

The University of Kansas Libraries

Number 1465

Date: January 7, 1999

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

PERSONNEL

Shannon Royer, the Libraries' new Assistant to the Dean for Fiscal Services, has begun her transition from her current position as Director of Financial Procedures and Reporting in the Comptroller's Office (1993-pr.). As Marilu Goodyear mentioned in her recent e-mail note to all staff, Shannon is heavily involved in the implementation of the PeopleSoft Financial system. She will be in the Administrative Office, working on a part-time basis for several weeks and will then resume full-time responsibilities in the Libraries effective March 1st.

Shannon is a KU graduate (BS in Business with a major in Accounting) and she earned the CPA in 1992. Prior to her KU employment, Shannon was employed by the Michael J. Hickman, CPA, firm in Lawrence, as a staff accountant/CPA; and, she previously held a position in the Douglas County Treasurer's Office. We are in the process of scheduling orientation meetings for Shannon with several library staff. Sandy Gilliland

KU HUMAN RESOURCES ISSUES NEWSLETTER

The Human Resources Office recently issued its first quarterly newsletter to all staff. In addition to general HR and benefit information, this newsletter also includes the Professional Development Training calendar. If you did not receive the newsletter and would like a copy, please contact Human Resources, 4-4946. Also, because the Professional Development Training calendar is now included in the newsletter, we will no longer reproduce the calendar in FYI. Sandy Gilliland

EXHIBIT ON THE EURO

A very timely exhibit on the new European currency has been prepared by Roger Anderson in the Jim Ranz Exhibits Area, Watson Library. Entitled "The Euro, Dawn of a New Currency," the exhibit displays materials from the Libraries' collections dealing with the recently inaugurated common currency which will be used in many of the major industrial countries of Western Europe. Jim Smith, Watson Library Exhibits Committee

LIBRARY STAFF DIRECTORY

Corrections/additions on the Library Staff Directory (attachment, 11/19/98 FYI) as follows:

Add: Diana Dyal under Electronic Information (also w/Cataloging) correct phone to 4-8930

Add to Reference: Jeff Bullington, #4-8994 and Mary Miller (already under the individual listing)

Rita Wilson

ATTACHMENTS

Travel Reports: Brown, Dienes

Committee minutes:

Instruction Council, 11/09/98

School of Law Library Hours

Memo: Holidays for 1999

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

Name: Meg Brown

Department: Preservation

Name of Event: Midwest Regional Conservation Guild Meeting

Location: New Harmony, Indiana

Dates of Travel: November 6-8, 1998

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

The Midwest Regional Conservation Guild is a group that started many years ago to try to give a community to those conservators who are not in the “hot spot” of the east coast and who don’t have many colleagues nearby to contact or share problems and solutions with. Since I have started my job here at the University of Kansas, the library community has been very wonderful to me, but I have missed having a community of my peers in the world of conservation. This meeting was a great opportunity for me to check in with some fellow conservators, and begin to build a community for myself, at least in this part of the country (on the east coast conservators are a dime a dozen—according to the American Institute for Conservators, I am the only book conservator in the state of Kansas.) At this meeting I was able to meet the nearest book conservator to us—who is in St. Louis. We were able to talk about the region and what resources are available to us here, as well as talk about some challenges I have had during my first year, and he shared some of his experiences with me.

I heard amazing talks all day Saturday and Sunday ranging from current conservation education programs in Russia, to an interesting attempt to save stuck glass plate negatives, to an amazing slide show on the painstaking conservation treatment of the Thomas Hart Benton Mural Project currently underway at the University of Indiana. One of the interesting things about this meeting was how informal it was, but yet extremely informative. The group was small enough that after the talks were completed, real live discussion occurred, where important theories and concepts were questioned in a way that a large formal meeting often does not allow. One speaker even took the opportunity to give a talk on a mistake—a conservation treatment gone bad! It is quite rare to find someone willing to share a bad treatment, and I am glad that I have found a forum where the level of trust allows this type of open discussion.

Overall the meeting was extremely helpful, not to mention set in an amazing environment (if you ever get a chance to visit—I highly recommend this crazy little town!) I hope I will be able to attend more meetings in the future so that I can continue to build relationships with the members of this group. Thanks to SDC for their support that helped me afford this trip!

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Jennie DIENES Department: Map Library

Name of Event: Western Association of Map Libraries Fall Meeting Location: Library of Congress, Washington, D.C.

Date(s) of Travel: September 16-18, 1998

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

Western Association of Map Libraries, Fall Meeting at the Library of Congress, Washington, D.C., September 16 to 18, 1998.

Participants began early Wednesday morning activities by visiting informally with each other, registering, and receiving name tags. Following these preliminaries, Linda Zellmer led the general business meeting. At the business meeting, committee heads reported on their activities. While the business meeting was proceeding, participants were asked to identify on a notepad which was circulating two of some six or seven areas of interest to them. I very much would have liked to attend some four or five of the presentations, but there were only two repeat presentations offered.

Everyone participated in two activities: a tour of the Geography and Map Division and a talk on the Division's contributions on INTERNET, especially its American Memory Map Project. Both of these activities revealed how forward looking this division is in the collection and preservation of its map and atlas materials in whatever format they become available. During the tour, we learned that some of the equipment used to house or preserve maps/atlas/other "map" materials is custom built to serve the needs of the Division. Roller atlas shelving was specially designed for it.

One of the workshops I attended was on the preservation of maps. Several staff members explained their materials and the various procedures they use for preserving maps. Because they cannot do special preservation on every map that needs treatment, they must evaluate and select which must be treated and at what level of treatment. They must coordinate their efforts with other departments who also have specific preservation needs. The staff were very willing to answer questions, give information about where to purchase materials and welcomed being a future resource if necessary.

Continued on verso

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

The second workshop was on map cataloging. Barbara Story of the cataloging department informed the group about recent significant changes in cataloging (format integration, added title information--246/710 lines, etc) and two very important documents which are being prepared by librarians in the map cataloging sphere. Cartographic Materials, a Manual of Interpretation for AACR2 and the Library of Congress Map Cataloging Manual are being combined and revised but will only be ready in about two years. The second document is an update of the G classification and will probably be available only in CD-ROM. No time-line was available for the latter. For the rest of the session, Barbara Story and Paige Andrew fielded questions about specific problems the participants had at their own institutions.

I very much appreciate the support given by Staff Development to make this trip possible.
Report submitted by Jennie Dienes/Maps

Instruction Council Minutes

November 9, 1998

Present: Judith Emde, Bayliss Harsh, Jana Krentz, Cindy Pierard, Julia Rholes, Lyn Wolz

Absent: Jerree Catlin

Additional Members

The committee is looking for additional members. Cindy will forward names of potential members to Marilu Goodyear.

Fred Rodriguez Workshop

This winter Fred Rodriguez will be doing another session of the workshop he did for the Libraries in August as some interested staff members could not attend that session.

Suggested dates are Dec. 9 and Dec. 18. Various options for location were discussed.

Cindy stated that Fred Rodriguez suggested the Center for Teaching Excellence.

New Software

Jana brought to our attention some new software, available on the web, called TrackStar, written by Joe O'Brien from KU's School of Education. This software helps instructors integrate Internet resources into their teaching. A preview of this software is available on the Internet at <http://scrtec.org/track>.

IC's Charges

We discussed some of IC's charges.

First we addressed IC's charges for advising the Instruction Coordinator, Cindy, in the design of Watson's new electronic classroom and in the development of policies for this facility. Julia and John Miller will look at the funding received for the classroom from the University Technology Fund and the instructions for its use. Then IC will begin working on policies and planning. Several future IC meetings will most likely be devoted to this topic.

Cindy suggested that after the first of the year we invite John Miller to an IC meeting to discuss IC's participation in Voyager training and implementation.

Future Meetings

Our next meeting is November 23. We will do further planning for Fred Rodriguez's workshop, Cindy and Julia will provide an update on plans for the electronic classroom, and we will look at drafts for two new Guides for Readers, Inspec and Compendex. It was suggested that IC might meet with Bibliographers' Council in the future to discuss publications.

minutes submitted by Bayliss Harsh

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

INTERTERM AND SPRING SEMESTER, 1999

| | | | |
|---|---------------------|----------------------------|--|
| December 18-January 16 | | INTERTERM HOURS | |
| | Mon. - Fri. | 8:00 am - 5:00 pm | |
| | Sat./Sun. | CLOSED | |
| (CLOSED Fri., Dec 25, and Fri., Jan. 1) | | | |
| January 17 - March 18 | | 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 | |
| (CLOSED Mon., Jan. 18, Martin Luther King Holiday) | | | |
| March 19 | Fri. | 7:30 am - 6:00 pm | |
| March 20 -March 27 | | SPRING RECESS HOURS | |
| | Mon. - Fri. | 8:00 am - 5:00 pm | |
| | Sat/Sun | CLOSED | |
| March 28 - May 5 | | REGULAR HOURS | |
| May 6 - May 19 | | EXAM HOURS | |
| | Mon. - Fri. | 7:30 am - Midnight | |
| | Sat. | 8:00 am - Midnight | |
| | Sun. | 10:00 am - Midnight | |
| May 20 - May 23 | | COMMENCEMENT HOURS | |
| | Thur. | 7:30 am - 6:00 pm | |
| | Fri. | 8:00 am - 5:00 pm | |
| | Sat. | 10:00 am - 5:00 pm | |
| | Sun. | 8:30 am - 5:00 pm | |
| May 24 | | SUMMER HOURS | |

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.

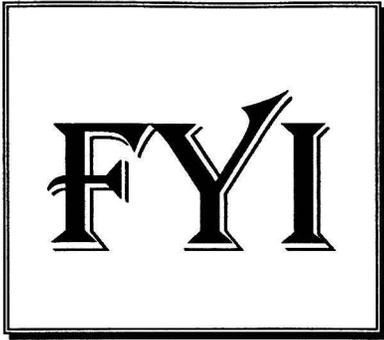
| | |
|------------------------|-----------------------------|
| New Year's Day | Friday, January 1, 1999 |
| Martin Luther King Day | Monday, January 18, 1999 |
| Memorial Day | Monday, May 31, 1999 |
| Independence Day | Monday, July 5, 1999 |
| Labor Day | Monday, September 6, 1999 |
| Veterans' Day | 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 1466 January 14, 1999

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

CLASSIFIED VACANCIES

Applications are now being accepted for two full-time Library Assistant positions: a LAI in the Retrieval Services Department, and a LAII in Access Services/Circulation. 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, January 22, 1999. Responsibilities are listed below.

Library Assistant I, 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. 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.

Qualifications for the Library Assistant I position are as follows: Minimum qualifications: Job knowledge at entry level in library support work. Preferred selection criteria:

- Library work experience.
- 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.
- Experience with IBM compatible computers.
- Ability to maintain a regular schedule.
- Ability to work under pressure and handle work-related stress.

(continued)

An Equal Opportunity/Affirmative Action Employer

Library Assistant II, Access Services (Circulation): This position reports to the Head of Access Services and is assigned the following responsibilities: 1) Manage Watson Library Circulation Desk, 40%; 2) Provide public service, 40%; 3) Other duties as assigned, 20%.

Minimum Qualifications: Job knowledge at an advanced level in library support work. Preferred Selection Criteria: Strongly prefer:

- Substantial library work experience.
- Ability to communicate effectively with a diverse public.
- Ability to supervise and motivate staff and development and implement training programs.
- Ability to plan, organize, and manage workflow, and to set priorities and meet goals.
- Ability to work accurately with detail.
- Ability to work under pressure and handle work-related stress.
- Experience/knowledge with computer applications.

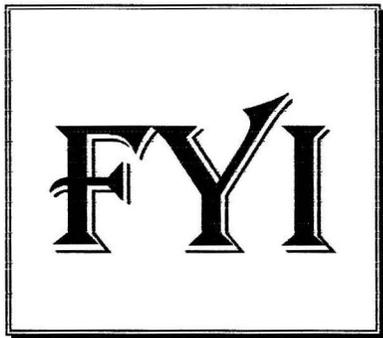
Prefer:

- Experience with facilitating communication in a work and/or public service environment.
- Ability to work as part of a team as well as independently.
- Experience in supervising and training staff.
- Library public service experience.
- Knowledge of KU library collections and organization.
- Familiarity with library classification schemes.

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

Several personnel changes have recently occurred. **Kristi Utchell**, a Library Assistant I in the Cataloging Department, has been appointed to a part-time Library Assistant I position in the Engineering Library and will transfer effective January 25th. **Lawanna Huslig** has been appointed as a Secretary I in The Kansas Collection. Lawanna has most recently been employed by Sprint Telecenters. Her employment begins January 25th. As announced earlier via e-mail, **Erik Evensen** has been appointed as a Library Assistant I in Retrieval Services, effective January 11th.



The University of Kansas Libraries

Number 1467

January 21, 1999

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

PROGRAM TO HONOR SANDY MASON

A program is being organized to honor the contributions of Sandy Mason to KU, the Department of Special Collections and to rare book and manuscripts librarianship. The planning committee is led by Bill Crowe and Susan Craig (co-chairs), and includes Jim Helyar, Bill Mitchell, Edwynna Gilbert (president of the Friends), Barbara B. McCorkle, Michael Hoeflich, and Marilyn Stokstad. Mary Rosenbloom and Barbara Gorman are providing staff assistance.

The event is entitled, *Vivat Liber: Celebrating Books, Librarians and Readers at the Kenneth Spencer Research Library*. It will be held on Saturday, May 1, 1999, and is open to the public.

David McKitterick, librarian of Trinity College, Cambridge University, will deliver the keynote talk on the topic of the continuing centrality of rare book and manuscript libraries to scholarship. A panel of distinguished scholars, librarians and "bookpeople" will offer their thoughts on the importance of Spencer Library: Nora Quinlan, formally a member of the staff in the Department of Special Collections and now at Nova Southeastern University in Florida; A. C. Elias, a reader who has used the Department extensively and is an expert on Jonathan Swift; Dr. Gordon Sauer, a longtime user of the Ellis Collection and scholar of John Gould; Bernard Rosenthal, the noted bookseller, who has helped build the holdings of the Department of Special Collections; Breon Mitchell, a KU graduate, former Special Collections student assistant, and current professor of Germanic Studies and Comparative Literature at Indiana University; and Roger Stoddard, curator of rare books at the Houghton Library, Harvard College.

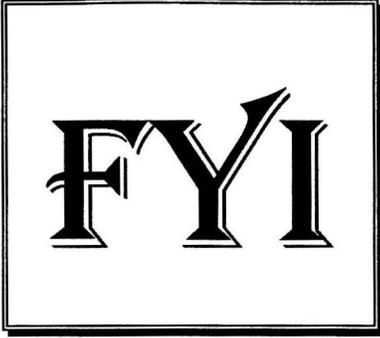
The annual Spring dinner meeting of the KU Friends of the Library to be held that evening also will honor Sandy. Library staff are encouraged to mark their calendars now and make plans to attend these events. Please watch for further information as the date approaches.

Bill Crowe

NANCY BURICH AWARDED SABBATICAL LEAVE

Congratulations to Nancy Burich, KU Regents Center Librarian, who has been awarded a Sabbatical Leave for the Spring 2000 semester. During her Sabbatical, Nancy will study successful models for providing library and information services which support distance education using new technologies and cooperative agreements. With these efforts, she intends to develop a plan for the University to supply library and information support services to dispersed students.

Sandy Gilliland



The University of Kansas Libraries

Number 1468

Date: February 4, 1999

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

PERSONNEL

Susan B. Case has been appointed as Science Librarian, effective February 21, 1999. Susan received a B.A. degree in Biology and a M.S. degree in Botany from the former Kansas State Teachers College in Emporia. She earned the MLS degree from Emporia State University. Susan has been employed as a Research Assistant and Research Associate in KU's Biochemistry and Entomology departments; as a Medical Reference Librarian at KUMC; a Senior Clinical Medical Librarian, UMKC; and as the Rare Books Librarian at the Clendening History of Medicine Library, KUMC. In addition, Susan has served as an adjunct faculty member with the University of Missouri School of Library and Information Science, the UMKC School of Nursing, and the UMKC School of Pharmacy. She is currently a Visiting Special Collections Librarian at KU. Susan replaces Lorrie Knox.

Sandy Gilliland

LIBRARY STAFF DIRECTORY

A few more revisions for your Library Staff Directory (11/19/98 FYI attachment):

Add: Erik Evensen, LAI, Retrieval Services, 4-8898; Lawanna Huslig, Sec. I, KS. Coll., 4-4274; Shannon Royer, Asst. to Dean for Fiscal Ser, Admin. Off., 4-8917; **Update:** Terri Gottstein to LAI; Larry Hopkins to LAI; Kristi Utchell to Engineering (KUTCHELL), 4-3850; and Angella Unfred 4-3429/4-3049

Rita Wilson

ATTACHMENTS

Travel Reports:

Committee minutes:

Instruction Council Meeting, 12/07/98
LFA Exec Committee Meeting, 12/07/98, 12/14/98, 01/04/99, 01/11/99
LFA Salary & Benefits Committee, 09/01/98, 11/02/98
Planning & Resources Committee, 12/08/98, 12/17/98, 01/05/99
Staff Development Committee, 12/10/98
Classified Conference Executive Board Meeting, 01/19/99, 01/25/99

Instruction Council Meeting Minutes

Monday, Dec. 7th, 1998 10:00 am Watson Conf. Rm. B

Attended: Judith Emde Bayliss Harsh Jana Krentz **Absent:** Jerree Catlin
Cindy Pierard Julia Rholes Lyn Wolz

Minutes

Bayliss and Jerree will put the minutes from the past two meetings out to all members on email so that we can all look at them and make any necessary corrections at the next meeting.

Fred Rodriguez Workshop

We came up with two possible dates and times—Tuesday, Jan. 12th from 1-3 pm (our first choice) or Monday, Jan. 11th from 10am - 12 noon. Cindy will check with Fred and then email us the final decision on the date and time. The workshop will be held at the Center for Teaching Excellence. Jana volunteered to do the flyer, which will be based on the one Lorrie Knox did for the previous workshop, changing the date and time information and adding “Back By Popular Demand” so that people who have already attended this workshop will not think it is a new one. The flyer will ask people to RSVP by Jan. 8th. Jana will have student assistants in her department do the mailing of the flyers which should happen by Dec. 17th. Bayliss will take registrations by email. In early January, Bayliss and Cindy will send out an email reminder about the workshop.

Future Meetings

There are no more meetings scheduled for this semester.

During the spring semester, meetings will continue to be held on Mondays, but the time will be changed to 10:30-noon (from 10:00-11:30). The following dates have now been set for next semester:

| | | | | |
|-----------------------|-----------------------|------------------------|------------------------|----------------------|
| Jan. 4 th | Feb. 8 th | March 8 th | April 5 th | May 3 rd |
| Jan. 25 th | Feb. 22 nd | March 22 nd | April 19 th | May 17 th |

Spring Workshop Schedule

Please proofread the schedule that Cindy handed out (and that was sent out by Rob Melton on email to everyone on KULIB-L). Double check the dates and times especially. Send any changes in dates or times to Cindy; send changes to content or layout directly to Rob. Both asap.

Clark Lab and New Classroom in Watson

Julia announced that the Clark Lab will only be used for workshops and library staff training during the spring semester. Cindy told us that the library administration is hoping to have the new classroom set up during the summer and ready for fall semester. Of course, the actual schedule for building and use will be up to the university architects, facilities people, etc.

Agenda Items for Future Meetings

Julia will talk to John Miller about the possibility of his attending one of our meetings, preferably in January, to talk about how IC can help with the training of the public on the use of the new ocat, making search guides, etc. Julia suggested that the members of IC look at John's Endeavor web page, which has a list of the university libraries which already have the system. We could then look at those that are on the web so that we can see examples of the many ways that libraries have configured their web interface for their Endeavor ocats.

Minutes submitted by Lyn Wolz.

LFA EXEC MINUTES

Monday 7 December 1998

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

Koepp passed out several sets of minutes of committee meetings. These were reviewed by the committee members and Koepp was directed to publish them in FYI and submit copies to Archives for the files.

Brown took minutes for the November 30 meeting of Exec with Bill Crowe and Marilu Goodyear. They have been reviewed by Exec members, but we are waiting for comments from Crowe and Goodyear.

Brown reported on the meeting of the Planning and Resources Committee with Marilu Goodyear. Departmental resource reports were discussed. PRC believes they are important, but would like a request for them to come from the administration. Goodyear suggested looking at alternatives to the resource reports. Perhaps to ask specific questions, and in that way actually get more information. They talked about open meetings and consensus building. Concerning the Initiative 2001 it was reported that there is no plan in place. Goodyear may come back to PRC and ask them to look at the 2001 Initiative further. It is still not determined whether the new fiscal officer will be ex-officio on PRC. Someone else may play that role depending upon what is being discussed. Brown felt that it was a productive meeting.

Melton suggested that PRC might assist in the development of departmental resource reports by doing interviews in half-hour time slots. This may be easier than filling out a questionnaire. Instead of editing everyone's response, PRC could amalgamate the information to form a synthesis of the library system situation. This could be valuable information for Exec, the administration, and the faculty as a whole. This would be a real contribution from PRC.

Brown further reported that PRC would meet on Tuesday and turn in a report to the search committee on the candidates for fiscal officer.

There was some further discussion of the restrictions on teaching by the library faculty at other institutions. There was concern expressed that faculty would be discouraged from pursuing teaching opportunities or would turn down opportunities when they arose.

There was some brainstorming about merit salary increases and how best to proceed in getting our concerns addressed. We need to start by getting a report from the Salaries and Benefits Committee. If we get the 7% increase that is hoped for this year, it would be nice to even out some of the perceived inequities that may be present in our existing system of distribution.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted
Donna Koepp, Secretary

LFA EXEC MINUTES

Monday 14 December 1998

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

The first order of business was to review several sets of minutes from Exec meetings and Committee meetings. They will all be submitted to FYI and to Archives for the files.

Lohrentz announced that he was resigning due to an overload of assignments. He is willing to serve until a replacement is elected.

Baird will talk with the Nominating and Ballot Committee to arrange for an election. A brief discussion followed about possible candidates. Baird will send out a general announcement asking for nominations and forward his list to the Nominating and Ballot Committee.

Lohrentz reported that he had talked with Kathleen Neeley, Chair of Salaries and Benefits Committee about the salary compression study. At first it was thought that there was no significant problem here, but after a search of the literature, they are going to reexamine the issue.

Salaries and Benefits Committee would like to meet with us soon, perhaps before Christmas. Baird will invite them to our December 21 meeting. There was a general feeling among the committee members that the current merit salary distribution formula had outlived its usefulness, and frequently is not voted on by the majority of faculty. In the end, the administration is making the decision for us. _____

Baird presented a printout of what he has so far on the LFA and LFA Exec homepage.

LFA EXEC MINUTES

Monday 4 January 1999

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

Guests: Kathleen Neeley, Mary Hawkins, Bryan Culp, Sandy Gilliland, all members of the Salaries and Benefits Committee.

Baird opened the meeting by saying that the Salaries and Benefits Committee had been invited today to brief us on their salary compression study and to assist us in examining merit salary increases and the formula that we have used in the past to determine how the money would be distributed. The merit salary distribution formula is being examined especially now since Nancy Jaeger has retired and taken some of the knowledge of the workings of the formula with her.

It is unclear if compression is a problem. Some of the inequities have been addressed in recent years. S & B plans to have the Office of Institutional Research and Planning look at its analysis of the situation. Melton stressed that Exec wants to see the results of this analysis this year, and would like S & B to recommend what can be done to address this situation.

There was discussion on the possibility of our merit salary increases depending upon, at some percentage level, all three parts of our evaluation system. It is felt that there should be more importance placed on rewarding service and research which currently doesn't seem to be rewarded or considered in our overall ratings. We might consider some kind of prorated way of doing this.

The salary distribution formula has some problems. There are so many choices to vote on that none ever gets a clear majority, which then leaves the final choice to be made by the administration. We do not have to keep using this same formula, but if we want it changed, we need to develop something else to replace it. The LFA Code states under 3.3.7.1 on the Committee on Salaries and Benefits: "The Committee shall review annually, and recommend revision of as necessary, the method(s) of distribution of merit salary increases. Such method(s) and revision shall be submitted to the Library Faculty Assembly for approval by means of a mail ballot. If a new method is proposed, Lohrentz recommends that we have a couple of open meetings to give everyone an opportunity to discuss the plan and learn about what the current problems are. This would also give everyone an opportunity to review how this years evaluation process worked, since we are using a new system this year.

It needs to be decided what we will do this year, and then how we will approach this situation in the future. The future options can be discussed at the Spring meeting. There was some urgency, however, expressed concerning what to do about salary distribution this year, because there appears to be a good chance that there will be a significant increase this year.

There was some interest expressed in seeing if we could come up with a revised system this year, including open meetings with the staff. If we move expediently, we may have time to institute the change this year before merit salary increase distribution is made.

A numerical rating system that would assign numbers for job performance and to service and research based on the percentage effort assigned to those elements would be a more precise way of determining an overall number rating that then could be given an assigned level of pay increase. For example, a certain percentage of the salary increase pool could be earmarked for job performance, service and research.

Time ran out on our discussion. The Salaries and Benefits Committee will meet with Exec again next week.

LFA EXEC MINUTES

Monday, 11 January 1999

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.

Guests: Kathleen Neeley, Mary Hawkins, Sandy Gilliland, all members of the Salaries and Benefits Committee.

Minutes of the last meeting were reviewed and revised.

Our current formula for distribution of merit salary increases and possible alternatives were discussed. One suggestion was to work on simplifying the ballot this year, and then work on more significant changes for the future. It had previously been thought that we may be getting a larger than usual increase this year, but the Governor's address to the legislature now makes that seem unlikely.

How the ballot for this year should be worded was examined. It was suggested that we might include an exploratory question, in the way of an opinion poll, to determine how the faculty feels about awarding merit salary for high ratings on service and research. We would like to determine how the faculty feels about the financial benefits of getting a high rating in all three categories, whether all three categories should be considered in the overall rating, and whether receiving an exceptional in all three categories should be recognized with a higher salary increase. It was also suggested that the Nominations and Ballot Committee be encouraged to make a special effort to get as many as possible ballots back from the faculty. The Salaries and Benefits Committee will work on the exact wording for these questions, and also work on simplifying the ballot, and bring this back to Exec at its February 8 meeting.

LFA Salary & Benefits Committee
Minutes of the September 1, 1998 Meeting

Present: Gilliland, Hawkins, K. Neeley

Absent: Culp

The Salary & Benefits Committee met at 1:30 p.m. It was decided to postpone appointment of officers until all members are present. The committee reviewed the proposed salary range for the position of Science Librarian, a tenure-track library faculty position. The proposed range of \$26,000-\$34,000 was approved by members present.

A brief discussion about the effects of the fall in the stock market upon our retirement plans ensued, followed by a brief update of health insurance benefits for the coming year. We agreed to meet again within the next two weeks to continue discussion of various retirement options and benefits and to appoint officers to the committee.

Respectfully submitted,

Sandy Gilliland

LFA Salary & Benefits Committee
Minutes of the November 2, 1998 Meeting

Present: Culp, Gilliland, K. Neeley
Excused: Hawkins

The Salary & Benefits Committee met at 1:30 p.m. in the Map Room in the Kansas Collection on November 2, 1998.

- The Cmte. approved the minutes from the September 1, 1998, S&B Cmte. meeting.
- The Cmte. approved the search committee's salary recommendations for the Reference Librarian/Bibliographer position.
- The Cmte. discussed the salary compression study, including alternatives for making the data and analyses available to the Libraries.

Respectfully submitted,

Bryan Culp

Planning & Resources Committee

December 8, 1998

Minutes

Present: Brown (chair), Fredericksen, Hewitt, J. Neeley, Ring, Schulte

The meeting consisted of a discussion of the candidates for Assistant to the Dean for Fiscal Services, whose interviews various Committee members had attended, and our recommendation to the search committee.

Minutes by Jim Neeley

PRC MINUTES
December 17, 1998

Present: M. Brown, L. Fredericksen, J. Neeley, R. Ring, B. Schaffner
Absent: S. Hewitt B. Schulte

The minutes of December 8 were approved.

Meg opened the meeting by stating that there was nothing she could report regarding the search for the Assistant to the Dean (for Fiscal Services).

The call for the FY2000 budget has been issued. Written materials are due on February 5, 1999. Copies of the memo were given to all members of PRC.

Members of PRC felt that the meeting with Marilu on December 1 was very productive. Based on the conversation at this meeting, it was decided that PRC will explore options for requesting reports from department heads and other interested staff members. These reports would allow department heads to report to PRC on the status of their department (both current and planning for the future). PRC would then share this information, through reports or open forums, with all members of the Libraries' staff. A summary of the reports would also be submitted to LFA Exec. Such an activity will allow PRC to work with the staff to share information on the state of the libraries.

Submitted by Brad Schaffner

PRC MINUTES
January 5, 1999

Present: M. Brown, L. Fredericksen, S. Hewitt, J. Neeley, R. Ring, B. Schaffner, B. Schulte

The minutes of December 2 and 17 were corrected and approved.

PRC reviewed the memo to LFA Exec which outlines the committee's project for the rest of the academic year. PRC is planning to design, distribute and then summarize the results of a questionnaire that will survey the planning and resources perceptions of the various library units and staff.

The rest of the meeting was spent on discussing possible questions for inclusion in the survey. The committee determined that there would be four basic areas of questions:

- 1) Budget/Planning priorities that are library wide.
- 2) What priorities/needs exist in individual units?
- 3) Are there planning needs or priorities that are not being met?
- 4) Question(s) to determine if people feel that they have adequate opportunity to provide input into the library planning process.

During the discussion, the possibility was raised about reviewing the 1997 departmental resource reports as part of this process. In 1997, Each respondent was asked to rank their highest needs/priorities. The new PRC survey could query if the needs/priorities remain the same in 1999. This would give the committee the basis to document the changing needs and priorities of the library staff rather than providing a one year "snapshot" of what is going on.

The discussion will be continued at the next meeting will at 3:00 p.m. on Tuesday January 19, 1999.

Submitted by Brad Schaffner

Staff Development Committee Meeting Minutes

December 10, 1998

Present: *Vic Cardell (Chair), Lars Leon, Stephanie Schaffner, Kendall Simmons (treasurer), Kristi Utchell (recorder), Lyn Wolz*

Absent: *Sandy Gilliland (ex officio)*

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

Travel Requests: Several travel requests were reviewed and approved. All were for the ALA MidWinter conference in Philadelphia, PA.

Gordon Anderson will attend ALA MidWinter from January 30-February 2.

Rob Melton will attend from January 29-February 2.

Jeff Bullington will attend from January 29-February 2.

Donna Koepp will attend from January 29-February 2.

Account Reconciliation: Kendall is still working with Denise Swartz on reconciling the budget to determine how much SDC overspent its funds last fiscal year. LFA Exec asked for a clarification about what was meant by "reconciliation." Kendall explained that she and Denise meet quarterly to compare their records, and that there are always a few discrepancies. Kendall estimates that we have approximately \$13,600 left to allocate for this fiscal year.

Programming for "Working Together, Changing Together": Vic received a number of responses to his e-mail announcing SDC's new theme. New suggestions include:

- "De-mystifying the Licensing of Electronic Resources," a videoconference that was mentioned in the November ARL e-news. This videoconference is funded in part by Lexis-Nexis and will be broadcast on March 4, 1999, from 1:00-4:00 PM. A site license would cost \$350. Vic will discuss the program with Jim Neeley and report back to the committee.
- "Mayhem, Myths, and Miracles: Surviving Organizational Change," a presentation by Schreiber Shannon Associates. Some staff attended this presentation in Topeka and were very positive about it. Vic is trying to get more information about the content of the program, the presenters, and the cost.

Lars will work on arrangements for the "funeral" that will bring closure to KU's old online system. Vic has contacted Carmen Orth-Alfie, who is working with Marilu to bring Karen Cole (Kansas State University) to KU to do a presentation about KSU's transition to Endeavor. Lyn will do some research on how other institutions have helped users adjust to a new online system. Kendall will work on an events calendar for SDC's webpage. Lyn will put together a written calendar.

SDC Funding Issues: The committee reviewed the flyer for ARL Spec Kit 224, "Staff Training & Development." Discussion on the potential needs assessment survey continued. The Classified Conference Executive Board's survey was very specific, focusing on the training and development needs of classified staff, and not including any discussion of funding needs. It is possible that we may need to do separate funding assessment surveys for LFA members and classified staff. We may also need to do a separate training/development assessment for LFA members, since their needs are different than those of the classified staff.

Classified Conference Executive Board Meeting Minutes January 1999

The Classified Conference Executive Board (CCEB) met twice in January. Our meeting on Tuesday, 19 January 1999, was cut short so Cataloging Dept. people could attend their extraordinary departmental meeting. For part of our meeting Monday, 25 January 1999, we finished up some CC business and then we met with Library Faculty Assembly (LFA) Executive and the Provost at the Provost's request.

Tuesday, 19 Jan 99, CCEB meeting

Present: Mary Ann Baker, Jennifer Evensen (secretary), Sue Hewitt, Kelly Klinke (by conference phone), Carmen Orth-Alfie (chairperson), Janet Revenew, Joanna Traxler

We shared information about the **library administrative changes**: Bill Crowe to leave his dean and vice chancellor positions and to become Spencer Librarian and Marilu Goodyear to leave her associate dean position to become vice chancellor for Information Services. There will be a national search for a new library dean.

- Crowe asked for this change some time before the winter holidays.
- At his own request Crowe, as Spencer Librarian, will report to Goodyear as Vice Chancellor, not to whoever is the dean. The new dean will report to Marilu and to the Provost.
- At the soon-to-meet American Library Association conference Goodyear & Crowe will be talking up KU and "developing" a pool of interested candidates for dean. University libraries at Illinois, Ohio State, San Diego and Iowa are searching for deans as well. Iowa would be the university most directly in competition with us.
- Goodyear says that the search committee for the new dean could be comprised of: a chairperson, a KU administrator, one Information Technologies person, 3-4 LFA members, 1 Classified Conference member, 2-3 KU faculty, 1 undergraduate student and one graduate student.. There are at least five library Classified staff members who are interested in serving on the search committee.
- Crowe takes over his Spencer Librarian position July 1st and wants to conclude interviews for the new dean by the end of May so that the new dean can begin by Fall 1999.
- There will not be an associate dean position. However, there will be a new assistant dean for scholarly communications. Retrieval Services, Electronic Resources and Preservation, etc., will report to this new position. A national search committee will be formed for this position as well as for the dean's position. Plans are for the asst. dean search to begin about 6 weeks after the one for the dean has begun so that the new dean will be in place to participate in interviews for the asst. dean position.
- There will be administrative assistants for the vice chancellor, the Spencer Librarian and the new Dean.
- Kathy Lafferty will continue as Goodyear's secretary and move over to a suite of rooms in Strong Hall with Goodyear and her new administrative asst. Barbara Gorman will remain as the new dean's secretary.
- As a part of the reorganization there will be some monies available for new positions.

Copies of the **Spencer Library consultants' reports** have been sent to Crowe, Goodyear, Sherry Williams and Sandy Mason. Williams and Mason corrected "factual errors" in the report and the report was sent back to the consultants. There is no time line for when the report will be distributed but the Spencer Library staff will have access to the complete report.

Staff Development Committee will take over sponsorship of **Karen Cole's visit**. She is the Associate Dean of Libraries at K-State and will talk about "change" in the Endeavor/Voyager environment on February 24th from 10:30am-noon. Classified Conference members should let Carmen know of any questions you have for Karen Cole.

Classified Conference Executive Board Meeting Minutes January 1999

Tuesday, 19 Jan 99, CCEB meeting (continued)

Peggy Bell is interested in working on the **Personnel Committee**. This committee could look into Jim Smith's suggestion for having a new group for **Classified staff in branch libraries** to discuss concerns and ideas.

It's time to get **volunteers to serve on the Classified Employee of the Year Award Selection Committee**.

Monday, 25 Jan 99, CCEB meeting

Present: Mary Ann Baker (recorder), Diana Dyal (vice chairperson), Sue Hewitt, Carol Jeffries, Kelly Klinke, Carmen Orth-Alfie (chairperson), Angel Unfred

Carmen's report on the 13 December Coordinating Council meeting:

Old Space

Carmen distributed copies of "Revised Assumptions for Collection Shift Task Force, December 3, 1998" which she received at the 13 December Coordinating Council meeting on space issues. We discussed the latest suggestions for space use in **Anschutz**.

New Space

The Art Museum (including the **Art Library**) and the Edwards Campus (including the **Regents Center Library**) are separately hiring consultants to prepare development plans.

The groundbreaking for the **Dole building** will take place this year. Funding has been secured.

The permanent **BARD** building has moved up the KU buildings-to-be-built priority list.

Funding has been secured for the **new electronic instruction lab in Watson**.

The new **Music Library** is on target but as yet there is no funding for equipment and shelving.

The new Lending Code

There have been two open meetings to discuss the proposed changes. From those meetings, there are still some unresolved issues concerning the proposed Lending Code:

- Whether the Medical Center and Law Library can participate in the return-your-library-books-to-any-KU-library proposal
- Whether recalls should be changed from 10 days to 14 days
- Possibilities of broadening the proxy proposal
- Whether to limit borrowing by non-KU individuals
- Whether to have a fixed due date and, if so, when

The Circulation Policy Committee, on which it was noted there are no Classified staff members, will resolve these issues and then the code will go to Crowe and to the Senate Libraries Committee for consideration and from there to the University Senate. The fines and fees part of the code goes through the Provost and to the Regents for approval.

Classified Conference Executive Board Meeting Minutes January 1999

Monday, 25 Jan 99, meeting with the Provost

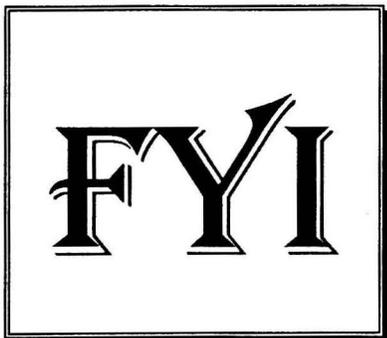
CCEB and LFA Exec met with Provost Dave Shulenburg. Goodyear and Sandy Gilliland also attended the meeting.

- The Provost began by praising Crowe and Goodyear and noted that even without the urging of the *Lawrence Journal World* editorial, KU intends to conduct a national search for a new dean. He remarked that it is a critical time for libraries in general. The KU dean position will have a joint reporting line, to the Provost as chief academic officer and to the Vice Chancellor for Information Services. The successful candidate will be offered a competitive salary.
- The Provost would like to have the new dean on board by July 1st. If there has to be an interim period of no official dean, some combination of Goodyear and Crowe will suffice.
- LFA and CC are to forward names of people who are interested in serving on the dean's search committee to the Provost. Goodyear asked that the names be sent to her as well.
- The Provost wants as small a search committee as possible.
- The Provost asked those at the meeting what he should tell dean candidates about KU and the KU libraries. We suggested that he talk about the excellent staff, great university administrative and faculty support for the libraries (e.g., the Provost's own NEAR proposal), good librarian and faculty interaction, good collections (specify the great ones), our commitment to preservation and our paper-based resources as well as to electronic resources and capabilities, the collegiality of library support staff and faculty (the Provost added that he agreed with that on a university level as well and that he felt that KU was a community and if it wasn't that way, he wouldn't be here), living in Lawrence, etc.
- When an LFA member voiced a concern about the standing of the libraries once Goodyear left her vice chancellor position, the Provost allowed as how there were "no sacred structures" but that with the academic importance of the libraries, they would always be central.

After the Provost, Goodyear and Gilliland left the meeting, CCEB and LFA Exec members agreed that CCEB will submit a list of names of Classified Conference members interested in serving on the new dean's search committee to the Provost and that LFA Exec will submit a list of interested LFA members. We decided to annotate the names submitted with information that might help the Provost make a decision as to who would serve on the committee. We also agreed to exchange lists of names.

After LFA Exec members left, we noted that the Classified staff members who said they were interested in serving on the dean's search committee needed to be informed of the time commitment for the expedited search and asked what they would like in the annotations to accompany their names on the list. Group representatives would contact the interested people. Carmen would make a case for having two Classified members on the search committee.

CCEB will meet on February 16th and March 23rd. Future topics: library-related courses offered at the area schools such as the Flint Hills Technical College in Emporia, Jim Smith's suggestion, the Personnel Committee, etc.



The University of Kansas Libraries

Number 1469

Date: February 11, 1999

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

DEAN OF LIBRARIES SEARCH COMMITTEE APPOINTED

The Dean of Libraries Search Committee has been appointed by Provost Shulenburger and Marilu Goodyear, and is preparing for its first meeting. Diana Carlin, Communication Studies, is chair, and other members are: John Broholm, Journalism; Maria Carlson, Russian & East European Studies; Sarah Couch, Watson Library Access Services; Susan Craig, Art & Architecture Library; Mel DeSart, Coordinator of Science and Engineering Resources and Services; Jennifer Dressel, graduate student representative; Karen Gallagher, Dean, School of Education; Sandra Gautt, Assistant Provost; Peter Mancall, History Department; Joyce McCray Pearson, Law Library; Jerry Niebaum, Director of Academic Computing Services; Carmen Orth-Alfie, Library Cataloging Dept.; Julia Rholes, Assistant Dean of Libraries; Barbara Schowen, Chemistry Department, and an undergraduate student to be named. Barbara Gorman and Mary Rosenbloom, Library Administration Office, will provide staffing support.

Associate Dean of Libraries, Marilu Goodyear

ATTACHMENTS

Travel Reports: Meg Brown

Committee minutes:

Instruction Council Meeting, 01/04/99

Planning & Resources Committee, 12/02/98

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

Name: Meg Brown

Department: Preservation

Name of Event: ALA Conference

Location: Philadelphia

Dates of Travel: January 29-February 1, 1999

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

This trip was full of information and news, and it was busy from sun up to sun down. Ethel Hellman (the conservator for the University of Maryland Libraries) and I took over as the co-chairs of in the Physical Quality and Treatment Discussion Group. We designed the meeting to be so packed with information we barely had time for discussion! The topic was disasters, and in particular, librarian's experiences with vendors after the disaster was over (how to save wet books from bad vendors!!!) The topic must have hit a cord—as we had a huge room-and standing room only!!

The Library Binding Discussion group had a very helpful discussion about “pieces”; all of those things that are difficult to deal with, such as computer files that go with texts, maps, indexes, etc. There was a lot of good information shared, and it gave me some new ideas to try with our library binder!

PADG, Preservation Administrators Discussion Group, had a great deal of information, as we continue to look at the problem of medium rare items and how to treat them. We also discussed (as we always do) the plight of Preservation Departments in light of the Digital Age. Some preservation departments are finding themselves stronger than ever as they simply add digitization units to their already smooth running other units(such as microfilming or conservation), and other departments are actually being turned from conservation and preservation into digitization. It is a scary time for all of us, as we find the fate of preservation of digital materials is so troublesome, and also feel that our future libraries will be hybrids of digital as well as book and paper—and yet we don't have the resources to preserve either now—never mind both!!! It is always fascinating to watch the trends of the field—this year was a bit more depressing than most, but it also makes it good to come home to an institution that still values my work as conservator of books and paper.

I was invited to take part in the new cost study task force which will be a fascinating experience. We are looking at making a standard formula for institutions to be able to compare various costs in preservation including mass de-acidification, collections conservation, boxing, library binding, and microfilming. I will be working on cost study figures that I have been ironing out for collections conservation here in our lab, and we'll see how it all goes!

I moved from intern to full fledged member of the Books and Paper: Methods, Materials, and Standards Committee, where we discussed most of the meetings I mentioned above. We also decided it was time to try setting up a program for Annual 2001, and we are going to work on plastics. With all of the new technologies, we can never learn enough about plastics—especially which are ok to use, and which are not!

Instruction Council Minutes

Monday, Jan. 4th, 1999 10:30 a.m. Watson Conf. Rm.A

Attended: Roger Anderson, Jerree Catlin, Judith Emde, Bayliss Harsh, Cindy Pierard, Julia Rholes

Absent: Jana Krentz, Lyn Wolz

Roger has become a member of the Instruction Council to fill the vacant subject bibliographer position.

Minutes:

The minutes from Nov. 9th and 22nd were reviewed and edited.

Orientation Tours:

Bayliss distributed the orientation tours schedule for the spring semester. The Art & Architecture, Music, and Watson libraries will be offering tours. The schedules will be sent to all of the libraries for posting.

Library Workshop Series:

Brochures for the Workshop Series will be sent out the 11th or 12th of January. Jerree stated that the series will also be announced in the ACS training brochure, *Driver's Ed*, this semester. It will be interesting to note if individuals are confused by the different registration procedures for the ACS and library workshops.

Clark Lab:

The Clark Lab will not be a public use facility this semester due to staff training for Endeavor. Since Watson Library may receive questions as to alternative campus computing labs, Jerree will send Cindy more copies of *FAQs & Maps* which provides a listing of labs on the Lawrence campus.

"What Works? Strategies for Successful Instruction" Workshop:

As of today, 11 people have registered for the workshop with Fred Rodriguez on Jan. 12th. Bayliss will send out a reminder to KULIB-L about the registration deadline, Jan. 8th, and emphasize that the location is at the Center for Teaching Excellence in Budig Hall. Cindy will consult with Jana about minor changes on the evaluation form and determine if any suggestions from the previous session could be applied to this one.

Next Meeting:

John Miller has agreed to attend our next meeting on Jan. 25th to talk about how IC could provide support for training the public on the new integrated system.

Minutes submitted by Judith Emde

PRC MINUTES
December 2, 1998

Present: M. Brown, S. Hewitt, J. Neeley, R. Ring, B. Schaffner, B. Schulte
Absent: L. Fredericksen

Before meeting with Marilu Goodyear the committee approved the minutes of December 1.

The meeting scheduled for December 4 at 8:00 am has been moved to PRC's regular meeting time of 3:00 to 4:30 p.m. on Tuesday, December 8.

Meeting with Marilu Goodyear.

Will the Assistant to the Dean (for Fiscal Services) serve as the ex officio member of PRC?

Marilu stated that she is interested in getting feedback from PRC on this issue.

The focus of the new Assistant's responsibilities will be different than when Nancy Jaeger held the position. The new person will focus on financial analysis and dealing with high level budget issues. Jo Nell will be responsible for problem resolution; Mary Rosenbloom will work on the statistics (Rachel Miller will be responsible for acquisition/ILL statistics). It would be good for this person to work with PRC on financial issues. Marilu and Mary Rosenbloom will work with PRC on planning issues.

Meg pointed out that being the liaison to PRC may help the new person get a better understanding of the overall operation of the Libraries.

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.)

Marilu said that the Initiative is and is not on hold. There has been no organized follow up to the initial work by the University administration. However, there has been some additional work; such as the creation of a committee to document KU's service to the state.

Marilu does believe that the upcoming University budget call may include the opportunity to request funds to be used in support of the 2001 Initiative. If this happens, Marilu will be in contact with PRC to discuss how the committee can assist the administration in reviewing the documentation to identify 2001 Initiatives that the Libraries could include in the budget request.

In summary, there has not been a University wide follow up yet. This is why the Libraries and IT have put strategic planning on hold for the time being.

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.” 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?

In response, Marilu stated that budget planning for the last few years has been problematic because of the new online system. Given the challenges of contracting for the new system, the Libraries have only recently documented the total cost of the system. This should allow the Libraries to move back to a more normal budgeting routine.

Currently, Mary Rosenbloom is working on a comprehensive administrative calendar which will include budget timing.

As mentioned above, long term planning is currently on hold. The Libraries need to develop a new strategic plan that would include fiscal resource priorities. Currently, it is unclear what role PRC could play in this planning. The role for PRC in strategic planning will be defined later.

Marilu stated that in year to year budgeting PRC could provide assistance in articulating budget priorities for the Libraries. Marilu pointed out that there is very little discretion in salary moneys, and Salary and Benefits provides assistance in this realm. Were there is some flexibility in setting priorities for:

- a. Collection development
- b. OOE
- c. Staffing levels

Marilu is very interested in finding out if there is consensus among the staff regarding which of these three areas should receive the highest priority in the Libraries' budget request. Two years ago PRC held two open meetings to discuss priorities. At that time there did not appear to be consensus amongst the staff. There was support from staff for each of the areas to receive the highest priority in the request. Marilu pointed out that staffing levels have received the highest priority over the past two years in the Libraries budget request. This year the Libraries will have to consider prioritizing OOE to fund the ongoing maintenance costs of the new online system.

Marilu felt that PRC could work to collect data to find out what staff priorities are for the budget and to determine if there is any consensus. Many people do not feel comfortable

approaching the administration to discuss budget issues; these people may feel more comfortable talking to PRC.

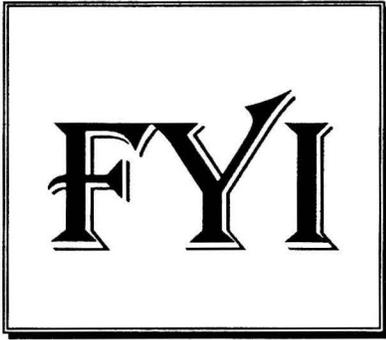
Meg asked about continuing resource papers which department head have submitted in the past.

Marilu has no problem with requesting resource papers. Her concern is that the reports do not necessarily follow the budget. If department heads make requests for items which can not be covered given the restriction of the budget, they will question why they are submitting the papers.

Members of PRC stated that they felt that the resource papers were valuable. They provide a broader picture of what the needs of the Libraries are. After some discussion it was decided that perhaps it would be good to refocus the reports into something like an annual report. This would allow departments to report on what is being accomplished and then provide a forum to discuss these accomplishments and other issues.

The meeting concluded with Marilu stating that she would contact PRC when she receives the University budget call.

Submitted by Brad Schaffner



The University of Kansas Libraries

Number 1470

Date: February 18, 1999

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

NEW EXHIBIT IN WATSON LIBRARY

"African American Life & History: an Exhibition of KU Faculty Select Publications" is the title of a new exhibit in the Jim Ranz Exhibits Area. This exhibit has been brought together by graduate student Bridgett Mitchell of the Center for Multicultural Leadership. Assisting her in this project was Prof. Jacob U. Gordon from the Department of African/African-American Studies and President of the KU Chapter of the Association for the Study of Afro-American Life and History. Ken Lohrentz, acting as Library Faculty sponsor, also provided assistance in selecting and organizing the items on display. The intent of the exhibit is to provide viewers with an "appreciation of KU contributions to a better understanding of the Black experience" through a thoughtful selection of scholarly research publications by University of Kansas faculty.

Watson Library Exhibits Committee, Jim Smith, Chair

WATSON LIBRARY'S 75TH ANNIVERSARY

Staff from the Dean's Office, the Kansas Collection, and the University Archives have begun planning for a Fall 1999 celebration of the 75th Anniversary of the opening of Watson Library. Discussions are underway to mount exhibits in Watson Library, Kansas Collection and the University Archives exhibits areas. A Watson Library open house, perhaps held during Home Coming Weekend (as it was in 1924), is also being considered.

Library staff who would like to help with the planning or exhibit preparation are encouraged to contact Mary Rosenbloom (4-8921). While we cannot have a committee of thousands, the success of such a celebration will be ensured by the participation of interested staff.

Bill Crowe

ATTACHMENTS

Travel Reports: Faye Christenberry, Cindy Pierard

Committee minutes:

Electronic Information Council, 01/13/99

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Faye Christenberry Department: Watson Reference

Name of Event: ALA Midwinter Conference Location: Philadelphia, PA

Date(s) of Travel: 1/29/99 - 2/1/99

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

Saturday 1/30/99:

Saturday morning I convened the meeting of the *MLA International Bibliography* in Academic Libraries Discussion Group. After finishing the usual business of the discussion group, three members conducted live demonstrations of the *MLA IB* on three different software platforms: Scott Stebelman (George Washington U), OCLC FirstSearch; Faye C., SilverPlatter; Susan Peters (Emory U), OVID. The demonstrations sparked excellent discussions on the positive and negative features of all three platforms. From these demos, I decided the SilverPlatter searchware is superior to that of OVID, at least in terms of searching this particular database. After the meeting I ate lunch with Jim Kelly, American Editor of the Annual Bibliography of English Language & Literature (ABELL). I agreed to become a contributor for ABELL and will index ten North American literary periodicals for the bibliography.

Saturday afternoon I met with the Instruction Section Planning Committee. We reviewed both the procedures and the web-based submission form for the Section's new planning process that our committee created last year. We also heard comments/feedback from Advisory Council regarding the plan.

Sunday 1/31/99:

The Australian Studies Discussion Group met Sunday morning with the members of the Canadian Studies Discussion Group. We had some lively conversations about Australian-Canadian relations in general, and also in terms of issues that specifically affect libraries. We discussed the idea of merging the two groups together. All members agreed it was a good idea. Finally, we discussed topics for the Annual meeting in New Orleans.

Sunday night I watched the Falcons lose to the Broncos in the Super Bowl. I was sad.

Monday 2/1/99:

The Instruction Section Planning Committee met for the second time on Monday morning. In this meeting, the discussion focused on our charge from IS Executive Committee to create a procedure for a section self-assessment study. We submitted a preliminary document at Annual and were now supposed to prepare a procedure/template which would include standard criteria that could be used by all ACRL sections for section self-studies. Needless to say, we were all somewhat overwhelmed by such a charge, but managed to come up with some great ideas to begin the process.

Monday afternoon I had a meeting with the RUSA Reference Collection Development & Evaluation Committee. Unfortunately, I didn't make it to this meeting.

Travel Report

Staff Member: Cindy Pierard
Event: American Library Association Midwinter Meeting
Location/Dates: Philadelphia, PA - 1/29/99-2/1/99

This ALA, like many others, was chock full of meetings and meeting-related activities. I reached a rather curious plateau this conference as I ended up attending fewer meetings since so many were scheduled to take place at the same time—the curse (or perhaps the blessing?) of ALA.

ACRL Education Behavioral and Social Sciences Section Social Work and Social Welfare Committee

I joined this committee to try and get a better sense of the types of projects social work librarians are engaged in. The committee's current project is the development of a web site describing core information competencies for social work students. Each member has been invited to submit copies of instructional publications they have designed for programs at their home institutions and to help develop an authoritative list of web sites relevant to social work. The end product is intended to serve as a resource for social work librarians. The SWSW Committee also sponsored a discussion on distance education and social work, which I was regrettably unable to attend due to other meeting conflicts.

ACRL Instruction Section Management of Instruction Services Committee

In addition to our regular meetings, the committee sponsored a discussion on the topic of the changing role of library instruction/instruction librarians within changing organizations. I helped prepare a bibliography in support of the discussion, but was unable to attend due to another meeting conflict.

ACRL Instruction Section Think Tank Three Task Force

In the last 30 years, the ACRL Instruction Section has sponsored several forums for instruction librarians to discuss the field of library instruction and to recommend future directions. The TT3 Task Force is charged to plan and implement the latest forum, which will "bring together leaders in the field of information literacy with leaders in the field of educational technology to develop an agenda for information literacy that reflects the transformative impact of technology on the field and establishes goals for innovative development to meet that transformation." The TT3 forum will be held prior to the 1999 ALA Annual Conference. Papers presented at the forum will be published and disseminated as an ACRL electronic publication. Prior to the Midwinter meeting, TT3 members reviewed some 76 nominations from prospective participants. We met to finalize our recommendations and to begin planning the forum itself. Following the forum, we will work together to edit the papers and prepare the final electronic publication.

Other Activities

In addition to committee work, I participated in a discussion forum on reference services in large academic libraries. This provided a useful opportunity to ask questions and learn how others are responding to current trends in reference services (the decline in numbers of reference questions/the increase in time required for reference transactions, networked laser printing and debit card systems, coping with multiple database interfaces, staffing patterns - technical competencies for reference staff, etc.). I also attended a meeting concerning emerging technologies for instructional services to try and learn more about a courseware package called WebCT. I spent some time trying to re-acquaint myself with *Voyager* in preparation for our implementation later this year. I also chatted with vendors who provide electronic classroom furniture in hopes of getting some ideas for the instruction facility we plan to build in Watson. In between meetings, I explored the lovely city of Philadelphia and enjoyed many fine eating opportunities.

Present: Christenberry, Coleman, DeSart, Dyal, Gibbs, Gillespie, Goodyear, J. Miller, M. Miller, R. Miller, Neeley, Rholes, Spurling

I. The following new purchase requests were discussed:

Bibliotheca Teubneriana Latina (Rich Ring)

When this database is ordered, we must make clear in the order that we only initially want the first edition. Networking requirements for loading this database are needed. It was suggested that it's best to order it from Harrassowitz. (Gaele, Rachel, and Rich will work on this). Purchase was approved for a single-user; the potential for networking it can be considered in the future.

Choices II (Christenberry/Graves/Spurling)

This product is difficult to use but faculty require it. The software looks okay for the LAN inside the Libraries, but there may be problems using it outside (e.g. Summerfield) and especially in a Macintosh environment (e.g. Journalism). MS Excel is required for loading it therefore it will be located where we serve most of the social science users. Spurling will provide the interim trial CD and manual. After one year, we will see how heavily it was used. A more concrete decision can be made once we know more about the Social Science Data Center defined for the future. Diana will ensure that we revisit this issue.

Properties of Organic Compounds on CD-ROM (Connie Powell)

Purchase was approved for a single-user.

Encyclopedia of Electrical and Electronics Engineering (Vicki Coleman)

Access is free the first year with the purchase of the print edition. The print version was funded for the first year through an endowment fund. Questions were raised regarding how to link to it in the OPAC. To track the database for renewal, it will be treated as a subscription with a price of \$0. It was approved. A new PR will be required next year to establish a standing order for the Web edition with EIF funding.

International Index to the Performing Arts (Rob Melton)

The first year, this database will be funded by the "Constant" fund. There are questions as to how it will be funded in the future. Possibly, the print can be canceled. Clarification regarding the number of simultaneous users is needed. Purchase is approved for one year contingent that authentication is compatible with our automation. A new PR will be required next year to establish a standing order with EIF funding. Diana will follow-up for the re-submitting of this in the future.

Dictionary of Art Online (Susan Craig)

Purchase was approved for one year pending information on authentication. Susan will need to re-submit a new PR next year establish a standing order with EIF funding. This was added to Diana's follow-up list.

International Pharmaceutical Abstracts (Emde, Burich)

The requesters would like to expand the current license agreement to include the Regents Center. It was approved.

II. Other Agenda Items

John Miller distributed and discussed the handout entitled "CD-ROM Database Summary Comparison-Number of Logins".

Marilu Goodyear announced that several community colleges have joined the Regents Consortium. At its meeting on January 15, 1999, it was decided to extend the Ovid trial and to ask for price quotes. She also stated that the university will offer programs to discuss copyright. The title of the program is "Short Course on Copyright and Licensing." There will be a unit on campus to call to handle copyright questions.

Jim Neeley explained the process for announcing databases and e-journals to library staff. He posts messages to KULNET for networked databases; Nicholas posts similar messages to KULIB. A comprehensive list of the standalone databases is needed.

Questions were raised regarding the status of the database being created by Diana to track electronic resources. Diana's spreadsheet will track information such as: license agreement status, resource title, where resource is accessible, platform, number of users allowed, etc.

Celebrate Change!



“What’s going to happen to me? Change!”

**presented by
Karen Cole
Associate Dean,
Kansas State University**

Wednesday, February 24, 1999
10:30 a.m. to 12:00 p.m.

Watson Conference Rooms A & B
Co-sponsored with Classified Conference Exec Board.
Refreshments will be provided.

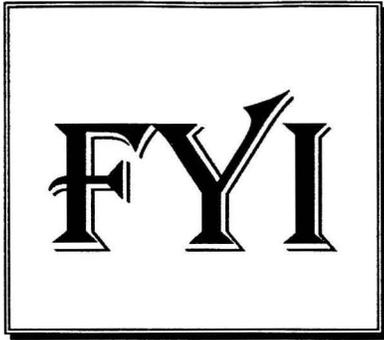
KSU Library implemented Endeavor two years ago. Dean Cole will talk about how to deal with change as it relates to the implementation of a new integrated library system.

Please register with Rita Wilson, Administrative Office, (864-3601 or email rwilson@ukans.edu) by Monday, February 22.



Staff Development Committee

University of Kansas Libraries



The University of Kansas Libraries

Number 1471

Date: February 25, 1999

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

PERSONNEL

Kathy Wasil has been appointed as Manager of the Circulation Desk (Library Assistant II), Watson Library, in the Access Services Department. Before moving to the Lawrence area, Kathy was employed for six years as the Youth Services Librarian with the Ypsilanti District Library in Ypsilanti, Michigan. She earned the B.A. degree in English from Muskingum College (Ohio) and an M.A. in English from Eastern Michigan University. Kathy has also taken some graduate courses in library science. Her appointment began Monday, February 22nd. Stop by the Circ. Desk to meet her!

Sandy Gilliland

KU EMPLOYEE OF THE MONTH PROGRAM

Don't forget to nominate a classified staff member and an unclassified professional staff member (non-teaching) for KU's Employee of the Month program. Fourth quarter nominations are due in Human Resources (attn: Phil Rankin) on March 15th. The nomination form is available via KU Human Resources' home page, at www.ukans.edu/home/hres. Forms may also be requested by calling Human Resources, 4-7408. Nominations forms for persons not selected for a monthly award will be eligible for consideration for six (6) months.

Sandy Gilliland

CATALOGING DEPARTMENT STAFF ASSIGNMENTS

For your convenience, the latest revision of selective Cataloging Dept. workflow assignments is included in this issue of the FYI. The list is not all inclusive, but does attempt to cover those main assignments where staff outside the Cataloging Dept. might need to direct questions. Please use this list to direct your questions, problems, concerns, etc., to the appropriate person.

Mary Roach

PHONE NUMBER CHANGES

Susan Case, can now be reached at the Anschutz Library, 4-4931. Government Document phone number changes: Roger Anderson, 4-4526; Peggy Bell, 4-4079; Donna Koepp, 4-4662; Ken Lohrentz, (Cataloging stays 4-8912) 4-4593; Sandi Miller, 4-4591; Kendall Simmons, 4-4599; and Ingeburg Starr, 4-4592

Rita Wilson

ATTACHMENTS

Committee minutes:

Electronic Information Council, 12/16/98

Staff Development Committee, 12/17/98, 01/14/99, 01/21/99, 01/28/99

LFA Exec Committee, 01/25/99

Cataloging Staff Assignments

Employee Recognition Information

An Equal Opportunity/Affirmative Action Employer

**Minutes of the Electronic Information Council
December 16, 1998**

Present: Jim Neeley, Gaele Gillespie, Faye Christenberry, Loretta Spurling, George Gibbs, Rachel Miller, Mel DeSart, Mary Miller, Vicki Coleman, Julia Rholes, Diana Dyal

Guests: Donna Koepp, Judith Emde, Roger Anderson

Jim Neeley began by explaining the EIF funding chart prepared for the meeting. Beginning with the base allocation as of August 20, the approved new uses and proposed new uses and cancellations were explained for both base funding and one-time funding. The request for Russian Newspapers had been approved for one-time funding on November 11 and clarification was provided that \$3400 for the current year was to come from EIF. The back file of the previous three years was funded through Endowment funds. EIC voted to accept the proposal of spending \$3400 of one-time moneys for the current year of this product.

Loretta Spurling asked whether we had received a refund from Lexis-Nexis Academic Universe since UMI had pulled out its products. Jim reported that the Libraries have not yet received an invoice from Lexis-Nexis, but that there had been a pledge to reduce costs if there was a substantial loss of content, such as that of the UMI products. There has been some mention of a 13% reduction in cost, but that is not definite.

There was also a question of whether World News Connection was already figured into the fund balance. Although the license has not yet been negotiated, projected cost for this product is built into the August 20 EIF fund balance.

A request to license MICROMEDEX Healthcare Series, a group of pharmacy databases, was brought to the group by Judith Emde. This program is free of charge to institutions with a Pharmacy School. It is intended for educational use only. Therefore, access would be Library-wide but probably not remote. The pharmacy lab currently has access to this program, but is not certain that its connection will continue to be available. Also, the lab is open for limited hours and the Libraries could provide expanded hours of availability. There are several formats in which the program can be used (Windows, DOS, UNIX, etc.) and the final format cannot be determined until we have the product in hand. Loretta emphasized that the Regents Center wants access to this product through the LAN connection available on the Library machines at the Regents Center. The request was approved by the committee.

The next request to be considered was for a campus-wide site license for Standard & Poor's DRI Global Economics, a statistical database. This Internet database consists of two sections: Basic Economics (primarily U.S. data) and Global (additional U.S. plus international data). Basic Economics is also available as an individual database. IPPBR currently subscribes to the CD-ROM version of Basic Economics, but it will no longer be produced as December 31, 1998. The price has also gone up substantially and they had

asked the Library to help purchase the product at its increased cost. There were several purchase options to be considered:

- A) Basic Economics (IPPBR contributes \$1000) = \$2700 from EIF
- B) Basic Economics (full Library funding) = \$3700 from EIF
- C) Global Economics (IPPBR contributes \$1000) = \$9000 from EIF
- D) Global Economics (full Library funding) = \$10,000 from EIF

Regarding content, Donna Koepp reported that Global Economics overlaps quite a bit with Statistical Universe, a product for which she expects to request funding in the future. Roger Anderson reported that a combination of IMF, World Bank, UN, and OECD databases would probably cover the international statistics and more. IIS also indexes things that are not in DRI International. We already own or plan to purchase these products. The advantage to Global Economics are a standardized user interface, campus-wide access, and more frequent updates. Support issues were also discussed, such as the user training that will be needed for this complicated product. Standard & Poors will provide staff training by conference call. Patron training will need to either be conducted through class instruction or a consultation should be scheduled with a staff person trained on the product. It was suggested that eventually a product like this could be mediated at the future Social Science Data Center that is currently being discussed on campus. There will also need to be a spreadsheet available on any equipment running the program so that users will be able to view their results in a logical manner. The question of whether we should ask IPPBR to contribute money was discussed in terms of precedent-setting and whether this would help or hinder efforts to request more money in future budgets. The committee decided to recommend purchase of the Basic Economics product with a contribution from IPPBR of \$1000. Purchase of Global Economics requires further review.

A proposal was considered to cancel subscriptions to ABI Inform (\$12,035/yr.) and Newspaper Abstracts (\$5,975), both of which are now accessible via the LAN. ABI Inform is also available (with full-text) on First Search. The newspapers in Newspaper Abstracts are also available in a combination of sources: Newspaper Abstracts on First Search, National Newspaper Index on IAC Searchbank, and Lexis-Nexis Academic Universe. The committee approved cancellation of the two subscriptions and recommended removing ABI/Inform immediately from the LAN menu. Newspaper Abstracts will remain on the LAN menu pending review of information regarding years coverage in the other sources that has been compiled by Mary Miller.

A proposal was considered and approved to subscribe to three physics electronic journals free of charge: American Physical Society electronic journals, Institute of Physics e-journals, PROLA (Physical Review Online Archive).

Two electronic journals were recommended for purchase using SPARC funds: Evolutionary Ecology Research (\$305/yr.) and PhysChemComm (\$353/yr.). Both were approved.

A request to unblock full text for Contemporary Women's Issues on First Search was considered. Although the estimated cost is \$1500/yr., there are enough existing OCLC search credits to cover the cost. The request was approved. This will require some rearrangement of the local menu to access First Search databases. Mary Miller also asked if more was known about a recent change in OCLC's IP address authentication process which allows for multiple account authorizations for remote access. Jim will investigate.

Subscription to Corrosion Abstracts Database on the Web was recommended as an alternative to the CD-ROM product which is being discontinued. The current CD-ROM subscription is \$315/yr., while the Web subscription for one user is \$199/yr. Vicki Coleman requested that the number of simultaneous users be increased to two. The only other price which had been given to Jim was the site license price of \$1250/yr. He will investigate what price increase would be involved, or if it is even an option. The request for 2 simultaneous users was approved provided the total cost is not much more than twice the cost of one user.

One-time funds of \$1796 were requested for Die Deutsche Nationalbibliographie auf 1986-1997. The other \$1796 would come from the Bib/Ref fund. This purchase is in lieu of a much more expensive print set. This set would be mounted on the LAN for use by a single user. The request was approved.

A request was also brought forward to move access to America: History and Life and Historical Abstracts from the LAN to the Web. There is no difference in price and this would provide users remote access to the product. Purchase of a yearly archival CD at \$250 was also requested. There was not enough time to finish discussion of who should be responsible to archive electronic material and whether we might want to work with other libraries to avoid duplication. The request to move the two databases to the Web was approved, but the archival copy issue needs to be investigated further.

The next meeting of the council will be on January 13 at 1:30 p.m.

Minutes submitted by Mary Miller (1/4/98)

Staff Development Committee

Meeting Minutes

December 17, 1998

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

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

Travel Requests: There were no travel requests this week.

Programs for 1999:

“Managing Change & Transition” video: We previewed the video and agreed it would be of interest to all library staff. A date in January will be set to show the video and have discussions about its relevancy to our situation.

Periodical Database Teleconference: On February 26, there will be a Periodical Database Teleconference involving these vendors: Gale Group, H.W. Wilson Company, OCLC and University Microfilms Inc. The vendors will discuss several topics related to periodical databases and answer questions submitted from viewing participants submitted by phone, e-mail and fax prior to and during the teleconference. Further questions will be addressed at a Web site after the conference. SDC will sponsor KU Library’s participation and viewing of the teleconference.

Karen Cole (Kansas State University): Vic reported that Karen Cole has confirmed that she will be available to speak about KSU’s experience with Endeavor in mid to late February. Carmen Orth-Alfie will be contacting her for details and date.

De-mystifying the Licensing of Electronic Resources videoconference: Vic reported that Jim Neeley attended the 2 day workshop that the videoconference is based upon and he gave it high marks. SDC agreed that this is a timely and relevant issue for KU Libraries and that we would sponsor the broadcast on March 4, 12:00-3:00PM.

Mayhem, Myths and Miracles: Surviving Organizational Change: Vic reported that Schriber Shannon Associates can expand their program and likely tailor it to our needs. Marilu has also expressed an interest in the program and Vic will try to meet with her to discuss it. At this point, SDC could not sponsor the presentation without additional financial assistance.

Vic will talk to Julia Rholes and Sarah Couch about a program on patron relations.

(continued)

Lars volunteered to put together the print version of SDC calendar of events which will include the programs discussed above. Kendall will manage the online version of the calendar.

Lars reported that Barbara Ginzburg of KU Law Library posted a message on Kanlib-l asking for "ideas for publicizing the new system among our students and faculty". Lyn has been investigating a similar issue of how libraries help users adjust to a new system and Lars suggested that the two get in touch to share their findings.

For next meeting: Vic will route the facilitator's notebook that accompanies the 'change' video. We will discuss the suggested pre/post video exercises at our next meeting. There will also be further discussion on the needs assessment survey.

Meeting schedule: Beginning January 7, meetings will be held every Thursday from 1:30-3:00 in Conference Room A (exception: February 4 & 11 will be in Room B).

Our next meeting will be December 24, 1:30-3:00.

Staff Development Committee

Meeting Minutes

January 14 ,1999

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

SDC Programs: There was a lengthy discussion of SDC programming efforts and suggestions from staff, including Y2K issues and patron relations. Although Vic had been told that the library should have no Y2K problems, the committee felt that library staff would like to hear about how Y2K may effect them and what is being done on more than just a library level. A panel discussion was supported as a possibility. Vic will talk to Bill Crowe and John Miller.

Vic had already talked with Julia Rholes and Sarah Couch about their taking on responsibility for the patron relations topic. They have agreed.

The rest of the discussion was spent on the programs SDC is setting up to deal with the 1999-2000 topic of change. We decided to add a workshop on stress by Kathleen Ames-Oliver. Lars will talk with her. Responsibilities for advertising and setting up each of our programs was divided among SDC members. Lars will work on the brochure. Kendall will put the calendar up on the SDC website at <http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc.html> and email staff to let them know..

Travel Requests: The following travel requests were reviewed and approved at the meeting: *Daniel Soddors, David Pardue, Nancy Rake, Alex Slater, Joy Fry* will attend a workshop in Topeka on January 22. *Rick Clement* will attend the annual conference of the Arizona Center for Medieval and Renaissance Studies in Tempe, Ariz. On February 18-20. *Ken Lohrentz* will attend the Africana Librarians Council spring meeting in Washington, D.C. on April 29-May 1.

Treasurer's Report: Kendall reported that SDC had allocated \$8,610 so far with \$8,190 being budgeted. The difference in sums allocated and sums budgeted is a result of some people turning back all or some of their allocations. Our balance is \$12,719.24. 82 shares have been allocated so far this fiscal year which started October 1. At this same time last year, SDC had allocated 55 shares.

Minutes: The minutes from the previous meeting were corrected and approved.

Staff Development Committee

Meeting Minutes

January 21 ,1999

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

Travel Requests: The following travel requests were reviewed and approved at the meeting: *Becky Schulte* will be attending the Encoded Archival Description Workshop in Austin, TX from March 18-19. *Michiko Ito* will travel to Boston, MA for the Council on East Asian Libraries Annual Conference on March 10-11 followed by the Association for Asian Studies Annual Conference from March 12-13. *Vickie Doll* will also be attending the Council on East Asian Libraries Annual Conference and the Association for Asian Studies Annual Conference March 10-13, then conclude her trip to Boston, MA with the OCLC CJK User's Group Annual Meeting on March 13.

Activities calendar: Progress was made on our activities calendar. Publicity and local arrangement duties for all scheduled activities through mid-March were finalized. The publicity person will be responsible for creating the flyer and for sending out a message to KULIB listserv 3-5 days prior to the program. After a few more details are worked out, the finalized calendar will be ready to be distributed. It was decided that we will request registration for all SDC events, simply to be better prepared for the anticipated number of participants. The contact person for registration will be Rita Wilson in Library Administration.

Publicity flyers: The flyer for "Managing Stress and Transition" was reviewed and changes made. It will be ready for publication shortly. We also discussed what sort of information our publicity flyers should include so everyone would be prepared to create one for their assigned program.

Other: Marilu requested SDC's assistance in covering part of the expenses for Schreiber Shannon Associates presentation of "Mayhem, Myths, and Miracles: Surviving Organizational Change." SDC agreed to cover travel expenses up to \$800 for airfare, rental car, lodging and meals. Administration will be paying for the consultant's fees and workshop materials.

Staff Development Committee

Meeting Minutes

January 28 ,1999

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

Minutes: The minutes of the previous meetings on January 14 and 21 were read, corrected and approved.

Travel Requests: There were no travel requests this week.

Treasurer's Report: Kendall reported that, to date, SDC has allocated \$12,190.00 with \$11,795.00 budgeted. Our balance is \$9,114.24. Kendall also advised that it would be wise to revise the travel request forms for back to back conferences and back to back workshop/ conferences. Currently staff fill out separate forms for each conference or workshop, but the expenses such as transportation may only be reflected on one form. This makes the forms confusing for staff to fill out as well as for her to input data in the SDC records of need vs. allocation.

Program flyers: The semester program flyer received final corrections and will be prepared by Lars for printing after the meeting. SDC decided that the individual program flyers should also be approved by the group before printing.

For next meeting: We will work on a timeline to complete our charges for this year. In addition, members should be thinking of important questions that SDC would like to raise to the Dean of Libraries candidates.

LFA EXEC MINUTES
25 January 1999

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
Absent: Vice Chair position, vacant

Minutes from the last three Executive Committee meetings and several sets of minutes from LFA Committees were read and reviewed. Some corrections and revisions were made to the Exec Committee minutes. Koepp will submit all for publication in FYI and forward copies to Archives for the files.

Upcoming salary increases were discussed. According to what has been reported, the Governor has recommended a 3.5 percent salary increase with \$2.5 million allocated for increases to retain faculty that may otherwise leave for higher paying positions elsewhere. The information that we have so far does not make it clear whether these amounts are for teaching faculty only, or if others, including library faculty are included. Marilu Goodyear is seeking clarification from the Provost and Chancellor's office.

Baird announced that there would be a renewed effort for LFA Exec and Classified Conference Exec to get together for discussions about co-membership on PRC and Staff Development Committee before our Spring meeting.

Baird announced that the LFA homepage is up and running. This includes a membership directory, list of officers and Committees and members, as well as the LFA Code and Bylaws.

The Spring general meeting was discussed. A tentative date of May 20 was set, contingent on scheduling with Bill Crowe and Marilu Goodyear.

The recently announced library organizational changes were discussed. The sense of Exec is that there needs to be an opportunity for faculty to comment and ask questions. It was decided that Exec would issue an e-mail invitation for comments from faculty to be forwarded to the Libraries and University administrations. Baird will draft the invitation and send to Exec before issuing it broadly.

The remainder of the meeting was devoted to a discussion of nominations for the Dean's Search Committee. Criteria and qualities were discussed and a list of names compiled. An invitation to LFA members to self-nominate or to nominate others will also be issued on e-mail.

There will be no meeting next week due to the ALA midwinter meetings. The next meeting will be on February 8 and will be a joint meeting with the Salaries and Benefits Committee.

Respectfully submitted
Donna Koepp

2/17/99

UNIVERSITY OF KANSAS LIBRARIES
CATALOGING DEPARTMENT

Cataloging Staff assignments

The following is the latest revision of selective Cataloging Dept. workflow assignments. This list is not all-inclusive but does attempt to cover those main assignments where staff outside the Cataloging Dept. might need to direct questions. Please use this list to direct your questions, problems, concerns, etc. to the appropriate person.

| <u>PROCEDURE</u> | <u>PRIMARY RESPONSIBILITY</u> | <u>BACKUP</u> |
|---|-------------------------------|-------------------------|
| Added copies | C. Rivera | J. Evensen |
| Added copies (music scores) | D. Dyal | B. Gaeddert |
| Added copies to multi-vol. sets | C. Rivera | J. Evensen |
| Added vols. | M. Landon | K. Clodfelter |
| Added vols. (teachers guides, etc.) | M. Landon | K. Clodfelter |
| Added vols. (music scores) | D. Dyal | B. Gaeddert |
| Analytics--classed together (added copies, added vols., replacements, reinstatements) | K. Clodfelter | M. Landon |
| Analytics (music scores) | D. Dyal | B. Gaeddert |
| Bib record cancels | M. Roach | K. Chapman, N.Rake |
| Book flow (any uncataloged materials entering Dept.) | J. Horkman | G. Slater, T. Gottstein |
| Branch problems <i>see</i> Specific category under Problems | | |
| Brieflisting request <i>see</i> Hold requests (Rush) | | |
| Cataloging Dept. Mail | W. Dyer | R. Borton, M. Kottman |
| Cataloging Dept. Supplies | W. Dyer | M. Kottman |
| Child Lit (PZ 4.5) | D. Borton | |
| Circulation record problems | G. Slater | A. Mauler |
| Computer problems: | | |
| • Computer broken | A. Slater, M. Roach | A. Mauler |
| • OCLC down | A. Mauler, M. Roach | A. Slater |
| • Network down | A. Slater, M. Roach | A. Mauler |
| • Printer broken | A. Slater, A. Mauler | M. Roach |

| <u>PROCEDURE</u> | <u>PRIMARY RESPONSIBILITY</u> | <u>BACKUP</u> |
|--|-------------------------------|---------------------------|
| Conference name headings | W. Dyer | P. DiFilippo |
| Corporate name headings | W. Dyer | K. Chapman |
| Documents bookflow & searching | T. Gottstein | G. Slater |
| Dissertations & diss. replacements | J. Evensen | J. Horkman |
| Duplicates | J. Horkman | C. Orth-Alfie |
| Geographic headings | K. Chapman | A. Williams |
| Gift processing | C. Orth-Alfie | G. Gibbs |
| HOLD: | | |
| • Added copies, added vols. | C. Orth-Alfie | J. Evensen |
| • Inputting, shelving, and retrieval | C. Orth-Alfie | J. Evensen |
| • Requests (Rush) | C. Orth-Alfie | J. Evensen |
| • Searching | J. Evensen | G. Slater, T. Gottstein |
| In-process searches (received in Dept.; not in Ocat) | J. Horkman | G. Slater, T. Gottstein |
| Lost book notices | C. Rivera | J. Evensen |
| NACO | P. DiFilippo | |
| OCLC bib and authority error reports (mailing) | K. Chapman | M. Roach |
| OCLC CatMe production | T. Gottstein | D. Dyal, M. Roach |
| OCLC producing | A. Mauler, M. Roach | |
| Personal name headings | W. Dyer, K. Clodfelter | M. Kottman |
| Phone coordinator | J. Horkman | |
| Preservation photocopies | J. Evensen | G. Slater |
| Printouts (Cataloging) from Computer Center | J. Evensen | C. Orth-Alfie, M. Kottman |
| Problems: | | |
| • Authority records | M. Kottman | K. Chapman |
| • Bib records | G. Slater | A. Mauler |
| • Call no. problems from marking | D. Dyal | C. Rivera |
| • Call no. problems—other | G. Slater, C. Rivera | |
| • Holdings record | C. Rivera | J. Evensen |

| <u>PROCEDURE</u> | <u>PRIMARY RESPONSIBILITY</u> | <u>BACKUP</u> |
|--|-------------------------------|-------------------------------|
| • Misc. | G. Slater | A. Mauler |
| • Series | K. Clodfelter | N. Rake |
| • Title page marking (disk) | D. Dyal | C. Rivera |
| • Title page marking (off disk & from branches) | G. Slater | A. Mauler |
| Reclasses, Misc. | D. Dyal | G. Slater |
| Reinstatements | C. Rivera | J. Evensen |
| Replacements | T. Gottstein | G. Slater |
| Replacements, Scores | D. Dyal | B. Gaeddert |
| Retrospective Conversion | B. Marvin, M. Stamm | |
| Rush book flow | J. Horkman | G. Slater, T. Gottstein |
| Serial problems | N. Rake | See Serials cataloging duties |
| Serial recon | J. Fry | |
| Serial searching | See Serials cataloging duties | |
| Serials vs. Monographs decisions | A. Slater | M. Wilson |
| Series headings | K. Clodfelter | M. Landon |
| Shelflist, Online records | C. Rivera | M. Roach |
| Spencer cataloging/problems | D. Dyal | G. Slater |
| Student Coordinator (Hiring) | B. Marvin | A. Mauler |
| Student Payroll | A. Mauler | B. Marvin |
| Subject headings | M. Kottman | N. Rake, K. Clodfelter |
| System Control File | M. Kottman | M. Roach |
| Theses & theses replacements | J. Evensen | J. Horkman |
| Transfers | M. Landon | K. Clodfelter |
| Uniform title headings (130) | D. Borton | B. Gaeddert |
| Uniform title headings, Personal name + title (100 + \$t) | W. Dyer | M. Kottman, K. Chapman |
| Uniform title headings, Corporate/conference name + title (110, 111 + \$t) | K. Chapman | |
| Withdrawals (monographs) | W. Dyer | M. Kottman |
| Withdrawals (serials) | N. Rake | |
| ??? (Do not know to whom to refer your question) | G. Slater | A. Mauler, M. Kottman |

Serials Cataloging Duties

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 |

Work may be its own reward,

BUT NOW

there are cash awards!

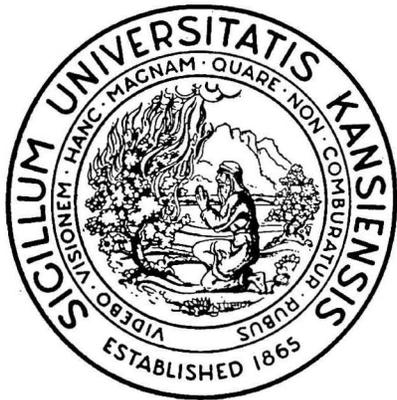
The Employee Recognition Program at KU has been changed.

Each month two Employees of the Month, one classified and one unclassified/non-teaching, will be named. Each honoree receives a certificate presented at the workplace by the University Provost and a \$500 award. Each April one classified and one unclassified/non-teaching Employee of the Year will be named from the previous year's Employees of the Month. Their reward is \$1,000, reserved parking for a year, a parking permit and campus pass.

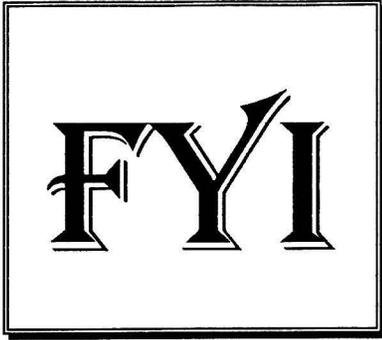
Everyone knows someone worthy of these awards. Let the Employee Recognition Committee know who these people are. Nominate deserving employees by completing a Nomination Form for each employee and sending the forms to Human Resources, 109 Carruth-O'Leary Hall. For first quarter awards, nomination forms are due by June 15. Second quarter nominations are due September 15, third quarter nominations December 15 and fourth quarter nominations on March 15.

Once a Nomination Form is received, the employee will be eligible for consideration for six (6) months. Employee of the month selections for each quarter will be made for all three (3) months in a quarter by the Recognition Committee shortly after each quarterly deadline. The selections for each month will be announced in the first OREAD after that month's awards are presented by the Provost.

Nomination Forms are available by calling at 864-7408, or by accessing the HR Home Page Address at www.ukans.edu/home/hres. Again, please submit nomination forms for deserving employees. Send completed Nomination Forms to Phil Rankin, Human Resources, 109 Carruth-O'Leary Hall.



The University of Kansas
Lawrence Campus
Edwards Campus



The University of Kansas Libraries

Number 1472

Date: March 4, 1999

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

INTERNAL VACANCY

Applications are now being accepted for the position of "Coordinator for Reference Services", Watson Library. This recruitment is open to current members of the KU Libraries' tenured or tenure-track library faculty. The position provides leadership, promotes teamwork and facilitates creative problem-solving within a collegial environment; effectively manages the Reference Department staff, services, and collections; shares in departmental responsibilities for reference and instructional services; fosters a user-focused service environment; promotes positive relations with other library units in a changing organizational environment; participates in the overall management of the Library; and supports the Library's commitment to diversity. This position reports to the Assistant Dean for Information Services. (A full position announcement has been mailed to all eligible library faculty.) **REQUIRED QUALIFICATIONS:** Persons interested in being considered for this position must possess the following:

Current employment with the KU Libraries in a tenured or tenure-track library faculty appointment; At least four years of professional library experience; Experience with reference sources, both print and electronic; Library instruction experience; Collection development experience; 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:** Supervisory experience. **TERMS OF APPOINTMENT:** The person selected for this position will retain her/his current faculty rank and tenure status; s/he will receive a 5% increase to her/his current annual salary in the form of an administrative supplement. **TO APPLY:** Library staff who are interested in being considered for this position are instructed to provide a detailed letter of application, current resume, and names of three references, to Sandy Gilliland, 502 Watson Library. Applications must be received by 5:00 p.m. Wed., March 17, 1999.

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.

ATTACHMENTS

Corrected Flier on Mayhem, Myths, and Miracles Workshops

Position Announcement for Dean of Libraries

Committee minutes:

Collection Management Council, 2/18/99

Travel Reports: Burich

University of Kansas Libraries Bibliographers, 3-2-99

MAYHEM, MYTHS, AND MIRACLES

Surviving Organizational Change

presented by

Becky Schreiber of
Schreiber Shannon Associates

Tuesday, March 16, 1999

9:00 a.m. - 12:00 p.m.

Watson Conference Room A & B

repeated on Thursday, March 17

1:30 p.m. - 4:30 p.m.

Watson Conference Room A & B

Refreshments will be provided

Participants in this program will have an opportunity to assess their current paradigms for understanding change, and how that impacts their capacity to demonstrate courage during changes, no matter what their organizational position. They will leave with an understanding of their personal reactions to current changes, the predictable stages of transitions, and ideas for capitalizing on the opportunities that change presents.

Please register by calling Rita Wilson in the Library Administrative Office at 864-3601, or e-mail rwilson@ukans.edu Registrations are requested by *Friday, March 12, 1999*.



Staff Development Committee

University of Kansas Libraries

THE UNIVERSITY OF KANSAS, LAWRENCE

DEAN OF LIBRARIES

The University of Kansas invites nominations and applications for the position of Dean of Libraries. The University Libraries constitute a major academic and research resource supporting 25,000 students and 1,300 faculty. The University is located in Lawrence, a diverse community of nearly 70,000 set in the rolling hills of northeast Kansas, 40 miles from Kansas City. The community offers a wide range of cultural and recreational activities and the Libraries are a vital part of the intellectual life. The Libraries' collections comprise approximately 3.2 million volumes and 27,000 current serial titles, housed in seven library facilities in Lawrence and one library in suburban Kansas City. The Dean is responsible for a budget of \$14 million and a staff of 71 library faculty and professional staff, 76 paraprofessionals, and 80 FTE of student workers.

The University of Kansas is a founding member of the Association of Research Libraries, the Center for Research Libraries, and the Big 12 Plus Library Consortium, and is a member of OCLC. In May 1999, the University Libraries, along with the Law Library and the Medical Center Library, are converting to the Endeavor integrated library system.

Additional information about the University and the Libraries can be found at <http://www.ukans.edu> and <http://www.lib.ukans.edu>.

RESPONSIBILITIES: The Dean of Libraries has primary leadership and management responsibility for the University Libraries. Working effectively with three assistant deans and staff in the Libraries, as well as the University community, the Dean will oversee: the development and preservation of library collections; fund-raising initiatives; fiscal management; human resource development; creation of services utilizing information technologies; and space planning for library facilities. The Dean will work with Library and University governance organizations and lead the Libraries' involvement in state, regional, national, and international forums and cooperative efforts.

The Dean reports to the Vice Chancellor for Information Services and works directly with the Provost on scholarly communications issues. The Dean reports directly to the Provost on library faculty issues. The Dean is part of a team with the Vice Chancellor for Information Services, two Assistant Vice Chancellors (who manage computing and networking operations), and the Spencer Librarian (who shares responsibility for fund-raising) to serve the information needs of the campus community. The Dean is also a member of the Provost's Council and participates in academic planning for the University.

QUALIFICATIONS: The University seeks an experienced librarian to provide effective leadership within a major research university. Candidates must have a masters' degree from

an ALA accredited program and a minimum of five years of successful senior administrative experience in an academic research library.

The successful candidate must:

- have a record of scholarship and service meriting tenure at the appropriate academic rank;
- demonstrate an ability to communicate effectively;
- exhibit a knowledge of current developments in scholarly communication
- demonstrate experience with applied information technologies;
- understand the academic environment and the role of libraries in support of teaching, learning, and scholarship;
- articulate a vision for the future of an academic research library that best serves a university's mission;
- exhibit a collaborative leadership style;
- demonstrate a commitment to recruitment and development of an outstanding, diverse library faculty and staff.

NOMINATIONS AND APPLICATIONS: The position will be available July 1, 1999. Salary and other benefits will be competitive and consistent with the University's commitment to recruit the best-qualified individual. Nominations should include the names, mailing and e-mail addresses, and phone numbers of nominees and be sent to the address below. Applicants should send a letter of interest, a curriculum vitae, and the names, addresses, e-mail addresses, and phone and fax numbers of four references to the address below. The search committee will begin reviewing applications on April 2, 1999, and continue until the position is filled.

Send nominations and applications to:

Prof. Diana Carlin, Chair
Dean of Libraries Search Committee
502 Watson Library
University of Kansas
Lawrence KS 66045-2800

Secretary for the search committee is Barbara Gorman, 785-864-4999 or bgorman@ukans.edu.

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.

Collection Management Council
Minutes—February 18, 1999

Present: Susan Craig, Mel DeSart, George Gibbs, Brad Schaffner, Ken Lohrentz,
Sherry Williams, Rachel Miller
Guests: Julia Rholes, Kent Miller

The purpose of the meeting was to discuss criteria for moving materials to an interim depository facility that the Libraries expects to be able to rent beginning this summer, for use until the Book and Archival Record Depository is built.

Although the size and location of the interim pre-BARD depository facility are not yet known, Kent Miller recommended using 20,000 square feet as a working estimate of its size. This interim facility will have conventional shelving and the materials will be shelved in call number order. The actual BARD that will be built in future will house 1.5 million volumes in 12,500 square feet and will have high-density storage shelving. In the actual BARD, materials will be shelved by size and each item assigned a BARD location number at the time of the move.

The Business and Economics collections now housed in Watson Library, and the Government Documents collections now housed in Malott Hall, will be transferred to Anschutz Library. To accommodate them, a substantial portion of the materials now housed in Anschutz will need to be moved out as early as Winter 1999/2000. The following collections are housed in Anschutz:

- The Dewey and LC serials and sets that were formerly housed in J.R. Pearson Hall (mostly low-use titles that are no longer currently received);
- The Dewey 000-799 collections from Watson Library, the East Asian Library, and Spahr Engineering Library;
- Theses and Dissertations (all 1st copies and most 2nd copies);
- Art auction catalogs (pre-1990);
- 40% of the Government Documents collection;
- U.S. Geological Survey materials (SuDoc I.19)
- LC collections in the sciences (“real” collections)
- The Map Collection

Turning to possible selection criteria, CMC identified the following for further discussion with Bibliographers’ Council:

- Use: CMC views this as the primary criterion. This includes not only the amount but also the nature of the anticipated use (e.g., materials that users tend to browse or use as reference sources are not good candidates for a depository)

- Language: CMC believes that language in itself is not a valid criterion. Both foreign language materials and English language materials should be selected based on use instead.
- Date of publication: Also not a valid criterion in itself.
- Availability in another format, such as electronic, may be appropriate in some cases. The best example are the back volumes of the core journals now available in JSTOR.
- Strong bibliographic access (e.g., availability of online records) may be a requirement for many materials.
- Physical condition: Fragile materials could be damaged both by the initial move to the depository and by delivery back and forth to the central campus upon request.
- Format: Oversize books, maps, and other items in non-standard formats also are difficult to move and may not be accommodated easily in a depository facility, either interim or BARD.

From the discussion, some general assumptions or principles also emerged:

- The selection criteria should be as generalizable as possible, and simply applied to different collections at different times; in other words, they would first be used to identify materials to be moved to the interim facility, and later on to identify materials for the BARD.
- If materials are discovered to be highly used, they will be moved back into the appropriate circulating collection.
- The Library must present this issue to the teaching faculty in such a way that they are able to see the process as necessary and buy in to it. They would be involved in establishing the criteria, but not invited to participate in title-by-title selection.
- All materials remaining in the interim depository would subsequently be transferred to the BARD upon its completion.

CMC thinks that the following questions about the interim facility need to be answered before selection criteria can be finalized:

- Will physical access by patrons for on site use of materials be accommodated in the interim facility? (For the BARD, it will be provided through the Dole Institute.)
- Delivery of materials from the interim depository to campus is assumed, whether or not onsite access is provided, but will this occur only on weekdays or also on weekends?
- Will the facility have resident staff, or will staff merely go to the facility to retrieve materials?
- How will environmental and security considerations be addressed?

CMC then returned to thinking about the specific categories of materials now housed in Anschutz Library, and agreed that the following could be moved to the interim depository:

- The pre-1990 art auction catalogs;
- Most of the 40% of the Government Documents collection (some materials, e.g., aerial photographs, need to stay on campus);
- The Dewey and LC serials and sets formerly housed in J. R. Pearson Hall;
- 1st copies of theses and dissertations; 2nd copies would remain on campus because of anticipated use; use variations among disciplines are insufficient to justify breaking up the collection;
- Low-use portions of the Anschutz Library science collections could be moved to the interim depository, after review based on the selection criteria; multiple copies could be deaccessioned altogether;
- Some portions of the Dewey collections now housed in Anschutz could be moved to the depository after careful review. Other portions are heavily used and would need to remain in circulating collections on campus.

In addition to the materials now located in Anschutz, low-use Business and Economics materials now in Watson and any additional low-use Government Documents materials now in Malott would also be moved to the interim depository, rather than to Anschutz.

After enough materials are taken from Anschutz to the interim depository to make space for all the Business, Economics, and Government Documents collections that will be moved into Anschutz, other non-Anschutz collections could also be reviewed by bibliographers for possible transfer to the interim depository. Selection of materials would be based on the agreed-upon criteria. CMC members mentioned a few initial possibilities that may be considered:

- Some materials from University Archives and the Kansas Collection
- Possibly some Watson microforms
- Back volumes of some live serials issued prior to an established cutoff date (e.g., print copies of JSTOR titles up to 1990 or a similar date)

Based on this discussion, George Gibbs will draft a statement of principles and criteria that will be distributed generally and discussed at an upcoming Bibliographers Council meeting.

CMC adjourned and will meet again on Friday, Feb. 26, at 10:30.

Reported by Rachel Miller

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

TRAVEL REPORT

Name: Nancy J. Burich

Department: Regents Center Library

Name of Event: ALA Midwinter Meetings

Location: Philadelphia, Pa.

Date(s) of Travel: January 29-February 2, 1999

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

As usual, Midwinter meetings were hectic. Like many others, I am frustrated that many programs of interest are held at the same time. I also note that two "receptions" were more accurately tutorials with refreshments later, rather than the more traditional informal social times. In fact, the Endeavor reception distributed nearly thirty pages of notes. I hope this isn't a general trend, since I really enjoy the more social receptions. By evening, my learning curve is very broad. On the other hand, the OCLC breakfast (at 7 a.m. !!) was what I expected—very useful in learning about anticipated changes in FirstSearch.

Most of my time was spent either in representing the Distance Learning Section (of which I am past-chair) or in DLS meetings (committee meetings as well as the Discussion Group). I represented the section at the ACRL Section Council (as past secretary). I also attended two meetings dealing with the Digital Millennium Copyright Act (an ACRL briefing and an ACRL Town Meeting hosted by the Legislative Committee). The section also asked me to attend a presentation by the ACRL Alliances for New Directions in Teaching and Learning called "Virtual Futures: Developing New Models of Instruction." The Alliances' chair attended one of the section's Executive Council meetings, and the two groups are considering future collaborations. Because the Guidelines Committee was presenting information on the new Guidelines which the section developed, I attended the LITA Distance Learning Interest Group program.

Finally, I met with Chris Gilson (Fort Hayes State University) to discuss the first meeting of the new Distance Education Roundtable which will be held at Tri-Conference in March. After collecting names of potential members at last year's CULS meeting, we successfully petitioned KLA for creation of this group. We are currently working on a draft constitution and bylaws.

I enjoyed the chance to meet with friends and colleagues. The Exhibits presented unlimited opportunities to learn. I enjoyed wandering through the Reading Terminal Market. As usual, I arrived home exhausted, but energized with lots of new ideas and possibilities. I appreciate the support of SDC in providing some funding for the trip.

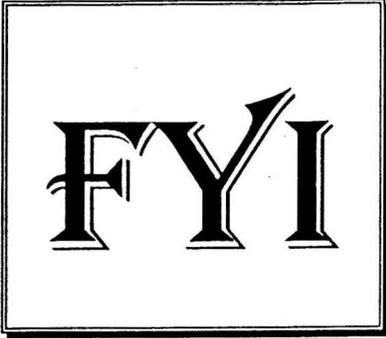
(Return this report to Kendall Simmons, Documents, 6001 Malott)

University of Kansas Libraries Bibliographers

| Subject | Bibliographer | Phone | E-mail address |
|---|----------------------|--------------|---------------------------------|
| African Studies | Ken Lohrentz | 4-8912 | <i>klohrentz@ukans.edu</i> |
| American Studies | Rich Ring | 4-3425 | <i>richring@ukans.edu</i> |
| Anthropology | Roger Anderson | 4-4660 | <i>randerson@ukans.edu</i> |
| Architecture | Susan Craig | 4-3020 | <i>scraig@ukans.edu</i> |
| Art & Art History | Susan Craig | 4-3020 | <i>scraig@ukans.edu</i> |
| Bibliography & Reference | Faye Christenberry | 4-8992 | <i>fchristenberry@ukans.edu</i> |
| Biochemistry | Connie Powell | 4-4931 | <i>cpowell@ukans.edu</i> |
| Business | Loretta Spurling | 4-8997 | <i>spurling@ukans.edu</i> |
| Chemistry | Connie Powell | 4-4931 | <i>cpowell@ukans.edu</i> |
| Chinese Studies | Vickie Doll | 4-4669 | <i>vdoll@ukans.edu</i> |
| Classical Studies | Rich Ring | 4-3425 | <i>richring@ukans.edu</i> |
| Communication Studies | Rob Melton | 4-3378 | <i>rmelton@ukans.edu</i> |
| Comparative Literature | Rob Melton | 4-3378 | <i>rmelton@ukans.edu</i> |
| Computer Science | Vicki Coleman | 4-3875 | <i>vcoleman@ukans.edu</i> |
| Dance | Vic Cardell | 4-3496 | <i>vcardell@ukans.edu</i> |
| Design | Susan Craig | 4-3020 | <i>scraig@ukans.edu</i> |
| Dole Collection | Bryan Culp | 4-4274 | <i>bculp@ukans.edu</i> |
| East Asian | Vickie Doll | 4-4669 | <i>mito@ukans.edu</i> |
| Economics | Jim Neeley | 4-3036 | <i>jneeley@ukans.edu</i> |
| Education | Ken Lohrentz | 4-8912 | <i>klohrentz@ukans.edu</i> |
| Electronic Information | Jim Neeley | 4-3036 | <i>jneeley@ukans.edu</i> |
| Engineering | Vicki Coleman | 4-3875 | <i>vcoleman@ukans.edu</i> |
| English Language & Literatures | Rob Melton | 4-3378 | <i>rmelton@ukans.edu</i> |
| Entomology | Susan Case | 4-4931 | <i>scase@ukans.edu</i> |
| Environmental Studies | Susan Case | 4-4931 | <i>scase@ukans.edu</i> |
| Film | Rob Melton | 4-3378 | <i>rmelton@ukans.edu</i> |
| Foreign Literature in Translation | Rob Melton | 4-3378 | <i>rmelton@ukans.edu</i> |
| French & Italian Languages & Literatures | Rich Ring | 4-3425 | <i>richring@ukans.edu</i> |
| Geography | Donna Koeppe | 4-4660 | <i>dkoeppe@ukans.edu</i> |
| Geology | Mel DeSart | 4-3854 | <i>desart@ukans.edu</i> |
| Germanic Languages & Literatures | Gordon Anderson | 4-8999 | <i>ganderson@ukans.edu</i> |
| Government Publications | Donna Koeppe | 4-4660 | <i>dkoeppe@ukans.edu</i> |
| Health Services Administration | Loretta Spurling | 4-8997 | <i>spurling@ukans.edu</i> |
| Health, Sport & Exercise Science | Ken Lohrentz | 4-8912 | <i>klohrentz@ukans.edu</i> |
| Historical Administration & Museum Studies | Sherry Williams | 4-4274 | <i>swilliam@ukans.edu</i> |
| History, United States | Gordon Anderson | 4-8999 | <i>ganderson@ukans.edu</i> |

| Subject | Bibliographer | Phone | E-mail address |
|---|----------------------|--------------|----------------------------|
| History, Western Europe | Rich Ring | 4-3425 | <i>richring@ukans.edu</i> |
| Human Development & Family Life | Julie Waters | 4-4931 | <i>jwaters@ukans.edu</i> |
| Japanese Studies | Michiko Ito | 4-6669 | <i>mito@ukans.edu</i> |
| Journalism | Kathy Graves | 4-8993 | <i>kgraves@ukans.edu</i> |
| Kansas Collection (Regional History) | Sherry Williams | 4-4274 | <i>swilliam@ukans.edu</i> |
| Latin American Studies | Jana Krentz | 4-3351 | <i>jkrentz@ukans.edu</i> |
| Law (Watson only) | Roger Anderson | 4-4660 | <i>randerson@ukans.edu</i> |
| Library Science | Brian Baird | 4-3568 | <i>bbaird@ukans.edu</i> |
| Linguistics | Geoff Husic | 4-3957 | <i>ghusic@ukans.edu</i> |
| Maps | Donna Koepp | 4-4660 | <i>dkoepp@ukans.edu</i> |
| Mathematics | Julie Waters | 4-4931 | <i>jwaters@ukans.edu</i> |
| Microbiology | Connie Powell | 4-4931 | <i>cpowell@ukans.edu</i> |
| Music | Vic Cardell | 4-3496 | <i>vcardell@ukans.edu</i> |
| Pharmacy | Judith Emde | 4-4931 | <i>jemde@ukans.edu</i> |
| Philosophy | John Richardson | 4-8936 | <i>jrichard@ukans.edu</i> |
| Physics and Astronomy | Mel DeSart | 4-3854 | <i>desart@ukans.edu</i> |
| Political Science | Roger Anderson | 4-4660 | <i>randerson@ukans.edu</i> |
| Psychology | Julie Waters | 4-4931 | <i>jwaters@ukans.edu</i> |
| Regents Center Library | Nancy Burich | 4-8575 | <i>nburich@ukans.edu</i> |
| Religious Studies | Annie Williams | 4-8913 | <i>awilliams@ukans.edu</i> |
| Russian and East European Studies | Brad Schaffner | 4-3957 | <i>bschaffn@ukans.edu</i> |
| Science | Judith Emde | 4-4931 | <i>jemde@ukans.edu</i> |
| Slavic Languages and Literatures | Brad Schaffner | 4-3957 | <i>bschaffn@ukans.edu</i> |
| Social Welfare | Cindy Pierard | 4-8990 | <i>cpierard@ukans.edu</i> |
| Sociology | Roger Anderson | 4-4660 | <i>randerson@ukans.edu</i> |
| Spanish and Portuguese Languages and Literatures | Jana Krentz | 4-3351 | <i>jkrentz@ukans.edu</i> |
| Special Collections (Rare Books & Manuscripts) | Alexandra Mason | 4-4334 | <i>amason@ukans.edu</i> |
| Speech, Language and Hearing | Judith Emde | 4-4931 | <i>jemde@ukans.edu</i> |
| Systematics and Ecology | Susan Case | 4-4931 | <i>scase@ukans.edu</i> |
| Theater | Rob Melton | 4-3378 | <i>rmelton@ukans.edu</i> |
| University Archives | Sherry Williams | 4-4274 | <i>swilliam@ukans.edu</i> |
| Urban Planning | Roger Anderson | 4-4660 | <i>randerson@ukans.edu</i> |
| Women's Studies | Jana Krentz | 4-3351 | <i>jkrentz@ukans.edu</i> |

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



The University of Kansas Libraries

Number 1473

Date: March 11, 1999

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

PERSONNEL

Ms. Billie Conway has been appointed as a Library Assistant I in Retrieval Services. Billie was previously employed by the Manhattan Public Library and has volunteered in libraries for several years. She has a BS in Business Administration, a MA in Urban Studies, and is currently pursuing a Master's Degree in Library and Information Science from Emporia State University. Billie's appointment becomes effective March 15, 1999.

Sandy Gilliland

DISTINGUISHED LIBRARIAN AWARD: CALL FOR NOMINATIONS

Nominations are now being accepted for the 1999 Chancellor's Award for Distinguished Librarianship. Any librarian with five years of service on the KU library faculty is eligible. It's easy to nominate: 1) complete a nomination form (attached); 2) attach a letter of recommendation explaining the nominee's achievements and credentials; and 3) attach the nominee's current c.v. The award guidelines are also attached; guidelines and nomination forms may also be requested from Rita Wilson, 4-3601. Nominations are due in the Library Administrative Office by 5:00 p.m. Friday, April 9th.

Sandy Gilliland

FINAL REMINDER: KU EMPLOYEE OF THE MONTH NOMINATIONS DUE

Monday, March 15th, is the deadline for nominating a classified staff member and an unclassified professional staff member (non-teaching) for KU's Employee of the Month program for the 4th quarter. The nomination form is available via KU Human Resources' home page, at www.ukans.edu/home/hres. Forms may also be requested by calling Human Resources, 4-7408. Nomination forms for persons not selected for a monthly award will be eligible for consideration for six (6) months.

Sandy Gilliland

PAINTING IN HONOR OF SHELLEY MILLER

Friends and colleagues of KU's former SPLAT Librarian, Shelley Miller, are invited to join Shelley's mother and artist Celia Smith on March 18th to hang a painting in honor of Shelley. As many of you know, Shelley died five years ago while employed at the Libraries. Celia Smith and Mary Miller are presenting to the Libraries a painting that will be hung in the administrative offices. On Thursday the 18th a few words will be said, some refreshments served, and the painting hung. Please come to Watson Library Conference Room A at 2:00 p.m. to honor Shelley.

Bill Crowe

continued
#1473, March 11, 1999

COORDINATOR FOR REFERENCE SERVICES

The deadline for applications for the position of "Coordinator for Reference Services", Watson Library is 5:00 p.m. Wed., March 17, 1999. Please refer to the February 26th issue of FYI or the mailing to all eligible library faculty for additional information.

Sandy Gilliland

ATTACHMENTS

Committee minutes:

Electronic Information Council, 2/10/99

Classified Conference Executive Board, 2/16/99

Distinguished Librarian Award Guidelines

Distinguished Librarian Nomination Form

Electronic Information Council
University of Kansas Libraries
Wednesday, February 10, 1999
1:30-3 pm, Watson Conference Rm. A

Minutes

1. New Purchase requests

The Committee approved the purchase of the following databases:

- a. Kanones
- b. Linear Algebra and all other Elsevier e-journals in Mathematics (and computer Science and Physics)
- c. Organic letters (SPARC journal)
- d. Vita Sancti Wilfridi
- e. Wiley InterScience e-journals

A question was raised about when an EIC review is needed. It was noted that the policy is that all requests for electronic information must be made on the EI purchase request and approved by EIC. Exceptions are made in the case of fugitive, vernacular materials in the Area Studies and when items need immediate approval (in which case Marilu, John and Jim may jointly decide). The most common exception is when disks come with books, where the book is the item that we have ordered. Discussion followed concerning the situation where a book includes a separate offer to purchase the electronic edition at additional cost. It was agreed that such an item would require an EIC review. In general, EIC review is needed if a distinct order is necessary to acquire the item, whenever EI Funding is involved, or whenever access must be provided on library workstations and assistance provided by Library staff. In summary, EIC review is necessary for everything except disks that come with books.

2. **Electronic Journal Issues** – Following discussion, the group agreed that databases and e-journals should be given equal priority by EIC. It was felt by several members that there was a reluctance among some bibliographers to request electronic journals. Neeley was asked to prepare a statement for the bibliographers explaining that there is no longer a need for them to hold back on submitting PRs for electronic journals. Bibliographers in broad disciplinary groups will need to work together to identify and request journals in priority order. Preference should be given to publishers' packages of journals rather than to individual titles, as the amount of work involved is approximately the same. (SPARC journal excepted)

Access to e-journals was then discussed. It was generally agreed that with planned purchases, we will have significantly more e-journals, and should, thus, provide more prominent access to them on our web page. Subject, title and possibly publisher (platform) access to e-journals were all recommended.

Levels of cataloging and possible priorities for cataloging were also reviewed. As it will not be possible to link e-journals from all the current catalog. Therefore, cataloging of e-journals makes more sense in the Endeavor environment and should be postponed until after the implementation. It was agreed that higher priority should be given to serial titles which were part of concrete lists of journals, such as JSTOR, rather than to e-journals covered irregularly and incompletely in such databases as ABI-Inform. It was agreed that holdings records for e-journals was probably not necessary. This was particularly true for serials where we had print holdings. Where no print version of an e-journal existed, it would be desirable to have more complete cataloging. Finally, concern was expressed over the need to keep listings of e-journals current.

3. Other Announcements

Included in the EIC packet of material is a Web of Science proposal which is good until May 1.

Gibbs reported that KU was publicly thanked at the JSTOR users meeting for our recent loan of serial volumes for the project.

All other agenda items were tabled until the next meeting.
Minutes taken by Julia Rholes

Classified Conference Executive Board
Meeting Minutes
16 February, 1999

Present: Mary Ann Baker, Sue Hewitt, Carol Jeffries, Kelly Klinke (compiled notes), Carmen Orth-Alfie (chairperson).

I. Chair's report:

Carmen reported on items discussed in the Feb. 10, 1999 meeting with Associate Dean Marilu Goodyear and Sandy Gilliland.

- The membership of the Search Committee for Dean of Libraries was discussed (Membership was announced in the 2/11 FYI).
- The possibility of inviting speakers from area schools and organizations to talk about library-related courses and workshops was discussed. Marilu agreed that inviting speakers to address library education opportunities is a good idea.
- Carmen updated Marilu and Sandy on the status of soliciting volunteers for the Classified Employee of the Year Selection Committee. So far, three people have volunteered to be on the list of names to submit to the Dean. Two or three more volunteers are needed.
- Discussion took place about Jim Smith's idea for instituting a forum in which branch libraries might get together to discuss public service and technical processing concerns. Marilu suggested that two existing groups might be able to address some of the concerns:
 - a) Sarah Couch is re-organizing a group to discuss circulation procedures. All interested staff members are invited to participate in the Circulation Forum. Interested staff should contact Sarah.
 - b) Consultative Groups for Voyager implementation will be meeting soon to gather expertise and input. CCEB suggests that Jim arrange some luncheons with branch Classified staff to see if there is a need and/or interest in forming such a group and to define more specifically what the group would be about.
- Discussion took place about the fact that Classified staff members were not represented in the Circulation Policy Study Group. Marilu indicated that in retrospect, they would have found a way to include Classified staff earlier in the process given current hindsight.
- Marilu asked Carmen to urge staff members to contact her directly with issues or concerns and noted that few individuals or groups have done so.
- Supervisory training for supervisors of Classified staff was discussed. Marilu and Bill Crowe both have intentions to take STEP (Supervisory Training for Excellence in Performance), perhaps in an abbreviated form offered at the library.
- There are still unresolved issues concerning the proposed Lending Code. Among these issues are:
 - a) Whether long term loans can be returned to any location including the Medical Center Library and the Law Library.
 - b) Possibilities of broadening the proxy proposal.
 - c) Whether the recalls should be changed from 10 to 14 days.
 - d) Whether to limit borrowing by non-KU individuals.
- Sandy provided copies of the new "definitions of work" for the Library Assistant series.

Coordinating Council Update

There have been two Coordinating Council Meetings since the last CCEB meeting: Jan. 20, 1999 which was a continuation of earlier "Circulation Policy Open Forums" and Feb. 10, 1999 which is reported below.

The results of the Senate Library Committee Meeting and the Circulation Policy open forums were discussed:

- The Senate Library Committee supports the "flexibility by unit" paragraph in the proposed Lending Code policy that instructs that exceptions will be made by collection or title.
- The Senate Library Committee asked about allowing recalls for "quick looks." These are situations in which patrons might ask staff to mediate by contacting a person to whom material is checked out to see if the material can be borrowed for a "quick look" (usually for the purposes of checking citations). This proposed procedure is still in discussion.
- The proposed fines and fees process was reviewed.
- The Circulation Forum organized by Sarah Couch will be meeting soon. This group will engage all staff who have Circulation responsibilities. Again, staff interested in participating should contact Sarah Couch.

Update on Administrative Issues:

- Marilu was encouraged by conversations held at A.L.A. with possible candidates for the Dean's position. University of Iowa is also searching to fill a similar position, so there is some competition.
- All staff members are encouraged to submit names to the Search Committee for Dean of Libraries of possible candidates for the Dean's position.

- Until the Dean's position is filled, there will be a different mix of responsibilities for Marilu and Bill Crowe; they will be exchanging some responsibilities.
- The Spencer consultants have talked to Bill Crowe and have distributed their report to Spencer staff. After Spencer staff members have had time to review it, the report will be distributed to library staff in general.

Update on system implementation:

- John Miller is waiting for some hardware to arrive that has been shipped, but he indicated that the implementation schedule is still on track.
- New system training—the initial training of trainers done by Endeavor will start in March or April.
- John Miller will be giving all staff an overview (quick look) of the system. Watch for emails.
- Consultative groups will start meeting soon. The “Look and Feel” Consultative Group will probably be the first to meet.
- There was a discussion about OPAC clients, Web (Internet), Windows, or ASCII version (telnet), and which one(s) to support in the Libraries. The problem with having all the versions running would be that staff would then be expected to provide instruction in the use of each. At this time, John Miller supports the use of the Windows version within the Libraries, with possible eventual migration to the Web version as it improves.
- John Miller will be sending out email updates on the progress in system implementation, upcoming training and information on Consultative Groups.

Watson Transformer update:

- Kent Miller indicated that the bid is closed on the new transformer. Work on the transformer is planned for spring break but could occur later because the bid winners will have to build the transformer. During the changeover, the back up generator will be in use. (Later told that it is now likely to be after graduation.)
- Kent Miller also noted that not all control systems in Anschutz are Y2K compliant, but work is being done to fix the problem.

II. General Meeting Plans

Options were discussed for inviting speaker(s) to the annual, general meeting of the Classified Conference. A volunteer or volunteers are sought to coordinate the contacting of possible speakers for the general meeting. Interested staff should contact CCEB representatives.

- Carmen received a list from Janet Anderson-Story of possible speakers from schools and organizations offering library-related courses and workshops. The list includes: Robert Grover, ESU School of Library and Information Management Dean; Patti Mersmann, Library Services Coordinator for the Northeast Kansas Library System; and Shannon Roy, K-State Library Development Director.
- Revised descriptions received from Sandy Gilliland of the “Definition of Work” for the Library Assistant series were distributed. The suggestion was made that perhaps someone from the state government offices could be invited to speak and answer questions about the changes in these descriptions.

III. Committee Reports

Committee reports were distributed to CCEB members. Bayliss Harsh reported on the Instruction Council:

- Fred Rodriguez's talk was found useful by library staff who attended.
- A new computer lab is planned for the libraries. The Instruction Council is finalizing plans for the new lab.

IV. New Business

- An invitation will be extended to Marilu to attend the monthly CCEB meetings to provide an opportunity for dialog with Classified staff. It was proposed that it might be a good idea to establish a precedent of monthly CCEB meetings with the Dean when the position is filled.
- In the wake of the Library Lending Code open forums initiated by the Circulation Policy Study Group, a question was posed about whether Classified staff might consider ways to present ideas and concerns in an objective manner that translates to the experience of staff in general.
- The beneficial qualities of liaison groups were discussed. It was suggested that unit forums (like the one conducted by the Preservation and Binding unit) would help the ILL and Cataloging units among others to communicate information. Carmen will contact the administration to encourage the re-institution of liaison groups.
- The Search Committee for Dean of Libraries will meet soon to discuss the impending search. Carmen will ask the committee about contacting support staff who have worked under the candidates.

The next CCEB meeting will be Tuesday, March 23, 1999 from 1-3 in Conference Room A.

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

The Chancellor's Award for Distinguished Librarianship, begun in 1989/90, is awarded to a meritorious individual selected from the ranks of University of Kansas librarians. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as demonstrated by a strong reputation among colleagues achieved on the basis of an established record of distinguished librarianship.

The award will be accompanied by a check in the amount of \$2,500.

Eligibility

To be eligible for nomination, a librarian must have completed five years of service on the library faculty of the University of Kansas, Lawrence or Edwards campuses, by the date nominations are due.

Nomination Procedures

A call for nominations will be made annually by the Libraries administration. Any person or group of persons affiliated with the University of Kansas may nominate an individual. Nominators are asked to supply the following information to the Selection Committee:

- a letter explaining the nominee's achievements and credentials that qualify him/her for the award;
- a current copy of the nominee's *curriculum vitae*;
- a completed nomination form suggesting names and contact information for evaluations, i.e. supervisors and colleagues who can comment on the nominee's contributions to librarianship.

It is recommended (but not required) that the nominator inform the nominee of her/his nomination, and consult the nominee for names of colleagues, both at the University of Kansas and beyond, who are knowledgeable of the nominee's contributions to librarianship.

Nominations will remain active for two years. Librarians not selected in their first year of nomination will be reconsidered for a second time along with the newly nominated candidates. Previous nominators will be asked to update their nominations to reflect any additional accomplishments by the nominee.

The Selection Committee, assisted by staff in the Libraries administration, will solicit evaluations from supervisors (both past and present) and colleagues.

(continued)

Selection

Each year the Dean of Libraries shall appoint a committee to review nominations and make a recommendation to the Dean. The Selection Committee will consist of the following: four librarians, one member of the teaching faculty, one Library administrator (ex officio, without vote), and one representative of the University administration. Neither a nominator nor any nominee (including previous year non-recipients being reconsidered), is eligible to serve on the Selection Committee. The committee membership will be publicly announced in the University Libraries' newsletter, FYI.

In making its recommendation, the Selection Committee will apply the criteria stated in this description of the Award. Their written recommendation, together with the Dean's recommendation, shall be forwarded to the Provost for recommendation and transmittal to the Chancellor. All nominees will be informed of the Chancellor's planned action prior to the announcement of the selected librarian.

All nomination materials will be considered confidential and will be retained in the Library Administrative Office files.

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

NOMINATION FORM

Please provide the following information for the librarian you wish to nominate for the Chancellor's Award for Distinguished Librarianship. To be eligible for this award, the candidate must have completed **five** years of service as a member of the library faculty at the University of Kansas, Lawrence or Edwards campuses, by the date nominations are due.

Nominee: _____

Nominated by: _____

Attach a letter explaining the nominee's achievements and credentials.

Attach a current copy of the nominee's curriculum vitae.

Please provide names and full addresses of individuals to whom the nominee has reported administratively during her/his tenure at the University of Kansas Libraries (list need not be exhaustive). These people will be asked to provide evaluations of the nominee's contributions to librarianship.

1

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

2

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

3

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

4

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

5

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

For Committee
Use Only

| 1 st Call Sent | 2 nd Call Sent | Letter Received |
|---------------------------|---------------------------|-----------------|
| | | |
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| | | |
| | | |
| | | |

**For Committee
Use Only**

Please provide names and full addresses of individuals and colleagues (no more than five), from the University of Kansas and beyond, who have close personal knowledge of the nominee's career. These people will be asked to provide evaluations of the nominee.

1

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

2

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

3

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

4

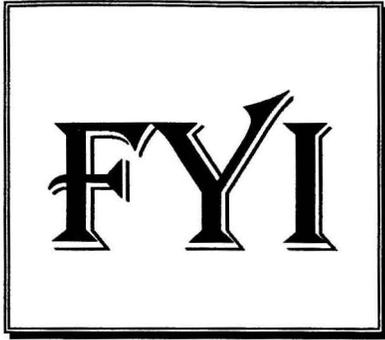
Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

5

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

| 1 st Call Sent | 2 nd Call Sent | Letter Received |
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Return this form, along with a letter of recommendation by **April 9, 1999** to:
 Sandy Gilliland, Assistant to the Dean of Libraries for Personnel
 Watson Library, Rm 502
 University of Kansas Libraries
 Lawrence, KS 66045



The University of Kansas Libraries

Number 1474

Date: March 18, 1999

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

SPENCER LIBRARY EXHIBITION

The current exhibition in the Main Gallery of Spencer Library is entitled "Under the Southern Cross: Australian discoveries." It deals with Captain James Cook's 1768-1771 voyage in the *Endeavour* (the ship was in the news this month when its submerged wreck was located off Newport, Rhode Island); the establishment of Botany Bay, originally a convict colony, which was to grow into New South Wales and Australia; Matthew Flinders, the first to circumnavigate the continent and to use the name Australia (at one stage in his travels he makes a point which must appeal to all librarians: "I had no chart of Mauritius, nor other description that what is contained in the third edition of the *Encyclopaedia Britannica*"); and John Gould, known as "the Father of Australian Natural History" of whose drawings and printed works the Spencer Library holds the most important collection in the world. The exhibition will continue until late April.

L. E. James Helyar, Dept. of Special Collections

DISTINGUISHED LIBRARIAN AWARD: CALL FOR NOMINATIONS

Nominations are now being accepted for the 1999 Chancellor's Award for Distinguished Librarianship. Any librarian with five years of service on the KU library faculty is eligible. It's easy to nominate: 1) complete a nomination form; 2) attach a letter of recommendation explaining the nominee's achievements and credentials; and 3) attach the nominee's current c.v. Guidelines and nomination forms may be requested from Rita Wilson, 4-3601. Nominations are due in the Library Administrative Office by 5:00 p.m. Friday, April 9th.

Sandy Gilliland

LIBRARY STAFF DIRECTORY

A few more revisions for your Library Staff Directory (11/19/98 FYI attachment):

Add: Kathy Wasil, LAII, Circulation Desk Manager, Access Services, Watson, 4-8984;

Billie Conway, LAI, Retrieval Services, 4-8894

Update: Helen Dee, phone number, 4-4661, Susan Hamilton is still 4-8980, both are in Periodicals

Rita Wilson

ATTACHMENTS

Committee minutes:

Instruction Council, 1/25/99

Staff Development Committee, 2/04/99, 2/11/99, 2/18/99, 2/25/99

LFA Executive Committee, 2/08/99, 3/01/99

Instruction Council Meeting

Monday, January 25th, 1999

10:30 am-12 noon

Watson Conference Room B

Attended:

Roger Anderson
Bayliss Harsh
Julia Rholes

Jerree Catlin
Jana Krentz
Lyn Wolz

Judith Emde
Cindy Pierard

Guest:

John Miller

Voyager Implementation

John Miller came to the meeting to outline the progress of implementation for the new Voyager system and the proposed timetable for staff training. The goal is for the libraries to "roll out" the OPAC to the public and have the circ system operational for the staff by the beginning of summer school.

All library workstations will have the Voyager windows interface, but the catalog will also be accessible through a web interface. The intention is to have the new system on all staff machines 6 weeks prior to the public roll out so that staff can familiarize themselves with all the features before having to teach the public.

John will be calling the "Look and Feel" group back into being soon. IC members should let Julia know who wants to be on this consultative group. IC should aim for working on handouts for the public by the end of April or beginning of May. John will be setting up times for everyone to see a demo of the new system.

Two possible areas of involvement for IC members are: 1) to participate in the "Look and Feel" group meetings in which decisions regarding the customization of the public OCAT are made; and 2) to plan methods of training the public on the new system, including the production of user guides.

Fred Rodriguez Workshop

Eighteen people attended and 12 filled out the evaluation form. The evaluations indicated that attendees found the workshop helpful.

Minutes

The minutes for the January 4th meeting were approved. Lyn will post the Dec. 7th minutes to KULIB.

Next Meeting

The next meeting will be on Monday, February 8th at 10:30 am. Agenda items include looking at the new search guides for CommSearch and Lexis/Nexis Congressional Universe. The two guides Jana has been working on might also be discussed.

Minutes submitted by Lyn Wolz.

Staff Development Committee

Meeting Minutes

February 4, 1999

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

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

Announcements: Schreiber Shannon Associates has authorized the videotaping of their presentation "Mayhem, Myths, and Miracles: Surviving Organizational Change." Sandy will arrange for a videorecorder. The video will be available for any library staff that will be unable to attend the regular presentation on March 16 or 17.

We have been advised that the SDC homepage needs to be updated. Travel Policies and Procedures has lost its link to the Comptroller's Office. Kendall will update the homepage.

Travel Requests: Travel requests for Vic Cardell were reviewed and approved. Vic will travel to Los Angeles, CA on March 16-17 for the Music OCLC User's Group Annual Meeting followed by the Music Library Association Annual Meeting, March 18-20.

Programs: The location for "De-mystifying the Licensing of Electronic Resources" has been set for the Frontier Room in the Burge Union on March 4. The flyer for Karen Cole's presentation was reviewed and approved and will be mailed on February 10.

Charges: Now that several programs for the Spring semester have been finalized and preparations are underway, we were able to redirect our attentions to our charges for this year. Two surveys will likely need to be conducted: 1) needs assessment survey for LFA members, 2) funding needs assessment for all library staff. It was suggested that we contact the Office of Institutional Research & Planning to assist us in preparing a valid survey.

Scheduling a timeline to complete our charges was tabled until the next meeting.

Preparations for changes in Library Administration: Several questions relating to staff development were suggested for the candidates of Dean of Libraries:

1. Given a limited staff development budget, what creative options would you exercise to maximize staff development. To whom or what would you give priority?

2. Discuss your philosophy of staff development and training.
3. Discuss the experience you've had with staff development programs, noting both positive and negative aspects of the program. What, if anything, would you have liked to see change?
4. How involved do you believe the Dean of Libraries should be in individual staff development/training decisions?

Other: While we were discussing the needs assessment survey, it was suggested that the questions on the CCEB survey involving need for training/development in software programs could be left out since most are offered by the Computer Center now. There was disagreement because although classes are offered, they do not satisfy the most popular methods of learning nor do they meet the expectations of many library staff. That is, many people find the intensive three hour classes are not beneficial to them if there is no immediate or library related application. What was learned is quickly forgotten if it not put to use immediately.

We brainstormed for ideas that could better meet the training/development needs of library staff and debated who should provide library related software training: Comp. Center, Automation, SDC, or library staff. One suggestion was to offer more brownbags or library workshops on software such as the Microsoft Office Suite. For example a brownbag could be devoted only to Excel and have several library staff talk about how they have applied Excel in their job and briefly explain how the application was set up. In the brownbags/workshops we could have an "open mike" format where everyone is invited to share their personal applications of a software program. The purpose is to give others ideas of what can be done with the software.

Another suggestion was made to conduct a survey of library staff asking them to list what software they use. With permission, the list could be made available to all staff and a mini-mentoring system could be set up. If someone had a particular problem and needed help, they could call a person on the list who has done a similar application and get help quickly and easily.

For next meeting: Review last year's SDC Final Report section about the needs assessment.

Staff Development Committee Meeting Minutes

February 11, 1999

Present: *Sandy Gilliland (ex officio), Lars Leon, Stephanie Schaffner (recorder)*

Absent: *Vic Cardell (Chair), Kendall Simmons (Treasurer), Kristi Utchell, Lyn Wolz*

Minutes: The minutes of the February 4 meeting will be reviewed at the next meeting.

Travel Requests: The following travel requests were approved at the meeting:

Vic Cardell will attend the Mountain Plains Chapter of the Music Library Association Annual Conference in Las Vegas, NV from May 13-15. Jeff Bullington will travel to Detroit, MI to attend the ACRL National Conference, April 8-11.

Programs: The video presentation Managing Change and Transition was a success. The participants worked through two exercises which prompted comments and suggestions for ways to reduce or handle stress caused by change, and also how to make the transition to a new library system run more smoothly. The comments will be posted in the SDC folder on the LAN. You can find it at U:/Committees/Sdc/LibStaffInfo/Managing Change-Transition.doc.

Sandy is still searching for a room for the Periodicals database teleconference.

There is a pre-conference questionnaire and some introductory reading for participants of the De-mystifying the Licensing of Electronic Resources program. Information on how to obtain this information will be included on the flyer. Sandy announced that invitations to the videoconference will be sent to area libraries such as Haskell and the North East Kansas Library System member libraries.

For next meeting: Needs assessment preparation

Staff Development Committee

Meeting Minutes

February 18, 1999

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

Minutes: The minutes of the February 4 & 11 meetings were read, corrected and approved.

Travel Requests: The following travel requests were reviewed and approved at the meeting: Faye Christenberry will attend the American Association of Australian Literary Studies from April 15-18. Brad Schaffner will attend the ALA Annual Conference in New Orleans, LA from June 24-30. Cindy Pierard will be attending the ALA Conference in New Orleans from June 26-29.

Treasurer's Report: Kendall is currently reconciling the SDC budget with the spending information provided by Denise.

Programs: Flyers for the periodicals database teleconference and the electronic resource licensing videoconference have been mailed. The Law Library, Haskell and member libraries of NEKLS will receive flyers for the electronic resource licensing videoconference.

Sandy passed out materials on the periodicals database conference. There is an evaluation form for the site coordinator and a separate evaluation form that will be given to each participant. If a fax machine can be made available, we will be able to send questions to the panelists during the broadcast.

Kendall will send out an email reminder for Karen Cole's presentation. Carmen is Karen's contact here at KU. Carmen will reconfirm her visit and will give the introduction.

The flyer for "Mayhem, Myths and Miracles" was reviewed and approved.

Needs assessment survey: Discussion continued on this charge and we began thinking of the types of questions that should be included on the survey. One of the purposes of the survey is to determine the best possible option of distributing staff development funds. Therefore we need to include a question on the survey that provides several choices which SDC could reasonably offer with a limited budget. Kendall has already worked up some plausible options while compiling information for the SDC Final Report for FY98. She will compile a list of funding options for review at a future meeting. In our discussion, alternative funding options were brought up such as; 1) having graded shares, in which the first share would be larger than subsequent shares, 2) funding a percentage of the total cost of a workshop or conference, and 3) capping the amount of SDC funds an individual could receive in a fiscal year. Another

suggestion on fund distribution was made. By requesting information as much as a year in advance on what conferences library staff expect to attend regularly or in a given year, and in what capacity (i.e. panelist, committee member, etc), SDC may be better able to anticipate funding needs and ensure equitable funding to cover those needs. Any information gathered would not be used to determine allocation or preclude anyone from requesting funds for other conferences or workshops. It would simply be used as a tool for SDC to estimate yearly funding needs.

For next meeting: Think of suitable questions to include on our survey. Kendall will compile the list of questions and will start work on viable funding options to be included on the questionnaire.

Staff Development Committee

Meeting Minutes

February 25, 1999

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

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

Travel Requests: The following travel requests were reviewed and approved at the meeting: Connie Powell will travel to Anaheim, CA to attend an STN Update workshop and the American Chemical Society Meeting, March 21-25. Lars Leon will be going to the KLA Tri-conference in Salina, KS on April 7-9. Rita Wilson will attend a workshop in Kansas City, MO entitled "How to Take Charge of the Front Desk." Finally, one additional request was concluded to be 'required training' and we referred it to Library administration for funding.

Programs: There were at least 60 people who attended Karen Cole's presentation on February 24. Many SDC members received positive comments from colleagues. Vic will send out an email message to solicit any other comments people may have about the program since we did not have an evaluation form available.

We confirmed that a fax machine would be available for the periodical database teleconference and that we would have it videotaped.

Vic reported that Gaelle Gillespie will be the moderator and facilitator for the periodical database teleconference *and* the electronic resource licensing videoconference.

Needs assessment: We concluded that we will conduct one survey with two parts; one that addresses distribution of funds, and one that assesses needs. The survey will be conducted on all library staff, including LFA members and classified staff, and thereby broadens our charge of conducting a needs assessment for LFA members only.

We are currently trying to focus on the purpose of the survey and the type of information we need to gather. For example, should our survey be very broad and solicit information on all professional development *interests* from basic computer training to grant proposal writing? This type of survey would help SDC plan for future programs or workshops. Or should our survey identify a staff member's *current* professional development *needs* and question whether people are receiving adequate support from SDC? This type of survey would allow SDC to determine how well it is serving the staff and to identify situations that are currently not supported by SDC and should be. We have agreed that

the SDC funds portion of the survey should be such that it helps SDC determine the optimal method of disbursement of funds in the most equitable manner.

There was continued discussion on what types of questions should be included on the survey and in what format, (i.e. multiple choice or simply answering questions). Kendall provided a list of funding possibilities that respondents could choose from to get us started on the distribution of funds portion of the survey. We decided to divide into two groups that will work on questions for either the funds disbursement or needs assessment part of the survey and come up with a statement of purpose for each part.

For next meeting: Both groups should have a prepared statement of purpose for their section of the survey as well as a list of possible questions.

LFA EXEC MINUTES

8 February 1999

Attendance: Brian Baird, Chair, Sherry Williams, Chair Elect, 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 although the Salary and Benefits Committee had been expected to meet with Exec on this day, this will be scheduled for a later time.

Koepp passed out several sets of minutes from the Staff Development Committee and the latest Executive Committee minutes. Exec minutes were approved as amended. All will be submitted to FYI and sent to Archives for the files.

There was a discussion of the results of the invitation to faculty for comments on the upcoming administrative reorganization. Since there is still time for comments we are expecting to receive more. We will spend some time in next week's meeting drafting the memo to the administration.

Promotion increases were briefly discussed. Baird questioned whether the standard increase for promotion from a I to a II and from a II to a III had changed. It was pointed out that this may not ever have been standard, and that it may have been at the discretion of the Dean.

Respectfully submitted.
Donna Koepp, Secretary

LFA EXEC

Monday, 1 March 1999

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.

Absent: Sherry Williams, Chair elect

Guests: Bill Crowe and Marilu Goodyear

Baird opened the meeting by thanking Crowe and Goodyear for meeting with us to address faculty questions and concerns about the upcoming changes in the Libraries' administration. Goodyear announced that she would address each of the written questions given to them previously.

1. Is it anticipated that there will be someone under the Spencer Research Library as Head of the Department of Special Collections?

Sandy Mason will be retiring and her rare books expertise will need to be replaced by a qualified person. Crowe will be looking at the organizational structure in light of recommendations in the consultant's report with the staff of the Spencer Research Library and others in Library leadership. Meetings with staff will begin this week. Changes will take account of the need to involve staff throughout the process. There will be a 'lead' person for the professional specialty and for the department, but we don't know exactly what the changes will be right now.

2. Will the Spencer Research Library be moving in a direction of greater autonomy from the Libraries if the Spencer Librarian does not report to the Dean of Libraries?

No. What is on the organization chart does not define communication. The Consultants' report commented on the need to enhance communications. Crowe and others in leadership are taking that very seriously. Folks from other parts of the library will be involved in parts of this discussion about the report, e.g., Baird on Preservation, George Gibbs and others on cataloging issues, etc.

3. Where will the Spencer Research Library submit budget requests for acquisitions, supplies, new positions, etc.?

Spencer will not be separate, but exactly how the budget will be structured is not yet known. With the new accounting system, many things can change.

4. Will Spencer staff continue to be members of LFA and Classified Conference?

Yes. Crowe will be a Librarian III.

5. Will the librarians reporting directly or indirectly to the Spencer Librarian be further reviewed by the Dean of Libraries for purposes of annual evaluations, salary increases, and promotion and tenure files?

It will function the way it is now for salary. For promotion and tenure, the Dean will have the final sign off, Crowe functioning more like an assistant dean in this instance. It will be a uniform system with Spencer and the rest of the library. All librarians will be evaluated together and paid out of the same pot of money like they are now.

6. For statistical and merit salary increase purposes, will the Spencer Librarian's salary be considered part of the administrative or the library faculty budget? What implications will this salary line have on equity issues with other librarians? There is concern that the disparity between this salary and other L-III salaries may be demoralizing.

The Spencer Librarian's salary will be reported to ARL with those of other library faculty, but Goodyear's salary will be removed from those being reported. The new Dean's salary will not be reported with faculty salaries.

In answer to a further question from the Committee about a job description that did not go through PRC or Salaries and Benefits or a test of the market, Goodyear responded:

She believes Crowe's salary is believed to be appropriate for Spencer Librarian especially with the fundraising responsibilities that it entails. For every job description we look at the job description and level of responsibility and fit an appropriate salary level to it. The fundraising 'piece' is for the whole library system, not just Spencer Research Library and also includes Information Technology. His first task will be to raise money for the new Music Library. Crowe further pointed out that he is the first dean/director in the modern era to claim his tenured retreat rights and that this is standard practice.

7. With hiring a fourth assistant dean, the Libraries appear to be moving towards a more structured administrative organization that is in the opposite direction of where we were heading when the Libraries hired the Associate Dean and did away with the technical/public service split. Also, the Libraries are becoming top-heavy both with administrators and their support positions.

Yes, we are going the other way, but we are not top heavy compared to other libraries of similar size and structure and are not re-introducing technical/public service "splits."

It has been expressed by several faculty members that the new Dean should have the opportunity to assess the need and/or job description for a fourth assistant dean for him/herself, instead of only selecting a person for the pre-determined position from a group of finalists.

We need full time leadership in collection development with a high level of experience. This was specified in the Strategic Plan. We need to keep our eye on the

market in order to attract people. Positions need to be crafted properly. For instance we might have looked for a collection development 'officer,' but we need to signal a higher level of responsibility, which includes electronic information..

There is a desperate need for the Assistant Dean for Scholarly Communication position. We want to delay as little as possible. The critical decision point will be the deadline for the Dean's search. The assistant Dean search will run just behind the Dean search and the Dean will be involved in the selection of that individual. The concept of involving the new Dean in this way has been sold to the Provost as well. The new assistant dean will need to have the skills of being flexible.

The Libraries have been promised several new positions as part of this restructuring program.

Will this result in more front line or more administrative support positions?

What role will the LFA Planning and Resource Committee, or other governance bodies, have in allocation decisions about these new positions?

A call will go out to all library staff for recommendations. PRC will be involved in this process. We will see if we have any consensus around staffing priorities. But as always, there are some confidential issues which may effect how the money will be used.

There are no deadlines from an administrative process point of view. But internally there may be some urgent issues that need to be dealt with. We need a view of the whole first, so we need to move deliberately but not in a rushed way.

8. The announced change has the new Dean of Libraries answering to the Vice Chancellor for daily operational matters, and to the Provost for faculty matters. However, there is concern that this structure will have the *de facto* result of the Vice Chancellor being the Libraries' primary administrative contact, and that the Provost will often rely on information about the Libraries from the Vice Chancellor rather than seeking it from the Dean. This will weaken the Dean's reporting line to the Provost, and, therefore, weaken the faculty status of librarians.

The Dean will accompany Vice Chancellor Goodyear at meetings with the Provost on operational as well as other issues. The new Dean will be a member of the Provost's Council and the Deans meeting.

Further concern was expressed by members of the Committee about structural evolution beyond the current players, for instance, if at some time we have a new Provost who sees no necessity in having a librarian in the Vice Chancellor's position.

The Provost understands and values the Library as an academic unit. The lines that relate to "administrative" and "academic" are not as clearly delineated as they used to be in the focused administrative structure now in place. Access is key. Being in the right places at the right time and having a librarian in the appropriate meetings to represent us.

If the situation arises that the Vice Chancellor leaves and has to be replaced, then we need to speak up for a librarian replacement.

Crowe observed that the Vice Chancellor/Dean have relatively generous access to the Provost compared with the other academic deans, with the exception of the Dean of the College. The Provost really wants a strong librarian as a Dean and it is desirable that the proposed structure be attractive to the new Dean. The professional level and experience of the staff and faculty is most important. Crowe thinks that our faculty status is in fact stronger and more respected than it was ten years ago and cited several examples of library faculty engagement. Being watchful is real, however. We also need to sound out the Dean candidates on their view of faculty status.

What we do as librarians every day, but also in University governance, winning grants, and other things we do with teaching faculty are important for our faculty image. There needs to be even more collaboration with the faculty and with IT. Librarians need to be working even more outside the traditional 'box' of librarians. We need to let teaching faculty know that we do research in our sphere.

The Chancellor's goal in reorganizing was to make the administrative side be more responsive to the academic. Since we bridge administrative and academic, this is good for us.

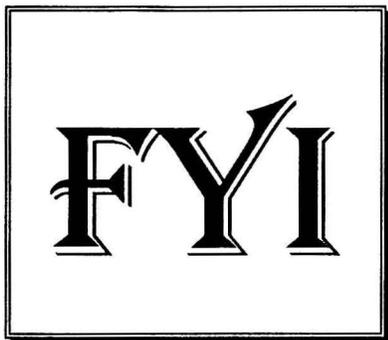
Beyond our list of prepared questions, discussion continued and included salary issues. Goodyear announced that currently our salaries compared to our peer institutions are at 95%, better than the teaching faculty level of 80%. Of course, this is a "ghetto to ghetto" or low paid to low paid comparison. We will keep working on it. We need to do some research to determine what institutions have addressed pay equity issues and compare with them instead of with our peers. We have also done quite well in the last few years with salary dollars. Crowe stressed that we need to question the new Dean candidates about the salary question. They need to be prepared to address this issue.

Concerning the Dean's search. The ad went out today, and Goodyear has made some recruiting phone calls.

Goodyear announced that there will be a document coming out that will delineate the duties between Goodyear and Crowe that will be in effect until we have a new Dean.

This information will be distributed to faculty and staff via LFA Exec minutes in FYI and Goodyear will further cover this information in a future Coordinating Council meeting.

Respectfully submitted
Donna Koeppe



The University of Kansas Libraries

Number 1475

Date: March 25, 1999

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

COSTA RICAN EXHIBITS

In conjunction with the international symposium, Costa Rica: Democracy Environment & Peace April 1-3, several exhibits on campus will highlight the University of Kansas Libraries' Costa Rican collection. Most exhibits can be seen through April 15.

Four exhibits will be mounted at Spencer Library. An exhibit in the Kansas Collection, A Kansan Railroad Engineer in Costa Rica: The Casement Collection, features a unique display of turn-of-the-century photographs of the building of the Pacific Railroad in Costa Rica. Dan Casement, a Manhattan rancher and engineer, oversaw the building of the railroad. His photographs, letters and manuscripts provide a fascinating look into life in Costa Rica during the 1890's. Also at the Kansas Collection are the papers and photographs of Tobías Zúñiga Montúfar, a Costa Rican statesman who was also involved in the building of the railroad in Costa Rica.

The exhibit mounted in the University Archives, entitled Kansas-Costa Rica Connections, traces the history of the relationship between KU and the University of Costa Rica via photographs, letters and other documents.

The Costa Rican map collection at KU is the finest in the world. To commemorate this, Special Collections will present Maps and Memoirs of Central America as its contribution. There are additional Costa Rican map exhibits at the Map Library in Anschutz and on all four floor of Lindley Hall.

Costa Rican dignitaries will tour the exhibits, including the rector of the University of Costa Rica and Noble Peace Prize winner, Oscar Arias.

Jana Krentz, Librarian, SPLAT

EXHIBIT IN WATSON LIBRARY

Costa Rica is the subject of the new exhibit prepared by Jana Krentz with the assistance of Jill Sibley. Coinciding with the symposium "Costa Rica: Democracy, Environment and Peace," to be held at KU from April 1-3, the exhibit explores current issues affecting the Costa Rican environment, ecotourism, contemporary art, and the country's pre-colonial past. "The Greening of Costa Rica : an exhibition from the resources of the University of Kansas Libraries," makes use of stunning, photographic views of the Costa Rican landscape, while a second section entitled "Pre-Columbian Archaeology: Priceless treasures from Costa Rica's Past," includes reproductions of a Huaca, a Shaman, and a trophy head fashioned from volcanic rock. The exhibit can be seen in the Jim Ranz Exhibit Area, Watson Library, now through April 15.

Jim Smith, chair, Watson Library Exhibits Committee

ATTACHMENTS

Committee minutes:

Collection Management Council, 3/11/99

Classified Conference Executive Board, 2/16/99

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Collection Management Council
Minutes—March 11, 1999

Present: Susan Craig, Ken Lohrentz, Mel DeSart, George Gibbs, Sherry Williams,
Rachel Miller

The group reviewed and discussed two documents drafted by George Gibbs:

- Identification of Material to Move from Campus Libraries
- Collection Development Principles

CMC adjourned and will meet again on Monday, March 22, at 10:00.

Reported by Rachel Miller

**Classified Conference Executive Board
Meeting Minutes
16 February, 1999**

Present: Mary Ann Baker, Sue Hewitt, Carol Jeffries, Kelly Klinke (compiled notes), Carmen Orth-Alfie (chairperson).

I. Chair's report:

Carmen reported on items discussed in the Feb. 10, 1999 meeting with Associate Dean Marilu Goodyear and Sandy Gilliland.

- The membership of the Search Committee for Dean of Libraries was discussed (Membership was announced in the 2/11 FYI).
- The possibility of inviting speakers from area schools and organizations to talk about library-related courses and workshops was discussed. Marilu agreed that inviting speakers to address library education opportunities is a good idea.
- Carmen updated Marilu and Sandy on the status of soliciting volunteers for the Classified Employee of the Year Selection Committee. So far, three people have volunteered to be on the list of names to submit to the Dean. Two or three more volunteers are needed.
- Discussion took place about Jim Smith's idea for instituting a forum in which branch libraries might get together to discuss public service and technical processing concerns. Marilu suggested that two existing groups might be able to address some of the concerns:
 - a) Sarah Couch is re-organizing a group to discuss circulation procedures. All interested staff members are invited to participate in the Circulation Forum. Interested staff should contact Sarah.
 - b) Consultative Groups for Voyager implementation will be meeting soon to gather expertise and input. CCEB suggests that Jim arrange some luncheons with branch Classified staff to see if there is a need and/or interest in forming such a group and to define more specifically what the group would be about.
- Discussion took place about the fact that Classified staff members were not represented in the Circulation Policy Study Group. Marilu indicated that in retrospect, they would have found a way to include Classified staff earlier in the process given current hindsight.
- Marilu asked Carmen to urge staff members to contact her directly with issues or concerns and noted that few individuals or groups have done so.
- Supervisory training for supervisors of Classified staff was discussed. Marilu and Bill Crowe both have intentions to take STEP (Supervisory Training for Excellence in Performance), perhaps in an abbreviated form offered at the library.
- There are still unresolved issues concerning the proposed Lending Code. Among these issues are:
 - a) Whether long term loans can be returned to any location including the Medical Center Library and the Law Library.
 - b) Possibilities of broadening the proxy proposal.
 - c) Whether the recalls should be changed from 10 to 14 days.
 - d) Whether to limit borrowing by non-KU individuals.
- Sandy provided copies of the new "definitions of work" for the Library Assistant series.

Coordinating Council Update

There have been two Coordinating Council Meetings since the last CCEB meeting: Jan. 20, 1999 which was a continuation of earlier "Circulation Policy Open Forums" and Feb. 10, 1999 which is reported below.

The results of the Senate Library Committee Meeting and the Circulation Policy open forums were discussed:

- The Senate Library Committee supports the "flexibility by unit" paragraph in the proposed Lending Code policy that instructs that exceptions will be made by collection or title.
- The Senate Library Committee asked about allowing recalls for "quick looks." These are situations in which patrons might ask staff to mediate by contacting a person to whom material is checked out to see if the material can be borrowed for a "quick look" (usually for the purposes of checking citations). This proposed procedure is still in discussion.
- The proposed fines and fees process was reviewed.
- The Circulation Forum organized by Sarah Couch will be meeting soon. This group will engage all staff who have Circulation responsibilities. Again, staff interested in participating should contact Sarah Couch.

Update on Administrative Issues:

- Marilu was encouraged by conversations held at A.L.A. with possible candidates for the Dean's position. University of Iowa is also searching to fill a similar position, so there is some competition.
- All staff members are encouraged to submit names to the Search Committee for Dean of Libraries of possible candidates for the Dean's position.

- Until the Dean's position is filled, there will be a different mix of responsibilities for Marilu and Bill Crowe; they will be exchanging some responsibilities.
- The Spencer consultants have talked to Bill Crowe and have distributed their report to Spencer staff. After Spencer staff members have had time to review it, the report will be distributed to library staff in general.

Update on system implementation:

- John Miller is waiting for some hardware to arrive that has been shipped, but he indicated that the implementation schedule is still on track.
- New system training—the initial training of trainers done by Endeavor will start in March or April.
- John Miller will be giving all staff an overview (quick look) of the system. Watch for emails.
- Consultative groups will start meeting soon. The "Look and Feel" Consultative Group will probably be the first to meet.
- There was a discussion about OPAC clients, Web (Internet), Windows, or ASCII version (telnet), and which one(s) to support in the Libraries. The problem with having all the versions running would be that staff would then be expected to provide instruction in the use of each. At this time, John Miller supports the use of the Windows version within the Libraries, with possible eventual migration to the Web version as it improves.
- John Miller will be sending out email updates on the progress in system implementation, upcoming training and information on Consultative Groups.

Watson Transformer update:

- Kent Miller indicated that the bid is closed on the new transformer. Work on the transformer is planned for spring break but could occur later because the bid winners will have to build the transformer. During the changeover, the back up generator will be in use. (Later told that it is now likely to be after graduation.)
- Kent Miller also noted that not all control systems in Anschutz are Y2K compliant, but work is being done to fix the problem.

II. General Meeting Plans

Options were discussed for inviting speaker(s) to the annual, general meeting of the Classified Conference. A volunteer or volunteers are sought to coordinate the contacting of possible speakers for the general meeting. Interested staff should contact CCEB representatives.

- Carmen received a list from Janet Anderson-Story of possible speakers from schools and organizations offering library-related courses and workshops. The list includes: Robert Grover, ESU School of Library and Information Management Dean; Patti Mersmann, Library Services Coordinator for the Northeast Kansas Library System; and Shannon Roy, K-State Library Development Director.
- Revised descriptions received from Sandy Gilliland of the "Definition of Work" for the Library Assistant series were distributed. The suggestion was made that perhaps someone from the state government offices could be invited to speak and answer questions about the changes in these descriptions.

III. Committee Reports

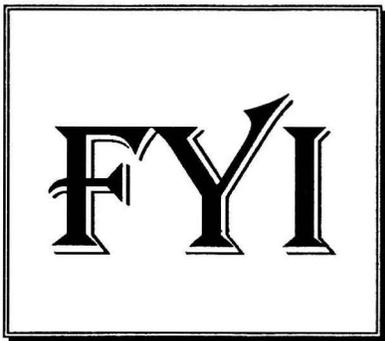
Committee reports were distributed to CCEB members. Bayliss Harsh reported on the Instruction Council:

- Fred Rodriguez's talk was found useful by library staff who attended.
- A new computer lab is planned for the libraries. The Instruction Council is finalizing plans for the new lab.

IV. New Business

- An invitation will be extended to Marilu to attend the monthly CCEB meetings to provide an opportunity for dialog with Classified staff. It was proposed that it might be a good idea to establish a precedent of monthly CCEB meetings with the Dean when the position is filled.
- In the wake of the Library Lending Code open forums initiated by the Circulation Policy Study Group, a question was posed about whether Classified staff might consider ways to present ideas and concerns in an objective manner that translates to the experience of staff in general.
- The beneficial qualities of liaison groups were discussed. It was suggested that unit forums (like the one conducted by the Preservation and Binding unit) would help the ILL and Cataloging units among others to communicate information. Carmen will contact the administration to encourage the re-institution of liaison groups.
- The Search Committee for Dean of Libraries will meet soon to discuss the impending search. Carmen will ask the committee about contacting support staff who have worked under the candidates.

The next CCEB meeting will be Tuesday, March 23, 1999 from 1-3 in Conference Room A.



The University of Kansas Libraries

Number 1476

Date: April 1, 1999

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

BRAD SCHAFFNER PROMOTED

I am very pleased to announce that the Chancellor has approved the promotion of Brad Schaffner to Librarian III, as recommended by LCPT, me, the University Committee on Promotion and Tenure, and the Provost, effective July 1, 1999.

As in past years, the Library will hold a reception in the Fall Semester to provide an opportunity for Library staff and other of our colleagues to greet and extend congratulations to Brad, to the winner of the 1999 Chancellor's Award for Distinguished Librarianship, and to the Libraries' Classified Employee of the Year.

I know that you will join me in extending hearty congratulations to Brad for this well-deserved recognition!

W. J. Crowe

BARBARA GAEDDERT ANNOUNCES RETIREMENT

Barbara Gaeddert, Cataloging Librarian, has announced her retirement. Appointed in September, 1974, Barb has served as a Cataloging Librarian throughout her 25-year career at KU. She has been active in several KU Libraries committees, including the following LFA committees: Executive Committee, Budget & Planning, Salaries & Benefits, LCPT, and the Code and Bylaws committee. In addition, Barb has been active on other Libraries committees such as: Orientation Committee, Staff Committee on Facilities Planning, KULSA, and several search committees. Before coming to KU, Barb held positions with the Deere & Company Library, the Natchitoches Parish Library, Northwestern State University Library, and the University of Iowa Libraries. Barb's retirement is effective May 31, 1999.

Sandy Gilliland

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant I position in the Cataloging Department (replacing Kristi Utchell). Responsibilities are: 1) Retrospective conversion processing, 20%; 2) Series authority processing, 20%; 3) Assisting with gifts processing, 15%; 4) Training and supervising student assistants, 10%; 5) Verification and processing of personal name headings, 30%; 6) Meeting and teamwork activities, 5%. **Minimum qualifications:** job knowledge at entry level in library support work. **Preferred selection criteria:** Library record keeping experience; Reading knowledge of one or more foreign languages (strongly prefer Spanish, French or Italian with secondary preference for German or Portuguese); OCLC cataloging experience; Experience with IBM compatible computers. **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.

-continued-

An Equal Opportunity/Affirmative Action Employer

To apply, contact Sandy Gilliland, 4-8922, for application instructions. Applications are due by 5:00 p.m. Friday, April 9, 1999.

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.

IT'S SO EASY!...

...to nominate someone for the Chancellor's Award for Distinguished Librarianship. Complete an application form (attached), and return it, along with the nominee's current resume, to the Library Administrative Office (Attention: Sandy Gilliland) by Friday, April 9th. A copy of the award guidelines is also attached.

Sandy Gilliland

KU EMPLOYEE RECOGNITION CEREMONY

Spring is here, and it's time for KU to honor staff for their years of service. This year's ceremony will be held on Wednesday, April 21st at 1:30 p.m. in the Kansas Union Ballroom. Several KU Libraries staff will be honored for their KU service, as follows:

5 years: Mel DeSart, Coord. for Science & Engineering Resources & Services; Joel Kolatch, Library Automation; Cindy Pierard, Library Instruction.

10 years: Nicholas Eshelman, Library Automation; David Pardue and John Richardson, Cataloging Department; Connie Powell, Anschutz Library; Kristi Utchell, Engineering Library; Brad Schaffner, Slavic Department

15 years: Gordon Anderson, Reference; Lin Fredericksen, Kansas Collection; Ken Lohrentz, Government Documents/Cataloging Department

20 years: Jan Altenbernd, Art/Architecture Library; Rich Crank, Anschutz Library; Rich Ring, Collection Development; Kendall Simmons, Government Documents; Sherry Williams, Kansas Collection.

25 years: Barb Gaeddert, Marilyn Landon and Annie Williams, Cataloging; Bayliss Harsh, Reference; Tina Spray, Retrieval Services.

30 years: Linda Copp and Hope Cundiff, Retrieval Services; Susan Hamilton, Access Services.

40 years: Jim Helyar, Special Collections

Congratulations to all staff

Sandy Gilliland

RECEPTION TO HONOR LIBRARY STAFF FOR KU SERVICE

Please join us from 10:30 – 11:30 a.m. Wednesday, April 21st for a reception to honor the Libraries' staff who will receive KU service pins during the annual Employee Recognition Ceremony (see above article). Also honored during the reception will be the many volunteers who help keep library operations and services running smoothly. Refreshments will be served.

Sandy Gilliland

ATTACHMENTS

Committee minutes:

Staff Development Committee, 3/11/99

LFA Executive Committee, 3/08/99, 3/15/99

Coordinating Council Meeting, 3/10/99

Instruction Council Meeting, 3/08/99

Travel Reports: Evelyn Powell, Jeff Bullington

LFA EXEC MINUTES

8 March 1999

Attendance: Brian Baird, Chair, Sherry Williams, Vice Chair/Chair elect, Donna Koepp, Secretary, Rob Melton, Librarian III representative, Brad Schaffner, Librarian II representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative

Guests: Mary Hawkins, Sandy Gilliland, Kathleen Neeley all from the Salaries and Benefits Committee

A draft copy of the merit salary distribution ballot was passed out. There were only minor changes made from the year before. The S & B Committee pointed out that after considerable discussion they decided not to simplify the ballot. More discussion of the ballot with the Exec Committee followed. The general concern about having the ballot address in some way rewarding achievements in Service and Research was discussed, but an appropriate way of including it was not found.

In their report on salary compression, the S & B Committee reported that OIRP findings indicated no strong evidence of salary compression. It was apparent that there had been periodic adjustments that have kept it from becoming an issue. Data that the Committee did not have, but that OIRP would have found useful in salary analysis was the number of years an individual stayed in a particular rank. The Libraries broad use of department heads and supervisory positions makes us a lot different than teaching faculty.

The S & B Committee passed out a table of average and median salary for each rank for 1979 - 1999 and Gilliland passed out a table showing the percent difference between library faculty salaries by rank. Each was discussed.

Assuring that individuals with exceptional ratings in all three areas receive at least the average merit increase was again discussed. What appears in the media as the amount of increase appropriated for merit salary increases is sometimes way above what library faculty get even if they get a high rating. This is due to money being skimmed off the top for promotions and other salary adjustments. The amount of money taken away from merit salary increases is an ongoing concern.

It was generally agreed that this is not a good time to make radical changes. The change in our evaluation procedures and the fact that we will have a new dean make any further changes at this time unwise.

Baird will draft a report to Bill Crowe and Marilu Goodyear and will send it to Exec and S & B Committee for review. It was suggested that the memo express the Exec's concern that exceptional ratings in Service and Research and especially exceptional in all three areas get at least the average merit salary increase. If the formula results in a lesser percent than average, then money should be taken off the top to correct that amount.

In further discussion, LFA Exec suggested that half time faculty and unclassified professional positions should be looked at for equity, but we don't have enough information to address this concern in our report to the Dean.

Baird announced that he had received a memo from Nancy Burich as Chair of the Committee on Research and Scholarly Activity concerning the directory of research interest. The Committee is working on the directory now.

Respectfully submitted,
Donna Koepp, Secretary

LFA EXEC MINUTES
15 March 1999

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. Absent: Sherry Williams, Vice Chair/Chair elect.

The minutes from the March 1 meeting were reviewed as well as several set of minutes from Staff Development Committee.

Kristi Utchell has resigned from the Staff Development Committee. Since it is quite late in the year, Classified Conference Exec has suggested that she not be replace, but they are asking for LFA Exec approval. LFA Exec thanks CC Exec for bringing this to our attention and we agree that it is too late in the year to elect a replacement. LFA Exec also wishes to thank Kristi for her service on the Committee.

The document that Marilu Goodyear passed out at the Coordinating Council meeting dealing with how service and research were rated was discussed. This was intended to be a tally of ratings rather than guidelines. The tally was reviewed and discussed. It is important that LFA Exec continue to be involved in evaluations even though the supervisors now do all of the evaluating.

Brown discussed her meeting with Goodyear at the end of February during which she was given a copy of Kansas Bill 2522, and pointed out that in addition to Carmen Orth-Alfee's review and publicity on the bill, that faculty need to be concerned from the point of view that many are supervising classified staff. This bill has the potential of effecting the whole system of classified employment. Exec wishes to be supportive of the efforts of classified staff in dealing with this legislation.

Brown announced that the Planning and Resources Committee has developed and will be sending out a survey either by Friday or the following Monday.

The Nominating and Ballot Committee will need to get ballots out before the Spring meeting which is scheduled for May 19, 10:00 to 12:00.

We discussed and edited Melton's amendments to Baird's draft memo which will now be issued from the Executive Committee only. Baird will make the changes and send it out.

There will be no meeting on March 22. Baird will ask the Dean Search Committee to scheduled a time for LFA Exec to meet with the Dean candidates. We will discuss specific issues for discussion and questions to ask at a future meeting.

Respectfully submitted,
Donna Koepp, Secretary

Coordinating Council Meeting
March 10, 1999

CCEB Chair Report
Submitted to the CCEB March 23, 1999

Answers to several recent frequently asked questions were provided. Marilu read down through a list of questions she has been asked and provided responses. This is a summary of what I heard.

1. Why are we in such a hurry with the Dean search?
 - The Libraries, as an organization, cannot move forward without leadership in place.
 - The market for new deans is very competitive right now. There are many new deans that have been in their positions for only 2-3 years and not ready to make another move. There are also many retiring deans that have been in their positions for many years.
 - Trying to interview before the semester is over so that professors are around and can participate.
2. Why is the support staff for the Search Committee being provided out of the library administrative support instead from the Provost Office like other dean searches?
 - The library culture is different and staff in the libraries understands the needs, lingo and culture of the library better.
 - Provost Office is currently running two other dean searches and we didn't want to get our dean search lost in the shuffle.
3. What are the reporting lines for the new Dean?
 - The Dean will report to the Vice Chancellor (Marilu) for operational issues.
 - The Dean is the leader of the library on all library issues and will represent the libraries in national forums.
 - The Dean will report to the Provost on faculty matters, however, the Vice Chancellor will also be informed on these issues.
 - The Vice Chancellor is scheduled to have weekly 45-minute meetings with the Provost. The Dean of Libraries will accompany the Vice Chancellor to approximately every other meeting and as needed.
 - The Dean is a member of the Provost Council and is fully functional as a Dean in the academic environment.
4. When will we be doing the search for the Assistant Dean for Scholarly Communications?
 - Because we want the new Dean to have a say in who is hired, the interviews would not be conducted until we know who will be the new Dean and that person can participate.
5. Is Spencer Research Library going to be separate from the rest of the KU Libraries?
 - Although the Spencer Librarian (Bill) will be reporting to the Vice Chancellor (Marilu) instead of the new Dean, the building and collections will not be viewed or treated separately.
 - Spencer's funding will be determined along with other library funding with the Dean having fiscal responsibility.

- The Spencer Librarian will be working with the staff in Spencer as well as staff in the main library on many issues. Expect integration and cooperation.
6. What is the plan until a new Dean is in place? Who is responsible for what?
 - A “transition” plan memo will hopefully be sent out next week (anytime now).
 - Who is responsible for which functions of the VC and Dean positions will be based on working knowledge and not on job title to be able to maintain continuity on several key issues.

There were also some informational announcements:

1. Jerry Niebaum has a new assignment and will be reporting to VC Marilu. He will have an office in Topeka with the Board of Regents and an office in Spencer. He will be working on an array of issues associated with Digital Library Initiatives.
2. A memo will be going out to which calls for input on staffing needs. The memo will explain the format used to submit information. (This was sent to Assistant Deans and Department Heads last week.)
3. Marilu and Julia will be meeting with the Management Teams and then staff associated with the Science, Documents and Maps, and Business and Economic collections to work out re-organization issues and reporting lines.
4. Y2K issues:
 - Systems known to be compliant: the campus telephone system, the financial system used by the library (shadow system such as Fox Pro and D-Base may not be), electronic pay deposits, Voyager, the Libraries’ LAN and Unix systems.
 - Other systems are scheduled to be compliant on time: interfaces of PeopleSoft to the State’s Sharp system, and the student information system.
 - SDC is talking about having an informational forum on Y2K issues.
 - Automation plans to test individual workstations for compliance late summer.
 - There are web sites that report on the Y2K compliance at KU. Please keep in mind that the State’s “report card” information does not show the whole picture and is misleading. Example: KU has a bad grade for the PeopleSoft. However, Sharp, the state system that PeopleSoft has to interface with is not ready for testing changes already made in PeopleSoft.
5. Kent report on planned power outages (see his email messages). Plans to install the new transformer in Watson have been changed to May after commencement.

Instruction Council Minutes

Monday, March 8, 1999 10:00 AM - 12 Noon Conference Room A

Present: Roger Anderson, Bayliss Harsh, Jana Krentz, Cindy Pierard, Julia Rholes, Lyn Wolz

Absent: Jerree Catlin, Judith Emde

KUILS Guides

Cindy Pierard distributed a list of thirty five databases requested by bibliographers that the library either has recently acquired or will be acquiring soon. KUILS guides need to be prepared for some of them so that both the library staff and patrons can learn how to use them. The list was reviewed to identify those databases that are considered most in need of guides. The following were selected as being of the greatest priority:

1st Priority:

ABC Poli Sci (CD-ROM on LAN)

Chem Abstracts (CD-ROM on LAN)

Electronic Human Relations Area Files (HRAF) (web database)

Philosopher's Index (LAN)

United Nations Statistical Yearbook on CD-ROM (documents LAN)

World Development Indicators on CD-ROM (documents LAN)

2nd Priority:

Bibliography of Asian Studies Online (web database)

Biography and Genealogy Master Index (CD-ROM on LAN)

Statistics Kansas (CD-ROM on LAN)

Russian Academy of Sciences Bibliographies (web database)

A group of electronic journals were identified as a third priority. These will be reviewed to determine which ones might need guides.

Cindy will contact the bibliographers who requested the databases in the first priority group about preparing KUILS guides.

A KUILS guide has been finished for *Congressional Universe*. Roger has also prepared a more detailed version which will also be made available. Cindy reported that the *CommSearch* guide is in preparation.

Jana noted that Jim Dryden has been working on a template for "Database Info Guides" which will be listed on the Libraries web page and provide very brief information about the scope and access methods for different databases. There is still a question of who will provide content for the "scope notes". Julia Rholes will investigate the current status of this project and report back to the group.

Projected upgrading of the LAN will eventually make the databases on the Documents Library LAN available at all library locations. Concern was expressed about library staff having to assist patrons in using these specialized resources. Except for the Documents databases, all Libraries already have access to

the same databases, so this is not so much of a new situation as an extension of an existing one. This is an area of training that will have to be addressed. Roger was asked if he could prepare some information about the major electronic resources that the Government Documents Library uses.

Voyager Presentations

There was brief discussion on the Voyager presentations being made to the "look and feel" review groups. It was agreed that things seem to be going well so far. IC members who are participating in these groups were asked to pass along any new information to IC. Introductory Voyager presentations are also being made to all library staff.

New Library Electronic Instruction Center

Cindy distributed a draft floor plan for the new Clark Library Instruction Center (CLIC). Construction, originally scheduled for Fall, 1999, has now been delayed until approximately January, 2000. Planning has centered around determining what kind of a facility this should be and what kind of physical arrangement it should take. While the ideal would be to have several individual customized classrooms for different types of instructional approaches, this is not an option here. Rather, the objective has been to produce a design that will accommodate a mixture of instructional functions by maximizing the use of available space.

Next Meeting

The next meeting will be on Monday, March 22, 1999, from 10:30 to 12:00 in Conference Room A.

Minutes submitted by Roger Anderson

THE UNIVERSITY OF KANSAS LIBRARIES

TRAVEL REPORT

Name: Evelyn Constance Powell

Department: Anschutz Library

Name of Event: 217th Semi Annual Meeting
American Chemical Society

Location: Anaheim, California

Date(s) of Travel: 20th-24th March 1999

I attended the STN (Science and Technology Network) online searcher's update on March 21st. This four hour session emphasized new online searching techniques and the newest searching enhancements. The highlighted new system feature that was explained and which will soon be available, is online searching of the CAOLD file back to 1907. This file which formerly covered limited information only from 1966 back to 1957 will be searchable by significant title words as well as by author and patent assignee names. This is a significant breakthrough for access to the older literature in Chemical Abstracts.

Chemical Information (CINF) sessions also began on the 21st. One session was concerned with the patent literature, covering new patent searching enhancements from Derwent, and the use of patents in company research and development. D. B. Germeraad explained that the importance of patents cannot be overemphasized. He noted that over 80% of the patent litigation brought to court today is upheld. In his company, patent literature is now consulted earlier in deciding on research and development projects.

A Monday session was devoted to digital libraries. D. J. Waters, a representative from the Digital Libraries Federation discussed what he believes are the three main challenges of digital libraries: 1) Access of materials - including the problems of pricing models, site licenses and copyright; 2) Preservation of materials - as for example the JSTOR initiative; and 3) Retrieval of materials - including how to present the orderly access to materials, how to link references to their full text and how to utilize other new forms of publication. Susan Starr explained the digital library initiative for the University of California System and Francis Knudson talked about the "library without walls" being created at the Los Alamos National Laboratory. A representative from ISI discussed the problems associated with linking references. These links will be to full articles, full patents, synthetic methods, and even DNA and protein molecules. Such linking will be a massive task.

At the American Chemical Society/Chemical Abstracts Service open meeting there was an explanation of the new journal Organic Letters which will be a cosponsored journal from ACS and the SPARC group. The ACS will allow electronic submissions to Organic Letters which is expected to debut this summer. Both ACS and CAS also emphasized ChemPort, a web product which allows full text access to many scientific journals. Chemical Abstracts Service reminded us that they are continually striving to produce chemical information which is current, comprehensive, value added and convenient. They had no comment when questioned about the prices of some of their products including SciFinder.

There was a CINF sessions on the finding of chemical information on the World Wide Web. Advanced Chemistry Development (ACD) demonstrated the access of chemical name and physical property data available from their ILAB product. Cambridgesoft, producers of ChemDraw, showed their chemical name finder. Steve Boyle, a member of a corporate library showed how he helped the people in his company get up and running on finding information both from in-house sources and the World Wide Web. The Exposition was filled with still more electronic products. Publishers including Wiley and Elsevier, and demonstrated their electronic journal access. Molecular Design Limited (MDL) showed its capability to handle multiple chemical reactions through a high-throughput screening technique, filling test tubes using a robotic arm. The last day I spent time in the Biotechnology sessions learning about the latest techniques in gene splicing, gene encoding, directed evolution and protein folding.

I want to thank the Staff Development Committee for their financial assistance in attending this meeting.

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

TRAVEL REPORT

Name: Jeff Bullington

Department: Watson Reference

Name of Event: ALA Midwinter

Location: Philadelphia

Date(s) of Travel: January 29-February 2, 1999

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

This Midwinter was probably the busiest one yet for me. Activities for ACRL and the ACRL Instruction Section took up the majority of my time. As chair of the IS Membership Committee I had to attend several Section Advisory meetings in addition to normal committee meetings. I also represented the section at the general ACRL Membership meeting which offered some interesting perspectives on the division's objectives and issues. On Friday evening I attended the IS Dinner and presented photographs from past IS events, asking people to help identify people, places, and dates of the photos to prepare them for inclusion into the section's archive. On Sunday I staffed the ACRL booth at Exhibits for a couple of hours, providing information about the upcoming ACRL Conference and other ACRL activities. It was very interesting to be on the other side of things and be an exhibitor (so to speak).

I am also active in NMRT where I am on the Library School Outreach Committee. For that committee meeting I brainstormed with others on how to promote ALA and NMRT to library school students and encourage them to consider joining while they can take advantage of student rates. NMRT's special focus is on providing professional growth and development opportunities to new professionals and I have several ideas that I think would be productive towards that aim, including providing resume and cover letter writing workshops through ALA student chapters. I think this would be a very popular service and would create a great deal of positive PR for NMRT.

Finally, I got to meet with many of my former colleagues and friends from Trinity, as well as people that I still know from my days at the University of Illinois. I really enjoy the Illinois events that go on at conference- it is always fun to hook up with my former student buddies, and with other Illinois people. This is one of my favorite aspects of conferences. I enjoy sitting down with someone over coffee or a meal and talking with them about their libraries, my own library, etc. I get some of the best ideas and inspirations from these spontaneous conversations.

I had never been to Philadelphia before and so I was very interested in seeing some of the city. I was staying about a half a mile west of the Convention Center and I had an enjoyable 20-minute pedestrian commute each morning and evening. The Philadelphia downtown is pretty compact and quite easy to navigate. And I certainly was glad that the weather was much nicer than it was in 1994 (I remember people coming back to Illinois recounting horror stories of the blizzard that hit during that ALA.) I really do enjoy the chance to meet new people, see new places, eat different foods, and learn how people are running libraries elsewhere. But I'm also really happy when it is time to come home. By then my feet, eyes, and brain are pretty tired and ready for things to quiet down a little. My thanks for SDC support to attend Midwinter.

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

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

The Chancellor's Award for Distinguished Librarianship, begun in 1989/90, is awarded to a meritorious individual selected from the ranks of University of Kansas librarians. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as demonstrated by a strong reputation among colleagues achieved on the basis of an established record of distinguished librarianship.

The award will be accompanied by a check in the amount of \$2,500.

Eligibility

To be eligible for nomination, a librarian must have completed five years of service on the library faculty of the University of Kansas, Lawrence or Edwards campuses, by the date nominations are due.

Nomination Procedures

A call for nominations will be made annually by the Libraries administration. Any person or group of persons affiliated with the University of Kansas may nominate an individual. Nominators are asked to supply the following information to the Selection Committee:

- a letter explaining the nominee's achievements and credentials that qualify him/her for the award;
- a current copy of the nominee's *curriculum vitae*;
- a completed nomination form suggesting names and contact information for evaluations, i.e. supervisors and colleagues who can comment on the nominee's contributions to librarianship.

It is recommended (but not required) that the nominator inform the nominee of her/his nomination, and consult the nominee for names of colleagues, both at the University of Kansas and beyond, who are knowledgeable of the nominee's contributions to librarianship.

Nominations will remain active for two years. Librarians not selected in their first year of nomination will be reconsidered for a second time along with the newly nominated candidates. Previous nominators will be asked to update their nominations to reflect any additional accomplishments by the nominee.

The Selection Committee, assisted by staff in the Libraries administration, will solicit evaluations from supervisors (both past and present) and colleagues.

(continued)

Selection

Each year the Dean of Libraries shall appoint a committee to review nominations and make a recommendation to the Dean. The Selection Committee will consist of the following: four librarians, one member of the teaching faculty, one Library administrator (ex officio, without vote), and one representative of the University administration. Neither a nominator nor any nominee (including previous year non-recipients being reconsidered), is eligible to serve on the Selection Committee. The committee membership will be publicly announced in the University Libraries' newsletter, FYI.

In making its recommendation, the Selection Committee will apply the criteria stated in this description of the Award. Their written recommendation, together with the Dean's recommendation, shall be forwarded to the Provost for recommendation and transmittal to the Chancellor. All nominees will be informed of the Chancellor's planned action prior to the announcement of the selected librarian.

All nomination materials will be considered confidential and will be retained in the Library Administrative Office files.

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

NOMINATION FORM

Please provide the following information for the librarian you wish to nominate for the Chancellor's Award for Distinguished Librarianship. To be eligible for this award, the candidate must have completed **five** years of service as a member of the library faculty at the University of Kansas, Lawrence or Edwards campuses, by the date nominations are due.

Nominee: _____

Nominated by: _____

Attach a letter explaining the nominee's achievements and credentials.

Attach a current copy of the nominee's curriculum vitae.

Please provide names and full addresses of individuals to whom the nominee has reported administratively during her/his tenure at the University of Kansas Libraries (list need not be exhaustive). These people will be asked to provide evaluations of the nominee's contributions to librarianship.

For Committee
Use Only

1st Call
Sent

2nd
Call
Sent

Letter
Recei
ved

1

Name _____ Address _____

State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

2

Name _____ Address _____

State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

3

Name _____ Address _____

State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

4

Name _____ Address _____

State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

5

Name _____ Address _____

State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

Please provide names and full addresses of individuals and colleagues (no more than five), from the University of Kansas and beyond, who have close personal knowledge of the nominee's career. These people will be asked to provide evaluations of the nominee.

1

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

2

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

3

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

4

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

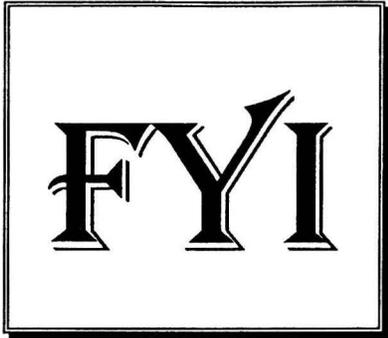
5

Name _____ Address _____
 State _____ Zip Code _____ Phone Number _____ Fax _____ E-mail Address _____

For Committee Use Only

| 1 st Call Sent | 2 nd Call Sent | Letter Received |
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Return this form, along with a letter of recommendation by April 9, 1999 to:
 Sandy Gilliland, Assistant to the Dean of Libraries for Personnel
 Watson Library, Rm 502
 University of Kansas Libraries
 Lawrence, KS 66045



The University of Kansas Libraries

Number 1477

Date: April 8, 1999

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

YEARS OF SERVICE AWARDS

Several library staff were omitted from the FYI and/or the OREAD listing of staff who will receive KU service pins during the upcoming Employee Recognition Ceremony:

10 years: Donna Mitchell, Access Services

15 years: Verna Froese, Retrieval Services; Diana Dyal, Cataloging

20 years: Steve Shartran, Retrieval Services

Congratulations to these staff!

Sandy Gilliland

ATTACHMENTS

Travel Reports: Susan Craig

Committee minutes:

Electronic Information Council, 2/24/99

Instruction Council Meeting, 3/22/99

**Report on the
Art Libraries Society of North America (ARLIS/NA) Annual Conference, at the Hotel
Vancouver, Vancouver, BC, March 25-March 31, 1999**

The 27th annual ARLIS/NA conference, meeting in Canada for only the third time, just concluded and it was one of the most successful gatherings the society has had. The location was spectacular, the sessions were full of useful information with well-prepared speakers, and the social events continued the great tradition of good food, fine wine, and lots of art.

The first sessions I attended was the full-day workshop which Lily Kecskes, Director of the Freer Gallery of Art's Library, and I presented on "They Never Covered This in Library School: Basic Resources in East Asian Art and Architecture". The workshop was at the Vancouver Public Library, a 7 story library building designed by Moshe Safdie and opened in downtown Vancouver in 1995. Lily covered English-language resources on Chinese art and architecture and I covered English-language material on Japanese and Korean art and architecture. The 30 workshop attendees seemed pleased with the presentations and the nearly 100 pages of handouts which we provided.

In addition to the business meetings for various divisions, sections, and roundtables that I am a member of, I attended a number of program sessions. Michael Gorman of California State University in Fresno spoke on the impact of technology on libraries and library services; representatives from the University of Iowa libraries talked about collection development, cataloging and licensing issues related to selecting and managing electronic resources; a panel of members addressed the need for measuring the effectiveness of library services including surveys, statistics, and assuring timely and accurate shelving; another panel talked about finding art information on the Internet. Like most good conferences, it seemed I was frequently having to make difficult choices of which session to attend. I regret missing the sessions on remote storage facilities and on putting problem books back on the open shelves but look forward to the post-conference issue of Art Documentation which will carry the session reports.

ARLIS/NA has a well-earned reputation for good parties and this year was no exception. We had Convocation in the Vancouver Playhouse with local columnist and radio personality Bill Richardson as the primary speaker. Mr. Richardson had us all rolling in the aisles as he regaled us with his tales of growing up in Winnipeg and dreaming of the opportunity to move to Vancouver, a city that symbolized Sodom and Gomorrah in his mind. He did finally make it to Vancouver to partake of the "wild life" but balanced it by simultaneously attending library school. Mr. Richardson has authored several books of essays including Bachelor Brothers' Bed & Breakfast and Queen of all the Dustballs and other Epics of Everyday Life.

Additional sites for conference activities were the Vancouver Art Gallery, the Museum of Anthropology at the University of British Columbia, and an all-day visit to Victoria, BC with tours of Butchart Gardens, the Royal British Columbia Museum, and the Art Gallery of Greater Victoria.

Most of important of all the conference provided an opportunity to talk with colleagues from all over the US and Canada as well as visitors from Singapore, Rome, Canberra, Paris, Amsterdam, Lima, and elsewhere. 463 art librarians gathered and talked for nearly 7 days. It was great.

My thanks to the Library's Staff Development Fund and to the Murphy Travel Fund for financial assistance to attend the conference.

Submitted by Susan Craig

ELECTRONIC INFORMATION COUNCIL
University of Kansas Libraries
Wednesday, February 24, 1999
1:30-3:00 p.m. Watson Conference Room A

1. New purchase requests

ABC-CLIO archival CD-ROMs. Gordon Anderson attended meeting seeking feedback on funding archival copies. Several questions were identified by EIC members specifically Gibbs, Coleman, Rholes, Neeley and J. Miller. Questions include: What is the real risk of this resource becoming obsolete? Who should fund archival copies? Should a policy for archival copies be drafted for subject area or by resource? Should purchases of archival copies be coordinated at a consortial level instead of individual institutions? EIC agreed that this issue needs further exploration and Anderson was appreciative of the feedback from EIC. Gibbs will take the issue of archival purchases to the Big 12+ conference March 4 and the CRL membership meeting in mid April. Neeley is verifying whether or not KU is returning the older CDs to the vendor.

BNA Electronic Commerce & Law Report and BNA International Trade Reporter. These PRs were approved pending technical review. The vendor is verifying access options.

Dictionary of Art Online. EIC policy states that base funding transfers are permanent. Susan Craig asked for an exception, i.e. if the subscription is not continued, the \$500 base transfer will be returned to Art. Craig's request was approved and promoted discussion on providing options to serial trials. Neeley is drafting a new policy and will bring to EIC membership for review. EIC will revisit its decision to refund base transfers if the number of subscription trials begin to rise.

Film & History (Humanities Endowment). The purchase request is incomplete and was forwarded to the bibliographer for completion.

Statistical Universe. The purchase request was referred back to the bibliographer for completion.

2. License progress report—tabled from Feb. 10 meeting

An updated version of work-in-progress tracking report was distributed at the meeting. An updated version of the tracking report will be distributed the first meeting of every month. A piece of the production report will be sent to bibliographers via kubib-l and kunet-l.

3. Report of January 15 Regents Database Committee meeting—tabled to March 10 meeting.

4. Ovid renewed trial for Regents Consortium —tabled to March 10 meeting.

5. Report of Big 12 Plus Collection Development Committee meeting at Midwinter—tabled to March 10 meeting.

6. Electronic journal issues, tabled to March 10 meeting.

Minutes taken by L. Spurling

Instruction Council Minutes

Monday, March 22, 1999

Present: Roger Anderson, Bayliss Harsh, Jana Krentz, Cindy Pierard, Lyn Wolz

Absent: Jerree Catlin, Judith Emde, Julia Rholes

Minutes

Minutes from the March 8 meeting were revised and approved. We decided we will always send IC minutes to KULIB-L and to the FYI.

Online Library Tutorial

Cindy is developing an online tutorial designed to cover basic information often covered in library orientation tours of Watson. The tutorial will also cover basic information literacy skills (understanding the research process, etc.) She requested that IC members take a test version of the tutorial by April 1. We will discuss the tutorial in future meetings.

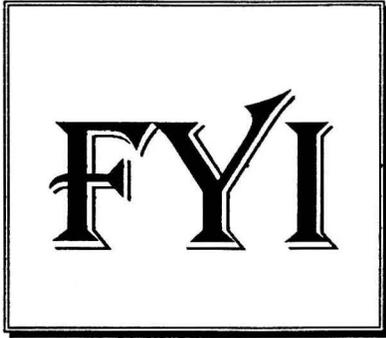
KUILS Guides

We discussed the *Remote Access to Databases* guide that Cindy is revising. The finalized version should be available sometime in early April as will the *CommSearch* guide.

Next Meeting

Instruction Council will meet Monday, April 5, in Conference Room A of Watson.

Minutes submitted by Bayliss Harsh



The University of Kansas Libraries

Number: 1478

Date: April 15, 1999

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

LAW LIBRARY CLASSIFIED VACANCY

Library Assistant I-Cataloging Assistant. This position reports to the Automation/Technical Services Librarian. It has the following responsibilities: 1) Searching appropriate OCLC records and cataloging monographs and serials through OCLC; 2) Training and supervising student assistants in the physical processing of library materials; 3) Creation and distribution of by-weekly list of new library acquisitions; 4) Assisting in the maintenance of law school and law library web pages. **Qualifications include:** Ability to work effectively orally and in writing. Ability to follow oral and written instructions. Ability to work with details. Ability to work independently on a regular basis. Basic computer skills. **Preferred qualifications:** Basic knowledge of Anglo-American Cataloging Rules, 2d ed.. Knowledge of legal materials. Working knowledge of Internet and Internet publishing.

Position is available May 16, 1999. Contact Barbara Ginzburg, School of Law Library, 864-9256, for more information. Contact Human Resources, 864-7416, to apply. Applications are due by 5:00 p.m. on Friday, April 23, 1999.

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.

PURCHASING DEADLINES for FY99 YEAR END

Purchasing deadlines for any item that has to be bid must be to the Libraries Administrative Office as follows:

Friday, April 23, if the amount is estimated to be \$25,000 or more.

Friday, April 30, if the amount is estimated to be less than \$25,000. But more than \$2,000.

If the bid involves a trade-in, the due date is one week EARLIER than stated above.

If you have any questions, please contact Denise Swartz at 4-8919

Denise Swartz

KU SERVICE AWARD CORRECTIONS

The following library staff were omitted from previous announcements of service awards, and will receive their KU service pins next week during the annual Employee Recognition Ceremony. Congratulations!

15 years: Karen Dawber, Administrative Office

20 years: Susan Case, Anschutz Library

Sandy Gilliland

-continued-

LIBRARY RECOGNITION RECEPTION

All staff are invited to attend the Libraries' annual Staff Recognition Reception, to be held on Wednesday, April 21st, from 10:30 – 11:30 a.m. in Watson Conference Rooms A & B, 502 Watson Library. Library volunteers will be honored for their many contributions to the Libraries. In addition, all library staff who are scheduled to receive KU service pins will be recognized. Refreshments will be served.

Sandy Gilliland

RESULTS OF THE LFA SALARY BALLOT

The LFA Salary & Benefits Committee has received the following results from the Nominating & Ballots Committee's tabulation of merit salary ballots:

77 ballots were mailed; 48 received.

Question 1: Which ratio of shares...

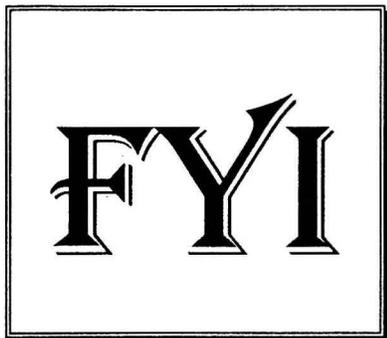
8 people prefer the first option (2, 3, 4, 5)
8 people prefer the second option (1, 2, 3, 4)
32 people prefer the third option (1, 3, 5, 7)

Question 2: Which merit salary distribution...

14 people prefer "equal dollar"
6 people prefer "equal percentage"
19 people prefer "1/2 equal dollar - 1/2 equal percentage"
5 people prefer "3/4 equal dollar - 1/4 equal percentage"
4 people prefer "1/4 equal dollar - 3/4 equal percentage"

These results have been forwarded to Dean Crowe for his consideration.

LFA Salary & Benefits Committee



The University of Kansas Libraries

Number: 1479

Date: April 22, 1999

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

PERSONNEL

Kathy Graves has been appointed as Coordinator of Reference Services, effective April 4, 1999. Kathy has been a member of the Reference staff since her initial appointment in August, 1988. She was appointed as Interim Coordinator of the Reference Department in 1997. In addition to participating in collection development activities and instruction, and providing reference service in Watson, Kathy will provide overall supervision for Reference faculty and staff (including hiring, training, desk schedules, and evaluations); prepare agendas for and conduct departmental meetings; prepare reports; represent the Reference Dept. on administrative councils; and, assist the Assistant Dean for Information Services and the Instruction Coordinator in providing leadership in planning and evaluation of reference services in Watson. If you have questions or need information regarding any of these areas, please direct them to Kathy (4-8993 or kgraves@ukans.edu).

ATTACHMENTS

Travel Reports: Michiko Ito

Committee minutes:

LFA Executive Committee, 3/29/99

Staff Development Committee, 3/18/99

Transition Memo from Bill Crowe & Marilu Goodyear, 3/30/99

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Michiko Ito Department: EAL
Name of Event: CEAL/AAS Conference Location: Boston, MA
Date(s) of Travel: 10-13, March 1999

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

This is a report on the Japanese studies and library technology sessions I attended at the recent CEAL/ AAS Annual Conference. The discussions at the conference were timely, and covered important news, current trends and critical problems in the area of Japanese studies.

1. ILL Projects

Ms. Mary Jackson, new director of the Japanese Journal Access Project (Japan Project) of AAU/ARL, reported recent developments in the Project. The Japanese Journal Current Awareness Project, which provides the table of contents information via WWW and/ or email, started last year. That service, working in conjunction with the Union List of Japanese Serials and Newspapers, intends to facilitate access to journal articles. She reported that transactions of the ILL from Japan would increase, and she called for more participation from non-member universities. Ms. Jackson also announced a nine-month pilot project of the ILL with Japanese public university libraries. That project planned to limit its service to fax transactions with ten American universities.

2. Demonstration of Electronic databases in Japan

The National Diet Library of Japan made a brief progress report on the Electronic Library Project and demonstrated the visual databases which contained images of rare books, pictures and old survey maps of Japan. Nichibunken (International Research Center for Japanese Studies) introduced the 3-D Virtual Archives Project, an attempt to recreate the ancient society of Japan in cooperation with architects, artists and historians. Nichibunken also presented its visual databases, yet they require registration for use. From Kanazawa University, a CD-ROM was distributed to each participating librarian. However, it requires Japanese Windows, which the KU libraries do not own yet; so it is not available to KU library users.

Current trends and Problems

Japanese sources have made a serious effort to develop an electronic information infrastructure for effective resource sharing with overseas institutes. However, at the same time, the discussion illustrated the obstructions that have prevented such international cooperation. They are primarily the incompatibility of technologies and the lack of standardized format. In fact, many Japanese studies librarians have trouble using Japanese CD-ROMs and e-mail programs that require Japanese Windows. This problem is universal among East Asian librarians. Moreover, it was pointed out that new information technology has widened the gap between the East Asian libraries and their parent libraries in the use of available technology. In order to bridge such a technological gap, East Asian librarians are required to articulate their needs to their parent libraries and cooperate with computer system staff.

In sum, the CEAL/ AAS Annual Conference provided me a great opportunity to meet and talk to other Japanese studies librarians, with face-to-face discussions regarding problems, concerns, and solutions. Their advice, ideas and suggestions are all very useful for my daily work. I appreciate the Staff Development Committee for supporting my trip to Boston by providing financial assistance.

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

LFA EXEC

Monday, 29 March 1999

Attendance: Brian Baird, Chair, Sherry Williams, Chair elect, Donna Koepp, Secretary, Brad Schaffner, Librarian II representative, Loretta Spurling, Librarian I representative, Meg Brown, Unclassified Professional representative.

Absent: Rob Melton, Librarian III representative

Minutes from the March 8 and 15 Executive Committee were reviewed as well as the latest minutes from the Staff Development Committee. All will be published in FYI.

Baird announced that the Executive Committee will be given time to meet with the Dean Candidates. Interviews will probably be at the end of April into early May.

There was a discussion of the response Baird received to our memo dealing with Exec's concern that exceptional ratings in Service and Research and especially exceptional in all three areas get at least the average merit salary increase. There was some concern that our message was misunderstood, and discussion on how we might better articulate what was meant. Exec believes that the Administration needs to do a better job of explaining what they are doing with the administrative discretionary money (promotion, market equity, etc.)

Baird reported on the report he had received from the Senate Library Committee.

Baird asked that we send him our ideas for questions for the Dean candidates. He will compile what he receives and send them out to LFA Exec members. We will discuss further at our next meeting.

Things that need to be accomplished before the end of our year include a meeting with the Classified Conference Executive Board, and a review of the overall code for mission and purpose of LFA to determine if we need to make any changes. Baird would like to set a direction for next year's Executive Committee.

So far at the Spring meeting, Jim Dryden will report on the LFA Web pages and Marilu Goodyear will give an evaluation of the new evaluation process. We should all remind our committees that their annual reports will be due at the end of the fiscal year. We have set our goal to have everything completed before ALA which begins on June 25.

There was discussion on when we would meet again. Several upcoming events may make getting together difficult. Baird will let us know.

Respectfully submitted,
Donna Koepp

Staff Development Committee

Meeting Minutes

March 18, 1999

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

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

Travel Requests: The following travel requests were reviewed and approved at the meeting: Deborah Dandridge will attend the Annual Spring Meeting of Midwest Archive Conference (MAC) from May 13-15 in Chicago. Becky Schulte will also travel to Chicago for MAC and will attend a preconference workshop on May 12.

Treasurer's Report: Kendall reported that to date, SDC has allocated \$17,539.00 with \$16,855.72 budgeted. This leaves a balance of only \$4,503.52. Our fiscal year does not end until October and we have not yet received the usual number of requests for ALA mid-summer conference.

Programs: The workshops with Becky Schreiber were well attended and enjoyed. Sandy will ask for comments via email by participants.

There are a couple of conferences on the horizon pertaining to copyrights and electronic resources. Members of SDC will need to gather more information to determine if we will include them in this year's program schedule.

Survey: This meeting focused on the funding portion of the survey. We would like to solicit input on the methodology of the distribution of funds, as well as determine everyone's philosophy of funding. The questions would address staff's sense of fairness and equity. Regarding methodology, there are an infinite number of ways that funds can be divided amongst staff and the survey will provide numerous options to consider. Staff may be asked to choose any number or combination of the options that appeal to them.

For next meeting: Both subgroups will reformat their collected data into survey type questions and post in the committee's folder on the U drive for all SDC members to review prior to the April 1 meeting.

**UNIVERSITY OF KANSAS LIBRARIES
MEMORANDUM**

FROM: Bill Crowe & Marilu Goodyear *BC*
TO: IT Management and Libraries' Coordinating Council
SUBJECT: Division of Responsibilities
DATE: 30 March 1999

To help others in IT/Libraries' leadership, we have prepared the following outline of how we plan to share responsibilities during the transition period. We will communicate regularly with each other on any sensitive or long-term issues.

ITS: Between now and July 1st, responsibilities for managing Information Technology Services will be divided between Bill and Marilu as detailed below. Marilu will take on all of these responsibilities on July 1st when she assumes the vice chancellorship.

Bill

- All reporting to state government (quarterly reports, etc.)
- KUfacts and related projects
- Research computing
- Internet2 networking
- Relationship with Sunflower Cable
- Printing Services
- Personnel issues
- Budget issues

Marilu

- Networking & Telecommunications (regular & transition; except Sunflower Cable)
- Y2K
- Computing Services (PeopleSoft)
- GroupWise
- Instructional development collaboration with S. Gault
- Information policy/issues resolution

The following regular meetings will be held:

- Leadership Lunch—every Monday at the Union; Bill, Marilu, Jerry Niebaum, Cathy Smith, Richard McKinney, Mary Rosenbloom
- ITS Planning—2nd Monday of the month; Marilu will join with regular meeting
- Marilu & Cathy—remaining Mondays same time as ITS Planning
- Marilu, Cathy & Richard—each Thursday, 1-2 p.m.
- Marilu, Cathy, Bill & Jerry—each Thursday, 2-3 p.m.
- Marilu, Bill & Richard—each Friday, 10 a.m.

(continued)

LIBRARIES: Beginning now, responsibilities for the Libraries will be divided between Bill and Marilu as detailed below. Bill will retain the title of dean until the new dean arrives. After July 1st, when Marilu becomes vice chancellor and Bill becomes Spencer Librarian, some adjustments may be made to this division of responsibilities, depending on the expected start date for the new dean.

Bill

- External representation (ARL, CODDL, Big12 Plus, OCLC, etc.)
- Preservation (Brian Baird will begin reporting to Bill)
- Space/Building projects:
Art & Architecture
Music
Future planning w/Craig Patterson
Dole Archives/Institute
Regents Center Library Building
- Spencer Library

Marilu

- Budget
- Personnel
- Retrieval Services
- Collection Development (with assistance from Bill)
- Automation (Endeavor/Voyager)
- Social Science Data Center
- Geographical Information Systems Center
- Space/Building projects:
Docs/Maps/Business/Economics transition to Anschutz
- Regents Center Library Services

The Libraries' meeting structure will remain the same with the following changes:

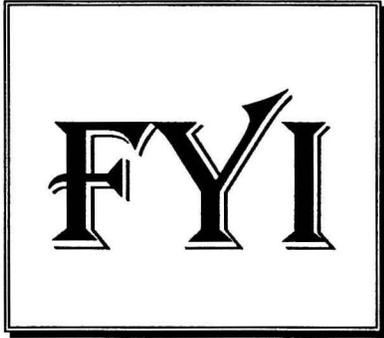
- Bill will begin attending the assistant deans' meeting;
- Jim Neeley will chair the Electronic Information Council.

Reporting changes:

- Donna Koepp will begin reporting to Julia Rholes;
- Susan Craig will begin reporting to Julia Rholes.

UNIVERSITY MEETINGS: Beginning after Spring Break, Marilu will join Bill in the following meetings:

- AAC
- LCOP
- Provost's Executive Council
- Provost's Council



The University of Kansas Libraries

Number: 1480

Date: April 29, 1999

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

PERSONNEL

Leanna Indall has been appointed as a full-time Library Assistant I in the Cataloging Department. Leanna is presently employed by the University of Missouri-Kansas City Library system in the Acquisitions Department. Prior to this appointment, she held positions with the UMKC Library Cataloging Department, the Johnson County Library, and the University of Oklahoma. Leanna's appointment becomes effective May 16, 1999.

Sandy Gilliland

MAYFEST 1999

All staff are invited to attend the University's annual staff appreciation event, "Mayfest 1999" on Tuesday, May 11th. The activities begin at 3:00 p.m. and continue until 6:00 p.m. This year's festivities will be located on Jayhawk Boulevard in front of Strong and Wescoe Halls. For more information, consult the following website: www.ukans.edu/~mayfest

Sandy Gilliland

SPECIAL COLLECTIONS IN THE DIGITAL AGE:

ARL MEETS IN KANSAS CITY AND LAWRENCE...

I want all Library staff to be aware of the outlines of the 1999 ARL meeting that is to take place in Kansas City and Lawrence, in mid-May. I must also let staff know that, much as I would like to invite all to attend the programs, participation in ARL meetings is limited to member library dean/directors and a few invited guests.

This year's theme, "Special Collections in the Digital Age," has special relevance for KU—and for me, of course! Special collections present an array of challenges and opportunities for libraries. In an increasingly tight fiscal environment, with many competing demands, it is a challenge to justify expending significant funds on rare materials that do not generally receive frequent use. And yet special collections distinguish and differentiate research libraries. They often also lend themselves well to digitization. Where do special collections fit in the research library of tomorrow?

The ARL Spring 1999 program, with participation from library directors, special collections librarians, and faculty, will explore the most salient topics in the special collections field today. These include digital access and preservation, funding, staffing, publicity and outreach to users, collaboration in developing collections, and the controversial issue of charging for digital access to collections that are freely available on site.

-continued-

An Equal Opportunity/Affirmative Action Employer

Werner Gundersheimer, Director of the Folger Shakespeare Library, opens the program on Thursday morning, May 13, with comments on the current and future landscape of special collections in research libraries. He will be followed by Joe A. Hewitt, Associate Provost for University Libraries at the University of North Carolina, Chapel Hill, who will report on findings from a 1998 survey on the status of special collections in ARL libraries.

A panel of library directors and special collections librarians will come together in Program Session I, late on Thursday morning, to react to the survey findings and examine the key strategic issues for library directors and staff to consider as they position special collections for the digital age.

After lunch, buses will transport meeting attendees to the Lawrence campus for an afternoon of programs. Program Session II features a panel of faculty, including KU's own Lisa Bitel (History/Women's Studies) and Joshua Rosenbloom (Economics), who will offer perspectives on scholars' present and future needs for special collections materials and services. The day's program will conclude with a town meeting discussion among the two sets of panelists and the audience.

Following the town meeting, the participants will attend a reception at the Kenneth Spencer Research Library, where a selection from the Spencer's 25th Anniversary exhibition will be on display. A Web version of the catalogue for that exhibition, prepared by Rick Clement, may be found at:

<http://www.ukans.edu/~spencer/exhibits/25th/25th.html>

--W. J. Crowe

ATTACHMENTS

Committee minutes:

Electronic Information Council, 4/14/99

Collection Management Council, 3/22/99

Travel Reports: Brian Baird

Law Library Hours

ELECTRONIC INFORMATION COUNCIL

University of Kansas Libraries

Wednesday, April 14, 1999

1:30-3:30 p.m. Watson Conference Room A

MINUTES

Present: Jim Neeley, Faye Christenberry, Julia Rholes, Mel DeSart, Loretta Spurling, George Gibbs, Vicki Coleman, Gaele Gillespie, Mary Miller, Diana Dyal

I. New Purchase Requests:

- a) Annual Reviews Online (e-journals): Approved
- b) Education Abstracts Full-Text (FirstSearch): Approved a 9-month trial of full-text access for the Regents Center Library only (3000 searches). Jim will notify Ken L. that he may want to consider for the Lawrence campus libraries.
- c) Musica CD-ROM: Approved pending the bibliographer will contribute half the price of the product with subject funds.
- d) Presence (e-journal): Free with print subscription. Approved. It was agreed that if MIT is offering free access to other e-journals with a print subscription under a single license, we should get them all.
- e) Proceedings of the National Academy of Sciences (e-journal): Have to purchase access to the electronic version in order to keep print subscription. Approved.
- f) Royal Society of Chemistry (e-journals): Free with print subscription. Approved.
- g) Tetrahedron Information System (e-journals): Free with print subscription. Approved.
- h) GaleNet titles: Contemporary Authors, Dictionary of Literary Biography, Contemporary Literary Criticism: BibRef is asking that EIF contribute half the amount. Approved.

II. Subject Funds Contribution Policy, draft revision con't.

On March 19, 1999, bibliographers were asked to review a revision of the policy regarding subject fund contributions toward the costs of new electronic resources. Specifically, changes were made to the policy regarding base transfers for trial or one-year subscriptions. Comments were received from two bibliographers. EIC discussed possible scenarios where electronic products purchased could fall into "problem" categories, including: low-quality; infrequent use; significant price increases. If any of these situations occurred and the product cancelled as a result, under the current policy bibliographers would not get their subject fund contributions back.

Based on discussion, it was decided that the policy would not be revised again at this point, but would remain open to future revisions, if needed. Jim will investigate possible arrangements for returning funds from cancelled titles to the original subject fund, or reserving it for new titles in the same subject area. It was also suggested that a review of electronic products for potential cancellation be a regular part of EIC agenda.

Minutes submitted by Faye Christenberry.

Collection Management Council Minutes, March 22, 1999

Present: Susan Craig, Mel DeSart, George Gibbs, Ken Lohrentz, Rachel Miller, Sherry Williams
Absent: Brad Schaffner

1. Reviewed, corrected and approved minutes from Mar. 11
2. Reviewed March 22 draft of "Identification of Material to Move from Campus Libraries" prepared by George based on earlier discussions in CMC. The group suggested a few minor changes and recommended that a cover letter accompany the document. The cover letter could include information about the availability of circulation data, the availability of the pre-BARD and BARD facilities, the timing of the initial shift of material into a pre-BARD, information on staffing and retrieval times from the pre-BARD.

It is expected that the revised version of this document will be distributed soon so that it can be discussed at the April 1 Bibliographers' Council.
3. Reviewed and revised the March 22 draft of "Collection Development in the KU Libraries" which states collection development principles at KU. George will incorporate our comments into another draft.
4. Discussed, in a very preliminary way, the job description for an Assistant Dean for Scholarly Communication. Susan, along with one or two other CMC members, will prepare a draft job description for the April 8 CMC meeting.
5. CMC approved Julie Water's request to add the American Psychological Association to the publishers list on both the social science and science approval plans. The financial impact is estimated to be \$500-\$700 per year and no fund transfers are required.
6. Rachel asked that the discussion of fund structure under Voyager be delayed until she has an opportunity to talk with George and Marilu about requests from bibliographers.
7. The agenda for a future Bibliographers' Council will include the "Identification of Material to Move from Campus Libraries" and a presentation by Nancy Burich about the current state of collection development at the Regents Center.
8. March 22-26 is the last full week of having a 400 item quota for orders. The quota next week, March 29-April 2, will be 260 orders. Beginning April 1, the quota will drop to 50 items per week and last until all orders will have to cease while the new integrated library system is installed in mid-May. CMC asked George to remind bibliographers of these limits and request that only orders that are urgently needed by patrons or which have limited availability be submitted.

Minutes prepared by Susan Craig

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brian J. Baird

Department: Preservation Department

Name of Event: ACRL National Conference

Location: Detroit, Michigan

Dates of Travel: April 8–11, 1999

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

I traveled to Detroit, Michigan to the Association of College and Research Libraries, 9th National Conference, *Racing Toward Tomorrow*, where Brad Schaffner and I delivered a paper entitled, "Extinguishing Slow Fires: Cooperative Preservation Efforts."

In addition to delivering my paper, I took advantage of this conference to listen to several other papers about what the future holds for libraries. I particularly liked the opening session where James Neal and Pat Schroeder debated about fair use and copyright. Despite her years in congress championing fair use and the rights of the author, Ms. Schroeder has now sold out to big business and publishers who she now represents as the CEO of the Association of American Publishers. Dr. Neal was very impressive and represented the interests of libraries extremely well in the debate.

I also enjoyed a talk given by Clifford Lynch, the executive director of the Coalition for Networked Information. He argued that libraries need to be moving forward in finding ways to organize and enhance access to electronic information. He said we are so stuck in analog formats that we have not been able to effectively move into the digital age.

One of the most interesting events of the conference was watching an abandoned hotel burn down on the Canadian side of the Detroit River. But that was about all Detroit had to offer. I think the city is making a lot of progress into becoming a good convention town, and the new General Motors headquarters will help, but in the meantime, don't leave your hotel at night without an armed escort—not that there is much to do right down town anyway.

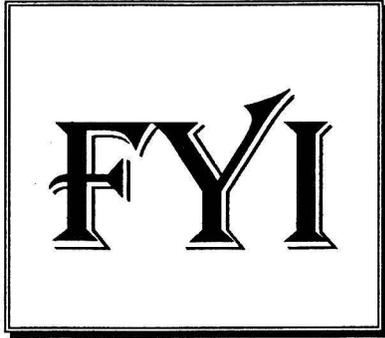
I must say that ACRL does know how to take care of their speakers pretty well. They put on a nice reception at the Detroit public library, which is a very impressive building. They chartered buses to take speakers from the convention center to the library. Unfortunately, they did not remember to schedule buses to take you *back* to the convention center—c'est la vie.

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

SUMMER SESSION, 1999

| | | | |
|---|----------------------|-------------------------------------|--------------------------|
| May 24 - July 3 | | REGULAR HOURS | |
| | Mon. - Thurs. | 7:30 am - 10:00 pm | |
| | Fri. | 7:30 am - 5:00 pm | |
| | Sat. | 10:00 am - 5:00 pm | |
| | Sun. | 10:00 am - 10:00 pm | |
| (OPEN Mon.-Tues., June 21-June 22 until 11 pm) | | | |
| July 4 - July 5 | | CLOSED (Independence Day) | |
| July 6 - July 25 | | REGULAR HOURS | |
| (OPEN Wed.-Fri., July 21 - July 23 until 11 pm; Sat., July 24, 9 am to 6 pm) | | | |
| July 25 | | OPEN 10:00 am - 8:00 pm | |
| July 26 - July 27 | | OPEN 8:00 am - 9:00 pm | |
| INTERSESSION | | | |
| July 28 - August 15 | | Mon. - Fri. | 8:00 am - 5:00 pm |
| | | Sat. & Sun. | CLOSED |
| August 16 - August 17 | | OPEN 8:00 am - 9:00 pm | |
| August 18 | | REGULAR FALL SCHEDULE BEGINS | |

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



The University of Kansas Libraries

Number: 1481

Date: May 6, 1999

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

OPTIONAL GROUP LIFE INSURANCE PREMIUMS DECREASE

Effective July 1, 1999, monthly premiums for the Optional Group Life Insurance plan will *decrease*. If you have this coverage, you will notice the premium deduction on your July 23, 1999 paycheck. Please see the attached memo from Madi Vannaman, Assistant Director of Human Resources, for additional information. If you do not presently have coverage with the OGL plan, you may enroll during the next open enrollment period, scheduled for February 14-28, 2000.

Sandy Gilliland

MAYFEST 1999

All staff are invited to attend the University's annual staff appreciation event, "Mayfest 1999" on Tuesday, May 11th. The activities begin at 3:00 p.m. and continue until 6:00 p.m. This year's festivities will be located on Jayhawk Boulevard in front of Strong and Wescoe Halls. For more information, consult the following website: www.ukans.edu/~mayfest

Sandy Gilliland

ATTACHMENTS

Committee minutes:

- Instruction Council, 4/05/99
- Coordinating Council, 4/14/99
- Classified Conference Executive Board, 4/20/99
- Optional Group Life Insurance Memo, 5/04/99
- Annual Spring Picnic

INSTRUCTION COUNCIL MINUTES

Monday, April 5, 1999

Present: Roger Anderson, Jerree Catlin, Judith Emde, Bayliss Harsh, Cindy Pierard, Lyn Wolz
Absent: Jana Krentz, Julia Rholes

MINUTES

Minutes from the March 22nd meeting were approved.

ANNOUNCEMENT

Cindy, Julia, and Jeff Bullington will be attending a one day pre-conference at ACRL on fostering cooperation between faculty and librarians in order to build information literacy skills. Fred Rodriguez (Center for Teaching Excellence) and Cathy Smith (Academic Computing) will also be attending.

KUILS GUIDES

Remote Access to Databases has been sent to Rob for printing. Mary Miller is updating the FirstSearch and ERL guides with new databases. Connie Powell is working on a guide to Chemical Abstracts on CD-ROM.

VOYAGER

Jeff Bullington and Faye Christenberry have asked Cindy if members of the Instruction Council want to develop a research project regarding the implementation of the Voyager OPAC.

The committee discussed a number of possibilities for training patrons on the Voyager OPAC. To begin training during the summer, workshops could be offered through the Center for Teaching Excellence. Workshops could also be advertised through *Driver's Ed* and Academic Computing's training listserv. Bibliographers may want to offer special instruction to the faculty, staff, and students in their subject areas and IC members could offer to help bibliographers in any OPAC training.

At the next IC meeting, we will look at other Voyager sites and review several examples of user guides available electronically. A generic workshop description will be written to include in *Driver's Ed* and a schedule will be determined. Judith will ask Mary Roach what the plans are for staff training on the OPAC.

ONLINE TUTORIAL

With considerable help from Mary Miller and a student programmer, Cindy has developed an online tutorial to Watson Library. She hopes to promote the tutorial with English 101 and possibly other freshman groups. The members of IC had participated in the online tour and had completed the quiz at the end of the tour. The rest of the meeting was spent giving Cindy comments on the tutorial and quiz.

Submitted by Judith Emde

UNIVERSITY OF KANSAS LIBRARIES
Coordinating Council Minutes
4/14/99

Present: Burich (by phone), Coleman, Couch, Craig, Culp, DeSart, Doll, Emde, Gibbs, Gillespie, Gilliland, Goodyear, Graves, Leon, Mason, Melton, K.Miller, J.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, Schaffner.

Dean's Search

Julia Rholes and Marilu Goodyear updated information on the Dean's search. Four candidates, from pool of eleven, have been identified for interviews. The paperwork is at Equal Opportunity Office for approval to proceed with interviews. Target dates to schedule interviews are for the week of April 26th and May 3rd. Tentative schedule is for two to three days. Candidates will be asked to give a twenty-minute presentation on a topic of their choice followed by a forty-minute question and answer session, open to all KU faculty and staff. There will be two opportunities for Library staff to meet the candidates: the open meeting for all KU staff and an open meeting specifically for Library staff. The interview process will also include a trip to the Edwards Campus and Medical Center Campus. Names will be announced as soon as we receive E.O. approval and candidates agree to come. Endeavor training (ACQ/SER) will occur the week of April 26th; we will try to work around that.

Space

Marilu Goodyear reported that the Music Library is on schedule. Susan Craig reported that the Art and Architecture Library is looking at the possibility of doubling its space due to some architectural programming that is occurring within the Spencer Museum of Art. A New York firm has prepared three plans (not drawings). They will be returning April 24th to present the plans to the Friends of the Museum board meeting and the Advisory Board's Spring Meeting. They will return in May for a wrap-up meeting. We hope by May to have a plan to use by the K. U. Endowment Assn. and the Chancellor as fund raising package. The plans may call for an electronic classroom similar to what is being planned in Watson

Kent Miller reported on the Anschutz Complex. An architect has been selected. Bill Crowe and Kent Miller will meet with the architects Friday afternoon (4-16). Planning will extend over several months. Hope to let bids in early Fall. Construction proposed to start in winter. The project calls for the completion of 2 North with 21,000 sq. ft. of assignable space and completing the Automation Center space adjacent to Budig labs on the plaza level.

In addition, we will be moving the business and economic collections from Watson and Governments Documents to the Anschutz Library. A task force report has been submitted. Follow-ups will occur after the Dean of Library interviews. Mel DeSart and Marilu Goodyear will meet next week with Science department chairs to discuss the move. Shannon and Kent have prepared a document illustrating the costs involved in the move. Judith Emde, Mel DeSart, Marilu Goodyear and Donna Koepp have been discussing organizational structure issues. Moving costs, record changing costs and a budget line for equipment for the Music Library are also included in Shannon's and Kent's report.

New Positions

Marilu Goodyear reported that she has received requests thus far for 16 FTE positions. Two units have been given a longer deadline and their requests will be added to these. Marilu mentioned that we likely will not be able to fund most of the requests, so she asked the group to be understanding. One unit submitted staffing requests for other departments. She hopes to soon send out this data to Coordinating Council and PRC to get input. Hopefully, by the end of May, will have decisions made.

Other Position Updates

- Marilu reported that an offer had been made to a candidate for the Reference Librarian position.
- Brad has agreed to chair a search committee for Assistant Dean for Scholarly Communication. Marilu asked for volunteers for this committee.
- Recruitment for one Library Assistant I in Cataloging is underway.

Announcements

- Vivat Liber: the program on Saturday, May 1st, 1:30-4:30, is open to the public and free
- KU will host ARL members for an afternoon in mid-May
- A reception for the Snyder Book Collecting Award will be held tomorrow, Thursday, April 15 at 1:30 p.m.

**Classified Conference Executive Board
Meeting Minutes
April 20, 1998**

Present: *Mary Ann Baker, Helen Dee, Jennifer Evensen (secretary), Sue Hewitt, Carol Jeffries, Carmen Orth-Alfie (chair), Angel Unfred*

Chair's reports: Carmen will distribute a written report from her April 14 meeting with Marilu Goodyear and Sandy Gilliland and from the April 14 Coordinating Council. Group representatives were encouraged to share those reports with their constituents.

Dean candidates: The Board discussed questions to ask the dean candidates during their "breakfast" meetings. CCEB will meet with each candidate for 45 minutes prior to the candidate's open interview with library staff. As it will be fairly early in the morning, several Board members suggested keeping the meetings casual and simple by asking general questions rather than very specific ones. The following topics were agreed upon to be formatted into questions:

- The relationship between support staff and librarians at the candidate's current institution. What are the positive and negative aspects of this relationship, and what aspects would the candidate change if s/he could?
- Issues of concern to support staff at the candidate's current institution. How aware is the candidate of concerns that the support staff there have?
- Communication through the different levels in the library. What are some methods that the candidate has observed to be effective? Which methods haven't been effective? How would the candidate improve the flow of information to and from the different levels? How does the candidate feel about the "grapevine" as a means of relaying information?

Representatives were reminded to encourage their constituents to attend the open meetings with the candidates and ask questions. Any questions for the Search Committee should be given to Carmen.

The Board is still waiting to hear from the Search Committee about the possibility of contacting support staff at each of the candidate's home institutions. CCEB's would prefer to contact an organization of support staff (similar to CCEB) if one exists over contacting individual members of the support staff.

Elections: The upcoming Classified Conference elections were discussed. So far no one has volunteered to run for either chair or vice-chair. Instead of sending out a general announcement, CCEB will ask specific people to see if they would be interested in running for one of these positions. Names are still needed for the Grievance Committee, Personnel Committee, and one spot on the Planning and Resources Committee, as well.

CCEB discussed the lack of Classified staff involvement in library governance. Although the library administration fully supports such involvement, many Classified staff don't place a strong emphasis on committee work. The Board noted the strides it's made toward mandatory supervisory training and the new conference room furniture as concrete examples of issues it's been working on. Some Classified staff feel as if they don't have the time to participate in committee work or that their supervisors won't let them. If there are people out there who would like to participate but are unsure of how their supervisors would react, then group representatives should notify Carmen so that she in turn can notify the administration that this is occurring. Several Board members mentioned that it's especially difficult to get those Classified staff members who have been in the Libraries for many years to participate. Some may have either "been there and done that" already or formed a negative opinion of committee involvement for one reason or another. However, such employees could really have an impact on the Libraries by sharing their experiences and expertise with others who may not have been in the Libraries as long.

Committee reports: Sue reported that the Planning and Resources Committee has been busy compiling the results and comments from their survey, which they hope to have available very soon. After the final report is issued, the surveys will be shredded.

Kendall stated in a written report that the Staff Development Committee continues to work on its needs assessment survey. They have a few revisions to make and then will send the survey on to OIRP by the end of the month. Prior to their April 18 meeting, they had a negative balance of -\$232.01 in their funds. The travel requests which were approved at the April 18 meeting will add about \$2500 to the amount overspent. They will, however, be receiving unused money from Covey training which will be applied to travel requests but will not be enough for SDC to have a positive balance. They still have five more months until their fiscal year ends in September. However, staff are still encouraged to apply for SDC funding as needed and as soon as possible. SDC generally overspends its budget each fiscal year and is allowed to up to a 10% overspend.

Mary Ann sent out the University Senate Committee on Libraries' final report on actions to address their charges for 1998-99.

The next CCEB meeting will be Tuesday, May 25, 1999, from 1:00-3:00 in Conference Room A.

The University of Kansas

Department of Human Resources

MEMORANDUM

TO: Optional Group Life Insurance Participant

FROM: Madi Vannaman, Assistant Director
Department of Human Resources

DATE: May 4, 1999

SUBJECT: Optional Group Life Insurance Premium Decrease

We have been informed by the Kansas Public Employees Retirement System that effective July 1, 1999, new Optional Group Life Insurance (OGL) premium rates will be in effect. Faculty and staff enrolled in either the unclassified retirement plan (i.e. Aetna, Lincoln National, Security Benefit Life or TIAA-CREF) or KPERS, who have elected optional group life insurance through payroll deduction, have this coverage.

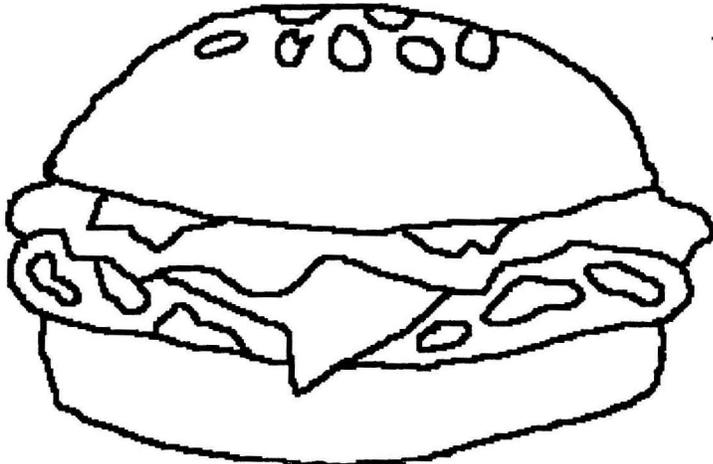
The rates listed below are per \$1,000 of coverage; there is also a \$. 20 per month administration fee. The OGL premiums generally are deducted from the second check paid each month.

| <u>Attained Age</u> | <u>Prior to 7/1/99 Old Premium per \$1,000</u> | <u>Effective 7/1/99 New Premium per \$1,000</u> |
|---------------------|--|---|
| Under age 30 | \$0.06 | \$0.05 |
| 30 - 34 | 0.07 | 0.06 |
| 35 - 39 | 0.09 | 0.08 |
| 40 - 44 | 0.13 | 0.12 |
| 45 - 49 | 0.18 | 0.16 |
| 50 - 54 | 0.31 | 0.28 |
| 55 - 59 | 0.46 | 0.41 |
| 60 - 64 | 0.67 | 0.60 |
| 65 - 69 | 1.10 | 0.99 |
| 70 - 74 | 1.78 | 1.60 |
| 75 - 84 | 3.01 | 2.71 |

For example, if you are age 47 and have \$150,000 worth of optional group life insurance coverage, the premium prior to July 1, 1999 was \$27.20. The new premium, effective as of July 1, 1999, for the same amount of coverage will be \$24.20.

The new premium rates will be reflected on the July 23, 1999 paycheck. Faculty members who had advance summer deductions taken from their spring checks had the new premium rates reflected on the advance OGL deduction from the March 19th, April 16th and May 14th paychecks.

If you have any questions, please contact Staff Benefits at 4-4946 or stop by Room 7, Carruth-O'Leary.



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

You really, really do not
want to miss the **KU**
Libraries' **ANNUAL**
SPRING PICNIC !!!!!

ESPECIALLY
if you are a **STUDENT**
ASSISTANT because
this is to celebrate all that
you do for the libraries!

Annual Spring Picnic !

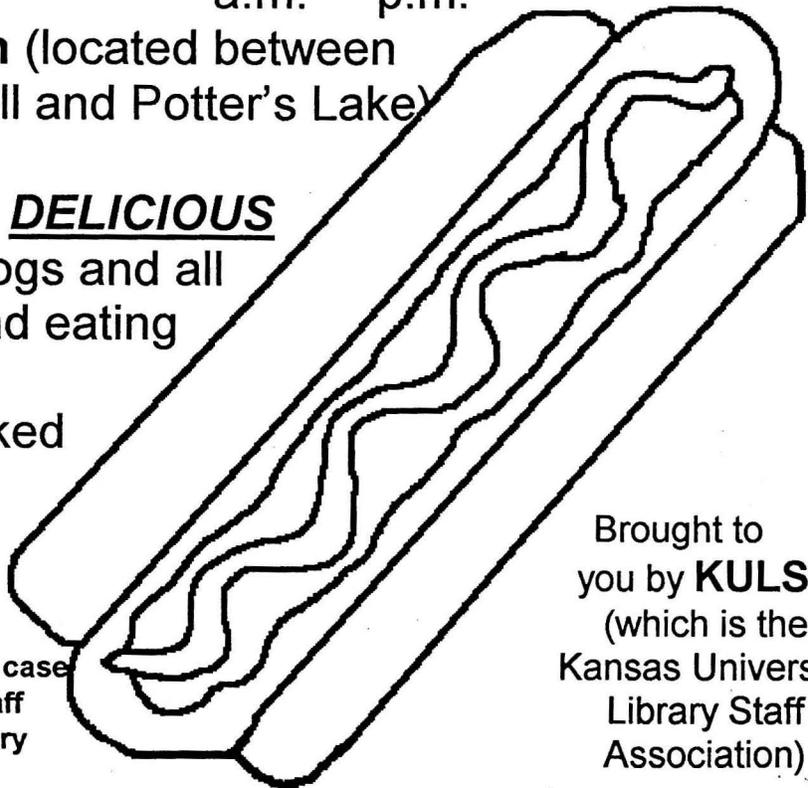
Monday, May 10th, 11:00-2:00
a.m. p.m.

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

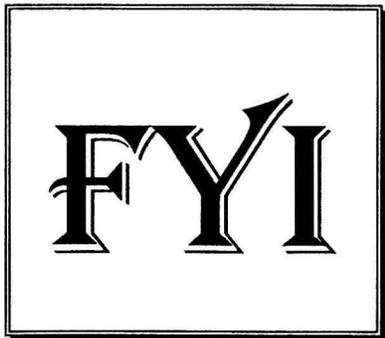
KULSA will provide **DELICIOUS**
BBQ brisket, Hot Dogs and all
the fixin's, drinks and eating
utensils.

Library Staff are asked
to bring a side dish,
chips, or a dessert
to share.

Now this is the **FINE PRINT**: In case
of rain, it will be held in the staff
lounge, 1st floor, Watson Library



Brought to
you by **KULSA**
(which is the
Kansas University
Library Staff
Association)



The University of Kansas Libraries

Number: 1482

Date: May 13, 1999

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

PERSONNEL

Tanya Shaw, Engineering Library, has accepted a position with the KU Law Library. Tanya began working with the KU Libraries in December, 1995. She begins her new position on June 1st.

Sandy Gilliland

CLASSIFIED VACANCY

Due to Tanya Shaw's resignation, applications are now being accepted for a full-time Library Assistant II position in the Engineering Library. Responsibilities of this position are: 1) Management of Circulation, 25%; 2) Management of Reserve operation and collection, 10%; 3) Supervision and training, 20%; 4) Administrative responsibilities, 15%; 5) Reference assistance, 25%; and 6) Monetary deposits. Minimum qualifications: Job knowledge at an entry level in library support work. Strongly preferred: Demonstrated successful ability to establish and maintain effective working relationships with student assistants, patrons, library staff, and personnel in other academic units. Demonstrated successful supervisory and management experience. Preferred: Experience with circulation and reserve operations. Reference experience & working knowledge of reference sources. Demonstrated ability to successfully plan, evaluate, organize and implement detailed and complex procedures. Demonstrated ability to prioritize work, and function independently. Knowledge of library resources and organization. Experience with KU Libraries Circulation (LIBC) system. Willingness to work a flexible schedule and ability to maintain work schedule. Accurate keyboard skills.

For a complete job description and application instructions, please contact Sandy Gilliland, 4-8922. Applications are due in KU Human Resources by 5:00 p.m. Friday, May 21, 1999.

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.

NOMINATIONS SOLICITED FOR LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR

Attached to this issue are a nomination form and a copy of the guidelines for the KU Libraries Classified Employee of the Year award. Now's your chance to nominate a hard-working staff member. The selection committee will review all nominations and make its recommendation to the Dean. Nomination forms are due 5:00 p.m. June 4, 1999 in the Library Administrative Office, 502 Watson Library (Attention: Sandy Gilliland).

ATTACHMENTS

Travel Reports: Faye Christenberry

Committee minutes:

Collection Management Council, 4/22/99

Classification Employee Nomination Guidelines and Form

An Equal Opportunity/Affirmative Action Employer

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

TRAVEL REPORT

Name: Faye Christenberry Department: Watson Reference
Name of Event: American Association of Australian Literary
Studies Annual Conference (AAALS) Location: Park City, Utah
Dates of Travel: April 15-18

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

The theme for the 14th Annual Conference of the AAALS was: "Countries of the Mind: Australian Literature as Interior Landscape." Approximately 37-40 people from Australia, New Zealand, Canada, Germany, Switzerland and the U.S. came together in the resort area of Park City, Utah, for two days of non-stop discussion on Australian literature—pure bliss!

Many of the papers presented at the conference focused on issues concerning landscape and the impact of the Australian environment on the literature (and to some extent, the folklore) of the region. Lyn Jacobs (Flinders U) talked about the importance of native trees in the fiction of Murray Bail & Anson Cameron. Ruth Blair (U of Queensland) discussed the role of environmental studies in the fiction of Beverly Farmer and local Utah author Terry Tempest Williams (I learned a new term from this presentation, "eco-fiction"). Bruce Bennett (Australian Defense Force Academy), editor of the recently published *Oxford Literary History of Australia*, discussed how Peter Porter challenges the preconceptions of place and its role in everyday life/existence through his poetry. One interesting note that came from this discussion is the news that Oxford UP will cease to publish poetry in the near future, because it doesn't generate enough revenue for them.

James Hoy from Emporia State U presented a comparative analysis of the myths and legends surrounding famous outlaws in the American west and the Australian bush. Australian folk writers such as Banjo Patterson and Henry Lawson celebrate the adventures of great cattle wranglers and bank robbers of 19th century Australia (Ned Kelly, for example) that rival our own legendary folk heroes such as Jesse James and Billy the Kid.

Donna Coates (U of Calgary) discussed the role of women in Australia during World War II and the impact of the "Yank invasion" on Australian culture, as seen through two novels by women writers, *The Fatal Days* (H. Drake-Brockman) and *Come In Spinner* (D. Cusack).

On a practical note, Jack Bennett discussed one of his undergraduate English courses at the U of Oregon, where students are introduced to the autobiographies of three notable Australians: Jill Ker Conway, Sally Morgan, and A.B. Facey. He described the process by which students are forced to think of their own lives as autobiography, which enables them to better compare their own experiences to those of the three Australians.

The most exciting events of the conference, however, were the readings by visiting authors and the live demo of the AUSTLIT database. Friday night, Kate Grenville read from *Lilian's Story*, *Albion's Story*, and excerpts from her latest novel, soon to be published. Having first read Kate in 1988, I was very excited to meet her and have an opportunity to ask her questions about her fiction. Saturday afternoon we were all greatly entertained by Bill Manhire (Poet Laureate of New Zealand) and playwright Clem Gorman. The conference closed Saturday evening with an exceptional dinner at the Stag Lodge Restaurant (Deer Valley Resort).

Many thanks to the Staff Development Committee for their assistance in helping me attend this conference. As Secretary of AAALS, it was nice to attend the conference and meet in person some of the people I correspond with via email and snail mail on a regular basis.

Collection Management Council - Minutes - 22 April 1999

Present: Craig, DeSart, Gibbs, Lohrentz, Schaffner, S. Williams
VUGMing: R. Miller

The minutes of the March 22nd meeting were corrected and approved.

George will forward the memo concerning identification of materials to move from campus libraries to Marilu shortly for her review. It will be labeled as a working draft. A draft of this memo was discussed at the most recent Bibliographers Council meeting.

CMC discussed the state of order submission to Retrieval Services and how, at the 50 order limit, the weekly quotas were already met up through mid-May. George will issue a memo on behalf of CMC advising bibliographers that, effective Monday, April 26, orders will no longer be accepted by Retrieval Services unless they meet one of three criteria:

- material needed for reserves;
- faculty or student requests with an immediate or near-immediate need;
- materials for which there is a limited window of opportunity for purchase.

The remainder of the meeting was spent reviewing Brad's draft of the position description for the Assistant Dean for Collections and Scholarly Communication. Brad will revise the draft based on discussion at the meeting and issue a second draft to the rest of the Committee via e-mail.

Mel DeSart, minutes-taker

THE UNIVERSITY OF KANSAS LIBRARIES

CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION GUIDELINES

The University of Kansas Libraries is accepting nominations for the Classified Employee of the Year Award.

GUIDELINES

- Nominations will be accepted from all library employees.
- Nominations will be carefully considered by a committee composed of the Assistant to the Dean for Personnel (non-voting), the chair of the Classified Conference Personnel Committee (non-voting), 4 classified employees, and 1 librarian to be selected by the Dean from slates of names submitted by the Executive Boards of the Classified Conference and Library Faculty.
- The selection committee will base its decision on information provided on the nomination form, as well as interviews with the nominator, the employee's supervisor, and a representative sample of the employee's colleagues (which may include unclassified staff and/or student assistants).
- The Classified Employee of the Year award will be presented in April and the winner will be honored at the Dean's fall awards reception.
- The honoree will have his/her name inscribed on a permanent award plaque in Watson Library, and will receive campus-wide recognition, and be given a cash award.
- This program will be evaluated every two years.

Some important things to know about the Library's Classified Employee of the Year Award:

- All nominations and recommendation will be considered confidential and involve only those affected in accordance with the above-stated guidelines. An employee's annual evaluation will not be used in the committee's deliberations.
- Classified, unclassified, and student employees of the Library may nominate any eligible classified employee.
- To be eligible for nomination, classified staff must be employed by the University of Kansas Libraries for at least one year prior to the deadline for nominations. Members of the selection committee and anyone who has won the award within the last three years are ineligible.
- The Classified Employee of the Year will be chosen based upon work-related criteria.

*** CONFIDENTIAL ***

THE UNIVERSITY OF KANSAS LIBRARIES
NOMINATION FOR CLASSIFIED EMPLOYEE OF THE YEAR

Nominee: _____

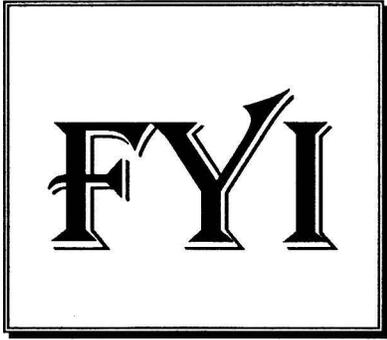
Why are you nominating this person?

- Quality of work performed
- Dedication to his/her job
- Special service to fellow workers/patrons
- General attitude and demeanor
- Interpersonal skills
- Job-related skills and talents
- Adaptability to circumstances

Please give specific examples of how this employee has met the criteria you have checked above (use additional pages if necessary):

Your Name/Department: _____ Date: _____

NOMINATIONS MUST BE SUBMITTED BY June 4, 1999, TO: Sandy Gilliland, Assistant to the Dean for Personnel, 502 Watson Library.



The University of Kansas Libraries

Number: 1483

Date: May 20, 1999

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

FUTURES FOR BILL CROWE AND JERRY NIEBAUM

I want Library and IT staff to have a sense of the duties and scope of responsibilities that are falling to Jerry Niebaum and Bill Crowe in the new organizational structure. I hope that the brief descriptions that follow prove helpful. They and I will be glad to respond to questions.

Jerry Niebaum is leaving the role of Director of Academic Computing Services and will continue full-time with the university as an Assistant Vice Chancellor for Information Services during FY2000, reporting to Marilu Goodyear in her new role as Vice Chancellor for Information Services.

Jerry will have three principal areas of responsibility: He will continue involvement in successful completion of the two NSF grants to KU for which he serves as Principal Investigator: The Great Plains Network and High Performance Connections (vbns). He will serve as information technology liaison for the Kansas Board of Regents Council of Chief Academic Officers (COCAO). He will work with the Library/IT leadership team to develop new processes and projects to work with faculty and staff throughout the university to coordinate efforts to digitize image, text, and like collections which the KU community and the wider world would value in digital form.

His new office on the Lawrence campus will be in Room 338 Spencer Research Library (beginning in late May or early June).

Bill Crowe will become Spencer Librarian on July 1st. The Spencer Librarian has primary leadership and management responsibility for the Kenneth Spencer Research Library and the Robert J. Dole Archive.

Bill will oversee the close coordination of all Spencer Library/Dole Archive operations and services with the University Libraries overall. He will work closely with a leadership group that includes the curator of the Kansas Collection/University Archivist and the Special Collections Librarian. He will promote active involvement of staff throughout the Spencer Library/Dole Archive in the life of the Spencer Library, the University Libraries, and the University, giving primary attention to user services, instruction, collection development, preservation, human resource development, cataloging (and other means of bibliographic access), innovation in uses of information technologies, and facilities planning and management.

He will take a leading role, in partnership with the Dean of Libraries and staff of the Kansas University Endowment Association, in promoting effective external relations and fundraising.

- continued -

An Equal Opportunity/Affirmative Action Employer

The Spencer Librarian reports to the Vice Chancellor for Information Services and works closely with the Dean of Libraries and the Assistant Deans to promote effective, coordinated planning for and operation of the Spencer Library/Dole Archive with the University Libraries overall and is a member of the team led by the Vice Chancellor for Information Services, serving with the Dean of Libraries and the two Assistant Vice Chancellors, to meet the information needs of the campus, the state, and the wider world of scholarship.

Marilu Goodyear

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ATTACHMENTS

Committee minutes:

Instruction Council, 4/30/99

Classification Employee Nomination Guidelines and Form

Instruction Council Minutes
Friday, April 30, 1999

Present: Roger Anderson, Bayliss Harsh, Judith Emde, Jana Krentz, Cindy Pierard

Summer training schedule for the new OPAC

IC is planning a series of 1-hour instruction workshops for the new Voyager OPAC that will be available to KU staff, students, and faculty over the summer. Library staff members are welcome to attend these sessions. The idea is to start offering one per week in July (since we are anticipating the system will still be quite new at that point) and gradually increase the number towards September. The summer workshops will be publicized in *Driver's Ed*, a publication prepared by Academic Computing Service and through the ACS training listserv. The schedule will also be mounted on the Libraries home page, enabling library units to easily print copies for interested patrons. Participants will be asked to register and the sessions will take place in the Clark Lab and Budig Hall lab.

These workshops will help us get a jumpstart on introducing the new OPAC in the fall since we will have the chance to develop a workshop outline & handouts. These training documents will be made available to other library staff to help them teach their faculty, staff, and student contacts about the new system.

Voyager Documentation

We will discuss this at our next meeting.

Chemical Abstracts on CD-ROM

We discussed Connie Powell's draft of a KUILS guide for this database and made suggestions for revisions. Judith will discuss with Connie, who will then finalize this document and send it to Rob Melton for publication.

Latin American Database (LADB)

We discussed Jana's draft for the LADB guide. She will submit it to Rob Melton for publication.

eHRAF KUILS (Electronic Human Relations Area Files)

Jeff Bullington will send a draft of a KUILS guide for eHRAF to IC members in the near future.

KUILS Guides migrating from print to electronic

Given the constant and rapid changes in our electronic resources, it is time-consuming and expensive to keep our printed guides up-to-date. We may want to make some guides available electronically so they may be easily updated. IC will discuss this issue in the future, and Cindy will bring it up with the Publications Advisory Council.

Next meeting

Our next meeting is Monday, May 17, at 10:30 in Conference Room A of Watson.

Summer meeting times

Jana says we will most likely continue meeting on alternate Mondays at 10:30.

Guide for Teatro Espanol del Siglo de Oro

Jana wants someone to look at this new guide which she is writing for this CD that will be available on stand-alone workstations.

Minutes submitted by Bayliss Harsh

THE UNIVERSITY OF KANSAS LIBRARIES

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***** CONFIDENTIAL *****

**THE UNIVERSITY OF KANSAS LIBRARIES
NOMINATION FOR CLASSIFIED EMPLOYEE OF THE YEAR**

Nominee: _____

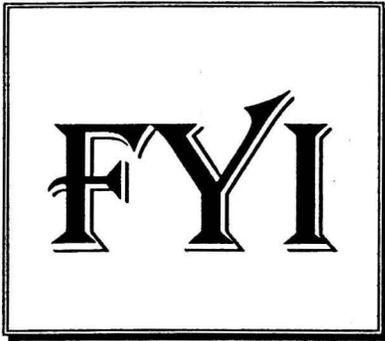
Why are you nominating this person?

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- Dedication to his/her job
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- Adaptability to circumstances

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Your Name/Department: _____ Date: _____

NOMINATIONS MUST BE SUBMITTED BY June 4, 1999, TO: Sandy Gilliland, Assistant to the Dean for Personnel, 502 Watson Library.



The University of Kansas Libraries

Number: 1484

Date: May 27, 1999

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

EXHIBIT ON SACRED TEXTS OF THE WEST

The exhibit on display now through June 15th in the Jim Ranz Exhibit Area of Watson Library is called "Sacred Texts of the West: the cultural and linguistic significance of the Hebrew Scriptures, the Christian Bible, and the Qur'an." The religious studies collection of the KU Libraries is rich in these sacred works, and the season of the Feast of Weeks, Pentecost, and the Great Feast provides an appropriate opportunity to focus on them. Thanks to Al Mauler, Cataloging, and Annie Williams, Religious Studies Bibliographer, for organizing and mounting this exhibit.

Jim Smith, chair
Watson Library Exhibits Committee

STRESSED OUT?

A reminder that the State's HealthQuest program is offering two Stress Management workshops on Thursday, June 3rd, in the Kansas Union (10:00 -11:30 and again from 1:30 -3:00) for all staff. The May issue of the HealthQuest newsletter contains a registration form; you can also obtain a registration form from the Staff Benefits Office, 4-4946. Although HealthQuest asked that registration forms be faxed two weeks prior to the workshop, they may be taking late registrations. Fax your form to HealthQuest, 785-368-7180, as soon as possible, if you wish to attend.

Sandy Gilliland

TUITION ASSISTANCE PROGRAM

Applications for funding from the Tuition Assistance Program for the Fall 1999 semester are due in Human Resources by 5:00 p.m. Friday, July 16th. The Tuition Assistance Program is available to any full- or part-time staff member who has been employed for at least one year on a full-time basis or three years, if part-time. [It should not be confused with Staff Fee Eligibility, which is a tuition reduction benefit available to all full-time staff immediately upon employment. The Staff Fee tuition rate waives the campus privilege fee associated with each credit hour tuition payment.] Application forms and additional information about the Tuition Assistance Program are available from Rita Wilson or Sandy Gilliland, Library Administrative Office, or via the Human Resources Department website, www.ukans.edu/home/hres

Sandy Gilliland

ATTACHMENTS

Travel Reports: Lars Leon

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Lars Leon

Department: Retrieval Services

Name of Event: Navigating Interlibrary Loan: A Compass for the Future **Location:** Denver, Colorado

I attended the 30th Annual Colorado ILL Conference which is typically an excellent conference with national speakers, topics, and attendees. This year was no different. Herb White, Professor Emeritus, Retired Dean of the Library School, Indiana University, gave a great keynote speech in which he challenged some of the current philosophies in interlibrary loan. He did this through some amusing stories. For example, he talked about going to his local public library to request a book. When the circulation staff person said it was checked out (they're not on Voyager), he told her that he didn't ask for an inventory report but for the book. He said he didn't specifically need the library's copy but any would do. They went out on ILL and got the book for him. He also talked about the need for blurring the lines between interlibrary loan and acquisitions, which was interesting to hear since most people in ILL aren't ready for this.

Arlene Bielefield, Assistant Professor, Department of Library Science, Southern Connecticut State University, gave an excellent talk and answered many questions about copyright. She talked about an excellent copyright site. The URL is <http://www.groton.k12.ct.us/mts/pt2a.htm>.

An excellent western style lunch was provided where we had the honor of listening to Virginia Boucher, the mother of Interlibrary Loan, give some interesting perspectives on the history of interlibrary loan.

I also participated in my first major panel where I talked about "Using Technology to Meet Rising Expectations." This was an excellent opportunity for me to share an academic research library perspective while the other panelists gave viewpoints from a state system center and a document delivery vendor (CISTI). The final panelist was a faculty member who responded to what we had talked about. I enjoyed listening to my fellow panelists and visiting with people after the talk. It was great to visit with people after our panel presentation. I even had one person who talked to me the next morning about having dreamed about creating Access databases all night long.

I was able to combine this learning experience with a meeting of BTP ILL librarians, a visit to Colorado State who has a top notch Borrowing unit, and a visit to the University of Colorado Technical Research Center fee based service. I appreciate the funding provided by SDC in order to allow me to do all of the above.

Staff Development Committee

Meeting Minutes

March 11, 1999

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

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

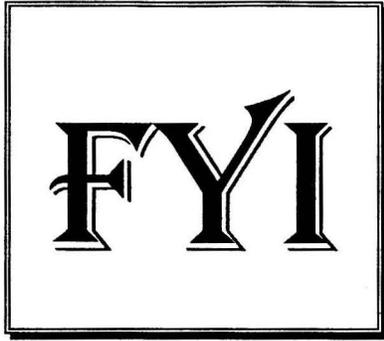
Announcements: Vic announced that Kristi has officially stepped down. We will continue for the remainder of the year at our present membership and will not seek a replacement.

Vic will be absent for the next two meeting dates. Sandy will chair at the March 18th meeting and the March 25 meeting was cancelled due to Spring Break conflicts.

Vic reported on the Coordinating Council's meeting on Y2K. In general, KU should be compliant by the end of the year in all areas. Lars will transcribe his notes on the meeting and forward it to Vic who will prepare them for distribution on behalf of SDC. The notes will include a citation for the latest articles in "Wired" magazine, and Y2K website addresses for the state and local government WebPages as well as KU's page. SDC would still like to see a panel formed so that library staff members have the opportunity to discuss their Y2K concerns.

Travel Requests: The following travel requests were reviewed and approved at the meeting: *Rich Ring* will attend the Medieval Academy of America Annual Meeting in Washington, D.C. from April 8-10, and International Medieval Conference in Kalamazoo, MI from May 5-9. *Lars Leon* will travel to Denver, CO for the Colorado ILL Conference on May 13-14. *Meg Brown* will travel to the American Institute for Conservation in St. Louis, MO from June 8-13, then to the ALA Annual Convention in New Orleans, June 25-28. *Nancy Burich* will also attend ALA in New Orleans from June 24-30. We were also advised that Rita Wilson will not be attending the workshop for which she previously requested funding. A travel request was reviewed and approved via email for *Loretta Spurling* who will attend the ACRL meeting in Detroit, MI on April 10 and 11.

New travel request procedure: As Denise Swartz advised in her email of 3/10/99, there is a new procedure. You will need to get the exact price of your airline ticket from Rosie at KU Travel Center at the time you make your reservation, then call Denise with that amount. Denise will then have to enter this into PeopleSoft, get a voucher number, then call Rosie to give her the number. The library administration's form that outlines the travel request procedure will be updated and redistributed to staff.



The University of Kansas Libraries

Number: 1485

Date: June 10, 1999

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

KEITH RUSSELL APPOINTED AS DEAN OF LIBRARIES

Keith W. Russell, the deputy director of one of the nation's four national libraries has accepted the appointment of Dean of Libraries. Russell is currently the Deputy Director at the National Agricultural Library in Beltsville, Md., a position he has held since 1995. Prior to this appointment, Russell held several positions at the NAL, including associate director for public services. Prior to joining the National Agricultural Library in 1984, he worked as a program associate for the Council on Library Resources, Washington, D.C., as the head science and engineering librarian at the University of Arizona, and in positions at both the University of Texas, Austin, and the Houston Academy of Medicine - Texas Medical Center libraries.

During Russell's tenure at the National Agricultural Library he worked with representatives from more than 20 institutions to develop an Internet-based cooperative network for agricultural information. He also led an extensive renovation of the library and special projects including organizational structure changes, strategic planning and employee diversity. Russell's appointment begins August 9.

Marilu Goodyear

PERSONNEL

Kathy Wasil, Circulation Desk Supervisor in Watson Library, has changed her name to **Kathy Gunter**, due to her marriage on May 29th.

Christy Kulp, Library Assistant I in the Anschutz Library, has begun a 5-month military leave. Christy joined the Army Reserves and has been given leave to complete her basic training. She plans to return to the Libraries in early October.

Lila Kulp has been appointed as a Temporary Library Assistant II in the Engineering Library, to provide assistance while the unit conducts a search for a permanent LA II. Lila is no stranger to the Engineering Library – she has several years of experience there as a student assistant. Lila will provide much needed assistance to the students and faculty who use the Engineering Library. (And yes, the two Kulp's are related - they're sisters!)

The following reclassifications occurred during the past several months:

Karen Cook, Map Library, from Library Assistant I, to Library Assistant II, effective 5/16/99

Barb Woodruff, Administrative Office, from Office Specialist to Accountant I, effective 2/7/99

Daniel Soddors, Serials Cataloging, from Library Assistant I to Library Assistant II, effective 1/24/99

Jo Nell Proctor, Administrative Office, from Accountant II to Accountant III, effective 9/6/98.

Sandy Gilliland

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

I regret to announce that the Committee to recommend a librarian to receive the Chancellor's Award for Distinguished Librarianship was unable to make a recommendation to me. Therefore, there will be no award given this year.

W. J. Crowe

ATTACHMENTS

Travel Reports: Judith Emde, Medical Library Association annual Meeting, May, 1999

Committee minutes:

Classified Conference Executive Board, 5/24/99, 5/25/99

LFA Executive Committee, 5/10/99, 5/17/99

LFA General Meeting, 5/19/99

Staff Development Committee, 3/18/99, 4/1/99, 4/15/99

**Classified Conference Executive Board
Meeting Minutes
May 24, 1999**

Present: Mary Ann Baker, Jennifer Evensen (secretary), Carol Jeffries, Kelly Klinke (by phone), Carmen Orth-Alfie (chair), Carol Ann Vernon

The Exec. Board met to discuss the recent developments in the search for a new dean and the schedule for the returning two candidates. CCEB will join LFA Exec. and Coordinating Council for an hour-long question and answer session with each candidate. The Exec. Board brainstormed a list of questions (see below) to ask the candidates.

- In relationship to support staff at your current institution, what is one thing that's happening or has happened that you've liked so much, you'd want to try it here if we don't have it in place already? What isn't working at your current institution that you'd never want to see happen here?
- If the library implements some direction or major change, such as a new online system, that requires a traditionally hierarchical department to move towards a more team-oriented approach, how would you facilitate that transition? Besides a new online system, what are some other changes that would necessitate such a transition?
- *Follow-up to previous question, if needed:* Are you or have you been involved in TQM and/or team-building at your current institution? What was the role of support staff in that process?
- Would you consider it a job or a career to be employed as support staff?
- *Time permitting:* What would you consider the traits of an exceptional support staff person to be?

**Classified Conference Executive Board
Meeting Minutes
May 25, 1999**

Present: *Mary Ann Baker, Jennifer Evensen (secretary), Sue Hewitt, Carol Jeffries, Kelly Klinke, Carmen Orth-Alfie (chair), Angel Unfred*

Chair's reports: Carmen will send out a written summary of her meeting with Marilu Goodyear and Sandy Gilliland. She briefly mentioned one of the topics discussed at the 5/12 Coordinating Council, which was a Y2K presentation recently made by Marilu to the Provost. Coordinating Council talked about asking the Staff Development Committee to work with Marilu to have her make a similar presentation to library personnel. CCEB would like to thank Rita Wilson for taking the minutes of the 4/14 Coordinating Council meeting and publishing them in the FYI.

Elections: The ballot for the upcoming Classified Conference election was discussed and eventually drafted. As the Exec. Board has been without a vice-chair/chair-elect for some time, a new chair will need to be elected to serve a one-year term for the upcoming fiscal year. Despite the efforts of group representatives to find someone to do this, no one volunteered and Carmen offered to run again. Jennifer will get the ballots ready and distribute them to group representatives prior to CCEB's 5/26 meeting with the second dean candidate. All ballots should be returned to Jennifer by 5:00 PM on Friday, June 11.

General meeting: The Exec. Board voted to hold a general meeting immediately following their June meeting on June 22. The old and new board members will meet from 1:00 to 1:30, and the general meeting will take place from 1:30 to 3:30 where refreshments will be served. Both meetings will be in conference room A.

The agenda for the general meeting was discussed. New Classified staff members who have joined the Libraries during this past fiscal year will be introduced, and retiring staff members will be honored. Items that will be addressed include the lack of participation of Classified employees on the CCEB and in other library governance groups, the proposal of LFA Exec. to make the Staff Development and Planning and Resources Committees true "joint" committees (*see "Meeting with LFA Exec." below*), the proposed restructuring of the six Classified Conference groups, and a possible restructuring of the composition of the CC Exec. Board. Carmen will check with Marilu Goodyear and Sandy Gilliland to see if either one has anything she'd like to share with Classified staff at the meeting. Group representatives were reminded to strongly encourage their constituents to attend.

Meeting with LFA Exec.: The CCEB members who attended a meeting with the LFA Executive Board on 5/17 to discuss the futures of the Staff Development and Planning and Resources Committees summarized that meeting for the CCEB members who weren't there. Carmen, Angel, Jennifer, and Sue (who is also a Classified member of PRC) were able to attend, as were the Classified representatives on SDC (Kendall Simmons) and PRC (Lin Fredericksen).

Brian Baird, the current chair of LFA Exec., provided everyone with some history of Classified representation on these committees and the background for the joint meeting of LFA Exec. and CCEB. Four options for SDC and PRC were presented: 1) keep the committees as they currently are under the direction of LFA, 2) move the committees over to the direction of the Administration, 3) have separate SDC committees for librarians and Classified staff, and 4) remove the committees from the governance of LFA and make them true joint committees with library faculty and Classified staff. The pros and cons of each option were discussed, and LFA Exec. decided to work toward "equalizing" these committees. Baird appointed an ad hoc task force, composed of the outgoing chairs of LFA Exec. (himself) and CCEB (Carmen) and the incoming chair of LFA Exec. (Sherry Williams) and the incoming vice-chair of CCEB, to look into the plan for making this transition.

Committee reports: Summaries of SDC and PRC activities e-mailed to CCEB members. Group representatives were encouraged to forward those reports on to their constituents. Sue mentioned that she was pleased about the number of surveys completed and returned by Classified employees. PRC hopes to do the survey on an annual basis.

Carmen went over the LFA general meeting which she attended as a guest. New library faculty were introduced and retirees Sandy Mason and Barb Gaeddert were honored. The proposal to make SDC and PRC true joint committees was discussed, as well as the forthcoming SDC survey, promotion, tenure, research, and service issues, the PRC survey results, and a web page for LFA Exec. This page would be based on a template, and some CCEB members expressed interest in creating a web page for CCEB as well.

Group news: The new chairs for the conference rooms have arrived and are in use; the tables will arrive soon. Those people who are in the process of receiving Voyager training briefly talked about how the training is going. Mary Roach will be holding OPAC searching demonstrations for staff in Cataloging and Retrieval Services. Marilu Goodyear and Julia Rholes will be meeting separately with the Government Documents, Map, and Science Libraries about the upcoming Anschutz move.

*The next CCEB meeting will be Tuesday, June 22, from 1:00-1:30 PM in Conference Room A.
A Classified Conference general meeting will follow from 1:30-3:30 PM.*

LFA Executive Committee

Minutes of Meeting, May 10, 1999

Present: Brian Baird, Chair; Meg Brown, Unclassified Professional representative; Rob Melton, Librarian III representative; Sherry Williams, Vice-Chair.

Absent: Donna Koeppe, Secretary; Brad Schaffner, Librarian II representative; Loretta Spurling, Librarian I representative.

1. We received and reviewed a single document consisting of minutes from all 1998/99 meetings so far of the Nominating and Ballot Committee, submitted by Kathy Graves, Chair.
2. Examined and discussed the proposed Agenda for the LFA General Membership meeting scheduled for May 19, making changes and additions.
3. Brown reported on recent activity in the Planning and Resources Committee. Dean Goodyear has requested PRC's input in the decision on how to allocate the few additional positions the Libraries have been given as a part of the re-organization. On May 3, Brown was given copies of a spreadsheet prepared by J. Proctor in the Administrative Office of all the requests for new positions and distributed them to PRC members. They will discuss the various proposals amongst themselves and report to Goodyear by May 19.
4. In anticipation of our joint meeting with the Classified Conference Executive Board next Monday (the 17th), we reviewed some documentation (e.g., Staff Development Committee's last annual report, its charge, and minutes) in regards to the recent history of CC membership on LFA committees. We look forward to our meeting with CCEB to discuss any areas of mutual concern.
5. Baird reported that the LCPT has suggested that some revisions need to be made to the *Promotion, Tenure, and Sabbatical Leave Guidebook*. We will ask them (via C. Pierard, Chair) to make any changes they feel are necessary.
6. Baird will send a letter to Provost Shulenburg thanking him for including Library faculty among those for whom the supplemental merit salary increase will be made available. It is our understanding that the Libraries will receive 4.8% merit salary increase (3.5% original allocation + 1.3% additional) for FY00.

Respectfully submitted,

Rob Melton

Library Faculty Assembly Executive Committee

Minutes, May 17, 1999

Present: Baird, Chair; Brown, Unclassified Professional representative; Melton, Librarian III representative; Schaffner, Librarian II representative

Absent: Koepp, Secretary; Spurling, Librarian I representative; S. Williams, Vice-Chair

Visiting: J. Evenson, S. Hewitt, L. Frederiksen, K. Klinke (by phone), C. Orth-Alfie, A. Unfred

For the majority of the meeting, we met jointly with members of the Classified Conference Executive Board (CCEB). Baird, with help from Hewitt and others, reviewed the history of joint LFA/CC joint committees, particularly of CC representation on the SDC and PRC committees. There followed general discussion of the pro's and con's of whether one or both of these committees are truly governance committees or perhaps more administrative, and whether they should become administrative committees. Baird outlined four potential options: 1) leave the committees as they are; 2) let each body have its own separate committee(s) for staff development and resource planning; 3) dissolve the committees as governance committees and ask the Library Administration to set up one or more committees for these functions if necessary; 4) turn the two committees into more truly joint committees. As discussion evolved, there was little support for options 2 or 3. Support was expressed for having a broader mix of staff on the two committees. Melton moved to appoint an ad-hoc committee consisting of Baird, S. Williams, C. Orth-Alfie, and the next chair of CCEB to draft wording to change both the LFA and CC Codes to, in effect, fully merge the PRC and SDC committees as joint LFA/CC committees. The motion was seconded and passed by all present. The committee will begin its work soon after July 1 and have a draft Code change ready for discussion at the Fall LFA General Membership meeting.

After members of CCEB left, minutes of the May 10 Executive Committee meeting were approved. Meg Brown went over the results of PRC's Survey, which she will also present to the general membership on Wednesday, May 19th. The remainder of the meeting was spent reviewing the agenda items for the May 19th General Membership meeting.

Respectfully submitted,

Rob Melton

MINUTES-LIBRARY FACULTY ASSEMBLY-WEDNESDAY, MAY 19, 1999

INTRODUCTION OF NEW LFA MEMBERS

Kathy Graves introduced Jeff Bullington, a librarian I in the reference department, and Bill Crowe introduced Shannon Royer, an unclassified professional in the Administration office.

RETIRING LFA MEMBERS

Brian Baird (LFA Executive Committee Chair) commended Barbara Gaeddert and Sandy Mason on their many years of service, and congratulated them on their retirement.

LFA COMMITTEE CHAIRS REPORT ON YEAR'S ACTIVITIES

LFA-Executive Committee: Brian Baird reported on the following activities of LFA Exec: implementation of new evaluation procedure (including training for the evaluators), planning stages for the new administration, LFA Webpages, and discussion of committees containing both classified and unclassified staff (Planning and Resources Committee and Staff Development Committee), including the appointment of an ad-hoc committee to look further into the issues next year.

Library Committee On Promotion and Tenure: Cindy Pierard reported that most of the work for this committee had been done in the fall, but this spring the committee was working on updating the Promotion, Tenure and Sabbatical Leave Guide Book.

Nominating and Ballot Committee: Faye Christenberry reported that only six ballots were done this year (less than last year). The ballots included replacing 2 LFA Executive Committee members and the election for next year's officers. The committee is also working on updating the Access database that includes information on all LFA members who have served on committees.

Committee on Staff Development: Vic Cardell reported that this year the group had done it's regular charges but also worked on bringing in presentations and external speakers, and is now working on a needs assessment survey, and also trying to re-do the current form to make it easier to use. The committee received \$22,000 this year and has overspent this already, but more money should be coming in from the administration due to Covey training expenditures.

Committee on Planning and Resources: Meg Brown reported that PRC was charged to "reassess and reconsider" the role of PRC, but the committee decided this had been overdone in the past, and the committee focused instead on finding a specific task to attempt to focus on what the problems are with the faculty and staff in regards to planning and resources. The committee designed, distributed and analyzed a survey of the faculty and staff; a full report will be in the committees final report for the year. The committee also worked with the administration on hiring a new fiscal services/assistant to the dean position, as Meg was on the search committee, and members of PRC attended open meetings. Later in the year the committee was invited to give in-put concerning the personnel requests made this spring for the "new money".

Committee on Salaries and Benefits: Kathleen Neeley reported that the committee reviewed the salaries of 4 new positions this year. The committee also discussed the salary ballot extensively, but chose to go with the old form. S&B worked with JoNell and later Shannon Royer to assure that the old formula that Nancy Jaeger had used for years was understood by other staff members. The committee also looked at the survey

from the previous year's committee and discussed the findings with OICC, but found that the data showed that compression does not exist-but other factors should be considered in this finding. Kathleen also announced that the Board of Regents asked for a 12% increase this year, but the legislature gave only 4.8%, and only to teaching faculty. Provost Schulenberger graciously extended this to include Library Faculty, but not unclassified staff (who were given 3.5% by the legislature).¹ The library administration will be taking .5% off this 4.8% for special staff needs, and some extra money has come in from the Provost for promotion raises.

Committee on the Code and Bylaws: David Pardue reported that most of the work was done in the fall when a new version of the code was distributed to LFA. This spring the committee discussed a change to the code concerning some governance issues (discussed later at the meeting by Rob Melton), but the committee felt it was unnecessary to make these changes.

Committee on Research and Scholarly Activity: Nancy Burich reported that the committee created a web page and investigated issues that might prohibit showing information on the web (such as privacy issues, etc.), but the committee found there were no such issues and began compiling this information. The committee also decided to design a web page including bibliographic data of research done by faculty, but this will be on a voluntary basis, and it will be an internal publication for KU only. Kathleen Neeley will be sending out a call for this information. The committee still has \$1400.00 to help support research but requests must be made by June 4th, the explanation of the funds and the form can be found on the web page.

UPDATE ON UNIVERSITY GOVERNANCE ACTIVITIES

Brian Baird, who serves on the *University Research Committee* reported that the big push this year was to raise awareness of GRF new faculty grants, and all the new faculty members in the library had received one this year. Brian also thanked Kathleen Neeley for her work on assisting with these grants.

Cindy Pierard, a member of the *Academic Computing and Telecommunication Committee* reported that the committee discussed issues for implementing Groupwise on a campus wide basis. The committee also discussed key issues on computing such as how to support faculty and students training needs, do teachers have appropriate skills for teaching, and what should student requirements be for classes? The biggest issue remains student computer literacy. The committee found that the Regents in fact have a guideline for what is required, but apparently most people are not aware of it (such as high school guidance counselors and applying students. At this point in the meeting Bill Crowe mentioned that the decentralization of curricular development at KU makes it difficult to make central generalizations. Nancy Burich added that the Edwards Campus has been very proactive in educational issues for examining web courses.

Connie Powell, who is a member of *Planning and Resources Committee*, reported that the committee discussed primarily campus planning issues particularly the growth off campus such as the regents center, and the capitol center in Topeka. The committee also had a program of listening to departmental needs to look for commonalities across campus.

¹ LFA Executive Committee consequently learned that the administration will be matching this 4.8% for unclassified staff.

REPORT ON THIS YEAR'S EVALUATION PROCESS

Marilu Goodyear reported on this year's evaluation process, in which supervisors evaluated research and service. Training was given to all supervisors and definitions of the ratings were made. During the problem areas were discussed such as exhibits, panels at conferences, web pages and editing. Supervisors then completed the ratings and Marilu and Sandy Gilliland looked at all the ratings in order to see what kind of variation existed. At this point, Marilu and Sandy defined a service and research rating profile using the norm of what was used by supervisors. After the profile was completed, Marilu shared the profile with supervisors, and explained where their ratings may have differed from the profile. Some changes to evaluations were made, and then the evaluations were given out to faculty. Two strong documents were made from this process, the profile and also a memo which gives tentative ratings for gray areas. These two documents might be used for next year, but LFA must decide about this. Kathleen Neeley then asked if the profile could be distributed to the staff and Marilu said yes, but that there needs to be an understanding that this profile is conditional and following it does not necessarily guarantee a specific rating in a specific year. Marilu will have the profile put on the web page. Bill Crowe at this time pointed out that Marilu and Sandy put a lot of work into this process and he feels it is a good start for the future. Marilu then mentioned that she was impressed by the uniformity of the ratings and felt people learned from the process, and that having arguments by the individual for where placements were made in service or research was very helpful in the process. Vic Cardell asked if people felt better about their evaluations this year, and Marilu responded by saying that there were no appeals and two problems were brought to her attention due to misunderstandings and later changed. Brian Baird thanked Bill and Marilu for being so cooperative on this issue this year.

REPORT ON THE ELECTION PROCESS FOR THE FY00 LFA COMMITTEES

Faye Christenberry reported on the elections as follows:

LFA EXEC: Vice Chair/Chair Elect: Gordon Anderson

Secretary: Lars Leon

LIII Rep: George Gibbs

LII Rep: Susan Case

LI Rep: Jeff Bullington

Unclassified Prof: Cathy Bell

LCPT: LIII Reps: Susan Craig and Brad Schaffner

LII Rep: Kathy Graves

LI Rep: Loretta Spurling

HOW TO CREATE A WEB PAGE FOR YOUR LFA COMMITTEE

Jim Dryden demonstrated the new LFA web pages and gave an overview of the process. If anyone needs to create a web page for their committee the chair of the committee needs to contact automation and a template file will be set up for you by automation. Automation would like you to use a specific web editor and will help you if you have not used one previously. Becky Schulte then asked if these web pages are being archived,

which lead to a discussion of the future of the web pages, and how they needed to be preserved. Brian Baird suggested that this should be a charge for LFA executive committee next year.

REPORT ON PROPOSED CHANGES TO LFA CODE

Rob Melton reported on LFA Executive committees desire to change the code and bylaws in order to clean up some responsibility issues. The issue is primarily how the changes in code and bylaws actually happen, and who is responsible for actually changing the code. Rob passed out the changes to the code and asked David Pardue, chair of Code and Bylaws to comment. David commented that this was an issue of style, and he was not against it. David felt the directives exist elsewhere in the code but if LFA wanted to be more specific in each part of the code, this was fine with him, especially since there have been problems in the past with responsibility and the code actually being changed, so maybe this code change would be a good idea. Kathleen Neeley asked if this code change would need to be okayed by the Vice Chancellor, and Bill Crowe replied that it would not. Mel DeSart was then asked to speak on a comment he made previously to LFA executive committee members. Mel noted that he felt we were wasting a great deal of paper by actually photocopying a new version of the entire code to the entire LFA community. He asked if we could put the changes on the ballot and then put the new version on the web and save a full copy for the archives. Then individuals who wanted a new set of the code could print it out. A lengthy discussion followed and it was decided that this was an issue next year's committee should consider, and possibly charge this to next year's Code and Bylaws. Sherry Williams then motioned that we send out a ballot for the change in code the way that it is, Meg Brown seconded and the motion was carried. Kathleen Neeley motioned a vote on changing the code to eliminate printing out the code, and the group decided that we need more study of where and how this effects the code, and decided next year's LFA exec and code and by laws should look into it.

REPORT ON FINDINGS FROM THE PLANNING AND RESOURCE COMMITTEE SURVEY

Meg Brown reported that the Planning and Resources Committee (PRC) distributed a survey in March of 1999 to 164 classified and unclassified employees in the library and that 33 classified and 31 unclassified employees responded. The survey results will be reported in their entirety in the annual report. Meg reported that there were concerns by faculty and staff about confidentiality and this lead the committee to segregate the data by entering it into an Access database. The original forms will be destroyed and the database and report will be given to the archives. Overall the results of the survey showed that the highest priority for resources was staff, other priorities include equipment, collections and space. There was general consensus in the scaled questions, where people overall have some problems with planning and resource issues. In general respondents feel they are better informed at the departmental level than in regards to the library as a whole, for example, 42% of the respondents understand the decision making process at the departmental level, and 23% understand the library wide process.

ADDITIONAL ITEMS FROM THE FLOOR

Marianne Reed asked if everyone is on the KULFA server. She stated that she would send out a message, and if you don't get it, let her know and she will add you to the list. *Loretta Spurling* thanked the group for their willingness to use the conference phone as this had proven to be very helpful to the Edwards Campus staff.

"EVERY BOOK ITS READER?"

Brian Baird introduced Bill Crowe and thanked him for his years of service as our dean. Brian also thanked Marilu for all of her efforts and wished both of them good luck in their new positions.

Bill then spoke for a few minutes on the state of our library. Bill stated he looks forward to returning to librarianship. He commented on the 1991 state of the library address and how it had been a time of change, and will continue to be a time of change, and he has great confidence in the future of the libraries. Crowe commented that we need to be more than "just another information provider", and he feels we can fulfill those other roles in the future as we have in the past. Bill also mentioned that after he has been in his position for a year he will be ready to be actively involved in LFA.

RESPECTFULLY REPORTED, Meg Brown 5/24, 1999

Staff Development Committee

Meeting Minutes

April 15, 1999

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

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

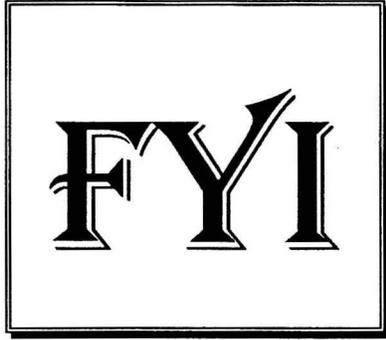
Announcement: The Staff Development Committee would like to thank Rita Wilson for photocopying and distributing all SDC program flyers, and handling the registration for each of the workshops. We appreciate Rita's help!

Travel Requests: We received several travel requests for ALA's Annual Conference in New Orleans, LA from June 24-30. The following people will be attending and are receiving SDC funding: Jeff Bullington, Vicki Coleman, Mel DeSart, Lars Leon, and Loretta Spurling. Jeff Bullington will also travel to Pittsburgh, PA for the North American Serials Interest Group meeting to be held June 9-13. Vicki Coleman and Mel DeSart will both be attending the annual conference of the American Society for Engineering Education in Charlotte, NC from June 20-23. Finally, a travel request for Jana Krentz was approved over email. Jana will attend the SALALM annual conference in Nashville, TN from May 29 – June 3.

Treasurer's Report: Kendall reported that we have a current negative balance of -\$232.01. The travel requests which were approved today will add about \$2500 to the amount overspent. As a reminder, we will be receiving unused money from Covey training which will be applied to travel requests but it will not be enough for SDC to have a positive balance. We still have 5 more months until our fiscal year ends in September. However, staff is still encouraged to apply for SDC funding as needed and as soon as possible. SDC generally overspends its budget each fiscal year.

Programs: Lyn reported that 9 people attended the Managing Stress workshop with Kathleen Ames-Oliver on April 13 and 14 people attended on April 15. Lyn will request comments by email, and Sandy Gilliland will mail forms for claiming Continuing Education points to participants.

Survey: Work was completed on the needs assessment portion of the survey. Suggestions were made on the funding portion of the survey and it is expected to be completed by the next meeting. We should be ready to show our survey draft to OIRP by the end of the month.



The University of Kansas Libraries

Number: 1486

Date: June 17, 1999

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

PERSONNEL

Bill Mitchell, Associate Special Collections Librarian, has announced his retirement. Bill, who had begun work earlier as a student assistant, joined the Libraries staff in September, 1960 as Assistant Catalog Librarian. He was promoted to Head Cataloger and Assistant Department Head two years later. In 1970, Bill became Associate Special Collections Librarian.

W. J. Crowe

SEARCH COMMITTEE APPOINTMENTS ANNOUNCED

The following search committees have been appointed:

Assistant Dean for Scholarly Communication: Brad Schaffner, Chair; Brian Baird; Mel DeSart; George Gibbs; Carol Jeffries; Lars Leon; Rachel Miller; Jim Neeley; Mary Rosenbloom; Shannon Royer.

Head of Anschutz Library: Kent Miller and Carmen Orth-Alfie, co-Chairs; Peggy Bell; Vicki Coleman; Judith Emde; Ken Lohrentz.

Special Collections Librarian: Julia Rholes, Chair; Mary Ann Baker; Susan Case; Sally Haines; Jerry Niebaum; Becky Schulte; Lyn Wolz.

Serials Cataloging Librarian: Mary Roach, Chair; Jeff Bullington; Sarah Couch; Joy Fry; Gaelle Gillespie; Miloche Kottman; Margaret Wilson.

Marilu Goodyear

CREDITS

Jeff Bullington, Librarian I in Reference, has co-edited the book NASIG: Head in the Clouds, Feet on the Ground: Serials Vision and Common Sense, just published by The Haworth Information Press. The volume also appears as volume 36 of Serials Librarian, and represents the proceedings of the 1998 annual conference of the North American Serials Interest Group held in Boulder. Jeff is also responsible for preparing the HTML version of the texts.

Rob Melton

ATTACHMENTS

Committee minutes:

Coordinating Council, 5/12/99, 5/19/99

Classified Conference Election Results

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Minutes

5/12/99

Present: Baird, Burich, Cardell, Coleman, Couch, Craig, DeSart, Gibbs, Gillespie, Gilliland, Goodyear, Graves, Koepp, Krentz, Mason, Melton, J.Miller, K.Miller, R.Miller, J.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, R.Wilson

John Miller: *Endeavor Training Update*

John updated Coordinating Council on Voyager activities and timetables. For updated information see [www2.lib.ukans.edu/~voyager].

Marilu Goodyear: *Y2K Update*

- Marilu will give presentation to the Library staff
- Extra precautions will be taken by the State on paychecks. Two pay periods for December will be printed and stored in Topeka vaults, in the event there is any problem in the system.

Bar Code: removed from agenda

Minutes submitted by Rita Wilson.

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Minutes

5/19/99

Present: Baker, Burich, Cardell, Coleman, Couch, Craig, DeSart, Doll, Emde, J.Evensen, Gibbs, Gilliland, Goodyear, Graves, Hewitt, Ito, Klinke (phone), Krentz, Leon, Mason, Melton, J.Miller, K.Miller, R.Miller, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, B.Schaffner, Unfred, R.Wilson

Marilu Goodyear: *Provided an Update on the Status of the Dean's Search*

Marilu first reviewed the charge to the search committee: develop the applicant pool; screen candidates; make recommendation for interviews; conduct interviews; then submit a strength and weakness statement on each candidate and note whether the candidates are unacceptable.

Marilu stated that the Search Committee did an excellent job and they have completed their assigned task.

The Provost and Marilu met twice last week to discuss the candidates. Marilu reported that two candidates, Keith Russell and Sarah Watstein, will be invited back second interviews. They will meet with the Provost, K.U. Deans, Library assistant deans and library leadership groups. Meetings scheduled with LFA Exec. Committee, Coordinating Council and Classified Conference Executive Committee members are as follows:

Keith Russell, Tuesday, May 25th, 2:30-3:30

Sarah Watstein, Wednesday, May 26th, 3:30-4:30

Marilu answered questions from the staff. She asked department heads to responsibly inform their staff of this information.

Minutes submitted by Rita Wilson.

CLASSIFIED CONFERENCE ELECTION RESULTS

The following Classified staff members have been elected to serve on the Classified Conference Executive Board and the Grievance Committee for FY 1999-2000. Congratulations to everyone!

Officers

| | |
|------------------------|-------------------|
| Chair | Carmen Orth-Alfie |
| Vice-chair/Chair-elect | Jan Altenbernd |
| Secretary | Jennifer Evensen |

Representatives

| | |
|--|----------------|
| Group I (Retrieval Services) | Carol Jeffries |
| Group II (Cataloging) | Bob Marvin |
| Group III (Access Services, Reference, Regents Center) | Kelly Klinke |
| Group IV (Administration, Art & Architecture, Preservation) | Angel Unfred |
| Group V (Engineering, Music, Science) | Sue Hewitt |
| Group VI (Gov. Docs., Ks. Coll., Spec. Coll., Univ. Archives) | Mary Ann Baker |

Grievance Committee

Diana Dyal, Verna Froese, Larry Hopkins,
Miloche Kottman, Geri Slater

Programs: Vic has learned of a new teleconference on copyright laws which we will look over and discuss at our next meeting.

Other: Sandy distributed information on Flint Hills Technical College new Library Associate program. SDC members will review the information and discuss possible funding opportunities.

We set a timeline for completing this year's charges. We plan to send out our needs assessment survey at the end of April, analyze it in May, then produce SDC's final report in June.

Reports were given by our subgroups on funding and needs assessment. Progress was made on our statement of purpose and methodology of the survey. We plan to have short introduction to the survey that explains its purpose and intended use as well as defining SDC's parameters of funding. We came up with many very good questions and will now begin to build the survey.
