm, Ks Union, 9:30 am & 1:30 pm

Wed, 10/14: Big 12 Rm, Ks Union, 9:30 am & 1:00 pm

Wed, 10/14: Jayhawk Room, Ks Union, 6:30 pm

Sandy Gilliland



The University of Kansas Libraries

Number 1457

October 8, 1998

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

PERSONNEL

Mary Miller has been appointed as "Technology Coordinator" in the Watson Library Reference Department on a continuing basis. Mary is presently employed in Watson Reference as a temporary unclassified staff member. Her new appointment becomes effective October 18th.

Michelle Rader, Library Assistant I in Retrieval Services, has announced her resignation. Following a student assistant appointment and employment as a temporary classified employee, Michelle was appointed to her present position in June, 1996. Her resignation becomes effective October 30, 1998.

Rita Wilson has been appointed as Secretary II in the Administrative Office. Rita is presently an Office Assistant III with the Kansas Department of Transportation in Chanute, Kansas. Her appointment becomes effective October 18th, 1998.

Two reclassifications have occurred during the past few months: In Access Services: **Gary Samuelson's** Office Assistant IV position has been reclassified to Office Specialist; in the Administrative Office: **Jo Nell Proctor's** Accountant II position has been reclassified to Accountant III. Sandy Gilliland

SEARCH COMMITTEE APPOINTED

Last week's FYI included an announcement that applications are now being accepted for the position of "Assistant to the Dean for Fiscal Services". The following staff have been appointed to the Search Committee: Richard McKinney, Assistant Vice Chancellor for Information Services, Chair; Lois Bauer, Library Assistant I, Retrieval Services; Meg Brown, Conservator, Preservation Department; Nancy Burich, Edwards Campus Librarian; Kent Miller, Facilities Officer; Jo Nell Proctor, Accountant III, Administrative Office, and Sandy Gilliland, ex officio. Sandy Gilliland

LIBRARY FACULTY PROMOTION REVIEWS

Library staff are invited to submit letters regarding the qualifications of two library faculty who will be reviewed for promotion to the rank of Librarian III. Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra K. Gilliland, 502 Watson Library). All letters will be considered confidential and will be shared only with those involved in the review process; letters will not be shared with the candidates. The candidates are:

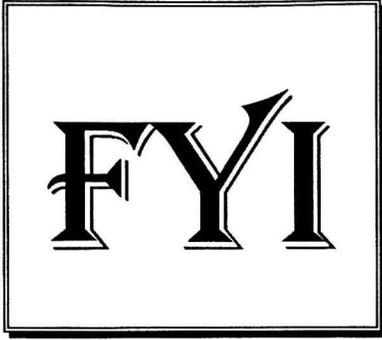
Brad Schaffner, Librarian II, Coordinator of International Programs and Slavic Librarian
Geoff Husic, Librarian II, Cataloger and South Slavic Bibliographer

Sandy Gilliland

FALL RECOGNITION RECEPTION

Invitations will soon be mailed to all Libraries staff for the annual Fall Recognition Reception, Monday, October 6, 4:00 p.m. in the Malott Room, Kansas Union. Several faculty and staff will receive recognition during the reception. Refreshments will be served.

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The University of Kansas Libraries

Number 1458

October 15, 1998

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

PERSONNEL

Helen Dee's promotion date was listed incorrectly in last week's FYI. Helen begins her Library Assistant II position in the Periodicals/Microforms Unit, Access Services Department on Monday, October 19th.

Three new staff have been appointed to library classified positions as follows: **Peggy Bell** has been appointed to the Library Assistant II position in the Government Documents Department, effective November 2nd. Peggy is currently employed by K-State University. She has a degree in Journalism and Mass Communication and was employed from 1989-1997 in the Reference, Government Documents and Circulation departments of the K-State University Library. **Tyra Babington** has been appointed to a Library Assistant I position in Retrieval Services. Tyra has a degree in Science and Business from the University of Notre Dame, and was employed by the University of Notre Dame Library from 1994-96 as a Cataloging Assistant. Tyra's appointment becomes effective October 18th. **Pamela Blevins** has been appointed to a Library Assistant II position in the Retrieval Services department. Pamela has a degree in Business Management from Montana State University, and an MLS degree from the University of Arizona. She has recent library experience at Benedictine College Library in Atchison, Kansas, the Kansas City Public Library system and the KU Regents Center Library. Pamela's appointment becomes effective November 2nd.

Name Change: Jill Girardo has become Jill *Sibley*, due to her recent marriage!

Sandy Gilliland

FALL RECOGNITION RECEPTION

An invitation to the Libraries Fall Recognition Reception, scheduled for Monday, October 26, 4:00 p.m. in the Malott Room, Kansas Union, is attached. Please join us in congratulating several faculty and staff who will receive recognition during the reception. Refreshments will be served.

Sandy Gilliland

MARTHA PETERSON PAPERS TO BE EXHIBITED AT THE KANSAS COLLECTION

The exhibition, *The Trail-blazing leadership of Martha Peterson*, will open in the Kansas Collection on Thursday, October 29th, with a reception beginning at 4:00 p.m. Martha Peterson, KU class of 1932, former Dean of Women at KU, former president of Barnard and Beloit colleges, and member of numerous corporate boards and foundations, has given her personal papers to the Kansas Collection. The exhibition, curated by Mary Hawkins, draws from the papers and highlights some of the experiences of this remarkable Kansas native and higher education leader. All staff are welcome to attend the exhibit opening and reception. A flyer, suitable for posting, is attached to this copy of FYI.

-- Bill Crowe

ATTACHMENTS

Invitations to: the Fall Recognition Reception Invitation
the Martha Peterson Exhibit Opening and Reception

**The University of Kansas Libraries
Recognition Reception**

to honor library staff whose achievements
have been recognized by:

receipt of the
Chancellor's Award for Distinguished Librarianship

Brad Schaffner

receipt of the
Library Classified Employee of the Year Award

Luceil Hamlin

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

*Karon Ballard
Kerry Chapman
Joy Fry
Teresa Gottstein
Bayliss Harsh
Susan Hewitt
Carol Jeffries
Miloche Kottman*

*Marilyn Landon
Kathy Lathrom
Bob Marvin
Carmen Orth-Alfie
Jo Nell Proctor
Nancy Rake
Shelley Sandberg
Kendall Simmons*

Carol Ann Vernon

Monday, October 26, 1998
4:00 p.m. - 5:30 p.m.
in the Malott Room of the Kansas Union
Lawrence

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

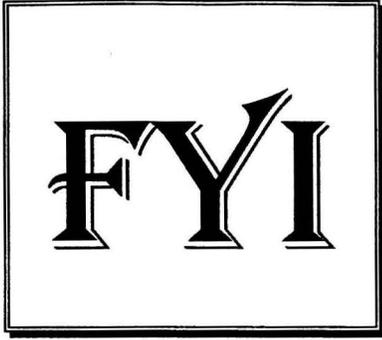
You are invited to view
the exhibition

*The trail-blazing
leadership of*
MARTHA
PETERSON

Reception in the Kansas Collection
Kenneth Spencer Research Library
on Thursday, October 29, 1998
at 4:00 p.m.

Refreshments will be served

UNIVERSITY OF KANSAS LIBRARIES



The University of Kansas Libraries

Number 1459

Date: October 29, 1998

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

CLASSIFIED VACANCIES

Applications are now being accepted for two full-time Library Assistant I positions in the Retrieval Services Department, and a full-time Secretary I position in the Kansas Collection. If you are interested in applying for these positions, please contact Barbara Woodruff, 4-8916, for application instructions. Applications are due by 5:00 p.m. Friday, November 6, 1998. Responsibilities are listed below.

Qualifications for both Library Assistant I positions are as follows:

Minimum qualifications: One year of library work experience. Coursework in library science may be substituted for the work experience. Preferred Selection Criteria:

- Library work experience (skill code E1800; level 2, weight 40)
- Library recordkeeping experience (skill code K20E20; level 2, weight 50)
- Experience with IBM compatible computers (skill code EQIBM; level 2, weight 10).

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.
- Supervisory experience.
- 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.

Position #J0007236, Retrieval Services. This position reports to the ILL/DD Librarian and will be assigned in the following areas: *Borrowing:* 1) Processing material received for KU patrons (43%), Supervision of student assistants, 2) Interactions with patrons (18%), 3) Processing ILL requests from KU patrons by verifying ILL requests for bibliographic accuracy and locating lending locations (13%). *Lending:* 4) Processing overdue loans (2%), 5) Processing payments received for KU lending activity (10%). *General Interlibrary Loan:* 6) Maintenance of Ariel workstation (2%), 7) Internal communication, workflow evaluation, and maintenance of personal skills (12%), 8) Other duties as assigned, based on continual assessment of departmental staffing needs.

Position #J1118026, Retrieval Services. This position will emphasize Serials Receiving duties initially, but the assignment may well change in the future in response to departmental and library needs. All staff in the Receiving Unit are expected to achieve and maintain a basic knowledge of the workflows in other operations, and to participate in the design of processes that will accomplish the unit's functions most effectively. This position reports to the head of the Receiving Unit and will be assigned duties in the following areas: 1) Receipt and check-in, 35%; 2) Physical processing, 10%; 3) Problem solving, 15%; 4) Student recruitment, training and supervision, 20%; 5) Workflow management, 10%; 6) Teamwork activities and skill development, 5%; 7) Other duties as assigned, 5%.

Secretary I, Kansas Collection. Responsibilities of this position include: 1) General office management, 30%; 2) Registrar desk duties, 50%; 3) Reproduction of material for patrons, 15%; 4) Projects, 5%. Minimum qualifications: At least one year of experience in clerical or secretarial work. Preferred Occupational Skill Codes: EQIBM (experience with IBM compatible computers, proficiency level 3); K2015 (office management, level 3); K2040 (Operating copiers, level 1); K2050 (Filing, level 2); K2060 (Receptionist work, level 3); K20B0 (Providing information services, level 3); K20D0 (General recordkeeping, level 2); K20E0 (Library recordkeeping, level 2); K2100 (Keyboard operation, level 3); K2110 (Word processing, level 3); GN001 (leadworker, level 2); K2140 (Desk Top Publishing, level 3); P2C30 (Database maintenance/reporting, level 2). Additional Strongly Preferred Selection Criteria: Excellent communication skills; computer proficiency in a windows environment; ability to organize work effectively; ability to work as part of a team well as independently. Additional Preferred Selection Criteria: Knowledge of library organization; experience working with historical materials.

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DIVERSITY DIALOGUES

Attached to this issue of FYI is a copy of a flier announcing the dates and times of the upcoming Diversity Dialogues, sponsored by the KU Coalition Against Racism and Discrimination, the Multicultural Resource Center, and the All-Scholarship Hall Council. On November 3, a program entitled "It's Not Where You Park Your Car: Stereotypes of University Living Groups" will be held in the Kansas Union, from 7-9p.m. Additional sessions are included in the flier. Please inform your staff and students of these sessions. The flier may be removed from FYI and posted within your department.

ATTACHMENTS

Committee minutes:

Classified Conference Executive Board, 09/22/98

LFA Executive Committee, 09/21/98

Travel Reports: Karen Cook, Kathleen Neeley, Stephanie Schaffner
Diversity Dialogue Flier

**Classified Conference Executive Board
Meeting Minutes
September 22, 1998**

Present: *Mary Ann Baker, Diana Dyal (vice-chair), Jennifer Evensen (secretary), Sue Hewitt, Kelly Klinke, Carmen Orth-Alfie (chair), Michelle Rader, Shelley Sandberg, Angel Unfred*

Guest: *Sandy Gilliland, Assistant to the Dean for Personnel*

Coordinating Council: Notes from the August 19 Coordinating Council were shared. The first item discussed was the KU SmartCard for Regents Center students. Pictures are initially taken on the Edwards campus and sent to the Lawrence campus for inclusion in the card. The finished cards are then sent back to the Edwards campus. Until the students received their actual cards, they were issued temporary cards which they were using at the various library branches.

Other items addressed were the official name of the Regents Center Library, which is the "KU Edwards Campus Regents Center Library," the reorganization of meeting structures, and the consultants for Spencer Research Library.

Old business: Plans for a guest speaker for the general meeting were re-visited. Johnnie Love's mentor from the University of Nebraska is still scheduled to visit and would be able to address issues relating to staff development and the supervisory structure in relation to Classified employees. Carmen will work with our Staff Development Committee representative, Kendall Simmons, to gather more information about this possibility. Carmen will also follow up on the other suggestion for a guest speaker, which was one or a few representatives from K-State who would discuss how they dealt with their transition to Endeavor in practical terms.

The Board also discussed the Classified Conference folder on the shared U: drive. All library personnel will be able to read items in the Classified Conference directory and four members of the Executive Board (Baker, Dyal, Evensen, and Orth-Alfie) will have read- and write-access.

Committee reports: Mary Ann distributed the University Senate Libraries Committee's final report from last year. Bill Carswell is the new chair for the committee.

Shelley reported that the Planning and Resources Committee (PRC) has met twice since the last CCEB meeting. Charges were discussed at both meetings, as well as the future of PRC's participation in library governance. PRC will write their own charges and then send them to the Library Faculty Assembly (LFA) Executive Board for approval and prioritization. CCEB supports the continued existence of PRC and feels that given the chance, PRC can play an important role in addressing various library issues, such as health and safety and the budgetary process. One way in which PRC plans to address such issues is through resource reports, which they plan to request as one of their charges from LFA. Although it has been several years since such reports were last completed, they feel that more current reports would be extremely helpful in showing various library trends. CCEB fully supports PRC in this endeavor. Carmen will send a message to PRC and LFA members stating that CCEB supports not only resource reports, but PRC's continued existence as well.

Group news: Carmen is currently training her replacement in Government Documents and plans to be full-time cataloging soon. Carmen also mentioned her recent STEP training for supervisors and felt that it was an excellent program. Mary Ann reminded everyone about the Spencer Research Library consultants' upcoming visit and their itinerary. Staff are welcome to meet with them on an individual basis, but it will be the staff member's responsibility to set something up.

Discussion with Sandy Gilliland (SG), Assistant to the Dean for Personnel: The Associate Dean, Marilu Goodyear, had originally been scheduled to meet with CCEB to discuss last year's needs assessment survey and other issues. As she was unable to attend, she asked Sandy to take her place. CCEB sent a list of questions to both Sandy and Marilu ahead of time so that they could discuss the various topics. In some instances Marilu provided Sandy with information which she in turn relayed to Board members. The topics discussed, questions, and responses are below:

ENDEAVOR SYSTEM

Q: Please update CCEB as to the progress being made with the Endeavor system.

A: Sandy asked John Miller to come to the meeting to address this topic, but he was not available. She suggested staff read John's most recent e-note about the status of the Endeavor system.

NEW CIRCULATION POLICY

Q: As the individual library branches contain books of varying value, how can one standard fee "work" for all of the books? How would this fee be determined?

Q: The proposed new loan period for serials seems to limit KU student/faculty access to serials while providing other institutions/individuals with greater access. Is the Libraries' priority to provide resources for the KU community before making those resources available to others not affiliated with KU? If so, how exactly will KU patrons benefit from these guidelines?

Q: When will this document be made available to all library staff? What types of opportunities will they have for input?

A: Sandy received an update from Marilu as follows: A subcommittee of the Circulation Policy group has been working for several months. Each department's main circulation person has been involved in the discussions. The library administration is preparing a proposal based upon the committee's recommendations and will share this document with all staff. No definite date for the release of this document has been set. Marilu believes that CCEB's questions will be addressed by the proposal.

NEEDS ASSESSMENT SURVEY

◆Supervisory training and supervision of Classified employees

Q: Several employees reported being "surprised" with remarks on their evaluations. What accounts for this? Poor communication/supervisory skills on the part of the supervisor and/or employee? How can this problem be solved? What role does required supervisory training play in this specific issue?

A: The administration is hoping to offer "refresher" sessions this year for supervisors to review the evaluation process, including how to provide constructive feedback to employees. The sessions will incorporate parts of the Covey Seven Habits program such as communication, listening, etc. SG felt that work in this area could always be done to improve communication between supervisors and employees.

Q: CCEB members who have taken the STEP supervisory training have found it to be very beneficial. Is there anything the Libraries can do to encourage supervisors to participate in STEP?

A: The STEP program is definitely worthwhile and something to pursue. (CCEB suggested offering it here in the Libraries to encourage participation.) SG will pass along CCEB's feelings about this program to Marilu.

Q: What can a Classified employee do if s/he has a "bad" supervisor, i.e. one who doesn't fill out the evaluation forms correctly, turn in evaluations on time, etc.?

A: The employee may discuss her/his concerns with Sandy and/or his/her department head. Many employees are reluctant to do so, perhaps because they feel that this often involves some risks due to the fact that they might have to go "over" the immediate supervisor. Although state regulations do not require unclassified and faculty supervisors to participate in any kind of supervisory training, the library administration could impose some sort of mandatory training requirement.

Q: What would be the best way for CCEB to bring up possible mandatory supervisory training, such as the STEP program, with the library administration?

A: As STEP is a 46-hour program, the administration would more than likely want a condensed version if all supervisors were required to take it. The library administration is currently trying to provide new employees who will be supervising Classified staff with more one-on-one supervisory training.

Q: Is there any type of form which staff members can use to submit written comments about their supervisors when it's time for the supervisors' evaluations? Many employees do not have the opportunity to submit comments, and if they do, they feel that the comments may not be kept confidential.

A: Evaluators may encourage staff to meet with them to discuss their supervisor's performance if that person does not feel comfortable submitting the comments in writing. Years ago CCEB explored developing some type of standard form which employees could use to submit comments about their supervisors' job performance. Perhaps this is something that the current CCEB would like to take up again.

Q: Is there current trend to hire more unclassified staff with supervisory duties over classified employees?

A: No. We recently hired a Library Operations Manager (unclassified) to supervise classified staff and various functions in the Government Documents Library, and the Regents Center Library has a similar position. The unclassified professional staff category allows some added flexibility in recruitment and staffing. There are currently between 15-18 such positions in the Libraries and over 900 on campus. There has been no recent discussion of hiring unclassified professional staff in place of any other classified staff positions in the Libraries.

Q: Is the administration working on a Libraries organizational chart?

A: Yes. SG is currently looking at different software programs for this. She hopes to have it completed before the end of the fiscal year.

Q: Are there any plans to maintain an updated staff phone list on the Libraries shared drive?

A: Yes. The list is being updated and Jim Dryden has offered to help set it up on a shared drive.

◆Funding for Classified employee training and development

Q: How can more Classified employees take advantage of available SDC funding for "development" opportunities? What is the Library Administration's view on the possibility of changing SDC's current method of fund distribution? Will "training" be included in the new method or will "development" be re-defined to include training-types of activities?

A: Staff members should request funding for training through their supervisor. Library administration approval is also required. Because the Computer Center now offers free computer training to KU employees, interested staff members should contact the Computer Center directly instead of submitting their request to the administration.

Q: How specific must people be when requesting funding from SDC for development opportunities? Must one justify acquiring skills which are not needed for one's current job, but which may enable one to apply for a higher-level position in the future?

A: SDC looks at each request on an individual basis and will not fund requests that are considered "training." SDC has usually taken a broad interpretation of what constitutes "development."

Q: What is SDC's budget for this fiscal year?

A: SDC's budget for FY 99 is \$20,000, a \$2,000 increase from last year's. However, because the FY98 allocation was overspent by approximately \$2,000 last year, SDC is starting its year with about \$18,000. The funds required for Covey training will not come from the SDC budget this year.

- Q: What are the “official” definitions of “training” and “development”? The difference between these two terms is often confusing to Classified staff.*
- A: “Training” is most often described as the skills needed to perform job duties. Funding for training is provided by the administration. “Development” includes the types of things that are not essential to completing job-related tasks. The Staff Development Committee (SDC) should provide funding for these. SG will get Marilu’s definitions of “training” and “development” and send them to Carmen.
- Q: What is the comparison of the budget for “training” versus the budget for “development”?*
- A: One lump sum of money is used to fund staff requests for training and development. The Committee has not allocated its funds into specific categories.
- Q: At one time the administration discussed the possibility of providing individual departments with extra money that could be used for purchasing equipment, etc. Perhaps part of the money could be used for training. Has this ever been pursued?*
- A: The assistant deans have been allocated discretionary funds for their use as needed. SG is not aware of any use of these funds for training activities.
- Q: Is there any way to encourage Classified employees to obtain developmental skills which would then enable them to apply for upper-level positions?*
- A: This is a possibility. SG will bring this up with SDC. Faculty usually submit the most requests for developmental funding from SDC, but money is certainly available for Classified staff, as well.
- Q: What can employees do if their supervisors are reluctant to allow them to spend time away from their jobs in order to pursue development opportunities?*
- A: If the employee has discussed his/her interests with the supervisor, he/she may also discuss the matter with someone in a higher position, such as someone in the administration. Most supervisors are usually willing to let employees attend things which don’t require a big time commitment.

MISCELLANEOUS ISSUES

◆ **Upper-level Classified positions**

- Q: Many of the upper-level LA positions remain vacant for longer periods of time than do the LA-I positions. What seems to be the reason for this? What can the Libraries do to encourage lower-level library staff to apply for these upper-level positions?*
- A: The classified recruitment process is undergoing some changes at the current time, primarily to simplify the application process and also to reduce the number of skill inventories. The state no longer requires civil service tests; instead, each applicant “self identifies” his/her skills and abilities. This information is used to determine whether or not the applicant meets the minimum qualifications for the position. It’s often difficult to verify that the applicant does possess the individual skills s/he listed. (SG will compile all of these changes and pass the information along to Carmen.) If an applicant does not describe his/her experience and qualifications in detail on the application, it’s easy for an interview team to assume that the applicant does not have those skills and the applicant is often screened out. Internal candidates for library positions should use the Libraries’ “Request for Promotion or Transfer” form to elaborate on their skills and talents. One way the administration could possibly encourage lower-level library staff to apply for upper-level positions would be to offer training sessions and tips on how to go about seeking and/or applying for a promotion or transfer.

◆ **Re-classifying positions**

- Q: How many Classified library employees are currently in non-LA positions? Are there any plans to re-class these positions? If so, when?*

A: There are approximately thirteen non-LA positions within the Libraries. Included in such positions are secretaries, office assistants, and accountants. There will be a library-wide review of all positions after the new system is in place.

Q: *What can employees in non-LA positions do if they feel that their jobs include many duties directly related to library work, i.e. working with patrons, providing reference support, etc.?*

A: Employees should meet with their supervisors if they feel that their job duties are not currently reflected in their job descriptions. It is a good idea to have current position descriptions on file.

◆ **Conference room furniture**

Q: *What is the status of the new tables and chairs for the conference rooms?*

A: Nancy Jaeger is currently working on this. She has been looking at several options and has requested price quotes from several companies for the furniture. Possible options include purchasing new tables and new chairs or purchasing new chairs and keeping the current tables. The current tables are historically significant, so if they are replaced with new ones, the library will need to find a suitable location for them. Nancy expects to receive the price quotes soon.

The next CCEB meeting will be Tuesday, October 20, from 1:00-3:00 in Conference Room B.

LFA EXEC MINUTES

21 September 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Vice Chair, Donna Koepp, Secretary, Loretta Spurling, Librarian I representative.

Absent: Rob Melton, Librarian III representative, Meg Brown, Unclassified Professional representative.

Librarian II representative position vacant.

The Staff Development Committee minutes of the September 3 meeting were reviewed. Minutes from the May 28 and June 11 PRC meetings were reviewed. Minutes from the Executive Board meetings of August 31 and September 14 were reviewed and approved with revisions. Koepp will submit all for publication in FYI.

A tentative date for the Fall meeting was set for November 5. Baird will check with the Administration to see if they are available on that day. Each committee will be asked to report on their charges and any action taken.

Baird, as liaison to the Nomination and Ballot Committee will check to see if we need another vote to take CESR out of the code. He will report back at the next meeting.

Koepp proposes to add a charge to the Code and Bylaw Committee asking them to draft language to add to the Code that would assure that the Nominations and Ballot Committee pass approved Code changes back to the Executive Board so that they can be given to the Code and Bylaws Committee for implementation. The Code is silent on that process currently.

At the next meeting we will finish up the charges for Staff Development Committee.

Submitted by:

Donna Koepp, Secretary

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE**

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

Name: Karen S. Cook **Department:** Map Library

Name of Event: NACIS XVIII **Location:** Milwaukee, WI

Date(s) of Travel: 6-10 October 1998

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

The North American Cartographic Information Society (NACIS) annual meeting brings together about one hundred professionals from different aspects of cartography (cartographers, university faculty and students, mapmaking software publishers and map librarians). En route to this year's meeting in Milwaukee (7-10 October) I visited the University of Wisconsin-Madison and observed the Map Library and the Cartographic Services Laboratory in action. The NACIS meeting opened the next morning with an historical overview of the conference theme, "Maps and Minds: Cartography in Geography Education." The opening sessions organizer was James Akerman, Director of the Smith Center for Cartography at the Newberry Library in Chicago. Barbara McCorkle (former Spencer Research Library staff member) spoke on "Maps in 18th Century British Geographies." The other two days of paper sessions were more modern in focus and included my own paper about plans for an atlas of Kansas. An evening visit to the American Geographical Society Collection (in the Golda Meir Library at the University of Wisconsin-Milwaukee) combined an exhibition of Wisconsin maps with a talk by Ronald Grim, Geography and Map Division, Library of Congress, about cartographic sources for Wisconsin history held in Washington libraries and archives. Almost every speaker made it clear that computer technology is facilitating innovations in education with maps. These range from the Library of Congress program to digitize and distribute old maps as electronic images to interactive map CD-ROMs being developed for use in schools. On the last day of the meeting I visited the University of Wisconsin-Milwaukee Cartographic Laboratory and tried out some new software myself in workshops on cartographic production and 3-d visualization.

(Return this report to the Library Administrative Office, 502 Watson Library)

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE**

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

Name: Kathleen Neeley

Department: University Archives

Name of Event: “Schoolmarms and Scholars: Women Educators of the American West

Location: American Heritage Center, University of Wyoming, Laramie

Date(s) of Travel: September 16-20, 1998

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

“Schoolmarms and Scholars” was the Seventh Annual Symposium sponsored by the American Heritage Center at the University of Wyoming. My main purpose in attending the symposium was to present a paper entitled “The Two Cora Mitchell Downs of Kansas” which I did on September 18th as part of the session entitled Normal Schools. The elder Cora Mitchell Downs was the first woman to serve on the Kansas Board of Regents back in 1882 and the younger Cora Mitchell Downs (her granddaughter) was the first woman to receive a Ph.D. from KU in 1924. She became a world famous microbiologist and was the first woman professor at KU to be awarded a distinguished professorship. Another speaker at the same session was George M. Platt from Wichita State University, who spoke on “The Women Who Shaped Fairmount: The Genesis of Wichita State University.” His paper was a fascinating account of ten women who contributed to the basic character of the institution as a New England liberal arts college and then helped transform it into the first municipal university was of the Mississippi. I did not know that Wichita State University did not become a state institution until 1964, until I listened to Platt’s paper.

In addition to the session on normal schools, the symposium had sessions on Native American Education, Americanization and Feminization of the Teaching Profession, Policy Shapers, and an excellent photographic exhibit “Country School Legacy: Humanities on the Frontier,” which featured country school photographs from eight states in the Great Plains. One evening there was a delightful Oprah-style show celebrating the twentieth anniversary of The Women’s Studies Program at the University of Wyoming.

I would like to thank the Staff Development Committee for their financial support which permitted me to attend this symposium.

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE**

TRAVEL REPORT

Name: *Stephanie Schaffner* **Department:** *Slavic*
Name of Event: *30th National Convention of the American Association for the
Advancement of Slavic Studies (AAASS).*
Location: *Boca Raton, FL* **Dates of Travel:** *September 23-27*

The 30th National Convention of AAASS was held in Boca Raton, FL. Unfortunately the threat of hurricane Georges prevented many members from attending this year's convention and several panels were cancelled as a result. However, the tried and true lot of Slavic librarians were not going to let a little wind and rain stand in their way and all of their panels were held as scheduled.

One of the most interesting panels I attended was "Sound and Lights in Research Libraries: The Academic Role of Non-Print Resources." Panelists discussed the pleasures and problems with their special collections of Slavic CD Roms and feature films. It seems that there are little pockets of such specialized collections in American university's but for various reasons, such as copyright and fragility of materails, they are not able to share their collections through inter-library loan.

In addition I attendend the Bibliographic and Documentation Committee meeting to familiarize myself with the world of Slavic librarianship. Reports were given on the activities of several coalitions and consortia. I was pleased to learn about the tentatvie plans for next year's conference which include a panel addressing problems with exchanges with East European countries.

The most important and valuable part of the conference to me was meeting our duplicate exchange partners face to face. I was able to talk with most of the people I correspond with on a regular basis and a few ideas were exchanged on how to expand our duplicate exchange partnership.

I would like to thank the Staff Development Committee, without whose assistance I would not have been able to attend this event.

PLEASE
POST

WHERE

Are You Coming From?

Exploring Regional Stereotypes

7 - 9 pm **Tues., Oct. 6** Jayhawk Rm, KS Union

Diversity Dialogues are held from 7:00 - 9:00 pm
on the first Tuesday of the month in the Kansas Union.

Nov. 3 Kansas Rm: **It's Not Where You Park Your Car** Stereotypes of University Living Groups

Dec. 1 Jayhawk Rm: **Lifting the Clouds** Religious Stereotypes

Feb. 2 Kansas Rm: **Breaking the Mold** Stereotypes of Women & Power

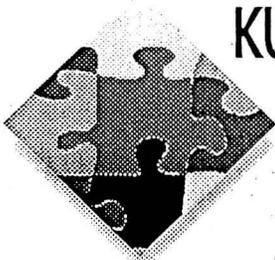
March 2 Kansas Rm: **From Enemy to Mascot** Stereotypes of Indigenous Peoples

April 6 Kansas Rm: **A Light in the Closet**

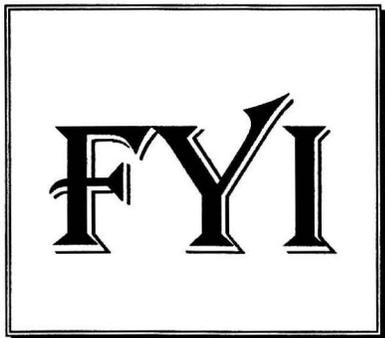
Uncovering the Truths of Gay, Lesbian, Bisexual and Transgendered Groups

Presented by

**KU Coalition Against Racism & Discrimination,
the Multicultural Resource Center,
and the All-Scholarship Hall Council**



PLEASE INFORM
YOUR STUDENTS



The University of Kansas Libraries

Number 1460

Date: November 4, 1998

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

CLASSIFIED VACANCY

Applications are now being accepted for a half-time Library Assistant I position in the Engineering Library (20 hours per week). Responsibilities of this position include: 1) Organizing and supervising the binding operation of serials within the engineering library, 30%; 2) Solving problems with serials discovered during bindery preparation, 25%; 3) Supervises students assistants, 15%; 4) Recommends action as needed for book repairs and preservation, 7%; 5) Duplicate exchange (dup-ex), journal gifts processing, and acquisitions, 15%; 6) Statistics and supplies, 7%; and 7) circulation assistance, 5%. Minimum requirements: At least one year of library experience. Coursework in library science may be substituted for the required experience. 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 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. Application instructions: Library staff interested in applying for this position should contact Barbara Woodruff before Friday, November 13th, 5:00 p.m. for application instructions. Student assistants who may be interested in this position should apply through the KU Human Resources Department, 103 Carruth-O'Leary Hall, by the same deadline.

THE UNIVERSITY OF KANSAS IS 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.

(continued)

An Equal Opportunity/Affirmative Action Employer

LFA ANNUAL REPORTS

The annual reports for FY98 Library Faculty Assembly committees are being distributed electronically instead of in paper format. The one exception is the Staff Development Committee who has several appendices attached to their report that cannot easily be distributed electronically. Therefore the full Staff Development report is attached to this issue of *FYI*. The reports are in MS Word format and can be found at **U:/Committees/LFA/LFA Annual Reports FY98**. A list of the reports are as follows:

LFA EXECUTIVE COMMITTEE
LIBRARY COMMITTEE ON PROMOTION AND TENURE
NOMINATING AND BALLOT COMMITTEE
COMMITTEE ON STAFF DEVELOPMENT C minus the appendices
COMMITTEE ON PLANNING AND RESOURCES
COMMITTEE ON SALARIES AND BENEFITS
COMMITTEE ON THE CODE AND BYLAWS
COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITY

Brian J. Baird, LFA Chair

ATTACHMENTS:

LFA Staff Development Committee FY98 Annual Report with appendices

**Staff Development Committee FY98 Final Report
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Staff Development Committee FY1998 Final Report

July 1, 1998

A. Introduction

This year's members included Vic Cardell (Liaison to LFA Exec.), Vickie Doll (Chair), Sandy Gilliland (ex-officio), Johnnie Love, Al Mauler, Connie Powell (Secretary), Kendall Simmons (Treasurer)

The committee started meeting every other week in September 1997 and met weekly starting February, 1998. We sponsored and co-sponsored many programs this year, managed our budget, and worked on four additional charges which were given to us. A brief description of SDC's activities including programs, the SDC homepage, budget and charges follows:

I. Programs:

The theme for this year's SDC programs was "Copyright and Fair Use in the Electronic Age." The following programs were sponsored or co-sponsored by SDC:

- 1) Fall 1997 and Spring 1998, Covey program, co-sponsored 33 library staff with the Library Administration.
- 2) October 17, 1997 teleconference National Issues, Local Decisions: Libraries, the Internet and the First Amendment. Hosted by Vic Cardell.
- 3) November 1997. The Color of Fear video program for library student assistants and staff. Co-sponsored with Cultural Diversity Advisory Committee.
- 4) Dec. 9 & Dec. 11, 1997, Video programs of the October 17 teleconference National Issues, Local Decisions: Libraries, the Internet and the First Amendment. Hosted by Vic Cardell. Attendance by staff from Lawrence Public Library and the Kansas Geological Survey helped to broaden the subsequent discussions.
- 5) January 22, 1998, Untangling The Web: Using the Internet as an Instructional Resource. Co-sponsored with the Instruction Council and Collection Development Council.
- 6) February 3-4, 1998, Paul Kivel presenting Uprooting Racism Co-sponsored with Cultural Diversity Advisory Committee.
- 7) March 10, 1998, Cultural Feast Co-sponsored with Cultural Diversity Advisory Committee.
- 8) March 12 and 13, 1998, Seeking a Balance: Library Copyright and Fair Use Presented by Marilu Goodyear, Rachel Miller, Jim Neeley and Vic Cardell.
- 9) April 2, 1998, Am I a Crook? Copyright Issues on the Internet PBS teleconference co-sponsored with the Provost's Office. Hosted by Vic Cardell.
- 10) April 22, 1998, So they are Out of the Closet! Now what?!n working with Les/Bi/Gay/Trans Colleagues Co-sponsored with the Culture Diversity Advisory Committee.

II. SDC Homepage, created and maintained by Kendall Simmons:

SDC Homepage URL: <http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc.html>

- ◆ University of Kansas Libraries' Program Calendar <http://raven.cc.ukans.edu/~ksimmons/kulsa/program.html>
Printed Library Program Calendar of Fall 1997 and Spring 1998 were also distributed to all library staff.
- ◆ SDC Funding Request Form <http://raven.cc.ukans.edu/~ksimmons/kulsa/funding.html>
- ◆ Travel Policies and Procedures - Comptrollers Office (Includes dollar amounts for reimbursement)
<http://www.cc.ukans.edu/cwis/units/comptrol/trapol.htm>

- ◆ [Award Guidelines](http://raven.cc.ukans.edu/~ksimmons/kulsa/guide.html) http://raven.cc.ukans.edu/~ksimmons/kulsa/guide.html
- ◆ [Funding Application Deadlines](http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc2.html) http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc2.html
- ◆ [Workshop and Seminar Listings](http://raven.cc.ukans.edu/~ksimmons/kulsa/workshops.html) http://raven.cc.ukans.edu/~ksimmons/kulsa/workshops.html

III. Budget Summary: 10/1/97 - 6/29/98

Total Initial Allocation:	\$20,000	
Overspent from last year	-1,577.18	
Starting adjusted allocation	\$18,500	(adjusted by the Library Administration)
Adjusted from unused overage	+336	

Adjusted allocation in FY98	\$18,836	
Balance (6/29/98, reflects 75% of fiscal year)	-\$452.95	(before reconciliation)

Travel Requests through 6/29/98:	71
Number of requesters:	40
Numbers of shares:	169

B. Additional Charges to the Staff Development Committee, 1997/1998 (Appendix I)

Charge I: *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)*

1. Task Accomplished:

The following are the comparative figures for workshop and travel requests and allocations for SDC FY95-97. Please note that the SDC fiscal year runs from October 1 - September 30. The FY97 figures are through June 18, 1998.

Workshop Requested	ALLOCATED	Travel Requested	ALLOCATED
FY95 \$3,993.60	\$2,328	\$25,979.25	\$7,830
FY96 \$846	\$753	\$34,986.83	\$12,748.31

Registration	ALLOCATED	Travel	ALLOCATED	Food/Lodging	ALLOCATED
FY97 \$9,920	\$7,136	\$11,301.58	\$7,432	\$25,851.29	\$2,233

2. Current Status:

a) Reconciliation of the Budget

This year SDC established a quarterly reconciliation process with the SDC Treasurer and Denise Swartz. As a result, while the 1st quarter needed significant reconciliation (as a result of this being done for the first time),

the 2nd quarter reconciliation proceeded smoothly. It should be noted that there will always be changes and adjustments as SDC allocations, estimated costs and actual reimbursable expenses may differ greatly. The process, however, has had a noticeably positive impact, allowing SDC to be more aware of its actual funding status.

b) More needs demonstrated and more requests: From October 1, 1997 through June 29, 1998.

Conference/workshop fee requests:	\$9,650
Funded:	\$7,281
Shortfall*:	-\$2,369
Travel requests:	\$9,741.86
Funded:	\$8,048.50
Shortfall*:	-\$1,693.36
Food/Lodging requests:	\$23,065.29
Funded:	\$5,271.50
Shortfall*:	-\$17,793.79

*Figures do not include outside funding which individuals might have obtained from other sources, such as the library Administration, departments of the University, area studies centers and various grants.

c) SDC Budget Allocation

One of the difficulties in allocating funds is that there is no way to determine with confidence how to pace allocations. Should we just spend our money until we have none? Should we place limits on the number of shares we give any one individual so as to have funds left for those whose activities come later in our fiscal year? Should we set aside a certain amount for the last quarter of the year or for each quarter or even for a specific event (such as ALA)? This issue will need to be addressed if we are to more equitably disburse our funds.

d) % of untenured, tenured, unclassified professional (UCP) and classified requester and % of fund allocated

	<u>Total staff</u>	<u>Used SDC funding</u>	<u>% of funding**</u>
Faculty	46	16 (35%)	(43%)
Untenured	13	10 (77%)	(44.5%)
UCP	15	2 (13%)	(2.5%)
Classified	85	14 (16%)	(10%)
	----	----	
	159	42 (26%)	

** excluding teleconference, Covey and misc. funding i.e. refreshments, posters, brochures.

e) Those who either did not request fund or didn't attend any conference or workshops for the past few years

Preliminary discussions with a few (12-15) staff members were not sufficient to draw any definitive conclusions as to why people did not request SDC funding or attend conferences, but those few people who have discussed this with us had one point in agreement: SDC funding is not sufficient. Some thought it was not worth the effort. More people stated that the insufficiency did not allow them to attend as they could not afford to make up the difference. Even more people stated that SDC would not provide funding for needed training, feeling that training is part of their professional development. This was expressed by librarians as well as classified staff.

While 77% of untenured librarians requested SDC funding only 35% of tenured faculty did. While it is understandable why untenured faculty make requests and attend conferences, SDC has not yet been able to ascertain why many tenured faculty do not request funding, even though conference work can partially fulfill their service and/or research expectations.

3. Recommendations

- Continue quarterly reconciliation in October, January, April and July of each year.
- Change the SDC's fiscal year to August 1 through next year July 31.
- The outgoing SDC chair in June (whether an ongoing committee member or not) should call a committee meeting for July to select a chair, secretary and treasurer.
- LFA Exec. provide charges in a timely manner.

Currently, the terms of members of the SDC end June 30, while the SDC fiscal year ends September 30. There are several problems with maintaining the status quo:

Because SDC is expected to provide a final report to LFA after only 3/4 of the fiscal year, it is impossible for SDC to effectively present annual data, a problem compounded when there is a change in treasurer, because treasurers are library staff, not trained accountants.

There does not seem to be a smooth transition between one SDC committee and the next. Travel requests do not stop just because a committee changes membership. To effect a smooth transitional process, one possibility is that the outgoing SDC chair in June (whether an ongoing committee member or not) should call a committee meeting for July. That would allow for the new and ongoing members to get together, select a chair, secretary and treasurer, and deal with ongoing monetary issues (travel requests, budget, etc.).

Because the terms do not coincide with the fiscal year, decisions for the future are based on incomplete monetary numbers as there is no way to anticipate the next year's allocation. For example, this year saw an SDC budget increase of \$4,000 which led some people into believing that the shares could be increased. As it turned out, the shares could not be increased because of the problems that derived from factors discussed in points above. Another account variable is the major effect that the demands for travel have on annual faculty performance evaluations.

In addition, non-codified charges are generally not given to the committee at the beginning of the committee term, sometimes not even until September or October. This does not allow the committee a full year to work on those additional charges, some of which may be of great importance. We would recommend that LFA Exec. provide charges in a more timely manner.

Charge II: *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.*

1. Task Accomplished:

Extensive discussion of this charge has lead SDC to conclude that its current shares approach is not optimal for most KU library faculty and staff, compared with distribution methods at other institutions that were examined. The committee strongly advises that LFA review the Libraries' general policies about funding for staff development and training. The careful consideration of SDC's concerns as described below, as well as the implementation of the proposed recommendations, could effect a more equitable and better-defined protocol for travel subsidization.

The committee used a number of methods to obtain information that would assist in fulfilling this charge. Vickie Doll initiated the effort by performing a library literature search that yielded numerous articles from the last ten years. Although most of the research shed light on philosophies of staff development in academic libraries but had little to say about distribution of staff development funds, the committee found that these articles were helpful because they put the charge at hand into a broader and more meaningful context.

Each committee member was assigned to investigate staff development funding trends in a specific region of the country. Members obtained data through e-mail messages, telephone calls, personal conversations, and Web searches. SDC also solicited information by posting internally to KULFA-L and KULIB-L and externally to STAFDV-L, the staff development listserver for ALA's Library Administration and Management Association, Personnel Administration Section

(LAMA/PAS).

A member of the Music Library Association graciously allowed the committee to study data on funding levels for conference travel, which he had informally collected on the MLA-L listserv from music librarians and bibliographers in academic, public, and conservatory libraries. Responses that were subject-specific, for example, those solely relating to travel to MLA annual conferences, were less useful to SDC's study than those that shared institution-specific guidelines regardless of subject orientation.

Some approaches to travel funding that the committee studied can be characterized as follows:

- 1) Method of funding allocation
 - a) Lump sum
 - i) Per person
 - (1) For unlimited number of conferences, workshops, etc. per year
 - (2) For defined number of conferences, workshops, etc. per year
 - ii) Per each conference, workshop, etc., decided on a case-by-case basis
 - b) Shares
 - i) For conferences
 - ii) For workshops
- 2) Degree of reimbursement
 - a) Full reimbursement of travel expenses
 - b) Partial reimbursement of travel expenses, including any of the following, or some combination thereof
 - i) Accommodations
 - ii) Registration
 - iii) Travel
 - iv) Meals
- 3) Decision-maker for amount of allocation
 - a) Staff Development and Training Officer
 - b) Personnel officer (especially for training)
 - c) Professional Development Committee
 - d) Staff Development Committee
 - e) Supervisor
 - f) Administrative Librarian, with or without consultation with applicant's supervisor

2. Current Status:

Current Funding Guidelines for KUL staff development policy are contained in Appendix II.

The Staff Development Committee noted several concerns about the current system of allocation of resources.

- 1) The current share (\$105.00) represents an inadequate amount of money.
- 2) From reviewing expenses reported by recipients of SDC funding during FY98, it appears that the a current system is not organized to serve the needs of all library staff in an optimal manner..
- 3) The current expectations for library faculty in the areas of service and research are creating more travel requests than before.
- 4) The budget year is October 1st to September 30th but the committee year is July 1st to June 30th. This makes it difficult to continue the committee's work during the summer and to follow the funding requirements for the year.
- 5) Current policy is not always equitable in the assignment of funds. An example of this is registration costs for workshops which are reimbursed up to two shares with a possible third share for travel, while registration for

conferences is based on level of participation which may limit it to one share.

- 6) There has been no mechanism established for the disseminating information about what workshops are available (especially among the classified staff).
- 7) Staff did not always understand the procedures for filling out and sending in the workshop, seminar and travel request forms.
- 8) The budget is used for so many purposes that it has been spread very thin.
- 9) The definition of training and the funding of training is unclear to library staff.

3. Recommendations

- Next year's committee should continue to explore the best possible funding options based on the study of this report. This could involve a broad based survey among the library faculty and staff.

SDC has drawn several options according to KU Libraries' staff development request patterns and needs. We have discussed possibilities for funding staff development requests more effectively based on our readings, discussion with staff and other libraries, comparison with previous years, and other input, including grants-in-aid, full funding for certain costs (i.e. travel, registration, etc.) increased shares, and set amounts. The committee did not have sufficient time to draw a conclusion at this point on the best option for the equal distribution of staff development funding.

- Increase Staff Development Fund and avoid carry over deficit

While we found it premature to make any changes in disbursement recommendations at this time, we would very much like to suggest positive changes to allocation methods. This year we had to submit a budget request for next year before methods of determining the most effective ways of allocation were decided. In that budget request, we asked for an additional \$5,400 in order to increase the share allocation from \$105 to \$135. We strongly recommend that next year's SDC continue to pursue the possibilities that we considered as we are not convinced that the share increase was the best choice, but was rather a matter of necessity. Our reluctance to make disbursement recommendations at this time is yet another casualty of the 3 month discrepancy between the start of the committee year and the beginning of the fiscal year with its concomitant new budget. SDC is working under a defined budget while funding non-definable activities (conference and workshop requests) the problem compounded with a carried over deficit.

4. Training Issues

The committee's current charge does not include funding for training that is needed to perform one's job. We are aware that SDC's funding supports only development-related activities that are not required by one's job. However, SDC sees that the current determination of what is training and what is development is unclear. As SDC sees most training leading to development, and most development involving training, the committee felt that it should also include in this report issues related to funding of training in general.

The general consensus of the Committee is that there is a critical need for a well-defined staff development and training program that addresses the needs of both faculty and staff of the library. Such a program would address issues of criteria, opportunities, and timeliness. An equitable approach to training and development needs to be worked out. One critical issue is that current methods of determining what is training, and what is development need to be well-defined.

The purpose of training is to develop a more effective workforce. There are five reasons why training has become an important approach for dealing with the complex issues relevant to the changing workforce.

- ◆ Demographic projections have created a greater awareness of the changing workforce.
- ◆ According to experts in the Business field of workforce diversity, there are real legal issues surrounding training and development opportunities in the workplace (Noe, 1988, Hartel, 1994). All library staff must be given equal access to training, mentoring, and other development activities to avoid disparate treatment in the workplace. *The Americans With Disabilities Act*, requires that training be accessible to employees with disabilities. Since library staff members with disabilities are not required to disclose their status, it is important

that staff development and training **be accessible for all.**

- ◆ Training is viewed as a key method for breaking down or eliminating barriers and promoting capabilities. Workforce diversity can become an asset rather than a liability if the workforce is properly trained (Johnson , 1994).
- ◆ Workplace climate is improved with an effective training program in place. When all library staff perceive that they are being given equal opportunities to gain the knowledge and skills necessary to be effective, the perception of fairness improves significantly.
- ◆ Library staff are more and more recognizing the importance of appropriate knowledge and skills to carry out the responsibilities of their various job assignments.

The Association of Research Libraries examined the state of formal staff training and development in its member libraries and published its report in February, 1997. Out of the 121 member institutions, 50 responded to the survey. Some academic libraries have staff development programs that have been in existence for ten years or more while others are just beginning to realize that training should become a priority.

From its study, ARL found that member libraries are providing training in a wide variety of both technical and non-technical areas. The study also found that the most frequently used formats are small group discussions and on-site workshops. According to the study, the overall effect of staff training and development on library staff morale was positive.

Library staff need the time to develop their search skills and keep up-to-date on the latest changes and instructional techniques that can be used on the Internet. Learning how to use the Internet effectively is an excellent example of training. Kristine Condic (1995) developed a study on the Internet and its effective use by library staff. She states that effective use can be directly related to promotion and tenure, and has definite relevance to training needs of the staff. Her study found that librarians do not have time to explore the use of the Internet on their own, and therefore need scheduled time for training opportunities. Knowledge of this tool also has direct implication for library instruction, presentations to academic departments, and one-on-one instruction in public service areas.

5. Current status of training in KU Libraries:

SDC requested the Library Administration to provide training and conference data on:

The # of workshops/conferences funded by the administration in FY98.

The # of library staff attending those workshops/conferences in FY98.

The # of workshops/conferences considered training/considered development/considered both.

The total amount of funding provided for each category above.

The following data was provided by the Library Administration. Associate Dean Goodyear also provided definitions of "Training" and "Development" as they were defined in funding by the Administration. As stated by the Associate Dean Goodyear in her July 20 email to SDC, "These numbers are pretty close, but not guaranteed. Training includes workshops which have 'how to' content and directly relate to the person's job responsibilities. 'Development' is everything else, including attendance at professional association meetings (ALA. SAA, etc.). Fifty-four individuals received funds from administration last year. Eleven of those individuals were members of the classified staff (seven of those were related to the NASIG* trip). There were 30 'trips' funded under training for \$9,882. There were eighty-three trips in the development category with funding to the amount of \$33,146. Our records indicate that SDC funds in the amount of \$1,625 were also spent to support the training items, and \$10,920 to support the development items."

The Classified Conference Executive Board conducted a survey among its members in Spring 1998. The survey included accessing library staff's training and development needs. (Appendix IV) In page 8 of the Survey Report (June 30, 1998) by CCEB stated, "The survey results clearly demonstrate that Classified staff recognize the need for training and development for themselves, their supervisors and the staff they supervise. In this day and age when change is the only constant, staff look to the Library Administration to place a high priority on providing opportunities for training and

* North American Serials Interest Group

development. Additional personnel, funds and time are necessary to support the training and development essential in performing our jobs. The Classified staff is eager to learn and apply new knowledge and skills to provide the very best possible service to the University community and beyond.”

In light of the CCEB’s survey, SDC proposed in April 1998 that LFA Exec do a similar survey of needs assessment among the library faculty in order to have a complete picture of library-wide staff and faculty training and professional development needs. LFA Exec chose not to do the survey because it was late in the committee year and they had already committed to the completion of other priorities, but suggested that SDC should feel free to poll the faculty on its own.

6. Recommendations:

- Increase funding and improve fund distribution to allow staff to obtain training needed for their positions
- Assess needs for training and development

The Staff Development Committee feels it is important to assess needs for orientation, training, development and continuing education among the library staff and faculty as it was recommended in the Library Strategic Plan (1993, p. 24). We recommend that LFA Executive Committee work cooperatively with the Staff Development Committee of 1998-99 to develop a survey of library faculty to assess training and development needs. SDC recommends that a correlation be made between the CCEB training survey of 1997-98, and the faculty survey. It is our belief that the correlation of both surveys will provide direction for the proposed Training and Staff Development officer as well as the Library Administration and the Staff Development Committee.

- Develop a well-defined Training and Development Program for KU Libraries

The Staff Development Committee recommends that a Library Training and Development Program be established. This program could be administered by the proposed Staff Development and Training Officer. (KU Libraries Strategic Plan, 1993) Until the proposed position is filled, the Staff Development Committee would like to work with Library Administration, CCEB and LFA Executive Committee to develop a comprehensive definition that is clear to everyone, and will serve as a guideline for offering training opportunities and allocation of training funds.

- Create a new position for Staff Development and Training Officer

In the 1993 Strategic Plan for KU Libraries, p.24, V. Staffing and Organizational Issues. The Objective and/or Initiative A states: “*Develop the expertise of the library staff*” (Appendix V) and Strategy 1 addresses the issue of increasing support for training, continuing education, professional development, and research. Section (a) states that responsibility for coordinating staff development activities be assigned to an existing or new position.

The Staff Development Committee and CCEB recommend that this initiative be addressed by appointing a member of the library staff to fulfill the responsibilities as identified in the 1993 Strategic plan. We also recommend that a study be implemented to examine how this position is utilized in other academic libraries. In preliminary study of this position, there are varies configurations of how this duties and responsibilities are coordinated. Examples are:

- ◆ University of Michigan. The Assistant to the Dean for Staff Development, Training and Diversity.
- ◆ University of Arizona. The Assistant to the Dean for Diversity and Staff Development
- ◆ University of Iowa. Coordinator of Personnel and Diversity.

There are other configurations that should be examined.

Charge III: *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.*

1. Task Accomplished/Current Status:

In response to this Charge, the SDC made several modifications to procedures and processes in an effort to expedite the processing and review of fund requests. Library staff have been instructed to submit their SDC fund request forms to the Administrative Office. When the requests are received, they are placed in a folder where they are held for SDC review. After SDC has reviewed the request and allocated funding, the staff member is notified by e-mail of the allocation. A written memo follows this notification, and also includes additional instructions for the requester if travel out-of-state is involved. SDC has also developed a flow chart to show staff the process involved in reviewing fund requests and making allocations. (Appendix VI)

While reviewing processes and procedures, the SDC agreed upon a method to fund requests from staff who are attending multiple conferences which are held on consecutive dates. SDC asks staff to submit one Fund Request form for the conferences; the request will be funded as separate conferences.

Finally, SDC has mounted the Fund Request Form and Guidelines onto the web page for easy access by staff. In addition, SDC now maintains a listing of workshops and conferences of interest to library staff on the SDC web page. (<http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc.html>)

2. Recommendations:

- SDC revise the Request For Staff Development Funds Form (rev. 3/21/97) to make instructions clearer and to allow additional space for multi-conference information.
- After LFA Exec. review this report, The University of Kansas Libraries Staff Development Fund Request Flow Chart (Appendix VI) should be mailed to all library staff in order to inform them the process involved in any travel request before an allocation is made.

Charge IV: *When practical, endeavor to work with other Library and University committees/groups/etc. on joint program sponsorship.*

1. Task Accomplished:

SDC has been supporting Cultural Diversity Advisory Committee's program for many years. Other than CDAC, SDC co-sponsored with the Library Administrations, Instruction Council and the Collection Development Council. This year a joint sponsorship with the Provost's Office of a PBS teleconference on Am I a Crook? Copyright Issues on the Internet was carefully planned by Vic Cardell. Several other University faculty were involved in the program.

- 1) November, 1997. The Color of Fear video program for library student assistants and staff.
Co-sponsored with Cultural Diversity Advisory Committee.
- 2) January 22, 1998: Untangling The Web: Using the Internet as an Instructional Resource.
Co-sponsored with the Instruction Council and Collection Development Council.
- 3) February 3-4, 1998. Paul Kivel presenting Uprooting Racism
Co-sponsored with Cultural Diversity Advisory Committee.
- 4) March 10, 1998. Cultural Feast
Co-sponsored with Cultural Diversity Advisory Committee.
- 5) April 2, 1998. PBS teleconference on Am I a Crook? Copyright Issues on the Internet
Co-sponsored with the Provost's Office.
- 6) April 22, 1998. So They Are Out of the Closet. Now what?!: working with Les/Bi/Gay/Trans Colleagues. Co-sponsored with Cultural Diversity Advisory Committee.

SDC is working with the State Library's Library Employee Education Program (LEEP) to encourage library staff's continue education status and recognize staff effort in their profession development.

2. Current Status:

The proposed joint SDC-CRSA (Committee on Research Scholarly Activities) program on advanced copyright session will be planned in fall, 1998.

3. Recommendations:

- Change the LFA code to include this charge as a standing committee charge.
- Continue to work toward the co-sponsorship of joint programs. Possibilities include: KU Center for Teaching Excellence (CTE) and the Computer Center.

C. Conclusions

The committee has worked diligently to compile all information for this report. We would like the LFA Exec. to examine our recommendations and have those recommendations continuously worked on for the next year. Items which can be applied at the beginning of the coming year should be acted on in a timely manner. The effort in this report was to lay a foundation for the coming committee to continue to work on Charge II based on our studies. The committee has also explored funding options in order to sponsor a grant program to encourage library staff who have not attended conferences or workshop for the past couple years to consider attending.

We also took the opportunity to address training issues, which is a major library staff interest according to the CCEB survey. The committee felt very strongly that training and development can not be separated when performing any library job in the vast and quickly changing electronic environment. A follow up study on training issues and implementation of the recommendations of the training officer by the library's 1993 Strategic Plan should be brought to the Administration's attention.

Should SDC remain a "LFA committee" or should it be an "administrative committee"? SDC agreed with the LFA Exec.'s decision to recommend LFA Exec. and CCEB meet next year to discuss this further and make decisions in conjunction with SDC.

The committee welcomes your comments and input for this report.

Submitted by

Vickie Doll/Chair in cooperation with the SDC committee membership

D. Appendices

- I. Additional Charges to the Staff Development Committee, 1997/1998
- II. Staff Development Travel Request Form and Policy and Guideline (rev. 3/21/1997)
- III. Data Related to SDC Funding Options [withdrawn]
- IV. Summary of CCEB survey and report
- V. P.24 of KU Libraries Strategic Plan (1993)
- VI. The University of Kansas Libraries Staff Development Fund Request Flow Chart

Appendix I

Additional Charges to the Staff Development Committee, 1997/1998

October 29, 1997

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.

Vic Cardell
Gorton Music Library
University of Kansas
785/864-3496
vcardell@ukans.edu

CC: lfaexec

Appendix II
Request For Staff Development Funds Form (Rev. 3/21/97)
Award Guidelines

Library staff may request funding from the Staff Development Committee to attend professional and scholarly meetings, conferences, workshops, seminars, symposiums, etc. The Committee awards funds to assist with transportation costs, lodging, meals, registration fees, and other expenses. Funding is awarded based upon "shares", with funds disbursed on a first come-first served basis.

The Staff Development Committee has established application deadlines for the purpose of meeting State and University travel regulations. Fund requests for out-of-state events are due to SDC two months in advance of the date of travel. Only in highly unusual circumstances will SDC consider funding a late request.

Applicants are encouraged to apply to other sources for additional funding, such as the University's Faculty Development Fund, though total funding received must not exceed 100% of reimbursable expenses. The Committee will attempt to help identify such sources.

Reimbursement for Professional and Scholarly Conferences/Meetings

The Staff Development Committee attempts to allocate share equitably, as follows:

- a) Three shares: Major participation/involvement, e.g. officer, delivering a paper, chairing a meeting, session, panel, or a committee, or major involvement in substantial committee work, etc.
- b) Two shares: Minor participation/involvement, e.g. participant in a discussion panel, respondent to a paper, member of a committee or editorial board, etc.
- c) One share: Attendance (not to be combined with above)
- d) One additional share: In order to encourage participation in professional and scholarly meetings, the Staff Development Committee may award an extra share to any new staff member (within 24 months of initial appointment) or to untenured (tenure-track) librarians.

Reimbursement for Workshops and Seminars

SDC provides funding for staff to attend job-related workshops and seminars that are NOT required or mandatory for completion of one's job assignment. Funding for workshops or seminars that are required for the successful completion of a staff member's job assignment should be requested from the Library administration by submitting a written request through administrative channels. If a staff member believes that a particular training session or workshop is necessary for the successful completion of her/his job assignment, s/he should consult with her/his supervisor and, if the supervisor concurs, the supervisor should then request funding in the manner described above. If the supervisor does NOT concur that the training in question is mandatory for the completion of the staff member's job assignment, the staff member should submit a request for funding to SDC noting that the supervisor has already been consulted regarding the funding request. It is the applicant's responsibility to obtain her or his supervisor's approval to attend the workshop.

SDC normally will reimburse only workshop/seminar registration fees. The maximum award for funding or reimbursement for workshop/seminar registration to any one staff member during the Staff Development fiscal year (October - September) is the equivalent of two shares. However, if travel within or outside of the state is required, additional funding may be provided (one share of funding or reimbursement for mileage, whichever is less).

Contact any member of the Staff Development Committee if you have questions regarding these guidelines. revised 3/21/97

Appendix III

Data Related to SDC Funding Options [withdrawn]

Appendix IV
Classified Conference Survey 1998
Part I. Training and Development

Classified Conference Survey 1998 – Part I. Training and Development

What specific training / development needs are the highest priority for you? (list up to 3

Number of Responses	Supervision / Management
2	Communication skills
3	General supervisory skills
1	Communication / supervisory skills for my supervisor
1	Motivational skills
3	Team building skills
2	Evaluations
3	Stress management (1 – Stress reduction)
Number of Responses	Software Programs
1	General computer instruction
2	Windows 95 (1 – more advanced)
4	GroupWise (1-- file management, cutting & pasting)
12	Word (2-- basic to medium uses) (1-- advanced)
18	Excel (1 – beginning, intermediate and advanced) (1 – basic and intermediate) (1 – intermediate) (1 – intermediate and advanced) (3 – advanced)
19	Access (2 – beginning) (1 – basic and intermediate) (1 – beginning, intermediate and advanced) (1 – intermediate and advanced) (3 – advanced) (1 – very advanced)
2	PowerPoint
2	Web page design (1 – advanced)
1	HTML
Number of Responses	Library Systems
2	OCAT / LCAT
5	OCLC (1 – Enhancements) (2 – Cataloging -- beginning, intermediate and advanced)
1	Cataloging – principles and practice, in depth knowledge
1	Cataloging desktop tools
2	Online / electronic library resources
2	Computer Internet search skills
1	New online systems when we get them
Number of Responses	Miscellaneous
1	Reference
1	Care/Preservation of Books
1	Handling of materials

Appendix IV
Classified Conference Survey 1998
Part I. Training and Development

Classified Conference Survey 1998

Part I. Training and Development [Survey questions #34 - #42]

What training methods would be best for you to learn the following - check all that apply (percentages):

Based on 50 respondents

	Supervisory Skills	Software Programs	Library Systems	Other comments
34. Multi-session classes	66	62	32	multi-session classes to intro all staff to the basic of a new lib system
35. Workshop: one-time, hands-on	32	50	50	first choice / depends on how much I need to learn
36. Demonstration: Presentation/ Q&A	30	42	42	
37. One-on-one instruction	18	66	48	follow-up help
38. Online tutorials / help	6	42	28	online tutorials depending on how well written
39. Listservs	10	8	8	
40. Printed manuals	30	74	44	day-to-day / printed manuals help after had some real instruction
41. Online manuals, Web-based	4	26	14	day-to-day
42. Other (Supervisory Skills)				
ongoing feedback sessions over extended period with good well-trained supervisors				
mentors				
having a mentor to ask and advise				
42. Other (Software)				
need a philosophy of word processing class and a philosophy of email class				
pick people's brains				
homework - real projects				

Some % equivalents
66% = 33 people
48% = 24 people
32% = 16 people
14% = 7 people
4% = 2 people

Appendix V

KU Libraries Strategic Plan (1993) V. Staff and Organizational Issues (p. 24)

Staffing and Organizational Issues

Strategy 6: Study improved lighting for existing buildings, e.g., individualized workstation lighting, motion-sensitive lighting, etc.

Strategy 7: Work to address security of collections and staff.

- a) Investigate a safe security system for non-book materials.
- b) Keep unprocessed acquisitions in areas not readily accessible to the public to discourage theft of unprotected Library materials.
- c) Assure personal security in the stacks.

D. Develop long-term plans for future space needs.

Strategy 1: Actively pursue Phase II of the Anschutz Library expansion.

Strategy 2: Maintain active presence on University committees that deal with space issues.

Strategy 3: Work with other University agencies to develop a timetable to insure that all Library buildings are in compliance with ADA.

Strategy 4: Develop timetables for recommendations generated by the Space and Facilities Coordinator.

V. Staffing and Organizational Issues.

A. Develop the expertise of the library staff.

Strategy 1: Increase support for training, continuing education, professional development, and research.

a) Assign responsibility for coordinating staff development to an existing or new position. This staff member should work with an advisory group, either a newly created one or the existing Staff Development and Staff Orientation committees.

b) These staff would carry out the following responsibilities:

1. Assess needs for orientation, training, development and continuing education.
2. Develop policies for staff involvement in staff development activities.
3. Create a staff development program with the following components:
 - ♦ Orientation programs emphasizing the Library's mission and goals.
 - ♦ Training programs which draw on Library, University, BCR, ARL and other resources, incorporate varied instructional methodologies and assure post-training follow-through on the job.
 - ♦ Support for participation in local, state, national and international professional conferences and continuing education opportunities.
 - ♦ Help for individual staff in identifying career paths and developing their own personal career plans.
 - ♦ Support for staff who undertake Master's degree programs in librarianship.
 - ♦ Training and support for research.

Strategy 2: Promote a shared sense of direction among all Library staff.

a) Communicate regularly to the staff the mission, values, goals, and policies of the Library.

b) Each department should develop an annual plan to describe how it intends to further the Library's mission and goals.

c) Each staff member's assignment, responsibilities, and performance expectations should reflect the departmental plan and the Library's mission and goals.

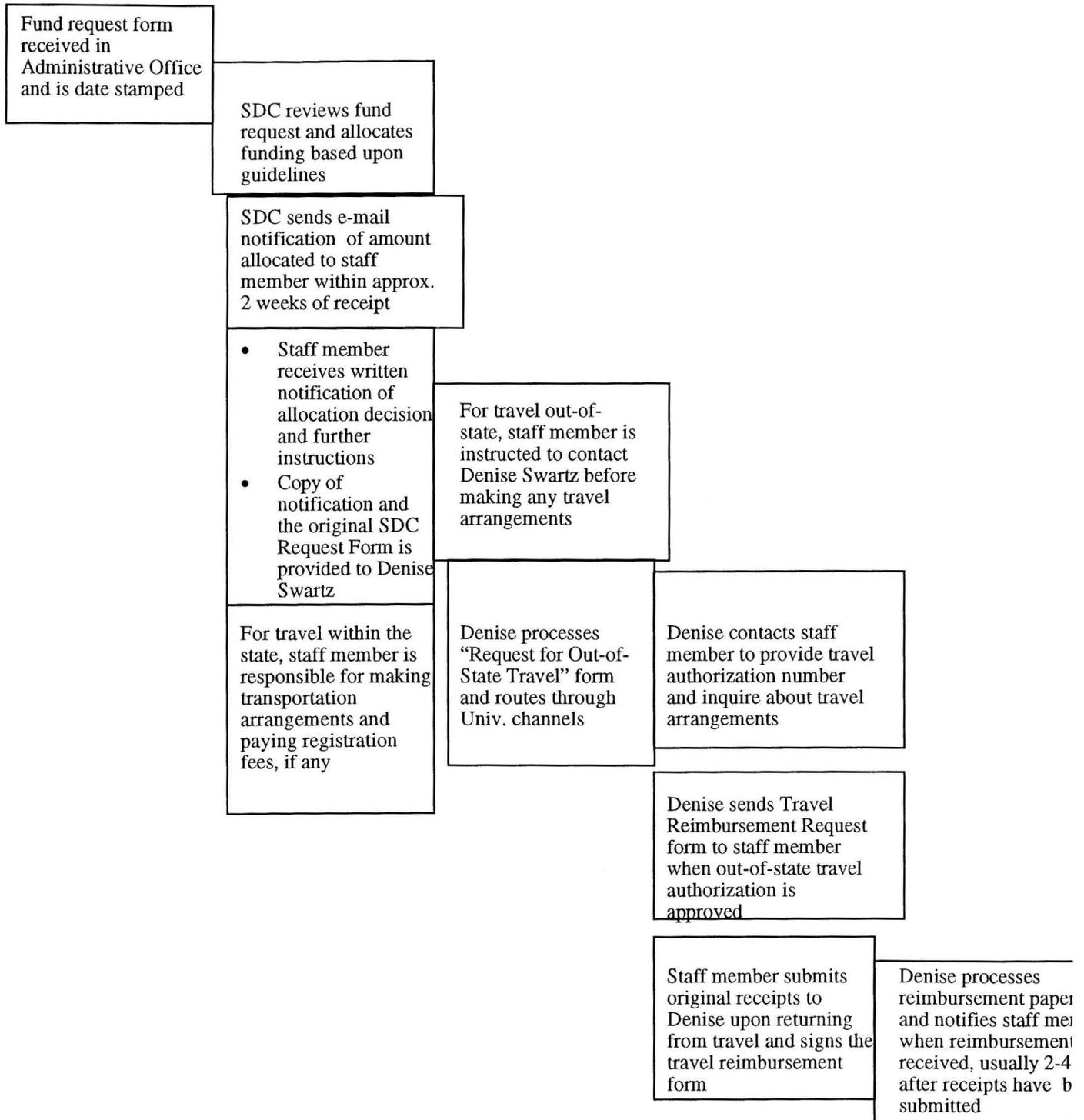
d) Strengthen efforts to encourage, acknowledge, and reward excellent performance.

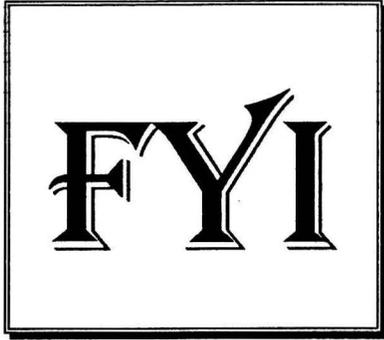
Strategy 3: Supervisors and staff should work together to create for each staff member a work assignment that is meaningful, rewarding, and offers opportunities for growth.

a) Each assignment should reflect the current needs of the Library. Given the major changes facing the Library, most staff members' assignments, and perhaps all, will need to evolve and change from what they were at the time of initial appointment.

b) Encourage flexible work assignments through such mechanisms as cross-training, internships, lateral transfers, participation in cross-functional teams, job rotation, job sharing and part-time positions.

Appendix VI
THE UNIVERSITY OF KANSAS LIBRARIES
Staff Development Fund Request Flow Chart





The University of Kansas Libraries

Number 1461 Date: November 12, 1998

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

PERSONNEL

Margaret (Meg) Winchell has been appointed as a Librarian II, half-time, in the Library's Slavic Department, effective November 1st. Meg worked previously for the Library, from 1980-1995, in the Slavic Department. In her new assignment, Meg will be cataloging Slavic-language materials.

Sandy Gilliland

EXHIBIT COMMEMORATING ARMISTICE

ARMISTICE, 11 November 1918 has been installed in the Jim Ranz Exhibit Area of Watson Library. The exhibit, prepared by Rich Ring – History Bibliographer, commemorates the 80th anniversary of the armistice that brought an end to the fighting in World War I. The armistice took effect at 11 A.M. on November 11, 1918 – the eleventh hour, of the eleventh day, in the eleventh month. In the United States we now celebrate Veteran's day on November 11. The exhibit will run through December 18.

And O ye to whom this day of tumult
Will be the silence of the written page,
Remember us!
Be ye swift runners with the torch
We hand to you!

Edgar Lee Masters

Rich Ring, History Bibliographer
Jim Smith, Chair, Watson Library Exhibits Committee

PUBLICATION

Armed with Patience: Daily Life in Post-Soviet Russia by Margaret Winchell, was published last summer (by Hermitage). It is based on the column "Letters from Russia" that Meg wrote for the Lawrence Journal-World in 1993 and describes her experiences and observations during the two academic years (1992/93 and 1996/97) she and her family spent in St. Petersburg.

Rob Melton, Publications Coordinator

ATTACHMENTS

Committee minutes:

Staff Development Committee, 10/08/98

Classified Conference Executive Board, 10/20/98

Travel Reports: Neeley, Coleman

Staff Development Committee

Meeting Minutes

October 8, 1998

Present: Vic Cardell (Chair), Sandy Gilliland (ex officio), Lars Leon, Stephanie Schaffner (recorder), Lyn Wolz. **Absent:** Kendall Simmons (Treasurer), Kristi Utchell

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

Travel: There were no new travel requests brought to the meeting but since the last meeting 2 requests were reviewed and approved by e-mail:

Karen Cook is presenting a paper at the North American Cartographic Information Society National Conference in Milwaukee, WI from October 7-10.
Malcolm Lodwick will travel to the National Leadership Development Institute for Library/Media Support Staff in Culver City, CA on November 8-10.

Annual Report: Vic announced that last year's Annual Report was revised and approved by last year's SDC members. The revised report will be published in FYI as soon as it is approved by LFA Exec.

Themes: Discussion was continued on a theme for this year's SDC program. Further information is needed before a decision can be made. On behalf of the committee, Lars shared some of our draft SDC theme ideas related to the new system with John Miller. Lars also invited John to attend our October 22 meeting so he can participate in our brainstorming discussions on this possible theme. John can answer our questions related to training and other events that Automation has planned in relation to Endeavor. SDC will try to identify activities to sponsor which would be complementary to the technical training if we choose a theme relating to the implementation of the new system.

Charges: We received and discussed our charges from LFA Exec. SDC is charged to continue and complete its research to determine whether the "share" approach to allocating funds is our best choice. In order to complete our research, SDC will conduct a needs assessment survey of the LFA members which will be complementary to the Classified employee survey completed last year by the Classified Conference Executive Board. The SDC members agreed that most of our efforts this year will be devoted to this charge. Sandy retrieved and distributed a document from the University Archives which provides information on when SDC began using the "share" system of allocating funds. Vic assigned some reading for committee members to get (re)acquainted with the research which has already been done so that we may determine where to go from here. Committee members are to familiarize themselves with these documents:

Appendices II, IV, VI of the SDC's FY98 Final Report
Charge II in SDC's FY98 Final Report

Classified Conference Executive Board
Meeting Minutes
October 20, 1998

Present: Mary Ann Baker, Diana Dyal (vice-chair), Jennifer Evensen (secretary), Sue Hewitt, Kelly Klinke, Michelle Rader, Carmen Orth-Alfie (chair)

Chair's meeting with Associate Dean (AD): Carmen reported on her meeting with Marilu Goodyear, Associate Dean of Libraries. The AD recently attended a meeting with the Chancellor and other University administrators where the possibility of removing KU Classified employees from the state's Civil Service system was discussed. The Chancellor is willing to push for some type of increase in pay solely for KU Classified employees. KU Classified employees' salaries could possibly be increased to reflect the higher cost of living in Lawrence. The CCEB agreed with the suggestion of sending a representative to attend the KU Classified Senate meetings to keep abreast of this and other issues important to Classified staff.

The AD also provided an update on the status of the Endeavor system. John Miller will send out updates via e-mail when he returns from Chicago. An up-to-date report will be on the Endeavor Web site within the next few weeks as well. As the Computer Center will soon be going through major transitions of their own, this could possibly affect the implementation timeline for the Libraries. The next version of Endeavor, which would address the problems with serials on the current version, is due out in March 1999. An overview of the system would be done two to three months before the beginning of implementation, and training would occur as the actual implementation date drew nearer.

Other issues discussed by Carmen and the AD included the CCEB's plans for a general meeting, supervisory training, and the AD's definitions of "training" and "development", which appear below:

"**Training** includes workshops which have 'how to' content and directly relate to the person's job responsibilities. **Development** is everything else, including attendance at professional association meetings, such as ALA, SAA, etc."

Coordinating Council: Carmen reported on issues discussed at the September 30 Coordinating Council, including an update on the implementation of Voyager. The work with bringing up the system is progressing, and the Libraries has received its first bill from Endeavor. Several data conversion issues have arisen which may affect which version of the system software we will use. John Miller will be in Chicago to work on such issues. The state contract for the hardware is being help up somewhere in Topeka, and if this is not resolved soon, the Libraries may have to go out on bid for the equipment. Due to these factors and others, an implementation date of December 1998 is not realistic. John will meet with the transition team after he returns from Chicago and more information will be shared with staff at that time.

A handout outlining the steps for circulation policy changes was distributed and discussed, as well as a handout detailing proposals for use of a portion of the funds generated by the Instruction Technology Fee. The Libraries' three proposals being forwarded to the Provost's Office were an electronic classroom for Watson, public laser printing, and undergraduate document delivery via UnCover. These and other proposals submitted by campus departments will be reviewed by a student committee. The committee will then make recommendations to the Provost as to which ones should be funded.

Other topics discussed included the 1999 ARL meeting in Kansas City, the 1998-99 KU Research Development Fund competition, and various personnel updates, including recruitment for Nancy Jaeger's position and a redistribution of some of her duties in the meantime. Sandy Gilliland reminded everyone that it is okay to over-spend work-study funds, but units must remember that 25% of the amount overspent much come out of their regular student hourly budget.

Old business: Plans for a general meeting were discussed. Carmen brought Board members up to date about the possibility of K-State staff members coming to discuss their experiences in implementing the Endeavor system, including changes in workflow and staffing. Such a presentation could possibly be sponsored jointly by the CCEB and LFA Exec. and would be open to all library faculty and staff. Another suggestion for a general meeting would be to have a representative of the Flint Hills Technical College discuss their library assistant program and courses.

Charges to the Personnel Committee (PC) were discussed and re-worked. In addition to the standing charges and the charge to follow up the Needs Assessment Survey recommendations, the Exec. Board decided to add the charge of examining the trends in hiring Library Assistants I, II, and III over the past five years. A charge to develop some sort of standard supervisor evaluation form will not be given to the PC for the time being.

New business: With the recent departure of Shelley Sandberg and upcoming departure of Michelle Rader, Group I (Retrieval Services) will be without representation. Michelle will try to solicit a volunteer to serve out the remainder of her term before her last day. Any interested Retrieval Services staff member should contact any officer or other representative about serving on the CCEB.

Shelley's position as a Classified representative on the Planning and Resources Committee (PRC) also needs to be filled. Sue graciously volunteered to serve out the remainder of Shelley's term on PRC.

Group news: Government Documents and Science are in the process of discussing their future integration in Anschutz. It is not yet known whether or not there will be one central circulation and staff reference point in Anschutz, or if there will also be a reference point in Budig where the Government Documents collection will be housed.

The next CCEB meeting will be Tuesday, November 17 from 1-3 PM in Conference Room A.

THE UNIVERSITY OF KANSAS LIBRARIES

TRAVEL REPORT

Name: Vicki Coleman

Department: Engineering Library

Name of Event: 133rd ARL Membership Meeting

Location: Washington, D.C.

Date(s) of Travel: 13-16 October 1998

The Association of Research Libraries (ARL) comprises the libraries of North American research institutions and functions as a forum for the exchange of ideas and as an agent for collective action. Membership meetings are held twice a year and are normally attended by the deans and directors of member institutions. The theme for this particular meeting was: "Confronting the Challenges of the Digital Era."

I attended as a participant in the ARL-Leadership and Career Development Program (LCDP). We were invited to share our assessment of the LCDP and to hear first-hand how academic library deans /directors address the issues that challenge their institutions and the profession. This opportunity proved both very exciting and rewarding.

Obviously, library deans/directors are accustomed to managing their time wisely. Meetings took place between 7:30 a.m. - 5:30 p.m. and included "working" breakfasts and lunches. Topics discussed in the meetings that I attended included: the competition in scholarly publishing, the impact of publisher mergers on journal prices, and staffing for the digital era. On the final day, David Schulenburger and the provost from the University of Rochester gave speeches concerning the scholarly communication crisis.

The most valuable part of my experience was listening to the deans/directors share their insight on a wide variety of topics. By attending the ARL Membership meeting, I hope to bring back to the workplace a much broader perspective on the issues facing libraries.

I thank the KU library administrators and the ARL staff for affording me the opportunity to attend this event.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

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

Name: Kathleen Neeley Department: University Archives

Name of Event: Midwest Archives Conference Location: Ann Arbor, Michigan

Date(s) of Travel: September 14-18, 1998

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

The Midwest Archives Conference this fall was held at the University of Michigan in Ann Arbor. I attended a number of informative sessions and two excellent presentations by biographers Richard Norton Smith and James Tobin. In addition I helped Becky Schulte put up an exhibition on "Harriet," the Kenneth Spencer Research Library's traveling exhibit panel, as part of a very useful session entitled "Reaching Out: Exhibits for Archivists."

"Copyright Issues for the Next Millennium" was an excellent session focusing on copyright issues as they relate to electronic information, especially the placement of primary documents on the World Wide Web and the possible consequences for the archival community. Susan M. Kornfield gave an fact-filled vision of the future from the lawyer's point of view and Bill Maher from the University of Illinois gave a summary of recent activities related to copyright among archivists.

Another interesting session was about a grant-funded international exchange project including the University of Michigan School of Information, the Bentley Historical Library and the University of Fort Hare in Alice, South Africa, alma mater of Nelson Mandela and other black African leaders. The purpose of the project was to assist archivists at Fort Hare in the preservation of historical records generated by South African liberation movements and other collections. Between March and June 1998, eight graduate students, along with supervising faculty and archivists, traveled to South Africa to work in the archives of the Center for Cultural Studies at Fort Hare, processing, cataloging, and developing finding aids. This project was funded by the United States Information Agency.

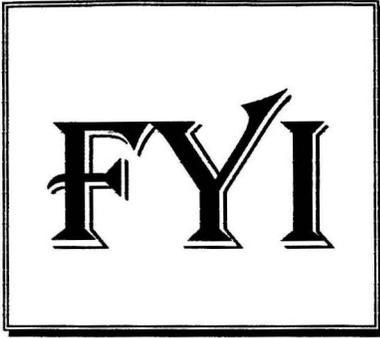
"Producing CD-ROMs" provided reports on three archives who have produced CD-ROM products to promote, preserve and enhance access to archival material. Wright State University produced a CD-ROM on the most popular images from the Orville and Wilber Wright Collection, American Express made 35mm slides and then digitized

(Return this report to the Library Administrative Office, 502 Watson Library)

company photographs, travel brochures, advertisements, sample products, marketing material, posters and oversize artwork for a CD-ROM product, and the University of Nebraska-Lincoln created a CD-ROM on the history of Nebraska media, emphasizing Johnny Carson. General comments included: it takes longer than you think, it doesn't necessarily create income or even pay for itself, but it can promote, preserve and enhance access to archival collections.

Several other sessions I attended included "Information-Seeking Behaviors: Implications for Archives and Organizations," "Finding Time: Archival Research and the Profession," and "Researching Web Sites." I was also able to attend a special tour of the Gerald R. Ford Library and also visited the Bentley Historical Library. The Ford Library is part of the presidential libraries system administered by the National Archives and Records Administration. It contains more than 20 million pages and 500,000 audiovisual records documenting the life, 25-year congressional career, vice presidency, and presidency of Gerald Ford. The tour provided an overview of the Library's manuscript and audiovisual departments, electronic access, national security and other access issues, and public programs. The Ford Library is housed in a very attractive facility which might be somewhat like our upcoming Dole Institute for Public Service and Public Policy. The Bentley Historical Library serves as a repository for materials documenting the history of the State of Michigan and the activities of its citizens and institutions. It is also the official archives of the University of Michigan, a somewhat unusual combination.

I would like to thank the Staff Development Committee for their financial support which permitted me to attend this symposium.



The University of Kansas Libraries

Number 1462

Date: November 19, 1998

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

PREPARING FOR A "MASTER PLAN" FOR LIBRARY SPACE AT KU

Below is a summary description of the scope of work I have asked Craig Patterson, a highly respected architect and former member of the KU faculty, to undertake. Mr. Patterson will help set the stage for the development of a master plan for KU's libraries, one that will be consistent with the University's recently approved overall master plan.

My intent, in cooperation with Warren Corman, University Architect, and Design, Construction Management staff, is to have by the turn of the year a set of presentation materials that will help explain the challenges the University faces because of severe shortages of space for library functions (a deficit of almost 200,000 net assignable square feet, per Kansas Board of Regents standards) and the obsolescence of much of that space for both traditional and emerging library functions. But—much more importantly—the materials will help me illustrate, comprehensively, the essential roles of libraries as KU works towards building “premier learning communities.”

My charge to Mr. Patterson derives from information found in reports that were prepared as long ago as the early 1950s and as recently as the last two years, thanks to the hard work of so many of you. Kent Miller, who is working closely with Mr. Patterson, has shared copies of copious amounts of this background information with Mr. Patterson.

I want to emphasize that the concepts I describe here are just that—concepts. The materials being developed by Mr. Patterson will help all of us to discuss the many issues and options within these concepts—among ourselves; with faculty, students and other users of KU's libraries. I will then present the vision to university administrators who ultimately must make decisions about the future physical plant for KU's libraries and then work with me in advocating public and private funding to support those decisions.

* * * * *

Task 1 - Planning and Analysis of Proposed Physical Improvements

The Three Primary Library Facilities:

Watson Library

- Review the original 1920's building design to identify the traditional architectural elements of the main reading room and related public spaces that may be restored. Prepare a report that will include a visualization of the reading room space which will capture the character of the original space.

(continued)

- Prepare estimated costs for reading room restoration, interior finishes and furnishings. Prepare schematic plans for the reconfiguration of space in Watson library. These plans will include calculations for numbers of study stations/seats for faculty and students based on Kansas Board of Regents guideline values for institutions of higher education. Prepare colored schematic plans of the individual floors of Watson, including all public reading rooms, staff work areas, administrative areas, building services and collections areas.
- Estimate costs for conversion of some areas presently used for collections to uses for office, meeting, conference and reading rooms, including anticipated costs for mechanical, electrical systems and interior finishes. A cost per square foot for space to be renovated will be provided.
- Prepare a written scope of work for all overall building improvements required to ensure a high quality environment. Total project estimates with an itemization of construction cost by major building systems will be presented.
- Identify in the simple schematic plan for the facility the networking, voice and data line and equipment configuration for providing state-of-the-art telecommunications and Internet access to meeting, study (including the revived Reading Room) and work areas.

Anschutz Library

- Review original building plans to identify the size and distribution of space included as a future addition to the south of the facility. Schematic plans of the anticipated use of individual floors in the existing facility, including the addition, will be needed.
- Prepare estimates of construction costs for the addition.
- Prepare estimates of renovation costs for portions of the existing space in Anschutz.
- Prepare estimates of costs for updating and improving conference and meeting spaces for multi-media uses and 24 hour-a-day study facilities.
- Prepare an exterior elevation of the Anschutz addition in a black and white rendering.

Spencer Research Library

- A principal design consideration for this facility is the need to ensure that the building presents a public entrance and interior spaces to introduce individuals to the activities within Spencer Research Library. The recommendations of this study may set the stage for a future space planning study of access to services associated with rare books, manuscripts, archives and special collections, as well as a future digital library based on those collections.
- Estimate roughly the cost for space improvements, including general building improvements and roofing and finishing of the top floor.

For the Three Specialized Libraries

Spahr Engineering Library

Murphy Library of Art and Architecture

The Gorton Music Library (to be constructed 1998-2000)

- Prepare simple schematic space plan layouts, including occupancy and size as required areas for conferencing, meeting and multi-media spaces, based on the design work for the larger libraries and itemized by type of space.

Estimate costs by type of space and level of furnishings to be developed.

Examples of the types of space needed might include the following:

(continued)

- A. Conference Room for 20
 - B. Study space for a team of 8-10 students
 - C. Individual Internet study carrels
 - D. Electronic reference training facility
- Prepare a black and white rendering of a typical interior meeting and conference space, identifying unique features to be included in this type of facility.

For the KU Library System

- Include in the report information generated by other sources on the location and design of a new Book and Archival Record Depository Facility proposed to be constructed on the Lawrence Campus (West Campus). All design information to be provided by the KU Libraries.
- Prepare an overview "map" or schematic master plan of the relationship of the primary library facilities and the smaller, more focused specialty libraries as well as the proposed Book and Archival Record Depository (West Campus). This graphic document will include text statements for the proposed plans for individual libraries given their location on the Lawrence campus with an inset identifying relationships to the library activities at the Edwards and Medical Center campuses.
- The base "map" for this information will be a graphic, configured to identify locations on the Lawrence campus. The "map" will be designed to convey the concepts outlined in the strategic plan for the KU Libraries. This graphic will be produced in color.

Task 2 - The Report and Additional Graphic Exhibits

The report will be delivered in a loose bound 8 ½" x 11" document format, including all analysis, estimates and presentation pieces produced as black and white copy work. The exception will be the color base "map" and schematic plans for the three large libraries, which will be inserted as color pages.

- An electronic version of the entire document in Microsoft Word will be provided.
- Photographs and renderings used in the report will be provided in digital format. The requirements for file formats will be provided by KU.
- Additional graphics and color renderings will be proposed and delivered under a separate contract.

I look forward to reviewing Mr. Patterson's work with you early in 1999 as we work towards a plan for the future of library facilities at KU.

* * * * *

W. J. Crowe

HOLIDAY ADOPTEES

The Holiday season is a time people choose to share with those less fortunate. That opportunity has been simplified by the announcement of Penn House families attached to this issue of FYI. A list of senior citizens will be available soon.

Rita Wilson

RETRIEVAL SERVICES: WHOM TO ASK ABOUT WHAT

Retrieval Services has included an in-house directory for this issue of FYI. It is very informative and you will want to keep it handy.

Rita Wilson

(continued)

LIBRARY STAFF DIRECTORY

The library's phone directory has been revised and is being sent out with this issue of FYI. Please call me if there are any corrections.

Rita Wilson

ATTACHMENTS

Committee minutes:

LFA Fall Meeting, 11/05/98

Electronic Information Council, 11/14/98

Holiday Adoptees List, 11/98

Retrieval Services Directory, 11-98

Library Staff Directory (revised 11/12/98)

**LFA FALL MEETING
NOVEMBER 5, 1998**

MINUTES

The Library Faculty Assembly met for its fall meeting at 10 o'clock a.m. on November 5, 1998 in Conference Rooms A and B in Watson Library.

Chairman Brian Baird called the meeting to order and asked that new members be introduced. Sandi Miller, Government Documents Operations Manager was introduced by Donna Koepp. Vicki Coleman, Engineering Librarian was introduced by Mel DeSart. Michiko Ito, Librarian in East Asian was introduced by Vickie Doll. Three long time library staff members who are new to LFA are Mary Miller, who was introduced in her new role as permanent member of the Reference Department staff by Cindy Pierard, Lars Leon was introduced by Rachel Miller in his new role as manager of Interlibrary Loan in Retrieval Services and Brian Baird announced that Sarah Couch, who was not able to attend, is now in a new position as head of Access Services.

Chairman Baird then introduced the LFA Executive Committee, who are as follows: Ken Lohrentz, Chair Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Brad Schaffner, Librarian II representative, Loretta Spurling, Librarian I representative, and Meg Brown representing Unclassified Professionals. This was followed by the introduction of each of the LFA Committee chairs, who in turn introduced their committees. They are as follows:

Library Committee on Promotion and Tenure

Cindy Pierard, LI, Chair, Mary Roach, Sherry Williams, and Mary Hawkins, LIII representatives, John Richardson and Mel DeSart, LII representatives.

LFA liaison: Rob Melton

The Committee just finished reviewing sabbatical files and will soon be reviewing files for promotion.

Nominating and Ballot Committee

Faye Christenberry, Chair

Kathy Graves and Judith Emde

LFA liaison: Brian Baird

Baird complimented the Committee on the efficiency with which they conducted the election that replaced LFA Exec LII representative when Lorrie Knox resigned.

Committee on Staff Development

Vic Cardell, Chair

Lars Leon, Stephanie Schaffner and Sandy Gilliland, ex-officio

LFA liaison: Brad Schaffner

Cardell emphasized in his report that the Staff Development Committee serves all staff and not just LFA members. Work continues on staff development funds needs assessment.

Committee on Planning and Resources

Meg Brown, Chair

Jim Neeley, Rich Ring, and Becky Schulte

LFA liaison: Meg Brown

PRC has been charged to "Map out a strategy to enable PRC to play an advisory role in Library planning and budgeting activities. PRC should consult the Libraries strategic plan, the 2001 Initiative, and any other documents that might aid in strengthening the role of PRC. PRC will develop one or more activities to support this role and prepare a short report to LFA Exec by the beginning of December 1998

outlining these activities. In the spring semester PRC should work to implement one or more of these projects/activities.

Committee on Salaries and Benefits

Kathleen Neeley, Chair
Mary Hawkins and Bryan Culp
LFA liaison: Ken Lohrentz

The Committee will complete the salary compression study, keep abreast of the Board of Regents' plan to provide a salary supplemental adjustment of 12% over a three-year period, and document the salary ratio formula for determining merit increases each year.

Committee on Code and Bylaws

David Pardue, Chair
Barb Gaeddert and Roger Anderson
LFA liaison: Donna Koepp

The Committee will report on and distribute at this meeting, the revised Code, which makes necessary changes concerning the elimination of CESR and the establishment of CRSA; they will mount the Code and Bylaws on the LFA Web site when it becomes available; and they asked to meet with LFA Exec on their third charge, which is to develop language for a Code revision that would direct the Nominations and Ballot Committee to submit any approved Code or Bylaws changes to the Executive Committee so that they can be given to the Code and Bylaws Committee for addition/revision of the Code and Bylaws.

Committee on Research and Scholarly Activity

Nancy Burich, Chair
Cindy Pierard, Jana Krentz, Gordon Anderson, and Kathleen Neeley, ex-officio
LFA liaison: Loretta Spurling

CRSA will develop a Web site that will include a list of funding opportunities, requirements for research and scholarly activities, and award procedures for various research funds. They will investigate privacy issues of developing a list of fund recipients of various awards. Some discussion of the privacy issues followed. It was pointed out that the announcement of awards is not private, but that making copies of the grant proposal available would generally not be acceptable. It was pointed out that although the activity now underway was a passive approach, a more active approach is being considered in the future.

Baird announced that the development of the LFA Website will be an Exec project for this year, and that he expected it to be available before the end of the academic year. Meantime, there is an LFA folder on the U-drive that can be used for LFA information.

Baird asked for reports from the floor from LFA members who serve on University governance committees. Deborah Dandridge reported on the University Compensation and Benefits Committee which is working on a job satisfaction survey. This will be made public when it is completed.

Cindy Pierard reported on the Academic Computing and Telecommunications Committee. They are dealing with the issue of implementing GroupWise campus-wide which is being encouraged by Chancellor Hemenway. The major objective is to promote interaction among all members of campus and the 'beyond e-mail features' for use with students, to enhance instruction, etc. Issues of training have been considered. The Libraries will likely be among the first with the new 5.5 version. Pierard also announced that there would be a University Intellectual Property Committee formed. Marilu Goodyear announced that she would be chairing that committee.

The question arose about whether the University would be providing 800 number access soon. Bill Crowe said that it was not currently under consideration but may be considered at some future time. We must rely on the KANS-A-N number access for now.

Baird reported on the Senate Library Committee with input from others. There are four faculty members of SLC. Bill Carswell is currently Chair, Marilyn Stokstad, Ron Francisco, and Daniel Politoske. There is an equal number of student members. At each meeting Bill Crowe and Marilu Goodyear give a Libraries report. A recent report dealt with collection space and staff and salaries. It was pointed out that our Libraries have 40 fewer staff positions than the average of our peers, a fact that came as a surprise to members of SLC. There is a Task Force on Communications working on reviewing the Libraries' new publication *Currents*. The December SLC meeting will deal with electronic ILL requests and the new online system report. The February meeting will be on Circulation Policy, and at a spring meeting library facilities will be discussed, specifically the potential move of Government Documents, Business and Economics to Anschutz and the dance collection to the Music Library.

David Pardue reported for the Committee on the Code and Bylaws on the revised Code which was distributed at the meeting. Anyone not attending the meeting will receive a copy in the mail. If you were not in attendance and did not receive a copy, please let David know. All references to the Committee to Evaluate Service and Research have been eliminated. A new section, 3.3.10 adds the Committee on Research and Scholarly Activity. There were minor changes made to 2.2 to make it consistent with the other changes. The Code and Bylaws will be added to the LFA Website when it becomes available. It was suggested that meantime it be put in the LFA folder on the U-drive. Sandy Gilliland has a copy of the current Code and Bylaws on diskette in her office.

Marilu Goodyear reported on the new Conflict of Interest Form. Changes concern primarily conflicts of time, and deal with commitments to businesses as well as to KU. There is a consulting policy in existence. Questions concerning financial interest have not changed. Teaching credit courses at other institutions may be in conflict since they may be considered to be in competition with KU. Responding to a question about librarians' teaching in the School of Library and Information Management program at Emporia State, Goodyear and Crowe pointed out that it was allowed only in cases of emergency per general policy on teaching at other universities. There has been a previous ruling that teaching for other universities is not permitted. If we have the opportunity to teach, however, and wish to pursue it, we should talk it over with the Library Administration.

Goodyear pointed out that when we are filling out the forms, we should err on the side of reporting. The forms are reviewed, and if something we have reported is determined not to be a conflict, they will let us know. If something is a real conflict, they will get back with the Administration, and things will be worked out with the employee. The use of the term 'family' in the form, means immediate family. The deadline for returning the form to Sandy Gilliland is November 9. The department head does not sign the form. This form on Conflict of Interest is in addition to the 'statement of substantial interests' which is submitted directly to the Kansas Commission on Governmental Standards and Conduct for those who have fiscal responsibilities.

Goodyear next briefed us on the new process for evaluation and rating of performance, service and research. Service and research will now be evaluated along with performance by the supervisor. There will be training sessions during November for all faculty on the new process, which will include the purpose and what is included in service and research. Included in the FASAR packet will be the Guidelines for Service and Research which were developed a couple of years ago by CESR and LFA Exec. This document will be reviewed after this year's process to see if revisions are in order. Performance, service and research will each be evaluated and rated separately by the supervisor. Gilliland and Goodyear will do the initial review for consistency and any problems will go back to the supervisor and may be discussed in general with the supervisors group. Overall ratings will be assigned by Crowe and Goodyear. When a librarian is supervised by more than one supervisor, the 'primary' supervisor will do the service and research evaluation. The deadline for turning in FASARs is December 15, two weeks

earlier than before. Crowe pointed out that the reason for the earlier deadline is that salary recommendations will probably be asked for earlier this year. It is critical that supervisors complete their work by the deadline also.

It was pointed out that our rating categories for annual merit salary reviews are now different from those used in the University promotion and tenure process, and it was suggested that this needs to be reviewed. It will be revisited in the spring.

Under new business, it was asked what is happening with strategic planning, and what is LFA doing about it. Strategic planning is currently on hold in the Libraries. The 2001 Initiative is moving ahead in practical ways.

In answer to a question about a report from the Spencer Research Library consulting team, Crowe responded that no report has yet been received. It will be reported on later.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Donna Koepp, LFA Secretary

Minutes - Electronic Information Council - 14 October 1998

Present: Christenberry, DeSart, Gibbs, Gillespie, J. Miller, M. Miller, R. Miller, J. Neeley, J. Rholes

Absent: Coleman, Goodyear, Spurling

Guest: R. Anderson

Jim began the meeting by discussing comments received on each of the IAC databases to which we were given trial access. The databases tested are part of an IAC package that the Colorado Alliance of Research Libraries (CARL) currently provides access to. The Regents schools are considering collaborating with CARL on possible package deals with database producers. An important part of that process is to find products that both consortia wish to provide access to.

Roger attended the meeting specifically to comment on LegalTrac. He liked the coverage, by date, subject, and item type. He also thought the interface was clearly formatted and easy to use. There IS some significant coverage overlap with Index to Legal Periodicals and Congressional Universe. Roger would recommend access.

Other e-comments received included an impression of significant overlap with existing sources. Another indicated that LegalTrac would be a useful tool to support some of the programs on the Edwards Campus.

Faye then began comments on the General Reference Center. She was not impressed. The content is reasonably good, but overlaps heavily with EAI. The e-reference works component is OK, but most of the titles available overlap with existing print or e-resources. The product seemed more appropriate for a public rather than a research library.

Discussion next turned to the Computer Database. Vicki had e-mailed comments to Jim and those were read to the group. Vicki basically recommended against providing access to this database because virtually everything in the product is covered by some combination of Computer Select, Microcomputer Abstracts, and Inspec, all of which we current provide access to. John commented that it adequately covered a few sample searches that he did. Mel commented that we could probably provide either Computer Select or the Computer Database, but that there was little need to provide both. Nancy Burich liked the Computer Database in part because it would be accessible from Edwards, which is not the case currently with Computer Select.

General Business File ASAP was discussed next. E-mailed comments from Loretta suggested that this database would not provide much in the way of increased coverage over existing products.

Faye asked whether the Regents schools would feel any pressure to join in with any of these databases. Jim indicated there would be that possibility.

Mel mentioned that most of the evaluations we had heard seemed to have been made based on the assumption that the products tested would be additions to existing resources rather than potential substitutions. He questioned whether existing subscriptions could be canceled and similar access from the products tested be provided instead. A short discussion then ensued about which products might more likely be considered substitutes rather than additions.

The KU Libraries will indicate their interest in each product at the Regents Database Committee meeting on Friday, October 16. Once all Regents schools are heard from, quotes for access of each database by all interested schools will be solicited. We then have to determine whether to purchase access at the price(s) offered or not.

We then went back and covered Informe, a Spanish language product and the last of the databases to be considered. Jana had provided comments to Jim indicating some interest. Jim will pursue further with Jana. Other comments were generally favorable but not decisive.

EIC then approved a request from Susan Craig for access to Architectural Index.

Julia inquired whether fulltext access to Contemporary Women's Issues (FirstSearch) could be made available. Jim explained the current arrangement with how KU accesses FirstSearch databases and what the somewhat convoluted options would be to provide fulltext access to this product.

Finally, Mel asked about EIC's consideration of e-journals. Jim indicated that though EIC had set a priority of discussing databases and unique products ahead of e-journals, bibliographers should not be discouraged from submitting PRs for e-journals.

Holiday Adoptees' List

It's time for the Holiday Adoptees again! This year's committee consists of Janet Revenew, Helen Dee, Lin Fredericksen, Susan Craig and Kendall Simmons. Monetary donations can be given to any of them or to Barb Gaeddart, KULSA treasurer. Checks should be made out to KULSA. Gift donation boxes will be set up on Watson 2nd and 5th floors, Anschutz and Spencer Research.

We've got the Penn House families already (the gift request list is below) and should have the Douglas County Senior Services list soon. Once we hear from them we can give you a deadline for donations. The date for the wrapping party will also be set later.

The adoptee list will be updated regularly at the KULSA website at <http://raven.cc.ukans.edu/~ksimmons/kulsa/kulsa.html>

HAPPY SHOPPING!!!!!!

Penn House Family #69

Girl 13

medium shirt
14S jeans
hat and gloves
reading books
Barbie with pink stripes and beads
small stereo

Girl 12

medium top
14R jeans
Winnie the Pooh watch
hat and gloves
Barbie (any)

Girl 11

small children's top
10S jeans
fingernail kit with designs
hat and gloves
Barbie (any)
doll house furniture

Boy 9

medium boy's top
10S jeans
little toy robot
handheld video game
hat and gloves

Mom

XL top
18W pants
silverware
dishes
bath towels
twin sheets
hat and gloves
Eternity perfume

Penn House Family #92

Girl 8

10-12 shirt
10R pants
little kitchen
Mousetrap game
Barbie (any)

Boy 11

14-16 shirt
16R pants
handheld fishing game
tearaway sweats

Girl 11

14-16 shirt
16R pants
Glamour Magic nail set
Mystery Date game

Mom

3X top
24W pants
towels and washclothes
pots and pans
Vanilla Fields perfume

RETRIEVAL SERVICES: WHOM TO ASK ABOUT WHAT (As of November 1998)

ask about ...

Talk with ...

Accounting

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

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

Approval Plans

Questions about most recent shipment, titles in process
Questions about coverage of particular titles and publishers
Profile changes, vendor performance issues, problems, reports

Charlotte Talley, Kathy Lathrom
Rachel Miller
Rachel Miller

Book Orders ("firm," "slip," etc.) (4-3479)

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

Hope Ball, Carol Ann Vernon, Verna Froese
Carol Jeffries, Rachel Miller
Tyra Babington, Carol Ann Vernon, Hope Ball, Verna Froese
Verna Froese, Carol Ann Vernon, Hope Ball
Carol Ann Vernon, Hope Ball, Verna Froese
Hope Ball, Carol Ann Vernon, Verna Froese
Carol Jeffries
Rachel Miller

Book Receiving (4-3476)

Approval receipts
Firm order receipts

Charlotte Talley, Kathy Lathrom
Kathy Lathrom, Tyra Babington, Charlotte Talley

ax Number (4-3855)

Gifts (One-Time) (4-8923)

George Gibbs, Assistant Dean, c/o Cataloging Department

Interlibrary Borrowing for KU Patrons (4-3960)

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

Tina Spray, John Lynch, Shelley Sandberg
Lars Leon
Lars Leon

Interlibrary Lending to other Libraries (4-3964)

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

Shelley Sandberg, Pamela Bonham, Steve Shartran
Pamela Bonham
Lars Leon
Lars Leon

Publisher and Vendor Catalogs (4-3476)

Kathy Lathrom

Sale of KU Publications

Lois Bauer

Serials Exchanges and Gifts (4-3535)

Karon Ballard, Luceil Hamlin

Serial Orders (4-3535)

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

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

Serials Receiving (4-3476)

Kathy Lathrom

RETRIEVAL SERVICES STAFF (As of November 1998)

Tabington, Tyra Book Orders, Book Receiving	4-8895, tbabington@ukans.edu
Ball, Hope Book Orders, Serial Orders	4-8834, hcundiff@ukans.edu
Ballard, Karon Serial Orders (Claims, Serials Exchanges/Gifts)	4-8883, kballard@ukans.edu
Bauer, Lois Serials Accounting, Sale of KU Publications	4-8885, lbauer@ukans.edu
Blevins, Pam Interlibrary Borrowing and Lending	4-8892, pblevins@ukans.edu
Bonham, Pamela Regents Center Liaison, Interlibrary Lending	4-8896, pbonham@ukans.edu
Cook, Muriel Serial Orders	4-8882, mcook@ukans.edu
Copp, Linda Serial Orders (Claims)	4-8836, lcopp@ukans.edu
Froese, Verna Book Orders	4-8835, vfroese@ukans.edu
Gillespie, Gaelle Serials Librarian	4-3051, ggillesp@ukans.edu
Hamlin, Luceil Serial Orders	4-8859, lhamlin@ukans.edu
Jeffries, Carol Book Orders	4-8832, cjeffrie@ukans.edu
Lathrom, Kathy Book and Serials Receiving	4-8897, klathrom@ukans.edu
Leon, Lars Interlibrary Loan/Document Delivery Librarian	4-3073, lleon@ukans.edu
Lynch, John Interlibrary Borrowing	4-8887, jlynch@ukans.edu
Miller, Rachel Acquisitions Librarian, Department Head	4-3078, rmiller@ukans.edu
Shartran, Steve Interlibrary Lending	4-8891, sshartra@ukans.edu
Spray, Tina Interlibrary Borrowing	4-8886, tspray@ukans.edu
Talley, Charlotte Accounting, Book Receiving	4-8893, ctalley@ukans.edu
Traxler, JoAnna Book and Interlibrary Loan Accounting, Sale of KU Publications	4-8884, jtraxler@ukans.edu
Cavemon, Carol Ann Serial Orders/Book Orders	4-8837, cavemon@ukans.edu

**UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY, rev. 11/12/98**

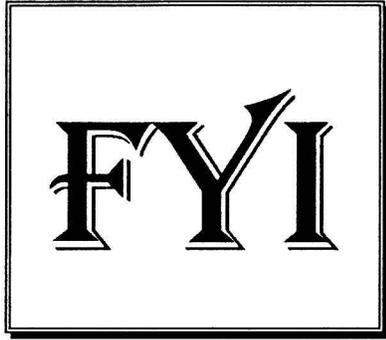
NOTE: Many library staff have direct telephone lines; see the staff listing for individual staff telephone numbers. The numbers listed below are in most cases the main number for the desk or department.

ADMINISTRATIVE OFFICE , 502 Watson		FACILITIES , Level 3 Watson	8989
VC for Information Services & Dean of Libraries, William J. Crowe	4999	K. Miller, Hatton	
Gorman, Rosenbloom			
Associate Dean of Libraries, Marilu Goodyear	3601	KANSAS COLLECTION , 220 SRL	4274
Dawber, Gilliland, Lafferty, Proctor, Swartz, R. Wilson, Woodruff		S. Williams, Culp, Dandridge, K. Eshelman, Fredericksen,	
Assistant Dean, Automation, John Miller,	3894	M. Hawkins, Hollingsworth, Schulte	
Level 4 Anschutz Library			
Assistant Dean, Collections and Processing, George Gibbs,	8923	LAW LIBRARY , 200-A Green Hall	3025
Level 2 Watson		Joyce McCray Pearson, Director	
Assistant Dean, Information Services, Julia Rholes,	8995		
350 Watson	8989	LIBRARY INFORMATION LINE , Level 3 Watson	3956
Facilities Officer, Kent Miller, Level 3 Watson			
		MAIL ROOM , Level 1 Watson	3080
		Hatton, Coburn	
ACCESS SERVICES			
Sarah Couch, Level 4 Watson	8979		
Circulation Desk , Level 3 Watson	8983	MUSIC LIBRARY , 448 Murphy	3496
D. Mitchell, Owens, Orosco, Samuelson, Shively		Cardell, Smith	
Fines Office , Level 3 Watson - Samuelson	4715		
Reserve Desk , Level 3 Watson - Orosco	3396	PRESERVATION	
Periodicals/Microforms , Level 4 Watson	3950/4661	Baird, Level 1 Watson	3568
Couch, Dee, Hamilton, Revenew		Bindery Unit , Level 1 Watson	3753
		N. Hawkins	
		Marking Unit , Level 2 Watson	3049
ARCHIE R. DYKES LIBRARY-KUMC	8-1-913-588-7166	Unfred	
James Bingham, Director		Conservation Unit , Level 1 Watson	3429
		Brown, Unfred	
ARCHIVES , 422 SRL	4188		
S. Williams, Bunch, M. Hawkins, Kehde, K. Neeley		PUBLICATIONS , Level 3 Watson	3378
		Melton	
ART & ARCHITECTURE LIBRARY , Spencer Art Museum	3020		
Craig, Altenbernd, Lodwick, Snow		REFERENCE & INFORMATION SERVICES	3347
		Reference Offices , Level 3 Watson	3366
AUTOMATION OFFICE , Level 4 Anschutz	5530	Graves, G. Anderson, Christenberry, DiFilippo, Harsh, Kirby, Pierard	
J. Miller, C. Bell, Busset, Dryden, N. Eshelman, Kolatch, Palmquist, Reed			
CATALOGING , Level 2 Watson	3038	REGENTS CENTER LIBRARY , Edwards Campus	8570
Roach, Borton, Chapman, Clodfelter, DiFilippo, Dyal, Dyer,		12600 Quivira, Overland Park, KS 66206	
Evensen, Gaeddert, Gottstein, Horkman, Kottman, Landon,		Burich, Hojnacki, Klinke, Mellenbruch, Spurling, Wolz	
Lohrentz, Marvin, Mauler, Orth-Alfie, Pardue, Richardson,			
Rivera, G. Slater, Soddors, Stamm, Utchell, A. Williams		RETRIEVAL SERVICES , Level 2 Watson	
Serials Cataloging , Level 2 Watson		R. Miller (3078), Gillespie (3051), Leon (3073)	
M. Wilson	3083	Babington, Ballard, Bauer, Blevins, Bonham, M. Cook,	
Fry, Pardue, Rake, A. Slater, Soddors	8940	Copp, Cundiff, Froese, Hamlin, Jeffries, Lathrom, Lynch,	
		Shartran, Spray, Talley, Traxler, Vernon	
COLLECTION DEVELOPMENT , Level 2 Watson	8923	Book Orders 3479	ILL Borrowing 3960
Gibbs		Serial Orders 3535	ILL Lending 3964
			Book/Serials Receiving 3476
COPYING SERVICES , Level 4 Watson	4209		
Turner		SCIENCE LIBRARY , Anschutz Library	
DOCUMENTS/MAPS		Emde, DeSart, Crank, Hewitt, Hu, Kulp, Lasnier, Powell,	
Government Documents , 6001 Malott	4660/4662	Taylor, Waters	
Koepp, R. Anderson, P. Bell, Lohrentz, S. Miller, Simmons, Starr		Science Library Circulation Desk	4928
Map Library , Level 2, Anschutz Library	4420	Science Library Reference Desk	4930
Koepp, Dienes, K. Cook			
EAST ASIAN LIBRARY , Level 5 Watson	4669	SLAVIC , Level 3 Watson	3957
Doll, Ito		B. Schaffner, Husic, S. Schaffner, Winchell	
ELECTRONIC INFORMATION , 210 Watson	3036	SPLAT , Level 3 Watson, (Dept. for Spain, Portugal, and	3351
Leeley		Latin America)	
		Krentz, Sibley	
ENGINEERING LIBRARY , Spahr Hall	3866	SPECIAL COLLECTIONS , 327 SRL	4334
Coleman, Miner, Shaw		Mason, Baker, Case, Clement, Haines, Helyar, Hopkins,	
		Hyde, W. Mitchell	

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, Assistant Dean, Automation	(SP05)	3894
Miller, Kent, LII-Access Services/Facilities	(KMILLER)	8989
Miller, Mary, Prog. Asst., Reference	(MAMILLER)	8998
Miller, Rachel, LII-Retrieval Services	(RMILLER)	3078
Miller, Sandi, Lib. Operations Manager-Docs	(SMILLER)	4660
Miner, Carol, LAII-Engineering	(CMINER)	3344
Mitchell, Donna, LAII-Access Services (Circ)	(DMITCHELL)	8985
Mitchell, William, LIII-Special Coll.	(BMITCHELL)	4334
Neeley, James, LIII-Electronic Info.	(JNEELEY)	3036
Neeley, Kathleen, LII-Archives	(KNEELEY)	4456
Orosco, Joe, LAII-Access Services (Reserve)	(JOROSCO)	3396
Orth-Alfie, Carmen, LAIII-Cataloging	(CARMEN)	8929
Owens, Brenda, LAII-Access Ser. (Circulation)	(BOWENS)	8988
Palmquist, Larry, Senior Lib. Auto. Analyst	(LPALMQUIST)	0218
Pardue, David, LII-Cataloging/Serials Cat.	(DPARDUE)	8933
Pierard, Cynthia, LI-Reference	(CPIERARD)	8990
Powell, Connie, LII-Science Lib.	(CPOWELL)	4931
Proctor, Jo Nell, Acct. III-Admin. Office	(JPROCTOR)	8918
Rader, Michelle, LAI-Retrieval Services	(MRADER)	8898
Rake, Nancy, LAIII-Cataloging/Serials Cat.	(NRAKE)	8940
Reed, Marianne, Sr. 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, LI	(RRING)	3425
Rivera, Cynthia, LAI-Cataloging	(CRIVERA)	8928
Roach, Mary, LIII-Cataloging	(MROACH)	3046
Rosenbloom, Mary, Assist to VC	(MROSENBLOOM)	8921
Samuelson, Gary, Off.Spec.-Access Ser. (Circ)	(GSAMUELSON)	8987
Schaffner, Brad, LII-Slavic	(BSCHAFFNER)	3957
Schaffner, Stephanie, Program Assist.-Slavic	(SSCHAFFNER)	3957
Schulte, Becky, LII-KS Collection	(BSCHULTE)	4274
Schartran, Stephen, LAI-Retrieval Services	(SSHARTRAN)	8891
Shaw, Tanya, LAII-Engineering	(TSHAW)	3362
Shively, Joe, LAII-Circulation	(JSHIVELY)	8984
Sibley, Jill, Program Asst.-SPLAT	(JSIBLEY)	3351
Simmons, Kendall, LAIII-Documents	(KSIMMONS)	4660
Slater, Alex, LAII-Cataloging/Serials Cat.	(JASII)	8940
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/Ser.Cat.	(DSODDERS)	8928/8940
Spray, Tina, LAII-Retrieval Services	(TSPRAY)	8886
Spurling, Loretta, LI-RCL, Ref.	(SPURLING)	8533/8997
Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	8977
Starr, Ingeburg, LAII-Documents	(ISTARR)	4660
Swartz, Denise, Procur. Officer-Admin. Off.	(DSWARTZ)	8919
Talley, Charlotte, LAI-Retrieval Services	(CTALLEY)	8893
Taylor, Toni, LAII-Science Lib.	(TTAYLOR)	5532
Traxler, JoAnna, Acct. Spec.-Retrieval Services	(JTRAXLER)	8884
Turner, Mandi, Off. Specialist-Copy Services	(MTURNER)	4209
Unfred, Angella, LAI-Preservation	(AUNFRED)	3753/3049
Utchell, Kristi, LAI-Cataloging	(CUTCHELL)	8977
Vernon, Carol Ann, LAII-Retrieval Services	(CAVERNON)	8837
Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Williams, Annie, LII-Cataloging	(AWILLIAMS)	8913
Williams, Sherry, LIII-KS Collection/ Archive	(SWILLIAM)	4274
Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3083
Wilson, Rita, Sec. II-Administrative Off.	(RWILSON)	3601
Winchell, Margaret, LII-Slavic	(MWINCHELL)	3957
Wolz, Lyn, LII- Regents Center Lib.	(LWOLZ)	8572
Woodruff, Barbara, Off. Spec.-Admin.	(BWOODRUFF)	8916

PROGRAMMERS (COMPUTER CENTER)

Susott, Gary	(SP46)	0203
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The University of Kansas Libraries

Number 1463

Date: December 3, 1998

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

PERSONNEL

We are pleased to announce the appointment of Jeffrey S. Bullington (Jeff) as Librarian I, Reference Librarian/Bibliographer. Jeff is currently employed as the Social Sciences Reference Librarian at Trinity University. He earned a M.S. degree in Library and Information Science from the University of Illinois at Urbana-Champaign, and a B.A. degree in History from the University of Colorado, Boulder. Jeff will begin his employment with KU on January 4, 1999.

Sandy Gilliland

HOLIDAY ADOPTEES

Updated holiday gift lists for the two Penn House families, plus the Douglas County Senior Services' list we promised you in last week's FYI, are attached to this issue. Have fun shopping.

Rita Wilson

LIBRARY STAFF DIRECTORY

Corrections on the Library Staff Directory (attachment, 11/19/98 FYI) are as follows:

Anderson, Gordon 8999 & Unfred, Angella 3429/3049

Rita Wilson

CORRECTION

The date stated under 'Attachments' for Electronic Information Council minutes should have read 10/14/98, not 11/14/98 as printed in FYI 11/19/98. My error, sorry.

Rita Wilson

ATTACHMENTS

Travel Reports: Neeley, Schaffner (2), G. Anderson

Committee minutes:

Electronic Information Council, 11/11/98

LFA Executive Committee, 11/02/98, 11/09/98, 11/16/98

Classified Conference Executive Board, 11/17/98

KULSA Invitation

Updated Holiday Adoptee's List

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

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

Name: Kathleen Neeley Department: University Archives

Name of Event: History of Science Society Location: Kansas City, Missouri

Date(s) of Travel: October 22-24, 1998

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

The History of Science Society 1998 Annual Meeting was held at the Hyatt Regency Crown Center in Kansas City, Missouri. This was my first attendance at a HSS Annual Meeting. I attended the Plenary Session first which was entitled "Is the Fight Still On? Reflections on the Science Wars in History, Sociology, and Science." I most agreed with Allan Franklin of the University of Colorado, Boulder, who suggested that the war is not primarily between scientists and their critics, but between different factions of the science studies community. This session was a somewhat unsettling experience, since these papers did not seem to fit my conception of "history of science." At the reception following this session I was assured by several old timers that these speakers were not typical of most members of HSS. I was relieved, and looked forward to more conventional history of science presentations in the following days, which is what indeed transpired.

"The Landscape of Science in 19th-Century America" included papers covering various aspects of the scientific community mainly after the Civil War in the United States. The development of natural history societies, engineering clubs, scientific publications, the rise of women scientific illustrators, and the rise of science to a position of preeminent intellectual authority by the end of the nineteenth century were discussed in four excellent papers. "Writing the Lives of Women in Science" included three papers on different approaches to collecting and reporting on the history of women in science. Nancy Slack's paper, "Grace Pickford: Eminent Scientist, Uncredited Wife and Research Advisor," reported on the life of an important marine biologist and endocrinologist. Ann Hibler Koblitz' paper, "Writing the Lives of Russian Women of the (Eighteen) Sixties," described the quite enlightened opportunities for women in Russia during the 1860s, when many went to European universities to study natural science and medicine and returned to do research aimed at helping society. Marilyn B. Ogilvie's paper, "Collective Memory—Collective Forgetting," described her research involved in preparing to publish a biographical dictionary of 3,000 women scientists due in 1999. Information on women scientists is much more available in some countries than others. Coverage will be mainly

(Return this report to the Library Administrative Office, 502 Watson Library)

U.S. and British women scientists, with some Russian women scientists supplied from KU's own Mary Creese. European coverage is limited and third world coverage even more so. Ogilvie reported on some comparative background information on these women, including subject(s) studied, birth order, marital status, number of children, etc.

I also attended two sessions which dealt with art and science. "Art as Science" and "The Artist as Scientist in Early Modern Europe." These were generally authored by art historians, rather than historians of science, but were quite interesting none the less.

I would like to thank the Staff Development Committee for their financial support which permitted me to attend this symposium.

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE**

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic
Name of Event: American Association for the Advancement of Slavic Studies National Convention
Location: Boca Raton, Florida Dates of Travel: 9/23 to 9/27/98

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 American Association for the Advancement of Slavic Studies (AAASS) National Convention in Boca Raton, FL from September 24 to September 28, 1998. AAASS is the professional organization for Slavic scholars. Slavic librarians are very active in the organization and as a result, there were a number of conference panels devoted to Slavic library and archival issues and topics.

I serve on the Bibliographic and Documentation Committee. This committee oversees library and archival activities for AAASS. At each national meeting the committee meets for four hours. During the meeting issues of mutual concern for Slavic librarians and scholars are discussed. There is also an opportunity for librarians and vendors to report on what is being accomplished at their institutions. Starting in January 1999, I will serve as chair of B&D. I also attended the meeting of the CRL's Slavic and East European Microfilm Project. Status reports on current microfilm projects were presented. Then Mike Biggins, who chairs SEEMP, led a productive discussion on possible future projects.

Along with the meetings of B&D and SEEMP, there were a number of other sessions devoted to libraries and archives. Unfortunately, due to Hurricane Georges, a number of papers and sessions were canceled.

Unrelated to the field of Slavic studies; it was very interesting to see how people at the hotel and in Boca Raton prepared for the hurricane. The most popular activity between conference sessions was watching the Weather Channel.

I would like to thank Staff Development for providing partial support so that I could attend this conference.

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE**

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic
Name of Event: Ninth Annual Conference of the Alliance of Universities for Democracy (AUDEM)
Location: Nitra, Slovakia Dates of Travel: November 6-15, 1998

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

The AUDEM Conference was held November 8-11, 1998 in Nitra, Slovakia at the Slovak Agricultural University. Nitra is a pleasant university town of about 60,000 people located 80 kilometers east of Bratislava (or about a 3 hour drive from Vienna, Austria). There are seven hills surrounding the city; on three of the hills there are castles or fortified churches. Needless to say, Nitra was a picturesque location for a conference.

According to their own literature, "the Alliance of Universities for Democracy is a consortium of institutions of higher learning formed to enhance the role of education in promoting democratic institutions, economic development including technology transfer, decentralized decision making, human health, sustainable habitation of the earth and common moral and social values. At its inception in 1990, the Alliance included institutions in Eastern and Central Europe and the United States, and in 1993 the organization voted to expand membership to Western Europe and in 1994, to Russia and Ukraine." It is interesting to note that the University of Kansas is a charter member of AUDEM, although no one seems to know who signed the AUDEM agreement for KU.

The conference is interdisciplinary and sessions covered a broad range of topics. A general theme was using electronic technology to foster cooperation between universities. However, one of the most interesting sessions that I attended was a roundtable discussion of *The Communist Manifesto*. Professors from the United States and Slovakia discussed the validity of the manifesto 150 years after it was written.

During the library session I presented a paper on the results of a project that Brian Baird and I have been working on for about a year. We are evaluating the condition of Slavic publications in order to determine how long they will survive before needing preservation treatment.

The opening plenary session was very interesting. Key note speakers included the University Rector, Mayor of Nitra, the U.S. Ambassador to Slovakia, the Slovak Minister of Education; and for reasons which I still do not fully understand, the Lieutenant Governor of Utah. Each person spoke about democracy and education.

On Tuesday night the 200 conference participants were bussed to Bratislava for a reception at the Primate's (Mayor's) Palace. Along with serving as a government building for both the city of Bratislava and Slovakia, the palace is also museum with wonderful tapestries and paintings. From a balcony in this palace in August 1968, Soviet and Czechoslovak government official announced that they had reached an understanding regarding political reforms taking place in Czechoslovakia. Unfortunately, this agreement did not last—two weeks later Warsaw Pact troops invaded the country.

After the conference I traveled to Prague in the Czech Republic to meet with librarians at the Czech National Library.

I would like to thank the Staff Development Committee for providing partial support so that I could attend the AUDEM conference.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

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

Name: Gordon Anderson *ga* Department: Reference

Names, Dates & Locations of Events: Subject librarians' continuing-education seminar, Stuttgart University Library (October 8, 1998); Frankfurt Book Fair (October 9-12, 1998); and German libraries (October 13-15, 1998)

Under the organization and direction of Mr. Jeffrey Garrett, Bibliographer for Western Languages & Literatures at Northwestern University Library¹, a group of fifteen WESS Germanists traveled to Germany in early October 1998 to participate in a number of library-related events. Members of our group came from California, Texas, Kansas, Minnesota, Wisconsin, Illinois, Tennessee, North Carolina, Pennsylvania, Connecticut, and Massachusetts.

The activities began on October 8 when four of us presented papers in German at the Stuttgart University Library (<http://www.ub.uni-stuttgart.de>) in a continuing-education seminar for subject librarians entitled "Bibliographic Instruction and Reference Services in U.S. Research Libraries". My paper was an outline of the development of library-instruction principles and the rapid changes in bibliographic instruction in the past one and one-half decades. Other papers addressed the future of subject librarianship in the proverbial time of change, new on-line resources for Western European studies, and a history of the Germanic languages & literatures collections at Harvard University. We also participated in a panel on "Nationwide Cooperation among Subject Librarians: the WESS Model". The German organizers of the conference also prepared a session on bibliographic instruction in German research libraries, likewise in a time of change. Approximately thirty-five subject specialists from state and research libraries in western and southwestern Germany attended the day-long conference, and we had a chance to make many acquaintances and compare experiences.

The four of us spent that evening at the home of Dr. Klaus Schreiber, head of acquisitions at the Württembergische Landesbibliothek (Württemberg State Library, Stuttgart). He is also the chief editor and reviewer of the quarterly reference-review journal *Informationsmittel für Bibliotheken*. A number of us WESSies, with Jeff as chief editor, select reviews for European reference works from *IJB* and create English-language abstracts for the journal *Reference reviews Europe annual* (published by Casalini Libri), located in Watson Reference (Z1035.1.R44 < 1996-1997 >). These two journals are also available on-line through the WESS home page.

On Friday, 9 October the other eleven group members arrived in Frankfurt to begin four days (9-12 October) of exploring the 50th annual postwar Frankfurt Book Fair (http://www.frankfurt-book-fair.com/50years/content_abschluss-e.html). During that time we met with Peter Weidhaas, Director of the Frankfurt Book Fair, who discussed with us the current challenges and opportunities in the German and international book trade. We also met with Ronald Weber, Frankfurt Book Fair public-relations officer, and Dr. Andreas Werner, head of collection development at the Stadt- und Universitätsbibliothek Frankfurt (City & University Library). Messrs. Weber and Werner are the creators of the International Booksellers & Librarians Center at the Frankfurt Book Fair. The IBLC offers librarians a special meeting-place at the Fair, with the chance to meet book vendors, visit special library displays, and simply relax. This year, for example, there was a display of the Batelle preservation technique whereby book pages can actually be split in two allowing both sides to be preserved independent of each other. Dr. Werner invited WESS to consider creating an IBLC display for a future Frankfurt Book Fair. As he spoke, wheels turned.

¹ and past chair, Germanists Discussion Group of the Western European Specialists Section (WESS -- <http://www.viva.lib.Virginia.EDU:80/wess>), Association of College & Research Libraries, American Library Association.

We also met with major vendors Klaus Saur, Barbara Casalini and Knut Dorn. In addition I personally met Jana Kozáková and Svetlana Knollová, exchange partners from the Czech National Library (Prague) and with Zuzana Helinsky (also a Czech), sales representative for *Bibliotekstjänst AB* (Stockholm), a major vendor of Scandinavian books and journals and library equipment and services, founded by and currently owned in part by Sweden's Public Library Association (Sveriges Allmänna Biblioteksörening).

Following the Fair the Group visited major libraries in Frankfurt, meeting first with Dr. Klaus-Dieter Lehmann, head of the Deutsche Bibliothek (which with the Deutsche Bücherei in Leipzig comprises the German national depository library). Dr. Lehmann will be the featured speaker at WESS's program at the Summer 1999 ALA conference in New Orleans. The Deutsche Bibliothek (<http://www.ddb.de>) has the country's largest archive of exile literature, that is German literature written or published outside Germany between 1933 and 1945 by writers exiled from Nazi Germany. We met some of the people in charge of the digitization of these materials. Many of these, for example a German literary periodical from Shanghai, are through digitization being made available for the first time anywhere outside their place of origin. (See <http://www.ddb.de/standort/exil.htm> for more details.) From the Deutsche Bibliothek we traveled to Wiesbaden to meet with the staff of Otto Harrassowitz Buchhandlung. They gave us a tour of their labyrinthine facilities, after which we sat down to working-session devoted to current needs and future services for German-language research-library materials.

Dr. Werner Schmidt, Director of User Services at the Stadt- und Universitätsbibliothek Frankfurt, gave us an orientation to the Frankfurt City & University Library, especially to their exhibit of documents from the 1848 revolution, and the German Colonial Picture Archive. The latter is an extensive digitization project for photographs, lantern-slides, documents, and other materials from the German Colonial Society (Deutsche Kolonialgesellschaft, 1822-1936). (<http://www.stub.bildarchiv-dkg.uni-frankfurt.de/Bildprojekt/>)

Our final library tour took place on October 15 in the town of Amorbach, some 100 km east of Frankfurt in the Odenwald in Lower Franconia. There Dr. Fritz Kaiser, retired library-science professor from Darmstadt, led us through the eighteenth-century library of the town's Benedictine abbey church. Dr. Kaiser is currently cataloging the library's large music manuscript collection (including works by Franz Joseph Haydn) for RISM (Repertoire International de Sources Musicales). The abbey and its property were confiscated/secularized in 1803 by Napoleon and turned over to the Leiningen family as compensation for their losses in the Palatinate to the west (which Napoleon had annexed to France). The buildings and grounds are still in the family's possession (as are many of the forests for miles around) and are leased to the Lutherans (Evangelische Kirche). Following Dr. Kaiser's extensive remarks about the library and the abbey we were treated to a splendid organ concert in the church, whose acoustics out-resonate even those of Bales Recital Hall.

We ended our trip with excursions into the forests of the Odenwald (<http://www.untermain.de/zugast/sehenswertes/>). Through this region runs the Limes, a line of Roman fortifications stretching from the Rhine to the Danube and dating back before the time of Hadrian. Some of us went on a long hike to the Gralsburg, a 13th-century castle in ruins and which probably was the setting for the Holy Grail in Wolfram von Eschenbach's *Parzival*. Another group of us also biked to Miltenberg, a medieval town along the Main River well liked for its attractive half-timbered houses and slightly tart wines. Unfortunately, the fall has been extremely rainy in Central Europe (as in several other regions of the world), and about two weeks after we were there the old town lay partially under water, as did many other German towns along rivers in Central Germany.

This field-trip was a unique opportunity for WESS Germanists to get to know one another better and to exercise our German-speaking skills. The time was especially opportune because the German book trade stands on the threshold of major changes as the common European currency (the *Euro*) is introduced next year. For more details and information about this trip, watch for Jeff Garrett's report in an upcoming issue of *American Libraries*.

I wish cordially to thank the Office of International Programs, the Libraries Staff Development Committee, and the Reference Department for supporting my travels during what is always a busy time in the KU Libraries.

From: Jim Neeley <jneeley@MAIL.LIB.ukans.edu>
To: Non-GW.UKANS(kulib-l)
Date: Mon, Nov 23, 1998 8:18 AM
Subject: EIC minutes, 11-11-98

ELECTRONIC INFORMATION COUNCIL
University of Kansas Libraries
Minutes

Wednesday, November 11, 1998

Present: Christenberry, Coleman, DeSart, Gibbs, Goodyear (chair), J. Miller, M. Miller, R. Miller, J. Neeley, Rholes, Spurling

Guests: Melton, Powell

1. Discussion and ranking of Big 12 Plus electronic resources priorities. KU, along with all other members of the Big 12 Plus Consortium, has been asked to indicate potential interest in consortial acquisition of a number of electronic products. This would be a starting point for an ongoing program of group purchases. Ten products were listed by the Consortium's executive director based on suggestions by various members. Each member was asked to rank these. Rankings by all members will be combined, and the executive director will seek proposals from the publishers of the top-ranked products. Consortium members will be able to review pricing and other terms before making any final commitment. The task of developing KU's ranking was assigned to EIC. Because of the subject matter of some of the products, several bibliographers not on EIC were invited to participate in the process.

EIC's ranking was as follows: #1: Web of Science; #2: Chadwyck-Healey (particularly the Literature Online collection); #3 (tie): American Chemical Society electronic journals and INSPEC; #5: Chemical Abstracts Service SciFinder; #6: Biosis. Factors in the rankings included multidisciplinary appeal, accessibility from off-site, inability of KU to purchase product on its own.

We already planned to purchase selected sections of K.G. Saur's World Biographical Information System under the terms previously arranged by Big 12 Plus, so we did not rank it again here. We will register our interest in ensuring that all sections are owned within the Consortium.

The other three journal packages (Springer Verlag, Elsevier, and Institute of Physics) were not ranked because we believed they would include many unwanted items.

To repeat: this is just to provide a starting point for an ongoing program of consortial purchases. We have not committed to any specific purchase yet. We will be able to review pricing and other terms first. Because of the desire to make a beginning, consultation was necessarily limited and a short response-time imposed. We expect a more elaborate process in the future which will allow broader staff input, will not be limited to electronic resources, and will, of course, take more time.

2. New purchase requests on endowment funds (Gibbs). EIC reviewed three new requests previously approved for endowment funding by CMC: Dead Sea Scrolls Electronic Reference Library, Index to the House of Commons Parliamentary Papers, and the Universal Database of Russian Newspapers. All were approved.

3. Other new purchase requests (Neeley). EIC reviewed and approved three additional proposals for joint funding by Electronic Information and bibliographers: Ethnic NewsWatch (convert from CD-ROM to Web), Journal of Cell Biology, and Videre: Journal of Computer Vision Research.

4. Report on October 16 meeting of Regents Database Committee (Gibbs). After review of the October trial of additional IAC databases, the Committee decided to seek a quote through BCR for purchase of

the Computer Database. The draft report of the Committee's evaluation of the original six databases (the IAC package, MEDLINE, and PsycINFO) was reviewed and approved for submitting to CODDL. Members made final commitments to five additional SilverPlatter databases for acquisition beginning July 1999: CINAHL, Criminal Justice Abstracts, MLA International Bibliography, PsycINFO 1887-1966 backfile, and Social Work Abstracts. KU committed to all but CINAHL (we already have all but CINAHL, but by joining in a Consortium purchase, we expect to receive lower renewal prices). Washburn has joined the Consortium, and Johnson County Community College has requested membership. The Committee agreed on a recommendation to CODDL of proposed changes in the cost-sharing formula for database purchases that would be needed to allow new members to participate. The requirement of new members to purchase the six original databases was again discussed and affirmed. KU's Ovid trial last summer was reported, and the Committee agreed to seek a trial for all members. The next meeting of the Committee was scheduled for January 15.

minutes by Jim Neeley

LFA EXEC MINUTES

Monday, November 2, 1998

Attendance: Brian Baird, Chair, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Brad Schaffner, Librarian II representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative.

Baird announced that he now has all the committee annual reports. There are a number of attachments to the Staff Development Committee report. In order to distribute the reports, it was decided to publish them electronically on the U drive, with the exception of Staff Development Committee which will be put in FYI because of its attachments.

Baird met with Bill Crowe and Marilu Goodyear, and learned that we are getting very close to getting budget information. Baird asked Brown, LFA Exec liaison to and Chair of the Planning and Resources Committee that her committee should initiate contact with Goodyear, and express interest in being involved in the process.

The Salary and Benefits Committee will give a report on salary compression at the LFA Fall meeting. The Administration has asked for some information in advance of the meeting. Ken Lohrentz, liaison to that committee needs to let Baird know who the chair is.

Fund raising was not discussed at Baird's meeting with Crowe and Goodyear, but Baird will bring it up again. To what extent library faculty should be involved in fundraising is the question at issue.

It was pointed out that our Code indicates that LFA Exec will keep the most current mailing roster of its members. Koepp will check with Sandy Gilliland to see if one is available electronically.

There was discussion of issues of salary distribution. The dean will be invited to a future meeting to clarify our questions. We first want to see what is included in the Salary and Benefits Committee report to be given at our Fall meeting on Thursday.

LFA EXEC MINUTES

Monday, November 9, 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair-Elect, Donna Koepp Secretary, Rob Melton, Librarian III representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative. Absent: Brad Schaffner, Librarian II representative.

Minutes from the LFA Fall meeting were reviewed. Revisions and corrections were made. They will be forwarded to Bill Crowe and Marilu Goodyear for their review before their publication.

The Staff Development Committee minutes of their October 8 meeting were reviewed. Koepp will submit it for FYI publication and forward copies to Archives for the files.

The document, *Guidelines for Service and Research* was discussed, and the fact that this will be reviewed further after this evaluation process.

The issue of teaching at other institutions was discussed. Maybe this needs to be explored further.

The Planning and Resources Committee sent a letter to Marilu Goodyear about the 2001 Initiative. Goodyear responded that she wanted to wait until Nancy Jaeger's position was filled. As chair of PRC, Brown is on the search committee for this position.

Any task force or planning group could be asked to sit with PRC to review the plans. There should be someone who has oversight.

LFA EXEC MINUTES

Monday, November 16, 1998

Attendance: Brian Baird, Chair, Ken Lohrentz, Chair-Elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Loretta Spurling, Librarian I representative. Absent: Brad Schaffner, Librarian II representative, Meg Brown, Unclassified Professional representative.

Minutes of a recent Salary and Benefits Committee meeting were reviewed. They will be returned to their secretary for a correction.

Minutes for the LFA Fall meeting were again reviewed in light of suggestions for changes received from Bill Crowe and Marilu Goodyear. Some revisions were made. They will be published in this week's FYI.

The Committee on Research and Scholarly Activities will have a meeting on Wednesday. They have asked Spurling, as liaison, to come to the meeting. They want to further discuss their charges. A discussion of these charges ensued. Exec prefers the grant information on the Web site where we can go to it as needed and not have to save it on e-mail. There was additional information about how much information on the grant proposal to publish. In addition to information on grant awards, documents such as guidelines and application forms need to be published. The intent of this Web site is to provide useful information to library faculty who are pursuing scholarly activity.

Baird had prepared a to-do list, which we reviewed and prioritized.

For next week's meeting we need to review committee annual reports and come prepared to discuss.

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

Present: Jennifer Evensen (secretary), Sue Hewitt, Carol Jeffries, Kelly Klinke, Carmen Orth-Alfie (chair), Angel Unfred

Chair's report: Carmen reported on items discussed at the 10/28 and 11/4 Coordinating Councils. A new purpose statement for the Instruction Council was distributed at the 10/28 meeting and the committee's composition officially includes one Classified representative. In a follow-up e-mail discussion with Marilu Goodyear, Associate Dean of Libraries, Carmen inquired as to whether or not a similar change would be made to the membership of the Electronic Information Council, as well, because there is currently no official Classified representative on that committee. The Associate Dean replied that the membership for the EIC has already been set for this year. The CCEB noted that Diana Dyal will be the "unofficial" Classified representative on EIC as she must attend meetings as part of her job duties with Jim Neeley.

Plans for new furniture for the conference rooms are still underway. It is not yet known whether the Libraries will purchase the furniture from an outside vendor, which could be more expensive but would offer a greater selection, or from the state vendor, which would lower the cost but not provide as many options. The possibilities for new furniture include purchasing new tables and new chairs or only new chairs and keeping the current tables. Any feedback from library staff should be sent to the Associate Dean.

The issue of supervisory training for all supervisors of Classified staff was also discussed. This topic was first mentioned by Chancellor Hemmenway at a University-wide Deans' meeting. The Chancellor is very enthusiastic about having everyone who supervises Classified staff participate in some type of supervisory training program, possibly the STEP program currently offered by Human Resources. Currently, only Classified supervisors of Classified staff are required to receive supervisory training. The library administration is supportive of this idea and the CCEB will follow the matter closely.

A document from the Collection Shift Task Force was distributed and briefly discussed. This document dealt with assumptions for the merger of the Government Documents and Science Libraries in the Anschutz/Budig complex.

Items mentioned at the 11/4 Coordinating Council included the May 1999 ARL meeting in Kansas City and Lawrence, the Veterans' Day holiday, the draft version of the master plan for library space issues, and the plan to close Watson at noon on 13 November to install the new transformer.

—The CCEB would like to commend Kent Miller and Julia Rholes on a job well done for keeping library staff and patrons informed of the closings of Watson in a timely and effective manner.—

Old business: The Board discussed plans for a general meeting. One option is to have Karen Cole from Kansas State University come talk about their library's experiences with the Voyager implementation and the resulting changes. Ms. Cole has given talks on this topic to other libraries and the CCEB has seen copies of her PowerPoint presentation slides. The Board discussed the timing of such a visit and suggested that the presentation include concrete examples of how the new system changed workflow, procedures, personnel, etc. Carmen will check with Brian Baird to see if LFA would like to co-sponsor the presentation along with the CCEB. The talk would be open to all library faculty and staff.

The possibility of a general meeting for Classified employees only was also discussed. One suggestion was to have Lynn George or someone else from Human Resources come talk to Classified staff about the changes in the LA-series requirements. Carmen distributed copies of the updated specifications for LA-Is.

Group Representatives reported that they have received no interest from their constituents about serving on the CC Personnel Committee. The Board discussed how to address some of the charges in the event that no one volunteers to serve on the Committee.

Carol Jeffries and Joanna Traxler have volunteered to be the representatives to the CCEB from Retrieval Services for the remainder of the fiscal year. Carol Ann Vernon has offered to be the back-up representative.

Representatives were encouraged to check with their constituents to see if anyone would be interested in serving as a liaison with the KU Classified Senate.

New business: Copies of an updated library organizational chart were given to CCEB members. The chart was drawn up by Sandy Gilliland but remains to be reviewed by Dean Crowe before it can be distributed library-wide.

Committee reports: Carmen reported that she recently attended an LFA meeting as Chair of the Classified Conference. Items discussed included a new timeline for conflict of time and interest reports, the possibility of the Staff Development Committee doing a needs assessment survey complimentary to the one completed by the CCEB last year, and the fact that GroupWise will be used on a campus-wide basis in the near future. Four new positions will be added for the installation and support of this program.

Reports from the Electronic Information Council, Planning and Resources Committee and the Staff Development Committee were read aloud. A report from the University Senate Committee on Libraries was distributed via e-mail.

Group news: The upcoming merger of the Science and Government Documents Libraries was discussed. Carmen read a note from Loretta Spurling thanking the Classified staff members who participated in her recent survey.

The next CCEB meeting will be Tuesday, January 19, 1999 from 1-3 PM in Conference Room A.

YOU ARE INVITED TO THE
1998 KULSA HOLIDAY PARTY

Tuesday, December 15th 2:30-4pm

Conference Rooms A-B, 5th Floor
Watson Library

Beautiful Music by Matt Kirby
starts about 2:30

PROGRAM STARTS AT 2:55PM

Master of Ceremonies: Carmen Orth-Alfie

Introduction of new staff

(The rest of the program is a mystery, so be sure to come!)

BRING YOUR FAVORITE HOLIDAY TREAT
There will be punch and coffee

See you There!

P.S. If you are online and want to subscribe to the KU Libraries' list (KULIB-L), call
Cathy Bell (864-5530) or e-mail LIBAID@UKANS.EDU

Holiday Adoptees, 1998

Deadline for donations: Friday, December 11th

Wrapping Party, Monday, December 14th Last Updated: 12/01/98 15:09:38

Penn House Family #69

Girl 13

- medium shirt
- 14S jeans
- hat and gloves
- ~~reading books~~
- Barbie with pink stripes and beads
- small stereo

Girl 12

- medium top
- 14R jeans
- Winnie the Pooh watch
- hat and gloves
- Barbie (any)

Girl 11

- small children's top
- 10S jeans
- fingernail kit with designs
- hat and gloves
- Barbie (any)
- doll house furniture

Boy 9

- medium boy's top
- 10S jeans
- little toy robot
- handheld video game
- hat and gloves

Mom

- XL top
- 18W pants
- silverware
- dishes
- bath towels
- ~~twin sheets~~
- hat and gloves
- Eternity perfume

Penn House Family #92

Girl 8

- 10-12 shirt
- 10R pants
- little kitchen
- Mousetrap game
- Barbie (any)

Boy 11

- 14-16 shirt
- 16R pants
- handheld fishing game
- tearaway sweats

Girl 11

- 14-16 shirt
- 16R pants
- Glamour Magic nail set
- Mystery Date game

Mom

- 3X top
- 24W pants
- ~~towels and washclothes~~
- pots and pans
- Vanilla Fields perfume

From: Kendall Simmons <ksimmons@MAIL.LIB.ukans.edu>
To: Non-GW.UKANS(kulib-l)
Date: Mon, Nov 23, 1998 3:22 PM
Subject: senior adoptees list

We have the Douglas County Senior Services adoptees' wishlist. Don't forget that the complete wishlist with updates is always available at <http://raven.cc.ukans.edu/~ksimmons/kulsa/adopt98.html>.

The deadline is Friday, December 12*the wrapping party is Monday the 14th. Shop till you drop!!!

Douglas County Senior Services

Woman 67 (#53):

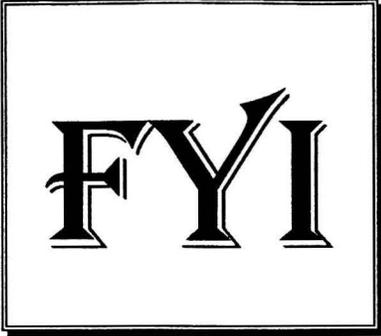
- Target grocery gift certificate
- slacks ~~or sweats~~ (size medium; black, green or blue)
- fruit basket
- socks (anklets; heavier sports socks)
- t-shirt (blue or black to match slacks or sweats)
- ~~car muffs (black or blue)~~
- ~~laundry detergent (regular Tide, liquid)~~
- Ivory Bath bars

Woman 77 (#52):

- ~~flannel gown or pajamas (size medium)~~
- ~~gloves (leather-like, heavy lining)~~
- scarves for head
- Dillon's grocery gift certificate
- fruit basket

Man 78 (#28):

- ~~portable AM/FM radio~~
- ~~dog treats~~
- ~~jockey underwear (size 38)~~
- face towels (3 or so)
- winter coat (XL)
- tall overalls (42Wx36L)
- shirts (large)



The University of Kansas Libraries

Number 1464

Date: December 17, 1998

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

HAPPY HOLIDAYS

LIBRARY STAFF DIRECTORY

Correction on the Library Staff Directory (attachment, 11/19/98 FYI) as follows:

Winchell, Margaret 4-8978

Rita Wilson

LAST ISSUE FOR 1998

This will be the last issue of *FYI* for this year. The next issue will be printed January 7, 1999.

Rita Wilson

ATTACHMENTS

Travel Report: Brown

Committee minutes:

- Planning & Resources Committee, 10/13/98, 11/10/98, 11/24/98, 12/01/98
- Staff Development Committee Meeting, 09/24/98, 11/05/98, 11/12/98, 11/19/98
- LFA Executive Committee Meeting, 11/23/98, 11/30/98
- Committee on Research & Scholarly Activity, 09/25/98

**THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
TRAVEL REPORT**

Name: Meg Brown

Department: Preservation

Name of Event: ALA Conference

Location: Washington DC

Dates of Travel: June 26-June 29

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

I had to make my trip very short for this conference, and I filled up every moment of every day I was there! Ethel Hellman (the conservator for the University of Maryland Libraries) and I lead a discussion in the Physical Quality and Treatment Discussion Group concerning the compromises we make in collections conservation, and how institutions deal with issues surrounding those decisions. The discussion went quite well, and at the end of the meeting we were asked to take over chairing the group. It will be a nice opportunity for us to raise all of the issues we have been wanting to talk about for years. Also in this group we learned about a company in Germany, ZFB, that have mechanized the processes of paper splitting, washing, de-acidification and pulp-fill; they have also mechanized a form of board slotting. All of these are very complicated conservation treatments, and the implications of mechanizing the work has enormous economic possibilities (they can split up to 10,000 sheets of paper a day!!!). There was also a discussion about a mold out break at the University of Oklahoma, and a new chemical treatment for the infestation.

There was a fascinating paper given at the Library Binding Discussion group concerning some adhesive research by Peter Jermann of St. Bonaventure University. Jermann's analysis was quite intense, as he has made hundreds of samples and some very interesting testing techniques. Later in the meeting the Committee for ANSI/NISO/LBI Standards for Library binding lead a panel discussion about the new standards. The new standard has some very big changes especially with the inclusion of flat-back bindings that have never been in the standard before!

Brian Baird chaired the first Library Automation Group during this session, and many important computer issues were raised. There will be great changes to come this year for our LARS computer program, which is good news for all of us users!!

I spent a lunch eating my way through the collections conservation task force meeting, which is planning a cost study to compare various types of treatments for items including facsimiles, boxing, de-acidification, pamphlet binding, conservation, digitization and microfilm. This type of study could be very important in future analysis of feasibility for preservation of overall collections. I have been asked to look at conservation treatment analysis for this study.

I got lost on my way to my last meeting as "intern" (which meant I had to do minutes...) for Books and Paper: Methods, Materials, and Standards Committee, but I was only a minute late...and they decided to take me on as a full-fledged member of the committee for the next two years. We would like to start working on a program that would incorporate some basic level book repair techniques, and some analysis of collections conservation on a broader scale.

Thanks to SDC for helping to fund my travel to this meeting, it really has helped me to feel closer to the preservation community. Next meeting I'll be more involved than ever, but I'll keep it up as long as I can!!

PRC MINUTES
October 13, 1998

Present: M. Brown, L. Fredericksen, N. Jaeger, J. Neeley, R. Ring, B. Schaffner
Absent: B. Schulte

Brad will take minutes. Jim will take minutes if Brad is absent.

A new member to replace Shelly Sandberg has not yet been appointed.

The minutes of the previous meeting were amended and approved.

Meg announced that she will serve on the search committee for Nancy Jaeger's replacement. Nancy outlined some of the changes of responsibility for the position. Meg encouraged all members of PRC to attend the open meetings during the interview process.

PRC received its revised charge from LFA Exec. We discussed possible projects that PRC can work on in the upcoming months and years. Possible projects include:

Reviewing Initiative 2000. Where do the Libraries fit into this initiative? This idea was suggested by Bill and Marilu.

The possibility of doing a needs assessment and/or budget reports. This would give faculty/staff an opportunity to have input into the budget and planning process. Nancy suggested that we need to develop an outline of the Libraries budget and planning process (she has worked on a draft). Such an outline would assist PRC by allowing it to interact with the Administration in a timely manner. PRC could then offer its assistance to the Administration in gather data and information.

Meg agreed that she will draft a memo to Marilu seeking guidance on the Initiative 2000 proposal.

The committee gave heartfelt thanks for all of the help and assistance that Nancy provided to PRC over the years!

Submitted by Brad Schaffner

Planning & Resources Committee
November 10, 1998
Minutes

Present: Brown (chair), Fredericksen, Hewitt, J. Neeley, Ring, Schulte

Sue Hewitt was introduced as the replacement for Shelley Sandberg-Grohe.

The agenda was to begin to prepare for a meeting with Associate Dean Goodyear. The meeting, which the Committee had sought for early December, would explore Goodyear's previous request for the Committee to review the Library's response to the University's 2001 Initiative. In addition, the Committee wished to discuss with Goodyear and Dean Crowe the Committee's special charge from LFA Exec to "map out a strategy to enable PRC to play an advisory role in Library planning and budgeting activities." Specifically, the Committee wanted to learn from the deans what the timetable was for FY2000 budget planning and what their views were on the desirability of departments preparing resource reports this year. The Committee's special charge also included the assignment to "develop one or more activities to support this ["advisory role"] and prepare a short report to LFA Exec by the beginning of December...." Part of the planned meeting with Goodyear would be to seek reaction to specific "activities" and the prospects for administrative support in carrying them out.

Brown reported on her further consultation with Exec seeking guidance on Committee activities. The need for a "vision" was mentioned by Exec, and discussed within the Committee. Possibilities that were suggested included acting as a "watchdog" on behalf of staff interests in budget planning and resource distribution, and providing a representative "voice" for the great majority of staff not administratively involved in such decision-making. Activities that might support either of these roles and respond to the Committee's assignment were explored. Many potential difficulties, both practical and political, were identified. The Committee will continue discussion at its next meeting, set for Tuesday, November 24, at 3:00-4:30.

Minutes by Jim Neeley

PRC MINUTES
November 24, 1998

Present: M. Brown, L. Fredericksen, S. Hewitt, J. Neeley, R. Ring, B. Schaffner
B. Schulte

Announcements: the meeting with Marilu Goodyear has been moved to 2:30 to 3:00 p.m. on Wednesday, December 2, 1998. PRC will hold their regular meeting on Tuesday, December 1 at 3:00 to 4:30 p.m. in Conference Room B.

The October 13 and November 12 minutes were approved.

Meg encouraged members of PRC to attend the open meetings for the Assistant to the Dean (Fiscal Services). Meeting times will be:

Tuesday, 12/1/98: 2:00-2:45 p.m.: Ms. Shannon Royer
Wednesday, 12/2/98: 3:15-4:00 p.m.: Ms. Odie Porter
Thursday, 12/3/98: 3:45-4:30 p.m.: Ms. Barb McClain

Meg announced that PRC has two tasks that need to be completed. The first is to prepare for our meeting with Marilu Goodyear on December 2; and, the second is to prepare the report for LFA Exec that outlines PRC projects. Members decided that the two tasks are interrelated.

Meg suggested that we ask Marilu about the 2001 Initiative. Points to be raised are where is this program going and what can PRC do to assist the Libraries' participation in the initiative. At the LFA general meeting Marilu mentioned that she felt the initiative was "dead in the water" until University administrators revive the project. Therefore, this may not be a project that PRC needs to work on immediately.

The next question to pose to Marilu is: "What can PRC do to assist the administration in budget and planning activities?" Along the same lines, "what can be done to provide PRC with more information on budget and planning priorities and activities so that the committee can complete its charge?" For example, what is the budget timeline?

In addition, members want to talk with Marilu about departmental resources papers. The administration has not asked for resources paper for the last two years. Members of the committee believe that this is a project that PRC could oversee on an annual basis. Even in years when the budget is "tight" or already committed, the reports can provide information about budget and planning issues that need to be addressed in the future. These reports provide the opportunity for each department/library to provide input regarding budget and planning priorities.

Finally, we talked about the possibility of a liaison between the administration and PRC in an effort to improve communication regarding budget and planning. Nancy Jaeger filled this role in the past.

Submitted by Brad Schaffner

PRC MINUTES
December 1, 1998

Present: M. Brown, L. Fredericksen, S. Hewitt, J. Neeley, R. Ring, B. Schaffner
B. Schulte

The minutes of November 24 were corrected and approved.

We will meet with Marilu on December 2 from 2:30 to 3:00 p.m. in her office.

The committee decided that they will meet in Conference Room A at 8:00 a.m. on Friday, December 4, 1998 to discuss the candidates for the position Assistant to the Dean (for Fiscal Services).

Meg presented a draft list of questions that the committee will ask Marilu. The questions are listed below. Members are encouraged to ask follow-up questions.

1. Will the Assistant to the Dean (for Fiscal Services) serve as the ex officio member of PRC?
2. What is the status of the University's 2001 Initiative? Previously, the administration had suggested that PRC could review the document to identify areas and roles that the Libraries will play in the Initiative. However, at the LFA general meeting, Marilu indicated that the University is not currently working on the 2001 Initiative.
3. The PRC standing charge is as follows: "...in consultation with library administration, Library Faculty Assembly Executive Committee, and library staff, **shall examine general priorities in the distribution of resources, study planning issues and review ongoing planning activities within the Libraries, and participate in a timely manner in Libraries budget activities.**" The committee can not meet this charge without an exchange of information from the administrative office; *can we set up a mechanism that allows this information to flow freely, or is there no consistency to this type of information?* Is there something PRC can do to assist the administration in budget and planning activities in order to help the office and aid in the flow of communication between faculty/staff and administration?
4. Will the administration be asking for Departmental Resource Papers this year? (We will follow up with a discussion about the value of the papers. This is a project that PRC would like to work on with the administration.)
5. How is the decision made to fill positions or to create new positions within the Libraries? Do you feel that there is a role that PRC could play in this decision making process?

Submitted by Brad Schaffner

Staff Development Committee Meeting

Thursday, Sept 24, 1998 1:30 pm Watson Conference Room A

Present: Vic Cardell
Sandy Gilliland
Lars Leon
Lyn Wolz

Absent: Stephanie Schaffner
Kendall Simmons
Kristi Utchell (on leave)

Minutes

The minutes from the Sept. 3rd meeting were sent out by Stephanie on email. The committee approved them by email.

Travel Requests

There were no travel requests to deal with at this meeting.

Angel Unfred's request had been granted at the last meeting, but Sandy reported that the date of the seminar has been changed to October.

Themes

We discussed suggestions for themes for this year's SDC programs.

1. Patron (or public) relations.
2. Accessibility for patrons with disabilities.
3. New system implementation.
4. Tie in with Diversity Committee activities. (Sandy is our liaison with the Diversity Committee.)

Lars will talk to John Miller to find out if there are ways that SDC can sponsor activities that would complement the Automation Department's goals related to staff training for the new system. The members of the committee should look at John's web page on the Voyager implementation process; it includes a projected training schedule.

Further Business

SDC has not yet received any additional charges from LFA Exec.

Lyn will send out the minutes by email. Please respond to her with changes. The committee will approve the final version after receiving paper copies at the next meeting.

Minutes submitted by Lyn Wolz.

Staff Development Committee

Meeting Minutes

November 5, 1998

Present: *Vic Cardell (Chair), Sandy Gilliland (ex officio), Lars Leon, Stephanie Schaffner (recorder), Kendall Simmons (Treasurer)* **Absent:** *Kristi Utchell, Lyn Wolz*

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

Announcements: Brad Schaffner has replaced Rob Melton as our liaison to LFA Exec. Rob was temporarily holding the position.

Travel Requests: We received several travel requests. The following were approved by e-mail: Meg Brown- Midwest Regional Conservation Guild, Nov. 7-8, New Harmony, IN. Gael Gillespie- ARL Workshop on Licensing Electronic Information. Kansas City, MO, Nov. 5-6.

The following travel requests were reviewed and approved at the meeting:

Meg Brown, Faye Christenberry, Brad Schaffner, Cindy Pierard and Mary Rosenbloom will all be travelling to Philadelphia, PA for the Midwinter ALA conference held January 29-February 3. Brian Baird will participate in the ACRL conference in Detroit, MI April 8-11.

Treasurer's Report: Kendall reported that we overspent FY98's budget by an unreconciled figure of \$1,554.77. Our initial allocation for FY99 is \$22,000. After adjustments to cover last year's overspend, we have \$20,445.23 for our total allocation so far. Denise Swartz will be providing Kendall with final figures shortly. Kendall anticipates that the reconciled overspend will be less than \$1,000.

Annual Report: The revised version of the FY98 Final Report has been approved by LFA Exec and will be published in FYI very soon.

Themes and Guest: Discussion continued on our theme for this year. One possibility is a theme related to the implementation of the new system. John Miller was our guest and spoke about Endeavor and the technical training of employees. We discussed several events that SDC could sponsor to help the staff with the transition to the new system. We will need to consult with Classified Conference and Instruction Council to learn what events or programs they plan to sponsor which will be complementary to the new system implementation. Other themes on patron relations were also discussed and will be picked up at the next meeting.

Meeting schedule: The committee felt that it is in our best interest at this time to begin meeting on a weekly basis rather than biweekly. The new meeting dates scheduled are as follows:

Nov. 12, 2:30-4:00 (note different time)

Dec. 10, 1:30-3:00

Dec. 24, 1:30-3:00

Dec. 31, 1:30-3:00

For next meeting: Vic provided several handouts to read for the next meeting to help us address our charge of analyzing the method of distributing SDC funds.

Our next meeting will be November 12, 2:30-4:00 Conference Room B.

Staff Development Committee

Meeting Minutes

November 12, 1998

Present: *Vic Cardell (Chair), Lars Leon, (recorder), Kendall Simmons (Treasurer) Kristi Utchell* **Absent:** *Stephanie Schaffner, Lyn Wolz, Sandy Gilliland (ex officio).*

Minutes: The minutes of the previous meeting (Nov. 5) were read and will be corrected by Lars for review by the committee.

Travel Requests: We received three travel requests. They were all reviewed and approved at the meeting:

Nancy Burich, Lars Leon, and Rich Ring will all be traveling to Philadelphia, PA for the Midwinter ALA conference held January 29-February 3.

Treatment of pre-conference and similar meetings: We discussed various issues related to this topic and decided to postpone additional discussion and a decision until our 11/19/98 meeting.

Announcement: Gordon Anderson offered to talk with library staff about his attendance at the Frankfurt Book Fair with a group of ALA/WESS Librarians. ALA/WESS is the American Library Association/Western European Specialists Section. SDC agreed to sponsor this talk. Vic will talk to Gordon.

Program themes: We discussed our talk with John Miller about the new system and other ideas which we have generated on our theme for this year. We affirmed that we need to keep in touch with the Transition Team, Instruction Council, and Classified Conference Exec Board. Vic will talk with Instruction Council and the CCEB about their plans. We discussed more on three potential theme areas: 1) new system; 2) change; 3) patron relations.

Vic suggested "Working Together, Changing Together" as a theme which we unanimously thought was a great idea.

Some specific ideas which we discussed include:

1. Showing the "Change" video suggested by Marilu.
2. Bring in some speakers who have had experience with changing to a new integrated library system; especially Endeavor.
3. Patron relations (to include a seminar and a manual).
4. Stress management.
5. Closure to the old systems including perhaps a New Orleans jazz style funeral to "bury" the old systems. We could even have t-shirts.
6. Have speakers talk about how they have helped their users learn about their new integrated library systems.

Distribution of SDC funds: We discussed several ideas related to this topic including survey possibilities. We determined that we need to come up with a plan of action to begin to tackle this issue. We need to do a survey sooner rather than later which will identify needs. We will discuss this at our 11/19 meeting.

Staff Development Committee

Meeting Minutes

November 19, 1998

Present: Vic Cardell (Chair), Sandy Gilliland (ex officio), Lars Leon, Stephanie Schaffner (recorder), Lyn Wolz
Absent: Kristi Utchell, Kendall Simmons (Treasurer)

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

Announcements: Vic talked to Gordon Anderson about his SDC sponsored talk. We will reserve a conference room from noon to 1:30pm on January 12 for Gordon's Brown Bag talk on the topic of his participation in the Frankfurt Book Fair as an ALA/WESS (American Library Association/Western European Specialist Section) librarian.

Reminder that the deadline for submitting travel fund requests for ALA Midwinter is November 25.

Travel Requests: We received several travel requests which were reviewed and approved at the meeting: Loretta Spurling will attend ALA Midwinter conference in Philadelphia, PA from January 30 - February 1. Susan Craig will travel to Vancouver for the ARLIS/NA Annual conference March 25-31. Brad Schaffner will attend the ACRL 9th Annual Conference in Detroit, MI from April 8-11.

Program Theme: Vic spoke with Carmen Orth-Alfie of Classified Conference Executive Board and Cindy Pierard of Instruction Council about SDC's program theme, "Working Together, Changing Together." The three concurred that SDC's tentative sponsored events will not duplicate or conflict with CCEB or IC's plans. Vic also talked to Carmen about cosponsoring an upcoming visit by Karen Cole, Associate Dean of Kansas State Library, who will speak about K-State's experience with the implementation of the Voyager system. CCEB would be happy to cosponsor this talk with SDC. Early next semester, SDC plans to show the video "Change." The committee would like to preview the video before it is shown to staff and will try to do so before the end of the year.

SDC Funding Issues: Vic will send out an e-mail reminder to all staff to provide details on their travel request forms about all conference/workshop expenses, including information on pre-conference meetings or workshops. Discussion continued on our charge to examine the distribution of SDC funds. We may need to conduct a needs assessment survey of the LFA members, as well as a survey of preferred funding options of all library staff. We will examine some needs assessment surveys in our next meeting.

For next meeting: Stephanie will search for examples of needs assessment surveys to bring to the meeting and Lars will identify SPEC kits for the same.

Our next meeting will be December 3, 1:30-3:00, Conference Room B.

LFA EXEC MINUTES

23 November 1998

Attendance: Brian Baird, Chair, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Brad Schaffner, Librarian II representative. Absent: Ken Lohrentz, Chair Elect, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative.

Minutes from the last three Exec meetings were reviewed. Revisions and corrections were made.

Last year's committee annual reports were discussed and issues that impact this year's committee were explored. Mid-term reports from committees were recommended by last year's Exec. It was decided, however, that we would prefer to have the committee liaisons check with their committees and report back to Exec.

Another recommendation from last year's Exec was that this fall Exec revisit the issue of reexamining the Learning Organization Model proposal received from Johnnie Love. In light of the significant changes to the faculty evaluation process, it was decided to wait and see how the new system works.

It was also recommended by last year's committee that Exec this year explore the various options concerning joint committees with Classified Conference Executive Board.

The Nominating and Balloting Committee is faced with the issue of clarifying preferential voting to enable LFA members to better understand the process. We will either need to accept the fact that it will remain confusing, or give up the process all together, in which case, we will need a bylaws change.

The Salary and Benefits Committee wants to check with a statistician on the compression study they did last year. They are to report at the LFA spring general meeting. Exec asked Ken to relate to the committee that they should report to Exec by February 15 on their compression study and results of checking with the statistician.

Passed along to this year's Exec is a document from last year's Exec entitled *Discipline Expectations for Librarians at KU*. The original version is dated November 1994 and was written by Bill Crowe. This was given to LFA Exec for their approval. There is also now a draft version which has undergone a couple of revisions dated June 1998. Both versions were passed along to this year's Exec for further discussion. We discussed the good and not-so-good points of each of these versions. This is the letter that goes with promotion and tenure files to UCPT. We agreed that it needs to be short, and that there are some advantages in it remaining somewhat vague. We don't like putting percentages in the document as they refer to our service and research, but we would like to have a way of pointing out that we are expected to work a forty hour week and have a 12 month contract. In addition to the letter, Bill meets with UCPT each year, and UCPT tends to rely on the recommendations of LCPT. It was recommended that there should be a statement, or footnote, to the letter saying that this communication has been jointly developed by the administration and LFA Exec. Perhaps UCPT wouldn't even read it, but at least it would tell everyone else, and be a reminder to us, that it is not just an LFA statement.

Respectfully submitted,

Donna Koepp, Secretary

MINUTES FOR LFA EXECUTIVE COMMITTEE MEETING 11/30/98

Present: Meg Brown, Brad Shaffner, Brian Baird, Ken Lorentz, Rob Melton
Absent: Donna Koepp, Loretta Spurling
Guests: Bill Crowe and Marilu Goodyear

Three topics were discussed during this meeting with Marilu and Bill:

1. Conflict of interest issues brought up at the LFA Fall meeting, regarding in particular library faculty teaching at other institutions;
2. Clarification of merit raises and distribution of funds for raises.
3. Exemption from service and research.

1. Conflict of Interest

At the Fall LFA meeting Marilu Goodyear mentioned that teaching a course at another university is considered a conflict of interest. The LFA Executive Committee asked Marilu and Bill to discuss this issue in more detail. Marilu passed out a copy of a portion of the "Board of Regents Rules" which are located on the web:

<http://www.ukans.edu/~kbor/faculty.html#commitment>

This set of guidelines, under part 13:b:2 states: "For members of the faculty, the Regents institution permits and, indeed encourages, a limited amount of personal, professional activity outside the faculty member's reasonably construed total professional responsibilities of employment by and for the institution, provided such activity: (a) further develops the faculty member in a professional sense or serves the community, state, or nation in a professional capacity; (b) does not interfere with the faculty member's teaching, research and service to the institution; and (c) is consistent with the objectives of the institution. **Regular instructional service to other educational institutions is normally regarded as an inappropriate personal, professional activity.** Without prior approval, faculty members on full-time appointments must not have significant outside managerial responsibilities nor act as principal investigators on sponsored projects that could be conducted at their institution but instead are submitted and managed though [sic] another organization. Unless an exception is granted by the President, Chancellor or a designee, unclassified staff members may consult only on non university time, including vacations." *(Bold emphasis made by minuter).*

Marilu and Bill requested that anyone who is offered a specific teaching opportunity outside of the University of Kansas should immediately talk with their supervisor and come to the Library Administration to discuss the possibility. Marilu and Bill would prefer to deal with this issue on a case by case basis as this is policy at the Regents level and not likely to be changed. Exceptions can be made, but they require time. Marilu reiterated that if there isn't enough time to consider a request, the University Administration may not be as willing to make exceptions. Exceptions may be made in the case of an emergency, such as the death of a professor, etc..

Rob M. asked if this was an issue of payment—if we aren't paid for the teaching does this

make a difference? Bill and Marilu questioned whether someone would be willing to teach a semester long course without pay, but explained that it wasn't the payment as much as it was an issue of time. Bill also assured LFA Exec that workshops, or single lectures at other institutions is not a conflict.

2. Clarification of merit raises and distribution of funds for raises.

The question was raised of how the pool of money was divided for raises over the last few years. Marilu explained the process used for distribution of last year's funds (paraphrased):

Every year the Libraries get a certain percentage for raises for unclassified positions; last year it was 4%. Bill's practice for the last 6 years has been to take a portion off the top for discretionary use by the dean to address equity issues. Last year the Dean took .5% off the top of the 4%. Last year, Bill got an additional \$20,000 to give to all of Information Services, and chose to give \$18,800 to Library uses. Before the raises were given out, Marilu sat down with Salary and Benefits and explained where the two pots of money were coming from, and discussed where that money should go. Salary and Benefits Committee were asked to look at the information to help Marilu and Bill make the final decisions of the placement of the extra money. (Note: Salary and Benefits made some suggestions that did lead to Marilu and Bill making some changes in their decisions.)

Much of the money was spent dealing with the fact that we often have to hire new faculty at a higher salary than their peers who are already working here. This year, Bill and Marilu especially wanted to address the inequities in the salaries of the peers (people in similar positions) of the new employees hired at a higher salary. There was not a detailed description to LFA in Salary and Benefits Minutes of how this money was distributed, based on issues of confidentiality. All of the salary information, is of course, available in the University Budget (University Archives).

Bill and Marilu noted that when dealing with equity issues, a person must have meritorious ratings in order to receive a raise. It was also noted that there are still some inequities that need to be dealt with this year, but they hope we are coming close to filling the gaps.

THE FORMULA

The discussion naturally moved into an explanation of the formula, and a question concerning whether or not this is still an appropriate way to deal with our merit salary increases. LFA Executive committee is interested in discussing this issue further, and we wait anxiously for Salary and Benefits to report on some of their findings in looking at past and current compression trends. There is a concern that the formula was designed many years ago, and it met a need then, but it might currently benefit from change. Marilu and Bill are open to discussing other possibilities, and LFA Executive committee would like to look further into this issue.

There was also a discussion about the fact that the formula uses only the

summary/composite rating. Marilu was wondering if the faculty might be interested in having all 3 ratings go into the formula, distinctly. A suggestion was made that we could do a study of how merit raises were affected by people with various ratings (for example does it make a difference if a person has exceptional in all three categories--?). The committee feels we should look further into this issue on many levels, including educating the staff on how the current formula works and what is its history.

[Bill left the meeting at this point.]

3. Exemption from service and research.

Rob M. asked how one goes about getting exempted from research and service-how is this decision made? Marilu responded that there are no official guidelines, but she considers the following: if someone has a work assignment that is so overwhelming that he/she cannot do service and research, **and** this work is extremely important to the Libraries overall, this person warrants an exemption. Marilu noted that some people have asked and been denied this exemption because the issue was not seen as critical to the Library overall, or not seen as more overwhelming than work done by other members of the faculty. Currently a few people have the exemption to deal with implementation of Endeavor and also space issues. Marilu also noted that assistant deans and Marilu all fill out FASARS.

Submitted by Meg Brown 12/3/98

MINUTES
September 25, 1998

Committee: Committee on Research & Scholarly Activity (CRSA)
Date: Friday, September 25, 1998 - 2:30-4:00
Present: Nancy Burich, Jana Krentz, Kathleen Neeley, Cindy Pierard
Absent - Gordon Anderson

Elect Chair and Secretary

Nancy Burich was elected Chair. Jana Krentz was elected Secretary.

Meeting time

CRSA will meet once a month in conference room B. The following meeting times were agreed upon:

Oct. 21	1:00-3:00
Nov. 18	1:00-3:00
Dec. 16	1:00-3:00

Review Standing and LFA Exec Charges

We discussed the Committee's charges briefly.

Review KU Research Development Fund Information

Since last year was the first year these funds were available, there was a discussion of how to let staff know about this opportunity. It was suggested that the information be disseminated on the CRSA website. The Committee decided to take the information to CC in order to make contact with department heads. Kathleen will do a brief presentation on the fund to CC and will make sure it gets on the agenda. It was also decided to send the information out on e-mail. Deadline for the grant is October 30.

Scholarly Activities Support Group

Following up on a suggestion made by Johnnie Love, the Committee discussed the type of format we might want for the support group: a general meeting, topical, or a brown bag lunch. The group should offer support not only to those librarians seeking tenure, but also to those seeking research support. We need to target untenured librarians and LIIs who haven't applied for LIII status because of lack of research. There are still some librarians who don't understand that they need to do research. The Committee looked at Jeannie Miller's article "Academic Librarians and the Pursuit of Tenure: The Support Group As a Strategy for Success" College and Research Libraries (May 1998): 260-65 for additional ideas.

Instruction Council

Purpose: Develop and defines vision and mission for the instructional programs of the University Libraries. Develops goals and objective in support of the vision and chart progress towards them. Assists the Coordinator of Instruction in development of a comprehensive program of librarywide instruction. Establishes effective partnership with other instructional support service units on campus, particularly Academic Computing Services. Develops program to support library staff involved with instruction. Refers issues to the Bibliographers Council and Coordinating Council for consideration.

Membership: The Instruction Council will consist of the Assistant Dean for Information Services, the Instruction Coordinator and the following:

One member from Watson Reference

(Bayliss Harsh, two year term expiring June 2000)

One member from the sciences

(Vicki Coleman, two year term expiring June 2000)

One member who is a subject bibliographer

(Jana Krentz, two year term expiring June 2000)

One member from the following units Art & Architecture, Music, Special Collections, Kansas Collection and Archives, and the Edwards Campus Library

(Lyn Wolz, two year term expiring June 1999)

One member from Information Technology Services

(??? Two year term expiring June, 2000)

One member from the library staff

(Shelley Sandberg, Two year term expiring June 1999)

The Associate Dean will select a chair for the council annually from the membership. Secretarial responsibilities will be rotated among the Council.