PERSONNEL

Jeromy Horkman, Library Assistant I in the Cataloging Department, has announced his resignation. Jeromy began employment in his current position on August 9, 1998. Previously, he was a student assistant in Cataloging, Circulation, and Facilities. Jeromy intends to pursue a Master’s degree; his resignation is effective July 23, 1999.

As reported last week in an e-mail announcement to all staff, Nancy Hawkins, Library Assistant II in the Preservation Department, will transfer to the Engineering Library, effective July 12th.

CLASSIFIED VACANCIES

Applications are now being accepted for two vacancies resulting from the personnel actions noted above. The vacancies are:

Library Assistant I, Cataloging Department. Duties include: 1) Searching appropriate OCLC records and cataloging books through OCLC, 30%; 2) Regular bookflow, rushes/in-process and duplicates, 20%; 3) Theses and dissertations, 20%; 4) Training and supervising student assistants, 5%; and 5) Meeting and teamwork activities, 5%. Minimum qualifications: Job knowledge at an entry level in library support work. Strongly preferred selection criteria: Recent library work and/or recent education in library science; Reading knowledge of one or more foreign languages, prefer Spanish, French, or Portuguese; OCLC cataloging; Experience using Windows 95, Windows 98, or Windows NT; Ability to work effectively in a team-based, production-oriented, work environment; Demonstrated initiative and ability to work successfully with detailed and complex procedures, to organize work effectively and to maintain a steady flow of material. Additional preferred selection criteria: Knowledge of Anglo-American Cataloguing Rules, 2d Ed.; Ability to work independently in a wide variety of tasks in a changing work environment; Committed to the Department’s team building and continuous improvement efforts; Values diversity and recognizes the benefits that come from many perspectives and cultures; College coursework; Basic computer skills. (Beginning hourly wage rate: $9.33)

Library Assistant II, Preservation Department. Responsibilities include: 1) Staff training and supervision, 25%; 2) Processing of unbound material, 50%; 3) Processing of volumes returned from the bindery, 10%; and 4) Expenditure approval and reports, 15%. Minimum qualifications: Job knowledge at an advanced level in library support work.

(continued)

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Preferred selection criteria: Demonstrated ability to set priorities, organize work and meet deadlines; ability to work independently; ability to communicate effectively and interact successfully with a variety of people; demonstrated ability to supervise successfully; ability to organize, interpret, and work successfully with detailed information; knowledge of book binding and preservation technologies and practices; knowledge of computer technology as applied to libraries. (Beginning hourly wage rate: $10.28)

Library staff interested in applying for either of these vacancies should contact Sandy Gilliland, 4-8922, by 5:00 p.m. Friday, July 9th. Copies of the complete position descriptions are available from Sandy. Library student assistants who are interested in applying for these vacancies must contact the Department of Human Resources, 103 Carruth-O’Leary Hall, 4-7417, for application information.

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LIBRARY STAFF DIRECTORY
We are planning to print another Library Staff Directory after more individual phone numbers are issued to staff in offices still sharing numbers. We also know there will be revisions when Bill and Marilu make their respective changes, Keith Russell comes on board, and the employees directly affected have their changes completed. In the meantime, you can access a more current directory by going to the ‘U’ drive, ‘Shared’ folder, ‘Telephone Directory’ folder and ‘Library Staff Telephone’.

Rita Wilson

ATTACHMENTS
Memo from Marilu Goodyear, 6-23-99
Travel Reports: Meg Brown
The Library has considered for a number of years the possibility of moving to barcodes for book identification. The utilization of barcodes has become very standard in libraries and many of the former OCR libraries are choosing to convert. Bar codes have become important in the management of internal collections and also in the management of collections within a consortium. While we do not have any applications to implement that require bar codes at this time, it appears that the Endeavor transition provides a good opportunity to begin this transition.

We will begin the transition by placing bar codes instead of OCR’s on currently processed materials when we convert to Endeavor. *We do not anticipate any systematic conversions of old material at this time.* The bar codes will be applied on the inside back cover of the book in the right hand corner. Bar codes will be placed on journal issues on the outside back cover in the lower right hand corner. For cost reasons, we will affix only a single bar code label to each physical unit. Since the item number is recorded in the database, searchable in many ways, continuation of the practice of attaching two labels to each volume seems not cost effective. Equipment and bar code labels have been ordered to effect this implementation early in the Voyager process.

**Why change now?**

Record conversion which we are doing with the implementation allows us to change the number in the system. In addition, making the change now makes sense due to Voyager functionality. The technical services units must enter the new item numbers in the database at the point an item is added to the collection. Currently, the OCR numbers are hand keyed into the bib record by processing staff. The current circulation software checks the accuracy of their work by validating the number through a check digit recalculation. We will not have this advantage with the Voyager software. Hand keying of the numbers in our new environment with no check on accuracy is not wise. Bar codes can be scanned into the bib records accurately with dedicated bar code readers.
What will be number be?

Existing 10 digit OCR numbers in circulation and bibliographic records in the KU database would be converted to standard 14 digit item numbers stored in Voyager item records, based on a continuation of the basic OCR number (less a leading zero) and adding as a prefix the five digits shown below:

<table>
<thead>
<tr>
<th>Item # type</th>
<th>KU Identifier</th>
<th>Item (OCR) number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 3838</td>
<td>100000001</td>
</tr>
</tbody>
</table>

Resulting Barcode: 33838100000001

The number in this format would be stored in the Voyager item records, and existing Caere wands would be programmed to scan and modify the 10 digit OCR (to a 9 digit number) with the addition of the 5 digit prefix shown above.

What new equipment will we need?

The new Caere wands which we have purchased and installed over the past couple of years provide the option of reading either bar codes or OCR. They will be programmed to scan 14 digit bar codes. Thus existing items in the collection can continue to use the OCR number and label for the foreseeable future- as long as we maintain "intelligent" scanning equipment such as the Caere equipment. Barcode scanners will be provided to the technical service units for their utilization in processing materials.

We will also equip most circulation and technical staff stations with a bar code printer which will enable them to replicate bar codes conveniently or replace defective OCR labels with bar codes.
THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
TRAVEL REPORT

Name: Meg Brown  
Department: Preservation

Name of Event: AIC Conference  
Location: St. Louis

Dates of Travel: June 7-June 13

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

This year I attended the American Institute for Conservation of Historic and Artistic Works, and it was a very long trip for me, although the distance was short. I began the conference with a day long course on Tuesday to learn about testing methodology for identifying various types of plastics. This was a very chemistry intensive day, but very informative. Wednesday and Thursday were what AIC calls “general sessions” (the AIC meeting includes conservators from all speciality groups such as book and paper-my group, and paintings, art on paper, sculpture, architecture, etc.), and this years theme was “The Cost of Conserving Our Cultural Heritage: Can We Afford It?” The talks were extremely interesting, and I learned a great deal about how various institutions are dealing with the economics of such an expensive field. In particular there was a lot of discussion about special funding projects, contracting out conservation, endowments, and outreach, all things we hope to be doing here at KU!

On Thursday night I was the program co-chair for a group called “The Library Collections Conservators Discussion Group”. The other co-chair and I lead a discussion about mending decisions in libraries, in particular the use of archival tapes and heat set tissues. This is a big problem, and some interesting solutions were discussed. A Conservator from the National Archives spoke on the history and chemical make up of tapes, and a man from 3M came and discussed his new product “Conservation Tape”. It was a great success, and we will be doing a similar show at ALA for a very different audience.

Friday morning I dragged myself to an all day session on the conservation of photographic albums-a personal research topic of my own! I gave a talk about a project I worked on as a graduate student at the University of Texas, and it was very well received. This was my first official lecture at AIC, and it was quite a good experience-the crowds there are often tough, but they were very excited by the information I had to share. I was asked to submit it for a special publication that will be devoted to the topic of photographic albums.

Later in the day I snuck out to the Electronic Media Session, and was able to catch a talk on “Planning Costs of Digital Imaging Projects” which was VERY informative, and also a talk on the conservation issues involved in the National Digital Library project at the Library of Congress. Unfortunately this session interfered with many of the book conservation talks I needed to attend so I didn’t get to see all of the talks I wanted—even in 5 days of sessions, there wasn’t enough time!!

Saturday was completely filled with book and paper conservation talks, ranging from a new approach to wash books with the sewing in-tact to a very in-depth chemical analysis of the current deacidification projects. I learned a great deal, and had to skip the social event (at a bowling museum!) that evening just to go lay down and was asleep by 8!!

This was quite a learning experience for me, and I appreciate the help of SDC making this opportunity available.
HAPPY HOLIDAY
UNCLASSIFIED VACANCIES
Applications are now being accepted for the vacancies described below. Full position descriptions are available from Sandy Gilliland or Rita Wilson, 502 Watson Library, 4-3601.

Assistant Dean for Scholarly Communication: This individual will coordinate programs for collection development and assessment, acquisitions, electronic access, resource sharing, and preservation. This individual will take the leadership role in educating both teaching faculty and library staff on scholarly communication issues and on innovative approaches to collection development. The Assistant Dean for Scholarly Communication will actively participate in library-wide planning and decision making as a member of the administrative team of the University Libraries, and will serve on other library and University councils and committees as appropriate. **Required qualifications:** MLS from an ALA accredited program; a record of successful and progressively more responsible experience in collection development in an academic or research library, including bibliographic selection and personnel and budget management; demonstrated understanding of the issues and trends in collection development and scholarly communication including knowledge of technological issues related to access and ownership; demonstrated ability to provide innovative and effective leadership in a collegial environment including successful supervisory experience; ability to establish productive, effective working relationships within the Libraries, the university, and the profession; a record of promoting cooperative and collaborative efforts among institutions; a record of scholarship and service; a demonstrated ability to communicate effectively with diverse constituencies; demonstrated experience with applied information technologies; an understanding of the academic environment and the role of libraries in support of teaching, learning, and scholarship. **Preferred qualifications:** advanced subject degree; experience with acquisitions, serials, interlibrary loan, document delivery or preservation; knowledge of license issues and intellectual property issues. To apply, interested applicants are asked to submit a letter of interest, a curriculum vita, and the names, addresses, telephone numbers, and email addresses of three references to Sandy Gilliland, 502 Watson Library. Applications postmarked by September 30, 1999 will be given first consideration. Applications will be accepted until the position is filled.

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**Head of Anschutz Library:** The Head of Anschutz Library will be responsible for the successful integration, management, and leadership of the Anschutz Library which will combine approximately 17 FTE staff and 22 FTE student assistants, and research-level print collections and related electronic resources in most fields of business, economics, maps/GIS, government documents, and the sciences.

**Required qualifications:** MLS from an ALA accredited program; academic background or library experience in the sciences, business or the social sciences; substantial library experience in library positions of increasing responsibilities, including successful supervisory and management experience; significant recent experience in reference and instruction with a strong commitment to public service; demonstrated ability to manage and provide leadership for staff at all levels, including the ability to engage staff in a continual process of change and improvement in a team environment; effective written and oral communication skills; demonstrated flexibility and initiative. **Preferred qualifications:** experience working with federal and/or international documents collections; experience with collection management or access service activities; academic or research library experience. **Annual salary:** $45,000 minimum; excellent benefits. To apply, submit a letter of interest; resume; and the names, addresses, telephone numbers, and email addresses of three references to Sandy Gilliland, 502 Watson Library. Applications postmarked by September 30, 1999 will be given first consideration. Applications will be accepted until the position is filled.

**Serials Cataloging Unit Head:** The Head of the Serials Cataloging Unit manages the operations of the Unit, which provides cataloging and holdings data for serials, including a serials retrospective conversion project; supervises Unit staff (4.5 FTE). Serves as a member of the Cataloging Department’s management team, which coordinates and plans the Department’s cataloging activities and directs the Department’s team development efforts. Coordinates the Unit’s activities with those of other staff in the Department and other departments. Serves as a resource person for serials cataloging policies for other library staff and in library-wide forums. **Required qualifications:** MLS from an ALA-accredited program; successful management and supervisory experience; strong knowledge of serials operations, including serials acquisitions, access and serials control; ability to work effectively in a team-based, production-oriented environment, including the ability to engage staff in a continual process of change and improvement; effective oral and written communications skills. **Preferred qualifications:** knowledge of and working experience with national serials cataloging standards (CONSER and MARC serial holdings format); experience in an academic or research library; knowledge of one or more Western European languages. **Annual salary:** $40,000 - $50,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application; resume; copies graduate transcripts; and names, addresses, telephone numbers and e-mail addresses of three references to Sandy Gilliland, 502 Watson Library. Applications postmarked by September 30, 1999 will be given first consideration. Applications will be accepted until the position is filled.

(continued)
**Special Collections Librarian**: The Special Collections Librarian, who will report to the Spencer Librarian, will take a leading role in promoting a coordinated special collections/archives program, contribute to the achievement of the goals of the University of Kansas Libraries, and play a dynamic role in the profession. The Special Collections Librarian will exercise principal responsibility for developing and promoting use of the University’s rare book and manuscript holdings, including responsibility for collection development and preservation, supervision of staff, development of access tools, and actively contribute to public service activities, including exhibitions and publications. He/she also will work closely with the University Archivist/Curator of the Kansas Collection and assist the Spencer Librarian with fundraising and donor relations. Additionally, the Special Collections Librarian will work to sustain positive relations with faculty, staff, students, visiting scholars, alumni and the public, and will represent the University’s rare books and manuscripts interests in professional organizations. **Required qualifications**: MLS degree from an ALA accredited program or the equivalent library professional degree accredited by an appropriate foreign association; strong knowledge of best practices in rare books and mss. librarianship and the antiquarian book trade; excellent communication and interpersonal skills; demonstrated ability to lead organizational change; demonstrated flexibility and initiative; several years of progressively responsible experience in a special collections leadership role; competency in one or more western European languages; experience in donor relations; effective supervisory experience; familiarity with emerging technologies, including digital access techniques and issues; and active participation in professional organizations, research and service. **To apply**, applicants should send a letter of interest, a curriculum vita, 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 September 1st, and continue until the position is filled.

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**Y2K PRESENTATION**
Please don't forget about Marilu Goodyear’s review of KU's readiness on Y2K. It will be Monday, July 19, from 10:30 to 11:30 in Watson Conference Rooms A & B. Refreshments will be provided. Sponsored by SDC.

**ATTACHMENTS**
Travel Reports: Stephanie Schaffner, Meg Brown, Gordon Anderson
Committee Minutes:
- Electronic Information Council, 5-12-99
- Instruction Council, 6-14-99, 7-6-99
Annual Reports for FY99:
- LFA Nominating & Ballot Committee
- Committee on Research and Scholarly Activities
- Planning and Resources Committee
- Committee on Staff Development
School of Law, Library Hours for Fall

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UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Stephanie Schaffner
Name of event: Ninth Annual Slavic Librarian’s Workshop
Location: University of Illinois at Champaign-Urbana
Dates of travel: June 15-18

Department: Slavic

The first session on Wednesday was “Slavic bibliographies in electronic format,” lead by Helen Sullivan of the University of Illinois C-U library. She covered the pros and cons of the Russian, Polish, Czech and Slovak National bibliographies that are available on CD-ROMS. Currently, KU only has the Russian one. Licensing agreements have prevented us from obtaining the Czech but other libraries did not seem to have a problem with it. We were advised not to purchase the Polish National Bibliography because everything you need to know you can probably find on the Jagiellonian Library On-line Catalog. It is something we may want to consider linking to from our Slavic homepage.

The next session was an update on ABSEES, the American Bibliography of Soviet and East European Studies. It was primarily a report on the progress of the on-line index, something that KU does not subscribe to.

In the afternoon I listened to a presentation by Bob Burger, also of the University of Illinois C-U, about keeping large Slavic collections in late 20th century American academic libraries. As with all humanities, we now find ourselves in tough competition with the sciences and the lure of technology and electronic resources. In all libraries, budgets are growing for the acquisition of electronic resources that are primarily in the field of science, while the humanities’ budgets are slowly diminishing. This means that humanities areas are vying against each other for precious little funds. With the downfall of the Soviet Union, and dwindling enrollment in the Slavic field, Slavic library collections and Slavic departments are having difficulty defending their case for continued funding.

On Thursday, I attended a roundtable discussion on exchanges. In light of economic difficulties, exchanges are failing with most countries of the former Soviet Union. Even if the institutes and libraries have items available for exchange, they often do not have the money for parcel postage. Many do not even have money for postage of letters or exchange lists. We also learned of a variation in the ‘pyramid scheme’ being used in Hungary. A given number of serial publications are earmarked for exchange, but institutions are instead selling the subscriptions. Not only are they getting paid for these exchange items, they are selling more subscriptions than they have in supply. So Western institutions that have made the purchases are getting only incomplete runs of the subscription. Librarians were advised to ask for receipts before agreeing to any paid subscription because those engaging in illegal activity will not be willing to produce one.

On Friday morning, I attended the cataloging session. Most of the talk was over my head since I am only at the copy cataloging level. However, I did learn that all of the other libraries represented at this workshop were also changing their library system. Everyone is in the process of or has already changed to either Advance, Horizon, Searcy (sp?) or Endeavor. And I happily report that there was a consensus of feeling about these changes: no one is satisfied with the product that was purchased. It seems all of these manufacturers have a lot to learn about what a library does and needs. It’s just nice to know that we are all in the same boat, even if it has sprung a few leaks.

Many thanks to the Staff Development Committee for funding this trip.
THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
TRAVEL REPORT

Name: Meg Brown

Department: Preservation

Name of Event: ALA Conference

Location: New Orleans

Dates of Travel: June 25-June 28

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

Thanks to TWA and a few summer storms, I spent more time in airports this ALA than I actually spent at the conference!! I missed a few of my favorite meetings, but was still able to attend my key functions. On Saturday morning I was the program co-chair for a discussion group called “Physical Quality and Treatment Discussion Group”. The other co-chair and I lead a discussion about mending decisions in libraries, in particular the use of archival tapes and heat set tissues. (This was the same discussion we lead at AIC, but quite a different audience). Repair is a big problem in most institutions, and there aren’t any great solutions out there. A chemist from 3M came and discussed his new product “Conservation Tape”, and a representative from Nieschen came to discuss the filmoplast products. It is important to us that these vendors take part in our discussion so that they can hear what our needs are, and they often will look into changing a product if it is economically feasible. The discussion quickly became a theoretical one, in which we began to ask the all important question, “do libraries really need to be saving everything in its original form?” Of course (in theory) we won’t use tape on our “archival” or special collections materials, but can we really afford to use Japanese tissue and paste on all circulating general collections? The only consensus the group came to was that we would like to write a letter commending all of the work that has been done by regional centers to educate institutions on when it is acceptable to use tapes, and when it is not.

Friday afternoon we got caught in a terrible rain storm, but then sat drenched through a program on Selection for preservation in the Digital Age. The Preservation Administrator from Columbia explained all of the digitization projects they are doing, and I believe for the non-preservation people, the issues she brought up were very important (since we in preservation talk about preserving digital images all the time, it was just another refresher for me!) The University of Michigan is doing some interesting projects as well, and the Preservation Administrator from there also had important things to say about projected costs and long term storage issues. I then ran off to a discussion of the library binding automation group, where we discussed the Z39.5, the possibility for less in-putting, and the future of binding modules in library automation systems. Luckily, our binder has already put together a tool to do all of these things-next we have to see what Voyager will let us do!!! (Can’t wait...)

Saturday I went to three discussion groups, all very informative. The first was an age-old discussion of food and drink in the libraries. The topic is an old one, but people are faced with new issues concerning coffee bars in institutions. One of the best solutions I heard about was a library who was able to use the profits from the coffee bar to pay for extra housekeeping staff for the library-this is a fabulous idea! The general question I continue to ask about food in libraries, is “where is the proof of damage in economic figures?” Until I can see those figures (or experience damaged books from within our library), you can all rest assured that fighting you having your morning coffee will not be one of my priorities! Next I sat in on a discussion of current preservation testing of labels at the Library of Congress. LC is also having Voyager
implementation, and have special software to actually print labels directly from the system-so we hope to hook up with that for our marking unit someday!! I then went to fight the age old battle about mass deacidification. The leader of this third discussion group wanted to know why more people hadn’t been sold on the idea of mass deacidification-I was there to tell him why! (Cost versus long term gain). The discussion then became one of prioritizing our selections-and when and where mass deacidification does make sense (books from developing countries, and institutions that have more money for preservation than they can spend!)

Monday I spent running around committee meetings getting the ok to chair a program for annual 2000. I will be organizing a program entitled “Know your plastics”, in which we will have a panel of experts discuss plastics and their role as containers in preservation. It will be a lot of work, but it is a worthy topic and I believe it will be well attended. My involvement at ALA seems to be getting deeper every meeting, and I thank SDC for making this opportunity available.
As a member of the ACRL’s Western European Specialists Section (WESS) and Slavic and East European Studies Section (SEES), I was quite occupied with meetings, programs, and vendor exhibits during those five days in New Orleans. I began my ALA schedule with the

**German Resources Project**

as the KU Libraries representative GRP (née German Demonstration Project) of the Association for Research Libraries (ARL). While not an ACRL/WESS project, several WESS members have been instrumental in its initiation and current successes. With German research libraries of the Gemeinsamer Bibliotheksverbund (GBV), GRP member libraries share bibliographic resources and technical expertise in four broad areas: Bibliographic control (including translating AACR2rev into German); Collection development (e.g., building user consortia for sharing costs of providing online access to databases and digitized collections); Digital libraries (exploring ways to document and cooperatively to expand the digitization of rare materials); and Document delivery. In this area a working document-delivery system, GBV-Direkt, is up and running. Through the State & University Library in Göttingen, GRP libraries can obtain through inter-library loan, usually within seventy-two hours, copies of articles and documents. Agreements are being finalized on how to handle "returnables", so that books can be quickly sent back and forth.

The German Resources Project is much more than trans-Atlantic cooperation in German-language resource sharing. It is a German-US research library project across the bibliographic spectrum enabling researchers at GRP member libraries have access to all member libraries' collections as a whole (with the exception of rare or irreplaceable materials). The Collection Development Working Group of the GRP is preparing a list matching GRP and GBV research library collections and identifying people at each library who can serve as reference and service contacts not only for CD, but especially for ILL.

**WESS meetings (in order of appearance)**

*Research & Planning*

WESS's program at ALA 2000 in Chicago will focus on Italian-studies scholarship and be dedicated to the memory of Mario Casalini.

Knut Dorn (Otto Harrassowitz) reported that their project of creating a database of non-selected materials is being discontinued in favor of enhancing the main database to be able to provide the same data upon request.

The featured guests, Barbara and Michele Casalini, talked about bibliographic control and the national bibliography in Italy and how Casalini Libri's database fits (or not) into the national bibliography as a whole. In 1997, Casalini Libri's database contained between 12 and 14,000 bibliographic records. By comparison, between 40 and 45,000 titles are published in the country each year, although Italian publishers are not particularly diligent about following depository regulations. For North American research libraries, then, the Casalini database is at least as useful, as it is based on book in hand and is much more closely geared to U.S. research library needs.
Scandinavianists Discussion Group

We heard a report on the Cornell University--National & University Library of Iceland Saganet Icelandic saga digitization project. Beginning next spring an exhibit relating to the project will travel from Reykjavik to Ithaca to Winnipeg. The main topic was the chair's report on recent extended visits to the Royal Library in Copenhagen, which is undertaking an extensive physical expansion, and the University Library in Oslo, a branch of the National Library. The chair also reported on the on-line version of the Finnish National Biography (Kansallisbiografia).

Germanists Discussion Group

A Chadwyck-Healey representative talked about electronic texts in German studies. That was followed by a discussion of many German literary texts available on CD-ROM through the Directmedia Company's Digitale Bibliothek. While the company's charges for web access are very high, their CD-ROMs are exceptionally cheap and can be networked.

Membership Committee (G. Anderson, chair)

In New Orleans WESS sponsored a boat ride on the occasion of our 20th anniversary, and for which the Membership Committee made special arrangements for new members to ride at no cost. We discussed a number of ideas for a similar WESS-sponsored social activity at ALA 2000 in Chicago. And we began work on drafting a proposal for WESS to present a program at ACRL 2001 in Denver.

Social Sciences/History Discussion Group

The topic was "Data files for research on Western Europe," and in particular the pros and cons of librarians becoming involved in possible housing and user instruction thereof. Their reference value is not disputed, but the means of use are not necessarily library- or librarian-friendly.

WESS Program

Entitled "Western European Studies Librarianship: Looking Forward after 20 Years," our program featured WESS members Barbara Walden (European history bibliographer, Univ. of Wisconsin Madison), who gave us a pithy retrospective on WESS's history, achievements, and contributions to the field past, present, and future. James J. O'Donnell (Prof. of Classical Studies and Vice Provost for Information Systems and Computing, Univ. of Pennsylvania and author of Avatars of the word: from papyrus to cyberspace [1998]) laid out a smorgasbord of byte-sized thoughts to ponder on the meaning of Europe, the nature of community, the role of borders, and what symbolism for our discussion mosques in Britain and beanie-babies in Germany might have. Roger Brisson (Digital Access Librarian & German selector at Penn State Univ. Lib.) moderated the discussion.

WESS Executive Committee

We reviewed the final revision of the by-laws which will be sent out to WESS members next spring to be voted on for ratification. They call for a change of name to the Western European Studies Section. The Membership Committee will take the lead in developing a special social event for all members, with a focus on welcoming new members, at ALA 2000 (Chicago). Some folks cautioned against a boat-ride on Lake Michigan, however. We also selected two WESS members to go to the Frankfurt Book Fair in October 1999 and set up and staff an exhibit for the Section. At our visit to the 1998 Fair, officials invited the Section to consider hosting an exhibit in the International Booksellers' and Librarians' Centre located in Hall 9 of the Fairgrounds. I encourage anyone here who is going to the Fair to visit the IBLC in any event; it is a marvelous respite from the weight of those billions of books.

SEES Programs
Continuing Education Committee

The work of this committee is similar to the WESS Membership Committee’s. The key word is "membership" and how to attract and hold members. An equally weighty question is from where to recruit members. In both SEES and WESS people have pointed out that the number of active members is quite a small proportion to the total membership (ca. 15-20%). This "silent majority" is a large pool of talent to call upon to work for the organization.

SEES Program

1999 provides a convenient ten-year marker for assessing the post-communist transformation of societies and cultures in Central and Eastern Europe. The SEES program, "The Impact of American Librarianship on Libraries of Post-Communist Russia and Eastern Europe in the 1990s" featured four colleagues with recent consulting experience with libraries in the region: Beau David Case (Lang. & Lit. Bibliographer, OSU Lib.) reported on his work as an ALA Fellow with libraries in Moldova (east of Romania). He noted that already early in the Soviet period American librarians, like Henrietta (aka Genrietta Karlovna) Derman, a Latvian emigre who had worked at the Library of Congress, was an activist for the American model for library service in the Soviet Union. Irina Klim (Director, USIS Information Resource Center, St. Petersburg, Russia) noted the urgent need to change to the American notion of the librarian as selector and provider of materials based on what users really want, a notion which contrasts sharply with the traditional Russian (and also Soviet) notion of the librarian as enlightened educator and leader who selects materials based on what users should want. Marek Sroka (Slavic Librarian, Univ. of Illinois) talked about the impact of American culture on Polish intellectual life and in specifically library practices and values. In contrast to Russia, Polish librarians have relatively quickly changed to the American / Western ways and means of providing library materials in services freely and in accordance with users’ needs. And Tanja Lorkovic (Slavic Curator, Yale Univ. Library) noted that even during the era of communism connections were made, e.g., in 1960 librarians east of the Iron Curtain adopted the Paris Principles of bibliographic description. She said that U.S. librarians must go to the provinces to help these libraries rebuild and transform; those Americans who stay in the major cities are more like tourists. Our fondest library principles and methods must be patiently adapted to local conditions, which requires advisors to listen more than to teach. The American library system is one of the wonders of the world, Tanja believes; still we all must hold in great respect the work of those (mainly women) librarians in Eastern Europe who for a pittance and out of a wealth of pride have built and run excellent libraries.

My thanks to the Library Staff Development Committee for providing part of the funds needed to attend this conference.
1. New purchase requests:

- **SciFinder Scholar**: Approved licensing this web product for a one year trial. Access is IP-based, 1 simultaneous user, outside of 8-5 Monday-Friday. The price is contingent on retaining our subscription to CA on CD.

- **OJPS (Online Journal Publishing Service of the American Institute of Physics)**: Approved library-wide web access. Product is free with print subscriptions.

- **Biography Database, 1630-1830**: Approved this CD-ROM product contingent on ability to network it for Lawrence campus and remote access.

- **Clinical Pharmacology**: Approved contingent on ability to network and control access. Technical questions regarding the nature of the software and its hardware requirements could not be answered by the time of the meeting. The School of Pharmacy has agreed to pay half the annual subscription cost.

- **College Source College Catalog Collection Online**: Approved.

- **Repertorium der latinischen Sermones des Mittelalters 1350 bis 1500**: Approved

- **New England Journal of Medicine**: Approved (free with print subscription).

- **Taylor and Francis Online Journals**: Approved (free with print subscription).

2. Deadlines for submission and distribution of purchase requests: To be considered at an EIC meeting (2nd and 4th Wednesday of each month), purchase requests must reach Jim Neeley by noon Tuesday of the previous week. Purchase requests would be distributed to EIC members by noon Friday of the same week.

3. Subject funds contribution policy revision: Changes in the present policy will not be considered further until after the Assistant Dean for Scholarly Communication is in place.

4. Report on April 7 meeting of the Regents Database Committee (George Gibbs): The Committee includes, in addition to the Regents universities, Johnson County Community College, Kansas City Community College, Cloud County Community College, and Washburn University. The Committee recommended licensing the following additional products: CINAHL (run on servers at KU Med and JCCC), MLA Bibliography (KU and K State), Criminal Justice Abstracts (KU), and Social Work Abstracts (K State). The group also recommended renewing the IAC package for 3 years. Subcommittees are working on proposals regarding (1) e-journals, (2) El Village, and (3) Stat USA. The Committee heard a report on the Kansas Digital Library, an initiative of the Regents Libraries Council of Deans and Directors (CODDL) in cooperation with the State Historical Society. The Committee also discussed the Big Twelve Plus initiative to license Web of Science. This proposal would allow
participation not only of BTP members but also of their partners in other consortial agreements. The Regents Database Committee will meet again in August.

5. Report of the April 29 meeting of the Kansas Library Network Board Reference Networking Committee (Jim Neeley): The Committee Oversees provision of FirstSearch services within the state and also provides SearchBank via Blue Skyways. At this meeting the group considered the renewal of the Kansas Colorado FirstSearch contract. Although use rose by 45% this past year and price increases are feared, cutbacks in current service levels are not anticipated, and KU can count on ABI Inform continuing to be made available. The group also heard a presentation from Paul Cappuzzello on the new FirstSearch.

6. Planning for new FirstSearch and InfoTrac Web (SearchBank Web upgrade and customization): Jim Neeley distributed an outline of the choices facing the Library and asked for input on what decision-making process to follow. EIC members proposed that Jim use a subset of the Voyager Look and Feel Consultative Group as an advisory committee.

Reported by Rachel Miller
Instruction Council Minutes
Monday, June 14, 1999

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

The end of the fiscal year usually brings to completion the term of office for some of the members of the committee. The committee decided to maintain its present composition until we hear more from the library administration.

Cindy announced that the planned Voyager online catalog workshops for July will be cancelled since the implementation of Voyager has been delayed to some time in July. Registrants for those workshops may be placed in the August sessions.

Cindy suggested that we promote Voyager online catalog training through outreach by the bibliographers to their respective faculty and students at a Bibliographers’ Council meeting. George Gibbs will be consulted about the date of the next meeting of the Bibliographers’ Council.

The committee reviewed Cindy’s online catalog workshop material. The material will be used as presentation guidelines for the workshop instructors. Cindy is also developing an online tutorial.

The next IC meeting will be in the Anschutz 4th floor conference room on Tuesday, July 6th, from 9:00-10:30.

Minutes submitted by Judith Emde
Instruction Council
Minutes: July 6, 1999
Submitted by Bayliss Harsh

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

Introductory OPAC Workshops
Due to the revised Voyager implementation schedule, Cindy said we should encourage people to sign up for the workshops in mid to late August. The July workshops have been cancelled.

We revised the schedule of workshops and who is teaching them. We discussed the idea of scheduling a few instruction sessions for staff who will be teaching the OPAC workshops or providing similar training for other groups. We will discuss this at our July 12 meeting.

We suggested some changes in the presenter’s outline for these workshops. Cindy will revise and send the updated version to committee members.

KUILLS Guide to the Online Catalog
On July 12 we will discuss the new Online Catalog guide.

Bibliographer’s Council
We want to meet with Bibliographer’s Council at the end of July to let them know what we are planning as far as training for the new system. We also want to find out what ideas and plans bibliographers have for communicating to their constituents about the new system. Jana will contact Marilu Goodyear about calling this meeting. Cindy suggested that Julia Rholes be asked to facilitate this meeting. Perhaps other topics relating to the new system might be discussed with bibliographers, too.

Cindy told us about a project that she is working on with Kathy Graves and Jeff Bullington. It involves surveying other libraries about what they have done to introduce Voyager to their university communities. These will be mailed in late July, and surveys are expected to be received in the fall.

Next Meeting
Instruction Council next meets on Monday, July 12, in Watson Library Conference Room A at 10:30.
ANNUAL REPORT FY99:
LFA NOMINATING & BALLOT COMMITTEE

Members of the FY99 Nominating & Ballot Committee are: Faye Christenberry (Chair), Kathy Graves (Secretary), and Judith Emde. Brian Baird served as the committee’s liaison to LFA Exec. Judith will remain on the committee for the second year of her term.

Standing charges to the committee are the following: to provide a slate of candidates for the officers and elected committees of the LFA, to assemble all LFA ballots, to tabulate and report the ballot results. During FY99, the committee assembled slates and prepared the following ballots:

- **Election to LFA Exec** (due Sept. 11, 1998). This election of a Librarian II was necessary due to the resignation from the committee by Lorrie Knox, who left KU for another position.
- **Election to LFA Exec** (due Jan. 22, 1999). This election of a Vice-Chairperson was necessary due to the resignation from the committee by Ken Lohrentz.
- **LFA Mail Ballot for FY00 Merit Salary Distribution** (due Apr. 9, 1999). This ballot was prepared and mailed by the Salary & Benefits Committee but Nominating and Ballot did the tallying and reporting.
- **Call for Nominees for Elected LFA Committees** (due Apr. 14, 1999). It was considerably more difficult for N&B to solicit candidates to run for some of the open positions this year, due to the fact that elections for both LCPT and LFA Exec. were conducted simultaneously; i.e., some LFA members stated that, if they had run for a position on LFA Exec. and been defeated, they would have been willing to run for LCPT.
- **Election to the Committee on Promotion & Tenure** (due May 12, 1999). Nominating & Ballot prepared the slate of candidates (based on the response to our Call for Nominations as well as personal solicitation) for two positions for Librarian III, one position for Librarian II, and one position for Librarian I on LCPT.
- **Election to LFA Exec** (due May 12, 1999). Based partly on responses to our Call for Nominations and partly on personal solicitation, the committee assembled the ballot, tallied the votes, and reported the results to the LFA Exec. Chair on May 13.
- **Ballot on Change to LFA Code 3.3.2.1 and 3.3.9.1 and LFA Bylaws 4.3.1** (due June 4). Nominating & Ballot prepared this ballot as a result of changes proposed to the above sections of the Code and Bylaws in the LFA Spring General Meeting of May 19th, 1999.
- **Call for Volunteers for Appointed LFA Committees** (suggested return date of June 15, 1999). Persons unable to meet the return date are urged to contact the incoming LFA Exec. Chair directly to make her aware of their interest in serving on a committee.

In a memo dated 11 August, 1998, two additional charges were assigned to the committee by LFA Exec. Each charge and the committee's action is recorded here:

- **Continue the work of the FY98 committee by maintaining a database (Microsoft Access) of all LFA members including committees on which they have served during the past five years. This**
The database is to be used in the committee recruitment process. FY99 N&B was also charged to complete the database by adding information on Unclassified Professional employees.

This database is attached with records by LFA member name, ranking, the LFA committees on which the member served during the past 5 fiscal years (1994-95, 1995-96, 1996-97, 1997-98; 1998-99) and reflects the membership for FY00 (1999-00) elected committees. Appointed committee members for FY00 will need to be added. The report is attached to the LFA Exec. and archival copies of the N&B Annual Report and will not be available for general distribution. One concern that should be addressed by LFA Exec. is whether or not former members of LFA (retired or resigned) should remain in the database. Currently, they are listed. The report was produced with Access software and is available on disc for future members of the committee.

File all meeting minutes and reports in the appropriate and timely manner.

Done.

Our recommendations to LFA Exec regarding the Nominating & Ballot Committee include:

1. Continual editing on an explanation of Preferential Voting is not likely to improve LFA members' understanding of the process. Either accept that it is a confusing process or consider eliminating preferential voting and conducting run-off elections. If the latter option is pursued, it would require a Bylaws change.
2. Charge future Nominating and Ballot Committees to continue tracking return percentages and to maintain the member participation chart.
3. Assure that all LFA ballots and elections are conducted by Nominating and Ballot Committee so that innovations introduced to improve return results, e.g., colored ballots, prominent due dates, e-mail reminders, are always utilized.

Report Respectively Submitted to LFA Exec by,

Faye Christenberry
Kathy Graves
Judith Emde

Attachments:

1.) Election to LFA Exec. ballot (LII replacement)
2.) Election to LFA Exec ballot (Vice Chairperson)
3.) LFA Mail Ballot for FY00 Merit Salary Distribution
4.) Call for Nominees for Elected LFA Committees
5.) Election to the Committee on Promotion & Tenure ballot
6.) Election to LFA Exec ballot
7.) Call for Volunteers for Appointed LFA Committees
8.) Ballot on Change to LFA Code 3.3.2.1 and 3.3.9.1 and LFA Bylaws 4.3.1
9.) LFA Committee Membership Access Database: Report from FY95-Present (LFA Exec. & Archives only)
Committee on Research and Scholarly Activities
Annual Report
Fiscal Year 1999

Members: Gordon Anderson, Nancy Burich (Chair), Jana Krentz (Secretary), Kathleen Neeley (ex-officio), Cindy Pierard, and Loretta Spurling (LFA Exec. Liaison)

According to the LFA Code, the standing charges of the Committee are:

3.3.11.1. The Committee on Research and Scholarly Activities, in keeping with the Libraries’ mission, shall encourage, promote, and support research and scholarly activities of library faculty with research requirements as part of their professional assignments.

3.3.11.2 The Committee on Research and Scholarly Activities shall establish and review, on an annual basis, guidelines for the disbursal of funds received from the Dean of Libraries for scholarly pursuits. The Committee shall allocate these funds based on those guidelines. The Committee shall also administer the University’s General Research Funds for the Libraries based on the established criteria.

3.3.11.3 The Committee on Research and Scholarly Activities shall compile and maintain documentation on the Libraries’ requirements for research and scholarly activities. The Committee shall review this documentation and update it annually to reflect the current faculty requirements. This documentation shall be made available to all Library Faculty members.

In addition, the Committee had three special changes this year. These charges and the Committee’s responses are listed below.

1. The Committee on Research and Scholarly Activities will implement a webpage to include, but not be limited to:
   a. Posting existing documentation pertaining to the role of research and scholarly activity in evaluation, tenure and promotion;
   b. Application procedures for research funds like the General Research Fund [sic](GRF) fund and the Libraries’ research fund.

   This project is progressing under the leadership of Kathleen Neeley and Cindy Pierard, who have been coordinating their efforts with Jim Dryden. The Committee as a whole has discussed the elements to be included in the webpage and have provided input into its development. The webpage is available at http://www2.lib.ukans.edu/. This work addresses standing charges 3.3.11.1, 3.3.11.2, and 3.3.11.3.

2. The Committee on Research and Scholarly Activities will investigate the mechanics for compiling a bibliography of research by faculty and unclassified professional staff for posting on the CRSA webpage. Committee
recommendations will be forwarded to LFA Exec. [sic] no later than December 23, 1998.

After lengthy discussion, CRSA suggested that we compile a directory of research interests by faculty, that inclusion in the directory be voluntary, and that it be available only to Libraries' staff members. After reporting to LFA membership at the spring meeting, a call was issued to staff asking them to submit to CRSA their research interests for inclusion in the Directory. Examples of directory listings were included in the call for participation and were posted on the CRSA webpage to aid faculty in preparing their entries. [For the complete text of the Committee's report to LFA Exec., please see the attached statement.]

3. The Committee on Research and Scholarly Activities will investigate privacy issues and any other obstacles which would prohibit listing fund recipients' name, contact information, and research topic. This includes the investigation of implementing a report feature, similar to SCE, when funds are awarded. Initial findings will be forwarded to LFA Exec. No later than February 27, 1999. CRSA found no obstacles to posting such information on its webpage. The Committee suggested adding the way in which funds were used to the information which Exec. included in the charge, since this is not always clear from the research topic. It was decided that documentation for applying for funds would be updated to indicate that this information would be posted for all recipients of funds. [For the complete text of the committee's report to LFA Exec., please see the attached statement.] This work addresses standing charge 3.3.11.2.

4. The Committee on Research and Scholarly Activities will be prepared to accept additional charges from LFA Exec. As needed during the assembly year. No additional charges were received during the year.

Other activities:
1. In connection with standing charge 3.3.11.2, CRSA submitted a request to the University for General Research Fund support that equaled the Libraries' $2800 allocation. Please see page 3 for details.

2. Funds received from the Dean for scholarly pursuits by faculty have been fully expended, and additional funds were received to permit full funding of all requests received. Please see page 3 for details.

3. One brownbag lunch was held early in the year to gather information from faculty about future programs which the Committee might host. Information about the GRF application process was also distributed.
General Research Fund Awards

Brian Baird. Native American and Police Relations in Idaho During the Early 1900s. $1115

Nancy Burich. Library and Information Services to Support Distance Education at the University of Kansas. $1685

Total $2800

Libraries Research Fund Awards

Lyn Wolz. Travel money for trip to England. $894

Vicki Coleman. Expenses for slide presentation and poster session to present research results at two conferences. $143

Cindy Pierard. Expenses for poster session to present GRF research results at a conference. $45

Rick Clement. Payment for line drawings for a book in preparation. $600

Becky Schulte. Student Assistant to research the Web in preparation for a paper. $1380

Total $3062

6/23/99
Planning and Resources Committee
1998-1999 Annual Report

Composition:
“The Committee on Planning and Resources shall be composed of five members from the library faculty, appointed by the Executive Committee, two members from the Classified Conference, and the Libraries’ budget officer (ex officio).
“The Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.” (LFA Code of Governance, & 3.3.6.2-3)

1998-1999 Members
Meg Brown (chair), Rich Ring, Jim Neeley, Becky Schulte, Brad Schaffner, Lin Fredericksen, Sue Hewitt *

Standing Charge
“The Committee on Planning and Resources, 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 the Libraries’ budget activities. In addition, the Executive Committee shall annually charge the Committee with the study of specific issues. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Executive Committee.” (LFA Code of Governance, & 3.3.6.1)

Specific Charges for 1997-1998 from the LFA Executive Committee:
"In addition to the standing charges for PRC, as outlined in the Library Faculty Assembly Code of Governance, LFA Exec extends to PRC the following additional charges for FY 1999:

1. Reconsider and reassess the role and need for PRC in the context of rapidly changing conditions.

2. Request a meeting with Marilu Goodyear in the fall. Ask how PRC can be included in administrative discussions a.) as soon as vacancies in library staff occur, and b.) before funding initiatives or priorities are submitted to the Provosts Office, with an eye toward whether opportunities exist in these situations to facilitate the libraries’ long range objectives.

Activities

1. Reconsider and Reassess the role of PRC
The committee quickly "re-considered" and "reassessed" the purpose and function of PRC. The committee reached a consensus that since this process has been done on a regular basis for many years we would instead spend the year trying to foster better
In general, the committee feels changing PRC from a governance committee to a joint committee would be a good idea. The 1999-2000 committee should discuss this issue further, and share their discussion with LFA Executive Committee.

*Nancy Jaeger was with us as ex-officio for a short time until her retirement. Shannon Royer, the new budget officer was unable to attend any meetings this year.
Introduction

The 1999 KU Libraries Planning and Resources Committee Survey was delivered via campus mail to 164 classified and unclassified employees of the KU libraries; 65 responses were returned. Of the 86 classified staff surveyed, 33 responded; of this 33, 8 had 0-5 years of service, 4 had 6-10 years of service, and 20 had 11+ years of service. Of the 79 unclassified staff surveyed, 31 responded; of this 31, 12 had 0-5 years of service, 4 had 6-10 years of service, and 15 had 11+ years of service. One response was turned in with no answer to the question of rank or years of service. The population of the respondents is nicely distributed and represents a wide proportion of the entire population of library faculty and staff.

The following summary does not include comparisons by rank or years, but this analysis could be completed if desired, as the information is stored in a Microsoft Access Database, which will be given to the University Archives as part of the PRC record. The database does not include names. The purpose of this survey is clearly defined in the note that was sent out with the survey.

Summary of Survey Responses

Question 1: "Please list in order of priority the greatest resource needs (collections, equipment, staff, etc.) in your opinion, for your department."

Staffing needs: The most prevalent departmental need cited by the 65 library staff who answered our questionnaire was additional staffing:
38 respondents listed it as the number 1 priority for their departments
48 mentioned it among their top 3 or 4

Among the respondents who elaborated on their answers:
7 cited the need for more student help
7 cited the need for more support staff
1 of the respondents declared their department was "too dependent on students"

Specific areas that were mentioned as needing more staffing included:
cataloging (11)
reference (3)
retrocon (2)
instructional staff (2)

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1 Appendix I includes a copy of the original survey with the note that was sent out with the survey.
2 One classified respondent did not answer the question on years of service.
3 This summary is listed in the order of which needs were mentioned the most by the respondents, but since question #1 was supposed to address needs at the departmental level, the number of people who ranked each of these as a high priority may not be very relevant.
Need for more training in general
Low salaries

**Question #2:** Please list in order of priority what you perceive are the greatest resource needs (collections, equipment, staff, etc.) for the libraries as a whole.

**Rankings:** 34 people who answered this question ranked staff and staff related issues as the #1 priority and 13 people ranked staff as #2. Collections and space were each identified as #1 by 10 people. Equipment was ranked as #1 by 1 person but was given as #2 by 10 people and #3 by 10 people.

**Total number of mentions:**
- Staff: 50
- Collections: 28
- Equipment: 24
- Space: 21

**Survey of Comments**

**Staffing issues** received the most attention from those completing the survey. Comments reflected that people think that the library needs more staff in general. In addition to this, people also responded that more staff is needed for the Reference Department, and more for staff training support, both in general and for assistance with electronic resources. Several people noted more support staff is needed as well. Higher, more equal salaries and more support for staff development were also noted on the survey.

- More staff in general (9)
- Reference Dept. and electronic resources support (5)
- Higher, more equal salaries and increased support for staff development (5)
- More staff to support staff training (4)
- More support staff in general (2)
- More catalogers (1)
- Higher pay for student assistants so that they would stay longer (1)

**Collection issues** were ranked as the #1 priority by 10 people, #2 by 7 people and #3 by 11 people. Of those responding, most commented that increased support should be applied to collection funds. Increased support for electronic sources and increased support for relations between teaching faculty and bibliographers were also noted as very important by several people.

**Space** needs were identified as the #1 priority by 10 people, #2 by 7 people, #3 by 3 people and #4 by 1 person. Collections space was noted most often with space for staff and patrons receiving several mentions as well.

**Equipment** was given as the #1 priority by 1 person, #2 by 10 people, #3 by 10 people and 3 people ranked it as #4. Usually a specific type of equipment was not given. The need for an audio/visual center was commented on by 2 people and getting all parts of Voyager up and running was mentioned several times.
Issues related to space were listed 4 times.

Issues related to training and staff development were listed 3 times.

Other Issues mentioned:

Fundraising—2 times.

Expanded preservation opportunities—2 times.

Retrocon of Dewey—1 response.

Adding Spencer holdings online—1 response.

Increase opportunities to digitize collections—1 response.

Need to clean the facilities—1 response.

Question #4: In light of the competition for resources for our libraries, which library operations/functions do you think should receive less emphasis?

Fifty-one (77 percent) of the 66 surveys included written answers to this question. Some mentioned more than one area, so the following itemization adds to more than 51. There were six comments to the effect that all operations/functions were of equal importance, four stating that no operation/function should receive less emphasis, and eight “don't knows.” Aside from these, forty-two actual suggestions for reduced emphasis were made.

Administration.

The most frequent suggestion for reduced emphasis was the area of administrators and their assistants, which was mentioned on 11 surveys. Administration-related activities (committees, “touchy-feely” training, paperwork and reports, and hiring of outside experts) were mentioned on four additional surveys.

Other operations/functions receiving mention on more than one survey

Five surveys mentioned interlibrary lending/document delivery items for less emphasis. Specific items included exchange & gifts, free UnCover, campus delivery, ILL, and ILL for Regents Center students. Four surveys mentioned technology-related items, including the electronic classroom, electronic information, technology, more modern equipment. In contrast, three respondents thought the print collection (books, collections, and collection development) could do with less emphasis. Spencer Research Library, particularly the level of staffing there, was mentioned on three surveys. The Library Faculty research
to further review Watson low-use LC’s for possible off-site storage, management, working conditions, training, refurbishing Watson, additional public work stations due to Endeavor, and more efficient use/reuse of discarded photocopies. One respondent listed more staffing with the advent of Endeavor and another listed the need for more information on some of the expected personnel changes (new Dean, etc.) before submitting a departmental request for resources.

The proximity of this question to the preceding 10 questions about library planning and decision issues meant that some respondents included comments explaining their answers to the 10 questions or used the opportunity to include further observations about the planning and decision-making processes.

Some respondents (3) were more positive about understanding and participation in decision making within their departments or as a result of governance involvement that they were for planning and decision-making for the entire library. Other responses (4) indicated uncertainty or unwillingness to be involved in the process or suggesting that staff identify key decisions they want an opportunity to provide input since it is not feasible or appropriate for all staff to be knowledgeable about all planning and resource decisions. Two (2) respondents said they did not necessarily agree with every planning and resource decision made but overall were in agreement. A greater number of responses (10) indicated concerns including a lack of adequate long-term planning, poor communication from library administration, little interest in getting feedback and input from staff regarding planning and resource allocations, and priorities and agendas set without paying enough attention to the needs of the departments or though a team approach.

**General Comments**

**Survey Anxiety**

The survey was sent out with an attached note which asked respondents to leave the mailing sticker with their name on the questionnaire when they returned it. PRC would like to note that this caused problems on many levels. Many members of the staff, both classified and unclassified, made it clear to the committee that they were uncomfortable having their name attached to their opinions. Many of the returned surveys did not contain mailing labels (of the 33 classified responses 13 had no stickers, of the 31 unclassified responses, 5 had no stickers). Before issuing this survey, PRC discussed this possibility in depth, as we knew many people would not turn in the survey if they were forced to turn in their identities. The committee decided that getting a larger pool of responses was more important than having names attached to those responses. The committee does want to share their concern about this issue. Staff members came to members of the committee, and shared their fear of retribution for giving their opinion; whether this is a real or imagined threat is unclear, but regardless, it should serve as a warning that there is a problem in our current lines of communication. Some staff members feel threatened to share their opinions which is not a sign of a healthy community, not to mention what it means in regards to staff moral. PRC was also disappointed that only 40% of the community took the time and effort to respond to the survey, but we are grateful to those who did.
Please find enclosed a short survey we are sending out to all faculty and staff for the KU Libraries.

This survey serves four purposes:

1. As the administration begins discussing the allocation of extra funds for more staff (money that came from the administrative changes that will occur as of July 1st), the first four questions of this survey could prove to be very helpful in showing the administration that there is or is not a consensus on where positions are needed. Although the administration will not solely be using this survey to make their decisions, they have agreed that such information would be very helpful. Of course, this information is not useful if we do not receive a large number of returns.

2. The Planning and Resources Committee (PRC) decided this year that PRC should serve a role as communicator, sharing information from the administration to the faculty and staff, and from the faculty and staff to the administration. This survey is an opportunity to share with the library administration (past and future) some documented areas of concern.

3. In the past, PRC requested departmental Resource Reports that many found helpful. The current budget situation does not allow for much variation on priorities, so resource reports are not extremely useful for the administration, but PRC believes these reports were also helpful in communicating peoples needs amongst departments (especially during open meetings). PRC hopes this survey might help to underline some library wide needs, and share those needs with the community.

4. PRC senses there may be some concern about communication in the libraries, particularly with regard to planning and resources. We are using this survey (particularly the second part) to document whether these concerns actually exist, or whether they are merely hearsay.

PRC appreciates your time in filling out this survey. In order for the results to be useful it is important that as many staff respond as possible. Please return these surveys to Meg Brown, Preservation department, by April 2, 1999. Survey responses will be read by PRC members only, and will be kept confidential. It will help PRC evaluate responses if the position of the respondent is known, so we encourage you to leave the address label on the form. However, PRC will accept anonymous returns as well, and hopes everyone will participate, with or without identifying yourself. It is important that we do this quickly to respond to the administration concerning possible allocation of funds for new positions, which they are trying to deal with quickly. If you have any questions about this survey feel free to contact a member of PRC.

Thank you.

Planning and Resource Committee
Meg Brown, chair
Jim Neeley
Brad Shaffner
Becky Schulte
Rich Ring
Sue Hewitt
Lin Fredericksen
Please rate the following statements on a scale of 1 to 5 by entering one of these numerals in the box beside it:
1=strongly disagree
2=disagree
3=not sure
4=agree
5=strongly agree

1. I understand the process by which planning and resource decisions are being made for the library as a whole.
2. I understand the process by which planning and resource decisions are being made for my department.
3. I have adequate input on planning and resource decisions for the library as a whole.
4. I have adequate input on planning and resource decisions for my department.
5. The reasons for planning and resource decisions for the library as a whole have been adequately explained to me.
6. The reasons for planning and resource decisions for my department have been adequately explained to me.
7. I agree with the planning and resource decisions that have been made for the library as a whole.
8. I agree with the planning and resource decisions that have been made for my department.
9. I believe that adequate planning is currently taking place for the library as a whole.
10. I believe that adequate planning is currently taking place for my department.
## Scaled Questions

<table>
<thead>
<tr>
<th>Response</th>
<th>question1</th>
<th>question2</th>
<th>question3</th>
<th>question4</th>
<th>question5</th>
<th>question6</th>
<th>question7</th>
<th>question8</th>
<th>question9</th>
<th>question10</th>
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</thead>
<tbody>
<tr>
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<td>11</td>
<td>20</td>
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<td>0</td>
<td>7</td>
<td>2</td>
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<td>0</td>
<td>8</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: 0 refers to question not answered.
Committee on Staff Development
Annual Report for FY99

Introduction
This report summarizes the committee’s activities with regard to programs, budget, and additional charges for FY99. It includes three recommendations (A-C) for the Executive Committee of the Library Faculty Assembly (LFA Exec) and four recommendations (1-4) for the Staff Development Committee (SDC).

The membership of the Committee on Staff Development for FY99 included Vic Cardell, presiding officer; Sandy Gilliland, ex officio; Lars Leon, Stephanie Schaffner, recording secretary; Kendall Simmons, financial information officer; Kristi Utchell (October 1998-February 1999), and Lyn Wolz. The committee was scheduled to meet weekly for most of the year. It also conducted a substantial amount of business via e-mail, and began to mount public and internal documents on the Libraries’ local area network (U drive). The committee’s web site, which Kendall Simmons currently maintains, provides information about SDC, including travel request forms, guidelines, programs, and membership (http://raven.cc.ukans.edu/~ksimmons/kulsa/sdc.html)

Recommendation A for LFA Exec: Appoint members to SDC by July 1 in coordination with Classified Conference Executive Board, and assign additional committee charges by early July. Many aspects of the work of SDC are year-round. Current members strongly feel that SDC would be most productive if the membership is appointed by July 1 each year and if new charges are received by early July. This would allow SDC more time for planning its program activities. In addition, SDC would be able to meet over the summer in order to conduct its usual and necessary business, such as allocating travel and development funds.

Recommendation 1 for SDC: Maintain and improve committee intranet files and web sites. SDC’s use of the U drive was helpful in sharing internal documents and drafts. The committee should consider the continuation of this practice. The SDC web site hosted by Simmons was integral to sharing information with the public and needs to be maintained. In addition, there is some information, such as approved minutes, which SDC should specifically share with the KU Libraries staff. These files should be made more easily available on the KU Libraries’ intranet.
Programs
SDC considered various themes for this year's programs including: patron relations, accessibility for patrons with disabilities, issues related to the new system implementation, change, and any ties with the KU Libraries' Diversity Committee activities. Because of the impending implementation of KU's new integrated library system, SDC decided to focus its efforts on change. The announcement of changes in the KU Libraries' administration added even more to the dramatic change being experienced in the KU Libraries this past year. The committee used "Working Together, Changing Together" as its program theme.

SDC appreciated all the suggestions and information on specific events that library staff forwarded to the committee throughout the year. SDC regularly discussed such items, along with other ideas developed in committee brainstorming sessions. The results were a range of events that are detailed in the Spring 1999 Calendar of SDC Events (Appendix A). In addition, SDC has a few remaining programs that should take place before this committee's term is over, or soon thereafter. Marilu Goodyear will give a presentation on Y2K, some type of closure activities relating to the old system should occur, and programming related to the University of Kansas' Alcohol Task Force may be scheduled.

SDC funds were used to support most of our programming. The KU Libraries' Administration also provided additional funding, which the committee greatly appreciated because it helped SDC to provide excellent programs.

Program attendance was moderate to very good, with the exception of the teleconferences, which had low attendance. The majority of comments that SDC received from program attendees were positive, ranging from good to excellent.

Recommendation B for LFA Exec: Examine and revise as needed the wording of SDC's primary standing charge as it pertains to research and publication (LFA Code 3.3.5.1), in consultation with the Committee on Research and Scholarly Activities.

Recommendation 2 for SDC: Work with the Committee on Research and Scholarly Activities to program presentations by library staff members. For example, brown-bags lunch sessions could be held at which library staff could give presentations of papers that they either have given or plan to give elsewhere.

Recommendation 3 for SDC: Utilize a program task chart to organize and expedite programming activities. Cardell created the first version and committee members provided additional elements, resulting in a very useful chart that helped to manage programs. (Appendix B).
Budget

Important Note: SDC is changing the start of its fiscal year from October 1 to July 1, beginning with FY2000. As a result, the amount of overspend for FY99 is not as great as it would be otherwise, because FY99 was only nine months long.

The committee has submitted a budget request for $32,000 in FY2000 in order to meet the increased need for travel shares. This would allow the committee to raise the share amount to $125. The current share amount of $105 has not changed in several years.

Budget Summary as of May 20, 1999

<table>
<thead>
<tr>
<th>FY99 allocation</th>
<th>$22,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY98 overspend</td>
<td>($1,090.76)</td>
</tr>
<tr>
<td>FY99 adjusted allocation 10/98</td>
<td>$20,909.24</td>
</tr>
<tr>
<td>Unspent Covey funds†</td>
<td>$2,790.00</td>
</tr>
<tr>
<td>FY99 adjusted allocation 5/99</td>
<td>$23,699.24</td>
</tr>
<tr>
<td>Total allocated by SDC</td>
<td>$25,960.71</td>
</tr>
<tr>
<td>Total unreconciled spent</td>
<td>$24,931.68</td>
</tr>
<tr>
<td>Unreconciled Balance</td>
<td>($1,232.44)</td>
</tr>
</tbody>
</table>

†remaining balance of funding reserved for Covey training, allocated to SDC by Marilu Goodyear

Budget Comparisons with FY98

<table>
<thead>
<tr>
<th></th>
<th>FY99</th>
<th>FY98</th>
</tr>
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<tbody>
<tr>
<td>Total allocated</td>
<td>$25,960.71</td>
<td>$22,370.85</td>
</tr>
<tr>
<td>Total spent</td>
<td>$24,931.68</td>
<td>$19,926.76</td>
</tr>
<tr>
<td>Total overspend</td>
<td>($1,232.44)*</td>
<td>($1,090.76)</td>
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<tr>
<td>Total shares allocated</td>
<td>225</td>
<td>179</td>
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</table>

*unreconciled

<table>
<thead>
<tr>
<th>Amount Allocated</th>
<th>Conference/Workshop</th>
<th>Travel</th>
<th>Other</th>
<th>SDC Programs</th>
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</thead>
<tbody>
<tr>
<td>FY99</td>
<td>$9,367.00</td>
<td>$9,238.28</td>
<td>$5,664.72</td>
<td>$1,171.71</td>
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<tr>
<td>FY98</td>
<td>$7,281.00</td>
<td>$8,048.50</td>
<td>$5,271.50</td>
<td>$2,766.54**</td>
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<tr>
<td></td>
<td>+$1,996.00</td>
<td>+$1,189.78</td>
<td>($986.78)</td>
<td>($1,594.83)</td>
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</tbody>
</table>

** includes $2,500 for Covey training.

Note: the totals for each category will not add up to the total amount SDC allocated. This is because some people qualified for more than they needed, but SDC makes allocations based on qualified shares. This over-allocation is corrected during reconciliation.
Committee on Staff Development
FY99 Annual Report

Budget Shortfall by Category, FY99

<table>
<thead>
<tr>
<th></th>
<th>Registration</th>
<th>Travel</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount allocated</td>
<td>$9,367.00</td>
<td>$9,238.28</td>
<td>$5,664.72</td>
<td>$24,270</td>
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<tr>
<td>Amount needed</td>
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<td>$17,408.13</td>
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<td>Shortfall</td>
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<td>($8,169.85)</td>
<td>($26,520.86)</td>
<td>($35,695.71)</td>
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Total Staff Use Of SDC Funding, FY99

<table>
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<tr>
<th></th>
<th>Faculty</th>
<th>Untenured</th>
<th>Staff</th>
<th>Unclassified</th>
<th>Other</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Workshops</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Conferences</td>
<td>20</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td></td>
<td>34</td>
</tr>
<tr>
<td>Total # of people</td>
<td>22</td>
<td>10</td>
<td>7</td>
<td>3</td>
<td></td>
<td>42</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY99</th>
<th>FY98</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenured Faculty</td>
<td>22</td>
<td>16</td>
</tr>
<tr>
<td>Untenured Faculty</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Staff</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Unclassified Other</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>42</td>
<td>42</td>
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</table>

Additional Charges to the Committee on Staff Development, FY99

Charge I: Continue and complete last year’s broad-based and systematic examination of methods for distributing staff development funds to determine whether the committee’s current shares approach is optimum. As part of this examination, conduct a needs assessment of LFA members (current library faculty and non-tenure-track unclassified professionals) to complement the survey undertaken last year by the Classified Conference Executive Board.

After reviewing the work of last year’s committee, the current committee decided to draft a two-part survey, with the intention of distributing it to all staff for the sake of completeness and consistency. Because of the complexity of the assignment, the committee divided into two groups, one led by Schaffner to work on a needs assessment, and the other led by Simmons to work on a questionnaire relating to options for the distribution of SDC funds. Over the course of the Spring, the committee discussed a number of drafts of the survey before submitting to the Office for Institutional Research and Planning for examination. Cardell also discussed the survey with Brad Schaffner, LFA Exec liaison to SDC. The group met with OIRP representative Carrie Towns on June 3 to discuss the surveys. It is uncertain whether a final draft of the survey will be ready for distribution before this year’s committee is dissolved.

Recommendation C for LFA Exec: Revise charge to allow SDC to complete the work begun by this year’s committee.
**Charge II:** Revise the SDC Funding Request Form, last revised on 3/21/97, to clarify instructions and to allow additional space for multi-conference information.

Simmons drafted several changes to the funding request form (Appendix C) in order to clarify the location of activities, the nature of participation, and the nature of the expense information that the committee requests. Simmons will alert staff to the new edition of the form.

**Recommendation 4 for SDC:** Revise the SDC Funding Request Form (http://raven.cc.ukans.edu/~ksimmons/kulsa/funding.html, as well as the associated print version) in order to accommodate staff who request funds for back-to-back or overlapping activities in the same geographical area.

Submitted by
Vic Cardell, Chair, on behalf of the Committee on Staff Development

**Attachments**
Appendix A: Spring 1999 Calendar of SDC Events
Appendix B: SDC Program Task Chart, Spring 1999
Appendix C: Revised Staff Development Committee Funding Request Form (on-line version)
Working Together, Changing Together
Spring 1999 Calendar of SDC Events

Please register for these events by contacting Rita at rwilson@ukans.edu or 864-3601.

“Even under cloudy skies, all’s Fair in Frankfurt”
Gordon Anderson
Reference Librarian and European Studies Bibliographer
Gordon will speak about his trip to the Frankfurt Book Fair and to research libraries and book vendors in and around Frankfurt.
Tuesday, January 12, 1999
12:00 p.m. to 1:30 p.m.
Watson Conference Room A

Managing Change and Transition
Video workshop in which Dr. Ben Bissell discusses the effects of change (especially in the workplace), how we can adjust to change, and how to cut down on the stress caused by change. We will have a facilitator lead some discussions related to the video.
Wednesday, February 10, 1999
10:00 a.m. to 11:30 a.m.
Watson Conference Rooms A & B

“What’s going to happen to me? Changel!”
Karen Cole
Associate Dean, Kansas State University Library
KSU Library implemented Endeavor 2 years ago. Dean Cole will talk about how to deal with change as it relates to the implementation of a new integrated library system.
Wednesday, February 24, 1999
10:30 a.m. to 12:00 p.m.
Watson Conference Rooms A & B

Periodicals Database Teleconference
Gale Group, H.W. Wilson Company, OCLC, and University Microfilms Inc. will discuss search engines, areas of coverage, costs, title selection, connections to other software, archival issues, and full-text/full-image options. Participants can submit questions prior to and during the teleconference.
Friday, February 26, 1999
11:00 a.m. to 1:00 p.m.
Location TBA

De-mystifying the Licensing of Electronic Resources
Videoconference co-sponsored by ARL and the Special Libraries Association will cover the basic elements of a license agreement, the legal foundations of a license, and legal terms.
Thursday, March 4, 1999
12:00 p.m. to 3:00 p.m.
Location TBA

Mayhem, Myths, and Miracles: Surviving Organizational Change
Schreiber Shannon Associates
Participants will gain an understanding of their personal reactions to current changes, the predictable stages of transitions, and ideas for capitalizing on the opportunities that change presents.
Tuesday, March 16, 1999
9:00 a.m. to 12:00 p.m.
Watson Conference Room A & B
repeated on
Wednesday, March 17, 1999
1:30 p.m. to 4:30 p.m.
Watson Conference Room A & B

Managing Stress Workshop
Kathleen Ames-Oliver
Manager, Professional Development
Professional Development Unit, Dept. of Human Resources
Customized workshops presented for KU Libraries staff only. Each workshop is limited to 20 staff members.
Tuesday, April 13, 1999
Time 10:00 a.m. - 12:00 p.m.
Watson Conference Room A
repeated on
Thursday, April 15, 1999
Time 10:00 a.m. - 12:00 p.m.
Watson Conference Room A

For additional information please visit the SDC website at: http://raven.cc.ukans.edu/~ksimmons/klsa/sdc.html or contact an SDC member: Vic Cardell (chair); Lars Leon, Stephanie Schaffner, Kendall Simmons, Kristi Utchell, Lyn Wolz, or Sandy Gilliland.
### “Working Together, Changing Together” SDC Program Task Chart, Spring 1999

<table>
<thead>
<tr>
<th>SDC 1999 Date &amp; Time</th>
<th>Activity</th>
<th>Publicity Deadline</th>
<th>Publicity person</th>
<th>Location reserved</th>
<th>Attendees pre-register</th>
<th>Costs</th>
<th>Local Arrs. Person</th>
<th>Provide food, Drink*</th>
<th>Equipment needs</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed., Feb. 24, 10:30-12:00</td>
<td>“What’s going to happen to me? Change!”—Karen Cole, KSU</td>
<td>Jan. 24</td>
<td>Kendall Watson A/B</td>
<td>Yes</td>
<td>Ca. $100. Lib. Admin. will cover</td>
<td>Kendall</td>
<td>Yes; Sandy</td>
<td>LCD projector; Cole will bring her own laptop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri., Feb. 26, 11-1</td>
<td>Periodicals database teleconference</td>
<td>Jan. 26</td>
<td>Vic Strong</td>
<td>Yes</td>
<td>$25.00/reg.</td>
<td>Sandy</td>
<td>No</td>
<td>Facilitator: Gaele Gillespie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs., Mar. 4, 12-3</td>
<td>“De-mystifying the Licensing of Electronic Resources” teleconference</td>
<td>Feb. 4</td>
<td>Stephanie Burge</td>
<td>Yes</td>
<td>$350 by Feb. 9/ Lib. Admin. Will cover</td>
<td>Sandy</td>
<td>Yes; Sandy</td>
<td>Facilitator: Gaele Gillespie</td>
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<td></td>
</tr>
<tr>
<td>Tues. &amp; Wed., Mar. 16, 9-13; Mar. 17, 1:30-4:30</td>
<td>“Mayhem, Myths, and Miracles: Surviving Organizational Change”</td>
<td>Feb. 16</td>
<td>Stephanie Watson A/B</td>
<td>Yes</td>
<td>Up to $800 for SDC; Lib. Admin., $5,000</td>
<td>Sandy</td>
<td>Yes; Kendall</td>
<td>Overhead projector; Presenter: Becky Shannon</td>
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<td></td>
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<tr>
<td>TBA</td>
<td>OCAT closure activities</td>
<td>TBA</td>
<td>Lars</td>
<td>TBA</td>
<td>Lars, w/ John Miller</td>
<td>Yes</td>
<td></td>
<td></td>
<td>1/14/1999 vc; rev. 3/4/1999</td>
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</tr>
</tbody>
</table>

*Library Administration will provide coffee, tea, water
Staff Development Committee
Funding Request Form

Please circle: conference - meeting - workshop - seminar

Name ___________________ Event Location: ___________________
Department: _______________ Event: ___________________
Travel Dates: _______________ Event Dates: _______________
Signature of Requestor ___________________ Date: ___________

Nature of Participation

Click to see guidelines regarding award criteria

Check appropriate choices (for conferences or meetings only):

___ Chair a meeting, session, panel, committee; present a paper; provide substantial committee work (3 shares) OR
___ Participate in discussion panel; respond to paper; poster session; member of committee or editorial board (2 shares) OR
___ Attend conference/meeting only (not to be combined with above) (1 share) AND
___ Untenured (tenure track) librarian or staff member within 24 months of initial appointment (1 share)

Please provide a brief explanation of your participation: ____________________________________________________________

Expenses (estimate, if necessary - please fill out completely)

$ __ Registration fee (describe any meal included)
$ __ Mode of transportation
$ __ Lodging/Meals (per diem - contact Administrative Office for rates or check here)
   ___ days at $ ___/day
$ __ Total estimated expenses
$ __ Total amount requested from Staff Development
Other Funding Sources: ___________________ Amt Requested: $ ___ Amt Received: $ ___

Return form by email to Sandy Gilliland or by mail to SDC/Administrative Office

Committee Use Only:

___ Approved ___ Denied Reason for Denial: ___________________
___ Shares Allocated
___ Funding Allocated SDC Rep Signature Date

Administrative Use Only:

Funding Source: ___________________
Budget Officer Authorization Date
# UNIVERSITY OF KANSAS
## SCHOOL OF LAW LIBRARY
### HOURS
#### FALL SEMESTER, 1999

<table>
<thead>
<tr>
<th>August 18 - September 3</th>
<th>REGULAR HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thur.</td>
<td>7:30 am - 11:00 pm</td>
</tr>
<tr>
<td>Fri.</td>
<td>7:30 am - 10:00 pm</td>
</tr>
<tr>
<td>Sat.</td>
<td>9:00 am - 10:00 pm</td>
</tr>
<tr>
<td>Sun.</td>
<td>10:00 am - 11:00 pm</td>
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<table>
<thead>
<tr>
<th>September 4 - September 6</th>
<th>LABOR DAY WEEKEND HOURS</th>
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<tbody>
<tr>
<td>Sat.</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sun.</td>
<td>1:00 pm - 5:00 pm</td>
</tr>
<tr>
<td>Mon.</td>
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<table>
<thead>
<tr>
<th>September 7 - November 23</th>
<th>REGULAR HOURS</th>
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<table>
<thead>
<tr>
<th>November 24 - November 27</th>
<th>THANKSGIVING RECESS HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Thur.-Sat.</td>
<td>CLOSED</td>
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<table>
<thead>
<tr>
<th>November 28 - December 2</th>
<th>REGULAR HOURS</th>
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<table>
<thead>
<tr>
<th>December 3 - December 15</th>
<th>EXAM HOURS</th>
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</thead>
<tbody>
<tr>
<td>Mon-Fri.</td>
<td>7:30 am - Midnight</td>
</tr>
<tr>
<td>Sat.</td>
<td>8:00 am - Midnight</td>
</tr>
<tr>
<td>Sun.</td>
<td>10:00 am - Midnight</td>
</tr>
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<table>
<thead>
<tr>
<th>December 16</th>
<th>Thur.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>7:30 am - 6:00 pm</td>
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<table>
<thead>
<tr>
<th>December 17 - January 16</th>
<th>WINTER RECESS HOURS</th>
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</thead>
<tbody>
<tr>
<td>Mon-Fri.</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sat.-Sun.</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

(Closed December 24 and December 31)

<table>
<thead>
<tr>
<th>January 17</th>
<th>RESUME REGULAR HOURS</th>
</tr>
</thead>
</table>

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

Due to Kelly Klinke's resignation (see **PERSONNEL** below), applications are now being accepted for a full-time Library Assistant II position at the Regents Center Library, located on the Edwards Campus in Overland Park, Kansas. Responsibilities of this position include: 1) Patron assistance in reference and public service, 25%; 2) Document delivery assistance, 40%; 3) WebRetrieve, 10%; 4) Reserves, 10%; 5) Serials processing backup, 5%; 6) Statistics, 5%; and 7) Other duties as assigned, 5%. **Minimum qualifications:** Job knowledge at an advanced level in library support work. **Additional preferred selection criteria:** Excellent interpersonal and communication skills; excellent organizational skills to manage several areas of responsibility simultaneously; demonstrated knowledge of library practices and procedures; recent public service work experience; recent academic library work experience; knowledge of reference sources and procedures used in bibliographic searching; ability to maintain detailed records and to detect and reconcile discrepancies; ability to follow oral and written instructions; demonstrated ability to establish and maintain effective working relationships with patrons, librarians, and other library personnel; experience using a microcomputer with a Windows operating system; working knowledge of Microsoft Office (Word, Access, Excel) and HTML documents; experience searching the Internet and the World Wide Web. **To apply:** Library staff should complete a "Request for Promotion or Transfer" form; in addition, a current "Internal Application" form is needed (both forms are available from Sandy Gilliland). Student assistants and other non-library staff must apply through KU Human Resources. **NOTE:** This position has not yet been advertised within the campus community; it will be listed on the University's "Dial-a-Job" beginning Wednesday, July 28th. **Application deadline:** 5:00 p.m. Friday, August 6, 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.

**PERSONNEL**

Kelly Klinke, Library Assistant II at the KU Regents Center Library, has announced her resignation. Kelly began work in August, 1996. She has accepted a position with a new library at Liberty Hospital, Liberty, Missouri. Kelly's resignation is effective August 6th.

Sandy Gilliland

(continued)
ATTACHMENTS
Travel Reports: Cindy Pierard
Committee Minutes:
  Coordinating Council, 6/04/99
  Classified Conference General Meeting, 6/22/99
  Classified Conference Executive Board Meeting, 6/22/99
Annual Reports for FY99:
  Planning and Resources Committee (Corrected, 9 pgs)
  Library Committee on Promotion & Tenure (1 pg)
  Committee on the Code and Bylaws (1 pg)
  Library Faculty Assembly Salary & Benefits (7 pgs)
Restructured Classified Conference Groups

An Equal Opportunity/Affirmative Action Employer
TRAVEL REPORT

Name: Cindy Pierard
Location: New Orleans, LA

Department: Reference/Instruction
Dates of Travel: June 24 - June 29
Event: ALA Annual Meeting

My primary activity during this year’s annual conference was working as a Task Force Member for the Instruction Section’s Think Tank III project. I also co-presented a poster session as part of the Instruction Section’s annual program: *Nothing but Net? Educating the Digital Library User*.

**Think Tank III**

Think Tank III is the third in a series of forums focusing on the future of library instruction. The first two Think Tanks were held at the beginning and end of the 1980s and discussions held at those meetings contributed substantially to the educational efforts of academic libraries and to future directions of ACRL’s Instruction Section. The theme of Think Tank III was "Information Literacy and the Technological Transformation of Higher Education" and the forum sought to bring together leaders in the field of information literacy with leaders in the field of educational technology to discuss future trends in instruction and collaboration. TT3 participants were divided into teams (one education technologist and one librarian) and assigned one of six topics to cover in their papers. Brief summaries of the topics and resulting discussion papers follow:

**Defining Moments: the Role of Information Literacy in the 21st Century Construct of Education.**

Mark Donovan and Anne Zald from the University of Washington discussed how the challenges posed by an information-driven society demand a rethinking of higher education, and shared several models for bringing together librarians, teaching faculty, and educational technologists to teach the critical thinking skills that students need.

**Our Future Revisited: Redefining the Teaching Role of Librarians on the Wired Campus.**

Elizabeth Dupuis of the University of Texas at Austin and Margaret Misangyi Watts of the University of Hawaii at Manoa revisited William Miller’s comments from Think Tank II on the teaching role of academic librarians in light of: 1) the major information literacy initiatives witnessed in higher education in the past 10 years and; 2) the widespread integration of technology into the daily lives of students.

**Deep Impact: Changing Technologies and the (R)evolution of Information Literacy.**

Judith Swanson of California Polytechnic State University and Dane Ward of Wayne State University examined the impact of technological changes and an increasingly “technologized” student population on the design and delivery of campus-wide information literacy programs.

**Lessons Learned: Computer Technologies as Teaching Tools & their Applications to Library Instruction.**

James Austin and Karen Williams of the University of Arizona discussed what current research tells us about the successful use of computer technology as a teaching tool and how this knowledge can best be applied to the teaching of information literacy in academic libraries.

**Justify Our Love: Information Literacy, Student Learning, & the Role of Assessment.**

Anne Scrivener Agee and Craig Gibson of George Mason University explored how information literacy efforts affect student learning in the classroom and examined relevant issues regarding the measurement and assessment of information literacy outcomes in light of the demands being placed upon higher education for increased accountability.

**In Search of Common Ground: the Information Literacy/Computer Literacy Connection.**

Patricia Iannuzzi of Florida International University examined why the teaching of information literacy in higher education seems not to have received widespread acceptance and enthusiasm to the same degree as the teaching of computer or technology literacy. She also explored what opportunities may exist for collaborative partnerships between proponents of these two skill areas.
TT3 Task Force members were in charge of making sure events stayed on schedule, taking notes, offering feedback, etc. It was a provocative discussion and a really interesting event to be part of, even though my role was mainly that of an observer. Now that the formal event is over, Task Force members are working on several follow-up activities that we hope will continue this discussion.

October Forum
An interactive forum will be held during the month of October 1999 on the Instruction Section Web site <http://www.ala.org/acrl/is/>. Copies of all TT3 papers will be posted to the site and participants will have a chance to comment on the papers and continue the conversation with TT3 members.

ACRL Publication
Following the October Forum, the collected papers and subsequent discussion pieces will be compiled as a print ACRL publication. It is our hope to have this available sometime during summer or fall of 2000.

Other Possibilities
We are also exploring the possibility of developing a model for campus-level think tanks with this theme.

Other ALA Activities
I missed most of my regular committee meetings due to TT3 conflicts, but I did attend several programs.

I enjoyed the LIRT (Library Instruction Round Table) program on *Getting the Most from your Electronic Classroom*, which focused on the best ways to design or retrofit library space for electronic classrooms. It was useful to review the supplied list of design considerations and to weigh the pros and cons of different room layouts, equipment, etc. I left feeling like the design we chose for our own facility was a good one.

I also attended the IS (Instruction Section) program entitled *Nothing but Net: Understanding the Digital Library User*. The first speaker, Ann Peterson Bishop, discussed what the University of Illinois had learned after studying users of a local experimental database called the Digital Library Initiative (DLI). The DLI database consists of roughly 66,000 full-text articles from 60 core Sci/Tech journals. The U of I team studied how users interacted with the database, using transaction logs, large-scale user surveys, login data, etc. Some of their findings will probably ring true with many public services staff:

- Libraries have a real challenge trying to help users distinguish between the wide array of available research resources since users tend not to try new tools, but stick to familiar ones even when they are not suitable.
- Users are slow to try the complex search features associated with many of our databases. They prefer straightforward, simple searches that do not require learning new skills, new icons, buttons, etc.
- It can be difficult studying how users interact with databases. The U of I team asked users to log in with net IDs so they could better track their search activity, which users resisted. Users also were utterly uninterested in filling out even brief surveys concerning what they used, what they liked/disliked, etc.

Unfortunately, I had to leave at this point to set up for the program's poster session where Jeff Bullington and I co-presented a session entitled *Teaching the Digital Library with an Interactive Quiz and Tutorial*. The poster session presented our experience with designing an online tutorial and interactive quiz for teaching basic library research skills. The session went well - we went through 75 handouts and had requests for more information from about 40 other individuals - and it was interesting to learn what other academic libraries are up to in terms of their own tutorial development. Many of us face similar challenges: trying to find folks with programming experience to develop and maintain these tools since there are so few decent software alternatives or courseware packages on the market, and resisting the urge to create "online workbooks" that offer little interactivity and merely mimic older print-based assignments. As I look through some of the handouts from other poster sessions, I have already found some ideas that I hope to apply as we continue to develop and refine our own tutorials.

Thanks to SDC for helping to make this trip possible.

Marilu Goodyear: Welcomed Beth Warner, Assistant to the Vice Chancellor
Marilu asked staff welcome Beth Warner who was appointed as Assistant to the Vice Chancellor. Beth, Marilu, Kathy Lafferty and Richard McKinney will be moving to Strong Hall, perhaps by the end of August. Beth has been Head of Library Systems at the University of Michigan and Acting Assistant Director for Technical Services, Preservation, Access, Systems, etc. Beth will be responsible for policy development for Electronic Information for the campus, access issues, intellectual property, privacy issues, coordinating a new program for data warehousing.

Dean of Libraries Announced
Marilu announced that Keith Russell has accepted the Dean position. He will begin on August 9, 1999. His appointment will be announced on Monday, June 7th. Keith and his life partner, Julia Blixrud, will be in Lawrence Monday, June 14th. Keith will meet with the administration team. Julia will meet with various campus personnel to discuss potential employment opportunities in Lawrence.

Personnel changes
Cherrie Noble will become a member of the Library staff at the end of June. She will be assigned to Watson Reference and will be involved in instruction activities with Cindy Pierard, who will be her supervisor, and Reference Desk duties. Next summer Cherrie will then move to Anschutz to be a Business/Science/Documents team member.

Anschutz Changes
It was announced that a national search for a head of Anschutz will be conducted. Preliminary draft version of an organizational chart with attached descriptions on Anschutz was distributed. Marilu asked that it be shared with staff. Staff feedback and more details will be covered in next week’s Coordinating Council meeting.
**Status of Funding for New Positions**
Marilu reported that she has reviewed department heads requests for several personnel changes and new positions. Marilu clarified that classified positions will be considered, but the University has a cap on number of classified positions that are available. Additional review and discussion will occur.

**Feedback Wanted**
In comparison with other ARL libraries, our classified staff numbers are below average and the student budget is much larger. Marilu suggested that departments consider trading in 40 hours of student wages for 40 hours of classified staff. Marilu would reserve some salary monies to "match" the traded-in student monies. Marilu would like feedback on this matter at next week's Coordinating Council meeting.

**Endeavor Implementation**
Marilu and John Miller distributed a memo regarding Endeavor Implementation in Technical Service Operation for review and discussion. The implementation of Voyager will be a continuing process. The memo represents an initial implementation without full knowledge of the evolving process. Marilu said that she is taking a conservative approach in the beginning and as we understand implications we will make adjustments in this process. We are looking for efficiency and effectiveness. She encouraged every member of Library staff to be thinking about what is best for the whole library system. Marilu asked the group to study the document, begin discussions with staff and submit written questions. Questions regarding acquisitions process should be submitted to Rachel Miller; questions regarding cataloging process should be submitted to Mary Roach. Marilu said the questions will be answered as soon as feasibly possible.

Marilu asked department heads to inform staff that no one will lose their job, and positions will not be downgraded. It will take time to look at job duties within units. We need to help staff understand that their job descriptions will not be permanent – they can, and probably will, change often. There is plenty of work for staff in the Libraries and we can find activities that match classification. She encouraged department heads to make changes smoothly and help staff not feel isolated.

**Bar Code**
The bar code is a 14 character national standard – evolutionary process – and we will not start changing the current books immediately. Bar codes will be covered in more detail in the next Coordinating Council meeting.

Minutes submitted by Rita Wilson
Present:  C. Orth-Alfie (Chair), J. Altenbernd (Vice-Chair), J. Evensen (Secretary), C. Jeffries (Group I Representative), B. Marvin (Group II Representative), K. Klinke (Group III Representative), A. Unfred (Group IV Representative), S. Hewitt (Group V Representative), M. Baker (Group VI Representative); K. Cook, D. Dyal, L. Fredericksen, V. Froese, B. Harsh, N. Hollingsworth, J. Horkman, L. Indall, K. Simmons, G. Slater, J. Smith, I. Starr; B. Baird (guest), S. Gilliland (guest), M. Ito (guest)

Welcome
Carmen welcomed everyone to the meeting and the newly-elected officers and representatives introduced themselves. Carmen introduced two new staff members who were present, Jeromy Horkman and Leanna Indall, both from Cataloging.

The dates for future CCEB meetings were announced. All meetings are scheduled for the third Tuesday of each month except December, when the CCEB does not meet, from 1:00-3:30.

Committee News
Bayliss Harsh provided a bit of background about the Instruction Council (IC) and reported on their activities. The IC deals with across-the-libraries instruction issues and has recently been involved with the plans for the new Clark Instruction Center, which will be used for all-purpose library instruction classes. Seventeen computer stations will be installed along with a separate station for the instructor in the Center, which will contain wall-to-ceiling glass windows and blinds. The Center will be open to the public when no classes are being held in it and the Reference desk is staffed.

The IC has also been planning training sessions for the new online public access catalog (OPAC) in Voyager. These sessions are open to the public and all staff, and participants should register with Mary Miller. Sessions for various dates in July were published in the “Driver’s Ed” guide from the Computer Center, but they were cancelled after the implementation timeline was pushed back. However, there will be several sessions offered in August.

Bayliss reminded everyone about the upcoming Libraries Workshop Series scheduled to begin this fall. Past workshops have been led by several different library staff, both Classified and Unclassified, which provided detailed information about a specific library resource or set of resources. Notices about the individual sessions are e-mailed to all library staff. Bayliss encouraged Classified staff to contact Cindy Pierard if they would like to consider offering a particular session in future semesters. She also reminded Classified staff that they are welcome to volunteer to help out with library tours or different types of training, as well.

Lin Fredericksen reported that the Planning and Resources Committee (PRC) has compiled the results of their recent survey and that the survey report should be out soon. The return rate was 40% (33 Classified and 31 Unclassified staff) and the number one priority, as far as resource needs were concerned, was more staff. This year the committee really made an effort to become more involved with administrative and budget issues and they submitted recommendations for new positions from the extra money in the budget to Marilu Goodyear.
Committee News, continued
Kendall Simmons reported that the Staff Development Committee (SDC) recently finished their annual report which included a request for a budget increase from $22,000 to $32,000 for the next fiscal year. In the past their fiscal year has run from October 1 to September 30, but this will soon change to July 1 to June 30. Although there has been a slight increase in the number of Classified staff attending conferences, only a few Classified staff have requested funding for development opportunities. The SDC is currently working on a survey to find out how they are meeting the development needs of library staff and in what areas they can improve. They are looking into having separate “pots” of money for individuals’ requests and programs. Upcoming activities sponsored by the SDC include a Y2K presentation by Marilu Goodyear as well as some kind of “closing” ceremony for the current online system. Kendall also described the criteria the committee uses for determining whose requests receive funding and emphasized that most of the requests made to the SDC end up being funded.

Diana Dyal informed everyone that the Electronic Information Council (EIC), which decides which electronic databases are to be purchased by the Libraries, have been discussing a number of possible new databases these past few months and have not met very often.

Jim Smith, who’s been heading the Watson Exhibit Committee, reminded everyone present that anyone, including Classified staff, can organize exhibits for Watson. If someone has an idea for an exhibit, s/he can obtain an application from Jim. He also announced that Geri Slater has been appointed to this committee.

Carmen announced that Rita Wilson has been appointed as the Classified representative on the Publications Advisory Council (PAC), replacing Tanya Shaw.

Carmen reviewed the activities of the Classified Conference Executive Board (CCEB) this past year. The Board was instrumental in getting new furniture for the conference rooms in Watson, which has arrived and is now in use. The CCEB continued to push for mandatory supervisory training for all supervisors of Classified staff, as well. Carmen reported that there has been a great deal of administrative support for this idea, at both the library and university levels. The library administration is looking into the possibility of having Human Resources staff offer the STEP program in Watson so that it would be easier for library staff to attend. The Board continued to follow the legislation being discussed in the University Classified Senate and asked for a volunteer who would be willing to attend their meetings and report back to the CCEB. She also read a letter that was sent out by the Provost to the supervisors of the Classified Senators about his support for their participation in Senate. The CCEB initially thought of the idea to bring Karen Cole from K-State to campus to talk about change and the transition to the Voyager system and worked with the Staff Development Committee to make it happen. The CCEB is also working with the Library Faculty Assembly Executive Board (LFA Exec.) to make the SDC and PRC true joint committees with equal representation of both Classified and Unclassified staff, as well as participating in the search for a new dean. Carmen noted that all of the current search committees contain at least one Classified staff member.

New Business
The idea to bring in representatives from the different area colleges, universities, and organizations that offer library-oriented classes was discussed. The CCEB will investigate the possibility of doing this sometime this year.
New Business, continued
Jim Smith’s earlier proposal to form a new group comprised of library assistants in branch locations was discussed, as well. The group would meet to talk about procedures and policies that have been especially helpful in working in locations outside of Watson. The Circulation Forum currently addresses some of these issues, but this group primarily focuses on Watson. As the new system will increase the integration between Watson and the branches, Carmen has mentioned to the administration that the need for better communication between Watson and the branches really needs to be addressed. Jan Altenbernd suggested that a group for those people working with and/or supervising student assistants might be beneficial, as well. Sandy Gilliland noted that she and Barb Woodruff have discussed offering workshops for student supervisors that would cover a wide variety of issues related to working with and supervising the student assistants. The CCEB will continue to look into the possibility of forming either one or both of these groups.

Sandy Gilliland talked about the proposal to “cashing in” student assistant hours for Classified staff positions. Up to 40 hours per week could be taken from the regular student hourly budget and used to help pay for a Classified staff position. The Administration would make up any difference in pay.

Changes to the six Classified Conference groups were reviewed. Any feedback should be sent to Carmen. The Board will vote on it at their July meeting.

The number of Classified and Unclassified staff members currently employed in the Libraries was discussed. There are currently 86 Classified employees and 79 Unclassified employees, which is a nearly a rate of 1:1. It was noted that at several of KU’s peer institutions the rate is much closer to 2:1.

Ideas for a possible restructuring of the Exec. Board were discussed. Classified Senate, whose president is chosen by the Senators who have been elected by their constituents, is one example of how the Board could choose a chair. If anyone is interested in exploring this issue further, please let Carmen know.

The lack of participation by Classified employees in various library governance groups was talked about in great detail. Some people may feel that they don’t have the supervisory support or necessary time for activities outside of their immediate jobs. Others may feel apathetic because there really aren’t any issues that “fire people up.” Several suggestions were made as to how to encourage more Classified staff to participate in groups and committees that aren’t directly related to their jobs, including 1) making staff aware of the various types of issues the CCEB has worked on in the past; 2) having the administration publicly acknowledge the contributions the CCEB has made to the Libraries; 3) sending a written statement of support of participation from the administration to all supervisors of Classified staff; 4) raise the amount of the monetary award given to the Classified Employee of the Year; 5) having the group representatives remind their constituents to attend CCEB meetings where important issues are going to be discussed; and 6) setting up a Web page where staff can find information about issues the CCEB is working on, etc.
Present: Baker, J. Evensen (secretary), Hewitt, Klinke, Orth-Alfie (chair), Unfred

Chair's report: Carmen briefly reviewed the notes from her meeting with Marilu Goodyear and the Coordinating Council. She will send out a more detailed written summary to Board members within the next few days.

Classified Senate: Because there is no representative from Classified Senate within the Libraries, Carmen asked for volunteers to attend the Classified Senate meetings on July 7 and August 4 and report back to the CC Exec. Board about the proceedings. Sue will attend in July and Mary Ann in August. Both meetings are scheduled from 11:30-1:00 in Alcove F of the Kansas Union. Carmen suggested that the Personnel Committee be charged with making sure that someone from the Libraries attend any future Senate meetings for the purposes of keeping the Exec. Board informed about what legislation the Senate is trying to get passed in Topeka.

Committee appointments: Carmen will make a plea at the general meeting for more volunteers for the Personnel Committee. She will ask Jan to send out reminders to the people who have volunteered to serve on the various committees that they’ve actually been appointed.

Duties of officers and representatives: Those Board members present were encouraged to read the hand-outs detailing the various duties of the officers and representatives.

The next CCEB meeting is Tuesday, July 20, from 1:00-3:00 PM in Conference Room A.
Planning and Resources Committee  
1998-1999 Annual Report

Composition:
“The Committee on Planning and Resources shall be composed of five members from the library faculty, appointed by the Executive Committee, two members from the Classified Conference, and the Libraries’ budget officer (ex officio).
“The Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.” (LFA Code of Governance, 3.3.6.2-3)

1998-1999 Members
Meg Brown (chair), Rich Ring, Jim Neeley, Becky Schulte, Brad Schaffner, Lin Fredericksen, Sue Hewitt *

Standing Charge
“The Committee on Planning and Resources, 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 the Libraries’ budget activities. In addition, the Executive Committee shall annually charge the Committee with the study of specific issues. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Executive Committee.” (LFA Code of Governance, 3.3.6.1)

Specific Charges for 1998-1999 from the LFA Executive Committee: 
"In addition to the standing charges for PRC, as outlined in the Library Faculty Assembly Code of Governance, LFA Exec extends to PRC the following additional charges for FY 1999:

1. Reconsider and reassess the role and need for PRC in the context of rapidly changing conditions.

2. Request a meeting with Marilu Goodyear in the fall. Ask how PRC can be included in administrative discussions a.) as soon as vacancies in library staff occur, and b.) before funding initiatives or priorities are submitted to the Provosts Office, with an eye toward whether opportunities exist in these situations to facilitate the libraries’ long range objectives.

Activities

1. Reconsider and Reassess the role of PRC
The committee quickly "re-considered" and "reassessed" the purpose and function of PRC. The committee reached a consensus that since this process has been done on a regular basis for many years we would instead spend the year trying to foster better
communications with the administration, and also try to document the planning and resource needs of the faculty and staff.

2. Meet with Marilu Goodyear to discuss PRC
PRC fostered communication with the administration by having a few meetings with Marilu. We discussed planning and resource issues and the committee also took the opportunity to give input on a few important issues that came up this year. As Chair of PRC, Meg Brown was asked by Marilu to be on the search committee for the fiscal services/assistant to the dean position, and many of the members of PRC attended the open meetings with the candidates and shared input for this position. Marilu gave PRC information about the personnel requests made this spring for the "new money" and the committee analyzed the information and shared input with the administration.

3. Survey
It was the committee’s decision that in order to facilitate communication between the faculty/staff and administration, the first step was to complete a survey analyzing the needs for communication. In the spring of 1999 the committee designed, distributed and analyzed the data of a survey concerning planning and resource issues. A database of the survey answers is available in the archives, and a summary of the various questions can be found attached to this annual report. Due to voiced concerns about anonymity, the committee transferred the data sheets into a computer database, and destroyed all original survey forms.

Recommendations for 1999-2000
1. Survey
PRC should conduct another survey during the next fiscal year. The information gathered during this year’s survey was very helpful, but could be utilized more fully by following up the survey every year. In this way PRC could analyze what changes and implementations are working well, and what changes are still needed.

2. Ex-officio
Due to changes in staff, the libraries’ budget officer was not in attendance at most of the meetings during this fiscal year. Marilu Goodyear was willing to work with PRC and discuss who should take on the future role of ex-officio on PRC, but due to such large personnel changes, this discussion never took place. Shannon Royer, the new budget officer is aware of Nancy Jaeger’s former role as ex-officio, and is willing to participate, if the administration is supportive. This issue must be discussed with the new dean. If the new dean would prefer a different ex-officio, codes must be changed.

3. New Administration
PRC has high hopes that the new administration will be supportive of PRC’s role as a governance committee. We recommend that next year’s committee start early to build a relationship with the dean, and outline for him what role PRC would like to take (particularly early involvement in the budget process).
4. Changing committee status
In general, the committee feels changing PRC from a governance committee to a joint committee would be a good idea. The 1999-2000 committee should discuss this issue further, and share their discussion with LFA Executive Committee.

*Nancy Jaeger was with us as ex-officio for a short time until her retirement. Shannon Royer, the new budget officer was unable to attend any meetings this year.
KU LIBRARIES PLANNING AND RESOURCES COMMITTEE
SURVEY 1999

Introduction
The 1999 KU Libraries Planning and Resources Committee Survey was delivered via campus mail to 164 classified and unclassified employees of the KU libraries; 65 responses were returned. Of the 86 classified staff surveyed, 33 responded; of this 33, 8 had 0-5 years of service, 4 had 6-10 years of service, and 20 had 11+ years of service. Of the 79 unclassified staff surveyed, 31 responded; of this 31, 12 had 0-5 years of service, 4 had 6-10 years of service, and 15 had 11+ years of service. One response was turned in with no answer to the question of rank or years of service. The population of the respondents is nicely distributed and represents a wide proportion of the entire population of library faculty and staff.

The following summary does not include comparisons by rank or years, but this analysis could be completed if desired, as the information is stored in a Microsoft Access Database, which will be given to the University Archives as part of the PRC record. The database does not include names. The purpose of this survey is clearly defined in the note that was sent out with the survey.

Summary of Survey Responses

Question 1: “Please list in order of priority the greatest resource needs (collections, equipment, staff, etc.) in your opinion, for your department.”

Staffing needs: The most prevalent departmental need cited by the 65 library staff who answered our questionnaire was additional staffing:
- 38 respondents listed it as the number 1 priority for their departments
- 48 mentioned it among their top 3 or 4

Among the respondents who elaborated on their answers:
- 7 cited the need for more student help
- 7 cited the need for more support staff
- 1 of the respondents declared their department was “too dependent on students”

Specific areas that were mentioned as needing more staffing included:
- cataloging (11)
- reference (3)
- retrocon (2)
- instructional staff (2)

1 Appendix I includes a copy of the original survey with the note that was sent out with the survey.
2 One classified respondent did not answer the question on years of service.
3 This summary is listed in the order of which needs were mentioned the most by the respondents, but since question #1 was supposed to address needs at the departmental level, the number of people who ranked each of these as a high priority may not be very relevant.
Need for more training in general
Low salaries

**Question #2:** Please list in order of priority what you perceive are the greatest resource needs (collections, equipment, staff, etc.) for the libraries as a whole.

**Rankings:** 34 people who answered this question ranked staff and staff related issues as the #1 priority and 13 people ranked staff as #2. Collections and space were each identified as #1 by 10 people. Equipment was ranked as #1 by 1 person but was given as #2 by 10 people and #3 by 10 people.

**Total number of mentions:**
- Staff 50
- Collections 28
- Equipment 24
- Space 21

**Survey of Comments**

*Staffing issues* received the most attention from those completing the survey. Comments reflected that people think that the library needs more staff in general. In addition to this, people also responded that more staff is needed for the Reference Department, and more for staff training support, both in general and for assistance with electronic resources. Several people noted more support staff is needed as well. Higher, more equal salaries and more support for staff development were also noted on the survey.

- More staff in general (9)
- Reference Dept. and electronic resources support (5)
- Higher, more equal salaries and increased support for staff development (5)
- More staff to support staff training (4)
- More support staff in general (2)
- More catalogers (1)
- Higher pay for student assistants so that they would stay longer (1)

*Collection issues* were ranked as the #1 priority by 10 people, #2 by 7 people and #3 by 11 people. Of those responding, most commented that increased support should be applied to collection funds. Increased support for electronic sources and increased support for relations between teaching faculty and bibliographers were also noted as very important by several people.

*Space* needs were identified as the #1 priority by 10 people, #2 by 7 people, #3 by 3 people and #4 by 1 person. Collections space was noted most often with space for staff and patrons receiving several mentions as well.

*Equipment* was given as the #1 priority by 1 person, #2 by 10 people, #3 by 10 people and 3 people ranked it as #4. Usually a specific type of equipment was not given. The need for an audio/visual center was commented on by 2 people and getting all parts of Voyager up and running was mentioned several times.
Issues related to space were listed 4 times.

Issues related to training and staff development were listed 3 times.

Other Issues mentioned:

Fundraising—2 times.

Expanded preservation opportunities—2 times.

Retrocon of Dewey—1 response.

Adding Spencer holdings online—1 response.

Increase opportunities to digitize collections—1 response.

Need to clean the facilities—1 response.

**Question #4:** In light of the competition for resources for our libraries, which library operations/functions do you think should receive less emphasis?

Fifty-one (77 percent) of the 66 surveys included written answers to this question. Some mentioned more than one area, so the following itemization adds to more than 51. There were six comments to the effect that all operations/functions were of equal importance, four stating that no operation/function should receive less emphasis, and eight “don’t knows.” Aside from these, forty-two actual suggestions for reduced emphasis were made.

**Administration.**

The most frequent suggestion for reduced emphasis was the area of administrators and their assistants, which was mentioned on 11 surveys. Administration-related activities (committees, “touchy-feely” training, paperwork and reports, and hiring of outside experts) were mentioned on four additional surveys.

**Other operations/functions receiving mention on more than one survey**

Five surveys mentioned interlibrary lending/document delivery items for less emphasis. Specific items included exchange & gifts, free UnCover, campus delivery, ILL, and ILL for Regents Center students. Four surveys mentioned technology-related items, including the electronic classroom, electronic information, technology, more modern equipment. In contrast, three respondents thought the print collection (books, collections, and collection development) could do with less emphasis. Spencer Research Library, particularly the level of staffing there, was mentioned on three surveys. The Library Faculty research
to further review Watson low-use LC’s for possible off-site storage, management, working conditions, training, refurbishing Watson, additional public work stations due to Endeavor, and more efficient use/reuse of discarded photocopies. One respondent listed more staffing with the advent of Endeavor and another listed the need for more information on some of the expected personnel changes (new Dean, etc.) before submitting a departmental request for resources.

The proximity of this question to the preceding 10 questions about library planning and decision issues meant that some respondents included comments explaining their answers to the 10 questions or used the opportunity to include further observations about the planning and decision-making processes.

Some respondents (3) were more positive about understanding and participation in decision making within their departments or as a result of governance involvement that they were for planning and decision-making for the entire library. Other responses (4) indicated uncertainty or unwillingness to be involved in the process or suggesting that staff identify key decisions they want an opportunity to provide input since it is not feasible or appropriate for all staff to be knowledgeable about all planning and resource decisions. Two (2) respondents said they did not necessarily agree with every planning and resource decision made but overall were in agreement. A greater number of responses (10) indicated concerns including a lack of adequate long-term planning, poor communication from library administration, little interest in getting feedback and input from staff regarding planning and resource allocations, and priorities and agendas set without paying enough attention to the needs of the departments or though a team approach.

**General Comments**

*Survey Anxiety*

The survey was sent out with an attached note which asked respondents to leave the mailing sticker with their name on the questionnaire when they returned it. PRC would like to note that this caused problems on many levels. Many members of the staff, both classified and unclassified, made it clear to the committee that they were uncomfortable having their name attached to their opinions. Many of the returned surveys did not contain mailing labels (of the 33 classified responses 13 had no stickers, of the 31 unclassified responses, 5 had no stickers). Before issuing this survey, PRC discussed this possibility in depth, as we knew many people would not turn in the survey if they were forced to turn in their identities. The committee decided that getting a larger pool of responses was more important than having names attached to those responses. The committee does want to share their concern about this issue. Staff members came to members of the committee, and shared their fear of retribution for giving their opinion; whether this is a real or imagined threat is unclear, but regardless, it should serve as a warning that there is a problem in our current lines of communication. Some staff members feel threatened to share their opinions which is not a sign of a healthy community, not to mention what it means in regards to staff moral. PRC was also disappointed that only 40% of the community took the time and effort to respond to the survey, but we are grateful to those who did.
PLANNING AND RESOURCES COMMITTEE FIRST ANNUAL SURVEY:

Please find enclosed a short survey we are sending out to all faculty and staff for the KU Libraries.

This survey serves four purposes:

1. As the administration begins discussing the allocation of extra funds for more staff (money that came from the administrative changes that will occur as of July 1st), the first four questions of this survey could prove to be very helpful in showing the administration that there is or is not a consensus on where positions are needed. Although the administration will not solely be using this survey to make their decisions, they have agreed that such information would be very helpful. Of course, this information is not useful if we do not receive a large number of returns.

2. The Planning and Resources Committee (PRC) decided this year that PRC should serve a role as communicator, sharing information from the administration to the faculty and staff, and from the faculty and staff to the administration. This survey is an opportunity to share with the library administration (past and future) some documented areas of concern.

3. In the past, PRC requested departmental Resource Reports that many found helpful. The current budget situation does not allow for much variation on priorities, so resource reports are not extremely useful for the administration, but PRC believes these reports were also helpful in communicating peoples needs amongst departments (especially during open meetings). PRC hopes this survey might help to underline some library wide needs, and share those needs with the community.

4. PRC senses there may be some concern about communication in the libraries, particularly with regard to planning and resources. We are using this survey (particularly the second part) to document whether these concerns actually exist, or whether they are merely hearsay.

PRC appreciates your time in filling out this survey. In order for the results to be useful it is important that as many staff respond as possible. Please return these surveys to Meg Brown, Preservation department, by April 2, 1999. Survey responses will be read by PRC members only, and will be kept confidential. It will help PRC evaluate responses if the position of the respondent is known, so we encourage you to leave the address label on the form. However, PRC will accept anonymous returns as well, and hopes everyone will participate, with or without identifying yourself. It is important that we do this quickly to respond to the administration concerning possible allocation of funds for new positions, which they are trying to deal with quickly. If you have any questions about this survey feel free to contact a member of PRC.

Thank you.

Planning and Resource Committee
Meg Brown, chair
Jim Neeley
Brad Shaffner
Becky Schulte
Rich Ring
Sue Hewitt
Lin Fredericksen
Please rate the following statements on a scale of 1 to 5 by entering one of these numerals in the box beside it:

1=strongly disagree
2=disagree
3=not sure
4=agree
5=strongly agree

1. I understand the process by which planning and resource decisions are being made for the library as a whole.
2. I understand the process by which planning and resource decisions are being made for my department.
3. I have adequate input on planning and resource decisions for the library as a whole.
4. I have adequate input on planning and resource decisions for my department.
5. The reasons for planning and resource decisions for the library as a whole have been adequately explained to me.
6. The reasons for planning and resource decisions for my department have been adequately explained to me.
7. I agree with the planning and resource decisions that have been made for the library as a whole.
8. I agree with the planning and resource decisions that have been made for my department.
9. I believe that adequate planning is currently taking place for the library as a whole.
10. I believe that adequate planning is currently taking place for my department.
<table>
<thead>
<tr>
<th></th>
<th>question1</th>
<th>question2</th>
<th>question3</th>
<th>question4</th>
<th>question5</th>
<th>question6</th>
<th>question7</th>
<th>question8</th>
<th>question9</th>
<th>question10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1</td>
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<td>14</td>
<td>6</td>
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<tr>
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<td>13</td>
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<td>18</td>
<td>15</td>
<td>15</td>
<td>9</td>
<td>32</td>
<td>22</td>
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<td>26</td>
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<td>0</td>
<td>7</td>
<td>2</td>
<td>12</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: 0 refers to question not answered.
Library Committee on Promotion & Tenure
Annual Report for FY99

Members: Nancy Burich, Mel DeSart, Mary Hawkins, Cindy Pierard (Chair), John Richardson (Secretary), Mary Roach, Sherry Williams

The Committee reviewed several sabbatical and promotion files during the fall, all of which were completed according to the standard timetable. During the review process, committee members noted that the section of the Promotion, Tenure, and Sabbatical Leave Guidebook concerning sabbatical leaves was in need of revision. During the spring, we worked to update this section to more accurately reflect current guidelines and practices. Our final draft was forwarded to LFA Exec for review in May 1999. We also forwarded a copy to Sandy Gilliland, who is working on a more complete revision of the Guidebook to be distributed to library faculty in Fall 1999.

The Committee had no additional charges.
FY1999 Committee on the Code and Bylaws

Annual Report

Members: David Pardue (chair), Barb Gaeddert (secretary), Roger Anderson

The LFA Committee on the Code and Bylaws met twice during this fiscal year: at the end of Oct. 1998 (a brief organizational meeting) and on Nov. 3, 1998. The bulk of our work was done at the Nov. meeting, when we prepared a revised version of the Code; this was distributed to the LFA membership at the Fall general meeting (on Nov. 5). The most significant changes involved the elimination of the section pertaining to the Committee on Evaluation of Service and Research (CESR, formerly sec. 3.3.9), addition of material outlining the Committee on Research and Scholarly Activities (CRSA, sec. 3.3.10), as well as the deletion of all references to CESR in section 2.2.2+.

The Committee was also charged by the LFA Executive Committee to draft language for an addition to the Code which would "direct the Nominating and Ballot Committee to submit any approved Code or Bylaw changes to the Executive Committee so that they can be given to the Code and Bylaws Committee for addition/revision of the Code and Bylaws." After "electronically officing" to discuss the issue, we concluded that the proposed addition was superfluous. (Perhaps I should add that we felt the addition revolved chiefly around stylistics and Exec's housekeeping needs rather than with some fundamental philosophical alteration of the Code). We prepared a written response for LFA Exec, in which we outlined the rationale for our position and recommended that the addition be omitted. Exec disagreed with our recommendation; Rob Melton and other LFA Exec members drafted the necessary language for the Code change and presented it as an agenda item at the Spring general meeting (on May 19). The question was put to a mail ballot in early June, and was overwhelmingly approved by the membership of LFA. The revised text will be passed on to Roger Anderson, the continuing member of Code and Bylaws, so that next year's Committee can incorporate these changes.

An additional charge we received was to mount the text of the Code and Bylaws on LFA's intranet webpage. Surprisingly, we discovered that this had already been done (as an experimental effort by Brian Baird and Jim Dryden?). Although all the text is there, some formatting quirks (e.g., odd line breaks, misindentations) could stand to be corrected. Perhaps next year's Committee could work towards polishing up the document's HTML coding.

Respectfully submitted, David Pardue
Library Faculty Assembly  
Salary & Benefits Annual Report  
FY 1998/99

Members: Kathleen Neeley (Chair), Bryan Culp (Secretary), Mary Hawkins, Sandy Gilliland (ex officio). Ken Lohrentz was LFA Exec Liaison, followed by Sherry Williams.

STANDING CHARGES

Prepare reports and statistical studies to support Libraries' budget request for salaries

No request for such reports was requested by the library administration, due to the Regents request for a 7.6% increase for FY00, as part of their three-year plan.

Review salary ranges:

Serials Cataloging Unit Supervisor
Head, Anschutz Library
Special Collections Librarian
Assistant Dean for Scholarly Communication

Review salary offers:

Japanese Studies Librarian (Michiko Ito)
Two Reference Librarian/Bibliographers (Jeff Bullington & Lea Reid)
Science Librarian (Susan Case)

Review, recommend and submit for LFA approval by mail ballot the method of distribution of merit salary increases:

After considerable discussion, within the committee and in discussions with LFA Executive Committee, our committee identified no better distribution options than those provided by the long-standing merit salary ballot. The ballot was sent out and the one-half equal dollar/one-half equal percentage and 1-3-5-7 gained the largest number of votes. That is the method Bill Crowe and Marilu Goodyear chose to use for FY00.

Benefits Review:

None

SPECIAL CHARGES FOR FY 99
Document the salary ratio procedure used by Nancy Jaeger in determining faculty merit increases each year:

Nancy Jaeger worked with Jo Nell Proctor to insure that the merit salary ratio procedure would continue as it has been applied in the past. Jo Nell worked with Shannon Royer to calculate the FY00 salaries.

Review the results of the salary compression study conducted by last year’s Salary & Benefits Committee and present the results to the LFA membership.

We worked with OIRP (Office of Institutional Research & Planning) staff members Susie Prior and Virginia Nichols on the salary compression issue. We shared with them last year’s S&B study. They did further analysis and statistical work based on their personnel database. They concluded, “the data does not suggest that significant salary compression currently exits within the university libraries.” They did recommend that this issue be examined periodically.

Keep abreast of the Board of Regents’ plan to provide a salary supplemental adjustment of 12% over a three-year period:

The Legislature and Governor provided a 4.8% overall increase for full-time instruction, research and public service faculty at Regents schools. Librarians and unclassified professional staff received an overall increase of 3.5% from the Regents. The University administration identified internal university funds to give library faculty a 4.8% overall increase. The Libraries administration identified internal library funds to give the unclassified professional staff a 4.8% overall increase.

Possible topics for LFA Exec to consider assigning to next year’s committee:

Request the Association of Research Libraries (ARL) do a salary analysis that would compare KU’s librarian salaries with those of other mid-west university libraries by job category. This was done at least seven years ago and helped to identify some salaries that were out of line.

Work with the new Dean of Libraries to review the inexplicably wide range of administrative supplements assigned to some librarians with administrative responsibilities.

Stay abreast of outcomes and implications of a gender equity study that KU will undertake in the next year as a part of a Board of Regents initiative.

Attachments

Submitted by Kathleen Neeley, Chair
7/19/99
### KU LIBRARIAN SALARIES

Annual Average and Median Salary for Each Rank
Twenty-One Year Period: FY1979 through FY1999

<table>
<thead>
<tr>
<th>Year</th>
<th>Librarian I Average</th>
<th>Librarian I Median</th>
<th>Librarian II Average</th>
<th>Librarian II Median</th>
<th>Librarian III Average</th>
<th>Librarian III Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY1999</td>
<td>$36,988</td>
<td>$37,439 (13)</td>
<td>$41,705</td>
<td>$40,198 (25)</td>
<td>$51,877</td>
<td>$51,916 (13)</td>
</tr>
<tr>
<td>FY1998</td>
<td>$34,967</td>
<td>$34,806 (13)</td>
<td>$39,540</td>
<td>$38,599 (27)</td>
<td>$49,667</td>
<td>$49,472 (14)</td>
</tr>
<tr>
<td>FY1997</td>
<td>$31,613</td>
<td>$30,559 (12)</td>
<td>$37,096</td>
<td>$36,371 (25)</td>
<td>$46,827</td>
<td>$46,746 (15)</td>
</tr>
<tr>
<td>FY1995</td>
<td>$27,749</td>
<td>$26,649 (10)</td>
<td>$34,407</td>
<td>$33,927 (24)</td>
<td>$43,367</td>
<td>$44,133 (18)</td>
</tr>
<tr>
<td>FY1994</td>
<td>$25,853</td>
<td>$25,524 (8)</td>
<td>$33,491</td>
<td>$32,898 (24)</td>
<td>$41,830</td>
<td>$42,852 (19)</td>
</tr>
<tr>
<td>FY1993</td>
<td>$25,261</td>
<td>$24,768 (11)</td>
<td>$33,098</td>
<td>$32,268 (23)</td>
<td>$40,079</td>
<td>$41,472 (20)</td>
</tr>
<tr>
<td>FY1992</td>
<td>$24,888</td>
<td>$24,690 (11)</td>
<td>$33,561</td>
<td>$32,322 (20)</td>
<td>$38,611</td>
<td>$39,852 (19)</td>
</tr>
<tr>
<td>FY1991</td>
<td>$24,707</td>
<td>$24,408 (17)</td>
<td>$32,372</td>
<td>$31,302 (20)</td>
<td>$40,356</td>
<td>$39,480 (19)</td>
</tr>
<tr>
<td>FY1990</td>
<td>$25,090</td>
<td>$24,738 (12)</td>
<td>$31,445</td>
<td>$30,948 (19)</td>
<td>$36,933</td>
<td>$38,220 (18)</td>
</tr>
<tr>
<td>FY1989</td>
<td>$24,375</td>
<td>$23,964 (12)</td>
<td>$29,066</td>
<td>$28,824 (19)</td>
<td>$34,721</td>
<td>$36,132 (18)</td>
</tr>
<tr>
<td>FY1988</td>
<td>$21,048</td>
<td>$20,448 (11)</td>
<td>$26,072</td>
<td>$25,536 (21)</td>
<td>$31,131</td>
<td>$31,938 (17)</td>
</tr>
<tr>
<td>FY1987</td>
<td>$21,583</td>
<td>$20,184 (7)</td>
<td>$25,269</td>
<td>$24,726 (24)</td>
<td>$30,339</td>
<td>$31,248 (17)</td>
</tr>
<tr>
<td>FY1985</td>
<td>$18,775</td>
<td>$18,474 (10)</td>
<td>$23,704</td>
<td>$22,908 (21)</td>
<td>$27,980</td>
<td>$27,252 (15)</td>
</tr>
<tr>
<td>FY1984</td>
<td>$16,604</td>
<td>$16,455 (11)</td>
<td>$22,034</td>
<td>$21,093 (18)</td>
<td>$25,752</td>
<td>$25,067 (14)</td>
</tr>
<tr>
<td>FY1983</td>
<td>$17,875</td>
<td>$16,590 (14)</td>
<td>$20,778</td>
<td>$20,334 (19)</td>
<td>$25,592</td>
<td>$25,404 (18)</td>
</tr>
<tr>
<td>FY1982</td>
<td>$16,000</td>
<td>$15,257 (16)</td>
<td>$19,423</td>
<td>$18,936 (18)</td>
<td>$23,817</td>
<td>$23,252 (17)</td>
</tr>
<tr>
<td>FY1981</td>
<td>$15,188</td>
<td>$15,450 (19)</td>
<td>$17,959</td>
<td>$17,395 (13)</td>
<td>$22,299</td>
<td>$21,580 (17)</td>
</tr>
<tr>
<td>FY1980</td>
<td>$13,428</td>
<td>$13,600 (15)</td>
<td>$16,599</td>
<td>$15,949 (14)</td>
<td>$20,619</td>
<td>$19,782 (18)</td>
</tr>
<tr>
<td>FY1979</td>
<td>$12,835</td>
<td>$12,975 (17)</td>
<td>$15,689</td>
<td>$15,259 (15)</td>
<td>$19,499</td>
<td>$18,475 (17)</td>
</tr>
</tbody>
</table>

*Source: The University of Kansas (Lawrence Campus) Budgets for fiscal years ending June 30, 1979 through June 30, 1999. (Data based on filled positions, shown in parentheses.)*
Dear Sandy,

In response to your e-mail to Virginia Nichols, Virginia and I feel comfortable in responding as follows:

Based upon the analyses performed, we are of the opinion that the data does not suggest that significant salary compression currently exists within the university libraries. It should be noted, however, that the twenty year salary data provided by the libraries committee reveal periodic "corrections" in entry level salaries. We would suggest tracking average salaries as a percent of librarian III salaries on an annual basis. (Refer to Figure 1.) Due to the low number of new hires in fiscal years 1998 and 1999, that trend data, while suggestive of the potential for salary compression, is currently inconclusive.

We hope that this opinion is useful to you as you present your committee's findings.

Susie Pryor,
Research Analyst

Virginia Nichols,
Statistical Officer

Office of Institutional Research and Planning
University of Kansas
339 Carruth-O'Leary
(785) 864-4412
THE UNIVERSITY OF KANSAS LIBRARIES
Memorandum

DATE: March 19, 1999

TO: Library Faculty and Unclassified Professional Staff

FROM: LFA Salary and Benefits Committee

RE: Ballot for Merit Salary Distribution, FY2000

Each year the LFA Salary and Benefits Committee reviews and recommends the method of distribution for merit salary increases. Recommendations are based on a poll of the Library faculty to determine their preferences.

The chart below summarizes merit distribution and overall percent increases in the Library's salary budget for fiscal years 1988 through 1999:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Percent Increase</th>
<th>Merit Distribution Formula Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988</td>
<td>3.7 (effec. mid-year)</td>
<td>Equal Dollar; 3:4:5:6</td>
</tr>
<tr>
<td>1990</td>
<td>7.97</td>
<td>1/2 Equal $+ 1/2 Equal %; 2:3:4:5</td>
</tr>
<tr>
<td>1996</td>
<td>5.0</td>
<td>“ “ “ “ “</td>
</tr>
<tr>
<td>1997</td>
<td>2.64</td>
<td>“ “ “ “ “</td>
</tr>
<tr>
<td>1999</td>
<td>3.5</td>
<td>“ “ “ “ “</td>
</tr>
</tbody>
</table>

The following table reflects the merit dollars awarded to library faculty, by rank, for each level of performance (for the current fiscal year):

<table>
<thead>
<tr>
<th>RATINGS</th>
<th>LIBRARIAN I</th>
<th>LIBRARIAN II</th>
<th>LIBRARIAN III</th>
<th>UNCL. STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>$1,510</td>
<td>$1,581</td>
<td>$1,794</td>
<td>$1,358</td>
</tr>
<tr>
<td>Very Good</td>
<td>$1,079</td>
<td>$1,129</td>
<td>$1,281</td>
<td>$970</td>
</tr>
<tr>
<td>Good</td>
<td>$ 647</td>
<td>$ 678</td>
<td>$ 769</td>
<td>$ 582</td>
</tr>
</tbody>
</table>

Please mark the attached ballot and return it to Kathy Graves, Watson Reference, by 5:00 p.m. April 9, 1999.

Attachments
EXPLANATION OF BALLOT QUESTIONS: In determining merit salary increases for Library faculty, a formula is applied to take into consideration the librarian's rank and evaluation rating (merit). The ratios provided below award relatively large shares to higher merit categories. For instance, under the 1:2:3:4 ratio, a librarian rated Marginal receives one share; a librarian rated Satisfactory receives two shares; a librarian rated Very Good receives 3 shares; a librarian rated Exceptional receives 4 shares. Under the 2:3:4:5 ratio, the values are 2, 3, 4, and 5 shares respectively for ratings of Marginal, Satisfactory, Very Good, Exceptional. Under the 1:3:5:7 ratio, the values are 1, 3, 5, and 7 shares respectively for ratings of Marginal, Satisfactory, Very Good, Exceptional.

In distributing merit salary increases across the three ranks of librarians (LI, LII, LIII), equal dollar favors the lower salaries (generally LI's); equal percentage favors the higher salaries (generally LIII's). 1/2 equal dollar-1/2 equal percent; 3/4 equal dollar-1/4 equal percent; and 1/4 equal dollar-3/4 equal percent offer different options that combine the advantages of each plan.

QUESTION #1, Differentiation for merit: Which ratio of shares should be used for the merit evaluation categories for distribution of merit salary increases? (Vote for one choice only)

<table>
<thead>
<tr>
<th>Marginal</th>
<th>Satisfactory</th>
<th>Very Good</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

Other (please specify):  

QUESTION #2, Differentiation for rank: Which merit salary distribution should be used for the distribution of merit salary increases across the three ranks of librarians at each merit evaluation category? (Vote for one choice only)

_ Equal dollar (no differentiation for rank)  
_ Equal percentage (largest differentiation for rank)  
_ 1/2 equal dollar - 1/2 equal percentage (some differentiation for rank)  
_ 3/4 equal dollar - 1/4 equal percentage (less differentiation for rank)  
_ 1/4 equal dollar - 3/4 equal percentage (more differentiation for rank)  

Other (please specify)

Please return this ballot to Kathy Graves, Watson Reference, by 5:00 p.m. Friday, April 9, 1999.
DATE: April 14, 1999

TO: Bill Crowe
     Marilu Goodyear

FROM: Sandy Gilliland, for the Salary & Benefits Committee

CC: Committee members

RE: Merit Salary Ballot tabulations

The Nominating & Ballot Committee has presented us with the following results from the recent merit salary ballot:

77 ballots were mailed; 48 received.

<table>
<thead>
<tr>
<th>Question 1: Which ratio of shares...</th>
<th>Question 2: Which merit salary distribution...</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 people prefer the first option (2, 3, 4, 5)</td>
<td>14 people prefer &quot;equal dollar&quot;</td>
</tr>
<tr>
<td>8 people prefer the second option (1, 2, 3, 4)</td>
<td>6 people prefer &quot;equal percentage&quot;</td>
</tr>
<tr>
<td>32 people prefer the third option (1, 3, 5, 7)</td>
<td>19 people prefer &quot;1/2 equal dollar - ½ equal percentage&quot;</td>
</tr>
<tr>
<td></td>
<td>5 people prefer &quot;3/4 equal dollar - 1/4 equal percentage&quot;</td>
</tr>
<tr>
<td></td>
<td>4 people prefer &quot;1/4 equal dollar - 3/4 equal percentage&quot;</td>
</tr>
</tbody>
</table>

Please let me know if you wish to meet with the Salary & Benefits Committee to discuss this information.
New Classified Conference Groups

At their July 20 meeting, The Classified Conference Executive Board voted to accept the proposal to restructure the Classified Conference groups. The new groupings, effective immediately, and the representative for each group are as follows:

**Group I**
Retrieval Services  
*Representative: Carol Jeffries*

**Group II**
Cataloging  
*Representative: Bob Marvin*

**Group III**
Access Services  
(Circulation, Copy Services, Periodicals/Microforms, Reserve)  
Reference  
Regents Center  
*Representative: Kelly Klinke*

**Group IV**
Administration  
Mail Room  
Preservation  
*Representative: Angel Unfred*

**Group V**
Engineering  
Government Documents  
Map  
Science  
*Representative: Sue Hewitt*

**Group VI**
Art & Architecture  
Kansas Collection  
Music  
Special Collections  
University Archives  
*Representative: Mary Ann Baker*
EVERY BOOK ITS READER?
The State of the Libraries at the University of Kansas 1998/1999

This is my last "state of the library" report as dean. It is based on brief remarks that I offered at the LFA meeting held at the end of the spring semester. I intend this message for Library faculty and career staff, as was the case for my first report, in January 1991. It is now for Dean Russell to speak on our behalf to the campus and national community, which it has been my privilege to do for the last nine years.

As I have done in the past, I have chosen a catch title for the report. You may recall some earlier titles, ESSE QUAM VIDERE, "OUTSTANDING LIBRARIES," DREAMING WITH ONE EYE OPEN, and WORK WORTH DOING. Here, I recall the great Ranganathan and his five laws of library science, of which I recall the third—although the question mark, of course, is mine.

I chose this title because I believe it important to revisit basic principles when encountering uncertain times. These are such times, but I now realize that my report of almost nine years ago described that time also as one of tumult and change. How stable those days of 1990/91 may seem to many of us in retrospect!

This brief message is one of optimism about our future. I am optimistic even as I wonder how we can meet the myriad challenges of the information age—for our society, higher education, research libraries, the State of Kansas, the University of Kansas, the University Libraries, all of the Libraries' constituent parts, and for our partners in Information Services. It is my firm conviction that if we know and stay true to our values, attract and retain people of high quality to work here, and develop programs of service that meet our readers' needs, we will fare well.

Despite some disappointments during my time as dean, I believe that we have come through together with some noteworthy successes—and with our values reaffirmed. We hold firm to the central importance of free inquiry, intellectual integrity, respect and a sincere welcome for all persons with whom we come in contact, respect for the materials in our care, and a commitment to innovation—all necessary for us to sustain excellence in changing times.

In the end, I chose to focus on the third of Ranganathan's laws because I believe that its spirit may be most at risk in this period of tumult. It is sustaining a relationship of trust with our readers that most concerns me because it is particularly the library's role in our society, especially in academe, to help readers and books ("information objects" these days?) find each other!

(continued)

An Equal Opportunity/Affirmative Action Employer
We must not lose our way in this age of technological perfection by failing to teach, to answer and ask questions, and listen. We must continue to engage in regular conversations with scholars, students, and the public—whether they appear before us in person, or, as is increasingly the case, interact with us electronically from remote sites. Failing sustained contact with our readers, we run the potentially fatal risk of coming to be seen as at once the totems of a dead "print age" (the facts to the contrary!) and as a local, not quite up-to-date, version of an electronic "information provider."

Our very role as librarian-educators—as full partners with teaching faculty—would be compromised. Our role would surely reappear quickly elsewhere in the university. This likely would be in an atomized and unorganized manner, as scholars and students try to build their own versions of "libraries" and recruit people to do what we—as librarians and allied career staff—do. If that condition were to come about, readers and books (paper or electronic!) often would not find each other at KU, and so the advance of knowledge would be impeded.

All of us must now be prepared to work through, under Dean Russell's leadership, the last phases of the long transition to new online systems, use of new space for music and in Anschutz, the filling of several welcome new staff positions, and growing collaborative programs with libraries and other partners in the state and region. We must also confirm the confidence of students that we will make wise use of the added tuition dollars that will come our way next year. In all this, we must continue to work together under Dean Russell's leadership to set a course for the next stage of development for KU's libraries, taking us into the new century in less than two years.

I know that we will adhere to all of those values that so long have animated our work and won the confidence of our colleagues in the university—and beyond. These values have made the University of Kansas Libraries among the best in the nation, libraries that I always will be proud to have led.

Bill Crowe, August 1999

**SALARY LETTER CLARIFIED**
I wish to inform the faculty concerning one error and one somewhat misleading part of the annual salary letter. The average percentage increase for the Librarian III rank for 1999/2000 was incorrectly reported at 4.8% and is instead 4.34%. The letter states that unclassified non-faculty staff overall were allotted an increase amount of 3.5%. Actually the unclassified non-faculty group was allotted a total amount of 4.8% just like the faculty, with 3.5% of that coming from the university and the rest coming from library income account funding. Since we do not intend to reissue the salary letters, please make these corrections on your copies.

Marilu Goodyear, Associate Dean of Libraries

**ATTACHMENTS**
Travel Reports: Faye Christenberry
Committee Minutes:
- Instruction Council, 7/12/99
- Classified Conference Executive Board, 7/20/99
- Coordinating Council, 6/9/99
CD-ROM Copying Policy and Procedures Document
Summer Picnic Invitation and Directions

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: ALA Annual Conference
Location: New Orleans, LA

Date(s) of Travel: June 25 - June 28, 1999

Saturday:

ACRL Instruction Section Planning Committee meeting:

1.) The group reviewed the Annual Planning & Midwinter Update Process that we created to improve strategic planning for the Instruction Section. 2.) We discussed the liaison responsibilities and assignments. 3.) Finally, we discussed the Section review process. Not only was the Planning Committee asked to totally revamp the planning process for the IS, we were also asked to create a process for evaluating the activities of the committees within the section. We discussed the development of a training program to instruct new committee chairs on identifying goals and ways to measure outcomes of their committees' activities, as they relate to the Section’s Strategic Plan. We identified types of statistics that could be used to measure the effectiveness of Section activity.

Sunday:

ACRL Australian-Canadian Studies Discussion Group Meeting:

This was the first meeting of the two groups together (previously, the Australian Studies DG and the Canadian Studies DG were separate). Margaret Brill (Duke) gave an interesting presentation on Nunavut and a new Chair was elected for the next year.

ACRL MLA International Bibliography in Academic Libraries Discussion Group Meeting:

This was my last meeting as Chair of the discussion group. We received an interesting update from Terry Ford, Director of the Center for Bibliographic Services and Editor of the MLA IB. MLA has received money from the Mellon Foundation to make 30-40 language & literature journals available through JSTOR. Beginning in 1999, MLA IB will expand its coverage to include pedagogy (which it has excluded in the past). This year will be the last print edition of the Directory of Periodicals. So far, only SilverPlatter has agreed to make the electronic version available to its customers. Many people in the group expressed displeasure that FirstSearch had significantly increased their subscription price (and at the last minute). Ford warned us that there would be another increase next year, as well.

U of I GSLIS Reunion:

Lots of people milling about who were affiliated in some way with the U of Illinois Graduate School of Library & Information Science.
Monday:

RUSA Codes Collection Evaluation Techniques Committee program on "Usage Statistics for the Evaluation of Electronic Resources."

This was an excellent program as several different perspectives on the value of usage statistics for electronic resources were presented. Speakers included:

1.) Steve Moss, Head of Sales & Marketing—North America, American Institute of Physics. In my opinion, Steve was a very defensive man. He stressed the need for libraries to use statistics "wisely" and not to irrationally cancel expensive electronic products (i.e. those he sells).

2.) Sue Phillips (UT Austin) discussed the benefits of getting useful statistics and why libraries should be proactive in working with vendors to ensure we get what we need. She also talked about the importance of the International Coalition of Library Consortia (ICOLC) Guidelines for statistical measures of usage of web-based resources.

3.) Don Doyden (Gale Group) discussed what he is doing at Gale to respond to the needs of libraries in terms of providing usage statistics for their electronic products. Gale is using the ICOLC Guidelines in the design of their new usage statistics system, which should be available this year.

RUSA Codes Reference Collection Development and Evaluation Committee Meeting:

This was my first meeting with this committee. We discussed the following topics: creating a list of core reference titles; the CODES Section review; potential topics for a Midwinter program.

Many thanks to the Staff Development Committee for their assistance in getting me to (and from) this conference.
**Instruction Council**

*Minutes: July 12, 1999*

Submitted by Roger Anderson

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

**Bibliographers Council**

A meeting will be scheduled for the Bibliographers Council for Tuesday, July 27, 1999, from 3-5 PM. Instructional materials prepared by IC will be distributed and there will be a general discussion on the interaction of bibliographers with their respective constituencies regarding Voyager OPAC presentation and instruction.

It was proposed that four sessions be set up in the Clark Lab during late July/early August to provide the opportunity for bibliographers and other front line staff to get some hands on OPAC training. This orientation may also be made available for interested library units. Cindy will work on scheduling session times and will try to get an announcement sent to staff sometime this week or next.

The second topic for the meeting will be a report and discussion on the current status of the new library lending policy.

**Voyager OPAC Presentations**

A new revised and expanded version of the Voyager OPAC Workshop Presenter’s Outline, prepared by Cindy, was reviewed. This document has been designed as a detailed template guide for use by all workshop presenters to ensure uniformity of basic presentation. Presentations in the Clark Lab will use the Windows version.

Cindy has also started to work on a guide for the Web version of Voyager OPAC. This guide will be basically the same as that for the Windows version, the main difference being the use of different terminology for some functions. Cindy will send out a draft of this guide to IC members for review.

**KU Summit on Teaching Excellence**

The Center for Teaching Excellence will be presenting what is called “the first all-university faculty conference” on teaching excellence on the morning of Tuesday, August 17, 1999. The purpose of this half-day conference is to provide KU faculty and staff the opportunity to discuss teaching issues both in general and in smaller sessions organized by department, division, or school. There will be a library component. Julia will try to find out more about the logistics of how these sessions will be organized.

**Next Meeting**

The next meeting of the Instruction Council will be on Monday, July 26 from 10:30 to 12:00 in Watson Conference Room A.
Classified Conference Executive Board  
Meeting Minutes  
July 20, 1999

Present:  J. Altenbernd (vice-chair), M. Baker, P. Blevins, J. Evensen (secretary), K. Klinke,  
B. Marvin, C. Orth-Alfie (chair), A. Unfred, C. Vernon

Chair's Report: Carmen distributed a summary of her July 14 meeting with Marilu Goodyear and Sandy Gilliland, where the following issues were discussed:

- “Meeting management training” for the Exec. Board with Kathleen Ames-Oliver from Human Resources. See third paragraph under “New Business.”
- The possibility of increasing the amount of money for the Classified Employee of the Year award, which would be effective with this year’s award. Jennifer informed the Exec. Board that the selection committee has made a decision and is working on a report to give to Dean Crowe.
- Letters to supervisors of Classified staff currently serving on library governance and administrative committees, similar to the letter sent to the supervisors of KU Classified Senators by the Provost. Associate Dean Goodyear thought this was an excellent idea and suggested that Carmen discuss it with Keith Russell when he arrives. Jennifer will draft a sample letter to submit to Mr. Russell, whom the CCEB will invite to speak at a General Meeting of the Classified Conference in October. Carmen will send a letter of appreciation out to the current CCEB members (and their supervisors) that can be retained for their files.
- Use of priority outcomes in relation to committee involvement for Classified staff. Sandy will contact Human Resources about this possibility. The idea of a general “service to the Libraries” component in job descriptions was also explored. As an example, staff could serve on a committee, help with an exhibit, receive cross-training in another unit, lead library tours or train other staff in computer applications sometime within a three-year period. The Exec. Board discussed the possibility of reviving the Orientation Committee, whose main objective was to acquaint new staff with the different departments within the Libraries, but who also encouraged all staff to participate in these library tours. This might be a good way for staff in Watson and the branches to become better acquainted with each other and to become more aware of what each department does on a day-to-day basis.

Old Business: The Exec. Board reviewed their list of appointments and recommendations for the various administrative and governance committees. Because there is a good chance that the Staff Development and Planning and Resources Committees will become true joint committees next fiscal year, more Classified staff will need to be found who are willing to participate on those committees. As only one person has volunteered for the Classified Conference Personnel Committee, group representatives should go back to their respective groups and try to get 2-3 volunteers willing to help coordinate charges and recruit people to work on specific charges. Lin Fredericksen has volunteered to track the various legislative issues that are directly related to Classified staff and attend some KU Classified Senate meetings. Members of the Exec. Board will take turns attending the other KU Classified Senate meetings as needed.

The proposal for restructuring the present Classified Conference groups was voted on and passed. The new groupings were published in a recent issue of FYI. The Exec. Board also discussed a proposal to have only one representative for the Retrieval Services and Cataloging groups as each group has been having trouble finding a person to serve as the second
representative. Due to the arrival of e-mail, much of the communication between the representative and group members is now conducted that way, thus reducing the need for face-to-face contact which would require two representatives. The representative for each of these two groups would represent approximately 20 people, whereas the rest of the group representatives would be responsible for only 10-15 people. Several Exec. Board members objected to this proposal and wanted to maintain the current 10-15 person ratio for all groups, which requires the Retrieval Services and Cataloging groups finding someone to fill their second representative positions. In order to do this, representatives will go back to their groups and ask if having two shorter meetings each month (instead of one long one) would have any effect on people’s willingness to serve on the CCEB. The Exec. Board will experiment with this format beginning in August. They will also ask their constituents if changing the meeting location or imposing term limits would increase participation on the Exec. Board. The CCEB will work with Keith Russell to explore ways to increase involvement among Classified staff in library governance committees.

**New Business:** Charges to the Staff Development and Planning and Resources Committees were discussed. The Exec. Board supports the SDC’s survey and would also like to see a new position (possibly half-time) created for a staff development officer. The CCEB would like to see the PRC’s resources survey conducted on an annual basis, as they thought tracking the responses from year to year could yield some useful information. The PRC should also work with the new administration to host open budget meetings to keep staff informed of any changes in the budget process, especially where new or existing positions are concerned. Providing staff with monthly position updates, as far as funding is concerned, could also be quite useful. The CCEB would also like to see the PRC look into the number of budget-related vs. personnel-related people currently in the administrative office.

If there is sufficient interest for the Personnel Committee, they will be charged with continuing work on their standing charge by having Sandy Gilliland come address Classified staff twice a year about various personnel-related issues, such as pay plans, benefits, and personnel policies. The CCEB would also like the Personnel Committee to follow up on the recommendations from last year’s needs assessment survey and give a copy of the survey to Keith Russell. As a result of this discussion, the advantages and disadvantages of Unclassified staff positions were talked about.

Jennifer will contact Kathleen Ames-Oliver in Human Resources about setting up a time for meeting management training for the Exec. Board. If CCEB members find it to be effective, it may be something that should be done on an annual basis for future boards.

The follow-up to suggestions made at the general meeting about increasing Classified staff participation in library governance will be on the agenda for the August 10 meeting.

**Group News:** Kelly announced that she has submitted her resignation and that her last day at the Regents Center will be August 6. A new representative for Group III will need to be found. Board members thanked her for her hard work and wished her well in her new position. Carmen reminded everyone about the open interview with the candidate for the head of Anschutz Library position. An update on the changes in Spencer Research Library was also provided.

*The next CCEB meeting will be Tuesday, August 10 from 1:00-2:30 PM in conference room A.*

Personnel Issues:

Marilu reported the following changes in assignment and status:

- Bill Mitchell, Associate Special Collections Librarian, retires September 30, 1999

- Changes in bibliographer assignments: Lea Reid – Education; Jeff Bullington – Sociology and Anthropology. The remaining bibliographer assignments should be complete by the end of summer or beginning of fall.

- The School of Education is planning a new building. Lea Reid, George Gibbs, and Julia Rholes are on the task force to help plan this new facility which will include a new unit with these materials: Curriculum Collection (currently in Dole), children's literature, and multi-media teaching lab

- Cherrie Noble will transfer from the School of Business at the end of June. She will be assigned to the Reference Department and will have the following duties: general reference, desk duties, teaching Business 601, web development and participating in planning Anschutz where she will transfer when the business and economics collections move to Anschutz.

- Electronic Access position: During the past year there has been lots of discussion about how to provide access to electronic resources, organize bibliographic access to the electronic resources, and improve effectiveness and efficiency from a user perspective. We worked with cataloging, public service staff, and education staff to propose models on how we might do this. Margaret Wilson expressed interest and is uniquely qualified to do the job. Margaret Wilson has agreed to take on this role. The position will report to George Gibbs for the time being.

- Due to Margaret’s change, we will soon begin recruitment for a Head of Serials Cataloging.
• In reviewing needs, workload, and issues related to electronics, we see a need for more staff in instruction and electronic resources. Therefore, we have asked Paulette to move to Reference full time, effective 7/1/99. She will be assigned instruction and reference duties and will coordinate e-mail reference.

• Anschutz Reorganization: Anschutz Library will report to Julia Rholes. Donna Koepp will become head of Maps and coordinator of GIS (electronic mapping, capability to take textual data and create map).

Organizational structure – Julia Rholes is meeting individually with staff to gather feedback; this may take 4-6 weeks to complete.

Head of Anschutz Library (money allocated to Libraries). The ideal candidate will have a science/documents/business background (or two of three).

• Keith Russell has secured funding for two additional positions: Evening Supervisor at Edwards campus and Electronic Information Assistant. We have also appointed Nancy Ingle to assist Jim Neeley with the legal aspects of licenses – part time, one year.

• Next week hope to announce memberships for the following search committees:
  Assistant Dean for Scholarly Communication
  Head of Anschutz
  Head of Serials Cataloging
  Special Collections Librarian.

• Bill Crowe mentioned the possibility of an increase in the minimum wage rate this fiscal year. Marilu Goodyear reminded those present that we are still proposing an hour for hour trade (student wages for classified staff).

• Student recruitment: After a brief discussion of some recruitment and retention difficulties, Marilu asked Sandy Gilliland to reconvene the student task force to look at these issues.

Announcements:


Kansas Digital Library initiative: working on prototype; we will contribute one element. Wichita State University, State Historical Society and Kansas State University are also contributing. The objective is to show decision-makers what a digital library could be. The initiative is chaired by Bob Walter, Pittsburg State University.

Minutes submitted by Sandy Gilliland
From: Brian Baird
To: Rita Wilson
Date: Fri, Jul 30, 1999 5:31 PM
Subject: CD-ROM copying policy and procedures document

Please put the following announcement in the next FYI along with the attached file. Thanks!!

Brian Baird

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

I am pleased to announce that the Libraries now have policies and procedures for copying CD-ROMs (see attached file). I know these policies and procedures have been a long time in development and many of you are eager to begin copying your CD-ROM products, but I would ask that you please not send me anything until further notice. The Preservation Department will be working with the Art and Architecture Library to beta test the new procedures. After we have copied the first batch of CD-ROMs, and got the bugs worked out, I will make an announcement to everyone that you can start sending CD to be copied.

Thanks!! And please let me know if you have any questions.

Brian Baird

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Brian J. Baird
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UNIVERSITY OF KANSAS LIBRARIES POLICY FOR
THE COPYING AND STORAGE OF CD-ROMs
July 29, 1999

Libraries have both the right and the need to produce and store copies of some electronic products stored on CD-ROMs or computer diskettes that are purchased for their collections. Copyright law secures the right for a library to make a copy, for preservation and storage purposes, of any CD-ROM or computer diskette it owns except for cases in which licensing agreements specifically prohibit such copying. However, the library is only allowed to make one copy of each CD or disk, and they must store the copy and circulate the original. Though these policies and procedures are directed towards CD-ROM copying they generally apply to electronic information purchased on computer diskettes.

It is clear that not every CD-ROM product purchased by the KU Libraries will need to be copied. CD-ROMs will be copied according to the following criteria:

1. Amount of anticipated use CD product will receive.
2. Cost of the CD-ROM product.
3. Likelihood of being able to purchase another copy of the product in the future.

PROCEDURES FOR COPYING CD-ROMs

Using a stand-alone CD-ROM copier that produces high quality copies, the Preservation Department will produce and store a copy of those CD-ROM products that library units wish to preserve. However, prior to making any copy, the Preservation Department will check with the Electronic Information Librarian to insure that such copying is not prohibited by a licensing agreement. Once copied, the Preservation Department will return the original CD-ROM to the originating unit and the copy will be stored in a CD-ROM cabinet in the Preservation Department. An inventory of all copied CDs will be maintained. Each copied CD-ROM will have sticker placed on its jewel case to provide both a copyright notice and record that the disc was copied for preservation purposes. The original CD that was copied will also have a sticker

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1 Copying, displaying and distributing copyrighted works, may infringe the owner's copyright. The copyright law of the United States (Title 17, United States Code) governs
placed on its jewel case to provide copyright notice. In addition to the
sticker, a note will be attached to the bibliographic item record of the
CD-ROM stating that the item was copied for preservation purposes. The
note will also contain the identification number used in the Preservation
Department to track copied CD-ROMs.

Furthermore, because of the rapidly changing technology and the
relatively short life span of writeable CD-ROMs (10-25 years), it is
important to maintain a rigorous refreshing program. Therefore, the
Preservation Department will implement a review schedule in which each
CD is checked every 5 years to determine if:

- The original product is still held by the Libraries.
- The data or program on the CD has become outdated or
  obsolete.
- The CD-ROM continues to fully function.
- The copy needs to be upgraded or withdrawn.

This review process will involve Preservation Department staff working
with the originating library unit to learn the answers to the above
questions.

In an effort to reduce future workloads, library units are
encouraged to notify the Preservation Department when they withdraw or
upgrade a CD-ROM product that has been copied.

2 Copying, displaying and distributing copyrighted works, may infringe the owner's
copyright. The copyright law of the United States (Title 17, United States Code) governs
the making of reproductions of copyrighted materials. This work may be protected by
copyright regardless of the presence of a copyright notice.
THE 16th ANNUAL LIBRARY SUMMER POTLUCK PICNIC

Saturday, August 14, 1999
6:30 p.m.

At the home of Bill Crowe and Nancy Sanders
(see map on reverse)

FEATURING DELICIOUS BAR-B-QUE FROM
MURIEL AND HAROLD COOK’S BBQ

Come meet our new Dean, Keith Russell, and his wife, Julia

PLEASE BRING:
Your favorite food item(s)
Lawn chairs or blanket for sitting on the lawn
Your family or friend

Drinks, plates, eating utensils, napkins and ice will be provided
by KULSA*

PLEASE NOTIFY YOUR STUDENT ASSISTANTS
-- THEY ARE INVITED

*Kansas University Libraries Staff Association
NOTE: Access across Clinton Lake Dam and the road directly below the dam is CLOSED to traffic.

DIRECTIONS from Lawrence (signs will be posted): Head south on Iowa St. (US 59) to county Road #45 (about one mile south of Walmart). Turn west (right) on #458. Follow the blacktop road approx. 7.5 miles. Watch for the blue-colored road signs, and turn left onto road #850E. Bill and Nancy's home is approx. ¼ mile from the turnoff, the first home on the left (white barns in front).

-OR-
Head west on 6th St. to Wakarusa Dr.; turn south (left) and follow Wakarusa until you reach the new bypass. Follow the bypass to US 59 highway. Follow directions above.
**DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS**

**PERSONNEL**

John Lynch, Library Assistant I in Retrieval Services, has been promoted to the Library Assistant II position in the Bindery Preparation Unit, Preservation Department, effective August 22, 1999. John replaces Nancy Hawkins.

Matt Grafel has been appointed to a Library Assistant I position in the Cataloging Department effective August 22, 1999. Matt is currently employed by the Midwest Regional Credit Union, Lawrence. He earned a B.S. degree in History from the University of Wyoming. Matt was previously employed with the University of Wyoming as an Archives Specialist at the International Archive of Economic Geology. In addition, he completed internships at the Wyoming State Archives, Wyoming Territorial Prison, and University of Wyoming, Department of Anthropology. Matt replaces Jeromy Horkman.

**WATSON AT 75 CELEBRATION**

This year, 1999, marks the 75th anniversary of Watson Library. There will be an exhibit in Watson Library, as well as in Archives and the Kansas Collection to mark this occasion. On KU's homecoming there will be a special day of celebration. We are asking library staff to look through their files and their attics for any photographs or other memorabilia of Watson Library's past 75 years. If you have anything that you would be able to share with the library staff and the university community please send items to Kathy Lafferty by September 17th. We hope to get pictures of library staff and facilities that will illustrate our library's 75 years of growth and change.

Kathy Lafferty, Kathleen Neeley and Rich Ring

**AN ALPHABET OF ANIMALS**

The new exhibition in Spencer Library shows 26 illustrations of mammals, from "A is for Anteater" to "Z is for Zebra", stopping on the way for the Quagga (a relative of the zebra), Xanthopus Petrogale (The Yellowfooted Rock Wallaby, of course), and the Yagourondi. In addition to the sampling of some 200 years of zoological images, the exhibition also shows the range and development of methods of printing. And it's a stunning set of pictures for the delight of young and old. All the books are drawn from the Ellis Collection, bequeathed to the University by Ralph Ellis (1908-1945), and most frequently thought of as the source of our outstanding ornithology and unsurpassed John Gould holdings.

L. E. James Helyar

**ATTACHMENTS**

Travel Reports: Jana Krentz
Committee Minutes: LFA Executive, 7/19/99

An Equal Opportunity/Affirmative Action Employer
Latin American librarians from all over the world met for SALALM XLIV in Nashville amid the strains of Tammy Wynette and Randy Travis. Vanderbilt University hosted the conference whose theme was "Documenting Movements, Identity and Popular Culture in Latin America." The conference was dominated by scholarly presentations on these themes, the most interesting of which was a panel on the tango and urban identity in Buenos Aires.

On the more practical side, there were several panels, which held interest for me professionally, notably "The Withering of Latin American Newspaper Microfilm Collections?". The crisis in the Library of Congress Microfilm Dept. was described and the decision to discontinue the filming of numerous Latin American newspapers was discussed. During the discussion period, many librarians felt that there is a pressing need to explore this issue and so it was decided to create a Newspaper Subcommittee. This group met after the panel for 2 hours to discuss strategies.

Other panels that I attended included "Overcrowding in the Northeast: Off-site Storage, Weeding and Collection Development." There was also a special demonstration of the new interface of LEXIS-NEXIS® Academic Universe and a panel on using it for Latin American topics. In addition, as KU's representative I attended meetings for CRL's LAMP (Latin American Microfilm Project), and ARL's Latin Americanist Research Project. In the Latin Americanist Research Project meeting, we were briefed on the Project's grant application to the NRC and suggested additions and changes to the grant proposal. The Project subsequently received the NRC grant of $300,000 to improve and expand our service electronically.

Of particular interest to me was a panel on "Improving Research Skills: A Critique of Strategies". The participants discussed a wide-range of teaching situations, from one-shot instructional sessions to teaching for credit courses. What made this panel so unique is that this topic has never been discussed in SALALM before except in Reference Committee meetings. Since perhaps only a half a dozen Latin American librarians teach bibliography courses, discussions carried on in the Bibliographic Instruction Committee meeting and this panel laid the foundation for fruitful exchanges throughout the entire week. We all came away with terrific new ideas to try out in our classes this fall.

The SALALM meeting in Nashville was extremely productive. In a National Cooperation Committee meeting, the subject of a Midwest Latin American consortium was brought up. After the meeting, 7 Latin American librarians met to discuss forming a consortium. At that time, we had a chance to share some of our concerns and think about what issue we would like to tackle. Since June, we have added 3 more libraries in the Midwest to the group. Still nameless, our Midwest consortium will meet here in Lawrence sometime this fall.

Amidst all the hard work, we had some fun too. The bookdealers hosted a reception for us at the Country Music Hall of Fame. The Latin Americans and Spaniards in SALALM were especially delighted and everyone was intrigued by Elvis's gold Cadillac. Their excitement level really peaked when Elvis himself appeared among us. Lots of photos were taken of Elvis and we all had a memorable night.
Welcome and orientation for new members

Committee members introduced themselves.

Sherry gave a brief overview of how LFA Exec works. We will plan to meet Mondays from 3:00 to 4:00 in Watson Conference Room A. We will not meet if there is nothing on the agenda. Most meetings will be up to one hour, but for some meetings we may meet longer. Sherry will send out agendas ahead of time.

The secretary should prepare and distribute draft minutes electronically before the next meeting. LFA Exec members should then send corrections to the secretary before the next meeting. The secretary will then send the revised minutes to committee members before the next meeting. Once LFA Exec approves the minutes, the secretary will give a copy to the Library Administration to be published in FYI, send three hard copies to Archives, and also send a Word file to Jim Dryden who will mount it on the LFA web site. We have a goal of accomplishing this before the next meeting.

LFA committees send their minutes to LFA Exec for our review. After our review, the minutes are published in FYI.

Sherry talked about the LFA website which can be found at http://www2.lib.ukans.edu/~lfa. The web site includes our code and bylaws. Exec members should review these and may find it useful to make copies. The website lists all standing LFA committees. Two of these (Staff Development and Planning and Resources) have Classified Conference members appointed by Classified Conference. Sherry will confer with Brian Baird to find out how we go about updating committee membership information on the website.

Brian met last year with the Dean of Libraries on a regular basis, and Sherry expects to do the same this year. She will talk with Dean Russell to set up a schedule. There could be times when we might meet with Dean Russell as a committee. When he begins at KU we will ask to meet with him.

The chair of LFA Exec typically represents LFA on the Senate Library Committee. LFA Exec concurred with Sherry’s recommendation that she continue this practice.

LFA Exec will occasionally meet with the Classified Conference Exec Board.

We will appoint a liaison from LFA Exec to each LFA committee. We will discuss who the liaisons will be at our next meeting.

Appointments to LFA committees
The Nominating and Ballot Committee from last year provided a list of volunteers for appointments to LFA Committees. We reviewed the list. Since we were not limited to the list of volunteers, Sherry provided a list of librarians and professional staff that we could use in making our appointments.

LFA Exec prepared a list of committee appointees and Sherry will contact them to confirm their interest in serving. Lars will accumulate responses and send a report to LFA Exec members before our next meeting.
LCPT Election
We will need to replace two members of LCPT. Susan Craig has been asked to serve on UCPT, and has requested to be replaced. Sherry Williams has also asked to be replaced, given the demands of chairing LFA this year. Nominating and Ballot Committee members need to be contacted soon so that a ballot process for an election can be put in place.

Ad Hoc Committee to review joint membership on SDC and Committee on Planning and Resources
LFA Exec met with Classified Conference Exec at the end of last year. There is some desire to move towards a truly joint committee structure for both of these committees. An ad-hoc committee consisting of Brian (last year’s LF A Exec chair), Sherry (this year’s LF A Exec Chair), Carmen Orth-Alfie(last year and this year’s Classified Conference Exec chair), and Mary Ann Baker(2nd classified conference member) was established to put together a proposal. LF A Exec will discuss this more at our next meeting.

Annual reports
LFA Exec members should review the annual reports from the LFA committees of last year. The July 15 FYI contained reports from Nominating and Ballot, Committee on Research and Scholarly Activity, Planning and Resources Committee, and Staff Development. The Salaries and Benefits, Code and Bylaw, and LF A Exec reports should be ready by the next meeting. Sherry will send to LF A Exec when she receives them. LF A Exec will start to discuss these reports at our next meeting. We will utilize this information to help us decide on special issues to charge committees.

Our next meeting will be Monday Aug 9 at 3:00.

Adjourned.
**SABBATICAL LEAVE OPEN MEETING / DEADLINES ANNOUNCED**

The University Committee on Sabbatical Leaves will hold an open meeting on Sabbatical Leave application procedures on **Tuesday, September 7, 1999 at 7:00 p.m.** in the Kansas Room, Kansas Union. Any library faculty member who meets the criteria and desires to apply for a Sabbatical Leave should attend this meeting. Members of LCPT may also wish to attend.

Applications for Sabbatical Leave during the 2000/01 academic year are due in the Library Administrative Office by **Friday, October 4, 1999,** for review by LCPT and the deans. Applications for sabbatical leave, with the endorsement of the dean, are due in the Office of the Provost by **Monday, November 1, 1999.** (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications are due in the Office of the Provost by **September 17, 1999,** and will be returned to the Library for review in the same manner as other sabbatical leave applications.)

For additional information, including the eligibility criteria, please refer to the May, 1999 memo to all faculty, or contact Sandy Gilliland, 4-8922. Application forms are available from Sandy or from the Office of the Provost, 4-4904.

Sandy Gilliland

**PROMOTION AND TENURE OPEN MEETING / DEADLINES ANNOUNCED**

The University Committee on Promotions and Tenure (UCPT) will hold an open meeting on **Thursday, September 9, 1999, at 7:00 p.m.** in the Big XII Room of the Kansas Union. Anyone interested in the promotion and tenure process is encouraged to attend, especially those library faculty who are scheduled for mandatory tenure review this year.

All department heads have been asked to consider library faculty who are eligible for promotion and submit recommendations to the Dean by September 8th. Any library faculty member who is not nominated for promotion may self-nominate; the deadline for self-nominations is **September 20, 1999.** Files prepared through the self-nomination process are to be submitted directly to the Office of the Provost; they will be returned to the Libraries for review along with the other nominations.

All promotions files, except those submitted through the self-nomination process, and all tenure files, will be due in the Library Administrative Office on **Monday, October 25, 1999,** for review by the Libraries’ Committee on Promotion and Tenure (LCPT). LCPT’s review and evaluation is due December 3, 1999. The Dean’s recommendation is due in the Office of the Provost by January 3, 2000. Questions regarding the promotion and tenure process, availability of forms, and the deadlines, may be addressed to Sandy Gilliland, 4-8922.

Sandy Gilliland

(continued)
ADONIA DAVID—ACTING HEAD OF CONSERVATION UNIT
Meg Brown will be taking maternity leave from October until January. During Meg’s extended absence the daily management of the Conservation Unit will fall to Adonia David who is filling a temporary appointment as Acting Head of the Conservation Unit while Meg is gone. Beginning now, and throughout Meg’s leave, please contact Adonia with your conservation related questions at 864-3429 or adavid@ukans.edu.

Adonia recently graduated with her master degree in Museum Studies and has been working in the Conservation Unit for two years as a student employee. During this time Adonia has demonstrated that she is an excellent trainer, manager, and has good interpersonal relationship skills. Adonia is also very skilled at providing a number of conservation treatments and has enough experience to be an effective liaison between the Preservation Department and other library units.

We feel most fortunate to have Adonia serving in the position of Acting Head while Meg is away and we are grateful to her for her willingness to put her career in the museum world on hold long enough to help us out in our time of need. I am sure that in the coming months other library staff members who regularly interact with the Preservation Department will come to appreciate Adonia’s abilities as much as we do now.

Brian J. Baird, Preservation Librarian

NEW EXHIBIT IN WATSON LIBRARY
The Preservation Department has opened an exhibit in the Jim Ranz Reading Area in Watson Library entitled, “The Role Student Employees Play in the Conservation Efforts at the Ku Libraries.”

The vast majority of the damaged library materials from the circulating collections entering the Conservation Unit are repaired or restored by student employees. These student employees come from various walks of life, but have all found they enjoy the artistry and satisfaction that comes from providing conservation and restoration treatments on the Libraries’ materials – many of which are priceless and irreplaceable. This exhibit demonstrates the skills and talents of these student employees.

Brian J. Baird, Exhibits Committee

BIBLIOGRAPHER LIST
This week’s FYI includes an updated list of bibliographers by subject. This database is on the U drive and is updated as changes occur. If you want to print an updated list from the U drive, the path is:
U:Retrieval Services/LibStaffInfo/Bibliographers/bibliographers.mdb
You can click on the reports tab and click on Bibliographer list, general subjects to preview this list and print it. Please notify me of any corrections that need to be made or if you are unable to print a list from the database.

Carol Ann Vernon, Retrieval Services

ATTACHMENTS
Committee Minutes:
LFA Exec, 8/9/99
Instruction Council, 7/26/99
Classified Conference Executive Board, 8/10/99

An Equal Opportunity/Affirmative Action Employer
LFA Exec Meeting
August 9, 1999
Present: Gordon Anderson, Cathy Bell, Jeff Bullington, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)
Absent:

Approval of minutes
The minutes of the July 19, 1999 LFA Exec meeting were approved with corrections.

Committee appointments
We continued discussion on committee appointments. Sherry will contact the remaining appointees to verify their interest in serving on a committee.

Committee liaisons
We discussed the role of the liaisons to each LFA committee. The liaisons are non-voting representatives on the committees and act as conduits between LFA Exec and the LFA committees. The liaisons are not required to attend committee meetings. The liaisons for FY00 LFA Committees are:

- Code and Bylaw – Cathy Bell
- LCPT – Jeff Bullington
- Nominating and Ballot – George Gibbs
- Planning and Resources – Susan Case
- Research and Scholarly Activity – Gordon Anderson
- Staff Development – Lars Leon
- Salaries and Benefits – Sherry Williams

Sherry will inform committee members who their LFA liaison is.

Updating the LFA website
Sherry talked with Brian Baird about the LFA website. Brian has already updated the website to reflect the new LFA Exec members. Brian demonstrated to Sherry how she can revise the website. Sherry will work with Lars so he can also help update the information.

LFA Exec Annual Report
We discussed the FY99 LFA Exec Annual report to get some background on what last year’s LFA Exec recommended.

Our next meeting will be Monday August 16, 3:00 to 4:00 in Watson Conference Room A. The agenda will include review of the annual reports for PRC, Salary and Benefits, and LCPT. Cathy will be secretary for this and the Aug. 23 meeting.

Adjourned.
Instruction Council
Minutes: July 26, 1999

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

The minutes from the July 12th meeting were approved.

Workshop opportunities:

The introductory OPAC workshop for the public and staff scheduled for August 5th has been cancelled. The next session is planned for August 16th. A list was distributed of the staff members who had enrolled in the Train the Trainer sessions.

Cindy has developed written materials for individuals teaching the workshops. These will be distributed at Bibliographers' Council meeting on July 27th and at Train the Trainer sessions. A draft of the KUCLS guide for the Web version of the OPAC was reviewed.

Cindy will send an e-mail announcement to all staff members regarding the KU Summit on Teaching Excellence. The workshop will be held on Tuesday, August 17th.

Future Meetings:

The next meeting will be on Monday, August 9th, at 10:30 a.m. We will continue our schedule of meeting every other Monday at 10:30 during the fall semester.

Submitted by Judith Emde
Classified Conference Executive Board
Meeting Minutes
August 10, 1999


Old business: The majority of the meeting was devoted to revising the proposed charges to the Staff Development Committee and the Planning and Resources Committee. Jennifer will forward copies of the revised charges to the rest of the CCEB for their approval before Carmen submits them to the chair of the Library Faculty Assembly. Charges for the Classified Conference Personnel Committee and goals for the CC Exec. Board will be carried over to the next meeting for more discussion.

Jennifer distributed a message from Kathleen Ames-Oliver about meeting management training for the CC Exec. Board. Board members will brainstorm specific issues that they’d like Kathleen to work with them on at the next CC Exec. Board meeting. Some suggestions included using meeting time more effectively and meeting more frequently for shorter periods of time, perhaps once a week for an hour. The Exec. Board agreed to try this meeting schedule beginning in September. Board members were asked to send their weekly schedules to Mary Ann so that she can coordinate a weekly time for everyone to meet.

A representative for Group III (Access Services, Reference, Regents Center) is still needed. Since no one has volunteered to serve as the group’s representative, Carmen will discuss the issue with Julia Rholes.

A discussion of the general meeting suggestions for increasing Classified staff participation in library governance committees was tabled until the next meeting.

New business: The creation of a web page for the Classified Conference was discussed. The Exec. Board agreed that it should be a public page and should include links to the Code and Guidelines, meeting minutes, group lists, officers and representatives, and Classified members serving on other library committees. Sue offered to help Jennifer maintain and edit it as necessary.

The next CCEB meeting will be Tuesday, August 31, from 1:00-2:30 in conference room A.
Barcodes

- John Miller and George Gibbs led the discussion regarding barcodes. They referred to a two-page memo that had been sent to all staff.

- Discussion highlights: the existing 10 digit OCR numbers in circulation will be converted to standard 14 digit numbers stored in Voyager; wands will be programmed to read the 10 digit numbers.

There are two kinds of scanners and Model 833 Caere wands read both. We also have purchased smaller hand-held wands will be attached to technical services stations, but anyone who needs one can get one. We have ordered twelve printers that will print barcodes. The keyboards are attached and Caere wand connected.

Submitted by Rita Wilson
Present: Baird, Burich (by phone), Coleman, Couch, Craig, Crowe, DeSart, Doll, Emde, Gibbs, Gillespie, Gorman, Graves, Koepp, Leon, J.Miller, K.Miller, R.Miller, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, Russell, B.Schaffner, S.Williams, R.Wilson

Keith Russell:
Keith reported that he had been touring the facilities with Kent Miller. He hopes to tour the Regents Center before the end of August. He also intends to have an orientation with all units. Keith says he has a wide range of questions for everyone covering topics from how one feels about our security to how to make relations better with students. He plans to be a campus participant to get to know the entire University.

Keith questioned Coordinating Council’s purpose. After a short discussion, he determined that the meetings would continue for the present time.

Julia Rholes and Keith both brought handouts regarding KU Summit for Teaching Excellence to be held on August 17th. Space to attend is still available. Cindy Pierard will be sending out more information shortly.

There was a short discussion on funding. Hopefully, by the Fall of 2000, Anschutz will be open 24 hours. Currently working on staying open Sunday through Thursday.

Voyager:
John Miller shared information on the status of the data conversion. Circulation should be able to start tomorrow morning. The old system will still be accessible. Log-in ID’s are ready to go. Old wands are being programmed. Bar codes are being installed on all necessary PC’s. John will continue to stay in touch with everyone by e-mail regarding the status of the conversion.

Microsoft Outlook:
John Miller said the earliest time frame for joining the campus-wide switch from Groupwise to Microsoft Outlook would be the end of August.

Watson Library 75th Anniversary:
Mary Rosenbloom introduced a small steering group, consisting of Sherry Williams, Bill Crowe, Kent Miller and herself. They are working on an open house celebration, (continued)
scheduled for homecoming day October 2nd, to commemorate Watson Library's 75th anniversary. It was also homecoming weekend in October 1924 when Watson Library's first open house was celebrated with Carrie Watson present. The committee is planning an exhibit in the Kansas Collection on Carrie Watson, an exhibit in the University Archives on the building and renovations of Watson Library, and an exhibit in Watson Library focusing on the people who have worked there and the collections built for Watson Library. There will be food served and a poem read on the steps that morning. Handouts were available from Mary Rosenbloom.

Circulation Policy Changes:
Julia Rholes spoke about changes in circulation policy and stated that the old signs need to be pulled. Julia showed some printouts that could be used for signs or handouts. Rob Melton had one poster that is being printed and hopefully will be posted in many places on the campus. Units are encouraged to display this poster. Contact Rob for copies.

KU Cards:
Julia Rholes reminded everyone that the KU Cards are now required (as of 8/1/99) for faculty, staff and students. Julia is planning a meeting with the Lawrence Public Library to go over some of the changes, especially the $5 charge for the non-university borrowers. She had handouts of FAQ's to be taken back to staff and reviewed. Julia plans to eventually create a handout and definitely put the information on the web page under Access with the help of Mary Rosenbloom and Sarah Couch.

The rest of the meeting was devoted to questions and answers about the KU Cards, the library borrower cards, affiliates and faculty.

Submitted by Barbara Gorman and Rita Wilson
John Miller provided a briefing on the status of the Voyager implementation.

Dean Russell continued his observations as newly arrived to campus:
- He attended the Center for Teaching Excellence Summit on Tuesday, Aug. 17, and was impressed by the participation of library personnel and the strong system of bibliographers here.
- He participated in the New Faculty Orientation on Wednesday, Aug. 18, and was encouraged by the mention of library services by Chancellor Hemenway and Provost Shulenburger.
- The picnic Saturday night at the Crowe/Sanders home was enjoyable, and was an example of a strong social base.
- He would soon like to address the first impression the libraries make to patrons, and has assigned Kent and Julia to look at signage that is more welcoming.

Dean Russell will begin his orientation to all units by visiting first those going through change. He intends to meet with all library staff, each committee and council.

1. **Status of ongoing staff searches – S. Gilliland**

Sandy thanked those who assisted directly or indirectly with the just-completed Job Fair for students. Many applications have been received. Please notify Sandy, Barb Woodruff or Rita Wilson of any hiring needs you have.

Sandy also reported on searches for the Assistant Dean, Serials, Cataloging Unit Supervisor and Special Collections positions. Deadlines range from early to late September.

There will be one or two more classified positions opening up in Cataloging, and recruitment is underway for a classified position (LAII) at the Regents Center. Interviews have been held for the Team Leader in Retrieval Services. New openings include an evening and weekend supervisor at the Regents Center, an electronics information assistant to work with Jim Neeley, and two Library Assistant II positions in Retrieval Services. She reported that we are in negotiations with a candidate for the Head of Anschutz position, and hope to release information soon.

Dean Russell will hold discussions on efforts to recruit more quickly. The Student Task Force will be asked to consider an orientation program for student workers. We are working to post all current library faculty positions onto the Library Website.
2. 24-Access to Anschutz Library

Vice Chancellor Goodyear provided background on the student fee which will be used to open Anschutz 24-hours a day as a study facility, five days a week, during spring and fall semesters while classes are in session, beginning with the Fall semester 2000. Discussion followed regarding the history of the student fee. The library administration here proposed to the students several uses for the money, and the 24-hour study access was chosen.

The Student Senate and the Senate Library Committee a few years ago began requesting that the libraries extend hours (which was done two years ago), and for a 24-hour study location. Anschutz was chosen for the 24-hour service because of its size and configuration.

The cost for this is estimated at about $150,000 for security and increased staffing (spring and fall semesters). All services will not be available, and some parts of the building will not be accessible.

3. Future of NTIS – Donna Koepp

Last Thursday, the Department of Commerce Secretary announced that he was going to propose to the Congress that the National Technical Information Services (NTIS) be closed, with the activities to be transferred to the Library of Congress. Donna Koepp reported that this was totally unexpected, and is seen as possibly a move to begin dialogue on the status of NTIS, which was to be self-sustaining, but has not been so, at least partly because it has made materials available on the Web. The Library of Congress is not set up to handle NTIS services.

Next meeting of the Coordinating Council will be Wednesday, August 25, in Conference Room A, 502 Watson Library.

Notes submitted by Barbara Gorman
# University of Kansas Libraries Bibliographers

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<td>4-8997</td>
<td><a href="mailto:lreid@ukans.edu">lreid@ukans.edu</a></td>
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<tr>
<td>Historical Administration &amp; Museum Studies</td>
<td>Sherry Williams</td>
<td>4-4274</td>
<td><a href="mailto:swilliam@ukans.edu">swilliam@ukans.edu</a></td>
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<tr>
<td>History, United States</td>
<td>Gordon Anderson</td>
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<tr>
<td>History, Western Europe</td>
<td>Rich Ring</td>
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<tr>
<td>Human Development &amp; Family Life</td>
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<tr>
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<td>Michiko Ito</td>
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<tr>
<td>Journalism</td>
<td>Kathy Graves</td>
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<tr>
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<tr>
<td>Latin American Studies</td>
<td>Jana Krentz</td>
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<tr>
<td>Law (Watson only)</td>
<td>Roger Anderson</td>
<td>4-4526</td>
<td><a href="mailto:randerson@ukans.edu">randerson@ukans.edu</a></td>
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<tr>
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<td>Brian Baird</td>
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<tr>
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<td>Geoff Husic</td>
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<tr>
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<td>Donna Koepp</td>
<td>4-4660/4</td>
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<tr>
<td>Mathematics</td>
<td>Julie Waters</td>
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<tr>
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<td>Connie Powell</td>
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<td>Vic Cardell</td>
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<td>John Richardson</td>
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<td>Mel DeSart</td>
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<td>Julie Waters</td>
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<td>Annie Williams</td>
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<td>Judith Emde</td>
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<td>Slavic Languages and Literatures</td>
<td>Brad Schaffner</td>
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<td>Social Welfare</td>
<td>Cindy Pierard</td>
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<td>Jeffrey Bullington</td>
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<td>Jana Krentz</td>
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<tr>
<td>Special Collections (Rare Books &amp; Manuscripts)</td>
<td>Bill Crowe</td>
<td>4-4970</td>
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<td>Speech, Language and Hearing</td>
<td>Judith Emde</td>
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<td>Systematics and Ecology</td>
<td>Susan Case</td>
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<td>Rob Melton</td>
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<td>University Archives</td>
<td>Sherry Williams</td>
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Friday, August 20, 1999
WATSON LIBRARY OPEN HOUSE, OCTOBER 2nd
On Saturday, October 2nd, the Libraries are hosting an open house to celebrate the 75th anniversary of the opening of Watson Library. The open house will run from 10 a.m. until game time, which we believe, will be 11:30 a.m. (we won’t know for sure until 12 days before the date). A brief program will be held at 10:30 on the steps of Watson. David Shulenburger, Chancellor Hemenway, Keith Russell, and Prof. Victor Contoski will participate. Prof. Contoski, a poet on the English Department faculty, has been asked to read one of his poems. Rick Clement is printing up copies of the poem on the Hole and the Corner Press at Spencer Library, and copies will be available at the event. All library staff are encouraged and welcome to attend.

In addition, we need some volunteers to help with the open house. It would be great if several of staff who worked in Watson before the last renovation could be on hand to answer questions about “how things used to be.” If there is enough interest, we may even set up a tour of places “that were.” We could also use some folks to be on hand to demonstrate the new system, to staff the guest book table, help with refreshments, and to give out copies of the poem, buttons, etc.

Please let me know if you’d be willing to help out in any capacity (mrosenb@ukans.edu or 4-8921).
THANKS!
Mary Rosenbloom

EXTERNAL RELATIONS POSITION TAKING SHAPE
Mary Rosenbloom has agreed to take on the role of KU Libraries’ External Relations Librarian, one of the positions provided by the Provost as a result of the discussions surrounding the various administrative changes of recent months. Particulars of the job are still being discussed, but the position itself has been defined.

The overriding goal for this position is to achieve a coherent and consistent approach to all aspects of presenting and promoting the Libraries to the public. As such, Mary will take on responsibility for non-instructional publications and for communication between the Libraries and University Relations. In addition to straight public relations work, Mary will work with Marilu, Keith and Bill as a member of the “library development team.” This aspect of the job includes such duties as coordinating donor recognition activities, record keeping, stewardship of gifts, planning and coordinating public programming, and work with the KU Friends of the Library.

(continued)
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Several people on the staff currently have responsibility for aspects of this new position, and Mary will work closely with them throughout the fall semester to ensure a smooth transition. Rob Melton has done a wonderful job as Publications Coordinator. He oversaw the revamping of the Guide for Readers series, instituted KUILS guides and the annual Reference Guide, and developed and gave life to *Currents*. Rob also established excellent ties to the UDK and University Relations. After 7 years as Publications Coordinator, Rob has asked to be reassigned to a more collections-centered role, details of which are being worked out with library administration. Rob has agreed to let Mary sit at his elbow while he gets out the next issue of *Currents* so that she will be able to assume the role of editor for the winter issue.

Similarly, Jim Helyar has played a vital role with the KU Friends of the Library for some three decades, and Mary will “apprentice” to Jim during the fall semester. Because of Jim’s knowledge of the Department of Special Collections holdings and operations, Bill Crowe has asked Jim to give his full attention to the Department.

Cindy Pierard, in her role as Instruction Coordinator, will assume responsibility for overseeing the instructional publications.

Mary looks forward to working with staff from all departments to help the Libraries build upon its excellent reputation. She will remain in her current office in 502 Watson Library.

Keith Russell

**ADDITIONAL PERSONNEL ANNOUNCEMENTS**

Joel Kolatch, the Libraries’ Local Area Network Specialist, has announced his resignation. Joel has been employed in the Automation Department since June, 1997. His resignation is effective September 17, 1999.

Rich Crank, Library Assistant II in the Anschutz Library, has been promoted to the Team Leader-Serials Holding Unit position in Retrieval Services. Rich has been employed in the KU Libraries since January 1976-first as a student assistant Circulation, and he was later appointed to his first classified position in January 1978 as Stacks Supervisor, Watson Library. He left the Libraries briefly in 1979 but returned in October 1980 to the former Serials Department. He transferred to the Anschutz Library (Science Library) in June, 1984. Rich’s promotion becomes effective September 5, 1999.

Sarah Vantuyl has been appointed as a Library Assistant II with the Regents Center Library. Sarah is presently employed by USD 497 as a Library/Media Assistant. She has held previous positions with the Kansas Union Bookstore, the Lawrence Public Library, and the Johnson County Community College Library. Sarah’s appointment is effective September 20, 1999. She replaces Kelly Klinke.

Sandy Gilliland

**POSITION VACANCIES**

Applications are now being accepted for the classified positions listed below. Library staff interested in applying for these positions should contact Sandy Gilliland for application instructions. Non-library staff and library student assistants should contact the Department of Human Resources, 4-7417, for application instructions. Applications are due Friday, September 10, 5:00 p.m.

(continued)

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Library Assistant II, Retrieval Services (2 identical positions available): Duties – 1) Create and modify serial holdings records in accordance with the US MARC Format for Holdings Data, 50%; 2) Identify and resolve special serial problems, 15%; 3) Train and supervise part-time student assistant(s), 10%; 4) Update converted records in new automated system in order to prepare record for check-in, 15%; 5) Workflow management, 5%. Minimum qualifications: Job knowledge at an advanced level in library support work. Preferred selection criteria: Strong commitment to public service; successful experience with creation and maintenance of bibliographic, holdings, acquisition, serials control, or interlibrary loan records, in an automated library environment; ability to work with detailed and complex procedures effectively and independently; ability to organize work effectively, set priorities, and meet expectations for turnaround time and quality of work; supervisory experience; ability to maintain a regular schedule; ability to work under pressure and handle work-related stress; proven commitment to positive, solution-oriented problem solving; prefer a flexible person with strong interpersonal skills who is able to work effectively and cooperatively as part of a team as well as independently in a changing work environment; prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures; knowledge of one or more Western European foreign languages; experience with IBM compatible computers. Hourly wage rate: $10.28

Office Specialist, Electronic Information Unit: Duties – 1) Maintain and develop Access database of electronic information purchase recommendations, licenses, orders in process, finished licenses, and licensed networking information, 30%; 2) Pursue and monitor orders and licenses in process, 30%; 3) Assist with preparation of database use and budgetary reports, 15%; 4) Copy and distribute printed materials regarding electronic information resources, 5%; 5) Maintain paper files related to licenses, orders, etc., 5%; 6) Special projects as assigned, 15%. Minimum qualifications: Independent work experience in office support/clerical work. Strongly preferred selection criteria: Excellent skills in organizing and carrying out complex, detailed procedures, especially tracking, maintaining, and retrieving detailed records of work in progress; strong knowledge of and experience using Access and Excel; ability to work cooperatively with the Retrieval Services Department in purchasing, accounting, and record keeping; the electronic information librarian relies on this department and does not duplicate its functions or services; must also be able to work cooperatively with other library staff, including public services, bibliographers, and others. Preferred selection criteria: Knowledge of descriptive statistics; knowledge of GroupWise and Netscape; knowledge of the KU Libraries online record systems. Hourly wage rate: $10.28.

Applications are also being accepted for a full-time unclassified professional staff position (non-exempt) at the Regents Center Library. The Library Public Service Manager (Evenings and Weekends) is responsible for the following duties: Manages library public service operations during primarily the evening and weekend hours of operation (1:00 p.m. – 9:30 p.m. M-W; 1:00 – 9:00 Thurs., and 12:00 noon – 8:00 p.m. Sundays). Supervises activities of all part-time hourly staff who are on duty evenings and weekends. Provides assistance to library patrons (faculty, graduate students, and the general public), manages circulation and fines operations, and performs other duties as assigned. Is responsible for the quality of service and continuation of all public service operations during evenings and on weekends. Required qualifications: Public service experience; recent library work experience; experience with detailed recordkeeping; supervisory experience; excellent communication skills; ability to form effective working relationships with colleagues; familiarity with basic maintenance for computers, printers, and copiers;

(continued)

An Equal Opportunity/Affirmative Action Employer
experience using Windows95 (or later version); demonstrated organizational and planning skills; ability to work assigned schedule. **Preferred qualifications:** Bachelor's degree; experience using Office95 products (or later version), such as Word, Excel, Access, etc.; experience using KU Edwards Campus computer systems; experience using KU Libraries computer systems; experience handling cash accounts; experience using the World Wide Web and the Internet. **Annual salary:** $24,000 - $27,000 plus a 25-cent per hour shift differential. Excellent benefits. To apply, submit a letter of application, resume, and names/addresses/telephone numbers of three references to: Sandy Gilliland, 502 Watson. Applications postmarked by September 20, 1999 will receive first consideration; applications will be accepted until the position is filled.

THE UNIVERSITY OF KANSAS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. THE UNIVERSITY ENCOURAGES APPLICATIONS FROM UNDERREPRESENTED GROUP MEMBERS. FEDERAL AND STATE LEGISLATION PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, AGE, DISABILITY, AND VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

**REMINDER OF UNIVERSITY OPEN MEETINGS**
A reminder for library faculty: two open meetings will be held next week for interested faculty, as follows:
- University Committee on Sabbatical Leaves, Tuesday, 9/7/99, 7:00 p.m.
- University Committee on Promotions and Tenure, Thursday, 9/9/99, 7:00 p.m.
Please refer to last week’s FYI, or contact Sandy Gilliland, for additional information.

Sandy Gilliland

**ATTACHMENTS**
Travel Report: Judith Emde
HEAD OF ANSCHUTZ LIBRARY APPOINTED
We are pleased to announce the appointment of Ms. Denise Stephens as Head of Anschutz Library (Librarian II). Denise is presently the Coordinator for Information and Access Services in the Science and Engineering Libraries at the University of Virginia Library in Charlottesville. She has held additional positions at the UVA Library, including: May, 1995 – March, 1998, Geographic Information Coordinator, and July 1993 – May, 1995, Documents Information Services Librarian. Denise was also employed by the University of Oklahoma Library as a Library Technician II in the Government Documents Section. Her MLS degree is from the University of Oklahoma and she received a BA degree in Political Science, also from OU. In 1998, Denise was a Fellow in the Association of Research Library’s “Leadership and Career Development Program”. Although Denise’s appointment does not become effective until January 9, 2000, she will be travelling to Kansas a few times this Fall to participate in meetings with staff regarding the merging of documents and business collections into Anschutz Library.

Keith Russell

PUBLICATION PARTY FOR COLLECTED WORKS OF JERRY STANNARD
On Tuesday, September 15, from 4-5 p.m. there will be a reception in the Spencer Lounge to recognize the publication of two volumes of the collected works of the late KU professor Jerry Stannard. Katherine Stannard, Jerry’s widow, and Skip Kay, recently retired KU history professor, compiled and edited the volumes, Pristina medicamenta: ancient and medieval medical botany, and Herbs and herbalism in the Middle Ages and Renaissance, both of which have been published by Ashgate Press as part of their Variorum Collected Studies Series.

As many of you know, the Libraries’ preservation laboratory is named for Jerry and Katherine Stannard. Katherine Stannard is a great supporter of the Libraries and is past president of the Friends. All library staff are cordially invited to come by the reception to congratulate Katherine and Skip, to view the volumes, and to have a bite to eat.

Mary Rosenbloom

ATTACHMENTS
Committee Minutes:
Electronic Information Council, 7/28/99
Coordinating Council, 8/25/99
Nominating and Ballot Committee, 8/12/99, 8/26/99
Instruction Council, 8/9/99

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Electronic Information Council – Minutes – 28 July 1999


The August 11th EIC meeting is cancelled.

At its meeting August 6, the Regents Database Committee will discuss potential additions to the list of products to which RDC schools have established consortial subscriptions. Julia, as a member of a sub-committee of RDC charged with looking into potential additions to that list, queried the group on KU’s preferences for other databases the RDC might attempt to acquire. After some discussion, consensus was reached on the content of KU’s list. Our input will be combined with that of the other schools represented on the Committee into a composite list that can guide the RDC in its future work. EIC’s prioritized list was: ABI Inform, Dissertation Abstracts, LION, INSPEC, and Literature Resource Center.

Other comments or issues raised via the above discussion:

- FirstSearch offerings on the Kansas – Colorado agreement will remain the same in FY00, with no increase in price. Prices will increase the following two years. Kansas may look for other alternatives for when the prices go up.
- No answers yet on whether WorldCat can be unbundled from the rest of FirstSearch.

Mel DeSart, minuteer
UNIVERSITY OF KANSAS LIBRARIES
Coordinating Council Meeting
8/25/99

Present: Baird, Burich (by phone), Cardell, Clement (for Bill Crowe), Couch, Craig, DeSart, Doll, Emde, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Krentz, J.Miller, K.Miller, R.Miller, J.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, Russell, B.Schaffner, R.Wilson

Update on the Status of the Facilities Master Plan
Mary Rosenbloom, Bill Crowe and Tom Waechter have been working on a master plan for library facilities' improvements. Keith Russell showed an architect's rendition of Watson Library with the entrance on the second floor and of Anschutz with an addition to current building. It is necessary to have a comprehensive plan to show where the Libraries are heading on improvements. Mary Rosenbloom enlightened the meeting about the purpose of a master plan and the long-range vision.

Report on the Meeting of the Information Services Leadership Lunch
Marilu has begun weekly meetings of the leadership groups from the Libraries, Networking & Telecommunications, Printing Service, and Computer Center. The first meeting of this group was held Aug. 23 and featured Kathleen Ames-Oliver from KU Human Resources who presented the first of a 2-park workshop on "Meeting Management". Kathleen will return for the second session on Aug. 30. This group will meet weekly.

Fines and Fees Report
John Miller gave an update on the conversion of fines and fees to the new system. Due to the way Voyager read the conversion data, thousands of fines records will need to be adjusted. Voyager is accurately processing overdue and fines notices for those fines that are actually accruing now. John distributed a report which detailed circulation statistics for a one-week period beginning Aug. 16th.

Start of Semester Comments
Staff reported that things are generally going smoothly with the transition to the new system. The online catalog is a big success with many patrons. John Miller responded to questions from the group regarding the transition. There was discussion about naming the on-line catalog and the history surrounding this. Keith said he will discuss this with the assistant deans.

Coordinating Council Substitutes Policy Clarification
At the August 24th Assistant Dean's meeting it was agreed that beginning on the August 25th CC meeting each member is strongly encouraged to send a substitute if s/he is unable to attend. This would ensure that each organizational department/unit or
specialty area is represented. Members were asked to notify Barbara Gorman and the appropriate assistant dean, or Keith Russell if the department/unit reports directly to him, if sending a substitute. There was a general consensus with this procedure.

**Update on Keith's KU Libraries' Orientation**
Kent Miller and Keith continue to tour the libraries. Keith intends to meet individually with each department head; in addition, he plans to meet with all staff in each department.

**University Deans' Council Highlights**
Keith provided the following highlights from the Univ. Deans' Council held today (8/25):
- Discussion regarding the closing of the Learned Club and the resulting problems
- KUEA has hired a consulting firm to look at the campus image for prospective new students and for fund raising
- GTAs should be involved in training for the classroom instruction. GTA orientation sessions include several breakout sessions and the library is one of those sessions.
- A change in how long a faculty member must remain employed at KU following a sabbatical leave has occurred retroactive to last year. Anyone who receives a sabbatical now must return for a minimum of one year (reduced from 2 years).

**Dean's Observations**
Keith expressed his enthusiasm for being at KU in a "whole-service" library system. He is impressed with the breadth of our collections. He also stated that it is great to be at a library that's hiring. He also stressed 'servant leadership' – we work for the students and without them we wouldn't be here.

**Other Announcements**
Rick Clement was announced as a new member of Instruction Council and Barbara Gorman a new member of Coordinating Council.

Submitted by Rita Wilson and Sandy Gilliland.
Nominating and Ballot Committee Minutes

August 12, 1999

Present: Judith Emde, Paulette DiFilippo, Connie Powell

The meeting was called to order by Judith Emde on August 12th at 2:05 pm in the Anschutz Library small conference room. We selected officers. Judith will be Committee Chair, Connie will be Committee Secretary. Judith showed us a notebook from last year’s committee which contained the committee charges, sample ballots, annual reports, and other materials relevant to the Nominating and Ballot Committee.

Judith reviewed the ballot procedure we will be using for electing two Librarian III replacements on LCPT. They are for Susan Craig who will now serve on UCPT and for Sherry Williams who is now the Chair of LFA Exec. Judith will consult with Sherry to find out whether we will need one or two ballots. We went over the names of possible nominees.

We looked over last year’s Annual Report to see if there were any left over issues that we, as a committee, should pursue this year.

The meeting adjourned at 2:35.

Connie Powell
Nominating and Ballot Committee Minutes

August 26, 1999

Present: Judith Emde, Connie Powell, Paulette Difilippo

The meeting was called to order at 9:15 am in the Anschutz Library special conference room.

The committee has been encouraged to quickly prepare a ballot for two LCPT, Librarian III positions. Susan Craig has resigned in order to participate on UCPT, and Sherry Williams has resigned in order to serve as Chair of LFA Exec.

Judith distributed the document entitled Guidelines for Preparing & Counting LFA Ballots and a sample ballot from last year. We spent the balance of the meeting writing a rough draft of the ballot. Judith will write a final copy of the ballot and e-mail it to each member of the committee and to the Chair or Chair-Elect of LFA for their response. We hope to send the ballot on Monday August 30th, to have the ballots due on Thursday September 9th and to count them on Friday September 10th.

The meeting adjourned at 9:45 am.

Connie Powell
Instruction Council
Minutes: August 9, 1999
Submitted by Roger Anderson

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

IC Membership
Representation from Spencer Research Library will be added to the Instruction Council beginning with the next meeting. Rick Clement will be filling this role.

Voyager OPAC
Cindy announced that due to apparently insurmountable difficulties involving printing from the Windows version of Voyager OPAC, it appears we will implement the Web version only for public display. The public Windows version will be discontinued. Response time differences between the two versions, previously a concern, have been found to be virtually the same. Although the graphics are different, functionality is largely identical in most respects. There will be advantages in having only one public interface, instead of two, for instructional purposes.

Teaching Summit
Cindy distributed information from Fred Rodriguez of the Center for Teaching Excellence providing more details on the first KU Summit on Teaching to be held on the morning of Tuesday, August 17. It is anticipated that about 20-25 will sign up for the library component. A list of four questions to be addressed “as a division, unit, or school” was included. Cindy proposed that, following an opening keynote session for the larger group as a whole, the library component divide into 3 or 4 small groups to address these questions before rejoining the wrap-up session. Dean Russell will be consulted regarding this. Cindy will send a message to all library staff regarding arrangements when they have been finalized.

Regarding the question of whether bibliographers should attend the library component or the component involving their relevant departments, it was felt that, especially in the case of the College of Liberal Arts and Sciences, the discussions will most likely be on a generalized level, and will not get down to the level of department detail that might be found more useful to library staff.

Statistical Universe
A preliminary review was given to the draft of a KULIS guide to Statistical Universe prepared by Donna Koepp. KU subscribes to the American Statistics Index (ASI) component. The review will continue at the next meeting after more IC members have had a chance to look at it.

Change in Congressional Information Service (CIS) Interfaces
There will be a change in several CIS “Universe” interfaces later this month. Cindy will sign up for a password and user ID from CIS so that these changes can be evaluated soon.

Workshop Brochures
Brochures for the Fall workshop series are being printed and will be mailed out early next week. This information will also be made available on the library’s web site.

(continued)
Voyager OPAC Training for Student Assistants
Although no separate general training sessions for student assistants are known to have been set up, library departments are encouraged to conduct their own in house training as appropriate.

Next Meeting
The next meeting of the Instruction Council will be on Monday, August 23, from 10:30 to 12:00 in Watson Conference Room A.
FROM BILL MITCHELL

Dear Library colleagues:

As those of you who are regular readers of FYI already know, I will be leaving the Libraries at the end of the month. Not surprisingly, I have a few things to say before I go. Chief among them is--quoting from my letter of resignation--“to express the very deep sense of gratitude I have toward the Library and the University and many of the people with whom I’ve been associated.”

To quote a little more (none of the impolitic stuff) from that letter: “Having spent well over half my life here and having become accustomed to defining myself as being ‘a librarian at KU’ when asked the standard question, ‘What do you do?’ I’ve wondered about how I’ll define myself in future. At different stages in my life I’ve been ‘student,’ ‘lighthouse keeper,’ ‘bus driver,’ ‘carpenter’ and have been satisfied with those definitions but the prospect of defining myself as ‘retired’ is wholly repugnant. Until we stop defining ourselves by our occupations, I suppose that I will adopt the military style: ‘librarian, ret.’” But what will I do? I expect to go on doing much the same as Jean and I have done since we first set up housekeeping on the lighthouse: live our life quietly and privately; do our work thoroughly and in a craftsmanlike manner; and do it all as self-sufficiently as possible. Although there will be fewer books in our life, perhaps we’ll be able to get on more intimate terms with the ones that remain.

For those of you who might be expecting a “retirement party,” I should explain that, at my request, there will be none. “Party” is not my style and Mr. Crowe respected my wishes. For which I thank him as I—one last time--thank you.

Respectfully,

Bill Mitchell

More from Bill

As I’ve been cleaning out my office (or as Jim Helyar describes it, the Augean Stable), I’ve come across a number of P-slips bearing quotations in my hand, a kind of unorganized commonplace book; I would share a few with you:

“There never was a man that wanted to be a great man ever was a great man.” --John Hunter

“We can catalog books 10 times faster than any human.” --Frederick Kilgour

“In a small library you have to be more careful.” --H. Robert Malinowsky

(continued)
“Let all things be done decently, and in order.” --Saint Paul “I think it is an universal truth, that the People are much more dextrous at pulling down and setting up, than at preserving what is fixt.” --Jonathan Swift

“When I see a proposal for raising of money, with a more than ordinary show of zeal for the publick good, what I first look for is, a certain little thing in a corner, The JOB; or what is to be got by the projectors.” - Broome (?)

“We are a loose people in the use of our language and seem indifferent to its opportunities for precision.” - Richmond P. Bond

“Our aim is perfect work. Take pride in producing records that will stand the test of many years’ use. Constantly watch for mistakes made by yourself or other people, but do not emphasize those made by other people.” -- Helen A. Titsworth

“If there be reason in what I have offered, it will prevail with reasonable men; if there be not, I am not so unreasonable as to desire it should.” -- Thomas Sherlock

Most of the above were treasured up for their wisdom, a couple for their outrageousness. Some, of course, are “words to live by;” the following appealed to me because of its poetry and the simple honorableness it represents; it is from a Douglas County farmer’s receipt for one

“moderate two horse load of tolerably weedy wheat.”

This one struck my fancy because it seemed to describe my place in the Libraries:

“I’m parish-clerk and sexton here,
My name is Caleb Quotem;
I’m painter, glazier, auctioneer;
In short, I am factotum.

Bill Mitchell

BUILDING MAINTENANCE CALLS: PLEASE SEND AN E-NOTE
Effective immediately, staff are requested to follow the attached “Procedures for reporting non-emergency maintenance requests” when reporting repair needs. All non-emergency maintenance requests (lightbulb replacements, plumbing problems, housekeeping needs, etc.) should be reported to Rita Wilson, Library Administrative Office, via e-mail, rcwilson@uka.edu

Any maintenance need that is considered to be an emergency (water line breaks, overflowing toilets, power outages, smoke, etc.) should be telephoned to the Library Administrative Office at 4-3601. Rita Wilson or other staff will immediately report the problem to the appropriate agency.

Sandy Gilliland

ATTACHMENTS
Committee Minutes:
Collection Management Council, 9/3/99
Cataloging Policy Advisory Committee, 8/25/99
Classified Conference Executive Board, 8/31/99
LFA Exec, 9/8/99
FY00 LFA Committee Members

An Equal Opportunity/Affirmative Action Employer
Collection Management Council
Minutes, September 3, 1999

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

1. Library Materials Budget: George distributed a draft "Outline of FY00 Library Materials and Information Budget" prepared by Rachel and dated 8/23/99. The outline indicated available funds, commitments, and the potential balance available for allocation. Some of the issues raised by CMC included:

* Anschutz Endowment funds, anticipated to be apx. $100,000, will be mainstreamed into the regular materials budget and used to pay large bills such as Harrassowitz approval, African Studies approval, etc. George will ask Marilu whether some compensatory state funds will be set aside for competitive special project money to replace the former use of Anschutz money. If there is such a competition, should the guidelines for the fund be revised to reflect different constraints?

* Susan suggested that CMC should examine the use of the $130,000 projected for document delivery (UnCover) this year in light of the reports which were provided this summer to bibliographers. Questions which need to be addressed include the imbalance in expenditures by academic departments and whether the library would save money by initiating subscriptions to some heavily requested journals.

* George clarified that the $14,000 allocated for Library Tools has primarily been used to purchase cataloging tools and has occasionally been used to purchase desk copies for bibliographers. Mary Roach is the bibliographer to whom such requests should be submitted.

* The Replacement/Extra Copies fund (a.k.a. Xlost) does not appear as part of the library materials budget but the money is still available. CMC recommends that the guidelines for the fund be reissued to remind bibliographers of its availability.

* Discussion of what to do with the estimated $350,000 in allocable funds was a key part of the meeting. CMC feels that assurances were given to bibliographers that serial cost increases and approval fund costs would be covered in FY00 since the library didn’t do a spring cancellation project or revise the approval plan. Rachel estimates that apx. $212,000 will be required to cover increased serial costs. Several of the approval plans ran deficits in FY99 although the sci/tech plan was underspent. Requests for adjustments in publisher lists and profiles are anticipated. The CMC recommended that the majority of the allocable funds be distributed fund-by-fund (rather than kept in a single pot) to serials and approval plans with a clear indication that these are one-time allocations. George will distribute the bibliographer reports to the CMC members and do some initial analysis of what the serial and approval allocations should be before the next CMC meeting.

2. Keith's participation in CMC: Keith will join the CMC e-mail list and will attend CMC meetings
as the agenda requires.

3. **Lost book pricing:** Sarah & Julia joined CMC in order to discuss the options for assigning individual prices to items being declared lost. Currently, the library system uses default prices of $75 per piece for items from Anschutz and $35 per piece for items from other library locations. At a Bibliographers' Council meeting last year, strong support was expressed for having individual prices assigned to the lost items. The new system is programmed to declare items lost when pieces are 60 days overdue so if individual prices are to be assigned, they must be entered before the 60 day notice is produced. John Miller is working on a report of items that are 40 days overdue so that bibliographers will have 20 days to assign a specific replacement price. CMC discussed various issues associated with this issue:

* CMC recommended the **40-day overdue report be produced daily and distributed via e-mail** to all bibliographers. CMC further recommended that the report be sorted by shelving location, then call number. Citations for individual items should include author, title, date of publication, barcode, date when 60 day notice will be produced, and any replacement cost information already available in the system. It would also be desirable to include the name of the person assigning the price and the date it was done but it's unlikely that this is possible.

* Any bibliographers who have authorization to **edit item records** in the Circulation module may add the price to the record. Bibliographers without such authorization should submit the price information to the Watson Fines Office for inclusion in the online record.

* Pricing of lost material from the **Watson Periodicals/Microforms** unit will continue to be done by staff in that unit.

* 1200 items were **declared lost at conversion** including some material charged out to library locations and items on appeal. Gary Samuelson is reviewing all 1200 titles and making adjustments.

* In order to establish the new lost book pricing procedures, the system has been temporarily changed from **60 days to 120 days** before declaring any additional items lost.

* Susan asked if the **default pricing** could be adjusted on a location by location basis so that if the bibliographer is unable to establish a specific price, the default may better reflect the replacement cost. George will ask John if this programming change is possible.

* Brad asked what the library's response is when a patron receives a bill for an item based on **default pricing which exceeds the Books-in-Print price**. Sarah explained that the patron has the option of providing a replacement copy of the lost item which will eliminate the lost book charge although the processing fee and any accrued fines will still be charged.

4. **Tentative plan for ramping up new book and serial orders:** Rachel distributed a draft document which outlines a week-by-week schedule of the minimum number of book and serial purchase requests the Retrieval Services unit can commit to processing. The schedule begins Sept. 20 with 50 items/week
and projects that the unit will reach full capacity of 400 items/weeks in late November. CMC discussed the implications of this schedule:

* The limitations may mean that not all purchase orders can be placed during FY00 and money will need to be carried over to FY01. CMC thinks its important that the Library Administration understand this concern and work with the campus to assure that this can be done due to the unusual circumstances.

* CMC recommends that the weekly allocation be divided into 2 portions. One portion will be for "rush" material such as faculty requests, reserve items, out-of-print titles, pre-publication offers or other time restrained orders, and electronic products which have passed Jim Neeley's review. All orders that fit these guidelines would be submitted to George and would have priority for the weekly allocation. The second portion of the allocation would be for all other purchase orders whether submitted on paper, by Gobi, or by e-mail. The Retrieval Services staff would work through this portion as they can carrying over orders from week to week.

5. Meeting schedules:

* CMC will meet from 10:30-Noon on Friday 9/10, 10/1, 10/15, 10/29, 11/5, 11/19, 12/3, and 12/17.

* Bibliographers' Council will meet from 1:30-3 on Wednesday Sept. 22, Oct. 20, Nov. 10, and Dec. 22.

Agenda topics for next CMC meeting:
- Establishing a Gerontology fund (proposal distributed)
- Renaming the Biochemistry fund (proposal distributed)

Minutes prepared by Susan Craig
CATALOGING POLICY ADVISORY COMMITTEE

Meeting of August 25, 1999
326 Spencer Library

Present: Vickie Doll, George Gibbs (chair and recorder), Barbara Ginzburg, Sally Haines, Geoff Husic, Miloche Kottman, Bob Marvin, Sandi Miller, Carmen Orth-Alfie, Mary Roach, Becky Schulte

In Marilu Goodyear's May 19 memo entitled "Endeavor Implementation in Technical Service Operations" she asked George Gibbs to "establish appropriate forums" in which to discuss and communicate cataloging issues. As one of these forums, he is reconstituting the Cataloging Policy Advisory Committee. Membership reflects each of the campus cataloging centers and will focus on policy issues.

When there is the need to collect cataloging staff more widely to talk about specific cataloging details or procedures, he proposed that these meetings be held on Thursday mornings. [This series of meetings has subsequently been inaugurated to discuss matters related to the move to barcodes.]

Future meetings of CPAC will be held on Fridays from 1:30 to 3:00. Location will vary.

CPAC discussed Voyager training. The coordinated training across all centers has been a success. Gibbs suggested that centralized training continue for cataloging operations. He has asked the Cataloging Department in Watson to be responsible for providing timely training as needed in other units. Each staff member or student who needs more than a view authorization on the Voyager cataloging module would need to take part in this training before the authorization number is established. Carmen Orth-Alfie will be the contact person.

Brieflisting materials under Voyager was discussed. Roach announced that Larry Palmquist has programmed an online counter that can supply the next number in the brieflisting sequence for those units that are brieflisting material (East Asian, Watson Cataloging, and Slavic). Because of being able for the first time to limit searches by such elements as date and language, Roach suggested that these elements be added to the template as part of the minimal expectations for brieflisted records. CPAC approved this suggestion.

Prior to the meeting Gibbs had distributed to committee members the memo entitled "General Guidelines for the KU Libraries' Online Union Catalog," which had been prepared in 1993 by the earlier incarnation of CPAC. It was decided to review this document at the next CPAC meeting.

Also for the next agenda is the question of error correction in Voyager.

Gibbs asked that committee members send him agenda items.
Chair's Report: Carmen will summarize her notes from the most recent Coordinating Council and distribute them to the other CCEB members. The Exec. Board would like to thank Rita Wilson for taking minutes of the Coordinating Councils and publishing them in the FYI.

Carmen will meet with Keith Russell on September 8. She reviewed a list of items that she will be bringing up with him and other CCEB members made suggestions for additional topics, as well.

Old Business: Due to the "extraordinary" situation with the new online system and the resulting changes in staff members' workloads, a suggestion was made to put the CC Personnel Committee "on hold" for the time being. Once things "calm down"--perhaps after Christmas--the Exec. Board will revisit the issue of finding people to serve on that committee. The committee's standing charge can be addressed by inviting Sandy Gilliland to speak to Classified staff about personnel and pay issues twice a year.

The Exec. Board discussed specific topics on which they would like to focus this year. Jennifer will draft something based on the list of items Carmen will be discussing with Dean Russell and distribute it to the rest of the Board.

As Group III continues to be without representation, Carmen will discuss the possibility of sending a "rotating representative" to each meeting with Julia Rholes, who supervises many of the Group III members.

The Board decided to try a new meeting schedule for future meetings. Instead of meeting once a month for two hours, the Exec. Board will meet twice a month for an hour and a half. These meetings will take place on the second and fourth Mondays of each month from 10:30 AM to noon. The dates of upcoming meetings are September 13, September 27, October 11, and October 25. This schedule will be reviewed in a few months to determine whether or not it should be continued.

Ideas for improving the Exec. Board's effectiveness during meetings were brainstormed. These ideas included learning how to stay on task, use time more efficiently, follow the agenda but still leave enough time for group news, brainstorm, know when to use brainstorming, deal with criticism in a positive way, and better convey the group's progress on specific issues to other Classified staff. Jennifer will forward this list on to Kathleen Ames-Oliver so that she can work with the group on their meeting management skills.

New business: A Classified representative for the Planning and Resources Committee is still needed. Sue, who is the other Classified member on that committee, will draft a message for Carmen to send out to all Classified staff reiterating the need for that representative.
LFA Exec Meeting
September 8, 1999
Present: Gordon Anderson, Cathy Bell, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair).
Absent: Jeff Bullington

Review of Minutes
The August 16 minutes were approved with corrections.
Sherry will talk with Jeff about sending the August 23 minutes via email for discussion and approval.
We reviewed the August 12 and August 26 minutes of the Nominating and Balloting Committee.

Liaisons contacted committee members yet?
All liaisons have contacted their respective committees except for Sherry (Salaries and Benefits), and Lars (Staff Development). They will contact their committees shortly. All liaisons should inform Lars of elected officers from each committee so he can add the information to the LFA Committee Membership document.

Keeping the LFA Exec web page updated
Sherry reported that Lars and she have update access to the LFA Exec web page documents. Lars will be responsible for keeping the web page updated.

Nominating and Ballot Procedures
Sherry reported that an LFA member questioned the confidentiality of the current LFA balloting process. After discussion, it was decided that George would draft a charge asking the Nominating and Balloting Committee to review this process. George will send this draft to LFA Exec via email.

Charges for PRC
We further discussed the possible charges for PRC.

Charges for SDC
We began discussion of charges for SDC by reviewing their annual report from last year. Lars will draft charges to bring to the next LFA Exec for discussion.

Our next meeting will be Monday September 13 at 3:00.

Adjourned.
### FY00 LFA Committee Members

As of September 16, 1999

**Nominating and Ballot:**
- Paulette DiFilippo (new member)
- Judith Emde (continuing member) Chair
- Connie Powell (new member) Secretary
- George Gibbs (LFA Exec liaison)

**Committee on Code and Bylaw:**
- Roger Anderson (continuing member)
- Ken Lohrentz (new member)
- Rob Melton (new member)
- Cathy Bell (LFA Exec liaison)

**Committee on Staff Development:**
- Lin Fredericksen (new Classif. Conf. rep)
- Michiko Ito (new member serving Lars’ 2nd year)
- Kathleen Neeley (new member)
- Lea Reid (new member)
- Stephanie Schaffner (continuing member)
- Kendall Simmons (continuing Classif. Conf. rep)
- Sandy Gilliland (ex-officio)
- Lars Leon (LFA Exec liaison)

**Committee on Planning and Resources:**
- Brian Baird (new member) Chair
- Sue Hewitt (continuing Classif. Conf. rep)
- Cindy Pierard (new member)
- John Richardson (new member)
- Brad Schaffner (continuing member)
- Becky Schulte (continuing member)
- new Classif. Conf. rep to be announced
- Shannon Royer (ex-officio) Secretary
- Susan Case (LFA Exec liaison)

**Committee on Salaries and Benefits:**
- Faye Christenberry (new member)
- Bryan Culp (continuing member)
- Rich Ring (new member)
- Sherry Williams (LFA Exec liaison)

**Committee on Research and Scholarly Activity:**
- Gordon Anderson (continuing member, LFA Exec liaison)
- Vicki Coleman (new member)
- Geoff Husic (new member)
- Donna Koepp (new member)
- Kathleen Neeley (ex-officio)

**Committee on Code and Bylaw:**
- Roger Anderson (continuing member)
- Ken Lohrentz (new member)
- Rob Melton (new member)
- Cathy Bell (LFA Exec liaison)

**LCPT:**
- Mary Hawkins (LIII, continuing member)
- Rob Melton (LIII, new member)
- Jim Neeley (LIII, continuing member)
- Brad Schaffner (LIII, new member)
- Mel Desart (LII, continuing member)
- Kathy Graves (LII, new member)
- Loretta Spurling (LI, new member)
- Jeff Bullington (LFA Exec liaison)

**Ad Hoc Committee to review joint membership on SDC and Committee on Planning and Resources**
- Brian Baird (FY99 LFA Exec chair)
- Sherry Williams (FY00 LFA Exec Chair)
- Carmen Orth-Alfie (FY99/00 Classif. Conf. Exec chair),
- Mary Ann Baker (2nd Classif. Conf. rep)

**LFA Exec**
- Gordon Anderson (Vice Chair, Chair-elect)
- Cathy Bell
- Jeff Bullington
- Susan Case
- George Gibbs
- Lars Leon (Secretary)
- Sherry Williams (Chair)

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For the latest information on LFA Exec including updates to committee information please visit
http://www2.lib.ukans.edu/
RETIREMENT ANNOUNCEMENT
Inge Starr, Library Assistant II in the Government Documents Library, has announced her retirement effective December 28, 1999. Inge began employment in the Libraries in June, 1985. She has over 27 years of service to the University of Kansas; 14 years in the Libraries. Inge will be among several KU classified staff honored during the annual Classified Staff Retirement dinner to be held Wednesday evening, October 20th, at the Adams Alumni Center. Additional information regarding this dinner will be forthcoming.

Sandy Gilliland

LIBRARY FACULTY PROMOTION AND TENURE REVIEWS
Library staff are invited to submit letters regarding the qualifications of six library faculty who will be reviewed for promotion and/or continuous tenure this year. Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra K. Gilliland, 502 Watson Library) or to the candidates’ supervisors. All letters will be considered confidential and will be shared only with those involved in the review process; letters will not be shared with the candidates. The candidates are:

Review for promotion to the rank of Librarian II and continuous tenure:
Brian Baird, LI, Preservation Department (Keith Russell, supervisor)
Vicki Coleman, LI, Engineering Library (Mel DeSart, supervisor)
Deborah Dandridge, LI, Kansas Collection (Sherry Williams, supervisor)
Vickie Doll, LI, East Asian Library (Brad Schaffner, supervisor)
Cindy Pierard, LI, Instruction Unit (Julia Rholes, supervisor)

Review for continuous tenure:
Vic Cardell, Libm. II, Music Library (George Gibbs, supervisor)

Please submit letters by no later than Monday, October 18, 1999.

Sandy Gilliland

(continued)
POSITION ANNOUNCEMENTS

Applications are now being accepted for the following positions:

Circulation Desk Supervisor, Watson Library, a full-time Library Assistant II position in the Access Services department. Responsibilities include: 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. Strongly preferred: Substantial library work experience; strong commitment to public service; ability to communicate effectively with a diverse public; ability to supervise and motivate staff and develop and implement training programs; ability to plan, organize, and manage workflow, and to set priorities and meet goals; ability to work accurately with detail; ability to work under pressure and handle work-related stress; experience/knowledge with computer applications. Preferred: 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. Beginning Hourly Wage: $10.28. Application instructions: Library staff need to complete a "Request for Promotion or Transfer" form available from Sandy Gilliland. In addition, a current "Internal Application" form should be submitted, if not already on file. Student assistants or other interested persons (non-library staff), must apply through KU Human Resources. The deadline for applications is 5:00 p.m. Friday, October 1, 1999

Local Area Network/User Support Specialist: a full-time unclassified professional position. Duties: Manage, develop and support public and staff aspects of Novell Netware LANs and NT servers. Provide direct user support and consultation, both in person and by telephone and email. Main LAN applications are CD-ROM databases, Novell GroupWise and/or MS Exchange, and various specialized library applications. Requires experience managing or supporting a Novell Netware 4.x LAN; excellent knowledge of MS Windows; excellent interpersonal and communication skills; demonstrated ability to learn computer skills quickly; ability to independently install heavy hardware components such as monitors, printers, towers, etc.; experience with trouble-shooting microcomputer and related hardware; demonstrated ability to work independently. Preferred: baccalaureate degree; experience installing a Novell Netware LAN from scratch; experience with Netware 5.x; experience with NT; knowledge of network protocols (IPX, TCP/IP); experience installing and maintaining CD-ROM equipment; experience or education in programming, computer science or related fields; experience managing a LAN or multi-user system other than Novell netware; experience performing user training. Annual salary: $34,000-$40,000. To apply, submit letter, resume, and names of three references to Sandy Gilliland, 502 Watson Library. Applications postmarked by October 4, 1999 will be given first consideration. Applications will be accepted until the position is filled.

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

(continued)
**PULLING THE PRESS**

All staff are invited to take a "pull on the press" at the Hole & Corner Press this coming Tuesday, September 28th. From 10 a.m until 2 p.m. Rick Clement and Steve Dill will be printing copies of the poem, "Old Book," by Victor Contoski. These copies, on fine french paper, are being printed on the occasion of Watson Library's 75th anniversary. The poem will be read by Prof. Contoski at the Watson Open House on October 2nd.

Staff who venture down to 103 Spencer Research Library (basement level) will have the opportunity to actually pull the press and print a copy of the poem. Hope to see you there.

Rick Clement

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**ATTACHMENTS**

Committee Minutes:
- Collection Management Council, 9/10/99
- Classified Conference Executive Board, 9/13/99
- LFA Exec, 9/13/99
- Instruction Council, 9/9/99

Travel Reports: Brad Schaffner (2); Shannon Royer

Maintenance Request Procedures
Present: Craig, DeSart, Gibbs, Lohrentz, Schaffner

The minutes of the September 3rd meeting were revised and approved.

George will ask Marianne Reed to set up an e-list for CMC.

John Miller has been working on a Voyager report for 40-day overdue items. After the last CMC meeting, George met with him and passed on to him details that CMC thought were important to include in the report. John will attend an upcoming CMC meeting with a prototype report.

A clarification on adding default lost book prices to Voyager – default prices can be set by policy group, but not by location.

The Committee reviewed Rachel’s draft schedule for the processing of new orders by Retrieval Services. George will incorporate parts of that document into a memo to distribute to bibliographers early next week. As part of that document, bibliographers will be asked to prioritize their “non-rush” PRs and submit those items first, then re-prioritize their remaining orders periodically as needed over the course of the rest of the year.

George distributed copies of all bibliographers “state of the subject fund” reports that he had received to date. CMC members will read through those reports in preparation for further discussion later this fall.

CMC approved the renaming of a biological sciences fund and the incorporation of a second fund into the renamed one, pending receipt of information on what would be involved in that process from Rachel.

CMC then discussed a request from multiple bibliographers to establish a gerontology fund. A final decision will be deferred until Rachel has an opportunity to be involved in the discussion.

Chair's Report: Carmen briefly mentioned the items discussed at the August 31 Coordinating Council, which included the plan to clean up problems with Voyager records, various digital library projects, personnel announcements, a retreat for Anschutz and Government Documents staff, a student orientation project, and a facilities update. Carmen did not discuss the August 25 Coordinating Council as those minutes appeared in FYI.

Carmen met with Keith Russell, Marilu Goodyear, and Sandy Gilliland on September 8, where the following topics were discussed:

- **Supervisory training:** A) Tentative plans to require all supervisors of Classified staff to participate in the STEP supervisory training program are being discussed. This program is offered through Human Resources but the actual sessions could possibly be held here in the library. A list of all supervisors of Classified staff would be compiled and those persons who have not had STEP since the program underwent significant changes a number of years ago would be required to attend the sessions. Supervisors would have a couple of years to fulfill this requirement and Sandy Gilliland would keep track of those supervisors who have completed the training. Keith Russell will send a letter out to all supervisors of Classified staff explaining this proposal in more detail. B) Monthly workshops for supervisors were also discussed. These workshops would focus on supervisory skills and other topics of interest to supervisors.

- **Facilitator training:** This two-day program will provide ten library employees with the opportunity to learn the skills necessary for facilitating meetings among the different library groups and departments. Ten staff members from the Information Technology department will also be participating in this program. Selection will not be based on classification or rank, so any staff member who is interested should contact Keith Russell.

- **Needs Assessment Survey report:** Keith Russell has a copy of the report from last year's Classified Conference Personnel Committee and will read it as soon as he can.

- **Attending CC general / CCEB meetings:** Keith was very receptive to attending CCEB and CC general meetings whenever the Exec. Board would like to invite him. Jennifer will contact Barbara Gorman about scheduling him for a general meeting some time in October.

- **Increasing Classified staff involvement in library activities:** Carmen explained the difficulties the CCEB has had in getting Classified staff members to serve on library committees over the past several years. Although many staff are currently involved with Voyager-related projects, this problem existed prior to the transition to the new online system. Carmen was encouraged to talk about current issues that the CCEB is working on at Coordinating Councils so that those in attendance can relate that information to their Classified colleagues. Including a service component in the job descriptions for Classified
and Unclassified staff members remains a possibility. The Exec. Board will explore this option further at a future meeting.

- **Impact of Voyager on personnel:** Carmen mentioned some of the problems staff members have encountered while implementing the new online system. While some employees are inundated with increased workloads, others are experiencing significant changes in the nature of their job duties.

- **Meeting management training for CCEB:** The Administration fully supports this training for the Exec. Board.

- **Review of job descriptions/classifications:** Once the dust has settled from the new online system, the Administration would like to conduct a review of all Classified staff’s job descriptions and classifications and work on creating job descriptions for Unclassified staff. Human Resources and Sandy Gilliland would be heavily involved in this project and it would probably not begin until next year.

**Old business:** One Classified representative for the Planning and Resources Committee is still needed. Sue will send Carmen a summary of what PRC will be working on this year as well as their meeting times after their next meeting.

A representative from Group III (Access Services, Reference, and Regents Center) is still needed to serve on CCEB. Carmen will talk to Julia Rholes about getting someone from that group to attend the CCEB meetings.

Jennifer asked everyone to send her comments about the Classified Conference website. She hopes to have it completed very soon.

_The next CCEB meeting will be Tuesday, September 27, from 10:30-12:00 in conference room B._
LFA Exec Meeting  
September 13, 1999  
Present: Cathy Bell, Jeff Bullington, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)  
Absent: Gordon Anderson  

 Approval of minutes  
The minutes of the September 8, 1999 meeting were approved with revisions.  

Charges for Nominating and Ballot  
We finished our discussions on a special charge as drafted by George.  

Special charge for Nominating and Ballot will be:  
1. Review balloting procedures and make recommendations to ensure greater confidentiality of the voting process.  

Charges for PRC  
We finished our discussions on special charges for PRC.  

Special charges for PRC will be:  
1. Follow up on the communication and planning issues raised by last year's staff survey by conducting another survey, or through other means.  
2. Work with the new library administration to insure the Committee's participation and staff input in the Libraries' annual budget process. Keep staff informed as this process develops.  

Charges for SDC  
We continued our discussions on special charges. Lars will revise draft charges and bring to the next meeting for final review.  

Sending special charges to respective committees  
Sherry will send the special charges to committees after LFA Exec has reached final approval on them.  

Adjourned.
Instruction Council  
Minutes: August 9, 1999  
Submitted by Roger Anderson

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

IC Membership  
Representation from Spencer Research Library will be added to the Instruction Council beginning with the next meeting. Rick Clement will be filling this role.

Voyager OPAC  
Cindy announced that due to apparently insurmountable difficulties involving printing from the Windows version of Voyager OPAC, it appears we will implement the Web version only for public display. The public Windows version will be discontinued. Response time differences between the two versions, previously a concern, have been found to be virtually the same. Although the graphics are different, functionality is largely identical in most respects. There will be advantages in having only one public interface, instead of two, for instructional purposes.

Teaching Summit  
Cindy distributed information from Fred Rodriguez of the Center for Teaching Excellence providing more details on the first KU Summit on Teaching to be held on the morning of Tuesday, August 17. It is anticipated that about 20-25 will sign up for the library component. A list of four questions to be addressed "as a division, unit, or school" was included. Cindy proposed that, following an opening keynote session for the larger group as a whole, the library component divide into 3 or 4 small groups to address these questions before rejoining the wrap-up session. Dean Russell will be consulted regarding this. Cindy will send a message to all library staff regarding arrangements when they have been finalized.

Regarding the question of whether bibliographers should attend the library component or the component involving their relevant departments, it was felt that, especially in the case of the College of Liberal Arts and Sciences, the discussions will most likely be on a generalized level, and will not get down to the level of department detail that might be found more useful to library staff.

Statistical Universe  
A preliminary review was given to the draft of a KULIS guide to Statistical Universe prepared by Donna Koepp. KU subscribes to the American Statistics Index (ASI) component. The review will continue at the next meeting after more IC members have had a chance to look at it.

Change in Congressional Information Service (CIS) Interfaces  
There will be a change in several CIS "Universe" interfaces later this month. Cindy will sign up for a password and user ID from CIS so that these changes can be evaluated soon.

Workshop Brochures  
Brochures for the Fall workshop series are being printed and will be mailed out early next week. This information will also be made available on the library's web site.  
(continued)
Voyager OPAC Training for Student Assistants
Although no separate general training sessions for student assistants are known to have been set up, library departments are encouraged to conduct their own in house training as appropriate.

Next Meeting
The next meeting of the Instruction Council will be on Monday, August 23, from 10:30 to 12:00 in Watson Conference Room A.
THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner  Department: Slavic
Name of Event: Ninth Annual Slavic Librarians' Workshop
Location: University of Illinois  Dates of Travel: June 15-18, 1999

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

The Slavic Librarians' Workshop (or conference) is one of two major professional meetings for Slavic Librarians. The other meeting is the American Association for the Advancement of Slavic Studies Annual Conference. (The Slavic and East European Section of ACRL also actively deals with issues related to Slavic librarianship. However, these meetings do not attract as many practicing Slavic Librarians.) The meetings of the workshop are thematic and cover issues related to technical services including collection development, acquisitions and cataloging; public service such as providing reference services, research support, and teaching; and the broad area of other issues. This final category is a catchall and allows the conference participants to examine a variety of issues including new products and formats, new vendors, etc.

Each conference session began with a formal presentation that would outline specific issues. After the presentation there was always ample time for discussion amongst all in attendance. This type of format allows everyone to actively participate in the proceedings and I have always found it to be very informative. It is always really helpful to hear how colleagues at other institutions are developing their collections or provide support services to their faculty and staff. It also helps to hear that they are facing many of the same challenges that we are facing at KU.

I would like to thank the Staff Development Committee for providing support so that I could attend the Slavic Librarians' Workshop.
THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner  
Department: Slavic

Name of Event: American Library Association Annual Conference
Location: New Orleans, LA  
Dates of Travel: June 24-39, 1999

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

Hot and humid best describe the recent ALA Annual Conference in New Orleans. When it was not raining, it was so hot and humid that you wished it were raining! ALA has a special knack for holding its conferences at wonderful cities—in the off season. (And believe me, there is usually a reason that it is the off season!)

As in the past several years, I spent most of my time attending meetings of the Slavic and East European Section (SEES) of ACRL. One of the highlights of the meetings was the SEES Annual Program that examined the impact that American libraries and librarianship have had on the development of the profession in the emerging democracies of East Central Europe.

Along with my work with SEES, I finished my term on ALA’s International Relations Committee. Serving on a major ALA committee was truly an interesting experience that provided me with some real insights on how this huge organization functions. During my two years on this committee, very few issues made it past the discussion stage. In fact, many of the issues that were discussed during the first meeting that I attended two years ago were still being discussed at the last meeting. However, in all fairness, it should be noted that during this time the committee also implemented a number of very important programs that provide American librarians with the opportunity to visit colleagues in other countries. And, the International Relations Committee has played a leading role in working to bring foreign visitors to ALA meetings.

I would like to thank the Staff Development Committee for providing partial support so that I could attend the ALA Annual Conference.
This seminar covered a wide range of accounting and administrative topics over the two day period. I was initially concerned since none of the other participants were from Higher Ed, but most of the topics, particularly those relating to staff management, were applicable to all industries.

The first day included discussions of the Controller's role in an organization, focusing on technical, analytical, leadership and communication issues. We then reviewed cash management techniques, including the development and analysis of cash flow statements. We discussed business procurement cards and their advantages and disadvantages, as well as ways to better control expenses, including various terms which might be negotiated with vendors.

Benchmarking was stressed as an important tool to use in measuring an organization's performance. Comparing quantifiable aspects of our operation, both internally and with our peers, is an important way to gauge performance. The first day concluded with a discussion of the various financial software systems available, and the pros and cons of each. PeopleSoft was mentioned as one of the 'good ones' but no one else in attendance had any direct experience with it.

The second day began with a discussion of budgets, which included an explanation of the top-down and bottom-up approach to budget development, as well as exercises which examined several different types of budgets (incremental budget, formula budget, zero-based budget) and the circumstances in which each would be appropriate to use.

We then moved on to discussing 'people skills'. We worked through the DISC profile, which is a personality type assessment, and discussed how this information may be utilized in dealings both up and down the reporting chain. I found this section particularly informative, and hope to have my staff go through a similar assessment and discussion of it's meaning. This discussion was followed by a step-by-step analysis of an approach to conflict resolution among staff. Other topics covered included the delegation process, negotiations, change implementation, and the legal aspects of questions to ask in hiring personnel.

The final segment dealt with communicating financial information to non-accountant types. Several suggestions were given as to how the essence of necessary financial information may be communicated clearly and in a concise manner. We also discussed the need for policies and procedures in the workplace, and how to develop and implement them in a successful manner, ensuring ownership by both management as well as staff.

As I said before, I found this seminar to be very informative and look forward to utilizing many of the concepts presented.
PROCEDURES FOR REPORTING NON-EMERGENCY MAINTENANCE REQUESTS

1) Determine the nature of the problem, the location, and serial number (if applicable)

2) Determine if the problem has previously been reported, and if so, when and to whom

3) Send an e-mail message to Rita Wilson (rewilson@ukans.edu) to report the information in #1 and #2 above

4) Notify staff in your department that the problem has been reported.

Rita will acknowledge receipt of the maintenance request and forward the request to the appropriate service agency. She will also monitor the completion of the request.

PROCEDURES FOR REPORTING EMERGENCY MAINTENANCE REQUESTS
(Water breaks, overflowing toilets, power outages, smoke, etc)

1) Call the Administration Office (4-3601) immediately. Report specific location and detailed nature of the problem.

2) Rita will notify the appropriate office.

3) If after hours, follow standard emergency procedures. Depending upon the nature of the emergency - call 911 or the after hours phone number for Facilities Operation

9/13/99
THANKS!

A lot of folks put in extra time and extra effort to help make last weekend's celebration of Watson Library's 75th anniversary such a success. I would like to recognize the folks who participated in the Homecoming Parade and especially Malcolm Lodwick for painting the excellent banner. Thanks also to Angel Unfred, Kendall Simmons, and Carmen Orth-Alfie for organizing the parade group.

On Saturday morning a number of folks showed up VERY early to set up the open house. Kathy Lafferty, Kathleen Neeley, and Rich Ring were here setting up the portable display of photographs and other mementos. Barbara Gorman came to welcome balloons and refreshments. A gang of trusty volunteers showed up to welcome guests, take photos, and put on a good show. Thanks go to Shannon Royer, Becky Schulte, Brenda Owens, Vicki Coleman, Faye Christenberry, Mel DeSart, Judith Emde, Carmen (again), and Al Mauler. The KU Friends of the Library table was staffed by Betty Brooker and Edwyna Gilbert.

The exhibits are terrific. I hope many of us visit Spencer to see the excellent exhibitions mounted by Mary Hawkins and Kathleen Neeley and Carolyn Berneking.

Mary Rosenbloom

ATTACHMENTS
Committee Minutes:
  Planning & Resources Committee, 9/19/99
  LFA Exec, 9/20/99, 9/27/99
  Collection Management Council, 9/17/99
  Staff Development Committee, 6/10/99, 6/17/99, 9/20/99
  Instruction Council, 8/23/99
  Classified Conference Executive Board, 9/27/99
Planning & Resources Committee
Meeting: Tuesday, September 19, 1999 3pm
Library Conf Rm A

In attendance: Brian Baird, Becky Schulte, Brad Schaffner, Cindy Pierard, Sue Hewitt, John Richardson, Shannon Royer

First agenda item was to select officers.

Brian Baird was selected as Chairman and Shannon Royer as Secretary

Next agenda item was to establish meeting schedule. All meetings will be held on Tuesdays, from 3pm to 4pm in Conference Rm A. The dates for the remainder of calendar 1999 are as follows:

October 5 (meet with Dean Russell)
October 26
November 9
November 23
December 7

After our last meeting, Susan Case sent us a note (forwarded to all by Becky) saying that 'Sherry Williams will soon be sending PRC LFA's charges for this year.' To date we have not received anything from Sherry. Susan also asked that, after we had selected officers, we consider whom we would like to be her 'contact' to keep her informed of PRC activities. No decision was made at this time.

Brian informed us that an ad hoc committee has been formed for the purpose of proposing the code changes necessary to make PRC and SDC joint LFA and Classified Conference committees. The ad hoc committee members include Brian (as past president of LFA), Sherry Williams (as current president of LFA), Carmen Orth-Alfie (as past AND present president of the Classified Conference) and Mary Ann Baker (a second classified employee).

Also discussed was the fact that PRC will be scheduling a time to meet with the new dean, Keith Russell. He will attend one of our meetings (October 5th) and we will fill him in on the issues addressed by this committee in the past, as well as current issues.

Action Items for next meeting (9/28/99):

1. **Brian** will contact Keith to find out when he might be available to meet with us.
2. **Brian** will contact Sherry Williams to get a copy of the charges LFA has for PRC this year.
3. **Sue** will speak with Classified Conference and ask them to select someone to join our committee.
4. All members are to read the last year's annual report, which is posted on the Librarie's staff webpage (www2.lib.ukans.edu - select LFA from list on left, then, in the upper left of the right hand screen, select Executive Committee, then scroll down to bottom on right and select Annual Reports, then PRC).

Meeting adjourned.
LFA Exec Meeting
September 20, 1999
Present: Gordon Anderson, Cathy Bell, Jeff Bullington, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)

Approval of minutes
The minutes of the August 23, 1999 were reviewed. Jeff will revise and send to committee members via email for a final review. The minutes of the September 8, 1999 meeting were approved with revisions.

Announcement
Special charges were sent to PRC and Nominating and Balloting committee members today by Sherry.

Charges for SDC
We finished our discussion on special charges for SDC.

Special charges for SDC will be:
1. Continue and complete last year’s broad-based and systematic examination of methods for distributing staff development funds to determine whether the committee’s current shares approach is optimum. As part of this examination, conduct a needs assessment of all library staff for the sake of completeness, and consistency.

   The survey should gather data on issues previously identified and:
   • Ascertain that regular training opportunities are available so staff can update their knowledge of electronic systems (e.g. Voyager, Access) which are needed for day-to-day work.
   • Ascertain that there are different learning opportunities to facilitate the wide range of individual learning styles in the KU Libraries. (e.g. workshops, one-on-one instruction, demonstrations, and printed technical and procedural manuals).

2. SDC should work with the Library Administration to review the current “training” and “development” funding procedures. Issues related to this process may be identified in the survey. The goal is to have a funding structure in place that clearly communicates to library staff how to submit requests and that facilitates timely decisions on all library staff funding requests regardless of whether they are for “training” or “development”.

Charges for Committee on Research and Scholarly Activities
We discussed potential charges. Gordon will draft a charge for LFA Exec to review next week.

Ad hoc Joint Committee to Review Joint Membership Committees (SDC, PRC)
Sherry reported they have met twice and are preparing a proposal for LFA Exec and Classified Conference Exec. After the Exec Boards review, then the proposal will be presented to the membership of LFA for discussion at the Fall LFA meeting.

Fall LFA meeting
The meeting was set for Thursday October 28, 1:30 to 3:00. We discussed ideas for the agenda. Committee members will be introduced and each committee will report on work for the coming year. Sherry will also invite Dean Russell to speak. The Ad hoc committee proposal will be discussed. Sherry will invite Mary Hawkins, as President of the Faculty Senate, to speak.

Future LFA Exec meetings
We will shortly complete our “first of the year” procedural responsibilities. We are still scheduled to meet weekly but if there isn’t a need then we won’t meet. If anyone would like to recommend an agenda item s/he should let Sherry know by noon Friday if at all possible before the meeting scheduled on the following Monday.

Adjourned.
LFA Exec Meeting
September 27, 1999
Present: Gordon Anderson, Cathy Bell, Jeff Bullington, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)
Absent: Susan Case

Approval of minutes
The minutes of the September 20, 1999 meeting were approved with revisions. Committee members should review Jeff's August 23, 1999 minutes and send comments via email.

Announcement
Angela Unfred is the second Classified Conference representative on the Planning and Resources Committee.

Charges for Code and Bylaws
We approved the following special charge drafted by Cathy.

Special charge for Code and Bylaws will be:
Recommend a procedure for assigning terms of different lengths to the winners of any special election to fill unexpected vacancies on an elected committee. This should be drafted for inclusion into LFA Code 3.2.1.

Charges for CRSA
We approved the following special charges drafted by Gordon.

Special charges will be:
1. Develop and sponsor formal and/or informal programs for Library Faculty members on the scholarly research process. Program formats might include inviting LFA members currently carrying on research to speak about their work, information sessions on opportunities for support, guidelines for research projects, and informal brainstorming.

2. Continue development of the CRSA web page.

Fall LFA Meeting
Sherry verified with Barbara Gorman that Dean Russell would be available for the meeting and she will speak with him about the Fall LFA meeting. Mary Hawkins accepted our offer to speak about university governance. Sherry will send email to LFA about the meeting.

Sherry reported that the ad hoc Committee to Make PRC and SDC Joint LFA and CC Committees want to present their proposal at the Fall LFA Meeting. Sherry will send a draft report to LFA Exec before our Oct. 4 meeting. The Ad hoc Joint Committee members will attend our Oct. 4 meeting to discuss their proposal.

Adjourned.
COLLECTION MANAGEMENT COUNCIL

Meeting of Sept. 17, 1999
Watson Room A

Present: Mel DeSart, George Gibbs (Chair and Recorder), Ken Lohrentz, Rachel Miller, Brad Schaffner
Absent: Susan Craig, Sherry Williams

The committee reviewed the minutes of the last meeting and approved them with corrections.

Gibbs reported that John Miller will attend the next meeting of CMC to report on the 40-day overdue list from Voyager that he is working on.

CMC spent the rest of the meeting allocating the FY00 materials budget.

The total figure for allocation is approximately $321,000. Since it was decided last spring that no serials would be cut this year, the highest priority was given to covering the anticipated inflationary costs in serials. Gibbs shared a spreadsheet showing what this amount would be by fund. The figure used for the percentage of increase was taken from the State of the Budget report prepared by bibliographers for their fund(s). In those cases in which there wasn't a report from the bibliographer or the report did not give a percentage increase figure for serials, Gibbs supplied this figure. This percentage was multiplied by the serial expenditures in each fund.

These serial inflationary increases are one-time funds. They cannot be used to pay for new serial orders. The bibliographer can always add funds from his or her book funds to cover new purchases but will not this year be able to move money from the serial portion of the funds to the books portion. Any of these one-time serial funds that are unspent at the end of the year will revert to CMC for allocation.

The next highest priority was to cover the overages in the humanities and social science NAB funds and to provide an inflationary increase for FY00. The funds were given a 4% increase. A total of $45,280 was allocated to this area. CMC accepted a proposal from Science in which approximately $23,000 of the science carryover would be used this year to help fund approval plan deficits in other areas. Science will keep $12,000 of that carryover to make proposed adjustments in the sci-tech plan and will receive the 4% increase.

CMC has received a request from seven bibliographers to create a new fund for gerontology. CMC approved this request and will check with Rachel Miller (who had left the meeting at this point to attend another meeting) on any Voyager difficulties. In the request they asked for an initial allocation of $2,500 for new serials and $2,000 for books. CMC is recommending that a base allocation of $2,500 for serials and is allocating $2,000 on a one-time basis for books.

The unallocated funds (approximately $74,000) will form a reserve against unexpectedly large serial increases and for other special needs that arise during the year. It may also be used for allocation to special projects for the purchase of small items that are difficult to manage using endowment funds. This is made possible by the fact that $70,000 of Anschutz endowment money has been traded for state funds and added to the FY00 materials budget. CMC will decide later how much of this money to allocate for special projects. Information about other endowment funds will be available later.

The next meeting will be September 24, 1999 at 10:30 in Watson Room A.
Staff Development Committee
Meeting Minutes

June 10, 1999

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

Guest: Jannette Berkley Patton was our guest today along with her intern Kristen Elliott. Jannette is the Project Facilitator for the Social Norms Media Campaign for Reducing Heavy Drinking Among Students, better known to us as KU’s Alcohol Task Force. By using a widespread media campaign, the task force aims to reduce alcohol abuse so students don’t hurt themselves or others when they drink. Jannette said messages that depict positive behavior have proven to be more effective than scare tactics, so the posters, ads and flyers that KU will use will focus on positive behaviors such as drinking responsibly and moderately and will try to correct false perceptions of alcohol consumption among peers. Other universities have tried this positive behavior media campaign and found a 35% drop in binge drinking over a five year period. Library staff is encouraged to post any flyers or posters they may receive during the campaign so that the messages will reach as many students as possible. At the next meeting, SDC will discuss whether there is anything we can do to promote this important campaign in the libraries. Thanks to Jannette for the informative presentation and to Sandy for contacting her and making the arrangements.

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

Travel Requests: We received no travel requests this week.

Program: Marilu will give a Y2K presentation to library staff, which is tentatively scheduled for late July. The 20-minute presentation will be the same as she has been giving other administrative departments across campus so will not likely be library related, but rather focused on the state of the University. After the presentation, Marilu will allow 40 minutes for questions. Vic will contact Kathy Lafferty to set a date for the presentation.

FY2000 Budget Request: We looked over Vic’s draft of SDC’s FY2000 budget request. Suggestions were made to request an increase in the share amount, from $105 to $125, and to request an additional $2000 to be used for SDC programs. Vic will rework the request with these suggestions then turn it in to Shannon when the FY99 Financial Report is completed by Kendall.

Annual Report: Some editing and organizational changes were suggested. Vic will make the changes. The committee will approve the final draft of SDC’s annual report by email and Vic will turn it in to LFA Exec.
Present: Vic Cardell (Chair, recorder), Sandy Gilliland (ex officio), Lars Leon, Kendall Simmons (Treasurer)  Absent: Stephanie Schaffner, Lyn Wolz

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

Travel Requests: The committee received no travel requests this week.

Y2K Presentation: Marilu’s Y2K presentation has been scheduled for Monday, July 19, 10:30 to 11:30 a.m. in Watson Conference Rooms A and B. Lars will do publicity, Sandy will be in charge of equipment if needed, and Kendall will take care of food and beverages.

FY2000 Budget Request: The committee completed work on the final draft of SDC’s FY2000 budget request. The committee is requesting $32,000, which includes $30,000 for travel and $2,000 for programs. If the request is granted, SDC will be able to increase the share value to $125. The current share value of $105 has been in place for several years. Vic will send the final version of the request to Shannon Royer and Marilu Goodyear.

Annual Report: Final editing of the report was accomplished. Vic will make the suggested revisions to the final draft and post for one day on the U drive for review. He will send the final version to Brian for LFA Exec in time for their June 21 meeting.

Survey: Discussion was tabled because of early departures of members. Vic will ask Stephanie to distribute her remaining questions and concerns about this.
This was the first meeting of the Staff Development Committee for FY2000. Our LFA Exec liaison, Lars Leon, started us off by recapping the activities and charges that SDC had in FY1999 and he briefly went over our standing charges for the new members. We also got an idea of what our charges for the year would be. LFA Exec will meet today to decide our charges and we should hear from them by the end of the week. We expect that we will be asked to complete our survey and provide results, among other tasks. Kendall made an additional recommendation for a charge by proposing that SDC be allowed to appoint its members for the following year's committee, similar to the practice of CCEB. As it stands, SDC has difficulty in setting up programs for staff in the Fall semester since our membership is not known until mid-September or later.

Lars advised us of the ad hoc committee, formed by members of LFA Exec and CCEB, that will be looking at all committees that hold joint membership to discuss issues of equal representation. SDC is one of these committees and changes may occur according to their findings.

Lars also touched upon an activity that the FY99 committee was not able to complete. That is, we would like to see some type of closure activities relating to the old system. Lars has spoken to Julia Rholes on this issue and plans to touch base with her and report back to SDC.

As we were talking about the activities and charges of SDC past and future, Kathleen inquired about Dean Russell's position on staff development. Since we do not know, we decided it might be a good idea to ask him to a future meeting to discuss his views.

**Officers elected:**
Lea Reid will be Chair
Kendall Simmons will be the Financial Information Officer
Stephanie Schaffner will be the Recording Secretary

**Treasurer's Report:** Kendall reported that she and Denise are still working on the final budget for FY99, and thus we do not have the beginning balance for FY2000. Kendall explained her duties as the F.IO to the new members, how we allocate shares, and advised that we can carry a positive or negative balance from one fiscal year to the next.
Travel Requests: We received several travel requests.
Deborah Dandridge will travel to Detroit, MI for the Association for the Study of African American Life & History Annual Meeting held October 6-10. Becky Schulte and Kathleen Neeley will attend the Midwest Archives Conference Meeting in Lincoln, NE from October 13-16. Kathleen will also attend a workshop before the conference. Nancy Hawkins plans to attend a seminar entitled “How to Organize & Maintain Files & Records” in Wichita on October 15. Finally, we approved a travel request for Brian Baird who went to a conference about the Reversibility in Conservation Treatment from September 8-10 in London, England. This last request was probably approved by the FY99 committee by email, but we still had it in our request file.

Meeting Schedule: We decided that our regular meetings will be held weekly on Tuesdays from 9:00-10:30am. Conference Room B in Watson Library has been reserved for the following dates:

October 5, 12, 19, 26
November 2, 9, 16, 23, 30
December 7, 14, 21

Our next meeting is an exception. It will be held in Conference Room A at 8:30 on September 28.
Instruction Council
Minutes
August 23, 1999
Submitted by Bayliss Harsh

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

Minutes

We revised and approved minutes from the August 9th meeting.

Review of the Summit on Teaching Excellence

The committee reviewed the Summit on Teaching Excellence which took place August 17. We discussed many suggestions and concerns raised in the Libraries’ breakout session. Some suggestions were:

- IC should sponsor some open meetings for the informal discussion of instruction issues, in addition to the instruction-related workshops that have been held in the past.

- More discussion of instruction issues should take place during Bibliographers’ Council.

- IC should continue to sponsor workshops that focus on topics such as assessment, handouts, etc.

Cindy Pierard will discuss the summit with Dean Russell. Cindy said that it is her understanding that the notes from the Libraries’ breakout session will eventually be distributed to all staff.

We decided that IC should do a survey to get more ideas from staff on what they would like to see this committee cover.

IC will review our mission statement and see if revisions are needed.

IC will soon have a web page on the Libraries intranet, which will provide information for library staff. This web page will include the Libraries’ Instruction Plan, Instruction Council’s mission statement and goals, and links to related items such as handouts prepared by staff members, etc. Cindy hopes to get this underway in the next month.

IC will continue discussing these issues in upcoming meetings.
Library Committees

Julia Rholes mentioned that she will suggest that a call be put out by the Administration for all library committees to report what they see as their main responsibilities. This information could then be reviewed and changes made as appropriate. Many changes have taken place in the Libraries since the current standing committees were formed, and sometimes it is not clear which group has responsibility for what. This seems to be a good time for such a review.

KUILS Guides

It was agreed that the draft of the new KUILS guide for Academic Universe will be shown to two other people for review, and then it will go to print. Cindy Pierard will check with Donna Koepp and Roger Anderson about reviewing the draft of the new Statistical Universe and Congressional Universe guides.

IC decided that the drafts of all new KUILS guides will be sent to all IC members for informational purposes. The author of each guide and two other IC members will be asked to review each draft.
Classified Conference Executive Board
Meeting Minutes
September 27, 1999

Present:  J. Altenbernd (vice-chair), M. Baker, P. Bonham, J. Evensen (secretary), B. Marvin, C. Orth-Alfie (chair), A. Unfred

Group news: Staff from Anschutz and Government Documents will be involved in a retreat on September 27 and 28. Spencer Research Library staff will also be taking part in a retreat on September 29 and 30. The Cataloging department recently welcomed Matt Grafel to their staff.

Board news: The Exec. Board touched base on their new meeting schedule. As the shorter meetings twice a month are working out for everyone, the Board will continue to follow that pattern.

Carmen will not be meeting with Keith Russell and Sandy Gilliland in October. She will correspond with them via e-mail if the CCEB has issues that require their attention. Board members discussed inviting Keith to an Exec. Board meeting and to a general meeting in October. He will be present at the October 25 Exec. Board meeting from 11:00-11:30. The general meeting will be held on October 29 from 10:00-11:30 with Keith present from 10:00-11:00. A few items for the general meeting agenda were briefly discussed.

Committee news: Carmen distributed copies of the LFA charges to the Planning and Resources Committee. Board members were concerned that their suggested charge of looking into the need for more personnel-related positions in the Administrative Office did not appear. Carmen noted that Sherry Williams, chair of LFA, had attempted to discuss the charges with Carmen, but that the two were unable to get together. Carmen will contact Sherry to do this as soon as possible.

A written update of the Publications Advisory Committee was distributed. The Exec. Board would like to thank Rita Wilson for the report.

The Instruction Council met on September 20 with Keith Russell and spent a good deal of time revising their mission statement. They also have been working on setting up a web page for library staff.

Old business: Group III is still without representation. Carmen will talk to them about having a rotating representative until a permanent one can be found.

Angel offered to serve a two-year term on the Planning and Resources Committee. The other Classified staff member on that committee is Sue Hewitt.

Dates and times for meeting management training were discussed. Jennifer will contact Kathleen Ames-Oliver to set that up.

New business: The last half of the meeting was devoted to brainstorming ideas related to a proposed "service to the Libraries" component in job descriptions. Several representatives shared the feedback they've received from their constituents so far. After determining some of the different types of activities could be considered "service," some of the pros and cons of participating in such activities were then listed:
What is service?

- exhibits
- committee work (CCEB, Administrative committees, University committees, LFA committees)
- KULSA events
- cross-training
- working in other units when called upon
- facilitator training
- brown-bag lunch presentations
- teleconferences & other SDC programs
- Homecoming parade
- Workshop Series presenter
- Watson Library tours at beginning of semester
- helping at job fair / information fair
- interdepartmental task forces

Reasons to participate

- see conditions improve
- address employee concerns
- get to know colleagues
- interact with colleagues in a positive environment so that problems will be easier to deal with
- less isolation / keep in touch with the rest of library system (awareness of broad perspective)
- work-related growth
- opportunity to share information
- make change happen
- deal with issues proactively instead of reactively
- networking

Reasons not to participate

- too busy with day-to-day job duties
- out of scope of Classified staff expectations
- perceptions of committees not getting anything done
- don’t want to attend meetings
- satisfied with the way things are
- don’t want to interact with colleagues
- peer pressure to stay in department and “get the job done”
- perception that one can’t make a difference
- prefer to do predictable, routine tasks
- not interested in broad perspective
- afraid that speaking out will have negative effects
- fear of controversy

Representatives should remind their constituents that this is an idea that's only in the discussion stage so far. Classified staff who would like to express their feelings on this issue are encouraged to share their comments with their group representative or any other member of the Exec. Board. There will also be time at the October 29 general meeting to share comments about this topic.

The next CCEB meeting will be Monday, October 11, from 10:30-12:00 in conference room B.
PERSONNEL
Charlotte Talley, Library Assistant I in Retrieval Services, has been promoted to the Office Specialist position in the Electronic Information Unit. Charlotte has worked in Retrieval Services since she began employment with the Libraries in March, 1998. Her promotion becomes effective October 18, 1999.
Sandy Gilliland

BELGIAN SCHOLAR TO SPEAK AT KU LIBRARIES
A world-renowned scholar of medieval manuscripts is coming to the KU campus to deliver a lecture about the first illustrated encyclopedia compiled in the western world. Albert Derolez, a professor at the Free Universities of Brussels, will deliver "A Global View of the World: The 'Liber Floridus' of Lambert of Saint-Omer, ca. 1120" on Tuesday, October 26, at 4:00, in the Spencer Research Library Auditorium. Prof. Derolez, who has published a facsimile edition of the manuscript, as well as an annotated version of the text, will illustrate his talk with slides. A reception will follow Prof. Derolez's talk.

It is particularly appropriate that Prof. Derolez deliver his talk in the Spencer Library, which includes in its extensive holdings a significant number of medieval manuscripts. This will be his first visit to KU, and he has expressed admiration and excitement at the opportunity to examine firsthand KU's own medieval manuscripts. He will spend most of the day before his lecture discussing the manuscripts with students, faculty, and Spencer librarians.

Prof. Derolez is a frequent lecturer in the United States and for many summers has taught the course on Latin paleography at the Rare Book School at the University of Virginia. He has held the Distinguished Visiting Professorship in Medieval Studies at the University of California, Berkeley, and in 1995 was a member of the School of Historical Studies in the Institute for Advanced Study at Princeton.
Mary Rosenbloom

(continued)
MORE NOTES OF APPRECIATION!

Dear Colleagues:

I have even more folks to thank for their work on the Watson Library 75th anniversary celebration:

To the Preservation Department thanks go to Brian for his work on a case illustrating the history of preservation efforts in the library, and to other staff for helping with mounting of photographs.

Thanks to Jerry Niebaum for all his work with scanning original photos and producing excellent facsimiles for use in the exhibits.

Thanks to Rick Clement, Steve Dill (volunteer at Special Collections) and Linda Samson-Talleur (Design Dept. and member of the Friends) for printing up the beautiful copies of the poem.

Thanks to Rob Melton for conceiving of (!) and organizing the very interesting and highly appropriate visit to Carrie Watson's grave (and to both him and Mary Hawkins for their informative commentary).

Mary Rosenbloom

ATTACHMENTS
Committee Minutes:
UNIVERSITY OF KANSAS LIBRARIES
Coordinating Council Meeting
9/15/99


Absent: Burich (phone did not work), Culp, Melton, J.Miller, R.Miller, B.Schaffner

UPDATE ON "WATSON AT 75" PLANS - Mary Rosenbloom
• A total of 850 invitations have been mailed to current staff (by campus mail), Friends of the Library, former staff members (who could be located), and other interested parties.
• Mary showed a draft of a flyer she is having printed. Plans are to distribute this at public service desks to advertise the three exhibits that are being planned.
• Mary Hawkins, Kathleen Neeley, Carolyn Berneking, Kathy Lafferty and Rich Ring are preparing the three exhibits, one each in Watson, Kansas Collection and University Archives.
• A button advertising the event will be sent to all staff for wearing (optional) during working hours.
• A sign-in book with comment section will be available.
• Volunteers are needed for a variety of events
• Staff on duty October 2nd is encouraged to take some time to participate
• Chancellor Hemenway and Provost Schulenberger will be participating
• Poem will be read and a copy made available
• Spencer Library and the Archives will be open
• Refreshment will be served

UPDATE ON LIBRARY DEVELOPMENT TEAM (FYI 9/2/99)
Keith asked Mary to explain what was meant by "Library Development Team" in the recent FYI announcement of changes in responsibilities for publicity and public relations. Mary used the term "team" to indicate a group of people working together towards the same goals. In this case the goal is raising outside funds for the libraries. The immediate group of Marilu, Keith, Bill and Mary will be working to identify opportunities and priorities for promoting the libraries and the need for funds. In reality the "team" includes bibliographers, the assistant deans, and in fact the entire library staff who through their interactions with library users create the libraries' public relations. Mary did not use "team" as an indication that this group has been trained in TQM or other management philosophy.

Keith stated that he is pleased to see the word "team" being used more in library management styles.
VOYAGER LINKAGE CLEANUP PLAN - Keith Russell and the working group of Sarah Couch, George Gibbs, John Miller Rachel Miller, Julia Rholes and Mary Roach.

The intent is to revise the plan (if necessary) and begin implementing it as soon as possible. There are 350-400,000 unlinked records with some being more problematic and needing higher priority to get reports on and will need to be worked through first. Implementation is going to involve a long-term commitment from anyone working on this project.

Serials are presenting the biggest linking problems and working through this will be an extremely tedious chore requiring a need to stay focused and working no more than one-half day at a time.

After discussion, it was determined that the working group named above will meet, fine tune the plan and return with more details regarding training, students, time frames, etc.

OPPORTUNITY TO ASK QUESTIONS
Keith Russell informed CC members that the Leadership Luncheon group is planning to form a FAQ document regarding any questions about Computing Services, Academic Computing Services, Network Telecommunications Services, Printing Services, and the Libraries. Please send questions to Beth Warner and a copy to Keith.

WORKSHOP SCHEDULE
Keith Russell announced that Marilu Goodyear is planning a two-day facilitation skills workshop for sometime this fall. This will be held on campus and would benefit anyone who runs or participates in meetings. There will be at least ten spots available for library faculty and staff. Once trained, an employee will be given opportunities to act as a facilitator and will be expected to accept at least one of those opportunities.

OTHER ANNOUNCEMENTS:

Traveling
Keith Russell will soon begin his first week of traveling. He will make himself available if needed.

State Fair
Marilu Goodyear and Keith Russell attended the Kansas State Fair in Hutchinson and both report they enjoyed working the KU booth and are willing to do it again.

Convocation Speech
Keith Russell applauded the speech given by Mary Hawkins, president of the Faculty Senate, at the annual Faculty/staff Convocation held on September 8, 1999, and stated that faculty should be proud to be represented by Mary.
Promotion and Tenure
Sandy announced that library faculty promotion and tenure reviews are in the works. More information will be forthcoming in the next issue of FYI.

Instruction Statistics
Instruction statistics are due by September 20th to Cindy Pierard. Bibliographers especially need to report!

Thanks to Bill Crowe for the use of Spencer Research Library for the CC meeting. The next meeting will return to Watson Library, Conference Room A on 9/22/99

Submitted by Rita Wilson
UNIVERSITY OF KANSAS LIBRARIES
Coordinating Council Meeting
9/29/99


Absent: Crowe (SRL retreat), Culp (SRL retreat), Gilliland (SRL retreat), Pierard, S.Williams (SRL retreat)

CC 9/22/99 meeting was cancelled

WATSON at 75
Mary Rosenbloom reported that plans are on schedule for the celebration of Watson Library at 75 on Saturday, October 2nd. Many staff are wearing buttons and more will be available to pass out at the celebration. Everyone is encouraged to participate. The ceremony with Chancellor Hemenway, Provost Shulenburger, Professor Contoski and Dean of Libraries Keith Russell begins at 10:30am on the front steps of Watson Library.

ENDOWMENT ASSOCIATION CAMPAIGN
Mary Rosenbloom shared details about a new phone solicitation program initiated by the Endowment Association called Parent's Campaign. They have sent out an announcement letter to parents of freshmen. Students will begin phoning these parents on 10/4/99. The money will go to the general library fund at the Endowment Association to be used as the Libraries deem necessary.

Mary and Bill Crowe have worked on a script to help the students field questions from parents regarding the Libraries at KU.

COORDINATOR FOR DISTANCE LEARNING
Julia Rholes announced that when Nancy Burich returns from her 5-month Sabbatical in June 2000 she will assume a new position – Coordinator for Distance Learning. Nancy’s sabbatical will be spent researching distance learning. Nancy’s new position will be based at the Edwards Campus, but will also require time in Lawrence. The job description for Nancy’s position will be published in a future FYI.

A search committee will be formed soon to begin recruitment for a new Director of the Regents Center Library.
BIG 12 PLUS MEETING
Keith Russell announced that the Big 12 Plus will sponsor a National Conference on Diversity at Austin, Texas on April 3-4, 2000. He encouraged CC members to be thinking about attending.

FACILITATION SKILLS TRAINING
Keith Russell reported that there is still room for participants in this 2-day workshop to be held later this fall. He encouraged anyone who runs or is involved in meetings to consider attending. Please contact Barbara Gorman if interested.

SCHOLARLY COMMUNICATIONS CRISIS FORUM
Keith Russell announced that Martha Alexander, dean of libraries at the University of Missouri, Columbia, has invited KU library staff to participate in a forum on Journals at Risk, The Scholarly Communications Crisis scheduled for October 5, 1999. Provost David Shulenburger will be one of the featured speakers. CC members were asked to contact Barbara Gorman if interested in attending.

DISCUSSION OF THE VOYAGER LINKAGE CLEANUP PLAN
Sarah Couch, George Gibbs, John Miller, Rachel Miller, Julia Rholes and Mary Roach make up the working group on this project. They reported back to CC with a revised plan.

Handouts were available, plus the information was sent out electronically by John Miller.

Mary Roach and John presented a video demonstration of some of the problems and discussed what would be involved to correct the situation.

After discussion, it was determined to proceed with the revised plan. Volunteers to help with this project will need training. That training will be geared toward what background knowledge each individual has regarding the system. It has been determined that a minimum of 8 hr/wk will be needed from each volunteer to make the time invested worthwhile. A maximum of 20 hr/wk is important to keep the employee from burning out or becoming careless due to the intense amount of concentration needed for complete accuracy.

NEXT CC MEETING
The next CC meeting will be 10/6/99 in Watson Conference Room A. Meetings on the two following dates, 10/13/99 and 10/20/99, have been cancelled since Keith will be out of town.

Submitted by Rita Wilson
BEGINNING PROFESSIONAL AWARD

Last week, Lars Leon became the 1999 recipient of the Beginning Professional Award, presented by the College and University Libraries Section of the Kansas Library Association. This award is given to a CULS member who, within the first five years of obtaining a library degree, has made a positive impact on library services through innovative programming, planning, and use of resources. The award presentation commended Lars for his committee work at KU and his leadership in interlibrary loan activities within ALA, the Big Twelve Plus, and the state. Congratulations to Lars on this well deserved award!

Rachel Miller

VETERAN’S DAY HOLIDAY

Thursday, November 11th is Veteran’s Day, a holiday for members of the Classified Staff only. Library faculty and unclassified professional staff do not receive this holiday. All University offices will be open, classes will be in session, and the library will offer full services.

Department heads of units without public service responsibilities may staff their unit with classified staff (or not staff their unit) as they wish. Departments with public service responsibilities do need to insure that adequate staffing is available to handle regular patron activity. Any classified staff member who works part or all of the Veteran’s Day Holiday will earn holiday compensatory time off, at the rate of one and one-half hour for each hour worked (not to exceed 8 hours worked). To insure that classified staff who work on the holiday receive appropriate compensation, please mark the timesheets with the number of hours actually worked on Veteran’s Day with the code “W”. Holiday compensatory time will be calculated by Barb Woodruff.

Questions regarding this information may be directed to Julia Rholes, George Gibbs, or me.

Sandy Gilliland

STAFF TELEPHONE DIRECTORY

There have been many requests for the telephone directory to be attached to the FYI again, so for your convenience, you will find it attached to this issue. It can also be viewed and/or printed from the ‘U’ drive, ‘Shared’, then ‘Telephone Directory’ folder. Please e-mail or phone me with any corrections or updates.

Rita Wilson

(continued)

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K-STATE PROVOST TO HOST CONFERENCE ON SCHOLARLY COMMUNICATION

Library staff are invited to attend a half-day conference at K-State entitled, "Scholarly Communications in the 21st Century: Digital Libraries and Electronic Access." The program will be held Wednesday, November 4th, from 9 a.m. until noon, in the Hemisphere Room of the Hale Library. This event is part of the K-State's Provost Lecture Series.

Stanley Chodorow, special associate of the president for instructional technology (University of California), will deliver the keynote lecture, "Scholarship and Scholarly Communication in the Electronic Age." Dr. Chodorow, a scholar of medieval history, is founding CEO of the California Virtual University. Dr. Chodorow currently serves as chair of the Board of Directors of the Council on Library and Information Resources in Washington, D.C., and is a member of the board of the Center for Research Libraries.

Dr. Chodorow's lecture will be followed by a panel discussion on the development of digital libraries in Kansas. Brice Holbrock, dean of K-State Libraries, Adrian Alexander, executive director of the Big 12 Plus Library Consortium, Jim Bingham, KU Med vice chancellor and chief information officer, David Shulenburger, KU provost, and Leland Warren, K-State professor of English, are the panel members.

In February 2000, a second Provost Lecture will be devoted to "Scholarly Communication and Electronic Publishing in the 21st Century." Julia Blixrud, ARL, Marilu Goodyear, Adrian Alexander, and a representative from Allen Press will be involved in that full day conference.

Further information on these programs, including an abstract of Dr. Chodorow's lecture, see http://www.ksu.edu/provost/pls9900.html/

Mary Rosenbloom

ATTACHMENTS
Travel Reports: Brian Baird
Committee Minutes:
  LFA Exec, 10/4/99
  Staff Development Committee, 9/28/99, 10/5/99
  Coordinating Council, 10/6/99
Memo to Library Faculty Assembly and Classified Conference regarding 'Proposed Code Change'.
Proposed Code Changes
Library Faculty Assembly Fall General Meeting schedule for October 28, 1999
Library Staff Directory

An Equal Opportunity/Affirmative Action Employer
The conference was sponsored by the British Museum and largely involved British and European conservators. It was educational to learn more about European conservation philosophy and see how they cope with the common problems and struggles faced by all conservators. This was one of the most important conferences I have attended in the past 10 years.

In order to save the university money I made the sacrifice of remaining in London for an extra two days in order to lower the price of the airline ticket by nearly $1,000. I tried to make the best of this situation by visiting the British Museum, the National Gallery, the Imperial War Museum, and other popular historic sites. I was happy to make such sacrifices for the beloved University of Kansas and hope to be able to make similar sacrifices in the future.
LFA Exec Meeting  
October 4, 1999  
Present: Gordon Anderson, Cathy Bell, Jeff Bullington, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)  
Guests present: Brian Baird, Mary Ann Baker, Carmen Orth-Alfie

**ad hoc Committee to Make PRC and SDC Joint LFA and CC Committees**  
Members of the *ad hoc* Committee to Make PRC and SDC Joint LFA and CC Committees presented their proposal to LFA Exec. We discussed their proposal and decided to place it on the LFA Fall Meeting agenda. We talked about how to handle the transition if the proposal is accepted. PRC has three new members this year and would not have any new members next year under the proposal. We will discuss this further.

**Approval of minutes**  
The minutes of the September 27, 1999 meeting was approved with revisions.

**Preparing for LFA Fall meeting**  
LFA Exec liaisons should each contact their committee chair to ask them to prepare a brief report for our fall meeting. Committees that have not met should meet and select chairs and secretaries.

Adjourned.
Staff Development Committee
Meeting Minutes

September 28, 1999

Present: Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Absent: Kendall Simmons (F.I.O)

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

Travel Requests: We received three travel requests this week. Brad Schaffner and Stephanie Schaffner will be attending the 31st National Convention of the American Association for the Advancement of Slavic Studies in St. Louis, MO from November 18-21. Brad has also requested funding for the 10th Annual Conference of the Alliance of Universities for Democracy, held in Budapest, Hungary, November 7-10.

While we were reviewing our travel requests, Michiko inquired about additional funding for international travel. SDC does not currently have a policy on it. Additional funding for international staff development needs may be an issue SDC should discuss.

Upcoming teleconferences: Lin emailed information to SDC members about an upcoming teleconference by Steve Coffinan, the author of the controversial article "Building Earth’s Largest Library." The teleconference will take place on October 28. Committee members felt this would be an interesting conference, but would like to postpone our final decision until next week’s meeting. Until then, members should read Mr. Coffinan’s article accessed on the INCOLSA website at http://www.incolsa.net/HTML/teleconf/coff.htm.

Sandy also presented another teleconference to the committee, “Libraries, Copyright, and the Internet.” It will be aired on October 14. While the committee felt this was an important topic, we declined to sponsor this teleconference due to short notice, expense, and concerns that attendance may be especially low during this adjustment period for the new online system. As an alternative, Lea suggested that we consider setting up and sponsoring a panel discussion about how KU deals with copyright issues. Several people from across campus were identified as potential panelists, such as staff from the Law School, Interlibrary Services, and the General Counsel’s office.

Program themes: Discussion began on selecting our program theme from this year. Lin started us off by reading the suggestions from last year’s committee: patron relations, accessibility for patrons with disabilities, and issues related to the new system implementation. Sandy suggested using a topic on the millennium, which was further expanded into “what will the library’s role be in the new millennium.” Lin also suggested the theme ‘how technology has changed the library.’ Kathleen wondered if Dean Russell
had any ideas on what he would like to see SDC address. Lea will contact Dean Russell to invite him to a meeting soon. We would like to know his philosophy of staff development, as well as his thoughts on the role of the library.

**Budget:** We are unsure of what our current budget is, because last year’s budget has not been finalized. However, Sandy copied a July 23 memo from Shannon Royer that gives our FY2000 allocation as $22,000. Shannon’s memo also explained that the start date of our fiscal year has changed as we requested. FY2000 will need to cover expenses from July 1, 1999 to June 30, 2000. For this year we will need to cover expenses for only the mid-winter ALA meeting. Unfortunately, the following year’s budget will need to cover three ALA conferences; summer 2000, winter 2000 and summer 2001. We will need to keep this in mind so we do not overspend the FY2000 budget too much and leave the next year’s budget too short to cover three major conferences.
Staff Development Committee
Meeting Minutes

October 5, 1999

Present: Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O) Absent: Lin Fredericksen

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

Announcements: Lea announced that Dean Russell can speak to the committee on Tuesday, October 26 at 10:00am. We have adjusted our meeting time for that date to 9:30 to 11:00.

Travel Requests: We received one travel request this week from Meg Brown.

Steve Coffman teleconference: A conflict has arisen for the teleconference. The fall meeting of LFA coincides with the airdate of the teleconference. We have until October 15 to decide whether SDC will sponsor the program. Lea will send out an email to KULIB to request that those interested in the topic respond immediately. If there is enough interest, and the scheduling conflict cannot be resolved, we are allowed to make one videotaped copy of the teleconference and could play it again at a later date. We may also contact INCOLSA and inquire whether we could purchase a video without airing the teleconference.

Program theme: Discussion continued on selecting a theme for this year’s programs. Although there was concern that using anything ‘millennium’ related would repel people due to its overuse, we thought the idea would be broad enough to encompass the many ideas we had for specific programs. We would like to see a program on web homepage basics that would be tailored to library staff. We plan to contact Jim Dryden for assistance. A presentation, followed up by hands-on sessions would be ideal. There is also a need for a sponsored discussion or lecture on the University or Library’s policies on homepage format and development. There is a policy, but few know what it is, or to what extent they should follow it. Finally, we would like to see a panel discussion on copyright issues as discussed in last week’s meeting. A possible tie-in to this would be a talk on the difficulties of licensing agreements for all the CD ROMS that are now available for library use. Thus, our program theme is emerging and will deal with technology and how the KU library is using or dealing with it in the next century.
UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

10/6/99

Present: Baird, Burich (by phone), Cardell (rep/Jim Smith), Coleman, Craig, Crowe, DeSart, Doll, Emde, Gorman, Graves, Koepp (rep/Roger Anderson), Krentz, Leon, Melton, J. Neeley, Orth-Alfie, Rosenbloom, Royer, Russell, B. Scaffner, R. Wilson

Absent: Couch, Culp, Gibbs, Gillespie, Gilliland, J. Miller, K. Miller, R. Miller, Pierard, Rholes, Roach, S. Williams

Update on Budget Issues
Keith Russell stated that the recently reported budget cut is a serious issue and not yet finalized for reporting. We won't know anything until January after legislative decisions. We have approval to proceed with recruitment and hiring plans at this current time.

Recent and Future Public Events, Publications, etc. - Mary Rosenbloom, Rob Melton and Keith Russell

• Rob is currently working on a new issue of the KU Libraries Reference Guide. The last publication was 1997/98. That will be followed up with the Fall issue of Currents. He is also working with Mary Rosenbloom and Cindy Pierard to accomplish a smooth transition as he moves to a new position. Plans are for Mary to take over the editing of Currents and Cindy Pierard to manage all the instruction materials.

• Mary reported that Watson's 75th celebration, observed October 2nd, was well received and went very smoothly. Victor Contoski, professor of English, read a wonderful poem entitled "Old Book" and impressive copies of the poem were available for the public. Keith represented Watson Library during half-time recognition ceremonies at the homecoming football game. There was a visit to Carrie Watson's gravesite on Sunday, October 3rd.

• Mary also reported on upcoming events. An illustrated lecture will be given by Albert Derolez from Free Universities of Brussels on October 26, 1999, 4-5:00 p.m., in Spencer Research Library Auditorium. The lecture will be on "Liber Floridus"; perhaps the earliest illustrated encyclopedia in the western world. All staff are encouraged to attend. A reception will follow in the Spencer lounge.
• The Friends' Fall meeting will be held on November 5, 1999 in Watson Library, 5th Floor, 5:30 to 7:00 p.m. The program will be 'Watson Library: A Vision for the 21st Century' and presented by Keith Russell, Bill Crowe, Professor Barbara Schowen and architect Craig Patterson.

• Mary also announced that the Friends' holiday party plans are being discussed and she will have details at a later date.

Capital Campaign
Keith Russell reported that the upcoming capital campaign is just in the starting phase and he had no details for the Libraries, except that plans call for deans and units to be involved in this campaign.

KUEA Telefund Effort for Libraries - Keith Russell and Mary Rosenbloom
Parents of freshmen first received a mailing explaining the program and were notified that a phone call would follow. Keith reported that he had visited the telefund headquarters at the Endowment Center and was impressed and enthused by the student effort in this campaign. They had pledges of $5000 the first night. There were 20 students working the first night and 22 the second night (pizza and sodas were provided by the Libraries.

Keith said KUEA is planning to make this an annual event beginning with this year.

ARL/OCLC “Keystone Conference”– Keith Russell
This conference was jointly sponsored this year. The first day focused on where to go in the future with libraries and how urgent the need is, and the second day focused on why libraries are not dominant on the web, why there is no “library.com”. Participants worked on creating a collective library conference on the web.

Big Twelve Plus Fall Meeting at Texas Tech – Keith Russell
Topics discussed included BioOne and funding. The by-laws were also revisited. KU will possibly host this meeting in three years.

OCLC Board - Bill Crowe
This board meets five times a year and consists of eight librarians and six non-librarians. Bill Crowe is a member. Bill also chairs the audit committee. OCLC consists of 64 countries and 35,000 participating libraries.

The September meeting, lasting 2-1/2 days, was an annual strategic planning meeting with emphasis on renewed cooperative effort. They also worked on a Vision statement.
Users Council – Bill Crowe
The Users Council meets 2-3 times a year. Bill Crowe is also a member of the Council and Bruce Flanders, Lawrence Public Library, is the BCR representative this year.

Recruitment Efforts - Keith Russell
Interviews are scheduled for three Special Collections Librarian candidates.
Searches are in progress for candidates for Head of Serials Cataloging and Assistant to the Dean for Scholarly Communication.
Other positions are in the works at various levels.

Staff Development Opportunities (including ALA) – Keith Russell
ALA Mid-Winter conference is being held January 14-18, 2000 in San Antonio, Texas.

Voyager Linkage Cleanup Plan
Carmen Orth-Alfie spoke on behalf of the task force on this project, since those members were not available. Mary Roach is planning to have demonstrations and will need volunteers. This cleanup will take a long time and be very tedious, but it is important to the success of the project.

Other topics:
- Kansas Collection has been awarded a two-year, $215,000 grant from the Kansas Historical Society. Sherry Williams, Brian Baird and Becky Schulte have worked very hard for this grant to digitalize material from the Kansas Collection. This is the first step toward digitalizing the libraries.
- Ken Lohrentz, Sue Hewitt, Brad Schaffner and Mel DeSart attended the full-day conference at Columbia, Missouri. They reported that Provost David Shulenburger, one of three speakers, did an excellent presentation. It was a very good conference; although it was geared more toward teaching faculty in Missouri, librarians made up the majority of the audience.
- Keith said it had been brought to his attention that Kathleen Neeley should be a member of CC and Barbara Gorman will contact and invite her to begin attending meetings.
- Tom Hutton is being contacted to speak at the October 27, 1999 meeting, more details later.
- No CC meetings on October 13th, October 20th, and November 3, 1999.

Adjournment
Submitted by Rita Wilson
October 20, 1999

To: Library Faculty Assembly and Classified Conference

From: ad hoc Committee to Make PRC and SDC Joint LFA and CC Committees

RE: Proposed Code Change

In the 1999 spring meeting the Library Faculty Assembly (LFA) membership voted to form an ad hoc committee to investigate making the necessary changes in the code and bylaws to turn the Planning and Resources (PRC) and Staff Development (SDC) committees to joint LFA and Classified Conference committees. The ad hoc committee is made up of the current and immediate past chairs of both the LFA Executive Committee and Classified Conference Executive Board (CCEB). The committee membership is Sherry William (FY00 LFA Chair), Brian Baird (FY99 LFA Chair), Carmen Orth-Alfie (FY99 and FY00 CCEB Chair), and Mary Ann Baker (Classified Conference representative).

The idea of making PRC and SDC joint committees has been discussed many times in the past. In FY99 the LFA Executive Committee and Classified Conference Executive Board meet to discuss this issue and it was decided to propose the change to the LFA membership during the spring meeting. Attached is a document showing changes to the LFA code proposed by the ad hoc committee. The ad hoc committee has tried to minimalize the proposed changes to the LFA code by making only those changes necessary to turn PRC and SDC to joint committees. The ad hoc committee recognizes that LFA and the Classified Conference may have some friendly amendments to add to our proposed code changes. However, we hope that such changes will not diminish our efforts to make SDC and PRC joint committees.
3.3 STANDING COMMITTEES

3.3.1 Members may serve up to two successive terms on the same committee, save where otherwise specified.

3.3.5 COMMITTEE ON STAFF DEVELOPMENT (Joint Committee with Classified Conference)

3.3.5.1 The Committee on Staff Development shall, in keeping with the Libraries' mission, encourage, promote, and support the library staff’s pursuit of continuing education, staff development, research, and publication. In addition, the Library Faculty Assembly Executive Committee and the Classified Conference Executive Board shall jointly issue related charges as needed.

3.3.5.2 The Committee on Staff Development shall establish criteria for the disbursement of funds received from the Dean of Libraries and allocate those funds based on those established criteria.

3.3.5.3 The Committee on Staff Development shall be composed of six members: three Library Faculty Assembly members and three Classified Conference members plus the Libraries’ Assistant to the Dean for Personnel (ex officio). The three Library Faculty Assembly members shall be appointed by the Executive Committee. A reasonable effort shall be made to produce volunteers for appointment so that no more than two members are from each rank or category (see Article II, Section 2.1). Two classified staff members shall be selected by the Classified Conference Executive Board.

3.3.5.4 Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer, a recording secretary, and a financial information officer.

3.3.6 COMMITTEE ON PLANNING AND RESOURCES (Joint Committee with Classified Conference)

3.3.6.1 The Committee on Planning and Resources, in consultation with library administration, Library Faculty Assembly Executive Committee and Classified Conference Executive Board, 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 the Libraries’ budget activities. In addition, the Library Faculty Assembly Executive Committee shall annually charge the Committee with the study of specific issues and the Classified Conference Executive Board shall jointly issue other charges as needed. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Library Faculty Assembly Executive Committee and the Classified Conference Executive Board.

3.3.6.2 The Committee on Planning and Resources shall be composed of five members from the library faculty, appointed by the Executive Committee, three members from the Classified Conference, and the Libraries’ budget officer (ex officio).

3.3.6.3 The Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

2.3 COMMITTEE REPORTS

2.3.1 All committees shall provide the Executive Committee with minutes of meetings, delivered within two weeks of each meeting, and, at the end of the year an annual report. Joint committees shall provide minutes of meetings and reports to the Classified Conference Executive Board as well. These minutes and reports shall be published in FYI within two weeks of receipt in a timely manner.
Library Faculty Assembly Fall General Meeting

Thursday October 28, 1999
1:30 to 3:00
Watson Conference Rooms A & B

Agenda:

1. Approval of minutes

2. Introduction of new members

3. Introduction of LFA committees/brief report from each

4. Evaluation process – Keith Russell and Sandy Gilliland

5. Governance Issues – Mary Hawkins, President of the Faculty Senate

6. Proposal to make Staff Development and Planning and Resources Committees joint committees with Classified Conference – Brian Baird

7. Other

FY00 LFA Exec
Sherry Williams, Chair
Gordon Anderson, Vice Chair, Chair-elect
Lars Leon, Secretary
Cathy Bell, Unclassified Other representative
Jeff Bullington LI representative
Susan Case LII representative
George Gibbs LIII representative
UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY, rev. 10/20/99

NOTE: Many library staff have direct telephone lines; see the staff listing for individual staff telephone numbers. The numbers listed below are, in most cases, the main number for the desk or department.

ADMINISTRATIVE OFFICE, 502 Watson
Dean of Libraries, Keith Russell
Dawber, Gilliland, Gorman, Proctor, Rosenbloom, Royer, Swartz, R. Wilson, Woodruff
Assistant Dean, Automation, John Miller
   Level 4 Anschutz Library
Assistant Dean, Collections and Processing, George Gibbs, Level 2 Watson
Assistant Dean, Information Services, Julia Rhodes, 350 Watson
   Facilities Officer, Kent Miller, Level 3 Watson
ACCESS SERVICES
   Couch, Level 4 Watson
Circulation Desk, Level 3 Watson
   Guenter, Mitchell, Oroso, Owens, Samuelson
   Fines Office, Level 3 Watson – Samuelson
   Reserve Desk, Level 3 Watson – Oroso
   Periodicals/Microforms, Level 4 Watson
   Couch, Dee, Hamilton, Revanew
ANSCHUTZ LIBRARY
   Emde, DeSart, Case, Hewitt, Hu, Kulp, Lasnier, Powell, Spurling, Taylor, Waters
   Anschutz Library Circulation Desk
   Anschutz Library Reference Desk
ARCHIE R. DYKES LIBRARY-KUMC
   Bingham, Director
ARCHIVES, 422 SRL
   Williams, Bunch, M. Hawkins, Kehoe, K. Neeley
ART & ARCHITECTURE LIBRARY, Spencer Art Museum
   Craig, Ahlbernd, Lodwick, Snow
AUTOMATION OFFICE, Level 4 Anschutz
   J. Miller, C. Bell, Busset, Dryden, N. Eschelman, Palmquist, Reed
CATALOGING, Level 2 Watson
   Roach, Chapman, Cordell, Dyal, Dyer, J. Evensen, Gottstein, Grafel, Indall, Kottman, Landen, Lohrntz, Marvin, Mauler, Orth-Alfie, Pardee, Richardson, Rivera, G. Slater, Sodders, Stamm, A. Williams
   Serials Cataloging, Level 2 Watson
   (Vacant)
   Fry, Pardee, Rake, A. Slater, Sodders
COLLECTION DEVELOPMENT, Level 2 Watson
Gibbs
COPYING SERVICES, Level 4 Watson
   Turner
DOCUMENTS/MAPS
   Government Documents, 6001 Malott
   Koep, R. Anderson, P. Bell, Lohrntz, S. Miller, Simmons, Starr
   Map Library, Level 2, Anschutz Library
   Koep, K. Cook, Diones
EAST ASIAN LIBRARY, Level 5 Watson
   Doll, Ito
   ELECTRONIC INFORMATION, 210 Watson
   J. Neeley, Dyal, Ingle, Talley
   ENGINEERING LIBRARY, Spaehr Hall
   Coleman, N. Hawkins, Miner, Udell
FACILITIES, Level 3 Watson
   Miller, Hatton
KANSAS COLLECTION, 220 SRL
   Williams, Culp, Dandridge, K. Eschelman, Fredericksen, M. Hawkins, Hollingsworth, Huslig, Schulte
LAW LIBRARY, 200-A Green Hall
   Joyce McCray Pearson, Director
    MAIN LIBRARY INFORMATION LINE, Level 3 Watson
MAIL ROOM, Level 1 Watson
   Hatton, Coburn
MUSIC LIBRARY, 448 Murphy
   Cardell, Smith
PRESERVATION
   Baird, Level 1 Watson
   Bindery Unit, Level 1 Watson
   Lynch
   Marking Unit, Level 2 Watson
   Unfnd
   Conservation Unit, Level 1 Watson
   Brown, David, Unfnd
PUBLICATIONS, Level 3 Watson
   Melton
REFERENCE & INFORMATION SERVICES
   Reference Offices, Level 3 Watson
   Graves, G. Anderson, Bullington, Christenberry, DiFilippo, Hanh, Kirby, M. Miller, Noble, Pierard, Reid
REGENTS CENTER LIBRARY, Edwards Campus
   12600 Quivira, Overland Park, KS 66206
   Burich, Hojnajack, Mullenbruch, Spurling, Vantuy, Wolz
RETRIEVAL SERVICES, Level 2 Watson
   R.Miller (3078), Gillespie (3051), Leon (3073)
   Babington, Ballard, Bauer, Blevins, Bonham, Conway, M. Cook, Copp, Crank, Cundiff, E. Evensen, Froese, Hamlin, Jeffries, Lathrom, Shartran, Spray, Traxler, Vernon
   Book Orders 3479
   Serial Orders 3555
   I.L. Lending 3964
   I.L. Borrowing 3960
   Book/Serials Receiving 3476
SLAVIC, Level 3 Watson
   B. Schaffner, Husic, S. Schaffner, Winchell
SPLAT (Dept. for Spain, Portugal & Latin Am), Level 3 Watson
   Krentz, Sibleby
SPECIAL COLLECTIONS, 327 SRL
   Crowe, Baker, Clement, Haines, Helyar, Hopkins, Hyde
VC for INFORMATION SERVICES, 223 Strong Hall
   Marilu Goodyear
   Lafferty (8924), Warner (4999), Fax (44360)

**Library STAFF**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Altanberde, L. Jan</td>
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<td>Anderson, Roger</td>
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**KU Library Lists**

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<td>GMCD-L</td>
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<td>GODORT-L</td>
<td>KLA Government Documents Roundtable</td>
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<td>KANIL-L</td>
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<td>KANLIB-L</td>
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<td>KUAFL-L</td>
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<td>KUMDIV-L</td>
<td>KU Diversity Forum</td>
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<td>LIBADM-L</td>
<td>Administrative Office Staff</td>
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<td>LIBAID-L (no IN: needed)</td>
<td>Automation Requests/Problems</td>
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<td>MPMAL-</td>
<td>Mountain Plains Music Library Association</td>
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<td>PUBHEADS-L</td>
<td>Public Service Department Heads</td>
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<td>SCILIB-L</td>
<td>Science and Engineering Library Staff</td>
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<td>WATCATL-L</td>
<td>Cataloging Department (Watson)</td>
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<td>WATREP-L</td>
<td>Watson Reference Staff</td>
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**KU Library Maui List**

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<td>BTMMUSIC-L</td>
<td>Big Twelve Plus Music Group</td>
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<td>Covey-L</td>
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<td>Groupwise-L</td>
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<td>LIEIC-L</td>
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<td>Instruction Council</td>
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<td>LIBPGL-L</td>
<td>Libraries’ Planning Group</td>
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<td>MSOFFICE-L</td>
<td>Microsoft Office Discussion</td>
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<td>SLAVCO-L</td>
<td>Slavic Cooperation List</td>
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*has non-KU Library members*
**VETERAN’S DAY HOLIDAY**
Thursday, November 11th is Veteran’s Day, a holiday for members of the Classified Staff only. Library faculty and unclassified professional staff do not receive this holiday. All University offices will be open, classes will be in session, and the library will offer full services.

Department heads of units without public service responsibilities may staff their unit with classified staff (or not staff their unit) as they wish. Departments with public service responsibilities do need to insure that adequate staffing is available to handle regular patron activity. Any classified staff member who works part or all of the Veteran’s Day Holiday will earn holiday compensatory time off, at the rate of one and one-half hour for each hour worked (not to exceed 8 hours worked). To insure that classified staff who work on the holiday receive appropriate compensation, please mark the timesheets with the number of hours actually worked on Veteran’s Day with the code “W”. Holiday compensatory time will be calculated by Barb Woodruff.

Questions regarding this information may be directed to Julia Rholes, George Gibbs, or me.

Sandy Gilliland

**CLASSIFIED CONFERENCE GENERAL MEETING**
The Classified Conference will hold a general meeting on Friday, October 29 from 10:00-11:30 AM in conference rooms A and B. Keith Russell will be present for part of the meeting and refreshments will be provided. All classified staff members are invited to attend!

Jennifer Evensen

**STAFF TELEPHONE DIRECTORY**
The corrected ‘Telephone Directory’ is attached. Please e-mail or phone me with any other corrections or updates.

Rita Wilson

**ATTACHMENTS**
Committee Minutes:
- Electronic Information Council, 9/15/99, 9/29/99
- LFA Exec, 10/18/99
- Staff Development Committee, 10/12/99
- Instruction Council, 10/11/99
- Classified Conference Executive Board, 10/11/99
Library Staff Telephone Directory
1. New purchase requests:

*American Bibliography of Slavic and East European Studies (ABSEES) Online: Approved*

Jim Neeley lead a discussion on the decline in purchase requests. DeSart suggested that requests have declined because bibliographers do not know what their budgets will be. Gibbs stated that some bibliographers may incorrectly believe that orders for electronic resources can not be placed due to Voyager-related considerations.

It was agreed that Jim should communicate to bibliographers the availability of funds and encourage them to submit PRs for needed resources. [This was done 9/17/99 via the e-mail appended to these minutes.]

2. Reports (distributed at the meeting):

a) Draft FY00 EIF budget (Neeley)

The carryover commitment to be filled in FY00 is approximately $43,000 $47,000. The EIC fund has approximately $53,000 available for new electronic resources. The FY00 budget has not been determined yet.

b) Licenses and orders in process database (Dyal)

Dyal distributed a worksheet that shows the status of all orders in process. Dyal also shared draft worksheets of the Completed License database. When completed, it will be placed on the U: drive for the entire library to access.

c) KLNQ Reference Networking Committee: Kansas/Colorado FirstSearch (Neeley)

The number of ports for accessing FirstSearch will be increased to 75. The committee is looking for alternatives to FirstSearch full-text databases (ABI/Inform and Periodical Abstracts) and exploring the possibility of contracting WorldCat as a separate product.

d) Regents Database Committee meeting, August 6 (Rholes); and subsequent developments (Neeley)

Rholes shared that the committee sees a need for publicizing the Regents and State libraries' Cooperative efforts. The E-journal Task Force is recommending the following for further consideration: IDEAL (Academic Press), J-Stor, Project Muse, and HighWire Press. Big 12+ is looking at databases such as Web of Science and LION. Implementation of SilverLinker will be postponed until all host sites are on the same server software and WebSpirs versions are operable, and the technical support staff have met to discuss various issues and problems.

e) Neeley announced that he has 35 applicants for the vacant position within his department.

Submitted by Vicki Coleman.
[Text of e-mail posted to KUBIB-L on 9/17/99]

Bibliographers are invited to submit PRs for electronic resources as they are needed. It is not necessary to hold back due to Voyager-related considerations. Please use the PR form available in the U:\Committees\Electronic Information folder.

In addition, the Electronic Information fund has approximately $50,000 available for new electronic resources. Generally, the cost of an item is shared equally between the bibliographer's subject fund and the Electronic Information fund.

Bibliographers should not hesitate to submit PRs for even very expensive titles. It is important that we are aware of needs whether or not we can immediately fund them.

If you have an idea for a purchase and want to talk about funding, please give me a call (4-3036).

Jim
ELECTRONIC INFORMATION COUNCIL
University of Kansas Libraries
Minutes

Wednesday, September 29, 1999

Present: Christenberry, Coleman, DeSart, Gibbs, J. Miller, M. Miller, R. Miller, J. Neeley
(chair), Rholes, Spurling

Guests: Dyal, Gillespie

1. New purchase requests

   a) Springer e-journals (via LINK). Free with print. Approved.

      fully funded from Physics subject fund. Approved provided Synergy interface is not an
      additional cost.

2. Academic Press IDEAL

The Regents Consortium Database Committee has received a proposal from Academic Press
(AP) for access to IDEAL, AP’s collection of 174 electronic journals. Most titles are in the
sciences, however there are some in the social sciences and a few in the humanities. Details of
the collection are available at http://www.idealibrary.com/

The proposal came about as a result of the Committee’s request last spring for a trial of
SilverPlatter’s SilverLinker product, now scheduled for October 15-November 15. SilverLinker
links citations in ERL databases to the full-text of electronic journals. AP cooperates with
SilverPlatter to provide the trial journals. AP takes the opportunity to propose a sale after the
trial is over. Coincidentally, the Committee’s electronic journals subcommittee has also
recommended a trial of IDEAL. So AP’s opportunism just so happens to coincide with
Consortium interests.

AP’s proposal is very time-sensitive. The pricing is based in part on purchasing the IDEAL
electronic editions before renewing our AP print subscriptions for 2000, because with IDEAL we
can get the print at a 75 percent discount. The Committee must decide at its October 15 meeting.
KU must decide before then. Jim received the proposal two days before EIC discussed it. There
is little time for review.

Briefly, the terms of the proposal are these. It is a contract to purchase the 1999, 2000, and 2001
publications years of the 174 IDEAL e-journals. The 1999 and 2000 publication years would be
paid for in FY2000 (this year), and the 2001 publication year would be paid for in FY2001 (next
year). KU already spent $97,412 in FY1999 to purchase 87 print journals from AP. The
additional amount KU would have to spend to obtain the 174 IDEAL journals are $28,348 in FY2000, and $14,711 in FY2001. The cost in FY2000 is greater than in FY2001, since two years worth of data would be purchased. Backfiles for single years from 1993 are available at additional cost ($34,192 total for 1993-1998).

The license provides for unlimited simultaneous users, IP authentication, dial-in access, use of materials for reserves and coursepacks, but not interlibrary loan. If the contract is not renewed, continuing online archival access to the licensed issues (e.g. the 1999-2001 years of the 174 titles only) may be purchased for a relatively small annual service charge.

A 75 percent discount on subscriptions to the print editions of AP journals is available to IDEAL subscribers. However, there is no requirement to subscribe to any number of print titles. All may be canceled if desired. (There is a possible exception to this in the first year, depending on exactly when in the publication year the IDEAL license is signed.)

Several illustrations of potential costs were presented showing that, although IDEAL is not free, the combination of discounts on the print editions and the ability to cancel those not needed could allow KU to maintain its total bill to AP at the present level or even lower. For example:

a) KU could obtain, in 2001, access to the 174 IDEAL e-journals and maintain all the 87 print titles we currently subscribe to for $13,474 more than we would pay for the 87 print titles alone, or $135,666 total. The per-title cost would drop from $1,405 for the 87 print editions to $780 for the 174 electronic and 87 print package.

b) Another illustration assumed cancellation of half the print titles. Then the total cost would decrease to $120,392 for the remaining 44 print and all 174 electronic editions, or $1,800 less than the 87 print editions alone. The cost per title would be $692.

c) Finally, if all print editions were canceled, the total cost for the 174 electronic editions would be just $105,118, a savings of $17,074 over the 87 print editions alone, and a cost per title of $604.

Note: All cost figures assume that KU’s and other members’ shares of the Consortium’s total contract price will be based on AP’s proposal, which in turn is based on the number of subscriptions to the print editions of AP journals KU had in 1996. This is very different from the Regents cost sharing formula, which has been used to determine KU’s and other members’ shares all other Consortium purchases. That is based on FTE, materials expenditures, and SWAP funding, and results in KU’s share of total Consortium costs being 28.28 percent. The Regents formula could not be applied to the portion of the cost devoted to print subscriptions because members then could not make independent decisions on subscribing to or canceling print titles. The formula could be applied to just the IDEAL costs. That would increase KU’s FY2000 costs by about $3000, but would have much larger effects on other Consortium members.
EIC made the following observations on the Academic Press IDEAL proposal. These fell mainly into three areas of concern: affordability, interest, and terms.

**Affordability of IDEAL**

EIC assumed that IDEAL would be centrally funded from the Electronic Information Fund. Although obtaining partial funding from various subject funds is a possibility, other large e-journal packages (JSTOR, Project Muse) have been centrally funded.

Although savings are possible in future years, IDEAL’s FY2000 price ($28,343) would use too much of available EI funds in FY2000 (approximately $53,000 available), greatly reducing other worthwhile purchases this year.

KU’s FY2000 materials budget is not yet fully known. The 1–percent revision or the bindery budget omission might affect it. We may have less money than we think.

Beyond simply reducing the total amount of funds for electronic information, purchasing IDEAL would probably eliminate any chance of making other big-ticket purchases, and the present funding available and cost sharing policies already discourage PRs for big-ticket resources too much.

Among big-ticket needs, electronic journals are probably not our top priority anyway. Big-ticket databases like INSPEC or reference works like Britannica Online are probably of more interest.

If we knew what we were spending on interlibrary loan, document delivery, and WebRetrieve expenditures for the IDEAL titles we currently do not receive in print, AP’s price might be more attractive.

The present proposal appears to be AP’s standard proposal. It is not described as a special or one-time-only offer. Similar pricing, allowing for expected increases, should be available next year.

**Interest in IDEAL**

While IDEAL is of considerable interest here, it was not high on KU’s list of e-journal priorities, partly because the journals were not being requested by faculty and partly because of the high cost.

While we must indicate interest before October 15, our trial access doesn’t begin until then. We would probably be more comfortable committing the funds after we had a chance to try the product.

Savings in future years depend heavily on cancellation of print journals, and it is not clear how acceptable this would be to the various user groups affected.
One member's previous experience at another university included very slow response time.

**Terms of AP's proposal**

AP's proposal requires several conditions:

All 11 members of the Regents Consortium must join in the purchase to receive the best pricing, shown above. Previous experience with other Consortium purchasing decisions indicates universal agreement is unlikely. Participation by a subset of members would result in increased costs.

The contract must be signed very soon, before the end of October at the latest. Otherwise, libraries will have begun renewing print subscriptions for 2000 at list price, and the opportunity for the 75 percent discount will be lost. Previous experience with other Consortium purchasing decisions indicate action this fast is unlikely. Moreover, KU has actually already renewed some AP titles for 2000.

Minutes by J. Neeley
LFA Exec Meeting
October 18, 1999
Present: Gordon Anderson, Cathy Bell, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)
Absent: Jeff Bullington

Approval of minutes
The minutes of the October 4, 1999 meeting were approved with revisions.

LFA Fall meeting
We reviewed the agenda Sherry drafted for the LFA Fall General Meeting. Sherry will check with Dean Russell to confirm he has nothing else to suggest for the agenda. Sherry will then email the final agenda and the ad hoc committee proposal to KU Libraries’ staff, place copies in FYI, and have copies available at the meeting.

Future agenda topics
We briefly discussed several future agenda topics.

Orientation for new (and current staff):
We briefly discussed the history of the Orientation Committee and the benefits it provided for staff. It was recognized that the KU Libraries’ administration took on this responsibility, but since there has been minimal activity, we decided to discuss orientation at a future LFA Exec meeting. Sherry will invite Sandy to meet with LFA Exec to discuss the status of orientation, mention this to the Classified Conference Exec Board at their meeting next week, and let Dean Russell know about our interest in this area.

Mentoring:
An LFA Exec member mentioned to Sherry that she believes that the KU Libraries’ has a Mentoring Plan and that it is an issue we should look into. Sherry will talk with Sandy about this and LFA Exec will discuss at a future meeting.

Evaluation terms in Unclassified evaluations:
LFA Exec members should review the document which George provided. We need to discuss some terminology used in this document.

Adjourned.
Staff Development Committee
Meeting Minutes

October 12, 1999

Present: Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)

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

Announcements: Lea advised the group that our approved special charges appeared in the September 20, 1999 minutes of LFA Exec. They are:

1. Continue and complete last year’s broad-based and systematic examination of methods for distributing staff development funds to determine whether the committee’s current shares approach is optimum. As part of this examination, conduct a needs assessment of all library staff for the sake of completeness, and consistency.
   The survey should gather data on issues previously identified and:
   • Ascertain that regular training opportunities are available so staff can update their knowledge of electronic systems (e.g. Voyager, Access) which are needed for day-to-day work.
   • Ascertain that there are different learning opportunities to facilitate the wide range of individual learning styles in the KU Libraries. (e.g. workshops, one-on-one instruction, demonstrations, and printed technical and procedural manuals.)

2. SDC should work with the Library Administration to review the current “training” and “development funding procedures.” Issues related to this process may be identified in the survey. The goal is to have a funding structure in place that clearly communicates to library staff how to submit requests and that facilitates timely decisions on all library staff funding requests regardless of whether they are for “training” or “development.”

We will need to get further clarification of the two points in charge number 1.

Travel Requests: We received and approved several travel requests this week. Lea Reid will attend a CULS Conference in Topeka from October 14-15. Roger Anderson will be representing KU at the Interuniversity Consortium for Political and Social Research in Ann Arbor, MI from October 14-17. Since he is an official KU representative, we will need to check if his funding should come through administration instead of Staff Development funds. Jeff Bullington and Faye Christenberry submitted requests for the ALA mid-Winter meeting in San Antonio, TX which will be held January 14-17, 2000. A travel request for Ken Lohrentz to travel to the African Studies Association conference in Philadelphia, PA from November 10-13 was approved by email.
Programs: SDC has decided not to sponsor the Steve Coffman teleconference. Lea will send out a message on KULIB to advise that we will not be sponsoring it, but it will be broadcast at Washburn University if anyone is interested. Sandy will contact PBS and ask whether we can purchase a video of the “Libraries, Copyright, and the Internet” teleconference which will air on October 14.

Survey: The new members of the committee, Kathleen, Lea, Lin, and Michiko were used as our test group for the survey that last year’s committee began developing. They took the survey last week and a discussion on changes and amendments to the survey began today. We will continue our discussion at the next meeting.
Instruction Council
Minutes
October 11, 1999
Submitted by Jana Krentz

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

All-Library Reference Group

We discussed Connie Powell's e-mail message encouraging the formation of an all-library Reference Group. A need for this type of group was expressed during the Summit for Teaching Excellence. Both Lyn and Judith will attend the start-up meeting and will act as IC representatives.

New Activities

In a brainstorming session the committee discussed some of the new activities that will be undertaken by the group.

IC Web page

The committee continued to discuss the IC website. Rick volunteered to put up the website. A discussion ensued on what types of information the site should contain. The following suggestions were elicited:

- A revised mission statement
- A calendar of activities - including activities of the Center for Teaching Excellence and the Faculty Workshop Series
- The site should act as a clearinghouse for library instruction with some pre-structured modules, handouts, etc. that staff has used for instructional sessions. For example, if a staff member conducted a workshop on ERIC, all the materials used in that session would be available.
- Links to other sites with instruction material. We will bring the URLs of sites we would like to link to to our next meeting on Oct. 25th.
- List of bibliographers with links if available
- Form for instruction statistics
- Other instructional information from the U: drive that could be converted to HTML
- It was suggested that the website could serve as an external face for teaching faculty and include contact information.

Future Workshops

We agreed that another staff workshop should be held and that the topic should be instructional handouts. The workshop could have information on how to structure handouts for instruction session and perhaps the use of case studies in classroom situations. It was also suggested that we examine the KUILS guides and explain what information they contain and how they are structured.

We will continue these discussion at the next meeting on Oct. 25th.
Classified Conference Executive Board  
Meeting Minutes  
October 11, 1999


Chair's report: Carmen will not be meeting with Keith Russell again until November. She will e-mail him about any questions or concerns if needed.

Carmen reported on several issues discussed at the October 6 Coordinating Council. Minutes from that meeting should appear in an upcoming issue of FYI.

Old business: Plans are still underway for meeting management training for the CCEB. The tentative date for the session is Tuesday, November 9 from 12:30-3:30. Jennifer will forward the details on to everyone once she hears back from Kathleen Ames-Oliver.

Donna Mitchell has volunteered to take on the representative duties for Group III. Helen Dee has offered to be her back-up. Many, many thanks to Donna and Helen for stepping up during this busy time. Carmen will contact Donna about sending information about Classified Conference to the Libraries' newest Classified staff member, Sarah Vantuyl, who is at the Regents Center. Representatives were reminded to find a substitute for meetings if they are unable to attend.

Jennifer asked for help writing some parts of the web page for Classified Conference. She specifically requested help with the part about the various issues CCEB has been working on. As Sue is a member of Classified Senate and the Classified Senate Executive Council, she will provide information about any changes to the existing pay plan or any proposed new plans. Jennifer hopes to have the page completed soon.

New business: The CCEB would like to thank everyone who participated in the Homecoming parade and especially Malcolm Lodwick for his fantastic banner. Thanks also to Kendall Simmons, Angel Unfred, and Carmen Orth-Alfie for organizing this effort. The Exec. Board would like to acknowledge everyone who assisted with the Watson 75th Anniversary celebration activities, as well.

Plans to have Keith Russell attend an upcoming Exec. Board meeting and a general meeting were discussed. The next Exec. Board meeting will be October 25 from 10:30-12:00. The general meeting will take place on October 29 from 10:00-11:30. Possible items for discussion with Keith at the Exec. Board meeting include:

- inclusion of a "service to the Libraries" component in job descriptions
- last spring's proposed changes to the pay plan
- clarification about a review of the library assistant classification series after things with Voyager calm down
- hiring an outside consultant to look at staff workloads
- supervisory training
- last year's needs assessment survey results
- Classified Employee of the Year Award
- Voyager & staff workload
- hiring a staff training and development officer

An agenda for the general meeting will be set after Keith meets with the Exec. Board.

Group news: The recent retreats for staff in Anschutz and Government Documents and for staff in Spencer Research Library were briefly discussed.

The next CCEB meeting will be Monday, October 25, from 10:30-12:00 in conference room B.
UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY, rev. 10/28/99

NOTE: Many library staff have direct telephone lines; see the staff listing for individual staff telephone numbers. The numbers listed below are, in most cases, the main number for the desk or department.

ADMINISTRATIVE OFFICE, 502 Watson
Dean of Libraries, Keith Russell 4711
Gorman
Administrative Office Staff (see individual listings), 502 Watson 3601
Dawber, Gilliland, Proctor, Rosenthal, Royer, Swartz, W. Wilson, Woodruff

Assistant Dean, Automation, John Miller, Level 4 Ansutz Library 3894
Assistant Dean, Collections and Processing, George Gibbs, Level 2 Watson 8923
Assistant Dean, Information Services, Juliu Rholes, 350 Watson 8995
Facilities Officer, Kent Miller, Level 3 Watson 8989

ACCESS SERVICES
Couch, Level 4 Watson 8979
Circulation Desk, Level 3 Watson 8983
Mitchell, Orsoco, Owens, Samuelson
Fines Office, Level 3 Watson – Samuelson 4715
Reserve Desk, Level 3 Watson - Orsoco 3396
Periodicals/Microforms, Level 4 Watson 3950
Couch, Don, Hamilton, Reavens

ANSCHUTZ LIBRARY
Emde, DeSart, Case, Hewitt, Hu, Kulp, Lasnier, Powell, Spurling, Taylor Winters
Anschorz Library Circulation Desk 4928
Anschorz Library Reference Desk 4930

ARCHIE R. DYKES LIBRARY-KUMC 8-1-913-588-7166
James Bingham, Director

ARCHIVES, 422 SRL
S. Williams, Bunch, M. Hawkins, Kehde, K. Neeley 4188

ART & ARCHITECTURE LIBRARY, Spencer Art Museum 3020
Craig, Altemberd, Lodwick, Snow

AUTOMATION OFFICE, Level 4 Anschutz 5530
J. Miller, C. Bell, Bussert, Drydan, N. Estelman, Palmquist, Reed

CATALOGING, Level 2 Watson 3038
Serials Cataloging, Level 2 Watson (Vacant) 3083
Fry, Pardue, Rake, A. Slater, Sodders 8940

COLLECTION DEVELOPMENT, Level 2 Watson 8923
Gibbs

COPYING SERVICES, Level 4 Watson 4209
Turner

DOCUMENTS/MAPS
Government Documents, 6001 Malott 4660/4662
Koep, R. Anderson, P. Bell, Lohrenz, S. Miller, Simmons, Starr
Map Library, Level 2, Anschorz Library 4420
Koep, K. Cook, Dines

EAST ASIAN LIBRARY, Level 5 Watson 4669
Doll, Ita

ELECTRONIC INFORMATION, 210 Watson 3036
J. Neeley, Talley

ENGINEERING LIBRARY, Spahr Hall 3866
Cohn, N. Hawkins, Minor, Utshell

FACILITIES, Level 3 Watson 8989
K. Miller, Hatton

KANSAS COLLECTION, 220 SRL 4274
S. Williams, Culp, Dandridge, E. Estelman, Frederickson, M. Hawkins, Hollingsworth, Huslig, Schulte

LAW LIBRARY, 200-A Grain Hall 3025
Joyce McFay Pearson, Director

LIBRARY INFORMATION LINE, Level 3 Watson 3956

MAIL ROOM, Level 1 Watson 3080
Hatton, Coburn

MUSIC LIBRARY, 448 Murphy 3496
Cardell, Smith

PRESERVATION
Baird, Level 1 Watson 3568
Bindery Unit, Level 1 Watson 3753
Lynch
Marking Unit, Level 2 Watson 3049
Conservation Unit, Level 1 Watson 3429
Brown, David, Unfred

PUBLICATIONS, Level 3 Watson 3378
Melton

REFERENCE & INFORMATION SERVICES
3347
Reference Offices, Level 3 Watson 3366
Graves, G. Anderson, Bullington, Christianberry, DiFilippo, Harsh, Kirby, M. Miller, Noble, Pierard, Reid

RICE CENTS CENTER LIBRARY, Edwards Campus 8570
Burich, Hojnski, Melanbruch, Spurling, Panty, Wolz

RETRIEVAL SERVICES, Level 2 Watson 4334
R. Miller (3078), Gillespie (3051), Leon (3073)
Babington, Ballard, Bauer, Blevins, Bonham, Conway, M. Cook, Corp, Crank, Cundiff, E. Evensen, Froese, Hamlin, Jeffries, Latham, Sharran, Spray, Traxler, Vernon
Book Orders 3479
Serial Orders 3535
ILL Borrowing 3960
ILL Lending 3964
Book/Serials Receiving 3476

SLAVIC, Level 3 Watson 3957
B. Schaffner, Husic, S. Schaffner, Winchell

SPLAT (Dept. for Spain, Portugal & Latin Am), Level 3 Watson 3351
Krentz, Sibley

SPECIAL COLLECTIONS, 327 SRL 4334
Crowe, Baker, Clement, Haines, Helyar, Hopkins, Hyde

VC for INFORMATION SERVICES, 223 Strong Hall 4999
Martha Goodyear
Laflery (8924), Warner (4999), (Fax 4-0360)
### KU LIBRARY ListProc Lists

(From Groupwise, IN:listsname@staff.lib.ukans.edu)

*has non-KU Library members

**ACHOIR-L** | Registration Services Department
---|---
**ASSOC-L** | * ASSOCIATES: The Elec. Lib. Support Staff. Journal
**BRITTL** | Brittle Books
**GMCMD-L** | * GMRLC Collection Development
**GODORT-L** | * KLA Government Documents Roundtable
**KANILL-L** | * KS Interlibrary Loan (was Autographics Test Lib.)
**KANLH-L** | Kansas Library Scene
**KANLB-L** | * Kansas Library Network Board
**KUAFLR-L** | * KU African Studies Forum
**KUBIB-L** | KU Libraries Bibliographers
**KULAXS-L** | Watson Access Services Dept.
**KULALA-L** | ALA Conference Discussion List
**KULCC-L** | Classified Conference
**KULCBL-L** | Classified Conference Executive Board
**KULCIR-L** | Circulation Forum
**KULDIV-L** | Library Diversity Advisory Committee
**KULEDU-L** | Library Education Discussion Group
**KULFA-L** | Library Faculty Assembly
**KULHUM-L** | Humanities Libraries
**KULLIB-L** | Library Staff... (all those with email)
**KULIF-L** | Library Instructional Forum
**KULNET-L** | Electronic Information Discussion
**KULPAY-L** | Library Student Payroll Coordinators
**KULPRS-L** | Preservation Liaisons
**KULREF-L** | Library Reference Forum
**KULSER-L** | Serials Advisory Group
**KULSOC-L** | Social Sciences Bibliographers
**KULSPA-L** | Library Space Committee
**KULSS-L** | Super Space Committee
**KULSTU-L** | Library Student Supervisors
**KUMDIV-L** | * KU Diversity Forum
**LIBADM-L** | Administrative Office Staff
**MPMLA-L** | * Mountain Plains Music Library Association
**PUBHEADS** | Public Service Department Heads
**SCILIB-L** | Science and Engineering Library Staff
**WATCAT-L** | Cataloging Department (Watson)
**WATLIB-L** | Watson Library Staff
**WATREF-L** | Watson Reference Staff

**LIBAID** | Automation Requests/Problems

*Type LIBAID in the TO: field. Nothing else is needed.*

<table>
<thead>
<tr>
<th>KU LIBRARY Mailer Lists (on our Novell file servers) (From Groupwise, IN:<a href="mailto:listsname@staff.lib.ukans.edu">listsname@staff.lib.ukans.edu</a>)</th>
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</thead>
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*has non-KU Library members

**BPMUSIC-L** | * Big Twelve Plus Music Group
**Covey-L** | * Covey Workshop List
**Groupwise-L** | Groupwise Discussion
**LIBCOORD** | Library Coordinating Council
**LIBLEC-L** | Electronic Information Council
**LIBLEC-L** | Instruction Council
**LIBPG-L** | Libraries' Planning Group
**NMLTF-L** | New Music Library Task Force
**MOVE-L** | Collection Move Team
**MOUSE-L** | Microsoft Office Discussion
**SLAVCO-L** | * Slavic Cooperation List

**LIBRARY STAFF**

| Altenbernd, L. Jan, LAIL-Art Library |
| Anderson, Gordon, LII-Reference |
| Anderson, Roger, LII-Government Services |
| Babington, Tyra, LAIL-Retrieval Services |
| Baird, Brian, LII-Preservation |
| Baker, Mary Ann, LAIL-Special Coll. |
| Ballard, Karen, LAIL-Retrieval Services |
| Bauer, Lois, Acct. Spec-Retrieval Services |
| Bell, Cathy, Admin. Support Spec-Automation |
| Bell, Peggy, LAIL-Documents |
| Blevins, Pamela, LAIL-Retrieval Services |
| Bonham, Pamela, LAIL-Retrieval Services |
| Brown, Margaret, Conservator-Preservation |
| Bullington, Jeff, LII, Reference |
| Bundy, Barry, Archivist-I-Archives |
| Burdis, Nancy, LII-RCL |
| Bussel, Jason, Systems Spec-Automation |
| Cardell, Victor, LII-Music Library |
| Case, Susan, LII-Anschutz Lib. |
| Chapman, Kerry, LAIL-Cataloging |
| Christanberry, Faye, LII-Reference |
| Clement, Richard, LII-Special Collections |
| Coddellet, R. Katherine, LAIL-Cataloging |
| Cohm, Bruce, OAIL-Mail Room |
| Coleman, Vicki, LII-Eng Library |
| Conway, Billie, LAIL-Retrieval Services |
| Cook, Karen, LAIL-Map Library |
| Cook, Muriel, LAIL-Retrieval Services |
| Copp, Linda, LAIL-Retrieval Services |
| Couch, Sarah, Head, Access Services |
| Craig, Susan, LII-Art & Arch Library |
| Crank, Richard, Proj. Mgr-Retrieval Serv. |
| Crowe, Bill, Sponsor Librarian |
| Culp, Bryan, LII-Kansas Collection |
| Cundiff, L. Hope, LAIL-Retrieval Services |
| Dandridge, Deborah, LII-KS Coll. |
| David, Adonia, Acting Head of Conservation |
| Dwyer, Karen, Access Spec-I-Archives |
| Doe, Helen, LAIL-Access Services |
| Dev't, Mel, LII-Anschutz Lib. |
| Dienes, Jennie, LII-Map Library |
| DiFilippo, Paulette, LII-Reference |
| Doll, Victoria, LII-East Asian Lib. |
| Dryden, Jim, Automation |
| Dyal, Diana, LAIL-Cataloging |
| Dyer, Wanda, LAIL-Cataloging |
| Emde, Judith, LII-Anschutz Lib. |
| Eshelman, Kristin, Photo Archivist-KS Coll. |
| Eshelman, Nicholas, Automation |
| Evans, Erik, LAIL-Retrieval Services |
| Evenson, Jennifer, LAIL-Cataloging |
| Fredericksen, Lin, LAIL-KS Collection |
| Froese, Vema, LAIL-Retrieval Services |
| Fry, Joy, LAIL-Serials Cataloging |
| Gibbs, George, Aust.-Dean Coll. & Processing |
| Gillispie, B. Gaul, LAIL-Retrieval Services |
| Gilliland, Sandy, Aust. to Deans/Pers-Admin. Off. |
| Gorman, Barbara, Sec. III-Admin. Office |
| Gottstein, A., LII-Anschutz Lib. |
| Grafel, Matt, LAIL-Cataloging |
| Gr-As, Kay, LII-Reference |
| Har-las, Sally, LII-Special Coll. |
| Har-las, Susan, LAIL-Periodicals |
| Harlin, Luciel, LAIL-Retrieval Services |
| Harsh, Byliss, LAIL-Reference |
| Hatton, Doug, OAV-Facilities-Mail Room |
| Hawkins, Mary, LII-KS/Archives |
| Hawkins, Nancy, LAIL-Engineering |
| Helyar, L. E. James, LII-Special Coll. |
| Hewitt, Susan, LAIL-Anschutz Lib. |
| Hoja-ncki, Jean, LII-Operations-Manager-RCL |
| Hollingsworth, Nancy, LAIL-KS Coll. |
| Hoykens, Larry, LII-Special Coll. |
| Hu, Marilyn, LII-Anschutz Lib. |
| Husie, Geoff, LII-Staff |
| Hufnagel, Lawanna, Sec. I-KS Coll. |

**JANITOR**

<p>| Altenbernd | 302 |
| Anderson, Gordon | 899 |
| Anderson, Roger | 452 |
| Babington, Tyra | 729 |
| Baird, Brian | 432 |
| Baker, Mary Ann | 432 |
| Ballard, Karen | 888 |
| Bauer, Lois | 888 |
| Bell, Cathy | 553 |
| Bell, Peggy | 407 |
| Blevins, Pamela | 888 |
| Bonham, Pamela | 888 |
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| Harsh, Byliss | 899 |
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| Hu, Marilyn | 890 |
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<thead>
<tr>
<th>Name</th>
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</tr>
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<tbody>
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FALL RECOGNITION RECEPTION
Please make a note on your calendar of the Fall Recognition Reception to be held Tuesday, November 30, 4:00 – 5:30 p.m. in the English Room, Kansas Union. Staff to be honored during the reception, include:

Gary Samuelson, 1999 Libraries Classified Employee of the Year
Brad Schaffner, on his promotion in rank to Librarian III.

In addition, several staff will be recognized for achieving levels of merit in the State Library’s Library Employee Education Program (LEEP). Shannon Royer, State Library, will again be on hand to present the certificates.

A brief program will be held at 4:30; refreshments will be served.

Sandy Gilliland

CLASSIFIED CONFERENCE HOME PAGE
The Classified Conference now has a home page at http://www2.lib.ukans.edu/~classifiedconf/.
Items accessible through the site include meeting minutes, a current list of classified employees, the Code and Guidelines of the Conference, and committee information, as well as information in several other areas of interest to library staff.

Jennifer Evensen

KANSAS COLLECTION & KANSAS STATE HISTORICAL SOCIETY SHARE GRANT
A federal grant from the Institute of Museum and Library Services (IMLS) has been awarded jointly to the Research Library of the Kansas State Historical Society and the Kansas Collection. The $224,076 IMLS grant provides funds to scan the best Territorial Kansas information and artifacts from both institutions and put them on the Internet. About 1,000 documents and other artifacts will be scanned as part of the project.

Primary sources from this period of United States history are critical to understanding the beginnings of the Civil War. Sherry Williams, curator of the Kansas Collection, said, "This grant gives us the opportunity to make important research materials easily accessible to anyone. Access won't be constrained by location, hours of opening, or parking availability!"

(continued)

An Equal Opportunity/Affirmative Action Employer
Along with the digitized documents and artifacts, the grant will help the libraries develop teaching materials for instructors at middle schools, high schools and colleges to be used with the Internet collection. "It's important for people, especially students, to be able to use primary sources when learning about history. It helps them see different perspectives on the same event from the people who were actually there. The emotion in handwritten documents with misspelled words and blotted ink make their creators and the events more real," said Patricia Michaelis, director of the library and archives division at the Kansas State Historical Society. The materials will fulfill portions of the Kansas Department of Education's recently drafted history standards for U.S. and Kansas history.

Grant funds will be distributed in December, and the scanning could start this spring. Project completion is slated for late 2002.

Mary Rosenbloom and Sherry Williams

ATTACHMENTS
Travel Reports: Lea Reid, Geoff Husic, Kathleen Neeley
Committee Minutes:
   Coordinating Council, 10/27/99
Law Library Schedule
The University of Kansas Libraries
Staff Development Committee

Travel Report

Lea H. Reid – Watson Library Reference
CULS Fall Conference 1999 – Topeka, Kansas
October 14-15, 1999

Attending the College and University Libraries Section Conference was the first occasion I have had to attend a conference since joining KLA in July. It was a terrific opportunity to meet other academic librarians from around the state and I was amazed at how many small colleges and universities there are in Kansas.

Since I was unable to leave Lawrence early enough to attend the pre-conference sessions offered on October 14, the first meeting I attended was a general session at 11a.m. with speaker, Earl Lee, a librarian from Pittsburg State University, who spoke on evolution in Kansas. There was a lively rebuttal session after his talk and several librarians in the audience expressed their disapproval of his arguments against Creationism. In the afternoon, I attended a session entitled Academic Libraries and Diversity, given by Molly Royce from KSU.

Friday, October 15 proved to be a full day of sessions. In the morning I attended Planning and Assessing Information Skills Instruction given by Bob Grover and Jackie Lakin from Emporia State University. Although their model was based on research in K-12 schools, there were areas in which the model could apply to higher education. The next session I attended was A Fox in the Hen House: Library Practitioners as Educators given by Terri Summey and Cynthia Akers from Emporia State University.

I was very pleased to be in attendance at the CULS business luncheon when Lars Leon accepted a well-deserved award for Outstanding New Librarian. Burdett Loomis, professor of Political Science and interim director of the Robert J. Dole Institute for Public Service and Public Policy at KU, was the luncheon speaker.

After lunch, I attended a combined business meeting for the Library Instruction Roundtable and the Distance Learning Roundtable, where a brief program on distance learning was given.

I would like to thank the Staff Development Committee for providing travel costs and registration fees so I could attend the CULS Conference.
Travel Report

Geoff Husic
Acquisitions Trip to Slovenia and Croatia
Sept. 1-Sep. 13, 1999

In the first two weeks of September I visited Ljubljana, Slovenia and Zagreb, Croatia, the capitals of two former republics which declared independence from Yugoslavia in 1991. The purpose of the trip was to visit exchange partners, purchase books to fill in gaps for the substantial part of 1999 when we were unable to submit purchase orders, as well as to experience the situations in Slovenia and Croatia since their independence. Since my last trip to former Yugoslavia (a personal vacation) was just a few months before war broke out there, I was eager to see how things had changed in the former republics.

I first flew to Ljubljana, where I stayed one week. Slovenia is an alpine country, just east of Austria. Unlike their neighbors Croatia and Bosnia that have a complicated ethnic composition which complicated their attempts at independence from Yugoslavia, Slovenia population of about 2 million is about 97% ethnically Slovenian and speak a language very distinct from Serbo-Croatian. The entire country is beautiful beyond belief. It would be impossible to take a picture anywhere in Slovenia that did not look like a touch-up postcard. Culturally the Slovenians have a great deal in common with their German-speaking neighbors: a obsession with cleanliness and tidiness, a pronounced work ethic, a passion for mountain climbing and yodeling, while still retaining much of the personal warmth that is especially typical of their more southern neighbors. Even under the Yugoslav Federation the standard of living in Slovenia was quite a bit higher than the rest of the country. Since their independence, without any hint of gloating, they have taking on their new challenges with determination. They are very interested in becoming part of the European Union in the next five years and perhaps after that a NATO member. They were greatly bolstered in these hopes by President Clinton’s visit to Ljubljana several months ago in which he declared them natural candidates for NATO. They have additionally been in the process of privatizing business and real estate as fast as they can without causing societal disruptions or disenfranchising pensioners and rural farmers.

My first point of business was Knjigarna Konzorcij, a large bookstore, actually the largest in Slovenia, which is used to working with foreign libraries. I had made arrangements to purchase books from them several weeks before my trip. When I arrived I discovered that in those few weeks major changed had occurred in the organization structure had changed and my original contact was gone. Nevertheless, a few phone calls set things straight and all previous arrangements were honored. I had intended to spend the day at the bookstore going through the collection to select books. The new manager apologized that the only good work space would be in the back room with “a little table and a little chair.” I at least interpreted “little table” to mean one with a small surface area, but indeed it actually was rather large, but only about a foot off the ground and the chairs were like those I remember from kindergarten. This would not have in itself been a problem if this area had not also served as the smoking lounge for the staff so that for 3 hours I was at all times accompanied in my work by at least 4 chain-smoking staff. Luckily the staff was also extremely helpful and knowledgeable, and really helped me find the materials I wanted to buy before I was completely asphyxiated.

The next day I visited the Slovenian National and University Library (NUK)
[http://www.nuk.si], where I met with Helena Fortuna, head of acquisitions, and Irena Šešek, coordinator for exchanges. When I first went to NUK it was a bit difficult locating their office as the library was undergoing renovations to provide a bar and restaurant for the patrons. It seems a little odd that they are doing this kind of renovation now. A whole new library is in the works a few blocks away. However when they first started the excavation for the foundation a few years ago their came across some significant Roman ruins, and all work had to stop until the archeologists can conclude their survey.

The discussion on exchanges was very informative. It is important to mention here that the perspective from which I was coming as a librarian in a single American academic library is different from the perspective of Irena, being the representative of the national library of Slovenia. Although she had no complaints about KU or other libraries per se she made it clear that as the national library in a country with scarce resources they “really, really” need the materials which they acquire from abroad. Her perception, the logic of which I find hard to dispute, is that with partner libraries, exchanges often come way at the bottom of libraries’ priorities for any number of reasons. Therefore they have decided to purchase outright anything they really need. The additional things they receive are “nice” as a relic of the times in the past when the Slovenian national library viewed its role as one of advocate for and promulgation of Slovene materials abroad. As we discussed the various kinds of exchanges, i.e. exchanges of institutional journals, duplicate books, and other materials, it really began to become clear that in the current environment exchanges are making less and less economic sense. Part of the problem, as I hinted above, is merely a mismatch of institutional priorities. For example, NUK, as the national library received a number of free copies of any book published in Slovenia. One of course will stay in NUK and the others can be offered on exchange. As an exchange partner we can request this book. If their deposited books are all committed then NUK will have to purchase the book at full price to supply the exchange partner. Since deposit copies are few, more often than not the item must be purchased. What we can offer on our (KU) end is even less. Not being a depository library all we can offer in the way of books is either duplicates (in our case mostly Slavic imprints not a high priority at NUK), or books that we purchase at NUK’s request. So, we have in many cases, each partner making purchases for the other partner, thereby adding the very labor-intensive exchange maintenance to the equation. A similar situation exists for serials exchanges, but again the priority fact often comes in to play. For example KU sometimes will not send exchange serials immediately, but rather bunch several issues together to save postage. The items mentioned above lead national libraries such as NUK* to feel that they get the short end of the stick as far as exchanges are concerned. Irena did not go so far as to suggest that exchanges be terminated, but I got the distinct feeling that NUK valued the traditional institutional relationships with foreign libraries as more important that the economic value they are receiving.

The following week I took the train from Ljubljana to Zagreb. It felt very odd having to go through passport control and customs going from Slovenia to Croatia, having just sailed through about 20 times in the past. Croatia, if not physically, is economically recovering from the effect of the Yugoslav wars. Having a substantial Serbian minority in several regions, Croatia was not able to exit the Yugoslav federation as easily as Slovenia. Again my business in Zagreb

* Some of issues discussed here do not necessarily pertain to some other exchange partners, such as those in former USSR
was to visit our exchange partners at the national library and to purchase some recent imprints. The Croatian National Library (NSK) [http://www.nsk.hr] resides now in a new 4-year old building close to the university. The new structure is really very impressive. The interior is very open and light and the building has an abundance of marble and granite flooring and columns, and wooden paneling. The whole building is highly fireproof, with 5" thick fire doors at every entrance. Security is also quite tight. Students must use their smart cards to enter the library and staff must use theirs to access floor on which office and technical services are located. Since this library was built with sizeable contributions from Croats from abroad (mainly US, Canada, Australia, and New Zealand) the decision was made early on to not just create another user-unfriendly library on the European model (i.e. one large echoing reading hall, closed stacks, and book paging that can take hours or days) but to build it one the American model, in which stacks are mostly open and study areas are scattered throughout the library. Students I talked to love it. The library is made even more convenient with the addition of a nice restaurant/bar on the second to top floor. The floor above is reserved as the librarians' eating area. In addition their area give a wonderful panoramic view over the old part of the city, the national cathedral, and the mountain Slijeme in the background. I was treated there to a delicious meal of soup, a lightly battered trout and a fried beet greens. The librarians even have their own waiter.

Back to business, the discussion with the head of acquisitions, Sonja Avalon and exchange coordinator Vlasta Doležal, was a little depressing. Now that they have this wonderful new building, they do not have the budget to go with it. Salaries are very, very low, and materials budgets cannot begin to cover what is required to maintain a national library. They were in a state on technical confusion since their automation librarian had been electrocuted just a few weeks earlier. Again, a reason for my visit was to have a frank discussion of exchanges. Ms. Doležal had been in the exchange position for only a few months and had taken over the position to discover that she had be left with almost no records of past practice. It was a mystery to her. Either her predecessor had kept everything in her head or had trashed it all. I promise her that I would try to reconstruct for her what has been going on in exchanges between KU and NSK, and she seemed grateful at the offer. In any case, it almost seemed like a moot point because some of the problems being experienced at NUK are even more serious at NSK. The library is now given just a small number of depository items to offer exchange partners. Since the price of books in Croatia is very high due to taxes exacted to pay for the past war against Yugoslavia and resettling of refugees from Bosnia, NSK simply cannot afford to buy books to supply. They seemed a bit embarrassed but suggested that it might be in our best interest to just buy what we need. However, they also admitted, as I also have discovered myself that the publication situation in Croatia right now is not in very good shape. The government has given up subsidies and it has been sink or swim for all publishers. Many smaller publishers have gone out of business. The high cost of books makes then unaffordable for many Croats, although there is some talk that the government will lower prices on food and books in the near future.

Before I left for the day I was given a very nice tour of the rare books room. The librarian there thought nothing of bringing me an armload of 15th-16th century imprints in Latin, Cyrillic, and Glagolitic (an old Croatian alphabet) to paw through. Their safe was immense, and they even let me snoop around in there a little.

A few days later I had an appointment as Book Trade Services [http://www.teLhrlbts/] a Croatian book vendor staffed by former employees of the formerly state-run Mladost bookstore
chain. I already had a good idea of what I wanted to purchase after spending a few days checking out books stores. I decided to make the actual purchases through BTS because we would then only have to deal with one invoice and because they were able to offer the books at a slightly reduced price (some domestic tax does not apply to those with export permits). Dealing with BTS for Croatian books has several other advantages, since they are willing to scout the city to collect books from any source. They will also do their best to find back issued of journals. In the case of out-of-print desiderata they are able supply photocopies of almost anything from the national library. I was able to select a number of 1998 and 1999 imprints at BTS. To help avoid unwanted duplicates I was able to access the web version of Voyager from BTS to double check. BTS also had a nice old German shepherd office dog to pet while I was working.

The remainder of my free time in Zagreb was spent visiting the numerous museums in Zagreb, all of which are very interesting but in serious need of maintenance. I was especially disappointed not be able to find the "Zagreb Mummy," a famous mummy from Egypt, the linen covering of which contains the longest known text in the mysterious Etruscan language (over 1200 words). None of the staff in the immediate vicinity would explain where it had gone.

My sincere thanks to the Library and the Center for Russian and Eastern European Studies for funding this trip.
THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Kathleen Neeley  Department: University Archives

Name of Event: Midwest Archives Conference Joint Meeting with the Society of Rocky Mountain Archivists

Location: Lincoln, Nebraska  Dates of Travel: October 13-16, 1999

Several of us drove up to Lincoln, Nebraska for the joint meeting of MAC and SRMA. I had never been to Lincoln and was pleasantly surprised. We stayed in the historical Haymarket District, which has many nice shops, good restaurants and is in walking distance to the University of Nebraska.

I attended a preconference workshop entitled “Effective Archival Web-Site Design” by Mark Vargas. Mark emphasized the need for prior planning and goal setting before the actual web site is designed. He also addressed how to design your site so search engines can find it.

The Opening Plenary Session was “Archives at the Nexus: Document Sharing and the Cultural Process” by Alan Jabbour who is director of the American Folklife Center at the Library of Congress. He called the twentieth century the documentary century and spoke of his experiences in collecting folk fiddle music during the second half of the century. His lecture was interspersed with folk tunes he played for us on the fiddle.

As a member of the Membership Committee, I attended the MAC New Members’ Breakfast to welcome new members who were attending their first MAC conference. I attended several other interesting sessions including “Getting Our Due: Archives as Stock Photo and Footage Sources,” and “Archives and the Built Environment.”

The Welcoming Reception was held at the Nebraska State Historical Society’ Museum of Nebraska History. This is always a great occasion for meeting new colleagues and talking about new ideas. I really enjoyed visiting the Museum’s exhibition “Nebraskans in World War II,” which Sherry Williams had recommended. It was excellent and especially meaningful to me since my father was sent to Nebraska for training in the Army Air Corps before being sent to Sicily during WWII.

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

Absent: Baird, Crowe, Culp, Gilliland, Melton, R.Miller, Royer, S.Williams
(Those who attended Vice-Chancellor Goodyear's Leadership Lunch and heard Tom Hutton's presentation were excused from today's Coordinating Council meeting).

Meeting the Press
Tom Hutton, Director, University Relations, gave a presentation on Meeting the Press. He pointed out reasons why we, as university representatives, should learn how to work with the media. He stated that the odds are high for management employees to have to meet with the press and need to understand the enormous pressure in the media industry for meeting deadlines. Some agencies have a deadline every 15 minutes, while others have a once-a-day deadline. The press is a very efficient way to reach millions of people and it would take six or more newspaper advertisements to replace one well written article.

Mr. Hutton stated that the University Daily Kansan (UDK), a student run newspaper, is the number one source of campus information. This is followed by the OREAD, the official employee publication from University Relations (the central public relations office for KU). Mr. Hutton said his training is to teach each person who might have a camera or note pad pushed their way to have the ability to respond.

Mr. Hutton provided a handout and below are a few of the tips it covered:

- Gain control of the interview, even if you have to call back in a few minutes
- Always keep your word
- Expect the information to be accurate (corrections are not front page news)
- Correct factual errors (tough to correct quotes)
- Always start with the reporter for corrections
- Never go "off the record"
- Never say "no comment"
- If you are unable to discuss a subject, say "I'm not the one to discuss....." or "University policy prohibits........"
Comments by Dean Russell
Keith would like employees to know that they can talk to reporters, but asks that they notify Barbara Gorman of such contacts so the administration can keep track of the items being discussed.

If anyone does not want to talk to a reporter, please refer that call to Julia Rholes or Keith.

All press releases should go through Mary Rosenbloom for approval. Send any ideas for press releases, news items, calendar items, etc. to Mary Rosenbloom. Mary sends to the University Daily Kansan (UDK), University Relations, OREAD and Lawrence Journal World.

Adjournment

Submitted by Rita Wilson
# UNIVERSITY OF KANSAS
## SCHOOL OF LAW LIBRARY
### HOURS

#### INTERTERM AND SPRING SEMESTER, 2000

<table>
<thead>
<tr>
<th>Period</th>
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<tr>
<td><strong>December 17-January 15</strong></td>
<td><strong>INTERTERM HOURS</strong></td>
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<td>Mon. - Fri. 8:00 am - 5:00 pm</td>
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<td>Sat./Sun. CLOSED</td>
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<td></td>
<td>(CLOSED Fri., Dec. 24, and Fri., Dec. 31)</td>
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<tr>
<td><strong>January 16 - March 16</strong></td>
<td><strong>REGULAR HOURS</strong></td>
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<td>Mon. - Thur. 7:30 am - 11:00 pm</td>
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<td>Fri. 7:30 am - 10:00 pm</td>
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<td></td>
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<td>(CLOSED Mon., Jan. 17, Martin Luther King Holiday)</td>
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<tr>
<td><strong>March 17</strong></td>
<td>Fri. 7:30 am - 6:00 pm</td>
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<td><strong>March 18 -March 25</strong></td>
<td><strong>SPRING RECESS HOURS</strong></td>
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<td>Mon. - Fri. 8:00 am - 5:00 pm</td>
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<td>Sat/Sun CLOSED</td>
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<td><strong>March 26 - May 3</strong></td>
<td><strong>REGULAR HOURS</strong></td>
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<td><strong>May 4 - May 17</strong></td>
<td><strong>EXAM HOURS</strong></td>
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<td>Mon. - Fri. 7:30 am - Midnight</td>
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<td>Sat. 8:00 am - Midnight</td>
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<td></td>
<td>Sun. 10:00 am - Midnight</td>
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<tr>
<td><strong>May 18 - May 21</strong></td>
<td><strong>COMMENCEMENT HOURS</strong></td>
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<td></td>
<td>Thur. 7:30 am - 6:00 pm</td>
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<td></td>
<td>Sun. 8:30 am - 10:00 pm</td>
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<tr>
<td><strong>May 22</strong></td>
<td><strong>SUMMER HOURS</strong></td>
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Green Hall-Lawrence, Kansas 66045-Telephone (785) 864-3025; Fax (785) 864-3680
NEW PROFESSIONAL ASSIGNMENT FOR ROB MELTON
Effective January 2000, Rob Melton will be assuming some new professional responsibilities, as well as maintaining some of his current ones. Rob will be returning to the Department of Special Collections, where he will perform a full range of duties in that department, including shared responsibility in collection development, reference, instruction, outreach, etc., with an emphasis on modern (19th-20th century) English language literary and historical materials. He will continue to be the bibliographer for English and Comparative Literatures, Foreign Literature in Translation, Film, and Theater, and will perform those duties from his office in Special Collections. Because of the impending construction in the Reference Department, he will be moving to Special Collections on or about November 22nd. His phone number (4-3378) and email address will remain the same.

Keith Russell

NANCY BURICH TO ASSUME NEW RESPONSIBILITIES
Nancy Burich, Regents Center Librarian, will begin a six-month Sabbatical Leave during the Spring 2000 semester. Upon return from her leave, Nancy will assume responsibilities as “Coordinator for Distance Learning Information Services”, a role she has been interested in assuming. Nancy will be responsible for policy development in information services that support distance learning initiatives for the KU Libraries. In addition, she will work closely with faculty to assess current service needs that support their distance learning initiatives. Nancy will maintain an office on the Edwards Campus, although her work will bring her to the Lawrence campus frequently. She will continue to report to Julia Rholes, Assistant Dean for Information Services.

Beginning December 26th and continuing until the Head of the Regents Center Library position is filled, Lyn Wolz and Loretta Spurling will assume responsibility as “interim co-directors” of the Regents Center Library. Additional information regarding the division of duties between Loretta and Lyn will follow in a future issue of FYI.

Keith Russell

(continued)
SEARCH COMMITTEE APPOINTED
As a result of the change in Nancy Burich’s assignment (see article above), a search is underway for a Head of the Regents Center Library. The following staff have been appointed to the search committee: Susan Craig, Art & Architecture Library, Chair; Susan Holt, Edwards Campus Administration; Lars Leon, Interlibrary Loan/Document Delivery Librarian; Jennifer Mellenbruch, Library Assistant, Regents Center Library; Kent Miller, Facilities Officer; Donna Mitchell, Library Assistant, Watson Access Services; Lyn Wolz, Coordinator of Reference and Instructional Services, Regents Center Library; Sandy Gilliland, ex officio.

Keith Russell

ADDITIONAL PERSONNEL CHANGES
Pamela Blevins, Library Assistant II in Retrieval Services, has been hired into one of the newly created Library Assistant II positions in that same department. In her new position, Pamela will be responsible for updating serial holdings records and related problem resolution, student training and supervision, update of converted records in Voyager, workflow management and teamwork activities. Her transfer became effective Monday, November 8th.

Sandy Gilliland

KU LIBRARIES INTERNATIONAL ACTIVITIES
The Libraries received a request from the International Programs Office for information about international activities in our organization since May 1999. My understanding is that they print a report of such activities in their publication, Horizons. Many folks replied to my call for news and I put together the responses. I thought the entire staff would be interested to see the results. You should find a copy of the report attached to this issue of FYI.

Mary Rosenbloom

ATTACHMENTS
Committee minutes:
LFA Executive, 10/25/99
Staff Development, 10/19/99, 10/26/99
Planning and Resources, 10/5/99, 10/26/99
All Libraries Reference Group, 11/5/99
International Activities within the Univ. of KS. Libraries, 5/99 to present
KU Webmasters 1999-2000 Schedule
KU Libraries Bibliographers (revised list) 11/10/99
LFA Exec Meeting
October 25, 1999
Present: Cathy Bell, Jeff Bullington, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)
Absent: Gordon Anderson

Report from Sherry's meeting with Dean Russell
Dean Russell will meet with us at a future meeting concerning the possibility of LFA Faculty holding professorial titles. He also wants to discuss the general evaluation process. He and Sandy will also discuss the post-tenure review process at the Fall LFA General Meeting.

Approval of minutes
The minutes of the October 18, 1999 meeting were approved with revisions.

Announcements
The Codes and Bylaws Committee elected Ken Lohrentz secretary and Roger Anderson chair.

Tabled until future meeting
Since Sherry had to leave the meeting we decided to table several agenda items. We will discuss the evaluation terms in Unclassified evaluations and the questions from SDC on their special charges at our next meeting.

Adjourned.
Staff Development Committee
Meeting Minutes

October 19, 1999

Present: Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)

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

Announcements: Sandy contacted PBS about a video to "Libraries, Copyright, and the Internet." They did not know whether a video would be made or not, and we will have to contact them at a later date.

Charges: Lars Leon, our LFA Exec liaison, was present at today's meeting to discuss our special charges. The committee did not feel that the charge of determining whether regular training opportunities were available for all staff lay within the scope of SDC duties. This charge was to be included as part of our survey. However, our survey and the focus of the committee is about staff development opportunities, and not training. Lars will report back to LFA Exec with our request to drop this charge for SDC.

The committee came up with several ideas for our second special charge regarding the submission of funding requests for training or development opportunities. Kendall advised that many people apparently use our homepage to get information and forms, so it could be expanded to include: links to documents for reimbursement for lodging/meals; information that staff should know before submitting a travel request, such as not making airline reservations until the funding request has been processed. SDC could also send out reminders of when funding deadlines are approaching for large regular conferences.

Travel Requests: We received one travel request this week from Lars Leon to attend the ALA mid-Winter meeting in San Antonio, TX from January 12-17.

Survey: We finished discussing the survey. Changes will be made and the revised version will be reviewed at a later date.
Staff Development Committee
Meeting Minutes

October 26, 1999

Present: Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)

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

Travel Requests: We received one travel request this week from Lea Reid who will travel to San Antonio, TX for the mid-Winter meeting of ALA held January 14-19.

Announcements: Stephanie announced that revisions have been made on the survey and that she will send out a message on email to the committee members when it is ready to be reviewed. We will finalize the corrections on the survey over email, and at the next meeting we should begin preparing the final draft of the cover page.

Lea advised that the ad hoc Committee to make PRC and SDC Joint LFA and CC Committees printed their proposed code of changes in last week’s FYI. This change is on the agenda for the October 28 LFA meeting.

Kendall announced that SDC has spent over $6000 of this year’s budget so far.

Program Theme: Our program theme for this year will be “The Libraries Role in the New Millennium.” Lea will contact Jim Dryden and invite him to one of our meetings to discuss potential programs that he could help us with, such as a workshop on web page designing.

Guest: Dean Russell was our guest at today’s meeting. We had the opportunity to discuss several issues that pertain to staff development. We were pleased to learn that Dean Russell is a great proponent of staff development and considers people to be the greatest resource of the library. He advised that a position for a Staff Development Officer is high on the list of needed positions in the library and that, hopefully, within three weeks we may know how soon it will become a reality. The committee raised issues on the lack of continuity among departments in how they regard staff development opportunities for their employees. Some are less apt to allow work time for these pursuits, while others are more supportive. Furthermore, there continues to be confusion on the meaning of training vs. development and SDC’s role in this. Currently, our standing charges address training only in terms of funding. We are not responsible for the training needs of library staff, yet there is an apparent need for improvement in this area. On a related note, there is also interest in some sort of Orientation program, and questions whether SDC should pursue it since a short lived committee on it was dropped by the
administration some time ago. Lea provided several examples on her staff development experience at Texas A & M University. They have a full time staff of 4 that is responsible for all areas of training and development from Orientation to training on new library systems to training students. They have a large collection of training videos as well. Dean Russell was interested not only in the practice of other universities, but also in how other units on campus organize or support continued education for staff. Dean Russell left us with a task to ask ourselves whether the standing charges for the committee should be revised in any way.
Planning and Resources Committee
Meeting Notes
October 5, 1999

In attendance:
Brian Baird
Angel Unfred
John Richardson
Shannon Royer

Absent:
Becky Schulte
Brad Schaffner
Sue Hewitt
Cindy Pierard

Guest:
Keith Russell

Keith came to meet the committee and to discuss its role, both in the past and moving forward.

Brian began by giving a brief history of PRC, explaining that the purpose of the committee is to provide support to Library Administration concerning the planning and resource distribution process.

He went through the standing charges to the committee thru the LFA by-laws, and reviewed the two additional charges issued by this year's LFA Executive Committee.

In the past, budget hearings have been held and resource reports have been generated.

Keith inquired as to how the previous dean had interacted with PRC.

He shared that planning groups he had dealt with in the past were designed on an ad hoc basis rather than an ongoing fashion like PRC.

Keith said that as the budget process unfolds in the coming year, he hoped PRC would be involved.

Dean Russell went on to briefly discuss the recent proposed 1% budget rescission. He explained that funds had been identified on a short-term basis to cover this rescission, but that if the legislature made it official, then the issue would need to be revisited to be sure the temporary cut would be taken from the most appropriate part of the budget. At that point, PRC could be a valuable part of the decision-making process.

Keith thanked us for meeting with him, and said that he looked forward to working with the committee in the future.

Meeting adjourned.
Planning and Resources Committee  
Meeting Notes  
October 26, 1999

In attendance:  
Brian Baird  
Angel Unfred  
Shannon Royer  
Sue Hewitt

Absent:  
Becky Schulte  
John Richardson  
Cindy Pierard  
Brad Schaffner

The request was made that draft minutes be sent to all members for review, not just to those in attendance. Shannon will do this in the future.

Brian reminded us of the LFA meeting on Thursday, at which time a proposal will be forwarded to amend LFA by-laws to make PRC and SDC joint committees under LFA Exec and Classified Conference Executive boards. Steps in this amendment process are as follows:

1. A recommendation will be made at the LFA meeting that a ballot should be taken to determine whether or not the by-laws should be changed.
2. The ballot will be distributed to all LFA members, and 2/3 of those responding must vote favorably for the measure to pass.
3. Once it has passed, then the matter will be assigned to the Code and By-laws committee to incorporate the changes into the code and bylaws.
4. The change will become effective at the beginning of the next fiscal year.

Brian reminded the group of the two charges issued to us by LFA Exec. They are:

1. Follow up on the communication and planning issues raised by last year’s staff survey by conducting another survey, or through other means.
2. Work with the new library administration to insure the Committee’s participation, and staff input in the Libraries’ annual budget process. Keep staff informed as this process develops.

With respect to last year’s survey, it was suggested that Keith might benefit from a summary of the survey and the resulting suggestions.

Areas of concern identified by the survey included a lack of adequate knowledge about how the Library’s budget is created at a high level, and a sense of lack of opportunities for involvement by staff on budget decisions being made.

Committee members are to review the survey results by the next meeting (11/9/99) and compile a list of action items aimed at addressing some of the problems identified.

Meeting adjourned.
All Libraries Reference Group
Minutes
November 5, 1999

Attendees: Judith Emde, Connie Powell, Kathy Bell, Bayliss Harsh, Jeff Bullington, Kathy Graves, Mary Miller, Annie Williams, Vicki Coleman, Faye Christenberry, Pam Blevins and Susan Case.

DISCUSSION:

We discussed each of the questions on our agenda.

1) Suggestions of what facts should be known by patrons about every KU reference department included:

   Hours the Reference Desk is staffed
   Clear directions to other libraries and to the facilities in other libraries
   Basic Reference Tools available at all desks
   Basic Reference Tools unique to a particular Reference Desk
   Basic level of Service they may expect
   Referral to the person with subject expertise if needed

2) Suggestions of what we as reference libraries would like to know about the other library operations in the KU system included:

   What stand-alone CD ROMs are available
   Specialized holdings in Government Documents: e.g. UNESCO holdings
   Government Documents in microformat.
   What is available in the Spencer Library: Special Collections, Kansas Collection, Archives.
   Resources that are not in the online catalog.
   Tips and tricks in using our online systems
   The layout of new facilities as they become available: e.g. the new teaching lab at Watson, the new music library
   The layout and holdings of the different reference departments, perhaps this should be done annually.
   Hours we can call other reference staff, other reference staff with specific expertise
   Resource types at the various reference desks
   Basic competencies we should have on resources in other libraries. (Not necessarily the details.)

3) There was a strong support for visiting other reference departments. It was suggested that it would be useful if the tour and the training on specific resources could be done at the same time. The following are the KU library reference desks suggested for tours and training:

   Art Library
   Engineering Library
   Anschutz Library
   Government Documents
   Spencer Archives
   Spencer Special Collections
   Spencer Kansas Collection
   Watson Library (later after the renovation)
   Regents Center Library at the Edwards Campus
   Dykes Library
   Law Library

   We might also be interested other KU libraries and in some of the non-KU sources as well.

4) We decided to meet monthly.
ACTION ITEMS:

1) Topics:

We decided that we needed to contribute our reference desk hours

We decided to contribute a list of about 10 core resources from each reference desk which should be understood by all reference staff, regardless of which desk they work at. The core lists could be the basis for the training tours to occur later since the training tours should at least cover the core resources. If training tours are written out and sent in electronically a notebook of training tours could be established.

We decided to contribute a title list of our stand-alone reference CD-ROMs.

2) The meetings will continue to be a group effort with people contributing ideas and help.

3) The meetings will be held the first Friday of each month in the afternoon.

BEFORE THE NEXT MEETING

Bayliss Harsh has agreed to compile a list of our reference desk hours. Connie Powell will compile the list of core reference resources. Mary Miller has agreed to compile the list of stand-alone CD-ROMs. So these pieces of information should be sent by representatives of the various reference desks to the people designated to receive them.

Before the next meeting Connie Powell will send a reminder message to send these pieces of information.

AGENDA FOR THE DECEMBER MEETING

At the next meeting, i.e. December 3rd, Bayliss will distribute our contributed reference desk hours. We will decide how we will publicize these.

At the next meeting Mary Miller will distribute the list of stand-alone CD-ROMs. We can work on a plan to publicize this list.

Finally at the next meeting Connie Powell will distribute the contributed core lists. We can then make a final list of libraries we wish to visit and decide on a schedule for the reference training tours.
International Activities within the University of Kansas Libraries
May 1999 to present

1. Research activities & accomplishments of library faculty that are international in nature:

- Lyn Wolz (Librarian II, Regents Center Library) made two trips to London during this period to continue her work as a visiting project archivist for the Anne G. Gilchrist papers at the Vaughan Williams Memorial Library (English Folk Dance and Song Society). Wolz has completed a detailed listing of and index to the papers. She is currently working on an article for *The Folk Music Journal* on Gilchrist and her papers. Additionally, Wolz is classifying and indexing folk songs in the Annabel Morris Buchanan Collection (University of North Carolina, Chapel Hill) to add to a database being developed by Steve Roud, former librarian of the Folklore Society in London.

- Susan Craig (Librarian III, Murphy Library of Art & Architecture) traveled to Amsterdam, Brussels and London in September for a book buying trip. She also met with library colleagues at the Victoria & Albert Museum and the Courtauld Institute of Art regarding a book to which she is contributing a chapter.

- Faye Christenberry (Librarian I, Watson Reference Department) is working on two research projects dealing with Australian & New Zealand literature. The first is an annual *Antipodes* bibliography (1998) covering literature and literary criticism published in North America (or reviewed in N.A. sources). Christenberry is also researching an important Aboriginal poet, Oodgeroo (English name, Kath Walker). She plans to use a New Faculty Research Grant to travel to Australia in February to gather information from collections at the University of Queensland, Fryer Library, and the National Library of Australia in Canberra.

- Gordon Anderson (Librarian II, Watson Reference Department) translates German language reviews of German scholarly publications for the annual Reference Reviews Europe Annual (Casalini Libri). Six such reviews appeared in the 1998 edition, and he is working on two longer contributions for the 1999 edition. In addition, Anderson has written two articles concerning Slavic resources that will appear in the premier issue of *Slavic & East European Information Resources*.

2. KU scholars/faculty who have traveled abroad this semester:

- Jennie Dienes (Librarian I, Map Collection) is in the Ukraine this semester. She is involved in book buying and assisting with teaching librarianship classes as well as engaged in personal research project.
Brian Baird (Librarian I, Preservation Librarian) went to England in September to attend a conservation related conference sponsored by the British Museum entitled, "Reversibility, does it Exist?" In December 1999, Baird will travel to Kingston, Jamaica to consult on preservation issues for the International Seabed Authority, an autonomous international organization established by the United Nations.

Geoff Husic (Librarian II, Library Slavic Department) took an acquisitions trip to Slovenia and Croatia in September. He purchased library materials and met with our exchange partners at the national libraries. The trip was funded by the Libraries and the Center for Russian and Eastern European Studies.

3. Visiting international scholars to the KU Libraries:

- Wilcox Collection of Contemporary Political Movements:
  - 3 scholars visited during this period. The institutions they represented are University of Kent at Canterbury, University of Newcastle, New South Wales, and Stockholm University.

- University Archives
  - Prof. Yoko Fuda and Tamae Sekimoto, of Miyagi Gakuin University, Department of Music, October 1999.

- Speakers:
  - David McKitterick, Trinity College, Cambridge University, "Special Collections in the 21st Century," May 1, 1999

4. Other:

- Gifts of International Collections to the KU Libraries:
  - a gift of nearly 10,000 volumes of Ukrainian materials from publisher and librarian, Bohdan S. Wynar;
  - the Jon Vincent collection of Brazilian literature;
  - ongoing gifts of books on Japanese business, economics, history and art history from Kanagawa University to the KU East Asian Library.
KU WebMasters
Helping you build better Web sites!

1999-2000 Meeting Schedule
All meetings are on Tuesdays in the Computer Center Auditorium from 1:30 - 3:00 P.M. Everyone is welcome. Tell those you know who may be interested.

- November 16, 1999: An Introduction to Cascading Style Sheets

- December 14, 1999: Dreamweaver 2.0 Demo

- January 11, 2000: Is your Web site accessible? How ADA policy relates to the Web
  Presented by Anthony Fadale, ADA Coordinator, State of Kansas.

- February 15, 2000: DjVu: Or, Have You Seen This One Before?
  Presented by Jerry Niebaum, Assistant Vice Chancellor, Information Services.

  Presented by Cal Lee, Electronic Records Project Archivist, Kansas State Historical Society.

- April 11, 2000: Topics for April and May will be announced on the KUWEB-L mailing list and on the Web site http://eagle.cc.ukans.edu/~kuweb/

- May 16, 2000

For more information about KU Webmasters or to join the mailing list write kuweb@eagle.cc.ukans.edu

Visit our Web site for meeting information and useful Web development links at http://eagle.cc.ukans.edu/~kuweb/

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<td>Architecture</td>
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<td>4-3020</td>
<td><a href="mailto:scraig@ukans.edu">scraig@ukans.edu</a></td>
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<td>4-3020</td>
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<td>Bibliography &amp; Reference</td>
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<td>4-8992</td>
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<td>Dance</td>
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<td>Lea H. Reid</td>
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<td>Law (Watson only)</td>
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PERSONNEL

We are pleased to announce the following new staff appointments (which were in progress prior to the current hiring freeze):

Christine Bogner has been appointed as a Library Assistant II, Circulation Desk Supervisor, Access Services, Watson Library, effective November 29th. Christine is currently a Library Assistant I with the Vet-Med Library at K-State University. She has previous experience at K-State working in the Hale Library Circulation Department and Social Sciences/Humanities Reference Department, and with the Barton County Community College Library. Christine replaces Kathy Gunter.

Marquita Richards has been appointed as the Evening/Weekend Supervisor at the Regents Center Library. Marquita is currently employed as a Resource Librarian with the Employers Reinsurance Corp. in Overland Park and with the Kansas City Kansas Public Library as a Collection Maintenance Associate. She has a BA degree in English. Marquita fills a new position allocated to the Regents Center Library and will supervise public service operations during the afternoon/evenings and weekends.

Charles Hughes has been appointed as the LAN/User Support Specialist in the Libraries Automation Department, effective November 29th. Charles is currently employed as a System Analyst with RCM Technologies in Kansas City. He has previous employment as a Lan Administrator with the Swope Parkway Health Center, as a Systems Analyst with Snorkel, and a PC/LAN Technician with the Hannebutt Consulting Group, all within the Kansas City area. Charles has a BS degree in Electrical Engineering. He replaces Joel Kolatch.

As announced previously, Pamela Blevins, has been hired into one of the two vacant Library Assistant II positions in Retrieval Services. Pamela, currently a Library Assistant II in Retrieval Services, transferred to her new position effective November 8th.

(continued)
**FALL RECOGNITION RECEPTION**

Reminder: Please make a note on your calendar of the Fall Recognition Reception to be held Tuesday, November 30, 4:00 – 5:30 p.m. in the English Room, Kansas Union. Staff to be honored during the reception, include:

- Gary Samuelson, 1999 Libraries Classified Employee of the Year
- Brad Schaffner, on his promotion in rank to Librarian III.

In addition, several staff will be recognized for achieving levels of merit in the State Library’s Library Employee Education Program (LEEP):

**1999 LEEP Certificate recipients**

- Muriel Cook
  - Level 1 & Level 2
- Jennie Dienes
  - Level 3
- Lin Fredericksen
  - Level 1 & Level 2
- Luceil Hamlin
  - Level 1 & Level 2
- Jim Smith
  - Level 3

Shannon Roy, State Library, will again be on hand to present the certificates. A brief program will be held at 4:30; refreshments will be served.

**WATSON REFERENCE, TEMPORARY PHONE AND LOCATION GUIDE**

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**ATTACHMENTS**

Committee minutes:
- Electronic Information Council, 08/25/99, 10/27/99
- Instruction Council, 09/20/99, 10/25/99

*An Equal Opportunity/Affirmative Action Employer*
Minutes of the Electronic Information Council
August 25, 1999

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

Guest: Keith Russell

Diana Dyal began by explaining the database in-process list which details progress made toward obtaining licenses for electronic products.

The purchase request for New England Transcendentalists, a collection of electronic texts of the major figures of the Transcendental movement, was approved.

A purchase request to provide remote access to “specialized” and “full-text” FirstSearch databases (KU account) was approved. There was also discussion about what access options should be available through our library menus: “platform” access, access to individual databases, etc. Jim Neeley will talk with Automation staff about making direct links to the FirstSearch databases. It was also noted that not all databases (FirstSearch and other) provided in Lawrence or at the Regents Center are also available at the other site. Discussion of associated issues was deferred until a future meeting.

Consideration was given to timelines for implementation of New FirstSearch. OCLC has set December 12, 1999 as the deadline for converting to the new interface. The committee decided to postpone implementation of New FirstSearch until December 12 for several reasons: 1) maintain stability of interface during a period of many changes for patrons, 2) not all of the databases are currently available under the new format, 3) keep the same interface throughout the entire semester.

Keith Russell joined the group to inform us of his intentions to meet with the various library councils to discuss what his relationship with them should be and how he can help make our work easier. He is interested in helping each council to have a clear mission, appropriate membership, liaisons with other councils, clear responsibilities, communication with the rest of the library, and appropriate meeting length and frequency. The council members then shared some of their thoughts regarding what issues they think the council should address in the future.

The next meeting of the council will be on September 15 at 1:30 p.m.

Minutes submitted by Mary Miller (9/16/99)
Minutes

New Electronic Information Assistant

Jim introduced Charlotte Talley, his new electronic information assistant, who will now join EIC.

1. Regents Database Committee report

Jim reported the following from the committee meeting held October 15th in Topeka.

Academic Ideal – The committee decided not to act as it was too late in the fiscal year. Karen Cole, chair, has asked Academic Press to come back in December with a proposal for the fiscal year 2001.

The Committee continues to have an interest in a number of databases, and has eliminated some from consideration. Databases still of interest are: ABL, Global full text, BIOSIS, Books in Print full text, Literature Resource Center and PAIS.

Jim also reported on some current and future database trials with Ideal on trial through November 15th. Silver Linker is now also on trial. Database trials in the works but not yet available are ECO and Literature Resource Center.

Jim also reported that a revised cost sharing model for the consortium which would include usage is also being prepared. SWAP funds may be eliminated in the new model.

2. New Purchase requests

The Committee approved the acquisition of the American Mathematical Society Electronic journals, which are free with the print subscription.

3. Electronic books and net Library

After some discussion, Jim proposed setting aside $1,000-2,000 of EIF funds to buy selected titles from this product. Input from bibliographers for specific titles will be solicited. The Committee approved this suggestion.

4. Bibliographic access to electronic resources at KU

Margaret Wilson brought several topics to EIC. These were:

a. Job description – Margaret had included a copy of her new job description for the group to review. She noted that Marilu had approved this pending a possible title change.

b. Margaret proposed that an ongoing function of EIC be to provide a sounding board and a feedback mechanism for some decisions regarding bibliographic access and/or processing of
electronic resources. The group agreed that this function would be within the scope of the committee.

c. JSTOR questions and recommendations;

On the question of who will verify that URL links are valid, John noted that there is a server job that could be run to determine what URL links were broken. It was agreed that Margaret will notify John when this job needs to be run.

The group agreed that monthly KULIB-L announcements concerning decisions regarding access to electronic resources was fine.

The group supported a recommendation to adopt a single bib record approach. This means that a record for the print version will only display in the OPAC; the record refers to the electronic version and has a hot link to it. The group discussed where in the record the hot link should be placed, viz. the bib portion or the holdings portion.

There was discussion of whether the URL for a title should display in the OPAC. Currently, it just displays as “electronic version”. It was agreed that John and Margaret work on another presentation of the possible variables.

Minutes taken by Julia Rholes
Instructio: Council meeting minutes -September 20, 1999
Present: Roger Anderson, Rick Clement, Judith Emde, Bayliss Harsh, Jana Krentz, Cindy Pierard
Absent: Julia Rholes
Guest: Keith Russell

We began by providing Keith with some background information concerning IC’s charge, membership, and projects of the past few years.

One area that has been important to this group, but that we have been less involved with while preparing for Endeavor implementation, has been our staff support function. Based upon comments we heard during the KU Summit on Teaching, it seems clear that library staff would like to get more support in handling instruction. It is our hope to get back on track with providing staff workshops and possibly looking at other forums for facilitating more sharing of ideas and staff expertise with regards to instruction.

Our most recent project has been the implementation of the first-ever systemwide collection of instruction statistics. Cindy reported that this process had gone relatively smoothly, considering it was our first time for collecting this data and submitting it to ARL. In the future, we will try to provide more advance notice, reminding staff to be sure to keep track of these figures so it isn’t a last-minute data hunt. It was suggested that one good time to do this might be when staff members are preparing to write their FASARs. We may also want to suggest that, where appropriate, supervisors ask for this information. We also need to figure out some way of recognizing the work that goes into one-on-one reference appointments. These sessions are very time-consuming and often instructional in nature. Perhaps this is something that can be investigated more thoroughly in the future. Cindy will tally the figures and submit a report concerning the statistics project before she leaves for Germany. Upon her return, we will discuss the results at greater length.

Another outcome of the Summit was the realization that we need to revisit our Instruction Plan and review how we are doing in meeting our goals, or if components need to be changed or revised. This is a task we hope to take up in the coming months. Cindy has also requested a new account from Joel Kolatch for the purpose of creating a staff instruction Web site. It is hoped that this site could provide one means of sharing information about instruction (promote workshops, archive IC minutes and a copy of the Instruction Plan, deposit sample instructional handouts, present links to other instruction sites, etc.).

Keith asked if IC had ever considered offering more in-depth staff training opportunities—1-2 daylong sessions that would provided a good overview of local instruction programs and also broader pedagogical concepts. While the group agreed that this was an intriguing idea, we weren’t sure how we would be able to orchestrate a program of that scale, or if staff members would be able to take time away from other activities to participate. We noted that some of the support requests that had been passed on to IC were not necessarily instructional in nature, but involved computing or other types of skills. One possibility that was suggested was to hire a staff development officer to help lead and coordinate these efforts. The need for such a position was originally cited several years ago in the Libraries’ Strategic Plan and it seems that requests for staff support have only increased. Currently, staff support is provided by several different departments or committees (IC, Automation, SDC) comprised of other library staff who only have portions of time available for working with this issue in addition to their other job responsibilities. There may be limits as to how much support these groups can realistically provide.

Minutes submitted by Cindy Pierard.
Instruction Council Minutes  
Meeting of October 25, 1999

Submitted by Bayliss Harsh

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

Absent: Rick Clement

Minutes approved
Minutes from the October 11th meeting were approved.

Instruction Council Web Site
The Libraries’ current Instruction Web site (www2.lib.ukans.edu/instruction) is geared toward library patrons. It includes, among other things, a list of bibliographers and other staff instruction contacts, information about instructional services for students, faculty, and guests, and links to other campus instructional support units. We are now considering adding to this Web site, or creating a separate one, so that we can include information specifically of interest to library staff such as sample handouts, links to pertinent Web sites concerning instruction, Instruction Plan, IC minutes, etc.

We decided to review the current Web site and see how we want to incorporate changes or additions. Do we want two separate Web sites? Should we just add information to the existing one? We will discuss this at a future meeting.

Instruction Council Workshops
We plan to sponsor another instruction workshop in January. For the focus of the workshop we are considering the topic of handouts, as that has been a popular suggestion on previous workshop evaluation forms. This may be a good opportunity to promote the Web site. We will consider inviting a KU staff person from outside the library who works with instruction and/or publications to speak. We may want to tap the expertise of our staff. At our next meeting we will finalize plans for this workshop.

Another idea for a future instruction program is to do a round table discussion for library staff who teach semester-long classes. A number of library staff teach these classes.

Reviewing the Instruction Plan
We want to review IC’s Instruction Plan and decide how much of it needs revision and updating. All members are asked to review the Instruction Plan so that we can put together a timetable for revision and updating at the next meeting.

Instruction Statistics
Cindy has tabulated the KU Libraries’ instruction statistics for FY 1999. Julia suggested that she and Cindy discuss these statistics with Coordinating Council. Cindy will also prepare a report for distribution library-wide.

We discussed how we might improve the statistics reporting form for next year.

Next Meeting
Our next meeting is on Monday, November 8, at 10:30 in Watson Library, Conference Room A.
**PERSONNEL**
Two library staff have announced their resignations: Erik Evensen, Library Assistant I in Retrieval Services, and Jennifer Evensen, Library Assistant I in Cataloging. Erik has accepted a position with Sprint; Jennifer has accepted a position with the Bushnell Corporation. Their last day working day in the Libraries is Friday, December 10th. Best wishes to both staff in their new positions!

Sandy Gilliland

**ALEXANDRA MASON HONORED BY RBMS**
The Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Library Association, has issued a resolution honoring Alexandra Mason upon her retirement as Spencer Librarian and head of the Department of Special Collections. Sandy retired this past summer after over 40 years of service to the KU Libraries. The resolution praises Sandy for her many contributions to KU and the Spencer Research Library, as well as to the field of rare books and manuscript librarianship. The text of the resolution was recently published in the *RBMS Newsletter*, a copy of which is attached to this issue of FYI.

Mary Rosenbloom

**HOLIDAY CELEBRATION AT SPENCER MUSEUM OF ART**
The KU Friends of the Library are joining forces this year with the Friends of the Spencer Museum of Art to sponsor a festive celebration of winter holidays. The event will take place on Sunday, December 12th from 1-4 p.m., at the Spencer Museum.

The party will feature a wonderful doll exhibit, music and dance performances, crafts, and refreshments. In addition, Priscilla Howe will be telling stories in one of the galleries. On display in the "story telling" gallery will be a selection of books depicting various holiday tales and customs. Library staff in Special Collections, East Asian, Slavic, Art and Architecture, SPLAT, and Watson helped identify items for the display.

This party is open to the entire Lawrence community and it should be a really fun event.

Mary Rosenbloom

**ATTACHMENTS**
RBMS Resolution honoring Sandy Mason
Committee minutes:
  Coordinating Council, 11/10/99
Temporary phone listing for Watson Reference
Watson Talk & Tour announcement
Friends of the Library holiday flyer

An Equal Opportunity/Affirmative Action Employer
Resolution on the Retirement of Alexandra Mason

WHEREAS ALEXANDRA MASON has recently retired after thirty-one years as Librarian of the Kenneth Spencer Research Library at the University of Kansas, Lawrence;

AND WHEREAS ALEXANDRA MASON, during her long tenure at the Spencer Research Library, sought and gained University-wide as well as public and donor support, and provided inspired personal leadership, effectively overseeing that Library's growth into a national and international resource for researchers in a variety of subject areas, most especially the historical humanities, the history of science, the history of books and printing, ornithology, eighteenth-century English and Irish literature, and science fiction;

AND WHEREAS ALEXANDRA MASON, through a habit of generously sharing her own expertise, contributed to the studies of her readers (students and scholars alike), the development of her staff, and the enrichment of the educational mission of her University;

and, through her scholarly and professional publications, contributed to the education of a far-flung public;

and, through her service to the profession of librarianship generally and to rare book and manuscript librarianship specifically, contributed to the professionalization of our field;

and, through her work for various committees, as liaison to ACRL and ALA, and as Chair of the Section, contributed to the development of the Rare Books and Manuscripts Section of the Association of College and Research Libraries/ALA as the preeminent special collections librarianship organization in the United States;

AND WHEREAS ALEXANDRA MASON managed to perform these professional, institutional, educational, and service responsibilities so as to make her accomplishments in all areas appear, not as jobs, not as duties, but rather as if they were the natural graces anyone with her simple, straightforward, and giving nature would display:

BE IT THEREFORE RESOLVED that the Rare Books and Manuscripts Section/ACRL/ALA honors ALEXANDRA MASON on the occasion of her retirement for the singularity of her record of multiple achievements, contributions, and graces.

This Section, indeed, our entire field, has benefited from her wise counsel, her sharp intelligence, her acid wit. We expect to continue feeding off them for years to come, as she goes on working in the Library she has helped to create after "retirement" and continues to interest herself in our affairs.

We take this occasion as one on which it is fitting to say not only "Congratulations" but also "Thanks." It is to honor ourselves that we honor, with this resolution, ALEXANDRA MASON—one of our very finest professional leaders.
UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

11/10/99


Absent: Koepp, Melton, B. Schaffner

Review of Recent Activities
The libraries management team attended a two-day retreat a few weeks ago at the Continuing Education Center. The retreat was facilitated by Kathryn Deiss of ARL, and was very helpful in forming a working team. Emphasis was on decision making and communication, among other items.

The management team is also working on revision of the organizational chart and formation of a web advisory group.

Update on Budget Issues
Keith is looking for clarification of the governor's budget concerns. He has been advised that we should spend down any surplus before March.

Update on Hiring Freeze
Keith stated that all positions, except student assistants, will be affected by the proposed hiring freeze. He said the libraries will wait for further instructions from the Provost before implementing any changes. It appears that positions for which recruitment is already underway will not be affected by the freeze.

Personnel Issues and Recruiting - Sandy and Keith
Vicki Coleman now has a one-year, quarter time position with ARL as a Visiting Program Officer with focus on the development of ARL's diversity initiative.

Rob Melton will be assuming new responsibilities, as well as maintaining some of his current ones, when he returns to the Department of Special Collections in January. He will continue to be the bibliographer for English and Comparative Literatures, Foreign Literature in Translation, Film and Theater.
Nancy Burich will begin a six-month Sabbatical Leave during the Spring 2000 semester. Upon returning, she will assume responsibilities as Coordinator for Distance Learning. Nancy will be responsible for policy development in information services that support distance learning initiatives for the KU Libraries. She will maintain an office on the Edwards Campus.

Update on Three Faculty Positions
- Assistant Dean for Scholarly Communication search committee is reviewing the applications.
- Serials Cataloging Unit Supervisor position has had the deadline extended to allow for additional recruiting of candidates
- Special Collections Librarian position has interviewed two candidates and has the third interview scheduled for next week.

Update on Classified Positions
- One of the two Retrieval Services LAII positions has been filled by Pamela Blevins. This was a lateral transfer for Pamela giving her new responsibilities within the Retrieval Services Department.
- The Access Services/Circulation LAII position has received a candidate hiring recommendation.

Other Personnel Issues
Coverage of classified positions and recording of time worked on November 11th, Veteran's Day, was reviewed.

The management team is working on the Inclement Weather Policy.

Comments on Tom Hutton's Presentation
Vic Cardell shared that he had the opportunity to be involved in two student produced television interviews shortly after Tom Hutton's presentation and Tom's advice helped in both instances.

Instruction Statistics - Cindy Pierard and Julia Rholes
Cindy and Julia stressed that these statistics are very important and they are working on ways to make the reporting easier and more accurate. Cindy reported that she was pleased by the response to this first-time effort, but wanted to stress using the designated form and not e-mail the next time data is gathered. In the future, she will request the information at another time, possible during the summer, to avoid the time crunch during the busy fall semester
Statistical data, including tables, on the reported instruction information was available in a handout. Cindy also noted that the most common complaint from librarians is the lack of good teaching space, immediately followed by the lack of equipment and time.

All Staff Meetings Schedule

Wednesday, November 17th, 9:30-11:00, Kansas Union Jayhawk Room
Thursday, November 18th, 1:30-3:00, Watson Conference Rooms A&B

Cancelled - No Coordinating Council Meeting on November 24th

Adjournment

Submitted by Rita Wilson
# WATSON REFERENCE
TEMPORARY PHONE & LOCATION GUIDE

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The Staff Development Committee presents

A Talk and Tour on

Carrie Watson
*KU Library Pioneer*

given by

Mary Hawkins
*Creator of the Carrie Watson Exhibition*

Friday, December 10, 1999
3:30 PM, Kansas Collection

Refreshments will be served afterwards in the Spencer Research Library Lounge.
Pre-registration with the Administrative Office is appreciated.
Celebrate the Holidays at the Spencer Museum of Art

Sunday, December 12, 1999
1-4 p.m.
Spencer Museum of Art
University of Kansas

Performances by:
- flamenco dancer Tamara La Garbancito, accompanied by guitarist Arronito
- The Lawrence Motet Singers
- Ballet Folklorico
- Storyteller Priscilla Howe
- Displays of dolls, holiday books, and the presepio
- Papercrafts
- Holiday goodies
- 15% savings in the Museum Book Shop (additional 10% for Friends of the Art Museum)*

Everyone is invited. Enjoy an afternoon of festivities for all ages!

Co-hosted by the KU Friends of the Libraries.

*The 15% discount is offered Sat., Dec. 12, also, and at all KU museum shops. Save on jewelry, books, t-shirts, cards, and gifts of all kinds. Members of any KU museum Friends group receive a 25% discount at all the shops.
KU TO SPONSOR INTERNATIONAL SCHOLARLY ASSOCIATION

KU is now one of three sponsoring institutions of the Mediterranean Studies Association (MSA). The Association, incorporated in 1994, fosters interdisciplinary study of the culture engendered by the Mediterranean region, and is particularly concerned with the ideas and ideals of western Mediterranean cultures from Late Antiquity to the Enlightenment and their influence beyond these geographical and temporal boundaries. KU joins the University of Massachusetts Dartmouth and Arizona State University as official sponsors.

By becoming an official sponsor of the MSA, the University recognizes the important role KU faculty, especially Rick Clement, have played in establishing and developing this organization. Rick co-founded the Association and its scholarly journal, *Mediterranean Studies*. He is Executive Director of the Association. KU's own Marilyn Stokstad serves on the Advisory Board, and Luis Corteguera (History Dept.) is on the editorial board of the journal.

To mark KU's involvement with the Association, the executive team of the MSA will meet at KU on Saturday, December 11th, and will host a reception for KU faculty whose research interests coincide with those of the Association.

To learn more about the Mediterranean Studies Association visit its Web site at www.ukans.edu/~bookhist/default.html/ or call Rick Clement at Spencer Research Library, 4-4217. Mary Rosenbloom

ATTACHMENTS

Committee minutes:
- LFA Committee on Salaries & Benefits Organizational Meeting, 10/19/99
- Instruction Council, 11/8/99
- Planning and Resources, 11/9/99
- Nominating and Ballot, 11/23/99

Invitation to KULSA Holiday Party

An Equal Opportunity/Affirmative Action Employer
Minutes: October 19, 1999


Members of the committee reviewed standing charges, as written in 3.3.7 of the LFA Code of Governance.

Officers were elected: Rich Ring, Chair; Faye Christenberry, Secretary.

The committee discussed three additional charges which were assigned by LFA Exec:

Charge 1: Analyze the amount of money that has been awarded to librarians who received tenure or were promoted over the last 15-20 years to determine if the amount of money awarded has kept pace with inflation.

The committee decided that this charge would need further clarification before work could begin. Rich will contact Sherry Williams (Chair, LFA Exec.) to discuss the charge.

Charge 2: Request the ARL to do a salary analysis that would compare KU’s librarian salaries with those of other midwest university libraries by job category.

Due to the probability of costs involved with completing this charge, the committee decided that approval from the Dean would be necessary. Rich will contact Dean Russell to discuss the charge before we begin.

Charge 3: Stay abreast of outcomes and implications of a gender equity study that KU will undertake in the next year as part of the Board of Regents initiative.

Sandy will keep the committee informed when any news breaks on this issue.

Finally, the committee reviewed current positions in the recruitment process.

Respectfully submitted by
Faye Christenberry, Secretary
Instruction Council Minutes
Meeting of November 8, 1999

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

Minutes from the October 25th meeting were approved.

Instruction Council Website

Cindy distributed copies of the pages available on the KU Libraries’ Instruction Program website. This site is buried under several layers on the Libraries’ homepage. Cindy had reviewed instruction sites at our peer institutions at Iowa, Colorado, Oklahoma, North Carolina as well as Virginia Tech to help in the construction of the Instruction Program website. We decided to table discussion of an Instruction Council website until a meeting when our chair would be present.

Instruction Council Workshop in January

Cindy had broached the subject of designing handouts to Susan Zvacek, the new director of Instructional Development & Support. Susan was very receptive to helping with the workshop and would be able to provide a generic perspective to designing print and electronic handouts. Since the future direction will be to place handouts on websites, perhaps the emphasis should be on electronic design. The committee would have to be prepared to answer the participants’ questions on how print handouts are converted to Web pages. Technical support would need to be identified to help instructors.

A couple ideas of involving the staff in the workshop were to have small groups evaluate several handouts and assignments or determine how to convert a print handout into a Web document. Cindy will invite Susan to the next IC meeting to develop the content of the workshop and will try to finalize an exact date in January. We will advertise the workshop in mid-December.

A future workshop might be to provide guidance on how Instructional Development & Support can help us as library instructors.

Bibliographers’ Council meeting

We would like to bring up the topic of faculty outreach at a regularly scheduled Bibliographers’ Council meeting. The discussion would include what techniques do bibliographers employ with faculty to introduce library instruction into classes.

Another topic might be providing instruction for the undergraduate classes that will be taught at the Regents’ Center this summer. The program has been advertised to include “library support”.

Instruction Mission and Plan

Cindy is on the university committee to review education goals. The libraries’ instruction statement should closely mirror the university’s plan. Cindy believes the libraries’ plan is lacking in how we assess our instructional outcomes. The “Big Six” model that outlines a set of skills for students to obtain in accessing, using, and evaluating information also needs to be reviewed and compared to ACRL’s current guidelines.

Next Meeting

The next meeting will be held on Monday, November 29th, at 10:30. If Susan Zvacek cannot attend on that date, the meeting will be rescheduled.

Submitted by Judith Emde
Planning and Resources Committee
Meeting Notes
November 9, 1999

In attendance:
Brian Baird        Becky Schulte
Angel Unfred      Brad Schaffner
John Richardson   Sue Hewitt
Shannon Royer     Cindy Pierard

Shannon reported that Lars had called on behalf of LFA Exec to ask that we change some wording in the minutes of our meeting on 10/5/99. The changes were read and approved.

The Committee reviewed the annual report and survey results from the previous year’s committee for the purpose of drafting a letter to be sent to Dean Russell prior to the all-staff meetings scheduled for the week of November 17th. The committee decided on the following points to be included in the letter:

1. A concern was voiced by many staff members to the committee as to the confidentiality of their responses. Why individuals felt this way was unclear, but it definitely indicates a communication problem within our organization.

2. There was a strong sense that staff does not feel adequately involved in the current decision-making process within the Libraries.

3. In prior years, departments had been asked to submit future needs to the Dean or Asst. Deans, and budget hearings were subsequently held (by then Dean Crowe). These meetings were open to all staff and gave them an opportunity to better understand the budgetary process, as well as an opportunity to express their opinion, if desired.

4. The survey results reflected that staffing issues are of primary concern to a majority of those responding. These staffing issues included library-wide position needs, salary increases, adequate training as well as higher pay for student assistants.

Brian Baird will draft the letter to Dean Russell, and will distribute it, via e-mail, to all committee members. A quick response will be needed so that Brian can get the letter to the Dean in advance of the all-staff meetings.

The committee then turned its attention to whether or not we should conduct another survey this year.

Members who were on PRC in the previous year shared that it was the prior year committee’s recommendation to do a survey annually for the purpose of documenting, on a continuing basis, staff concerns to be shared with Administration.

It was decided that we would continue this discussion at our next meeting (on Tuesday, November 23rd).

Meeting adjourned.
Nominating and Ballot Committee

November 23, 1999

Present: Paulette DiFilippo, Judith Emde, Connie Powell

The meeting was called to order at 9 am in the special conference room of the Anschutz Library.

The first order of business was the designing of a ballot for proposed changes to the Library Code and Bylaws. These changes would make the committee on Staff Development and the Committee on Planning and Resources joint committees of LFA and the Classified Conference.

Judith will check with Sherry Williams to see if we can simultaneously send two ballots to change the Library Code which requires a 2/3rds vote, and the Library Bylaws which requires simple majority. She will also check with Sherry to find out how soon the ballot should be sent.

The balance of the meeting was used to discuss ways in which we could improve the security of votes. Various suggestions were made for more secure ways to count the ballots. One suggestion was made to discontinue the practice of returning votes with the mailing label attached. We will continue to study the issue.

The meeting adjourned at 9:45 am.

Connie Powell
Staff Development Committee
Meeting Minutes

November 2, 1999

Present: Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O) Absent: Sandy Gilliland (ex officio)

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

Travel Requests: We received two travel requests this week from Cindy Pierard and Nancy Burich for the ALA mid-Winter conference in San Antonio, TX held January 14-19, 2000.

Announcements: Jim Dryden will be our guest at the next meeting. We will talk about potential programs that he can do.

Treasurer’s Report: Kendall reported that to date we have allocated $6,579 and budgeted $6,175. Our current spending balance is $15,825.

Programs: Lea received a program idea from Mary Rosenbloom to sponsor a tour of the Carrie Watson exhibit in Spencer Library. Mary Hawkins would be delighted to do the tour and the committee has agreed to sponsor it. Lea will work out the details with Ms. Hawkins and we will send out more information as it becomes available.

Survey: The final draft of the needs assessment survey has been approved. Suggestions were made to improve the cover page. Stephanie will make the changes and the committee will review and approve it by email. The survey may go out as soon as next week.
Staff Development Committee
Meeting Minutes

November 9, 1999

Present: Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)

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

Travel Requests: We received several travel requests this week. Rich Ring and Vickie Doll will attend the ALA mid-Winter meeting held in San Antonio, TX from January 14-19, 2000. Rich will also travel to Chicago, January 6-9, for a meeting of the American Historical Association. Vickie will attend a meeting of the Chinese American Library Association that is also being held in San Antonio, during the mid-Winter ALA conference.

Announcements: Sherry Williams spoke to Lea just before today’s meeting and advised her that LFA Exec would like to review our survey before it is sent out. Furthermore, Sherry invited Lea to attend their next meeting held on November 15 to discuss whether the survey could include the training issues that LFA raised in one of our special charges. Since Lea is new to the committee, Stephanie will also come to the meeting to provide any information that may come from the work done by last year’s Staff Development Committee.

Guest: Jim Dryden from Automation was our guest at today’s meeting. We had a lively conversation about the perceived needs of the staff regarding web pages. Simply put, SDC would like to sponsor a program that teaches staff how to set up or edit a web page that is library related. However, since there are a multitude of ways that web pages can be created and edited, as well as varying levels of personal experience, from none to expert, putting on a program is not as simple as it first appeared. We decided that we should start with the very basics and have Jim give a presentation on what a web page is to educate staff on the basic concepts of its components, how it works, the jargon, creator/editor responsibility, etc. In the meantime, Lea will conduct a short survey via email asking which web editors staff have experience with or are currently using. Subsequent workshops will be more hands-on and how-to and will use examples from web pages that are maintained by the most popular web editors used by library staff, based on the informal web editor survey conducted by Lea.

Jim provided us with a copy of “Options for publishing Library Web Documents” which can be found at www2.lib.ukans.edu/~staff/staffweb/guides/options.html. It gives basic instructions for three different methods of publishing web documents.
**Program:** Kendall brought a possible program to our attention. Cal Lee, Electronic Records Project Archivist at Kansas State Historical Society, has been asked by KU Webmasters to talk about preservation of Web content for record keeping purposes at one of their upcoming meetings. Kendall suggested that we have Cal do the same for the library. Kathleen suggested that we might be able to get Sherry Williams involved since she recently took a sabbatical to work on archiving electronic records. The two could perhaps do something together. Kendall will contact both Sherry and Cal and see if they would like to get together.

**Survey:** The completion of the survey is pending the receipt of data of the current count of library staff and their classification, data based on the final budget figures from last year, and the approval of LFA Exec. Therefore, we are uncertain when the survey will go out.
Staff Development Committee
Meeting Minutes

November 16, 1999

Present: Lin Fredericksen, Kathleen Neeley, Stephanie Schaffner (recorder), Kendall Simmons (F.I.O) Absent: Sandy Gilliland (ex officio), Michiko Ito, Lea Reid (Chair)

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

Travel Requests: We received several travel requests this week. Mel DeSart will attend the ALA mid-winter meeting in San Antonio, TX from January 14-18, 2000. From February 23-26, Susan Craig will be at the annual meeting of the College Art Association held in New York, NY. Susan Craig will also attend the ARLIS/NA Annual Conference from March 16-22 in Pittsburgh, PA.

Announcements: Stephanie reported on her meeting with LFA Exec on Monday. (Lea was unable to attend due to illness.) It went very well and LFA Exec has decided to table SDC’s charge to “ascertain that regular training opportunities are available.” We will not need to change our survey and it is now ready to distribute. SDC, LFA Exec and CCEB understand the importance and need for organized training in the libraries. We are hopeful that the issue will be resolved with a new position for a Staff Development Officer. By now, Dean Russell expected to have information about the likelihood of hiring an SD Officer in the near future. Kathleen or Lin may ask him if there is any news in this week’s Coordinating Council meeting or the Dean’s Open Meeting, respectively.

Treasurer’s Report: Kendall reported that our carry over from FY99 (only a 9 month year) was $662.94, which brings our adjusted allocation for FY00 to $22,662.94. To date, we have allocated $8,174.00. After adjustments we have a balance of $14,892.44.

Survey: The survey is now complete and will be distributed to all library staff by November 29. We are giving two weeks to fill out the survey. It will be due December 10.

Programs: Mary Hawkins will be at our next meeting to talk about the tour of her Carrie Watson exhibit. Lin got information about having a reception in Spencer after the tour. We will be able to bring our own refreshments and use the lounge. Lin will get the forms for SDC to fill out for use of the room. This program is expected to occur in December.

Lea sent the committee an email about co-sponsoring Jim Dryden’s web page program with the Instruction Council. Cindy Pierard, chair of IC, advised Lea that they are planning a program on “developing instruction materials” and thought that it may fit in nicely with the computer programs we are putting together with Jim.
Kendall advised that she has contacted Sherry Williams about doing a program with Cal Lee on archiving electronic records. Sherry will contact Cal directly and contact SDC if/when they work something out. Kathleen also advised there is a good video out on this subject, which Sherry thought might be worked into the program.

Kendall gave more suggestions for programs. We might want to have an open discussion between library staff and Cathy Smith, Assistant Vice Chancellor and head of Academic Computing. Cathy was invited to a KU WebMaster’s meeting and was interested in hearing what the KU community would like to see offered by Academic Computing. An SDC sponsored program could have Cathy talk about the goals or purposes of the Comp. Center, and then have her listen to suggestions from the library staff.

Kendall also thought of a program that would feature library staff members who have created computer programs that are used to train students or staff. Besides herself, she knows of at least one other person in the library who has done this and suspects there must be more. These people could show staff what they have done and how they did it. It might inspire others to do the same. Kendall will investigate.

Lin brought up a programming idea that had been briefly discussed in a previous meeting, regarding Jerry Niebaum and digitization. Kathleen will talk to Jerry to see if he would be interested in talking about it.

Lea received a suggestion from Chanette Kirby to invite Julie Morgenstern, author of “Organizing from the Inside Out” to come and speak to staff. Lea is getting information about the cost and we will table discussion until next week’s meeting.

**Other:** Kathleen asked if SDC ever considered setting up a Professional Development Library for staff to check out books, tapes, videos, etc. Kendall, who has been on the committee for several years, said that it had never been brought up. It is a good idea and one that we can pass on to a Staff Development Officer or Library Administration if there is interest.

Lin will contact Carmen Orth-Alfie to ask if she has given Dean Russell a copy of CCEB’s 1998 Needs Assessment survey.
SDC Minutes, November 23, 1999

Present: Lea Reid (Chair), Lin Fredericksen, Michiko Ito, Kathleen Neeley, Kendall Simmons

Absent: Sandy Gilliland, Stephanie Schaffner

Workshops: The committee discussed Jim Dryden’s draft HTML workshop outline. Among the suggestions were that he provide less technical detail and more broad information about available templates, editors and so forth in the first workshop with more technical, hands-on material in the second. Lea will pass on our comments to Jim. We also will suggest the week of January 24 for the first workshop and early-mid February for the second. We want to wait until after the January 10th Instruction Council workshop on developing instruction materials, because they may be referring any persons inquiring on how to put materials on the web to our up coming sponsored programs.

Mary Hawkins came to discuss her Carrie Watson program with SDC. As a result, that program has been scheduled for 3:30 on Friday, December 10 at Spencer Research Library. She will give a one hour tour and talk. SDC will provide refreshments. Lea is responsible for refreshments, Kendall for publicity, and Michiko, Lea, Lin & Kathleen for cleanup.

Travel Request: Vickie Doll and Michiko Ito will attend the Council on East Asian Studies, Association for Asian Studies, and OCLC-CJK Users Group conferences in San Diego, March 6-11.

Treasurer’s report: Kendall reported that we have allocated $8,699 and have $14,367.44 remaining to be allocated.

More Workshop Info: Lea reported that she and Julie Morgenstern have been playing telephone tag. Also that someone from Instructional Development & Support has expressed interest in presenting a workshop on putting together training materials to the library. Finally, Kathleen said that she had talked to Jerry Niebaum about making a presentation on digitization and that he said that March or April would be fine with him.
YOU ARE INVITED TO THE

1999 KULSA HOLIDAY PARTY

Thursday, December 16th, 2:30-4pm
Conference Rooms A-B, 5th Floor
Watson Library

Beautiful Music
starts about 2:30

PROGRAM STARTS AT 2:55PM

Introduction of new staff
Good-bye to Inge Starr

(The rest of the program is a mystery!)

BRING YOUR FAVORITE HOLIDAY TREAT
There will be punch and coffee

See you There!

P.S. If you are online and want to subscribe to the KU Libraries' list (KULIB-L), call Cathy Bell (864-5530) or e-mail LIBAID@UKANS.EDU
**PERSONNEL**

Leanna Indall, Library Assistant I in the Cataloging Department, has announced her resignation. Leanna began employment in the Libraries on June 1, 1999. She has accepted another position outside of KU. Leanna’s last day will be December 21st.

Sandy Gilliland

**STAUFFER-FLINT: WITNESS TO A CENTURY**

University Archives in The Kenneth Spencer Research Library has recently mounted an exhibition celebrating the one-hundredth birthday of the campus building currently known as Stauffer-Flint Hall, the home of the William Allen White School of Journalism and Mass Communications. The Romanesque building was designed by the Kansas City architectural firm of Root and Siemens and completed in 1899. It was named Fowler Shops to recognize the generous donation of $21,000 by Kansas Citian George A. Fowler and was completed with additional funds by the Kansas legislature. The building housed a power plant (replacing one that had burned in 1898), the engineering shops, and military science. The student body in engineering doubled in the three years after Fowler Shops opened. In 1952, after the engineering shops were moved to a new building, and remodeling of Fowler for the use of the journalism school, the building was renamed Flint Hall for long-time professor of journalism Leon Flint. In 1982 the interior of the building was totally renovated and renamed Stauffer-Flint Hall in gratitude for the many contributions of Oscar Stauffer and Stauffer Publications. Please stop by and visit!

Carolyn Berneking and Kathleen Neeley

**PHONE DIRECTORY ADDITIONS & CORRECTIONS**

**Additions:** Christine Bogner, Access Services, Circulation, 4-8984, Charles Hughes, Automation, 4-5530, Marquita Richards, RCL, 4-8570

**Corrections:** Rich Crank, 4-8944 Archives: add K.Eshelman

Please call me at 3601 if you need other changes made.

Rita Wilson

**ATTACHMENTS**

Committee minutes:
- Classified Conference Executive Board, 11/16/99
- Pub Heads Meeting Notes, 12/01/99
- Staff Development, 12/1/99

Travel Report: Stephanie Schaffner

An Equal Opportunity/Affirmative Action Employer
Present: Altenbernd, Baker, Blevins, J. Evensen, Hewitt, Marvin, Orth-Alfie, Unfred

Group news: Several representatives expressed concern over the lack of communication between some library committees and the rest of the staff. Not all groups are minuting their meetings or publishing their meeting minutes, and some who do publish minutes do not do so in a timely manner. Carmen will bring this issue up at her next meeting with Keith Russell.

Chair's report: Carmen met with Keith Russell and Sandy Gilliland on November 11. Items discussed at their meeting included the following:

- "Action" plan for increasing staff involvement. Keith confirmed that he would like to see the CCEB develop a plan with specific examples and details as to how the Libraries can increase staff participation. The plan would first be presented to the Management Team, who would then in turn present it to the Coordinating Council.
- Chancellor at KU Classified Senate meeting. The KU Classified Senate has invited Chancellor Hemenway to attend one of their upcoming meetings. They would like to begin a dialogue with him about a variety of topics, including the possibility of removing KU Classified employees from the state's classification system.
- Supervisory training. The CCEB will continue to remind the Administration about this issue and about contacting Kathleen Ames-Oliver in KU's Human Resources Department to work on the logistics of training supervisors in the Libraries.
- Pay plan. Carmen "educated" Keith about last year's proposed changes to the pay plan and what some of the issues behind those proposed changes were, such as staff "topping out."
- Employee evaluations. Carmen also mentioned that many supervisors were behind on completing evaluations for their Classified employees due to the implementation of Voyager.
- Hiring freeze. Comments on the impact of the state-mandated hiring freeze were offered.
- Retention of LAIs. The developing problem of retaining staff in the LAI positions was briefly discussed.

Carmen also mentioned that she had attended the recent Coordinating Council, whose minutes will be appearing in an upcoming issue of FYI, and the November 15 LFA Exec. meeting for a short while. LFA Exec. has decided to not forward one of the CCEB's proposed charges to the Staff Development Committee on to that group at this time. Because the CC Personnel Committee's Needs Assessment Survey has already indicated that the need for current, timely training on software programs and different systems does exist, the charge about "determining the training needs of staff" would have been redundant. One solution to addressing the training needs of staff would be to hire a staff development officer. Carmen will mention this idea again to Keith at their next meeting.

Old business: Those present discussed the CCEB's recent meeting management training with Kathleen Ames-Oliver. Everyone agreed that the session was quite beneficial and that there were several new ideas the group could use in its future meetings. Jennifer will e-mail Kathleen to thank her once again and also for copies of descriptions of the "position people" in a meeting.
Carmen will ask Keith at their next meeting about the timeline for the facilitator training that was announced earlier this fall.

New business: The newly-created Classified position as the Electronic Information Assistant was discussed in regards to its inclusion in a Classified Conference Group. The CCEB agreed that the position, occupied by Charlotte Talley, would be included in Group IV, which also includes the Administrative Office, Mail Room, and Preservation Classified staff.

The question of whether or not to publicly recognize those individuals who have been nominated for the Classified Employee of the Year Award was discussed. Several Exec. Board members were opposed to the idea, maintaining that it may be embarrassing for someone who has been nominated for consecutive years to have his/her name mentioned year after year. Other Exec. Board members argued that the public recognition would help bring awareness to individuals' contributions to the Libraries and would help boost morale among Classified staff. Because the CCEB was evenly divided on this issue, Carmen will ask Keith at their next meeting if it would be appropriate to publicly recognize those nominees who have granted their permission to do so.

The Exec. Board discussed in great detail how to proceed in drafting an "action plan" for increasing staff involvement in library activities. Everyone agreed that using concrete examples to illustrate what supervisors could do to encourage participation would be very effective. Supervisors could mention a staff member's activities on his/her evaluation, but they should also make a special note on others' evaluation of the times those staff members "covered" for their co-worker who was involved in a commitment outside of the department. The Administration has sanctioned and continues to sanction employees' participation in activities outside of their day-to-day job duties, but the CCEB would like to see this same kind of support from the supervisors of staff. Instead of speaking to individual staff members about their participation in an activity, a more effective way to address the issue would be to talk to staff in small groups, perhaps at the unit or department level, about why being involved is important and how the unit or department could accommodate those who wished to do so. Staff should be told of not only the benefits their participation would bring to their unit/department and the Libraries as whole, but the benefits they would gain on a personal level for developing new skills or acquiring new knowledge.

KU Classified Senate: Sue reported about the KU Classified Senate's recent meeting, where the rising cost of health insurance was discussed along with a proposal to draft a petition addressing employees' concerns about the increased cost. The petition would be circulated among Classified staff at all of the Regents schools and could be presented to the state legislature on "lobby day" at a rally.

The Kansas Council of Regents Classified Senates met on October 22 at Wichita State University. They, too, discussed the health care petition and the FY2000 position paper. No mention of changes to the pay plan was made in the position paper.

KU Classified Senate will invite Chancellor Hemenway to address the group at a future meeting.

Next CCEB meeting: Monday, December 6, from 10:30-12:00 in conference room A.
PubHeads Meeting Notes –December 1, 1999

Attendance: Emde, DeSart, Doll, Coleman, Couch, Craig, Rholes, Wolz, Graves, Pierard, Leon, Krentz, Crowe, Williams. Meeting notes by Rholes

Minutes -- Rholes raised the issue of minutes for PubHeads and noted that interest had been expressed in having an official record. The group then voted to have “meeting notes” as opposed to minutes. The group agreed that meeting notes would be archived, and Sherry Williams volunteered to handle this. Responsibility for taking meeting notes would rotate, and Rholes volunteered to take them for the first meeting.

Service expectations – Following up on a question which Lars Leon posed at the Dean’s recent open meeting, the group discussed different issues related to user expectations for different library services. WebRetrieve, which will soon be offered at the Lawrence campus as well as the Edwards campus was discussed as an example of where we may wish to be working towards a common philosophy/policy. Responsibility for instructing users as opposed to doing work for users in general was mentioned. The group agreed that the amount of service that can be provided varies according to staffing levels and number of users. The group agreed that this was an important topic and that the dialogue should continue, perhaps focusing on specific service functions. Rholes offered to work with a subgroup on identifying a narrower specific topic.

Reference email -- Vicki Doll noted that they received email queries in the East Asian Library on all topics from all over the world, and that this was often a problem. Graves noted that there is a Guide for Readers on reference email which is intended for use across the libraries and which outline the types of queries that are typically accepted, and that provides language which can be used to respond to queries outside the guidelines. Krentz noted that the international programs often have situations that perhaps require a different approach with email. Krentz offered to take this topic to the international programs staff.

Donations – Vicki Coleman asked for advice from the group on handling unwanted donations. She has had a couple of larger collections offered in recent weeks. Sherry Williams offered a number of suggestions, including having a well defined collection policy that one could use to support one’s response to a donation. Williams also noted that it’s always a good idea to suggest another recipient for a donation. It was also noted that there is an established gift policy, and that perhaps this need to be made widely available.

UDK Ad for 24 hour services – Rholes distributed a recent ad from the UDK promoting the fact that the Kansas Union (level 4) will be open for 24 hours on Dec 8, 9, 12, 13, 14, and 15th and suggested that this information be shared with library users.

Y2K Weekend – Crowe noted that OCLC is making special plans for its databases for this weekend and that these databases will be unavailable from 7 pm on 12/31- through 6 pm on 1/1/2000. Crowe noted that there will be more discussion within the Libraries on the handling of databases/services during this period.
Staff Development Committee
Meeting Minutes

December 1, 1999

Present: Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O) Absent: Sandy Gilliland (ex officio)

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

Travel Requests: We received two travel requests this week for the ALA mid-Winter meeting in San Antonio, TX. Gordon Anderson and Loretta Spurling will both attend the meeting held January 14-19, 2000.

Programs: Kendall brought a rough draft of the flyer that she created for the Carrie Watson program. The committee made suggestions and final approval will be done over email so the flyer can go out as soon as possible. The remainder of the meeting was spent discussing the details of the reception. Next week we will discuss the details of the program with Jim Dryden. Lea emailed the committee with information that she received from Julie Morgenstern, author of “Organizing from the Inside Out.” Julie wants $5000 for a half day workshop and $7500 for a full day, so SDC cannot sponsor this program.

Other: SDC will send out email reminders to staff of when the survey is due.

We will continue our meeting time of Tuesdays at 9:00 for next semester.
Name: Stephanie Schaffner  
Department: Slavic

Name of Event: 31st Nat'l Conv. of the American Association for the Advancement of Slavic Studies

Location: St. Louis, MO  
Dates of Travel: November 17-21.

I attended a wide variety of panels at this conference. The first was titled “Contemporary Music in Slavic Europe.” The panelists gave overviews of classical music development in the 20th century in Poland and Serbia and one panelist spoke about a popular contemporary choral composer from Estonia, Arvo Pärt.

In next panel I listened to Gregory Cole, University of Tennessee, talk about MirNet. Very similar to “Internet 2,” MirNet is a new internet link intended for scholarly communication between Russian and American scientists. They are currently seeking participants and suggestions for its use.

“Changing Russian Attitudes and Values” was the next on my list. Richard Rose of the University of Strathclyde, Glasgow presented findings from the New Russia Barometer. The Barometer is a survey that polls Russians on what is happening in the unofficial economy. There are also political polls. It is a very interesting and useful tool that we currently do not have in the KU collection, but hope to in the future.

At the “Library Approval Plans and East Central European and CIS Collections in U.S. Research Libraries” panel, representatives from Princeton, Harvard, and the Universities of Michigan and North Carolina discussed their levels of participation and satisfaction in using approval plans. A successful approval plan requires a detailed profile for the vendor to use, as well as regular communication between vendor and librarian.

The last panel I attended was the most interesting. “The Unclean Force: An Interdisciplinary Approach” provided a look at ghosts, witches, vampires and the undead. One panelist, a literature scholar, presented research on the treatment of dead mothers and wives in the works of Petrushevskaia. The other panelists were historians who were researching witches in 18th century Poland, and vampires and the undead Central and Eastern Europe. Apparently the belief in the power of these unclean forces is still prevalent today, and tips to cast off spells or protect oneself from evil spirits can be found in current newspapers.

Thanks to the Staff Development Committee for providing funding so that I could attend this conference.