

The University of Kansas Libraries

Number: 1528

Date: July 6, 2000

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

CHARGE TO THE STRATEGIC PLANNING STEERING COMMITTEE

I am pleased to distribute the attached charge to the KU Libraries Strategic Planning Steering Committee. The role of the committee, as described therein, was developed and clarified in a one-day retreat of the eight-member committee with Susan Jurow, our consultant for the project.

The committee will guide the planning process over the next 5 ½ months, and will provide plenty of opportunity for input from Libraries' employees, students, teaching faculty, administrators, and other stakeholders in the Libraries' future. This is a unique opportunity for us to re-examine our collective future in serving KU and the state of Kansas, and to develop a compelling vision of where we want to take the organization.

Please join me and the committee in preparing that vision and strategies for approaching it. Thanks.

Keith Russell

OLD CLARK LAB GETS NEW NAME

To reduce confusion, the former Clark Lab (once a typing room, and maybe even before that a smoking room, and who can remember what else?) is now named the WATSON TRAINING LAB. A sign installed outside the room reflects this new name. Mary Miller still maintains the scheduling of this facility. So, to review, we now have the Clark Instruction Center, located within the Watson Reference Room, and the Watson Training Lab, located next to the Fines Office. Happy Training!

Mary Rosenbloom

STAFF DIRECTORY UPDATES

Please inform me immediately if you see any information that needs changed. You may print or view the most updated version of our Library staff directory from:

U Drive/Shared/Telephone Directory/Staff Telephone (click 'Read Only')

Below are the most recent phone number updates:

Jana Borchardt, LAI Retrieval Services, 4-8899

Hope Cundiff, LAII Retrieval Services, 4-8883

Nancy Hawkins, LAII Music & Dance, 4-3389

Joshua Nichols, LAI Retrieval Services, 4-8892

Marquita Richards, Regents Center Library, 4-8577

Angie Roads (now Rathmel), Retrieval Services, 4-8834

Rita Wilson

(continued)

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INSTRUCTION STATISTICS REPORTING FORM

The FY00 instruction statistics reporting form that went out in the 6/29 issue of FYI is NOT the correct version. I apologize for any confusion and am attaching a copy of the correct form to this issue of FYI. I also sent this version electronically via KULIB-L on 6/29/00. Thanks.

Cindy Pierard

ATTACHMENTS

Travel Reports: (none)

Annual Reports (FY 2000): Watson Exhibits Committee

Committee Minutes:

 Nominating and Ballot, 6/1/00

 Staff Development, 6/6/00, 6/13/00

Strategic Planning Steering Committee Charge

Library Instruction Statistics Report and Form for FY 2000

WATSON EXHIBITS COMMITTEE ANNUAL REPORT FOR FY2000

The Watson Exhibits Committee is responsible for exhibits placed in the Jim Ranz Reading Area on the Third Floor of Watson Library. The committee encourages library staff to place exhibits in this area, reviews exhibit proposals turned in by library staff, provides technical support for staff mounting exhibits, and to publicize exhibits. To facilitate the Exhibits Committee's work, the Libraries' Administration has graciously allocated \$500 annually for use in preparing exhibits, buying supplies needed to maintain the exhibit cases and mount exhibits, and publicizing exhibits.

Members of the committee for FY2000 were Brian Baird, Chair; Ken Lohrentz; Bryan Culp; and Geri Slater. Members are generally assigned to the committee for a three year term. Brian Baird and Ken Lohrentz will complete their appointments to this committee at the end of this fiscal year, and the administration will need to appoint two more committee members.

It was challenging this year for the committee to find volunteers to mount exhibits. This difficulty was largely the result of the Voyager implementation which was a huge drain on staff resources, time, and energy. Nevertheless, the committee was able to keep the exhibit cases full most of the year thanks, in large part, to the excellent exhibit that was prepared for the 75th Anniversary of Watson Library which we ran for several months. Following is list of exhibits that were displayed through out the fiscal year.

May 15–July 15, 1999	Sacred Texts of the West by Annie Williams and Al Mauler.
Aug. 19–Sept. 25, 1999	Role of Student Employees in the Conservation of Library Collections by Brian Baird and Meg Brown.
Sept. 27–March 15, 2000	Watson Library's 75 th Anniversary by Mary Rosenbloom, Kathleen Neeley, and others.
March 15–April 17, 2000	Exhibit relating to the African Literature Association that held a conference on campus by Ken Lohrentz and Rob Melton.
April 17–May 1, 2000	Snyder Book Collecting Contest by Jeff Bullington.
May 1–June 1, 2000	Exhibit relating to a Balkan Linguistics Conference held on campus by Geoff Husic.
June 15–July 15, 2000	Favorite Books of the KU Libraries Staff by Exhibit Committee.

For the coming year there are already three exhibits scheduled that will last through October. These exhibits are as follows:

July 15–Aug. 15, 2000	Globalization of Japanese Popular Culture: Godzilla 2000 by Michiko Ito.
Aug. 15–Sept. 8, 2000	Preservation Department Exhibit by Brian Baird.
Sept. 8–Oct. 31, 2000	Native American Leaders in Kansas. Exhibit will coincide with a Native American Leaders Conference being held at KU by Lea Reid.

Next year the committee will be kept busy trying to fill out the remainder of the calendar. However, it would also be wise for the committee to develop a list of resources available to those preparing exhibits to assist them in finding the supplies and expertise they need to mount high-quality exhibits. The committee has benefited by the experience and expertise of Brian Baird and Ken Lohrentz who both have mounted several exhibits and were willing to advise others in their efforts. It would be prudent for the committee to fill this advisory void with a written set of guidelines and list of resources. Especially given the many resources available in the Libraries to assist in preparing professional quality exhibits. This documentation could be part of a committee web page that could also be used to publicize exhibits.

Finally, it will be important for the committee to work closely with Mary Rosenbloom, the External Relations Librarian, to insure that all exhibits are well publicized. For this reason the committee suggests that the External Relations Librarian be made an *ex-officio* member of the Watson Library Exhibits Committee.

—prepared by Brian Baird

**NOMINATING AND BALLOT
MINUTES
June 1, 2000**

Present: Judith Emde, Connie Powell, Paulette Difilippo

The meeting was called to order at 10:30 am in the Anschutz small conference room. We completed work on a slate of candidates for LFA and LCPT positions for FY02.

We also worked on a ballot for wording changes in LCPT's *Criteria for Academic Ranks of Librarians*. Judith will check with Brad Schaffner and Sherry Williams on the wording of this ballot.

These ballots will go out next week.

The meeting adjourned at 11:30 am.

Connie Powell

Staff Development Committee Meeting Minutes

June 6, 2000

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

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

Travel Requests: There was one travel request this week, but more information is needed from the applicant before we can decide the number of shares to allocate. We also approved one travel request over email for Vicki Coleman. Vicki will be going to the ALA conference in Chicago, IL in July.

Programs: Cornel Pewewardy's program had a very large attendance last week. We will ask participants to fill out the evaluation form that can be printed off from the SDC website.

We discussed SDC's Open Meeting that is scheduled for June 29. We came up with an agenda and divided up the topics to be covered in the meeting.

Survey: Corrections were made on the most recent draft of the survey. The draft should be ready to send to the chairs of LFA Exec and CCEB by the end of next week. The final survey report will not be completed until after SDC's Open Meeting.

We plan to issue the final survey report to staff electronically, since it is a lengthy report and would require a huge amount of paper.

Staff Development Committee Meeting Minutes

June 13, 2000

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

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

Travel Requests: There were no new travel requests this week. However, additional information was gathered on last week's request and it has been approved. Margaret Wilson will attend an ALCTS pre-conference in Chicago, IL from July 6-7.

Announcements: Our LFA Exec liaison, Lars Leon, has advised us that our annual report is due on June 30. Although Lea is out of town until the 26th of June, she is working on it and will have it completed by the deadline.

Survey: The final draft of the survey is now completed and ready to submit to the LFA and CCEB chairs. Stephanie will email the documents to them by the end of the week. We will ask that they submit their comments to us by June 20th.

Program: Lin will write up an agenda and time allotted for each speaker for the SDC Open Meeting on June 29. She will also contact Mary Miller to make arrangements for a laptop and projector to be used in the conference room.

The University of Kansas

Office of the Dean of Libraries
July 5, 2000

TO: Strategic Planning Steering Committee
Jim Neeley, Chair
Jan Altenbernd
Peggy Bell
Kristen Eshelman
George Gibbs
Kathy Graves
Marianne Reed
Margaret Wilson

FROM: Keith Russell **KR**
Dean of Libraries

RE: Charge to the Committee

Thank you for agreeing to serve on the Steering Committee for the Libraries' Strategic Planning initiative. I look forward to working with you on this important endeavor. Susan Jurow will be the consultant working with the Steering Committee to identify the work to be done and to establish an appropriate timeline, and she will advise the Committee throughout the process.

It is the charge of the Steering Committee to:

- create and manage the strategic planning process,
- establish communication channels with me and the library staff concerning the planning effort,
- create opportunities for participation and learning by the whole library staff and others in the KU community, and
- appoint appropriate subgroups to help the Committee carry out its work.

Susan Jurow and I have discussed the strategic planning process. Because of the speed of change today, the concept of how strategic planning is done has changed since the last plan was completed in 1993. The current thinking is that a library should try to plan no more than 3 years into the future and should enunciate strategic directions rather than lay out a detailed step-by-step plan. It is still necessary to develop a vision statement and clarify institutional values, and to analyze the strengths, weaknesses, opportunities, and threats that would or could affect our plan.

In your work you may find it useful to review the KU Libraries' strategic plan from 1993 and the work that was started (and subsequently suspended) on a new planning process in 1997/98. Please ensure that the entire range of staff opinion and perception is solicited and considered in this process, and allow as many opportunities as possible for staff to participate. As appropriate, KU students, faculty, staff and administrators, as well as staff of other KU libraries and Regents university libraries, should be included in the process.

I will schedule a regular meeting time with Jim in order to stay informed of the ongoing work of the committee, and will provide resources and encouragement in support of this effort.

By December 20, 2000, I would like to have a report from you on the strategic directions toward which the KU Libraries should be moving. Thanks much for your involvement.

University of Kansas Libraries Instruction Program
Library Instruction Statistics Report- FY00 (July 1, 1999 – June 30, 2000)

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). Forms should be returned by Friday, August 18.

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 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 taught took place on the: Lawrence ____ Edwards ____ campus?

- Questions 2e-2g are intended to help us better gauge the curricular impact of library instruction -2e. Please list the KU courses with which you worked during the past year. *Example: SW 740, JOUR 800.*2f. If you have instructional responsibilities for a KU department/school, does that unit have a research methods course with which the library regularly works? Please specify department and course number with your answer. *Example: yes – the library works with the history dept.'s pro-seminars, HIST 396 and 696.*

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

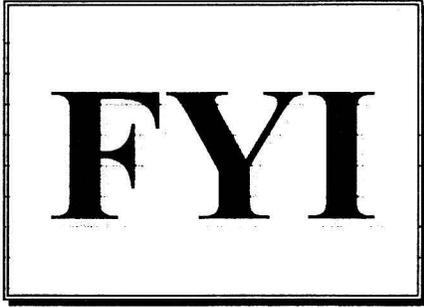
Name/Number of course _____

When is it offered? _____

To how many students? _____

Part III - Comments/Concerns

3. Please list any comments or concerns regarding instruction



The University of Kansas Libraries

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Date: July 20, 2000

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NEW EXHIBITION IN THE MAIN GALLERY AT SRL

Deborah Dandridge and Kristin Eshelman have mounted a new exhibition in the main gallery at Spencer Research Library. The exhibit coincides with a visit to campus next week of Sumner High School alumni who are attending their convention in Kansas City. Johnnie Love (formerly Reference Dept. and Diversity Librarian) is president of the Sumner Alumni Association and she will be here to view the exhibition and welcome the visitors.

Achievement Against the Odds: Sumner High School, Kansas City, Kansas 1905-1978 is the title of a new exhibition at the Spencer Research Library at the University of Kansas, Lawrence. On view are photographs, instructional materials, reports of parent-teacher associations, copies of the school newspaper, and similar materials. The exhibition, drawn from the holdings of the Kansas Collection, will remain on display through mid-September.

Deborah Dandridge, archivist at the Kansas Collection and co-organizer of the exhibition, notes that the Sumner High School materials provide a unique resource from which to study segregated secondary education in Kansas and the daily life of African American teenagers throughout much of the 20th century.

For three-quarters of a century, Sumner High School in Kansas City, Kansas was one of the most influential public educational institutions in Kansas. Established in 1905 by an act of the Kansas State legislature, Sumner was the only high school in Kansas designated for African Americans. Its curriculum centered on the classics: science, math and literature. Sumner High School faculty and graduates created an outstanding legacy of achievement that continues into the 21st century. In 1978 under a federally mandated plan for racial integration, Sumner was closed as an African American high school.

In 1986, the Sumner High School Alumni Association, with help from former Sumner principal Solomon Thompson and the Sumner Class of 1930, donated a substantial collection of materials documenting the history of the high school to the Kansas Collection. The collection includes a variety of manuscript and photographic sources documenting student life, the academic curriculum and classroom activities throughout the school's history. Yearbooks and the school newspaper, the *Sumner Courier*, provide detailed information about day to day Sumner life and events. Photographs depict early classroom scenes, faculty members, graduating classes, dramatic performances, and band parades. Manuscript materials document parent-teacher organizations, student council activities, and instructional material.

In 1985, working in cooperation with the University of Kansas Department of African and African American Studies, the Kansas Collection greatly expanded a collecting program designed to increase opportunities for

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researchers interested in state and regional African American history. The Sumner High School Alumni Collection was one of the earliest collections acquired by the library through this program. The addition of the personal papers of African American leaders of the region and the archival records of African American clubs, civic groups, churches, and other organizations to the Kansas Collection have made the library the premiere resource for studying African American experience in Kansas and the Great Plains region.

STRATEGIC PLANNING

Please see the attached announcements.

Jim Neeley

JOHN STRATTON APPOINTED AS HEAD, REGENTS CENTER LIBRARY

John Stratton has been appointed as Head of the Regents Center Library. John is presently the Library Director at Bethany College in Lindsborg, Kansas. He earned a B.A. degree in History from KU, and the MLS degree from the University of Illinois, Urbana/Champaign. Before John pursued his graduate degree and professional career, he worked for the KU Libraries as a Library Assistant in the Science Library and the Kansas Collection, from 1978-82. John's appointment becomes effective in early August.

Sandy Gilliland

PERSONNEL

Craig Moore, Library Assistant II in Anschutz Library, has announced his resignation. Craig began working for the Libraries on June 19th. His former employer has enticed him to return. Craig's last day will be Friday, July 21st.

Sandy Gilliland

SABBATICAL LEAVE APPLICATION DEADLINE ANNOUNCED

Applications for Sabbatical Leave during FY2002 are due in the Office of the Provost by November 1, 2000. Any KU Libraries faculty who meets the eligibility criteria and who is interested in applying for Sabbatical Leave must complete the application form and submit it to Sandy Gilliland by no later than Monday, October 2, 2000. The Library Committee on Promotion and Tenure (LCPT) will review applications for Sabbatical Leave and provide Dean Russell with its assessment of each application.

Any eligible library faculty member may submit an application for Sabbatical Leave without the endorsement of the Dean. Such applications must reach the Office of the Provost by September 15, 2000, and they will be referred to LCPT for comment (they will be treated in the same manner as other Sabbatical Leave applications).

Eligibility criteria are outlined in the May, 2000 memo from the University Committee on Sabbatical Leaves to all faculty. Contact Sandy Gilliland for a copy of the memo and application forms, or you may access application forms and instructions from the following website: <http://www.ukans.edu/~provost/forms>. The University will hold an open meeting on Sabbatical Leaves early in the Fall semester, to be announced asap.

Sandy Gilliland

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LIBRARY SUMMER PARTY: AUGUST 19, 2000

Mark your calendar for the annual Library Summer Party, to be held at Clinton Lake on Saturday, August 19th, 6:30 p.m. Invitations will be mailed to all staff within the next few days. Plan on lots of fun in the sun (or shade, if you prefer, under the picnic area rooftop)! The event will be potluck, as usual, with KULSA providing drinks and table service.

Sandy Gilliland

STAFF DIRECTORY UPDATES

You may print or view the most updated version of our Library staff directory from:

U Drive/Shared/Telephone Directory/Staff Telephone (click 'Read Only')

Below are the most recent phone number updates:

David Bagsby, LAI Retrieval Services, **4-3563** (new employee)

Sarah Richardson, LAI Retrieval Services, **4-8887** (new employee)

Karon Ballard, Retrieval Services, **4-8893**

Rita Wilson

ATTACHMENTS

Travel Reports: Cindy Pierard, Margaret Wilson (2)

Annual Reports (FY 2000): (none)

Committee Minutes:

Nominating and Ballot, 6/29/00

Staff Development, 6/20/00

Coordinating Council, 6/21/00, 6/28/00

Hello from the Steering Committee of the Library's 2000 Strategic Planning Initiative

Strategic Planning Process (2 page Memo)

SP Steering Committee Needs Your Help

**University of Kansas Libraries
Staff Development Committee**

TRAVEL REPORT

Name: Cindy Pierard
Event: ALA Annual Meeting

Department: Reference/Instruction
Location: Chicago, IL

Dates of Travel: July 6-10

My conference activities began on Friday, when I made the sacrifice of leaving Wrigley Field during the ninth inning of a tied Cubs-Sox game to attend my first committee meeting. Fortunately, that meeting (of the Educational Behavioral and Social Sciences Section's Social Work & Social Welfare Committee) was a good one. The group discussed the evolving nature of our Web site and I led participants in a discussion of integrating information competencies into the social work curriculum, drawing upon some local experiments we are beginning with the Master's in Social Work program at KU. Although I am cycling off of this committee, I hope to maintain ties with some of the members through a newly-formed gerontology interest group since this area is becoming increasingly important to the field and to activities here in Kansas.

I also attended "final" meetings of two other committees from the Instruction Section. The first of these, the Think Tank III Task Force, elected to formally disband and to continue our work as a "virtual group." Task Force members are currently finishing up a monograph based upon last year's Think Tank, an Instruction Section forum that takes place about once per decade and attempts to outline directions for theory and practice in the field. The monograph, which will be published by ACRL, should go to press sometime during the coming year. During the final meeting of my other group, the Management of Instructional Services Committee, we discussed progress on our current project of designing a process for instruction managers to use in developing competency standards for instruction librarians at their institutions.

I am beginning work on two new committees. The Evaluation of Reference and User Services committee is busily planning for a RUSA (Reference and User Services Association) institute on assessing reference services that will be held in Baltimore this coming October. Committee members will develop a bibliography in conjunction with the institute and will help facilitate some of the discussions that are planned for the event. This group is also working on a new edition of the Reference Assessment Manual, a Pierian Press publication. I am also incoming chair for the Instruction Section's Membership Committee and attended several orientation sessions for new section chairs. Fortunately, the outgoing chair of this group is Jeff Bullington, so it should be fairly easy for us to make this a smooth transition and continue that group's work.

Due to a heavy meeting schedule, I did not have opportunities to attend any formal programs. I did visit the exhibits, paying particular attention to the Endeavor and SilverPlatter booths, since we may be moving to new versions of both systems within the coming year.

Despite the painful process of getting to the Convention Center (about 35-40 minutes by shuttle bus!) and the hectic nature of overlapping committee meetings, I had a fine and productive time in Chicago—beginning work on new projects and seeing others through completion, seeing old friends, and spending time in a terrific city. I am grateful to the Staff Development Committee for their assistance in defraying the costs of this trip.

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

TRAVEL REPORT

Name: Margaret Wilson

Department: Cataloging

Name of Event: ALCTS preconference

Location: Chicago

Dates of Travel: July 6-7, 2000

On July 6-7 I attended the ALA ALCTS preconference on metadata. The sumptuous Chicago Palmer House seemed an appropriate setting for the virtual orgy of information which was presented on this topic. I think every conceivable metadata scheme and project was crammed into the two days: TEI, EAD, Dublin Core, DDI, CORC, Infomine, CDP, IMS, art objects, museum collections, video clips, music, maps, etc. There was also the ubiquitous incomprehensible session on RDF and XML. In fact, the preconference presented so much information that, although I learned a lot, in some ways I'm more uncertain now about metadata than before I attended! Even my pre-conference assumption that at least metadata couldn't "hurt" anything was shot down by Clifford Lynch. He explained that the reason public search engines did not make use of metadata was because they spend so much time countering unethical web stuffers, and metadata actually might make this situation worse.

The speakers were an impressive mix that hailed from from LC and NLM, Microsoft, OCLC, the Getty, and various universities, and included the self-professed Californian, Michael Gorman. Brad Eden, a former student employee in Cataloging, gave a presentation on "The Instructional Management System (IMS);" he also helped organized the conference, was moderator for the second day. It was fun to talk to him and see how he had metamorphosed in his thinking since his days at KU. As moderator, Brad interspersed the sessions with pep talks, urging the audience to stop worrying about control of bibliographic information and start thinking about access to it; to think of ourselves as "knowledge managers" instead of librarians; to take risks; and to collaborate with others in promoting metadata projects.

The conference papers will be published next year. In the meantime, if anyone out there has even the faintest interest in learning more about metadata, I would be most happy to share the conference materials I received, which are extensive.

Thank you, Staff Development Committee, for helping to finance my attendance at this conference.

**Nominating and Ballot Committee
Minutes
June 29, 2000**

Present: Judith Emde, Paulette Difilippo, Connie Powell

The meeting was called to order in the Anschutz Library kitchen at 3:30 pm. The first order of business was to count the ballots for the proposal to change the guidelines for the criteria for academic ranks of librarians. The ballot stated that "*The Criteria for Academic Ranks of Librarians guidelines should be revised so that appointees shall normally remain in the rank of Librarian I for a minimum of five years before promotion to Librarian II. Persons being considered for appointment or promotion to the rank of Librarian II shall have had at least five years of academic library experience at the beginning professional rank.*" The vote was 36 in favor out of a total of 37 ballots cast. Thus the measure passed.

The previous two Wednesdays, June 14th and 21st the committee had counted ballots for the election of LFA Exec and LCPT members for FY00-01. Of the 58 returned ballots for LFA Exec, 57 were eligible. One had no label and was not counted. The following were elected for positions on LFA Exec for FY00-01: Nancy Burich, Vice-Chair Chair-Elect; Bryan Culp, Secretary; Margaret Wilson, Librarian III; Gaele Gillespie, Librarian II; Faye Christenberry, Librarian I; and Mary Miller Unclassified Professional.

Of the 45 ballots returned for LCPT positions, 44 were eligible as one vote was returned without a label. The following were elected for positions on LCPT for the coming year: Bill Crowe and Mary Roach as LIII representatives and Judith Emde as LII representative.

The next order of business of our June 29th meeting was revision of the flyer asking for volunteers for LFA committees. The flyer is entitled *Call for Volunteers: Appointed LFA Committees*. Connie presented a rough draft of this document. This document was critiqued for wording and for the names of continuing members. It will be completed and sent out in the next week.

The last order of business was to begin writing the committee's Annual Report. The committee made suggestions for the format and information to be included in the Annual Report. Judith will complete a rough draft of this report. We will discuss it at our next meeting.

The meeting adjourned at 4:30.

Connie Powell, Secretary

Staff Development Committee Meeting Minutes

June 20, 2000

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

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

Travel Requests: There were no travel requests this week.

Announcements: Kathleen advised that Shannon Royer was collecting information from the budget requests each unit/committee turned in last winter in preparation for creating the FY01 budget. Keith Russell wants any revisions that need to be made due to changing circumstances. Our original request was for \$50,000, but this amount included funding for a Staff Development & Training Officer. The library received funding from the university to create the Staff Development & Training Officer position; therefore SDC is revising its budget request for FY01. Our revised request no longer includes funding for the new position. Instead, we are requesting additional funding to double to the first share to \$210. The anticipated increase is \$10,000. We are also requesting a programming budget of \$2000, which should be kept separate from SDC's regular allocation so it is not used for travel funding. The total budget request for regular funds is \$32,000; plus a programming funds request of \$2000.

Survey: The draft of the survey report was distributed to LFA Exec and CCEB. We have received very positive comments from some of the members. We will try to make the survey available to all staff shortly after the Open Meeting held on June 29. It will be distributed electronically.

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

06/21/00

Present: P.Bell, Clement, Coleman, Couch, Craig, Crowe, Doll (rep/Michiko Ito), Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Krentz, Leon, K.Miller, R.Miller, J.Neeley, K.Neeley, Orth-Alfie, Roach, Rholes, Rosenbloom, Royer, Russell, Spurling, Stephens, M.Wilson, R.Wilson

Absent: Baird, Burich, Cardell, Culp, Emde, J.Miller, Pierard, B.Schaffner, Schulte, S.Williams, Wolz

Report on the ARL Office of Leadership and Management Services Advanced Facilitation Skills Lab - Denise Stephens, Keith Russell

Denise: The lab component was a very important part of this training and was attended by a wide distribution of people throughout libraries. It was focused, had very good feedback and provided valuable information to take back to improve one's job, especially in the areas of learning to identify cultures and practices. An excellent part of the training concentrated on the important role of sharing information, how lack of knowledge can lead to misjudgments - good or bad, and how assumptions might not be tested.

Keith: Stated he had received facilitator training with same two trainers while at the Agricultural Library. Other Universities are also investing in facilitator training. A facilitator is taught when to intervene, when to keep quiet.

Report on the ACM Digital Libraries Conference – Denise Stephens

Enough interest has been shown in the Association of Computer Machinery (ACM) conference that separate tracts were set up a few years ago. The workshops are intensive and cover problems such as language barriers and the different meanings of words. Programmers really need to know this information. Denise highly recommends this ACM conference and plans to attend again next year.

Update on Budget Development for FY2001 - Shannon Royer, Keith Russell

- Reports have been generated for this coming year
- Second round of charts will finalize budget for next year
- Better documentation for the coming fiscal year for each department
- Development of internal reports from the ground up
- Work through chain of command to let Administration Office know of needs

- Out of pocket expenses? Each assistant dean will have access to funds for such needs.

Update on Budget Proposals for FY2002 (that would affect the Libraries)

- Handout: Preliminary Budget Request, for the Fiscal Year Ending June 30, 2002.
- Discrepancies in salary amounts between faculty salaries, unclassified, professional and classified.
- Increase in Library Collection budget
- Number one priority is going forward with matching funds for library staff from student funds.

Other Future Budget-Related Activities

- External relations group is developing future fund raising priorities. The group consists of Mary Rosenbloom, Bill Crowe, Keith Russell and Marilu Goodyear.
- Capital campaign is still in the silent phase, will probably go public in 1.5 years. (Libraries had input before Keith came on board)
- Continue to apply for grants through Kathleen Neeley

Update on Personnel Issues – Sandy Gilliland

- Recruitment continues on unfilled positions. Of eleven classified positions, ten have been filled and they will be announced in the issue of FYI due out tomorrow. One position will be re-advertised in FYI
- Publications Designer position and the SPLAT Program Assistant position have been nationally advertised and will be published in the next FYI.
- Coordinator for Reference and Instruction, Anschutz Library, is close to being advertised.
- Assistant Special Collection Manuscripts position will be ready soon
- Head of Regents Center position will hopefully be completed next week
- Assistant Special Collections Librarian, Digital Projects position, we are ready to review applicants for interviews

Becky Schulte, Kansas Collection, has been appointed to the position of Reader Services Librarian for Spencer Research Library, effective July 1st. Becky will now become a new member of CC.

Update on Strategic Planning

- Jan Altenbernd was named the 8th member of the steering committee. Other members are Peggy Bell, Kristen Eshelman, George Gibbs, Kathy Graves, Jim Neeley, Chair, Marianne Reed and Margaret Wilson
- Steering committee will be working with Susan Jurow on June 22nd and 23rd.

Brief Discussion of ALA Activities

- ALA is being held in Chicago from July 6-11th.
- Brian Baird is scheduled to receive an award.
- Provost Dave Shulenburg is speaking on Monday morning.
- Denise Stephens will be speaking at one meeting.
- Julia Blixrud will speak Sunday morning
- Becky Schulte will be speaking on the Wilcox Collection

Scheduling of Topics for Future Coordinating Council Meetings

- Beth Warner should be invited to do a repeat of her earlier presentation of digital libraries.
- Someone joked about a presentation or lesson on how to operate the chairs in the conference rooms?

Other Topics, Issues, Announcements

Lars Leon announced that he would be sending out an e-mail with information regarding the KU Libraries participating in a Big Twelve Plus pilot project with OCLC to develop a resource sharing system.

Kent Miller gave updates on Music and Dance Library's move, Automation's move to Budig, Government Document's move to Anschutz, and the work being done on 2-No.

George Gibbs stated that Collections are ready to make serial cuts. The proposed cuts will be reviewed by CMC at the June 26th meeting.

Next CC meeting is scheduled for June 28th.

Adjournment

Submitted by Rita Wilson

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

06/28/00

Present: G.Anderson, Baird, Cardell (rep/Jim Smith), Clement, Coleman, Couch, Craig, Culp, Doll, Gilliland, Gorman, Krentz, Leon, K.Miller, J.Neeley, K.Neeley, Orth-Alfie, Pierard), Roach, Royer, Russell, Stephens, S.Williams, R.Wilson, Wolz (by phone)

Absent: P.Bell, Crowe, Emde, Gibbs, Gillespie, Graves, Koepp, J.Miller, R.Miller, Rholes, Rosenbloom, B.Schaffner, Schulte, Spurling

Action Plan from Classified Council - Carmen Orth-Alfie

Handout: Action Plan to Encourage Classified Staff Participation in service to the Libraries. Carmen reviewed the handout and then asked for questions, observations, or ideas from anyone present and from staff once they have had a chance to read it.

Midwest Latin America Library Consortium (MOLLAS) – Jana Krentz

The first meeting will be here at KU on August 3-6th and it has been written in the grant to meet at KU every other year. Ten institutions will be participating and KU plans on taking a leadership role. There is a need for cooperation among Latin American Libraries and the meeting will explore areas of cooperation.

Strategic Planning Update

The steering committee met with Susan Jurow all day on June 22nd. The members are currently on the road visiting other universities. The next meeting is scheduled for July 12th.

Report on the FY 2001 Budget - Shannon and Keith

Met with Management Team to set the budget or targets for the budget. They will weigh all requests and make considerations for everyone.

Letters will go out next week to the committee chairs regarding each committee's funds.

Keith will talk to PRC and complete a summary report.

Personnel Update - Sandy and Keith

- John Stratton has been hired as the Head of the Regents Center.
- Nancy Hawkins is transferring from the Engineering Library to the Music and Dance Library effective July 5th.
- Bob Marvin is transferring from Cataloging, Retrocon unit, to Retrieval Services effective August 6th.
- Coordinator for Reference and Instruction, Anschutz Library, is being nationally advertised and will also be published in FYI on June 29th.
- Assistant Special Collection Manuscripts position has had no movement yet.
- Staff Development Officer position is in the development phase.
- Spanish and Portuguese cataloger position has been approved to proceed with.

Update on Big 12 Plus Activities

- Executive board met June 26th in Kansas City.
- New program officer on board
- The fall meeting will be in Boulder, Colorado.
- Major meeting of librarians and provosts will be held next spring

Other Issues and Announcements

Kent Miller briefed everyone on the progress of changes within the Libraries.

- Shelving in 2 North is moving ahead and should be completed in one/two weeks.
- Collection movers are scheduled to be here for three weeks beginning July 17th.
- Government Documents collection will begin the move to Anschutz on Monday, July 17th. The move is expected to suspend Information Reference Service for 3-4 days. First Anschutz must be shifted to make room for Gov. Documents. Then Gov. Documents will probably move reference, then microforms and finally staff.

Next CC meeting scheduled for July 12th.

Adjournment

Submitted by Rita Wilson

Hello from the Steering Committee of the Library's 2000 Strategic Planning Initiative.

Committee members are Jan Altenbernd, Peggy Bell, Kristin Eshelman, George Gibbs, Kathy Graves, Jim Neeley (Chair), Marianne Reed, and Margaret Wilson. We look forward to working with you in the coming months on this important project.

Communicating with you, the Library's staff, and ensuring each of you has an opportunity to participate in the planning process are primary roles for us. This message marks the beginning of our effort.

We intend for communication to go both ways. We hope that you will contact any of us with your suggestions or concerns. You may e-mail the entire Committee at LIBSP-L@STAFF.LIB.UKANS.EDU.

The Committee has also started a Web site for sharing information: <http://www2.lib.ukans.edu/~staff/committees/strategicplanning/>. Dean Russell sent the Committee's charge to KULIB-L on July 6. In case you missed it, you will find it on our site.

Opportunities for your participation begin this month. Future messages will give details. The complete planning time line is given on the attachment to this message, which is also posted on <http://www2.lib.ukans.edu/~staff/committees/strategicplanning/>.

The Committee, with the Dean's support and the assistance of our consultant Susan Jurow and others, is committed to an effective and efficient strategic planning process as defined in our charge. We believe the outcome will have a definite impact on the Library's choices over the next several years. The degree and direction of that effect will depend heavily on everyone's contributions, yours and ours.

Jim

July 14, 2000

TO: Keith Russell, Dean of Libraries

FROM: Strategic Planning Steering Committee: Jan Altenbernd, Peggy Bell, Kristin Eshelman, George Gibbs, Kathy Graves, Jim Neeley (Chair), Marianne Reed, Margaret Wilson

RE: Strategic Planning Process and Staff Involvement

Strategic Planning Process

The Strategic Planning Steering Committee met with Susan Jurow on June 22 to plan the Libraries' strategic planning effort. The plan has been refined in subsequent discussion within the Committee and with the Dean and the Management Team. Although the basic outline is settled, details will undoubtedly change as we proceed. It remains a work in progress. Here is the plan as it now stands, including the dates that have been associated with the various steps:

July-August: (listed in chronological order)

The Steering Committee will establish methods of communicating with Library staff and obtaining input from them. The Steering Committee will ask for Library staff volunteers who wish to be involved in the planning process.

An All-Staff Meeting, chaired by the Dean, July 26 (9:30-11:00, Jayhawk Room, Kansas Union) and July 27 (2:30-4:00, Watson Conference Room A), will be devoted mainly to strategic planning, including answering staff questions and concerns.

The Steering Committee will orchestrate the following "Background Activities" to promote fresh thinking:

Ask Library staff to help identify topics that indicate future directions and trends for the Libraries and the environment in which it operates.

Ask Library staff to help identify and make available readings to inform and update staff and the Committee on these topics and to help identify potential presenters from within or outside the Libraries.

Ask Library staff to help sponsor and participate in group discussions around these topics. Some topics will be general and of interest to all staff. Others will focus on more specific issues and will attract smaller interest groups.

Sponsor, in coordination with the Staff Development Committee, programs on topics identified by staff and featuring presenters whom staff have suggested. One of these is already planned: August 3, Mel Hawkes, Staff Development Officer at the University of Utah Libraries and Visiting Program Officer at ARL.

September:

Week of September 11th: Sessions involving all Library staff to clarify the Libraries' values, facilitated by ARL consultant Mel Hawkes.

September 21st and 22nd : "Town Hall" meetings involving all Library staff to identify the themes that will be discussed at greater depth in later parts of the strategic planning process. These meetings will be facilitated by ARL consultant Kathryn Deiss.

October:

Week of October 2nd: The Steering Committee will hold a retreat, facilitated by Susan Jurow, to further explore the strategic directions that might be included in the final report of the Committee. Additional staff, to be determined later, will also participate in the retreat.

Retreat participants will select the three to five most important strategic directions. The Steering Committee will establish Task Forces that will flesh out these directions and recommend specific actions (key success factors) needed to move the Libraries along the designated path. Task Forces begin work in mid-October.

Mid-to-late October (**tentative**): The Senate Library Committee and the Hall Center will sponsor a program on the future of research libraries.

Late October: More Town Hall meetings, these specifically including the Libraries stake holders: faculty, students, and other administrative units.

November:

Task Force reports due on November 17.

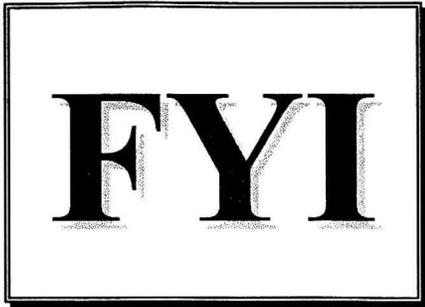
Steering Committee begins work on final report.

December:

Final report due to Dean on December 20.

Staff Participation.

As you can discern from the outline above, there will be several places in the strategic planning process in which staff participation will be essential. The Steering Committee expects that each Library staff member will participate in at least one of the Background Activities (July-August), in one of the Libraries' Values sessions (September), and one of the Town Hall meetings (also September). Multiple sessions of each of the events will be held to enable staff with service desk duties to attend. The Committee is recommending to the Dean that he ask all supervisors not only to encourage but also facilitate staff participation in strategic planning.



The University of Kansas Libraries

Number: 1530

Date: July 27, 2000

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

PERSONNEL

Vicki Coleman, Engineering Librarian, has announced her resignation to accept the position of Director of Clemons Library with the University of Virginia. Vicki began her employment with the KU Libraries in August, 1998. Her resignation is effective September 7, although she will be using some accumulated vacation leave prior to her official date of resignation, making the timing of her departure in mid-August.

Sandy Gilliland

INTERIM ARRANGEMENTS ANNOUNCED FOR ENGINEERING LIBRARY LEADERSHIP

I am pleased to announce that Kathleen Neeley, University Archives and Grants Coordinator, and Helen Dee, Periodicals Unit, Access Services, have agreed to serve part-time on an interim basis in the Engineering Library for the duration of the Fall semester. Kathleen will be responsible for providing leadership to the Engineering Library staff, some collection development, patron assistance, liaison with the Engineering faculty, and she will represent Spahr Engineering Library at Pub Heads and Coordinating Council meetings. Helen will be responsible for providing circulation support and supervision of student assistants while the Library Assistant II position is vacant. In addition, she will be involved in training the new Library Assistant II, once that person is hired.

We very much appreciate Kathleen's and Helen's willingness to provide this much needed assistance in the Engineering Library.

Keith Russell

CHANGES IN BIBLIOGRAPHIC RESPONSIBILITIES

A number of staff transitions are reflected in upcoming changes to the bibliographic responsibilities of several librarians.

As noted in another article in this edition of FYI, Kathleen Neeley is filling in as Engineering Librarian upon the departure of Vicki Coleman.

Beginning August 1st, Loretta Spurling will add Economics to her bibliographic responsibilities. As has been previously announced, Loretta is joining the "greater" Anschutz staff full-time where she can easily interact with the Business and Economics faculty and students. Jim Neeley will concentrate on his library-wide responsibilities for licensing electronic resources.

With his arrival on August 7th, Richard Fyffe will take over as temporary bibliographer for Physics and Astronomy as well as the new Indigenous Studies fund. George Gibbs had been filling in pending the hiring of an assistant dean for scholarly communication.

Keith Russell

CORRECTION TO THE WATSON LIBRARY EXHIBITS COMMITTEE ANNUAL REPORT

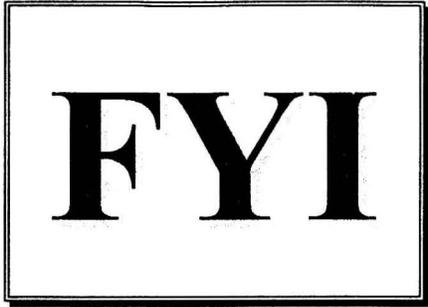
In the Watson Library Exhibits Committee's Annual Report we neglected to include Rich Ring's name in the list of people who worked to put together the exhibit commemorating the 75th anniversary of Watson. This was an important exhibit that was extremely well prepared, and Rich played an important role in its development. The committee apologizes for the oversight.

Brian Baird

ATTACHMENTS

Travel Reports: (none)

Committee Minutes: (none)



The University of Kansas Libraries

Number: 1531

Date: August 3, 2000

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

LAW LIBRARY CLASSIFIED VACANCY

Library Assistant I - Reports to Automation/Technical Services Librarian. Responsibilities: 1) creation and maintenance of serial check-in records; 2) creation of purchase orders; 3) oversee charging and discharging of law library audio visual materials; 4) copy cataloging of library serials. To apply, contact KU Human Resources, 4-7417, by 5pm Friday, August 11th. EO/AA Employer

Sandy Gilliland

STAFF DIRECTORY UPDATES

Donna Koepp, Anschutz Library, e-mail alias has changed to **DKOEPP**

Sarah Vantuyl, Regents Center Library, phone number is **8419** (not 8149)

Jim Smith, Music & Dance Library, phone number changed to **3397**

Bob Marvin's phone number will change Aug. 7th to **8898** when he moves to Retrieval Services.

You may print or view the most updated version of our Library Staff Directory from:
U Drive/Shared/Telephone Directory/Staff Telephone (click 'Read Only')

Rita Wilson

ATTACHMENTS

Instruction Council's reminder of KU's Teaching Summit

Travel Reports: Susan Case, Lea Currie

Committee Minutes:

LFA Executive Committee, 7/18/00

We are encouraging all interested library staff to attend KU's second annual Teaching Summit, to be held **Tuesday, August 22 from 8:00-1:00** (the last hour is an optional lunch). The opening session will take place in 130 Budig Hall. This event is sponsored by the Center for Teaching Excellence and will be open to all KU and KU Medical Center staff.

This year's format features many opportunities for KU Libraries staff to interact with faculty colleagues. Following a welcome by the Chancellor and a keynote address on "How We Measure Teaching and Learning" by the Provost, participants will get to choose two different break-out sessions covering topics such as:

- Motivating students to learn: engaging strategies for success
- Meeting the needs of all students: reaching a wide range of abilities
- Using student feedback to improve teaching before the end of a course
- Best teaching practices in higher education
- Using technology to enhance instruction
- General education goals at KU: how they affect our teaching

Interested staff should contact CTE directly (#4199 or cte@ukans.edu) to register.

Shortly after the Teaching Summit, IC would like to sponsor an informal summit of our own staff on the library's role in supporting teaching and learning. We hope this will provide all of us with an opportunity to reflect upon what we learned in the larger teaching summit and to consider how well our current instructional programs are supporting the Library's and University's goals. The library-wide summit will take place on **Wednesday, August 30 from 3:00-4:30** in Conference Room A. A revised copy of the Libraries' Instruction Plan, which states our goals and objectives for instruction and includes some new sections on ideas for assessing the success of our efforts, is attached to this message.

We hope to see you there!

Instruction Council Members:

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

TRAVEL REPORT

Susan B. Case
Anschutz Library

ACRL: Rare Books and Manuscripts Section [RBMS] RBMS Preconference July 7, 2000

I attended the Rare Books and Manuscripts Section's Preconference to present an invited paper, "A Science of Shadows: Carbon Dust Illustrations From the Herrick Collection," which summarized my research [in progress] conducted in the Herrick Collection of Spencer Research Library's Special Collections Department. In the Herrick Collection are 24 original carbon dust scientific illustrations created by A.B. Streedain, an early 20th century University of Chicago scientific illustrator. The carbon dust technique was developed in 1911 by Max Brodel, an artist at the Johns Hopkins University's School of Medicine. My presentation focused on the reasons Brodel invented the carbon dust technique, Brodel's possible association with Streedain, and why the carbon dust technique was used to illustrate the scientific publications of C. Judson Herrick, a notable University of Chicago neuroanatomist.

ACRL: Science and Technology Section Program ALA Annual Conference July 8-10, 2000

I attended the following programs:

- E-books: the future is at our doorstep

This program included presentations by Susan Maciak [Univ. of Texas at Austin] and Brad Norris [netLibrary]. The potential use and impact of e-books on the sci/tech library were the focus of the presentations and discussion which followed. I have requested a copy of the presentors' texts for this interesting program and will be glad to share the copy with colleagues.

- Continuing developments in energy, science, and technology information

Judith Gilmore, a senior librarian from the U.S. Dept. of Energy's Office of Science and Technology Information [OSTI] highlighted new information services and products which provide internet access to research reports, federal R&D project summaries, journal literature, and preprints of interest to scientists, engineers, and the public. Several useful websites were described; my favorites were <http://www.osti.gov/graylit>, which provides a nexus for environmental and energy-related "gray literature" and technical reports from various government agencies, and <http://emsp.em.doe.gov/hain.htm>, which provides access to resources of the U.S. Environmental Management Scientific Program.

- Bibliographic instruction in sci/tech libraries: best practices

This program included lively discussion and excellent presentations which summarized “best practices” for teaching sci/tech students how to effectively find and use scientific information. I have printed summaries from each presenter, and would be glad to share them with colleagues.

- The Forum for Science and Technology Libraries: Research Program

The “Forum” is an appointed committee which reviews research in progress, and selects presenters for a research program held at ALA annual meetings. I attended the program as a new member of the Forum, and as a sci/tech librarian very interested to hear about research by colleagues. Topics discussed during the program included performance measures for e-journals; issues pertaining to recruitment, leadership characteristics, and productivity of science and engineering librarians; the “e-volution” of scholarly communication in Physics and Astronomy.

I am grateful to the Staff Development Committee for providing support for my attendance at the programs described above.

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

Travel Report

Name: Lea Currie

Name of Event: ALA Annual Conference, 2000

Dates of Travel: July 8-10, 2000

Department: Watson Reference

Location: Chicago

My trip to the Annual Conference was very brief this year. I arrived in Chicago just in time to join some other KU librarians for a boat tour of the architecture of Chicago. Since it was my first trip to Chicago, this was an excellent introduction to the city and a great way to get my bearings.

Next on my agenda was a meeting with Jeff Bullington, who is the co-chair of the New Members Round Table Mentoring Committee. We met with an interesting gentleman from the Netherlands, who Jeff and I were co-mentoring at this year's ALA. He is a vendor for a company that supplies materials to all public libraries in the Netherlands. His company is government owned, so it is a not-for-profit.

Sunday morning was spent at the McCormick Place visiting with vendors in the exhibit hall. Some of the more interesting offerings were Questia, the new company that really isn't selling anything yet, Gale, who has new databases offering links to full-text primary materials, and ProQuest, who was touting its extraordinary genealogy database.

My first committee meeting was Sunday, 2:30 p.m. – 4:30 p.m. I met with the RUSA/MARS (Machine-Assisted Reference Services) Products and Services Committee. Each summer we plan a Discussion Forum for Midwinter, usually inviting vendors to talk about the latest resources. This year we are planning a discussion on the economics of full-text publishing. We want participants to learn how much it really costs to publish full-text online. Invited to the discussion will be an e-book publisher, an encyclopedia publisher, and a non-profit publisher or a group who publishes a resource online, free of charge.

Monday morning I attended an orientation for Board Members and Chairs of New Members Round Table committees. I am the incoming chair of the NMRT Diversity Committee. This meeting was a great opportunity to meet with other NMRT Chairs and plan some liaison activities for the upcoming year.

I want to thank the Staff Development Committee for helping me pay for my trip to this conference.

**Minutes of the Executive Committee
Library Faculty Assembly
Tuesday, July 18, 2000
1:00-2:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Burich (VC, Chair-Elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- Anderson opened discussions on the recruitment and appointments to the Assembly's standing committees. Recommendations were heard. It was suggested that we remind colleagues (via a posting on the appropriate library list-serv) to submit on or before July 21, the form, a "Call for Volunteers: Appointed LFA Committees".
- In keeping with established practice, we made tentative appointments of LFA Executive Committee members as liaisons to five of the six LFA appointed committees. We hope to make the sixth appointment at our next meeting.
- The committee opened for discussion the subject of responsibility for the periodic update of the LFA intranet page. Recommendations will be heard at the next meeting.
- Charges to the standing committees will be a subject for discussion next meeting. In view of impending demands, during the coming semester, that strategic planning and its task forces will impose on our time, it was suggested that any special charges be carried out during the six-month period of January to June 2001.
- Next meeting, 1:00-2:30 p.m., Tuesday, July 25, 2000, Conference Room B, Watson Library.

Respectfully submitted,
Bryan Culp, Secretary



The University of Kansas Libraries

Number: 1532

Date: August 17, 2000

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

OUR LIBRARY 'FRIENDS'

Professor Norman Saul recently spotted a book in the Lawrence Public Library book sale with KU markings and held it out for possible return to its proper place. The book is: Francois-Xavier Martin, *The History of Louisiana from the earliest period* (New Orleans, 1827-1829. Only vol. II was in the book sale because vol. I was just where it was supposed to be – on the Watson shelves. These volumes were originally given to the University of Kansas in 1917 in memory of William B. Thayer. The first volume has an even more interesting bookplate: Edward Everett, with the latin motto "Patria Veritas Fides". I believe that this is the Edward Everett, one of the most famous orators in nineteenth century America. After a long career as Governor of Massachusetts, US representative and senator, and president of Harvard, Everett delivered the principal address at the dedication of the national cemetery at Gettysburg on November 19, 1863.

The restored and re-united volumes will be moved to special Collections. Thanks to the library's friends for their sharp eyes and generosity. And to Jim Helyar and Gordon Anderson who helped with this rescue operation.

Rich Ring

PERSONNEL ANNOUNCEMENTS

We are pleased to announce two staff appointments: **Lynn McCullough** has been appointed as a Library Assistant II in the Spahr Engineering Library, effective Monday, August 14th. Lynn worked previously for the Johnson County Community College Library and most recently as a Design and Production Specialist for Woodward Publications. She replaces Nancy Hawkins.

Frances Devlin has been appointed as Assistant to the Dean (Librarian I). Frances is currently employed as the Senior Interpretation Officer for the Canadian Customs and Revenue Agency. She has previous employment with the Deputy Minister's Office, Environment Canada, and the Canadian National Parks Office. She earned the MLS degree from the University of Western Ontario, and a BA in French from Wilfrid Laurier University, Waterloo. Frances's appointment becomes effective January 7, 2001.

Sandy Gilliland

WELCOME RECEPTION FOR RICHARD FYFFE

All staff are invited to attend a reception on Wednesday, August 16th, from 4:00 - 5:00 p.m. to welcome Richard Fyffe, new Asst. Dean for Scholarly Communication. Refreshments will be served.

Sandy Gilliland

(continued)

CLASSIFIED POSITION VACANCY ANNOUNCEMENT

Applications are now being accepted for a full-time Library Assistant III position in the Cataloging Department. This position is responsible for 1) Managing and coordinating the special Projects Unit, 50%; 2) Training and documentation, 30%; 3) Overseeing the processing of gift materials, 10%; and 4) Cataloging Management Team (CatMAT) and team building activities, 10%. Minimum qualifications: Independent work experience in library support work. Strongly preferred: Substantial library experience; Reading knowledge of one or more Western European languages; Experience using Windows 95, Windows 98 or Windows NT; Word processing skills; Flexible person with strong interpersonal skills who is able to work effectively and cooperatively as part of a team as well as independently in a wide variety of tasks in a changing work environment; Strong oral and written communication skills; 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 qualifications: Knowledge of Anglo-American Cataloguing Rules, 2d ed.; College coursework; OCLC experience; Knowledge of computer technology as it applies to libraries; Experience with Microsoft Word; Committed to the Department's team building and continuous improvement efforts; Values diversity and recognizes the benefits that come from many perspectives and cultures. The Library Assistant III beginning wage rate is \$11.34/hour. Library staff interested in applying for this position should contact Sandy Gilliland by no later than 5:00 p.m. Friday, August 25th. Students and other non-KU Libraries staff must apply directly with KU Human Resources, 101 Carruth-O'Leary Hall.

NOTE: The full position description is available on the shared U: drive under *Shared* folder. Click on the *Shared* folder, then the *Vacancies* folder, and then click on *LAIII Cataloging 7223* to view or print the full position description. Copies of the position description may also be requested from Rita Wilson, 4-3601.

UNCLASSIFIED VACANCY ANNOUNCEMENT

Applications are being accepted for the position of **Project Archivist** (full-time) with the Robert J. Dole Papers project. The Dole Papers comprise the historical papers and materials of U.S. Senator, Republican Leader, GOP Presidential nominee, and Kansas native, Bob Dole. The bulk of the Dole Papers (4000-plus linear feet and counting) were created during Bob Dole's thirty-five year public service career in the U.S. House and Senate. The Papers will be housed in the new Robert J. Dole Archive soon to be constructed on the Lawrence campus. The Project Archivist will assist the appraisal, arrangement, description and cataloging of the Dole House and Senate administrative, legislative, press, personal and campaign files, and materials created before and after Dole's House and Senate career. Specific responsibilities include migrating electronic accession data to Windows-based programs; training and supervising an archival assistant; sorting, foldering and describing the holdings in accordance with the principles of preservation and access of personal papers; assisting with the design and implementation of USMARC/OCLC formatted records and the HTML derivatives of MARC records; compiling finding aids; and serving as liaison to the KU Libraries' Cataloging Department for the cataloging of the reference holdings in the new Dole facility. In keeping with the Society of American Archivists's professional code of ethics for the administration of personal papers, a respect for confidentiality and the privacy of individuals is required. In addition, the Project Archivist will help implement the plans for relocating the collection to the new facility. The project archivist will report to the Dole Archivist. Required qualifications: MLS from an ALA-accredited program with coursework in archival studies; or Academy of Certified Archivists (ACA) certification; and/or graduate degree in historical administration and museum studies with coursework in U.S. history and political science. Knowledge of Archives, Personal Papers and Manuscripts (APPM) and other descriptive standards. Knowledge of OCLC and automated records management systems. Strong written and oral communication skills. Preferred: Experience with the processing of political

(continued)

papers. Experience with the USMARC/OCLC formats and cataloging; knowledge of 20th century American politics; supervisory experience. Annual salary: \$30,000 - \$32,500. 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: Sandra K. Gilliland, Assistant to the Dean; University of Kansas Libraries; Lawrence, KS 66045; Phone: (785) 864-8922; Fax (785) 864-5311; e-mail: sgilliland@ukans.edu. Review of applications will begin September 1, 2000. 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.

ATTACHMENTS

Travel Reports: Gordon Anderson

Committee Minutes:

LFA Executive Committee, 7/25/00

Watson Cataloging Department, Staff Assignments

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

Travel Report

Name: Gordon Anderson
Event: ALA 2000 Annual Conference
Dates of Travel: July 6-11, 2000

Department: Reference
Location: Chicago

I attend the semiannual ALA meetings primarily to meet with colleagues in the ALA/ACRL/Western European Studies Section. WESS is a very active and diverse group whose members are extremely busy during these ALA conferences.

In Chicago I began this particular ALA peregrination with the *AAU/ARL German Resources Project membership meeting* on July 6th. The GRP (<http://lcweb.loc.gov/loc/german/>) is devoted to expanding and enhancing resource-sharing and interlibrary loan between German and North American Research Libraries. (see <http://www.gbv.de>, English version, for more information about the German side of the project). German research libraries are extraordinarily rich in English-language and other foreign-language collections, and this project seeks to make these collections available to scholars in North America, and *vice versa*. The GRP is **not** a German-language ILL service, it is a genuine and far-reaching resource-sharing project across the bibliographic board. As Deborah Jakubs noted at the meeting, the German Resources Project demonstrates how area studies enhance all aspects of the research library's mission. The GRP is a model for other regional projects of the ARL's Global Resources Project.

The three-hour meeting focused on two areas. We first heard reports from the chairs of the GRP working groups: Collection Development [where I reside], Document-Delivery, Digital Libraries and Bibliographic Control. Most of the meeting was devoted to hearing presentations from subject librarians from several specialized libraries in Germany:

- Peter Altekrüger, Head of User Services at the Bibliothek des Ibero-Amerikanischen Instituts Berlin
- Tomas Bürger, Head of Special Collections and art librarian, Sächsische Landesbibliothek, Dresden
- Rachel Heuberger, subject specialist for Jewish Studies, Stadt- und Universitätsbibliothek Frankfurt/Main
- Dorothea Sommer, Deputy Director and librarian for Near Eastern Studies, Unversitäts- und Landesbibliothek Halle
- Claudia Fabian, Head of User Services and specialist for history, Bayerische Staatsbibliothek, Munich.

These libraries collections are fully part of the German Resources Project. The most immediate benefit to KU library scholars from the GRP is these libraries' participation in interlibrary loan.

Please contact me directly if you wish to learn more about the German Resource Project's services to library cooperation and research.

Saturday was full of meetings, beginning with a meeting of the *WESS Membership Committee*, of which I am the outgoing chair. We made final preparations for the coming Sunday-evening WESS social event (q.v. below), worked on plans for a WESS event at the March ACRL conference in Denver, and discussed other ways to attract and bring new WESS members more quickly into our main-stream activities.

At the *WESS Scandinavianists Discussion Group* we shared our analyses of online periodical indexes and subject databases available free from Scandinavian research libraries via the web. Mariann Tiblin, Germanic-studies bibliographer at the University of Minnesota, outlined the Scandinavian cooperative collection-development plan between the Universities of Minnesota and Wisconsin. I will be the chair of the Scandinavianists DG for the coming ALA midwinter and annual meetings.

The *WESS Research & Planning Committee*, along with the ALA International Relations Round Table and the Goethe-Institut USA/Canada hosted a program on "European Initiatives in Library Cooperation and Technology". The program featured four speakers and their topics:

- Patricia Manson, Directorate General Information Society for multimedia content and tools and cultural heritage applications: "Towards a European library space: European Commission initiatives in library networking and technologies"
- Dieter Fellner, Technical University of Braunschweig, and the Director of V3D2: "Digital library initiatives: Distributed Processing and Delivery of Documents"
- Christa Schoening-Walter, Society of Medical Documentation, German Research Society: "Digital Library Activities in Germany - Strategic Concepts and Major Projects"
- Ewald Brahm, German Res. Soc. and Univ. of Lower Saxony, Goettingen, "Overview: European digital library projects with the League of European Research Libraries"

Next the *Collection Development Working Group* of the German Resources Project met to continue working on an extensive plan for collection-development among GRP member libraries in North America and Germany. We also discussed a plan for several libraries to acquire jointly the collection of the now closed Erfurt (Germany) Pedagogical Institute Library.

Finally, Michele and Barbara Casalini, publishers of the periodical *Reference Reviews Europe Annual* (Fiesole: Casalini Libri -- for the online version, see <http://www.rre.casalini.com/RREO.htm>) invited the *RRE* editors, reviewers, and abstractors (of whom I am one) for a quiet party to celebrate the publication of the 1999 edition (also available on line). *RRE* is the English-language abridged version of the quarterly German publication *Informationsmittel für Bibliotheken* [Reference Sources for Libraries] (Berlin: Deutsches Bibliotheks Institut, 1993- ISSN: 0944-1867 -- also available online through the *RRE* web site).

Sunday meetings began with the *WESS Germanists Discussion Group*, where we heard report from Mike Olson (Harvard) on the March 2000 Leipzig Book Fair, an overview of the Deutsche Bibliothek and the work of the DB's national bibliographic services, a very interesting presentation by Gary Handman, Director of the Media Resources Center at UC-Berkeley, and Dick Hacken, [husband of KU's own Marianne Siegmund and] European Studies Bibliographer at BYU, on the latest developments, hurdles, and other aspects of acquiring German cinema on DVD.

The *WESS special topics discussion group* was led by Mariann Tiblin, who facilitated discussion on how to promote and foster development of special collections on European-language groups, particularly beyond established the German and Scandinavian collections to those of other European immigrant nationalities in the United States, and to expand "Europe" beyond the prevalent notion of Western Europe.

The *WESS social event* on Sunday evening was the acme of the conference, a real hit. Aboard *Chicago's First Lady*, the flagship of the Chicago Architecture Foundation's series of Chicago River architectural lecture-tours, we cruised the River and Lake Michigan in the late evening and twilight. The WESS Membership Committee (chaired by this writer) chartered the boat and hired a caterer to provide a wholesome buffet for two and one half hours of delightful weather, calm waters, and pleasant company. Our special fortune was soon thereafter followed by a dark and stormy night.

The Monday-morning *WESS program*, entitled "Italian Studies and Italian Cultural Presence in North America: A Tribute to the Life and Contributions of Mario Casalini [1926-1998]", a *Mensch* fondly remembered and deeply missed by a great many people. Mario's Casalini Libri, now ably led by his three children, has over the past 40 years been the key supplier of Italian-oriented materials to academic library collections in North America. The program featured four speakers:

- Dante Della Terza, Harvard University. "Italian Books in North America: the Role of Mario Casalini in Enriching Academic Collections."
- John Tedeschi, Librarian Emeritus, University of Wisconsin-Madison. "Transatlantic Correspondence: Roland H. Bainton and Delio Cantimori, 1932-1966,"
- Ingrid Rowland, Associate Professor of Art History, University of Chicago. "Athanasius Kircher, a Jesuit Scientist in Baroque Rome."
- Paul Gehl, The Newberry Library, Chicago. "Collecting for Today's History of the Book and Tomorrow's: or What's so New about the New History of the Book?"

The speakers' papers will be posted to *WESS Web* (<http://www.lib.virginia.edu/wess/index.html>). The 2001 WESS program will focus on the Iberian peninsula, with emphasis on emerging groups such as non-Castilian women writers, gay and lesbian publishing and writing, and North African immigrant literature.

For the last thirty-six hours my energies went toward attending the Monday-morning *WESS general membership meeting*, where this year's recipient of the Nijhoff award (10,000 Dutch guilders) was announced -- Jeffrey Larson, Yale University, will work in the Vatican on "Documenting the Dissemination of the Gregorian Calendar Reform [1582] in France During the Wars of Religion."; Monday afternoon visits with European vendors at the McCormick Place center; Monday-evening dinner with Lars, Faye, and Mel that evening; and a Tuesday-morning *WESS Executive Committee meeting*. Here we presented our individual committee reports and discussed progress on the combined WESS-SEES-ACRL exhibit to be held at the International Booksellers' and Librarians' Centre at the October 2000 Frankfurt Book Fair.

The Delta Airlines terminal at O'Hare Airport was pleasantly quiet on Tuesday afternoon.

As usual, I wish to thank warmly the Staff Development Committee for providing travel support so that I can attend in person these important meetings of the ALA/ACRL Western European Studies Section, both in the past and, I hope, in times to come.

**Minutes of the Executive Committee
Library Faculty Assembly
Tuesday, July 25, 2000
1:00-2:30 p.m.
Conference Room B, Watson Library**

Present: Anderson (Chair), Burich (VC, Chair-Elect), Christenberry (LI), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The minutes for July 18 were approved.
- We continued to discuss appointments to the Assembly's standing committees. Recommendations were heard, and the following appointments were made:

 Planning & Resources – Denise Stephens
 Staff Development – Stephanie Schaffner
 Research & Scholarly Activities – Sally Haines, Lyn Wolz
 Salaries & Benefits – Susan Craig
 Nominating & Ballot – David Pardue
 Code & Bylaws – Susan Case
- Nancy Burich will attend the Senate Libraries committee meetings as the representative of LFA Exec.
- We began discussion of committee charges for FY 2001. Rather than attempt to read all the annual reports, and discuss charges in this meeting, the appointed committee liaisons will read over the annual reports for their committees and propose charges to be discussed in a later meeting.
- The committee discussed the need for a procedural manual for LFA Exec. detailing common practices. Nancy Burich offered to document these common practices throughout the year and create a schedule that could be followed in future years. For example, perhaps elections could be held earlier in the year so that committee appointments can be made before July 1 of each year.
- Next meeting, 3:00-4:00 p.m., Monday, July 31, 2000, Conference Room A, Watson Library.

Respectfully submitted,
Mary Miller

WATSON CATALOGING DEPARTMENT

STAFF ASSIGNMENTS
(rev. 2-17-99 mrh; rev. 7-17-00 mrh)

PROCEDURE	PRIMARY RESPONSIBILITY	BACKUP	
Added copies	C. Rivera	D. Dyal	
Added copies (music scores)	D. Dyal	C. Rivera	
Added copies to multi-vol. sets	C. Rivera	D. Dyal	
Added vols.	M. Landon	K. Clodfelter	
Added vols. (teachers guides, etc.)	M. Landon	K. Clodfelter	
Added vols. (music scores)	D. Dyal	C. Rivera	
Analytics--classed together (added copies, added vols., replacements, reinstatements)	K. Clodfelter	M. Landon	
Analytics (recon)	G. Slater	B. Marvin	
Analytics (music scores)	D. Dyal		
AUTHORITY HEADINGS	<ul style="list-style-type: none"> • Conference name headings • Corporate name headings • Geographic headings • Personal name headings • Series headings • Subject headings • Uniform title headings (130) • Uniform title headings, Personal name/title (100/\$t) • Uniform title headings, Corporate or conference name/title (110, 111/\$t) 	<ul style="list-style-type: none"> W. Dyer W. Dyer K. Chapman W. Dyer K. Clodfelter M. Kottman K. Chapman W. Dyer K. Chapman 	<ul style="list-style-type: none"> K. Chapman A. Williams M. Kottman M. Landon K. Clodfelter M. Kottman M. Kottman, K. Chapman
	Bib record cancels (Full)	M. Roach	M. Kottman
	Book flow (any uncataloged materials entering Dept.)	M. Grafel	G. Slater, T. Gottstein
	Branch problems <i>see</i> Specific category under problems		
Brieflisting request <i>see</i> Hold: Requests (Rush)			
Cataloging Dept. Mail	W. Dyer	M. Kottman	
Cataloging Dept. Supplies	W. Dyer	M. Kottman	
Child Lit (PZ 4.5)	T. Gottstein	D. Dyal	

PROCEDURE		PRIMARY RESPONSIBILITY	BACKUP
Computer problems:	<ul style="list-style-type: none"> • Computer broken • OCLC down • Network down • Printer broken 	A. Slater, M. Roach A. Mauler, M. Roach A. Slater, M. Roach A. Slater, A. Mauler	A. Mauler A. Slater A. Mauler M. Roach
Documents bookflow & searching		T. Gottstein	C. Orth-Alfie
Dissertations & diss. replacements		S. Schippers	M. Grafel, D. Dyal
Duplicates		M. Grafel	C. Orth-Alfie
Gift processing		E. Mendoza	G. Gibbs, B. Marvin
HOLD:	<ul style="list-style-type: none"> • Added copies, added vols. • Inputting & shelving • Retrieval • Requests (Rush) • Searching 	C. Rivera C. Orth-Alfie M. Grafel M. Grafel T. Gottstein	D. Dyal, C. Orth-Alfie C. Rivera D. Dyal D. Dyal G. Slater
In-process searches		M. Grafel	G. Slater, T. Gottstein
In process in item status		D. Dyal	C. Rivera
Liaisons	<ul style="list-style-type: none"> • Document processing • East Asian • Kansas Collection • Map • Spencer 	C. Orth-Alfie J. Richardson A. Williams A. Mauler G. Gibbs	
NACO		J. Richardson	
OCLC bib and authority error reports (mailing)		K. Chapman	M. Roach
OCLC CatMe production		T. Gottstein	D. Dyal, M. Roach
OCLC producing		A. Mauler, M. Roach	
Passwords & Sign ons	<ul style="list-style-type: none"> • CICS • Dept. & lounge doors • Outlook • Network connection • Photocopy • Voyager 	A. Mauler K. Miller http://lark.cc.ukans.edu/cgiwrap/acctappl/services http://www2.lib.ukans.edu/ then click on "Request a Novell account" in left menu Supervisor M. Roach	Automation Automation A. Mauler J. Miller
Phone coordinator		M. Grafel	
Preservation photocopies		C. Rivera	G. Slater

PROCEDURE	PRIMARY RESPONSIBILITY	BACKUP
Problems <ul style="list-style-type: none"> • Authority records • Bib records • Call no. problems from marking • Call no. problems— other • Holdings record • Item record • Lost books • Misc. • Series • Title page marking (off disk & from branches) 	M. Kottman G. Slater G. Slater G. Slater, C. Rivera C. Rivera C. Rivera C. Rivera G. Slater K. Clodfelter G. Slater	K. Chapman A. Mauler C. Rivera G. Slater G. Slater G. Slater A. Mauler N. Rake A. Mauler
Reclasses, Misc.	D. Dyal	G. Slater
Reinstatements	C. Rivera	G. Slater
Replacements	C. Rivera	T. Gottstein
Replacements, Scores	D. Dyal	
Reserve record cancels	C. Rivera	C. Orth-Alfie
Retrospective Conversion	B. Marvin, M. Stamm	
Rush book flow	M. Grafel	D. Dyal, G. Slater
Serial problems	N. Rake	See anyone in Serials Cataloging
Serial recon	J. Fry	
Serial searching	See anyone in Serials Cataloging	
Serials vs. Monographs decisions	A. Slater	
Shelflist <i>see</i> Problems: Call no. problems		
Student Coordinator (Hiring)	B. Marvin	A. Mauler
Student Payroll	A. Mauler	B. Marvin
Theses & theses replacements	S. Schippers	M. Grafel, D. Dyal
Transfers	M. Landon	K. Clodfelter
Withdrawals (monographs)	W. Dyer	M. Kottman
Withdrawals (serials)	N. Rake	

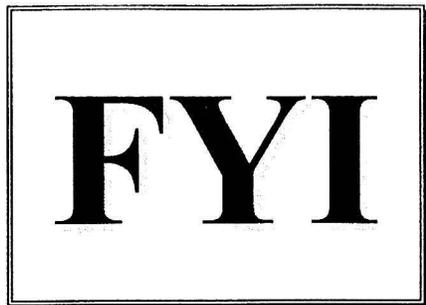
??? Do not know to whom to refer your question--G. Slater, A. Mauler or M. Kottman

The cataloging department has established an email account on Outlook for staff to report problems, and request services. To facilitate distribution of the incoming messages, the subject lines on incoming messages should be filled out with the appropriate topic listed below.

- To email about the cataloging services mentioned below you just need to type: watcatserv in the To field. This address is an alias (i.e. a simplified form of the name). If you use the address book you'll find the email address under: Library Watcat Service.
- To email the entire department (used mainly for announcements) the email address is: watcat-l.

Watson Cataloging Email accounts

Service	Subject Line	Responsibility	Address
856 link verification	856 link verification	M. Wilson	Library Watcat Service (or use alias: watcatserv)
Authority heading problems/updates (These are hyperlinks in OPAC)	Authority fix	K. Chapman	Library Watcat Service (or use alias: watcatserv)
Cataloger training	Training--Cataloger	S. Schippers	Library Watcat Service (or use alias: watcatserv)
Cataloging record problem/update (black text in OPAC)	Bib fix	A. Mauler	Library Watcat Service (or use alias: watcatserv)
Electronic resource catalog record problems (including request for Hotlink)	Electronic resources	M. Wilson	Library Watcat Service (or use alias: watcatserv)
Email entire department			Watcat-l
Holdings and location updates	Holdings updates	C. Rivera	Library Watcat Service (or use alias: watcatserv)
In process request	In Process Request	M. Grafel	Library Watcat Service (or use alias: watcatserv)
OCLC training	Training--OCLC	S. Schippers	Library Watcat Service (or use alias: watcatserv)
Reinstatements	Reinstatements	C. Rivera	Library Watcat Service (or use alias: watcatserv)
Reserve record deletes	Reserve deletes	C. Rivera	Library Watcat Service (or use alias: watcatserv)
Voyager training (This is for cataloging module training only)	Training--Voyager	S. Schippers	Library Watcat Service (or use alias: watcatserv)
Watson hold brief request	Watson Hold Brief Request	M. Grafel	Library Watcat Service (or use alias: watcatserv)



The University of Kansas Libraries

Number: 1533

Date: August 24, 2000

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

PUBLICATIONS DESIGNER SEARCH EXTENDED

The application deadline for the Libraries' Publications Designer position has been extended to September 5, 2000. This full-time, unclassified professional staff position (non-faculty) works in close collaboration with other library staff to conceptualize and design a wide range of publications (newsletters, brochures, fliers, posters, etc.) in support of the Libraries' external relations and instructional programs. Note: a full position description is available at: <http://www.lib.ukans.edu/about/PubDesigner.html>. **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. Experience designing Web-based publications and converting print publications to a Web environment. **(Additional required and preferred qualifications are included in the full position description.)** **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 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.

STRATEGIC PLANNING WEB SITE

There is a Web site full of interesting information about strategic planning at <http://www2.lib.ukans.edu/~staff/committees/strategicplanning/>. A listing of documents included is attached to this issue of FYI. Please take a look.

Jim Neeley

ATTACHMENTS

Travel Reports: (none)

Committee Minutes:

LFA Executive Committee, 7/31/00, 8/7/00

Coordinating Council, 7/12/00

Strategic Planning Website Outline

Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 7, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library

Present: Anderson (Chair), Burich (VC, Chair-Elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The minutes of July 31 meeting were approved.
- It was recommended the secretary consult the LFA Executive Secretary for past years to find out who has been responsible for updating the LFA Executive Committee/LFA intranet site. Culp will report to the committee.
- Citing inconsistencies in the Code & Bylaws regarding the role of ex-officio members on the standing committees, the chair reported on findings in *Roberts Rules of Order, Newly Revised* regarding the privileges of ex-officio members, in a word, "there being no distinction between him and other board members." Even if the ex-officio member should be outside the authority of the society [in this circumstance, presumably, KU Libraries], he "has all the privileges of board membership, including the right to make motions and to vote . . ." LFA Exec will refer this issue to the committee on Code & Bylaws for further consideration.
- LFA Exec continued from the last meeting review & discussion of standing committee special charges.

The committee discussed special charges to the Committee on Staff Development.

The committee discussed special charges to the Committee on Salary & Benefits.
- Next meeting, 3:00-4:30 p.m., Monday, August 21, 2000, Conference Room A, Watson Library.

Respectfully submitted,
Bryan Culp

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, July 31, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Burich (VC, Chair-Elect), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The minutes of July 25 meeting were approved.
- The chair requested that LFA Exec's liaisons to the standing committees notify the newly elect of their appointment. The liaison will request of the whole committee that it call a meeting for the election of officers, and that the committee report, forthwith, the results to LFA Exec.
- We continued from the last meeting review & discussion of standing committee special charges.

The chair submitted for discussion a proposal that LFA Exec convene a meeting to include the Dean, PRC, Classified Conference Exec, and Jim Neeley (chair, strategic planning) to discuss PRC's functions in strategic planning. The committee concurred.

The committee reviewed the special charges to the Committee on Salary & Benefits. It was suggested that the pending ARL salary analysis endorsed by the Dean include comparative data not limited to job category. Discussions are pending with S&BC members regarding FY 2000 discussions of the ARL salary analysis..

The committee reviewed the special charges to the Committee on Research & Scholarly Activities.

- Next meeting, 3:00-4:30 p.m., Monday, August 7, 2000, Conference Room A, Watson Library.

Respectfully submitted,
Bryan Culp

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

07/12/00

Present: Altenbernd, Baird, Clement, Coleman, Couch, Crowe, Currie, Gilliland, Gorman, Leon, K.Miller, J.Neeley, K.Neeley, Pierard, Rholes, Roach, Rosenbloom, Royer, Russell, B.Schaffner, Schulte, Spurling, Stephens, R.Wilson, Wolz (by phone)

Absent: G.Anderson, P.Bell, Burich, Cardell, Craig, Culp, Doll, Emde, Gibbs, Gillespie, Graves, Koepp, Krentz, J.Miller, R.Miller, S.Williams, M.Wilson

Welcoming New Members of Coordinating Council - Keith Russell

- Jan Altenbernd, Classified Conference Executive Board chair
- Gordon Anderson, LFA Executive chair
- Lee Currie, Diversity chair
- Becky Schulte, SRL Reader Services Librarian

Open Call for Brief Announcements of ALA Highlights (more details may be presented/requested for future CC meetings, other open meetings, and/or a Staff Development Sponsored ALA review, if one is held)

(I contacted everyone for a more in-depth version of their role at the ALA conference, rcw)

- Becky Schulte, with help from Jerry Niebaum, presented a seminar called "Collecting the Web" on July 6th at the Rare Books and Manuscripts section of ALA's pre-conference. Becky spoke about a project she'll be doing during her sabbatical on left and right wing political organizations. The research is being done to add to the Wilcox Collection on contemporary political movements. Becky presented to a full house with standing room only available.
- Brian Baird received the Esther J. Piercy Award, which includes a citation and a \$1,500 cash prize, on July 12th. This award recognizes early-career librarians who show outstanding promise for continuing contribution and leadership in the areas of collections and technical services librarianship. The selection committee noted Brian's leading role locally, nationally and internationally in the field of preservation and especially his enthusiastic willingness to share his expertise and commitment to preservation on the regional and national levels. He has contributed innovative ideas to library literature on a wide range of topics including conservation, binding, environmental controls, and collection surveys. He also created "Brittle," a cooperative program that enables subscribing libraries to purchase preservation photocopy replacements of embrittled books in a cost-effective manner.
- Denise Stephens presented, "GIS in Business Research: Its All About Relationships", at the ALA Meeting on July 8. The program was sponsored by the

Business Reference and Services section of RUSA (Reference and User Services Association). Her speech focused on the relationships (internal and external) that libraries must build in order to develop and sustain effective digital services like GIS.

- Susan Case presented a paper to the Rare Books & Manuscripts Section [of ACRL/ALA], 7 July 2000, in Chicago. The title of her presentation was: A Science of Shadows: Carbon Dust Illustrations from the Herrick Collection. She was reporting "research in progress" that she's conducting in the Herrick Collection [re: neuroanatomy] at KU's Spencer Research Library. In the Herrick Collection Susan has found 24 original scientific illustrations created with the carbon dust technique originated by Max Brodel. The Herrick Collection illustrations were created from 1913-1934 by A.B. Streedain, an artist at the University of Chicago. Her presentation focused on the reasons Brodel invented the carbon dust technique, Brodel's possible connections to A.B. Streedain and/or C. Judson Herrick, and Streedain's use of the carbon dust technique to illustrate the scientific publications of C. Judson Herrick.
- Texas A&M University hosted a meeting where they discussed the results of the SERVQUAL survey that was administered this past spring. Keith Russell, Julia Rholes and Vicki Coleman attended the meeting. Twelve institutions participated in this project. The data for KU almost mirrors the aggregate data. "Access to collections" is an area where we may consider improving services. Our "neat and professional appearance" exceeded the respondents expectations.
- Bill Crowe reported that he had spent a good deal of time on OCLC related matters at ALA. Keith Russell commented that he had seen Crowe act as master of ceremonies for the OCLC President's luncheon, which had a "Wizard of the Web" theme.
- Provost David Shulenburger was also a guest speaker
- Kent Miller was selected to fill a 3-year term as co-chair of a committee involved with library moves.

Update on Strategic Planning – Jim Neeley

The steering committee, consisting of Jim (chair), Jan Altenbernd, Peggy Bell, Kristin Eshelman, George Gibbs, Kathy Graves, Marianne Reed and Margaret Wilson, met June 22nd with Susan Jurow to plan the Libraries' strategic planning effort.

Keith Russell issued the committees' charge on KULIB and published it in the July 6th issue of FYI. All staff and student participation in the process is strongly encouraged. There will be ample opportunities for communication with all committee members through an e-mail address and a web site that will be available very soon. The final report will be due on December 20th.

Personnel Issues Update – Sandy Gilliland

- The search committee for the Assistant Special Collections Librarian, Digital Projects, position is reviewing applications. They hope to agree on three candidates and schedule interviews near the end of August.

- The search committee for the Publications Design position has been receiving applications. This is an unclassified professional position. The committee plans to ask a professional in this field to evaluate each applicants' portfolio of designs.
- A new position for a Reference Librarian at the Regents Center will be advertised soon. This will be an entry level position.

Facilities Updates – Kent Miller

Government Documents is in its last three days of life in Malott Hall. Staff will be moving at the end of this week. The Science Reference collection in Anschutz has been shifted to make room for the Government Documents collection. Refer people to Anschutz Reference desk for information. Denise Stephens is planning for no service disruptions during this move.

Other Topics and Announcements

Provost Dave Shulenburger has asked for a concerted effort from KU employees and students to conserve energy. This hot summer has taken a toll on utility resources.

Agenda for Future Coordinating Council Meetings

Lyn Wolz on the Security Conference

Margaret Wilson on CORC

Bill Crowe will show 'Wizard of the Web' video presented at an OCLC luncheon

Adjournment

Submitted by Rita Wilson

Strategic Planning 2000
Website Outline

URL: <http://www2.lib.ukans.edu/~staff/committees/strategicplanning/>

I. Coming Events

Calendar of staff events with links to articles

II. Charge from Dean Russell

III. Membership of Committees and Task Forces

A. Steering Committee

1. Contact the Steering Committee
2. Membership Roster
3. Steering Committee Meeting Schedule

B. <to be completed as task forces are appointed>

IV. Readings

A. Recommended by our Consultant

Article and book citations, with links, recommended by Susan Jurow

B. Recommended by the Steering Committee

Article and book citations with links

C. Recommended by Library Staff

Article and book citations with links

V. Library Mission and Vision Statements

A. Mission Statement (December 1993)

with a link to the 1993 Strategic Plan

B. Vision Statement (December 1993)

with a link to the 1993 Strategic Plan

VI. University Mission and Planning Documents

A. Statement of Institutional Mission

B. Chancellor's Convocation

1. 1995 Faculty Convocation Speech
2. 1999 Opening Convocation - Faculty and Staff

C. Committees Named to Work on a Strategic Plan

D. Report on the Chancellor's Campus-Wide Task Force on Administration and Reengineering

1. Part I - Restructuring
2. Part II - Reengineering

Strategic Planning 2000
Website Outline

- E. Initiative 2001 Task Force Reports (Act as One University, Serve Kansans, Building a Premier Learning Community)
 - 1. Initiative 2001
 - 2. Act as One University
 - 3. Serve Kansans
 - 4. Building a Premier Learning Community

VII. Notes from Public Meetings

- A. July All-Staff Meetings
- B. August Discussion Groups
 - 1. Information about August Discussion Groups
 - 2. Bulletin Board Information Sheet
 - 3. Notes from Discussion Flip-Charts
 - a. 10 August 2000 Discussion Group (with links to readings)
 - b. 16 August 2000 Discussion Group (with links to readings)
 - c. 22 August 2000 Discussion Group (with links to readings)
- C. Values Clarification
- D. Town Hall Meetings

VIII. Planning Timeline

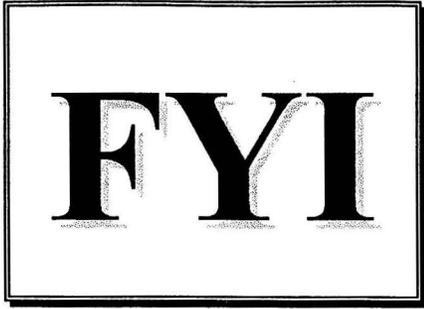
- A. Strategic Planning Plan
- B. <additional items to be added as they occur>

IX. Staff News Releases

- A. 14 July 2000 - Hello from SPSC 2000
- B. 17 July 2000 - Steering Committee Needs Your Help
- C. 01 August 2000 - August Discussion Groups
 - 1. Overview of Discussion Groups
 - 2. Discussion Group Details
 - a. Time, Date, Location, and Moderator
 - b. Links to discussion articles
 - 3. Steering Committee Contact Information
- D. 01 August 2000 - Invitation to Meet
- E. 18 August 2000 - Strategic Planning Bulletin Boards
 - 1. Link to Coming Events
 - 2. Link to Notes on Discussion Groups
 - 3. Link to instructions for accessing bulletin boards
 - 4. How to contact the Steering Committee

X. Previous Planning Projects

- A. 1993 Report
- B. 1997/1998 Planning Process



The University of Kansas Libraries

Number: 1534

Date: August 31, 2000

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

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

I am very pleased to announce that Brian Baird, Preservation Librarian, is the 2000 recipient of the Chancellor's Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee: Prof. Bill Carswell (Architecture & Urban Design), Lars Leon (Retrieval Services), Kathleen McClusky-Fawcett (Associate Provost), Brad Schaffner (Library Slavic Department), Becky Schulte (Kansas Collection), and Lyn Wolz (Regents Center Library). The committee's recommendation that Brian be the 2000 recipient was endorsed by me and Provost Shulenburger.

The University community will recognize Brian during the Faculty/Staff Convocation, September 6, 3:30 p.m. This is an occasion which, in former Chancellor Budig's words describing the award (which he established), "*allows us to underscore for our new students and their parents the University's emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff.*" The Library will honor Brian at a reception to be scheduled later this semester.

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

Keith W. Russell

PERSONNEL

Carol Miner, Library Assistant II in the Spahr Engineering Library, has announced her resignation. Carol joined the Libraries staff (in the former Serials Department) in December, 1980, having transferred from KU Printing Services. She promoted to a position in the Law Library in July, 1983 and returned to the Libraries (Cataloging Department) in April 1990. She promoted to her current position in the Engineering Library in May, 1991. Carol's resignation is effective September 8, 2000

Sandy Gilliland

ATTACHMENTS

Travel Reports: (none)

Committee Minutes: (none)

Johnson Room Announcement (aka manuscripts reading room, Dept. of Special Collections)

KENNETH SPENCER RESEARCH LIBRARY

Notice to Readers

Effective the week of August 21, 2000, the William Savage Johnson Memorial Room is being closed temporarily for renovation. All manuscripts-related reference books formerly shelved in the Johnson Room have been moved into the stacks and can be paged from the Department of Special Collections. Manuscript readers will now use the reading room at the west end of the third floor.

The Johnson Room is expected to be reopened in late November, 2000, to accommodate traditional book collections and readers who may need special accommodations, and will retain much the same ambiance intended by the donors who supported its original establishment in Watson Library. We are very pleased to announce that the room also will be available for use for some class sessions and to welcome groups as large as about forty persons for seminars, colloquia, and instructional sessions.

Among other new features, the room will include a contemporary lectern equipped to allow high-quality detailed projection of rare and fragile materials on site and from the Internet.

The KU community will be invited to a re-dedication of the room in Prof. Johnson's memory later this academic year.

Thank you for your patience during this period of transition.

William J. Crowe
Spencer Librarian



The University of Kansas Libraries

Number: 1535

Date: September 7, 2000

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

CLASSIFIED VACANCY

Due to Carol Miner's resignation (announced in last week's FYI), applications are now being accepted for a full-time Library Assistant II position in the Spahr Engineering Library. Responsibilities include: 1) Serials maintenance, 30%; 2) Bindery assistance, 10%; 3) Technical reports/standard/documents processing, 15%; 4) Book processing, 10%; 5) Interlibrary loan and document delivery, 15%; 6) Supervision and training, 10%, and 7) Reference & circulation assistance, 10%. (A full position description is available from Rita Wilson, 502 Watson, 4-3601.) Minimum qualifications: Job knowledge at an advanced level in library support work. Strongly preferred: Effective organization, interpersonal and communication skills; demonstrated successful attention to detailed work and problem solving; demonstrated ability to prioritize work and function independently; ability to supervise the work of others; ability to provide effective public service; ability to maintain a regular work schedule; accurate keyboard skills. Prefer: Experience with library technical services procedures; experience with serial processing; experience with the KU Libraries Voyager online catalog and acquisitions -serials modules. To apply, contact Sandy Gilliland, 4-8922 (sgilliland@ukans.edu) for application instructions. Applications must be received by 5:00 p.m. Friday, September 15, 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.

DIRECT DEPOSIT OPTIONS INCREASE

Due to the recent upgrade of the Human Resource and Payroll PeopleSoft system, staff may now take advantage of more options regarding direct deposit of their payroll checks. Payroll direct deposits can now be made to multiple accounts in multiple financial institutions. Each employee may designate up to a maximum of 6 financial institutions with up to 10 accounts in each institution. Employees can also request a combination of direct deposit accounts and still receive a paper check for a portion of their pay. If you are interested in changing your direct deposit status (to add additional accounts), please access the Electronic Fund Transfer (EFT) form available via the internet, at: <http://www.comptroller.ukans.edu>. Click on the "download forms" option, then scroll down to the "payroll forms" option and click on the preferred choice of EFT form (PDF or Excel formats). You will have to print out the form, and then fill it in by hand (or typewriter). You must attach a deposit slip, check, or some other documentation that verifies each account number you wish to have your funds deposited into. Send all of the information to: Marilyn Zishka, KU Payroll Office, Carruth-O'Leary Hall. Contact Barb Woodruff or Sandy Gilliland if you have any questions.

Sandy Gilliland

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REMINDER OF SABBATICAL LEAVE APPLICATION DEADLINE

Applications for Sabbatical Leave during FY2002 are due in the Office of the Provost by November 1, 2000. Any KU Libraries faculty who meets the eligibility criteria and who is interested in applying for Sabbatical Leave must complete the application form and submit it to Sandy Gilliland by no later than Monday, October 2, 2000. The Library Committee on Promotion and Tenure (LCPT) will review applications for Sabbatical Leave and provide Dean Russell with its assessment of each application.

Any eligible library faculty member may submit an application for Sabbatical Leave without the endorsement of the Dean. Such applications must reach the Office of the Provost by September 15, 2000, and they will be referred to LCPT for comment (they will be treated in the same manner as other Sabbatical Leave applications).

Eligibility criteria are outlined in the May, 2000 memo from the University Committee on Sabbatical Leaves to all faculty. Contact Sandy Gilliland for a copy of the memo and application forms, or you may access application forms and instructions from the following website:
<http://www.ukans.edu/~provost/forms>.

Sandy Gilliland

The staff of the Kenneth Spencer Research Library
University of Kansas
invite friends and colleagues to
a Reception to honor

Deborah Dandridge

on her promotion in academic rank and award of tenure at KU

Thursday, 21 September 2000
from 3:30 p.m. until 5:00 p.m.
in The Spencer Lounge

For additional information, please contact
SHERYL K. WILLIAMS, Curator of the Kansas Collection and University Archivist
(785 864-4274; swilliam@ukans.edu)

ATTACHMENTS

Travel Reports: Cindy Pierard
Committee Minutes: (none)

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Staff Development Committee Travel Report

Staff Member: *Cindy Pierard*
Department: *Reference/Instruction*
Event: *ACRL Institute for Information Literacy Immersion '00 program*
Location: *University of Washington – Seattle*
Dates: *August 5-9, 2000*

The Institute for Information Literacy was established by the Association of College & Research Libraries (ACRL) in 1998 for the purpose of: preparing librarians to become effective teachers in information literacy programs; supporting librarians, other educators and administrators in playing a leadership role in the development and implementation of information literacy programs; and forging new relationships throughout the educational community to work towards information literacy curriculum development. I participated in this year's Immersion '00 institute, held August 5-9, at the University of Washington in Seattle.

Ninety librarians from across the country and around the world (Australia, New Zealand, Canada, and Jamaica, anyway) participated in the program. Institute participants were selected to participate in one of two tracks: Track I, designed for new librarians or instruction librarians who are interested in enhancing, refreshing, or extending their individual instruction skills which can be applied to instruction programs; or Track II, designed for instruction librarians who seek to further develop, integrate, or advance an information literacy program within their institution. I was selected to participate in Track II.

The faculty for the Institute, Debra Gilchrist (Pierce College), Susan Barnes-Whyte (Linfield College), Joan Kaplowitz (UCLA), Karen Williams (University of Arizona), and Anne Zald (University of Washington) led us through 4.5 days of presentation, discussion, and reflection upon such topics as change dynamics within higher education and within library organizations, institutional outcomes assessment, scalability, distributed learning, and the integration of teaching, learning and technology. Each Track II participant wrote a case study describing their institution's instructional environment in advance of the Institute. While in Washington, we were charged to develop an "action plan" for some aspect of our program that we wanted to strengthen or enhance, incorporating some of the information and techniques that we covered during our group sessions. To support us in this effort, the 30 Track II participants were subdivided into six cohort groups. We met in these groups to discuss our case studies and to begin deciding which facet of our programs we wanted to tackle and how.

I chose to focus my action plan on ideas for enhancing our instructional outreach within the various disciplines at KU. I believe the University climate is very favorable to the idea of students' developing research skills within their majors: *We must redesign our undergraduate programs so that every undergraduate student will undertake a research experience that is discipline appropriate – Provost's 1998 Convocation Address on "Creating Premier Learning Communities."* This is also a logical extension of the proposed goals for KU's general education program, which include a goal for the educational experience to help students: *enhance the skills and knowledge needed to research, organize, evaluate and apply new information and develop a spirit of critical inquiry and intellectual integrity.* And, this effort complements some of the discussions we will be beginning within the Libraries and throughout the University with regards to scholarly communication – how the different formats of information materials support the University's goals of fostering excellence in teaching and research. In the coming months, I hope to further refine some directions for these efforts in the coming months, based upon conversations with various groups in the Libraries, including the Instruction Council, bibliographers, and Assistant Deans Fyffe and Rholes.

Attending the Immersion '00 program was a marvelous experience, particularly for the opportunity it afforded me to talk with other folks who do what I do and who are all trying to do a better job with developing library and information competencies within our institutions. I met many terrific people, picked up some good ideas, and managed to rise above a steady diet of less-than-inspiring UW dorm food. I would like to thank the Kansas Library Association's Continuing Education committee, the KU Libraries Staff Development Committee, and Dean Russell, whose financial support made my participation in this program possible.



The University of Kansas Libraries

Number: 1536 Date: September 14, 2000

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

PAULETTE DIFILIPPO ANNOUNCES RESIGNATION

Paulette DiFilippo, Reference Librarian, has announced her resignation. Paulette began employment with the Libraries in July, 1980 as a Science Cataloger. Throughout Paulette's 20-plus years in the KU Libraries she has served as Head of the Catalog Maintenance Section, Head of the Authorities Unit, acting co-head of the Cataloging Department, Special Projects Cataloger, Monographic cataloger, and NACO Coordinator. In the mid-1980's Paulette's interest in reference services was fulfilled by working a few shifts each week at the Watson Reference Desk. In 1992, Reference assistance was added to her formal assignment on a part-time basis, and in 1993 this assignment became one-half of Paulette's duties. She assumed her current, full-time Reference Librarian assignment in July, 1999. Paulette's resignation becomes effective October 15, 2000.

Keith Russell

CLASSIFIED VACANCY: RECRUITMENT EXTENDED

The application deadline for the Night & Weekend Supervisor position in Watson Circulation has been extended. Potential applicants are encouraged to contact Rita Wilson for a copy of the full position description.

This position is responsible for supervising the Watson Library Circulation Desk during primarily the evening and weekend hours when classes are in session. In addition, the position will be responsible for providing public service and performing other duties as assigned. The typical work schedule for this position is: 3:00 p.m.--midnight, Sunday--Thursday. During the summer session (June--July), a typical schedule will be 1:00--5:00 p.m. on Sunday, and 11:00 a.m.--9:00 p.m., Monday--Thursday. When classes are not in session, the normal work schedule will be 8:00 a.m.--5:00 p.m., Monday--Friday. A 25-cent per hour shift differential will be added to the regular hourly pay of \$9.33 for the schedules that include evening hours. Strongly prefer: Library work experience. Strong commitment to providing quality public service. Ability to communicate effectively with a diverse public. Ability to supervise and motivate part-time student staff. Ability to participate in developing and implementing training programs. Ability to work accurately with detail. Ability to work under pressure and to handle work-related stress. Experience/knowledge with computer applications. Prefer: Experience with facilitating communication in a work and/or public service environment. Ability to work as part of a team as well as independently. Experience in supervising and training staff. Library public service experience. Knowledge of KU library collections and organization. Familiarity with library classification schemes.

(continued)

Applications must be received by 5:00 p.m. Friday, September 22, 2000. Please contact Sandy Gilliland, 4-8922, for application instructions.

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Sandy Gilliland

SEXUAL HARRASSMENT IN THE WORKPLACE

All library staff are encouraged to attend one of two seminars on Sexual Harrassment, presented by Danielle Dempsey-Swopes and Steve Ramirez, both from KU's Office of Equal Opportunity. Danielle and Steve will present two identical 2-hour programs on "Sexual Harrassment in the Workplace", as follows:

Thursday, September 28th, 10:00 - 12:00

-and-

Thursday, October 19th, 2:00 - 4:00

Additional information will be forthcoming. Please pre-register by contacting Rita Wilson, 4-3601. Both sessions will be held in Watson Conference Rooms A/B. Refreshments will be served.

Sandy Gilliland

HAPPY BIRTHDAY, LAWRENCE!

This weekend is the 146th birthday of Lawrence and a small exhibit of drawn from the collections of the Kansas Collection will be on display at the Lawrence Public Library to mark the anniversary.

"Only Yesterday: Remembering the Lawrence Centenary" recalls the 1954 celebrations that marked the 100th anniversary of the founding of Lawrence. The exhibit includes photographs of parades, printed posters and programs for events held during the centennial year. One of the documents on display lists the names of more than 200 children and adults who took part in pageants, plays, and performances of the day.

The exhibit will be on display from Friday, 15 September, through Monday, 18 September.

Bruce Flanders, director of the Lawrence Public Library, and Bill Crowe, Spencer Librarian, noted that the display anticipates the work of the Lawrence Sesquicentennial Commission. The Sesquicentennial Commission, under the leadership of Clenece Hills, has already begun to plan for the 2004 celebration. Current information about the Commission and its work may be found at <http://www.lawrence150.org>. "This is a first of several 'countdown' events to Lawrence's 150th birthday," remarked Crowe. Flanders and Crowe hope that the periodic displays encourage the community to take advantage of the remarkable library collections available here in Lawrence.

Mary Rosenbloor

(continued)

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FALL EVENTS CALENDAR

Attached to this issue of FYI you will find a copy of the Libraries' and Friends of the Libraries fall events calendar. Also attached are descriptions of the "Saturday Mornings at the Library" workshops. I hope you find an event or two that captures your fancy.

Mary Rosenbloom

BIBLIOGRAPHER LIST

Changes have been made to the bibliographer subject list. Please see the updated list in this FYI. Send any corrections to Carol Ann Vernon, cavernon@ukans.edu (4-8837).

Carol Ann Vernon

ATTACHMENTS

Travel Reports: (none)
Committee Minutes: (none)
Saturday Mornings at the Library
Fall 2000 Calendar
Bibliographer's List

The University of Kansas Libraries Present:

**Saturday Mornings at the Library:
informal workshops for the curious**

Fall Schedule

Saturday, September 30
10:30-11:30
Kansas Collection
Spencer Research Library

Don't Throw it Away, It Might be History!

Sherry Williams, curator of the Kansas Collection and University Archivist, will talk with participants about how the printed and written documents of our daily life become invaluable tools for historians. Scrap books, photo albums, letters from family and friends, appointment calendars, keepsakes and programs from events and ceremonies will all help scholars in the years to come make sense of life at the beginning of the 21st century. What do you have in your closets, drawers, and boxes? Are they worth hanging on to?

Saturday, October 14
10:30-11:30
Stannard Conservation Laboratory
Watson Library, 1st level

Preserving Your Personal Collections

Brian Baird, Preservation Librarian, will discuss how people can preserve their personal collections of books, documents, computer files, and audio/visual materials. The presentation will involve lively discussion from participants who are encouraged to bring examples of items they wish to preserve. Participants will receive a brochure that gives practical preservation strategies and lists vendor information on where preservation and storage supplies can be purchased.

Saturday, November 4
10:30-11:30
Clark Instruction Center
Watson Library, 3rd level

Arm Chair Traveling on the World Wide Web

Why leave home when you can visit so many interesting destinations on the Web? Then again, if you do want to get out and about, how can you get the best rates on airfares and hotels? Susan Craig, Art & Architecture Librarian, and Cindy Pierard, Instruction Coordinator, will show you how to identify good travel information sites, find restaurant and hotel reviews, learn about exhibitions, theater performances, and other scheduled events, and make your reservations. Easier than going to a travel agent? Maybe not, but sometimes cheaper and always lots of fun!

Saturday, December 2
10:30-noon
Linda Hall Library
5109 Cherry Street
Kansas City, MO

An Abundance of Treasure: Rare Books from Linda Hall Library and Spencer Research Library

Bruce Bradley, of Linda Hall Library, and Rick Clement, head of KU's Dept. of Special Collections, will show and discuss books and manuscripts from the 16th through 19th centuries that illustrate strengths of each collection but also highlight how they complement each other. This is a chance to have a close-up look at these treasures. Scholars and book lovers in the Kansas City metro area certainly have extraordinary resources available to them!

LUNCH TO FOLLOW—see registration form.

**Workshops are free and open to the public. For more information call,
Mary Rosenbloom, External Relations Librarian, 785/864-8921.**

Fall 2000
CALENDAR

September 30th, 10:30 a.m.

Don't Throw it Away, It Might be History!
(Saturday Mornings at the Library, see separate flyer)
Kansas Collection, Spencer Research Library

October 14th, 10:30 a.m.

Preserving Your Personal Collections
(Saturday Mornings at the Library, see separate flyer)
Stannard Conservation Laboratory, Watson Library,
1st level

October 24th, 4:00-6:00 p.m.

New Music & Dance Library Open House
240 Murphy Hall

Join the Friends to celebrate the completion of the new Music and Dance Library that opened this summer in the Murphy Hall addition. A brief program will begin at 4:00 followed by tours of the impressive facility and refreshments.

October 29th, 7:30 p.m.

Instrumental Collegium Musicum Concert
Spencer Research Library, North Gallery

The Instrumental Collegium Musicum, led by Prof. Paul Laird, will perform early music drawn from the holdings of the Department of Special Collections.

November 3rd, 2:00-4:00 p.m.

Publication Party and Book Signing for
Our Town on the Plains: J. J. Pennell's Photographs of Junction City, Kansas, 1893-1922
Geary County Historical Society Museum, Junction City

Author James R. Shortridge and contributor John Pultz will give an illustrated talk on this new book from the University Press of Kansas. The Pennell Collection is held by the Kansas Collection, Spencer Research Library.

November 4th, 10:30 a.m.

Arm Chair Traveling on the World Wide Web
(Saturday Mornings at the Library, see separate flyer)
Clark Instruction Center, Watson Library, 3rd level

November 8th, TBA

Provost/Library Seminar on Scholarly Communication

Please watch for more information about this important seminar to discuss the challenges to the academy's traditional modes of communicating research and knowledge and what today's scholars can do to influence the development of new models of scholarly communication.

November 18th, 5:50 p.m.

KU Friends of the Library Annual Fall Meeting

Early Maps of New England
Spencer Research Library, terrace level

An exhibition of early maps of New England drawn from the holdings of the Department of Special Collections and the Thomas R. Smith Map Collection will be the focus of the annual fall meeting. The exhibition is mounted in celebration of Barbara McCorkle's forthcoming cartobibliography to be published by the John Carter Brown Library of Brown University. After a reception and dinner, Barbara will delight Friends with an account of her map sleuthing in libraries near and far.

December 2nd, 10:30 a.m.

An Abundance of Treasure: Rare books from the Linda Hall Library and the KU Department of Special Collections
(Saturday Mornings at the Library, see separate flyer)
Linda Hall Library, Kansas City, Mo.

University of Kansas Libraries Bibliographers

Subject	Bibliographer	Phone	E-mail address
African Studies	Ken Lohrentz	4-4593	<i>klohrentz@ukans.edu</i>
American Studies	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>
Anthropology	Jeffrey Bullington	4-8994	<i>jbullington@ukans.edu</i>
Architecture	Susan Craig	4-3020	<i>scraig@ukans.edu</i>
Art & Art History	Susan Craig	4-3020	<i>scraig@ukans.edu</i>
Bibliography & Reference	Faye Christenberry	4-8992	<i>fchristenberry@ukans.edu</i>
Business	Loretta Spurling	4-8945	<i>spurling@ukans.edu</i>
Chemistry	Connie Powell	4-8831	<i>cpowell@ukans.edu</i>
Chinese Studies	Vickie Doll	4-4669	<i>vdoll@ukans.edu</i>
Classics	Rich Ring	4-3425	<i>richring@ukans.edu</i>
Communication Studies	Jeffrey Bullington	4-8994	<i>jbullington@ukans.edu</i>
Comparative Literature	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
Computer Science	Kathleen Neeley	4-3875	<i>kneeley@ukans.edu</i>
Cultural Diversity	Lea H. Currie	4-8997	<i>lcurrie@ukans.edu</i>
Dance	Vic Cardell	4-3282	<i>vcardell@ukans.edu</i>
Design	Susan Craig	4-3020	<i>scraig@ukans.edu</i>
Dole Collection	Bryan Culp	4-2030	<i>bculp@ukans.edu</i>
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Electronic Information	Jim Neeley	4-3036	<i>jneeley@ukans.edu</i>
Engineering	Kathleen Neeley	4-3875	<i>kneeley@ukans.edu</i>
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Entomology	Susan Case	4-8828	<i>scase@ukans.edu</i>
Environmental Studies	Susan Case	4-8828	<i>scase@ukans.edu</i>
Film	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
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French & Italian Languages & Literatures	Rich Ring	4-3425	<i>richring@ukans.edu</i>
Geography	Donna Koepp	4-4662	<i>dkoepp@ukans.edu</i>
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Germanic Languages & Literatures	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>
Gerontology	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
Government Publications, International	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
Government Publications, U.S.	Ken Lohrentz	4-4593	<i>klohrentz@ukans.edu</i>
Health Policy & Management	Loretta Spurling	4-8945	<i>spurling@ukans.edu</i>
Health, Sport & Exercise Science	Lea H. Currie	4-8997	<i>lcurrie@ukans.edu</i>
Historical Administration & Museum Studies	Sherry Williams	4-2027	<i>swilliam@ukans.edu</i>

Subject	Bibliographer	Phone	E-mail address
History, United States	Gordon Anderson	4-8999	<i>ganderson@ukans.edu</i>
History, World	Rich Ring	4-3425	<i>richring@ukans.edu</i>
Human Development & Family Life	Julie Waters	4-8829	<i>jwaters@ukans.edu</i>
Indigenous Studies	Richard Fyffe	4-4611	<i>rfyffe@ukans.edu</i>
Japanese Studies	Michiko Ito	4-4669	<i>mito@ukans.edu</i>
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Pharmacy	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
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Public Administration	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
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Science & Technology Reference	Connie Powell	4-8831	<i>cpowell@ukans.edu</i>
Slavic Languages and Literatures	Brad Schaffner	4-3957	<i>bschaffn@ukans.edu</i>
Social Welfare	Cindy Pierard	4-8990	<i>cpierard@ukans.edu</i>
Sociology	Jeffrey Bullington	4-8994	<i>jbullington@ukans.edu</i>
Spanish and Portuguese Languages and Literatures	Jana Krentz	4-3351	<i>jkrentz@ukans.edu</i>
Special Collections (Rare Books & Manuscripts)	Richard Clement	4-4217	<i>rclement@ukans.edu</i>
Speech, Language and Hearing	Judith Emde	4-4931	<i>jemde@ukans.edu</i>
Theater	Rob Melton	4-3378	<i>rmelton@ukans.edu</i>
University Archives	Sherry Williams	4-2027	<i>swilliam@ukans.edu</i>
Urban Planning	Roger Anderson	4-4526	<i>randerson@ukans.edu</i>
Wilcox Collection	Becky Schulte	4-2024	<i>bschulte@ukans.edu</i>
Women's Studies	Faye Christenberry	4-8992	<i>fchristenberry@ukans.edu</i>



The University of Kansas Libraries

Number: 1538

Date: October 12, 2000

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

PERSONNEL ANNOUNCEMENTS

Joshua Nichols, Library Assistant I in Retrieval Services, has been promoted to the Library Assistant II position in the Engineering Library, effective October 15th. Joshua worked as a student assistant in the Anschutz Library for a couple of years while attending KU, and he was hired as a LAI in Retrieval Services last April. Joshua replaces Carol Miner.

Emily Bergers has been appointed as a Program Assistant in the Department for Spain, Portugal and Latin America (SPLAT), effective October 15, 2000. Emily earned a BA degree in Anthropology and Latin American Studies from KU. She is currently employed on campus in the Department of Student Housing. Emily replaces Jill Sibley.

Sandy Gilliland

HEALTH INSURANCE / KANELECT

As a reminder, if you are currently enrolled in Cigna or Kaiser health insurance, or Protective Dental Care, you must change your insurance company for the new calendar year (these health insurance companies will not be offered next year). In addition, if you participate in the KanElect flexible spending accounts program, you must re-enroll for next calendar year. All changes and enrollments must be completed on-line, via the State's Aksess website. A computer terminal located in the Libraries Administrative Office has been dedicated for staff use. Please contact Rita Wilson, 4-3601 (rcwilson) to reserve a date/time for using the computer. You must have your employee ID number and PIN(password) in order to enter your changes. Additional information has been sent to staff via e-mail and regular mail. OPEN MEETINGS will be held Friday, October 13th to inform staff of changes in health coverage, as follows: 9:30-10:30 a.m. and 1:00-2:00 p.m. (both sessions will be held in the Computer Center Auditorium).

Sandy Gilliland

ATTACHMENTS

Travel Reports: Kathy Graves, Brad Schaffner (3)
Committee Minutes: (none)

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

Name: Kathy Graves
Name of Event: CULS Fall Conference
Dates of Travel: October 5-6, 2000

Department: Watson Reference
Location: McPherson, KS

I attended this year's conference, "Sustaining our roots; Enriching our libraries" with Cindy Pierard and I was pleased to see many other KU Libraries staff members in attendance as well.

The General Session address, which opened the conference at 1:15 pm on Thursday, was presented by Paul Kobulnicky, Vice Chancellor for Information Services and University Librarian at the University of Connecticut. His presentation was entitled, "The Full Meal Deal: What IT and Libraries Bring to the Plate." He addressed the attributes of and interactions between information technologists and librarians in higher education. I next attended a session presented by Terri Summey of Emporia State University, entitled "Who's out there in CyberLearning: Creating a profile of distance learners for library services." Terri reviewed the ACRL Guidelines for Distance Learning Services, discussed distance education at ESU, then discussed distance learning at the School of Library and Information Management as well as profiling SLIM distance learners. She discussed services offered to and proposed for distance learners. The last Thursday afternoon session I attended was "The Changing Role of Department Heads in Academic Libraries," presented by Sha Li Zhang, Head of Technical Services, at Wichita State University Libraries. This turned out not to be what I expected as she basically reviewed job ads from the 1960s to 1990s to determine how duties and requirements had changed during those decades.

Thursday evening we were bused to the Kauffman Museum in North Newton for a catered dinner of traditional Mennonite foods – including borscht, verenicke (dumplings), zweiback (buns), cucumber salad, and German chocolate cake. Tables were set up throughout the exhibits and I ate with a stuffed buffalo peering at me! This is an interesting little museum focusing on the immigration of the Mennonites to Kansas in the 1870s and I would recommend a visit if you are in the area.

Friday Cindy and I managed to get ourselves to the 7 am breakfast which was followed by the 7:30 am Library Instruction Round Table (LIRT) business meeting – Cindy is the present Chair of LIRT and focused the discussion on topics for a LIRT session presentation at the Tri-Conference next spring. I attended a session presented by David Duncan of WSU Libraries, "Internet inspirations I: the nuts and bolts of virtual instruction" followed by another session, "Public services and network services: talking together, working together. This was a lively panel discussion (Cindy was a panelist!) that focused on facilitating improved interaction between public services and computer/network services staffs in academic libraries.

The conference was interesting and informative and I am always glad for opportunities to visit with my Kansas library colleagues. I appreciate the support of the Staff Development Committee which subsidized my conference expenses.

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

Travel Report

Name: Brad Schaffner

Department: Slavic

Name of Event: The Annual Slavic Librarians' Conference

Location: The University of Illinois, Urbana.

Dates of Travel: June 20-23, 2000

The 10th Annual Slavic Librarians' Conference was held at the University of Illinois Libraries on June 21-23, 2000. It was hosted by the University of Illinois Center for Russian and East European Studies and was funded in part by the US Department of Education. The conference provides the opportunity for Slavic librarians from the US, Canada, and East Central Europe to meet and discuss issues of mutual concern. Although the conference is always held at the University of Illinois, the Slavic librarian who organizes the conference changes from year-to-year. As a result, the focus of the conference changes each year because the sessions and panels generally reflect the interests and concerns of the organizer. This year there were sessions devoted to cataloging, electronic resources, acquisitions, and reference. The organizer of this conference is a Slavic librarian at the University of Chicago. The Slavic Department at the UC Library still acquires over half of their new publications on exchange (most US libraries now acquire a majority of their materials from vendors). Therefore, it was surprising that there was no session devoted to the current state of book and serial exchanges.

I led a discussion on the development of a proposal to ARL's Global Resources Programs for the Slavic world area. It appears that we will propose the creation of a document delivery program, similar to the Japan and Germany projects.

I would like to thank Staff Development for providing funding so I could attend this conference.

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

Travel Report

Name: Brad Schaffner

Department: Slavic

Name of Event: American Library Association's Annual Conference

Location: Chicago, Illinois

Dates of Travel: July 6-11, 2000

As in past years, my main reason for going to the ALA conference is to attend meetings of the Slavic and East European Section (SEES) of ACRL. I continue to chair the SEES Preservation Committee. Thanks to Brian Baird's help, I was able to arrange a small program on the de-acidification of books and paper. Robert J. Strauss of Preservation Technologies explained how de-acidification works and why it is an important preservation technique. He also talked about Preservation Technologies experience with working on Slavic and other international publications. The talk generated a lively discussion about the pros and cons of this process.

In addition to attending SEES meetings, I'm also a member of ALA's International Relations Committee Eurasia and Central Asia Subcommittee. The bulk of this meeting was spent planning a program for the next annual meeting in San Francisco.

Along with attending meetings, I also served as the discussant for the SEES Annual Program. The Program focused on changes that have taken place in Slavic librarianship over the past decade. Speakers included June Pachuta Farris, Bibliographer, Slavic & East European Studies at the University of Chicago Regenstein Library; Allan Urbanic, Slavic & East European Librarian at the University of California Berkeley; and Teresa Tickle, Slavic, East European, and Central Asian Bibliographer at Michigan State University in East Lansing, MI.

I would like to thank the Staff Development Committee for providing partial funding so I could attend this meeting.

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

Travel Report

Name: Brad Schaffner

Department: Slavic

Name of Event: 5th International Slavic Librarians' Conference

Location: Tallinn, Estonia

Dates of Travel: July 22 – August 2, 2000

The International Slavic Librarian's Conference is held every five years in conjunction with the International Council for Central and East European Studies' (ICCEES) World Congress. (The World Congress was held immediately following the librarians' conference in Tampere, Finland.) The theme of the Tallinn conference was "Libraries in Open Society." The National Library of Estonia hosted the conference in its conference and meeting center. Completed in 1996, the National Library was a wonderful place to hold the meetings. Slavic librarians from over 20 different countries attended the conference.

As with most international gatherings, there was a broad array topics discussed during the sessions ranging from cooperative collection development to the creation of new electronic resources for Slavic studies. I organized the panel "Preserving Slavic Collections for Future Generations." The panel provided a forum for the discussion of issues related to the preservation of materials published in East Central Europe and the countries of the former Soviet Union. Three papers examining various aspects of the preservation of library collections were presented. My paper focused on the evaluation of the condition of Slavic collections, while the other two, presented by the Slavic librarian at Indiana University and the Deputy Director of the Czech National Library, discussed options for the actual reformatting and preservation of materials.

Along with presenting a paper, I chaired a round-table discussion on the challenges of creating and providing access to Slavic electronic resources. Two vendors and two Slavic librarians addressed various issues related to the topic. Initially, I was concerned that the vendors would use this opportunity to present "infomercials" promoting their own products. I was pleasantly surprised when both vendors focused their comments on the challenges and expense (copyright, licensing, etc.) of creating these resources rather than pushing their own products. Many in the audience were surprised by the amount of negotiate and work that goes into the creation of an aggregate electronic resource. Based on the amount of discussion generated from the audience, this panel was well received by everyone who attended.

Along with the sessions, there was also a reception at the Finnish Ambassador's residence. (The ambassador and his wife actually attended the reception!) The closing dinner was held at an open-air museum in a old tavern with a thatched roof. After the dinner, Marianna Tax Choldin of the University of Illinois Libraries was honored by the Russian Government for the work that she has done with the Soros Foundation to improve libraries in Russia and beyond.

Tallinn, a medieval walled city, was a lovely venue for the conference. Much of the wall, as well as many towers and gates, remain making the city very picturesque.

I would like to thank the Staff Development Committee for providing partial funding so that I could attend this conference.



The University of Kansas Libraries

Number: 1539 Date: October 19, 2000

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

PERSONNEL

Maxwell Crowe has been appointed as the Night and Weekend Supervisor in Watson Circulation (Library Assistant I). Max has previous employment with National Computing Systems and with Washington University's Filmboard and WU's Music Library (St. Louis). He earned a B.A. degree in English Literature from Washington University. Max's appointment became effective October 18th.
Sandy Gilliland

ALL STAFF MEETINGS TO COMMENT ON VISION

Don't forget to attend one of the open meetings for library staff to comment on the proposed strategic vision and key success factors. They are:

Thursday, October 26, 9:00-11:00, Watson Conference Rooms A-B

Monday, October 30, 1:00-3:00, Watson Conference Rooms A-B

Mary Rosenbloom

COLLEGIUM MUSICUM TO PERFORM AT SPENCER RESEARCH LIBRARY

The Instrumental Collegium Musicum, Prof. Paul Laird, director, will perform a concert at Spencer Research Library on Sunday October 29, at 7:30 p.m. The group, made up of students and faculty, will play music from the 16th, 17th, and 18th centuries for which original sources are found in the Spencer's collections. A display of the manuscript and printed music will also be on display. The concert is free. A flyer is attached.

Mary Rosenbloom

PROF. ALCOCK TO DEMONSTRATE CD OF ILLUSTRATIONS OF 17TH CENTURY DAILY LIFE

Staff are invited to attend a lecture/demonstration given by Dr. Nat Alcock (University of Warwick) on November 7th, 3:30, in the Johnson Room, Spencer Research Library. Dr. Alcock's presentation is entitled, "Living and Working in Seventeenth Century England: a presentation of the CD-ROM of drawings and descriptions from Randle Holme's *Academy of Armory* (1688)."

Randle Holme's 1688 *Academy of Armory* began as a straightforward textbook of heraldry, but half-way through it he moved on to examine objects and activities of everyday life and work in the 17th century. He essentially transformed his heraldic manual into an illustrated encyclopedia of seventeenth century life and work. Although Holme was only able to publish the first part of the *Academy*, the remainder of his text with almost all of his original drawings survives in manuscript in the British Library. This unique encyclopedia of text and drawings has now been edited in the form of a CD-ROM, recently issued by the British Library. Dr. Alcock, the designer and compiler of this electronic edition of the *Academy*, will demonstrate the CD-ROM and discuss something of the technical aspects of CD-ROM presentation of primary historical material.

Mary Rosenbloom

(continued)

SATURDAY MORNINGS AT THE LIBRARY

Two very successful Saturday Morning workshops have already been held and two more are planned. Thanks to Sherry Williams and Brian Baird for starting off the series with such excellent presentations. On Saturday, November 4th Susan Craig and Cindy Pierard will present, "Armchair Traveling on the Web." Library staff are more than welcome to attend. This workshop will start at 10:30 a.m. in the Clark Instruction Center. The final workshop for the fall will be on December 2nd when folks travel into Kansas City to the Linda Hall Library (lunch and holiday shopping following!). Anyone interested in joining the group can let Mary Rosenbloom know.

ATTACHMENTS

Report on Instruction Statistics Project
The Instrumental Collegium Musicum invitation

THE INSTRUMENTAL COLLEGIUM MUSICUM

Paul Laird, director

presents

THE KNAVE'S



NECKLACE

or

"Music from the University of
Kansas Spencer Research
Library"

Spencer Research Library
(between Strong Hall and the Campanile)

Sunday, October 29, 2000

free

7:30 PM

DATE: October 16, 2000
TO: KU Libraries staff
FROM: Cindy Pierard, Instruction Coordinator
RE: Report on Instruction Statistics Project

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.

Session Totals/Participant Totals

In FY00, 41 staff members (down from 45 last year) reported teaching 699 instruction sessions reaching 8855 people – both of these figures represent an increase over last year's figures – 636 and 7778 respectively. A variety of staff members are active in the program and some are quite heavily involved with instructional outreach.

Curricular Impact of Instruction

Several new questions were added to this year's form, asking staff members to note the KU courses with which they had worked. The purpose of these questions was to begin developing a better gauge of the curricular impact of our instructional programs.

Many staff members may be aware that recent University documents point toward a need for students to develop research skills. For example, the "Premier Learning Communities" report of Initiative 2001, the University's Strategic Plan, states that: *"Every student should have at least one assignment in the freshman/sophomore years that includes library research. Faculty should work with the library staff to enhance the library research experience."* Similarly, the proposed goals for KU's general education program include among them a goal that these courses should:

enhance the skills and knowledge needed [by students] to research, organize, evaluate and apply new information and develop a spirit of critical inquiry and intellectual integrity...to this end, departments and schools should determine the types of research skills that are essential to their discipline and consider the classes in their subject area into which discipline-specific skills might be incorporated. KU Libraries staff members are available to assist instructors in this process.

These documents suggest that our instructional outreach is likely to intensify. As it stands, library staff members are already actively involved in outreach to KU courses. Survey respondents reported that they had worked with courses from approximately 43 different KU departments. 36% of all respondents reported that they had provided instruction (or would soon) for a research methods class in one or more of those departments. Six staff members reported that they taught or team-taught courses concerning library and information research skills. Future planning for instruction will need to involve careful consideration of the types of programming that will be most effective in expanding course-integrated instruction and what resources (space, staff time, technical support, etc.) might best facilitate this work.

Staff Concerns

The *lack of quality instructional space* was the greatest concern cited by survey respondents. Several people noted that the new CIC is great, but one facility cannot meet the demands on it, particularly during busy times in the semester such as early/mid-fall. Clearly, we will need to continue working towards better solutions to this problem, which was cited as a concern by staff throughout the library system. Another concern was the challenge of finding way to work effectively with faculty to help their students develop research skills. Two respondents reported that they felt challenged by the prospect of having to report all of these statistics.

National Trends in Instruction

The increase in our local instruction statistics is mirrored by trends in other ARL libraries, where instructional presentations were the second fastest growing service area as of 1998/9:

By 1999, more than one out of every four instructional sessions conducted in a typical ARL library had been added since 1991. The typical ARL library offered over 714 "teaching" sessions in 1998-99. If we assume that each session was at least an hour long, then, on average, the typical library offered the equivalent of 16 three-hour credit courses last year. Each course was attended on average by 13 people with a median number of 9,400 people receiving formal education through library instruction in a typical ARL library (excerpted Introduction to ARL Statistics, 1998/9)

Once one includes the instruction session totals for the Law Library and the KU Medical Center (in 1999, our combined report totals reported 776 sessions for 9,025 participants), it is clear that KU's figures closely reflect those of the typical ARL library.

An interesting sidebar is that some ARL libraries have reported a slight decline in sessions between 1998 and 1999. The speculation is that this may reflect a shift away from "in-person" instruction sessions and towards Web-based instruction modules. Given nationwide increases in distance education, and the very real constraints of providing staff-led instruction to very large classes that are typical of many ARL institutions, I believe that KU will need to begin moving in this direction as well.

Using the Data

I hope that we will use this information to:

- 1) recognize and commend all the staff members who are involved with instruction; and
- 2) review the scope of our instructional efforts and identify areas in need of attention and/or support.

It is not my (or the Instruction Council's) intention to set numerical standards for instructional activity. Instead, we need to consider the context of these figures. The levels and types of activities do—and should—vary somewhat to reflect the needs of individual programs. There may be some programs and departments that do not request or require library instruction despite the best efforts of library staff members. Other instructional activities are not fully described by these figures. For example, several staff members teach for-credit courses on library research. These classes require a great deal of time and preparation, which is not meaningfully conveyed by this type of data-gatherings.

With the above considerations in mind, I think we must also take an honest look at those areas that may require additional attention.

- Do our outreach efforts to some departments and programs need to be increased?
- Are there programs with which we're not working due to insufficient resources?
- Are there instructional programs or activities that should be discontinued or decreased in order to make it possible for resources to be directed towards expanded and/or new instructional programs?

I encourage staff members who are involved with instruction to think carefully about these questions and to contact me if there is some way that I could be of assistance. I will also supply the instruction session totals reported by individuals to appropriate library managers and would be very willing to meet with individuals and/or departments to explore strategies for improving instructional outreach. Finally, I will continue to work with the Instruction Council and Library administration in the coming months to see what might be done to address some of the challenges raised by staff such as inadequate space, equipment, etc.

Instruction takes a great deal of time and energy, but it also provides us with an essential means of sharing the strengths of our collections and resources with the University community. Clearly, this is also an area that has received renewed institutional attention in recent years. As information resources continue to increase in number and complexity, it will be vital for us to continue to expand and improve upon our instructional services in order to fulfill our mission of supporting teaching and learning at KU.

Staff Member	Name & Course # of For-Credit Course	Semester Course was Taught	# of Students
<i>Emde, Judith</i>	PHCH 720/P&TX 725/MDCM 720 - Bibliography of Medicinal Chemistry and CHEM 720 - Bibliography of Chemistry	Fall & Spring	18 & 18
<i>Krentz, Jana</i>	LAA 700 - Latin America Library Resources	Fall	11
<i>Noble, Cherrie</i>	BUS 601 - Information Sources for Business Research	Fall	18
<i>Powell, Connie</i>	PHCH 720/P&TX 725/MDCM 720 - Bibliography of Medicinal Chemistry and CHEM 720 - Bibliography of Chemistry	Fall & Spring	18 & 18
<i>Ring, Richard</i>	HIST 396 - Historical Methods and HIST 696 - Seminar	Fall & Spring	12 & 3
<i>Schaffner, Brad</i>	REES 898/9 - Seminar in Russian and E. European Studies	Fall & Spring	10 & 10

NOTE: Other staff members may have taught or team-taught courses where library/information skills are not a primary focus.

KU Libraries
 FY00 Instruction Statistics
 Chart 4 of 4

Breakdowns by Department/Unit

Department/Unit	# of Staff Members Reporting Data	# of Instruction Sessions	# of People Reached
<i>Art & Architecture</i>	1	18	399
<i>Anschutz</i>	4	50	335
<i>Archives</i>	1	4	63
<i>E. Asian</i>	2	25	119
<i>Engineering</i>	1	10	203
<i>Gov't Docs</i>	1	4	20
<i>Kansas Collection</i>	3	18	302
<i>Map Collection</i>	2	21	408
<i>Music</i>	1	11	72
<i>Regents Center, Edwards Campus</i>	2	42	738
<i>SPLAT</i>	1	21	213
<i>Slavic</i>	2	20	63
<i>Special Collections</i>	4.5 - *RM joined staff in Spring 2000	*59 - includes RM's totals	*643 - includes RM's totals
<i>Watson Reference</i>	10	261	4402

NOTE 1: Includes only those staff who are members of public service units.

NOTE 2: Numbers do not include participation in Libraries' *Workshop Series* as those figures are tabulated separately.

University of Kansas Libraries Instruction Program
Library Instruction Statistics Report- FY00 (July 1, 1999 – June 30, 2000)

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). Forms should be returned by Friday, August 18.

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 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 taught were on the: Lawrence ____ Edwards ____ campus?

- Questions 2e-2g are intended to help us better gauge the curricular impact of library instruction -

2e. Please list the KU courses with which you worked during the past year. *Example: SW 740, JOUR 800.*

2f. If you have instructional responsibilities for a KU department/school, does that unit have a research methods course with which the library regularly works? Please specify department and course number with your answer. *Example: yes – the library works with the history dept.'s pro-seminars, HIST 396 and 696.*

2g. 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



The University of Kansas Libraries

Number: 1540

Date: October 26, 2000

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

ROBERT DARNTON TO SPEAK AT KU

The Hall Center for the Humanities is sponsoring a campus visit by Robert Darnton, the renowned historian of the book and reading. Prof. Darnton has published numerous books including, *The Business of Enlightenment: A Publishing History of the Encyclopédie, 1775-1800*, *The Literary Underground of the Old Regime*, *The Great Cat Massacre and Other Episodes in French Cultural History*, *Revolution in Print: the Press in France 1775-1800*, *The Forbidden Best-Sellers of Prerevolutionary France*. He has won numerous prizes and awards including a MacArthur Prize Fellowship.

A public lecture entitled, "Poetry and the Police in 18th century Paris" is scheduled for November 1, at 8:00 p.m. in Woodruff Auditorium. Two seminars with Prof. Darnton are also scheduled. For details please see the attached flyers.

Mary Rosenbloom

VETERANS DAY HOLIDAY

Veterans Day will be observed on Friday, November 10th. This holiday is for the classified staff only; library faculty and unclassified professional staff are not eligible for the holiday leave. Because the campus is open and classes are in session on Veterans Day, library departments and units with public service responsibilities must remain open for regular service. There is less a need for departments without direct public contact to remain open and staffed. However, department heads may allocate staffing appropriate for the service needs of their units. Questions regarding departmental staffing on this holiday may be addressed to the appropriate assistant dean. As a reminder, classified staff who work on Veterans Day will receive holiday compensatory time at the rate of 1.5 hours for each hour worked.

Sandy Gilliland

ATTACHMENTS

Travel Reports: Judith Emde (2)

Committee Minutes:

Diversity, 10/20/00

Classified Conference Executive Board, 6/26/00, 7/12/00, 7/27/00, 8/31/00, 9/27/00

Flyer – Humanities Lecture Series Presents Robert Darnton

Flyer - Two Discussions with Robert Darnton

Flyer – Presentation by Robert Grover, Dean, School of Library & Info. Mgmt., Emporia State Univ.

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

Travel Report

Name: Judith Emde
Name of Event: Medical Library Association
Annual Meeting
Date of Travel: May 6-10, 2000

Department: Anschutz Library
Location: Vancouver, BC

The annual meeting of the Medical Library Association was held at the Vancouver Convention & Exhibition Centre. I attended invited paper sessions based on the experiences of several institutions actively promoting Web-based instruction. Self-instructional programs were developed at Wayne State University using Blackboard CourseInfo to replace some of the traditional classroom-based instruction. Health science librarians at UNC-Chapel Hill have integrated electronic library instructional modules into the curricula developed for distance education programs. Representatives from Duke compared the differences between presenting an MLA course in a traditional setting versus Web-based. A post evaluation survey was conducted to determine how well the information learned was retained between the two groups. Individuals enrolled in the Web-based class retained more of the information than those students enrolled in the traditional class. The instructors believed that students participating in the Web-based class were more motivated, had more time to complete the work and apply the information, and actually received more individual attention through e-mail and chat rooms.

I attended the business meeting of the Pharmacy and Drug Information Section and the annual EMBASE lecture sponsored by the PDI section. The topic of the lecture was photodynamic therapy for oncology and ophthalmology. Photodynamic therapy involves the use of certain wavelengths of light that activate a photosensitive drug that specifically targets abnormal tissue and spares normal cells.

Most importantly, Loretta Spurling and I presented a poster session entitled, Developing Library Support for Online Distance Education. We had developed and distributed a survey to libraries supporting pharmacy schools to determine what guidelines had been created for distance education and what services these libraries were providing to virtual students. The poster was based on the results of that survey and our experiences with the online nontraditional PharmD program offered through the Pharmacy School at KU.

I thoroughly enjoyed my trip to beautiful Vancouver. I want to thank the Staff Development Committee for the financial support.

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

TRAVEL REPORT

Name: Judith Emde
Name of Event: American Library Association
Annual Conference
Date of Travel: July 7-10, 2000

Department: Anschutz Library
Location: Chicago

I began my conference activities on Saturday morning in the exhibits hall visiting with sales reps and viewing a number of posters at the poster session that addressed measuring usage of databases and serials. In the afternoon, I attended a Science and Technology Section discussion group presentation on developments in energy, science and technology information at the Department of Energy. A representative from DOE spoke of a movement to develop a national library for the physical sciences. She provided an overview of the multiple resources available at the Office of Science & Technical Information Web site. Gateways are provided to full-text journal articles and reports in the physical sciences. A preprint network allows access to preprint servers around the world and allows faster access to scientific research.

In my new role as coordinator of processing in Anschutz, I wanted to attend a number of GODORT meetings to become familiar with current issues of interest to documents librarians, especially in processing documents. The GODORT Cataloging Committee addressed maintenance of the proliferating PURLs to government resources. Several other sessions centered on the upcoming release of the 2000 Census data and in what formats the data will be available. The Internet resource, American FactFinder, will allow searching and customization of data available in the summary data files of the 2000 Census. An ongoing project is to scan older census documents onto the Web beginning with the year 1790.

The last session I attended was on scholarly communication for the new millenium and included Provost Shulenburger as one of the presenters. Ken Frazier, founder of SPARC, emphasized the need for libraries to create a greater presence on the Web since that is where students are going for informational resources. Michael Rosenzweig, editor of Evolutionary Ecology Research (a SPARC journal), critically evaluated publishers' arguments for price increases.

I want to thank the Staff Development Committee for the financial support.

Diversity Committee
KU Libraries
October 20, 2000

Present: Muriel Cook, Lea Currie; Chair, Kevin Fussell, Sandy Gilliland; ex officio, Tyca Griggs; guest, Julia Rholes, Summer Schippers, Margaret Wilson.

Excused: Deborah Dandridge; Chair Elect, Channette Kirby, Lars Leon, Ken Lohrentz.

Announcements

- The Hall Center for Humanities is sponsoring a lecture from Julian Bond October 24, 8:00pm at the Lied Center

Programming

- Possible program on training staff to better accommodate patrons with disabilities. Look into ALA guidelines and any guidelines developed by the former diversity committee. Channette and Muriel will work on this for a possible program in January or February. Discussed a recent UDK article on students with disabilities and their struggles with the campus.
- Possible December program show the movie *Out of The Past: 400 Years of Gay & Lesbian History* and sponsor discussion afterward. Use this December program to assess the possibility of a brown bag lunch series in the spring.

Action Plan

- Discussed various organizational edits to the action plan and the addition of the committee's original charges.
- Discussed implementation of the program as outlined in the action plan; web site, climate survey etc.

Strategic Planning

- Discussed contacting both the Assessment and Staff Task Forces to assist in any diversity related issues.

The Diversity Committee's next meeting will be held 9:00 - 10:30 am in Watson conference room A, November 2, 2000.

Respectfully Submitted,

Summer M. Schippers

Classified Conference Executive Board
Meeting Minutes
June 26, 2000

Present: J. Altenbernd (chair elect), M. Baker (outgoing group VI rep.), B. Conway (secretary elect), H. Dee (outgoing group III rep.), N. Hawkins (vice chair elect), C. Kulp (group IV rep.), B. Marvin (outgoing group IV rep), C. Orth-Alfie (outgoing chair), S. Schippers (group II rep. elect), A. Unfred (group III rep elect)

Introduction of newly elected and other election results:

Jan Altenbernd –Chair

Nancy Hawkins –Vice Chair

Carol Jeffries – Group I Rep.

Summer Schippers –Group II Rep.

Angel Unfred –Group III Rep.

Christi Kulp – Group IV Rep.

Helen Dee – Web page administrator

Billie Conway - Secretary

Out going officers and representatives were thanked for their service.

Group News: Positions recently filled:

Cataloging- Tyca Griggs, LAI; Adrienne Sanders, LAI and Elizabeth Mendosa, LAI

Retrieval Services - Bob Marvin will be transferring to one of the LAII positions in Serials Holdings - Records and Angie Roads, LAI, will report to Carol Jeffries.

ILL - Jana Borchardt, LAI; Sarah Richardson, LAI and David Bagsby, LAI.

Anschutz - Jane Hoyt, LAII, Craig Moore

Music – Nancy Hawkins will be moving to a new position in Music.

Update on Action Plan to Encourage Classified Staff Participation:

Carmen reported the following suggestions were proposed at the Library Management Team meeting

Lists of benefits – There should be benefits for the employee and the unit that he/she is from.

Expect and reward supervisors who support participation – there was some discussion about the wording.

These changes should be presented to the Coordinating council on Wednesday, June 28th.

The outcome is to get more classified employees to participate and be acknowledged.

Then, the suggestions go to the Library Management Team to decide about implementation.

Update on Strategic Planning:

New KU Libraries Classified Employee members of the Steering Committee: Jan Altenbernd and Peggy Bell.

The Steering Committee met all day Thursday, June 22nd and Jan met again with them today to plan for staff involvement in the planning process.

The goal is to have the Strategic Planning process completed in December.

The committee will communicate weekly with staff and plans to get everyone involved. The following methods of communication will be used: Web page, email, town meetings, task forces, etc.

The committee is trying to get staff involved and thinking about the plan.

Chair Reports:

A. Coordinating Council Meeting:

June 14th meeting:

Keith said he wanted the CC to meet with him and send a schedule to CC members to sign up for a meeting with him. Branch staff need to call and schedule appointments. Kathy Graves and Rick Clements reported on a Conference on Restructuring they attended in Arizona: A team approach works better in tech. services than in reference. Budget and personnel issues: Budget – Student payroll allocations were discussed. The library is working on an Operating Budget. Annual Statistics are due August 18th. Strategic planning: The Steering Committee (8 members) will make an announcement soon, because the Library Mgt. Team wants to start now in order to complete the plan by December.

Sandy Gilliland said the deadline for turning in instruction statistics is August 18th. Some of these statistics are also reported to ALA.

Fee based printing: Keith said no at this time. The library will wait until the state matches funds to do this.

June 21st meeting:

Copies of the Preliminary Budget Requests for Fiscal Year ending June 30, 2002 were distributed.

Keith and Denise went to the ARL lab for more information about facilitating skills. Denise reported on an ACM library conference she attended – ACM would like more libraries to attend.

Update on Budget: Second round of charts for Department Heads.

There was some discussion on the flexibility of the budget, which is broken down by Department.

The budget handout included staff and longevity pay and benefits.

There was some discussion about the Kansas Access Project.

The Endowment Association will soon have a person to work with the libraries on fund raising.

The Capital Campaign will not be published for 1 or 1 ½ years.

Sandy Gilliland reported that 10 of 11 classified positions were advertised, filled and announced. Other recruitments are ongoing.

B. Meeting with Keith, Sandy, Jan and Carmen, June 20th

Classified staff job descriptions will be reviewed.

Carmen noted the trend of having supervisory positions changed to unclassified instead of LA III's. Also asked if the new Anschutz Office Manager position will become a classified or unclassified position.

Point: If LA III positions can't be filled from within, then the pay is too low to attract qualified applicants from outside the library.

Job description reviews: Sandy said she hopes to do this in the fall. Maybe the creation of the new Staff Development Officer position will give her more time for these reviews. Sandy said that some position reclassification requests from supervisors have been received recently.

Facilitator Training this summer and fall was discussed – also the possibility of some events training. Keith asked for all employees who are on the list and who want to be on the list.

There was some discussion about the number of classified staff who have topped out (120). There might be 29 in the libraries. Also wanted to know how many members of the Library Management Team are close to retirement.

Carmen brought them up to date on the Regents Civil Service Plan – no input until at least this fall.

Supervisor Training for all supervisors – not much change – hoping to have an abbreviated form of training here in the libraries.

Carmen will be talking to the Coordinating Council about the Action Plan.

Special Note: The minutes Rita Wilson has been writing for the Coordinating Council Meetings are greatly appreciated.

Discussed the Strategic Planning process – Keith plans to have the PRC involved this summer.

Keith was given the CCEB election results.

Talked about the Staff Development & Training Officer – they will take the draft to ALA and also circulate the draft and request comments from staff. This employee might be responsible for orientation (there used to be a committee on new staff orientation with classified staff members about 7 years ago).

Asked for clarification of the Assistant to the Dean position. Clarified that it is a vacant position.

Asked Sandy if recent hires would be in FYI.

Classified Employee of the Year: last week Sandy replied to everyone who expressed interest in being on the committee. There have already been nominations.

Discussed Keith's meeting with the Provost for Unclassified and Classified employee salaries. This is not a dead issue.

Sent a message to Sandy about the possibility of a vending machine in Watson Lounge issue.

Appointments to PRC and SDC: This will be on the agenda for the next meeting. We want to talk about changes to these committees and the Classified Employee Personnel Committee.

The next CCEB meeting will be Wednesday, July 12th, 10:00-11:30 in conference room B.

Classified Conference Executive Board
Meeting Minutes
July 12, 2000

Present: J. Altenbernd (chair elect), B. Conway (secretary elect), N. Hawkins (vice chair elect), S. Schippers (group II rep. elect), A. Unfred (group III rep elect)

Meeting times:

Wednesday, July 26th, 10:00-11:30

Wednesday, August 16th, 10:00-11:30

Committee Memberships:

New Diversity Committee – will be appointed by Marilu Goodyear.

Discussed possible candidates for committee vacancies.

Strategic Planning:

This committee is meeting weekly.

Jan asked if everyone got an email of the Strategic Planning Charge.

The Webpages should be activated by next week.

The committee is trying to speakers and is asking for input regarding articles concerned with future planning.

The Town Meetings will begin in September.

Chair Reports:

Jan hasn't attended a Coordinating Council Meeting yet.

She also hasn't met with Keith Russell yet.

The Music Library move is complete, but condensation in the ceiling tiles has caused some leaking. The Media Matrix is going in shortly.

The Gov. Docs. Library's move to Anschutz is in progress.

The Engineering Library has two positions to fill: Director and LAII. Vicky Coleman is leaving and has accepted a position at the University of Virginia.

The next CCEB meeting will be Wednesday, July 26th, 10:00-11:30 in conference room B. Reps. are encouraged to reply about whether they will be able to attend.

Classified Conference Executive Board
Meeting Minutes
July 27, 2000

Present: J. Altenbernd (chair), B. Conway (secretary), N. Hawkins (vice chair), S. Schippers (group II rep.), A. Unfred (group III rep), Carol Jeffries (group I rep).

Next Meeting:

Wednesday, August 16th, 10:00-11:30, Conference Room B.

Chair Reports:

Strategic Planning Meeting, July 19th

1st and 2nd press releases were mentioned.

Talked about cutting down on number of meetings.

Facilities update:

Music – Various installations

Facilities should be in place by the middle of August

Audio is up, but not video.

Mary Rosemond – ILMS grant: Internships for minority undergraduates in 2002.

Covey Training at KU in September and in Kansas City in October.

Committee viewed an OCLC Webmaster video.

Jan hasn't attended a Coordinating Council Meeting yet.

She also hasn't met with Keith Russell yet.

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The next CCEB meeting will be Wednesday, July 26th, 10:00-11:30 in conference room B. Reps. are encouraged to reply about whether they will be able to attend.

Coordinating Council Meeting, July 12th

Discussed personnel issues in Special Collections:

Digital library

Search closed for Special Collections Head.

Search for Publications Production Designer will close August 7th.

Regents Center Library changes:

Loretta Spurling is moving to Anschutz, but will still be the Business librarian.

Sherry Nobel's position will be filled by a Reference Librarian (entry level).

John Stratton, new RC Head, will start August 14th.

Denise reported on the Anschutz reorganization and about ALA happenings

ARL survey findings.

Brian Baird received his award at ALA.

Jan was introduced as the new Chair of CCEB.
Gordon Anderson – FLA.
Diversity Committee members were announced.
SSP has been awarded a &75,000 grant for a KU and Kansas City area planning effort.

Meeting with Keith:

Jan asked about supervisor training – KC Metro Network offers supervisor training, possibly in the spring.
Also asked about rewriting job descriptions – possible this fall?

All Staff Meeting:

Jan asked what everyone thought of the meeting. Answer – too long.
Jan hopes everyone will get involved in SSP.
The use of facilitators and recorders was mentioned.
Reading of articles will begin in August.

Anschutz changes:

New hours: open 24 hours per day (controlled environment).
Reference hours will increase.
A full-time staff member will be available at CIRC 8:00 AM to 6:00 PM.
Gov. Docs. is open at Anschutz next week.

Automation staff is moving to Budig.

The SSP Committee wants to post Big Ideas from their meetings and solicit comments.

Committee Membership Update:

SDC: Kendall Simmons (1 yr.)
Lynn Frederickson (1 yr.)
Karen Cook (2 yrs.)

PRC: Angel Unfred (1 yr.)
Sue Hewitt (1 yr.)
Helen Dee (2 yrs.)

Note: Carol Jeffries asked about the new position in Automation. She asked if Jan would find out about that at the next Coordinating Council Meeting.

Group News:

Bob Marvin is leaving Cataloging on August 3rd for his new position in Retrieval Services.

Summer Schippers is the new student hiring coordinator in Cataloging.

Agenda for next meeting:

Look at charges for SDC and PRC.

Classified Conference Executive Board
Meeting Minutes
August 31, 2000

Attendance: Jan Altenbernd (Chair), Billie Conway (Secretary), Carol Jeffries (Group I), Summer Schippers (Group II), Angella Unfred (Group III), Christy Kulp (Group IV), Jim Neely (Special Guest-Strategic Planning)

1. Strategic Planning News

Jim Neeley offered to answer any questions about Strategic Planning and requested nominations from CCEB for participants to attend the Strategic Planning Retreat on October 4th and 5th.

He said the Steering Committee would verify that all names submitted meet the four qualifications for attending the Retreat and then Dean Russell would make the final decision. The four qualifications are:

- Willingness to think in organization-wide terms.
- Must be able to commit to a full two day retreat.
- Must be willing to serve on a taskforce after the retreat.
- Must attend at least one of the Value Sessions and one of the Town Hall Meetings.

The Steering Committee is looking for a good cross-representation of library staff. The recommendations must be submitted by September 6th.

Carol asked Jim if there had been any feedback from staff that had attended previous meetings. The answer was "no."

Jim said this might be the result of a general unfamiliarity with the use of public folders.

The CCEB nominations for the Retreat are: Carol Jeffries, Jana Borchardt, Dan Sodders, Nancy Hawkins, Jim Smith, Sue Hewitt, Craig Moore and Carmen Orth-Alfie.

2. Personnel Committee:

Names mentioned for the Personnel Committee are: Geri Slater, Jana Borchardt and Jim Smith.

Jan emphasized the importance of filling out this committee, since rewriting Classified Staff job descriptions is a very real possibility this year.

The next CCEB Meeting will be on September 20th, 1:30-3:00, in Conference Room B.

Classified Conference Executive Board
Meeting Minutes
September 27, 2000

Present: *J. Altenbernd (chair), B. Conway (secretary), N. Hawkins (vice chair), C. Kulp (group IV rep.), A. Unfred (group III rep), C. Jeffries (group I rep), S. Hewitt (Retrieval Services).*

Next Meeting: To be determined at a later date.

Strategic Planning:

Jan asked for reactions to the Values and Town Hall meetings.

Carol - Some classified staff members thought their contributions at the Strategic Planning meetings were not taken seriously by the "professional" staff in the small groups in which they participated. The post-it note method of expressing ideas was generally regarded as much more effective and democratic than having one person record everyone's ideas.

Nancy - Asked if some staff feel that strategic planning is a futile process.

Sue - The last plan was reviewed each year and recommendations for change did happen.

Billie - When will the strategic planning involve input from the library's user community?

Classified Senate - Sue Hewitt:

Sue reviewed the discussions and meetings that followed the Chancellor's request to Classified Senate for a proposal to change the Classified Employee system to a Regents Employees merit based system.

Sue asked if it is true that there will be a re-evaluation of library-wide positions this year.

Sandy Gilliland said that Human Resources is ready to begin on the reviews with any departments that are ready.

Discussion:

Carol asked how these re-evaluations would affect classified staff.

Jan said the new job descriptions would more accurately reflect the actual job duties.

Carol asked if library staff know that these evaluations probably will not result in upgrades.

Jan said she would ask Sandy if job upgrades would come out of the re-evaluations.

Personnel Committee:

Committee members are Jim Smith, Geri Slater and Jana Borchardt

SDC Charges:

LFA sent their charges.

Jan distributed copies of SDC charges from last year and asked for ideas.

We need to find out whether CCEB is a separate unit for charges or if it is a joint effort, since we don't want conflicting charges.

Hall Center
Humanities Lecture Series

Presents

Robert Darnton

Professor of History, Princeton University

“Poetry and the Police in 18th-Century Paris”

November 1
8:00p.m.

Kansas Union, Woodruff Auditorium

This presentation explodes the idea that the present period is the first “information age.” In addition, it explores the stunning power of poetry in pre-revolutionary Paris and the attempt by police to suppress it for fear of its subversive effect. Darnton follows the path of this poetry through forms of media, now overshadowed, to provide a vivid glimpse into this long-forgotten information system.

FREE ADMISSION AND OPEN SEATING

For more information contact the Hall Center: 864-4798

Hall Center for the Humanities

Presents

**Two Discussions With
Robert Darnton**

Professor of History, Princeton University

"History of Books and Readings"

Wednesday, November 1

1:00 - 2:30

Hall Center Conference Room

Reading material for this session is available at the Hall Center.

"Scholarly Publishing on the Web"

Thursday, November 2

9:30 - 11:00 a.m.

Hall Center Conference Room

Reading: <http://www.nybooks.com/nyrev/WWWarchdisplay.cgi?19990318005F>

Hall Center
864-4798

*New Directions
in
Library and Information Studies
Education*

presented by

Robert Grover, Dean

*School of Library and Information Management
Emporia State University*

Wednesday, November 1

10:30 - 12:00

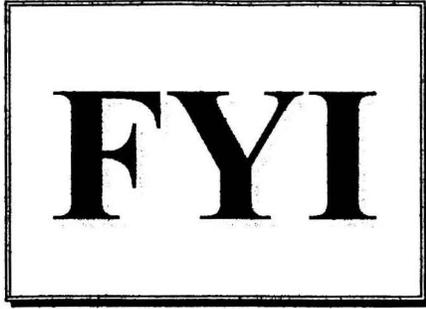
Watson A & B

Refreshments

Please RSVP to Rita Wilson, rewilson@kans.edu, 4-3601



Staff Development Committee



The University of Kansas Libraries

Number: 1541

Date: November 2, 2000

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

PERSONNEL

Karen Dawber, part-time Accountant I in the Administrative Office, has announced her resignation, to accept an accounting position with the Kansas Geological Survey. Karen began employment in the Libraries in August, 1997. Her last day with the Libraries is Thursday, November 9th.

Sandy Gilliland

LAW LIBRARY PERSONNEL

Su Johnson, Law Library Circulation Manager with the former ranking of Library Assistant II, has been reclassified to Library Assistant III effective October 1. Su served the Cataloging Department at Watson Library as a LAII for eight years prior to her migration to the Law Library in 1994.

Mon Yin Lung

LIBRARY FACULTY PROMOTION AND TENURE REVIEW

Library staff are invited to submit letters regarding the qualifications of Ms. Jana Krentz, Head, Department for Spain, Portugal and Latin America, who will be reviewed for promotion and tenure this year. Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra K. Gilliland, 502 Watson Library) or Brad Schaffner, to whom Jana reports. All letters will be considered confidential and will be shared only with those involved in the review process; letters will not be shared with the candidates. Please submit letters as soon as possible, but no later than Friday, November 10, 2000.

Sandy Gilliland

VETERAN'S DAY HOLIDAY

Friday, November 10th is an official holiday to observe Veteran's Day. This is a holiday for members of the Classified Staff only. Consistent with Board of Regents and State policy, members of the faculty and unclassified professional staff do not receive this holiday. All University offices will be open, classes will be in session, and the library will offer regular services.

Department heads of units without public service responsibilities may staff their unit with classified staff (or not staff their unit) as they wish. Any classified staff member who works part or all of the Veteran's Day Holiday will earn holiday compensatory time off, at the rate of one and one-half hour for each hour worked (not to exceed 8 hours worked).

Questions regarding this information may be directed to your appropriate Assistant Dean or to me.

Sandy Gilliland

ATTACHMENTS

Committee Minutes:

LFA, Exec. Committee, 8/21/00, 8/28/00, 9/18/00, 10/9/00

Nominating and Ballot Committee, 8/16/00

Planning and Resources Committee, 10/5/00

An Equal Opportunity/Affirmative Action Employer

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 21, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The minutes of August 7 meeting were approved.
- The committee discussed alternatives for filling a vacancy on the Staff Development Committee. The chair will put out a call for volunteers to fill the vacancy. The status of the Libraries' (administrative, non-governance) Grievance Committee was raised in the discussion.
- LFA Exec continued from the last meeting review & discussion of standing committee special charges.

The committee discussed the special charges to the Salary & Benefits Committee. It was agreed the committee will request that S&BC 1.) gather data from past salary studies and post on the LFA intranet page, or at another appropriate web site; 2.) assist the Dean of Libraries with a prospectus for a current ARL salary analysis comparing KU Libraries with her peer institutions and/or the Big 12 institutions and including comparisons by job category, gender, race, years of service and other useful data; 3.) identify new topics for research and analysis relative to compensation.

The committee discussed the special charges to the Nomination & Ballot Committee. The committee will request that N&B bring current the database created in 1998-1999 for use in the annual selection of LFA committee appointments.

- Next meeting, 3:00-4:30 p.m., Monday, August 28, 2000, Conference Room A, Watson Library.

Respectfully submitted,
Bryan Culp

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 28, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

- Present: Anderson (Chair), Christenberry (LI), M. Miller (UC Professional)
- Jim Neeley, Chair of the Strategic Planning Steering Committee, made a guest appearance to discuss the upcoming Strategic Planning retreat. He would like for LFA Exec to suggest the names of 10 people to nominate for participation in the retreat. The list must be submitted to Jim by Sept. 6.
- Minutes of August 21 meeting were reviewed and corrections suggested.
- The committee continued to review additional charges for Nominating & Ballot and Salaries & Benefits.
- The next meeting will be held on Sept. 18th.

Respectfully submitted,
Faye Christenberry

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, September 18, 2000
2-3:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The committee reviewed developments to date pertaining to special charges for PRC and its cooperation with the Strategic Planning Steering Committee.
- The committee reviewed special charges for LFA Executive Committee.
- The chair requested that LFA liaisons forward charges to the committees.
- Next meeting, Monday, October 9, 2000. Agenda: LFA's Fall 2000 meeting.

Respectfully submitted,
Bryan A. Culp
Secretary

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, October 9, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Burich (Chair elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), Wilson (LIII)
Guests: Brad Schaffner (Chair, LCPT), Sandy Gilliland (*ex-officio*, LCPT)

- The committee approved the minutes of the August 28 and September 18 meetings; the committee read and reviewed the minutes of the Nominating & Ballot Committee meeting of August 16, and the minutes of the Planning and Resources Committee meeting of October 5.
- Brad Schaffner, chair of LCPT, reported on a Law Library proposal to establish a mid-level tenure review committee for Law Library faculty. The proposal invites the Libraries' participation in the process of Law Library tenure review. It was agreed that the proposal should be given further study. The committee requested that LCPT take the proposal under consideration and forward recommendations to LFA in Spring 2001.
- The committee continued its discussion on special charges for the Planning and Resources Committee.
- The committee discussed the scheduling of the Fall 2000 LFA meeting.

Respectfully submitted,
Bryan Culp

Nominating and Ballot Committee
August 16, 2000

The Nominating and Ballot Committee for FY00/01, Paulette Difilippo, Connie Powell and David Pardue met at 12:45 pm on August 16th to select officers. We selected David Pardue, to be our Chair, and Connie Powell, to be our Secretary.

We discussed the charges suggested by last year's committee, which were:

- Have LFA Exec explain the rationale of why we should or should not continue to update the Microsoft Access Database which tracks the committee service of LFA members.
- Work toward wider library representation on library committees.
- Work toward awarding some kind of credit or recognition to staff members who volunteer to be chosen for committees or volunteer to participate in LFA elections, regardless of whether they are chosen or elected to these committees.
- Work toward a decision on which voting method best ensures the confidentiality of ballots.
- Examine the procedure of preferential voting to see if it is consistent with Roberts Rules of Order.
- Produce a memo for all staff explaining the rationale and procedures for preferential voting.

The meeting adjourned at 1:15 pm.

Connie Powell

Planning and Resources Committee
Meeting Notes
October 5, 2000

In attendance:

Brian Baird	Denise Stephens
Sue Hewitt	Shannon Royer

Absent:

Angel Unfred	Helen Dee
John Richardson	

Our **next meeting** will be held:

Thursday, October 26th
3:00 – 4:30pm
Watson Conference Room B

Despite the fact that many members could not attend, we decided to go ahead and discuss a few things. Denise Stephens shared that she had met with the LFA Executive committee and Dean Russell. They informed her that a special charge was being developed by LFA for PRC, in which we would be asked to define our role in the strategic planning process and the annual budget process.

Shannon Royer distributed the library calendar compiled by Barbara Gorman, which contained several key dates related to the annual library budget process for FY02. She reviewed the timing of the budget activities last year in comparison to the proposed dates for this year.

Three issues were identified for further discussion at our next meeting:

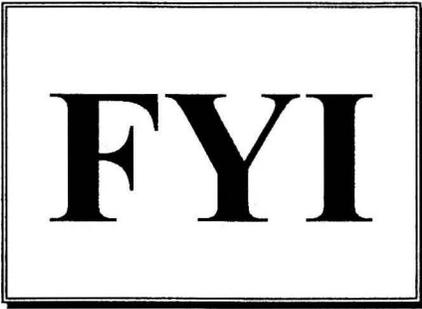
1. Whether or not PRC would like to request that all members be allowed to sit in on the Budget Hearings with the Management Team in December.
2. Request that PRC's meeting with the Management Team be scheduled after the other departmental hearings, so as to allow time to incorporate departmental discussions into our recommendations to the Management Team.
3. Discuss the possibility of Management Team/PRC revisiting the budget requests in late May to help give further guidance in creation of the internal operating budget for the following year.

In addition to these matters, we hope to have our new charge from LFA by then, and will need to discuss how to go about carrying it out.

Sue Hewitt volunteered to update PRC's web page. Denise Stephens will contact Jim Dryden to confirm that Sue is given appropriate access.

Margaret Wilson is PRC's LFA liason for this year.

Meeting adjourned.



The University of Kansas Libraries

Number: 1542

Date: November 9, 2000

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

VACANCY ANNOUNCEMENTS

Applications are now being accepted for the vacancies described below. Please submit appropriate application materials by the review dates listed in each announcement. The vacancies appear in an abbreviated form; copies of the full vacancy announcements are available from Rita Wilson (rcwilson@ukans.edu), and will soon be posted to the Libraries' webpage. Please contact Sandy Gilliland if you have any questions regarding these vacancies.

ENGINEERING LIBRARIAN

The Head of the Spahr Engineering Library (SEL) will provide leadership for the SEL, a branch facility of the University of Kansas Libraries, containing over 90,000 volumes, 17,000 government documents and 400,000 technical reports. The SEL employs 2.5 FTE support staff and 4.5 FTE student assistants. The person selected for this position will manage the operation of the library, provide reference and instruction to students and faculty, and serve as bibliographer for engineering and computer science. The position reports to the Assistant Dean for Information Services. (Full position description available.) **Required qualifications:** MLS degree from an ALA-accredited institution; subject background in or demonstrated knowledge of engineering, physical sciences, mathematics or computer science; academic, special or research library experience; ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; excellent communication skills, both written and oral; strong supervisory potential; ability to work independently and cooperatively in a rapidly changing environment; demonstrated initiative and flexibility; knowledge of electronic information resources. **Preferred qualifications:** Academic background in engineering, physical sciences, or computer sciences; reference, instruction and collection development experience, preferably at the professional level; successful supervisory experience; familiarity with online circulation, reserve, and technical processing procedures. The University of Kansas Libraries offers a highly competitive salary and excellent benefit package. **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, and a copy of undergraduate and graduate transcripts are also required. Please send this material to: Sandy Gilliland, 502 Watson Library. Review of applications begins **November 27, 2000**; applications will be accepted until the position is filled.

REFERENCE AND INSTRUCTION COORDINATOR, ANSCHUTZ LIBRARY (search re-opened)

This 12-month, tenure-track position serves as one of four Coordinators in Anschutz Library, an evolving multidisciplinary research library at the University of Kansas, Lawrence. The Coordinator will lead the Reference and Instruction team, playing a pivotal role in the development of an integrated reference and instruction program in. The Coordinator will engage in a collaborative partnership with the KU Libraries Instruction Coordinator regarding instruction services. Reports to the Head of Anschutz Library.

(continued)

An Equal Opportunity/Affirmative Action Employer

Reference and Instruction Coordinator, Anschutz Library, continued

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; professional experience in providing 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), or the social sciences; 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:** Professional experience in academic, research or special libraries; educational background in one or more of the following areas: applied, biological, physical, government/political science, or other social science; experience working in a liaison capacity with teaching faculty. Competitive salary, mid-\$40's or higher, dependent upon qualifications and experience. Excellent benefits. **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. Review of applications begins **January 16, 2001**. Applications will be accepted until the position is filled.

REFERENCE LIBRARIAN/BIBLIOGRAPHER

A full-time, tenure-track position with the University of Kansas Libraries (Lawrence). The Reference Librarian/Bibliographer provides reference assistance (including some evening and weekend hours) to faculty, students, and other patrons; participates in an active instruction program, including preparation of user guides and working with classes and other groups; and assists with the planning of library services in an innovative team environment. The Reference Librarian/Bibliographer coordinates electronic reference services for the library system and is responsible for responding to questions received in the areas of social sciences and humanities. The Reference Librarian/Bibliographer also has responsibility for collection development in one or more areas of the social sciences or humanities. **Required qualifications:** MLS from an ALA-accredited program (completion required by appointment date); experience in providing academic or research library reference service; knowledge of and experience with a wide range of information resources, both print and electronic, in the humanities and social sciences; experience in teaching library and information research skills; ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; effective communication skills, both written and oral; ability to work independently and cooperatively in a rapidly changing environment. **Preferred:** At least two years professional experience in providing reference assistance and library instruction in an academic environment; academic preparation in the humanities or social sciences; experience with collection development; knowledge of a foreign language. **Annual salary range:** \$32,000 - \$37,000, dependent upon qualifications. Excellent benefits. **To apply,** 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, and a photocopy of undergraduate and graduate transcripts are also required. Please send this material to: Sandy Gilliland, 502 Watson Library. Review of applications begins January 22, 2001.

(continued)

DIRECTOR, DIGITAL LIBRARY INITIATIVES

(<http://kudiglib.ukans.edu>) The Director of Digital Library Initiatives will provide leadership for the development of digital library resources for the Lawrence Campus and coordinate the selection of intellectual resources to be digitized and the strategies that will be used to promote access to them, as well as the means by which they will be presented and methods for deployment. The director will take a leading role in planning and development, assessing new technologies, and preparing proposals for external funding, in consultation with library and information technology leaders.

This position reports to the Vice Chancellor for Information Services. The director coordinates development of digital library initiatives with the Assistant Vice Chancellor for Information Services/Director of Academic Computing Services and the Dean of Libraries. **Qualifications:** Bachelor's degree. Demonstrated knowledge of and experience with technical and operational aspects of national level digital library initiatives. Successful experience leading institutional initiatives in developing and applying library and related technologies. Ability to communicate effectively orally and in writing. **Preferred:** Master's degree from an ALA-accredited program. Project management experience. Experience in managing library and/or information technology cooperative programs. Knowledge of policy areas relating to digital library programs. Excellent benefit package and competitive salary range (\$60,000 - \$70,000, dependent upon qualifications and experience). Review of applications will begin December 15, 2000. Applications will be accepted until the position is filled. To apply, submit a letter of application addressing the qualifications for the position; resume; and the names, addresses, telephone numbers and e-mail addresses of three references to Sandy Gilliland, 502 Watson Library.

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

SEARCH COMMITTEES APPOINTED

The following staff have been appointed to search committees for the positions described above:

Engineering Librarian: Nancy Burich, Chair; Helen Dee, Prof. Peter TenPas (Mechanical Engineering), Kathleen Neeley, Julie Waters, Sandy Gilliland (ex officio).

Reference and Instruction Coordinator, Anschutz Library: Cindy Pierard, Chair; Kathy Graves, Sandi Miller, Ken Lohrentz, Judith Emde, Christy Kulp, Sandy Gilliland (ex officio)

Reference Librarian/Bibliographer: Lyn Wolz, Chair; Lea Currie, Channette Kirby, Mary Miller, Sandy Gilliland (ex officio)

Director, Digital Library Initiatives: Bill Crowe, Chair; Brian Baird, Rick Clement, John Miller, Denise Stephens, Cathy Smith (Academic Computing), Sandy Gilliland (ex officio).

Keith W. Russell

TUITION ASSISTANCE DEADLINE ANNOUNCED

Applications for the Tuition Assistance Program are due by 5:00 p.m. Friday, November 17th. Any staff member (non-student) who has at least one year of full-time or three years of part-time experience may apply. The application form is available online at www.ukans.edu/~kuhr/forms/index.htm or may be picked up at 103 Carruth-O'Leary Hall. Tuition awards are generally for one class per semester. Questions regarding the program may be directed to Sandy Gilliland, 4-8922, or to Lynn George, KU Human Resources, 4-7415.

Sandy Gilliland

ATTACHMENTS

Minutes: LFA Exec; Nominating & Ballot; Diversity Committee; Planning & Resources Committee

Diversity Committee
KU Libraries
November 2, 2000

Present: Muriel Cook, Rich Crank, Lea Currie; Chair, Deborah Dandridge; Chair elect, Kevin Fussell, Channette Kirby, Julia Rholes, Summer Schippers.

Excused: Sandy Gilliland (ex officio), Lars Leon, Margaret Wilson, Ken Lohrentz

Announcements

- Rich announced that the film "Shades of Gray" directed by Tim DaPaepe will be shown at the Kansas Union in the Woodruff Auditorium Sunday Nov. 5th 1:00 pm and 5:00 pm and Monday 7:00 pm. The film is a documentary on growing up gay in Kansas.

Action Plan

- The action plan has been approved by the committee as a working document, leaving the possibility for changes in the future.

Programming

- Nov. 16 at 9:00am the Diversity Committee will host Robert Rodriguez in a program titled, Understanding Latino Diversity. Refreshments will be served.
- World AIDS Day, the Diversity Committee will host Rich Crank in a program entitled, The Gay Community's Response to AIDS: How Well Did We Do? This will be a brown bag luncheon from 11:30am 1:30 pm Rich will speak 12:00 - 1:00 pm, December 1st.
- Channette and Muriel will continue to develop a program on ADA compliance and issues for January.
- Deborah will invite Angela Bates to join us in a program for February about Nicodemus, KS for African American History Month.
- Channette will look into designing a program on the KU campus activist group The February Sisters, also for the month of February.

Strategic Planning

- The committee discussed the action plan they have developed as it pertained to the Strategic Planning process. Lea will share the action plan with the Steering Committee and all Task Force Chairs.

Meetings

- The next meeting will be November 30, 2000 9:00 - 10:30am.

Respectfully Submitted,
Summer M. Schippers

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 21, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The minutes of August 7 meeting were approved.
- The committee discussed alternatives for filling a vacancy on the Staff Development Committee. The chair will put out a call for volunteers to fill the vacancy. The status of the Libraries' (administrative, non-governance) Grievance Committee was raised in the discussion.
- LFA Exec continued from the last meeting review & discussion of standing committee special charges.

The committee discussed the special charges to the Salary & Benefits Committee. It was agreed the committee will request that S&BC 1.) gather data from past salary studies and post on the LFA intranet page, or at another appropriate web site; 2.) assist the Dean of Libraries with a prospectus for a current ARL salary analysis comparing KU Libraries with her peer institutions and/or the Big 12 institutions and including comparisons by job category, gender, race, years of service and other useful data; 3.) identify new topics for research and analysis relative to compensation.

The committee discussed the special charges to the Nomination & Ballot Committee. The committee will request that N&B bring current the database created in 1998-1999 for use in the annual selection of LFA committee appointments.

- Next meeting, 3:00-4:30 p.m., Monday, August 28, 2000, Conference Room A, Watson Library.

Respectfully submitted,
Bryan Culp

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 28, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

- Present: Anderson (Chair), Christenberry (LI), M. Miller (UC Professional)
- Jim Neeley, Chair of the Strategic Planning Steering Committee, made a guest appearance to discuss the upcoming Strategic Planning retreat. He would like for LFA Exec to suggest the names of 10 people to nominate for participation in the retreat. The list must be submitted to Jim by Sept. 6.
- Minutes of August 21 meeting were reviewed and corrections suggested.
- The committee continued to review additional charges for Nominating & Ballot and Salaries & Benefits.
- The next meeting will be held on Sept. 18th.

Respectfully submitted,
Faye Christenberry

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, September 18, 2000
2-3:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)

- The committee reviewed developments to date pertaining to special charges for PRC and its cooperation with the Strategic Planning Steering Committee.
- The committee reviewed special charges for LFA Executive Committee.
- The chair requested that LFA liaisons forward charges to the committees.
- Next meeting, Monday, October 9, 2000. Agenda: LFA's Fall 2000 meeting.

Respectfully submitted,
Bryan A. Culp
Secretary

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, October 9, 2000
3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: Anderson (Chair), Burich (Chair elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), Wilson (LIII)
Guests: Brad Schaffner (Chair, LCPT), Sandy Gilliland (*ex-officio*, LCPT)

- The committee approved the minutes of the August 28 and September 18 meetings; the committee read and reviewed the minutes of the Nominating & Ballot Committee meeting of August 16, and the minutes of the Planning and Resources Committee meeting of October 5.
- Brad Schaffner, chair of LCPT, reported on a Law Library proposal to establish a mid-level tenure review committee for Law Library faculty. The proposal invites the Libraries' participation in the process of Law Library tenure review. It was agreed that the proposal should be given further study. The committee requested that LCPT take the proposal under consideration and forward recommendations to LFA in Spring 2001.
- The committee continued its discussion on special charges for the Planning and Resources Committee.
- The committee discussed the scheduling of the Fall 2000 LFA meeting.

Respectfully submitted,
Bryan Culp

Nominating and Ballot Committee
August 16, 2000

The Nominating and Ballot Committee for FY00/01, Paulette Difilippo, Connie Powell and David Pardue met at 12:45 pm on August 16th to select officers. We selected David Pardue, to be our Chair, and Connie Powell, to be our Secretary.

We discussed the charges suggested by last year's committee, which were:

- Have LFA Exec explain the rationale of why we should or should not continue to update the Microsoft Access Database which tracks the committee service of LFA members.
- Work toward wider library representation on library committees.
- Work toward awarding some kind of credit or recognition to staff members who volunteer to be chosen for committees or volunteer to participate in LFA elections, regardless of whether they are chosen or elected to these committees.
- Work toward a decision on which voting method best ensures the confidentiality of ballots.
- Examine the procedure of preferential voting to see if it is consistent with Roberts Rules of Order.
- Produce a memo for all staff explaining the rationale and procedures for preferential voting.

The meeting adjourned at 1:15 pm.

Connie Powell

Planning and Resources Committee
Meeting Notes
October 5, 2000

In attendance:

Brian Baird	Denise Stephens
Sue Hewitt	Shannon Royer

Absent:

Angel Unfred	Helen Dee
John Richardson	

Our **next meeting** will be held:

Thursday, October 26th
3:00 – 4:30pm
Watson Conference Room B

Despite the fact that many members could not attend, we decided to go ahead and discuss a few things. Denise Stephens shared that she had met with the LFA Executive committee and Dean Russell. They informed her that a special charge was being developed by LFA for PRC, in which we would be asked to define our role in the strategic planning process and the annual budget process.

Shannon Royer distributed the library calendar compiled by Barbara Gorman, which contained several key dates related to the annual library budget process for FY02. She reviewed the timing of the budget activities last year in comparison to the proposed dates for this year.

Three issues were identified for further discussion at our next meeting:

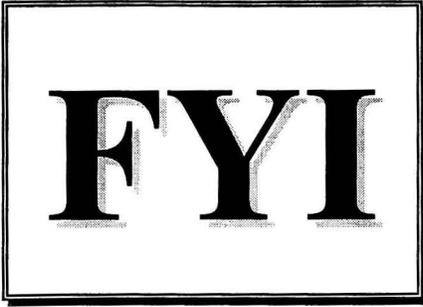
1. Whether or not PRC would like to request that all members be allowed to sit in on the Budget Hearings with the Management Team in December.
2. Request that PRC's meeting with the Management Team be scheduled after the other departmental hearings, so as to allow time to incorporate departmental discussions into our recommendations to the Management Team.
3. Discuss the possibility of Management Team/PRC revisiting the budget requests in late May to help give further guidance in creation of the internal operating budget for the following year.

In addition to these matters, we hope to have our new charge from LFA by then, and will need to discuss how to go about carrying it out.

Sue Hewitt volunteered to update PRC's web page. Denise Stephens will contact Jim Dryden to confirm that Sue is given appropriate access.

Margaret Wilson is PRC's LFA liason for this year.

Meeting adjourned.



The University of Kansas Libraries

Number: 1543

Date: December 7, 2000

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

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Office Specialist position in Watson Copying Services. This position is responsible for: 1) supervision and management of ku libraries' copying and cash collection program, 50%; 2) fund deposit and record-keeping responsibilities, 30%; and, 3) Watson Copying Services and library borrower card system, 20%. (A full position description is available from Sandy Gilliland, 4-8922.)

Minimum requirements: Independent work experience in office support/clerical work. Preferred selection criteria: Experience in handling business and/or organizational funds including experience handling cash and checks, providing for the security of these funds, and preparing documentation records, reconciling funds, and preparing deposits. Ability to work effectively with user clientele, library and university personnel and vendor sales and service staffs. Ability to communicate effectively in verbal and written forms. Successful experience in operating equipment, including copiers, microcopiers, laser printers and a digital camera. Individual must demonstrate successful experience in performing limited hardware and software maintenance and making minor repairs to equipment. Public service experience and specific library work experience. Experience in preparing complex statistical tabulations and reports using computer software. Valid driver's license. Wage information: The Office Specialist classification is funded at pay grade 18 on the State Civil Service salary scale. The beginning hourly wage is \$10.28. Application instructions: Current library staff who are interested in this position should contact Sandy Gilliland, 4-8922 for application instructions. Applications may also be obtained from KU Human Resources, 101 Carruth-O'Leary Hall, 4-7417. All applications must be received by 5:00 p.m. Friday, December 15, 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.

Sandy Gilliland

ATTACHMENTS

Travel Report: Stephanie Schaffner

Committee Minutes:

Coordinating Council, 10-11-00, 10-25-00, 11-29-00

Flyer: Law Library Hours

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

TRAVEL REPORT

Name: Stephanie Schaffner

Department: Slavic

Name of Event: 32nd Nat'l Convention of the American Association for the Advancement of Slavic Studies

Location: Denver, CO

Dates of Travel: November 9 -12, 2000

My time at the conference was spent catching up with colleagues, visiting vendors and attending meetings. I attended the panel "The Dark Age of Information" chaired by Brad Schaffner. The papers presented addressed the problems and issues that have arisen as a result of new technologies. Many of the concerns in the Slavic field are shared by all areas of academia. For example, research and scholarship appear to be replaced by copy-paste data collection. Teachers and librarians are concerned that the instant access generation does not have the skills to process information into knowledge. The mental work of research may not be valued or understood by the younger generations. This leads to the argument of who is responsible for teaching them. Grammar or high school teachers, school librarians, college professors, or college librarians?

In addition, there was discussion and dissension among the librarians regarding their profession. The curricula and focus at library schools has drastically changed. The older generation feels that the skills and knowledge they learned and possess are not appreciated, respected, or wanted by the newer generation.

This conference will be particularly memorable due to an unrelated event. As we were checking out, I noticed a gentleman that looked a lot like Stephen King. I was not convinced it was him, until I noticed he was speaking to Dave Barry. In case you are wondering, Stevie was not limping. He appeared to be in perfect health.

My thanks to the Staff Development Committee for providing funding so that I could attend this event.

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

10/11/00

Present: Altenbernd, Anderson G, Baird, Bell P, Burich, Cardell, Clement, Couch, Crowe, Currie, Doll, Emde, Fyffe, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Leon, Miller K, Neeley J, Neeley K, Reed, Rholes, Roach, Rosenbloom, Royer, Russell, Stephens, Williams S, Wilson M, Wilson R

Absent: Craig, Culp, Eshelman K, Krentz, Miller J, Miller R, Pierard, Schaffner B, Schulte

BRIEF UPDATE ON STRATEGIC PLANNING - Jim Neeley

- Retreat was held October 3-4, 2000.
- Working on establishing five task forces, will report on that later.
- Retreat report for all library staff will soon be on the public Web site.
- Town Hall meetings are being planned.

Keith Russell extended a sincere 'THANK YOU' to Jim and the entire Strategic Planning Committee for their hard work!

PRELIMINARY PLANNING, 2002 BUDGET – Shannon Royer, Keith Russell

Keith reported that he had met with the Management Team to discuss the 2002 budget process and timetable for this next year. The budget proposal will be due in the Provost's office in February of 2001.

Shannon stated that last year the budget was rushed and the timing was not good. She hopes it to be more organized this year. Strategic Planning also has to be considered this year.

UPDATE ON PERSONNEL ISSUES – Sandy Gilliland **CLASSIFIED POSITIONS**

- LA I, Night/Weekend Supervisor in Circulation is pending
- LA II position in Engineering was filled by Josh Nichols from Retrieval Services
(This creates four classified vacancies in Retrieval Services)
- LA III in Cataloging is pending

UNCLASSIFIED POSITIONS

- Reference Librarian/Bibliographer, Watson, not yet in interview stage
- Coordinator, Reference & Instruction, Anschutz, vacancy notice has been re-worked, but not yet re-advertised
- Head, Serials Cataloging Unit, Watson, finished re-working the vacancy notice
- Spanish/Portuguese Cataloger, Watson, has been advertised
- Public Service Librarian, RCL, ready to make recommendations for interviews
- Manuscripts, SRL, ready to make recommendations for interviews
- Dole Project Archivist, SRL, ready to make recommendations for interviews
- Head, Spahr Engineering Library, recruiting stage
- Asst. Spec. Collections, Digital Project, completed interviewing, considering options
- SDC Officer, still in the initial planning stage

UPDATE ON HEALTH INSURANCE – Sandy Gilliland

Open enrollment deadline is October 31st. A new method is being used this year - all employees must make their changes for this coming year 'on-line' during the open-enrollment period. This procedure is required and therefore a dedicated computer will be available in the Administration Office for staff members convenience. If you have Signa or Kaiser health insurance, or Protective Dental Care insurance, you must make a change, as they will not be provided next year.

Do not try to upgrade browsers. You will be offered help on a case-by-case basis. Home computers can be used if you have Netscape 4.75 (or better) or Explorer 5.5.

Sandy stated that she would be mailing instructions. She advised staff not needing or wanting to make changes to double check all on-line information for errors. Everyone received information at their home address regarding necessary passwords, etc.

ADDRESS CHANGES (ZIP+4 & KU DOMAIN NAME) – Kent Miller (handout)

Kent brought members up to date on the university mail developments. The United States Post Office has imposed more zip+4 codes on us. Some zips have definitely changed. Please send e-mail comments to Kent if issues arise. This will take a year to to implement, but we can start at anytime.

Kent passed out an address update from Printing Services and changes will be as follows:

Anschutz Library, 1301 Hoch Auditorium Drive, 66045-7537
Spencer Museum of Art (Art & Arch. Library), 1301 Mississippi, 66045-7500
Learned Hall (Spahr Engineering Library), 1532 W. 15th, 66045-7611
Green Hall (Law Library), 1535 W. 15th, 66045-7577
Murphy Hall (Music Library), 1530 Naismith Dr., 66045-3102
Spencer Research Library, 1450 Poplar Ln., 66045-7616
Watson Library, 1425 Jayhawk Blvd., 66045-7544

Retrieval Services will experience the most significant issues. The post office will sort our mail by room number within the zip+4. This might be helpful for Doug Hatton and Bruce Coburn, as they could just deliver the pre-sorted mail.

Another change we will experience is in the Internet domain name for the Lawrence campus. To make the domain name easier for those outside the University to remember is one reason for the change. The "ukans.edu" will be shifted to "ku.edu". The "ku.edu" has been the universities secondary domain name and has been used on a restricted basis for years.

We will be informed when the changes must be implemented.

ELECTRONIC CALENDAR – Keith Russell (handout)

Keith had a copy of the latest printed version available. Computer 'read only' version will be ready soon. Send any information for calendar corrections or additions to Barbara Gorman.

NANCY BURICH'S PRESENTATION (handout)

Nancy's handout was in two parts: (1) Description of responsibilities as Coordinator for Distance Learning Information Services (2) Two-page summary of her Sabbatical Leave Report.

Nancy's sabbatical leave was from December 26, 1999 through May of this year. She stated that it was an interesting experience that went from a structural to a non-structural environment. Her sabbatical consisted of lots of reading, talking to KU faculty and staff to see what their definition of distance learning was. She also visited Old Dominion University, Norfolk, VA. and the University of Maine at Augusta.

Nancy ended her interesting presentation by summarizing her vision for distance learning services, initial activities of the coordinator position and goals for the first year and beyond.

Coordinating Council Meeting Dates: October 25th, November 1st,
The previously announced Nov. 8 meeting will not occur, that is the date for the provost's seminar on scholarly communication.

Adjournment

Submitted by Rita Wilson

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

10/25/00

Present: Altenbernd, Baird, Bell P, Clement, Culp, Fyffe, Gorman, Graves (rep/Faye Christenberry), Miller K, Miller R, Neeley J, Neeley K, Rholes, Royer, Russell, Schaffner B, Wilson R

Absent: Anderson G, Burich, Cardell, Couch, Craig, Crowe, Currie, Doll, Emde, Eshelman K, Gibbs, Gillespie, Gilliland, Koepp, Krentz, Leon, Miller J, Pierard, Reed, Roach, Rosenbloom, Schulte, Stephens, Stratton, Williams S, Wilson M

UPDATE ON STRATEGIC PLANNING - Jim Neeley (handout)

Strategic planning is now in the phase of getting feedback from KU faculty, students, administrators and many other KU Library users. Public forums are being held to gather the needed input.

Town hall meetings for stakeholders to discuss the vision and offer comments will be held as follows: Faculty, October 25th & 27th; Department Chairs and Library Faculty Liaisons, October 24th & 25th; Students, October 24th & 30th; Library Staff, October 26th & 30th.

The procedure so far has been to listen to stakeholders, record the information on flipcharts and transcribe onto the public Web site. The public Web site is linked on the front page of KU Web page. Questions and comments main focus has been on collection holdings and the move toward a more electronic medium.

Web site address: <http://www2.lib.ukans.edu/strategicplanning/>

KU DIGITAL LIBRARY - Marilu Goodyear (chart handout)

For the last year the Digital Library Executive Group (Keith Russell, Bill Crowe, Marilu Goodyear, John Miller, Jerry Niebaum, Cathy Smith, and Beth Warner) has been working on the initial plan for the Digital Library. It has become clear that in order to make progress we need full time leadership and given that these issues ranked number one among the leadership group of the IT/Library family we have decided to go ahead with the search to fill this position.

The search committee consists of Bill Crowe, chair, Cathy Smith, Rick Clement, Denise Stephens, Brian Baird, John Miller and Sandy Gilliland. There will be nation wide advertising for the position, which will probably be an unclassified professional with consideration for faculty status open to discussion if qualifications of the person warrant. The search committee and the promotion and tenure committee will be consulted on this issue.

(continued)

PROVOST'S SCHOLARLY COMMUNICATION SEMINAR – Richard Fyffe

Next Wednesday, November 8th, the Provost's Office and the KU Libraries will sponsor a day-long seminar, "From Crisis to Reform: Scholarly Communication and the Tempe Principles," in the Big 12 Room of the Kansas Memorial Union. The seminar is open to the entire KU community including faculty, students, and staff. All Library staff are encouraged to attend.

The American Association of Universities, the Association of Research Libraries, and other organizations met in Tempe, Arizona and developed a document that has become known as the Tempe Principles. They address the rising journal costs and other problems associated with the current scholarly publishing. More information can be found on the Libraries' Web site at <http://www.lib.ukans.edu/news/tempe/html>

INCLEMENT WEATHER POLICY - Sandy Gilliland

The latest version of the Inclement Weather Policy has been submitted to the Provost's office. The Emergency Calling Tree for Day Time Hours and After Hours is currently being updated.

VETERAN'S DAY OPERATIONS – Sandy Gilliland

Veteran's Day, November 11th, is a holiday for classified staff only. Any classified staff member who works will earn compensatory time at the rate of 1.5 hours.

Department heads with public service responsibilities need to review staffing needs and make appropriate arrangements.

DOLE INSTITUTE UPDATE – Bryan Culp (handout with details)

Bryan updated everyone on the construction plans for the new Dole Archives building, (The Dole Archive at the Robert J. Dole Institute for Public Service and Public Policy). It is scheduled to go out for bid in mid-December this year. Construction will take about 16 months. It will consist of 30,000 square feet, a small building in comparison to the rest of the campus.

The structure is planned to represent both of Dole's residences, Kansas and Washington. The Kansas roots will be in the limestone construction, deep joints and rough edges that are planned. The roof will resemble a farm silo, shingled in copper, cut in half and laid on top of the building. The Washington governmental architectural style will represent Dole's status as a senior statesman and his service to the government. There are plans for a front lawn and a reflection pool, which when combined with the architecture will make the structure appear larger.

Bryan expanded on some of the issues Dole worked hard on, such as women issues (the glass ceiling), WICK, elderly care, hungry Americans, POW and MIA issues and all wars, plus served on the Senate Finance Committee.

(continued)

TUITION REVENUE ALLOCATION – Richard Fyffe, Julia Rholes, Keith Russell
A handout covering the FY01 allocation was passed out and the allocation was reviewed. The extended hours of Watson and Anschutz Libraries were reviewed and determined to be successful at this time.

OTHER ITEMS:

- SRL is planning a first ever concert performed with antique musical instruments. It is scheduled for October 29th at 7:30 at SRL and should be very enjoyable.
- Lynn Wolz will speak on security measures at a future CC meeting.
- The fire alarms will be tested in Anschutz on December 27th, Watson on December 28th, and SRL on January 8th. They will sound for 10 minutes to allow time for testing.

Adjournment

Submitted by Rita Wilson

UNIVERSITY OF KANSAS LIBRARIES

Coordinating Council Meeting

11/29/00

Present: Altenbernd, Anderson G, Bell P, Cardell (rep/Jim Smith), Clement, Couch, Culp, Emde, Fyffe, Gibbs, Gillespie, Gilliland, Gorman, Graves, Koepp, Miller J, Miller K, Miller R, Neeley J, Neeley K, Pierard, Rholes, Royer, Russell, Stephens, Stratton, Wilson M, Wilson R

Absent: Baird, Burich, Craig, Crowe, Currie, Doll, Eshelman K, Krentz, Leon, Reed, Roach, Rosenbloom, Schaffner B, Schulte, Williams S

UPDATE ON STRATEGIC PLANNING – Jim Neeley

Jim stated that he hopes to have a completed version of the report to Keith Russell on December 20th for clarifications. He wants it distributed to the web site by January 3rd. There will be an open meeting for Library staff on January 8th and 9th and comments will be reviewed. The final version will then be created for Keith's approval.

Web site address: <http://www2.lib.ukans.edu/strategicplanning/>

UPDATE ON PERSONNEL – Sandy Gilliland

- Assistant Special Collections (Digital Projects) - Sarah Goodwin Theil has been appointed to this position
- Assistant Special Collections Librarian (Manuscripts) - ready to schedule interviews
- Coordinator, Reference/Instruction, Anschutz – applications are being accepted
- Head, Serials Cataloging Unit, Watson – applications received
- Head, Spahr Engineering Library – application review begins soon
- Project Archivist – offer pending
- Public Service Librarian, RCL, - there are four candidates scheduled for interviews during the next three-weeks.
- Publications Designer – vacant due to another failed search
- Reference Librarian/Bibliographer, Watson - applications are being accepted
- Spanish/Portuguese Cataloger – search committee reviewed applications; is gathering additional information from applicants

FACULTY EVALUATION PROCESS – Sandy Gilliland

Faculty evaluations will be due by January 12th. Information will be mailed by the end of the week.

(continued)

UPDATE ON BUDGET – Shannon Royer, Keith Russell

Shannon stated that the Library continues to work on the 2002 budget process, and the timetable is on schedule. The budget proposal will be due in the Provost's office in February of 2001.

Keith briefly discussed four items mentioned in a brochure that have implications affecting the Libraries. He passed out copies at the Senate Library Committee meeting last week. The handout was entitled: *The Case for KU, Legislative Agenda for the 2001 Legislative Session*, by Jayhawks for Higher Education, A Committee of the Kansas Alumni Association.

UPDATE ON VOYAGER – John Miller

John stated that Voyager will have some downtime on December 1st while installing hardware needed to make the OPAC available in read-only mode during the planned December 18-20 upgrade. He has sent out a detailed message on KULIB-L. The changes will be significant to acquisitions, but other departments will not experience much in changes. John promised email messages to keep everyone aware of the developments.

OPAC Advisory Committee meets December 1st

UPDATE ON 24/HR ANSCHUTZ – Kent Miller (handout)

Kent stated that hourly usage counts have been conducted at the Anschutz 24-hr study area since its inception. The handout consisted only of data from October 23rd through November 17th. The most popular study time is 12pm-1am, 1-2am comes in second, with 2-3am and 7-8am tied for third place.

Kent discussed the problems associated with maintaining the required 68 degrees within the Libraries. He explained the Watson and Anschutz 'wind chills' as being a problem that probably won't go away due to the constant-flow air system. Reducing the amount of air flow is a lot of work and probably will not be attempted, since it is more important to maintain a constant temperature. SRL is exempt from the energy saving requirements due to their collections.

CALENDAR REVIEW & OTHER TOPICS

UCITA (Uniform Computer Information Transaction Act) teleconference will be presented on December 13th, Burge Union, Pioneer Room, 12-3:00pm. Washburn University, Johnson County Community College, and the University of MO., Columbia also planned to sponsor this program.

CC meetings have been cancelled on the following dates:
December 6, 13, 20, 27th and January 3rd, 10th.

A December visit by Katherine Deiss has been postponed.

Keith stated that at the last Dean's Council meeting, Provost Schulenberger has requested that it be made a top priority to evaluate work stations for employees. Human Resources has employees that specialize in conducting those evaluations.

Adjourned

Submitted by Rita Wilson

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

FALL SEMESTER, 2000
(Revised November, 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 - 2:00 am Sat. 8:00 am - 2:00 am Sun. 10:00 am - 2:00 am
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



The University of Kansas Libraries

Number: 1543 Date: November 16, 2000

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

PERSONNEL ANNOUNCEMENT

I am very pleased to announce the appointment of Ms. Sarah Goodwin Thiel as *Assistant Special Collections Librarian - Digital Projects*. Sarah is presently employed as the Digital Lab Manager with USD497. In addition, she holds a temporary staff appointment with the Department of Special Collections. Sarah has previous employment as a Reference Librarian with the Missouri Statewide Reference Center and as an Assistant Library System Consultant with the Northeast Kansas Library System. She earned a Master of Arts degree in Library and Information Sciences from the University of Missouri-Columbia, and a B.A. degree, Department of Fine Arts, in Printmaking, from Southern Illinois University. Sarah's appointment becomes effective November 26, 2000.

Keith W. Russell, Dean of Libraries

NOTARY SERVICES AVAILABLE

We receive many calls from people on the campus searching for a Notary Public and this is to inform you that there are four of us in the Administration Office able to perform this service, free of charge. Either Sandy Gilliland, Barbara Woodruff, Denise Swartz or myself are usually available. A reminder that we need to see one picture form of ID and absolutely need to witness the actual signature.

Rita Wilson

ATTACHMENTS

Travel Reports: Lars Leon, Lyn Wolz

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
TRAVEL REPORT

Name: Lars

Department: Retrieval Services

Name of Event: Libraries in the Age of the Internet

Location: Sofia, Bulgaria

Date(s) of travel: Nov. 2, Nov. 13

A dinner conversation with the Deputy Director of the National Library of Albania, shuttle bus discussions with a representative of the Bibliotheque Nationale de France, chats with three charming ladies from Britain, an interesting range of presentations, and some insight into the Bulgarian culture were just some of my experiences as part of my attendance at this conference which was organized by Emporia State University and Sofia University.

I was invited to give a presentation on Interlibrary Loan Best Practices, which was well received. Some Eastern European countries have little to no interlibrary loan structures in place so there was considerable interest in my talk. It was exhilarating to be able to share our Big Twelve Plus Task Force work with so many people from different cultures with simultaneous translation into Bulgarian.

Over 80 people attended this conference including at least one person from Albania, Bulgaria, Croatia, England, France, Germany, Greece, Macedonia, Netherlands, Poland, Romania, Turkey, Yugoslavia, and the United States. I enjoyed follow-up discussions with a variety of people, including Graham Cornish, President of the British Library Association, and the editor of 'Interlending and Document Supply' which is an international interlibrary loan journal. This contact, and others which will allow me to explore the relevancy of Best Practices, let alone interlibrary loan in a variety of cultures, made the trip worthwhile.

I found some of the presentations to be quite thought-provoking to me. It was interesting to hear Dr. Judith Broady-Preston (Professor, University of Wales, Aberystwyth) discuss her research on the British Banking Industry. She found that they want all staff to be "information aware" rather than relying on specialized Information Professionals. It was interesting to compare this information with some of the library school related talks.

I also enjoyed learning more about Bulgaria which is struggling to overcome 45+ years of communist control. I was able to see many interesting churches in Sofia that had a wealth of interesting frescoes including the Alexander Nevsky Cathedral. Most of the conference attendees who were still in Sofia following the conference went on an incredible bus tour to the Rila Monastery, and the city of Plovdiv. It was another great time to explore the local culture as well as provide time to talk with others about their own cultures and even some library related discussions.

I appreciate the staff development funds, which, along with funding from the International Programs Office, provided enough funding to allow me this opportunity to provide information to an international library community as well as gather information and make some international contacts.

Bulgaria has tremendous hurdles to overcome in order to improve their situation, and conferences like this, will help. Bulgarian Ministry level officials attended several events which helped them gain an appreciation of international cooperation. In fact, this was the first ever international library conference which is a small step in helping the Bulgarians and others from the area start to interact more with others to develop their libraries.

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

TRAVEL REPORT

Name: Lyn Wolz

Department: Regents Center Library

Name of Event: American Folklore Society meeting

Location: Columbus, Ohio

Dates: Oct. 25-29, 2000

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

At the end of last month I attended the American Folklore Society annual meeting to present a paper and participate in various activities. The first session on my schedule was the orientation for new and returning members. I met the current president of the society and other members and heard some interesting presentations on how to get the most out of the AFS conference. I thought it was definitely time well spent. Later that morning, I attended a meeting of the Computer Applications Section where we discussed how the members were using various software packages to analyze folk song texts and melodies.

On Friday afternoon I gave my paper comparing and evaluating a sample of eight electronic folk song databases, demonstrating the search capabilities of each one. After the presentation, I talked to several people from the audience who gave me valuable information which will benefit my further work in this area. Later that day I attended the Women's Section meeting where I met those who are spearheading a project (cosponsored by the section and ABC-CLIO) to produce an encyclopedia of women's folklore. They invited me to write articles about women folk song collectors and women folk song scholars.

On Saturday I attended a presentation by two staff members from the National Endowment for the Humanities who gave us a lot of "insider" information on how to apply for NEH grants. Later that day, I attended the "State of the States" forum in my capacity as president of the Missouri Folklore Society. Representatives of the state folklore societies shared ideas about how to make their society meetings more effective, how to recruit new members, how to raise money, how to work with volunteers, and other challenges.

The final session I attended was the annual get-together of the Library and Archives Section. We discussed the possibility of presenting a panel of papers at next year's AFS meeting in Anchorage. We also reported on our current projects. I gave a brief synopsis of my research involving folk song databases. Everyone expressed interest in this work and offered encouragement for me to publish my results.

I want to thank the members of the Staff Development Committee for the financial support which allowed me to attend this very worthwhile conference.

SP Steering Committee Needs Your Help!

The Strategic Planning Steering Committee is ready to begin the research process to identify topics that indicate future directions and trends for the Libraries and the environment in which it operates.

What do you think are the most important themes for the Libraries to consider when planning for the next three years? The Committee is asking all library staff to suggest topics for discussion that are important to the future of the Libraries.

Maybe you've read an article or book recently, perhaps in your area of expertise, that you think would be relevant to a discussion of the Library's future. The Committee would like you to suggest citations that we could supply to the staff for background reading.

Do you know an interesting speaker who could inform staff members about these relevant topics? We're asking that staff supply the Committee with names of presenters also.

Lists of topics and information about resources should be sent to the Steering Committee at LIBSP-L@staff.lib.ukans.edu.

Topics and citations will be shared with staff on the Strategic Planning website (<http://www2.lib.ukans.edu/~staff/committees/strategicplanning/>). Please begin sending suggestions now. We hope to have a good selection to post on the website by the week of July 24. Suggestions will be posted anonymously.

These background activities are designed to inform the Town Hall meetings to be held in September, so your participation at this and future stages of the strategic planning process is essential to the development of an effective plan for the Libraries.

Strategic Planning Steering Committee:

Jim Neeley, Chair
Jan Altenbernd
Peggy Bell
Kristin Eshelman
George Gibbs
Kathy Graves
Marianne Reed
Margaret Wilson