

The University of Kansas Libraries

Number: 1557

Date: July 12, 2001

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

PERSONNEL ANNOUNCEMENTS

Nicholas Eshelman (Networked Resources Coordinator/Senior Systems Specialist, Automation Department) and **Kristin Eshelman** (PhotoArchivist, Kansas Collection) have announced their resignations, effective August 31, 2001. Nicholas has accepted a position as Systems Librarian with Eastern Connecticut State University. He began work in the KU Libraries in August 1989, first as a Cataloging Librarian. In 1994 he transferred to the Automation Department into his present position on a full-time basis. Kristin has accepted a position as Curator of Multimedia Collections/Coordinator of Reader Services at the Thomas J. Dodd Research Center, University of Connecticut. Kristin has been working with us since March, 1995. Although their resignation dates are officially in late August, Kristin's and Nicholas's last day on the job will be this Friday, July 13th (they'll be using up their vacation leave before their new positions begin).

Marilyn Hu, Library Assistant II in Anschutz Library has announced her retirement from the Libraries effective July 26th. Marilyn has worked for the Libraries since June, 1988. She will begin a new career as Activities Director of Assisted Care Living at Manor Care Health Services in Overland Park. Please watch for future announcements regarding a retirement reception for Marilyn, sponsored by KULSA.

Christy Kulp, Library Assistant II (Stacks Manager) in Anschutz Library, begins a six-month military leave effective July 11th where she will be stationed in Kosovo. Plans are currently being made to staff her position temporarily in her absence.

Sandy Gilliland

DEAN OF LIBRARIES SEARCH BEGINS

Attached is a copy of the vacancy announcement for the Dean of Libraries. The search committee has begun the recruitment process, which is being handled through Vice Chancellor Marilu Goodyear's office. Search committee members include: Chair - Prof. Bill Carwell, Architecture; Prof. Maria Carlson, Center for Russian and East European Studies; Prof. Steve Goddard, Art History; Prof. Daphne Fautin, Entomology/Ecology and Evolutionary Biology; Julia Rholes, Interim Dean of Libraries; Rick Clement, Special Collections Librarian; Denise Stephens, Anschutz Librarian; Marianne Reed, Library Automation Specialist; Angie Rathmel, Library Assistant; Barbara Ginzburg, Librarian, Law Library; Prof. Steven Maynard-Moody, Public Administration; Prof. Toni-Marie Montgomery, Dean, School of Fine Arts; and, two students yet to be appointed.

Sandy Gilliland

(continued)

SPENCER RESEARCH LIBRARY TO CLOSE FOR REMODELING

The Kenneth Spencer Research Library will be closed for six weekdays, beginning Friday, July 20, and ending on July 27, 2001 (re-opening on Monday, July 30), to complete the last phases of moving furniture, equipment and collections necessary to the Library's re-organization for delivery of services. The Library is normally closed on weekends during the summer term.

The re-organization will provide for one, consolidated point of service for users of the collections and services of the Kansas Collection, the Department of Special Collections, and the University Archives. A new Reader Services Department, located on the third floor of the Library, will oversee reception and reference services and an expanded, combined reading room. Staff from throughout the Spencer Library will work together to provide reference service and instruction.

During the closing, the University Libraries will post to its Web site <<http://www.lib.ku.edu>> regular updates on progress and will ensure that voice mail at the three public phone numbers (785/864-4274; -4334; and -4188) are updated and messages relayed to staff. The staff also will monitor e-mail on a regular basis.

A full description of the changes at the Spencer Library will appear in the fall issue of *Currents*.

For additional information, contact: William J. Crowe, Spencer Librarian (785/864-4970); or Sheryl Williams, Curator of the Kansas Collection and University Archivist (785/864-2027), or Richard Clement, Special Collections Librarian (785/864-4217); or Rebecca Schulte, head of Reader Services (785/864-2024).

Fran Devlin

ATTACHMENTS

Travel Reports: Greg Raschke, Cindy Pierard

Committee Minutes:

LFA Exec., 7/2/01

Vacancy Announcement for Dean of Libraries

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Greg Raschke

Department: Engineering

Name of Event: American Society for Engineering Education Annual Conference

Location: Albuquerque, New Mexico

Date: June 24-27, 2001

I attended the American Society for Engineering Education Annual Conference which is typically an excellent conference with national speakers, topics, and attendees. This year was no different. The Engineering Libraries Division holds a number of sessions that focus on pertinent issues related to engineering libraries. It is also an excellent chance to network and share ideas with engineering librarians from across the country. As usual, I came away from the ASEE Annual Conference with renewed energy and a number of interesting ideas to incorporate.

Dean Kamen, inventor of "IT" aka Ginger (the invention touted as revolutionary by Steve Jobs and Jeff Bezos), gave the keynote speech. Kamen discussed the role of science and technology in positively shaping society and he urged each ASEE member to become an advocate for science, technology, and medicine. The Engineering Libraries Division sponsored all of the other sessions I attended. The sessions covered a number of topics including transforming scientific communication, information literacy in engineering libraries, fundraising, the IEEE & ACM online digital libraries, and marketing engineering libraries. Here are some of the highlights.

Transforming Scientific Communication

Beyond the introductory commentaries on the "broken" scholarly communication system, a presentation by Paul Ginsparg (founder of the arXiv e-Print archive) sparked an intense session. Ginsparg's research suggests that high-end commercial publishers receive one to two thousand dollars per article, electronic start-up journals receive \$500 to \$1,000 per article, and e-Print archives receive \$1-\$5 per article. Ginsparg's general point was that an efficient online publishing system can significantly decrease costs and that commercial publishers add enormous mark-ups for their quality control and peer review services. Suggestions for transforming the system included supporting e-Print services and electronic start-ups, strategically shifting the focus of collection development in sci-tech areas to online resources, and decoupling the quality control/peer review process from the publishing process.

Information Literacy in Engineering Libraries

Suzanne Weiner and Honora Nerz from North Carolina State University gave a fascinating presentation on strategically developed *curriculum* integrated instruction. Their approach suggests defining core information competencies for engineers and then building those into the curriculum beginning with basic library skills during their freshman year. I will begin efforts this year to develop core competencies for KU engineering students and draft a proposal for integrating those competencies into the engineering curriculum.

Fundraising and Marketing

The marketing session emphasized developing a clear overall goal for the library, using simple but bold marketing techniques, and constant repetition of marketing concepts and goals. Risk

taking and communication skills were also emphasized. The presenters suggested that academia can be stultifying and librarians should seek opportunities to break through the malaise to reach clientele.

Distance Education as an Agent of Change

A number of presenters emphasized that the challenges presented by serving distance learners have helped libraries improve services to their entire client population. Distance education has stimulated advances such as remote access to electronic resources, online ILL requests, virtual reference services, and the integration of online content and services. Distance education helps reveal what libraries do not do well and pushes them to improve. I will share some suggestions for providing virtual reference service in a distributed environment at future meetings.

I appreciate the funding provided by SDC that allowed me to attend this conference. It is an invaluable source of networking opportunities, innovative ideas, and professional development opportunities.

**University of Kansas Libraries
Staff Development Committee**

TRAVEL REPORT

Name: Cindy Pierard **Department:** Reference/Instruction **Event:** ALA Annual Meeting
Location: Washington, DC **Dates of Travel:** June 15 – 18, 2001

My primary activity during yet another annual meeting was committee work. I am the outgoing chair of the Membership Committee of the ACRL Instruction Section, and the incoming co-chair (with Faye Christenberry) of the 2002 IS Conference Program Planning Committee. I am also a member of RUSA's Evaluation of Reference and User Services Committee.

Conference Program Planning 2002 Committee

Our proposed program builds upon incoming ACRL president Mary Reichel's theme of learning communities. Tentatively entitled *Building Premier Learning Communities: Strategies for Successful Library Involvement*, the program will feature a nationally known expert on learning communities and an interactive panel of librarians. The keynote speaker will provide background on the idea of learning communities and future directions of this movement. Panelists will share examples of successful library participation in learning communities. The program is planned to run for about 90-100 minutes, with some of the first half-hour devoted to remarks by the IS chair and presentation of the annual IS awards. Because both LIRT and IS will be celebrating anniversaries in 2002, the groups will host a joint reception between their Sunday programs (LIRT typically has a 9-11 program slot and IS typically has a 2-4 program slot). For this reason, it is particularly critical that we retain our regular timeslot.

Membership Committee

The purpose of the Instruction Section's Membership Committee is fairly simple – to attract and retain members of what is the second largest section (appx. 4,000 members) of the Association of College and Research Libraries. In addition to helping welcome members at the section's Friday night dinner, committee members spent the past year designing new online and printed publications to orient new and/or interested parties to the work of the section. As Chair, I also attend ACRL's Membership meetings where I learned the puzzling fact that although membership in ACRL is growing, membership in the various sections is actually declining (even though one receives two free section memberships with ACRL membership).

Evaluation of Reference and User Services Committee

The committee is working on several ongoing projects, including preparing for a discussion forum for the mid-winter meeting and a pre-conference program on reference statistics for the 2003 ALA annual conference. Committee members previously contributed to a publication entitled *The Reference Assessment Manual* and there is considerable interest in producing an updated version of this publication. Another book by Jo Bell Whitlach was recently published on the topic of reference evaluation, so we will review that publication to determine what has already been covered.

In addition to enjoying the meeting facilities at many fine San Francisco hotels, I also attended an EBSCO luncheon (just to see what they were up to), reviewed the exhibits, met up with some old friends, and spent some time exploring the city and eating fabulous food.

I appreciate the financial assistance of the Staff Development Committee.

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, 2 July 2001, 3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: [members of current LFA Exec] N. Burich (Chair), B. Schaffner (VC-Chair Elect), M. Brown (UP), G. Gibbs (LIII), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII);

[members of previous LFA Exec] G. Anderson, F. Christenberry, B. Culp, G. Gillespie, M. Miller, M. Wilson

Guest: Bill Carswell

Bill Carswell is a professor in the Dept. of Architecture, former chair of the Senate Library Committee, and chair of the Leadership Committee which is currently organizing our search for a new Dean of the KU Libraries. (The Leadership Committee is composed of Maria Carlson [Director, Center for Russian & East European Studies], Toni-Marie Montgomery [Dean, Fine Arts], Julia Rholes [the Libraries' Interim Dean] and Carswell). He scheduled this meeting a few weeks ago, not only to answer Exec's questions about the search process, but also to give Exec's membership an opportunity to introduce ourselves and to acquaint him with library governance concerns.

Although another open meeting about the search process will be held within the next three weeks, Carswell provided a general sketch of how the process will work and apprised us of its current status. He emphasized that the library staff's involvement is more important than anything else and that "every voice has to be heard," regardless of whether it comes from the inner circle or the outer circle (cf. anthropologist Margaret Meade's model of participation). Carswell's intent is to allow the possibility of anonymous comments. He is willing to receive comments from staff and then will transmit them to the Committee without names attached.

The theme of the search is to attract lots of good people and to keep the pool deep by having candidates react in a "nongeographic way," i.e., the intent is that Kansas not be merely "another university" known only as a place on a map, but that potential candidates would "know" something about KU and its character. One of the things the Leadership Committee wants to do is promote the KU Libraries, and it is working on preparing a packet of promotional / informational material (including a CD-ROM) which will be distributed to potential candidates. Another thing the Committee plans to do is to hold a one-hour conference call with each candidate.

During the recent ALA conference in San Francisco, the Leadership Committee met with 7 prospective candidates to promote the opening and to gauge people's interest. The list was compiled in part from candidates suggested to the Committee, who met the following criteria: they have been in senior administrative positions for 3 years or more (with evidence of increasing responsibility); and / or are deans, library directors or assistant / associate deans at peer institutions or other institutions on a tier below that of KU. The current list has about 24 names on it, and Carswell emphasized that it is not a closed list and that he is willing to accept suggestions for new candidates. He encourages library staff to contact him with potential names by e-mail at jwc@ukans.edu.

The position description has been written and is pending approval by the EOO; Carswell expects that it will be approved by Thursday (7/5) or Friday (7/6) of this week. With luck it will be mounted on the website by next Monday (7/9).¹ (This website, which has not yet been set up, but will be linked off the "Job Openings" section of the main library page, may also give periodic updates on the status of the search). The position will be advertised not only in several print sources but also via several listservs. The timetable, as currently envisioned, projects that the Screening Committee will begin reviewing applications in early or mid-September, with interviews taking place in October (perhaps the second week of October). (Library staff serving on the Screening Committee include Rick Clement, Denise Stephens, Marianne Reed, Angie Rathmel and Barbara Ginzburg [Law Library]. The other members are Gwen Jansen [EOO], Steve Goddard [Senior Curator, Spencer Art Museum], Daphne Fautin [Div. of Biological Sciences], Steven Maynard-Moody [Dept. of Government] and two students). The preferred starting date for the new Dean is January 2002, although that can be negotiated and adjusted as needed.

Following the on-campus interviews (which may be a three-day affair) and the inputs and deliberation, the Screening Committee will produce a written report which will be forwarded to Provost Shulenberg. Carswell does not yet know what form that report will take; rather than a ranking of candidates, it is likely to be a list of acceptable names, accompanied by comments on each candidate. He hopes to produce a "metricated version" of each candidate's strengths -- and weaknesses -- for the Provost, although he noted that the report "will be a stew," i.e., it will contain a real admixture of comments from a variety of sources, and that the astute reader will be able to discern all its ingredients. The Committee is especially interested in the candidates' approaches to the following areas: Information Age issues; external fundraising; collaborative leadership; "the vision thing"; and how to manage change within the Libraries. Carswell emphasized that there are areas in which he lacks library expertise, and that when in doubt he will rely on the judgement of the library staff serving on the Committee.

Anderson and Burich passed on a memo they had prepared on library governance, and requested that, if possible, a meeting time --preferably one hour, but 30-45 minutes would be o.k.- with library governance group(s) be incorporated into the interview schedule. The important point Exec would like to convey to the candidates is that governance plays a large part in running the Libraries. Carswell agreed that this is an important issue and that it should not be a problem to arrange such a meeting. He will consult with the Committee and let us know if it is a problem to set up. He suggested that Exec prepare a list of questions / issues (preferably by Sept. 1st) which can be passed along to the candidates beforehand. The possibility of the candidates meeting with someone at the Regents' Center was also briefly discussed.

Respectfully submitted,

David Pardue
Secretary

¹ The position description was posted on the Libraries' webpage on July 5, 2001. It can be viewed at the following URL: <http://www.lib.ukans.edu/about/dean070601.html> .

Dean of Libraries
University of Kansas

<http://www.lib.ku.edu/about/dean070601.html>

The University of Kansas seeks an experienced librarian to provide dynamic leadership as Dean of Libraries within this major research university.

The University of Kansas Libraries constitutes a major academic and research resource supporting 25,000 students and 1,300 faculty. The Libraries' collections comprise approximately 3.3 million volumes and 27,000 current serial titles, housed in six library facilities in Lawrence and one at the Kansas City Edwards Campus. The Libraries are cooperatively linked with the School of Law Library and the Dykes Library at the KU Medical Center. The Dean is responsible for a budget of \$14 million and a staff of 83 library faculty and professional staff, 91 paraprofessionals, and 80 FTE of student workers. Librarians hold tenure-track faculty status in the University. The strengths of some of the Kansas University library collections can be seen by exploring the links at <http://www.lib.ku.edu/resource.html>.

The University of Kansas is a founding member of the Association of Research Libraries, the Scholarly Publishing and Academic Resources Coalition (SPARC), the Center for Research Libraries, the Big 12 Plus Library Consortium, and the Kansas Digital Library, and is a member of OCLC. In addition, KU has been a leader in defining scholarly communication issues and approaches with concepts and projects such as the National Electronic Article Repository (NEAR) and BioOne (<http://www.bioone.org>). The Libraries and University faculty includes recognized scholars whose area of research and expertise addresses contemporary scholarly publishing issues.

The University Libraries support a robust technical environment including Voyager, the Endeavor integrated library system; a library web presence; networked support for over 650 staff and public workstations; and a variety of database services and servers. The Libraries also participate in the development of University-wide information technologies, including the new Digital Library Initiatives program and Information Services management.

The Dean will have opportunities to build on past and current successes to help shape the future direction of the Libraries. Additional information about the University and the Libraries can be found at <http://www.ku.edu> and <http://www.lib.ku.edu>.

The University's main campus sits on a beautifully landscaped hilltop campus located in the City of Lawrence. Lawrence is a thriving community with extensive public and cultural amenities. The city is situated in the gently rolling hills of northeast Kansas, 40 miles west of Kansas City, and 25 miles east of Topeka, the state capitol. The diverse community of 85,000 is centered around a dynamic, historic downtown, but is also considered part of the greater Kansas City metropolitan area. More information about Lawrence and Kansas City can be found by accessing the University's home page, <http://www.ku.edu>, and clicking on "Visitors." Several useful links found here provide economic, demographic, and cultural information about Lawrence and the surrounding area.

Primary responsibilities include:

- Creating, articulating, and implementing a vision for the Libraries that serves the academic mission of Kansas University
- Providing leadership to the library faculty and staff and support for teaching, learning, and scholarship
- Working effectively and collaboratively to lead and manage change within the Libraries
- Formulating and managing the Libraries' budget
- Assuming a leadership role in the development of library-wide, fund-raising initiatives and the broad pursuit of external fiscal resources
- Providing oversight for the development and preservation of the Libraries' collections
- Providing oversight for the creation of enhanced library services utilizing traditional and technology-based modes of delivery and access to scholarly information
- Providing oversight for the management of the space planning needs of library facilities and collections
- Developing human resources with a commitment to equal opportunity and diversity among the Libraries' faculty, staff, and student workers
- Representing the Libraries within the University community, to alumni and external constituencies, and in relations with external agencies
- Leading the Libraries' involvement in local, state, regional, national, and international forums and cooperative efforts

The Dean of Libraries reports to the Vice Chancellor for Information Services, forming part of a team of library and IT professionals who manage information resources to serve the needs of the campus community.

On issues involving library faculty and scholarly communications, the Dean reports directly to the Provost. The Dean participates in academic and administrative planning for the University via membership on the Provost's Council and the Academic Deans Council.

Required Qualifications

- Master's degree from an ALA-accredited program and scholarship and service credentials meriting tenure at the appropriate academic rank
- Evidence of substantial leadership ability and a minimum of three years senior administrative experience in an academic or major research library
- Demonstrated experience with the provision of enhanced services utilizing traditional and technology-based modes of delivery and access
- Demonstrated strength in communication skills
- Demonstrated experience in the management of fiscal resources
- Commitment to recruitment of an outstanding, diverse library faculty and staff

Preferred Qualifications

Evidence of:

- Knowledge of the academic environment and the role of libraries in support of teaching, learning, and scholarship
- Policy-level knowledge of the information technologies
- Ability to solicit and utilize input from diverse constituencies
- Successful fund-raising
- Commitment to library faculty and staff professional development
- Knowledge of current developments in scholarly communications

Terms of Appointment

The salary is competitive and reflects the University's commitment to recruit the best-qualified individual. This is a tenured position. The position is available immediately; start date is negotiable.

Nominations

Nominations should include the names, mail and e-mail addresses, and phone numbers of nominees.

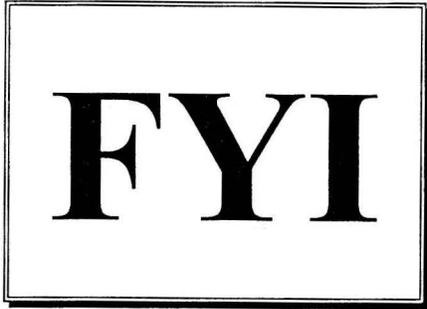
Applications

Applications will be accepted until the position is filled. Initial screening of applications will begin September 10, 2001. Applications should include a letter of interest, an extended statement addressing the required and preferred qualifications, a curriculum vitae, and the names, mail and e-mail addresses, and phone and fax numbers of three references. E-mail submission of these materials is welcome.

Send nominations and applications to:

Professor William Carswell
Chair, Dean of Libraries Search Committee
c/o Jenny Mehmedović
1450 Jayhawk Boulevard
223 Strong Hall
University of Kansas
Lawrence KS 66045-7535
785-864-4999
jmehmedo@ku.edu

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



The University of Kansas Libraries

Number: 1558

Date: July 26, 2001

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

PERSONNEL ANNOUNCEMENTS

Sarah Vantuyl, Library Assistant II at the Regents Center Library, Edwards Campus, has been appointed to an unclassified professional staff position in the same library. Sarah has been employed by the KU Libraries since 1999 and has prior library experience with the Johnson County Community College Library in Overland Park, and with the Lawrence school district. Sarah replaces Jean Hojnacki.

Sandy Gilliland

CLASSIFIED VACANCY

Due to Sarah Vantuyl's promotion (see *Personnel Announcements* above), the KU Regents Center Library announces a full-time Library Assistant II vacancy. [Please note: this position has been approved for immediate recruitment due to the fact that the funding for the position is in the Edwards Campus budget, not the Libraries' budget. The successful candidate for this position will be a member of the KU Libraries staff, but paid via the Edwards Campus budget. Questions regarding this may be directed to Sandy Gilliland.]

Responsibilities of this position include: 1) Patron assistance in reference and public service, 35%; 2) Collection development, serials, and cataloging liaison activities, 35%; 3) Document delivery/reserves assistant, 15%; 4) Maintenance of cash register and RCL monies, 5%; 5) Supplies maintenance, 5%; and 6) Other duties as assigned, 5%. Minimum requirements: Job knowledge at an advanced level in library support work. Preferred selection criteria: Excellent interpersonal and communication skills. Excellent organizational abilities. Ability to manage different job responsibilities simultaneously. Demonstrated knowledge of library public and technical services in an academic library environment. Knowledge of reference sources and procedures used in bibliographic searching and in providing instructions to patrons. Ability to maintain detailed records. Ability to be highly flexible. Ability to follow oral and written instructions. Demonstrated ability to establish and maintain working relationships with diverse patrons, staff members, faculty, and administrators in an academic environment. Experience in using microcomputers with Windows software. Experience in searching the Internet and the World Wide Web. Starting hourly wage: \$11.24. Excellent benefits. For application instructions, contact Sandy Gilliland, 4-8922. Applications are due by 5:00 p.m. Friday, August 3, 2001.

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.

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An Equal Opportunity/Affirmative Action Employer

ATTACHMENTS

Travel Reports:

Deborah Dandridge

Committee Minutes:

LFA Exec., 7/9/01

Committee Annual Reports:

Watson Exhibits Committee Annual Report for FY 2001

Library Instruction Statistics Report for FY 2001

School of Law, Library Fall Semester Hours

Libraries Summer Schedule of Hours, rev 7/16/01

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Deborah Dandridge Department: Kansas Collection
Name of Event: Midwest Archives Conference Location: Chicago, Ill.
Annual Spring Meeting
Date(s) of Travel: May 2-4, 2001

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

Financial assistance from the Staff Development Committee enabled me to attend the 2001 annual spring meeting of the Midwest Archives Conference and a workshop on archival reference at the Midland Hotel in Chicago, Illinois from May 3 - May 5, 2001. This year the conference focused on the themes of *Collaboration and Building Partnerships*, *Documenting Society*, and *Electronic Records and Information Management*. For the *Documenting Society* theme, I organized and moderated a session that examined the challenges and successes of acquiring archival materials from local Asian and African American communities. It offered a variety of outreach strategies for enhancing documentation of "underrepresented" social groups in regional history archives. Clearly, however, the session revealed that our African American documentation program in the Kansas Collection continues to serve as the ideal model for these archival outreach projects. Another session on documentation presented opposing philosophical views on the nature of archival records engendered by the recent literature on electronic records management. At the plenary session, Reagan Moore from the San Diego Supercomputer Center delivered a ninety-minute presentation on the preservation of electronic records.

The reference workshop gave me an opportunity to learn how other institutions are responding to new ethical, legal, and security issues confronting archives today. Each participant had to apply their knowledge and experience to specific situations proposed by the workshop instructor. It provided me with a rare opportunity to discuss issues of reference with colleagues from a wide range of archival institutions. Also, the workshop provided literature and a reading list concerning current views and philosophies of archival reference.

Many thanks to the Staff Development Committee for their support.

(Return this report to Kendall Simmons, Anschutz Library)

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, 9 July 2001, 3:00-3:50 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), B. Schaffner (VC-Chair Elect), M. Brown (UP), G. Gibbs (LIII), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

The minutes of the July 2 meeting were approved. Burich began by making some general statements concerning how she plans on running Exec this year. The Committee will meet on Monday from 3:00-4:30 p.m. as often as needed; Burich has booked monthly meetings with Julia Rholes and will schedule additional meetings with her if necessary. She plans on consulting regularly with the Chair of the Classified Conference (Nancy Hawkins) to address issues of mutual concern.

The Committee reviewed the "LFA Executive Committee -- Effective Practices" document, which was prepared last year by Burich. This document outlines both the roles and responsibilities of the Executive Committee; it is not intended to be a definitive list, and there is the possibility that it may be augmented by the Vice-Chair / Chair Elect. We also looked over the "LFA Calendar" document (also put together last year by Burich), which is useful as a planning tool for the Fall and Spring LFA general meetings as well as making sure Exec stays on track with its business.

The Call for Volunteers for FY02 LFA appointed committees was revised. After making certain that the information on continuing committee membership is correct, Burich will try to send out the form via campus mail this Wednesday (7/11), with a suggested return date of Friday, July 20. Once responses have been received, the Committee will decide which volunteers to appoint to which committees.

The next item was the appointment of Exec liaisons to library governance committees. This liaison structure is unofficial and flexible; however, it is intended to aid communication between Exec and the other library committees. For example, the Exec liaison typically sends a notice to the appropriate committee, asking its members to arrange the first meeting of the FY and to elect officers. They also check that committees are regularly submitting minutes of their meetings, are making progress on their special charges, and gently remind committee chairs when year-end annual reports are due. This year's liaison assignments will be as follows:

- Committee on Research & Scholarly Activity (CRSA) ⇨ George Gibbs
- Promotion and Tenure (LCPT) ⇨ Brad Schaffner
- Nominating and Ballot ⇨ David Pardue
- Planning and Resources (PRC) ⇨ Meg Brown
- Staff Development (SDC) ⇨ John Stratton
- Salaries and Benefits ⇨ Greg Raschke
- Code and Bylaws ⇨ Nancy Burich

Burich asked each liaison to begin by reading the annual report of his/her committee. (We have not yet received reports from Salaries and Benefits or from Planning and Resources but have been assured that they will be submitted shortly). She will send out copies of last year's special charges; Exec can go through the reports one by one, assess what things need attention and based on that information we work on formulating the special charges for this year's committees.

There was brief discussion about Exec's potential meeting with Dean candidates. (Burich and Gordon Anderson had received an e-mail from Bill Carswell indicating that this should not be a problem to arrange, but that due to scheduling constraints we would probably be limited to only 30 minutes). Although there is an older version of a questions list which was prepared by Planning and Resources for the last Dean search, Exec will need to prepare a list of questions / issues for prospective candidates, as well as background document on LFA's role in library governance.

Other issues facing this year's Exec include working on a mentoring plan for untenured librarians. (Our current evaluation plan [approved in January 2001 for a three-year period] essentially has a placeholder which has the beginnings of a mentoring plan that needs further development, since discussions between the Administration and the Committee on Research & Scholarly Activity (CRSA) showed that the issue of mentoring is larger than CRSA alone -- it is something which involves the entire LFA body. Another area which we will be examining is governance structure. In light of the difficulty of getting LFA members to participate in governance activities, Exec will be evaluating the overall structure to see whether efficiency might be gained by eliminating and / or combining some existing committees.

Exec will not meet on July 16; our next regular meeting will be Monday, July 23.

Respectfully submitted,

David Pardue
Secretary

WATSON EXHIBITS COMMITTEE ANNUAL REPORT FOR FY2001

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 and others (KU faculty and students), provides technical support for staff mounting exhibits, and helps publicize exhibits. To facilitate the Exhibit Committee's work, the Libraries' Administration has 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 FY2001 were Geri Slater, Chair; Bryan Culp for July 1- Nov. 27th. Rich Ring and Mary Rosenbloom (ex officio) were appointed to the committee Nov. 28, 2000. Sadly for all of us at KU Libraries, Mary Rosenbloom died on April 29th, 2001. The next month, Fran Devlin was appointed to the Committee. I want to thank Rich for putting up two exhibits, and thank Bryan and Fran for helping publicize exhibits. I was very thankful to have Mary on the Committee for 5 months publicizing exhibits and coming up with great ideas. She was lovely to work with.

This year the exhibits were truly wonderful. We had almost double the number of exhibits we had last year. We often had two exhibits running concurrently in the Watson Library exhibit area and the foyer. I wish to thank the people listed below for all the time they spent working on putting up their exhibits. Mounting exhibits can be somewhat time consuming, but enormously satisfying to oneself and others when finished. The Committee received many compliments on the exhibits over the year. I myself received many compliments on the two summer exhibits that had exhibited books picked by the KU Staff.

Please keep in mind that we have a truly fantastic collection of books and other items here at the KU Libraries. The public needs to know about our collections. One visible way to show our patrons is to have exhibits on portions of our collection. Please consider doing an exhibit for the next year -- showcasing books in our collections in your area of expertise.

We need your help! We have people on the staff who can help advise you on mounting exhibits. We have money for supplies! The Committee often has openings for exhibits in December - January and May - August. But there are often openings other times of the year. The Exhibit Committee usually does not put up exhibits, but over the last two summers I have felt it important to have books in the exhibit cases, so some members of the Committee along with Joy Fry put in the Staff Picks exhibits for Summer 2000 and Summer 2001.

So to those enthusiastic exhibitors below, the Exhibit Committee sends you a big thank you. Also thanks to Al for taking photos of the exhibits so we can keep a visual record of all exhibits.

The following is a list of exhibits that were displayed throughout the fiscal year.

June 15 th - July 15 th	Favorite Books of the KU Libraries Staff (by the Exhibit Committee and Joy Fry)
July 15 th - Sept. 8 th	Godzilla and Japanese Popular Culture (by Michiko Ito)
Sept. 10 th - Nov. 17 th	Indian Place Names in Kansas (by Lea Currie and Channette Kirby)
Nov. 27 th - Dec. 4 th	World AIDS Day (by Dawn Grier, from the Douglas County AIDS Project, and Rich Crank)
Dec. 1 st - Feb. 6 th	The Coronation of Charlemagne 25 December 800 (by Rich Ring)
Jan. 11 th - Feb. 1 st	Building a Better Community (by Cindy Pierard)
Feb. 6 th - 23 rd	"Exodus to Kansas" (by Lea Currie and Channette Kirby)

Feb. 6 th -March 16 th	“February Sisters” (by Faye Christenberry and Sharon Sullivan)
Feb. 26 th -March 16 th	Brazilian Week exhibit (by Bruno Pieroni and the Brazil-Portugal Organization with Jana Krentz)
March 19 th -April 16 th	“Czech it Out! Culture from the Heartland of Europe” (by Gordon Anderson and Brad Schaffner) (Partial exhibit up through July in foyer)
March 20 th -March 30 th	Exhibit on Natalie Zemon Davis (by Rich Ring)
April 17 th - May 13 th	Snyder Book Collecting Contest exhibit (Jeff Bullington and others)
June 8 th -end of July	Book Your Summer Fun (Picks of the KU Libraries Staff) (by Geri Slater and Joy Fry)

Submitted by Geri Slater
Chair, Watson Library Exhibits Committee

University of Kansas Libraries Instruction Program
Library Instruction Statistics Report- FY01 (July 1, 2000 – June 30, 2001)

Why Are We Collecting Instruction Statistics?

Instruction statistics will be collected once each year. This information will be used to help chart the extent of educational programs led by KU Libraries staff. Instruction statistics will also be included in other planning documents such as the Libraries' annual budget requests and our statistical report 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 17.

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@ku.edu or 864-8990

Part I - Name & Fiscal Year

1a. Name _____

1b. Fiscal Year for which statistics are being reported **FY01 (July 1, 2000 – June 30, 2001)**

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

UNIVERSITY OF KANSAS SCHOOL OF LAW LIBRARY
FALL SEMESTER HOURS, 2001
 (As of 7/16/01)

August 22 - August 31 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 1 - September 3 LABOR DAY WEEKEND HOURS	
	Sat. 10:00 am - 5:00 pm Sun. 1:00 pm - 5:00 pm Mon. CLOSED
September 4 - October 16 REGULAR HOURS	
October 17 - October 21 FALL RECESS HOURS	
	Wed. 7:30 am - 6:00 pm Thur. - Fri. 8:00 am - 5:00 pm Sat. CLOSED Sun. 10:00 am - 11 pm
October 22 - November 20 REGULAR HOURS	
November 21 - November 24 THANKSGIVING RECESS HOURS	
	Wed. 7:30 am - 5:00 pm Thur.-Sat. CLOSED
November 25 - December 8 REGULAR HOURS	
December 9 - December 20 EXAM HOURS	
	Mon-Fri. 7:30 am - 1:00am Sat. 8:00 am - 1:00 am Sun. 10:00 am - 1:00 am
December 21	Thur. 7:30 am - 6:00 pm
December 22 - January 15 WINTER RECESS HOURS	
	Mon-Fri. 8:00 am - 5:00 pm Sat.-Sun. CLOSED
(Closed December 25 and January 1)	
January 16. RESUME REGULAR HOURS	

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

THE UNIVERSITY OF KANSAS LIBRARIES
SUMMER SCHEDULE OF HOURS: TUESDAY, JUNE 5, 2001 - MONDAY, AUGUST 20, 2001

July 16, 2001

<p>ANSCHUTZ LIBRARY (including Government Documents Collection) (864-4928)</p> <p>24-Hour study facility will resume on August 23, 2001.</p> <p>Building Hours: Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 8am - 5pm Sat-Sun Closed</p>	<p>ANSCHUTZ LIBRARY THOMAS R SMITH MAP COLLECTION (864-4420) Level 1, Anschutz Library</p> <p>Mon-Thu 9am - 8pm Fri 9am - 5pm Sat 1pm - 5pm Sun Closed</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 9am - 5pm Sat-Sun Closed</p>	<p>LAW LIBRARY (864-3025) 200 Green Hall</p> <p>Mon-Thu 7:30am - 10pm Fri 7:30am - 5pm Sat 8:30am - 5pm Sun 10am - 10pm</p> <p>Exceptions: May 20 8:30am-10pm June 15 7:30am-11pm June 16 8:30-11pm June 17 10am-11pm June 18-22 7:30-11pm July 4 Closed July 19-20 7:30am- 11pm July 21 8:30am- 9pm July 22 10am-11pm July 23-26 7:30am - 11pm July 27 7:30am- 9pm July 28 9am-6pm July 29 - Aug 19 Mon-Fri 8am - 5pm Sat-Sun Closed Aug 20 8am-9pm</p>	<p>REGENTS CENTER LIBRARY (865-4420)</p> <p>Mon-Thu 8am - 10:30pm Fri 8am - 6pm Sat 8am - 6pm Sun noon - 8pm</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 8am - 5pm Sat-Sun Closed</p>	<p>KENNETH SPENCER RESEARCH LIBRARY</p> <p>Kansas Collection (history of Kansas and the region: books, photographs, manuscripts and other records) Lower Level (864-4274)</p> <p>Department of Special Collections (rare books and manuscripts from medieval to modern times) Terrace Level (864-4334)</p>	<p>WATSON LIBRARY</p> <p>Information: (864-3956) Library hours: (864-8900) Circulation: (864-8983) Reserve: (864-3396) Periodicals Microforms: (864-3950)</p> <p>Building Hours: Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 8am - 5pm Sat-Sun Closed</p>	<p>WATSON (continued)</p> <p>INTERLIBRARY LOAN DESK 2nd Level Watson 864-3960 (KU Patrons) 864-3964 (Other Libraries)</p> <p>Mon-Fri 8am - 5pm Sat-Sun Closed</p> <p>Closed: July 4, July 28</p> <p>REFERENCE DESK (864-3347)</p> <p>Staffed: Mon-Thu 9am - 9pm Fri 9am - 5pm Sat-Sun 1pm - 5pm</p> <p>Closed: July 4, July 28-29</p>
<p>Stacks close 30 minutes before Library closes:</p> <p>REFERENCE DESK (864-4930)</p> <p>Staffed: Mon-Thur 9am-9 pm Fri 9am-5pm Sat 1pm-5pm Sun 1pm-5pm</p> <p>Closed: July 4 July 28-29</p> <p>Hours during class holidays: Mon-Fri 9am-5pm</p>	<p>MURPHY ART & ARCHITECTURE LIBRARY (864-3020) 1st Level Spencer Museum of Art</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 8am - 5pm Sat-Sun Closed</p>	<p>MUSIC & DANCE LIBRARY (864-3496) 240 Murphy</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 8am - 5pm Sat-Sun Closed</p>	<p>SPAIR ENGINEERING LIBRARY (864-3866)</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p>Exceptions: July 4 Closed July 29-Aug 20 Mon-Fri 8am - 5pm Sat-Sun Closed</p>	<p>University Archives (history of KU and KU people: books, photographs, manuscripts and other records) Top Level (864-4188)</p> <p>Building Hours: Mon-Fri 8am - 5pm Sat-Sun Closed</p> <p>Closed: July 4 July 20-27</p>	<p>Circulation/Reserve desks close 15 min. before Library closes.</p> <p>COPYING SERVICES (864-4209)</p> <p>Self-service copiers available on same schedule as shown above. Service window hours: Mon-Thur 8am-8:45pm Fri 8am-4:45pm Sat noon-4:45pm Sun 1pm-4:45pm</p> <p>FINES OFFICE (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am-4:30pm Sat-Sun Closed Closed: July 4</p>	<p>Hours during Class Holidays: Staffed: July 30 - Aug 20 Mon-Fri 9am - 5pm Sat-Sun Closed</p> <p>EAST ASIAN LIBRARY (864-4669) 5TH Level Watson</p> <p>Staffed: Mon-Fri 8am - 5pm</p> <p>Closed: July 4</p> <p>(East Asian bookstacks are open on the same schedule as Watson Library bookstacks.)</p>

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED

SOURCES: LIBRARY HOURS LINE: 864-8900; KU INFORMATION CENTER: 864-3506; OR LIBRARY WEB PAGE: <HTTP://WWW.LIB.UKANS.EDU>



The University of Kansas Libraries

Number: 1559

Date: August 9, 2001

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

PERSONNEL

Bryan Culp, Dole Archivist, has announced his resignation effective August 8, 2001. Bryan's employment began in June, 1997.

We are pleased to announce the appointment of **Laura Horne** as a Library Assistant I in the Anschutz Library. Laura has previous KU Libraries experience as a student assistant in Spencer Research Library, working in the Kansas Collection. She attended Kansas State University and the University of Kansas. Laura's employment became effective August 5, 2001.

Welcome to two newly-appointed librarians: **Gina Matesic**, Reference Librarian/ Bibliographer in Watson Reference began work on Wednesday, August 8th; and **Tami Albin**, Public Service Librarian at the Regents Center Library began work on August 6th.

Sandy Gilliland

CLASSIFIED VACANCIES

Applications are now being accepted for three Library Assistant II positions, described as follows:

Position #7210, Reader Services Unit, Spencer Research Library. Duties include: 1) Reference and referral services, 50%; 2) Management of reprography services, 30%; 3) Administrative assistance to the Spencer Librarian, 10%, 4) Other support services, 5%; and 5) Equipment maintenance, 5%. Knowledge of computer systems; knowledge of at least one Western European language; knowledge of the use and proper handling of archives, rare books, photographs and manuscripts; knowledge of KU's online library system and Microsoft programs (Access, Excel, Outlook, Word, etc.); knowledge of the use of light equipment, photocopiers, microfilm readers, film projectors, etc.

Position #7252, Reader Services Unit, Spencer Research Library. Duties include: 1) Reference and referral services, 50%; 2) Patron registration, KSRL communication and scheduling, 15%; 3) Student employment coordination, 15%; 4) Patron/collection use statistics, 20%. Preferred qualifications: Knowledge of computer systems; knowledge of at least one Western European language; knowledge of the use and proper handling of archives, rare books, photographs and manuscripts; knowledge of KU's online library system and Microsoft programs (Access, Excel, Outlook, Word, etc.); knowledge of the use of light equipment, photocopiers, microfilm readers, film projectors, etc.

(continued)

Position #7213, Map/GeoMedia Unit, Anschutz Library. Duties include: 1) General unit operations, 20%; 2) Student personnel management, 20%; 3) Public services, 25%; 4) Technical processing, 15%; and 5) Development, training and projects. Preferred qualifications: Library work experience; public service work experience; excellent interpersonal, and communication skills; experience with microcomputers and Windows operating systems, the Internet, and office software; ability to supervise the work of others; ability to provide on-time reporting/completion of assignments, proven commitment to positive, solution-oriented problem solving; ability to work effectively and cooperatively in a changing work environment; prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures.

The Library Assistant II classification is funded at pay grade 18 on the State's pay scale at a beginning hourly wage rate of \$11.24. For a complete job description and qualifications, contact Rita Wilson, 4-8920. Applications are due in the Administrative Office by 5:00 p.m. Friday, August 17, 2001.

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.

KU TELEPHONE DIRECTORY UPDATES

All staff are asked to review their current listing in the KU Telephone Directory and make any changes by August 13th. A memo was sent recently to all Libraries staff with instructions for returning the requested information. Please contact Rita Wilson, 4-8920, if you have questions or if you did not receive a copy of the memo.

Sandy Gilliland

ATTACHMENTS

Travel Reports:

Margaret Wilson

Committee Minutes:

CCEB, 7/3/01

LFA Exec., 7/23/01

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Margaret Wilson
Name of Event: ALA
Dates of Travel: June 15-18, 2001

Department: Cataloging
Location: San Francisco

This was the first time I had attended an ALA conference despite 40 years in the profession, having instead opted for SLA, MLA, and NASIG. It was an interesting experience. I went to some useful sessions on digital libraries and on this year's hot topics, open URL and the deep Web. The ubiquitous Cliff Lynch offered his usual insights at several different sessions, once covering a topic extemporaneously and with amazing articulateness for twenty minutes when the intended speaker was suddenly indisposed. Visiting the exhibitor booths was fun. I had the privilege of attending a luncheon at which the speaker was Winston Churchill's daughter. However, I confess I found the conference overall to be a daunting and not terribly worthwhile experience. The sessions I wanted to attend were frequently scheduled simultaneously. Those that weren't were at opposite ends of San Francisco; as a result, I got to sessions late, missed out on important opening material, and had to stand at the back of the room where I could not read the screen displays. Added to these frustrations were feelings of isolation (in two days the only KU person I bumped into was Keith), an attempted pickpocket, perpetually getting lost, and the usual air travel difficulties: Lea, Rich and I, in three separate planes, circled Kansas City avoiding severe storms until our planes ran out of fuel and we were rerouted to other airports. I am in awe of the hardiness of my colleagues who routinely attend ALA! I have been spoiled by the more informative, user-friendly, and inexpensive conferences put on by NASIG and MLA.

Of course, the conference was not without its compensations. To my great joy I was grabbed and hugged by what I first thought were total strangers--who were these middle-aged men?--but who turned out to be cherished friends and colleagues of 20 and 30 years ago. I had a great time catching up with former KU librarians Marianne Siegmund, Marta Able, and Aimee Algier. Aimee now works at Santa Clara University, which we visited one evening. It is a stunningly beautiful, mission-style Catholic institution that devotes large sums of money on its gardens, and, presumably, its soccer team (Brandi Chastain is the coach).

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

Classified Conference Executive Board – Meeting Minutes

July 3, 2001 10:30-12:00 Art Library Room 103

Present – Jan Altenbernd, David Bagsby, Jana Borchardt, Billie Conway, Helen Krische Dee, Kevin Fussell, Nancy Hawkins, Sue Hewitt, Carol Jeffries, Christy Kulp, Joshua Nichols, Summer Schippers
Absent – Carmen Orth-Alfie, Janet Renew, Angel Unfred

Latest News from Administration

Sandy Gilliland met with Jan and Nancy to discuss both the classified employee of the year committee and other issues relevant to classified employees. The main news was that the process for re-evaluating job descriptions has been delayed by request of the Deans Council. No specifics were given as to when the process would now begin.

Update on Drink Machine in Watson

Janet Revenue was not in attendance to comment on her Watson Drink Machine Survey results, nonetheless a lengthy discussion ensued. Helen did have the basic results, and given the 40% response rate to the drink-machine survey it seems there is a significant interest in this addition to the Watson Staff Lounge. The written compilation of the survey was presented to the Deans Council, where it was not received with enthusiasm. One reason is the past record of preservation problems ten plus years ago when there were snacks and drink machines in Watson. The point was made that these had been open to the public and thus the problems. Another option mentioned was having departmental water coolers or refrigerators and letting the staff bring in large quantities of drink products and have them available at cost. Resistance to this included the hassle of transportation, remuneration, and possible legal issues with Coke and the KU Union Concessions. Perhaps this issue should be referred to KULSA because it concerns all staff, not just classified.

Committee Reports

- Planning and Resource Committee (PRC) Budget reports have been sent to Richard Fyffe and Julia Rholes and it is possible there will be another All-Staff meeting to discuss the library budget. PRC also needs one more classified member.
- Staff Development Committee (SDC) This committee also needs one more classified participant. Only half of the four positions are filled, so volunteers are needed. Three members are appointed from the classified staff.
- University Classified Senate Committee Sue Hewitt, our EEO5 rep, reported on three different items related to the Classified Senate and its subcommittees. 1) Sue mentioned the Senate and Chancellor's discussion of having all university employees become Regent employees, yet for several reasons the discussion was tabled at the end of the 2000 FY session. For instance, the Chancellor would want a merit-based system with pay determined by evaluation in order to consider this change and the Classified Employees would want to not see a reduction in benefits and job security. 2) According to the Legislative affairs Committee the annual Legislative Information Day in February has been a small step in voicing concerns to the legislature; now, however, other Regents institutions are considering pooling their efforts to better represent the many people who are dependent on the State legislation for pay increases, etc. 3) The Personnel Committee of the Classified Senate reported that according to the State Classified Employee survey pay was in fact the biggest concern across the board. In advance of the University's review of job classifications, the committee has already suggested a procedural consideration if someone does want to be considered for a reclassification (I.e. Going from an LA II to an LA III). One suggestion was that in addition to going through one's supervisor, one should be able to apply directly to the Human Resources Department. A FAQ sheet has been added to the HR website at <http://www.ku.edu/~kuhr/>.
- Personnel Committee When job reevaluations do begin, it is unclear whether this committee will play a role, even though it was indicated at one point that they would. The committee's responsibilities have been minimal other than referring two staff members to other resources to resolve their issues.

Miscellaneous

- Cataloging - Cataloging is at a standstill in the restructuring process.
- Supervisor's Forum - Jan Altenbernd spoke briefly of some brainstorming she's done regarding starting a forum for discussing issues pertinent to all student assistant supervisors including retention, evaluations, interviewing for positions, etc.
- Watson Moves - Helen elaborated on the location changes occurring in the Periodicals, Reserves, Copy Services, Fines, Circulation, etc. More information will be posted in FYI about the specifics
- Changing of the Guard - Nancy Hawkins inaugurated her year as the new CCEB Chairperson by having the new and "retiring" members, who were both in attendance, introduce themselves to the group.

Respectfully submitted by Jana Borchardt, Secretary KU Libraries Classified Conference

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, 23 July 2001, 3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), M. Brown (UP), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

Absent: B. Schaffner (VC-Chair Elect), G. Gibbs (LIII)

The minutes of the July 9 meeting were approved. Burich summarized her recent meetings with the Chair of Classified Conference, Nancy Hawkins, and with Interim Dean Julia Rholes. Hawkins will notify Exec when they have recruited volunteers to serve on the two joint committees: Staff Development and Planning & Resources. Ideally, Exec would like to include the classified volunteers in the process of drafting their committees' special charges. In her meeting with Burich, Rholes encouraged library staff to participate as fully as possible in the upcoming Dean search. She also stated it would be desirable for the Search Committee to remind all library staff that their input and comments do make a difference, and that in order to have a good outcome, we need people to participate as broadly as possible. Stratton noted that the level of interest shown by our staff will likely be an important indicator for prospective candidates. Also during her meeting with Rholes, Burich pointed out that one of LFA's concerns is the need to move forward with the Libraries' mentoring plan.

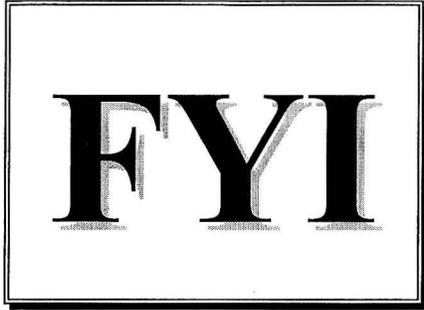
Burich distributed a revised draft of possible questions for the Dean candidates. After looking the list over this week, we will discuss possible changes in it during next week's meeting.

The bulk of the meeting was devoted to appointing new members to the LFA governance committees. Several LFA members responded to the Call for Volunteers, and Exec tried to honor the volunteers' committee preferences if at all possible. Final appointments will be announced soon.

We began working on the committees' special charges but did not make much progress. There was some discussion of Code & Bylaw's annual report and LCPT's report was briefly discussed as well. At this point, all the committees have submitted their annual reports except for the Salaries & Benefits Committee.

Respectfully submitted,

David Pardue
Secretary



The University of Kansas Libraries

Number: 1560

Date: August 23, 2001

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

VACANCY ANNOUNCEMENT: AUTOMATION SUPPORT SPECIALIST

Applications are now being accepted for a full-time unclassified professional staff position, "Automation Support Specialist". This position shares general responsibility for the installation, maintenance, and support of user hardware and software in the Libraries, with a primary focus on configuring new computers and upgrading staff and public computers on an ongoing basis. Hardware supported includes microcomputers with internal components such as sound cards and CD-ROM drives, attached printers, networked printers, OCR wands, barcode readers, scanners, etc. Software supported includes the Microsoft Office suite and web browsers. In addition, the support specialist performs some department clerical activities such as compiling statistics and maintaining internal inventory databases. (A full vacancy announcement providing more detail regarding position duties may be requested from the Library Administrative Office.) Required qualifications: experience configuring and installing Intel-based microcomputer hardware; experience installing microcomputer peripheral equipment such as printers, sound cards, CD-ROMs, etc.; excellent organizational skills; good communication skills; experience using Windows 95, 98, NT, or 2000; ability to lift and carry 50 pounds; valid driver's license. Preferred qualifications: experience installing and/or upgrading Microsoft operating systems; experience troubleshooting and repairing problems with microcomputers and associated peripheral equipment; experience troubleshooting software problems; experience creating queries and reports in MSAccess; experience installing windows95/98/NT/2000 and Windows95/98/NT/2000 applications; experience training others to use microcomputers and microcomputer software; experience with Novell-based local area networks; experience with TCP/IP networking and applications; baccalaureate degree. Annual salary: \$24,000 - \$28,000, dependent upon qualifications. To apply, submit letter of application, resume and names/addresses/telephone numbers of three references to: Sandy Gilliland, 502 Watson Library. Review of applications will begin September 7, 2001.

CLASSIFIED VACANCY RE-OPENED

Recruitment for a **Library Assistant III** position in Anschutz Library has been extended. This full-time position is responsible for: 1) Management information support, 35%; 2) Regional depository support, 30%; 3) Student payroll/budget management, 25%; 4) Facilities support, 5%; and 5) Training, development and projects, 5%. Minimum qualifications: Independent work experience in library support work. Preferred qualifications: Library work experience. Public service work experience. Excellent interpersonal, organizational and communication skills (including strong writing skills). Experience preparing reports. Experience with microcomputers, DOS and windows operating systems, CD-ROMs, the Internet, and a variety of software programs (such as spreadsheets, word-processing, and database programs). Ability to supervise the work of others. Ability to provide on-time reporting. Proven commitment to positive, solution-oriented problem solving. Strong interpersonal skills and an ability to work effectively and cooperative as part of a team as well as independently in a changing work environment. Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures. Beginning hourly wage: \$12.39. Contact Sandy Gilliland, 4-8922, for application instructions and a complete position description. Applications are due by 5:00 p.m. Friday, August 31, 2001.

An Equal Opportunity/Affirmative Action Employer

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PERSONNEL ANNOUNCEMENT (REPRINTED FROM KULIB-L, AUGUST 20, 2001)

Sarah Richardson, Library Assistant I in Retrieval Services has transferred from the ILL/DD unit to the Library Assistant I position in the Payments/Accounting Unit in Retrieval Services. Sarah has been employed by the Libraries since July, 2000.

Kurt Blythe has been appointed to a Library Assistant I position in Retrieval Services, Serials Holdings Records Team, effective today, August 20th. Kurt was previously a student assistant in the KU Libraries Preservation Department, and graduated from KU with a degree in English. He replaces Karon Ballard.

William (Bill) Myers has been appointed as the External Relations Officer effective today, August 20th. Bill is presently a lecturer with KU's English Department. He has previous development experience with the Menninger Foundation, Colorado State University, The Nature Conservancy, and Partners in Philanthropy. Bill earned BA and MA degrees in English from Fort Hays State University. Bill's office will be located in 502 Watson.

Sandy Gilliland

ATTACHMENTS

Travel Reports: Susan Case
Retrieval Services Staff Listing

TRAVEL REPORT

Susan Case
Anschutz Library

Event: ALA Annual Conference [2001]
Location: San Francisco, CA
Dates: June 15-19, 2001

At ALA 2001, the programs presented by the ACRL Science and Technology Section [STS] and the STS Research Committee's meetings certainly filled my schedule at ALA this year. This year is STS's 40th Anniversary, and the programming and special events for the celebration were wonderful. I was very pleased with both the quality and quantity of offerings from STS, and I am delighted to be a member of this ACRL group. I've been a member of the STS Research Forum [now called the STS Research Committee] for the past year, and have truly enjoyed working with other members of the Forum to critique reports of developing research which are presented at the annual STS meetings. I've attended STS programs for the past two years, and am beginning to feel a part of a national network of science librarians.

I arrived in San Francisco on June 15 and was dumbfounded to learn that the hotel where I had a reservation had switched me to a room in another one of their "sister" hotels. A nice person from the hotel provided transport to my new digs, a small "European-style" hotel which provided extraordinary amenities: my room's proximity to an elevator that sounded a trumpet fanfare when its doors opened, and a bathtub with claws. Strangely, the hotel really was a nice place to stay—the employees were cheerful and helpful, the rooms were spotlessly clean, and the hotel's location just couldn't be beat!

One June 16, I attended the annual STS breakfast. The breakfast provides an informal setting for new STS members to meet and chat with STS committee members and elected officers. At the Research Forum/Committee table, I sat next to a person our very own Susan Craig had mentored years ago. The person was delighted to learn I that I work at KU and gave me a note to give to Susan, thanking her once again for all the support and guidance she'd provided.

The majority of programs I attended at ALA 2001 were sponsored by STS. Two of the programs I thought were especially interesting were "Digitizing Science" [a panel discussion] and "Quantum Leaps by Decade: Forty Years of Science Librarianship Through Collaboration." I am very grateful for the financial assistance from the Library Staff Development fund which made my attendance at ALA 2001 possible.

WHO'S WHO IN RETRIEVAL SERVICES

August 2001

Department leadership team

Gaele Gillespie (Serials Librarian)
Lars Leon (Interlibrary Loan/Document Delivery Librarian)
Rachel Miller (Acquisitions Librarian, Department Head)

Unit staff

Firm Orders/Approvals (4-3479): Carol Jeffries (team leader), Verna Froese, Chantel Guidry, Angie Rathmel

ILL/DD (4-3960): David Bagsby, Pamela Bonham, Jana Borchardt, Billie Conway, Sarah Richardson, Steve Shartran, Tina Spray

Serial Acquisitions (4-3535): Luceil Hamlin (team leader), Hope Cundiff, Muriel Cook, Linda Copp, Carol Ann Vernon

Serial Records (4-3476): Rich Crank (team leader), Kurt Blythe, Kathy Lathrom, Bob Marvin

Payments/Accounting: Lois Bauer, Sarah Richardson, JoAnna Traxler

ALPHABETICAL LIST OF RETRIEVAL SERVICES STAFF

Name	Unit	email address	Phone
Bagsby, David	ILL/DD	dbagsby@ku.edu	4-3563
Bauer, Lois	Payments/Accounting	lbauer@ku.edu	4-8885
Blythe, Kurt	Serial Records	kblythe@ku.edu	4-8883
Bonham, Pamela	ILL/DD	pbonham@ku.edu	4-8896
Borchardt, Jana	ILL/DD	jborchdt@ku.edu	4-8899
Conway, Billie	ILL/DD	bconway@ku.edu	4-8894
Cook, Muriel	Serial Orders	mcook@ku.edu	4-8882
Copp, Linda	Serial Orders/Claims	lcopp@ku.edu	4-8836
Crank, Rich	Serial Records	rcrank@ku.edu	4-8944
Cundiff, Hope	Serial Orders	hcundiff@ku.edu	4-8834
Froese, Verna	Firm Orders	vfroese@ku.edu	4-8835
Gillespie, Gaele	Serials Librarian	ggillespie@ku.edu	4-3051
Guidry, Chantel	Firm Orders/Approvals	cguidry@ku.edu	4-8890
Hamlin, Luceil	Serial Orders	lhamlin@ku.edu	4-8859
Jeffries, Carol	Firm Orders/Approvals	cjeffries@ku.edu	4-8832
Lathrom, Kathy	Serial Records	klathrom@ku.edu	4-8897
Leon, Lars	ILL/DD Librarian	lleon@ku.edu	4-3073
Marvin, Bob	Serial Records	bmarvin@ku.edu	4-8898
Miller, Rachel	Acquisitions Librarian	rmiller@ku.edu	4-3078
Rathmel, Angie	Approvals/Firm Orders	aroads@ku.edu	4-8834
Richardson, Sarah	ILL/DD (transitioning to Payments/Accounting)	srichardson@ku.edu	4-8887
Shartran, Steve	ILL/DD	sshartran@ku.edu	4-8891
Spray, Tina	ILL/DD	tspray@ku.edu	4-8886
Traxler, JoAnna	Payments/Accounting	jtraxler@ku.edu	4-8884
Vernon, Carol Ann	Serial Orders/Firm Orders	cavernon@ku.edu	4-8837

WHOM TO ASK ABOUT WHAT

To ask about ...

Talk with ...

Approval plans

Approval shipments, viewing area, approval rejects
Coverage of particular titles or publishers, profile
changes, vendor performance problems

Angie Rathmel, Chantel Guidry, Carol Jeffries
Rachel Miller

Firm orders

Status of a particular firm order

Angie Rathmel, Chantel Guidry, Carol Jeffries, Verna Froese, Carol Ann
Vernon; email to Library purchase requests (acq@ku.edu)

Damaged/defective receipts, flag problems
General policies, vendor selection or performance
issues

Angiel Rathmel, Chantel Guidry, Carol Jeffries
Rachel Miller

Monographic series, sets, fascicles

Carol Ann Vernon

Gifts and Exchanges

One-time gifts

George Gibbs, Assistant Dean (4-8923)

Serial gift/exchange arrangements

Luceil Hamlin, Gaele Gillespie

Interlibrary Loan/Document Delivery

WebRetrieve

Lars Leon, Tina Spray, Billie Conway

ingenta

Lars Leon, Rachel Miller

Regents Center Library

Jana Borchardt, Pamela Bonham

Service for KU patrons

Tina Spray, Billie Conway, David Bagsby

Service for other libraries

Pamela Bonham, Steve Shartran, Jana Borchardt

General policies and procedures

Lars Leon

Notification slips, publisher catalogs

Kathy Lathrom

Payments/Accounting

Payment status of a particular invoice

Firm Orders/Approvals/ILL/DD: JoAnna Traxler

Foreign currency exchange rates

Subscriptions/Standing Orders/Electronic information: Lois Bauer

Fund balances

JoAnna Traxler, Lois Bauer

Fund snapshot reports, other financial reports,
budget projections

JoAnna Traxler, Lois Bauer

Rachel Miller

Publications for sale

Lois Bauer

Publisher catalogs, notification slips

Kathy Lathrom

Purchase Requests

Carol Jeffries; email to Library purchase requests (acq@ku.edu); snailmail to
PRs or Rush PRs

Serials (subscriptions, standing orders, memberships, package plans)

Status of a particular order

Luceil Hamlin, Muriel Cook, Carol Ann Vernon, Hope Cundiff

Claims questions

Linda Copp; email to Library serial claims (claims@ku.edu)

Check-in and receipt status questions

Rich Crank, Kathy Lathrom, Bob Marvin, Kurt Blythe; email to Library checkin
(checkin@ku.edu)

Check-in of CD-ROMs

Rich Crank

Check-in of Regents Center Library titles

Bob Marvin

Check-in of area studies titles

Kathy Lathrom

Holdings record updates, relinking

Rich Crank, Bob Marvin, Kathy Lathrom; email to Library serial holdings
(serialholdings@ku.edu)

Check-in of monographic series, sets, fascicles

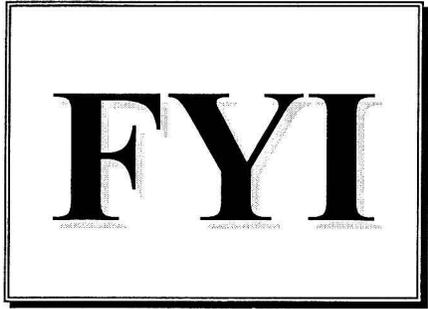
Carol Ann Vernon

Rotations

Carol Ann Vernon

Policies and procedures, problems

Gaele Gillespie



The University of Kansas Libraries

Number: 1561

Date: August 30, 2001

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

CLASSIFIED VACANCY

The following position has been approved for immediate recruitment:

Due to Sarah Richardson's transfer within the Retrieval Services Department (announced recently to all staff), we are now accepting applications for a full-time Library Assistant I position in Retrieval Services. Duties include: 1) Processing material received for KU patrons (37%); 2) Processing ILL requests from KU patrons by verifying ILL requests for bibliographic accuracy, locating lending locations, and requesting (25%); 3) Assist in follow-up on all ILL requests from KU patrons that have not been completed (13%); 4) Assist with Lending out processing of loans and copies (13%); 5) Teamwork and Skill Development (7%); 6) Interactions with patrons (5%); and 7) Other duties as assigned, based on continual assessment of departmental staffing needs. Minimum qualifications: Job knowledge at an entry level in library support work. Preferred qualifications: Library work experience. Strong commitment to public service. Experience working with bibliographic, acquisition, serials control, or interlibrary loan records. Ability to work with detailed and complex procedures effectively and independently. Ability to organize work effectively, set priorities, and meet goals. Ability to establish and maintain effective work relationships in a team environment. Supervisory experience. Broad educational background, including working knowledge of at least one foreign (Western European) language. Ability to maintain a regular schedule. Ability to work under pressure and handle work-related stress. Proven commitment to positive, solution-oriented problem solving. Prefer a flexible person with strong interpersonal skills who is able to work effectively and cooperatively as part of a team as well as independently in a changing work environment. Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures. Beginning hourly wage: \$10.20. Excellent benefits. Contact Sandy Gilliland, 4-8922, for application instructions. Applications are due Friday, September 7, 2001.

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: Judith Emde, Karen Cook

Committee Minutes:

Classified Conference Executive Board, 7/19/01

Executive Committee, LFA, 8/20/01, 8/27/01

Anschutz Library Contact List (rev. 8/27/01)

An Equal Opportunity/Affirmative Action Employer

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

TRAVEL REPORT

Name: Judith Emde

Department: Anschutz Library

Name of Event: American Library Association
Annual Conference

Location: San Francisco

Date of Travel: June 16 – 18, 2001

This trip served dual purposes: ALA attendance and vacation time with my seventeen year old daughter. To develop a better awareness about metadata, I attended two sessions on the topic. From the first session, I learned about the structure and types of metadata, particularly Dublin Core. The basic premise of the session was evaluating and cataloging Web sites. INFOMINE from UCLA and the Librarians' Index to the Internet, primarily organized by public librarians in California, were also featured. The second session on metadata was sponsored by OCLC and highlighted the CORC service. A humorous quote from the session was "Metadata is cataloging for men."

I attended a session entitled "The serials' pig in the aggregator's poke. The sequel: technical services and public services actually talk to each other!". This session was actually a sequel to one held two years ago at the annual meeting. The question was, how do libraries make the journals available through aggregator packages more accessible to our patrons through the OCAT. What the reference staff members want on the OCAT records may be far beyond the capabilities of the cataloging staff. This topic was very timely to KU's discussion of creating a separate electronic journal database and using Serials Solutions to provide the holdings of journals available through our aggregators.

The science and technology section celebrated its 40th anniversary this year. One of the programs highlighted forty years of science librarianship. Speakers included Eugene Garfield, John Warnock (Adobe Systems), Clifford Lynch, Eugenie Prime (Directory of Libraries, Hewlett Packard). I found Marian Cleeves Diamond, a neuroscientist, from UC-Berkeley, the most interesting. In a hat box, she brought a human brain and conveyed how amazing this mass of tissue is that stores all of our knowledge.

The sessions and exhibits attended were useful and pertinent. I want to thank the Staff Development Committee for the financial support.

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

TRAVEL REPORT

Name: Karen S. Cook

Department: Spencer Research Library

Event: ICC (International Cartographic Conference) Beijing 2001

Dates of Travel: 31 July-17 August 2001

I have just returned from the ICC in Beijing, China (6-10 August) and associated tours and technical visits to Xian (3-5 August) and the Chongqing-Wuhan stretch of the Yangtze River (10-16 August). As a learning experience, this trip beat any amount of reading hands down. Although China was studied in Dr. John Agada's ESU SLIM course, LI821 International Information Economy, during spring semester 2001, seeing China's changing society firsthand still brought unexpected revelations.

In the conference context of geospatial information creation and distribution, I was impressed by the concerted efforts of mapping agencies (such as the Shaanxi Bureau of Surveying and Mapping visited in Xian) to leap from pre-computer methods to digital technology. The new digital databases being created will provide information to different agencies responsible for resource development decisions. However, the uneven quality of Chinese conference presentations emphasized that technological mastery is insufficient without understanding the scientific research process that leads from information to knowledge. Involving foreign scientists and organizations in Chinese surveying and mapping projects, as well as sending Chinese cartographers abroad for training, should help to close this culture gap in time.

However, the old and new Chinas will continue to coexist long into the future. An obvious example is traffic flow on Chinese city streets, where pedestrians, man-powered bicycles and carts, motorscooters, cars, buses and trucks jostle, dodge and cross in a constantly readjusting ballet that requires flexibility and quick reflexes. Commerce is equally flexible, with price haggling expected in shops and encounters with the omnipresent street vendors. In contrast, Americans expect fixed rules and prices that will be applied equally to all. Perhaps this cultural difference helps to explain the flexible attitude of the ICC organizers toward the published conference schedule and the irritated reactions of the Western participants thereby inconvenienced.

Wuhan Technical University has a beautifully landscaped and maintained campus --- much nicer even than KU! A promised visit to the university library fell through, though, and we only had a distant glimpse of the new multi-story library building with (we were told) its automated catalog.

During a visit to the National Library of China in Beijing the number of separate reading rooms for Western and Asian-language materials, all of them full of readers, caught my attention. The quantity and selection of Western titles on the shelves in the Western was impressive. Chinese patrons are allowed to check out Western-language books. There was also a room containing computers being used for Internet access, a very popular service. The library shares problems faced by libraries around the world such as the transition to automation and the shortage of collection storage space. Although there was a nice exhibition of manuscript materials, the rare books reading room was filled with microfilm readers, and I was told that readers there routinely consult surrogates. As a manuscripts librarian, I was also interested to learn of the continuing importance of calligraphy in Chinese culture. When the name of the library was changed in 1998, President Jiang Zemin wrote the characters, thus lending his personal touch to the official name change.

These and the many other impressions of my trip to China have been profoundly interesting. Above all, they have given me a better understanding of the problems of making information available to different cultures around the world. I am very grateful to the KU Libraries Staff Development Committee for its financial support to attend ICC Beijing 2001.

Classified Conference Executive Board – Meeting Minutes

July 19, 2001 2:00-3:30 Watson Conference Room B

Present – David Bagsby (GI), Jana Borchardt (SEC), Kevin Fussell (GII), Nancy Hawkins (Chair), Joshua Nichols (GIV), Carmen Orth-Alfie (USCL), Summer Schippers (VC)

Absent – Jan Altenbernd (Ex-officio), Helen Krische Dee (WEB), Janet Revenew (GIII)

OLD BUSINESS

Committee Membership and Encouraging Staff Involvement

The Staff Development and Planning and Resource Committees still each need one more person. We discussed recruiting both new and experienced staff for these positions. Five of its current eight members were hired in the past two years. Each of the reps had emailed their constituency about the upcoming meeting with Bill Carswell, and some feedback was received regarding issues staff would like the Dean's Search Committee to consider when interviewing.

Update on Drink Machine in Watson

A task force has been formed to gather information from Coke and the KU Union regarding the feasibility of getting a drink machine. Also the task force will contact other peer institutions to see what they provide. David Bagsby and Janet Revenew will co-chair this task force. Once information is gathered an ad hoc committee with the Library Faculty Assembly may be formed.

NEW BUSINESS

Possible Charges for the 2001 CCEB

Nancy Hawkins suggested that we consider our mission over the next year in terms of possible new charges. She had met with Nancy Burich, LFA Chair, to discuss possible charges and to review past charges. Besides the drink machine issue, which may best be handled by KULSA or another committee, we discussed possibly helping Jan Altenbernd implement the Student Assistant Supervisor's Group.

Proposed Amendment to the Classified Conference Code

Nancy proposed that the past CCEB chair become an ex-officio member (non-voting) during the year following their term in order to have continuity between elections. Article V, Section 1c will be modified to reflect this change. The board voted unanimously to amend the code, and it now must be voted upon by the classified staff and have a 2/3 approval on all ballots received.

Agenda Items for 7/26/01 Meeting with Bill Carswell

Carmen suggested several ideas for our upcoming meeting with Carswell, Chair of the Dean Search Committee. The following were discussed and will likely be mentioned in this meeting:

- Retention & Morale Issues
 - Compile Statistics - Ask Sandy Gilliland to compile various lists as follows and show proportion compared to other parts of the KU Community
 - All classified employees who are almost eligible for KPERS retirement
 - All classified employees who have reached the top of their pay scale.
 - Percentage of new staff that stay past a certain time frame
 - Cost of Living Increase this year was first increase for some in a long while
 - Differences in Retirement Plans between Classified, Unclassified, Faculty-Librarians
 - Amount State is matching is different
 - Amount Classified staff can get once vested is also different
 - Desire sensitivity regarding these issues, since there are three distinct library cultures, each with different needs
- Strategic Planning Documentation
 - Present the complete Steering Committee report that speaks to staff development issues.
 - Mention the decision to not hire a Staff Development Officer
- Recommended Characteristics for Dean Candidates
 - Someone who can balance fundraising with internal issues, through delegation
 - What is their mode of governance?
 - Someone who understands the challenges to staff and who can articulate the library's goals, so that staff can let go of some of their self-inflicted pressure, i.e. to catch up in Cataloging, to be more efficient due to tight funding, etc.

Miscellaneous

Can we better encourage staff to go to HR offered staff development programs or have HR come to us regarding the issues of change in the library? Perhaps this could be a charge we give to the SDC.

Next Meeting - 2:30-4:00, Thursday, July 26, 2001 – Watson Conference Room B

Agenda - Discussion with Bill Carswell, Chair of Dean Search Committee

Respectfully submitted by Jana Borchardt, Secretary KU Libraries Classified Conference

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 20, 2001, 3:00-4:00 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), B. Schaffner (VC-Chair Elect), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

Absent: M. Brown (UP), G. Gibbs (LIII)

Exec did not meet on either Aug. 6 or Aug. 13. Our first item of business was to decide whether to disseminate the minutes of the open meeting on the Dean search which was held on Aug. 1. This open meeting consisted of a presentation by Bill Carswell as well as a question and answer session; it was minuted informally by D. Pardue and N. Burich. Anyone who was unable to attend the meeting and would like to receive a copy of this document may contact Burich by e-mail (nburich@ku.edu). She will be glad to forward a copy to interested parties.

We took a final look at the list of issues we would like to be addressed by the candidates for the Dean of Libraries. It will be sent on to Bill Carswell who will distribute it to the interviewees so that they can duly prepare for their half-hour meeting with Exec. Burich will make a few minor changes in wording before it is forwarded to Carswell.

Burich announced that she will be sending out the final list of volunteers who have been appointed to LFA committees. Due to Byran Culp's recent resignation, there is one vacancy on the Committee on Research & Scholarly Activities (CRSA) which needs to be filled. Burich will send out an e-mail asking for a volunteer, and ask him/her to contact her directly.

The bulk of the meeting was devoted to elaborating special charges for the Promotion & Tenure Committee (LCPT), Code & Bylaws as well as the Salaries & Benefits Committees. At our next meeting, Exec will discuss special charges for CRSA, Nominating & Ballot, Staff Development and the Planning & Resources Committee (PRC).

Respectfully submitted,

David Pardue
Secretary

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, August 27, 2001, 3:00-4:30 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), M. Brown (UP), G. Gibbs (LIII), D. Pardue (Secretary), G. Raschke (LI)

Absent: B. Schaffner (VC-Chair Elect), J. Stratton (LII)

The minutes of the Aug. 20 meeting were approved. Burich distributed copies of "An Overview of KU Library Faculty Governance," a brief document which will be distributed as part of a packet of information to potential Dean candidates in order to familiarize them with what LFA is and how it interacts with the Dean. This packet will also include some library governance documents, e.g., the LFA Code and Bylaws and the current faculty evaluation plan. Burich asked Exec members to look this over and to send her comments/suggestions before our next meeting.

Six people expressed interest in the vacancy on the Committee on Research and Scholarly Activities (CRSA). Following some discussion, Fran Devlin was chosen from the list of volunteers. Burich will notify her of her appointment, as well as contacting the other people who were not selected.

Burich and Nancy Hawkins (Chair of the Classified Conference) explored the possibility of holding (a) joint meeting(s) of Exec and the Classified Conference Executive Board on issues of mutual concern. We felt that it would be more efficient to postpone such a meeting until there are pressing issues to be discussed; perhaps an appropriate time would be when the Dean search has progressed further. Hawkins noted that CCEB is having some difficulty finding another classified member to serve on the Planning and Resources Committee (PRC).

As with the previous two meetings, the bulk of our time was devoted to preparing the special charges for various committees. Exec approved special charges for the Committee on Promotion and Tenure (LCPT) (prepared largely by Schaffner). The charges for CRSA, Salaries and Benefits and Nominating and Ballot are nearly complete; minor revisions will be made and the final versions will be sent out this week by e-mail. We began discussing charges for the PRC but delayed making a final decision until Burich has a chance to obtain some additional background information from Interim Dean Julia Rhoades.

Due to the Labor Day holiday (Sept. 3), our next regular meeting will be on Monday, Sept. 10.

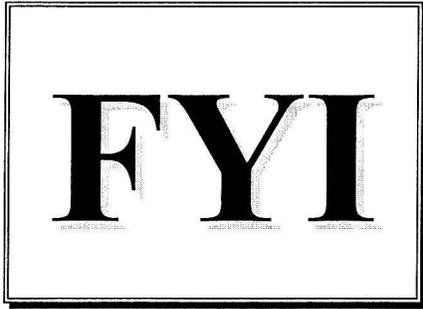
Respectfully submitted,

David Pardue
Secretary

ANSCHUTZ LIBRARY CONTACT LIST (rev. 8/27/01)

Responsibility	Name	Unit	Phone	Email
Access Services Coordination	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Administration	Denise Stephens	Head, Anschutz Library	4-8839	dstephens@ukans.edu
African Studies Bibliographer	Ken Lohrentz	Regional Depository Mgt.	4-4593	klohrentz@ukans.edu
Anschutz Instruction Center - Management	Loretta Spurling (interim)	Reference & Instruction	4-8945	spurling@ku.edu
Anschutz Instruction Center - Scheduling	Donna Koepf Loretta Spurling (interim)	Maps & GIS Reference & Instruction	4-8901 4-8945	koepf@ukans.edu spurling@ku.edu
Anschutz Reference Bibliographer	Loretta Spurling (interim)	Reference & Instruction	4-8945	spurling@ku.edu
Binding (Docs)	Sandi Miller	Processing	4-4591	skmiller@ukans.edu
Binding (LC)	Toni Taylor	Processing	4-5532	ttaylor@kans.edu
Biochemistry Bibliographer	Connie Powell	Reference & Instruction	4-8831	cpowell@ukans.edu
Biology Bibliographer	Susan Case	Reference & Instruction	4-8828	scase@ukans.edu
Business Bibliographer	Loretta Spurling	Reference & Instruction	4-8945	spurling@ku.edu
Chemistry Bibliographer	Connie Powell	Reference & Instruction	4-8831	cpowell@ukans.edu
Circulation (General)	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Circulation (Maps)	Donna Koepf	Maps/GIS	4-8901	dkoepf@ukans.edu
CIRCULATION SERVICES			4-4928	
Conference Room 421 (reservations/Outlook resource)	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Copier Management	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Ecology Bibliographer	Susan Case	Reference & Instruction	4-8828	scase@ukans.edu
Economics Bibliographer	Loretta Spurling	Reference & Instruction	4-8945	spurling@ku.edu
Entomology Bibliographer	Susan Case	Reference & Instruction	4-8828	scase@ukans.edu
Environmental Studies Bibliographer	Susan Case	Reference & Instruction	4-8828	scase@ukans.edu
Facilities Maintenance	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Geography Bibliographer	Donna Koepf	Maps/GIS	4-4662	dkoepf@ukans.edu
Geology Bibliographer	Donna Koepf	Maps/GIS	4-4662	dkoepf@ukans.edu
Human Develop. & Family Life Bibliographer	Judith Emde*	Processing	4-4931	jemde@ukans.edu
ICPSR Liaison	Loretta Spurling	Reference & Instruction	4-8945	spurling@ku.edu
ILL/Lending	Mark Lasnier	Access Services	4-8903	mlasnier@ukans.edu
International Documents Bibliographer	Roger Anderson	Reference & Instruction	4-4526	randerson@ukans.edu

Responsibility	Name	Unit	Phone	Email
Mailroom (Shipping/Receiving) Mgt	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Maps & GIS Coordination	Donna Koepp	Maps/GIS	4-4662	dkoepp@ukans.edu
Maps Bibliographer	Donna Koepp	Maps/GIS	4-4662	dkoepp@ukans.edu
Maps Cataloging	Jennie Dienes	Maps/GIS	4-4420	jdeines@ukans.edu
MAPS SERVICES			4-4420	
Mathematics Bibliographer	Julie Waters	Reference & Instruction	4-8829	jwaters@ku.edu
Microbiology Bibliographer	Connie Powell	Reference & Instruction	4-8831	cpowell@ukans.edu
Payroll (Student) Mgr.	Christy Kulp	Access Services	4-8905	ckulp@ukans.edu
Pharmacy Bibliographer	Judith Emde	Processing	4-4931	jemde@ukans.edu
Political Science Bibliographer	Roger Anderson	Reference & Instruction	4-4526	randerson@ukans.edu
Processing Coordination	Judith Emde	Processing	4-4931	jemde@ukans.edu
Psychology Bibliographer	Julie Waters	Reference & Instruction	4-8829	jwaters@ukans.edu
Records Maintenance (LC Serials and Monographs)	Toni Taylor	Processing	4-5532	ttaylor@ukans.edu
Reference & Instruction Coordination	Loretta Spurling (interim)	Reference & Instruction	4-8945	spurling@ku.edu
REFERENCE SERVICES			4-4930	
RESERVE SERVICES			4-3396	
Retrospective Conversion (U.S. Docs Serials)	Jane Hoyt	Processing	4-3854	jhoyt@ukans.edu
Science (General) Bibliographer	Judith Emde	Processing	4-4931	jemde@ukans.edu
Seminar Room 201 (reservations)	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Serial/Monograph Processing (U.S. Docs)	Sandi Miller	Processing	4-4591	skmiller@ukans.edu
Speech-Language-Hearing Bibliographer	Judith Emde	Processing	4-4931	jemde@ukans.edu
Stacks Maintenance	Christy Kulp	Access Services	4-8905	ckulp@ukans.edu
Supplies Management	Peggy Bell	Access Services	4-4079	pbell@ukans.edu
Systematics and Ecology Bibliographer	Susan Case	Reference & Instruction	4-8828	scase@ukans.edu
U.S. Government Documents Bibliographer	Ken Lohrentz	Regional Depository Mgt.	4-4593	klohrentz@ukans.edu
U.S. Government Documents Coordination	Ken Lohrentz	Regional Depository Mgt.	4-4593	klohrentz@ukans.edu
Urban Planning Bibliographer	Roger Anderson	Reference & Instruction	4-4526	randerson@ukans.edu



The University of Kansas Libraries

Number: 1563 Date: September 20, 2001

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

PERSONNEL ANNOUNCEMENTS

We are pleased to announce the following transfers and appointments:

Susan Bailey has been appointed as a Library Assistant II at the Regents Center Library, Edwards Campus. Susan is presently employed as a Circulation Assistant with Bellevue University Library, Bellevue, Nebraska. She has previous employment as a Library Assistant with Grace University Library. Susan earned a BA in Humanities from Grace University. She will begin employment on Monday, October 1, 2001.

Kathy Lafferty and **Matt Grafel** have each been appointed to Library Assistant II positions in the Reader Services unit, Spencer Research Library, effective October 1, 2001. Kathy is presently employed as a Secretary III in Vice Chancellor Goodyear's office. She has previous experience in the Spencer Library working in the Kansas Collection. Matt is presently employed as a Library Assistant I in the Cataloging Department for the past two years. He has previous experience as an Archives Specialist with the University of Wyoming. Matt will be on military leave for six months beginning the first of November. During his absence, **Jennifer Beeghly-Hills** will be appointed to a temporary Library Assistant II position. Jenny has been a student assistant in the Spencer Library for the past three years.

Sandy Gilliland

LECTURE

Parker Palmer, author of *The Courage to Teach* and *Let Your Life Speak*, will be lecturing at Johnson County Community College, Tuesday, October 30 at 2:00 p.m. in Yardely Hall. Admission is free.

Loretta Spurling

ATTACHMENTS

Committee Minutes: Classified Conference Executive Board, August 30, 2001

Classified Conference Executive Board – Meeting Minutes

August 30, 2001 2:00-3:30 Cataloguing Conference Room, Watson Library

Present – Jan Altenbernd (Ex-officio), David Bagsby (GI), Jana Borchardt (SEC), Helen Krische Dee (WEB), Kevin Fussell (GII), Nancy Hawkins (Chair), Janet Renew (GIII) Summer Schippers (VC), Billie Conway (CCEB)

Absent – Joshua Nichols (GIV)

Report from SDC

Classified representative Billie Conway handed out a two-page document of the Staff Development Committee (SDC) standing charges along with the special charges being considered by the committee. After some questions regarding the purpose and wording of the charges, the CCEB voted unanimously to approve the SDC's charges with only a couple of small amendments. The Library Faculty Assembly (LFA) must also approve the SDC charges before they are given to the library community. Billie states she will try to attend future meetings to report on the SDC's activities.

Possible joint meeting with LFA

Nancy Hawkins met with Nancy Burich, chair of the LFA, and they discussed the possibility of a joint meeting between the LFA and the CCEB. This would be an opportunity to dialogue and share ideas regarding issues in which both parties were interested, including perhaps staff involvement and our two joint committees, SDC and the Planning and Resource Committee (PRC).

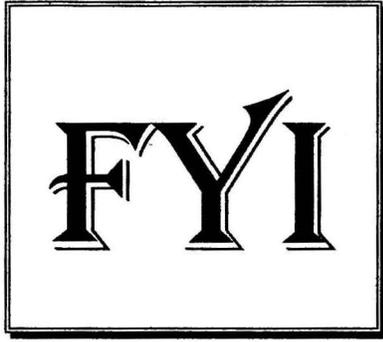
Meeting with Administration

The CCEB, represented by Nancy Hawkins and Jan Altenbernd, had their monthly meeting with Julia Rholes and Sandy Gilliland. The best news was that a committee has been formed to determine the Library's Classified Employee of the Year nominees. Also discussed was the role of the PRC for the coming year. Since another classified rep is needed on the committee it would be helpful for recruiting to know what this committee will be doing. For future meetings with the Administration, Nancy has asked each CCEB member to consider whether they would be willing to accompany her and participate in these meetings.

Next Meeting - 2:30-4:00, Thursday, September 6, 2001, Watson Conference Room B
(Meetings will generally be on the 1st and 3rd Thursday of each month from 2:00-3:30.)

Agenda – CCEB Charges for FY02 and report from Angela Rathmel, Classified representative on the Dean Search Committee

Respectfully submitted by Jana Borchardt, Secretary KU Libraries Classified Conference



The University of Kansas Libraries

Number 1562

September 6, 2001

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

PERSONNEL ANNOUNCEMENT

Robert Szabo has been appointed as a temporary Library Assistant II in Anschutz Library as a leave replacement for Christy Kulp who is on military leave. Robert's primary responsibility will be management of the bookstacks in Anschutz Library. Until his appointment to this position, Robert served as a Customer Relations Coordinator for Microtech Computers. His appointment became effective September 2, 2001.

Sandy Gilliland

CORRECTION TO RETRIEVAL SERVICES STAFF LIST

Sarah Richardson, Retrieval Services, reported that her e-mail address listed in the recent *Who's Who in Retrieval Services* was incorrectly listed -- the correct listing is: sarichar@ku.edu

Rita Wilson

ATTACHMENTS

Travel Reports from: Jean Bischoff, Jana Borchardt and Susan Craig

TRAVEL REPORT to SDC

NAME: Jean Bischoff - Dole Project Archivist
DEPARTMENT: Spencer Research Library
TO: SAA Annual Conference
DATES: August 26-September 1, 2001

This year's annual meeting was of particular interest to archivists of Congressional papers since two sessions dealt exclusively with issues surrounding the appraisal, arrangement, description, and collection development of House and Senate members' papers:

- Congressional Papers Forum: The Third Report of the Advisory Committee on the Records of Congress, and
- Interviewing the Political Elite: Implications for the Archives.

The Congressional Papers Forum was held in the U. S. Capitol building. The first set of panel discussions covered the most recent Congressional Papers Advisory Committee [*to Congress*] Report and how records management practices on Capitol Hill can be improved. The second panel commented on the role of public policy research centers in the university environment and made recommendations designed to maximize the collecting and outreach functions of these centers.

Spencer Librarian Bill Crowe, University of South Carolina Curator of Modern Political Collections Herbert Hartsook, Cornell Gallagher of the University of Vermont, and University of Kentucky Senior Archivist Jeff Suchanek examined the importance of archives' relationships with donors, the need to make educators and community groups outside of the university aware of the resources the centers hold, and the role of the archivist in promotion and growing bases of support for their institutions.

Interviewing the Political Elite also had a KU connection. The lead panelist was Richard Norton Smith, newly appointed director of the Dole Institute. Smith discussed his interviewing techniques and the strategies he employs when approaching the famous, not-so-famous, and related staff and family members. His current research centers on the Rockefeller family, whose long-standing culture of privacy has presented him with unique challenges. Other panel members were Herbert Hartsook of University of South Carolina, who stressed the benefits that accrue to an institution when a personal relationship is built through oral history-taking, and Stuart Kennedy, a retired U.S. ambassador whose center collects the personal recollections of events in history narrated by retired diplomats. Hartsook discussed the relationship he has built over 15 years with Senator Fritz Hollings and his more recent relationship with General William Westmoreland, and how these individuals have become "partners" in his institution's mission.

I greatly appreciate the support SDC has given me to attend SAA.

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

TRAVEL REPORT

Name: Jana Borchardt

Department: Retrieval Services - Interlibrary Loan

Name of Event: ALA

Location: San Francisco

Dates of Travel: June 15-18, 2001

Although as a first year MLS student I am a novice to the library world, I decided to attend ALA in San Francisco to get a feel for such a conference and learn more about key information issues. Both goals were accomplished. However, I must agree with Margaret Wilson that the size of the conference and traveling solo in San Francisco were a bit daunting. I didn't get lost, apart from showing up at the wrong new members/attendees orientation; it was just that my conversations with the homeless seemed more plentiful than those with the conference attendees. There were a few exceptions - while having lunch at a dinner I met some fellow conferees, while sitting outside the Mascone Conference Center I talked with a man from the University Library and Technical Information Library in Hannover, Germany, and while returning from Sausalito by ferry I talked with the Head of Cataloguing at the University of South Carolina. In addition, the last morning of the conference I finally took some time to wander around the exhibit halls and enjoyed talking at length to several of the vendors.

Session Highlights

At the Interlibrary Loan discussion session I heard the latest news from organizations like CISTI, the Library of Congress, the British Library, CRL, National Library of Canada, and OCLC. Also we dialogued in small groups regarding issues and practices in our libraries. If you've ever needed a free fax line then check out www.efax.com. The most enjoyable session I attended took place at the San Francisco Performing Arts Library and Museum in the Veterans Building near the Opera House and Symphony Hall in the Civic Center area. The three speakers were from the Arts community: an archivist at the Stanford Archive of Recorded Sounded, a local film producer, and a man from Legacy, an organization concerned with documenting the lives of at-risk dancers. We heard about the difficulty in archiving the complete recordings of a collection like the Monterey Jazz Collection, the challenge of researching a performing arts movement such as San Francisco's Cockettes, and the importance of oral history. In another favorite session the speaker jokingly stated that, "there should be something in the library to offend and affirm everybody." The session, "Intellectual Freedom and the Fundamentalist Christian," included a lively discussion and an articulate minister/library director who put his interest in freedom of access on equal footing with his zeal for people's souls. Lastly the knowledgeable panel for "I Want my MP3: Sharing and Ownership in the Digital Age" discussed everything from copyright issues to Napster, with its peer-to-peer sharing of information, as a model for libraries. The following websites explore the issues raised during this session: 1) www.dfc.org/ = Digital Future Coalition; 2) www.gseis.ucla.edu/~howard/copyright = Website of conference speaker Howard Besser, Associate Professor at UCLA's School of Education and Information Studies and 3) www.libraryjournal.com/docster.asp.

Thank you Staff Development Committee for your support in this venture.

MEETING REPORT from Susan Craig

"How do I find a picture of ...?" The changing nature of image research **August 16-17, Satellite Meeting for IFLA Boston 2001**

I just returned from this meeting which primarily focused on developments in digital image collections. The meeting attracted over 175 participants from 18 countries and included speakers, respondents, tours, and receptions.

The keynote speaker was Henry Pisciotta from Pennsylvania State University who addressed "The Image Problem". Henry spoke of the over 500 billion images on the web (which are estimated to increase by 1 billion per day) contrasted with the difficulty that users have in finding specific pictures. Several new image products are being developed to help address the problem but not all have the desirable features such as federated access, a blend of search and browse, compatibility with other software, user-generated terms and categories, visual content retrieval, specialized tools, and customizable interfaces. The Andrew Mellon Foundation has awarded the Penn State Libraries \$755,000 to conduct an image delivery study. A Visual Image User Study will do a needs assessment as well as developed a prototype plan for digital image delivery. More information about the project can be found at <http://www.libraries.psu.edu/crsweb/vius/index.html>.

Respondents to the keynote address included Nancy Allen, Director of Information Resources at the Museum of Fine Arts in Boston, Geert-Jan Koot, Head of the Rijksmuseum Research Library in Amsterdam, and Elisa Lanzi, Director of Image Collections at Smith College. The responses focused on the economics of providing information and the impact on museum planning, the need for image and data standards, and the requirement for persistent access.

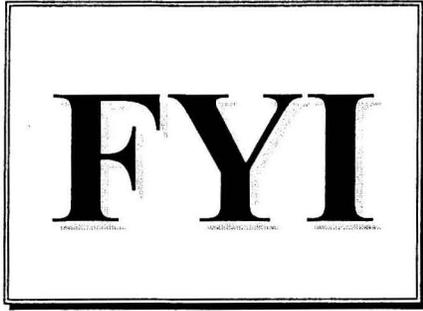
Another session at the conference focused on various imaging projects with speakers from the Bibliotheque Nationale de France, the Library of Congress, and the British Library. We heard about the Gallica project that includes 70,000 images on the cultural history of France, the Mellon Foundation's Dunhuang project, the Historic American Buildings Project, and the various photograph and book collections that are being digitized.

The final session covered consortia imaging projects with speakers from the University of Illinois and the Digital Library Federation. Katharine Martinez, Head of the Fine Arts Library at Harvard University, summed up the conference themes as:

1. Don't panic
2. Value yourself and your knowledge
3. Seek opportunities to collaborate
4. Consider costs
5. Don't assume everything has to be digitized for users.

In addition to the conference sessions, I enjoyed hearing Robert Campbell, architectural critic for the Boston Globe, provide an introduction to Boston architecture, a breezy boat ride on the Charles River, a lavish reception at Ars Libri Booksellers, and a closing reception at the Fogg Museum sponsored by Worldwide Books.

My thanks to the Murphy Travel Fund and the Library Staff Development fund for helping support my attendance at this meeting.



The University of Kansas Libraries

Number: 1564 Date: September 27, 2001

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

GROUP HEALTH INSURANCE OPEN ENROLLMENT ANNOUNCED/OPEN MEETINGS SCHEDULED

From October 1 - 31, 2001, all staff will have the opportunity to make changes in their present health insurance coverage, if desired. Please note: This is a "change only" open enrollment period, meaning that if you do not wish to make changes to your current health insurance coverage, there is nothing you need to do. A packet of information describing the 2002 health insurance options is being mailed to all staff this week (contact me if you have not received a packet by October 3rd).

If you want to make changes to your present health insurance options such as changing companies, adding or dropping family members, adding or dropping vision coverage, changing the tax status of premium payments, or changing smoking status, you must participate make these changes during the open enrollment period. All changes must be made through the Web Open Enrollment site.

Additional information for library staff on Web Open Enrollment will be issued next week. Your personalized password to access Web Open Enrollment will be mailed to your home address. If you do not receive your password, please contact the State Division of Personnel Services, 1-785-368-8000, option 8, between 8am and 5pm M-F. The Library Administrative Office and the KU Staff Benefits Office do not have your password information.

Attention KanElect Flexible Spending Accounts program participants: You **MUST** re-enroll to continue this program for 2002.

All staff are encouraged to attend an open meeting where members of the KU Staff Benefits Office, representatives from the health insurance companies and the State's Health Benefits Administration will be available to answer questions (all meetings will be held in the Computer Center Auditorium):

Wednesday, October 3	9:30 am, 1:00 pm, 5:30 pm
Friday, October 12	9:30 am, 1:00 pm

Summary of changes to the health insurance contract:

- Coverage periods for health insurance and flexible spending accounts will change from bi-weekly to monthly. Coverage begins on the first of the month and will end on the last day of the month. Therefore plan year 2002 begins January 1, 2002 and the first premium deduction will be taken from the check dated Jan. 4, 2002.
- Although premiums will not increase for 2002, the deductions from your paychecks will be higher because premiums will be deducted from 24 paychecks, not 26. Premiums will be deducted from the first and second paychecks of each month for that month's coverage. (Same is true for flexible spending account deductions.) If the month has a third paycheck, no deduction will be taken from that check.)

(continued on next page)

An Equal Opportunity/Affirmative Action Employer

Summary of changes to the health insurance contract (continued):

- The salary ranges used to determine how much you pay for your health insurance will change to:

	<u>Plan Year 2002</u>
Lowest salary tier	Less than \$25,000
Middle salary tier	\$25,000 but less than \$44,500
Highest salary tier	\$44,500 and above
- Many of the health insurance plans will now include deductibles and co-insurance costs. Staff are asked to refer to the buff-colored "State of Kansas 2002, Open Enrollment Information and Options" booklet that is included in the packet.
- HealthNet HMO has a new name for 2002: Mid American Health. In addition, the following counties have been added to the HealthNet/Mid American coverage: Coffey, Franklin, Jefferson and Osage. Buchanan County in Missouri has been dropped.
- A new PPO plan has been added: Kansas Preferred. Please see pages 37-39 of the Open Enrollment booklet for additional information regarding this new plan.
- The prescription drug program, AdvancPCS, will change the amount of co-payments for generic, formulary and special case medications. Please see pages 49-52 of the Open Enrollment booklet for additional information and additional changes to the prescription drug program.
- An additional vision program will be offered with enhanced benefits. Please see pages 58-62 of the Open Enrollment booklet for additional information.
- A new hearing improvement program, "K-Ship" is being offered which utilizes Regents Institutions' Hearing and Speech Depts. including KU's Schiefelbusch Clinic. The program offers a 10% discount on certain hearing services. Please see page 63 of the Open Enrollment booklet for additional information.

Please feel free to contact me if you have any questions regarding the 2002 health insurance and KanElect programs.

Sandy Gilliland

ANSCHUTZ LIBRARY OPEN HOUSE/STAFF APPRECIATION DAY

All staff are invited to attend the Anschutz Library Open House on Tuesday, October 2nd from 10:00 a.m. - 5:00 p.m. A special recognition program will be held at 4pm. Please see the attached invitation.

Denise Stephens

CLASSIFIED STAFF INPUT SOUGHT REGARDING LIBRARIES CLASSIFIED EMPLOYEE OF YEAR AWARD

Attached is a memo to all Libraries' classified staff regarding the Classified Employee of the Year award. Classified staff are asked to provide their comments to any member of the Classified Conference Executive Board, or member of the Classified Employee of the Year Award Committee, by Wednesday, 10/3/01.

Nancy Hawkins

ATTACHMENTS

Minutes:

- Staff Development Committee, 8/30/02
- Classified Conference Executive Board, 9/6/01
- Memo to Classified Conference Members
- Invitation to Anschutz Library Open House

Staff Development Committee

Meeting Minutes

August 30, 2001

Present: Billie Conway, Karen Cook, Sandy Gilliland, Jane Hoyt, Michiko Ito

Absent: Lynn McCullough, Rachel Miller

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

Elections: Chair elect – Karen Cook, Secretary elect – Billie Conway, Treasurer – Michiko Ito, Webpage Updates – Rachel Miller and Jane Hoyt.

Travel Requests: There were several travel requests submitted over the summer: Michiko Ito - Crossroads Conference, August 7-12 in Honolulu, HI; Marianne Reed - LITA 2110 Forum, October 11-14 in Milwaukee, WI; Jana Krentz – MOLLAS, August 1-4 in Bloomington, IN and LSA – September 6-8, Washington, DC; Deborah Dandridge, Jean Bischoff and Brian Culp – Annual Meeting SAA, August 27-September 1 in Chicago, IL; Kathleen Neeley - American Chemical Society Meeting, August 25-29 in Chicago; Rick Clement - Central Renaissance Conference September 21-22 at Emporia State University; Tami Albin - American Studies Association Annual Meeting November 8-11 in Washington DC; Meg Brown – Guild of Bookworkers Seminar on Standards of Excellence, October 4-7 in Alexandria, VA; Karen Cook – Society for the History of Discoveries Annual Conference, September 6-9 in Denver, CO; Lea Currie – KANAE-KSDE Indian Education Conference 2001, October 5-7 in Overland Park, KS; Loretta Spurling – Fall 2001 Depository Library Council, October 14-17 in Arlington, VA; Rita Wilson – Workshop on “How to handle people with tact and skill; September 7 in Topeka, KS.

Travel Reports: There was one travel report – Susan Craig.

Programs: Some ideas for programs were suggested and Karen said she would contact Human Resources about presenting a program on change and morale.

Other business:

John Stratton will be invited to the next SDC meeting to present the charges from LFA and CCEB.

Classified Conference Executive Board – Meeting Minutes

September 6, 2001 2:30-4:00 Watson Conference Room B

Present – Jan Altenbernd (Ex-officio), Jana Borchardt (SEC), Helen Krische Dee (WEB), Kevin Fussell (GII), Nancy Hawkins (Chair), Sue Hewitt (PRC Rep & CS Rep), Al Mauler (PC rep), Joshua Nichols (GIV) Janet Revenew (GIII), Summer Schippers (VC)

Absent – David Bagsby (GI), Nancy Hawkins (Chair)

CCEB Charges

Many ideas for charges were put forth during this meeting, including: 1) following-up on the staff involvement document drafted by the FY 2000 CCEB Committee, 2) pursuing job description updates, 3) investigating possible classified involvement in state and national classified organizations, 4) gathering statistics to present to the Deans Search Committee and Staff Development Officer when hired. At the next meeting we plan to “turn these issues into action items” for the coming year.

Report from PRC

Sue Hewitt recapped the activities of the Planning and Resource Committee (PRC) for FY2000. Most prominently, the PRC assisted the Dean’s Council with analyzing budget requests from unit heads and seeing how the budgets would further the Library’s mission and Strategic Plan. This kind of involvement kept the Library accountable to the Strategic Plan and may be an appropriate standing charge for this committee. Their only outstanding charge was to have an open meeting for library staff so that any questions or reactions regarding the budget, Strategic Plan, and the resultant prioritized positions could be voiced. Bob Marvin has agreed to serve on the committee this year, thus filling the final classified vacancy.

Report from Classified Senate

Sue Hewitt briefly mentioned that the idea of classified employees becoming Regents employees is back on the table as a possibility. KU could even become a pilot program for this employment model. The newsletter committee is working hard to publish the Classified Senate Newsletter as a more regular source of information.

Dean’s Search Committee Report

According to Angie Rathmel, the classified representative to the search committee, the process is moving along as expected. Starting this the summer they were getting the job description ready and now they are reviewing applications in order to make a short list of candidates. The next step will be determining the candidates who will visit KU, after which feedback will be solicited from library staff. Although the official screening of candidates began on September 10th, 2001, applications will be accepted until the position is filled.

Miscellaneous

Personnel Committee - Al Mauler has agreed to Chair the Personnel Committee, yet two more classified staff are needed. More discussion is needed regarding the committee’s charges, although student hiring and supervisory issues were mentioned.

Old Business – 1) Does the administrative committee that is reviewing job descriptions have a time line or is the process still on hold & can we offer assistance in this process? 2) What is the status of Supervisory training and can there be a possible refresher to the Step program offered through Human Resources?

Next Meeting - 2:30-4:00, Thursday, September 20, 2001, Watson Conference Room B
(Meetings will generally be on the 1st and 3rd Thursday of each month from 2:00-3:30.)

Agenda – CCEB Charges for FY02

Respectfully submitted by Jana Borchardt, Secretary KU Libraries Classified Conference

TO: Classified Conference Members

RE: Classified Employee of the Year Award

At the last Classified Conference Executive Board (CCEB) meeting on Thursday 9/20/01 two members of the Classified Employee of the Year Award Committee (CEYAC) reported on the status of this year's award. This award of \$500.00 was ideally to be awarded in April after the committee, which is preferably formed in January, has determined selection by reviewing staff nominations and interviewing nominees. The committee just recently began its work, and there has been discussion regarding whether this same committee could determine the award for both FY 2001 and FY 2002. Keeping the committee intact for a new selection process in January could be possible; however, the Awards Committee prefers to choose the two recipients simultaneously.

Our question to you, the members of the Classified Conference, is whether one committee determining both years' recipients would be acceptable. The CCEB feels that the Awards Committee should not have to be burdened by the time commitment of two separate processes. Also we feel that doubling up our efforts this year will allow the selection to be done in a timelier manner in the future. Before making an official decision we invite you to express your opinions about this issue. For more information on selection guidelines for this award see a member of CEYAC.

Please let a member of the CCEB or the Award Committee know of your concerns by this Wednesday, Oct. 3, 2001 and we will take your input into consideration.

CCEB

Jan Altenbernd (Ex officio)

David Bagsby (Group I - Retrieval Services)

Jana Borchardt (Secretary)

Kevin Fussell (Group II - Cataloging)

Nancy Hawkins (Chair)

Joshua Nichols (Group IV - Anschutz, Art/Architecture, Engineering, Music/Dance, Spencer)

Janet Revenew (Group III - Access Services, Admin, Mail Room, Preservation, Reference, Regents Center)

Summer Schippers (Vice Chair)

Awards Committee

Sandy Gilliland (Ex officio)

Kathy Graves

Al Mauler

Joshua Nichols

Carmen Orth-Alfie

Gary Samuelson

Rita Wilson

ANSCHUTZ LIBRARY OPEN HOUSE
AND
STAFF APPRECIATION DAY

October 2, 2001

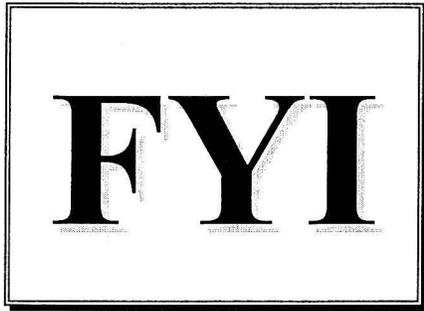
10:00 a.m. to 5:00 p.m.

Special recognition program at 4:00 p.m.
in the Atrium on 3

Come join us as we celebrate the NEW Anschutz and
recognize the significant contributions of our many
library faculty and staff

Tour the library and learn about each of our units and the
services we provide

Refreshments will be served in the 3rd floor staff area
immediately following the program



The University of Kansas Libraries

Number: 1565

Date: October 11, 2001

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

PERSONNEL ANNOUNCEMENTS

Denise Stephens, Head of Anschutz Library, has announced her resignation. Denise has accepted the position of Associate University Librarian for Public Services with Syracuse University, Syracuse, New York. Denise joined the KU Libraries staff in January, 2000. During her tenure, she coordinated the merging of the government documents collection and services into the collections of Anschutz Library, and the consolidation of many other services offered in Anschutz to further its evolution into a multi-disciplinary library. Denise will begin her new position in January, 2002.

We are pleased to announce the appointment of **Deborah Ludwig** as Head, Library Information Technology Services (Librarian II). Deborah is presently employed as the Library Program Facilitator with Johnson County Community College in Overland Park, KS, where she has worked since 1995. She has previous professional experience as Manager of Technical Services & Automation, Kansas City Kansas Public Library (1990-95); and Catalog Librarian, Fort Hays State University (1988-90). Deborah earned the Masters Degree in Library and Information Science from Texas Woman's University and a BS in Education from KU. She will begin work on December 3, 2001.

David Bunch has been appointed as a Library Assistant II in the Map Unit, Anschutz Library. David is presently employed as a Research Analyst with the Ks. Department of Health and Environment, and has previous employment as an adjunct professor with Park University, Parkville, MO. While an undergraduate student at KU, David worked part-time for the KU Libraries. David also serves as a Tactical Intelligence Officer with the Kansas National Guard. His appointment becomes effective October 22, 2001.

Sandy Gilliland

VACANCY ANNOUNCEMENTS

Recruitment for a **Library Assistant III** position in Anschutz Library has been extended. This full-time position is responsible for: 1) Management information support, 35%; 2) Regional depository support, 30%; 3) Student payroll/budget management, 25%; 4) Facilities support, 5%; and 5) Training, development and projects, 5%.

Minimum qualifications: Independent work experience in library support work. Preferred qualifications: Library work experience. Public service work experience. Excellent interpersonal, organizational and communication skills (including strong writing skills). Experience preparing reports. Experience with microcomputers, DOS and windows operating systems, CD-ROMs, the Internet, and a variety of software programs (such as spreadsheets, word-processing, and database programs). Ability to supervise the work of others. Ability to provide on-time reporting. Proven commitment to positive, solution-oriented problem solving. Strong interpersonal skills and an ability to work effectively and cooperative as part of a team as well as independently in a changing work environment. Prefer a person who values diversity and recognizes the

(continued)

benefits that come from many perspectives and cultures. Beginning hourly wage: \$12.39. Contact Sandy Gilliland, 4-8922, for application instructions and a complete position description. Applications are due by 5:00 p.m. Friday, October 19, 2001.

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.

CROWE AND CLEMENT MAKE GUEST APPEARANCES

On September 16, William Crowe, Spencer Librarian, and Richard Clement, Special Collections Librarian, were guests on the KPHN radio show "Celtic Crossings" to talk about the Irish Collections at the Kenneth Spencer Research Library, with particular focus on the O'Hegarty Collection. Later the same day, they made a public presentation to the Kansas City Chapter of the Irish American Cultural Institute and showed several items from the O'Hegarty Collection which sparked lively discussion and informal interaction with the group.

Fran Devlin

The Staff of the Kenneth Spencer Research Library
cordially invite you to a reception
and viewing of the exhibition
"John Gould: his Birds and Beasts"
in the Main Gallery of the Library
at 3:30 p.m. on Thursday, 25th October 2001
in honor of the 80th birthday of
Gordon Chenoweth Sauer, M.D.

ATTACHMENTS

Travel Reports: Meg Brown

Committee Minutes:

- Classified Conference Executive Board, 9/20/01; LFA Exec, 9/10/01; Nominating & Ballot, 10/4/01
- Listing of University of Kansas Libraries Bibliographers
- Report on Instruction Statistics Project

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

Name: Meg Brown

Department: Preservation

Name of Event: Guild of Bookworkers Standards of Excellence Seminar

Location: Alexandria, Virginia

Dates of Travel: October 3-October 7, 2001

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

This was the best conference I have attended in a long time. I had the opportunity to attend 5 half-day lectures, most of which included a lot of show and tell demonstration of bookbinding and conservation techniques. The five sessions included: medieval bookbinding structure, vellum on boards binding structure, leather on-lay and in-lay techniques, art on paper mending techniques, and a fantastic lecture on color theory.

The color theory was particularly excellent because it discussed the challenges of matching colors of old worn books using new paints and cloth or paper. The speaker managed to put into words something many of us have been doing in practice "by eye". The medieval bookbinding structure was fascinating as it once again proved that we could all live without adhesives if only we would use good materials and techniques in our books to begin with!! The vellum on boards technique was inspiring as it is so incredibly strong and durable, while at the same time it has to be constantly monitored to endure the materials sensitivity to moisture. Watching an art conservator demonstrate mending techniques is always informational-although the work that they do is very different than mending library materials, they have interesting tools and techniques that can be modified to meet our needs. The leather seminar was inspiring, and a great opportunity to watch the hand skills of a true master bookbinder.

If that wasn't enough I saw an amazing lecture by members of the staff at the Walter's Art Gallery where they are in the midst of an important (and expensive) conservation effort. They are recovering text that is believed to be the earliest record of Archimedes, which was scraped off and written over (palimpsest) as a religious text (hundreds of years ago). The conservation includes very expensive new technology to capture the original writing with UV and special cameras. The work is extraordinary and quite important and it was a great opportunity to see it up close.

On top of all the great information at the meeting we were staying in Old Town Alexandria Virginia where everything was absolutely beautiful (for the 15 minutes I actually got to leave the hotel!) The only down side was returning to Kansas from Dulles on Sunday night (National was still not flying to Kansas). I must say my heart sank as I passed through the long line for security (about 20-30 minutes) and bumped into a row of 5 beret capped military men holding guns. All in all air travel was not too strenuous. Thanks to SDC for helping to fund this very educational trip.

Classified Conference Executive Board – Meeting Minutes

September 20, 2001 2:30-4:00 Watson Conference Room B

Present – David Bagsby (GI), Jana Borchardt (SEC), Nancy Hawkins (Chair), Sue Hewitt (PRC Rep & KU CS Rep), Joshua Nichols (GIV), Carmen Orth-Alfie (SLC), Janet Revenew (GIII), Summer Schippers (VC)
Absent – Jan Altenbernd (Ex-officio), Helen Krische Dee (WEB), Kevin Fussell (GII)

CCEB Charges

The CCEB charges for 2001 are as follows:

Primary

- Issues related to classified staff involvement in governance of the library, this includes follow-up on the involvement document drafted by the FY 2000 CCEB.
- Watson Drink Machine Survey and exploring possibilities for placing a machine in Staff Lounge
- Job description updates for all classified staff (Personnel Committee may be given this charge)

Secondary

- Support of Classified Senate in their research of a Regents Employee model for Classified Employees
- Possible implementation of a training program for student supervisors

History of Staff Involvement Document

Two years ago the CCEB began brainstorming the possible reasons why more classified staff were not involved in Library committees. Later they hosted a general meeting for all classified library employees (CE) where a lively dialogue ensued. There was a consensus that people didn't want such involvement included in their job descriptions, yet other issues remained in need of further investigation. As a result, the CCEB decided to focus on education as to the pros and cons of involvement from which the idea of a Staff Involvement Document emerged. Carmen Orth-Alfie will share a copy of this document with the current CCEB, so that further follow-up may be made.

Library Classified Employee of the Year

CCEB member Joshua Nichols and Classified Employee of the Year Award Committee (CEYAC) member Carmen Orth-Alfie discussed the committee's work so far and their discussion regarding how to best "catch up" on the time-frame of this award which was originally to be announced in April with the Awards Committee assembling in January. After much debate among attendees, the CCEB determined to send out a memo to all Classified Conference Employees eliciting feedback. For more information on this issue see the memo printed in the September 27th, 2001 FYI.

Miscellaneous

Senate Library Committee – Because they need more student body representatives and a Professor Emeritus representative, the committee has delayed their first meeting.

Next Meeting – 9:00-10:30, Thursday, October 4th, 2001, Watson Conference Room B
(Meetings will generally be on the 1st and 3rd Thursday of each month from 2:00-3:30.)

Agenda – Drink machine report by Bagsby/Revenew & discussion of Staff Involvement Document

Respectfully submitted by Jana Borchardt, Secretary KU Libraries Classified Conference

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, September 10, 2001, 3:00-4:00 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), B. Schaffner (VC-Chair Elect), M. Brown (UP), G. Gibbs (LIII),
D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

Exec did not meet on Sept. 3 due to the Labor Day holiday. However, during that week and the previous week, we held a "virtual meeting" and made progress on several items of business. The minutes of the Aug. 27 meeting were approved; also, special charges for the Committee on Research and Scholarly Activities (CRSA), Salaries and Benefits and the Nominating and Ballot Committee were finalized.

Discussion continued on the special charges for the Staff Development Committee (SDC) and some changes in wording were suggested. Stratton will revise the charges and then will redistribute them electronically to allow for further comments.

Burich reported on the meeting she had with Interim Dean Rholes and Interim Associate Dean Fyffe on Sept. 7, which focused on the Planning and Resources Committee's role in the budget process. Exec discussed the general issues gleaned from this conversation.

At this point, the only special charges remaining to be formulated are those for Exec itself. We will be doing that in the next few weeks.

Respectfully submitted,

David Pardue
Secretary

Nominating & Ballot Committee
Meeting Minutes
Wednesday, October 4, 2001, 3:45-4:15 p.m.
Anschutz Library

Present: S. Case (Chair), C. Pierard, D. Pardue (Secretary)

During the Nominating & Ballot Committee's first meeting, Susan Case agreed to serve as Chair and David Pardue volunteered to act as secretary. We covered some past history for Cindy Pierard (the incoming member) and went over the special charges for fiscal year 2002, which we recently received from LFA Exec. The two most significant charges involve creating a procedure for the new mail-ballot voting method and documenting it, as well as attempting to establish some guidelines for interpreting questionable votes.

Pardue will write a draft of a new procedure based on the superseded one: "Guidelines for Preparing & Counting LFA Ballots" (submitted to LFA Exec in June 1998 by the 1997-98 N&B Committee [S. Craig (chair), F. Christenberry, K. Graves]) and we will go over that document at our next meeting on Nov. 15. Although it is unlikely that there will be any "emergency" ballots in the near future, in the absence of currently established guidelines Pardue will ask Nancy Burich about the possibility of using an interim procedure if the need arises.

Submitted by David Pardue

University of Kansas Libraries Bibliographers

Subject	Bibliographer	Phone	E-mail address
African Studies	Ken Lohrentz	4-4593	klohrentz@ku.edu
American Studies	Gordon Anderson	4-8999	ganderson@ku.edu
Anschutz Reference Collection	Cindy Pierard	4-8990	cpierard@ku.edu
Anthropology	Brian Baird	4-3568	bbaird@ku.edu
Architecture	Lea H. Currie (interim bibliographer, Oct./Nov. 2001)	4-8997	lcurrie@ku.edu
Art & Art History	Lea H. Currie (interim bibliographer, Oct./Nov. 2001)	4-8997	lcurrie@ku.edu
Business	Loretta Spurling	4-8945	spurling@ku.edu
Chemistry	Connie Powell	4-8831	cpowell@ku.edu
Chinese Studies	Vickie Doll	4-4669	vdoll@ku.edu
Classics	Rich Ring	4-3425	richring@ku.edu
Communications Studies	Gina Matesic	4-8994	gmatesic@ku.edu
Comparative Literature	Faye Christenberry	4-8992	fchristenberry@ku.edu
Computer Science	Greg Raschke	4-3875	graschke@ku.edu
Cultural Diversity	Lea H. Currie	4-8997	lcurrie@ku.edu
Dance	George Gibbs (interim contact)	4-3282	ggibbs@ku.edu
Design	Lea H. Currie (interim bibliographer, Oct./Nov. 2001)	4-8997	lcurrie@ku.edu
East Asian	Vickie Doll	4-4669	vdoll@ku.edu
Ecology & Evolutionary Biology	Susan Case	4-8828	scase@ku.edu
Economics	Loretta Spurling	4-8945	spurling@ku.edu
Education	Lea H. Currie	4-8997	lcurrie@ku.edu
Electronic Information	Jim Neeley	4-3036	jneeley@ku.edu
Engineering	Greg Raschke	4-3875	graschke@ku.edu
English Language & Literatures	Faye Christenberry	4-8992	fchristenberry@ku.edu
Environmental Studies	Susan Case	4-8828	scase@ku.edu
Film	Faye Christenberry	4-8992	fchristenberry@ku.edu
Foreign Literature in Translation	Faye Christenberry	4-8992	fchristenberry@ku.edu
French & Italian Languages & Literatures	Rich Ring	4-3425	richring@ku.edu
Geography	Donna Koepf	4-4662	dkoepf@ku.edu
Geology	Donna Koepf	4-4662	dkoepf@ku.edu
Germanic Languages & Literatures	Gordon Anderson	4-8999	ganderson@ku.edu
Gerontology	Judith Emde	4-4931	jemde@ku.edu
Government Publications, International	Roger Anderson	4-4526	randerson@ku.edu
Government Publications, U.S.	Ken Lohrentz	4-4593	klohrentz@ku.edu
Health Policy & Management	Nancy Burich	4-8575	nburich@ku.edu
Health, Sport & Exercise Science	Lea H. Currie	4-8997	lcurrie@ku.edu
Historical Administration & Museum Studies	Sherry Williams	4-2027	swilliam@ku.edu
History, United States	Gordon Anderson	4-8999	ganderson@ku.edu
History, World	Rich Ring	4-3425	richring@ku.edu

Subject	Bibliographer	Phone	E-mail address
Human Development & Family Life	Julie Waters	4-8829	jwaters@ku.edu
Indigenous Studies	Gina Matesic	4-8994	gmatesic@ku.edu
Japanese Studies	Michiko Ito	4-4669	mito@ku.edu
Journalism	Kathy Graves	4-8993	kgraves@ku.edu
Kansas Collection (Regional History)	Sherry Williams	4-2027	swilliam@ku.edu
Latin American Studies	Jana Krentz	4-3351	jkrentz@ku.edu
Law (Watson only)	Roger Anderson	4-4526	randerson@ku.edu
Library Science	Brian Baird	4-3568	bbaird@ku.edu
Linguistics	Geoff Husic	4-3957	ghusic@ku.edu
Maps	Donna Koepp	4-4662	dkoepp@ku.edu
Mathematics	Julie Waters	4-8829	jwaters@ku.edu
Molecular Biosciences	Connie Powell	4-8831	cpowell@ku.edu
Music	George Gibbs (interim contact)	4-3282	ggibbs@ku.edu
Pharmacy	Judith Emde	4-4931	jemde@ku.edu
Philosophy	John Richardson	4-8936	jrichardson@ku.edu
Physics and Astronomy	Richard Fyffe (interim contact)	4-4711	rfyffe@ku.edu
Political Science	Roger Anderson	4-4526	randerson@ku.edu
Psychology	Julie Waters	4-8829	jwaters@ku.edu
Public Administration	Roger Anderson	4-4526	randerson@ku.edu
Regents Center Library	John Stratton	4-8556	jstratton@ku.edu
Religious Studies	Annie Williams	4-8913	awilliams@ku.edu
Russian and East European Studies	Brad Schaffner	4-3957	bschaffn@ku.edu
Science	Judith Emde	4-4931	jemde@ku.edu
Slavic Languages and Literatures	Brad Schaffner	4-3957	bschaffn@ku.edu
Social Welfare	Cindy Pierard	4-8990	cpierard@ku.edu
Sociology	Richard Fyffe (interim contact)	4-4711	rfyffe@ku.edu
Spanish and Portuguese Languages and Literatures	Jana Krentz	4-3351	jkrentz@ku.edu
Special Collections (Rare Books & Manuscripts)	Richard Clement	4-4217	rclement@ku.edu
Speech, Language and Hearing	Judith Emde	4-4931	jemde@ku.edu
Theater	Faye Christenberry	4-8992	fchristenberry@ku.edu
University Archives	Sherry Williams	4-2027	swilliam@ku.edu
Urban Planning	Roger Anderson	4-4526	randerson@ku.edu
Watson Reference Collection	Gina Matesic	4-8994	gmatesic@ku.edu
Wilcox Collection	Becky Schulte	4-2024	bschulte@ku.edu
Women's Studies	Faye Christenberry	4-8992	fchristenberry@ku.edu

DATE: October 5, 2001
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 FY01, I received 43 reports from staff concerning instruction (some reports were submitted collectively by units). Staff reported teaching 633 instruction sessions reaching 9794 people. The number of instruction sessions is fewer than the FY00 totals (699); however, some of this drop appears to relate to the fact that the Libraries' *Workshop Series* did not take place during the spring semester. Although fewer sessions were taught, the number of people attending instructional sessions increased by 10%. It is difficult to compare the number of staff members reporting data since some units submitted statistics for the entire unit; however, a variety of staff members continue to be active in the program and some are quite heavily involved with instructional outreach. Undergraduates comprised the largest audience group for instruction (5979), followed by graduate students (2,016), and others (1,594 - Debate Camp, high school groups, etc.). September and October (followed closely by February) were cited as the busiest months for instruction.

Curricular Impact of Instruction

In order to develop a better gauge of the curricular impact of our instructional programs, I continue tracking the KU courses with which library staff members work. Staff reported that they had worked with approximately 41 different schools or departments, and that they offered instruction sessions for around 124 classes. 29% 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.

Staff Concerns

The *lack of quality instructional space* continues to dominate concerns related to instruction, though the number of people citing this as a concern has decreased. The new Anschutz Instruction Center was cited as a great new resource. Another concern was how to work effectively with students who seem to have very short attention spans, particularly when there are many complex resources to cover.

Instruction Trends in Other ARL Libraries

Instruction statistics have been tracked by ARL since 1995. In the past six years, the number of instruction sessions offered by member libraries has increased by 41%, making this the second fastest-growing service trend behind interlibrary loan transactions. In 1999-2000, the typical ARL library offered 730 sessions for 9,656 people. Although the number of sessions offered by KU this past year fell below the median number of sessions (633), the number of people reached by our instruction was actually greater (9,794). In general, ARL notes that:

The typical ARL library offered over 730 "teaching" sessions in 1999-2000. If we assume that each session was at least an hour long, then, on average, the typical library offered the equivalent of 20 three-hour credit courses last year.

Clearly, ARL libraries are making significant impact on the teaching programs at their institutions.

Using the Data

I hope that we will use this information to recognize and commend all the staff members who are involved with instruction. We should also use it also to 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-gathering.

With the above considerations in mind, 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?
- How might we increase the number of research methods classes with which we work?
- 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 enhancing our instructional outreach. Finally, I will 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, and to begin discussions concerning evaluation of instruction (how do we know that students are learning? -- improved performance on papers and projects, increased confidence, 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 is critical that we maintain a strong program of instructional services in order to fulfill our mission of supporting teaching and learning at KU.

KU Libraries
 FY01 Instruction Statistics
 Chart 3 of 4

Staff Who Taught For-Credit Courses with Library/Information Skills as a Primary Focus

Staff Member	Name & Course # of For-Credit Course	Semester Course was Taught	# of Students
<i>Craig, Susan</i>	HA505 - Research Resources & Professional Practice in Art History	Fall	13
<i>Emde, Judith</i>	PHCH 720/P&TX 725/MDCM 720 - Bibliography of Medicinal Chemistry and CHEM 720 - Bibliography of Chemistry	Fall & Spring	10 & 12
<i>Krentz, Jana</i>	LAA 700 - Latin America Library Resources	Fall	11
<i>Spurling, Loretta</i>	BUS 601 - Information Sources for Business Research	Fall	13
<i>Powell, Connie</i>	PHCH 720/P&TX 725/MDCM 720 - Bibliography of Medicinal Chemistry and CHEM 720 - Bibliography of Chemistry	Fall & Spring	10 & 12
<i>Ring, Richard</i>	HIST 696 - Research Seminar	Fall & Spring	NR

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

Department/Unit	# of Staff Members Reporting Data	# of Instruction Sessions	# of People Reached
<i>Art & Architecture</i>	1	18	319
<i>Anschutz</i>	8	109	1757
<i>Archives</i>	1	6	70
<i>E. Asian</i>	2	16	77
<i>Engineering</i>	2	5	139
<i>Kansas Collection</i>	6	21	520
<i>Map Collection</i>	3	25	674
<i>Music</i>	0	0	0
<i>Regents Center, Edwards Campus</i>	1	29	636
<i>SPLAT</i>	1	22	119
<i>Slavic</i>	1	8	39
<i>Special Collections</i>	2	32	441
<i>Watson Reference</i>	13	274	4653

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- FY01 (July 1, 2000 – June 30, 2001)

Why Are We Collecting Instruction Statistics?

Instruction statistics will be collected once each year. This information will be used to help chart the extent of educational programs led by KU Libraries staff. Instruction statistics will also be included in other planning documents such as the Libraries' annual budget requests and our statistical report 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 17.

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@ku.edu or 864-8990

Part I - Name & Fiscal Year

1a. Name _____

1b. Fiscal Year for which statistics are being reported **FY01 (July 1, 2000 – June 30, 2001)**

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 (<i>not library staff</i>)	_____

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 ____

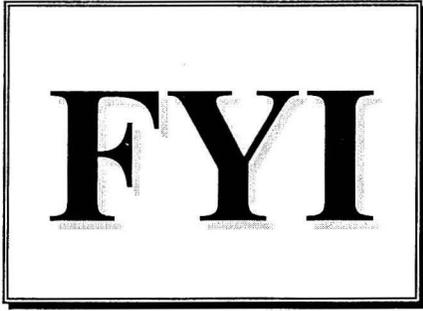
Name/Number of Course _____

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: 1566

Date: October 18, 2001

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

PERSONNEL ANNOUNCEMENTS

Summer Schippers, Library Assistant I in the Cataloging Department, has announced her resignation. Summer began employment in the KU Libraries first as a student assistant, and then was hired in April, 2000 into her present position. Summer has accepted a position with Illuminet, a telecommunications company in Overland Park. Her resignation is effective this Friday, October 19th.

Ching-Yu "Anna" Wong has been appointed to a Library Assistant I position in the Interlibrary Loan/Document Delivery Unit, Retrieval Services. Anna worked previously with the Bristol Community College Library and Fall River Public Library, both located in Fall River, Massachusetts, and with the Sun Prairie Public Library, Sun Prairie, Wisconsin. Her appointment became effective Monday, October 15th.

Sandy Gilliland

PROMOTION NOMINATION ANNOUNCED

Library staff are invited to submit letters regarding Rick Clement, Head, Department of Special Collections, Spencer Research Library, who has been nominated for promotion to the rank of Librarian III. Please send your letters directly to the Library Committee on Promotion and Tenure (c/o Sandy Gilliland, 502 Watson Library), or directly to Bill Crowe, Spencer Librarian, by Friday, November 2, 2001. All letters are considered confidential to the extent provided by law, and will be shared only with the members of the promotion and tenure committee (Libraries and University), and other appropriate library and university administrators.

Sandy Gilliland

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant I position in the Cataloging Department. Responsibilities of this position, which was previously held by Matt Grafel, include: 1) Searching appropriate OCLC records and cataloging books through OCLC, 30%; 2) Oversee the general flow of books being routed through the Cataloging Dept, 20%; 3) Assist in processing theses and dissertations, 20%; 4) Training and supervising students assistants, 5%; 5) Meeting and teamwork activities, 5%. Minimum qualifications: job knowledge at an entry level in library support work. Strongly preferred selection criteria: Recent library work and/or recent education in library science. Reading knowledge of one or more foreign languages, prefer Spanish, French, or Portuguese. OCLC cataloging. Experience using Window 95, Windows 98, or Windows NT. Ability to work effectively in a team-based, production-oriented, work environment. Demonstrated initiative and ability to work successfully with detailed and complex procedures, to organize work effectively and to maintain a steady flow of material. Additional preferred selection criteria: Knowledge of *Anglo-American Cataloguing Rules*, 2d Ed. Ability to work independently in a wide variety of tasks in a changing work environment. Committed to the Department's team building and continuous improvement efforts. Values

(continued)

An Equal Opportunity/Affirmative Action Employer

diversity and recognizes the benefits that come from many perspectives and cultures. College coursework. Basic computer skills. Application instructions: Library staff and student assistants who are interested in applying for this position should contact Sandy Gilliland for application instructions. Applications are due by 5:00 p.m. Friday, October 26, 2001.

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

Committee Minutes:

LFA Executive Committee, 10/08/01

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, October 8, 2001, 3:00-3:45 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), B. Schaffner (VC-Chair Elect), M. Brown (UP), G. Gibbs (LIII), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

Guest: M. Roach

Mary Roach attended the meeting to talk about some recent changes in the University's regulations involving participation in the promotion and tenure process. These changes will have implications for the membership of this year's LCPT. Beginning in August 2001, a new regulation took effect which states that:

6.1.2 Department chairs, academic program directors, or **any heads of units** that are recommending faculty for promotion and tenure shall not serve as members of the school/College committee or on the University Committee for Promotion and Tenure (hereinafter called the "UCPT"). [*Faculty Senate Rules and Regulations*, rev. Aug. 2001]

(This change is the result of litigation at KU over cases in which individuals were denied tenure). The Libraries received clarification that the phrase "heads of units" means 'supervisors at any level.' Thus, supervisors are no longer allowed to serve on LCPT if a member of their staff is going up for promotion or tenure.

Because the LFA Code currently allows supervisors to serve on LCPT as non-voting participants during deliberations on staff they supervise, the Code will need to be revised to comply with these new regulations. In reality, the new regulations are more problematic in promotion situations (which occur unpredictably) than in tenure review situations (which are scheduled for a particular date well in advance). LFA Exec will issue a special charge to LCPT and instruct the committee to examine the longer-term implications of the new policy and to recommend possible courses of action.

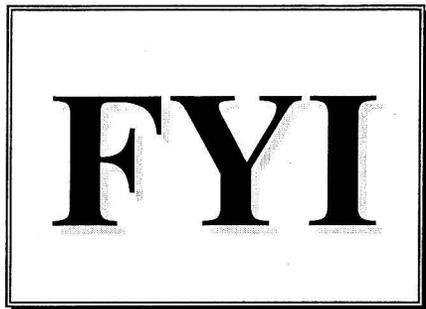
Exec also discussed the draft of a charge for an ad hoc committee which will study LFA members' participation in committee work, with the goal of recommending a strategy to increase participation. Although the committee will be small (4 members), its charge will be broad and there will be a definite ending date (January 16, 2002).

Burich noted that she has heard nothing official about the upcoming interviews for Dean candidates. According to Bill Carswell, there is a list of 3 candidates which has gone to the OEE office for approval; once they are approved, interviews will be scheduled. (Update: An e-mail message from Carswell was sent to library staff on late Monday afternoon, announcing that Charles Simpson [SUNY at Stony Brook] will come for an interview on Oct. 15-17. Simpson will be meeting with LFA Exec for an hour on Oct. 15). Exec will be assessing the candidates' strengths and weaknesses and submitting written comments to the search committee.

Exec briefly discussed whether -- and when -- to replace Denise Stephens as chair of the Planning and Resources Committee, given the recent news of her resignation. Burich will call Stephens to get an idea of what her preference is. Since the PRC is an appointed committee, the most likely course of action is for Burich to issue a call for volunteers and then to select an appointee from among those interested in serving.

Respectfully submitted,

David Pardue
Secretary



The University of Kansas Libraries

Number: 1567

Date: October 25, 2001

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

PERSONNEL

David Bagsby, Library Assistant I in Retrieval Services, has announced his resignation so that he may pursue his musical interests. David began working in the Libraries in July, 2000. His resignation is effective November 9, 2001.

Sandy Gilliland

IT'S SO EASY...

... to nominate a classified staff member for the KU Libraries annual Classified Employee of the Year award. Due to the delay in starting the nomination process for 2001, we are accepting nominations for the 2001 AND the 2002 awards. Considering all of the terrific staff we have in the Libraries, please nominate a staff member (or more than one) for this award. The award recipients will receive a \$500 check, recognition during the Libraries' annual staff reception, and their names will be permanently inscribed on a plaque in the lobby of Watson Library.

Nomination procedures, guidelines, and a nomination form are attached to this issue of FYI. Nominations are due in the Administrative Office by November 9, 2001.

Sandy Gilliland

WATSON LIBRARY 5TH FLOOR CONFERENCE ROOMS

Staff may now use the Outlook calendaring function to check on the availability of the Conference Rooms (A and B) in 502 Watson Library.

Follow these steps in Outlook:

File/Open/Other Users Folder (type WATS 503A or WATS 503B in the "Name" box, which is not case sensitive) -- AND -- choose "Calendar" in the folder box immediately below the Name box. Click "OK". The calendar may be viewed for any day.

If the conference room is available for the date and time you need it, please then contact Rita (4-8920, rcwilson@ku.edu) who will reserve the room for you and enter the reservation in the Outlook calendar. Please request a confirmation, if needed.

Please contact Rita if you have any questions regarding these procedures.

Rita Wilson

ATTACHMENTS

Classified Employee of the Year Nomination Guidelines
Nomination Form

An Equal Opportunity/Affirmative Action Employer

THE UNIVERSITY OF KANSAS LIBRARIES

CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION GUIDELINES

The University of Kansas Libraries is accepting nominations for the Classified Employee of the Year Award.

GUIDELINES

- Nominations will be accepted from all library employees.
- Nominations will be carefully considered by a committee composed of the Assistant to the Dean for Personnel (non-voting), the chair of the Classified Conference Personnel Committee (non-voting), 4 classified employees, and 1 librarian to be selected by the Dean from slates of names submitted by the Executive Boards of the Classified Conference and Library Faculty.
- The selection committee will base its decision on information provided on the nomination form, as well as interviews with the nominator, the employee's supervisor, and a representative sample of the employee's colleagues (which may include unclassified staff and/or student assistants).
- The Classified Employee of the Year award will be presented in April and the winner will be honored at the Dean's fall awards reception.
- The honoree will have his/her name inscribed on a permanent award plaque in Watson Library, and will receive campus-wide recognition, and be given a cash award.
- This program will be evaluated every two years.

Some important things to know about the Library's Classified Employee of the Year Award:

- All nominations and recommendation will be considered confidential and involve only those affected in accordance with the above-stated guidelines. An employee's annual evaluation will not be used in the committee's deliberations.
- Classified, unclassified, and student employees of the Library may nominate any eligible classified employee.
- To be eligible for nomination, classified staff must be employed by the University of Kansas Libraries for at least one year prior to the deadline for nominations. Members of the selection committee and anyone who has won the award within the last three years are ineligible.
- The Classified Employee of the Year will be chosen based upon work-related criteria.

*** CONFIDENTIAL ***

THE UNIVERSITY OF KANSAS LIBRARIES
NOMINATION FOR CLASSIFIED EMPLOYEE OF THE YEAR
(Use one form per nominee)

Please check one or both boxes:

Award Year 2001

Award Year 2002

Nominee: _____

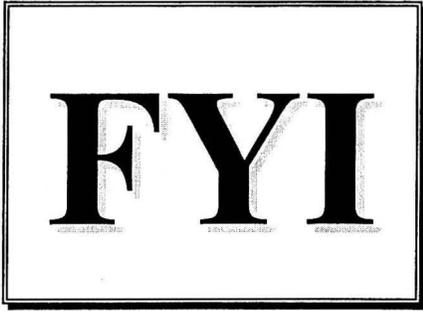
Why are you nominating this person?

- ___ Quality of work performed
- ___ Dedication to his/her job
- ___ Special service to fellow workers/patrons
- ___ General attitude and demeanor
- ___ Interpersonal skills
- ___ Job-related skills and talents
- ___ Adaptability to circumstances

Please give specific examples of how this employee has met the criteria you have checked above (use additional pages if necessary):

Your Name/Department: _____ Date: _____

NOMINATIONS MUST BE SUBMITTED BY NOVEMBER 9, 2001, TO: Sandy Gilliland, Assistant to the Dean for Personnel, 502 Watson Library.



The University of Kansas Libraries

Number: 1568

Date: November 1, 2001

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

PERSONNEL ANNOUNCEMENTS

We are very pleased to announce two new library faculty appointments:

Sarah McKee has been appointed as "Spanish and Portuguese Cataloger" (Librarian I). Sarah is presently employed by Indiana University Libraries as an Acquisitions Coordinator. Her previous employment includes serving as Asst. Latin American Librarian and Latin American Monograph Cataloger with the University of Florida Libraries, and as an ALA Library Fellow with the Universidad San Francisco de Quito (Ecuador). Sarah earned the MLS degree from Indiana University and has a BA in Spanish, also from Indiana. Her appointment will become effective in early January.

K.E. "Johan" Oberg has been appointed as Reference Librarian/Bibliographer (Librarian I). Johan was most recently employed by the University of Michigan Libraries. He earned the ALA-accredited Master's degree in Human Computer Interaction from the University of Michigan and a BA in Film Studies/Cultural Studies from Stockholm University, Sweden. Johan's appointment became effective October 28, 2001.

Sandy Gilliland

REFERENCE INTERNSHIP ANNOUNCED

Fran Devlin, Asst. to the Dean (Librarian I) will begin a part-time internship in the Watson Library Reference Department effective November 1, 2001. This arrangement was mutually agreed upon so that the Reference Department can benefit from additional staff support and Fran can regain traditional library skills previously acquired through her library master's degree program at the University of Western Ontario, Canada. Although Fran was first employed as a librarian immediately following completion of her graduate degree, her career path later took her to a series of administrative posts in the Canadian government. She is eager to return to librarianship and desires to learn more about reference services. Watson Reference is very enthusiastic about Fran's internship in the department. Fran will begin her training and orientation in the Reference Department along with newcomer Johan Oberg.

Sandy Gilliland

KU MANAGEMENT DEVELOPMENT FORUM ON ETHICS

KU Human Resources is offering a Management Development Program entitled "Ethics in Management" on Thursday, November 15, 9:00 - noon in the Malott Room, Kansas Union. The session provides an opportunity for KU managers and supervisors (and other interested staff) to explore and discuss ethical issues pertinent to managing in the higher education environment. Joe Potts (International Student and Scholar Services) and Keith Russell (Human Resources Professional Development) will co-facilitate this program.

(continued)

(November 1, 2001 continued)

About the Management Development Program: This forum is the first in a series of four management development offerings designed specifically for KU managers and supervisors in the classified, unclassified professional, and faculty employment categories. The series is being implemented at the urging of the Chancellor and Provost. The Ethics Forum was designed with input from faculty and staff representatives, and was piloted twice last spring. It is now a regular professional development offering. Future forums will be offered on such topics as performance appraisal, leadership, and interpersonal skills and challenges.

For more information, and to register for the Ethics in Management program, please call 864-7407 or visit the Human Resources website at <http://www.ku.edu/~kuhr> and select "Faculty and Staff" and then "Professional Development."

Sandy Gilliland

TUITION ASSISTANCE PROGRAM

Funding is available to any staff member with at least one year of KU employment (or three years of part-time KU employment) through the Tuition Assistance Program. The program usually covers tuition for one class per semester. Application forms and additional information about the program are available on the KU Human Resources web page under 'forms download'. The application deadline for Spring 2002 tuition assistance is 5:00 p.m. Friday, November 16th. Applications should be sent to the Tuition Assistance Committee, c/o KU Human Resources, 103 Carruth-O'Leary Hall.

As a reminder, all full-time staff are eligible for the "staff rate" tuition cost, which waives the campus privilege fee. The Tuition Assistance Program is an entirely separate program and requires specific application forms.

Sandy Gilliland

LIBRARIES CLASSIFIED EMPLOYEE OF THE YEAR AWARD

Do you know of, or work with, a terrific KU Libraries classified staff member? If so, why not nominate him or her for the annual Libraries Classified Employee of the Year award. Nomination forms and guidelines are available from the Administrative Office. The nomination deadline is Friday, November 9, 2001.

Sandy Gilliland

ATTACHMENTS

Travel Reports: Nancy Burich, Gina Matesic
Committee Minutes:

Diversity Committee, 10/18/01

Salaries and Benefits, 9/26/01-10/23/01

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Nancy Burich

Department: Distance Learning

Name of Event: Brick and Click Libraries

Location: Maryville, MO

Date(s) of Travel: October 26, 2001

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

On October 26 John Stratton and I drove to Maryville, MO to attend the "Brick and Click Libraries: How Do We Support Both?" regional academic library symposium that was held on the Northwest Missouri State University campus. It was a lovely day for travel, though cool and breezy. The campus is an arboretum; the plantings are lovely and most are labeled. There is a small lake bordered by a plaza containing flags of many countries. The library is automated and has at least two instructional classrooms in addition to a computer lab.

There were six concurrent sessions, and all presentations were very worthwhile. During the fifth such session, John and I presented our paper, "Collaboration and Change in an Academic Branch Library: An Overview." The paper was published in the symposium proceedings, which were made available to each participant at registration. I attended sessions on the integration of technology into courses, library Web site assessment and re-design, the competition between free Internet search services and library resources, and access to journal articles for remote patrons. The final session was a brief hands-on demonstration of Dreamweaver 5 software. I was particularly interested in learning about the capabilities of this product because it is capable of producing Web pages with interactive elements.

I appreciate the support of the Staff Development Committee in paying the registration fee.

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



Meeting notes for the Diversity Committee Meeting on Thursday, October 18, 2001:

Attending: Deborah Dandridge, chair; Gina Matesic, co-chair, Lea Currie, Helen Dee, Elizabeth Mendoza, Carmen Doering, Kevin Fussell; Sandy Gilliland, ex officio.

Visitors: Rich Crank and Margaret Wilson.

Excused: Lyn McCullough

Mission statement

The draft mission statement was discussed and Deborah and Lea agreed to work on it together.

Scheduling of programs for the year

Gina reported that she has a list of potential speakers on Islamic and Middle East issues. The committee decided to try and schedule speakers on either the Tuesday or Thursday before Thanksgiving. The committee will make extra efforts to get word out about the program to library student assistants. Lea will make the flyer for the program and take care of publicity and Kevin will take care of refreshments.

The committee discussed the possibility of making buttons with the Diversity Committee logo. Helen will look into various channels for getting this done.

Lea announced an upcoming training session that will be sponsored by library administration. Carmen made suggestions for possible speakers for the program. The committee agreed to help out with plans for a "sensitivity workshop."

Other future program ideas were discussed and further announcements will be made when the plans are finalized.

Sandy will share, through KULDIV-L, the report to the Chancellor on minority recruitment.

**SALARIES AND BENEFITS COMMITTEE MEETINGS
MINUTES**

Membership: Tami Albin, Brian Baird (Chair), Sandy Gilliland (ex-officio), Kathy Graves (Secretary), Greg Raschke (LFA Exec representative)

September 26, 2001

The Committee met to discuss a salary offer for the Spanish/Portuguese Cataloger position.

October 1, 2001

The Committee met, with Greg Raschke joining us as LFA representative to Salaries and Benefits. Greg reviewed with us the standing charges to this committee (please see LFA Code 3.3.7) as well as the special charges for FY 2002. The special charges include preparing to address salary issues with the new Dean of Libraries; providing a summary of the Provost's report on gender equity at KU and analyzing any implications for the Libraries; and analyzing how the KU Libraries fared in comparison with other state institutions that dealt with significant budget issues over the past year as well as assessing the impact of recent budget crises on Library Faculty and Unclassified Staff salaries. There continues to be concern about salary compression. Sandy distributed copies of the OIRP Salary Compression Study completed in 1999, the Equity Study Committee Report, and tables of Professional Salaries in ARL University Libraries for use in the Committee's work this year.

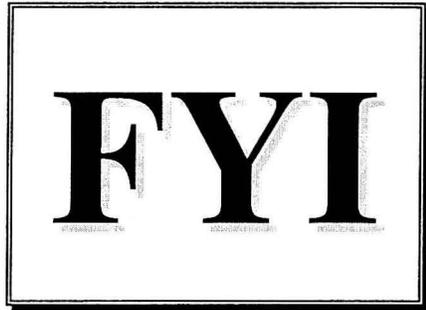
October 18, 2001

The Committee met to discuss a salary offer for the Watson Reference Librarian/Bibliographer position.

October 23, 2001

The Committee met to analyze the Equity Study Committee Report in advance of writing a summary of the report's findings and an analysis of any implications of those findings on the Libraries. Brian will draft our summary, the Committee will review it, and it will be submitted to LFA Exec.

-submitted by Kathy Graves



The University of Kansas Libraries

Number: 1569

Date: November 8, 2001

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

VACANCY ANNOUNCEMENT

Applications are being accepted for a **PhotoArchivist**, a full-time professional position in the Kenneth Spencer Research Library. The PhotoArchivist will develop and provide access to the photographic holdings (more than 2 million images) held in Spencer Research Library. Holdings include historical photographs, a substantial motion picture film and videotape collection, and images produced by commercial studios and amateurs. (A full position description is available.) Requires a master's degree, coursework or experience with photographic cataloging; knowledge of photographic preservation techniques; strong oral, written and interpersonal communication skills; strong service orientation, and demonstrated ability to work well with the public. Strongly prefer Experience cataloging photographs in an archival setting; experience cataloging and preparing related finding aids in an automated environment; previous photographic preservation work; knowledge of and experience with digitization of images; experience conceiving and carrying out exhibitions; reference experience. Prefer master's degree from a program accredited by the American Library Association; coursework or background in regional history and/or the history of higher education. Annual salary range: \$33,000 - \$43,000 dependent upon qualifications and experience. Appointment terms: An Unclassified Professional Staff appointment is expected. However, upon request, candidates who hold a master's degree from an ALA-accredited program may be considered for a tenure-track faculty appointment in the University Libraries. Candidates who wish to be considered for this type of appointment should specify this in their application. To apply, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, please provide a current resume, and the names, addresses, telephone numbers, and email addresses of three references. Please send this material to: Sandy Gilliland, 502 Watson Library (sgilliland@ku.edu). Review of applications will begin December 10, 2001. 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.

SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the PhotoArchivist search committee: Deborah Dandridge, Kansas Collection (Chair); Barry Bunch, University Archives; Prof. John Pultz, Art History; Sarah Goodwin Thiel, Special Collections; Sandy Gilliland, ex officio. Julia Rholes

EXHIBIT COMMITTEE MEMBERSHIP

We are pleased to announce the appointments of Gina Matesic (Reference) and Adonia David (Preservation) to the Watson Exhibit Committee. Gina and Adonia join Geri Slater, Rich Ring and Fran Devlin.

(continued)

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INTERIM ARRANGEMENTS ANNOUNCED FOR ANSCHUTZ LEADERSHIP

Due to Denise Stephens' resignation (announced in the October 11th issue of *FYI*), we have made interim arrangements for the leadership of Anschutz Library. **Judith Emde** and **Cindy Pierard** have agreed to become the interim co-heads of Anschutz. This interim assignment will become effective December 9th and will continue until a permanent head is named. All units within Anschutz will report to Judith and Cindy. Judith and Cindy will also continue in their regular roles as Head of Processing and Head of Reference and Instruction, respectively. We expect to begin a national search for a permanent Head of Anschutz Library within the coming months.

Julia Rholes

PERSONNEL ANNOUNCEMENT

We are pleased to announce a new role within the Libraries for **Bradley Schaffner**. Effective immediately, Brad will serve as Head of International Programs and Coordinator of Collection Development. As Head of International Programs, Brad will serve as department head for the Libraries' international studies programs (East Asian Library, the Department for Spain, Portugal, and Latin America, the Slavic Department, and the African and African-American Studies program).

As Coordinator of Collection Development, Brad will work with subject bibliographers in all disciplines in preparing collection development plans and annual budget requests for their subject areas and reviewing expenditures; develop and coordinate a program for collection evaluation; assist in analysis and evaluation of a variety of collections-related issues, including budgetary allocations and projections; share in the training and mentoring of new bibliographers and in the ongoing development of established bibliographers; serve as Vice-Chair of the Collection Management Council; and serve on the Electronic Information Council. He will also continue as Head of the Slavic Department and Russian and Slavic Studies Librarian.

In order to maintain a single reporting line, Brad will now report to Richard for all aspects of his position. International Studies will report to Richard through Brad, but George Gibbs will continue to work closely with cataloging activities in all the International Studies units.

Brad brings significant experience to this new role. He has been part of the collection development program at the KU Libraries since 1989, serving several times on the Collections Management Council and the earlier Executive Committee of the Collection Development Council. Brad holds M.L.S. and MA degrees from Indiana University, and has published extensively on collections issues.

As we all know, the kinds of changes that we are seeing in the publication and distribution of scholarly literature and other information collected and managed by academic research libraries require a more coordinated approach to our collection development efforts and our assessment of what we are accomplishing. We are delighted that Brad has agreed to take on this new role, and we are confident that he will help us continue to move forward. Please join us in congratulating him.

Julia Rholes

and Richard Fyffe

ATTACHMENTS

Travel report from John Stratton

Committee meeting minutes: LFA Exec: 10/22/01, 10/29/01

Staff Development Committee: 9/27/01

Planning & Resources Committee: 10/29/01

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THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: John Stratton Department: RCL
Name of Event: Brick and Click Libraries: How Do We Support Both" Location: Northwest Missouri State University, Mayville
Date(s) of Travel: 10/26/01

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

Nancy Burich and I attended the symposium entitled "Brick and Click Libraries: How Do We Support Both" on October 26 at Northwest Missouri State University, Maryville. At that symposium, we delivered a paper entitled "Collaboration and Change in an Academic Branch Library: An Overview."

Besides delivering the paper during one of the afternoon sessions, I attended the following presentations:

- E-Books and the E-ssential Library;
- Library Web Site Resign and Usability Testing
- The Competition Between Free Internet Search Services and Library Resources;
- Generation X Learning Styles and Online Instruction; and
- Tailoring Reference Services for the 21st Century Library User.

Colleagues from all states contiguous to Missouri were present at this conference, as well as at least one attendee from as far away as Arizona.

Northwest Missouri State University hopes to have another symposium next year organized round a central theme. Several themes for next year's conference are being considered. Among them are: assessment, copyright and fair use, licensing, e-reserves and others. Maryville is about a two-hour drive from Lawrence. If you are interested in presenting your work at a nearby academic conference, look into next year's symposium.

I wish to express my thanks to the Staff Development Committee for their support.

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

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, October 22, 2001, 3:00-3:50 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), B. Schaffner (VC-Chair Elect), M. Brown (UP), G. Gibbs (LIII), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

LFA Exec did not meet on Oct. 15 at our regular meeting time (3:00-4:30 p.m.), as this coincided with the public presentation of Charles Simpson (SUNY at Stony Brook), one of the three finalists for the Dean of Libraries position. However, the committee did meet with Mr. Simpson on Oct. 15 from 10:15-11:15 a.m.

Exec met with Dana Rooks (the University of Houston) on Oct. 22 from 11:15 a.m.-12:15 p.m. and later held an abbreviated regular meeting in the afternoon. We adjourned early so that everyone could attend the staff open meeting with Ms. Rooks from 4:00-5:00 p.m.

Among the topics dealt with were the scheduling of the Fall LFA general meeting, an update on the status of the Planning & Resources Committee, as well as a preliminary discussion of the Dean candidates' strengths and weaknesses. Although the Fall general meeting was tentatively scheduled for Nov. 26 (the Monday after Thanksgiving) from 3:00-5:00 p.m., it is likely that this time may need to be changed. (Update: The Fall LFA meeting has been set for Nov. 26 from 1:30-3:00 p.m. in Watson Conference Rooms A and B). Burich noted that the agenda will build upon that of last year's, but asked Exec members to begin thinking of additional agenda items to contribute.

Regarding the PRC, Denise Stephens indicated that, due to her recent resignation, she would step down from the committee. Burich will send out an e-mail asking for volunteers to fill this vacancy. (Update: This message was sent on Oct. 24 and it gave a deadline of Oct. 31).

The bulk of our meeting was devoted to a discussion of the first two Dean candidates. Exec began discussion about the form our report to the search committee might take.

Respectfully submitted,

David Pardue
Secretary

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, October 29, 2001, 3:00-4:10 p.m.
Conference Room A, Watson Library**

Present: N. Burich (Chair), B. Schaffner (VC-Chair Elect), M. Brown (UP), G. Gibbs (LIII),
D. Pardue (Secretary), G. Raschke (LI)

Absent: J. Stratton (LII)

Burich announced that in response to her e-mail last week, four staff members have volunteered to fill the vacancy on the Planning and Resources Committee. After brief discussion, one of the four volunteers was tentatively selected. M. Brown noted that, as Exec's liaison to the PRC, she attended the committee's first meeting, which was held on Oct. 29 at 9:00 a.m., and she gave a summary of some of the issues facing this year's committee.

Burich reported that she had met with Gordon Anderson about chairing an ad hoc committee which will study LFA members' participation in committee work, with the goal of recommending a strategy to increase participation. Deadline for the committee report is being negotiated for early in 2002. Burich encouraged him to consult broadly with library leaders and LFA members in order to fulfill the committee's charges.

As with last week's meeting, the bulk of our time was spent finalizing discussion of Charles Simpson and continuing discussion of Dana Rook's qualifications. The third finalist, Ms. Stella Bentley (Auburn University), is not scheduled to come to campus until Nov. 12-14.

Respectfully submitted,

David Pardue
Secretary

Staff Development Committee

Meeting Minutes

September 27, 2001

Present: Billie Conway (recorder), Karen Cook (chair), Sandy Gilliland (ex-officio), Jane Hoyt, Lynn Koenig, Michiko Ito (treasurer), Rachel Miller, John Stratton (guest).

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

Travel Requests: There were several travel requests submitted since the last meeting: **John Stratton** will attend a conference in Maryville, MO on October 26th; **Gina Matesic** will attend KLA-CULS in Dodge City, KS on 10/24-10/26/01 and Virtual Reference Desk in Orlando FL 11/12-11/13/01; **Rebecca Schulte** will attend the MAC Conference in Indianapolis 01/17-01/20/01 and **Rich Ring** will attend the Midwest Medieval History Conference in St. Louis on 10/19-10/20/01, the American Historical Association Conference in San Francisco, CA on 01/03-01/06/02 and ALA in New Orleans 01/18-01/22/02.

Treasurer's Report: Michiko distributed copies of the report, which was discussed and approved.

Travel Reports: None.

Programs: Kathleen Ames-Oliver will present a program on Managing Change and Transitions on November 8th, 1:30-3:00 pm.

Meg Brown and Brian Baird will present a program on Dealing with Disasters: Recovery of Library Materials on October 23rd, 3:30-5:00pm.

Sandy will contact the Public Safety Office about scheduling a program on Disaster Preparedness in general.

Sandy passed around a brochure about the "Soaring to Excellence" series (College of Dupage). This is a continuing education program for libraries.

Other business: John Stratton presented the charges to SDC from LFA and CCEB.

Next meeting: October 18th, 3:30-5:00 pm.

Planning and Resources Committee

Meeting Notes
October 29, 2001

In attendance:

<u>Faculty</u>	<u>Classified</u>	<u>Other</u>
Lea Currie John Richardson	Sue Hewitt Bob Marvin	Meg Brown (LFA Liason) Shannon Royer (ex-officio)

This was the first meeting of the Planning and Resources Committee for FY02.

Denise Stephens, our previous chair, had notified us that she would be stepping down from PRC in conjunction with her leaving KU. Meg Brown told us that Nancy Burich, LFA chair, is in the process of recruiting another faculty member to be on the committee. (Subsequent to the meeting, we were informed that Gaele Gillespie would be joining the committee as a replacement for Denise Stephens).

The committee began by reviewing their current charges (see attached).

Meg then shared some information relating to meetings held between Nancy Burich as LFA chair and Julia Rholes, Acting Dean, with respect to the past and future activities of PRC.

With respect to the prior years activities, it was said that the Dean's Council very much appreciated PRC's involvement and assistance in soliciting departmental budget needs. However, PRC's attempt to summarize the responses was not terribly helpful. It was suggested that PRC continue to assist in the solicitation of annual budget info, but instead of submitting a report, it might be more helpful if PRC would meet with Dean's Council to review responses and share their opinions about possible priorities.

Meg went on to say that, at least initially, this year PRC would be most helpful in developing a means of communicating to the staff the progress which has been made on implementation of the Strategic Plan. Whether this would be in the form of a report to disseminate or a forum in which to share the info, would be up to PRC to decide. The purpose of this effort would be not only to inform staff, but to help the new Dean get up to speed when he/she arrives.

The group then discussed the selection of a chair. In the absence of two committee members, it was decided to postpone this discussion until the next meeting. At that time, we will set up a regular meeting time, discuss how the group will operate this year, and discuss how we might move forward with identifying and communicating steps being taken to implement the Strategic Plan.

Meeting adjourned.

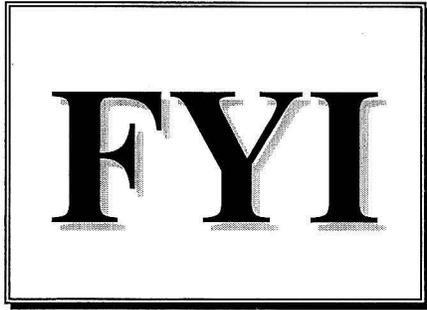
Planning and Resources Committee
2001-2002 Charges from LFA Executive Committee and Classified Conference

I. Standing Charge

"The Committee on Planning and Resources, in consultation with library administration, Library Faculty Assembly Executive Committee and Classified Conference Executive Board, and library staff, shall examine general priorities in the distribution of resources, study planning issues and review ongoing planning activities in the Libraries, and participate in a timely manner in the Libraries' budget activities. In addition, the Library Faculty Assembly Executive Committee and the Classified Conference Executive Board shall jointly issue other charges as needed. The Committee shall make recommendations concerning these priorities, issues, and activities as appropriate, to the Library Faculty Assembly Executive Committee and the Classified Conference Executive Board."
(LFA Code and Bylaws, Section 3.3.6.1)

II. Specific Charges for 2001-2002 from the LFA Executive Committee
(September 24, 2001)

1. In 2001-2002 PRC should continue to work with the library administration on the Budget Inquiry process; specifically PRC should meet with the library administration to sharpen the questions and establish a consistent format for reporting information when the call for the inquiries occurs. In lieu of completing a Budget Summary, PRC should meet with the library administration to review the replies from managers.
2. After completing the Budget Inquiry process, PRC should create a forum (and other venues as necessary) to share information with the library staff. PRC should create a forum early in the year to share information from the budget summary report from fiscal year 2000-2001. PRC should work to publicize their role as communicators and attempt to determine what information library employees need about the budget process, and share this information with the library administration (act as an "intermediary" between the dean and the staff regarding budgetary and planning issues).
3. Continue with 2000-2001 special charge ("in progress"): "Determine an appropriate forum or method for communicating progress on implementation of Strategic Plan actions." Specifically, PRC should provide an assessment of the past year's activities in relation to the strategic plan, providing instances where activities have supported the plan, and instances where the plan is not acted upon. This report/assessment should be completed ASAP (before a new Dean is hired) and shared with the current administration and eventually shared with the new Dean.
4. Additional charges may be added throughout the year as deemed appropriate by the LFA Executive Committee.



The University of Kansas Libraries

Number: 1570 Date: November 15, 2001

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

MAPS/GEOMEDIA SERVICES INTEGRATION

Anschutz Library will integrate its Maps/Geomedia unit into the operations of its Reference & Instruction and Processing units effective December 7. The Maps/Geomedia service desk will remain a separate service point in the library. Donna Koepp, the Maps/Geomedia Librarian, will continue to manage the client services, collection development, and administration of the area. The linking of conventional reference services in the library is intended to encourage continuity of similar service programs, while protecting the unique collections and characteristics of the Maps/Geomedia section. Similarly, the linking of processing activities in Anschutz is intended to bring continuity to materials processing.

Julia Rholes

JULIA RHOLES AND RICHARD FYFFE HONORED BY FOL

The KU Friends of the Library held their 2001 Fall Meeting at Anschutz Library on November 2. The evening program featured presentations by librarians Donna Koepp, Ken Lohrentz, Cindy Pierard, and Loretta Spurling. At the close of the program, Julia Rholes and Richard Fyffe were feted by Friends President Mary P. Miller in a surprise ceremony. Mary delivered the following testimonial in their honor:

“We, the KU Friends of the Library, wish to thank Julia Rholes, Interim Dean, and Richard Fyffe, Interim Associate Dean, for their dedicated leadership of the KU Libraries during this past year. Their practical demonstration of teamwork has enabled the Libraries to enhance service to the University during a time of unanticipated transition. As a token of our thanks and admiration, we have chosen to present books to the Libraries in honor of their contributions.”

Billy Wilder’s *Some Like It Hot: The Complete Book*, edited by Alison Castle, was presented in Julia’s honor while *Enlightenment and Action from Descartes to Kant: Passionate Thought* by Michael Losonsky and *Openness, Secrecy, and Authorship: Technical Arts and the Culture of Knowledge* by Pamela O. Long were presented in Richard’s honor.

Bill Myers

ATTACHMENTS

Committee Minutes:

CCEB, 10/04/01

LCPT, 11/01/01, 11/02/01

Classified Conference Executive Board – Meeting Minutes

October 4, 2001 9:00-10:30 Watson Conference Room A

Present – Jan Altenbernd (Ex-officio), David Bagsby (GI), Jana Borchardt (SEC), Billie Conway (SDC), Kevin Fussell (GII), Nancy Hawkins (Chair), Sue Hewitt (PRC Rep & KU CS Rep), Al Mauler (Personnel, CEYAC), Joshua Nichols (GIV), Carmen Orth-Alfie (SLC), Janet Renew (GIII), Summer Schippers (VC)

Guests – Kurt Blythe, Verna Froese, Carol Jeffries, Angie Rathmel

Drink Machine Report

According to Janet 16 of 36 drink machine surveys were received from unclassified professionals and librarians. Nine voted positive and the other seven negative. David Bagsby reported on the information he had gathered from Kansas peer institutions. All of the following have drink machines either in a controlled access break area, public lobby, or both: Ft. Hays, Emporia State, Wichita State, Pittsburg State, Shawnee County Public Library. In addition we can include our own Regents Center Library, Spahr Engineering Library, and Gorton Music & Dance Library.

Report from SDC

Billie Conway mentioned the programming that Staff Development Council (SDC) was planning for this upcoming year. Their goal is to have one program per month on a variety of topics from "Disaster Preparedness" to "Managing Change in Transition" and open staff meetings on SDC funding issues.

CEYAC Update

With no major objections voiced by Classified Staff, the decision was made by CEYAC (Classified Employee of the Year Award Committee) to have the current committee choose two award recipients, one each for 2001 and 2002. By 2003 it is hoped that the nominating process will be back on schedule. To help update this process, the CCEB will review the guidelines and criteria for the award as one of its charges.

Dean's Search

Angie Rathmel reviewed the committee's latest activities and provided a handout of the qualifications for the CCEB. It was reiterated that the committee makes no recommendation, but submits only a list of the candidates' strengths and weaknesses which will be reviewed by the Provost for a final decision. A discussion ensued regarding the last dean's search, at which point Angie said to contact her or Bill Carswell at any time to voice our concerns.

Classified Senate Issues

On 9/22/01 KU Classified Senate representatives from all of the Regents schools except for K-State met in Lawrence and drafted the "Kansas Council Position Paper." It highlights the issues that will be brought out at the upcoming February 22 Legislative Day, including: 1) support of a 3.5% cost of living allowance; 2) support of step movements, including an additional two steps; 3) removal of the cap on the longevity bonus; and 4) reduction of the vesting period in KPERS from ten years to five. For more information on these issues go to ace.servworks.com/commentaries.htm. The CCEB wants to lend support to these issues and mentioned a possible petition signed by KU Libraries classified staff.

Next Meeting – 2:00-3:30, Thursday, November 15, 2001, Watson Conference Room B

(Meetings will generally be on the 1st and 3rd Thursday of each month from 2:00-3:30.)

Agenda – Discussion and summary of dean's candidates' strengths and weaknesses

Respectfully submitted by Jana Borchardt, Secretary KU Libraries Classified Conference

ADDENDUM

Further Dean's Search Developments

Although the CCEB has not had a "regular" meeting since 10/4/01, we have had several meetings in relation to the dean's search: we met to draft questions on 10/11/01; we had a 1-hour session with Charles Simpson on 10/15/01; we discussed Simpson's qualifications and revised our list of questions on 10/18/01; we had a 1-hour session with Dana Rooks on 10/22/01 from 11-12:00, and discussed Rooks' qualifications on 10/24/01; and had a 1-hour session on 11/14/01 with Stella Bentley. If you attended any of the candidates' open-meeting or presentation, please send the CCEB, Angie Rathmel, or Bill Carswell your comments.

LCPT Meeting Minutes

November 1, 2001

Present: Bill Crowe, Judith Emde, Lars Leon, Jim Neeley, Mary Roach (chair),
Sherry Williams, Lyn Wolz

The committee met to discuss a special charge received from LFA Exec. Due to recent litigation, the university has found it necessary to change the rules for participation in the promotion and tenure process. Supervisors will no longer be allowed to be a member of any P&T committees if a member of their staff is going up for promotion and tenure. Presently, supervisors in the libraries are non-voting participants on LCPT during the deliberations of staff that they supervise. The special charge to LCPT was to "prepare for LFA Exec revised wording to the Code to bring it into conformity with University policy. Also, discuss the ramifications of the new policy in regard to identifying candidates to run for LCPT..."

Mary had consulted with Sandra Gautt in the Provost's office regarding the current structure of the libraries' P&T committee. According to Dr. Gautt, a supervisor with an employee going up for tenure and/or promotion cannot participate at any time during committee discussions since that supervisor could influence deliberations regarding other candidates and could affect the ranking of candidates and the supporting documentation and must resign from the committee.

Mary presented a draft of changes to the sections of the LFA Code regarding the Committee on Promotion and Tenure (3.3.4). It was suggested to have the University general counsel review the proposed changes before a vote takes place. Mary adapted language from the revised Faculty Senate Rules and Regulations. Section 3.3.4.5 (regards voting for promotion/tenure) has been expanded to clearly state who cannot stand for election: a librarian who has a spouse or partner to a librarian going up for promotion/tenure; a unit head or supervisor of a librarian being considered for promotion/tenure; no librarian can simultaneously serve on the LCPT and UCPT. It was recommended to duplicate the exclusion wording under section 3.3.4.9 that addresses voting on sabbatical leaves. A question was raised regarding the reverse situation. What if a member's supervisor was going up for promotion or sabbatical leave? That relationship could be regarded as prejudicial by the committee and a member could be disqualified from voting which is already stated in the Code.

Since the problem of recruiting LIIs to run for LCPT will be exacerbated by this change in the Code, the required number of four LIIs on LCPT was addressed. In order to allow for emergencies and last minute submission of files, the committee proposed that the required number of votes in an individual case be three qualified members instead of four. This is recommended only under exceptional circumstances when co-opting from the previous election or a special election is not possible. The only circumstance when this could be an issue is when there is a file for promotion to LIII. As required by the Code, "only those members of the rank for which the candidate is being nominated and the rank above shall vote;". For promotions to LIII, only the four LIII members can vote. This recommended change would allow a minimum of three LIII members to vote under exceptional circumstances.

Last year's LCPT committee recommended that the term of the LI be changed to one year to provide the opportunity for many of the LIs to become familiar with the process and to assist them when writing their promotion/tenure files.

Mary would take the proposed changes and return with another draft to the meeting tomorrow, Nov. 2nd. The plan is to send this draft to LFA Exec to present at the Nov. 26th LFA meeting.

LCPT meeting minutes

November 2, 2001

Present: Judith Emde, Lars Leon, Jim Neeley, Mary Roach, Sherry Williams, Lyn Wolz

The committee met to review a revised draft of changes to the LCPT section of the LFA Code. Wording was broadened under the eligibility of members who could not run for election. The phrase, spouse/partner was changed to domestic or familial relationship. This gives clearer meaning than "partner", and would include sibling and parent/child relationships. Discussion continued from yesterday's meeting regarding the proposed minimum number of three qualified members to vote, particularly for LIII promotion. Another suggestion was to include a LII in the vote if the number of LIIs fell to three. Most members of the committee felt that only individuals at or above the rank should vote on promotions.

Other editing changes were proposed to clarify which LCPT members could vote for promotion and for tenure and what the committee should do if qualified members fell below four.

In reviewing the Faculty Senate Rules and Regulations for a last time, the topic of the eligibility of deans, associate deans, and assistant deans for LCPT membership was addressed. The Faculty Rules clearly state these positions are ineligible for membership on UCPT. Were they eligible for department committees? Mary contacted Dr. Gautt who reminded the committee that the spirit of the department review process has been one of faculty review, not administrative review. As a result, the committee recommended that an earlier section of the Code include an exception that the Dean and any associate and assistant deans are ineligible to run for LCPT.

Minutes submitted by Judith Emde.



The University of Kansas Libraries

Number: 1571 Date: November 21, 2001

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

BILL CROWE ELECTED CHAIR OF OCLC BOARD OF TRUSTEES

William Crowe, Spencer Librarian, was recently elected to serve a third one-year term as chair of the OCLC Board of Trustees. Headquartered in Dublin, Ohio, OCLC Online Computer Library Center is a nonprofit organization that provides computer-based cataloging, reference, resource sharing and preservation services to 40,000 libraries in 81 countries and territories. OCLC was founded in 1967 to improve access to the world's information and reduce information costs, and conducts ongoing research to develop technologies to support that mission.

Julia M. Rholes

VACANCY ANNOUNCEMENT

Music and Dance Librarian. The University of Kansas Libraries invites applications for the position of Music and Dance Librarian. (A full position announcement is available from Sandy Gilliland, 4-8922, sgilliland@ku.edu.) This position serves as head of the Thomas Gorton Music and Dance Library, a newly constructed facility, opened in Summer 2000, located in Murphy Hall, the Music building on the Lawrence campus. The position reports to the Assistant Dean for Information Services. **RESPONSIBILITIES:** Provides leadership for all operations of the Thomas Gorton Music and Dance Library. Provides user services and instruction, collection development, management of the facility, and planning. Supervises 2 library assistants and approximately 3 FTE student assistants. Works closely with constituents, and with other operations affecting the Music and Dance Library, including centralized ordering and cataloging. Participates in professional service and demonstrates scholarly accomplishment. **REQUIRED QUALIFICATIONS:** Master's degree from an ALA-accredited program. Bachelor's degree in music or dance. Experience with music materials in an academic or research library. A working knowledge of dance materials. Strong commitment to collection building and to active, innovative public service programs. Effective oral and written communication skills and interpersonal skills. Ability to work effectively with faculty, students and staff. Experience conducting database searches. Knowledge of bibliographic resources in music and dance. Demonstrated ability to effectively plan, organize, and implement services and operations. Strong leadership potential. **PREFERRED QUALIFICATIONS:** Professional library experience with music and dance materials. Advanced degree in musicology. Reference, instructional and collection development experience with music and dance materials. Successful supervisory experience. Reading knowledge of German, Spanish, French, Italian, or other Western European languages. Experience with an integrated library system. **APPLICATION PROCEDURES:** Review of applications will begin January 7, 2002. Applications will be accepted until the position is filled. For full consideration, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, a curriculum vita, and the names, addresses, telephone numbers, and email addresses of three references are also required. Please send this

(continued)

material to: Sandra K. Gilliland, Asst. to the Dean; KU Libraries; 502 Watson Library; phone: 4-8922; fax: 4-5311; email: sgilliland@ku.edu.

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

SEARCH COMMITTEE APPOINTED

The following staff have been appointed to the Music and Dance Librarian search committee: John Stratton, Chair; Judith Emde, Anschutz Library; Jim Smith, Music & Dance Library; Prof. Roberta Schwartz, Music & Dance; Prof. Joan Stone, Music & Dance; Annie Williams, Cataloging; and Sandy Gilliland, ex officio.

Julia M. Rholes

ATTACHMENTS

Travel Reports: Tami Albin

Committee Minutes:

 Planning and Resources, 11/09/01

 Salaries and Benefits; 11/06/01

 LFA Executive, 11/12/01

KULSA Shopping List from Penn House

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Tami Albin

Department: RCL

Name of Event: American Studies Association Conference 2001 --
Multiple Publics/Civic Voices

Location: Washington D. C.

Dates of Travel: Nov 8-11

At the recent meeting of the American Studies Association in Washington, DC, I had the opportunity to attend a number of panels pertaining to my research on prison libraries as forms of behaviour modification and moral regulation. These sessions included:

- "Rethinking Prisons: A Critical Resistance Roundtable," with Angela Davis, Gina Dent, Avery Gordon, Ruthie Gilmore and David Theo Goldberg;
- "Race, Place And Social Movements," with Barbara Harlow, Ruthie Gordon and Jim Lee;
- "The Making Of The Medea Project: Theater For Incarcerated Women, Culture For The 21st-Century," with Rena Fraden, Rodessa Jones, and Sean Reynolds.

These panels/discussions gave me insight into the work that other activists and researchers are doing around and about the Prison Industrial Complex. I also had the opportunity to have supper with Angela Davis and Gina Dent. This meeting allowed me to share research ideas and discuss the possibility of publishing work with Gina Dent, Angela Davis, and other individuals.

I attended a panel, directly related to a project on which I am a research associate. "Understanding Her Place: National Park Service Sites And Women's History," discussed the issues surrounding ways to improve documentation and presentation of women's history. I have never worked with the National Park Services, but in the summer of 2002 I am contracted to work with Dr. Sherrie Tucker on, "A Feminist Study of New Orleans Jazz Women," for the New Orleans Jazz National Historical Park.

At the panel "Music of the Americas I -- Crossing the Color Line: African-Derived Music and Crossing into the "Free" Public Sphere," Dr. Sherrie Tucker present material from her latest project, "Democracy on the Dance Floor: Gender, Race and Nation at the Hollywood Canteen." For this project I have conducted research in the following areas: locating FBI files, locating people who volunteered, and danced at the Canteen, issues concerning segregation in the United States during World War II, and the most current events regarding the commercialization of USOs, and how "Hollywood" is helping the military after the events of September 11th, 2001.

Other panels and events attended:

- "Girls With Guitars: Gender And The Creation Of Country Music Culture";
- "Focus On Reconfiguring American Studies: The Place Of Ethnic Studies, Women's Studies, And Gay And Lesbian Studies";
- "A New Low for the U.S. Constitution? Rice v. Cayetano and the 14th and 15th Amendments in Relation to Native America, Hawai'i, Puerto Rico, Guam, and American Samoa";
- Mid-America ASA Reception (sponsored in part by KU American Studies);
- Music of the Americas/Performance Caucus Joint Reception;
- Night of Performances with Rhodessa Jones (The Medea Project).

Interesting note: While talking to a colleague in between sessions I bumped into someone from Grade 1 (Barrie, Ontario, Canada). Apparently I look the same, except for the Toni Home Perm.

I would like to extend my thanks to the SDC for their support.

Planning and Resources Committee

Meeting Notes
November 9, 2001

Next Meeting: Monday, November 26 th 3:00pm – 4:30pm Conference Room A Discussion Leader – Gaele Gillespie	(Everyone will read the Libraries Strategic Plan before our next meeting. Our discussions will focus on the information collected thus far, as well as identifying others to contact for progress made on the Strategic Plan.)
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In attendance: Lea Currie, Helen Dee, Gayle Gillespie, Sue Hewitt, Bob Marvin, John Richardson, Shannon Royer

This was the first meeting of the entire Planning and Resources Committee for FY02. We established a regular meeting time – beginning 11/26/01, every other Monday, from 3:00pm to 4:30pm. (This excludes Monday, December 24th.) All future meetings will be held in Conf Rm A, except for December 10th, which will be in Conf Rm B. Shannon will send out meetings on Outlook for posting to everyone's calendars.

With respect to the manner in which our meetings will be run, we decided that the group as a whole will take responsibility for keeping on task and making progress on our charges. The agenda for the following meeting will be established at the end of each meeting, as will the individual responsible for leading the meeting and facilitating the discussion. Members will take turns assuming this role.

Our attention then turned to discussing our charge relating to the Strategic Plan:

"Continue with 2000-2001 special charge ("in progress"): "Determine an appropriate forum or method for communicating progress on implementation of Strategic Plan actions." Specifically, PRC should provide an assessment of the past year's activities in relation to the strategic plan, providing instances where activities have supported the plan, and instances where the plan is not acted upon. This report/assessment should be completed ASAP (before a new Dean is hired) and shared with the current administration and eventually shared with the new Dean."

The web address for the Library's Strategic Plan is http://www.lib.ukans.edu/news/strat_planning.html

The group reviewed the plan briefly and made suggestions of ways in which we would be able to collect information about what progress has been made.

Gaele Gillespie volunteered to look at 'Dean's Messages' and other communications that have been sent out in the past year, to identify strategic plan items.

The remaining folks volunteered to contact the individuals listed to ask them about the topics identified:

Sue Hewitt Brad Schaffner, *Collection Development*; Jim Neeley, *Electronic Resources*; Denise Stephens

Lea Currie Susan Craig, *Training Survey*; Cindy Pierard, *Assessment*; Sandy Gilliland, *Human Resources and positions filled*

Helen Dee Kent Miller, *Space issues*

Bob Marvin John Miller, *Automation and the Information Portal*; Greg Raschke, *Web Presence*

John Richardson George Gibbs, *access to content and cataloging backlogs*

At our next meeting, we will review the information collected and consider other possible information resources, as well as discussing how best to merge the information collected into one document.

Meeting adjourned.

Salaries and Benefits Committee
Minutes
11-6-01

Present: Tami Albin, Brian Baird, Kathy Graves

Salaries and Benefits had previously met to review the Provost's Study on Equity for Faculty at KU and to discuss this Committee's response to that document. Brian then drafted our response, we reviewed it at this meeting, and he will forward it to LFA Exec.

We then discussed the second charge given to us by LFA Exec, which calls for Salaries and Benefits to address salary issues with the new Dean of Libraries. We reviewed three documents, Professional Salaries in ARL Libraries, the Gordon Fretwell report from 1991, and the OIRP Salary Compression Study completed in 1999. Brian will draft a summary report of these documents based on our discussion, which we will also forward to LFA Exec.

Submitted by Kathy Graves

**Minutes of the Executive Committee
Library Faculty Assembly
Monday, Nov. 12, 2001, 3:00-4:10 p.m.
Conference Room B, Watson Library**

Present: N. Burich (Chair), M. Brown (UP), G. Gibbs (LIII), D. Pardue (Secretary), G. Raschke (LI), J. Stratton (LII)

Absent: B. Schaffner (VC-Chair Elect)

Exec did not meet on November 5. The minutes of our meetings of Oct. 22 and Oct. 29 were approved via e-mail, and were published in the *FYI* of Nov. 8, 2001.

Exec met with the third finalist for the Dean of Libraries position, Stella Bentley (Auburn University), today from 11:15 a.m.-12:15 p.m. and later held an abbreviated regular meeting in the afternoon. The bulk of our time was spent revising our report on Charles Simpson's and Dana Rook's qualifications, with some preliminary discussion on Ms. Bentley. An additional meeting is scheduled for Wednesday of this week (Nov. 14, 11:00 a.m.), at which time we will finalize our report to the search committee. (The deadline for comments is 10:00 a.m. on Friday, Nov. 16).

Burich reported that she forwarded the proposed LFA Code change (prepared by LCPT members) regarding the composition of LCPT to Rose Marino, University General Counsel, for review. However, she has not yet received a response.

Respectfully submitted,

David Pardue
Secretary

HOLIDAY ADOPTIONS for PENN HOUSE

Family #103

Girl - age 2.5

Shirt - 3T

Pants - 3T

Wants - Riding toys - Baby dolls - Building blocks

Girl - age 2.5 (yes this is a 2nd girl)

Shirt - 3T

Pants - 3T

Wants - Riding toys - Baby dolls - Building blocks

Boy - age 8

Shirt - 10

Pants - 10

Wants - Art case & supplies - Harry Potter Legos

Boy - age 9

Shirt - 12

Pants - 12

Wants - Turbo Twist Spelling - Turbo Twist Math - Basketball

Girl - age 10

Shirt - 10/12

Pants - 10/12

Wants - Password - Journal - Dolls - Leap Pad ?

Boy - age 13

Shirt - 14/16

Pants - 14/16 slim

Wants - Basketball - CD player - Electronic spellchecker

Mom - age 35

Wants - Bathroom set (green or blue) - Laminator

Dad - age 42

Shirt - Medium

Pants - 30/31

Wants - Tools - Electric Screwdriver

Family #7

Boy - age 8

Shirt - 12

Pants - 28/30

Wants - Art supplies (really into drawing) - Scooter - Socks

Boy - age 9

Shirt - 14

Pants - 30/30

Wants - Scooter - Basketball - Hastings gift certificate - Socks

Girl - age 15

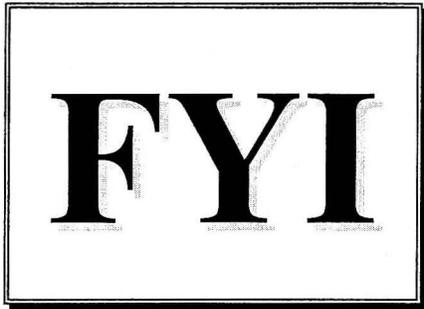
Shirt - 5 or Med.

Pants - 3 womens

Wants - Walkman for running - Hastings gift certificate - Make-up (mascara)
Girl - age 17
Shirt - Med.
Pants - 5 womens
Wants - Hastings gift certificate - Earrings (pierced) - Make-up
Boy - age 17
Shirt - Xlg.
Pants - 36/34
Wants - Athletic shorts (36 boxer) - Fitted ball cap (7 3/4 Titans) - Ankle socks
Hastings gift certificate
Mom - age 41
Shirt - 2Xlg.
Pants - Xlg. sweats
Wants - Hammer - Screw drivers - Pliers - Nails for hanging pictures
Non-stick skillet

Family #107

Girl - age 5 months
Shirt - 6-9 mo.
Pants - 6-9 mo.
Wants - Musical toys - Baby toys - Diapers - size 3
Girl - age 2
Shirt - 3T
Pants - 3T
Wants - Shrek video - Scooby Doo video - Little Tike picnic table - Toddler games
Boy - age 9
Shirt - 10-12
Pants - 10-12
Wants - Dragon Ball - Hastings gift certificate - Comforter (blue)
Girl - age 12
Shirt - Med.
Pants - 3 jr.
Wants - Make-up - Art stuff - Hastings gift certificate - Comforter (blue)
Girl - age 15
Shirt - Med.
Pants - 3/4
Wants - Sweaters - Make-up - Sewing stuff - Comforter (green)
Grandma - age 40
Shirt - Xlg.
Pants - 34/34
Wants - Arts & crafts - Scented candles - Blanket (full)
Mom - age 22
Shirt - Lg.
Pants - 5
Wants - Hooded sweatshirt (black) - Sheets (full) - Scented candles



The University of Kansas Libraries

Number: 1572 Date: November 29, 2001

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

PERSONNEL ANNOUNCEMENTS

Connie Powell, Reference Librarian and Bibliographer, Anschutz Library, has announced her resignation. Connie accepted a position with Rensselaer Polytechnic Institute in Troy, New York. She began work in the KU Libraries in December, 1988 as Assistant Science Librarian. Connie was promoted to the rank of Librarian II in July, 1992. Her resignation is effective December 14, 2001.

As a reminder, **Deb Ludwig**, Head, Library Information Technology Services, begins work on Monday, December 3rd. Plans are being made for her orientation to the Libraries' staff and services.

Sandy Gilliland

ATTACHMENTS

Committee Minutes:

Diversity Committee, 11/15/01

Meeting Notes from the Diversity Committee meeting on Thursday, November 15, 2001

Committee members present: Deborah Dandridge, chair; Lea Currie, Helen Dee, Kevin Fussell, Lynn Koenig, Gina Matesic, and Elizabeth Mendoza

Excused: Carmen Doering, Sandy Gilliland

Confirming the production of the buttons

Helen brought examples of the types of buttons the committee could make with the diversity logo. She spoke with a representative from the Student Development Center, who said we can borrow their button machine and they can order the buttons for us. She also talked with a representative from the Student Union Activities Office. We cannot borrow their machine, but we can use it in their office. The committee decided to go with the offer from the Student Development Center and we will order 500 buttons at \$75.95 to give out at future diversity programs. Lynn will format the logo to fit on a button and Kevin, Lynn, Helen, Gina, and Lea all volunteered to help assemble them. Production of the buttons should be completed by early December.

Rescheduling the Panel on the Middle East

Considering the short amount of time to advertise the program, the committee decided to reschedule the Panel of the Middle East originally planned for Thursday, November 15. Gina will contact the participants to see if they can reschedule for December 11 or 13. Lea will still do the publicity, Kevin will take care of the refreshments, and Gina will prepare introductions for the participants.

Diversity Web page update

Lea passed out copies of the work that has been done on the diversity Web page for the committee's approval. Lea and Kevin will work in updating the Web page to send to Jim Dryden for final approval.

Report on approval of the Committee's Vision Statement

Deborah announced that the Dean's Council had approved the committee's Vision Statement. The statement will appear on the Web page.

Review of the first draft of the Climate Survey Report

The committee made suggestions for a conclusion to be added to the report. Deborah will work on the report for the committee's final approval. The report will be shared with all library staff.

Holiday Party update

Previously, the committee discussed participating in the Holiday Party by organizing a group of library staff to talk about their personal holiday traditions. Annie Williams announced our intentions to KULSA members, but there was very little interest expressed in this type of participation. Deborah suggested we not become involved in the party after all. Elizabeth suggested we put together a slide show of staff photographs instead. This program would be scripted and library staff and student assistants would be asked to contribute photographs. Helen, Deborah, Elizabeth, and Lea offered to help scan images and make arrangements.

Plans for programs in the spring

The committee decided there would be no program in January due to the holidays and ALA Midwinter. Helen is planning a program with Professor Akira Yamamoto for February on Indigenous language retention. Rich Crank will contact BeEtta Stony of Kansas State University about presenting a program on diversity in the workplace for March, and Lea will contact Tone Mendoza, Director of the DOW Multicultural Resource Center at the Hale Library at Kansas State University, about speaking on diversity initiatives in her library for April. Deborah will organize a program on the "concept of diversity" for May.

These notes are respectfully submitted by Lea Currie, November 28, 2001.