Personnel Announcements

We wish to extend "congratulations" to Kevin Fussell who has been promoted to a Library Assistant II position in Cataloging. Kevin has been a Library Assistant I in Cataloging since April 16, 2000. He graduated from KU with a degree in Biology in May 2001. Kevin's promotion became effective June 30, 2003.

Dennis Goodyear has been appointed as a Library Assistant II in Cataloging. Dennis is presently employed by Integrity Staffing in Omaha, Nebraska. He previously worked for the University of Denver Libraries from 1999-2002. Dennis earned a BS in Business Administration from Portland State University and a MLIS from the University of Denver. He began work on Monday, June 30th.

Also, welcome to Scott McEathron, Map Librarian, who began work on Monday, June 30th. Scott worked previously with the University of Illinois U-C.

Sandy Gilliland

Vacancy Announcement

The application deadline for the full-time Library Assistant III position in the Preservation Department has been extended until 5:00 p.m. Tuesday, July 8th. Please see the Libraries' website for additional information about this position: http://www.lib.ku.edu (click on Employment). A copy of the position description is available from Rita Wilson (rcwilson@ku.edu). Library staff interested in applying are asked to complete a "Request for Promotion or Transfer" form, also available from Rita. Please also make sure you have a current KU "Internal Application" form on file (see KU HR's website for this form: http://www.ku.edu/~kuhr

The KU Libraries website also contains full vacancy announcements for the following two positions: Web Services Coordinator and Public Service Librarian, RCL (part-time). Application review (for both positions) begins July 21st.
Web Services Coordinator, a full-time, unclassified professional staff position with the Libraries Information Technology Services department. Position requires a BS degree in Computer Science, Information Systems, Management Information Systems, Educational Technology, Design, or closely related field. Please see KU Libraries website for additional qualifications and application instructions.

Public Service Librarian, a part-time (20 hours per week) library faculty position at the Regents Center Library, Overland Park. Position requires ALA/MLS and ability to work late afternoon and evening hours. Please see KU Libraries website for additional qualifications and application instructions.

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Sandy Gilliland

Parking Permit Reminder

If you haven't renewed your parking permit for next year, you need to do so by July 11th. For payroll deduction forms, permit prices, deadlines and alternate payment methods please click this link: http://www.ku.edu/~parking/paydeduct.shtml. You will need to know your on-line ID, which is your University Exchange (e-mail) user name and password. If you have difficulty logging in, please follow the link for "help" on the login page.

Signature Page: When you complete the enrollment process on-line, you will receive an e-mail confirming your choices. Please verify the information you entered, print out the e-mail form, sign it and send it to the Parking office. KU Parking will not be able to process your payroll deduction request until they have this signed form in hand.

Deadlines: The final deadline for submission of all forms is July 11th.

Sandy Gilliland

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last updated:
url: http://www2.lib.ku.edu
State Service Awards Announced

Several staff recently received lapel pins in recognition of their service to the State of Kansas (the State's service recognition program is separate from the University of Kansas Employee Recognition program, which is held in the Spring of each year):

10 years: Mark Lasnier, Access Services/Anschutz; Larry Palmquist, LITS; Shannon Royer, Administrative Office

20 years: Nancy Hawkins, Music & Dance Library; John Miller, LITS; Mary Miller, Library Instruction; and Rita Wilson, Administrative Office

30 years: Mary Ann Baker, Spencer Research Library; Joy Fry, Cataloging; and Sûle Hewitt, Collection Development

Congratulations to these staff!

Sandy Gilliland

Personnel Announcements

Three new staff have been appointed as Library Assistants I in the Cataloging Department: Rosanna (Rose) Hernandez, Rani Subramanian, and Erin Kidwell.

Rose Hernandez began work on July 28th in the department's Special Projects Unit. She previously held positions with the Topeka and Shawnee County Public Library and the Kansas State Historical Society. Rose earned a BA degree in Anthropology from Washburn University, Topeka.
Erin Kidwell began work on August 4th in the department's Authorities Unit. Erin has been employed as a part-time student assistant in the KU Libraries since 1999; she graduated from KU this past May with a degree in Psychology.

Rani Subramanian will begin work on Monday, August 18th in the department's Copy Cataloging Unit. Rani is presently employed by the Lawrence school district as a library media assistant and ESL paraeducator. She has previous employment with NCS. Rani earned a BA degree in International Marketing from Purjabi University, India, and a MA in Economics from Stella Maris College, India.

Congratulations to Kurt Blythe, Library Assistant I in Retrieval Services, who has been promoted to the Library Assistant III position in the Preservation Department. (This position had been previously held by John Lynch and was reclassified to its current level.) The effective date of Kurt's promotion has not yet been determined.

Two temporary staff have resigned from their positions: Carmen Doering a temporary Reference Assistant in Reference Services has resigned as of August 9th; Sara Kelly, temporary Library Assistant in Anschutz (working on the Maps backlog project) has resigned effective August 1st.

Amy Jo Meyers' temporary appointment in Reference Services will be increased to full-time effective August 17th. She has been employed in Reference Services since August, 1999 as a part-time student, part-time graduate assistant, and most recently as a part-time temporary employee.

The Library Assistant II position held by Monica Claassen-Wilson, Retrieval Services (Interlibrary Loan/Document Delivery Unit), has been reallocated to the Library Assistant III classification effective July 20th. Monica has been assigned the role of Coordinator for Lending and Document Delivery.

The following announcement was made on the KULIB-L listserv: Jessica Bryson, Library Assistant I in the Interlibrary Loan Unit, Retrieval Services, has announced her resignation, effective August 8th. Jesse was appointed to the LAI position in December, 2001. She was previously been employed in the Libraries as a student assistant (1997-2001). Jesse will be attending Washburn University's Law School this Fall.

Sandy Gilliland

KULSA SUMMER PARTY - SATURDAY, AUGUST 16th, 6:30

As a reminder, all staff are invited to attend the 20th annual KULSA Summer Potluck/Picnic, Saturday, August 16th, 6:30 p.m. What a great way to kick off the beginning of the Fall semester! A flier is attached, with directions to the Crowe/Sanders farm. KULSA will provide table service and drinks. Please bring a food item to share, and chairs or a blanket to sit upon. We hope to see you there.

P.S. Don't forget to invite your students!
Vacancy Announcements

Applications are currently being accepted for the following vacancies:

**Conservation Assistant/Intern**: A three-year, full-time (benefit eligible) position responsible for performing advanced collections conservation treatments on the Libraries' circulating collection. The KU Libraries have partnered with Emporia State University Graduate School in Library and Information Management (ESU/SLIM) to create this three-year assistantship. Enrollment in the ESU/SLIM program will be required upon appointment to this position. Requires a bachelor's degree and willingness to enroll in (and be accepted into) the ESU/SLIM program. For a complete list of responsibilities and additional qualifications, please see the KU Libraries website at: http://www.lib.ku.edu Review of applications begins September 2, 2003. Applications will be accepted until the position is filled. For full consideration send letter indicating how your 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 professional references. Please send this material to: Sandy Gilliland, 502 Watson.

**Library Assistant II, Interlibrary Loan/Document Delivery Unit, Retrieval Services.** This position reports to the Coordinator for Lending and Document Delivery (LA II) and will be assigned in the following areas:

1. Coordinates processing of requests from KU patrons and other libraries for copies of KU Lawrence materials (33%)
2. Coordinates processing of loan requests from Edwards Campus patrons for Lawrence campus materials (8%)
3. Processing ILL requests from KU patrons (25%)
4. Assist LA II in Anschutz Library with ILL lending and local delivery request processing (15%)
5. Assist with technology trouble-shooting in the department (7%)
6. Personal skill development and team activities (7%)
7. Interactions with patrons (5%)

A complete position description is attached. Note: This position is currently assigned to the Interlibrary Loan Unit. However, based on continual assessment of the KU Libraries' staffing needs, the position could be re-assigned to other functions within the Retrieval Services Department or KU Libraries. Beginning hourly wage: $11.58. Application procedures/deadline: Library staff interested in applying for this position should complete current KU "Internal Application" form (if not already on file). See KU HR's website for this form: http://www.ku.edu/~kuhr Library student assistants must apply directly to KU Human Resources, 4-7417. Application deadline: August 15, 2003.

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THE 20th ANNUAL KU LIBRARIES SUMMER POTLUCK PICNIC

Saturday, August 16, 2003
6:30 p.m.

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

FEATURING DELICIOUS BAR-B-QUE FROM

COOK'S BBQ

PLEASE BRING:

Your favorite food item(s) to share with the staff

Lawn chairs or blanket

Your family or friend

Drinks, cups, ice, and table service will be provided

by KULSA*

PLEASE NOTIFY YOUR STUDENT ASSISTANTS

THEY ARE INVITED

*Kansas University Libraries Staff Association
DIRECTIONS from Lawrence:

Head south on Iowa St. (US 59) to county Road #458 (about one mile south of Walmart). Turn west (right) on #458. Follow the blacktop road approx. 7.5 miles. Watch for the blue-colored road signs, and turn left onto road #850E. Bill and Naney's home is approx. ¾ mile from the turnoff, the first home on the left (white barns in front).

-OR-

Head west on 6th St. to the bypass. Turn left (south) onto the bypass and exit at Clinton Lake. After stopping at the end of the exit ramp, turn right. At next stop sign (50 ft.) turn left and go across the Clinton Lake Dam. At the next stop sign, turn right onto #458 county road. Follow directions above.

-OR-

Head west on Clinton Parkway to Co.Rd. #13. Turn left and go across the Clinton Lake Dam. Follow directions above.
Personnel Announcements

We are very pleased to announce the appointment of Ms. Nikhat Ghouse, Social Science Librarian (Librarian I), whose appointment began on Tuesday of this week. Nikhat will be officed in Watson Library but she will be holding reference desk shifts in both Watson and Anschutz Libraries. Nikhat was previously employed from 2001-2003 as a Resident Reference Librarian with the College of Wooster (Ohio); and in 2000 was employed as a Reference Librarian at the University of Pittsburgh. She earned the MLIS degree in 1999 from the University of Pittsburgh and has a BA in History. Welcome, Nikhat!

Sandy Gilliland

Sabbatical Leave Deadline Reminder

Applications for Sabbatical Leave during FY2005 are due in the Office of the Provost by November 1, 2003. Any KU Libraries faculty member who meets the eligibility criteria and who is interested in applying for Sabbatical Leave must complete the application form and submit it to Sandy Gilliland by no later than 5:00 p.m. Monday, September 29th. The Library Committee on Promotion and Tenure (LCPT) will review applications for Sabbatical Leave and provide Dean Bentley with its assessment of each application.

Any eligible library faculty member may submit an application for Sabbatical Leave without the endorsement of the Dean. Such applications must reach the Office of the Provost by September 12th; they will be referred to LCPT for review/comment and will be treated in the same manner as other Sabbatical Leave applications.

Eligibility criteria are outlined in the May, 2003 memo from the University Committee on Sabbatical Leaves to all faculty. Please consult the Provost's website for a copy of the instructions and application form: http://www.ukans.edu/~provost/forms. Please contact Sandy Gilliland if you have
Promotion and Tenure Deadlines and Open Meeting

NOTE: The University Committee on Promotions and Tenure will hold an open meeting on Monday, September 15, 2003, at 7:00 p.m. in the Kansas Room, Kansas Union. Library staff who will be reviewed for tenure and/or who are considering promotion in rank, as well as members of the Libraries Committee on Promotion and Tenure, and other administrators, are advised to attend this meeting.

Recommendations for promotion in academic rank are considered within the University on an annual basis. This year, applications for promotion are due in the Office of the Provost by January 2, 2004, for promotions which will become effective July 1, 2004. This notice is being issued to ensure that all librarians are informed of the promotion timetable and of their right to submit information to their department heads regarding qualifications for promotion. Librarians who are not nominated by their department heads may submit self-nominations, or may be nominated by their colleagues. Files prepared through self-nomination are to be submitted directly to the Office of the Provost from which they will be returned to the Libraries for review along with other nominations. The deadline for self-nominations is September 16, 2003.

Whatever the source of nomination, the University's promotion recommendation form must be completed by the nominee, to be supplemented by supporting documentation (e.g., publications, letters commenting on some aspect of performance, etc.). All promotion files, except those submitted through the self-nomination process, will be due in the Library Administrative Office on Monday, November 3, 2003, for review by the Libraries' Committee on Promotion and Tenure, which makes recommendations to the Dean. The Dean's review and recommendation, with those of LCPT, are reviewed by the University Committee on Promotions and Tenure.

According to standards adopted by the Library Faculty Assembly (rev. July 2000), a period of five years at rank I is normally expected before consideration for promotion to Librarian II. At least five years at Librarian II is generally expected before consideration for Librarian III. A recommendation in advance of these schedules should include evidence of truly exceptional merit. Promotion should be based principally upon evidence of achievement since the last promotion, or—for a librarian's first promotion—since initial appointment in the Libraries. Procedural information and criteria for promotion are available in the University's Handbook for Faculty and Other Unclassified Staff, accessible on-line through the University's Home page, at: http://www.ku.edu/~provost/ (located under "Policy Statements"). Please contact Sandy Gilliland if you have any questions.

Vacancy Announcement

Applications are currently being accepted through 5:00 p.m. Friday, September 5th for the following vacancy:
Library Assistant I, Retrieval Services. For additional information, please see the Libraries' website: http://www.lib.ku.edu

Library staff interested in applying for this position should complete current KU "Internal Application form and a "Request for Promotion or Transfer" form, available from the Administrative Office.

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last updated:
url: http://www2.lib.ku.edu
Call for Letters: Promotion and Tenure Review

Library staff are invited to submit letters regarding the qualifications of librarians who are scheduled for promotion and/or tenure review this Fall, for consideration by those involved in the review process. The following librarians will be reviewed:

Promotion to Librarian II and tenure:
Lars Leon, Librarian I, Interlibrary Loan/Document Delivery Librarian
Michiko Ito, Librarian I, Japanese Studies Librarian

Tenure:
John Stratton, Librarian II, Co-Head, Reference Services

Letters may be submitted directly to the Libraries Committee on Promotion and Tenure (c/o Sandy Gilliland, 502 Watson Library), or directly to the candidates' supervisors (Leon: Rachel Miller; Ito: Brad Schaffner; Stratton: Kent Miller). Please submit letters by October 31, 2003.

Sandy Gilliland

SDC Program: October 10th, 11:00 a.m.

The Staff Development Committee invites all staff to attend "Digital Treasures for Teaching and Learning", a teleconference sponsored by the College of DuPage. The teleconference will be held in the Computer Center Auditorium; it begins at 11:00 a.m. and will end by 1:00 p.m. Feel free to bring your lunch (and drink). Registration is not required.

Diversity Committee Brown Bag: October 9th, 11:30 a.m.

All staff are invited to a Brown Bag seminar sponsored by the Libraries Diversity
Committee, on Thursday, October 9th, 11:30 a.m. - 1:00 p.m. Prof. Be Etta Stoney, Kansas State University, will lead an informative discussion of issues in diversity and multiculturalism. Please bring your lunch. The Diversity Committee will provide drinks and cookies.

**Personnel Announcements**

**Lissa Lord** has been appointed as a half-time Public Service Librarian (Librarian I) with the KU Regents Center Library, Edwards Campus. Lissa earned the MLS degree from the University of Michigan and a BA in Sociology from Washburn University in Topeka. She has previous employment with Washburn University School of Law Library, The University of Iowa Libraries, and the University of Missouri-Kansas City Law Library. Her employment with the Regents Center Library began on Monday, September 29, 2003.

**Latonia Teter** has been appointed as a full-time Library Assistant II in the Interlibrary Loan/Document Delivery unit, Retrieval Services. Latonia earned a BA in Political Science and a Juris Doctorate from the University of Missouri. She was previously employed by the Missouri Division of Family Services, and by the University of Missouri School of Law Library. Her employment begins Tuesday, October 7, 2003.

**Sandy Gilliland**

**Vacancy Announcement**

Microcomputer Support Tech. II, part-time (20 hrs/wk) temp. classified position in the Library Information Technology Services department, available as soon as possible. Appointment ends early June 2004. Configures and installs hardware and software, and trouble-shoots problems. Requires job knowledge at an advanced level in information system support services. Prefer experience setting up XP workstations in a networked environment, installing Microsoft Office and Microsoft Outlook email client, and exp. with Symantec Ghost. Must be available to consistently work an established schedule to include 20 hours per week, M-F between the hours of 8:00 am and 5:00 pm. Wage: $14.07/hr. For additional information see: http://www.lib.ku.edu. To apply, submit letter summarizing qualifications, a current resume, and names of three references to: Sandy Gilliland, 502 Watson Library. Applications must be received by 5:00 p.m. Wed., Oct. 15, 2003.

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**Baker University Announces Exhibition Opening**

All are invited to attend: "Millenial Bibles: Bible Printing Faces the 21st Century", October 23, 2003, 7:30 p.m. at Collins Library, Baker University (Baldwin City, Kansas).
John Forbes, Curator of the Quayle Bible Collection, Baker University, and Richard Clement, KU Special Collections Librarian are the featured speakers. The Quayle Bible Exhibit will be open after the lecture and refreshments will be served in the Quayle Lobby. For additional information, please see: http://www.bakeru.edu/library/News/index.html.

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last updated:

url: http://www2.lib.ku.edu
The University of Kansas Libraries Diversity Committee is pleased to present:

"Extra-Ordinary Lives, Ordinary People"
A Brown Bag discussion regarding issues in Diversity and Multiculturalism.

Presented by: Dr. Be Etta L. Stoney, Asst. Professor, Foundations & Adult Education, K-State University

When: Thursday, October 9th from 11:30-1:00

Where: Watson Library: Conference Room 502

Who: Dr. Be Etta L. Stoney; Assistant Professor, department of Foundations & Adult Education at Kansas State University. She received her Ph.D. from the University of Texas-Austin in 1997. She became an Assistant Professor at K-State in 1999. Her research and academic interests include multicultural issues in public schools and diversity issues in the workplace.

Participants should bring their own lunches. The Diversity Committee will provide soda, cookies, and a fascinating lunch hour! Staff members are strongly encouraged to invite their students.

As a primary provider of intellectual resources to the University of Kansas community, the Libraries strive to provide a collection that represents a diversity of viewpoints on the social, political, and other issues of interest to the University community. We will be providing many educational opportunities on diversity throughout the year. Be on the lookout for other events to Expand Your World through diversity education!
Teaching and learning have a new ally in the digital collections available 24/7/365 through the Library of Congress American Memory and other online library collections. This teleconference will explore these exciting resources and how they can be brought to life as primary source information. The University of Denver Penrose Library and the Colorado Digitization Program received a grant from the Institute of Museum and Library Services (IMLS) to develop a state-based model for helping teachers, students and librarians take full advantage of the American Memory and other "digital treasures".

**Presenters include** Liz Bishoff, executive director of the Colorado Digitization Program, Denver; Dr. Cynthia Stout, Social Studies curriculum coordinator and participant in the Library of Congress American Memory Fellows Institute, Jefferson County Public Schools, Golden; and Beth Filar Williams, educational consultant, Southwest Library System, Durango. A representative from the Library of Congress will lead an online tour of the American Memory Collection.

A Webliography and other support materials will be available through the teleconference's Web site. For additional information about the program, please see the following website:

http://www.cod.edu/teleconf/digital-treasures/Index.htm
Personnel Announcements

We are pleased to announce the following new staff appointments:

**Soline d’Haussy**, Conservation Assistant/Intern, effective October 27th. Soline worked previously for the Indiana University Libraries preservation department as a Conservation Technician. She holds a four-year degree in English Literature from the University of Lyon (France).

**Jill Glaser**, Web Services Coordinator, effective November 10th. She was previously employed by Sprint as a Software Engineer III and with IBM Global Services. Jill earned BA and MBA degrees from KU.

**Rebecca Claassen**, Library Assistant I, effective November 3rd. Rebecca was previously employed by the Carlos Rosario International Career Center in Washington D.C. She worked in the Bethel College Library (Newton, Kansas) while completing her bachelor’s degree.

**Mr. Reda Haddouch**, temporary, part-time Microcomputer Systems Specialist II with LITS. Reda’s appointment began October 29th. He worked previously for the University of Montana most recently as Manager of the Technology Assistance Center, School of Business Administration (2001-2003), Assistant MCSE Coordinator for the Continuing Education Division (2000-2001), and Assistant Manager of CIS Computer Labs, Computing and Information Services (1998-2000). Reda received a BS in Business Administration and an MBA.

The Library Assistant II position held by **Angie Rathmel**, Retrieval Services, has been reclassified to the Library Assistant III level.

Sandy Gilliland
We have recently made some revisions to the Libraries' Staff Directory. The directory may be accessed by: U Drive - Shared/Telephone Directory/Library Staff Telephone (click 'Read Only'). You may view and print from the Word Document or the Adobe Acrobat Document.

Please look over your individual listing and let me know if there are changes to be made.

Rita Wilson

Vacancy Announcement

Applications are now being accepted for a full-time Library Assistant II position in the Library Assistant II Retrieval Services, Interlibrary Loan/Document Delivery Unit, Retrieval Services. This position reports to the Coordinator for Lending and Document Delivery (LA III) and will be assigned in the following areas:

1. Coordinates processing of requests from KU patrons and other libraries for copies of KU Lawrence materials (33%)
2. Coordinates processing of loan requests from Edwards Campus patrons for Lawrence campus materials (8%)
3. Processing ILL requests from KU patrons (25%)
4. Assist LA in Anschutz Library with ILL lending and local delivery request processing (15%)
5. Assist with technology trouble-shooting in the department (7%)
6. Personal skill development and team activities (7%)
7. Interactions with patrons (5%)

A complete position description is attached. Note: This position is currently assigned to the Interlibrary Loan Unit. However, based on continual assessment of the KU Libraries' staffing needs, the position could be re-assigned to other functions within the Retrieval Services Department or KU Libraries. Beginning hourly wage: $11.58. Application procedures/deadline: Library staff interested in applying for this position should contact Sandy Gilliland, 4-8922 for application instructions. Library student assistants must apply directly to KU Human Resources, 4-7417. Application deadline: November 21, 2003.

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**Position Description**

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

**ART I - Items 1 through 12 to be completed by department head or personnel office.**

1. **Agency Name**
   The University of Kansas

2. **Employee Name** (leave blank if position vacant)

3. **Division**
   Information Services / Libraries

4. **Section**
   University Libraries

5. **Unit**
   Retrieval Services

6. **Location** (address where employee works)
   City: Lawrence  County: Douglas

7. **"X" appropriate time**
   Full Time: X  Perm: X  Part-time: 
   Temp: X

8. **Regular hours of work: ("X" appropriate time)**
   FROM: 8:00 AM  TO: 5:00 PM

**ART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the organization, reassignment of work, new function added by law which changed the duties and responsibilities of the position:

19. **Who is the supervisor of this position?** (Who assigns work, gives directions, answers questions and is directly in charge.)
   
   **Name**
   Monica Claassen-Wilson
   **Title**
   Library Assistant III (proposed)
   **Position Number**
   7197

   **Who evaluates the work of an incumbent in this position?**
   
   **Name**
   
   **Title**
   
   **Position Number**
   same

20. **a) How much latitude is allowed employee in completing the work?**
   
   **b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work?**
   
   **c) State how and in what detail assignments are made.**

   In all of the work described in #21, the employee, after thorough training, is expected to work independently, in compliance with unit policies and procedures. Under supervisor's direction, s/he is responsible for designing and implementing procedures to prevent and resolve problems and to ensure a smooth and efficient workflow. The employee is initially provided with extensive training; additional training is provided as new instructions or procedures are implemented. As directed by supervisor, this employee will assist with the supervision and training of student assistants. Assignments are made in general terms, either verbally or in writing. The employee is responsible for completing assignments in a timely manner, meeting all standards for accuracy, productivity, and turnaround time, and has the latitude to structure the workday in the most efficient way to accomplish this.
### Job Duties

**What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief).**

- **Number Each Task and Indicate Percent of Time**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Percent of Time</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Provides day-to-day coordination for two workflows: (1) local article delivery service to KU patrons and (2) interlibrary loan delivery of copies to other libraries. This position is responsible for delivering materials located in Watson Library, and in addition assists the LAIII with coordination of the delivery process from other library locations.**

- **Provides day-to-day quality control, meets established turnaround time goals, and maintains a smooth workflow. At the direction of the LAIII, and in coordination with other Library staff, implements procedure changes that will improve service to users.**

- **Maintaining effective communication lines and working relationships with staff in the Regents Center, Watson, Anschutz, Engineering, Art & Architecture, Spencer, and Music & Dance.**
Libraries who do paging and scanning.
(c) Trains these staff in proper use of scanners and WebRetrieve, Ariel®, ILLiad, and Prospero software.
(d) Processes KU patron requests for Watson Library materials, which are received via an online system (WebRetrieve), and delivered using a scanner and Prospero software. For greatest efficiency, certain workflow steps to process these requests are integrated into the ILL workflow.
(e) Works with appropriate KU libraries' staff to resolve any non-routine situations or problems as they arise, always in consultation with supervisor.
(f) Hires, trains, and supervises student assistants, in consultation with the ILL student coordinator and other ILL staff. Coordinates student work assignments. Provides ongoing supervision of job performance and conduct, including informal day-to-day feedback and formal written evaluations. Insures that work is completed even if students are not available and notifies the Coordinator for Lending and Document Delivery when work cannot be completed. Participates in departmental activities related to student assistants.

2) 8%

Coordinates processing of loan requests from Edwards Campus patrons for Lawrence campus materials
(a) Processes all non-Anschutz loan requests received from Edwards Campus patrons. This includes updating an online system (WebRetrieve) and the Voyager circulation system as needed.
(b) Works with appropriate Regents Center Library, Watson, and other KU libraries' staff to resolve any non-routine situations or problems as they arise, always in consultation with his/her supervisor.

3) 25%

Processing ILL requests from KU patrons
Materials that KU clients need but cannot locate in the KU Libraries are requested from Interlibrary Loan on electronic forms. The titles requested are published in many countries and languages, and include non-trade, government, and association publications, and other bibliographically complex titles, serials as well as monographs. In order to be able to locate these items in the holdings of other libraries or commercial suppliers, they must be identified bibliographically: this is the ILL verification process. (The verification process may also determine that the KU Libraries already own the requested material.)

The person in this position follows established procedures for identifying the most appropriate source(s) to be searched and for determining the access points to be searched in order to meet established standards for turnaround time. Verification tools currently used include Voyager (online catalog, circulation system), OCLC database, the National Union Catalog, online library catalogs accessible through the Internet; electronic indexing, abstracting or full-text services; journal title union lists and catalogs issued by various document suppliers; national bibliographies and other specialized tools.

After training, it is expected that the person in this position will be able to successfully search and order requests that are difficult to verify within four months of the initial start date.

4) 15%

Assist LAll in Anschutz Library with ILL Lending and local delivery request processing
Helps the LAll in Anschutz process ILL lending and local delivery requests. This includes assisting with training and ongoing supervision of student assistants, paging, updating systems, scanning articles, and any other ILL and local delivery duties assigned to the Anschutz Library.

5) 7%

Assist with technology trouble-shooting in the department
Under supervisor's direction, helps to maintain ILLiad ILL management software, Ariel, and unit hardware including computers, printers, and scanners. As needed, diagnoses and resolves easy hardware and software problems, referring to supervisor or appropriate unit (typically LITS) for their assistance when necessary. Works with LITS to install software and new/replacement equipment and parts. Keeps up with changes in ILLiad and Ariel features and capabilities. Works with appropriate staff to train users in software enhancements; helps them resolve any problems they may encounter as they use the system. As needed, helps troubleshoot ILL and local delivery hardware and software installed in other KU Libraries. As needed, tests software and applications developed for use by the unit. At request of unit head, attends training workshops. On an ongoing basis, both informally and through scheduled training sessions, helps unit staff interpret and use hardware and software. Works with LA III and ILL/DD Librarian to identify unit's equipment and software needs.

Personal skill development and team activities
The person in this position is expected to spend time learning and maintaining necessary skills in order to accomplish his/her job. This includes software training (e.g., Word, Excel, Access) and
order to accomplish his/her job. This includes software training (e.g. Word, Excel, Access) and personal skills (e.g. supervision, communication). This person is responsible for communicating with the Lending and Local Document Delivery Coordinator regarding the skills on which assistance is needed and his/her preferred methods of learning. This person is also responsible for working out a learning schedule with the Lending and Local Document Delivery Coordinator and following the schedule on a regular basis. In consultation with supervisor, prepares and follows a plan for skill development. If assistance is needed, communicates this to the supervisor.

Attends and participates in department meetings, unit meetings, other team building activities, individual meetings with supervisor(s) and other appropriate meetings. Shares responsibility for effective functioning of all meetings and other team building activities. Shows commitment to positive, solution-oriented problem solving.

Interactions with patrons
Assists patrons at the public service desk on a scheduled regular basis. In addition, assists patrons who call, mail, fax, or email inquiries. Works with others in the unit to help identify what types of inquiries s/he should handle and which to forward to another staff member.

Responds promptly and courteously to any inquiries from clients regarding the status of outstanding requests (in person, by phone, mail, fax, or e-mail). This should be done within 1 business day for most requests and within 2 business days for the remaining difficult inquiries. If s/he finds that s/he is unable to do this, informs the LA III within the same time period.

Alerts LA III to all complaints and to any unusual inquiries. Shares compliments with appropriate staff.

Other duties as assigned
As assigned by supervisor, ILL/DD Librarian, or department head, may perform other tasks needed to accomplish the goals of the workgroup and the department. These tasks may include but are not limited to: (1) any aspect of interlibrary loan workflow; (2) any aspect of the order/claim workflow; (3) any aspect of the receiving/payments workflow.

This position is currently assigned to the Interlibrary Loan Unit. However, based on continual assessment of the KU Libraries' staffing needs, the position could be re-assigned to other functions within the Retrieval Services Department or KU Libraries.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, job titles, and position numbers of all persons who are supervised directly by employee on this position.
   Title:  Position Number:  

23. Which statement best describes the results of error in action or decision of this employee?
   (X) Minimal property damage, minor injury, minor disruption of the flow of work.
   ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
   ( ) Major program failure, major property loss, or serious injury or incapacitation.
   ( ) Loss of life, disruption of operations of a major agency.
   Please give examples.

Results of error by employee in this position: Errors in any of the activities carried out in the department can have serious implications for the Libraries. Failure to properly perform any aspect of order placement and maintenance, materials receipt and processing, payments authorization, and fiscal accounting can impede the workflow, waste or misapply university funds and staff time, result in unnecessary duplication, impede prompt receipt of the materials library users need, and ultimately impact adversely the Libraries' service to the KU community.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?
   Contacts made with the public, other employees or officials: Communication and coordination are significant aspects of this individual's assignment. Interacts daily with supervisor, ILL/DD Librarian, and colleagues within the ILL Team and other staff in the department. Also interacts frequently with public service/branch library staff.

25. What hazards, risks or discomforts exist on the job or in the work environment?
Possible hazards or discomforts that some employees may experience in performing the duties of this position may include strain and stress which accompanies frequent computer terminal usage (e.g., possible headache, backache, eye strain, hand/wrist strain, fatigue), and strain that may accompany lifting and moving library materials. Inconsistent light and ventilation, fluctuating room temperatures, and occasional dust may also pose a problem for some staff members.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Machines or equipment used regularly:

- Networked microcomputer providing access to: Voyager integrated library system; MS Word, Excel, and Access software; OCLC; Clio, Illiad, WebRetrieve; electronic mail; the campus network; databases on the local area network; web-based databases; and the Internet in general.
- Desktop printer and networked laser printer
- Scanner with Ariel and Prospero software
- Photocopier, telephone (including voice mail system), fax machine, calculator

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in Years and Kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Preferred qualifications:

- Strong commitment to public service.
- Recent library work experience.
- Experience with Word, Excel, Access.
- Experience working with bibliographic, acquisition, serials control, or interlibrary loan records
- Scanning experience.
- 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.
Personnel Announcements

Ken Lohrentz, Reference Librarian and Regional Depository Library, will begin phased retirement on January 1st. At Ken’s request, his appointment is being reduced to 50%, where he will continue to participate in reference, instruction and collection development activities.

For more information about the University’s Phased Retirement Program, please see: http://www.ku.edu/%7Ekuhr/faculty_staff/benefits/comprson/retirmen.shtml#phased

Jeff Bullington, Reference and Social Sciences Librarian, will assume additional responsibilities for government information effective January 1st.

Michelle Abbott has been appointed as a Library Assistant II in the Interlibrary Loan/Document Delivery Unit, Retrieval Services Department, effective Dec. 22nd. Michelle has been employed as a part-time student assistant in the ILL/DD unit for over four years. She will graduate this month from KU with a degree in Mathematics.


Rosanna Hernandez, LAI in the Cataloging Dept. has resigned so that she may pursue a law degree at Washburn University. She began employment in July, 2003. Her resignation is effective Dec. 24th.

Amy Jo Meyers, Reference Assistant, has requested approval to reduce her appointment from full-time to half-time, effective January 4th. Amy has accepted a teaching position with Bishop Seabury in Lawrence, but she will continue to work part-time for the Libraries.

Susan Elkins, Head, KU Info, will be on leave during the Spring 2004 semester to accompany her husband while on sabbatical leave. Chris Martin, who has served as a lead student supervisor in KU Info, will be appointed as temporary manager of KU Info during Susan’s leave.
As Announced Previously by Stella Bentley:

Brad Schaffner, Coordinator for Collection Development, has accepted a position at Harvard University effective May 1st. Brad was appointed to the KU Libraries in July 1989 as Russian and East Slavic Studies Bibliographer. He promoted to the Head of the Library Slavic Department in 1994, and assumed an additional role as Coordinator for International Programs in 1996. Brad was named Coordinator for Collection Development in 2001. An announcement of Brad’s resignation date will be made as soon as it is known.

Sandy Gilliland, who has served the Libraries so well as the Assistant to the Dean (for Personnel), has announced her decision to resign, effective January 16, 2004. Sandy and her husband wish to spend more time expanding their home-based horse business, a long-time passion of theirs. Sandy has served as the Libraries Personnel Officer since February, 1984. Prior to that, she was the Office Manager of the Libraries Administrative Office (1978-1984). We will miss Sandy, and wish her well in her new endeavors!

A reception in Sandy’s honor will be held Tuesday, January 6, 2:30-4:00, in Watson Conference Rooms A & B. An invitation will be sent soon through KULIB-L.

“Competencies for Info Pros: The Critical Balance”

All staff are invited to attend a web-cast sponsored by the Special Library Association today, Dec. 17th, 1-2:30 p.m. in the Computer Center Auditorium. This web seminar takes an in-depth look at professional and personal competencies, their value to the profession as a whole and to each individual.

Please see the flier attached; for additional information, please see: http://www.sla.org/content/learn/careerdevelopment/deccareerdev.cfm

Sponsored by the KU Libraries Staff Development Committee

Law Library Announces Hours

The University of Kansas School of Law has now posted their hours for the interterm and the spring semester. Please go to the Law Library Website at: http://www.law.ku.edu/library

KULSA ANNUAL HOLIDAY PARTY
All staff and student assistants are invited to attend the annual KULSA Holiday Party on Thursday, Dec. 18th, from 2:00 – 4:00 p.m. in 502 Watson, Conf. Rooms A & B. Bring your favorite holiday treat to share with the group. Musical entertainment will be provided throughout the event, AND, we are having a drawing for a bucket full of Ghiradelli chocolates! A brief program, including the drawing, will begin at approximately 2:45 p.m.

Sandy Gilliland

The FYI is published electronically every month for the KU Libraries at http://www2.lib.ku.edu/FYI. Articles for the next issue of FYI may be submitted to Rita Wilson, rowilson@ku.edu or Rm. 502, Watson Library.

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