

## The University of Kansas Libraries

Number: 1508

Date: January 06, 2000

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

### ***PERSONNEL***

**Donna Mitchell**, Watson Stacks Supervisor, has announced her resignation. Donna has accepted a position with Lesley College in Cambridge, Massachusetts. Her last day at KU will be January 10th.

Donna began employment with the Libraries in March, 1989 as an Office Assistant III in the Engineering Library. Later, her position was reclassified to a Library Assistant I. Donna transferred to the Regents Center Library in August, 1994 where she worked until September, 1995, when she received a promotion to her current position as Watson Stacks Supervisor.

Please join us in wishing Donna well in her new position!

Sandy Gilliland

### ***JIM HELYAR HONORED BY THE KU FRIENDS OF THE LIBRARY***

In mid-December 1999, a group of all available former presidents of the KU Friends of the Library hosted a surprise luncheon tribute to Jim Helyar, to honor his almost thirty years of service as Executive Secretary. Thelma Helyar, who had quietly abetted the planning for the luncheon, also joined the group.

Edwyna Condon Gilbert, current FRIENDS president, read and then presented to Jim a framed resolution of thanks and commendation for his leadership. This resolution had been adopted unanimously by the Executive Board of the FRIENDS at its October meeting to recount Jim's many contributions to the organization. In adopting the resolution, the Board named Jim an Honorary Life Member and designated \$2,000 for the Gouldiana Fund in the Department of Special Collections in his honor.

Bill Crowe

### ***RUBINSTEIN/MASON AWARD***

I am pleased to let you know that early in the spring semester there will be announced to the campus community a call for students to apply for the first Rubinstein/Mason Award, whose purpose is described below.

I want members of the Library faculty and staff to be alert to this process now because some of us will know *currently enrolled* KU students who meet the criteria. (Only currently enrolled students are eligible.) I also encourage those who know such students to ask them to contact me (by writing to me at the Spencer Research Library, by e-mail, at [wcrowe@ukans.edu](mailto:wcrowe@ukans.edu), or calling me at 4-4970) to ask for application materials (still in development). I expect that the deadline for applications will be mid-semester.

Let me quote from the terms of the gift which governs this competition:

-continued-

**An Equal Opportunity/Affirmative Action Employer**

"The Fund shall be used for awards to students at the University of Kansas who have been accepted by a graduate program accredited by the American Library Association. [NOTE: Current information about education for librarianship is available from the ALA on the WWW at: <[www.ala.org/alaorg/oa/guide.html](http://www.ala.org/alaorg/oa/guide.html)>. ] and who intend to pursue a career in an academic or research library. Preference will be given to students whose primary interest is in special collections librarianship and who have demonstrated characteristics of intellectual excellence and commitment to the standards of principled librarianship exemplified by Joseph Rubinstein and Alexandra Mason in their many years of service to scholarship. Further preference will be given to students who have been employed as assistants in the University of Kansas Libraries and who left service in good standing. Each award will be made by the Dean of Libraries, based on recommendations of a committee chaired by the head of the Libraries' Department of Special Collections [I will assume that role this year], with the University Archivist and one member of the teaching faculty appointed by the Provost of the Lawrence campus."

This is an important opportunity for all of to help launch the career of a librarian who may practice the profession until the middle of the twenty-first century!

Please contact me on any question.

Bill Crowe

### ***CREATING LIBRARY WEB PAGES (PART I)***

The Staff Development Committee invites you to a workshop presented by Jim Dryden, on Friday, January 28, 2000 from 9:30 to 11:30 in Watson Library Conference Room A. The main objective of the workshop is to provide a basic overview of the WWW and HTML for library staff intending to author library web documents.

Participants will get a brief definition of the WWW and then learn what an HTML document is. They will be introduced to the HTML language and how it can be used to create a document and link to other documents. The workshop will include overhead projection and a computer with a web browser and text editor to illustrate the points of the discussion as well as HTML examples.

This workshop will not include hands-on participation by staff, but will be a primer for those who need to develop the skills for building and maintaining library web pages. When the workshop is completed, staff should:

- \* Be familiar with key concepts of HTML, web browsing, and some WWW terminology;
- \* Understand the basic principals of creating and viewing a simple HTML document;
- \* Know how documents and files are organized on a web server;
- \* Distinguish between different types of web page editors;
- \* Be prepared to attend a subsequent workshop on procedures for creating and publishing library web pages.

If you would like to attend this workshop please pre-register with Rita Wilson in the Administrative Office (4-3601 or [rcwilson@ukans.edu](mailto:rcwilson@ukans.edu)) so that we may plan for refreshments. Thank you!

Kathleen Neeley for SDC

### ***ATTACHMENTS***

Committee minutes:

Coordinating Council, 12/01/99, 12/08/99

Report on Instruction Statistics Project

SDC Web Pages Training Announcement

**An Equal Opportunity/Affirmative Action Employer**

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

12/01/99

**Present:** Burich (by phone), Cardell (rep./Jim Smith), Coleman, Couch, Craig, Crowe, Culp, DeSart, Doll, Emde, Gilliland, Gorman, Graves, Koepp (rep./Lohrentz), Krentz, Leon, J.Neeley, K.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, Russell, S.Williams, R.Wilson

**Absent:** Baird, Gibbs, Gillespie, J.Miller, K.Miller, R.Miller, B.Schaffner

### **Update on Current Budget – Keith Russell**

Keith provided a brief update on the current budget status.

### **Update on the Hiring Freeze – Sandy Gilliland**

- Spencer Research Librarian and the A.D. for Scholarly Communication searches are unaffected by the freeze.
- Head of the Regents Center search was caught in the freeze.
- Two classified positions each in Retrieval Services and Cataloging were also frozen.
- Exceptions may be requested

### **Update on FY 2001 Budget Preparations – Shannon Royer**

The Libraries' FY 2001 budget request is due in January or early February 2000. Stay tuned for additional information.

### **Preparation for A. D. for Scholarly Communication Interviews – Sandy and Keith**

Sandy is getting everything ready for the first round of interviews, all to take place before Christmas. Five candidates are being brought in and each will be on campus for a couple of days. The candidates are Susanna Pathek, Virginia Commonwealth University; Suzan McGinnis, Texas Tech University; Mary Beth Thomson, University of Houston; Richard Fyffe, University of Connecticut; and Donald Frank, Georgia Institute of Technology.

There was a short discussion on how to involve the teaching faculty in the candidate interview process since the interviews are taking place during final exams.

### **All-Staff Meetings and Other Communication Issues**

The recent all-staff meeting were discussed briefly. Keith hopes to have three or four all-staff meetings a year.

### **Inclement Weather Policy**

The calling tree is in the process of being updated. The inclement weather policy will be published in a future issue of the FYI.

### **Review of Calendar for December and January**

- Keith gone December 13-16<sup>th</sup>
- Kulsa staff party on December 16<sup>th</sup>
- ALA Midwinter Conference in San Antonio, Texas January 14-19, 2000
- Reference construction is on schedule
- Faculty Senate meeting at KU Visitors Center on December 2<sup>nd</sup>, 3:30
- Y2K preparations are underway for December 31<sup>st</sup>
- CC meetings for December 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> have been cancelled.
- Fall Recognition ceremony went well. Gary Samuelson was recognized as the Libraries' Classified Employee of the Year. Brad Schaffner was recognized for his promotion to Librarian III.

### **Future CC and/or All-Staff Possible Agenda Items**

- Update on KU Digital Library initiative
- BioOne
- Guest speaker from ARL on diversity.
- Will request Adrian Alexander as a guest speaker from the Big 12 Plus.

### **Other Announcements**

FASARS will be hand-delivered on December 2<sup>nd</sup>.  
Web committee to become a reality.

Adjournment (eleven minutes early!!)

Submitted by Rita Wilson

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

12/08/99

**Present:** Burich (by phone), Coleman, Couch, Craig, Crowe, DeSart (rep/Powell), Doll, Emde (rep/Powell), Gillespie, Gilliland, Gorman, Graves, Koepp, Leon, J.Neeley, K.Neeley, Rholes, Roach, Rosenbloom, Royer, Russell, Spurling (by phone), S.Williams, R.Wilson

**Absent:** Baird, Cardell, Culp, Gibbs, Krentz, J.Miller, K.Miller, R.Miller, Orth-Alfie, Pierard, B.Schaffner, and Wolz

### **Dean's Council**

The Libraries' budget for 2001 is due the first week in February. The management team will work up a process for department heads to follow. The assistant deans will meet first, then hear from departments on their needs, priorities, etc. The management team is currently working on scheduling meeting dates.

The Libraries will need to identify, for Provost Shulenburger, initiatives that are underway and will continue regardless of dollars. This could be accomplished through fund re-allocations, no new discretionary funds and tuition increase is a possibility.

### **Hiring Freeze**

State Secretary of Administration reviews every waiver filed. KU cannot grant exemptions. Temporary services can be used when needed.

### **Edwards Campus**

Keith Russell had handouts from Edwards Campus  
Copies to Libraries affected and for other ex comm to decide on academic planning for Edwards Campus  
Distance Education and fees

### **Kansas Open Records Act**

Inconsistently applied. Need to be trained on confidentiality. Open records needs to be handled by Teresa Klinkinberg. Discussed the need to really know what can and cannot be shown. In January, Sherry Williams will speak to C.C. members on the subject of open records.

**Writer's Roost**

Management team will meet with Kent Miller regarding available space.

**Web Committee**

Mary Rosenbloom will chair this new committee. Membership requirements and the charge will be published soon.

**Retrieval Services**

Short discussion regarding the staff shortages and workload in Retrieval Services.

**Thanks and Open Meetings Schedule for A.D. Candidates**

Keith extended his thanks to employees for their involvement in the first A.D. search.

Sandy Gilliland updated the open meetings times for the next four candidates (McGinnis, Thomsen, Fyffe and Frank) regarding bibliographers and K.U. faculty. These candidate interviews will be completed before Christmas.

**KU Friends of the Library 'Library Enrichment Fund'**

Any Library or unit can send in a proposal for \$7500. This can be for acquisitions; preservation/restoration; and equipment/furnishings that are not included in the general Library fund.

Mary Rosenbloom will mail the proposed guidelines and forms for submitting requests to all bibliographers and members of Coordinating Council by the end of this week or early next week.

Proposed deadline for returning completed forms is February 15<sup>th</sup>. Members of Friends of the Library and two Library staff will review the forms. The final recommendation will come from Keith Russell.

**Other Announcements**

- Sandy Gilliland announced that Leanna Indall, LA I in Cataloging, is resigning. Her last day is December 21st.
- Keith reminded everyone to try to have agendas in advance of their meetings.
- John Miller stated that the Libraries December 31<sup>st</sup> plans are in place.

Adjournment

Submitted by Rita Wilson

**DATE:** December 21, 1999  
**TO:** KU Libraries staff  
**FROM:** Cindy Pierard, Instruction Coordinator  
**RE:** Report on Instruction Statistics Project

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Attached to this memo are three supporting documents: 1) a table showing the number of instruction sessions reported by departments/units; 2) a table showing for-credit classes taught by library staff members; and 3) a copy of the Instruction Statistics form, which was used to gather this data. Instruction session totals reported by individual staff members will be made available to those library managers who supervise staff involved with instruction.

Some comments on the project:

### **Response Rates**

Most library staff members who have an instructional component to their position completed and returned the form. In some cases, respondents commented that they could only estimate the past year's activity, but I believe this is still a good first effort.

### **Analyzing the Responses**

In terms of the figures we report to ARL, the Libraries conducted **636** instruction sessions reaching **7778** people. I was impressed with the level of instructional activity reported—many staff members are active in the program and some are quite heavily involved with instructional sessions. We also have several staff members who teach for-credit courses, a very time and labor-intensive effort. It seems that we are doing a decent job in our outreach efforts to different academic departments and programs, though we may want to look at this information more closely—are there departments and schools for whom we are NOT doing any instruction? Why might this be the case (staff overload, lack of interest on the part of the faculty, etc.)? In terms of types of patrons reached, it is unsurprising that undergraduates comprise the largest group (5159), though graduate students (1706) and faculty (176) are also accounted for. As might be expected, months towards the beginning of the semesters (September and February) were cited as the busiest times for instruction. Library staff conducted a good mix of general and discipline-specific sessions, though I need to work more with the Instruction Council to determine how this information might be interpreted and used.

Comments concerning the biggest instructional challenges included the following: a lack of good space in which to teach instruction sessions and little or no access to instructional equipment (laptops, projectors). Several respondents commented on the challenge of finding time to prepare to teach new/unfamiliar subjects, to develop meaningful handouts, and to structure sessions with students. One person noted that she found it difficult to motivate students to learn research skills, another said she felt more needed to be done in terms of faculty outreach. When responding to the question about the types of support that would be most helpful to their instructional efforts, the following topics arose: more help in setting up equipment and reserving facilities for instruction, more sharing of handouts and strategies for teaching library research skills, more training coordinated by IC, more support from Automation, more support with general class preparation activities (photocopying handouts, pulling reference books, finding chairs), working to ensure that all KU's holdings are included in the Online Catalog, help with evaluating sessions, and many requests for better instructional space.

To try to get a better sense of our activity as compared with our peer institutions, I reviewed the instruction statistics for the Regents group (the group of institutions with which the Board of Regents typically compares KU - Oklahoma, Iowa, Oregon, North Carolina, Colorado). Those figures are as follows:

<b>Institution</b>	<b>Number of Sessions</b>	<b>Number of people reached</b>
Oklahoma	675	8538
Iowa	801	10151
Oregon	828	14179
N. Carolina	1149	15840
Colorado	2030	18210

Although KU's figures fall at the bottom of this list (636/7778), it is important to keep in mind that this is our first attempt at collecting these statistics for the library system. When I consulted the median points for these questions as reported by all ARL libraries, I found them to be 736 sessions for 9786 people reached (MIT is at the bottom with 89 sessions and UC Berkeley is at the top with an astounding 6882 instructional presentations!). I don't think KU is far off the mark, although I also expect our numbers to increase in the coming years.

In collecting and totaling the responses, I tried to minimize the amount of interpretation I had to do, generally asking people to call me with questions beforehand so I could better understand the issue. In a couple of cases though, I ultimately had to decide whether or not to count something. For example, one staff member reported a situation where they laid out materials for a large class project. I did not count this as a presentation. Another staff member gave me two different totals for instruction sessions, so I used the figure that agreed with their reported number of sessions taught during the fall/spring. In all cases, I tried to be as consistent as possible in my interpretation of the data.

### **Problems & Questions Encountered**

The most prevalent question involved reporting numbers for "multi-session instruction presentations" or courses. We are fortunate to have several of our staff members involved in the teaching of for-credit courses, but it can be tricky counting these by ARL definitions (each class meeting is counted as a separate session, but the number of students is counted only once).

We also have many instances where staff members team-teach courses or individual instruction sessions. In these cases, each person is to count the session, but the number of students may only be counted once. What I advised was to divide the number of students between both instructors.

I had some questions about staff presentations that involved the library, but were not necessarily instructional (e.g., Meg and Brian's activities with preservation, KS Collection's work with donors). I generally advised people not to include these figures, though perhaps they should be counted elsewhere.

Finally, I had several requests to somehow find a way of reporting one-on-one reference/instruction sessions. In my reading, ARL is pretty clear that they want these counted as reference transactions. However, several staff members pointed out – and I agree – that there is a significant difference between a five-minute reference transaction and a 1-1.5 hour reference appointment. I am not quite sure how to deal with this at present. I hope we can find a way to recognize these efforts, but I would also like to adhere to ARL's definitions of reference and instruction when reporting to them and when comparing our data to that of other schools.

**DATE:** December 21, 1999  
**TO:** KU Libraries staff  
**FROM:** Cindy Pierard, Instruction Coordinator  
**RE:** Report on Instruction Statistics Project

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University of Kansas Libraries - Instruction Statistics for FY99  
 Totals by Department/Unit

Department /Unit	# of Staff Members Reporting Data	# of Instruction Sessions Reported	# of People Reached by Instruction	Departments/Programs Reached by Instruction
Art & Architecture	1	24	476	Design, Art History, Architecture
Anschutz Library	5	66	466	Ecology, Eco/Bio, Enviro. Studies, Geography, Pharmacy, Chemistry, Molec. Bio., Biology, HDFL, Psychology
Archives	3	3	38	History, Honors
E. Asian	2	8	138	Center for E. Asian Studies, E. Asian Lang. & Cult., Art History, History, visiting groups
Engineering	1	13	190	Aero. Eng, Civil Eng., Architect Eng.
Government Docs.	2	16	229	History, Public Admin., Business, Journalism
Kansas Collection	7	35	555	History, Architecture, Geography, Journalism, Political Science, Sociology, Amer. Studies
Music	1	7	61	Music, Music Education, Dance
Regents Center Library	3	32	617	Business, Education, Social Welfare, Eng. Management
SPLAT	1	30	226	Latin Amer. Stud., Span/Port,
Slavic	1	12	78	Russian, E. European Stud., Slavic Lang/Lit., History
Special Collections	7	56	632	History, English, Visual Comm., Art History, visiting groups and scholars
Watson Reference	9 (inc. Ref. Assistants)	242	3641	Applied English Center, English 101, PRE 101, History, German, Slavic, Journalism, Social Welfare, Political Science, Western Civ., Women's Studies

NOTE 1: I did not include figures for individual bibliographers who were not part of a larger public service unit (e.g., collection development, electronic information)  
 NOTE 2: None of these figures reflect staff participation in the Libraries' *Workshop Series* as that data is tabulated separately.

**University of Kansas Libraries – Instruction Statistics for FY99**  
**Credit-Bearing Classes Taught by Library Staff Members**  
**(with a primary focus being library research skills)**

<b>Staff Member(s)</b>	<b>Name of Class</b>	<b>Course Number</b>	<b>Appx. Number of Students</b>	<b>Semester(s) Offered</b>
Rick Clement	History of the Book	ENG520	15	Spring
Judith Emde & Connie Powell	Bibliography of Chemistry	CHEM720	14	Spring
Judith Emde & Connie Powell	Bibliography of Pharmaceutical Chemistry	PHCH720 P&TX725 MDCH720	11	Fall
Jana Krentz	Latin American Library Resources	LAA700	13	Fall
Brad Schaffner	Master of Arts seminar (interdisciplinary – involves significant research and writing a bibliographic essay)	REES898-9	10	Fall/Spring

University of Kansas Libraries Instruction Program  
Library Instruction Statistics Report- FY99 (July 1, 1998 – June 30, 1999)

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***Why Are We Collecting Instruction Statistics?***

Instruction statistics will be collected once each year. This information will be used to help the Libraries Instruction Council chart the quantity and types of educational programs led by KU Libraries staff. Instruction statistics will also be included in the Libraries' annual statistical reports to the Association of Research Libraries.

***What Statistics Should Be Collected?***

For the purposes of this form, instruction is defined as any educational program (orientation tours, course-specific sessions, presentations to visiting groups, etc.) conducted by library staff for a class or other group of patrons. Please do not include one-on-one reference appointments, sessions taught as part of the Workshop Series, or staff development/training activities.

Multi-session instruction presentations should be recorded as follows:

- count each session separately;
- for multi-session classes with a constant enrollment (e.g., for-credit classes) count each student only once.

The above definitions are based upon those supplied by the Association of Research Libraries, available at <http://www.arl.org/stats/arlstat>

***Who Should Fill Out This Form?***

All staff members whose job responsibilities include instruction as defined above (bibliographers, reference staff, etc.) are asked to fill out this form. Forms should be returned to Cindy Pierard, Watson Library Reference Department (or to your department head - see note below).

***When Should Statistics Be Reported?***

The call to report instruction statistics will coincide with the annual call for ARL statistics (typically late June/early July).

NOTE: Because department heads are typically responsible for reporting these types of statistics, and because they may wish to review these figures for other reports, I would like to ask that department heads coordinate the collection of Instruction Statistics Reports from appropriate staff in their units. If desirable, department heads may also wish to keep this data on a semester-by-semester basis for use in annual evaluations.

***Questions? Concerns?***

Contact Cindy Pierard, Instruction Coordinator at [cpierard@ukans.edu](mailto:cpierard@ukans.edu) or 864-8990

**Part I - Name & Fiscal Year**

1a. Name \_\_\_\_\_

1b. Fiscal Year for which statistics are being reported *FY99 (July 1, 1998 – June 30, 1999)*

**Part II - Number & Type of Instruction Sessions Conducted**

2a. Total number of instruction sessions/programs conducted \_\_\_\_\_

2b. Total number of individuals reached by these sessions (by category):

KU undergraduate students \_\_\_\_\_

KU graduate students \_\_\_\_\_

KU faculty/instructors \_\_\_\_\_

KU staff (*not library staff*) \_\_\_\_\_

Other non-KU groups \_\_\_\_\_

please describe (e.g., high school groups, visiting faculty):

TOTAL \_\_\_\_\_

2c. Please indicate the number of sessions conducted during: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ sessions.

2d. In which two months do you teach the most instruction sessions? \_\_\_\_\_

2e. What percentage of the sessions you teach are on the: Lawrence \_\_\_ Edwards \_\_\_ campus?

2f. With what types of instruction are you most involved (please number 1, 2, 3, for all that are applicable)?

- \_\_\_ general orientation (tours, basic freshman-sophomore instruction)
- \_\_\_ discipline-specific instruction for courses or departments
- \_\_\_ other (please describe) \_\_\_\_\_

2g. Please list the top three departments or programs for which you typically provide instruction (e.g., Architecture, Biology, Applied English Center, etc.):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2h. Do you teach a for-credit course with the primary focus being library research skills? Yes \_\_\_ No \_\_\_

Name/Number of Course \_\_\_\_\_

When is it offered? \_\_\_\_\_

To how many students? \_\_\_\_\_

**Part III - Comments/Concerns**

3a. What are the challenges you face in providing instruction?

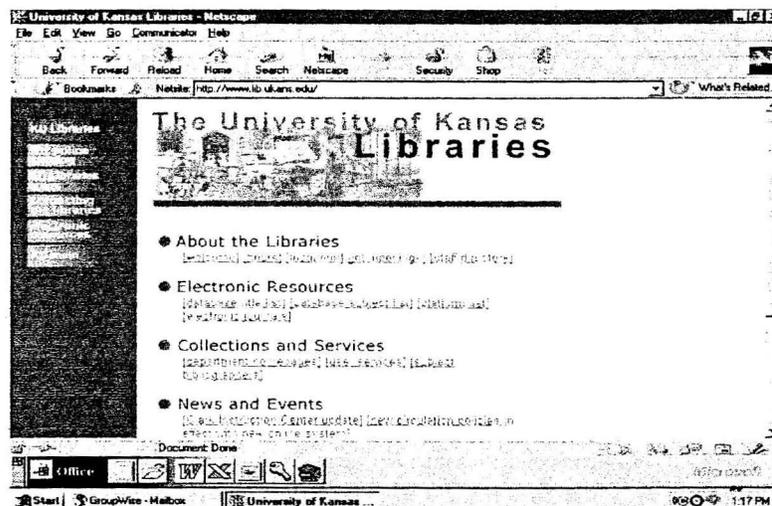
3b. What types of support would be helpful to you?

The Staff Development Committee Presents



# **CREATING LIBRARY WEB PAGES (PART 1):**

A Basic Overview for Staff Intending to  
Author Library Web Pages.



Given By

**Jim Dryden**

KU Library Automation Department

Friday, January 28, 2000

9:30-11:30 AM

Watson Library Conference Room A

Refreshments will be served.

Pre-registration with the Rita Wilson in the Administrative Office  
(4-3601 or rcwilson@ukans.edu) is appreciated.

**SDC 2000 Theme: "The Libraries' Role in the New Millennium"**



## The University of Kansas Libraries

Number: 1509

Date: January 13, 2000

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

### ***PERSONNEL ANNOUNCEMENTS***

**Mandi Turner**, Copying Services Supervisor, has announced her resignation. Mandi has been employed with the Libraries since July, 1995, first as a student assistant and later promoting to her current position in August, 1998. Her resignation date is tentatively mid-February.

Sandy Gilliland

**POSITION VACANCY: Head, Regents Center Library.** Applications are being accepted for the position of Head, Regents Center Library. A copy of the full vacancy announcement is attached. Review of applications will begin February 14, 2000. Applications will be accepted until the position is filled. Interested applicants are asked to submit a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, please send a curriculum vita, and the names, addresses, telephone numbers, and email addresses of three references to: Sandra K. Gilliland, Assistant to the Dean, University of Kansas Libraries, Lawrence, KS 66045-2800, phone: (785)864-8922 fax: 785-864-5311; email: [sgilliland@mail.lib.ukans.edu](mailto:sgilliland@mail.lib.ukans.edu)

Sandy Gilliland

### ***SEARCH COMMITTEE MEMBERSHIP MODIFIED***

Due to **Donna Mitchell's** resignation (announced earlier to Library staff), the Head of the Regents Center Library search committee membership has changed. Replacing Donna will be Bayliss Harsh, Reference. The entire committee membership is: Susan Craig, Chair; Bayliss Harsh; Susan Holt, Regents Center Library; Lars Leon; Jennifer Mellenbruch; Kent Miller; and Sandy Gilliland, ex officio.

Sandy Gilliland

### ***CLASSIFIED VACANCY***

We have received approval to recruit for a Library Assistant II position in the Retrieval Services Department. This position is assigned to the ILL/DD area with responsibilities primarily in the Lending unit as well as providing some assistance in the Borrowing unit. A full position description, including position qualifications, is available from Sandy Gilliland, 4-8922. To apply, contact Sandy for application instructions. Library staff must complete a KU "Internal Application" form, if a current copy is not on file. In addition, library staff must complete a "Request for Promotion or Transfer" form, available from Sandy. Library student assistants who wish to apply must do so through KU Human Resources, 4-7417. Applications are due by 5:00 p.m. Friday, January 21, 2000.

Sandy Gilliland

### ***ATTACHMENTS***

Vacancy Announcement, Head, Regents Center Library  
Clark Instruction Center Guidelines, presented at CC 1/12/00 meeting  
**An Equal Opportunity/Affirmative Action Employer**

*ANNOUNCEMENT OF PROFESSIONAL VACANCY*

*HEAD, REGENTS CENTER LIBRARY*  
THE UNIVERSITY OF KANSAS  
EDWARDS CAMPUS  
OVERLAND PARK, KANSAS

This position will provide leadership for the Regents Center Library located at the University of Kansas Edwards Campus in Overland Park, Kansas, a suburb of Kansas City. The Library offers services supporting 17 graduate programs and will be expanding to offer additional graduate degrees as well as undergraduate courses. The clientele served are primarily working adults.

The Head will coordinate innovative reference, access and document delivery services at the Edwards Campus and will work closely with library staff at the main campus in Lawrence. The Head will also work closely with the Edwards Campus administration in planning and budgetary issues. The successful candidate will be involved in the planning for new user services and for an expanded library facility. This library will require a leader with excellent communication skills and an ability to adapt to a rapidly changing environment. The position provides leadership for 6.3 FTE positions (including direct supervision of 2 librarians) and twelve part-time positions. In addition, the position promotes teamwork and facilitates creative problem solving within a collegial environment; fosters a user-focused service environment; promotes positive relations with other libraries within the KU Library system, the Kansas City metropolitan area libraries, and libraries across the state of Kansas; participates in the overall management of the Library; and supports the library's commitment to diversity. The Head reports to the Assistant Dean for Information Services on the Lawrence campus and works closely with the Dean of the Edwards Campus.

**Required Qualifications:** Masters degree in Library Science. Minimum of five years professional experience in library positions of increasing responsibility, including supervision. Significant experience in library public service, particularly with electronic resources. Ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; effective communication skills, both written and oral; ability to work independently and cooperatively in a rapidly changing environment; ability to lead organizational change; demonstrated flexibility and initiative.

**Preferred Qualifications:** Reference and instruction experience. Familiarity with circulation, interlibrary loan, and document delivery issues. Experience with adult students. Experience in an academic or research library. Demonstrated success in management skills, e.g., budget, planning, policy development, promoting teamwork, etc. Familiarity with distance learning or multi-campus environments.

**Terms of appointment:** Librarians at the University of Kansas are members of the University faculty, with full participation in the University Senate and the Faculty Senate, as well as the Library Faculty Assembly. They are reviewed for continuous tenure and promotion in rank according to established criteria. Librarians are evaluated annually first and foremost on the performance of professional responsibilities. In addition, librarians are expected to participate in, and are annually evaluated on, professional service and research. (continued)

**Salary & benefits:** Annual salary \$45,000 minimum. Benefits include 22 days paid vacation, 12 days paid sick leave annually; several paid holidays; group health and life insurance options; choice of four retirement programs; eligibility for sabbatical leave and research grant funds.

**Application deadline & procedures:** Review of applications will begin February 14, 2000. Applications will be accepted until the position is filled.

For full consideration, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, a curriculum vita, and the names, addresses, telephone numbers, and email addresses of three references are also required. Please send this material to:

Sandra K. Gilliland  
Assistant to the Dean  
University of Kansas Libraries  
Lawrence, KS 66045-2800  
phone: (785)864-8922 fax: (785)864-5311  
email: [sgilliland@mail.lib.ukans.edu](mailto:sgilliland@mail.lib.ukans.edu)

**Description of the Regents Center Library on the Edwards Campus:** The Edwards Campus of the University of Kansas, located at 127th & Quivira in suburban Kansas City, offers coursework in support of master's degrees in architectural management, business administration, education, civil engineering, engineering management, electrical engineering, health policy and management, journalism, public administration, communication studies, and social work. In addition, coursework is offered in support of two doctoral degrees, education and pharmacy. Plans are underway to offer additional graduate degrees as well as undergraduate courses.

Established in 1976, the Regents Center Library has a collection of approximately 16,000 books and 250 current subscriptions in subjects relevant to the degree programs offered. Students and staff of the Edwards campus (as well as those at the Lawrence campus) have access to a wide array of electronic resources. For more information regarding the Edwards Campus and the KU Regents Center Library, please consult the following websites:

Regents Center Library: <http://www2.lib.ukans.edu/~rclibrary>  
Edwards campus: <http://kuec.ukans.edu>

The Kansas City metropolitan area offers a wide variety of cultural activities and major sporting events. Overland Park has been recognized as among the top 10 cities in the nation to raise a family. Excellent public and private education systems, well planned transportation, a strong business community, high public safety and a prospering economy are a few of the many attributed cited. With a population of 144,000, Overland Park continues to grow and prosper offering a little bit of something for everyone. For additional information regarding the Kansas City metropolitan area, please consult: <http://www.kansascity.com>

**The University of Kansas Libraries:** The University Libraries constitute a major academic and research resource supporting approximately 25,000 students and 1,300 faculty. The main campus is located in Lawrence, Kansas, a diverse community of more than 75,000 located 25 miles from the Edwards Campus. The Libraries' collections comprise approximately 3.3 million volumes and 27,000 current serial titles, housed in seven library facilities in Lawrence and on the Edwards Campus. The Libraries have a budget of \$14 million and a staff of 83 library faculty and professional staff, 90 paraprofessionals, and 80 FTE of student workers.

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

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

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.

**The University of Kansas Libraries**  
**Clark Instruction Center (CIC)**  
**Guidelines**

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**Purpose:**

The primary purpose of the Clark Instruction Center (CIC) is to facilitate the improved teaching of library and information research skills. When not scheduled for formal training sessions, the CIC workstations will be available to all library patrons for database and Internet searching.\*

**Description:**

The CIC is located on the third (main) floor of Watson Library, on the south side of the Reference Department. The facility has 14 shared-use computer workstations (accommodating 1-2 people per computer), an instructor's computer workstation, and a networked laser printer. Computer workstations are arranged along three of the walls, and there are discussion/presentation tables in the center of the room. The CIC includes 35 ergonomic chairs, which may be easily moved between the center tables and the workstations located around the room's perimeter.

All CIC workstations provide access to networked library resources and the Internet – there is no access to other software applications (e.g., word processing programs, spreadsheet, programs, etc.). The instructor's workstation also includes Altiris™ Vision, a software application through which various screen displays may be broadcast and controlled. The room is equipped with an LCD projector and projection screen, a white board, a visual presenter, and a videocassette recorder. The layout of the room is conducive to group discussion, presentations, and hands-on work with print and electronic resources. One of the computer work surface areas is height-adjustable.

**Access & Scheduling:**

The CIC is available to members of the KU community who need a space in which to teach library and information research skills. Sessions that are held in the CIC should take advantage of its resources, and will be scheduled according to the following priorities:

1. Library workshops and course-related library instruction sessions and classes\*\*
2. Library staff training sessions

Other library-related needs will be prioritized by the Reference Technology Coordinator and the Libraries' Instruction Coordinator. Persons requesting a space for other purposes – teaching basic computer skills, conducting general classes or meetings, etc. – will be referred to other campus resources.

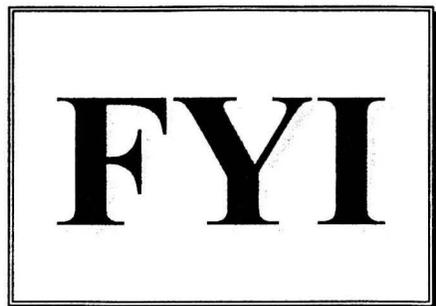
Scheduling of the facility is coordinated by Mary Miller, Reference Technology Coordinator for the Watson Library Reference Department (Phone: 864-8991 Email: [mamiller@mail.lib.ukans.edu](mailto:mamiller@mail.lib.ukans.edu)). Persons wishing to use the facility are advised to provide at least two weeks notice. A schedule of all sessions will be posted outside the lab. All first-time instructors are required to attend a brief training session.

\*CIC hours will correspond to the hours that the Watson Library Reference Desk is staffed (generally M-Th 9:00 a.m. - 9:00 p.m., F 9:00 a.m. - 5:00 p.m., Sat. 1:00 p.m. - 5:00 p.m., Sun. 1:00p.m. - 9:00 p.m.). Hours may vary during times when classes are not in session.

\*\*Library instruction classes that carry credit and *consistently* require the use of this facility and the equipment therein, will also take a high priority. Reservations for this purpose must be made the semester before the course is to be taught.

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This policy statement was written by Cindy Pierard, KU Libraries Instruction Coordinator and the Libraries Instruction Council. Questions should be directed to Cindy (Phone: 864-8990 Email: [cpierard@ukans.edu](mailto:cpierard@ukans.edu))



## The University of Kansas Libraries

Number: 1510

Date: January 27, 2000

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

### *KU LIBRARIAN TAPPED BY ASSOCIATION OF RESEARCH LIBRARIES*

A KU librarian has been tapped by a prestigious national association to assist with two initiatives.

Vicki Coleman, head of the Spahr Engineering Library, will serve as a visiting program officer for the Association of Research Libraries (ARL) through November, 2000. Coleman will help develop ARL's "Initiative to Recruit a Diverse Workforce," and will assist with their "New Measures" efforts. Although Coleman will remain on the KU campus, she will devote approximately one-fourth of her time to ARL activities. She will make occasional trips to ARL headquarters in Washington, D.C.

The Association of Research Libraries is a not-for-profit membership organization comprising the 122 largest research libraries in the United States and Canada. ARL's mission is to shape the influence forces affecting the future of research libraries in the process of scholarly communication. ARL programs and services promote equitable access to and effective use of recorded knowledge in support of teaching, research, scholarship and community service. The University of Kansas is a founding member of the Association of Research Libraries. Recently, Provost David Shulenburger has been instrumental in helping to advance the ARL-led national discussion on scholarly communication.

Coleman will work with the Association to expand efforts to recruit a deeper pool of talented and diverse professionals to librarianship. She will also formulate an action plan for ARL's New Measures projects, including the use of the SERVQUAL instrument. Coleman had experience with SERVQUAL at Texas A & M University, where she worked before coming to KU in 1998.

Keith Russell

### *GOOD WORK, VIC*

A paper presented by Vic Cardell, Music Librarian, at the May 1999 conference of the Mountain-Plains Chapter of the Music Library Association in Albuquerque has been selected as one of three papers from all regional chapters' conferences to be re-presented at the 2000 Music Library Association meeting in Louisville in February. The paper is entitled "'Gal With a Horn': Clora Bryant and Los Angeles Jazz." Congratulations Vic!

Mary Rosenbloom

(continued)

***NEW EXHIBITION AT SPENCER LIBRARY***

The Kansas Collection has opened an exhibition on the terrace level of the Spencer Research Library entitled "No Dreams Deferred: African American Leadership in the Kansas Region." It features examples of community activists who refused to allow practices of racial segregation and discrimination to destroy the hope and dignity of generations of African Americans during the 20th century. A Register of the United States Treasury and a member of the first United States Equal Opportunity Commission are included in this historical exhibition.

The dynamic duo, Kristin Eshelman and Deborah Dandridge, produced the exhibition which will be on display until March 31<sup>st</sup>.

Mary Rosenbloom

***ATTACHMENTS***

Travel Report: Meg Brown

Committee Minutes:

Planning and Resources Committee, 01/11/00

Nominating and Ballot Committee, 12/21/99

Staff Development Committee, 12/07/99, 12/14/99, 12/21/99, 01/04/00

Coordinating Council, 01/05/00

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

Name: Meg Brown

Department: Preservation

Name of Event: ALA Conference

Location: San Antonio

Dates of Travel: January 14-18, 2000

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

ALA midwinter was full of business and discussion. The discussion group I co-chair had an informative presentation about mass deacidification by a conservation scientist from ZFB, the conservation center in Leipzig, Germany (that I visited last year). After this presentation, I lead a topical discussion on the current state of preservation photocopies, and then we were able to discuss ARL Preservation Statistics with someone from ARL.

Other discussion groups included debate about statewide preservation efforts, funding for preservation efforts, and general updates on the state of preservation in the country. The general feeling of the meeting was upbeat, as it seems many libraries are hiring preservation and conservation staff right now, and not as many people discussed the cutting of preservation departments to fund digitization. As always, there was discussion of the current state of preservation of digital media, but, as always, there were more questions than answers.

Much of my trip was spent learning more about ALA "levels" as I am planning a program for Annual in Chicago about safe plastic enclosures for libraries; the paperwork never seems to end. The Book and Paper Committee I serve on discussed the committee's future, and we have some exciting ideas in store. I look forward to the Annual meeting in Chicago when I can see the fruit of my labor for this plastics program. I thank SDC for funding to help make my trip to San Antonio possible.

**Planning and Resources Committee**  
Meeting Notes  
January 11, 2000

**In attendance:**

Brian Baird	Becky Schulte	Susan Case
Angel Unfred	Brad Schaffner	
John Richardson	Sue Hewitt	
Shannon Royer	Cindy Pierard	

The purpose of this meeting was to discuss the "Budget Discussions" being held by the dean, and PRC's involvement in those discussions.

As chair of PRC, Brian has been asked to attend all of the budget discussion meetings with the Management Team. PRC as a group has been invited to meet with the Management Team as well to provide their assessment of the budget priorities for the coming year.

All departments have been asked to submit a written document prior to their meeting with the Management Team. These documents are due to Barbara Gorman by noon on Friday, January 21, 2000. PRC members will each receive a copy of these submissions for review. Brian will ask that Barbara Gorman distribute copies to each PRC member directly, rather than sending a copy to him for distribution, thereby providing as much time as possible for review.

PRC members will review the written statements, and summarize their overall opinions in an e-mail to Brian prior to the meeting with the Management Team, which is scheduled for Wednesday, January 26, 2000, at 10am. Brian will begin the meeting with the Management Team by sharing the general consensus (if one exists) of the opinions submitted by PRC members.

Concerns were shared as to the rushed nature of this process, and to the fact that holding these discussions during the first week of classes and at the same time that FASAR and other employee reviews are due made it especially difficult for thoughtful participation. Concerns were also expressed as to why PRC was meeting with the Management Team before all of the other departments had made their presentations, and Brian had been able to share the essence of those discussions with the group.

Therefore, subsequent to the process, PRC will prepare a final report to the Management Team, or perhaps library-wide, to provide feedback on the process and how it might be improved in the future.

The group went on to establish regular meeting times for the coming semester. They will be held on the second and fourth Tuesday of each month, from 3:30pm – 4:30pm in Conference Room A. Those dates are as follows:

02/08/00	03/14/00	04/11/00	05/09/00	06/13/00
02/23/00	03/28/00	04/25/00	05/23/00	06/27/00

Meeting adjourned.

## **Nominating and Ballot Committee**

December 21, 1999

*Present: Judith Emde, Paulette DiFilippo, Connie Powell*

The meeting was called to order at 1:30 pm in the Anschutz Library special conference room.

The first order of business was to count the ballots for the proposed change in the Library Code and Bylaws to make the Staff Development Committee and the Committee on Planning and Resources joint committees of LFA and the Classified Conference. There were 40 votes cast, with 34 in favor and 6 against the proposed changes. Thus, with more than a 2/3 majority of those voting in favor the measure passed.

The balance of the meeting was spent discussing our charge to find ways to improve the security of voting. We discussed the following possibilities: 1) Use the same method as in national elections and have a central voting place with registration and secret ballot 2) Use the same method as in national elections and have regional voting places, e.g. the various departments, with registration and secret ballot. 3) Mark the ballots, e.g. with a red marker, to disallow photocopying and to verify that the committee received the original ballot back. 4) Send the ballot in an envelope with the name of the voter on a label. The voter rips off the label and sends it back to the committee. 5) Vote electronically. Paulette will look into this and report back to us. 6) Continue with the method we are currently using.

The meeting adjourned at 2:00 pm.

Connie Powell

## Staff Development Committee Meeting Minutes

December 7, 1999

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**Present:** *Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Sandy Gilliland (ex officio)*

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

**Travel Requests:** There were no travel requests this week.

**Announcements:** Lea announced that she received several replies to her Web Editor poll. She sent the results to the committee members over email. The vast majority of the respondents use Netscape Composer.

**Programs:** We set January 28 as a tentative date for Jim Dryden's program on web pages. Lea will confirm the time with Jim. Stephanie suggested that we begin using an organizational chart to keep track of our programs and our delegated responsibilities. We will use the format that SDC used last year. Lin will create the chart for this year's committee.

Our first program will be Mary Hawkins' "Tour and Talk of the Carrie Watson Exhibit"

**Survey:** The surveys are due back this Friday, December 10. Kendall and Lin have agreed to work together to create an Access database to compile the results of the survey.

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## Staff Development Committee Meeting Minutes

December 14, 1999

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)*

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

**Travel Requests:** There were two travel requests this week for the ALA mid-Winter meeting in San Antonio, TX. Donna Koepp and Vicki Coleman will both attend from January 14-19, 2000.

**Announcements:** Mary Hawkins' "Talk and Tour on Carrie Watson" on December 10 was a great success. Participants enjoyed Mary's account of the research process in creating the exhibit, as well as learning the very interesting history of Carrie Watson and her lifelong contribution to building the KU Libraries.

**Programs:** We have confirmed January 28, 9:30 – 11:00 as the date for Jim Dryden's program on web pages. Additional information will be sent out to staff shortly.

We have set February 11 as a tentative date for a program with Cathy Smith, Director of Academic Computing Services, Vice Chancellor. She would like to gather input from the library staff for the development of an ACS strategic plan.

**Treasurer's Report:** Kendall reported that to date we have allocated \$10,910.95 and have \$12,155.49 left in our budget.

**Survey:** We sent out 160 surveys and 58 were completed and returned. The winning ticket for the \$25 gift certificate to the Mt. Oread Bookshop was drawn at the meeting and will be announced over the kulib listserv. Lea will advise library staff that SDC will accept late surveys.

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## Staff Development Committee Meeting Minutes

December 21, 1999

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**Present:** *Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Sandy Gilliland (ex officio)*

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

**Travel Requests:** There were no travel requests this week.

**Programs:** The draft of the flyer for Jim Dryden's program was reviewed and approved. Kathleen will forward it to Jim before it is printed and distributed. We decided that a description of the program and what one can expect to learn from attending will be explained in an email to kulib, and maybe a short publicity blurb in an FYI. This first program is titled Creating Library Web Pages: Part I.

We will need to begin planning soon for Part II of Jim's Web Page series.

February 11, 10:00am has been set for Cathy Smith's program. Duties for this program were assigned at the meeting.

We received a request to do a basic book preservation workshop. Lea will check into it.

**Announcements:** Next week's meeting has been cancelled. Kendall and Lin have begun compiling the results of the survey. Complications have arisen because of a large variation of responses in the survey. As a result they have needed to modify their database.

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## Staff Development Committee Meeting Minutes

January 4, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Kendall Simmons (F.I.O)* **Absent:** *Stephanie Schaffner (recorder)*

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**Travel Requests:** There were no travel requests this week.

**Programs:** We discussed and approved the publicity for Jim Dryden's January 28 workshop. FYI will publish a flyer and announcement in this week's issue. We will also email an announcement and send out a flyer in the campus mail.

**Survey:** Lin and Kendall reported their progress in compiling the data from the surveys. (The final count of the returned surveys is 60). They have had various problems with Access and will transfer the numeric data to Excel.

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# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

01/05/00

**Present:** Baird, Cardell, Coleman, Couch, Craig, Crowe, DeSart, Emde, Gibbs, Gillespie, Gorman, Graves, Koepp (rep/Roger Anderson), Krentz, Leon, J.Miller, K.Miller, R.Miller, K.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Royer, Russell, B.Schaffner, S.Williams, R.Wilson, Wolz (by phone),

**Absent:** Culp, Doll, Gilliland, J.Neeley, Rosenbloom, Spurling

### Overviews by Keith Russell:

#### Personnel

The hiring freeze is ongoing and we are experiencing some shortages with the largest number of vacancies being in LA I positions.

The Serials Cataloging search is moving ahead.

The Regents Center position has been advertised (Chronicle, FYI and in on-line journals). The deadline for returning applications is February 10<sup>th</sup>.

An offer letter has been sent to a Special Collections Librarian candidate and we are waiting for an answer. Hopefully an announcement will be forthcoming soon.

Donna Mitchell is leaving for a new position at Lesley College in Cambridge, MA. Donna's last day will be January 10<sup>th</sup>.

Denise Stephen's first day at Anschutz Library is scheduled for January 10<sup>th</sup>.

Mel DeSart saved the Anschutz Library from drowning by stopping the flow of water at the spot where a faulty radiator valve had just blown off. We are thankful it wasn't hot-hot water, that Mel wasn't afraid of drowning and especially that it happened on a workday!

Promotion and Tenure files are completed.

Faculty staff are completing their FASAR's and since they are very time consuming Keith is looking to see if the correct approach is being taken.

**Budget** –The new legislative session convenes next week and we should have some information late this week or early next week on the governor's budget. The budget is still full of uncertainties.

The Libraries 2001 budget proposal is due in the Provost's office in early February. Department heads and program heads will meet with the management team to present program information and budget requests during the week of January 24<sup>th</sup>. Barbara Gorman will be scheduling these budget discussions.

A draft of the guidelines for this budget development procedure was handed out. Questions about the process should be directed to Barbara Gorman. When the process has been completed, the budget proposal will be shared throughout the Libraries. The announcement that the meetings with unit heads and individuals on their budget requests will be confidential brought up questions on open meeting requirements that will be directed to the Libraries general council and Vice Chancellor for Information Services, Marilu Goodyear.

**Management Team** – Members are Keith Russell, Dean; John Miller, Assistant Dean for Automation; George Gibbs, Assistant Dean for Collections and Processing; Julia Rholes, Assistant Dean for Information Services; Sandy Gilliland, Assistant to the Dean for Personnel; Shannon Royer, Assistant to the Dean for Fiscal Services; Mary Rosenbloom, External Relations Librarian; Bill Crowe, Spencer Librarian; Kent Miller, Facilities Officer; and the two unfilled positions of Assistant Dean for Scholarly Communications and Assistant to the Dean.

The team has been working on their ground rules and updating the Libraries' organizational chart. Hopefully both will be ready by next week.

As mentioned under "Budget" issues, the team will be attending the development presentations, along with the Planning and Resources Committee, and actively working on the completion of the final budget before the due date in early February.

**A D for Scholarly Communication** – Thanks to everyone for their effort on the first interviews held before Christmas vacation, from scheduling meeting times, meeting reservation deadlines, taking time for meals and driving to and from the KC airport. The next round of interviews may be scheduled by the end of January or early February 2000.

#### **Remodeling Updates from Kent Miller:**

**Watson Reference Department** – The remodeling on third floor is on schedule. The contract terminates a week from Friday (1-14-00). Phone and network wiring should be complete by the third week of January (1-18-00). The furniture should arrive by the end of that week. Automation to get hardware and other equipment and the Reference Dept. moving into the new quarters is trailing about a week behind that.

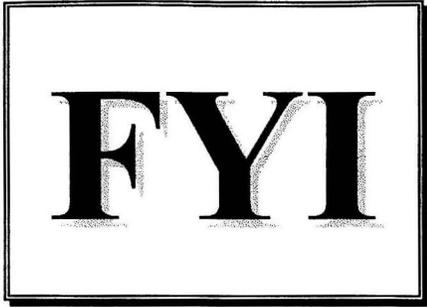
**Anschutz 2 North** – Project started on Monday, January 3<sup>rd</sup> and should be completed by May of this year.

**Other Announcements**

- We seem to have made the transition into the new millennium with no Y2K problems.
- Will try to schedule the next quarterly staff meeting sometime in February
- ALA meetings next week in San Antonio, Texas

Adjournment

Submitted by Rita Wilson



## The University of Kansas Libraries

Number: 1511

Date: February 10, 2000

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

### ***CLASSIFIED VACANCIES***

Library staff who are interested in applying for any of the following vacancies should contact Sandy Gilliland, 4-8922, by 5:00 p.m. Friday, February 18<sup>th</sup> for application instructions. Copies of the position descriptions are also available from Sandy. The current vacancies are:

- Library Assistant II, Retrieval Services, #67360 (Serials Holdings Records Team)
- Library Assistant II, Access Services, #7241 (Watson Stacks Supervisor)
- Library Assistant I, Retrieval Services #7200 (approval plan receipt, pre-order searching, firm order receipt and processing)
- Library Assistant I, Retrieval Services, #1118026 (Receiving Unit)
- Library Assistant I, Retrieval Services, #1118026 (Receiving Unit)
- Library Assistant I, Cataloging, #7260 (OCLC Unit)
- Library Assistant I, Cataloging, #7232 (Authorities Unit)
- Library Assistant I, Cataloging, #7201 (cataloging serials titles)

Contact Sandy Gilliland if you have questions.

Sandy Gilliland

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

### ***ATTACHMENTS***

Travel Report: Lea Reid, Cindy Pierard

Committee Minutes:

- Classified Conference Executive Board, 12/06/99, 01/10/00
- Coordinating Council, 01/12/00
- Staff Development Committee, 01/25/00
- Circulation Forum Meeting Notes, 01/27/00
- Collection Management Council, 01/27/00

Flyer announcing 'Creating Library Web Pages (Part 2)'

## **Creating Library Web Pages (Part II) -- Friday, February 25, or Friday, March 3**

The Staff Development Committee invites you to a workshop presented by Jim Dryden, on Friday, February 28 OR Friday, March 3, 2000 from 9:30 to 11:30 in Watson Library Clark Laboratory.

This workshop will build on some of the concepts learned in the session held on January 28. Participants will review some of the terms and ideas from the previous workshop and apply them in basic hands-on examples of web publishing on the library web server [www2.lib.ukans.edu](http://www2.lib.ukans.edu).

When the workshop is completed, participants should:

- \* Be familiar with key concepts of HTML, Web browsing, and some WWW terminology;
- \* Be familiar with creating and editing a library web document in Netscape Composer, using text files and HTML template files;
- \* Publish a web document in a staff or public directory on [www2.lib.ukans.edu](http://www2.lib.ukans.edu);
- \* Troubleshoot common design and layout problems.

If you would like to attend one of these workshops you must pre-register with Rita Wilson in the Administrative Office (4-3601 or [rcwilson@ukans.edu](mailto:rcwilson@ukans.edu)). Thank you!

Kathleen Neeley for SDC

**The University of Kansas Libraries  
Staff Development Committee  
Travel Report**

**Name:** Lea Reid

**Department:** Watson Reference

**Name of Event:** ALA Midwinter Conference

**Location:** San Antonio, Texas

**Dates of Travel:** January 14-18, 2000

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

Most of my time at this conference was spent taking part in RUSA/MARS Products and Services Committee activities. The Products and Services Committee plans an annual Discussion Forum which has high attendance year after year. This year's Forum was entitled "Nuts and Bolts of Aggregating Journals: Project Muse, ProQuest, Silverlinker" and there were almost 100 people in attendance. The panelists discussed the ways in which they negotiate with publishers, their pricing models, archiving responsibilities, and future publishing and technology trends. I took minutes during the Products and Services Committee meetings, and we began planning our Discussion Forum for next year. We also discussed designing a web page with links to vendor information and an annotated bibliography.

I attended the New Members Round Table orientation meeting, where I met many representatives from other committees, round tables, and sections. I will also be appointed to a New Members Round Table Committee soon after the conference, so I wanted to see how they were organized. This was a very informative session and I was happy to meet so many people.

ERIC gave a session on their new full-text electronic document delivery system, which allows users to download scanned copies of ERIC microfiche documents. I also talked to representatives from the National Library of Education and the National Library for the Blind and the Physically Handicapped. I sat in on a demonstration of Silverlinker, which can be used to search for ERIC documents and link directly to the full-text document.

The Instruction Section of ACRL had a wonderful Discussion Forum called "Share Your Teaching Toolkit: Best Practices in Library Instruction." I sat in with a group that discussed teaching library resources without a computer lab. There were many helpful suggestions from librarians who had experience with not having a lab for an extended period while their library was remodeled. Other groups discussed and summarized their discussion on topics such as "Increasing Your Teaching Skills," "Teaching to a Bad Assignment," and "Teaching Information Literacy Concepts." All of these topics were great and I learned a lot from the summaries.

Many thanks to SDC for making this trip possible.

# Travel Report

**Name:** Cindy Pierard  
**Conference:** American Library Association Mid-Winter Meeting  
**Place/Dates:** San Antonio, TX - January 14-17, 2000

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The bulk of my ALA Mid-Winter participation consisted of...meetings!! I am a member of two committees in ACRL's Instruction Section (Management of Instructional Services and Think Tank III) and one committee in the Education and Behavioral Sciences Section (Social Work and Social Welfare).

The Social Work & Social Welfare committee met late Friday afternoon. We had planned to host a discussion on the topic of integrating information competencies into the social work curriculum; however, scheduling snafus within the EBSS section necessitated that we postpone this discussion until the annual meeting in July. We also reviewed our committee's Web site, and considered possibilities for its further development. Finally, we discussed publishing trends in the field (lack of a good indexing source for SW journals, desirability of a better electronic format for the *Encyclopedia of Social Work*, etc.). When ALA returns to Washington next year, we plan to schedule meetings with representatives from the Council on Social Work Education as well as the National Association of Social Workers to promote our group's understanding of these two bodies. Following this meeting, I attended the Instruction Section dinner at *La Margarita*, a terrific restaurant in the old marketplace. This was a good time to catch up with acquaintances and meet new folks.

On Saturday morning, I sat in on a meeting of the Evaluation of Reference and User Services Committee. I am interested in the type of work this committee does (exploring means of assessing reference and other public services), and impressed with their activities thus far (publication of a manual for evaluating reference services, planning of two conferences, etc.). I have submitted volunteer forms to several RUSA committees, involving either management and organization of user services (MOUSS) or management of automated reference services (MARS), and hope to get involved with more of this section's activities at future conferences. In the afternoon, I attended a meeting of the Think Tank III Task Force. This group is preparing an ACRL/IS publication, based upon the forum we sponsored at last year's annual meeting concerning information literacy, educational technology, and the restructuring of higher education. In the coming months, task force members will prepare draft summaries of papers presented at TT3, and edit transcripts from several online forums connected with the event (see <http://www.libraries.rutgers.edu/is/projects/thinktank/index.html> for details). We anticipate that our work will commence with this summer's annual meeting.

On Sunday, I attended a forum sponsored by a joint task force of ACRL's Instruction Section and the American Association of School Librarians on the educational role of libraries. The Task Force was charged to come up with a blueprint for encouraging collaboration between K-12 and college/university librarians on improving students' library and information skills. This is an effort that is long overdue and one that meshes nicely with some initiatives that the KLA Library Instruction Round Table (LIRT) group has been working on with the Kansas Association of School Librarians. I hope to be able to share more information about this project, and consider possible directions for further action, during the LIRT meeting at Tri-Conference this April. During the afternoon, I attended my final meeting as a member of the Management of Instructional Services committee. The group considered several new projects, but progress was hampered somewhat by the absence of our chair, who had fallen ill. I had planned to attend the IS program later that afternoon entitled "Share Your Teaching Toolkit," but a combination of unfortunate encounters with local birds (ick) and a sinus headache kept me from attending what I'm told was a great program.

Monday was devoted to visiting the exhibits and exploring the city. Since this was my first visit to San Antonio, I was glad to have a chance to look around. I visited various sites of historic interest—the Alamo, the Spanish Governor's Palace, the Market Place, and the King William Area (the old German section of town)—and, of course, devoted some time to exploring the local restaurant scene.

Thanks to the Staff Development Committee for their financial support.

**Classified Conference Executive Board  
Meeting Minutes  
December 6, 1999**

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**Present:** *Altenbernd, Baker, Blevins, J. Evensen, Hewitt, Jeffries, Marvin, Mitchell, Orth-Alfie, Unfred*

**Group news:** Jennifer announced that she and Erik Evensen have both accepted jobs outside of the Libraries and will be leaving their respective positions in Cataloging and Retrieval Services. Christine Bogner has been hired as the new Circulation supervisor.

**New business:** Due to Jennifer's departure, a new secretary for the Classified Conference will need to be elected. Carmen will send out an announcement to all Classified staff and the issue will be discussed in more detail at the January CCEB meeting.

**Chair's report:** Carmen reported on the December 1<sup>st</sup> Coordinating Council, whose minutes should appear in an upcoming issue of FYI. Some of the issues discussed included the overall budget and hiring freeze, the desire to spend as much of the book budget as possible as quickly as possible, and feedback about last month's all-staff meetings and other communication issues. Keith Russell also asked those present to remind the staff in their departments to participate in the open meetings with the candidates for the Assistant Dean for Scholarly Communication position.

**Committee news:** Plans for recruiting for the CC Personnel Committee will be discussed at the January meeting.

Mary Ann distributed a hand-out from the recent Senate Libraries Committee meeting and briefly mentioned a few of the issues they discussed, including the Y2K/New Year's Eve campus security plan.

The Staff Development Committee's survey is due by December 10. Programming plans are being discussed. SDC will sponsor a talk on Carrie Watson, given by Mary Hawkins, on Friday, December 10, 1999 at 3:30 in the Kansas Collection. A reception will follow.

The KU Classified Senate will be meeting with the Chancellor on January 12, 2000 for an exploratory discussion about the Classified system.

**Old business:** The action plan for increasing staff participation was discussed for the remainder of the meeting. Carmen mentioned that the current evaluations for Classified staff and Classified supervisors currently contain some topics in the Performance Feedback section which could be applicable to how well someone is participating or contributing, and she read those aloud. As some members of the group were confused about how to proceed in drafting the plan and what its components should be, Jennifer offered to pull together the relevant information discussed at past meetings and prepare a summary of what should be included in the plan.

*The next CCEB meeting will be January 10, 2000, from 10:30-12:00 in conference room A.*

**Classified Conference Executive Board**  
**Meeting Minutes**  
**January 10, 2000**

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*Present: Altenbernd, Baker, Blevins, Dee, Jeffries, Orth-Alfie, Unfred*

**Group news:** Carmen informed the group of her pregnancy and her plans to stay Chair through the end of fiscal year. By mid spring Jan should start attending the meeting with Keith and Sandy so that she can become comfortable with her upcoming role as chair.

**New business:** Representation for Group III (Access Services, Regent Center, Reference) was discussed. Helen Dee was present in place of Donna Mitchell. We should know by the next meeting if Helen will be able to continue for the rest of the term. Carmen encouraged staff to attend the SDC Web workshop on Jan. 28<sup>th</sup>. The CCEB discussed maintaining the Classified Conference Web page. Carmen will confirm whether Sue can still help to the Web page. Helen expressed interest in helping if she continues as a group rep. Carmen noted that the Budget Process memo as announced on Jan. 5 should have been sent out to all staff by now. Members confirm receipt of the memo, which was briefly discussed.

**Chair's report:** Carmen quickly highlighted some of the main point from the December 8<sup>th</sup> Coordinating Council meeting which had been published in the FYI and also the January 5<sup>th</sup>, whose minutes should appear in an upcoming issue of FYI. Some of the issues discussed included the overall budget and update on the hiring freeze, the Library Management Teams ground rules, and plans for another all staff meeting. Carmen reported on her January 6<sup>th</sup> meeting with Keith R. and Sandy G. Facilitator training has not been scheduled yet. There may be enough people for 2 classes with about 20 people in each. Keith noted that there are currently about 16 people from the library on the list. Marilu G. is working on a "statement of work" for what should be covered in the training, which will be used to recruit a trainer. Carmen reported that she urged Keith to review the Classified Conference Survey report, which supports the need for a staff development officer among other things relevant to the current budget process. Carmen brought to Sandy and Keith attention the recent HR Newsletter announcing development/training classes. This included a new class, "4 Roles of Leadership" which like "7 Habits for Highly Effective People" has a materials fee. Library financial support to attend these sessions was discussed. Keith would send a message out soon in reference to this.

**Old business:** The lack of a secretary was discussed. Carmen reported that Billie Conway had expressed interest in being secretary. However, with the shortage of staff in the ILL, she felt she could not commit the time. We should contract her for the next elections. There are no other volunteers and the CCEB could not think of anyone else at this time. We will rotate the responsibility around the CCEB membership. The upcoming ballots for "joint committees" was discussed. Mary Ann provided Carmen with a copy of the proposed wording changes to the Code. Carmen agreed to get a ballot ready. Carol and Angel volunteered to help mail out the ballot when it is ready.

*The next CCEB meeting is scheduled for January 24, 2000, from 10:30-12:00 in Conf.Rm.A.*

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

01/12/00

**Present:** Baird, Cardell, Clement, Coleman, Couch, Craig, DeSart, Doll, Emde, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Krentz, K.Miller, R.Miller, J.Neeley, K.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, Russell, Stephens, R.Wilson, Wolz (by phone)

**Absent:** Crowe, Culp, Leon, J.Miller, B.Schaffner, Spurling, S.Williams

### **Welcome New Members**

Keith Russell welcomed Denise Stephens, recently hired Head of Anschutz and Rick Clement, recently named Special Collections Librarian, as the latest members of Coordinating Council.

### **Discussion of Guidelines for the New Instruction Center - Cindy Pierard**

Cindy distributed copies of the Clark Instruction Center (CIC) Guidelines. (They were also published in the Jan. 13<sup>th</sup> issue of FYI.) A brief discussion followed.

### **Update on the Formation of the Web Committee - Mary Rosenbloom**

Chosen by the management team to serve on the Web Advisory Committee are: Jeff Bullington, Rick Clement, Jim Dryden, George Gibbs, Cindy Pierard, Denise Stephens and Mary Rosenbloom, chair. The charge will be shared once it is approved.

### **Organization Chart - Keith Russell**

The Library organization chart is now complete in a draft form. It will be revised as the need arises.

### **Management Team Ground Rules - Keith Russell**

Keith distributed copies of the management team's ground rules developed during a retreat last Fall.

- Treat other members with respect
- Responsibility to keep discussion on tract
- Bring relevant information to the table
- Think of the Library as a whole

-continued-

- Practice Stephen R. Covey's 7 Habits of Effective People
- Practice good meeting habits (have agendas, start on time)
- No substitutes to attend the meetings
- Trust
- Decisions to be made by who and how to relay
- Who is represented

#### **Update on Personnel - Sandy Gilliland**

- Becky Schulte has been granted sabbatical leave
- A.D. Scholarly Communication - committee has completed their report and Keith is reviewing.
- Head of Serials Cataloging - currently checking references and interviews will begin in late January or early February
- Head of Regents Center - the announcement will be published in the January 13<sup>th</sup> issue of FYI. We have already received an application.
- Mandi Turner, Copying Services supervisor, will be leaving in the next month or so.
- Donna Mitchell, Watson stacks supervisor, has already left.

#### **Upcoming Training Events**

On-campus courses available include: Stephen Covey's 7 Habits of Highly Effective People and The 4 Roles of Leadership..

Big 12 Plus Diversity Conference will be held in Austin, Texas in early April and is already beginning to fill up.

#### **Budget Development Process Discussed Further**

Two handouts were available. One was the budget discussion schedule and the other one was a list of questions and statements to guide the discussions.

#### **ALA Midwinter Conference**

The conference is being held January 13-18<sup>th</sup> in San Antonio, Texas. Barbara Gorman had management team member's travel times and hotel information available on handouts and email.

Next meeting is scheduled for February 2, 2000

Adjournment (on time)

Submitted by Rita Wilson

## Staff Development Committee Meeting Minutes

January 25, 2000

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**Present:** *Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Sandy Gilliland (ex officio )*

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**Minutes:** The minutes of the January 11 and 20 meetings were read, corrected and approved.

**Travel Requests:** There were no travel requests this week.

**Budget discussion:** Lea sent the final draft of the SDC Budget Report to committee members by email and submitted it to the Management Team as requested. She will meet with them this afternoon for 15 minutes to discuss our most important concerns and answer their questions about SDC. Most of our meeting today was spent on preparing for this interview. SDC's biggest concerns are to receive more funding and to have the administration fulfill their intention to hire a Staff Development Officer.

**Programs:** We are prepared for Jim Dryden's first program in the series on Web Page designing. 25 people have already signed up to attend. The first draft of the flyer for Cathy Smith's talk on Academic Computing Services was reviewed and suggestions were made for changes. Lea did not have a lot of information to work with for the flyer so we expect to send out a separate email giving more details on this program to attract participants. Lea will forward the draft flyer to Cathy to get her approval. Kendall will try to get more details about the presentation from Cathy so we can advertise for this February 11 program. Duties were assigned for Jim Dryden's second program, which will be a hands on workshop in the Clark Lab. We have reserved two dates (February 25 and March 3) because space is limited to 10 people in the lab.

**Treasurer's Report:** To date SDC has allocated \$11,540.95, but only \$11,136.95 has been spent. We have \$11,525.49 remaining to allocate.

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## **Circulation Forum Meeting Notes of January 27, 2000**

Those present at the meeting were: Jan Altenbernd, Peggy Bell, Christine Bogner, Pamela Bonham, Susan Case, Karen Cook, Sarah Couch, Helen Krische Dee, Marilyn Hu, Su Johnson, Channette Kirby, Christy Kulp, Jennifer Mellenbruch, Carol Miner, Joe Orosco, Marianne Reed, Jim Smith, Toni Taylor,

Volunteers were recruited to take minutes at future meetings. The rotating schedule will be:

Helen Krische Dee	January 27
Peggy Bell	February 16
Marilyn Hu	March 8
Jennifer Mellenbruch	March 29

Handouts distributed:

- This is not the day you said you would next be open = Fixing the Day of the Century
- Entering branch closed days in LIBC
- Returns and Renewals: Basic Policy Information for Student Assistants
- Dealing with charges for overdue, lost, and damaged library materials
- KU Cards & Library Borrower Cards
- Barcode Primer For Circulation Staff
- Creating On-the-Fly Records (Version of Aug. 31, 1999)
- Input Standards For Circ On-The-Fly Records (Revised Aug. 30, 1999)
- E-mail "How to review bib-item circ on-the-fly records within circulation
- E-mail "Important Update to Circ on-the-fly records standards and book template

### **LIBC UPDATE: DAYS CLOSED & DAY OF THE CENTURY**

Sarah addressed the "housekeeping" issues of entering into LIBC the library close days for 2000. Some circulation desks have been having problems because the dates have not been entered into the old system. Sarah handed out the list of library close dates and the instructions for entering those dates into the old system. She stated that the list was more or less a generic list and the branches would have to check their individual calendars for dates other than those, which were on the handout and enter those dates to the system as well.

Several branch libraries stated that they had not received their copies of Spring Library Hours. distribution and asked Christine Bogner to send copies to the branches. Sarah asked Christine Bogner to send copies to the branches.

Summer hours will need to be input into Voyager. A preliminary schedule was released for review. Sarah needs to know what each of the branch hours is because she is getting ready to enter the dates on Voyager.

Sarah also reminded staff to renew their password on CICS. If they do not log on, their password will become inactive in which case they will need to call either of the following persons to reactivate their passwords:

Glenda McKinstry 864-0235  
Theresa Bateson 864-0263

## STUDENT TRAINING SESSIONS

Sarah wanted to know if the student training sessions have been worthwhile. Peggy Bell thought the OPAC student training had been good, but that the circ/policy training had not been as helpful. Peggy suggested that proxy cards be included in the on-screen examples. Helen Dee suggested more interactive exercises for the students to keep the students attentive. Marilyn Hu agreed that the interactive exercises would keep the sessions more interesting. Sarah suggested that the Student Training group meet again and further discuss what could be accomplished to enhance the student training sessions.

## BARCODES

A sample of modified barcode placement was reviewed for situations in which normal placement would obliterate text (sample from Al Mauler). Chanette asked why not continue placing the barcode on the title page? Sarah replied that due to the manner in which books were stacked to discharge, it was more efficient to place them in the back of the vol.

Sarah mentioned that eventually all units will have a barcode printer near at hand and that when these are available there will be more options—for example to move barcodes for binding purposes, damaged items—those which have to be rebound, or theft attempts—when the OCR or Barcode is removed. Sarah added that barcodes for journals being sent to the bindery will have to be recreated because the barcodes cannot be removed from the removable tape normally used during the binding process.

## CIRCULATION AUTHORIZATION UPDATES

Sarah asked for a list of new student assistants and those student assistants who have quit or moved to another department, so that she may update the circulation authorization list. She asked that those student supervisors e-mail Sarah with the following information:

Department Name  
Student's full name (only required for deletion)  
Student's password (if new student supervisor—a password will be given)  
Profile

## DETERMINING TIME DUE PATRON RECORDS

Sarah requested consistency in time due patron records. She said she would visit with each supervisor, listen to their concerns and determine what they need at their location.

#### TRAINING AND DOCUMENTATION FOR CREATING CIRC-ON-THE-FLY RECORDS

Copies of the existing documentation for creating "circ-on-the-fly" records were distributed, and everyone was asked to pay attention to the new updated version of the standards to be forthcoming. Sarah distributed copies of the e-mail she had sent regarding how to review the bib-item cir-on-the-fly item records which have been created and how to download new templates. Sarah added that new templates for the creation of item records may be requested from Mary Roach.

A training and meeting schedule was handed out for creating item records within circulation. Sarah said everyone needs to sign up for one of the sessions. She passed around a sign-up sheet for these sessions. Suggestions for inclusion in the workshops were proposed such as Step-by-step instructions and definitions of the terminology. Bring relinking problems to the workshops and any questions such as "How do you know you're linking to the right bibliographic record, what is expected of full-time staff as well as night students. It was noted that searching skills as a whole need to be enhanced, especially because of the bad linkage problems. Sarah said she had called for input to the documentation for item record creation and although the deadline was January 24, she would still accept suggestions and to address inquiries to Sarah or Mary Roach.

#### MISSING IN TRANSIT REPORTS

Sarah urged everyone to keep up with the Missing in Transit reports. She asked what has been experienced so far with finding these items. Most reported linkage or location problems. A question was raised concerning what to do with reference items. Toni said items must be changed to a happening location, discharged, and then changed back to correct original location.

#### FUTURE DATES OF CIRC FORUM

The meeting schedule has been changed to meet every three weeks rather than every two weeks as is the current schedule. The future dates will be in Watson Conference Room A:

Feb. 16  
March 8  
March 29

## **Collection Management Council**

### **Minutes, January 27, 2000**

Present: Susan Craig, Mel DeSart, George Gibbs, Ken Lohrentz,  
Rachel Miller, Brad Schaffner, Sherry Williams  
Guests: Marilu Goodyear, Shannon Royer, Keith Russell

**1. CMC budget hearing:** George feels the hearing went well. The Management Team primarily had questions regarding electronic resources.

**2. Materials budget FY00:** Marilu explained that due to a number of factors, e.g., new software, new personnel, leadership transitions, budget lines for several significant pieces of money that should have been included in the Libraries materials budget did not appear there. The budget process the Management Team has engaged in revealed those errors and the lines in question have been restored to the budget.

A 1/27/00 document "University of Kansas Libraries, Base Budget-State Funds" was distributed. Focusing on the Collections Budget Marilu explained that:

- \* "Books and Journals" includes the state allocation, some tuition money, and some research overhead with the portions of money from each source changing each year
- \* "Regents Systemwide Access Funds" (SWAP) is money allocated by the Legislature to help Regents schools provide electronic resources. KU used \$100,000 for the Endeavor System and the rest was in the Electronic Information Fund. SWAP money can only be spent on electronic resources.
- \* "Annual increase" refers to the percent increase to the base allocated for the materials budget. The last 3 years that has been 2%.
- \* "0.5% Campuswide OOE" has been a 2-year initiative to add an additional amount to the library collection's base. This is the last year for this increase.
- \* "One time \$" is funding from the Provost's Office. The amount varies year-to-year but can run from \$150,000 to \$250,000.
- \* "Voyager support" refers to the SWAP funds required to purchase the system. It is expected that a portion of the \$100,000 will be needed to pay the continued Voyager costs. Keith will try to prepare an estimate of what the continuing costs might be and whether any of the SWAP funds can be restored to the collections budget.

In light of the rediscovered funds, a revised "Outline of FY2000 Library Materials and Information Budget" was distributed which shows a cash balance of \$71,587.45. Marilu will attend the March Bibliographer's Council meeting to explain the situation to the group.

**3. Deadlines:** CMC expressed their strong desire that bibliographers

be informed of any pending deadlines for orders. At one point last fall we were cautioned that money would need to be committed by March but many of us believed that requirement had been lifted. If the library administration feels that orders need to be submitted at an accelerated pace, CMC asks that an announcement be made ASAP. {**post-meeting news:** a memo was sent by Rachel & George indicating there would be no deadlines for orders}

**4. Serial cancellations:** CMC reviewed with Keith the process which was used in 1998 to identify potential cuts which could be enacted or voided as budget information is made available. Rachel has distributed information to bibliographers about payments for specific serial titles as well as serial cost projections. At the meeting, she distributed "FY01 Budget Projections" which indicates that the materials budget will be \$150,000-\$400,000 in the red if no serial cuts are made. Some of the serial cancellation issues discussed by CMC included:

- \* should we have policy that suggests/requires cancellation of print versions of journals included in stable projects such as Project Muse?
- \* should staff time be allocated to look at duplication of titles in electronic format?
- \* who should be responsible for verifying which electronic resources we lease, which ones we own, what additional costs would be incurred to purchase the information if we were to drop the annual subscription?

**5. Action:**

- \* Rachel will issue the FY01 Budget Projections to bibliographers before the Feb. 17 Bibliographers' Council Meeting {**post-meeting news:** Rachel has put the revised memo on the U drive}
- \* Keith will prepare a letter to be sent to all faculty regarding the necessity for serial cancellations
- \* CMC will consider whether the \$71,000 surplus in FY00 funds should be distributed or carried over

**6. Upcoming meetings:**

- \* Next CMC is Thursday, Feb. 10 at 3pm in Conference Room A, Watson
- \* Next Bibliographers' Lunch is Wednesday, Feb. 16 at Noon in Alcove D of the Kansas Union
- \* Next Bibliographers' Meeting is Thursday, Feb. 17 at 10:30am in Conference Room A, Watson
- \* The Oklahoma conference is March 2-3 in Norman. Keith has agreed to fund George, Mel, and Susan Case's registration, hotel, and transportation costs. The conference will be followed by several Big 12+ collection development meetings.

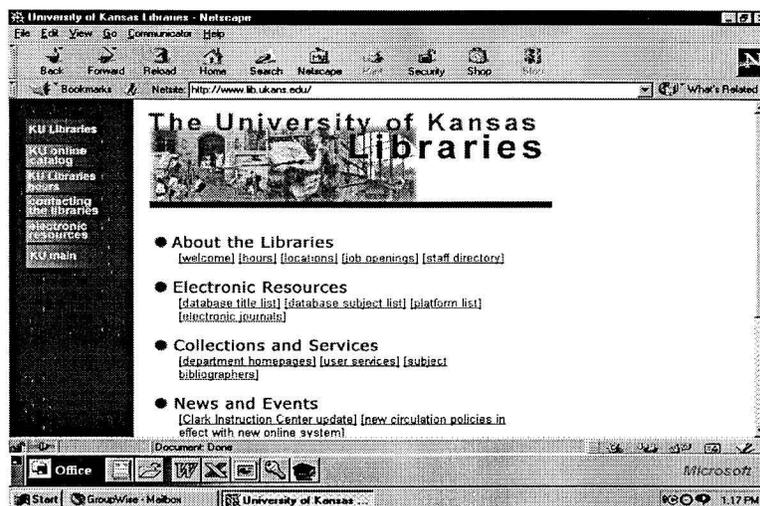
notes prepared by S. Craig

The Staff Development Committee Presents



# CREATING LIBRARY WEB PAGES (PART 2):

## Publishing Library Web Pages



Two Sessions Given By

**Jim Dryden**

KU Library Automation Department

Friday, February 25, OR Friday, March 3, 2000

9:30-11:30 AM

Watson Library Clark Laboratory

Pre-registration with the Rita Wilson in the Administrative Office  
(4-3601 or rcwilson@ukans.edu) is required.

**SDC 2000 Theme: "The Libraries' Role in the New Millennium"**



## The University of Kansas Libraries

Number: 1512

Date: February 17, 2000

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

### ***RECEPTION FOR "NO DREAMS DEFERRED"***

A reception will be held this Saturday, February 19th, 2-4 p.m., to mark the occasion of the exhibition, "No Dreams Deferred: African American Leadership in the Kansas Region" at Spencer Research Library. As reported earlier in these pages, this excellent exhibition was mounted by Deborah Dandridge and Kristin Eshelman, and is drawn from the collections of the Kansas Collection. Families and associates of the subjects of the exhibition have been invited to the reception. Interested library staff are very welcome to attend.

Mary Rosenbloom

### ***PERSONNEL***

Mel DeSart, Coordinator for Science and Engineering Resources and Services, has accepted a position as Head of the Engineering Library with the University of Washington, Seattle. Mel joined the KU Libraries staff in June, 1994 as Engineering Librarian. He was appointed as Coordinator for Science and Engineering Resources and Services in July, 1998. Mel's resignation is effective March 31<sup>st</sup>. A farewell party is being planned and will be announced soon.

Sandy Gilliland

### ***RUBINSTEIN-MASON AWARD***

Attached to this issue of FYI please find a flyer announcing the Rubinstein-Mason Award. This award honors Sandy Mason, Spencer Librarian Emerita, and Joseph Rubinstein, the first KU special collections librarian. Current KU students who have been accepted at an ALA accredited library school are eligible to apply for this award. Please help spread the word about this award to students you know who may be interested in a career in librarianship. Copies of this flyer have been sent directly to all student library employees.

Bill Crowe

### ***ALA MID-WINTER BROWN BAG***

The Staff Development Committee will host an ALA Mid-Winter Briefing Brown Bag in Alcove D of the Kansas Union on Thursday, February 24 from noon-1:30PM.

Our KU colleagues who participated in this year's Mid-Winter ALA Conference in San Antonio, TX will share what they learned at their meetings, panels, round tables and more. Watch your e-mail for more information.

Stephanie Schaffner, Secretary, SDC

### ***ATTACHMENTS***

Travel Report: Faye Christenberry

Committee Minutes:

Collection Management Council, 2-10-00

'Rubinstein / Mason Award' Flyer

**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 Midwinter Conference

Location: San Antonio, Texas

Date(s) of Travel: 1/14/00-1/17/00

Saturday 1/15:

9:30-12:30, ACRL MLA International Bibliography in Academic Libraries Discussion Group Meeting:

Bill Grogran was elected the new Chair-Elect of the discussion group. A new listserv & website administrator was appointed to take over for Scott Stebelman. We heard an update from Terry Ford, Editor of the MLA IB. One piece of interesting news is that the first electronic edition of the *Directory of Periodicals* will be available to SilverPlatter subscribers sometime in February. From this point forward, the *Directory* will be available only electronically. Finally, Scott Stebelman (George Washington) gave an interesting presentation on the results of a research project he conducted comparing coverage of MLA IB & ABELL. If anyone is interested in the results of this project, please let me know.

11:30-1:00, ALCTS Electronic Resources Discussion Group Meeting:

The MLA IB discussion group finished a bit early, so I decided to check out this ALCTS meeting. I missed the first part of the discussion, so I was a bit lost at first. Basically, the meeting was a free for all for anyone with questions or concerns regarding access issues to electronic resources. There was much complaining about aggregate journal vendors and whether or not to provide holdings information for those titles in the online catalog. Project JAKE was mentioned as a potential alternative. A project with EBSCO was also discussed. Another familiar complaint was the fact that these vendors do not readily provide information on the addition or deletion of titles in their databases.

2:00-4:00, ACRL Instruction Section Planning Committee Meeting:

The group discussed strategy for completing our charge to revise the IS planning process. Currently, we are working on the following items: revising the web form for committee activities; determining appropriate ways to link these activities to strategic goals; and encouraging IS committee chairs to begin working on activities with measurable objectives. At ALA Annual, we will be training new IS committee chairs on how to write measurable objectives. We are also gathering historical statistics that will give committee chairs a basis of comparison to determine whether or not their committee activities are successful and in accordance to the IS strategic plan.

5:30-7:00, University of Illinois Graduate School of Library & Information Science Reunion:

Lots of ex-Illini milling about; presentation of the Downs Intellectual Freedom Award.

Sunday 1/16:

Rams crush the Vikings (sorry Brad!).

2:00-4:00, ACRL Australian & Canadian Studies Discussion Group Meeting:

The group met to discuss the following issues: establishing a web site; changing the name of the list to reflect broader interests; selection of an Australian speaker or topic for the Annual meeting.

Monday 1/17:

9:30-11:00, ACRL Instruction Section Planning Committee Meeting 2:

Meeting number two for this committee. Two subcommittees (one dealing with gathering historical statistics for measurable objectives; one dealing with training new IS Chairs on writing measurable objectives) gave a report on their action plan for completing tasks before ALA Annual. Our committee has also been asked by IS Advisory to examine the IS Strategic 2005 and compare with the ACRL Strategic Plan 2000. The Instruction Section is concerned that our goals are in line with that of ACRL.

2:00-4:00, RUSA CODES Reference Collection Development & Evaluation Committee Meeting:

RUSA plans to put together a virtual "Reference Album" in the near future. Basically, it will be a web site with sample "model" reference pages, to assist those interested in creating a reference web site for their library. We worked on finalizing plans for a list of "Top 100" reference titles for public & college libraries. A subgroup of the committee gave an update on their project which is a compilation of review sources for electronic databases.

As always, I would like to say "thanks" to the Staff Development Committee for providing financial assistance which made this trip possible.

Collection Management Council  
February 10, 2000

Present: George Gibbs, Rachel Miller, Mel Desart, Brad Schaffner, and Susan Craig.  
Absent: Sherry Williams and Ken Lohrentz  
Guests: Keith Russell, Loretta Spurling, and Julia Rholes.

1. Developing stronger working relationships between subject librarians and the Regent's Center Library.

Last year Nancy Burich made a presentation to the Bibliographers' Council about the expansion of courses and programs at the Edwards Campus and the potential need for subject librarians to provide assistance in developing collections and services at the Regent's Center Library. At today's CMC meeting, Loretta presented a draft of a memo that broadly outlines the types of relationships needed to assist the Regent's Center Library staff. Based on this draft, CMC discussed issues related to these relationships. The main points of the discussion were that:

- We are building one collection for the University of Kansas, regardless of location.
- Regent's Center Library staff will need assistance with library instruction in some subject areas.
- Issues regarding the selection and purchase of resources still need to be worked out.
- We need to be proactive in planning for programs to meet the needs of the Edwards Campus.

Based on this discussion, Loretta agreed to revise the memo and send it back to CMC for additional feedback. After that, the memo will be sent to the bibliographers for their input.

2. Budget allocation and serials cut.

Before the meeting Brad send out a suggestion that CMC consider allocating the FY00 budget now because we already know the amount of new money available for the FY00 budget. Currently, the bibliographers do not know what their subject fund allocation will be for FY00 or FY01. The money distributed at the start of FY01 is a one-time allocation to cover serial increases for this fiscal year. CMC would ask the bibliographers to submit budget requests soon and allocations would be made as soon as possible, but before final decisions on serial cuts would have to be made. Although bibliographers would not have this money to spend immediately, they would know that they would get this increase at the start of the next fiscal year. When considering serial cuts, they would then only have to speculate on the FY01 increase. (As it stands now, they have to speculate on the increase for FY00 and FY01.) After some discussion, it was decided that this was the best course of action. CMC will revise the budget request form and then send it out to the bibliographers. CMC will use this information to allocate the FY00 money to each fund. (These funds will not be available until the start of the next fiscal year.) CMC will give each subject librarian a chance to update their request before the FY01 funds are allocated after the start of the next fiscal year. CMC will discuss the budget request form at their next meeting on February 24.

CMC then discussed the timeline for serial cuts and the information that subject librarians would need to make these cuts. It was pointed out that many librarians have already begun to talk with faculty about the pending cuts because all input from faculty must be acquired before finals begin at the end of the semester. Regarding information, CMC recommended to Rachel that we ask librarians to use the greenbar reports that were issued on 6/24/99 for FY99 pricing information. This information can be used in conjunction with the new Voyager reports that currently do not have comprehensive payment information. (This information is added as each subscription is renewed.) This will make it unnecessary to re-key a large amount of information. Rachel noted that if a librarian has lost his/her greenbar report, a photocopy can be provided. At the upcoming bibliographer's meeting Rachel will outline the type of information that will be provided for the pending serial cut.

### 3. Comments by Keith Russell

Keith spoke briefly about general budget issues. He then spoke about the upcoming second interview with Richard Fyffe for the Assistant Dean for Scholarly Communications position. Keith will talk about this interview at the bibliographer's meeting on Thursday, February 17 at 10:30 a.m.

The next CMC meeting will be on February 24 at 3:00 p.m.

Minutes recorded by Brad Schaffner

*KU STUDENTS:*

*Are you planning a career  
in LIBRARIANSHIP?*

If so, consider applying for the first annual  
**RUBINSTEIN / MASON AWARD**  
to support graduate study in librarianship.

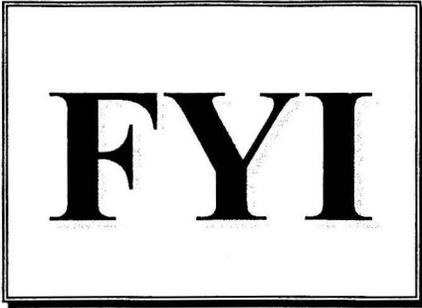
**The award of \$750 will be announced by  
the Dean of Libraries in April 2000.**

Applicants must

- be currently enrolled KU students
- have been accepted by a graduate program in librarianship accredited by the American Library Association.  
(See <http://www.ala.org/accreditation.html> for information about education for librarianship.)
- submit an application form by **March 15, 2000**, together with the name and address of a professional reference who can comment on the applicant's potential for success as a librarian, and a 250-word statement for the review committee.

Preference will be given to students who have worked in the KU Libraries and/or who have an interest in special collections librarianship.

Contact William J. Crowe, Spencer Librarian, at 785-864-4970 (or e-mail [wcrowe@ukans.edu](mailto:wcrowe@ukans.edu)) for an application form or for additional information  
—also at <http://www.lib.ukans.edu/news>



## The University of Kansas Libraries

Number: 1513

Date: February 24, 2000

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

### **CLASSIFIED VACANCY**

Applications are now being accepted for a full-time Library Assistant I position in the Cataloging Department. Responsibilities of this position include: 1) Verification and Processing of Personal Name Headings, 50%; 2) Series Authority Processing, 20%; 3) Special Projects, 25%. Minimum Qualifications: Job knowledge at an entry level in library support work. Strongly preferred: Recent library work and/or recent education in library science; Reading knowledge of one or more Western European languages; Experience using Window 95, Windows 98, or Windows NT; Flexible person with strong interpersonal and communication skills who is able to work effectively and cooperatively as part of a team as well as independently in a side variety of tasks in a changing 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.; College coursework; OCLC cataloging experience; Knowledge of computer technology as it applies to libraries; Committed to the Department's team building and continuous improvement efforts; Values diversity and recognizes the benefits that come from many perspectives and cultures.

To apply, contact Sandy Gilliland for instructions and forms. Applications must be received by 5:00 p.m. Friday, March 3, 2000.

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.

### **BIBLIOGRAPHERS LIST**

An updated list of bibliographers is included in the FYI. Please notify Carol Ann Vernon of any corrections that need to be made (864-8837; [cavernon@ukans.edu](mailto:cavernon@ukans.edu))

Carol Ann Vernon

### **ATTACHMENTS**

Travel Report: (none)

Committee Minutes:

Classified Conference Executive Board, 2/9/00

Instruction Council, 1/24/00

LFA Exec, 2/7/00

Planning and Resources Committee, 2/8/00

Staff Development, 2/1/00, 2/8/00

Bibliographers List

An Equal Opportunity/Affirmative Action Employer

**Classified Conference Executive Board Meeting  
Minutes 9 February 2000**

**Present:** Jan Altenbernd (vice chairperson / chair-elect), Mary Ann Baker, Helen Dee, Carol Jeffries, Bob Marvin, Carmen Orth-Alfie (chairperson), Angel Unfred

Carmen passed out copies of an e-mail and documentation related to legislation being considered to change the state retirement program (KPERS) from a defined benefit plan to a defined contribution plan; a draft of the 10 January 2000 meeting minutes, which were approved as corrected; a copy of the Libraries Management Team's ground rules; and a draft of the code change ballot.

**Group News:** Helen will continue on as Group III representative for the rest of the term. Helen reported that she attended the SDC Web workshop on Jan. 28<sup>th</sup> and offered to help Sue Hewitt maintain our website. Jan mentioned the Art Library public terminals are now networked and that they have a scanner ready for public use on Feb. 10. At this time, there are no fees charged for having copies made but there will be soon. There will be no charge for copying onto disk or downloading information or images. There will be training on how to use the scanner but Jan expects that most patrons will know how to use it without help. Mary Ann reminded the group about the exhibit, "No Dreams Deferred: African-American Leadership in the Kansas Region" set up by Deborah Dandridge and Kristin Eshelman through March for Black History month located in Spencer Library on the 3<sup>rd</sup> level. Carol shared that Outlook is easier to work with than GroupWise but space or size is an issue in Outlook: everyone gets 40MB of space. At 45MB you can still receive messages but can not send any messages. At 50MB you can no longer send or receive messages. Bob noted that the hiring freeze had ended. Sandy Gilliland will advertise our job openings in the Topeka, Lawrence, and Kansas City papers.

**Committee reports**

Bayliss reported that the **Instruction Council (IC)** will provide additional discussion groups for those interested in improving their hand-outs (see recent e-mail for dates and times). The new computer instruction center is operational and instruction sessions are much improved. The purpose of the new center is to teach library research skills. It will be opened to the public except when there is a class.

During the budget hearings the **Staff Development Committee (SDC)** spoke with the Libraries Management Team about the need for additional funding for staff development and for a Staff Training and Development Officer.

Sarah Couch talked to the **University Senate Committee on Libraries (SLC)** about the Library Appeals Board procedures. Keith Russell reported on the Libraries' position vacancies and the progress of various personnel searches. On budgetary matters, the Dean shared his appreciation for library departments taking a broad view of the entire library system when requesting funds during recent budget discussions within the Libraries. Copies of the FY2001 budget will be distributed when it is ready. The Dean warned of an impending serials cut. SLC faculty members are concerned that the KU Libraries are falling lower and lower on several Association of Research Libraries rankings. Maria Carlson and Marilyn Stokstad may work with the Libraries, the Hall Center and the Distinguished Professors group to address this issue. Dean Russell said that we must keep the Chancellor informed of the importance of our plans for the BARD (Book and Archival Records Depository). Building the BARD is the linchpin in a cohesive plan for our future library development.

**Chairperson's Report:** Carmen reported that Keith has set up some more open meetings for all library staff and she will mention to him that the dates need to be publicized. Carmen will also ask Keith if the Libraries' organization chart can be made available to everyone and she will mention that there is no Classified staff member on the Libraries' Web Committee. After sharing her notes from the Coordinating Committee meetings on January 5 and 12 (minutes of which have appeared in the *FYT*), Carmen asked if there were any questions for her to bring to Keith and Sandy in her upcoming meeting with them. Jan shared her concerns about the difficulties in trying to get a hold of people and their lack of response when messages are left to call back.

**Code Change Ballot:** Carmen reported that the proposal to make the SDC and the Planning and Resource Committee true joint Library Faculty Assembly (LFA) & Classified Conference (CC) committees was approved by LFA and now must be voted on by members of CC. After some discussion, we decided to have group representatives gather completed ballots from their group members & bring the ballots to the first meeting after the ballot return deadline for tallying. According to *The Code of the Classified Conference*, 2/3 of the valid ballots tallied must be in favor for an amendment to pass.

**Next Meeting:** Our next meeting is Monday, 21 February, 10:30am-12noon in Watson conference room B. Carmen reminded us to look over the KPERS documentation that she distributed.

**Instruction Council  
January 24, 2000  
Minutes**

submitted by Bayliss Harsh

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

Absent: Rick Clement, Julia Rholes

**Hands-on Work with Handouts**

Upon reviewing staff evaluations of the workshop "Healing the Handout Within", it was noted that many attendees wanted to have more of an opportunity to get "hands-on" work with handouts-discussing pros and cons of different designs, reviewing examples of good and bad handouts, etc. In an effort to meet this request, Instruction Council will sponsor two informal "Hands-On with Handouts" discussion sessions. These two (identical) sessions are set for February 24 from 10am-11am and February 25 from 11am-12 noon.

**Instruction Council Web Site for Library Staff**

Cindy asked us to take a look at the new Instruction Council Web site for library staff ([www2.lib.ukans.edu/~staff/staffins/](http://www2.lib.ukans.edu/~staff/staffins/)). At a future meeting Instruction Council will discuss suggestions for improving the site and ideas for introducing it to library staff.

**KUILS Guides**

Instruction Council needs to take a look at databases for which we want to recommend that guides be written. From a list of top priorities that Instruction Council put together last year, all guides have been written except ABC PoliSci. Instruction Council is also interested in guides for World News Connection and Bibliography of Asian Studies. Cindy said that we may also want to suggest that a guide be written for Literary Resource Center.

**Next meeting**

Our next meeting is scheduled for February 7 at 10:30am. At this meeting we will discuss the following: committee members' suggestions for the new Instruction Council Web site for library staff, KUILS guides, plans for the Feb. 24 and 25 workshops, and plans for a Clark Instruction Center open-house for library staff.

LFA Exec Meeting

February 7, 2000

Present: Gordon Anderson (chaired the meeting in Sherry's absence), Cathy Bell, Susan Case, George Gibbs, Lars Leon (secretary), Sandy Gilliland (guest)

Absent: Sherry Williams

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We had invited Sandy to attend our meeting in order to discuss various issues with us.

### **Approval of minutes**

Lars will send minutes from our last meeting to everyone via email for review.

### **Orientation Committee**

Sandy spoke with us about the history and current status of the functions previously handled by the Orientation Committee. Sandy said that workload issues and other priorities have kept the Administration from being able to work on this. Sandy did develop an Orientation Program and presented it to Marilu. Sandy has also talked with Dean Russell about this issue. Sandy will share a draft outline of the plan with LFA Exec. Sandy hopes to have an Orientation Program in place by summer with plans to offer two orientation sessions per year.

### **Terms used to evaluate unclassified staff**

George has suggested to LFA Exec that the libraries use the term "adequate" instead of "marginal" for evaluating service and research. Sandy suggested that a recommendation, to this effect, should go to Dean Russell. LFA Exec will discuss this topic more at a future meeting. If we decide to pursue, we will then send the recommendation to Dean Russell after discussion and approval by LFA.

### **Terminology for "library faculty" as distinct from "teaching faculty"**

We discussed with Sandy the issue of why librarians who are faculty are considered differently from teaching faculty when salary increases are considered. This issue has arisen in the past in various situations such as when the legislature gives merit increases to faculty. In the past, the Provost has found money to provide the same merit salary increases for the library-faculty pool as for the teaching-faculty pool. The question was raised as to what interest LFA or LFA Exec might have in trying to do something about this perceived inequity.

It was noted that Kansas State University librarians have professorial titles (e.g. Assistant Professor or Associate Professor). They were also not included when "teaching faculty" received increases. LFA Exec has not been able to discern how this distinction is made in the University.

Adjourned.

## Planning and Resources Committee

Meeting Notes  
February 8, 2000

### **In attendance:**

Brian Baird	Becky Schulte
Angel Unfred	Brad Schaffner
John Richardson	Sue Hewitt
Shannon Royer	Cindy Pierard

Copies of the Budget document submitted to the Provost on behalf of the Libraries were distributed to members of PRC.

Brian shared his overall impressions of staff requests from the budget discussions which he attended with the Management Team. They included:

- an emphasis on the need for staffing in Retrieval Services
- difficulty in planning when resources seem to be so scarce
- concerns about the planning for collections, electronic vs. paper, declining purchasing power, etc.
- overall staffing needs

Brian will draft a summary of key issues identified in the departmental budget submissions for review by the committee, in an attempt to ensure that these recommendations receive adequate attention.

Suggestions arising from PRC's budget discussion meeting with the Management team were discussed next. They included:

- Explore a shorter way to build consensus for a strategic plan. Shorten time frame and build on previous work, rather than starting from scratch
- Suggested that in the coming fiscal year, PRC have meeting with different library groups (CMC, Pub Heads, etc.) to solicit input on major issues facing the libraries

Brian announced that the PRC web site is up and running. Currently only the committee's charges are on it, but Brian will be putting more on as time goes forward.

It was also announced that the Dean would be holding 'All Staff' meetings next week. A call went out for suggested agenda items, and the group offered suggestions to be submitted (by Brian, via e-mail to Keith) on behalf of PRC. Those suggestions included:

- making copies of the budget submitted to the Provost for staff distribution prior to the All Staff meetings, so that folks can have a chance to look at it and raise questions.
- Make it clear to staff how the departmental input was used to prepare the Provost's budget
- Explain the budget process timeline, particularly when the Libraries internal budget will be developed for FY01

In preparation for our next meeting (02/22/00) the committee was asked to review the Libraries budget document submitted to the Provost, and to reread the departmental budget submissions, to identify key issues.

## Staff Development Committee Meeting Minutes

February 1, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)*

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

**Travel Requests:** There was one travel request this week, but we will need to get more information from the applicant before the request can be approved.

**Programs:** Jim Dryden's Part I of Web Page Authoring on Friday was very well attended. Novices and persons who have already created their own web pages participated. Comments were good overall and show that this topic is of great interest to many library staff. If participants did not fill out an evaluation and would like to do so, forms are available to print out at U:Committees/Sdc/LibStaffInfo/Program Eval & Results/ SDC Seminar Eval.doc. Forms should be sent to SDC/Library Administration. Part II of the Web Authoring program will be a hands-on workshop held in the Clark Lab. Flyers will be forthcoming.

Lea presented the final draft of the flyer for Cathy Smith's talk on February 11. Flyers will need to go out this week.

**Survey:** Kendall is preparing to transfer the survey data over to SPSS because Excel and Access are not able to perform the types of queries and comparisons that are needed. The committee began talking about which questions/answers received a large majority response. One of these was the support of a mentoring program. Kathleen obtained a copy of a recent ARL Spec Kit on mentoring and shared it with committee members. There are various practices and methods of mentoring. SDC may want to offer a program with a speaker who is experienced in the mentoring to talk to staff members about it.

Committee members are asked to read the survey responses again and submit suggestions for queries to Kendall.

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## Staff Development Committee Meeting Minutes

February 8, 2000

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**Present:** *Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Currie (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Sandy Gilliland (ex officio)*

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

**Travel Requests:** There were several travel requests this week. Connie Powell will attend the 219<sup>th</sup> American Chemical Society Meeting in San Francisco, CA from March 26-30. Lea Reid will attend a meeting of the Kansas Association of Native American Education 2000 here in Lawrence from March 5-7. Lea will also be traveling to Austin, TX for the Big 12 Plus Diversity Conference held April 3-4. Carmen Orth-Alfie will attend the same Big 12 Plus Diversity Conference. Jeff Bullington and Cindy Pierard will be co-presenting a paper at the 28<sup>th</sup> National LOEX Conference held in Ypsilanti, MI from May 18-20.

**Guest:** Jim Dryden was our guest at today's meeting. He talked about his plans for the next workshop in the SDC sponsored series he is leading, Creating Library Web Pages. Part II will include a short review of Part I and be a hands-on workshop. Participants will edit and reformat a document using Netscape Composer and will learn how to place it onto the Library Web Server. Two sessions are scheduled for February 25 and March 3, 9:30 to 11:30. SDC has tentatively reserved March 10 in the Clark Lab only in case of overflow, so it will not be advertised.

**Programs:** Cathy Smith's program is this Friday. Lea will send out email reminders to staff this week. Lin advised that Jerry Niebaum is willing to do a program on the concept of digital libraries. We are looking at March 27 or 30 as possible dates. A staff member suggested doing a talk and tour of the African-American History exhibit which is now up at Spencer. Kathleen will ask the people who created this exhibit if they would be interested or available to do a program similar to Mary Hawkin's talk and tour of the Carrie Watson exhibit.

**Survey:** We did not have much time at today's meeting to talk about the survey. Kendall did, however, bring some printouts of the results she got using SPSS Crosstabulation queries. Committee members are asked to provide her with more suggestions on queries that could be performed.

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# University of Kansas Libraries Bibliographers

<b>Subject</b>	<b>Bibliographer</b>	<b>Phone</b>	<b>E-mail address</b>
<b>African Studies</b>	Ken Lohrentz	4-8912/4	<i>klohrentz@ukans.edu</i>
<b>American Studies</b>	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>
<b>Anthropology</b>	Jeffrey Bullington	4-8994	<i>jbullington@ukans.edu</i>
<b>Architecture</b>	Susan Craig	4-3020	<i>scraig@ukans.edu</i>
<b>Art &amp; Art History</b>	Susan Craig	4-3020	<i>scraig@ukans.edu</i>
<b>Bibliography &amp; Reference</b>	Faye Christenberry	4-8992	<i>fchristenberry@ukans.edu</i>
<b>Business</b>	Loretta Spurling	4-8533/8	<i>spurling@ukans.edu</i>
<b>Chemistry</b>	Connie Powell	4-8831	<i>cpowell@ukans.edu</i>
<b>Chinese Studies</b>	Vickie Doll	4-4669	<i>vdoll@ukans.edu</i>
<b>Classical Studies</b>	Rich Ring	4-3425	<i>richring@ukans.edu</i>
<b>Communication Studies</b>	Jeffrey Bullington	4-8994	<i>jbullington@ukans.edu</i>
<b>Comparative Literature</b>	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
<b>Computer Science</b>	Vicki Coleman	4-3875	<i>vcoleman@ukans.edu</i>
<b>Dance</b>	Vic Cardell	4-3282	<i>vcardell@ukans.edu</i>
<b>Design</b>	Susan Craig	4-3020	<i>scraig@ukans.edu</i>
<b>Dole Collection</b>	Bryan Culp	4-4274	<i>bculp@ukans.edu</i>
<b>East Asian</b>	Vickie Doll	4-4669	<i>vdoll@ukans.edu</i>
<b>Ecology</b>	Susan Case	4-8828	<i>scase@ukans.edu</i>
<b>Economics</b>	Jim Neeley	4-3036	<i>jneeley@ukans.edu</i>
<b>Education</b>	Lea H. Currie	4-8997	<i>lreid@ukans.edu</i>
<b>Electronic Information</b>	Jim Neeley	4-3036	<i>jneeley@ukans.edu</i>
<b>Engineering</b>	Vicki Coleman	4-3875	<i>vcoleman@ukans.edu</i>
<b>English Language &amp; Literatures</b>	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
<b>Entomology</b>	Susan Case	4-8828	<i>scase@ukans.edu</i>
<b>Environmental Studies</b>	Susan Case	4-8828	<i>scase@ukans.edu</i>
<b>Film</b>	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
<b>Foreign Literature in Translation</b>	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
<b>French &amp; Italian Languages &amp; Literatures</b>	Rich Ring	4-3425	<i>richring@ukans.edu</i>
<b>Geography</b>	Donna Koepf	4-4660/4	<i>dkoepf@ukans.edu</i>
<b>Geology</b>	Mel DeSart	4-3854	<i>desart@ukans.edu</i>
<b>Germanic Languages &amp; Literatures</b>	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>
<b>Government Publications</b>	Donna Koepf	4-4660/4	<i>dkoepf@ukans.edu</i>
<b>Health Policy &amp; Management</b>	Loretta Spurling	4-8533/8	<i>spurling@ukans.edu</i>
<b>Health, Sport &amp; Exercise Science</b>	Lea H. Currie	4-8997	<i>lreid@ukans.edu</i>
<b>Historical Administration &amp; Museum Studies</b>	Sherry Williams	4-4274	<i>swilliam@ukans.edu</i>
<b>History, United States</b>	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>

<b>Subject</b>	<b>Bibliographer</b>	<b>Phone</b>	<b>E-mail address</b>
<b>History, World</b>	Rich Ring	4-3425	<i>richring@ukans.edu</i>
<b>Human Development &amp; Family Life</b>	Julie Waters	4-8829	<i>jwaters@ukans.edu</i>
<b>Japanese Studies</b>	Michiko Ito	4-4669	<i>mito@ukans.edu</i>
<b>Journalism</b>	Kathy Graves	4-8993	<i>kgraves@ukans.edu</i>
<b>Kansas Collection (Regional History)</b>	Sherry Williams	4-4274	<i>swilliam@ukans.edu</i>
<b>Latin American Studies</b>	Jana Krentz	4-3351	<i>jkrentz@ukans.edu</i>
<b>Law (Watson only)</b>	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
<b>Library Science</b>	Brian Baird	4-3568	<i>bbaird@ukans.edu</i>
<b>Linguistics</b>	Geoff Husic	4-3957	<i>ghusic@ukans.edu</i>
<b>Maps</b>	Donna Koepp	4-4660/4	<i>dkoepp@ukans.edu</i>
<b>Mathematics</b>	Julie Waters	4-8829	<i>jwaters@ukans.edu</i>
<b>Molecular Biosciences</b>	Connie Powell	4-8831	<i>cpowell@ukans.edu</i>
<b>Music</b>	Vic Cardell	4-3282	<i>vcardell@ukans.edu</i>
<b>Pharmacy</b>	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
<b>Philosophy</b>	John Richardson	4-8936	<i>jrichardson@ukans.edu</i>
<b>Physics and Astronomy</b>	Mel DeSart	4-3854	<i>desart@ukans.edu</i>
<b>Political Science</b>	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
<b>Psychology</b>	Julie Waters	4-8829	<i>jwaters@ukans.edu</i>
<b>Public Administration</b>	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
<b>Regents Center Library</b>	Loretta Spurling	4-8533/8	<i>spurling@ukans.edu</i>
<b>Religious Studies</b>	Annie Williams	4-8913	<i>awilliams@ukans.edu</i>
<b>Russian and East European Studies</b>	Brad Schaffner	4-3957	<i>bschaffn@ukans.edu</i>
<b>Science</b>	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
<b>Slavic Languages and Literatures</b>	Brad Schaffner	4-3957	<i>bschaffn@ukans.edu</i>
<b>Social Welfare</b>	Cindy Pierard	4-8990	<i>cpierard@ukans.edu</i>
<b>Sociology</b>	Jeffrey Bullington	4-8994	<i>jbullington@ukans.edu</i>
<b>Spanish and Portuguese Languages and Literatures</b>	Jana Krentz	4-3351	<i>jkrentz@ukans.edu</i>
<b>Special Collections (Rare Books &amp; Manuscripts)</b>	Richard Clement	4-4217	<i>rclement@ukans.edu</i>
<b>Speech, Language and Hearing</b>	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
<b>Theater</b>	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
<b>University Archives</b>	Sherry Williams	4-4274	<i>swilliam@ukans.edu</i>
<b>Urban Planning</b>	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
<b>Wilcox Collection</b>	Becky Schulte	4-4274	<i>bschulte@ukans.edu</i>
<b>Women's Studies</b>	Faye Christenberry	4-8992	<i>fchristenberry@ukans.edu</i>



## The University of Kansas Libraries

Number: 1514

Date: March 2, 2000

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

### *CLASSIFIED VACANCY*

Applications are now being accepted for a full-time Library Assistant II position in the Retrieval Services Department. This position is responsible for: 1) Processing difficult ILL requests from KU Patrons, 50%; 2) Follow-up on all ILL requests from KU Patrons that have not been completed, 15%; 3) Interactions with patrons, 10%; 4) Internal communication, evaluation, and maintenance of personal skills, 10%; 5) Supervision of student assistants, 5%; 6) Accounting related to borrowing, 5%; 7) Processing regular ILL requests from KU patrons, 5%; and 8) Other duties as assigned. Minimum Qualifications: Job knowledge at an advanced level in library support work. Strongly Preferred: Ability to organize work effectively, set priorities, and meet goals. Ability to follow procedures for managing workflow. Ability to work with detailed information. Evidence of initiative in solving problems and continually improving operations. Ability to work as part of a team as well as independently. Effective communication and interpersonal skills. Broad educational background, including working knowledge of major European languages. Ability to maintain a regular schedule. Ability to work under pressure and handle work-related stress. Preferred: Experience working closely with bibliographic records. Experience with academic library procedures. Experience using word-processing, database, and spreadsheet programs. Accurate typing and keying. Application instructions: Contact Sandy Gilliland, 502 Watson. Applications are due by 5:00 p.m. Friday, March 10, 2000.

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.

### *NEW ASSIGNMENT ANNOUNCEMENT*

Effective Monday, Feb. 28, Sue Hewitt began a full-time, temporary assignment working with Rachel Miller to design, produce, maintain, troubleshoot, and disseminate reports utilizing data from multiple sources, including Voyager, vendor files, and other databases. Sue's first project will be to prepare the various serial cancellation reports that bibliographers will need for the spring 2000 cancellation project. Sue is now located in the Watson Reference office area (her phone number remains 4-5533). This temporary assignment will be evaluated for possible continuation as a permanent assignment within 9-12 months.

Rachel Miller

(continued)

### ***PERSONNEL ANNOUNCEMENT***

Donna Koepp has redirected her professional focus and will serve full time as Coordinator of Maps and GIS (Geographic Information Systems) in Anschutz Library. The move is a long-planned part of the total re-organization of Anschutz Library and will facilitate the development of a new GIS service in the coming months. Donna has been successful in securing grant funding to finance the development of the GIS. Her continued national leadership and expertise in map librarianship, as well as her valuable Government Documents experience, will serve us well in establishing the GIS service program. The effective date for Donna's reassignment is March 1, 2000.

Denise Stephens

### ***ANSCHUTZ LIBRARY: A WORK IN PROGRESS***

As the re-organization of Anschutz Library continues, you will notice periodic announcements regarding structural adjustments and other important issues. To date, Greater Anschutz – as currently distributed across the University – is working to define its identity, objectives, service programs, and other essential elements. We began this fundamental work in October 1999 with a two-day retreat. Since that time, the staff of Greater Anschutz has been working on re-organization issues. Anschutz Library, in its new form, will emerge with the start of the Fall 2000 semester. Please check *FYI* for more information concerning the evolution of Anschutz.

Denise Stephens

### ***"NO DREAMS DEFERRED" TALK MARCH 10***

Please join the Staff Development Committee, March 10, 2000, 3:30-5:00 p.m., for a talk on the exhibit, "No Dreams Deferred: African American Leadership in the Kansas Region", presented by Deborah Dandridge Field Archivist for the Kansas Collection, and Kristin Eshelman, Kansas Collection Photo Archivist. The exhibit features eleven men and women whose careers illustrate the African American leadership tradition in Kansas. The exhibit is in the main lobby of Spencer Research Library and the presentation will be there, followed by an informal reception with refreshments in the Spencer Lounge. If possible, please notify Rita Wilson in the Administrative Office in advance that you will be attending.

For more information about the exhibit you can visit the web site--which is currently featured as the KU Web Site of the Week on the University of Kansas home page-at:

<http://www.ukans.edu/%7Espencer/exhibits/dreams/>

Kathleen Neeley

### ***ATTACHMENTS***

Travel Report: (none)

Committee Minutes:

Collection Management Council, 2/24/00

Flyer announcing talk on "No Dreams Deferred" exhibit

COLLECTION MANAGEMENT COUNCIL

Meeting of February 24, 2000  
Watson Room A

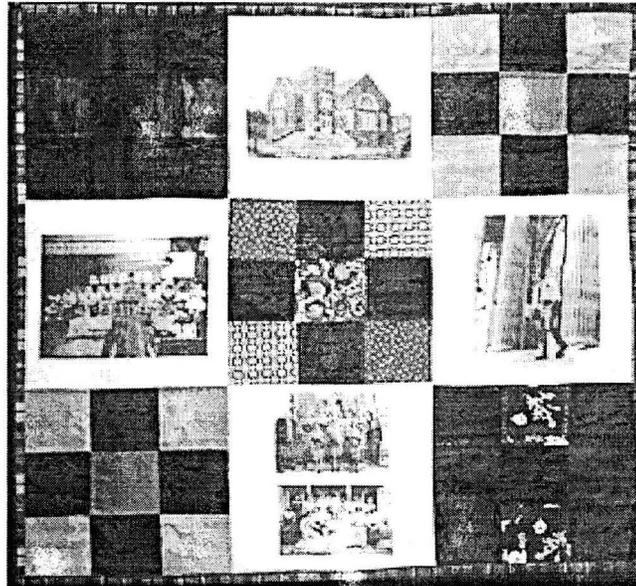
Present: Mel DeSart, George Gibbs (Chair and Recorder), Ken Lohrentz, Rachel Miller,  
Sherry Williams  
Absent: Susan Craig, Brad Schaffner

Working from figures supplied by Rachel Miller, CMC reviewed several fiscal scenarios in order to decide how much money to allocate for the FY00 budget process. The discussion ended without a firm decision, but members were leaning towards allocating the largest amount possible as the scenario that would be of the greatest service to bibliographers. Members will consider the matter and make the final decision at the next meeting.

For the rest of the meeting CMC revised the budget request form that will be sent to bibliographers to gather information to inform the allocation of the FY00 AND FY01 materials budget. Gibbs will revise the form based on the discussion and send it out for one last review by CMC before distributing it to bibliographers. The deadline for bibliographers to submit the form will be the end of work on Friday, March 31, 2000. CMC will set up a concentrated period of time in early April in which the allocation will be done.

The next meeting will be March 9, 2000 at 10:30 in Watson Room A.

# NO DREAMS DEFERRED: AFRICAN AMERICAN LEADERSHIP IN THE KANSAS REGION



A talk on the exhibit  
by

Deborah Dandridge, Field Archivist, Kansas Collection  
and  
Kristin Eshelman, Photo Archivist, Kansas Collection

Friday, March 10, 2000  
3:30-5:00

Spencer Research Library main lobby  
Reception after the talk

Please pre-register with Rita Wilson in the Administrative Office  
(4-3601 or [rcwilson@ukans.edu](mailto:rcwilson@ukans.edu))



Staff Development Committee



## The University of Kansas Libraries

Number: 1515

Date: March 9, 2000

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

### ***LIBRARY VOLUNTEER ARTICLE PUBLISHED***

Carolyn Berneking, volunteer in University Archives has just published an article entitled "The Contributions of E.H. S. Bailey to the development of Pure Food and Water Laws in Kansas" in the Bulletin for the History of Chemistry, (Vol. 25, no. 1). Carolyn is the granddaughter of Professor Bailey (for whom Bailey Hall was named).

Sherry Williams

### ***PRESERVATION ANNOUNCEMENT***

The Preservation Department is happy to announce that Angel Unfred has agreed to move back to the Bindery Preparation Unit to serve as the assistant head of the unit. Voyager has severely impacted the way serials are processed for binding and has made it impossible for John Lynch to both update serial holding records on Voyager and process all of the materials for binding. Angel will be in charge of the day-to-day processing activities in the Bindery Preparation Unit. She will also continue her role as head of the Marking Unit. John will continue to serve as the primary contact for the Bindery Preparation Unit, but in his absence Angel will be able to assist you.

The Preservation Department is very appreciative of Angel's willingness to move back to the Bindery Preparation Unit for the good of the department and the Libraries. It demonstrates, yet again, her commitment to service and the Preservation team. There will be some phone changes in the Preservation Department in the near future, but for the time being, you can contact Angel at either 4-3049 (the Marking Unit) or 4-3753 (the Bindery Preparation Unit). Thanks!

Brian Baird

### ***ATTACHMENTS***

Travel Report: Susan Craig

Committee Minutes:

Staff Development Committee, 2/15/00, 2/22/00

Instruction Council, 2/7/00, 2/21/00

Coordinating Council, 2/2/00

**REPORT ON TRIP TO NEW YORK AND THE COLLEGE ART ASSOCIATION (CAA)  
CONFERENCE**

**Prepared by Susan Craig**

The College Art Association's 88th Annual conference was held at the New York Hilton from Feb. 23-26. The conference is the largest forum for professionals in the visual arts attended by artists, art historians, critics, museum curators, arts administrators, and educators. The conference offers program sessions in all areas of studio art and art history (more than 160 sessions this year), as well as receptions, job placement services, a trade fair of art publications and products and services, and multiple opportunities to talk with colleagues. Having the conference in New York meant the meetings also competed with the museums, galleries, and cultural opportunities of the city. In my case, the museums and cultural institutions usually won.

I left Lawrence early (4:30am) on Wednesday, Feb. 23 for KCI and a non-stop flight to Newark Airport. The bus trip to my midtown hotel was uneventful and I was able to meet my roommate, check-in to the hotel, and spend the afternoon exploring the area. I particularly enjoyed touring the American Craft Museum on 53rd Street and discovering the Dahesh Museum at 48th Street and 5th Avenue. The Dahesh Museum opened in 1995 and the collection reflects Dr. Dahesh's interest in 19th-century academic painting. The current exhibition is on "Women of the Academie Julien, Paris" and introduced me to several artists whose work I had not known. Wednesday evening I went to the New York City Ballet performance at Lincoln Center and renewed my appreciation for this extraordinary company.

Thursday morning was spent at the conference in the trade and book fair. I talked with a number of publishers and dealers, viewed thousands of books and journals, admired all the paints, brushes, paper and other artists' supplies, and considered all the summer programs offered in England, France, Italy and other far-away places. I gathered lists, brochures, catalogs, and business cards. Thursday afternoon I went to the Tribeca/Soho area to tour the numerous museums and galleries in the area. At the Museum for African Art I saw an exhibit on hair and at the New Museum of Contemporary Art was a series of room installations by the Brazilian artist, Cildo Meireles. The New Museum is very avant-garde with open spaces and innovative projects. It shares the block with the Guggenheim's Soho branch which featured Andy Warhol's monumental "The Last Supper", a series of silkscreens, paintings and works on paper.

Friday was my designated day for visiting the Metropolitan Museum of Art, the largest and most comprehensive art museum in the country. To view all the galleries would require more time and more endurance than I had so I decided to see some of the special exhibitions as well as visit some favorite pieces. The Tilman Riemenschneider show included the Spencer Museum of Art's piece as well as a beautiful "Mourning Virgin" sculpture from the Nelson's collection. The Walker Evan's retrospective included photographs from the 1930's through the 1980's and provided an interesting view of 20th century America. "Rock Style" was the most popular show on view since it displayed the costumes worn by rock musicians from Elvis to TLC. Each label provided not only the name of the fashion designer and the musician but also included the occasion when the costume was worn, e.g., Designed by Alexander McQueen, worn by David Bowie on the "Earthling" album and tour, 1996-97. The Met includes restaurants and shops as well as 21 different departments so spending a day there can be overwhelming. My very special treat on Friday evening was to attend the opening night of previews for Elton John and Tim Rice's new production of "Aida". The production has been well-promoted so the audience was filled with Broadway groupies as well as notables such as Michael Eisner who was seated 3 rows in front of me.

KU's Art Department and History of Art Department co-sponsored a Saturday morning breakfast at CAA for anyone who has a connection with the programs. Lots of graduates attended so it was great fun to catch up on everyone's news. Many of the students worked in the Art and Architecture Library while at KU so it was particularly nice to see them. After the breakfast I spent another hour or so in the exhibits and then took the subway to the Brooklyn Museum of Art (BMA). The contrast between the polished, wealthy Metropolitan Museum and the fiscally-strapped Brooklyn Museum was enormous. I toured the permanent collections as well as the special exhibits of Hiroshige's Views of Edo and the Guenol Collection.

Sunday morning I took the bus up to the Cloisters Museum to see the wonderful medieval collection as well as the architecture. The bus ride itself is a cultural experience since it passes through the Upper East side, follows the northern edge of Central Park past the perpetually unfinished St. John's the Divine Cathedral, turns north passing Columbia University Harlem, Morningside Heights, and Washington Heights, and finally enters Fort Tyron Park. Sunday morning is a wonderful time to visit the Cloisters since it is largely deserted and quiet. The pastiche of architectural and art fragments from monasteries in southern France and Spain as well as the celebrated "Unicorn Tapestries" is extraordinary. Additionally, the view of the Palisades across the Hudson River remains protected from development and one can imagine oneself somewhere far away from the city. It was a contrast to walk back through the park and return to midtown via the subway. I caught an afternoon flight from Newark back to KCI and was home by 7:30pm.

I'm grateful to the Murphy Travel Fund and to the Staff Development Fund for providing assistance for this exhausting, exhilarating, productive trip.

# Staff Development Committee Meeting Minutes

February 15, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Kathleen Neeley, Lea Currie (Chair)*

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

**Travel Requests:** Several travel requests were reviewed and approved this week.

*Rich Ring* – Mid-America Medieval Association Conference. Tulsa, OK. February 25-26.

*Chanette Kirby*- Kansas Association for Native American Education Annual Conference held in Lawrence, KS March 5-7.

*Lars Leon, Denise Stephens* and *Jeff Bullington* – Big 12 Plus Diversity Conference in Austin, TX from April 3-4.

*Lars Leon*- Colorado ILL Conference and BIPIU meeting in Denver from April 26-28.

**Announcements:** Lea announced to the library staff by email that her name will be changing from Reid to Currie. Kendall is creating a Staff Development Fund Request form that can be filled out and submitted on line. The committee will review it at next week's meeting.

**Programs:** The Cathy Smith program attracted about 20 participants. Cathy spoke about the ACS planned projects such as creating on-line tutorials, improving communication in the KU community by using groupware systems such as Outlook that every department can use, and possibly having one user log-in to gain access to all KU systems.

Sandy will ask Rita to copy and mail our flyers for Jim Dryden's Part II workshop.

Lin notified the committee by email that Sherry Williams and Cal Lee have set April 20 as the date for their program on preserving electronic records. SDC has reserved conference room A for a morning program.

Lin also notified us by email that the Jerry Niebaum program on digitization has been cancelled. Beth Warner has advised that Marilu Goodyear had planned to do a similar presentation this semester. Lin will contact Beth for further details and offer SDC sponsorship and assistance.

Keith Russell contacted Lea about arranging a program for ALA mid-winter participants to report on the meetings and panels they attended while in San Antonio. Several people have expressed interest and SDC is in the process of setting up a brown bag meeting in the Kansas Union for this.

**Survey:** At next week's meeting we will concentrate our discussion on Section V of the survey, the funding question. Kendall will run a few statistical analyses and bring the results to the meeting. Then we will divide the remaining sections of the survey among groups of 2 or 3 committee members to work on.

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## Staff Development Committee Meeting Minutes

February 22, 2000

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**Present:** *Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Kendall Simmons (F.I.O)* **Absent:** *Sandy Gilliland (ex officio), Stephanie Schaffner (recorder)*

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

**Travel Requests:** There was one travel request this week and it was approved.  
*Ken Lohrentz* – Africana Librarians Council Spring Meeting in Los Angeles, CA. April 6-8, 2000.

**Programs:** Lin will send out an email announcement to KULIB-L about the ALA Brown Bag Lunch planned for Thurs., Feb. 24, 12:00-1:30 at the Kansas Union in Alcove D. Lea has already sent out a special email invitation to the staff members who attended ALA Midwinter and got seven responses from ALA attendees who are willing to attend the lunch to talk about their experiences.

Kathleen will send another reminder about Jim Dryden's upcoming Part II workshop. As of this morning, seven people were signed up for the Feb. 25 workshop and five were signed up for the March 3 workshop.

Assignments were given to committee members for the upcoming April 20 program with Sherry Williams and Cal Lee.

March 10, 2000 will be the date for the tour and talk to be given by Deborah Dandridge and Kristin Eshelman on their latest exhibit at the Kansas Collection, entitled "No Dreams Deferred: African American Leadership in the Kansas Region".

Beth Warner contacted Lin to see if we would come up with some suggested times for Marilu's program with Jerry Niebaum. Lin will call her with four dates and times.

Lea will attend a demonstration of Web-based training modules, SmartForce, to be given at the Computer Center on Feb. 24, and will report her thoughts on their usefulness to library staff at the next meeting.

**Survey Discussion:** Kendall passed out several charts and graphs she made using the results from section V of the needs assessment survey. Committee members suggested a few changes and asked for more detailed and more general information to help summarize our findings. It was also decided that an open forum/workshop might be in order later in the semester giving SDC an opportunity to explain the survey results to staff

and clarify staff development issues. We would also explain all SDC funding request procedures and talk about upcoming programs that will result from our survey findings. We will discuss this further when the results of the survey have been analyzed. Because of questions that have arisen from the survey results and from individual conversations with staff members, the committee decided it would be beneficial to invite Keith Russell to visit with us one more time. Lea will contact Barbara Gorman to plan a date with the dean.

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## Instruction Council

Minutes Feb. 7, 2000

Present: Cindy Pierard, Julia Rholes, Roger Anderson, Bayliss Harsh, Rick Clement

Absent: Jana Krentz, Judith Emde, Lyn Wolz

1. The workshop evaluations were discussed, and a follow-up workshop with hands-on handouts was proposed. It was decided to offer two sessions on Feb. 24, 10-11, and Feb. 25, 11-12.
2. Cindy reviewed the Clark Instruction Center. Discussion followed on an IC sponsored open house for all staff.
3. The IC web site was reviewed. Discussion followed on updating the instruction plan and how to introduce the site ([www2.lib.ukans.edu/~staff/staffins/](http://www2.lib.ukans.edu/~staff/staffins/)) to staff.
4. The topic of KUILS guides was discussed. It was noted that e-journals and other full-text resources is an area that needs work.

Submitted by Rick Clement

**Instruction Council**

Monday, February 21 – 10:30-12:00

Present: Cindy Pierard, Judith Emde, Rick Clement, Bayliss Harsh, Lyn Wolz

Absent: Roger Anderson, Jana Krentz, Julia Rholes

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The minutes of February 7 were approved. We will approve the minutes for the January 24<sup>th</sup> meeting over email so that both sets can go out to staff in a timely manner.

**IC Listserv**

The IC listserv ([libic-l@staff.lib.ukans.edu](mailto:libic-l@staff.lib.ukans.edu)) is a listproc list, and we will need to be sure that our addresses get updated to reflect everyone's migration to the Outlook mail program. Marianne Reed can help with this process, so long as she gets a list of all the library-related listproc lists to which each staff member is subscribed.

**Handouts Discussions**

Cindy announced that about 7 people had signed up for the handout discussions. Because nearly everyone was interested in the Thursday session (and because the Friday session conflicted with an SDC workshop), she thought she would probably cancel the Friday session. She shared some general information about the format of the session, which will be a focused discussion during which participants will apply some of the "good assignment checklist" points that were introduced by Susan Zvacek to sample library handouts.

**CIC Open House**

Cindy asked for the group's advice about coordinating a staff open house/introduction to the new Clark Instruction Center. Although not all the pieces are in place, we thought it would be good to go ahead and set up a time to do this. The first week of March was suggested as a possibility. Cindy will consult with Kathy Graves (who would like to consider offering an open house for the new Reference staff offices simultaneously) and Mary Miller and report back on date/time possibilities. The formal dedication ceremony for the CIC will take place on March 28<sup>th</sup> from 3:30-5:00.

**Future Topics**

We agreed to set aside some time at future meetings to review the Instruction Plan. Cindy said that she be attending the ACRL Institute for Information Literacy this summer, which is a week-long intensive workshop for instruction coordinators. She is interested in identifying some "priority points" for the instruction program that she can focus on during that session. Judith noted that this review might also fit into a larger strategic planning process for the library, something which seems likely to arise in the future.

Minutes submitted by Cindy Pierard

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

02/02/00

**Present:** Baird, Cardell (rep/Jim Smith), Clement, Coleman, Couch, Craig, DeSart, Doll, Emde, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Krentz, Leon, J.Miller, R.Miller, J.Neeley, K.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Royer, Russell, B.Schaffner (rep/Doll), Spurling (by phone), Stephens, S.Williams, R.Wilson, Wolz (by phone)

**Absent:** Crowe, Culp, K.Miller

Agenda for the day was approved

### **FY2001 Budget Process Update – Keith Russell**

Latest draft from the meetings – final submission will be made available to staff  
Updating some of tables

### **Personnel and Recruiting Issues – Sandy Gilliland**

- One candidate for the Assistant Dean for Scholarly Communication position is being invited back for a second interview on February 21<sup>st</sup> and 22<sup>nd</sup>
- Head of Serials Cataloging search now has two candidates scheduled for interviews
- Head of Regents Center Library search is just beginning, but already has received a couple of applications.

### **Transition to the New E-Mail System – John Miller**

John stated that the move out of Group Wise into Exchange would be gradual. Once the transition has taken place for each employee, there will be a month available to completely move folders, etc to the new system. Training is available and some employees have already taken it and are moving ahead with the transition.

Once the new account is established, John advised those with list serve accounts to re-subscribe to the appropriate list serves from the new account.

### **Campus Mail Activities Task Force – Lars Leon**

Lars reported on the activities and goals of a task force formed by Marilu Goodyear, V-Chancellor for Information Services, to study campus mail activities. The members are: Lars Leon, Watson Library Retrieval Services; Bill Reynolds, Lawrence Postmaster; Lindy Eakin, Provost's Office; John Saylor, Director of Printing Services and Barry Swanson, Director of Purchasing Office, serving as co-chairs.

Lars reported that other campuses that have centralized their incoming/outgoing federal mail and on-campus mail delivery have been able to reduce costs. This task force will begin to gather information from campus departments through focus groups and surveys. They will keep departments informed of what is happening and anticipate having a report ready this summer.

### **Facilities Planning, Implementation and Related Issues - Keith Russell**

Kent Miller was meeting with Jay Schafer, a consultant hired to assist in developing a master plan for Libraries facilities, including sections on the BARD and the Edwards Campus.

Watson Reference is hoping to begin moving into their recently remodeled offices by Monday, February 7<sup>th</sup>.

### **Web Advisory Committee – Mary Rosenbloom**

The first meeting was held today, February 2<sup>nd</sup>, to get organized and to review the draft charge. Hopefully, the final copy of the charge will be ready by February 3<sup>rd</sup>. Listed below are a few of the projects or goals to be worked on:

- Draft of what the University of Kansas Libraries' website could, would and should be
- Guidelines
- Plan to meet twice a month
- Plan to publish the minutes of meetings on KULIB list serve
- Forward topics to Mary Rosenbloom

### **Plans to Begin Using Additional Features of Voyager – Keith Russell**

Keith Russell, Julia Rholes, George Gibbs and Lea Reid have been meeting with Karen Gallagher, dean of the School of Education, to determine how we may assist with their learning resource center.

### **All Staff Meeting – Keith Russell**

Keith and Barbara Gorman are making preparations for the next all-staff meeting, tentatively set for February 17<sup>th</sup> and 18<sup>th</sup> and lasting 1-1/2 hours. Barbara will send an e-mail announcing the final arrangements, but the meetings will probably be held in the KS Union and Watson Conference Rooms A&B. Keith stated that he wants to hold these meetings every three months or so.

If you have any questions or agenda items you would like addressed, please call or e-mail Barbara or Keith.

### **Black History Month and the Libraries' Diversity Activities**

Black History Month is observed during February and there are many activities, campus wide, that one can participate in. One within the Libraries is an exhibition by archivists Deborah Dandridge and Kristin Eshelman, KS. Collection, Spencer Research Library, called: *No Dreams Deferred: African American Leadership in the Kansas Region*. It will be on display until March 31, 2000

Big 12 Plus meeting on diversity is April 2-3 in Austin, TX. Several staff will attend.

Keith would like to bring back DeEtta Jones from ARL to help focus and revitalize efforts in Libraries.

### **Other Topics and Announcements**

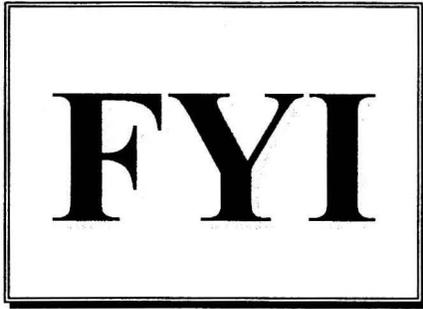
ALA Midwinter travel reports are due. If any funds from SDC were used for the travel, a report on the trip is required. SDC may consider a brown-bag lunch with reports and discussion from those who attended.

### **Next CC Meeting, 2-9-00**

Sherry Williams will speak on the Kansas Open Records Act. Sherry will share information and knowledge that employees of the Libraries should be aware of.

Adjournment

Submitted by Rita Wilson



## The University of Kansas Libraries

Number: 1516

Date: March 23, 2000

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

### ***CLARK INSTRUCTION CENTER CELEBRATION***

Interested library staff are more than welcome to attend a celebration of the Clark Instruction Center on Tuesday March 28th at 3:30 p.m. We'll be recognizing Marilyn Clark, retired KU librarian, for her efforts to support library instruction and the several groups that provided funds that helped make the CIC a reality. The 1999 Library Enrichment Fund donated to the Libraries by the Friends was designated for the CIC as was money awarded from the Instructional Technology Fee, a student fee matched by state dollars. In addition to library staff, KU Friends of the Library, student government, and representatives from offices that support teaching at KU have been invited. The celebration will begin in the Center at 3:30, and after remarks will move up the conference rooms for refreshments.

Mary Rosenbloom

### ***ATTACHMENTS***

Travel Report: Nancy Burich

Committee Minutes:

Classified Conference Executive Board Meeting, 3/6/00

Coordinating Council Meeting, 3/1/00, 3/8/00

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

**TRAVEL REPORT**

**Name:** Nancy J. Burich

**Department:** Regents Center Library

**Name of Event:** ALA Midwinter Meetings

**Location:** San Antonio, TX

**Date(s) of Travel:** January 14-17, 2000

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

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

The meetings in San Antonio were great! The weather was warm and clear, and the River Walk was a great place to unwind, relax, and meet with friends and colleagues.

On Friday, I attended a Faxon Focus Group session that addressed the future of academic libraries and information. That evening, the Endeavor reception provided interesting information and good food. At the reception, I sat with colleagues from K-State and gained an interesting perspective on their use of Voyager.

Saturday was the first meeting of the ACRL Distance Learning Section's Strategic Planning Committee, of which I am a member. This group hopes to develop a strategic plan for the section to guide our activities over the next several years. We also must prepare a five-year review of section activities for ACRL. In the afternoon, I attended the first Arthur Curley Memorial Lecture, featuring Jim Hightower. His assessments of politics in the US and in Texas were very entertaining. After the lecture, he signed a copy of his book for me and I enjoyed the rest of the All Conference Reception. As always, the Exhibits were informative, but exhausting.

Sunday morning all the DLS committee meetings were held at the Menger Hotel. I attended briefly meetings of the Communications, Web, Membership, and Strategic Planning committees. At noon, I attended Ebsco's Academic Library luncheon at the Plaza San Antonio Marriott. Later, I attended a meeting of all ACRL section newsletter editors. This meeting was to discuss changes in production of the newsletters as well as issues of common concern (quality of paper used, mailing labels, missing mail).

Monday the DLS Discussion Group split into four parts. My group discussed intellectual property and copyright issues. I was the only one who could brag about a provost with an active interest in this topic. These meetings always result in a great exchange of ideas. The conference wound up Monday night with a DLC Executive Committee meeting from 6-8:30 p.m. At that meeting, the editor of the section was appointed as a permanent member of the Executive Committee. Afterwards, it was a great relief for all of us to head to the River Walk for a very noisy late dinner.

Flying on Midwest Express Airlines was a wonderful surprise. The flights were on time, the seats were comfortable, and the food real. Thanks to the Staff Development Committee for helping to defray some of the costs of attending this meeting.

**Classified Conference Executive Board Meeting  
Minutes 6 March 2000**

**Present:** Mary Ann Baker, Pamela Blevins, Helen Dee, Carol Jeffries, Christina Kulp, Bob Marvin, Carmen Orth-Alfie (chairperson) and Angel Unfred.

**Group News:**

Bob Marvin reported that interviews are being scheduled for the LAI and LAII positions in the cataloging and Retrieval Services departments. The interviews will be conducted jointly. This makes the scheduling easier for all concerned.

Mary Ann Baker reported that the report for the shared reading room in the Spencer Research Library has been completed and submitted. Mary Ann reminded the group that on March 10<sup>th</sup> the "No Dreams Deferred" exhibit and lecture by Deborah Dandridge and Kristin Eshelman will be held in Kansas Collections from 3:30-5 p.m. A reception will follow the lecture.

Mary Ann Baker also announced that she would not be a group VI representative next year. The difficulty of finding group representatives was discussed. A suggestion was made by Carmen to consider combining the present 6 groups into 3 to 5 groups. This will be discussed in more detail at the next meeting.

**New Business:**

Carmen received a suggestion from a staff member that the issue of a beverage machine for the staff lounge should be revisited. The board agreed that Keith Russell should be approached concerning the issue.

A new meeting time was proposed for the CCEB regularly scheduled meetings. It was thought that because of the conflict with the payroll date, the meeting time should be changed to the opposite week. The calendar was consulted and determined that the time slot would be available. Meeting times have been rescheduled as follows: March 27, April 10 and 24, May 22 and June 5 and 19. The meetings will be at 10:30 a.m. to noon in Watson conference room B.

The CCEB discussed plans to have the board elections complete by early June so that the June 19<sup>th</sup> meeting would be a combination the new and old executive board. Carmen inquired if another general meeting was needed by the end of June. The suggestion was tabled for later discussion.

**Old Business:**

**Code Change Ballots** were counted on the question of making the PRC and SDC joint committees. The ballots drew a consensus (51% of ballots returned) that the PRC and SDC should become a joint committee. The CCEB looks forward to working with the LFA on the joint committees.

Formation of the **Classified Employee of the Year** Selection Committee was discussed. Because there is currently no Personnel Committee chair to serve on the CEYA Selection Committee, Angel Unfred agreed to take the position. More interested volunteers are needed for the selection committee. Representatives were urged to seek committee members as quickly as possible to enable the committee to formally begin the selection process as soon as possible.

The CCEB is still working on preparing a report for the Dean, outlining suggestions to improve classified employees' participation in committees and other participatory activities -- Carmen, Pam, and Mary Ann will be working together to gather ideas from the past months into this report.

Chair's report:

Carmen's reported on the **Coordinating Council** meetings for Feb. 9th and March 1st. Most of the Feb. 9th meeting was devoted to Sherry Williams' talk about the Open Records Act. Exempted records include student, circulation and personnel records.

During the March 1st meeting, Keith reported that the Library Management Team will be doing an eighth month review of the current fiscal budget for 2000. The administration is asking for projections on student budget expenditure through the end of the FY. Requests for next FY student budgets will be asked for soon. Keith is planning to have a new strategic plan done prior to the completion of next years University budget process.

Keith also reported that the Library Management Team is looking into using more student dollars for staff positions. Two positions were approved last fall and are being recruited for this spring. A Staff Development/Training Officer position is still being considered. Keith reported again that there is strong support for such a position.

Several library staff are presently attending the Covey training "Four Roles of Leadership." The planning and scheduling for the facilitator training is still being reviewed by Marilu Goodyear. There is also a seminar being offered at the Regent Center involving Security issues Carmen did not record the details but suggested that if someone was interested in knowing more that they could contact the Administrative Office.

Carmen will be meeting with Keith and Sandy soon. The discussion will include the reactions of the CCEB to the All Staff Meetings and the Code Change Ballot results. She will also include the possibility of beverage machines in the staff lounge, the lack of a table for classified staff salaries in the recent budget report, STEP increase percentages as well as KPERS. Staff space issues will be revisited.

**Committee Reports:**

SDC is still reviewing the survey results and hope to have a program in May concerning the survey, procedures for applying for SDC funds and any other staff development issues. The proposed Staff Development Coordinator position has still not been solidified or whether it will be funded in the near future. Jim Dryden's 2 workshops on building library web pages was so positive that it is proposed he do a third session on the morning of March 10. If anyone is interested they may contact Rita Wilson (there is only enough space for 10 people).

The **Instruction Council** and Watson Reference Department are holding an open house for the new Clark Instruction Center and recently remodeled Reference staff offices on March 8th from 1:30-3:00 p.m. Mary Miller and Cindy Pierard will be offering demos in the CIC of the new equipment and discussing its features at 1:30, 2:00 and 2:30.

*The next CCEB meeting will be March 27, 2000, from 10:30-12:00 in Conference Room A.*

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

03/01/00

**Present:** Baird, Cardell, Coleman, Couch, Craig, Crowe, Culp, Doll, Emde, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Leon, J.Miller, K.Miller, R.Miller, K.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Royer, Russell, B.Schaffner (rep/Doll), Spurling (by phone), Stephens, R.Wilson, Wolz (by phone)

**Absent:** Clement, DeSart, Krentz, J.Neeley, Rosenbloom, S.Williams

### **Next Step with the Budget Process - Keith and Shannon**

Management team meets next week to review FY2000 budget. Discussion will include requests for new positions, and requests to convert student hours to classified positions. . Rachel Miller has been invited to discuss book budget.

### **Personnel Issues, Including Recruitment & Annual Evaluations – Keith and Sandy**

- Evaluations for library faculty need to be turned in
- Comments on status of AD search
- Classified positions advertised recently include Library Assistant positions in Cataloging and Retrieval Services. These departments will conduct interviews together.
- Head of Regents Center hiring committee will meet on Friday
- Deborah Dandridge and Kristin Eshelman's SRL exhibit titled *No Dreams Deferred: African American Leadership in the Kansas Region* is currently featured as the KU Web Site of the Week on the University of Kansas home page at:

<http://www.ukans.edu/~spencer/exhibits/dreams/>

### **Staff Development and Diversity Issues - Keith and Sandy**

- Staff Development position has support by many staff
- Covey: 7 Habits and Four Roles of Management offered by KU Human Resources
- Facilitating workshop not yet scheduled
- Lyn Wolz – security workshop – KC 5/4-5/00
- Keith would like to bring back DeEtta Jones from ARL to help focus and revitalize diversity efforts in the Libraries. May involve other units that report to Marilu

### **Power Outages - Kent Miller**

Kent Miller reported on recent announcements of future power outages as follows:

**March 18<sup>th</sup>** - Beginning at 6am and lasting 8-16 hrs. Strong Hall and SRL will require a total electrical service outage to repair damage caused by the transformer fire at Strong Hall a few weeks ago. Malott will also be affected - there will be airflow, but no heating or cooling. SRL is a major concern due to the loss of environmental controls and damage to the collections.

**March 18<sup>th</sup>** – Beginning at 6am and ending at 6pm. Murphy Hall and Anschutz Library will require a total electrical service outage to connect the new Murphy Hall addition to the campus electrical network. This will shut down the servers located in Anschutz, which in turn will mean interruptions in access to the Library's web page and databases.

Revised schedules of Library hours will be released in a manner to reach users.

**Other Topics and Announcements**

Brief discussion of the Internet Research 1.0 conference to be held September 14-17<sup>th</sup>, at KU. The conference coordinator is Nancy Baym, Communication Studies, 3090 Wescoe Hall, 864-9867 and the conference website is: <http://www.cddc.yt.edu/aoir/>

**Please Cancel CC on the following dates:**

March 22, April 12, May 3, May 17 and May 24

Adjournment

Submitted by Rita Wilson

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

03/08/00

**Present:** Baird, Clement, Coleman, Couch, Craig, Crowe, Emde, Gibbs, Gilliland, Gorman, Koepp, J.Miller, K.Miller, R.Miller, J.Neeley, K.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Royer, Russell, Stephens, S.Williams R.Wilson, Wolz (by phone)

**Absent:** Cardell, Culp, DeSart, Doll, Gillespie, Graves, Krentz, Leon, Rosenbloom, B.Schaffner, Spurling

### **Update on Anschutz Activities** - Denise Stephens

Denise spoke about the current Government Documents Library, now located in Malott Hall, being integrated into the Anschutz facility. Hopefully completed by the start of the fall semester. Eventually, the Business/Economics collection will also make the same move.

Denise stated that there are four main challenges to work through. The *human challenge*, how do we bring together such different individuals to focus toward one Library? The *service challenge*, how do we create a new multi-disciplinary service program, while preserving the specialization required now? The *physical challenge*, the actual move and correct placement of all material (22,000 linear feet of Documents materials), and the *organizational challenge* of creating a collaborative service organization.

### **ServQual Project** - Vicki Coleman

(Handout) Vicki stated that SERVQUAL is a diagnostic tool to measure service quality. This is a pilot project conducted by Texas A&M, that involves 12 ARL member libraries. It is designed to measure service quality along the following three dimensions: *tangibles*, the appearance of physical facilities, equipment, personnel, and communication materials; *reliability*, the ability to perform the dependable and accurate service; and *affect of library service*, subjective aspects of service such as responsiveness, assurance and empathy.

The survey is designed for Web only (no paper) and will be administered in mid-April. Keith Russell will send out an e-mail inviting 900 faculty, 600 graduate students, and 600 undergraduate students to take the survey.

### **Watson Library Task Force** - Kent Miller, Julia Rholes, Keith Russell

Assigned to look at issues facing Watson Library concerning appearance, quietness, lack of study areas and other service issues that have received complaints.

### **Typewriters in the Libraries - Shannon Royer**

(Handout) Shannon announced that there is no current typewriter contract in force and the University will not be negotiating one. Repairs on each service call would run \$75, plus parts and labor. She asked that the following guidelines be used:

- Contact Jo Nell Proctor (4-8918)
  - If you have a machine assigned to your area and are using it (to update the list)
  - If you do not have a machine that is on the current list
  - If you are no longer using a machine (so it can be picked up for redistribution)
- Contact Denise Swartz (4-8919)
  - If a typewriter you are using breaks down (to determine if it warrants the service call)

### **Update on Power Outages - Kent Miller**

- March 18<sup>th</sup> - Beginning at 6am and lasting 8-16 hrs. Strong Hall and SRL will require a total electrical service outage to repair damage caused by the transformer fire at Strong Hall a few weeks ago. Malott will also be affected - there will be airflow, but no heating or cooling. SRL is a major concern due to the loss of environmental controls and damage to the collections.
- March 18<sup>th</sup> - Beginning at 6am and ending at 6pm. Murphy Hall and Anschutz Library will require a total electrical power outage to perform modification and termination work on the new Murphy Hall addition. This will shut down the servers located in Anschutz, which in turn will mean interruptions in access to the Library's web page and databases.

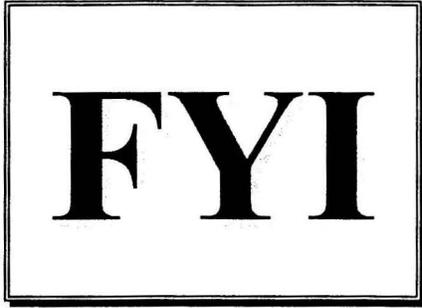
Revised schedules of Library hours will be released in a manner to reach users.

### **Other Topics and Announcements**

- Brief discussion of the Internet Research 1.0 conference to be held September 14-17<sup>th</sup>, at KU. Submission Deadline is March 15<sup>th</sup>. The conference can accommodate up to 250 people. Conference coordinator is Nancy Baym, Communication Studies, 3090 Wescoe Hall, 864-9867 and the conference website is:  
<http://www.cdde.vt.edu/aoir/>
- New faculty research funds are available from CRINC on behalf of your career, the library and librarians.
- Keith Russell attended the Planning and Governance Committee meeting March 6<sup>th</sup>, and reported that serial cuts will have to be made until additional funding is received.
- Next meeting is scheduled for March 15<sup>th</sup>

Adjournment

Submitted by Rita Wilson



## The University of Kansas Libraries

Number: 1517

Date: March 30, 2000

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

### ***PURCHASING DEADLINES REQUIRING BIDDING***

The Purchasing Office recently distributed a memo to all faculty and staff regarding FY00 purchasing deadlines for orders requiring the bid process (i.e. competitive orders of \$2,000 or more). All purchases to be chargeable against FY00 funds which require competitive bidding must be submitted to Denise Swartz at least one week in advance of the following dates to insure that the orders will be processed and submitted to the Purchasing Office by the required deadline dates.

1. Monday, May 1, 2000 if the amount is estimated to be \$50,000 or more
2. Monday, May 22, 2000 if the amount is estimated to be more than \$25,000 but less than \$50,000
3. Monday, June 5, 2000 if the amount is estimated to be less than \$25,000 but more than \$2,000.

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

Orders chargeable against FY01 funds may be submitted to the Administrative office after June 1, 2000. These orders will be submitted to the Purchasing Office for processing as soon as possible after July 1, 2000. Thanks!

Shannon Royer

### ***ATTACHMENTS***

Travel Report: (none)

Committee Minutes:

Instruction Council, 3/27/00

Planning and Resource, Report on the Budget Discussion Process, 3/29/00

*Instruction Council  
Monday, 3/27/00  
Watson Library, Conference Room A*

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

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### **Announcements**

Cindy reminded everyone of tomorrow's dedication/celebration of the Clark Instruction Center (CIC). The event will be held from 3:30-5:00. Dean Russell will make some remarks and Cindy will provide a quick demo of the facility's resources. Afterwards, everyone will adjourn to Conference Room A for refreshments.

### **Update on Guides**

There are two new/revised KUILS Guides: a revised guide on JSTOR and a new guide on library resources available via Telnet. Cherrie Noble revised the first and authored the second. Bayliss and Roger are reviewing these guides and will submit any corrections or suggestions to Cindy. We hope to get both guides to press later this week.

### **Review of the Libraries' Instruction Plan**

The main task of the meeting was to review of the Libraries' Instruction Plan (available: <http://www2.lib.ukans.edu/~staff/staffins/>).

We went through the document section by section to identify areas that might need to be amended or updated. The group agreed that the general framework of the Plan is good, but there are several areas that are in need of revision. For example, we would like to incorporate language from ACRL's statement on information literacy (available: <http://www.ala.org/acrl/ilcomstan.html>) and may even want to include the "Information Literacy IQ Test" (available: <http://www.ala.org/acrl/nili/niliqtst.html>). We may also want to review other libraries' instruction plans. Three that are available on the Web are:

1. Iowa (<http://www.lib.uiowa.edu/user-ed/InfoLit.html>)
2. Illinois (<http://www.library.uiuc.edu/committe/StrategicPlanning/useredwg/report.asp>)
3. Wisconsin (<http://www.library.wisc.edu/libraries/Instruction/goals.htm>)

Prior to the next meeting (on April 10), each committee member is charged to review the final section of the Plan on "Objectives and Suggestions for Achieving Them." We would like to try and identify three possible methods of assessment for each item listed here. We also need to consider possibilities for charting ongoing progress on these objectives--a review of other libraries' (or our own) strategic planning documents may provide us with some ideas.

*Minutes submitted by Cindy Pierard*

# **PLANNING AND RESOURCE COMMITTEE**

## **REPORT ON THE BUDGET DISCUSSION PROCESS**

March 29, 2000

In January the University of Kansas Libraries Management Team asked the various library departments to prepare two page budget planning reports to assist the Administration in the budget preparation process. Representatives from each department were also asked to meet with the Management Team to discuss their report and answer questions put forth by the Management Team. The Library Faculty Assembly's (LFA) Planning and Resources Committee (PRC) was included in this process and Brian Baird, Chair of PRC, attended all of the budget discussions. The Management Team also met with PRC for 45 minutes to discuss both the budget planning process as well as some of the issues that were revealed by the reports and meetings.

Members of PRC had two goals for our participation in this process: 1) take a library-wide look at the reports issued and identify common themes that will affect both this year's budgeting process and future long-term planning initiatives; and 2) consider potential improvements to the budget planning process itself.

The most frequently identified themes/needs raised in the reports and discussions were as follows (in order based on the number of times they were mentioned):

- Processing materials for the collections (Voyager slowdown).
- Staffing shortages.
- Staff training on Voyager and other systems.
- Space shortages for collections, staff, training facilities, and study areas.
- Need for both long-term and immediate planning.
- Need to improve the collections budget.

Many of these problems can and should be addressed in the FY01 budget planning cycle. For example, it was repeatedly stated that the Libraries must find a way to carry out our most basic services: buying and processing collections and providing good access to those collections. This means increased staffing for those units hardest hit by the transition to the Voyager system.

The budget discussions revealed mixed feelings about the need for long-term planning. Most people recognized that the Libraries must commit some time to planning. However, there was a general feeling that the Libraries are still operating in a crisis mode and cannot, therefore, devote an inordinate amount of time to a prolonged planning process. What most want is for the Administration, in consultation with staff, to begin addressing the immediate issues that have long-term effects in a careful and thoughtful way. Examples of such decisions are those related to the collections budget, electronic media, significant changes in the way materials are purchased or processed, or major shifts in staffing or other resource allocations.

#### **LONG-TERM PLANNING ISSUES:**

Following is a list of planning issues identified by the various departments as part of their budget documents. These are the basic themes recorded in the 2-3 and 3-5 year planning parts of the reports (In no particular order):

- Increase document delivery services.
- Create and support a media center.
- Increase digitization efforts.
- Electronic reserves.
- Increase access to collections through the online catalog.
- Fund raising.
- Establish consortial acquisitions arrangements.
- Increase staffing.
- Provide appropriate electronic resources.

In general, the long-term goals can best be summarized by saying the Libraries desire to do more of what we do and do it better. There was a general feeling that we need to watch the technological developments to ensure we take full advantage of these advances to improve our services.

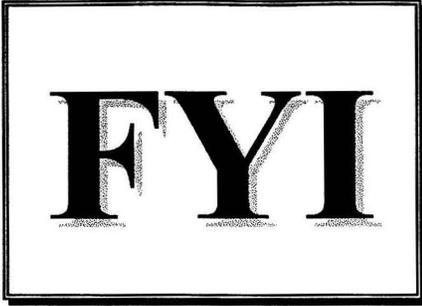
#### **ANALYSIS OF THE PROCESS:**

PRC was generally pleased with the budget discussion process. We encourage the Administration to continue this process in the future. However, the timing of this year's process was problematic. Staff were not given much advance notice to prepare reports and gather appropriate feedback from their units. Because the schedule for the budget meetings coincided with the beginning of the spring semester and the deadlines for

FASARs, many staff reported some frustration at not having adequate time to devote to this and their other obligations. We would encourage the Management Team to conduct this process earlier in the winter and to give departments adequate time (i.e., advance notice) to prepare their reports.

PRC was very impressed by the quality of the budget reports written by the units. We feel the quality of these reports reflects the high level of professionalism the Libraries enjoys. However, we also feel that these reports were written with such care because many library staff members felt that this may be their only chance to provide input into the planning and budgeting process. These feelings echo the findings from last year's PRC staff survey. PRC feels that if the Administration demonstrates good faith in seeking input from the library staff and departments and then uses that information in meaningful ways, that staff perception of not being involved will dissipate.

Finally, PRC thanks the Administration for including us in the process and we hope that the feedback we have provided, both in this report and verbally, will be useful in both next fiscal year's budget planning process and as the Libraries begin their long-term planning process.



## The University of Kansas Libraries

Number: 1518

Date: April 6, 2000

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

### *ANN HYDE TO RETIRE*

As this semester closes, Ann Hyde will retire as Manuscripts Librarian, Department of Special Collections, Kenneth Spencer Research Library. Her last day on duty will be April 20th. She then plans to take some vacation and return to Spencer as a volunteer, enjoying the opportunity to carry on, undistracted, her work with KU's remarkable collection of more than a quarter-million original records of human experience.

Ann's more than forty-year association with the University of Kansas has been in many capacities — student, researcher, student assistant, volunteer, support-staff member, and librarian. Her passion for manuscripts manifested itself from her first days on the Hill in her important article on Anglo-Saxon manuscript fragments discovered at KU.

Ann's work will benefit readers long into the future, from her teaching and work to inspire many students with the love of manuscripts, and through the many finding aids, checklists, guides, and catalog records that she has created over the years.

Ann's commitments during a busy spring have caused her to ask that we defer until next fall a gathering of her colleagues and friends—both to wish her well and to thank her for long and diligent service to scholarship. Hers is a retirement richly earned!

Bill Crowe, Spencer

### *LIBRARY STAFF TO RECEIVE UNIVERSITY SERVICE PINS*

Several Libraries staff will be recognized for their service to the University during the annual Employee Recognition Ceremony, scheduled for **Monday, April 24, 1:30 p.m.** in the Kansas Union Ballroom. Also during the Ceremony, the University's classified and unclassified (non-teaching) employees of the year will be announced.

We will hold a reception that morning, **9:30-10:30 a.m.** in Watson Conference Rooms A/B to congratulate the staff who will be honored during the University program. All staff are invited to attend both events.

Library staff to be recognized are:

**40 years:** Luceil Hamlin, Retrieval Services

**35 years:** Kent Miller, Administrative Office

(continued)

**An Equal Opportunity/Affirmative Action Employer**

**30 years:** Muriel Cook, Retrieval Services; Sarah Couch, Access Services; Mary Hawkins, Kansas Collection; Ned Kehde, Archives; Channette Kirby, Reference

**25 years:** Sandy Gilliland, Administrative Office; Mary Roach, Cataloging

**20 years:** Paulette DiFilippo, Reference; Al Mauler, Cataloging; Rob Melton, Special Collections; Rachel Miller, Retrieval Services; JoAnna Traxler, Retrieval Services

**15 years:** Jennifer Mellenbruch, Regents Center Library; Jo Nell Proctor, Administrative Office

**10 years:** Bill Crowe, Spencer Library; Wanda Dyer, Cataloging; George Gibbs, Administrative Office; Alex Slater, Cataloging

**5 years:** Brian Baird, Preservation; Kristin Eshelman, Kansas Collection; Jana Krentz, SPLAT.

Sandy Gilliland

### ***PERSONNEL ANNOUNCEMENTS***

**Pamela Bonham** has been promoted within Retrieval Services from Library Assistant I to Library Assistant II, effective April 2, 2000. Pamela fills the position vacated by Pam Blevins due to her recent promotion.

Sandy Gilliland

### ***ATTACHMENTS***

Travel Report: Susan Craig

Committee Minutes:

Electronic Information Council, 2/16/00, 3/15/00, 3/29/00

**REPORT ON THE ART LIBRARIES SOCIETY OF NORTH AMERICA (ARLIS/NA)  
28TH ANNUAL CONFERENCE**

ARLIS/NA met at the Pittsburgh Hilton from March 17-22, 2000. As usual the conference experience was a mix of program sessions, committee and division meetings, receptions, exhibits, tours, and informal chats with colleagues. For the first time in many years I was not on a committee nor doing a pre-conference workshop so my time was less committed and I signed up for several of the special tours. On Friday, March 17, I joined the all-day bus trip from Pittsburgh to two Frank Lloyd Wright homes, Fallingwater and Kentuck Knob. The houses were built only 7 miles apart but 20 years separate their origin and their styles are quite different. Both were spectacular and true highlights of the trip. On Saturday I toured the Andy Warhol Museum and the Mattress Factory, a warehouse facility housing installation art. The conference program began on Sunday with business meetings for the various divisions, sections, and round-tables then continued with program sessions in the afternoon. The exhibits also opened on Sunday and Sunday night was the Society's convocation at the Carnegie Music Hall. The convocation reception was held in the Foyer of the Music Hall, a glorious example of Edwardian space with 24 marble pillars, an ornate gilded balcony, and a magnificent plaster and gold leaf ceiling. In contrast to these opulent surroundings, the nearby Carnegie Museum of Art exhibited the Carnegie International, a gathering of contemporary art.

"Taming the Untamable: Art Related Indexes in a Changing Environment" featured 3 speakers reviewing and contrasting the various indexes' content and the formats in which they are available. "Search Tools and Strategies for Web Sites" focused on how to use new tools to develop more sophisticated Web sites. The Membership meeting reviewed the financial and organizational changes in the society and the luncheon speaker regaled us with tales of the Kaufman family, the clients for Fallingwater, and their dealings with F.L. Wright. One of the liveliest events was the silent auction held in the exhibit hall to benefit the ARLIS/NA scholarship fund. Members, chapters, and vendors donated nearly 100 art works, books, and baskets of regional products for the auction which raised \$6800 for the fund.

On Tuesday I was part of a panel on "The Art Librarian in the 21st Century" offering a paper on "Designing the Art Library". Other speakers covered library instruction and an optimistic prediction for the future of the subject specialist. Because a friend had to leave the conference due to a family illness, I also moderated the session, "Acquisitions at the Millennium: Current Business Trends". This was one of the most useful programs at the conference since the panel consisted of 3 vendors and 3 librarians talking about business trends and operational procedures that have changed to reflect online sales competition, database developments, resource sharing, approval plans, and EU requirements. Rick Lugg, former vice-president of YBP, was particularly candid in discussing the increasing expectations of libraries for services. The final program I attended was "Library Support for Distance Education: New Concepts, New Technologies, New Challenges". Issues covered by the speakers included electronic reserves, proxy servers, copyright, licensing agreements, reference and instruction.

Wednesday morning I visited the Frick Art and Historical Center, a 6-acre complex of museums and turn-of-the-century buildings before catching an afternoon flight back to KCI.

My thanks to the Staff Development Fund and the Murphy Travel Fund for their contributions toward my expenses for this conference.

Submitted by Susan Craig

**ELECTRONIC INFORMATION COUNCIL**  
University of Kansas Libraries  
Minutes

Wednesday, February 16, 2000  
1:30-3:00 p.m. Watson Conference Room A

1. Speeding approval of new purchase requests—a preliminary discussion: Susan Craig made several suggestions:
  - That use data be considered at the point each electronic product is renewed: Jim Neeley said that use data is being used whenever it is available.
  - That the policy of splitting the cost of EI products 50:50 between the EIF and subject funds not apply to small one-time purchases: EIC decided not to change the current policy, which already allows bibliographers to offer to pay the entire amount.
  - That EI purchase requests be distributed to EIC as soon as they're ready, and EIC members asked to vote on them by a set deadline, so that requests that encounter no objections need not take up discussion time at meetings: EIC decided to try a variation on this suggestion at the next meeting. Those PR's which are not very costly and present no systems, licensing, or service issues will be presented for "unanimous consent" and voted on as a group. However if a member of EIC wishes to discuss the bibliographer's request, it will be considered with all the others which are more costly or present systems, licensing, or service issues.
  - That EIC use subcommittees to work on specific agenda topics: Jim said he would look at the list of "Future Agenda Items" to identify some that could be addressed in this manner, and would then solicit volunteers to form subcommittees.
2. New purchase requests (Neeley).
  - a) Survey of English Dialects. EIC members asked if this item would circulate or be "Library Use Only," and if it would be located in Music or Watson Reference. The request was tabled until Jim could get answers from Rob Melton.
  - b) netLibrary: Jim proposed to work with interested bibliographers to make a preliminary purchase. This would help the library identify the issues involved and determine the need for policies and procedures. EIC endorsed this. Loretta Spurling and Vicki Coleman expressed interest in participating.
  - c) JSTOR Phase II: General Science. EIC discussed the Phase I usage reports that Jim had distributed, and approved using the EIF to pay the entire cost of Phase II.
  - d) New Grove Dictionary of Opera Online: EIC approved the request on condition that Music pay the entire cost, because the contents of the product will be substantially duplicated by the general New Grove Dictionary of Music and Musicians, which EIC had previously approved.
3. Bibliographic access to electronic resources at KU, continued: Margaret Wilson led a discussion of her memo "Electronic Resources Which Have Not Been Approved By EIC." Most of the discussion centered on the distinction between "major" resources which should be included in the OPAC, the Library Menu, and Electronic Resources home page, and "minor" or specialized resources which would appear only in a bibliographer or department home page. EIC endorsed the guidelines Margaret had drafted. They are to be considered provisional, and the Library should begin applying them right away in order to develop some experience with them before establishing more formal criteria. Jim will distribute the guidelines broadly for comment. George Gibbs will take them to the Cataloging Policy Advisory Council for review by that group as well.

The EIC's next meeting is scheduled for March 15, 1:30-3, in Conference Room A

ELECTRONIC INFORMATION COUNCIL  
University of Kansas Libraries  
minutes

Wednesday, 15 March 2000  
1:30 – 3:00 p.m.  
Watson Conference Room A

In Attendance: Jeff Bullington, Margaret Wilson, Vicki Coleman, Mary Miller, Susan Craig, Julia Rholes, Jim Neeley, John Miller, Rachel Miller, George Gibbs, Gaele Gillespie, Keith Russell, Charlotte Talley

Absent: Loretta Spurling

1. Announcements

Margaret announced that JSTOR is fully cataloged and ProjectMuse is ¼ cataloged. She will make an announcement to the library.

Margaret also announced that she received no response to the request for feedback on cataloging guidelines, which was posted to kubib-1 and kulnet-1 on 06 March 00.

2. New Purchase Requests

In response to a question from Rachel Miller, Jim Neeley will investigate whether or not the Friends of the Library have approved funding for the two requests.

2a) Encyclopedia of Islam is approved on the condition that the Friends of the Library funding is approved.

2b) It is determined that no decision by EIC is needed for NJStar Communicator because it is software and falls under Automation's domain rather than EIC's.

Serials Cancellation Issues

Jim announced the large deficit in base money, as represented on the EIF New Uses sheet (an updated version was distributed at the meeting).

Keith discussed the funding outlook for FY01.

A moratorium on base and one-time funds was suggested and approved. EIC will continue to review purchase requests, but will not make any funding commitments until the FY01 budget is announced or the start of the new fiscal year.

Keith requested more information on the EIF funding commitments for LEXIS-NEXIS.

It was expressed that there is a need to monitor purchase requests for electronic journals that are free with print. If approved, these purchase orders could have a great impact on subject funds and EIF.

4. New Purchase Requests

Members voted to adopt the procedure of unanimous consent. Items could be removed from the consent agenda before voting if any member requested discussion of a specific item.

It was proposed that a shortened PR form be created to accommodate free with print electronic journals.

Items c, p, and q were removed from the unanimous consent agenda. The remaining items were approved.

4a) New Grove Dictionary of Opera. Some members expressed that they are still not moved by Vic Cardell's argument for EIC contributing 50% funding. A motion to contribute 25% passed with two members opposing.

The issue of redundancy was discussed at length and it was decided that a policy should be developed for handling purchase requests for products that appear to duplicate what is already part of the libraries' collection.

ELECTRONIC INFORMATION COUNCIL  
Minutes – 15 March 2000

4b) The Survey of English Dialects is approved for Watson Reference Library use only. Headphones are available for checkout.

4c) MusicalAmerica.com was referred back to Vic. Concerns about purchasing this product again after it was cancelled last year and about the product's relationship to IIPA need to be addressed before voting on this request.

4p) and 4q) It was suggested that it may be less expensive to acquire electronic access only to this products.

Two questions arose from this discussion:

1. What becomes of the proceeds when a bibliographer cancels the print edition in favor of the electronic edition?
2. What fund(s) would print/electronic editions be on? Both subject, both EIF, or split?

P and Q are tabled until the next meeting. Jim will gather information and have some proposals.

Items J and R are postponed until the next meeting.

5. netLibrary

Jim announced that there is a 300 book minimum first order for netLibrary. If the purchase is directed through BCR, a 3% discount is available.

Considerations for the purchase of netLibrary ebooks have been tabled due to the budget situation.

Minutes prepared by Charlotte Talley, 20 March 2000.

# ELECTRONIC INFORMATION COUNCIL

University of Kansas

Minutes

Wednesday, 29 March 2000

1:30-3:00 p.m.

Watson Conference Room A

Present: Jim Neeley, Charlotte Talley, George Gibbs, Mary Miller, Margaret Wilson, Jeff Bullington, Gaelle Gillespie, Julia Rholes, Rachel Miller, John Miller

The first purchase recommendation approved was not listed on the agenda: Art Index Retrospective (1929-1984). This CD-ROM backfile will be funded completely by the subject endowment fund.

The New Grove Dictionary of Opera (1a) and MusicalAmerica.com (1b) are tabled until the next meeting in anticipation of Vic's response to EIC's proposals.

Index Islamicus (1c) is approved; EIF will supply \$1,290 base funding.

The European Journal of Biochemistry (1d) and Biophysical Journal (1e) are tabled pending more information on funding issues.

MAGAZINEPLUS (1f) is approved; license and access issues to be resolved. License is in Japanese and the product requires terminals that are able to read and display Japanese characters.

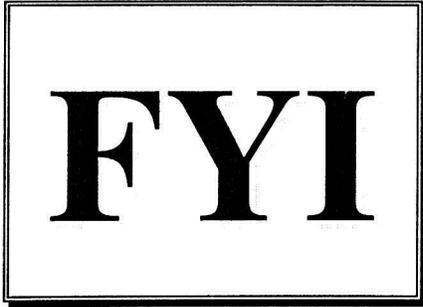
A long discussion pertaining to the memo on Funding Electronic Journals took place. Julia suggested giving examples of purchase requests that were approved and denied. Jeff requested that electronic journal be defined. It was decided that Jim will revise the memo based on suggestions from the discussion and route it by e-mail to members of the EIC before distributing it to bibliographers for comment. Eventually, there will be a proposal made to the Collection Management Council.

The 12 April 2000 EIC meeting has been cancelled. It may be necessary to reschedule the meeting in order to resolve some issues involving funding electronic journals given the cancellation and budget planning currently underway.

Margaret announced that ProjectMuse is completely cataloged; however, there are URL linking problems that must be resolved by ProjectMuse. Margaret will announce, via e-mail, the completion of cataloging ProjectMuse and the linking problems.

The meeting ended with a discussion of which notes are appropriate for free Internet items which are added to the catalog but for which there is not a license. It was agreed that a brief note would be appropriate; however, the exact wording needs to be worked out, although it was decided that a disclaimer statement was not desirable.

Minutes prepared by Charlotte Talley, 29 March 2000



## The University of Kansas Libraries

Number: 1519

Date: April 13, 2000

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

### ***CLASSIFIED VACANCY***

Applications are now being accepted for a full-time Library Assistant II position in the Government Documents Department. Responsibilities include: 1) Reference service, 20%; 2) Index maintenance, 20%; 3) Processing new acquisitions, 25%; 4) Supervising students, 15%; and 5) Special projects, 20%. Minimum qualifications: Job knowledge at an advanced level in library support work. Strongly prefer: Good interpersonal, organizational and communication skills; demonstrated ability to supervise the work of others; ability to provide effective public service. Prefer: Familiarity with the University of Kansas Libraries operating systems: online catalog and cataloging module; ability to maintain accurate records; familiarity with MARC records; familiarity with the concepts of bibliographic control, indexing and abstracting; knowledge of the organization of government documents.

Contact Sandy Gilliland for application instructions. Applications are due by 5:00 p.m. Friday, April 21, 2000.

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.

### ***PRESERVATION OF ELECTRONIC RECORDS***

The Staff Development Committee is pleased to sponsor "Preservation of Electronic Records" on Thursday, April 20, 10:00 -11:30 in Watson Conference Room A.

We live and work in the electronic world. Increasingly, our activities are documented only in electronic form. What will happen when the researcher of the future wishes to study present day society? Will the records necessary for that research be available? Come view the film "Into the Future," which provides a sobering look at the electronic archival dilemma we are facing. Cal Lee, Electronic Records Archivist, Kansas State Historical Society, and Sherry Williams, University Archivist, Curator of the Kansas Collection will follow the showing with a discussion of activities in Kansas, and within the archival profession to address these issues.

Stephanie Schaffner

### ***LFA EXEC COMMITTEE APOLOGIZES***

LFA Exec would like to apologize for the late distribution of the attached minutes. We reviewed our meetings to date and determined that some had not been published in FYI yet.

An Equal Opportunity/Affirmative Action Employer

(continued)

***"BAILEY HALL'S FIRST ONE HUNDRED YEARS"***

As a part of the celebration of Bailey Hall's centennial and its designation as a National Historic Chemical Landmark by the American Chemical Society on Saturday, April 15, 2000, there is an exhibition on display in the main gallery of the Kenneth Spencer Research Library containing materials from University Archives, the departments of chemistry and chemical engineering, and the schools of pharmacy and education, which have resided in Bailey Hall during the last one hundred years. Come and see original scientific instruments related to the discovery of helium in Dexter, Kansas, natural gas; the discovery which earned Bailey Hall historic chemical landmark status. This exhibition will be open through Saturday, April 22. Kenneth Spencer Research Library will have extended hours from 8 am to 6 pm on Saturday, April 15.

Kathleen Neeley

***ATTACHMENTS***

Travel Report: Lea H. Currie

Committee Minutes:

LFA Executive Committee, 08/23/99, 01/03/00, 02/21/00, 03/06/00

LFA Committee on Salaries & Benefits, 03/30/00

Staff Development Committee, 02/29/00, 03/07/00, 03/14/00, 03/28/00

**The University of Kansas Libraries  
Staff Development Committee**

**Travel Report**

**Name:** Lea H. Currie

**Department:** Watson Reference

**Name of Event:** Kansas Association of  
Native American Education (KANAE) 2000  
Annual Conference

**Location:** Lawrence, Kansas

**Dates of Travel:** March 5-7, 2000

KANAE 2000 was a good place to meet educators from around the state of Kansas and to experience a different aspect of public education. Although I was not able to attend the banquet on Sunday night, I did hear that Joan Baez, who was performing in Lawrence, made an appearance and several attendees were able to meet and talk with her.

The speakers came from diverse backgrounds, including education specialists from the Office of Indian Education-U.S. Department of Education, several professors and graduate students from the University of Kansas and Haskell Indian Nations University, the Director of Indian Affairs in the Office of the Governor of Kansas, a representative from Intertribal Associates, Inc., a representative of the Rural Institute on Disabilities, and the newly elected Chief of the Cherokee Tribe of Oklahoma.

I attended workshops entitled

“Links Between Western Science and Traditional Knowledge of Indigenous Peoples” by Dan Wildcat (HINU) and Ray Perotti (KU)

“Infusion of Tribal-Based Content into School Curriculum” by Gil Nicholes (UMKC) and Cornel Pewewardy (KU)

“KU-Indigenous Nations Studies Program” by KU graduate students in the program

“Eliminating Racism in the Classroom” by Cornel Pewewardy (KU) and Margie Ridgeway (Bert Nash), which took up the entire morning on Tuesday, but was the most enlightening workshop I have attended at a conference.

Attendees were given many opportunities to discuss racial and Native-American issues in education, and overall, it was a very valuable experience. I want to thank SDC for providing the registration fee so I could attend this conference.

LFA Exec. Meeting

August 23, 1999

Present: Gordon Anderson, Jeff Bullington, George Gibbs, and Sherry Williams (Chair)

Absent: Cathy Bell, Susan Case, and Lars Leon

Guests: Keith Russell, Dean of Libraries

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The entire meeting was devoted to a conversation with Keith Russell, new Dean of Libraries. After introductions, Sherry Williams extended the regrets of those committee members who were unable to attend the meeting.

Sherry Williams gave committee members a brief overview of her first meeting with Dean Russell in her capacity as LFA Chair. This has been a traditional monthly meeting between the Dean and the LFA Chair, and it is anticipated that the cycle will continue with Dean Russell. She provided Dean Russell with some additional information regarding the LFA role, structure, and history including the various committees under LFA auspices.

Dean Russell recalled his previous positions in academic environments and how they compared with the environment here at KU. At the University of Texas at Austin, librarians were not faculty, but the libraries had a professional affairs committee that operated in many ways like LFA. At the University of Arizona, librarians did have faculty status, but in his time there that status was under question by the university's governing board (a body similar to the Kansas Board of Regents). So, he has experience with environments like that of the KU Libraries with regards to faculty status, professional status, and associated concerns.

Dean Russell had several questions to put to LFA. His first question was to inquire if LFA holds any meetings or programs specifically for the purpose of guiding and supporting untenured faculty members in their progress towards tenure? Sherry referenced the pre-tenure review process conducted by the LCPT. Dean Russell expressed interest in the status and progression of tenure-track/untenured faculty; the Library faculty as a body should support them and help them succeed through the process.

Dean Russell's other questions included:

- What on what role can/do administrators play in LFA offices and committees? There is no restriction on Administrators holding either LFA offices or committee assignments- but that to some extent, there other duties or conflicts of interest may preclude them from serving in those capacities.
- On faculty promotions, Dean Russell asked how many L-II's are choosing to go up for L-III status?
- On professional annual reports, is the number of Exceptional rankings from last year possibly inflationary?
- What thoughts did LFA have on continuing the Advisory Group set up last spring by then Associate Dean Marilu Goodyear?
- Are there perceived trust issues between Administration and other Library units?

LFA Exec wanted to discuss the role of the Planning and Resources Committee in the libraries' budgeting and planning process, and the survey that the committee had conducted last year. It was noted that there has been a lot of discussion in the past regarding the role of the PRC, and that, in part, the Committee's involvement in the libraries planning and budgeting issues has depended on the Dean's inclusion of the PRC in the process. It was also noted that traditionally the position of Assistant to the Dean for the Budget has served as an ex officio member of PRC and it was hoped that that practice would continue in the future.

In conclusion, Dean Russell expressed his desire and intent to be a facilitative leader, to try and help the organization and staff members determine appropriate goals and achieve them.

The next meeting is scheduled for Monday, August 30 at 3:00 P.M. Items on the agenda include discussion of text documenting revisions to the CESR charge that might be helpful in reevaluating and modifying the guidelines for service and scholarly components of the annual review process.

Meeting adjourned at 3:00 P.M.

LFA Executive Committee  
Meeting of Jan. 3, 2000

Present: Gordon Anderson, Jeff Bullington, Susan Case, George Gibbs, Sherry Williams (Chair)  
Guest: Donna Koepp, Kathleen Neeley

Kathleen Neeley, the Libraries' Grants-Research Coordinator and ex-officio member of the LFA Committee on Research and Scholarly Activity, was present to ask LFA Exec to review the letter to the University Senate Research Committee that she had drafted. It summarizes GRF grants within the Libraries for the FY97-99 period. (Donna Koepp, CRSA secretary, was present to assist in the discussion.) On the basis of the discussion Kathleen will prepare the final version for Sherry, as Chair of LFA, to sign. Copies will be sent to the Dean, to Gordon Anderson, and Kathleen.

Sherry announced that the proposal to establish joint committees with the Classified Conference had passed.

Exec reviewed the minutes for its November 22 and December 6 meetings and approved them with some corrections.

Respectfully submitted,

George E. Gibbs

LFA Exec Meeting

February 21, 2000

Present: Gordon Anderson, Jeff Bullington, Susan Case, George Gibbs, Lars Leon (secretary),

Sherry Williams (chair)

Absent: Cathy Bell

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### **Approval of minutes**

The draft minutes of the February 7, 2000 meeting were discussed. Lars will revise and email LFA Exec for review.

### **Announcements**

Sherry reported that Mel had talked with LCPT about whether or not we need to replace him on LCPT. He agreed that he should just continue until he leaves and then we would not need to replace him. LCPT will elect a new chair from existing committee members.

### **Question regarding faculty job ads**

An LFA member forwarded a question to LFA Exec about the following statement which used in our job ads. Sherry talked with Sandy about this issue. It was noted that the candidates meet with Sandy who presents information to them. Several LFA Exec members commented that "experience" doesn't only imply years of service. LFA Exec understands the concern brought forward by the LFA member on this complex issue. We do not feel we need to recommend a change. Sherry will talk with the LFA member.

### **Follow-up from Sandy's visit**

- Orientation – we will wait for more information from Sandy.
- Terms – Sherry will contact Sandy. We will then discuss if we want to put together a proposal for LFA.
- Terminology for library faculty as distinct from teaching faculty – We won't be pursuing this item. Sherry will let Keith know.

### **Miscellaneous**

We will need to set a date for the Spring LFA meeting soon. We are considering late May.

Adjourned.

LFA Exec Meeting

March 6, 2000

Present: Gordon Anderson, Susan Case, George Gibbs, Lars Leon (secretary), Sherry Williams (chair)

Absent: Cathy Bell

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### **Approval of minutes**

We reviewed the Feb. 21 minutes. Lars will revise and send out to LFA Exec via email for review.

### **Announcements**

Sherry announced that Classified Conference passed the proposal for Joint Committees of Staff Development and Planning and Resources. Sherry will inform the chairs of SDC and PRC. Lars will contact Roger Anderson, chair of Code and Bylaws, to inform him so they can prepare the changes to our Code and Bylaws.

LFA Exec members were reminded to contact Sherry with agenda items.

Sherry recently met with Dean Russell. He said we would do an ARL Salary Survey. He will work with the Committee on Salaries and Benefits. Salaries and Benefits will keep us informed of their work through their minutes.

It was noted that the Faculty Satisfaction Survey, which was recently distributed, distinguished between teaching and library faculty. Sherry will investigate to see if we can get information for just library faculty.

### **Terminology for "library faculty" as distinct from "teaching faculty"**

LFA Exec determined this is an area of concern but beyond our control.

### **PRC Report on the Budget and Discussion Project**

We reviewed the PRC Report on the Budget and Discussion Project written by Brian Baird. Brian sent the document to Sherry and asked us for comment. Sherry will pass on LFA Exec's appreciation.

Adjourned.

LFA Committee on Salaries & Benefits  
Meeting Minutes

Minutes: 3/30/00 Meeting

Present: Faye Christenberry, Bryan Culp, Sandy Gilliland, Rich Ring.

Members of the committee did the following:

- 1.) reviewed a salary offer for the Serials Cataloging Unit Supervisor position.
- 2.) reviewed the Ballot for Merit Salary Distribution for FY2000. Sandy will send out the ballot soon.

The committee will meet again on Wednesday, April 5, to discuss the ARL salary study with Dean Russell.

Respectfully submitted by,  
Faye Christenberry,  
Secretary

## Staff Development Committee Meeting Minutes

February 29, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder)* **Absent:** *Kendall Simmons (F.I.O)*

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

**Travel Requests:** There were two travel requests this week.

Vicki Coleman will attend the Big 12 Plus Diversity Conference in Austin, TX from April 3-4. Rich Ring will travel to Kalamazoo, MI for the International Medieval Congress held May 3-7.

**Announcements:** Lea has invited Dean Russell to our meeting on March 28. We will be discussing travel funding issues. Sandy will give our questions to Dean Russell in advance of our meeting, because some will require information gathering on his part.

Lea attended a demonstration of SmartForce last week and gave a short report to the committee. She felt the Web-based training modules would be rather slow to anyone working with a modem at home. They offered basic courses to more advanced 4-hour courses where one could get certified in software such as Microsoft Office. It does have potential and she said many people from Instructional Development & Support were there. ACS is still researching this type of instruction and has not committed to SmartForce.

Lea may not be at next week's meeting due to a scheduling conflict. Our March 21 meeting will likely be cancelled since many people will be out for Spring Break.

**Programs:**

Lea reported that the ALA Brown Bag last Thursday was enjoyable and that there was enough turnout to keep the discussion going until 1:30.

The second session of Jim Dryden's Web-Page workshop went very well and the participants found it very beneficial and helpful. Another session will be held this Friday.

The flyer for the "No Dreams Deferred" program was reviewed and approved at the meeting. It will be prepared for distribution this week. The program is on March 10.

**Survey:** From last week's discussion it appears that the current share system and weighted shares received the most votes on the survey. However neither was a majority vote. Kathleen suggested one possibility of funding registration fees and travel costs, and include a cap. These two costs are the most variable and from the FY98 statistics it would be within our budget to fund them. The individual staff members would have to cover their own costs for food and lodging. This and other issues on funding will be discussed in more detail at the next meeting.

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## Staff Development Committee Meeting Minutes

March 7, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Kathleen Neeley, Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Michiko Ito, Lea Reid (Chair)*

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

**Travel Requests:** There was one travel request this week from Lars Leon. He will attend the Kansas Tri-Conference in Wichita, KS from April 12-14.

**Programs:** Everything is set up for Friday's program "No Dreams Deferred" with Deborah Dandridge and Kristin Eshelman. Lin will send out an email reminder to staff this week.

**Online Form:** Kendall brought copies of the latest revised edition of the online travel request form that she has been working on. The committee reviewed, made a couple of suggestions, and agreed that it would be helpful not only to staff but also to us to sort out expenses when more than one event is involved.

**Survey:** Kendall provided us with even more data from Question 5 (funding) of the survey. We discussed it for some time and are beginning to get a clearer picture of how to interpret and report our findings. After some more crosstabulation reports provided by Kendall, we will be able to narrow down a few funding alternatives to discuss with staff at an open meeting later in the semester.

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# Staff Development Committee Meeting Minutes

March 14, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Kathleen Neeley, Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Michiko Ito, Lea Reid (Chair)*

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

**Travel Requests:** There were several travel requests this week.

Becky Schulte will attend the Midwest Archives Conference in Chicago, IL from May 3-6.

Judith Emde will travel to Vancouver for the Medical Library Association's Annual Meeting held May 7-10. Brian Baird will attend a conference at the American Institute of Conservation in Philadelphia, PA from June 9-10.

The following travel requests were reviewed and approved by email:

Kathy Graves and Cindy Pierard will travel to Wichita for the Tri-State Conference held April 12-14. Cindy will also attend Immersion 2000 with ACRL at the Institute for Information Literacy from August 4-9.

**Preparation for Dean's visit:** We prepared our questions for Dean Russell who will be a guest at our March 28 meeting. Stephanie will type up our questions and the committee will approve or amend by email before they are given to Dean Russell.

**Programs:** Kathleen reported that Deborah Dandridge and Kristin Eshelman gave an excellent talk last Friday on their exhibit, "No Dreams Deferred: African American Leadership in the Kansas Region." It was very interesting to hear how they put together the exhibit and the stories that the donors shared.

SDC will co-sponsor Marilu Goodyear's talk on BioOne this Thursday in Conference Room A. Sandy will contact Marilu and see if she will send out a separate announcement. Otherwise SDC will provide staff with a little more information on what her talk will be about.

**Survey:** We divided up the survey into three sections, to be worked on in teams of 2. Stephanie and Kendall are assigned questions I. 2-5.

Lin and Kathleen will take questions II. 6, III. 7-10

Lea and Michiko will have III. 11-14, IV. 15, and VI 1.

Each team should have a draft of their summary prepared for our April 4 meeting.

The March 21 meeting has been cancelled.

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## Staff Development Committee Meeting Minutes

March 28, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Kathleen Neeley*

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**Guest:** Dean Russell was our guest at today's meeting. SDC posed several questions about the Administrative budget, travel expenses, and the status of the Staff Development Officer position. We then offered the preliminary results of our survey and discussed our impressions.

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

**Travel Requests:** There were several travel requests this week.

Meg Brown will attend a Preservation/Conservation conference in Philadelphia, PA. June 9-13, then in July she will go to the ALA conference in Chicago, IL from the 7<sup>th</sup>-10<sup>th</sup>.

Loretta Spurling will attend the Medical Library Association's annual conference from May 5-11. Requests for funds from two staff appeared to be training events, which should be covered by Administration, so we will pass those on. We also returned a form that included requests for funds for more than one event, so we will return it and request that separate forms be filled out.

**Programs:** Marilu Goodyear's talk on BioOne was cancelled and will be rescheduled for a later date. Lin will get additional information from Sherry and Cal so that we can start creating the publicity for their program on April 20.

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## The University of Kansas Libraries

Number: 1520

Date: April 20, 2000

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

### **SEARCH EXTENDED**

The search for a Serials Cataloging Unit Supervisor is being extended. Below is a brief vacancy announcement; copies of the full announcement are available from Sandy Gilliland or Rita Wilson. The search committee will begin review of applications in mid-May. Contact Sandy Gilliland, 4-8922, if you have any questions.

Serials Cataloging Unit Head, a tenure-track library faculty appointment with the University of Kansas Libraries, Lawrence, Kansas. 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: Sandra K. Gilliland, Assistant to the Dean; The University of Kansas Libraries; Lawrence, KS 66045-2800 Phone: (785) 864-8922; Fax (785) 864-5311; e-mail: [sgilliland@ukans.edu](mailto:sgilliland@ukans.edu) Applications received by May 15, 2000 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)

## ***PERSONNEL***

Several new staff have been appointed to the KU Libraries: **Kevin Fussell** and **Summer Schippers** have been appointed to Library Assistant I positions in the Cataloging Department; their appointments became effective April 16<sup>th</sup>. **Joshua Nichols** has been appointed to a Library Assistant I position in Retrieval Services, effective April 19<sup>th</sup>. **Julia Warrick** has been appointed to a Library Assistant II (Stacks Supervisor) in Access Services effective April 30<sup>th</sup>.

**Kevin Fussell** and **Summer Schippers** were most recently part-time student assistants; Kevin in the Cataloging Department, and Summer in the Kansas Collection. **Joshua Nichols** has held positions with Master Plan Management in Lawrence and Del Monte Foods. While a student at KU, Joshua was employed as a part-time student assistant in Anschutz Library. Welcome to all new staff!

Additional personnel announcements: **Meg Brown**, Conservator, will remain on a part-time appointment indefinitely. Her hours in the Conservation Lab are 3:00 p.m. to 7:00 p.m. Monday-Friday. We have extended the appointment of **Adonia David** who has been employed on a temporary basis in the Conservation Lab, to a regular appointment effectively immediately. Adonia will be working full-time as the Assistant Conservator.

Sandy Gilliland

## ***STAFF RECEPTION/UNIVERSITY RECOGNITION CEREMONY***

Two staff events are planned for Monday, April 21<sup>st</sup>:

9:30 a.m. - 10:30 a.m.: Reception to honor library volunteers and library staff for their KU service. This event will be held in Conference Rooms A/B, 502 Watson Library. All staff are invited to attend.

1:30 p.m.: The University's Annual Employee Recognition Ceremony. Several KU library staff will receive KU service pins during the ceremony. In addition, the University's Classified Employee and Unclassified Employee of the Year awards will be announced. The event will be held in the Ballroom, Kansas Union, and is followed by a reception.

Sandy Gilliland

## ***NOMINATIONS FOR LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR***

We have many outstanding classified staff in the KU Libraries. Why not give them recognition by nominating them for the "Libraries Classified Employee of the Year" award. Nominations are being accepted through May 15, 2000. A review committee is currently being appointed to review all nominations and recommend one person for the award. The recipient's name will be announced to all staff, and he/she will receive \$500 and will be honored during the Libraries' annual Fall Recognition Reception. In addition, his/her name will be permanently mounted to a plaque in Watson Library.

Attached to this issue of FYI is a nomination form. Please complete the form and submit it in a sealed envelope marked "confidential" to Sandy Gilliland, 502 Watson Library. If you have questions regarding the nomination process or eligibility for nomination, please contact Sandy, 4-8922.

Sandy Gilliland

(continued)

### ***NOMINATIONS FOR THE CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP***

Established in 1990 by former Chancellor Gene Budig, this award is given to a meritorious individual selected from the ranks of University of Kansas librarians. Librarians who have completed five years of service on the library faculty of the University of Kansas, Lawrence or Edwards campuses, are eligible for nomination. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as demonstrated by a strong reputation among colleagues established by a record of distinguished librarianship. Previous recipients of the award are Alexandra Mason, formerly Spencer Librarian; Mary Roach, Catalog Librarian; Susan V. Craig, Librarian of the Murphy Art & Architecture Library; Fritz Snyder, formerly Associate Director for Research and Acquisitions at the Law Library; Sheryl Williams, Kansas Collection and University Archives; Robert Melton, Bibliographer; and Bradley Schaffner, Coordinator of International Programs and Slavic Librarian.

Nomination forms are available from Libraries Administrative Office, 502 Watson Library room 502, phone: 864-3601. Nominations are due in the Library Administrative Office by 5:00 p.m. Friday, May 12, 2000. For more information contact: Sandy Gilliland, 4-8922.

Keith W. Russell

### ***INFORMATION LITERACY INCLUDED AS GOAL OF A KU EDUCATION***

I am very pleased to call your attention to the fact that information literacy has been included in the General Education Goals of KU. The text of goal #1 is:

- Enhance the skills and knowledge needed to research, organize, evaluate, and apply new information and develop a spirit of critical inquiry and intellectual integrity.

The full report of the General Education Goals Committee is available on the Provost's Web site (<http://www.ukans.edu/~provost>). The report notes that support for ensuring that students attain this goal is available from KU Libraries staff. Please note that Assoc. Provost Kathleen McCluskey-Fawcett has asked for comments on the goals by April 28th.

Goal #1 acknowledges that the Libraries' information resources and services play a vital role in KU undergraduate education. While that goal may be obvious to us in the Libraries, having a committee of faculty remind the KU community of this fact is essential to the Libraries' ability to fulfill its mission. I am sure that Cindy Pierard's membership on the goals committee was instrumental in the specific shaping of this goal. Excellent Work, Cindy! But I also want to thank all the library staff who through their daily work with faculty reinforce the centrality of the Libraries to intellectual life and learning at KU.

Keith Russell

### ***GARDEN EXHIBITION AT SPENCER RESEARCH LIBRARY***

Sally Haines has created the delightful exhibition, *'Of this garden thou mayest freely eat'* (Genesis 2:16): *Books for the Gardener*, now on view at Spencer Research Library, 3<sup>rd</sup> floor (Terrace Level) galleries. The exhibition includes a wide variety of books printed from the 15<sup>th</sup> to the 20<sup>th</sup> centuries, arranged under headings such as "The Garden of Health," "The Garden of Merry Wanderers of the Night," "The Garden of Eden," and "The Kindergarten." Jim Helyar is responsible for the beautiful graphics used in the exhibition. *Books for the Gardener* will be on display until June 30<sup>th</sup>.

Mary Rosenbloom

(continued)

***KU FRIENDS OF THE LIBRARY SPRING EVENT***

All library staff and their guests are invited to attend the KU Friends of the Library "Tea in a Garden," on May 7<sup>th</sup>, 3-5 p.m., at Spencer Research Library. The event is built around the theme so wonderfully illustrated by Sally Haines' exhibition. After a brief Friends business meeting, Rick Clement and Sally will say a few words about the exhibition and point out some especially interesting items. Tea will be served in the North Gallery. There is a \$7.50 per person charge for the event. Please RSVP to Mary Rosenbloom before May 1.

Mary Rosenbloom

***LFA SPRING GENERAL MEETING***

The LFA Spring General Meeting will start at 3:00 on Monday, May 15, in Watson Conference Rooms A & B. If anyone has any issues that should be considered for the meeting please contact an LFA Exec member by noon Monday May 1. LFA Exec will establish an agenda and distribute it before May 15. The draft minutes of our fall meeting is included in this FYI for LFA members' review before the meeting.

Lars Leon

***STATEMENT OF KU LIBRARIES WEB SITE***

Attached please find a copy of the approved statement concerning the KU Libraries Public Web Presence. This statement will guide the development of our Web site. Thanks to the Web Advisory Committee who drafted the statement and to library staff who submitted comments on an earlier draft.

Mary Rosenbloom

***ATTACHMENTS***

Travel Report: Connie Powell, Kathy Graves

Committee Minutes:

LFA Fall General Meeting (Draft)

The University of Kansas Libraries' Public Web Presence

Guidelines and Nomination Form for Classified Employee of Year

## TRAVEL REPORT

**Name:** Evelyn Constance Powell

**Department:** Anschutz Library

**Name of Event:** ACS Meeting

**Location:** San Francisco, CA

**Dates of Travel:** March 25-March 29, 2000

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This American Chemical Society Meeting was a mixture of opportunities. As always on Sunday there was the STN Update. Topics covered this year were the STN Headlines i.e. improvements in patent searching, improvements in the CAOLD database, and the big news, i.e. citation searching which would soon be available in CAPlus file. In another session we dealt in detail with patent searching enhancements. A final session consisted of some excellent tips for chemical structure searching of cyclic chemical substances.

Also on Sunday there was a demonstration and training session on the new capabilities of SciFinder Scholar. This was very useful since Anschutz Library acquired SciFinder Scholar last August. SciFinder Scholar allows the searching of the Chemical Abstracts, Registry, CASReact and ChemCats files simultaneously in a seamless user-friendly environment.

Many of the SciFinder Scholar representatives were at the demonstration, including John Martin whom I had only known on the telephone. It was good to get acquainted. In the evening there was a Chemical Information (CINF) reception. This was followed by an informal dinner hosted by Chemical Abstracts Service for SciFinder Scholar users.

The Chemical Information (CINF) sessions this year were especially interesting. The first session was entitled: Chemical Information in the 21<sup>st</sup> Century. Dr. Robert J. Massie, President and CEO of Chemical Abstracts Service discussed four current trends he sees in the information business: the reemphasis on information economics, the increased participation of government agencies in the information business, the increased participation of academia in the information business, and rapid technological changes.

Ralph Youngen of ACS continued the theme noting that ACS publications now link to CAS records, as well as to ChemPort and PubMed citations. He noted that a current project at ACS is the archiving the ACS publications. As he looks to the future he sees the day when journal articles, rather than journal titles will be the norm. John Baldwin of Pharmacopeia looked at the explosion in chemical information and the current need for rapid chemical analyses. P. Jackson talked about current innovations at Elsevier including Science Direct, Tetrahedron Letters Fast and the concept of a chemistry preprint server on ChemWeb. Both J.P. McAlister of Tripos and D. Jackson of Cambridge spoke on the importance of an integrated information system which includes external and internal resources and still leaves room for scientific intuition.

In a second session entitled: Chemical Information Needs At the Graduate Level there were presentations from various speakers in academia. Gary Wiggins of Indiana University discussed a new program being launched at his institution in chemical informatics. This program is designed to train chemistry librarians in an in-depth program of chemical resources.

The ACS Business Meeting highlighted the success of the ACS journals. In the 1998 Journal Citation Reports, the 28 ACS journals in 24 subject categories ranked first in total citations and in impact factors in 14 of the 24 categories. According to the representative this showed the ACS journals to be high in both quality and in impact.

New ACS journals were also announced. This included a second SPARC journal entitled Crystal Growth & Design to be launched in January 2001. The first SPARC/ACS journal, Organic Letters was launched last year and is doing well.

At the Exposition I visited with exhibitors from Sadtler Biorad who demonstrated their new electronic version of the IR Sadtler spectra. We currently have the Sadtler IR spectra only in paper copy. I also had a chance to visit with representatives from Advanced Chemistry Development. They have several chemical software products. Currently we have ordered their UIPAC Name Pro product. IUPAC Name Pro provides IUPAC (International Union of Pure and Applied Chemistry) names for chemical substances drawn on the computer screen.

I visited with representatives of various publishers including John Wiley, VCH and Elsevier. Lastly I took a look at the new equipment now being used for combinatorial chemistry and high throughput screening. These machines simultaneously run hundreds of chemical reactions, and the generated data is immediately incorporated into computer programs.

This was a very exciting ACS meeting which I was very glad to have attended. I appreciated the Staff Development Committee's contribution toward my expenses.

Evelyn Constance Powell (Connie)

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

**TRAVEL REPORT**

**Name:** Kathy Graves

**Department:** Watson Reference

**Name of Event:** Tri-Conference

**Location:** Wichita, KS

**Dates of Travel:** April 12-13, 2000

Cindy Pierard and I drove to Wichita on April 12 and attended the KLA Annual Business/Membership Meeting where past minutes and activities were reviewed and the results of elections announced. I then attended a breakout session presented by Daniel Liestman, Head of Social Sciences and Humanities at KSU Libraries on "The State of Reference Collection Management Policies in Kansas." In the Fall of 1999 Daniel had requested from all academic libraries in Kansas a copy of the current policy and his presentation was based on the responses he received (19 out of 35). Among other findings, he determined that, although the reference collection is a heavily used component of any library, it is one of the most neglected areas in terms of having a policy statement.

I then attended the Library Instruction Roundtable (LIRT) business meeting. Cindy is the incoming chair of LIRT. Former KU Libraries staff member Sherry Hawkins Backhus is the incoming secretary/treasurer. After this business meeting, I attended the Exhibitors Bash, then had dinner in Cowtown with Cindy and Sherry (who misses her friends here!)

Thursday morning I attended Bill Crowe's General Session address which was well-received by attendees. I then went to the Joint Business Meeting of the Reference and Automation Roundtables at which it was determined by vote of those present that these two roundtables would merge. Following that meeting was the College and University Libraries Section (CULS) lunch which included the CULS spring business meeting and speaker Dr. Phillip Thomas, professor of history at Wichita State University. His talk and slide presentation was entitled, "A Man Works from Sun to Sun, a Woman's Work is Never Done."

It was a full and interesting two days and it is always enjoyable and edifying to meet with colleagues from across the state, many of whom I worked with closely in my years as secretary/treasurer of CULS. Thanks to the Staff Development Committee for their financial assistance which enabled me to attend this conference.

LFA Fall General Meeting DRAFT

October 28, 1999

Present: Carmen Orth-Alfie (chair of Classified Conference), G. Anderson, R. Anderson, B. Baird, C. Bell, J. Bullington, N. Burich, S. Case, F. Christenberry, V. Coleman, M. DeSart, P. DiFilippo, V. Doll, J. Emde, G. Gibbs, G. Gillespie, S. Gilliland, K. Graves, M. Hawkins, D. Koepp, L. Leon (secretary), R. Melton, M. Miller, K. Neeley, C. Noble, C. Pierard, C. Powell, L. Reid, J. Rholes, R. Ring, M. Roach, S. Royer, K. Russell, B. Schaffner, S. Schaffner, L. Spurling, A. Williams, S. Williams (chair), M. Wilson.

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The meeting was opened by Chair Sherry Williams. A quorum was present so we could conduct LFA business.

**Approval of minutes**

Rich Ring moved to approve the minutes of the LFA Spring meeting without revision. Cherrie Noble seconded. The motion passed.

**Introduction of new members**

S. Williams introduced Dean Keith Russell. Kathy Graves introduced Lea Reid. Cindy Pierard introduced Cherrie Noble. S. Williams noted that Rich Crank had moved from a classified position in Anschutz to an unclassified one in Retrieval Services.

**Introduction of LFA committees/brief report from each**

S. Williams reported that LFA Exec had met with Dean Russell, created charges for LFA committees, and reviewed the proposal by the Ad hoc Joint Committee to Review Joint Membership Committees (SDC, PRC). LFA Exec will be discussing the evaluation process, and the demise of the orientation committee. S. Williams reminded everyone that LFA Exec has a web page. If anyone has a concern contact an LFA Exec member.

**Each committee chair then gave a report of who is on his/her committee and their current charges. In addition:**

Brian Baird reported that Planning and Resources Committee had met with Dean Russell to discuss the history of PRC and talked about ways PRC could be used in the planning and budgeting process.

Mel DeSart reported that LCPT has reviewed one sabbatical leave request, and will shortly be reviewing five promotion and tenure files and one tenure file next month.

Judith Emde reported that the Nominating and Ballot Committee had sent out a ballot to replace the LCPT L3s.

Reid reported that the SDC program theme for this year is the *Role of the Library in the New Millennium*.

Gordon Anderson reported that the role of the Committee on Research & Scholarly Activity is to support, and not to evaluate, research. They are continuing to work on the CRSA website.

R. Ring reported that Salaries and Benefits has a question about one of their charges.

Roger Anderson, chair of Code and Bylaws, passed out a handout on the new LFA Code of Governance. He will be checking with Jim Dryden about updating the code on the website.

There were no additional questions so we moved on.

### **Evaluation of unclassified staff process**

Dean Russell introduced Sandy Gilliland who reminded LFA members about the administration's "post tenure" plan. Gilliland also pointed out that they were getting ready for the 1999 evaluation process. Unclassified staff should receive letters in mid-November. FASARS will be due at the end of December. Evaluation forms will be available on the U drive.

1999 is the third year of the new evaluation system. Gilliland discussed the part of the evaluation plan which mentions the consequences of receiving three consecutive poor ratings. The administration will work with anyone who has received three poor ratings in order to improve his/her performance.

### **Governance issues**

Mary Hawkins, President of Faculty Senate, talked about various issues. She pointed out there are twenty committees from the Parking Board to Promotion and Tenure. Hawkins pointed out that Deborah Dandridge is on her 1<sup>st</sup> year of a 3 year term on the University Council. Hawkins talked about how there are some set issues for University Counsel to handle and others that arise such as evolution which resulted in the passing of a resolution on evolution. In addition, governance recommended task force members for a gender equity study.

Another important issue University Council is covering this year include intellectual property policy. The development of KU's policy is the 2<sup>nd</sup> stage following the 1<sup>st</sup> stage which was a policy developed by the Board of Regents. A Provost's Committee is drafting a policy which will go to the administration and then to governance for discussion and approval.

SenEx had a retreat early in the semester where they talked about initiatives.

Hawkins is also on the Legislative Affairs Steering Committee which will establish procedures to help this year and future years. This committee is composed of many different members and oversees the Speakers Bureau which is responsible for helping faculty go out in the state to speak.

Those present at this meeting commented on which university committees they are on:

Gordon Anderson – Senate Library Committee.

Cindy Pierard - Academic Computing & Telecommunications Committee, General Education Goals Committee.

Connie Powell - Planning and Resources Committee.

Brian Baird - In-state Tuition Appeals Committee, Research Committee.

George Gibbs - Parking Appeals Board, Human Relations Committee.

Geoff Husic - Executive Committee of the Center for Russian and East European Studies .

**Proposal to make SDC and PRC committees joint committees with Classified Conference.**

S. Williams and Baird provided background on this ad hoc committee. If this proposal is voted in, then the key changes to the LFA Code would include: jointly issued charges, changes in committee representation (ex officios and equal split of members CC, LFA), and reports would go to LFA Exec and Classified Conference Executive Committee. Discussion of this topic followed. A question was raised as to how disagreements would be handled between LFA Exec and Classified Conference Exec. It was felt that consensus and dialog could handle this.

Rob Melton found a problem with some terminology in the proposal and offered a friendly amendment whereby 3.3.6.2 "... three members from the library faculty..." should be "... three members from the Library Faculty Assembly..." No one disagreed with his friendly amendment.

Kathy Graves asked whether we should include how Classified Conference selects their members. It was decided that this is an LFA code so we would not want to include this information which is their prerogative.

Carmen Orth-Alfie will present to Classified Conference at their general meeting Friday.

DeSart suggested we conduct two rounds of voting: 1) to vote on whether to establish the joint committee, and 2) if passed, then to vote on word changes in the code. Orth-Alfie explained that no straw poll was done but that the CCEB is all for the code change.

We then discussed DeSart's suggestion of having two votes. Pierard, looking to forward our discussion on this topic, recommended we decide on what to do.

We had some discussion on how this new structure would provide charges to the committees. Orth-Alfie commented that LFA Exec and Classified Conference Exec have to get together and agree on charges although the charges could be broken in parts.

Julia Rholes moved to send out ballots to LFA membership with the changes not becoming effective unless both bodies approve it. Melton moved that the proposed code changes written by the ad hoc committee with the friendly amendment be sent to the LFA membership for approval on a mail ballot with the wording added that the changes do not become effective unless approved by both bodies. After a brief discussion, Rholes withdrew her motion in deference to Melton's motion. Rholes then seconded Melton's motion. Mary Rosenbloom asked if the Code and Bylaws Committee has seen the proposed changes which our code states they should. Since Code and Bylaws Committee members are part of LFA then it was deemed that we were okay with our current process. The motion passed.

There were no additional issues so S. Williams adjourned the meeting.

## The University of Kansas Libraries' Public Web Presence

The KU Libraries public Web presence is the sum of all electronic public documents created and maintained by various KU library staff, regardless of document type or format, accessed via the URL [www.lib.ukans.edu](http://www.lib.ukans.edu). Such documents are not limited to or distributed by a single computer or host, but may exist on both local and remote computers. KU Libraries' Web presence may include documents that present links to sites not created or maintained by KU library staff, but those linked sites do not constitute KU Libraries' Web presence.

The public Web presence of the University of Kansas Libraries functions as:

- A communication tool: the Libraries' Web is a vehicle for distributing public information regarding the libraries' mission and goals generally, and specifically its collections, services, programs, facilities and staff;
- A reference tool: the Web is a vehicle for providing pathfinders and other navigational aids to help library users locate and use Web resources which support the research, teaching and service missions of the University of Kansas whether or not such resources are owned or licensed by the Libraries';
- A tool to support scholarship and research: the Web serves as a delivery mechanism for library owned or licensed databases, electronic journals, online catalogs, and other electronic resources, as well as descriptions and finding aids for collections in other formats, that advance the libraries' mission to support the research, teaching, and service needs of the University;
- A gateway to library services: the Web is a gateway for patrons to communicate with staff and service units, to request library services such as interlibrary loan, document delivery, etc.

In order for the Libraries' Web presence to perform the functions listed above it should:

- Project a consistent and identifiable institutional image of the Libraries;
- Present information in a readily discernable and consistent format;
- Be objective in the selection of resources and information to present on the site, always in service to the research, teaching and service missions of the University of Kansas;
- Present information so that it will be accessible to the widest number of library users, taking into account the variety of computing platforms and capabilities as well as the needs of users with disabilities; and
- Be a dynamic work that reflects changes in and development of the Libraries' programs.

The Libraries' Web presence should be evaluated by appropriate stakeholders on a regular basis to assess whether or not it is meeting the objectives the Libraries wish to fulfill.

## THE UNIVERSITY OF KANSAS LIBRARIES

### CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION GUIDELINES

The University of Kansas Libraries is accepting nominations for the Classified Employee of the Year Award.

#### GUIDELINES

- Nominations will be accepted from all library employees.
- Nominations will be carefully considered by a committee composed of the Assistant to the Dean for Personnel (non-voting), the chair of the Classified Conference Personnel Committee (non-voting), 4 classified employees, and 1 librarian to be selected by the Dean from slates of names submitted by the Executive Boards of the Classified Conference and Library Faculty.
- The selection committee will base its decision on information provided on the nomination form, as well as interviews with the nominator, the employee's supervisor, and a representative sample of the employee's colleagues (which may include unclassified staff and/or student assistants).
- The Classified Employee of the Year award will be presented in April and the winner will be honored at the Dean's fall awards reception.
- The honoree will have his/her name inscribed on a permanent award plaque in Watson Library, and will receive campus-wide recognition, and be given a cash award.
- This program will be evaluated every two years.

#### Some important things to know about the Library's Classified Employee of the Year Award:

- All nominations and recommendation will be considered confidential and involve only those affected in accordance with the above-stated guidelines. An employee's annual evaluation will not be used in the committee's deliberations.
- Classified, unclassified, and student employees of the Library may nominate any eligible classified employee.
- To be eligible for nomination, classified staff must be employed by the University of Kansas Libraries for at least one year prior to the deadline for nominations. Members of the selection committee and anyone who has won the award within the last three years are ineligible.
- The Classified Employee of the Year will be chosen based upon work-related criteria.



## The University of Kansas Libraries

Number: 1521

Date: April 27, 2000

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

### *PERSONNEL*

**Billie Conway**, Library Assistant I in Retrieval Services, has been promoted to a Library Assistant II position, also in Retrieval Services. Her promotion becomes effective April 30th.

Sandy Gilliland

### *ATTACHMENTS*

Travel Report: Cindy Pierard

Committee Minutes: (none)

Schedule of KU Law School Hours

Employee Safety Guidelines for Detection Systems (Important)

## Travel Report

**Name:** Cindy Pierard, Instruction Coordinator  
**Event:** Tri-Conference (joint meeting of KLA, KASL, KAECT)  
**Location:** Wichita, KS  
**Dates:** Wednesday, April 12 – Thursday, April 13

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I traveled with Kathy Graves to attend the 2000 Tri-Conference (jointly sponsored by the Kansas Library Association, the Kansas Association of School Librarians, and the Kansas Association for Educational Communications and Technologies) in Wichita, KS.

The primary reason for my attendance was to participate in the Library Instruction Round Table (LIRT) meeting on Wednesday afternoon. I am the incoming Coordinator for this group and our Tri-Conference meeting is an important time to review past activities and plan upcoming events. One of the activities we reviewed was our joint sponsorship (with the College and University Library Section [CULS]) of a LAMA Institute presented by Betsy Wilson of the University of Washington on Managing Instructional Services. The workshop, held last July at Emporia State, enjoyed decent attendance (although we discussed some ideas for improving participation in future institutes) and evaluations were very positive. One area covered in the evaluation form was the identification of themes that participants would like to see LIRT or CULS tackle in future workshops. A theme identified by many respondents was assessment. There is also an ongoing interest in encouraging partnerships between school librarians and college librarians to improve the teaching of information literacy skills. For the immediate future, I offered to try to organize a LIRT workshop on assessment at KU this summer. LIRT members will also be asked to review the new document of the AASL/ACRL Joint Task Force on the Educational Role of Libraries in the hopes of identifying future events that might build upon a theme of college and K-12 librarian partnerships. In addition to the LIRT meeting, I attended an afternoon session on "Building Bridges to Faculty: Liaison Activities for Librarians" presented by Tim Watts of Kansas State University. Tim outlined a variety of activities that subject specialists and others might undertake to develop stronger working relationships with teaching faculty.

On Thursday I attended Bill Crowe's keynote session, which concerned libraries as the "safeguard of order and liberty" amidst times that are characterized by ongoing change, a revolution in the dissemination of information, movements towards collaboration and globalization, and a realignment of the field of librarianship and related information professions. Next, I tagged along with Kathy Graves to attend a joint meeting of the Reference and Automation Roundtable groups. The purpose of this meeting was to vote on a proposal to merge these two groups and form a new one called RIAT (Roundtable for Information Access and Technology). The proposal was approved and the remainder of the meeting was devoted to discussion of future topics that this new body might address, including assistive technologies, Internet II, and remote authentication systems. My final activity was to attend the CULS luncheon, which is always a good chance to talk with colleagues at different schools and exchange ideas and strategies for coping with the challenges on our respective campuses.

I am grateful to the Staff Development Committee for their support of my participation in this conference.

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

**Summer Hours, 2000**  
(revised, 4/18/2000)

May 22 - July 3.....REGULAR HOURS	
	Mon-Thurs..7:30 am - 10:00 pm Fri.....7:30 am - 5:00 pm Sat.....10:00 am - 5:00 pm Sun.....10:00 am - 10:00 pm
(OPEN Fri.- Mon. , June 16 - June 19 until 11 pm.)	
July 4.....CLOSED (Independence Day)	
July 5- July 28.....REGULAR HOURS	
(OPEN Wed.- Fri., July 19 - July 21 until 11 pm; Sat., July 22 & 29 9 am to 6 pm)	
July 30 - Aug 20 .....INTERSESSION	
	Mon. - Fri.....8:00 am - 5:00 pm Sat. & Sun.....CLOSED
August 21 - August 22.....OPEN 8:00 am - 9:00 pm	
August 23.....REGULAR FALL SCHEDULE BEGINS	

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

# **GUIDELINES FOR HANDLING THEFT DETECTION SYSTEM ALARMS, POTENTIAL THEFT AND VANDALISM SITUATIONS, AND DOOR ALARMS**

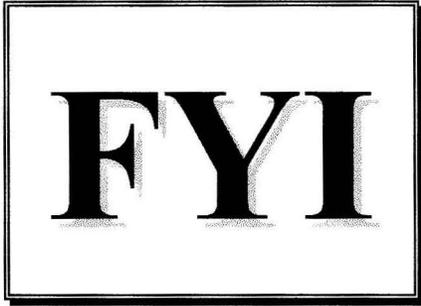
Until such time as appropriate library groups and the library administration have the opportunity to review and report procedures for handling theft detection system alarms, potential theft and vandalism situations, and door alarms, the following information is provided as a reminder. These are general guidelines and do not record the level of detail required for a complete document. The guidelines have been written with the point of view and expectation that they will be shared with our student assistant staff members.

The appropriate response to situations involving theft detection system alarms, potential theft and vandalism situations, and door alarms is as follows:

- 1) Treat the person in a courteous manner. Do not assume the person is guilty until you have investigated.
- 2) Immediately say in a loud and firm voice, "Please step back to the circulation desk," or "Please step back inside the library."
- 3) Ask politely, "Is there something you forgot to check out?"
  - If the response is yes, proceed with charging the items or placing the items on hold for the person until s/he can return with the appropriate borrower card.
  - If the response is no, ask to see to see everything the person is carrying. Have the person unload his/her own backpack. Do not do this yourself, and do not let the person pick and choose items to show you.
  - Start eliminating reasons the security alarm went off one at a time.
- 4) If the security alarm continues to beep, library staff have to make a judgement call.
  - You may decide the person is innocent based on your investigation. Apologize and escort the person through the security gate even if it beeps.
  - You may suspect the person of attempted theft and/or vandalism.
  - Reasons to suspect attempted theft and/or vandalism.
    - KU Libraries identifying marks have been defaced.
    - Person is blatantly attempting to hide objects.
    - Patron is caught with library materials not available for check-out (e.g., signs, staplers, computer items).
- 5) If you suspect an attempted theft situation:
  - Ask the person to step away from the public area into a more private location if at all possible.
  - Ask the person for photo identification. If this is not available, ask for the name and ID number.

- **Call the University Police at 4-5900.**
    - Tell the police dispatcher your name and location.
    - Tell the dispatcher there has been a possible attempt at theft.
    - Ask for an officer to report to the library as soon as possible.
  - If at all possible, do not leave the person alone while you are waiting for the officer to arrive.
  - Once you have answered any questions the officer may have, you do not need to remain for the interview unless the officer asks you to do so.
- 6) If the person runs away:
- **Do NOT chase after the person.**
  - Quickly write down any descriptive traits that may help the police later.
  - **Call the University police at 4-5900.** Report the information listed above along with the fact that the person has fled the library.
- 7) Complete a Library Incident Report. Give the completed report to your supervisor who should also provide copies to the department head and to Julia Rholes.
- 8) For door alarms monitored by non-circulation staff:
- Ask the person to step back inside the library.
  - Direct the person to the appropriate circulation desk and/or exit.
- 9) It is appropriate to follow a person through an exit to ask him/her to return to the library or to observe the person to collect details. However, do not follow a person past the general exit area of your library.
- 10) In summary:
- **DO NOT TOUCH A PERSON SUSPECTED OF THEFT**
  - **DO NOT CHASE AFTER ANYONE**
  - **DO COLLECT AND RECORD AS MANY DETAILS AS POSSIBLE**
  - **DO CALL THE UNIVERSITY POLICE WHEN APPROPRIATE (4-5900)**

Questions and concerns may be directed to Sarah Couch (scouch@ukans.edu, 864-8979) or to Julia Rholes (jrholes@ukans.edu, 864-8995).



# The University of Kansas Libraries

Number: 1522

Date: May 4, 2000

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

### ***URGENT MESSAGE...URGENT MESSAGE...URGENT MESSAGE...***

All Library Departments were notified this morning by telephone of a virus that has infected the e-mail system and is spreading throughout the Internet. This virus appears as a message with "I Love You" as the subject/title. If you receive this message, **DO NOT OPEN THE MESSAGE OR THE ATTACHMENT**. If you do, immediately turn off your computer and notify the Library Automation department, 4-5530.

According to Cathy Smith, Assistant Vice Chancellor for Information Services, the Exchange server has been shut down and all e-mail use is curtailed until the virus can be eradicated from the system, which may be a very lengthy process. **PLEASE DO NOT ATTEMPT TO SIGN ONTO OUTLOOK/EXCHANGE UNTIL FURTHER NOTICE!!** We are not certain to what extent this virus may have affected other e-mail systems. Library departments who have computers available for public use should post signs alerting the students and faculty of this virus.

More information will be posted on the KU's website ([www.ukans.edu](http://www.ukans.edu)) as it becomes available. Library departments will be notified when the system is again available for use. (It's back to telephones and paper mail for awhile!)

Julia Rholes, Asst. Dean; and the Library Automation Dept.

### ***RESULTS OF THE LFA BALLOT ON FY2001 MERIT SALARY DISTRIBUTION***

The results of the ballot questions are as follows:

<i>Question 1: Differentiation for merit:</i>		<i>Question 2: Differentiation for rank:</i>	
<u>Option</u>	<u>Tally</u>	<u>Option</u>	<u>Tally</u>
2 3 4 5 (least differentiation)	5	Equal \$ (no differentiation)	5
1 2 3 4 (more differentiation)	8	Equal % (largest differentiation)	5
1 3 5 7 (most differentiation)	28	1/2\$, 1/2% (some differentiation)	24
Other: 1 3 4 5	1	3/4\$, 1/4% (less differentiation)	7
		1/4\$, 3/4% (more differentiation)	1

Judith Emde, LFA Nominating & Ballot Committee

### ***IT'S SO EASY...***

Nominating a librarian who has five or more years of service on the library faculty at KU (Lawrence or Edwards campuses) is easy! Complete a nomination form (available from Rita Wilson, 4-3601), attach a letter of nomination and the nominee's c.v., and submit these documents to the Administrative Office. **Deadline: May 12, 2000.** Contact Sandy Gilliland with questions.

Sandy Gilliland

(continued)

**An Equal Opportunity/Affirmative Action Employer**

### ***PERSONNEL***

Two temporary classified staff appointments have been recently made in the KU Libraries. **LuAnn Zimmer**, a former library student assistant, and **Sarah Goodwin-Thiel** will spend the next several weeks working on special projects. LuAnn is assigned to the Kansas Collection; Sarah, to Special Collections.

Sandy Gilliland

### ***CLASSIFIED VACANCY***

Applications are now being accepted for a second Library Assistant II position in Anschutz Library. This position is somewhat similar to the LAII position recently advertised in Anschutz, as it will have responsibilities involving the government documents collection. Specific responsibilities are: 1) Reference service, 15%; 2) student supervision, 10%; 3) serials inventory and record maintenance, 30%; 4) retrospective conversion of monographs, 25%; and, 5) Marcive cataloging maintenance, 20%. Minimum qualifications: Job knowledge at an advanced level in library support work. Strongly preferred: Effective organizational, interpersonal, and communication skills; demonstrated attention to detailed work and problem solving; ability to provide effective public service; demonstrated ability to supervise the work of others. Preferred: Familiarity with bibliographic records and MARC format; Experience with the University of Kansas Libraries online catalog and cataloging systems; Experience with OCLC procedures; Knowledge of the organization of government documents. Applications are due by 5:00 p.m. Friday, May 12<sup>th</sup>. Contact Sandy Gilliland for application instructions.

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

### ***ATTACHMENTS***

Travel Report: Channette Kirby

**The University of Kansas Libraries  
Staff Development Committee**

**Name:** Channette Kirby

**Department:** Watson Reference

**Name of Event:** Kansas Association of Native American Education (KANAE) 2000

**Location:** Lawrence, Kansas

**Dates of Travel:** March 5-7, 2000

The eighth annual conference of KANAE (Kansas Association for Native American Education Conference) was held here in Lawrence, KS. The next conference will be this October in Wichita. I was very fortunate to be able to attend this conference. It began with a banquet and pow-wow, which was attended by Joan Baez, who was described as a very sincere and genuine person. Many of the conference attendees were from Topeka and Wichita. They included public school education, university administration and faculty representation and state representatives from the governor's office and disability representatives, who spoke about rights of native americans with disabilities throughout the education system.

The workshops I attended were:

“Links Between Western Science and Traditional Knowledge of Indigenous Peoples” by Dan Wildcat (HINU) and Ray Perotti (KU)

“Disability Issues Facing Indian Education” by Robert Shuckahosee (Univ. Montana)

“Cultural Literacy Needs in the Local Native Community” by Anne Calhoon (KU)

“Eliminating Racism in the Classroom” by Cornel Pewewardy (KU) and Margie Ridgeway (Bert Nash).

The conference ended with a banquet and presentation of awards. It was a very enlightening and informative experience. My thanks go to the Staff Development committee for their support and allowing me to attend.

Sincerely,

*Channette Kirby*

Channette Kirby

Watson Reference



## The University of Kansas Libraries

Number: 1523

Date: May 11, 2000

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

### *LFA SPRING MEETING*

The Spring General Meeting of the Library Faculty Assembly will be Monday, May 15, from 3:00 to 4:30 in Watson Library Conference Rooms A&B. The agenda is an attachment to this FYI.

Lars Leon

### *VACANCY ANNOUNCEMENTS*

*Assistant Special Collections Librarian (Digital Projects)*, a full-time, twelve-month, tenure-track library faculty appointment. The KU Libraries seeks an innovative, creative, and dynamic librarian who combines traditional strengths in rare books and manuscripts librarianship with knowledge of and experience in digital technologies. This person will play an important role in shaping the digital future of the Kenneth Spencer Research Library (KSRL). S/he will perform appropriate collections related tasks such as collection development and processing (which may include cataloging); participate in reference and instructional activities; pursue digitizing initiatives in coordination with other KSRL staff to promote innovative uses of KSRL materials in a digital environment; contribute to the development of the KU Digital Library Program ([kudiglib.ukans.edu](http://kudiglib.ukans.edu)) and the University's participation in the Kansas Digital Library ([www.kansasdigital.org](http://www.kansasdigital.org)); develop and manage KSRL's web presence in coordination with the University Libraries; investigate emerging technologies, test new software, and experiment with new strategies to develop and use Internet resources; assist KSRL staff in use of web development software; facilitate web exhibitions and other web-based special events; maintain KSRL's library of digital images; oversee the digital laboratory in KSRL in collaboration with designated staff; and engages in professional service and scholarly activities. Reports to the Special Collections Librarian. (A full position announcement is available.) Required qualifications: Master's degree from an ALA-accredited program; demonstrated interest in rare and special materials; knowledge of applications of current and emerging technologies as they contribute to meeting access needs of library users; strong oral, written and interpersonal communication skills; ability to work independently and as a member of a team; evidence of initiative, creativity, and resourcefulness in past activities; strong service orientation; strong planning and organizational skills; commitment to professional and scholarly development; proficiency in at least one Western European language other than English. Preferred: advanced academic preparation in rare books, manuscripts, and/or archives; advanced coursework with concentration in digital technologies (including SGML, XML, and EAD); advanced degree in the humanities; experience in an academic research library, preferably in rare books, manuscripts, and/or archives; demonstrated experience in web design and management; supervisory experience. Proficiency in Spanish. Annual Salary: \$32,000 - \$42,000 dependent upon qualifications. To apply, submit letter of application addressing the qualifications for the position; resume; copies graduate transcripts; and names, addresses, telephone numbers and e-mail addresses of three references to: Sandy Gilliland, KU Libraries, 4-8922. Applications postmarked by June 15, 2000 will be given first consideration. We hope to screen selected candidates at RBMS and ALA in early July. Applications will be accepted until the position is filled.

(continued)

***In addition, we have begun recruitment for five (5) Library Assistant I positions and one Library Assistant II position, as follows:***

Position # 62689, Cataloging Department. Responsibilities: 1) Cataloging monographs through OCLC, 35%; 2) Special assignments (retrocon, record cleanup, Hold processing, etc.), 60%; 3) Meeting and teamwork activities, 5%. (This is a new position.)

Position #62699, Retrieval Services. Responsibilities: 1) Approval plan receipt and processing, 10%; 2) Distribute incoming mail, 5%; 3) Pre-order searching of firm orders, 50%; 4) Firm order receipt and processing, 25%; 5) Workflow organization and management, 5%; 6) Teamwork activities and skill development, 5%; 7) Other duties as assigned. (This is a new position.)

Position #62712, Retrieval Services. Responsibilities: 1) Processing ILL requests from KU patrons, 50%; 2) Assist with Lending out-processing of loans and copies, 25%; 3) Assist elsewhere in department as needed, 13%; 4) Department, unit, and individual meetings, 5%; 5) Personal skill development, 2%; 6) Interactions with patrons, 5%; 7) Other duties as assigned. (This is a new position.)

Position #7236, Retrieval Services. Responsibilities: 1) Processing material received for KU patrons, 37%; 2) processing ILL requests from KU patrons, 25%; 3) Assist in follow-up on all ILL requests that have not been completed, 13%; 4) Assist with Lending out-processing of loans and copies, 13%; 5) Department, unit, and individual meetings, 5%; 6) Personal skill development, 2%; 7) Interactions with patrons, 5%; 8) Other duties as assigned. (This position was held previously by Billie Conway.)

Position #7197, Retrieval Services. Responsibilities: 1) Processing requests from Edwards Campus patrons for main campus materials, 30%; 2) Processing lending requests, verification of holdings, prep to page, 12%; 3) Coordinate requests from Edwards Campus patrons and interlibrary loan for Watson Library items, 12%; 4) Processing material received for KU patrons, 12%; 5) Assist with Lending out-processing of loans and copies, 12%; 6) Processing ILL requests from KU patrons, 10%; 7) Department, unit, individual meetings, 5%; 8) Personal skill development, 2%; 9) Interactions with patrons, 5%; 10) Other duties as assigned. (This position was held previously by Pamela Bonham.)

***Library Assistant II, Music Library (position #62732):*** This is a new position assigned to the Music Library with the following responsibilities: 1) Supervisory responsibilities for approximately 10-12 part-time students, 25%; 2) Public service duties at the Media and Reserve Desk, including reference, 30%; 3) Serials maintenance, 25%; 4) Equipment and supply maintenance, 20%.

Full position descriptions, including a list of selection criteria, for these classified positions are available from Rita Wilson, 502 Watson Library, 4-3601. Applications are due by 5:00 p.m. Friday, May 19, 2000. Contact Sandy Gilliland for application instructions (student assistants interested in applying for any of these vacancies should contact KU Human Resources, 4-7417, to apply).

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(continued)

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**KU FRIENDS OF THE LIBRARY ANNOUNCE LIBRARY ENRICHMENT FUND AWARDS**

The recommendations of the KU Friends of the Library committee to review the 2000 Library Enrichment Fund applications (Betty Brooker, Susan Case, Joanne Feist, Ron Francisco, and Al Mauler) were presented to and approved by the Friends' Board at their annual meeting on Sunday, May 7<sup>th</sup>. The following is a list of the approved projects:

<b>East Asian Department, Vickie Fu Doll</b>	<b>\$ 800</b>
NJStar Communicator 2.2 (Chinese, Japanese, and Korean software), 20 users site license.	
<b>Religious Studies, Annie Williams &amp; Faye Christenberry</b>	<b>\$ 625</b>
CD-Rom version of <i>The Encyclopedia of Islam</i> .	
<b>Music &amp; Dance Library, Vic Cardell</b>	<b>\$2,020</b>
One 36 x 72 inch flat exhibit case for the new Music & Dance Library.	
<b>Kansas Collection, Sherry Williams</b>	<b>\$1,000</b>
Funds to allow the transfer of frequently requested Centron films to videotape.	
<b>Spencer Research Library, Sherry Williams &amp; Rick Clement</b>	<b>\$2,090</b>
Partial support for instructional technology equipment to be used by all three departments within Spencer Research Library.	
<b>Slavic Department, Geoffrey Husic</b>	<b>\$ 922.39</b>
Software for optical character recognition (OCR) in support of a digitization project.	

The Friends also approved a special donation from their general funds to purchase a media study carrel for the new Music and Dance Library.

The funds donated by the KU Friends of the Library are essential in allowing the Libraries to promote their collections and services and to move ahead on projects and initiatives not fully funded by state resources.

Thank you KU Friends of the Library!

Keith Russell

**IT'S SO EASY, BUT DEADLINE IS MAY 12TH**

Nominating a librarian who has five or more years of service on the library faculty at KU (Lawrence or Edwards campuses) is easy! Complete a nomination form (available from Rita Wilson, 4-3601), attach a letter of nomination and the nominee's c.v., and submit these documents to the Administrative Office. Deadline: May 12, 2000. Contact Sandy Gilliland with questions.

Sandy Gilliland

**ATTACHMENTS**

Committee Minutes:

Staff Development, 4/11/00, 4/18/00, 4/25/00

LFA Spring Meeting Agenda

SDC Announcement

## Staff Development Committee Meeting Minutes

April 11, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)*

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

**Travel Requests:** There were several travel requests this week.

Billie Conway and Helen Dee will both attend a workshop called "How to Give Good Customer Service" in Independence, MO on April 18. Cindy Pierard and Loretta Spurling will travel to Chicago, IL for the summer ALA conference held July 6-12. Cindy will also participate in the "Introduction to Personality Types" workshop given by KU Human Resources on June 21 and 28. Margaret Wilson will attend the NASIG conference in San Diego, CA from June 22-25.

**Announcements:** Lea has submitted our follow up questions to Dean Russell. He will present them at the next Management Team Meeting.

**Programs:** On April 20, SDC will host a program on preserving electronic records. Sherry Williams and Cal Lee will show a video and give commentary. Flyers for the program will be mailed this week.

Lea is contacting Dr. Cornel Pewewardy, Department of Teaching and Leadership at KU, to see if he would be interested in giving a talk about his research interest on dysconscious racism. Dr. Pewewardy presented a paper on discrimination in the classroom at the Kansas Association of Native American Education 2000 Annual Conference. We feel that many of the issues discussed in his paper would be applicable and beneficial to staff who offer some public service.

**Survey:** Each group had a summary of findings prepared for today's meeting. We seem to be in agreement on the conclusions. For next week's meeting each group should include recommendations or suggestions in their summaries, indicate which question each paragraph is referring to, and double check the statistical figures.

**Other:** Michiko will be out from April 12 - May 8. Lin will be out April 20-May 1. Kathleen may not be able to attend next week's meeting.

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## Staff Development Committee Meeting Minutes

April 18, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Lea Currie (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Michiko Ito, Kathleen Neeley*

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

**Travel Requests:** There were several travel requests this week.

Bryan Culp will attend a Society of American Archivist workshop titled "Planning New and Remodeled Facilities." The workshop will be in St. Louis, MO, May 11-12.

Faye Christenberry, Lea Currie, and Brad Schaffner have all requested funding for the ALA conference in Chicago, July 8-11. Brad will also attend the International Slavic Librarian's Conference held in Tallinn, Estonia from July 26-29. Jeff Bullington will attend the NASIG Annual Conference in San Diego, CA from June 21-26. Finally, we approved funding for Loretta Spurling who attended the Big 12 Plus Diversity Conference in Austin, TX, April 3-4.

**Announcements:** Lea attended the strategic planning session with guest Susan Jurow. She brought up the issue of training in the library and it appears there is a lot of support and interest in improving this area in the libraries.

Sandy advised that the workshop "How to Give Good Customer Service" was sold out so no one from KU libraries was able to attend. Four people had hoped to go and Administration was going to provide transportation. Lea will try to contact the speaker, Jean Lebedun, to determine whether it would be possible to invite her here.

**Programs:** Lin has been in contact with Beth Warner. Beth will look for a date in May or June for Marilu's presentation on digital library projects. The program will include several speakers.

**Survey :** Kendall brought in more information about Section V, the funding portion, of the survey. Much progress has been made, but there is no consensus on the best way to distribute funding. Kendall is working out the costs of alternative funding plans such as paying 100% of travel and registration, and using actual expenses from library staff to determine 1) whether these alternative options are feasible with the SDC budget, and 2) whether the option is better than the current share system.

**Other:** We will need to prepare a brief report of SDC's activities for the Spring LFA Assembly.

We are still planning to have a program about SDC to talk about the survey results, and to provide staff more information on what we do and how funding works. We may ask Denise Swartz to talk about what is needed for work-related travel and how she and SDC work together in funding the travel.

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## Staff Development Committee Meeting Minutes

April 25, 2000

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**Present:** *Sandy Gilliland (ex officio), Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Lin Fredericksen, Michiko Ito*

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

**Travel Requests:** There were two travel requests this week. Geoff Husic will attend the NASIG meeting in San Diego, CA from June 22-25. Nancy Burich will attend ALA in Chicago, IL from July 6-7.

Kendall noted that with these requests we now have \$104.98 left in our allocated budget and \$1,034.17 in our adjusted budget for this fiscal year. This includes allocations for the mid-summer ALA conference in July. Technically the funds for this conference will come out of the FY01 budget, which also has to cover the 2001 mid-Winter and mid-summer conferences as well.

**Programs:** The "Preservation of Electronic Records" program with Sherry Williams and Cal Lee attracted about 30 people. The committee looked over the evaluations and they were very positive.

Cornel Pewewardy has agreed to do a program for SDC. He had first suggested May 10 or 11, however DeEtta Jones, from ARL, will be visiting the library to talk about diversity on those dates. It has been suggested that Dr. Pewewardy join in the meetings with Ms. Jones. Lea will be in touch with Dr. Pewewardy to find another date for his program.

We have scheduled June 21, 10:00-11:30, for SDC's program to talk about the results of our survey with staff and other related topics.

**Survey:** We made considerable progress on the survey discussion today. We have a format in mind and will begin consolidating our information. At this time we anticipate two sections of our report. The first will be the data in figures and our summaries of the results. Kendall will take the survey instrument and input data for each question, such as how many people answered the question, and how they answered using percentages or actual numbers. Stephanie will take information from the summaries that were written by each group and add them into the document when Kendall is finished. The second section of the report will be a narrative of the committee's recommendations that will be based on the survey findings.

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# Library Faculty Assembly Spring General Meeting

Monday, 15 May, 3:00- 4:30  
Watson Library Conference Rooms A & B

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1. Introduction of new members
2. Approval of the minutes of 28 Oct 1999 LFA general meeting  
(see April 20, 2000 FYI for these draft minutes)
3. LFA Committee reports
4. A report from Mary Hawkins, librarian in the Kansas Collection and President of the University of Kansas Faculty Senate, on activities of the University Council since last fall.
5. Discussion of a promotion & tenure matter

The Libraries Committee on Promotion and Tenure has brought to LFA Executive's attention a discrepancy in the Libraries' guidelines between time-in-rank eligibility for consideration for early promotion and time-in-rank eligibility for consideration for early tenure. The matter at hand is not serious, the discrepancy is not great, nor is the fix a complicated matter.

At our meeting, we want to discuss this matter and decide how best to make any changes needed. The Libraries' guidelines for promotion in rank and for tenure, along with LCPT's description of the discrepancy, was emailed to Library Faculty Assembly members. Please read over these texts and bring them with you for discussion next Monday. If you did not receive this document please contact Lars.

We look forward to seeing everyone gathered together!

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LFA Exec

Sherry Williams, Chair  
Gordon Anderson Vice-Chair  
Lars Leon, Secretary  
Cathy Bell  
Jeff Bullington  
Susan Case  
George Gibbs



Staff Development Committee

## ***Presents***

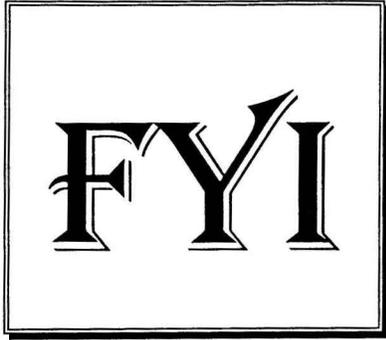
### **Dr. Cornel Pewewardy**

Department of Teaching & Leadership  
School of Education  
The University of Kansas

*Dr. Pewewardy will address common aspects of racism in the English language including terminology, symbolism, politics, ethnocentrism, and context. Please join us for a sensitive look at an issue that affects everyone who interacts with people in a culturally diverse environment.*

Wednesday, May 31, 2000  
10:30 am -12:00 pm  
Watson Conference Room A.

Refreshments will be served. Pre-registration with Rita Wilson in Administration is appreciated: 4-3601 or [rewilson@ukans.edu](mailto:rewilson@ukans.edu)  
University of Kansas Libraries



**The University of Kansas Libraries**

Number 1524

May 25, 2000

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

***NEW ASSIGNMENT FOR LORETTA SPURLING***

I am pleased to announce that Loretta Spurling, who is currently based at the Regents Center Library, serving as interim co-director of the RCL and as Business Bibliographer, has accepted a new assignment as a reference librarian with the Anschutz library. She will continue to serve as the Business Bibliographer in her new role.

A new librarian position based at the Regents Center Library will be created using salary funds and the vacant position previously held by Cherrie Noble. Loretta will continue serving as the interim co-director of the Regents Center Library, along with Lyn Wolz, until a new Head of the Regents Center Library is appointed.

We appreciate Loretta's willingness to accept this new assignment which will provide much needed assistance in Anschutz.

Julia Rholes

***HEAD OF THE REGENTS CENTER LIBRARY INTERVIEWS CONTINUE***

One additional candidate will be interviewed during the week of May 29<sup>th</sup> for the Head of the Regents Center Library. Please refer to future announcements on e-mail for the details.

Sandy Gilliland

***CLASSIFIED STAFF VACATION LEAVE MAXIMUMS***

As a reminder to all classified staff: if you have accrued more vacation than is allowed (you should have been notified by Barbara Woodruff if you are affected), you must use the excess vacation leave (the amount over the maximum accumulations allowed) by June 10<sup>th</sup>, or it will be lost. Contact Barbara Woodruff or Sand Gilliland if you have any questions.

Sandy Gilliland

***ATTACHMENTS***

LFA Executive Committee minutes: 5/1/2000; 5/8/2000

LCPT minutes of meetings from 9/17/99 through 5/8/2000

Staff Development Committee minutes: 5/2/00, 5/16/00

LFA Nominating and Ballot Committee minutes: 4/25/00

LFA Exec meeting minutes, 1 May 2000

Present: Gordon Anderson, Jeff Bullington, Susan Case, George Gibbs, Sherry Williams

Absent: Cathy Bell, Lars Leon.

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No minutes were reviewed: the 17 April meeting was not an official Exec meeting, rather the Dean requested Exec members' presence at his meeting with the Strategic Planning consultant.

### **Agenda items for 15 May LFA general meeting**

Noon today was the deadline Sherry had set for LFA members to submit items for that meeting. None was received.

Suggested agenda (not inclusive)

- Committee reports

LCPT. The topic of possible differences in coordinating Library's and the University's P&T schedule may be brought up.

N&B. The question of confidentiality of the ballots is potentially a topic for discussion.

SDC. Any questions about their questionnaire?

CRSA

Code & Bylaws

- Sherry has asked Mary Hawkins (whose term as chair of the University Council is coming to an end) to report on university governance
- Introduction of new members

The majority of this Exec meeting was devoted to discussing whether or not to change the terms used in the annual ratings of service and research. We referred to the draft document prepared by the last Committee on Evaluation, Service, and Research that suggested a slightly different list of terms. This document discussed general principles of, and terms used to rate service and research. The document was not ratified by LFA because CESR was disbanded. After a lengthy discussion, Exec felt that the current terms used are appropriate.

Our discussion, however, did touch on other aspects of the service and (especially) research component of library-faculty responsibilities, particularly the subject of mentoring. In response to the Provost's charge to academic units to come up with a mentoring program, several years ago, as part of the post tenure review document, the Libraries submitted a very rudimentary document. Developing a Library mentoring program for library-faculty research with more detail could be a charge to pass along to next year's LFA Exec committee.

Sherry will ask Sandy Gilliland to come to **next week's meeting** to talk about this and to discuss the position of Staff Development Officer for which a search will be conducted.

Next meeting:

Monday, 8 May 2000. Same time and place.

Gordon Anderson, sitting in for Lars Leon

LFA Exec meeting minutes, 8 May 2000

3:00-4:05 p.m., Watson Conference Room A

Present: Gordon Anderson, Cathy Bell, Jeff Bullington, Susan Case, George Gibbs,

Guest: Sandy Gilliland

Absent: Lars Leon, Sherry Williams

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Sandy Gilliland joined us, at our request, for a good part of the meeting to talk about aspects of staff development and mentoring.

### **Staff Development Officer position**

Dean Russell and Sandy have been working on a job description for this position that will incorporate staff training and development under one supervisory line. Completion of this description is still several weeks off. One matter still to consider is the difference between training and development and which comes from whose or which budget line. For example, the Staff Development Committee feels strongly that their charge (and budget) is to support development (longer-term attention to acquiring new skills), not training (for new skills needed here and now).

### **New staff orientation**

Sandy also handed out a draft outline of a comprehensive orientation program for new staff. LFA Exec should look this over and send her comments. Among other things, this proposed orientation program is intended to speak to suggestions that new library faculty be provided a campus-wide tour soon after joining us.

### **New faculty mentor program**

We discussed briefly the faculty mentoring program mandated by the post-tenure review document written several years ago. At present, the Library considers its version of the program to be minimal and insufficient. The Library Committee on Research & Scholarly Activity is to date the Library's only step taken in fulfilling this called-for mentoring role. Sandy handed us copies of Marilu Goodyear's January 1998 draft of the KU Libraries' new-faculty mentoring plan, along with a March 1999 ARL *SPEC Flyer* on mentoring programs in research libraries. Sandy said that the Provost's August 1996 memo on new-faculty mentoring programs does permit each unit some flexibility in developing a program.

Thus, in light of the Provost's NFMP, and in light of Library-Faculty concerns about pre-and post-tenure professional development, this year's LFA Exec recommends that next year's LFA Exec work with Dean Russell on this matter. It is clear that mentoring activities are separate and distinct from matters in the staff development realm.

We thanked Sandy warmly for meeting with us and discussing these important matters.

## **LCPT matter for LFA General**

The Libraries Committee on Promotion and Tenure has brought to LFA Executive's attention a discrepancy in the Libraries' guidelines between time-in-rank eligibility for consideration for early promotion and time-in-rank eligibility for consideration for early tenure. The matter at hand is not serious, the discrepancy is not great, nor is the fix a complicated matter. At next Monday's meeting, we want to discuss this matter and decide how best to make any changes needed.

In sending out the announcement of the LFA general meeting to the LFA-L list, we will include a document sent to us by Brad Schaffner, chair of LCPT, that explains the matter and puts forward a solution to the problem. Library Faculty will be asked to bring the texts along to the meeting.

The meeting adjourned at ca. 4 p.m.

Gordon Anderson, for Lars Leon

## LCPT MINUTES

September 8, 1999

Present:

Committee Members: Kathy Graves, Brad Schaffner, Loretta Spurling

Candidates for P&T: Vickie Doll, Cindy Pierard

Others: Sandy Gilliland, Julia Rholes, Keith Russell

There will be five candidates going up for promotion and tenure and one candidate going up for tenure. Sandy explained the processes, the forms, and the letters to be solicited from colleagues, recipients of services, and research evaluators. These letters need to be received by October 15, 1999, with the files themselves being due October 25, 1999.

The FASARs are no longer forwarded to UCPT but Sandy encourages candidates to pull supporting letters from the FASARs or the personnel file to be placed in the supporting data file.

September 17, 1999

Present: Mel DeSart, Kathy Graves, Rob Melton, Jim Neeley, Brad Schaffner, Loretta Spurling; Sandy Gilliland

Mel was selected as Chair and Kathy as Secretary. Mel will attend the UCPT open meeting with Dean Russell. Sandy will revise the letter to UCPT and the procedures manual.

There will be at least one sabbatical file. The sabbatical files are due October 4, 1999 and LCPT must complete its work on sabbatical requests by October 22, 1999.

We were reminded that an LCPT member who is a candidate's supervisor will not vote on the file, and that the LCPT LI representative is involved in the ranking of the candidates but not in the voting on the files.

October 11, 1999

Present: Mel DeSart, Kathy Graves, Mary Hawkins, Rob Melton, Jim Neeley, Brad Schaffner, Loretta Spurling

There is one sabbatical file to consider. The writing assignments were divided (professional performance, research/scholarship, service, evaluation of sabbatical proposal) and the qualifications of the candidate as well as the merits of the proposal were discussed.

October 21, 1999

The Committee met to discuss drafts of our recommendations for all sections of the sabbatical file. Revisions were made. The authors of those sections will make the corrections on disc and submit to the Chair for formatting on the required forms.

November 4, 1999

Sandy Gilliland met with LCPT to discuss some procedural issues related to P&T files. She distributed a draft of a revised guidebook. She reminded us to pay attention to voting eligibility in the Code. She stated that the procedure for discussion and voting is up to the Committee. She would like to do a final update of the guidebook in December based on our process.

We discussed eligibility for voting, ranking, and rating, according to p. 9 of the guidebook. There are 5 LIs going up for P&T; one LII going up for tenure. The question arose as to whether the 5 LIs will be ranked and the LII will stand alone or whether all six will be part of the ranking. Sandy will check on this.

One LCPT member disqualified himself from discussion of the file of one candidate. We will have to note why there are less than six voting members.

Vitas are missing for some external evaluators. Biographical sketches are missing from all. This will need attention.

Each LCPT member must rate each scholarly work or activity and then discuss.

We set up a schedule for meeting times and places. In some instances, we will ask other committees if they can move their meetings to another location.

We discussed the act of voting. Loretta offered to record votes (ballots) since she, as LI, is ineligible to vote.

Writing assignments were divided – Research = Jim, Loretta; Service = Brad, Kathy; Professional Performance = Mary, Mel, Rob.

Kathy asked Sandy about IX on the forms which requires separate evaluative letters on teaching, service, research. This has not appeared on the forms previously and Sandy will consult Sandra Gautt about this.

November 8, 9, 10, 1999

The Committee met and discussed the P&T files as submitted by candidates and divided the writing assignments.

November 15, 1999

The Committee met to discuss draft statements and to standardize writing styles within those drafts.

November 22, 23, 24, 29, 30, 1999

The Committee continued meeting to discuss drafts, review revisions, and vote on ratings.

December 2, 1999

Sandy Gilliland met with the Committee to answer questions about the length of time of service suggested or required before a candidate goes up for promotion and tenure. Currently, there is a discrepancy in a Librarian I going up early for promotion and going up early for tenure. The Libraries' guidelines state that a Librarian I can be promoted to Librarian II after 4 years (so a request for promotion in three or less years is considered early). However, a Librarian I must be in rank for 5 years for tenure so a request for tenure in four or less years is considered early. However, if the request is made after four years in rank, it is an early request for tenure, but not for promotion. This makes it very difficult to evaluate the files based on the established guidelines. This discrepancy is problematic because candidates go up for promotion and tenure at the same time. LCPT will suggest to LFA that the guidelines be changed to five years for both promotion and tenure. This is similar to the guidelines for the teaching faculty and the Committee believes that it will make our files more credible. We will offer to meet with Dean Russell if he would like to discuss this issue with us. The P&T files will be submitted to Sandy Gilliland tomorrow as required.

April 10, 11, 17, May 1, 8, 2000

With the permission of LFA Exec, LCPT did not replace Chair Mel DeSart (LII representative) when he left the KU Libraries in March since his term will expire on June 30, 2000. Brad Schaffner offered to replace Mel as Chair. Also, Loretta Spurling (LI representative) was not eligible to participate in the spring semester work of LCPT on pre-tenure files since her pre-tenure file was among those to be reviewed. The meetings noted above were attended by Brad Schaffner, Jim Neeley, Rob Melton, Mary Hawkins, and Kathy Graves.

LCPT reviewed and discussed four pre-tenure files, then drafted and revised letters to the candidates. We also discussed an issue that had arisen in the fall related to length of time of service suggested or required before a candidate goes up for promotion and tenure. Brad informed LFA Exec Chair Sherry Williams that we would like the guidelines discussed at the LFA Spring Meeting on May 15 and he drafted the proposal. Jim will present the proposal to the LFA.

-submitted by Kathy Graves

## Staff Development Committee Meeting Minutes

May 2, 2000

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**Present:** *Lin Fredericksen, Sandy Gilliland (ex officio), Lea Reid (Chair), Stephanie Schaffner (recorder), Kendall Simmons (F.I.O)* **Absent:** *Michiko Ito, Kathleen Neeley*

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

**Travel Requests:** There were a few travel requests this week.

Jeff Bullington will travel to Chicago, IL for the ALA meeting July 6-12.

Vic Cardell will attend the Annual Meeting for the Mountain-Plains Chapter of the Music Library Association in Greeley, CO from May 11-13. Vic will also attend a conference entitled "Dancing in the Millenium" in Washington, D.C., July 19-23.

**Programs:** A presentation on digital libraries has been scheduled for June 6, 2:00-3:30 in Watson conference rooms A & B. Marilu Goodyear, Beth Warner, Jerry Niebaum, and John Miller will be speaking.

SDC has changed its Open Meeting from June 21 to June 29, 10:00-12:00.

Jean Lebedun has agreed to present her workshop, "Giving Good Customer Service," to KU's library staff. Several people had planned to attend in Independence, MO but the workshop was sold out. We are considering July 20 as the date for a 3 hour workshop.

**Survey:** As planned, Kendall input the answers to the survey questions into the survey instrument. We had more discussion about our recommendations based on the results of the survey.

**Staff Development Officer:** Dean Russell announced recently that he is allocating five new positions, one of which is the Staff Development Officer position. The Library has now received the necessary headcount from the University, and the Dean will proceed with development of the position description. Committee members are highly interested in this position. We will do some research before the next meeting to find duties and qualities that we would like to see in the job description. The SDC will recommend that this position should definitely include training as well as development.

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## Staff Development Committee Meeting Minutes

May 16, 2000

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**Present:** *Lin Fredericksen, Michiko Ito, Kathleen Neeley, Lea Reid (Chair), Stephanie Schaffner (recorder)* **Absent:** *Sandy Gilliland (ex officio), Kendall Simmons (F.I.O)*

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

**Travel Requests:** There were several travel requests this week. Kristi Utchell will participate in the "Creating Effective Online Instruction" conference, presented by KU Continuing Education on May 24-25. Brad Schaffner will attend the 10<sup>th</sup> Annual Slavic Librarian's Conference at the University of Illinois-Urbana from June 21-23. Gordon Anderson, Judith Emde, and Susan Case will attend the ALA meeting in Chicago July 6-11. Susan will also attend an ACRL conference prior to ALA in Chicago. Kendall Simmons will attend a workshop "Scan it Right - Every Time" in Kansas City, MO on July 26.

**Programs:** The location for the Digital Libraries program has changed from Watson Conference Rooms A & B to the Clark Instruction Center on June 6, 2:00-3:30pm.

**Other:** Lea reported that Sherry Williams mentioned during the LFA General Assembly meeting yesterday that LFA Exec was working on a mentoring program. Lea will contact Sherry to get further information since we are proposing that the new Staff Development & Training Officer also set up a library-wide mentoring program.

**Survey:** Kendall has prepared the data for Question 5. Stephanie will add comments and bring the latest drafts to next week's meeting.

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## Nominating and Ballot Committee

April 25, 2000

*Present: E. Constance Powell, Paulette DiFilippo, Judith Emde, Chair*

The meeting was called to order at 2:30 pm in the Anschutz Library small conference room. The meeting agenda consisted of two items. The first was to count the ballots for Merit Salary Distribution. The voting results were as follows:

### Question #1 Differentiation for merit

Least differentiation for merit: 5 votes  
More differentiation for merit: 8 votes  
Most differentiation for merit: 28 votes  
Other: 1 vote

### Question #2 Differentiation for rank

No differentiation for rank: 5 votes  
Largest differentiation for rank: 5 votes  
Some differentiation for rank: 24 votes  
Less differentiation for rank: 7 votes  
More differentiation for rank: 1 vote

The second item on the agenda was to discuss our charge to explore ways to better protect voting anonymity. Discussion of this charge will be a part of Judith's report to the LFA membership at the LFA general meeting on May 15<sup>th</sup>. We discussed the following options:

- 1) Use the same method as in national elections and have a central voting place with registration and secret ballot Using this method would mean that someone would have to stay at the voting place for the entire voting period. We questioned whether this would be possible, and if it were possible if it would be worthwhile.
- 2) Use the same method as in national elections and have regional voting places, e.g. the various departments, with registration and secret ballot. This has the same objections as suggestion number one.
- 3) Number the ballots and keep a record of those numbers, so that when votes are returned each number is accounted for. The problem with this method is that it does not ensure that the intended voter actually voted. Also is possible to renumber ballots or to number copied ballots.

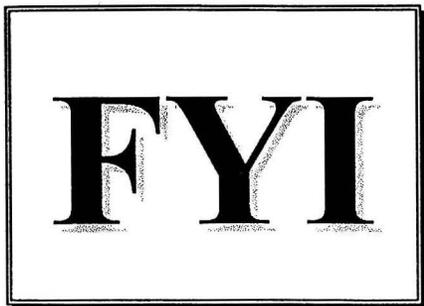
- 4) Send the ballot in an envelope with the name of the voter on a label. Voter rips off the label and sends it back to the committee. This method does not preclude the ballot or a copy of the ballot getting into the wrong hands after the label is removed. However this method has been used successfully by University Governance.
- 5) Vote electronically. Paulette reported that she has talked to Jason about this possibility. Although it would take some work to put this in place, it might be possible in the future.
- 6) Use a surreptitious method such as marking the ballots with India ink. This was discussed and discarded as being too much trouble.
- 7) Continue with the method we are currently using. If this option is continued we do recommend that the entire committee be present at every vote count to assure that each member of the committee did all it could do to respect the privacy of those voting.

The committee will bring up the issue at the May LFA general meeting for a decision.

There was no other business.

The meeting adjourned at 3:20 pm

E. Constance Powell, Secretary



## The University of Kansas Libraries

Number: 1525

Date: June 15, 2000

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

### ***CURRENT MUSIC LIBRARY TO CLOSE***

The last day of service in the current Music Library was Saturday, June 10. The new Music and Dance Library, located in new addition to Murphy Hall, is scheduled to open on Monday, June 26.

There will be no music library service between June 12 and June 23 because of the complexity of the move, which involves installation of new shelving, integration of library materials from eleven locations, and installation of a new audiovisual system.

Library materials that are due while the library is closed may be returned to any of the KU libraries. Music course reserve materials will be made available during this period at the Spahr Engineering Library.

According to present plans, Music and Dance Library staff members will move to their new offices in Murphy 240 around June 12. Library staff phone numbers, fax number, and e-mail addresses remain the same. See the Music Library's Web site, [www2.lib.ukans.edu/~muslib](http://www2.lib.ukans.edu/~muslib), for additional information. A description of the features of the new Music and Dance Library is available on the site.

If you have any questions, please contact me at 785-864-3282 or [vcardell@ukans.edu](mailto:vcardell@ukans.edu).

Vic Cardell, Music & Dance Librarian

### ***SRL NEW PHONE NUMBERS***

Staff in Spencer Research Library have new telephone numbers:

Mary Ann Baker 4-2035, Bryan Culp 4-2030, Deborah Dandridge 4-2028, Kristin Eshelman 4-2029, Lin Fredericksen 4-2031, Sally Haines 4-2036, Mary Hawkins 4-2025, Jim Helyar 4-2034, Nancy Hollingsworth 4-2032, Lawanna Huslig 4-2026, Becky Schulte 4-2024, Sherry Williams 4-2027

Bill Crowe's number has not changed, 4-4970. The three Spencer departmental numbers remain the same: KS Coll. 4-4274, Spencer Coll. 4-4334, and University Archives 4-4188.

Rita Wilson, Admin. Office

### ***ATTACHMENTS***

Travel Reports:

Committee Minutes:

Coordinating Council Meeting, 4/19/00, 4/26/00

Collection Management Council, 5/18/00

Instruction Council, 5/22/00

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

04/19/00

**Present:** Baird, P.Bell, Cardell (rep/Smith), Clement, Coleman, Couch, Craig, Crowe, Emde, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Krentz, Leon, J.Miller, K.Miller, R.Miller, J.Neeley, Orth-Alfie, Pierard, Rholes, Roach, Rosenbloom, Russell, Spurling, Stephens, S.Williams, R.Wilson, Wolz (by phone)

**Absent:** Culp, Doll, K.Neeley, Royer, B.Schaffner

### Update on Various Libraries Issues - Keith Russell

Keith welcomed Peggy Bell, Gov. Docs, as a new member of CC. Peggy is serving an interim position as Coordinator of Access Services under Denise Stephens.

Keith reported that Richard Fyffe, recently hired Assistant Dean for Scholarly Communication, is scheduled to begin working on August 7<sup>th</sup>, but will probably be on campus for occasional meetings before that date.

DeEtta Jones, ARL Libraries Director of Diversity Initiatives, will be here May 10<sup>th</sup> and 11<sup>th</sup> to conduct meetings on various diversity issues. She will speak to small groups as well as one larger campus-wide meeting.

### Personnel Issues - Sandy Gilliland

Sandy reminded everyone that Monday, May 24<sup>th</sup> (9:30 am., Rooms A&B), is the annual reception for the library staff and volunteers who are being honored for their years of service to the library system. Then at 1:30 p.m (Kansas Union Ballroom) there will be the University's annual Employee Recognition Ceremony honoring years of service and Classified Employee of the Year and Unclassified (non-teaching) Employee of the Year.

Sandy announced four new classified employees. Kevin Fussell, student employee in Cataloging and Summer Schippers, student employee in KS Collection have been hired as LA I's in Cataloging. Joshua Nichols, a former student employee, was hired as a LA I in Retrieval Services. Julie Warrick, also a former student employee, was hired as a LA II, Stacks Supervisor, in Access Services.

The search for Cataloging Serials candidate has been extended. The new deadline is May 15<sup>th</sup>.

Faculty evaluation process should be finished in the next week or so.

(continued)

### **Facilities Issues** - Kent Miller

Donna Koepp and Jennie Dienes are now in 105 Anschutz with the GIS and Map Library. The maps being stored in SRL basement are now being moved to Anschutz.

The Music and Dance Library and Anschutz 2 North bidding process for the eventual move has been let and vendors were here to prepare for bidding. That process closes next week. The furniture move bidding closes on May 4<sup>th</sup>.

Kent said he anticipates Murphy Hall being occupied between May 15<sup>th</sup> to June 8<sup>th</sup> and Anschutz 2 North by June 1<sup>st</sup>. The media system should be installed by mid-June in the Music Library.

Strong Hall elevator is being replaced. Bill Crowe explained how access to Strong was made accessible for the handicapped by the addition of a wooden ramp outside SRL, 2<sup>nd</sup> level, connecting to Strong.

We will experience a power outage on June 11<sup>th</sup> from 5:00 a.m.-4:00 p.m. at Watson and 5am – 5am the next day at SRL and the Art & Architecture Library.

### **Reports on Recent Conferences**

Keith attended a grand opening of the National Agricultural Library in Washington D.C. after its recent renovation and brought back some pictures of the beautiful building (inside and outside).

### **Big 12 Plus Membership and Board Meeting** - Julia Rholes attended for Keith Russell

- It was announced that AMIGOS has been signed to handle marketing, distribution and customer service for the BioOne product.
- Board members will soon be making visits to prospective Big 12 Plus member schools. These universities are University of Washington, Washington State, University of Oregon and Oregon State.
- Board members will be interviewing candidates for a program officer position for the Big 12 Plus.
- The Big 12 Plus sponsored Diversity Conference, which was held in Austin, TX., was a success based upon attendance, evaluations and expenses.
- The Collections Task Force has asked that a new task force be named to investigate efforts to work on the subject area of bioengineering.

### **CODDL (Council of Deans and Directors of Libraries)** - Julia Rholes for Keith Russell

- The group reviewed and revised a job description for a .5FTE position to handle licensing issues for schools involved in the Regents Libraries Database Committee. The group hopes to interview candidates soon.
- Judd Copeland, Director of the Emporia State Library announced that he had accepted a position as a library science faculty member at the Univ. of North Texas.
- John Roth was introduced as the new director at Fort Hays

(continued)

- **Regents Database Committee** met with **CODDL** on April 19<sup>th</sup> and was reported on by Jim Neeley. No new databases were added. MedLine is being dropped. The committee is finding it difficult purchase items jointly, such as KSU and KU don't even agree on joint purchase needs.

**KLA, Tri Conference** - Bill Crowe gave the keynote address. It was a good meeting with about 800 in attendance.

**Center for Research Libraries** - George Gibbs

Director is gone and they are now in a time of transition. Finances are hurting and there has been a 5% increase in membership dues this year and will be followed by a 4% increase next year. Dave Schulenberger was elected as a new member of the board.

**Big 12 Plus Diversity Conference** - Keith Russell

Keith thought it was a very good meeting with nine in attendance from KU. They presented strong programs were presented to full, crowded sessions.

**Update on Extended Library Hours During Finals** - Denise Stephens, Julia Rholes Anschutz and Watson Libraries along with the Kansas Union have coordinated their efforts and advertised their additional hours in an UDK ad.

Anschutz Library will extend their hours May 3<sup>rd</sup> - May 16<sup>th</sup> by staying open 2 hours longer. Hours will be: Mondays-Thursdays, 8am-2am; Fridays, 8am-10pm; Saturdays, 9:00-midnight; and Sundays, 10am-2am. Circulation will not be available after midnight – only studying. There should be security in the building when the 24hr schedule takes effect.

Watson Library hours will be extended from April 28<sup>th</sup> – May 16<sup>th</sup>. Hours will be: Mondays–Thursdays, 8am-midnight; Fridays, 8am-10pm; Saturdays, 9am-10pm; and Sundays, 10am-midnight.

The Kansas Union is also extending their hours during May 8<sup>th</sup> –May 16<sup>th</sup>. They will be open 24 hours except Friday and Saturday evenings when they will close at 11pm.

**Update on the SERVQUAL Survey** - Vicki Coleman

Vicki stated that SERVQUAL is a diagnostic tool to measure service quality and plan for future growth. Texas A&M reported that 235 people had participated so far out of the over 2000 people invited. The most frequent negative comment have been about the length of the survey, repetitiveness of the questions and the inability to get out once you log into the survey. Vicki stated that she has also received lots of positive comments. Everyone taking the survey was reminded to use the patron's mind-set, respond how you think they would.

(continued)

**KU's General Education Goals Committee** - Cindy Pierard

Keith Russell asked Cindy to comment on her involvement with KU's proposed revisions to the Goals of General Education – the statements that address the skills and abilities that should be promoted by our general education program. Cindy said the committee has been charged to review and potentially revise the current Goals statement, which was written in 1989. Cindy reported that among the proposed goals is one on information literacy, which addresses the importance of students learning to locate, use and evaluate information. The report of the committee that drafted the new goals is on the provost's web site: <http://www.ukans.edu/~provost/>. Everyone is invited to review the report and make comments.

**Web Advisory Committee** - Mary Rosenbloom

Handout was available. The University of Kansas Libraries' Public Web Presence statement of purpose was approved by the management team yesterday (April 18<sup>th</sup>). Mary will be sending a copy through KULIB-L and will publish a copy in the April 20<sup>th</sup> FYI. The committee will use this statement as a guideline. Questions and comments may be directed to Mary Rosenbloom, Chair. Other committee members are Jeff Bullington, Richard Clement, Jim Dryden, George Gibbs, Cindy Pierard and Denise Stephens.

**Update on the Proposed Endeavor/Elsevier Merger** - Keith Russell, John Miller

Handout was available. John spoke about a merger agreement that Endeavor has agreed to enter into with Elsevier Science, Inc. Endeavor will continue to be a separate entity as an employee owned company and has an emphasis on 'no change'. John stated that this will be a continuing topic.

**Library Security Systems: Policy and Practice Reminder** – Keith Russell

Discussion centered around security for Anschutz once it maintains 24 hour schedules and how to react to those people who set off the exit alarms, but refuse to return. Sarah Couch reported that Watson Library is the only Library with a policy regarding the alarms. Pub Heads met today and Watson Library's policy was distributed. It was decided that a policy is needed for all units and Watson's could be adapted to each unit. Pub Heads will continue working on it. Sarah will get one ready immediately and send it out via e-mail and the FYI to quickly reach as many Library employees as possible.

**Discussion of Strategic Planning and Susan Jurow's Visit** – Keith Russell

Keith thanked everyone who participated. Recommendations will be made soon and Susan will be back sometime this summer and fall to work with us

Next meeting is scheduled for April 26<sup>th</sup>, no meeting on May 3<sup>rd</sup>.

Adjournment

Submitted by Rita Wilson

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

04/26/00

**Present:** Baird, P.Bell, Coleman, Couch, Craig, Emde, Gibbs, Gilliland, Gorman, Koepp, Krentz, J.Miller, K.Miller, R.Miller, J.Neeley, K.Neeley, Orth-Alfie, Rholes, Roach, Rosenbloom, Royer, Russell, Spurling, Stephens, S.Williams, R.Wilson, Wolz (by phone)

**Absent:** Cardell, Clement, Crowe, Culp, Doll, Gillespie Graves, Leon, Pierard, B.Schaffner

### **Length of Service Award Ceremony** – Keith Russell, Sandy Gilliland

Keith stated that he thought was a very enjoyable ceremony and gave a good look backwards.

Sandy encouraged people to nominate employees for "Employee of the Month" award. Applications are accepted all year and are divided into quarter deadlines. The next deadline is June 1<sup>st</sup>.

### **Update on the SERVQUAL Survey** – Vicki Coleman

Vicki reported that 320 employees have taken the survey. Faculty and students here on the local campus and the Edwards Campus are complaining about how long the survey is and that it keeps crashing. She said that Texas A&M is aware of these problems with this pilot project. The Library still hasn't taken their survey yet and they will wait.

### **Updates on Personnel & Budget Issues** – Keith Russell, Sandy Gilliland

#### **Keith:**

- Reported on positions being created from budget and student fees. Out of fifteen requested, five were funded: 1-Music (classified), 2-Automation, 1-Publications Design, 1-Staff Development Officer.
- He also reported on positions being created from conversion of student positions to classified positions. Out of nine requested, five were funded: 2-Retrieval Services, 1-Cataloging, 1-Copy Services, 1-Access Services.

#### **Sandy:**

- Stated that a strong candidate for the Head of Regents Center position had recently withdrawn.
- Serials Cataloging position has been re-advertised due to lack of qualified applicant pool.
- Assistant Special Collections Librarian – Digital Projects position (new) will advertise soon.

- Recruitment to begin soon for Program Assistant in SPLAT (Jill Sibley's position).
- Mel DeSart's former position in Anschutz will be advertised soon.
- Classified positions available: two LA II's in Anschutz (positions once held by Inga Starr and Rich Crank).

**Serials Cancellations Project** – The feedback suggests that the next time a journal is cancelled, it might be beneficial to give an explanation regarding the reason, especially if the journal is available otherwise.

**Richard Fyffe** – Next visit is scheduled for May 12<sup>th</sup>

**DeEtta Jones, ARL Diversity Officer** – Her visit is scheduled for May 10-11<sup>th</sup>. Her busy schedule is still being worked out.

**Appointment of the Watson Service Improvements Task Force** - Keith Russell  
Members of the committee are Faye Christenberry, Chair, Christine Bogner, Helen Dee, Bayliss Harsh and Rita Wilson. The charge will be published in the next issue of FYI. This task force will have a budget of up to \$10,000.

**Chancellor's Award for Distinguished Librarianship** – Keith Russell, Sandy Gilliland  
Encouraged people to acknowledge the contribution of a fellow employee by nominating them for this award. Employees were also encouraged to accept the nomination.

**Other Topics and Announcements** – Keith Russell, Mary Rosenbloom

**Keith:**

- Dean's Council met today and discussed the following: deans and department chairs (informative); pre-tenure and tenure requirements; pre-tenure reviews and annual reviews.
- Senior Parent's Campaign will be represented by Julia Rholes and Bill Crowe.
- Keith will be gone next week for a Big Twelve Plus meeting in Washington state and will attend a Safire meeting with Marilu Goodyear and John Miller.
- The 44<sup>th</sup> annual Snyder Book Collecting Contest was held yesterday (4/25/00). There were more entries than usual and it was a very fascinating event.

**Mary, report on external relations activities:**

- For the final weeks of the spring semester the Kansas Union will provide 24 hour service to aid students studying for finals. Watson Library and Anschutz Library will also have extended hours. The Libraries & the Union are coordinating UDK advertisements regarding the expanded hours.
- Jon Vincent, a former professor of Portuguese at KU, will be remembered at a reception recognizing his donation of over 1500 Portuguese literature books donated

to the Libraries. Shortly before his death, Prof. Vincent invited Jana Krentz to his home to personally view the books and inform her of his decision to donate them. Prof. Vincent died about a year ago, and will be represented by his widow and daughter.

- Dept of Special Collections and the School of Architecture are holding a remembrance of the late Curtis Besinger, former professor of architecture. Prof. Besinger donated a large collection of Frank Lloyd Wright material to the Libraries and was an honorary member of the Friends of the Library. Jim Helyar has mounted a display of Wright materials for the event.
- Friends of the Library annual spring meeting on May 7<sup>th</sup>, 3-5pm at Spencer Research Library. Sally Haines, with the help of Jim Helyar, has mounted a exhibition of books for the gardener, and the Friends event is billed as "Tea in a Garden." Members of the Linda Hall Library's friends group are also invited to the meeting and reception.
- A display of University Archives materials concerning Bailey Hall was mounted by Kathleen Neeley and Carolyn Berneking in recognition of it being named an important site in the history of chemistry.

#### **Coordinating Council Schedule**

May 3<sup>rd</sup> – no meeting

May 10<sup>th</sup> – DeEtta Jones at Jayhawk Room, Kansas Union, 3:00-4:30

May 17<sup>th</sup> – no meeting

May 24<sup>th</sup> – no meeting

Adjournment

Submitted by Rita Wilson

Collection Management Council  
May 18, 2000

Present: George Gibbs, Rachel Miller, Judith Emde, Brad Schaffner, Sherry Williams  
and Ken Lohrentz

Absent: Susan Craig

1. Discussion of closing out the one-time serial allocation made during FY00. CMC confirmed with Rachel that the allocations made at the start of FY00 were indeed one-time allocations to cover serial inflation. Money allocated but not spent will be returned. Efforts will be made to cover the funds that overspent their serial allocation this year. The permanent allocation of these funds recently completed by CMC, reviewed by the bibliographers, and currently awaiting the Dean's approval, will be distributed at the start of FY01.
2. Mary Rosenboom asked CMC how long the final cancellation list should be made available on the Libraries' news web site. CMC recommended that the information remain on the site through the end of September. We also recommended that bibliographers contact their faculty rather than sending out a campus-wide message regarding the final cuts.
3. CMC reviewed and revised the gift serial subscription policy. It will be sent out to bibliographers for comments.
4. CMC reviewed the serial fund transfer policy and made the changes recommended at the Bibliographers' Council meeting. The policy will now be sent out to all bibliographers.
5. Time line for funding special projects. The budget is still not final so it is unclear how much money will be available for one-time projects. CMC will send out a call for proposals in late June with an August 1 deadline. By August CMC will know how much money is actually available for these projects.
6. CMC recommended that unspent money taken away from subject funds (*all bibliographers affected have been contacted*) during the recent allocation process be removed from the funds as soon as the Dean approves the proposed FY00 budget.

The next CMC meeting will be on June 1 at 3:00 p.m.

Minutes recorded by Brad Schaffner

Instruction Council  
Minutes of May 22, 2000 meeting  
Submitted by Bayliss Harsh

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

Cindy reported that the three Clark Instruction Center training sessions that she and Mary Miller conducted went well. The feedback has been positive. More sessions will be offered in the fall for those who were not able to attend.

Recently IC held a lunch meeting, facilitated by Jana Krentz, for library staff who will be teaching for-credit classes this fall. This group may get together again before fall classes begin.

Bayliss reported that flyers for the fall schedule of Library Orientation Tours will be distributed to all library public service desks in the near future.

Planning has begun for the summer Information Fairs sponsored by New Student Orientation. Very soon an announcement will go out to all library staff, inviting them to volunteer for one of the many two-hour sessions to be held in June and July. This year we are trying something new. We will be seated at a table with other units (Academic Computing Services and Networking & Telecommunications Services) who, along with the Libraries, make up Information Technology Services. Among other things, this should increase the Libraries' visibility at the fairs.

Cindy recently sent a message to all library staff offering them the opportunity to help with the library sessions given for PRE 101, the Freshman Orientation Seminars, next September. Watson Reference staff has conducted these sessions in the past. This year the Libraries' will need to conduct at least twenty sessions, so the entire staff is being offered the opportunity to participate. The fifty minute library sessions consist of a brief tour followed by a session in the Clark Instruction Center to teach students basic searching of the KU online catalog and Expanded Academic Index.

The second annual teaching summit, KU Summit II, will be take place on August 22. This year it is organized by topics, not schools or departments. Roger suggested that we find a way to have library staff who attend the various sessions report back to the entire staff. We discussed options for such a follow-up and are considering perhaps an open meeting. IC members should be thinking about the best way to do this. Cindy mentioned that we should send out a reminder to library staff about the August 22 event later in the summer.

Cindy wants the IC to consider revising the Instruction Statistics Form to better meet our needs. If we do indeed make changes, this should be accomplished very soon. Cindy will discuss with Shannon Royer the timing of the call for statistics and hopes it will come soon so staff members have ample time to fill out and return the form. We discussed the possibility of breaking down the statistics to show exactly what courses are being taught, as opposed to just recording the discipline area or department. How can we tell what impact we are having in different departments and subject areas? Cindy will work on a revision and send it to IC members.

The issue of changes in committee membership, which usually occurs at the beginning of the new fiscal year, was raised. Cindy will talk to Julia about this and report back to us at our next meeting.

Our next meeting is June 5. We will discuss the Instruction Plan (which Cindy hopes we can finish revising this summer), the statistics form, and committee membership.



## The University of Kansas Libraries

Number: 1526

Date: June 22, 2000

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

### ***BECKY SCHULTE NAMED READER SERVICES LIBRARIAN FOR SRL***

I am very pleased to announce that, on the recommendation of Bill Crowe, Spencer Librarian, I am appointing Becky Schulte to the position of Reader Services Librarian for Spencer Research Library, effective 1 July 2000. Becky will report to Bill, and, with Bill, Sherry Williams and Rick Clement, will share responsibility to provide leadership for the Spencer.

During 2000/2001, that leadership group will work with staff throughout Spencer to complete the work necessary to create a readers services function, with a shared reference/registration service point and shared reading room for the Kansas Collection, Special Collections and the University Archives, to take effect by summer 2001. Becky will provide direct leadership for that operation, as well as continue in her role as bibliographer for the Wilcox Collection of Contemporary Political Movements, in which capacity she will continue to report to Sherry Williams. As head of a new department, she also will join the Coordinating Council and like bodies.

During this transition, Becky will continue to serve as Assistant Curator of the Kansas Collection and will complete her sabbatical leave program during fall semester.

Please join me in congratulating Becky and offering our support for the important work she and her colleagues are undertaking.

Keith W. Russell

### ***PERSONNEL***

We are pleased to announce several new Library Assistant I and II appointments: **Jane Hoyt** and **Craig Moore** have been hired in Anschutz Library. **David Bagsby**, **Jana Borchardt**, **Sarah Richardson**, and **Angela Roads** have been hired in the Retrieval Services Department. **Montyca (Tyca) Griggs**, **Elizabeth Mendoza**, and **Adrienne Sanders** have been hired in the Cataloging Department.

**Craig Moore** has been appointed as a Library Assistant II in Anschutz Library, replacing Inge Starr. Craig has previous library experience in the Government Documents section at Kansas State University Libraries. He is currently employed by the Union Pacific Railroad. His appointment became effective June 19<sup>th</sup>.

**Jane Hoyt** has been appointed as a Library Assistant II in Anschutz Library, replacing Rich Crank. Jane is currently employed with the KU School of Education Learning Resources Center. She has previous experience as a Library Assistant in Anschutz and Watson Libraries. Jane's appointment becomes effective June 26<sup>th</sup>.

(continued)

**David Bagsby** has been employed by the University of Tulsa Libraries since 1993. He is relocating to Lawrence and begins his appointment as a LAI in the ILL/DD unit, Retrieval Services Dept., on Monday, July 10<sup>th</sup>. David fills one of the new LAI positions.

**Jana Borchardt** was a GTA last academic year in the KU Music and Dance Dept. She has previous employment with the University of Missouri Libraries (Kansas City) and Rice University Libraries (Houston, Texas). Jana begins her new LAI appointment in the ILL/DD unit, Retrieval Services Dept., on Monday, June 26<sup>th</sup>. She fills the LAI position vacated by Pamela Bonham.

**Sarah Richardson** is currently employed as a Cataloger in the Jordaan Memorial Library, Larned, Kansas. She has previous experience with the South Central Kansas Library System as an Interlibrary Loan assistant, and in the Hutchinson Public Library. Sarah is relocating to Lawrence and begins her new appointment on Monday, July 17<sup>th</sup>. She fills the LAI position in the ILL/DD unit, Retrieval Services, vacated by Billie Conway.

**Angela (Angie) Roads** has held positions as a library assistant with the Oklahoma State University Architecture Library and also in the OSU music library. She is currently employed as a teacher in the Kansas City, Kansas school. Angie begins her new appointment on Monday, June 26<sup>th</sup>. She fills the LAI position in Retrieval Services vacated by Charlotte Talley.

**Montyca (Tyca) Griggs** has been employed by the Butler County Community College and by Wichita State University. Tyca fills one of the new LAI positions in the Cataloging Dept. She begins her new appointment on Monday, June 26<sup>th</sup>.

**Elizabeth Mendoza** has previous employment as a student assistant in the KU Libraries. She fills the LAI position in Cataloging vacated by Leanna Indall. Elizabeth's appointment begins this month (date to be announced).

**Adrienne Sanders** has previous library experience in the Honnold-Mudd Library, Claremont, California. She fills one of the new LAI positions in the Cataloging Dept. Her appointment begins this month (date to be announced).

Sandy Gilliland

#### ***GOVERNMENT DOCUMENTS LIBRARY LEAVING MALOTT***

The following is the text of a press release concerning the closure of the Government Documents Library that has been sent to University Relations. Kent Miller anticipates that the Malott facility will be closed as of July 17th. Reference services for documents will be available from the Anschutz Reference Desk on July 20th at the latest.

Mary Rosenbloom

#### ***KU'S GOVERNMENT DOCUMENTS LIBRARY TO MERGE INTO ANSCHUTZ LIBRARY***

KU's Government Documents Library, as a separate, freestanding entity, will cease to exist in mid-July. The library, which has been housed on the 6<sup>th</sup> floor of Malott Hall since 1989, is being integrated into the "greater" Anschutz Library. Users of the soon-to-be-former facility are well aware of the severe limitations of the Malott space. The expansion of Anschutz Library into space below Budig Hall makes possible the reorganization of current Anschutz collections as well as the addition of the government documents materials.

(continued)

The closure of the current Government Documents Library and move of the materials hinges on several factors. The first step is installing bookshelves in the new Anschutz space, Anschutz 2 North. The shelving is scheduled to arrive in late June. The actual collection moves should begin on July 17<sup>th</sup>.

All current Anschutz collections on levels 2 and 4 will be shifted, with a large part of the science collection being transferred into Anschutz 2 North. The government documents material will be shelved on Anschutz levels 2 and 4. The documents reference collection will move to level 3 of Anschutz and become part of the Anschutz Reference Collection. The collection shifts will take approximately 3 weeks to complete.

Staff who have worked in the Government Documents Library will move to Anschutz and assume duties managing collections and serving library users in their new work environment. Reference and circulation services for all collections housed in Anschutz Library, except the Thomas R. Smith Map Collection, will be handled from the service desks on level 3. The expanded staff of the "greater" Anschutz Library is committed to maintaining the subject expertise so vital to ensuring quality research assistance to the clientele of the collections housed in the facility.

The University of Kansas Libraries has been an U.S. Federal documents depository since 1869, and has accumulated two million items from the U.S. federal government. Since 1976, it has been the Regional U.S. Federal Depository for the State of Kansas. The documents collection continues to grow as it receives and maintains all publications distributed by the U.S. Government Printing Office, as well as publications from the United Nations, and official publications from the United Kingdom, the Organization of European Cooperation and Development, and the European Union.

Unfettered access to U.S. government information is a requirement of the depository system. Moving these materials will improve access to the collections since Anschutz Library provides longer hours of opening and a more suitable environment for library materials than was possible at the Malott facility.

The documents collection has moved before. It was housed in Watson Library until 1976 when it moved to level one of the Kenneth Spencer Research Library. From Spencer it moved to Malott in 1989. With this newest move to Anschutz Library, the KU Libraries reaffirm its commitment to the preservation of and access to this invaluable public resource.

For up to the minute information concerning the closure of the Government Documents Library and collections moves in Anschutz Library, please refer to the KU Libraries' Web site at [www.lib.ukans.edu/](http://www.lib.ukans.edu/).

Mary Rosenbloom

### ***LIBRARY OUTREACH PROGRAMMING***

I'd thought I'd just throw out an idea and see what comes back (foolish, I know). In trying to find new ways to engage folks in what the KU Libraries have to offer, I was thinking that might be fun to offer a series of Saturday morning mini-workshops to the general, adult public. What I have in mind are 1-2 hour sessions at which a library staff person shares special job-related knowledge with 10-15 interested adults. Topics for such workshops could be wide ranging: how to find price information for artworks and antiques; arm-chair travel to exotic locales via the Internet; "hands-on" at the Spencer Research Library; protecting old photographs; etc. etc. We might aim to host 7 or 9 of these over the course of an academic year.

(continued)

This isn't actually a new idea and I seem to recall that a couple of these types of sessions were offered in the past. If you would like to explore the options for such a series, please call or email me at 4-8921, mrosenbl@ukans.edu. If you think this is a horrible idea, no need to call! Thanks!

Mary M. Rosenbloom

### **VACANCY ANNOUNCEMENTS**

Applications are now being accepted for two unclassified professional staff vacancies, described as follows:

**Library Program Assistant, Department for Spain, Portugal, and Latin America.** This position (formerly held by Jill Sibley) is responsible for a variety of duties involving technical processing (acquisitions, gifts processing, etc.) and assistance to faculty and students (Full position description is available.) Required qualifications: Bachelor's degree. Excellent reading, writing and speaking knowledge of Spanish, evidenced by at least 30 hours of college level Spanish or near native proficiency in Spanish through residence in Spain or Latin America. Near native knowledge of English. Experience using Windows 95, Windows 98 or Windows NT. Experience using Microsoft Word. Demonstrated ability to train and supervise others. Strong organizational skills and demonstrated initiative. Preferred: Experience in bibliographic searching in an online environment; Successful library technical service experience in cataloging, serials or acquisitions; or relevant graduate level coursework in library science. Experience using Microsoft Access and Excel. Knowledge of Portuguese. Academic library experience in technical services. Experience working in Latin American research collections. Knowledge of bibliographic searches via electronic databases. Knowledge of ProCite. Knowledge of HTML. Annual salary: \$23,000 - \$27,000 dependent upon qualifications. Excellent benefits. To apply, submit a letter of application addressing the qualifications for the position; a current resume; copies of college transcripts, and names, addresses, telephone numbers and e-mail addresses of three references to: Sandy Gilliland, 502 Watson Library (e-mail: [sgilliland@ukans.edu](mailto:sgilliland@ukans.edu).) Review of applications will begin July 3, 2000. Applications will be accepted until the position is filled.

**Publications Designer.** This is a new position, reporting to the External Relations Librarian. Duties: Works in close collaboration with other library staff to conceptualize and design a wide range of publications in support of the Libraries' external relations and instructional programs (full position description is available). Required qualifications: Bachelor's degree in graphic design or a related field from an accredited college or university. Minimum of two years' full-time (or equivalent part-time) experience in a graphic design studio, publications shop, or comparable professional setting. Successful experience in desktop publishing, especially designing with QuarkXpress or PageMaker. Experience designing a range of publication formats (ads, booklets, brochures, cards, fliers, invitations, newsletters, postcards, posters, programs, and stationery) for offset printing. Experience designing Web-based publications and converting print publications to a Web environment. Knowledge of photography and experience designing publications that contain photography and are reproduced by offset printing. Experience using a flatbed scanner and PhotoShop, Illustrator, and other software to create and manipulate graphics and half tones for high-resolution output. Knowledge of CMYK separation process and four-color proofing systems. Knowledge of papers used in offset printing and bindery processes. Experience juggling multiple design projects and meeting deadlines. Strong verbal and interpersonal communication skills. Evidence of a high degree of organizational skills, especially in print and electronic file maintenance. Preferred qualifications: Experience working in a university environment. Experience with design templates. Experience organizing photo shoots and evaluating four-color and black-and-white photography for reproduction. Experience with CMYK separation process and four-color proofing systems. Experience designing direct mail or other publications to comply with US Postal Service regulations

(continued)

Annual salary: \$27,000-\$31,000 dependent upon qualifications. Excellent benefits. To apply, send resume, cover letter, samples of three publications (including one sample of, or reference to Web-based work) produced within the past year, and names, addresses, and phone numbers of three professional references to: Publications Designer Search; c/o Sandy Gilliland; 502 Watson Library. Applications received by 5 p.m. July 7, 2000 will be given preference. Applications will be accepted until the position is filled.

### ***CLASSIFIED VACANCY***

The search for a Library Assistant I, position #62699, Retrieval Services (Firm Orders Unit) has been extended. Library staff interested in applying for this position should contact Sandy Gilliland before 5:00 p.m. Friday, June 30<sup>th</sup>. Responsibilities include: 1) Approval plan receipt and processing, 10%; 2) Distribute incoming mail, 5%; 3) Pre-order searching of firm orders, 50%; 4) Firm order receipt and processing, 25%; 5) Workflow organization and management, 5%; 6) Teamwork activities and skill development, 5%; 7) Other duties as assigned. (This is a new position.) Copies of the position description are available from Sandy Gilliland.

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### ***ATTACHMENTS***

Travel Reports: (none)

Committee Minutes:

Coordinating Council Meeting, 5/31/00

School of Law Library Hours

Staff Development Committee Flyer

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

05/31/00

**Present:** Baird, P.Bell, Burich (by phone), Coleman, Couch, Craig, Doll, Emde, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Leon, J.Miller, K.Miller, J.Neeley, K.Neeley, Orth-Alfie (rep/Carol Jeffries), Pierard, Roach, Rosenbloom, Royer, Russell, B.Schaffner, Stephens, R.Wilson

**Absent:** Cardell, Clement, Crowe, Culp, Krentz, R.Miller, Rholes, Spurling, S.Williams, Wolz

**Budget-Related Updates** – Shanon Royer, Keith Russell  
Both reported that the budget spend-down is on schedule

**Personnel-Related Updates** – Sandy Gilliland, Keith Russell

- Today the final candidate interview was held for Head of Regents Center position.
- Recruitment has started for eleven classified positions located in Cataloging, Retrieval Services, Anschutz Library and the Music Library.
- The Serials Cataloging Unit Supervisor search has been extended twice with no success in recruiting qualified candidates. We are discussing possible next steps.
- Special Collections-Digital Projects position has been advertised with a mid-June application review date. A second Special Collections position will be advertised soon (position previously held by Anne Hyde).
- SPLAT Program Assistant will be advertised soon. Work continues on the job description for the Staff Development officer position.
- Reference and Instruction Coordinator, Anschutz Library - search committee will soon meet to review vacancy announcement.
- Assistant to Dean position - no action has begun.
- Letters will be sent to all faculty and professional staff confirming raises for FY2001. The Dean used some of the salary pool to address equity issues. He plans to have ARL do a salary comparison study so salary adjustments next year can be more equitable.

**Facilities and Move Updates** – Kent Miller, Keith Russell

Close to moving the Music and Dance Library into their new facilities. Uncertain about shelving arrival due to a delivery truck scheduling problem. Hoping to move collections as early as June 12<sup>th</sup>. The move is being planned in four phases. First, the shelves (if new shelving arrives in time), then the collection which is planned for five days. Next the sound system and then the furnishings. The new wood furniture will be arriving all summer.

The Government Document's move to Anschutz should follow a month later, around July 5<sup>th</sup> or 6<sup>th</sup>. This collection may take as long as three weeks to move. Plans are being made to move some each day to prevent non-access to material. The department still may have to close part of the time.

Spencer Research Library is getting private phone lines soon.

June 11<sup>th</sup> we will experience a power outage that will affect only Watson Library and the Art and Architecture Library.

SRL will have a power outage sometime in the future. Dates to be announced later and they will need signage.

### **Strategic Planning Update** – Keith Russell

Susan Jurow will be here in the last half of June for possibly a couple of days. We are planning a one-day symposium on the Future of Research Libraries.

### **Diversity Activities Update**

The group will be chaired by Lea Currie and will be called 'Diversity Committee'. They plan to rotate note takers at their meetings and send those notes out to staff. The committee has met with the Chancellor's Policy Group and report that the Chancellor is committed to diversity efforts.

It was suggested that the chair of the Diversity Committee, Staff Development Committee and other committees become attending members of CC.

### **Summer Schedules, Major Fall Events**

Keith wanted to know how summers are for the Libraries. Does it slow down since student population decreases, how are changes felt within the Libraries, what happens in the summer? Below are a few of the answers he received.

- John Miller: Voyager will be very busy from July to Christmas with upgrades. First Acquisitions and Serials, then OPAC and Circulation. Hope for August training.
- Mary Roach: Cataloging hired extra students to work on some projects. There are many vacant classified positions in Cataloging and Retrieval Services.
- Mary Roach: The Music Library's sound recordings will need to be entered item by item which will be time consuming.
- Sandy Gilliland: Administration does fiscal year-end work
- Kent Miller: Music Library moves to new facility. Government Documents moves to Anschutz.

- John Miller: New, more powerful server has been purchased. Some of Automation will move to Budig later in summer, wiring is not yet completed. Staff to move will be announced later
- Mary Rosenbloom; Friends of the Library will have an event this fall to welcome the new Music and Dance Library. The Art and Architecture Library celebrates their 20<sup>th</sup> year, details later. July 27<sup>th</sup> there will be a reception at Spencer Research Library to view the summer exhibit at Kansas Collection. There will be a celebration for the new, greater Anschutz Library, details later.

**Special Topics/Presentations for Future CC Meetings** – Keith Russell

If anyone has a program they would like to present or see presented by someone else, a special person they would like to have visit, please call Barbara Gorman with your request. Barbara will talk to Keith and organize the event.

**Topics for June All-Staff Meeting** - Keith Russell

A varied program is planned and Keith welcomes your ideas. Some suggested topics were reports on Strategic Planning, Watson Task Force findings, ServQual project.

**Other Updates, Topics and Announcements** – Keith Russell

Chancellor's Scientific Information Task Force presented their report today and were advised to go ahead with available resources

Watson Task Force is planning a field trip to other libraries. A field trip for the Strategic Planning might be valuable to see other facilities and programs.

Handout: Principles for Emerging Systems of Scholarly Publishing. This final draft was a result of a meeting held in Tempe, AZ in March 2000 addressing the problems faced by libraries regarding scholarly publishing, especially the rising costs. The next version will come from ARL and will still be called a draft.

**CC Meetings:** No meeting on June 7<sup>th</sup>,  
Will meet on June 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>

Adjournment

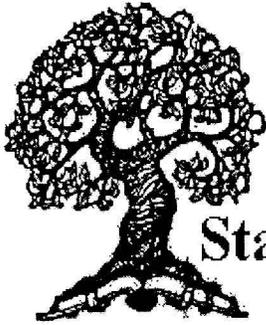
Submitted by Rita Wilson

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

**FALL SEMESTER, 2000**

August 23 - September 1 . . . . . REGULAR HOURS	
	Mon-Thur. 7:30 am - 11:00 pm Fri. 7:30 am - 10:00 pm Sat. 9:00 am - 10:00 pm Sun. 10:00 am - 11:00 pm
September 2 - September 4 . . . . . LABOR DAY WEEKEND HOURS	
	Sat. 10:00 am - 5:00 pm Sun. 1:00 pm - 5:00 pm Mon. CLOSED
September 5 - November 21 . . . . . REGULAR HOURS	
November 22 - November 25 . . . . . THANKSGIVING RECESS HOURS	
	Wed. 7:30 am - 5:00 pm Thur.-Sat. CLOSED
November 26 - December 7 . . . . . REGULAR HOURS	
December 8 - December 20 . . . . . EXAM HOURS	
	Mon-Fri. 7:30 am - Midnight Sat. 8:00 am - Midnight Sun. 10:00 am - Midnight
December 21 . . . . .	Thur. 7:30 am - 6:00 pm
December 22 - January 14 . . . . . WINTER RECESS HOURS	
	Mon-Fri. 8:00 am - 5:00 pm Sat.-Sun. CLOSED
(Closed December 25 and January 1)	
January 15 . . . . . RESUME REGULAR HOURS	

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



**Staff Development Committee**

# Open meeting

Thursday, June 29, 2000

10:00-11:30 a.m.

Watson Conference Room A

Join the 1999/2000 Staff Development Committee members to discuss:

- Results of 1999 Staff Needs Assessment Survey
- New staff development funding recommendations
- Update on Staff Development & Training Officer
- Recommendations for core competencies
- Overview of mentoring programs
- Rules for applying for staff development funding

(Please see the draft of our recommendations on the reverse.)

**Refreshments provided!**

Pre-registration with the Administrative Office is appreciated.

Contact Rita Wilson: 864-3601 or e-mail: [rcwilson@ukans.edu](mailto:rcwilson@ukans.edu))

## **\*Draft \* STAFF DEVELOPMENT COMMITTEE RECOMMENDATIONS**

Based on the results of the survey and our research the committee submits these recommendations:

### **To library administration:**

- Double the amount of the first share to \$210. The 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> share remain at \$105 each. Doing so would require an estimated increase of \$10,000 to the SDC annual allocation.
- Provide funding of up to \$2000 per year to be used for Staff Development programs. The funds should be separate from and not diminish SDC's annual allocation.
- Guarantee a minimum number (40 hours) per year for all staff to attend training and development classes, workshops, seminars, conferences, etc. The minimum number of hours should be consistent across the KU Libraries system. We do not recommend a maximum number of hours nor should anyone be required to fulfill the minimum number of staff development and training hours.

### **To library administration in conjunction with the Staff Development & Training Officer:**

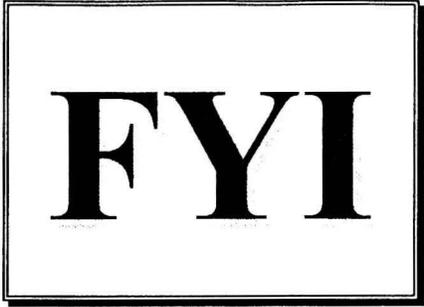
- Develop a core competency program for all staff, so that they are able to do their jobs as efficiently and effectively as possible. Competencies should be defined in areas such as 1) familiarity with computers and use of standard software, 2) understanding the library organization, 3) available library services and contacts for those services, and 4) understanding the use of listservs, to name a few.
- Institute a basic computer training program for all staff. Consider working together with the Academic Computing Center (ACC) to ensure that library staff not only learn how to use computers but also how to apply this knowledge to library situations. Staff may be able to learn the core computer skills by taking ACC courses, and the library could follow up or supplement this training by offering regular workshops that demonstrate how library staff are currently using particular computer applications, and open up discussion for new ideas and possibilities.
- Initiate, develop and organize a mentoring program. Acquaint staff to the differing types of mentoring programs that work well in an academic library setting. Staff should then have the opportunity to express their opinion in an open forum regarding which program would work best at KU Libraries.
- Provide training that includes a variety of instruction methods.

### **To Staff Development & Training Officer and the Committee on Research and Scholarly Activities:**

- Sponsor or co-sponsor a program (and/or provide literature) for all library staff detailing the services of the Library Grants Coordinator, the Hall Center for the Humanities, University of Kansas Center for Research, Inc. (CRINC), and Writing Consulting. CRSA sponsored workshops and other types of instruction on writing and research should be available and publicized to all staff.

### **To the Staff Development Committee:**

- Hold an annual forum to review the responsibilities and services provided by the committee. Topics to be included: 1) obtaining travel funds, 2) SDC budget and distribution of funds, 3) the SDC website, 4) programming, and 5) the supportive role of SDC to the Staff Development & Training Officer.



## The University of Kansas Libraries

Number: 1527

Date: June 29, 2000

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

### *PERSONNEL*

We are pleased to announce a personnel transfer. At **Bob Marvin's** request, Bob will transfer from the Cataloging Department to the Retrieval Services Department, effective August 7<sup>th</sup>. Bob has worked for over 25 years in the Cataloging Department, most recently as manager of the RetroCon Unit. Bob also serves as a member of the Cataloging Management Team. He will fill the position vacated recently by Pamela Blevins.

**Nancy Hawkins** has been appointed to fill the new Library Assistant II in the Music Library, effective June 25<sup>th</sup>. Nancy was most recently employed as a LAII in the Engineering Library, and she has also held previous appointments in the Preservation Department, Regents Center Library, and Cataloging Department, during her career with the KU Libraries.

Sandy Gilliland

### *COORDINATOR FOR REFERENCE AND INSTRUCTION, ANSCHUTZ LIBRARY*

Applications are now being accepted for a full-time, tenure-track position in Anschutz Library, *Coordinator for Reference and Instruction*. As one of four Coordinators in Anschutz Library, this position will lead the Reference and Instruction team, playing a pivotal role in the development of an integrated reference and instruction program in an evolving multidisciplinary research library. In addition, the Coordinator will serve as Regional Librarian for the Library's Federal Documents Depository. The Coordinator will engage in a collaborative partnership with the KU Libraries Instruction Coordinator regarding instruction services. The position will report to the Head of Anschutz Library. Anschutz Library is a multidisciplinary research library comprised of collections including the Sciences (non-Engineering), Government Information (Federal, United Kingdom, European Union, and United Nations), as well as the anticipated addition of Business and Economics. The Anschutz Library staff consists of 11 librarians, 11 classified and unclassified professional staff, and 22 FTE student assistants. Required qualifications: MLS degree from an ALA-accredited institution; a minimum of three years of recent government documents experience in a stand-alone unit or integrated reference service; experience in providing and planning instruction and reference services; library experience in at least one of the following subject areas: Sciences (non-Engineering), Government Information (Federal, United Kingdom, European Union, and United Nations), Business, or Economics; experience with and knowledge of electronic information resources and technologies; collection development experience; strong public service orientation; successful supervisory and management experience; demonstrated proficiency in interpersonal, oral, and written communication; demonstrated ability to work in a team setting and to handle multiple responsibilities in a changing environment; demonstrated ability to work independently and cooperatively with all constituencies in a diverse academic community. Preferred qualifications: Educational background in one or more of the following areas: applied, biological, or physical

(continued)

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sciences, government/ political science, business, management, or economics; experience working in a liaison capacity with teaching faculty. Annual Salary: \$41,000 minimum, dependent upon qualifications. Excellent benefits. Review of applications will begin on July 24, 2000. Applications will be accepted until the position is filled. To apply, submit a letter indicating how your experience relates to each of the required and preferred qualifications. In addition, a curriculum vita, and the names, addresses, telephone numbers, and email addresses of three references are also required. Please send this material to: Sandy Gilliland, 502 Watson Library.

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### ***SEARCH COMMITTEE APPOINTED***

The following staff have been appointed to the Reference/Instruction Coordinator-Anschutz Library search committee: Cindy Pierard, Chair; Judith Emde; Kathy Graves; Christy Kulp; Ken Lohrentz; Sandi Miller; and Sandy Gilliland, ex officio.

Sandy Gilliland

### ***STAFF DIRECTORY UPDATES***

Jana Borchardt, LAI Retrieval Services ([jborchdt@ukans.edu](mailto:jborchdt@ukans.edu)), 4-8896

Kevin Fussell, LAI Cataloging ([fussell@ukans.edu](mailto:fussell@ukans.edu)), 4-8978

Tyca Griggs, LAI Cataloging ([tgriggs@ukans.edu](mailto:tgriggs@ukans.edu)), 4-8977

Jane Hoyt, LAII Anschutz ([jhoyt@ukans.edu](mailto:jhoyt@ukans.edu)), 4-3854

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Angie Roads, LAI Retrieval Services ([aroads@ukans.edu](mailto:aroads@ukans.edu)), 4-8893

Summer Schippers, LAI Cataloging ([schippers@ukans.edu](mailto:schippers@ukans.edu)), 4-8931

Julie Warrick, LAII Access Services ([jwarrick@ukans.edu](mailto:jwarrick@ukans.edu)), 4-8985

Rita Wilson

### ***ATTACHMENTS***

Travel Reports: Brian Baird

Committee Minutes:

Coordinating Council, 6/14/00

Instruction Council, statistics form attached, 6/5/00

THE UNIVERSITY OF KANSAS LIBRARIES  
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

**Name:** Brian J. Baird

**Department:** Preservation Department

**Name of Event:** AIC Annual Conference

**Location:** Philadelphia, PA.

**Dates of Travel:** June 8–10, 2000

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

I am grateful to the Staff Development Committee for providing funding for me to attend the annual conference of the American Institute of Conservation in Philadelphia, Pennsylvania. It was important for me to attend this conference because there were several papers about preserving electronic media and audio/visual materials. There are still more questions than answers about how best to preserve electronic and A/V materials, but this conference did present some interesting ideas and strategies, and discussed some of the efforts other institutions are making to grapple with this difficult problem.

The conference continued for several days after I left, and Meg Brown attended these sessions, but I only went for the opening sessions held the first two days.

The conference was held in a hotel in the middle of nowhere. It was surrounded by large express ways and nothing else, so if you needed something that was not in the hotel, you were not going to get it.

# UNIVERSITY OF KANSAS LIBRARIES

## Coordinating Council Meeting

06/14/00

**Present:** P.Bell, Clement, Coleman, Couch, Craig, Crowe (rep/Becky Schulte), Culp, Doll, Gibbs, Gillespie, Gorman, Graves, Koepp, Krentz, Leon, J.Miller, K.Miller, R.Miller, J.Neeley, K.Neeley, Orth-Alfie, Pierard, Roach, Rosenbloom, Royer, Russell, Stephens, S.Williams (rep/Becky Schulte), R.Wilson

**Absent:** Baird, Burich, Cardell, Emde, Gilliland, Rholes, B.Schaffner, Spurling, Wolz

### **Sign-Up for Discussions with Keith**

Keith had requested CC members bring their calendars to this meeting. He started the meeting by saying that he intends to stand by his word to meet individually with each and every Library staff member. He passed around a sign-up sheet so any CC member that has not yet met with him could choose an available half-hour meeting time.

### **Report on Tucson Conference, "Living the Future III: Telling Our Stories, Sharing Our Visions"** - Rick Clement, Kathy Graves

The conference was co-sponsored by the University of Arizona, ARL's Office of Leadership and Management Services and ACRL. The conference focused on the challenges and issues involved in organizational restructuring. Topics covered included: 'why they reorganized', 'the highlights and lowlights of the process', 'what was learned from the whole experience' and 'what are the follow-up steps'.

The facilitator was Maureen Sullivan. The panelists were from Arizona State University, Brown University, Appalachian State University, University of Connecticut, University of Maryland, Marymount University, Boston College Law Library, MIT, Emory University, University of Nevada, Las Vegas and George Washington University. These institutions have undergone restructuring and the panelists shared their knowledge and experience.

Rick and Kathy answered questions after giving a summary of the conference.

### **Budget Issues** – Keith Russell, Shannon Royer

- Student payroll allocations for FY01 have been distributed.
- The operating budget for this coming fiscal year is in the process of development.
- Requests for annual statistics are due on Aug. 18<sup>th</sup>, please send to Shannon so she can compile information for ARL. The statistics from last year are now available for distribution.
- Budget spending is on track.

**Personnel Issues** – Keith Russell

Keith shared that he visited with the Management team about the disparity in salaries and raises, such as faculty vs professional vs classified staff.

Twenty-nine classified staff, roughly one third of all classified staff, have topped out and no longer receive yearly merit increases. They only receive the longevity and cost of living increase when those funds are allocated.

**Strategic Planning Update** – Keith Russell

Keith is choosing six to seven employees from a pool of seventeen who have expressed an interest in serving on this Strategic Planning Steering Committee.

Susan Jurow is scheduled to be here June 22-23 and will meet with the steering committee on the 22<sup>nd</sup> in an off-campus, all-day meeting.

The Strategic Planning meetings should have a facilitator and plans need to be made as soon as possible to acquire one.

**Instruction Council Update (Instruction Statistics Form)** – Cindy Pierard

The form is the same as last year (requesting information on number of sessions taught, number of participants, etc), but it will be mailed out by the end of June or early July so there will be time to have the form filled out before things get too busy. They will be due by August 18<sup>th</sup>, the same day that the annual statistics are due.

**Second Call for Summer CC Meeting's Agenda Topics**

CC will meet: June 21, 28; July 12, 19, 26; August 9, 23

Topics or presentations for future CC meetings:

- Fund raising
- Digital library projects
- Music Library

An all-staff meeting is being planned for after the ALA conference.

Adjournment

Submitted by Rita Wilson

**Instruction Council**  
**June 5, 2000**  
**Minutes**

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

**Membership**

The current members will remain on the committee until new members are appointed. No major projects are planned by the committee this summer.

**Instruction Statistics Form**

The committee reviewed the revised instruction statistics form. To get a better sense of who is being reached by discipline-specific instruction sessions, Cindy added two questions, one which asked the staff person to indicate the specific classes and programs with which they worked, and one which asked them to try to estimate the percentage of students in their area who were affected by library instruction efforts. The group thought that estimating a percentage of students within a department who were reached by library instruction would be difficult to determine, particularly after the fact. We decided to table that question for the moment and to include only the question that asked staff members to indicate the specific courses or programs with which they worked as a way of helping us determine the extent of our instructional outreach. A question was raised regarding the collection of statistics for instruction emphasizing specific collections such as international documents or the Kansas Collection. We concluded that it would be most comprehensive to ask all staff – not just bibliographers - to indicate the courses and programs with which they've worked since it may not always be the bibliographer for the subject area who provides instruction for a particular class (for example, history classes may also come in for sessions in the Kansas Collection or Government Documents).

A copy of the statistics form is attached to the minutes. Any staff person with questions or concerns about the form is asked to contact Cindy for more information. Instruction statistics will be requested in early-to-mid July and due back by the end of August.

**Instruction Plan**

The committee reviewed revisions to the instruction plan. The revised plan will be available to the staff before fall classes start.

Minutes submitted by Judith Emde

University of Kansas Libraries Instruction Program  
Library Instruction Statistics Report- FY00 (July 1, 1999 – June 30, 2000)

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***Why Are We Collecting Instruction Statistics?***

Instruction statistics will be collected once each year. This information will be used to help the Instruction Council chart the extent of educational programs led by KU Libraries staff. Instruction statistics will also be included in the Libraries' annual statistical reports to the Association of Research Libraries.

***What Statistics Should Be Collected?***

For the purposes of this form, instruction is defined as any educational program (orientation tours, course-specific sessions, presentations to visiting groups, etc.) conducted by library staff *for a class or other group of patrons*. Please do not include one-on-one reference appointments on this form. Sessions taught as part of the Workshop Series will be counted separately.

Multi-session instruction presentations should be recorded as follows:

- count each session separately;
- for multi-session classes with a constant enrollment (e.g., for-credit classes) count each student only once.

Persons who team-teach sessions, should do the following:

- Each staff member who helps teach a session should record that session
- Participants in the session may be counted only one (consider having each staff person count half of the students in their totals)

The above definitions are based upon those supplied by the Association of Research Libraries, available at <http://www.arl.org/stats/arlstat>

***Who Should Fill Out This Form?***

All staff members whose job responsibilities include instruction as defined above (bibliographers, reference staff, etc.) are asked to fill out this form. Forms should be returned to Cindy Pierard, Watson Library Reference Department (or to your department head - see note below).

***When Should Statistics Be Reported?***

The call to report instruction statistics will coincide with the annual call for ARL statistics (typically late June/early July).

NOTE: Because department heads are typically responsible for reporting these types of statistics, and because they may wish to review these figures for other reports, I would like to ask that department heads coordinate the collection of Instruction Statistics Reports from appropriate staff in their units. If desirable, department heads may also wish to keep this data on a semester-by-semester basis for use in annual evaluations.

***Questions? Concerns?***

Contact Cindy Pierard, Instruction Coordinator at [cpierard@ukans.edu](mailto:cpierard@ukans.edu) or 864-8990

**Part I - Name & Fiscal Year**

1a. Name \_\_\_\_\_

1b. Fiscal Year for which statistics are being reported **FY00 (July 1, 1999 – June 30, 2000)**

**Part II - Number & Type of Instruction Sessions Conducted**

2a. Total number of instruction sessions/programs conducted \_\_\_\_\_

2b. Total number of individuals reached by these sessions (by category):

KU undergraduate students \_\_\_\_\_  
KU graduate students \_\_\_\_\_  
KU faculty/instructors \_\_\_\_\_  
KU staff (*not library staff*) \_\_\_\_\_

Other non-KU groups \_\_\_\_\_  
please describe (e.g., high school groups, visiting faculty):

TOTAL \_\_\_\_\_

2c. In which two months did you teach the most instruction sessions? \_\_\_\_\_

2d. What percentage of the sessions you teach were on the: Lawrence \_\_\_ Edwards \_\_\_ campus?

**NOTE: Questions 2e – 2h are intended for staff who have instructional responsibilities for a particular academic department or school. If you don't fall within this category, please skip these questions.**

2e. Please list the departments/schools for which you have instructional responsibilities.

2f. For the departments/schools listed in 2e, please list the courses you've worked with in the past year (e.g., SW 740, HIST 396)

2g. Does the department/school have a research methods course with which the Library regularly works?

2h. In your estimation, what percentage of the students in the departments/schools listed in 2e are reached by subject-specific library instruction (please break down by department, if applicable)?

2h. Do you teach a for-credit course with the primary focus being library research skills? Yes \_\_\_ No \_\_\_

Name/Number of Course \_\_\_\_\_  
When is it offered? \_\_\_\_\_  
To how many students? \_\_\_\_\_

**Part III - Comments/Concerns**

3. Please list any comments/concerns you face in providing instruction?

**\*\*\* CONFIDENTIAL \*\*\***

**THE UNIVERSITY OF KANSAS LIBRARIES  
NOMINATION FOR CLASSIFIED EMPLOYEE OF THE YEAR**

Nominee: \_\_\_\_\_

Why are you nominating this person?

- Quality of work performed
- Dedication to his/her job
- Special service to fellow workers/patrons
- General attitude and demeanor
- Interpersonal skills
- Job-related skills and talents
- Adaptability to circumstances

Please give specific examples of how this employee has met the criteria you have checked above (use additional pages if necessary):

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Your Name/Department: \_\_\_\_\_ Date: \_\_\_\_\_

**NOMINATIONS MUST BE SUBMITTED BY May 15, 2000, TO: Sandy Gilliland, Assistant to the Dean for Personnel, 502 Watson Library.**