

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 512
July 6, 1984

HELLO

Martha Shirkey

LAI

Serials Project

CAMPUS TELEPHONE DIRECTORY

The campus telephone directory will be printed sometime in August. The information will be taken from the Payroll Office employee database. A printout of UMC Libraries employees is available in the Administrative Office for each employee to verify his/her name, address, telephone number and whether it will be listed in the directory. If any of your information is incorrect, please fill out a change of address form which will be available by the printout. Please check your listing by July 20, and place your initials by your name so we will know it has been verified. Thank you for your cooperation.

Pat Burbridge

SDC PROGRAMS AND SEMINARS

The Staff Development Committee is planning programs and lunchbag seminars for the fall of 1984 and spring of 1985 at this time. We would like to hear from all of you about any topics or speakers which you feel are appropriate. If you don't have a speaker in mind, but have a topic of interest, we will try to find a speaker, film and/or slide, suitable to the subject. Either send a note or come by and chat with the members of the committee: Pat Burbridge, Janita Didde, June DeWeese, Viki Young, and Alan Yount.

Let's make this an interesting, informative year! To do that, we need your input.

June DeWeese, Chair

NOW IS THE TIME...

Now is the time for all good staff to come to the aid of their Muse. If you have written any short stories, poetry, hate mail, victorian porno (just kidding), curse tablets, or whatever, and, of course, if these don't violate the laws of good taste and decorum (not to mention a few local statutes I could mention), then by all means bring them to Alan Arnold in Room 113 to put into the Muse. Also we are looking for a few

good recipes to fatten out our "Joy of Gluttony" department so please pick a few personal favorites and bring them in. We hope to publish a Muse before the end of this month. Thanks for your help.

Alan Arnold

MANUSCRIPTS BEING BOUND

Manuscripts for both May and August 1983 theses have gone to the bindery. The films are available in Special Collections. Catalog cards will be in the public catalog in next few weeks.

Oleta Edwards

CENSUS ORIENTATION

An introduction to census information and products resulting from the 1980 Census of Population and Housing is planned for July 18, 1984 from 9 a.m. to 12:30 p.m. in the Ellis Library conference room. Dennis Johnson from the U.S. Bureau of the Census and John Harrison from the Missouri State Library will present the program. Please call 882-6733 (Government Documents) if you plan to attend.

Sally Schilling

NEW ADDRESS FOR THE STATE LIBRARY

The new address for the State Library is P. O. Box 387, 2nd Floor, Truman State Office Building, Jefferson City, Missouri 65102-0387. Most of the library's telephone numbers are the same although the principal number of the library has been changed to (314) 751-3615.

FRIENDS RECEIVE MATCHING GRANT

The Friends of the Libraries has received a \$7,500 matching grant from the Kansas City Life Insurance Company. Kansas City Life will match contributions of up to \$7,500 made to the Friends' support group through December 31, 1985. These funds will be used to purchase the Anthony C. DeBellis Collection and materials for the State Historical Society Library. Mr. Doyle Patterson, president of the Friends, was instrumental in obtaining the grant.

JULY EXHIBIT IN FIRST FLOOR DISPLAY CASE

The first floor display case is featuring the Twenty-Eighth Annual Midwestern Books Competition, 1983, during the month of July. Sixteen books from 114 submitted by twenty-eight publishers and printers have been selected as the Midwestern Books of 1983 from the standpoint of

design and production. Ten books from university presses were selected, three from a private press (Toothpaste Press of West Branch, Iowa, now moving to Minneapolis), two from a commercial press (Dryden), and one from a museum (Cleveland Museum of Art). Three winning titles came from the Southern Illinois University Press, two from the University of Pittsburgh Press, and one each from the university presses of Kentucky, Nebraska, Northern Illinois, Wayne State, and Wisconsin. All have been consistent winners in the past except Dryden, a newcomer to the competition.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council meeting.

Brittle Books: Reviewed by Council, now undergoing revision.

CALENDAR BEGINNING JULY 9

Serials, Conference Room, Tuesday, July 10, 2 p.m.

SDC, Conference Room, Wednesday, July 11, 2 p.m.

Ellis Reference Services, Conference Room, Friday, July 13, 8:30 a.m.

Microfilm Committee, Conference Room, Tuesday, July 17, 2 p.m.

Census Orientation, Conference Room, Wednesday, July 18, 8:30 a.m.

LIBRARY VACANCIES

Library Clerk II, Missourian Newspaper Reference Library, \$4.32 per hour.

Library Clerk II, Interlibrary Loan, \$4.32 per hour.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian
Assistant Acquisitions Librarian

PROFESSIONAL VACANCIES

Serials Cataloger: University of Georgia Libraries, Athens, Georgia 30602.

Archive Librarian, Department of Special Collections/Archives, Rutgers University Libraries, New Brunswick, New Jersey 08903.

Catalog Librarian, East Central University Library, Ada, Oklahoma 74820.

Head, Fine Arts Libraries, and Head, Physical Sciences & Technology Libraries, University of California Library, Los Angeles, California 90024.

Chief, Access Services Department, Pennsylvania State University Libraries, University Park, Pennsylvania 16802.

Reference Librarian with specialization in Social Sciences and Government Documents, The University of Tennessee Library, Knoxville, Tennessee 37996-1000.

Dean of University Libraries, University of Nebraska, Lincoln, Nebraska 68588-0420.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library Council Meeting

July 5, 1984

Present: Bob Almony, Pat Burbridge, Margaret Howell, Al Jones, Drew Racine, Carol Romano, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. The following announcements were made:

a. The Governance Committee has completed its draft, which will be distributed to Council members in the near future.

b. Dr. Shaughnessy has had several meetings with Al Wildt, member of the Program Review Sub-Committee assigned to the Libraries. This committee will probably recommend that the Libraries be a campus priority for additional funding.

c. Annex II has flooded again and the tracks are beginning to rust.

d. During peak alerts, alternating rows of lights in the stack areas will be shut off, in addition to the air conditioning.

2. Dr. Shaughnessy explained his memo to Council members on Guidelines for Salary Increases. After some discussion it was agreed that Bob Almony would develop a form listing each staff member's name, present salary, 5 percent increase for support staff, and a blank for each Council member to fill in any merit salary increases for both academic and support staff. The forms should be returned to Dr. Shaughnessy by July 17.

3. A draft prepared by Dr. Shaughnessy on Evaluating Academic Staff was discussed at great length. It was agreed that evaluations should be based on meritorious performance using the following weights: performance--85 percent; service--10%; scholarship--5 percent. The evaluation period will cover the fiscal year 1983/84.

4. Drew Racine discussed his memo on Holdings Locations in LUMIN, and asked for comments, questions, and recommendations before sending it to the Library Systems Office. After some discussion it was decided that the reference librarians would review the memo, and Mary Ryan would report back to Drew.

5. It was decided to hold future Council meetings on July 19, August 2 and 23, and September 6.

6. Annual reports will be due October 1. Guidelines will be sent out at a later date.

7. Drew Racine submitted his plan to spend the \$135,000 allocated by the President's Office for retrospective conversion of bibliographic records. He also submitted another plan to convert unconverted titles

as they return through the circulation system in Ellis and the branch libraries. The Health Sciences Library will receive priority attention in the conversion process.

8. The policy on Brittle Books was discussed. The proposal was basically accepted except for a section to be added to deal with "special circumstances."

9. Agenda items for the next meeting will include discussion on annual reports, serial funds, and Recruitment and Hiring of Librarians policy.

10. Dr. Shaughnessy distributed a photocopied chapter on performance measures for academic libraries. It will also be discussed at the next meeting.

The meeting adjourned 11 a.m.

Library News Notes

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Number 513
July 13, 1984

GOODBYE

Susan DeGregory	Librarian III	Science
Marlene Polowy	Clerk III	Search/Cataloging
Setti Santharam	Clerk II	Veterinary Medical
Robert Shaddy	Clerk II	Circulation

HELP! HELP! HELP!!!

Two hundred (200) boxes of books must be sorted by September 1 for the April 1985 Book Fair! A sorting session is scheduled for this coming Tuesday, July 17, 4:30--6:00 p.m. Please come and lend a hand, if only for a half of an hour!

Oleta and Alan

COLLECTION DEVELOPMENT COMMITTEE

Volunteers are requested to serve on a Collection Development Committee for 1984/85. Those who now have collection development responsibilities are particularly encouraged to submit their names to Dr. Shaughnessy on or before July 23. This committee will replace the Book Fund Allocation Committee, and will receive a much broader charge.

CALL FOR MACRL PAPERS REMINDER

The MACRL will sponsor a session at the annual Missouri Library Association Conference this year for registrants to present papers. The conference theme is "Access to Information: Restricted," but papers do not have to be on this topic. The session will be Thursday, October 4, from 2:30 to 4:00 p.m. Those interested in reading papers should submit a short abstract of no more than 150 words by August 15 to: Robert A. Almony, Jr.

BOOK DISPLAY DATES IN THE APPROVAL ROOM

Approval books are available for viewing on the Thursday, Friday, and Monday of each week from 8 a.m.--5 p.m. For the 1984-85 fiscal year, the approval books will be displayed on the following schedule:*

July 12 - July 23	January 24 - February 4
July 26 - August 6	February 7 - February 18
August 9 - August 20	February 21 - March 4
August 23 - September 4	March 7 - March 18
September 6 - September 17	March 21 - April 1
September 20 - October 1	April 4 - April 15
October 4 - October 15	April 18 - April 29
October 18 - October 29	May 2 - May 13
November 1 - November 12	May 16 - May 27
November 15 - November 26	May 30 - June 10
November 29 - December 10	June 13 - June 24
December 13 - January 21	June 27 - July 8

*Subject to change due to university holidays and irregularities in the delivery of mail.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council Meeting.

Brittle Books: Distributed to staff for comments.

CALENDAR BEGINNING JULY 16

Microfilm Committee, Conference Room, Tuesday, July 17, 2 p.m.

Census Orientation, Conference Room, Wednesday, July 18, 8:30 a.m.

Library Council, Conference Room, Thursday, July 19, 8:30 a.m.

Access Services, Conference Room, Thursday, July 19, 1:30 p.m.

Technical Services Department Heads, Conference Room, Thursday, July 19, 3 p.m.

Ellis Reference Services, Conference Room, Friday, July 20, 8:30 a.m.

Serials, Conference Room, Tuesday, July 24, 2 p.m.

LIBRARY VACANCIES

Library Clerk II, Veterinary Medical Library, \$4.32/hour. Variety of duties, including checking materials in and out at the circulation/-reserve desk; sending out overdue notices; some statistical record

keeping; responsible for all photocopy work including keeping a record of cash transactions and preparing the monthly billing; filing catalog cards; recording accession numbers in serials file. Typing required, person will work closely with the public--should be personable and like to work with people. Working hours are 10 a.m.--7 p.m., Monday through Thursday, and 8 a.m.--5 p.m. on Friday.

Library Clerk II, Serials, \$4.32/hour. Responsible for checking in current issues, identifying claims, file management and other related duties for one-third of the periodical titles received in the UMC Libraries. Requires the ability to work with details, neat and legible handwriting, and the ability to work with people. Knowledge of foreign languages and previous library experience helpful.

Library Clerk II, Access Services, \$4.32/hour. Working 1/2 time at Library Annex as attendant locating and checking out books, sending notices, maintaining files, reshelving books. Also 1/2 time in Circulation in various duties including desk supervision 15 hours per week; usual hours 8-5. Previous clerical experience, preferably in library, typing ability, knowledge of call numbers.

Library Clerk II, Interlibrary Loan, \$4.32/hour. Processes interlibrary lending requests received from other campuses of the University of Missouri. Supervision at the circulation desk for approximately five hours per week may be required. Assists in other interlibrary loan activities as needed including operating an OCLC terminal. Requires prior work experience, accurate typing, good clerical skills, ability to work closely with others. Knowledge of library classification and prior library work experience helpful.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian
Assistant Acquisitions Librarian

PROFESSIONAL VACANCIES

Visiting Assistant or Associate Librarian for Name Authority HEA Title IIC Project, Cataloging of "Early English Books, 1641-1700" (3 positions available), Visiting Assistant or Associate Librarian, Cataloger, for HEA Title IIC Project, Cataloging of "Early English Books, 1641-1700." Temporary positions, Indiana University Libraries, Bloomington, Indiana 47405.

Assistant Librarian, Plasma Physics Library, Princeton University Library, Princeton, New Jersey 08544.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the
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Number 515
July 27, 1984

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period July 15--28 to Room 104, by Monday, July 30. The new pay period will be July 29 through August 11, 1984.

COLLECTION DEVELOPMENT COMMITTEE APPOINTED

The members of the Collection Development Committee for 1984/85 are June DeWeese, Bonnie MacEwan, Judy Pallardy, Mary Ryan, Dean Schmidt and Carol Vaughan. Judy Pallardy will serve as chair.

I appreciate the willingness of many, many librarians who were interested in serving on this committee. There will be two vacancies on the committee next year.

Tom Shaughnessy

MAY 1983 DISSERTATIONS

The May 1983 dissertation manuscripts are being bound. Microfilm copies are available in Special Materials.

UPCOMING TRAVEL

Anne Edwards will attend the annual meeting of The Association on Handicapped Student Service Programs in Post-Secondary Education in Kansas City from July 30 until August 3.

Goodie Bhullar, Robert Stevens, Betsy Ross, and Alice Edwards will attend a BRS/DIALOG Training Seminar in St. Louis on July 30.

POLICY TRACKING

Recruitment and Hiring of Librarians: Sent to staff for comments.

CALENDAR BEGINNING JULY 30

Search Committee Meeting for Asst. Acquisitions Librarian, Conference Room, Monday, July 30, 3:30 p.m.

Serials, Conference Room, Tuesday, July 31, 2 p.m.

Staff Association, Conference Room, Tuesday, July 31, 3 p.m.

Council, Conference Room, Thursday, August 2, 8:30 a.m.

Access Services, Conference Room, Thursday, August 2, 1:30 p.m.

Technical Services Department Heads, Conference Room, Thursday, August 2, 3 p.m.

Ellis Reference Services, Conference Room, Friday, August 3, 8:30 a.m.

Serials, Conference Room, Tuesday, August 7, 2 p.m.

LIBRARY VACANCIES

Library Clerk II, Math Sciences Library, \$4.32 per hour.

Library Clerk II, Catalog Management, \$4.32 per hour.

Library Clerk III, Shelving, \$4.89 per hour. Assist in supervision and training of approximately 20 students in shelving and shifting library materials. Requires physical stamina, supervisory skills, ability to coordinate large quantity of work. Knowledge of library classification schemes essential. Some previous successful supervisory experience required.

Library Assistant II, Circulation, \$6.91 per hour (effective September). Supervises circulation desk and related activities, including overdues, recalls, look-ups, billing/computer records and the library annexes. Also serves as planning liaison with shelving unit. Position requires previous experience (preferably in public services); excellent communication skills; ability to train student assistants; and a strong service orientation. An established record of excellence in punctuality and attendance is mandatory. Previous experience with an automated circulation system and coursework in library science desired. Occasional night and weekend work.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian
Assistant Acquisitions Librarian

PROFESSIONAL VACANCIES

Cataloger, Serials Cataloging Team, Princeton University Library,
Princeton, New Jersey 08544.

Head, Automated Information Retrieval Services (AIRS), Reference Division,
Texas A&M University Library, College Station, Texas 77843-5000.

Catalog Librarian, Rare Book Division, Yale University Library, New Haven, Connecticut 06520-7429.

Assistant Dental Librarian, UMKC.

Map Librarian, Georgia State University Library, Atlanta, Georgia 30303-3081.

Serials Cataloger, Auburn University Libraries, Auburn University, Alabama 36849.

Director, Regional Information and Communication Exchange, Rice University Library, Houston, Texas 77001.

Project Director, Arizona Union List of Serials, Arizona State University Libraries, Tempe, Arizona 85287.

Reference Librarian, Biology Library; Assistant Librarian, Moffitt Undergraduate Library; Assistant Librarian, Natural Resources Library; University of California, Berkeley, California 94720.

Assistant Librarian, Latin American Library; Assistant or Associate Librarian for Engineering Reference/Information Services; Assistant or Associate University Librarian for Education Reference/Information Services; The University of Florida Libraries, Gainesville, Florida 32611.

Reference Librarian, Louisiana State University Library, Baton Rouge, Louisiana 70803-3300.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the
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Number 516
August 3, 1984

HELLO

Tammy Green	Clerk II	Interlibrary Loan
Charlotte Mustain	Clerk II	Serials
Ida Hunter	Clerk II	Interlibrary Loan
Susan Claeys	Clerk II	Vet Med

GOODBYE

Jim Miesse	LAI	Circulation
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PERSONNEL CHANGES IN ACCESS SERVICES

The following personnel changes were made in Access Services on July 1, 1984:

--Bette Elliott is now responsible for Billing as well as Computer Records.

--Delores Fischer has transferred into Interlibrary Loans.

--Sharon Kile is now head of the Shelving Unit.

COMMITTEE REAPPOINTMENT

Anne Edwards, GHP, has been reappointed to the Committee on Committees. This will be Anne's third year to serve on the Committee.

CALENDAR BEGINNING AUGUST 6

Collection Development Committee, Conference Room, Monday, August 6, 2 p.m.

Serials, Conference Room, Tuesday, August 7, 2 p.m.

SDC, Conference Room, Wednesday, August 8, 2 p.m.

Ellis Reference Services, Conference Room, Friday, August 10, 8:30 a.m.

Serials, Conference Room, Tuesday, August 14, 2 p.m.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council meeting.

UMC Libraries Microform Policy: Distributed to Council for review.

Staff Suggestion and Innovation System: Distributed to Council for review.

LIBRARY VACANCIES

Library Clerk II, Math Sciences Library, (half-time), \$4.32 per hour.

Library Clerk II, Catalog Management, \$4.32 per hour.

Library Assistant II, Circulation, \$6.65 per hour (corrected salary effective September 1).

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian
Assistant Acquisitions Librarian

PROFESSIONAL VACANCIES

Curator of Jane Addams Hull House; Head, Science Librarian; Bibliographer for Science and Engineering; University Archivist; University of Illinois Library, Chicago, Illinois 60680.

Assistant Chief Health Sciences Librarian; Music Librarian; Access Services/Reference Librarian; Collection Development/Reference Librarian; UMKC Libraries.

Chinese Cataloger; Head-Classics, Linguistics, German, and Romance Languages (French and Italian) Graduate Reading Room; Reference Librarian; Reference/Circulation Librarian--Education/Psychology Library; The Ohio State University Libraries, Columbus, Ohio 4310-1286.

Coordinator, Washington Health Information Service, University of Washington Libraries, Seattle, Washington 98195.

Engineering Reference Librarian, University of Cincinnati Libraries, Cincinnati, Ohio 45221.

Assistant Serials Librarian, Southern Illinois University Library, Carbondale, Illinois 62901.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library Council Minutes

August 2, 1984

Present: Mary Allcorn, Deana Astle, Pat Purbridge, Margaret Howell, Al Jones, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson, Carol Vaughan.

1. Dr. Shaughnessy welcomed Mary Allcorn, new Journalism Librarian, to the Council.

2. Announcements were made as follows:

a. The Program Review Committee has made its report, and recommends that the Libraries be the number 1 priority and receive an additional \$1.1 million in funding per year.

b. A Bibliotechniques Automated Circulation System representative will hold a meeting on campus August 13 from 10 a.m.--3 p.m. Jim Corey has arranged this meeting and suggests that all persons involved with circulation attend. He has also invited personnel from the other three campuses.

c. Dean Glick, College of Arts and Science, has received special funding for two computing centers. He plans to set up one in the General Classroom Building and one in Ellis Library because of the Library's central location and schedule of hours. Ten personal computers would be installed in January. Discussion ensued on where to place the computers, but a location was not determined. However, Dr. Shaughnessy is committed to making some space available for this purpose.

d. Dr. Shaughnessy asked that staff responsible for selection of library material take a look at all of the program reviews--specifically the sections pertaining to the libraries and how the various collections have been rated by each department. The program reviews are located in Room 408.

e. Approval for the salary increases should be received from the Provost by the end of next week. A form letter will be sent to each individual listing his/her salary increase and the percentage of the increase. Letters to professional staff will state that merit increases are based upon performance, but other factors such as service and contributions to scholarship were also considered. The letters will be given to Council members for distribution to their respective staff members. All letters should be given out at the same time.

f. Dean Schmidt reported on the results of the first Collection Development Committee meeting. Part of the charge to the Committee immediately affects Technical Services in that the Committee will approve new serial and standing orders, along with items costing more than \$400. Procedures for ordering materials will remain the same, except that orders will go the Collection Development Committee just before being sent to Acquisitions. The Committee will meet once a week

to approve orders. Cancellations of serial titles should be sent to Judy Pallardy as chair of the Committee rather than to the Library Council. Cancellations will continue to be listed in the News Notes. A copy of the charge to the Committee will also be sent to Council members for their information.

At the request of the Collection Development Committee, the original members will stay on for two years so that the procedure will flow more smoothly. Dr. Shaughnessy noted that more staff members volunteered for this Committee than any before. In his letter of regret to those not appointed, he stated that two vacancies would occur next year. As a result of the above decision, that part of the letter to those not selected is now invalid.

2. Dr. Shaughnessy explained his rationale for the distribution of student wage allocations. Funds for E&E Acquisition, E&E Non-Acquisitions, and S&W are received in lump sums. He decided not to increase student S&W funds in order to provide more funds for staff pay raises since no raises have been received in two years. After some discussion, it was decided that as funds are accumulated from vacant positions, on January 1, 1985, Dean Schmidt and Al Jones would be allocated an additional \$500 each for branch libraries under their jurisdiction.

Mary Ryan noted that as of September the information desk (at Circulation) would be closed and the funds used for BRS After Dark.

Pat Burbridge noted that \$3.75 will be the middle step for student salary increases effective August 26. She asked that a note be sent to Lee Young when any students are hired listing their beginning date, salary, number of hours to be worked per week, and how much each S&W student is expected to earn by May 1, 1985. Pat was asked to develop a form on which to submit the information--she agreed. She also noted that students presently earning \$3.85 must be increased to \$4.04.

3. The Acquisitions Budget for 1984/85 was discussed next. Dr. Shaughnessy noted that he wants to reduce the binding figure by 10 percent, and eliminate the allocation for periodical backfiles unless a good case for retention could be made. After much discussion it was decided to reduce Binding \$7,000, increase Approval \$32,000, and decrease Director's Contingency fund by \$20,000. (Reference July 26 memo to Library Council.) Dr. Shaughnessy will issue a revised budget showing the changes indicated above.

4. It was decided to reconsider doing a Materials Availability Study in the Libraries in the spring.

5. A new committee may be formed to work with Pat Burbridge on developing a revised evaluation form incorporating some of the questions used on the University of Texas--Austin's Supervisory Evaluation System.

6. Deana Astle gave a Preservation Committee report. She noted that the Brittle Books policy was approved by the Council which was recommended by the Committee. Work continues on staff and user education, and the Committee recommends that a consultant from the Midwest

Cooperative Conservation Project (MCCP) be invited to come to UMC to survey our situation and make recommendations for implementing a conservation program given on limited resources. Deana was asked to distribute copies of the Brittle Books Guidelines to Council members.

7. It was decided to defer the Automation Committee Report and ALA trip reports to the next meeting. Other agenda items for the meeting will include progress reports from the three sample program budgeting projects, Bibliotechniques meeting report, discussion on Recruitment and Hiring of Librarians policy in addition to two new policies which were distributed--UMC Libraries Microform Policy and Staff Suggestion and Innovation System Policy.

8. The Semi-Annual Meeting of the entire staff has been scheduled for Wednesday, August 22, Ellis Library Auditorium, 8:30 a.m.

9. Dr. Shaughnessy announced he would be on vacation August 6--17. During that time he will be in and out of town.

10. The next issue of UMC Libraries Newsletter will be out in early September. Major articles will feature the Ellis addition, the annex moves, and the Libraries' Russian collection, written by Professor Charles Timberlake.

The meeting adjourned 10:50 a.m. The next meeting will be August 23.

Library News Notes

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Number 517
August 9, 1984

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period July 29 through August 11, 1984, to Room 104, by Monday, August 13. The new pay period will be August 12 through 25.

LIBRARIANS' MEETING TO DISCUSS THE GOVERNANCE DRAFT

Reminder: a meeting of all librarians is scheduled for the Library Conference Room from 8:30--10:30 a.m., Monday, August 20 to discuss the draft of the Librarians' Governance Document.

Librarians have been asked to submit questions, concerns, suggested wording changes, etc., concerning the document in writing prior to the meeting. Please turn in your submissions to Anne Edwards, Pat Timberlake, or Vic Myers by Wednesday, August 15. These submissions will serve as the agenda of the meeting.

Vic Myers, Chair
Librarians' Governance Committee

BATAB CYCLE

There will be no BATAB cycle run the 4-day week of Labor Day (September 4-7). Thank you.

Drew Racine

BATAB SERIALS LIST PUBLICATION ANNOUNCEMENT FOR 1984/85

The schedule for publication of the 1984/85 BATAB Serials list will be as follows:

- August 22: Deadline for turning in (to Deana Astle) changes to the list for incorporation in the 1984/85 list.
- August 24: Last BATAB cycle run before production to incorporate changes that were turned in.
- August 27: Computer run to produce the list and production of non-public lists.

August 28-- Delivery of the 1984/85 Gold Books and collection of the September 28: 1983/84 Gold Books (barring unforeseen problems).

All dates (except the first one) are optima if everything goes well. If there are any questions, contact Drew Racine, Deana Astle, Carol Vaughan, or Betty Berryman.

PH.D. STUDY CARRELS

The Ph.D. study carrels will not be affected by the new library addition since all of the carrels are located in the West stack area. Occupants may have to contend with some excess noise and dust, however.

MIZZOU WEEKLY FALL SEMESTER CALENDAR DEADLINE

Mizzou Weekly will publish the UMC fall semester calendar in early September. The deadline for submission of events is noon, August 31, however, an earlier response would be greatly appreciated. A separate form must be used for each event. Forms are available from Kathleen Mitchell, Room 104, Ellis Library.

WELCOME TO ELLIS LIBRARY

The first floor display case in Ellis Library will feature "Welcome to Ellis Library," which shows the services and resources of the library. The display will be featured from August 15 to September 1.

CALENDAR BEGINNING AUGUST 13

LUMIN Meeting, Conference Room, Tuesday, August 14, 8:30 a.m.

Serials, Conference Room, Tuesday, August 14, 2 p.m.

Collection Development Committee, Conference Room, Wednesday, August 15, 8:30 a.m.

Automation Committee, Conference Room, Wednesday, August 15, 1:30 p.m.

Librarians' Governance Committee, Conference Room, Thursday, August 16, 8:30 a.m.

Cataloging Meeting, Conference Room, Thursday, August 16, 1:30 p.m.

Ellis Reference Services, Conference Room, Friday, August 17, 8:30 a.m.

All Librarians' Meeting (Governance Document), Conference Room, Monday, August 20, 8:30 a.m.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council meeting.

UMC Libraries Microform Policy: Distributed to Council for review.

Staff Suggestion and Innovation System: Distributed to Council for review.

LIBRARY VACANCIES

Library Clerk II, Math Sciences Library (half-time), \$4.32 per hour.

Library Clerk II, Catalog Management, \$4.32 per hour.

Library Clerk III, Shelving, \$4.89 per hour.

Library Assistant II, Circulation, \$6.65 per hour.

Library Clerk II, CPRR, \$4.32 per hour. Gathers periodicals to be bound and makes bindery records. Supervises the desk evenings. Must enjoy working with the public and be good with detail. Foreign languages helpful. Established record of good attendance. Hours are 2-11 p.m., Sunday--Thursday. Days during intersessions.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES

Agriculture-Veterinary Medicine Librarian; Head, Adaptive Cataloging Unit, The University of Tennessee Library, Knoxville, Tennessee 37916.

Head, Access Services, Washington State University Libraries, Pullman, Washington, 99164-5610.

Two Cataloger positions--Monographs and Serials; Preservation Librarian, New York University Libraries, New York, New York 10012.

Slavic/Western European Bibliographer; Head, Public Documents & Maps Department, Duke University Library, Durham, North Carolina 27706.

Geology Librarian, Yale University Library, New Haven, Connecticut 06520.

Cataloger, University of Notre Dame Libraries, Notre Dame, Indiana
46556.

Cataloger of Rare Books and Special Collections (half-time), Indiana
University Libraries, Bloomington, Indiana 47405.

Serials Cataloger; Monographic Cataloger; Project Indexer (Africana),
Northwestern University Library, Evanston, Illinois 60201.

Reference Librarian, University of Massachusetts Library, Amherst,
Massachusetts 01003.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for
articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the
information of the staff of the
University Library

Number 518
August 17, 1984

HELLO

Jeanie Drewes	Clerk II	Circulation
Tammy Ricks	Clerk II	Catalog Management
Jenny Wong	Clerk II (ht)	Math

GOODBYE

Steve Petrechko	Clerk III	Marking
Jolynn Netherton	Clerk II	CPRR
Charlotte Wynn	Clerk II	Health Sciences
Craig Oder	Clerk II (ht)	Geology

TEN YEAR ANNIVERSARY

Goodie Bhullar will celebrate her ten year's anniversary on August 21.
Congratulations!

OPEN MEETINGS WITH CANDIDATES FOR THE ASSISTANT ACQUISITIONS LIBRARIAN POSITION

There will be an open meeting to meet with Susan Chiasson on August 22, from 10--11 a.m. in the Conference Room, and an open meeting with Robert Sorgenfrei on August 24, from 11--11:30 a.m. in the Conference Room.

Carol Vaughan

SOFTWARE REVIEWS SOLICITED

The Automation Committee is compiling a bibliography of journals that contains software reviews. To aid us, we are requesting that everyone who runs across a journal that contains software reviews for PCs send a citation for the journal to Drew Racine, Technical Services. Your help is appreciated.

Automation Committee

TERMINATING S&W STUDENTS

Please notify the Administrative Office of S&W students terminating by August 24. Contracts for students not to be terminated will be extended. Thank you.

Lee Young

COMMITTEE APPOINTMENT

Pat Timberlake has been appointed Co-Chair of the 1984-85 Campus Recreation Committee. This committee reviews and recommends policies for each recreational facility on campus including Brewer/Rothwell, the Natatorium, the tennis courts, the Hinkson Creek area and all recreation playing fields. Any staff members who have questions or comments about recreation facilities on campus should contact Pat at 882-4692, 202 B Ellis Library.

NOISE CREATED BY THE REMOVAL OF BOOKS FROM THE CENTRAL TIER STACKS

During the time of removal of books from the central tier stacks, there may be excess noise from the packing of books, moving of the boxes, and some conversation involved with the operation to expedite the removal of the books. We ask for your patience and consideration during this operation, but if anyone is conversing too loudly, ask them politely to talk in lower tones until they get outside.

Bob Almony

CALENDAR BEGINNING AUGUST 20

All Librarians' Governance Committee Meeting, Conference Room, Monday, August 20, 8:30 a.m.

All Staff Meeting, Ellis Auditorium, Wednesday, August 22, 8:30 a.m.

Acquisitions Search Committee, Conference Room, Wednesday, August 22, 10:45 a.m.

Collection Development Committee, Conference Room, Wednesday, August 22, 1:30 p.m.

Library Council, Conference Room, Thursday, August 23, 8:30 a.m.

Access Services, Conference Room, Thursday, August 23, 1:30 p.m.

Technical Services Department Heads, Conference Room, Thursday, August 23, 3 p.m.

Ellis Reference Services, Conference Room, Friday, August 24, 8:30 a.m.

Acquisitions Search Committee, Conference Room, Friday, August 24, 10:30 a.m. and 2 p.m.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council meeting.

UMC Libraries Microform Policy: Distributed to Council for review.

Staff Suggestion and Innovation System: Distributed to Council for review.

LIBRARY VACANCIES

Library Clerk III, Shelving, \$4.89 per hour.

Library Clerk II, CPRR, \$4.32 per hour.

Library Assistant II, Circulation, \$6.65 per hour.

Library Clerk II (reclassified), Reserve, \$4.32 per hour. Duties include supervising student assistants, checking out reserve items to patrons, discharging reserve items returned by patrons, answering questions about Reserve, processing reserve lists, discharging reserve lists, renewing reserve lists, processing add-ons, shelving reserve items, checking and filing temporary cards and white slips, helping with inventory, mass discharges and analysis. Requires some typing (accuracy more important than speed), supervisory experience and public service experience. Prior library experience, especially in Reserve, is strongly recommended. Working hours are from 2--11 p.m., Sunday-Thursday.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES

Assistant Professor, General Services Division, University of Nebraska Libraries, Lincoln, Nebraska 68588-0410.

Curator of Rare Books, The University of North Carolina Library, Chapel Hill, North Carolina 27514.

Science Librarian, General Library, The University of New Mexico, Albuquerque, New Mexico 87131.

Catalog Librarian; General Reference Librarian, The University of Arizona Library, Tuscon, Arizona 85721.

Affiliate or Assistant Librarian, Fine Arts Library, Indiana University Libraries, Bloomington, Indiana 47405.

Reference Librarian, Indiana University Southeast, New Albany, Indiana 47150.

Reference Librarian/Bibliographer-Social Science; Special Collections Librarian; Head, Catalog Department, The University Library, University of California, San Diego, La Jolla, California 92093.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the
information of the staff of the
University Library

Number 519
August 24, 1984

HELLO

Richard Franks

LAI (ht)

Catalog Management

GOODBYE

Alison Verbeck

LAI (ht)

Catalog Management

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period August 12 through 25, to Room 104, by Monday, August 27. The new pay period will be August 26 through September 8, 1984.

BOOK SORTING SESSION

There will be a book sorting session on Tuesday, August 28, 4:30--6 p.m. Please come!

Oleta and Alan

MICROCOMPUTER/IBM PC CLASSES OFFERED

The Academic Computing Center offers free non-credit seminars for learning to use the IBM Personal Computer. Two classes are oriented for staff who have no other computer experience. What is a Microcomputer? will be conducted from 2:40--4:30 p.m. on September 6, and Introduction to the IBM Personal Computer will be given September 10, also from 2:40--4:30 p.m. The Center requests enrollment at least one week in advance, by calling 882-7686.

Other week-long classes (2-hours per day) will also be given by the Center during the fall semester. For a list of these classes, please contact any Automation Committee member.

Drew Racine, Chair
Betty Berryman
Susan Jenkins
Jane Mongeon
Judy Pallardy
Marsha Stevenson

MICROFICHE TO MICROFICHE COPYING

Just a reminder that Copy Service offers complete microfiche to microfiche copying for only 35¢ per copy. For more information, call Fay Overton in Copy Service at 882-7262.

MAY 1984 MASTERS THESES

The May 1984 masters theses have been sent to University Microfilm Operations for filming.

NEW SPEC KIT

LIBS has received SPEC kit no. 101, "User Studies in ARL Libraries," February 1984.

CHANCELLOR'S RESIDENCE TOUR

A tour of the Chancellor's Residence will be held Thursday, August 30, 4-5 p.m. It is open to all students, faculty and staff.

TIME FOR STAFF ASSOCIATION DUES

Now is the time to join the MU Library Staff Association. The Staff Association is organized for your benefit, and is open to all employees of the Library.

We provide the following services:

We sponsor the staff social functions (Picnics, Christmas Party, etc.)

We publish the MUSE (staff newspaper).

We send flowers or cards to members who are ill or when there has been a death in their family.

We provide the Ralph H. Parker Award each spring to the outstanding library science student.

We give parting gifts to employees who leave after they have been employed for five years or longer.

We volunteer our services to help price and conduct the Friends of the Libraries' annual book fair in exchange for part of the profits.

PLEASE PAY YOUR DUES FOR THE FISCAL YEAR JUNE 19, 1984-MAY 19, 1985 NOW!

\$ 0 - \$ 9,999	\$4.00
\$10,000 - \$14,999	\$5.00
\$15,000 - \$19,999	\$6.00

\$20,000 - \$24,999	\$8.00
\$25,000 - \$29,999	\$10.00
Over \$30,000	\$12.00

UPCOMING TRAVEL

June DeWeese and Alice Edwards will attend an BRS Introductory Training Seminar in St. Louis on August 29 and 30.

Goodie Bhullar, Janice Dysart, Barbara Francis, Jean Fraser, E. Diane Johnson, Al Jones, Bonnie MacEwan, Betsy Ross, Robert Stevens, Pat Timberlake, and Emma Jean McKinin will attend a BRS Update Seminar on our campus on August 30.

CALENDAR BEGINNING AUGUST 27

Public Services Candidate, Conference Room, Monday, August 27, 9 a.m.

BRS Update Seminar, Conference Room, Tuesday, August 28, all day.

Collection Development Committee, Conference Room, Wednesday, August 29, 8:30 a.m.

Governance Committee, Conference Room, Thursday, August 30, 8:30 a.m.

Science Librarian Candidate, Conference Room, Thursday, August 30, 10:45 a.m.

Ellis Reference Services, Conference Room, Friday, August 31, 8:30 a.m.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council meeting.

UMC Libraries Microform Policy: Distributed to Council for review.

Staff Suggestion and Innovation System: Distributed to Council for review.

LIBRARY VACANCIES

Library Clerk III, Shelving, \$4.89 per hour.

Library Clerk II, CPRR, \$4.32 per hour.

Library Clerk II, Reserve, \$4.32 per hour.

Library Assistant II, Circulation, \$6.65 per hour.

Library Clerk II, Health Sciences Library, \$4.32 per hour. Works in the Serials Section performing a variety of duties relating to automated serials control: including, but not limited to, check-in, claiming, binding. Other duties as require. Attention to detail and security are essential. Some typing required. Good penmanship.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES

Director, Division of Technical Services, University of Louisville Library, Louisville, Kentucky 40292.

Public Services Librarian, Position I, Public Services Librarian, Position II, Cornell University Libraries, Ithaca, New York 14853.

Social Sciences Bibliographer, University of Minnesota Libraries, Minneapolis, Minnesota 55455.

Associate University Librarian for Public Services, University Libraries, Tempe, Arizona 85287.

Librarian, Music Library, The University of North Carolina Libraries, Chapel Hill, North Carolina 27514.

Reference Librarian (2 positions), Yale University Library, New Haven, CT 06520.

Reference Librarian, Duke University Library, Durham, North Carolina 27706.

Cataloger, Roman Jakobson Collection on Linguistics Librarian I, and Cataloger Librarian II (project supervisor), Massachusetts Institute of Technology Libraries, Cambridge, Massachusetts 02139.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library Council Minutes

August 23, 1984

Present: Mary Allcorn, Bob Almony, Pat Burbridge, Margaret Howell, Al Jones, Becky Pierce, Carol Romano, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Robert Stevenson.

1. Announcements were made as follows:

a. Dr. Shaughnessy will meet with Assistant Provost Otis Jackson and George Brooks this afternoon to discuss giving the Libraries first priority for Work Study students. One difficulty is that the guidelines for financial aid have been tightened considerably thereby eliminating many students from qualifying.

b. Dr. Shaughnessy met with Acting Vice Chancellor Gafke, Provost Bunn, Dean Glick and Dean Atwater yesterday regarding fund raising. The University will be hiring at least four additional fundraisers. One will be assigned to the School of Journalism, College of Arts and Science, and UMC Libraries. During this meeting Dr. Shaughnessy made the point that the library fund-raising should be a partial responsibility of all fundraisers since the Libraries serve all campus divisions equally.

c. The Title II-C deadline for grant proposals is November 1. The proposal on cataloging and preservation of early books will be resubmitted.

d. Dr. Shaughnessy met with Charles Churchwell, Washington University Library, Clint Howard, University of Kansas-Lawrence Library, Brice Hobrock, Kansas State University Library, Larry Besant, Linda Hall Library, Mary Anne Mercante, Jim Corey, and Drew Racine to discuss submitting a joint Title II-C grant proposal. All of the libraries involved are OCLC libraries doing serials conversion. The proposal would cover serials conversion, resource sharing and document delivery using existing courier systems, and a study of the effectiveness of delivery--before and after. This group will meet again in September to discuss the viability of the topic for funding.

e. Kurt Fuchs from the Columbia Public School System will meet with Dr. Shaughnessy on Monday to discuss borrowing privileges. Dr. Shaughnessy invited anyone who was interested in the topic to attend the meeting which will begin at 11 a.m. in his office.

f. A new serials list by fund and agency soon will be distributed.

g. Drew Racine suggested some ways to reduce BATAB costs. It was decided examples of BATAB reports should be brought to the next meeting for further examination.

h. Dr. William Peden, president of the Friends, arranged for a very nice collection of books and broadsides from Paleamon Press on late 20th century poets, to be given to Special Collections.

i. Council agreed to accept the recommendations on the PL480 list of journals which was distributed with a previous issue of the News Notes.

j. Drew Racine recommended that when LUMIN is set up, the Med supplemental card catalog be eliminated and the space used for serials expansion. Council agreed with his recommendation.

k. Dean Schmidt reported that LUMIN holding are loaded up to July.

l. Al Jones reported that he has received funds from the School of Engineering to staff the Library from 2--5 p.m. on Sundays. In addition the library will be responsible for checking out computer manuals.

m. Pat Burbridge distributed forms to be filled out and returned to the Administrative Office when any student is hired in order to fill out the student's contract. She noted that the Department listed should be the department charged, i.e. Bindery, Shelving, etc. (Dr. Shaughnessy learned at his meeting with Dr. Brooks that the last column (S&W Amount to 5/17/84) does not have to be filled out.)

n. Mary Ryan announced that there will be an open meetings with Jacqueline Page on Friday at 1 p.m., Janice Dysart on Monday at 9 a.m., Paul Johner on Tuesday at 1:30 p.m., and Robert Sickles on Thursday at 10:45 a.m. All are candidates for the Science Reference position.

p. Mary Allcorn reported that she has discovered that the Journalism Library has an endowment fund from Readers Digest for \$25,000. Interest has accrued in the amount of approximately \$10,000 over the past several years which is to be used specifically for books. She plans to spend \$2,000 of the amount to update the reference collection. In addition, there is a \$5,000 gift designated for the purchase of a collection for the Journalism Library, and a \$2,000 gift for Journalism extension books not specifically designated for the library.

q. Marsha Stevenson reported that the "Js" have been shifted, and that Circulation will lose some of the part-time staff tomorrow. This will slow down the process. The shifting of books also is moving slowly because they are shifting throughout the whole library.

s. All of the law books which have been stored in the sub-basement will be removed by the end of the week.

t. Twice a day mail delivery will resume Tuesday, September 4.

2. Carol Romano introduced Becky Pierce, new Staff Representative.

3. Comments were received on the Health Sciences Interlibrary Loan, LITQUEST, and Monograph Cataloging pilot program budgeting projects, which began over a year ago. Drew Racine reported that it would work as a methodology for planning, but would not be effective in Monograph Cataloging for budgeting because of the nature of the service and the form the budget takes. Dean Schmidt reported that he still needed some

cost data, and suggested that future projects should be done on a sampling basis because of the time involved. Mary Ryan reported that her comments would be made at the next Council meeting. Dr. Shaughnessy noted that the University of Houston did a project in Technical Services and Public Services and will mail a copy of the results to him. He will distribute the document when it arrives.

4. A copy of the Program Review Committee's comments is being routed to Council members. Dr. Shaughnessy asked that it be routed quickly.

5. A memo from Deana Astle on reduction of binding costs was discussed next. Council agreed with Deana's proposals. It was requested that a list of journals for microfilming rather than binding be submitted.

6. A memo from Drew Racine on the status of the card catalog and LUMIN was also discussed. Council agreed to the recommendations contained in the memo.

7. The ad hoc Committee on Signs for the shifting of collections and the Ellis addition has signs to indicate the west entrance, location of elevators, and dozens of signs for the whole library saying "Can't find book...inquire at the Circulation Desk." These signs will be posted the week of August 27.

8. It was agreed that Council would meet every other week through the remainder of the calendar year.

9. The Regular Circulation Borrowing Privileges policy will be revised and distributed at a later date.

10. The rest of the agenda was deferred to the next Council meeting.

Meeting adjourned 10:40 a.m.

LUNCHBAG SEMINAR SURVEY

The Library Staff Association would appreciate your input on lunchbag seminars so that we may plan future seminars. Please include any comments you may have.

Have you ever attended a lunchbag seminar? Yes NO

What type of lunchbag seminar would you be interested in:

(a) Recreational (for example candy making, Swedish massage)
Specific interests:

(b) Financial (taxes, investments)
Specific interests:

(c) Home related (winter insulation, gardening)
Specific interests:

(d) Other:

Do you have a talent or hobby that you would be willing to share in a lunchbag seminar?

Name _____ Talent/Hobby _____

Would you be interested in an Ellis Follies variety show?

Other comments:

Please return to: Julie Still
401 Ellis (Special Collections)

Please return as soon as possible. Thank you.

Library News Notes

Issued periodically for the
information of the staff of the
University Library

Number 520
August 31, 1984

HELLO

Claudia Karkula	Clerk II	Reserve
Lori Zangenehzadeh	Clerk III	Shelving
Rebecca Schedler	Clerk II	Catalog Mgmt
Mark Andrews	LAI (ht)	Social Science
Cecelia Kuhns	LAI (ht)	Documents

GOODBYE

Tammy Ricks	Clerk II	Catalog Mgmt
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BOOK SORTING SESSION

A book sorting session is scheduled for Tuesday, September 11, 4:30--6 p.m. Please come!

Oleta & Alan

PH.D MANUSCRIPTS

Ph.D. manuscripts for August 1983 have been sent to the bindery, and the film copies are located in Special Materials.

STATE HISTORICAL SOCIETY ANNUAL MEETING

The State Historical Society of Missouri will hold its annual meeting on Saturday, October 13, in the large ballroom of the Memorial Union, at 12 noon. The address will be given by Mr. Bob Priddy on "The Taos Connections: New Mexican Art in the State Capitol." Tickets are \$6 and all reservations must be made and checks received by October 5.

STAFF ASSOCIATION DUES

The Staff Association dues are payable to "MU Library Staff Association" and may be mailed or handed to Bob Almony, Room 104, Ellis Library.

FACULTY BUFFET LUNCHEONS

Faculty buffet luncheons will be held every Tuesday and Wednesday throughout the coming academic year. This is a fine opportunity to meet, lunch, and converse with UMC professors from various disciplines. The luncheons usually will be held in N208 or N222 of the Memorial Union between 11:30 and 1:15 for a cost of \$4.50. Reservations should be made by 5 p.m. the previous day by calling the Memorial Union office at 882-7405. Guests are welcome, and you are encouraged to attend. The first luncheon is scheduled for Tuesday, September 11.

CALENDAR BEGINNING SEPTEMBER 4

Staff Development Committee, Conference Room, Wednesday, September 5, 2 p.m.

Library Council, Conference Room, Thursday, September 6, 8:30 a.m.

Access Services, Conference Room, Thursday, September 6, 1:30 p.m.

Technical Services Department Heads, Conference Room, Thursday, September 6, 3 p.m.

Ellis Reference Services, Conference Room, Friday, September 7, 8:30 a.m.

POLICY TRACKING

Recruitment and Hiring of Librarians: To be discussed at next Council meeting.

UMC Libraries Microform Policy: Distributed to Council for review.

Staff Suggestion and Innovation System: Distributed to Council for review.

LIBRARY VACANCIES

Library Assistant II, Circulation, \$6.65 per hour.

Library Clerk II, Health Sciences Library, \$4.32 per hour.

Library Assistant I, Cataloging, \$5.81 per hour. Appointment runs from October 1, 1984 to September 30, 1985. Working in the Cataloging Department to assist in the cataloging of a special microfilm collection Spanish Drama of the Golden Age. Responsibilities include bibliographical research in various print and online data files; reading and transcribing from microfilms; descriptive cataloging; coding and input of bibliographical data online via CRT; typing and filing. Library experience desired, reading knowledge of Spanish computer training needed.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES

Head of the Monographic Cataloging Unit/Assistant Head of the Cataloging Department, The Florida State University Library, Tallahassee, Florida 32306.

Cataloger, University of Notre Dame Libraries, Notre Dame, Indiana 46556.

Life Sciences Reference Librarian, Science and Technology Department, The Pennsylvania State University Libraries, University Park, PA 16802.

Conservation Officer; Extended Campus Services Librarian, Northwestern University Library, Evanston, Illinois 60201.

Government Documents Reference Librarian, University of Oklahoma Library, Norman, Oklahoma 73019.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the
information of the staff of the
University Library

Number 521
September 7, 1984

HELLO

Jennifer Scott	Clerk II	CPRR
Rebecca Schedler	Clerk II	Cat Mgmt
Steve Broberg	Clerk II (ht)	Geology

ASSUMES DUTIES

Tom Koenig has assumed the duties of Library Assistant II in the Circulation Department.

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period August 26 through September 8, 1984, to Room 104, by Monday, September 10. The new pay period will be September 9 through 22.

FIRST FALL STAFF DEVELOPMENT PROGRAM

The 1984/85 Staff Development Committee is pleased to announce the first fall program. A McGraw-Hill film "The Power of Listening" will be shown, and Drew Racine will lead a discussion after the film.

The program is scheduled for Wednesday, September 26, 1984 from 1:30 to 3:00 p.m. in Library Instruction Room II. In the twenty-six minute film ideas are discussed which can improve listening in organizations. Some things which are covered are: the reasons people do not listen, words that block listening, characteristics of a good listener, and "active listening." It is mentioned in the film that only twenty-five percent of what is said by one person, is usually heard by another. Effective listening is hard work, but the end result of understanding other people better, is worth the effort.

CONCERT SERIES FEATURED

The first floor display case in Ellis Library will be featuring the programs to be offered in this year's Concert Series. In addition programs offered by the music department will be displayed beginning about September 7 and continuing until October 1.

ANNIVERSARY CELEBRATIONS

The following people celebrate anniversaries with the University in September:

Andrea Woods FIVE years as of September 10.

Drew Racine TEN years as of September 1.

Sally Schilling TEN years as of September 1.

Darlene Brown FIFTEEN years as of September 22.

Congratulations!!!

BOOK FAIR SORTING SESSION

Just a reminder that a sorting session is scheduled for Tuesday, September 11, from 4:30--6 p.m. These books need to be sorted and moved immediately in preparation for the addition construction, so any and all help will be greatly appreciated. Please mark you calendar and plan to be there. Thanks in advance.

Oleta and Alan

HOW TO REPORT PHYSICAL PLANT PROBLEMS IN ELLIS LIBRARY

The following is a reminder of the correct way to report Physical Plant problems in Ellis Library:

- I. Weekdays (8 a.m.--5 p.m.)
 - a. Report problems to Ellen Blair either by phone or note.
 - b. If no resolution within four (4) hours, notify Bob Almony directly at 2-4701.*
- II. Weekends and evenings
 - a. Notify security guards to call the Watch Office.
 - b. If no resolution after four (4) hours, call Bob Almony at home at 445-6530.*

*Some problems will not be of a nature to be solved within four (4) hours. If you are told that something will take an IDO, and it has been sent, please wait two (2) weeks and let Bob know again.

CALENDAR BEGINNING SEPTEMBER 10

Serials, Conference Room, Tuesday, September 11, 2 p.m.

Governance Committee, Conference Room, Wednesday, September 12, 8:30 a.m.

Collection Development Committee, Conference Room, Wednesday, September 12, 10 a.m.

Automation Committee, Conference Room, Wednesday, September 12, 1:30 p.m.

Ellis Department Heads, Conference Room, Thursday, September 13, 8:30 a.m.

Catalog Discussion Group, Conference Room, Thursday, September 13, 3 p.m.

Ellis Reference Services, Conference Room, Friday, September 14, 8:30 a.m.

POLICY TRACKING

Recruitment and Hiring of Librarians: Approved with corrections to be distributed to manuals.

UMC Libraries Micorform Policy: To be routed to staff for comments.

Staff Suggestion and Innovation System: To be discussed at next Council meeting.

Processing of Special Books: Distributed to Council.

LIBRARY VACANCIES

Library Clerk II, Health Sciences Library, \$4.54 per hour.

Library Assistant I, Cataloging, \$5.81 per hour, one year appointment.

Library Clerk II, Interlibrary Loan, \$4.54 per hour. Processes inter-library lending requests received from other campuses of the University of Missouri. Supervision at the circulation desk for approximately five hours per week may be required. Assists in other interlibrary loan activities as needed including operating an OCLC terminal. Requires prior work experience, accurate typing, good clerical skills, ability to work closely with others. Knowledge of library classification and prior library work experience helpful.

Library Clerk II, Marking, \$4.54 per hour. Working in the Marking Unit of the Serials Department. Supervises marking area including assigning work to other personnel, allocating the student budget, monitoring and revising procedures and keeping the work flowing expeditiously through the area. Types Se-Lin labels for book spines and pockets. Solves problems relating to labelling of books. Requires accurate typing of 30

wpm; accuracy is more important than speed; ability to work with details; previous supervisory experience advisable.

Library Assistant I, Engineering Library, \$5.81 per hour. Work consists of a variety of library tasks necessary in the operation of a branch library including reference, circulation, reserves, and supervision, work assignment, and training of student assistants. Must have the facility and desire to work with faculty, staff, students and other library users. Occasional evening/weekend work required. Will be in charge of the branch during absence of Engineering librarian. College graduate or an equivalent combination of library work experience (minimum 2 years) and education required. Typing of 34-45 wpm required.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES

Assistant University Librarian for Systems and Planning, The University of Arizona Library, Tucson, Arizona 85721.

Head, Catalog Services, Rutgers University Libraries, New Brunswick, New Jersey 08903.

Latin American Serials Cataloger, The University of Florida Libraries, Gainesville, Florida 32611.

Senior serials Cataloger, Kansas State University Libraries, Manhattan, Kansas 66506.

Library Council Meeting

September 6, 1984

Present: Mary Allcorn, Bob Almony, Pat Burbridge, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. The following announcements were made:

a. The Libraries' Program Review was cited in the latest issue of C&RL News.

b. There has been a delay in the opening of bids for the Library Addition construction. The bids will be opened September 19 which may delay the moving of construction equipment on to the grounds til the end of October. The houses on Kuhlman Court are being removed to create parking.

c. Larry Besant, Linda Hall Library, has asked if the UMC Libraries would like to purchase some additional Russian text and science books as an extension of the UMC Libraries' agreement to purchase Russian Academy publications which Linda Hall Library does not want. Members of the Council recommended that the additional materials not be acquired.

d. The Agency Serials List is still being run. Drew asked if Council members want to receive the portion already run, or to wait until the list is completed. Council members decided to wait until the list is completed.

e. It was previously decided to allocate up to 30 percent of the monograph fund allocation. Many departments have now reached the 30 percent mark, so Council agreed to increase allocations to 60 percent of last year's allocation.

f. The PQs are being moved to the annex. Marsha noted that moving of the Qs will go slowly, and that they are shifting collections throughout the building. Wayne Barnes has input the locations of all the book location changes into the computer and is keeping the list updated. Overflow shelves are being eliminated, and the central tier stacks are still being cleared.

g. Any area wanting any of the study carrels (tables) located in the central tier stacks should notify Bob Almony. Tables not requested will be disposed of.

h. Dean Schmidt requested that any materials designated "R" be sent to the Health Sciences Library for review rather than transferred to the annex.

i. Bob Almony reported that he needs statistics for the ARL reports by September 26.

j. Pat Burbridge read a letter from the Director of Personnel Services noting a problem with accurate time keeping by some University

departments. He asked that all departments keep accurate records of vacation and sick leave. Forty hours must be worked each week--extra hours worked one day must be taken off before that week ends--not the following week, and vice versa. The work week runs Sunday through Saturday. Serious disciplinary action will be taken against supervisors who are discovered abusing the time keeping system.

2. The Recruitment and Hiring of Librarians policy was discussed and approved with changes. The UMC Libraries Microform Policy was discussed and revised. It will be sent to staff for comments.

3. Drew Racine discussed his memo on "Retrospective Conversion with UMca Funds" on how the \$325,000 will be allocated. It was decided the first thing to do once the funds are received is extend funding for two more years for an LAI working in Serials Retrocon. This LAI will convert HSL serials exclusively. (If there are multiple copies and one is HSL, all will be converted.) Dr. Shaughnessy noted that MLNC is talking about brokering REMARC, and he was asked to contact them on behalf of MLNC.

4. Mary Ryan reported on the BCTF meeting. The Library Systems Office (LSO) is losing several staff members, so little will be accomplished until the first of the year. The committee reviewed an 11 page document listing items to be accomplished, chose 20 items, and put them in priority order. The LSO reviewed the list as to which items could be accomplished right away. Mary indicated she will route the minutes to anyone interested.

5. Marsha Stevenson reported on her attendance at a Bibliotechniques meeting. Personnel from seven ARL libraries met at Notre Dame, Indiana to work on circulation specifications. Representatives of four UM campuses met on August 14, reviewed the specifications and approved of the system. The UM library directors will meet on September 10 to discuss the Bibliotechniques system.

6. A policy on processing of special books, and a memo on Non-Exempt Performance Appraisals were distributed for discussion at the next meeting.

The meeting adjourned 11 a.m. The next meeting will be September 20.

Library News Notes

Issued periodically for the
information of the staff of the
University Library

Number 522
September 14, 1984

HELLO

Janice Walker

Clerk II

Health Sciences

GOODBYE

Ida Hunter

Clerk II

Interlibrary Loan

PROMOTIONS

Janice Dysart to Librarian II

George Harris to Librarian III

Pat Timberlake to Librarian III

RECLASSIFICATIONS

Merle Boelsen to Secretary

Bob Heidlage to Library Assistant II

SERIAL TITLE CANCELLATION

The Collection Development Committee has recommended that the following title be cancelled: Vital Statistic of the United States (Health Sciences copy).

STAFF DEVELOPMENT PROGRAM

Just a reminder that the SDC will sponsor a program on Wednesday, September 26, 1:30--3 p.m., Library Instruction Room II. A film on "The Power of Listening" will be shown, and Drew Racine will lead a discussion after the film.

DO YOU HAVE AN ARTICLE FOR THE MUSE?

Attention Theosophists, Pagans and Lovers of the Arcane: A special Muse is planned to commemorate the Halloween celebration. So, if you like slipping into strange clothing (this only refers to October 31), sacrificing to pagan deities, drinking weird elixirs or performing abominable experiments on your friends, then I'm certain you would enjoy

contributing to this Muse. Please send or bring any contributions to Alan Arnold in Room 113. Deadline for submitted materials is October 20. Thanks!!

UPCOMING TRAVEL:

Emma Jean McKinin will attend a "Teaching MEDLINE to the Health Care Professional" session at the National Library of Medicine in Bethesda, Maryland from September 19 through 21.

MAXIMUM DAILY MEAL ALLOWANCE INCREASED:

Meal allowances have been increased as follows: Breakfast \$7.25; Lunch \$8.25; Dinner \$18.50 for a total daily allowance of \$34.

CALENDAR BEGINNING SEPTEMBER 17

Lumin Technical Services Committee, Conference Room, Monday, September 17, 1 p.m.

Printer Committee, Conference Room, Tuesday, September 18, 8:30 a.m.

SDC, Conference Room, Tuesday, September 18, 2 p.m.

Collection Development Committee, Conference Room, Wednesday, September 19, 8:30 a.m.

Library Council, Conference Room, Thursday, September 20, 8:30 a.m.

Access Services, Conference Room, Thursday, September 20, 1 p.m.

Technical Services Department Heads, Conference Room, Thursday, September 20, 3 p.m.

Ellis Reference Services, Conference Room, Friday, September 21, 8:30 a.m.

Searchers Meeting, Conference Room, Friday, September 21, 1:30 p.m.

POLICY TRACKING

UMC Libraries Microform Policy: Routed to staff for comments.

Staff Suggestion and Innovation System: To be discussed at next Council meeting.

Processing of Special Books: Distributed to Council.

LIBRARY VACANCIES

Library Assistant I, Cataloging, \$5.81 per hour, one year appointment.

Library Clerk II, Interlibrary Loan, \$4.54 per hour.

Library Clerk III, Marking, \$5.13 per hour.

Library Assistant I, Engineering Library, \$5.81 per hour.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES:

Dean of University Libraries, The University of Alabama, University,
Alabama 35486.

Catalog Librarian for Middle Eastern and South Asian Languages, The
University of Arizona Libraries, Tucson, Arizona 85721.

Head, Rare Books & Special Collection Department, Indiana State Univer-
sity Library, Terre Haute, Indiana 47809.

Head of Acquisition, University Libraries, Indiana University-Purdue
University, Indianapolis, Indiana 46202.

Library News Notes

Issued periodically for the
information of the staff of the
University Library

Number 523
September 21, 1984

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period September 9 through 22 to Room 104, by Monday, September 24. The pay period will be September 23 through October 6.

CATALOGING SERVICE BULLETIN 25 SEMINAR

The Cataloging Service Bulletin 25 Seminar will meet on Tuesday, September 25, 8:30 a.m., Conference Room. The seminar is sponsored by the Monograph Cataloging Department and is open to all who are interested. Please notify Oleta Edwards if you plan to attend. Coffee and doughnuts will be served.

E. Clarendon Hyde

ARTICLES PUBLISHED

Anne Edwards has an article entitled "The Sanborn Fire Insurance Maps--University of Missouri, Columbia" published in the Missouri State Genealogical Association Journal, Summer, 1984 (Vol. 4, no. 3). The journal is available in the State Historical Society Library.

Janice Dysart has an article entitled "Library Photocopying and the Copyright Law" published in Show-Me Libraries, August, 1984.

COMMITTEE APPOINTMENT

June DeWeese has been appointed to the Women Studies Committee for 1984-85.

LUNCHBAG SEMINAR

There will be a lunchbag seminar on Wednesday, October 3 from 12 noon--1 p.m. in the Conference Room sponsored by the Library Staff Association. A staff member from the Swedish Massage Center will be here to discuss and demonstrate self-help techniques. Stress and tension release will be the main focus of the seminar. More details will follow later.

CALENDAR BEGINNING SEPTEMBER 24

Catalog Service Bulletin Seminar, Conference Room, Tuesday, September 25, 8:30 a.m.

Serials, Conference Room, Tuesday, September 25, 2 p.m.

Collection Development Committee, Conference Room, Wednesday, September 26, 8:30 a.m.

Library Committee, Conference Room, Wednesday, September 26, 2:40 p.m.

Ellis Managers, Conference Room, Thursday, September 27, 8:30 a.m.

Ellis Reference Services, Conference Room, Friday, September 28, 8:30 a.m.

Status of Women Committee, Conference Room, Friday, September 28, 2:30 p.m.

Librarians Governance Committee, Conference Room, Tuesday, October 2, 8:30 a.m.

POLICY TRACKING

UMC Libraries Microform Policy: Undergoing revision.

Staff Suggestion and Innovation System: Further discussion at next Council meeting.

Processing of Special Books: To be revised and distributed to staff for comments.

LIBRARY VACANCIES

Library Assistant I, Cataloging, \$5.81 per hour, one year appointment.

Library Assistant I, Engineering Library, \$5.81 per hour.

Library Clerk III, Marking, \$5.13 per hour.

Library Clerk III, Journalism Library, \$5.13 per hour, ending date June 30, 1985. Major responsibilities include handling backlog of claims and replacement of serials and handling processing of backlog of gifts. Typing and clerical aptitude required. Library science courses desirable. Hours are 1--10 p.m. Sunday--Wednesday, and 8 a.m.--5 p.m. on Saturday.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Assistant Acquisitions Librarian

Monographic Cataloging Librarian

PROFESSIONAL VACANCIES

Head Science-Engineering Librarian; Catalog Librarian for Middle Eastern and South Asian Languages, The University of Arizona Library, Tucson, Arizona 85721.

Head, Design, Architecture, Art, and Planning Library, University of Cincinnati Libraries, Cincinnati, Ohio 45221.

Assistant Director of Libraries for Technical Services, Wayne State University Libraries, Detroit, Michigan 48202.

Head, Humanities Reference Department, The University of North Carolina Libraries, Chapel Hill, North Carolina 27514.

Assistant Serials Librarian; Director of Automation; Assistant Department Head, Business and Engineering Library; Dartmouth College Library, Hanover, New Hampshire 03755.

Government Documents Acquisition and Bibliographic Control Librarian, The Stanford University Libraries, Stanford, California 94305.

Newspaper Cataloger for NEH Grant Project, University of Kentucky Libraries, Lexington, Kentucky 40506-0039.

Assistant to Director for Automation and Systems; Assistant Director for Collection Development; Assistant Director for Special Collections; Louisiana State University Libraries, Baton Rouge, Louisiana 70803-3300.

Personnel Officer, University of Minnesota-Twin Cities Campus Libraries, Minneapolis, Minnesota 55455.

Head, Humanities Division with Faculty Rank, Oklahoma State University Library, Stillwater, Oklahoma 74078.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library Council Meeting

September 20, 1984

Present: Mary Allcorn, Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. The following announcements were made:

a. The authors of Two Ozark Rivers will be on campus September 21 and 22 to autograph their book. Margaret Howell has some of the pictures from the book on display in the lounge.

b. A General Faculty meeting will be held September 24 at 3:40 p.m. in the Mark Twain Room (N201-202) of the Union. The Chancellor will speak on "The State of the Campus."

c. Professor Jerry Barrier, History Department, is the chair of the Lecture Series this year. He is soliciting ideas for the lectures dealing with topics having broad interests. Suggestion forms may be obtained from the Administrative Office.

d. The deadline for Faculty Development Proposals and Proposal for Research and Development Leaves is October 1. Copies of the Provost's memo will be distributed to Council member to distribute to librarians who are interested.

e. Dr. Shaughnessy met with Dr. Jackson recently regarding the Libraries' pressing need for Work Study student.

f. Bill Mitchell and Dr. Shaughnessy reviewed the potential sites for the new computing lab in Ellis. A room in the old museum area on the 4th floor was selected. The College of Arts and Science will provide the furniture, 40 hours of staffing per week, and may install more terminals at a later date. The Libraries will be responsible for a telephone line and electrical outlets.

g. Tom Jowett has provided some drawings and a model of the Ellis Library addition for patrons to view. The low bid for the addition was just under \$2 million, so some funds may be left over for the remodeling of the existing building.

h. During the College of Veterinary Medicine's accreditation visit, the Library was cited for being one of the best assets of the College.

i. Janice Dysart has an article in the recent issue of Show-Me Libraries, entitled "Library Photocopying and the Copyright Law."

j. Mary Ryan distributed copies of the CRL Supplement.

k. Dean Schmidt is reviewing the "R" books. Duplicates will be withdrawn and the others will be transferred to the Health Sciences Library.

1. Marsha Stevenson noted that very little space remains in Annex I.

2. Bob Almony reported on the status of the LUMIN terminal wiring. The bids are in for Reference Services, Special Collections, and Bindery. The wiring in General Reference should be completed in October. The wiring and phone lines are installed in Journalism, and he is waiting for phone lines in the science branches. The Health Sciences terminals are ordered. The Veterinary Medical Library still needs electrical and phone lines installed.

Dean Schmidt reported that the LUMIN holdings most likely will be loaded by the end of the year for UMC. St. Louis and Rolla holdings are loaded up to July. UMC Med holdings will be loaded next.

Drew Racine reported that a third test of holdings has been completed and only a few problems noted.

3. Marsha Stevenson distributed copies of Proposed Billing Prices for lost, out-of-print monographs. After some discussion Council agreed to the guidelines.

4. Drew Racine had developed some performance appraisal definition for non-exempt employees which were distributed to Council members earlier. After some discussion it was noted that the definitions were very close to definition issued by the University at an earlier date. Dr. Shaughnessy asked Drew to get the most recent definitions to check against his definitions and reissue to Council members for further discussion.

5. Dr. Shaughnessy reported some of the items discussed at the Council of Deans' Meeting held last week. The subcommittees will remain the same as last year. Chancellor Uehling attended and discussed her agenda for the year which includes: 1) campus will improve its retention rate and increase minority representation; 2) will market University more, define constituencies and increase PR; 3) increase private fund-raising 10 percent; 4) prepare for and complete North Central Accreditation; 5) improve Physical Plant; 6) improve staff and faculty morale; 7) implement part of the Program Review. Gary Smith, Director of Admissions, reported that enrollment may be down between 700 and 900 this year.

6. The UM Library Directors met last week. Jim Corey presented three priorities items to be resolved: 1) implement a COM backup; 2) get serials in MULSP via LUMIN; and 3) implement an automated circulation system. There was considerable discussion as to whether a COM backup was now needed. It was decided to sign on as a buyer to the BLIS Circulation System. As a result the UM system can have two representatives on the BLIS Users panel to have input on enhancements, problems, etc. The representatives will be Marsha Stevenson and Nancy Boon. Jim also distributed copies of a Preliminary Five-Year Plan. It was noted that Betty Berryman has resigned from the Libraries and will begin working in the Library Systems Office. Plans are in the making to extend LUMIN hours in the spring.

7. It was decided to defer the report of the Committee on Library Fees and Charges to the next meeting.

8. Comments were received on the Microforms Policy, and additional comments should be given to Margaret Howell or Drew Racine for revision of the policy. It was decided to invite a member of the Staff Development Committee to attend the next meeting for further discussion on the Staff Suggestion System. The Special Books policy was explained and discussed. It was decided to add a section on branch libraries and send to staff for comments.

9. Dr. Shaughnessy reported that the five libraries (Washington U., Linda Hall, Kansas, Kansas State and UMC) are proceeding with the joint grant proposal on serials conversion and resource sharing. Recommendations are that each library should plan on converting 6,000 titles per year for five years. Databases would be linked and records would be accessible nationally. A draft of the grant proposal will be routed to Council for comments before being sent to Washington University for mailing.

The meeting adjourned 11:05 a.m. The next meeting will be held October 4.

Library News Notes

Issued periodically for the information of the staff of the University Libraries

Number 524
September 28, 1984

HELLO

Jenny Moorer

LAI

Cataloging

ASSUMES POSITION

Frank Campbell has assumed the Library Assistant I position in the Engineering Library.

LIBRARY STAFF ASSOCIATION NEW MEMBERS TEA

The fall New Members Tea will be held Tuesday, October 16, 1984, from 9:30 to 10:45 a.m. in the Staff Room. Those who have not already paid their Staff Association dues may do so before or at the tea. Watch forthcoming News Notes for further information. Mark your calendar!

Staff Association dues rates are as follows:

\$ 0 - \$ 9,999	\$4.00
\$10,000 - \$14,999	\$5.00
\$15,000 - \$19,999	\$6.00
\$20,000 - \$24,999	\$8.00
\$25,000 - \$29,999	\$10.00
Over \$30,000	\$12.00

Check should be made out to "MU Library Staff Association" and returned to Bob Almony, Room 104, Ellis Library.

LUNCHBAG SEMINAR ON SWEDISH MASSAGE

Please bring your bodies to our first Library Staff Association lunchbag seminar on self-help techniques. Evan Prost of Swedish Massage will demonstrate stress release from 12 noon to 1 p.m. in the Ellis Library Conference Room on Wednesday, October 3.

CIRCULATION DESK SUPERVISORS FOR EVENINGS AND WEEKENDS

Sunday: Bette Elliott
Monday--Thursday Evenings: Terri Hall
Friday and Saturday Evenings: John Kuhlman
Saturday Daytime: Greg Volker

LIBRARIANS MEETING TO DISCUSS THE GOVERNANCE DOCUMENT

Please excuse the Freudian typo: the cover letter attached to the latest revision of the governance document listed the meeting as 8:30--1:00 a.m. (correct that to read 8:30--11:00 a.m.), Tuesday, October 9, in the Ellis Library Conference Room.

Please send any questions, suggested rewordings, etc., to a member of the Librarians' Governance Committee by Friday, September 28 if possible. These questions will form the agenda for the meeting. Other questions, etc., will be taken from the floor as time allows.

Vic Myers

CALLING THE GUARDS

Your message will be received by the guards much faster (i.e., 10-15 minutes), if you dial direct. Dial 9-874-8880, wait for the beep, dial 1-310, wait for three or four beeps, then leave a short message. This is routed through a computer which usually puts the message out within one to three minutes.

Bob Almony

UM BUDGET 1984-85

The University of Missouri budget for 1984-85 for all campuses is available in one volume in the Reserve Reading Room.

CHRISTMAS BOOK ORDERS

All orders for personal copy books for Christmas should be placed by October 8.

Review of Procedure Used to Order Personal Copy Books

An account has been established with Midwest Library Service for the Library Staff to order books, at library discount, for their personal use. Only books published by American publishers that are listed in the current BOOKS IN PRINT, FORTHCOMING BOOKS or PAPERBACK BOOKS IN PRINT may be ordered on the account.

Midwest Library Services offers the following discount schedules:

Trade & general interest titles	25 to 30%
Technical text, University Press, etc.	5 to 15%
Small presses, reprints, most paperbacks	NET

Postage will be included in the cost of the book. Books costing not more than \$5 above the estimated cost will be sent automatically. All others will have to be approved. Delivery time will be a minimum of six

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian
Monographic Cataloging Librarian
General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Reference Librarian (Science), The University of Tennessee Library,
Knoxville, Tennessee 37916.

Online Services Librarian; Head Government Documents Librarian; Assis-
tant Special Collections Librarian, University of Nevada Library, Las
Vegas, Nevada 89154.

Head, Serials Department, The University of New Mexico General Library,
Albuquerque, New Mexico 87131.

Preservation Officer, University of New York Libraries, Buffalo, New
York 14260.

Reference Librarian (Science); Catalog Systems Librarian/Cataloger,
Rutgers University Libraries, New Brunswick, New Jersey 08903.

Please cut neatly along the dashed line and return your listing for the
directory no later than 5 p.m., Wednesday, October 17, to the Adminis-
trative Office. Thank you.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for
articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 525
October 5, 1984

HELLO

Laura Jeane Clark

Clerk II

Interlibrary Loan

LIBRARY STAFF DIRECTORY

You will find on page 3 a Library Staff Directory form to fill out and return to the Administrative Office. Please return this form by 5 p.m., Wednesday, October 17.

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period September 23 through October 6 to Room 104 by Monday, October 8. The new pay period will be October 7 through October 20, 1984.

UNITED WAY CAMPAIGN

I hope that all library staff will seriously consider giving to the United Way this year. The Campus' goal is to raise \$153,000 for various United Way projects in Columbia. But a special focus of this year's campaign is to increase the number of persons contributing. In other words, the size of one's donation is not as important as the fact that more people have contributed. Last year 34 percent of the Libraries' staff contributed. I hope that we will be able to increase this percentage this year, and ask that you contribute if you possibly can. Thanks very much.

Tom Shaughnessy

THESES AND DISSERTATION STATUS

December 1983 dissertations have been sent to cataloging. May 1984 theses have been filmed and are being cataloged. May 1984 dissertations have been sent to University Microfilm for filming. August 1984 theses and dissertations have been received from the Graduate School Office and are being processed.

Merle Boelsen

CALENDAR BEGINNING OCTOBER 8

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Catalog Management, Monday, October 8, 3:30 p.m.

Librarians Meeting, Tuesday, October 9, 8:30 a.m.

Serials, Tuesday, October 9, 2 p.m.

Collection Development Committee, Wednesday, October 10, 8:30 a.m.

Ellis Managers, Thursday, October 11, 8:30 a.m.

Staff Association, Thursday, October 11, 2 p.m.

Ellis Reference, Friday, October 12, 8:30 a.m.

POLICY TRACKING

UMC Libraries Microform Policy: Undergoing revision.

Staff Suggestion and Innovation System: Undergoing revision.

Processing of Special Books: Distributed to staff for comment.

LIBRARY VACANCIES

Library Clerk II, CPRR, \$4.54 per hour.

Library Clerk III, Journalism Library, \$5.13 per hour.

Library Assistant I, Serials Conversion Project, \$5.81 per hour. Main responsibilities include conversion of serial records into computer format, on-line searching and inputting into the OCLC and LUMIN data bases. Other duties may include file maintenance. Previous library experience required. Also requires a Bachelor's Degree or a combination of education and experience. Knowledge of cataloging rules (AACR2, AACR1, and ALA), the MARC format, serials publications and a foreign language is highly desirable. This position requires good attention to detail, accurate typing, a facility for working with many foreign languages, the ability to work independently and communicate well with the Project staff and other staff in the Library System. After initial training, chief hours of work will require 6-8 hours of work during OCLC non-prime time (7-8 a.m. and after 4 p.m.). This position is a temporary position. It is being funded for two years with funds from the Library Systems Office. Staff Benefits will be those of the University.

weeks on the average, and the order will be automatically cancelled if not supplied in 30 weeks.

Purchase orders will be mailed once a month. Forms to be used when placing orders can be obtained in the Acquisitions Department.

As this is a personal account for which I am responsible, books must be paid for on receipt. If you have any questions concerning this procedure, please contact me.

Carol Vaughan
Acquisitions

SERIALS CANCELLATION

The Collection Development Committee recommends the following serial cancellations in order to purchase The National Newspaper Index:

Rodale's New Shelter
LA Times Index
Official Washington Post Index
Christian Science Monitor Index
Early American Books

Any problems concerning the above cancellations should be forwarded to the Library Council.

Judy Pallardy
Chair

PERSONAL USE OF CAMPUS MAIL NOT APPROPRIATE

Faculty and staff are reminded by the Provost's Office that personal notices of houses for rent or sale and various solicitations are not appropriate uses for campus mail.

UPCOMING TRAVEL

Goodie Bhullar, Jean Fraser, Bonnie MacEwan, Pat Timberlake, June DeWeese, and Tom Shaughnessy will attend the Missouri Library Association Annual Meeting in Cape Girardeau, Missouri, October 4 and 5.

Mary Allcorn and Anne Edwards will attend a DIALOG Seminar in St. Louis on October 4 and 5.

CALENDAR BEGINNING OCTOBER 1

All meetings held in Ellis Library Conference Room unless otherwise noted.

Librarians' Governance Committee, Tuesday, October 2, 8:30 a.m.

Serials, Tuesday, October 2, 2 p.m.

Lunchbag Seminar, Wednesday, October 3, 12 noon.

Staff Development Committee, Wednesday, October 3, 2 p.m.

Automation Committee, Wednesday, October 3, 3 p.m.

Library Council, Thursday, October 4, 8:30 a.m.

Access Services, Thursday, October 4, 1:30 a.m.

Technical Services, Thursday, October 4, 3 p.m.

Ellis Reference Service, Friday, October 5, 8:30 a.m.

All Librarians Meeting, Tuesday, October 9, 8:30 a.m.

Serials, Tuesday, October 9, 2 p.m.

POLICY TRACKING

UMC Libraries Microform Policy: Undergoing revision.

Staff Suggestion and Innovation System: Further discussion at next Council meeting.

Processing of Special Books: To be revised and distributed to staff for comments.

LIBRARY VACANCIES

Library Clerk III, Marking, \$5.13 per hour.

Library Clerk III, Journalism Library, \$5.13 per hour. Ends June 30, 1985.

Library Clerk II, Current Periodicals Reading Room, \$4.54 per hour. Checks in new periodicals received and attends the desk. Foreign language is helpful. Must enjoy working with the public. Occasional evenings or weekends.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian

Monographic Cataloging Librarian

General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Head, Automated Cataloging Section, Monograph Cataloging Division; Reference/Bibliographic Instruction Librarian, University of Washington Libraries, Seattle, Washington 98195.

Retrospective Conversion Cataloger, University of Virginia Library, Charlottesville, Virginia 22901.

Circulation/Information Technology Librarian, University of Wisconsin Library, Madison, Wisconsin 53706.

Serials Cataloger, University of Oklahoma Libraries, Norman, Oklahoma 73019.

Preservation Librarian, Southern Illinois University Library, Carbondale, Illinois 62901.

Librarian, Automated Systems Department; Head Automated Systems Department, Virginia Commonwealth University Library, Richmond, Virginia 23284.

Supervisor, Circulation Unit, Access Services; Assistant Librarian, Access Services, Temple University Libraries, Philadelphia, Pennsylvania 19122.

Head, Central Science Library and Assistant Director of Libraries; Library Personnel Office, University of Florida Libraries, Gainesville, Florida 32611.

Director, The Florida Center for Library Automation; Assistant Director for Program Development; Associate University Librarian (for Acquisitions and Serials); Associate University Librarian (for Cataloging and Authority Control); Assistant Director for Technical Development; The Florida Center for Library Automation, University of Florida Libraries, Gainesville, Florida 32611.

Cataloger, Romance Languages Cataloging Team, Princeton University Library, Princeton, New Jersey 08544.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

3. The following policies were discussed.

--Staff Suggestion System: After much discussion, it was decided that the policy should be revised taking in consideration the comments from the discussion and be resubmitted to Council at a later date.

--Processing of Special Books: It was decided to approve the policy if no comments are received from staff members by the next meeting.

4. Dean Schmidt pointed out that the serials cancellations being listed in the News Notes by the Collection Development Committee will be cancelled if there are no objections. Any objections should be reported at Council meetings.

5. Bob Almony reported on the recommendations of the Library Fees and Charges Committee. Copies of the recommendations will be mailed to Council members for consideration and discussion at the next Council meeting.

6. Bob Almony distributed copies of the Emergency Procedures Policy draft.

7. Mary Ryan announced that a handout of commonly asked questions is available for those who are interested.

8. Drew Racine announced that the label EDUC and EDUC-R will be eliminated except for books located in the Education Reading Room.

The meeting adjourned at 10:30 a.m.

Library Council Meeting

October 4, 1984

Present: Bob Almony, Pat Burbridge, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Robert Stevens, Marsha Stevenson, Alan Yount.

1. The following announcements were made:

a. Dr. Shaughnessy has received a copy of the University of Houston Libraries' program budget for Technical Services. He will distribute copies of the first 8 pages which include the Missions and Goals and Request Summaries. He distributed a copy of the table of contents and asked Council members to initial any other sections for which they would like copies.

b. Dr. Shaughnessy will attend the MLA meeting to meet with James Zink, the other three UM Library Directors, and other academic library directors to discuss matters of general interest to libraries in Missouri.

c. The Book Fund allocations will be sent out next week.

d. Richard Wallace requested a report on library deficiencies in order to obtain funds which were withheld by Governor Bond at a earlier date. These funds are to be used for E&E and library acquisitions if they become available.

There is also the possibility of receiving funds from Mel George for projects sponsored by the Library Systems Office. If these funds are received, it is proposed to spend them on buying circulation equipment and barcoding labels, continue with the conversion efforts, and improve the online catalog.

e. Good progress is being made on the joint Title II-C grant proposal for serials conversion and resource sharing. It is due in St. Louis on October 15. The Title II-C grant proposal on Early Books is being revised and strengthened for resubmission on November 1.

f. The Staff Development Committee program on "Effective Listening" was a great success. Forty-five staff members attended. Topics suggested for future programs include Dealing with the Problem Employee, Dealing with the Problem Patron, Time Management, Effective Communication, How to Conduct Meetings, Stress Management, and topics concerning evaluations.

g. Bob Sorgenfrei, University of Arizona, has accepted the Assistant Acquisitions Librarian position. He will begin October 22.

h. Provost Bunn reported at the last Deans' Council meeting on the Program Review. The consultants who were brought in to review duplicated programs have completed their reports. Dr. Bunn has to submit his recommendations to Chancellor Uehling late in November. She, in turn, will make her recommendations to President McGrath.

i. A plan will be announced soon whereby faculty and staff can purchase IBM PC Jrs at a discount of up to 53 percent.

j. Chancellor Uehling is chairing the United Way Campaign again this year. The goal of the campus is to collect \$153,000. More participation is encouraged regardless of the amount donated. Cards MUST BE RETURNED to Pat Burbridge EVEN IF NO CONTRIBUTION IS MADE as soon as possible. The final report must be turned in by November 2. Dr. Shaughnessy encouraged everyone to make a contribution.

k. Bob Almony announced that the University saved \$700,000--\$900,000 during peak alerts as a result of the energy cutbacks in late August.

l. Drew Racine displayed a library book that had been disguised as a personal copy book, then returned to the library. The book had the back panel with the book pocket neatly covered, the stamp on the ends removed, but they forgot to removed the accession number. He asked that staff be alert to these practices.

m. Marsha Stevenson reported on the clearing of the central tier stacks, shifting, and the annex moves. She reported the temporary locations of central tier stack volumes:

800s on 3 central (880.5-899): move to 1 west
All Science call numbers in central tier (Q-V, including EDUC Q-V):
1 west

APs: currently, AP1-AP2.S are in GHP
484 shelves of further APs are still in central tier.
The first 157 shelves of these will go into CPRR along wall shelving.

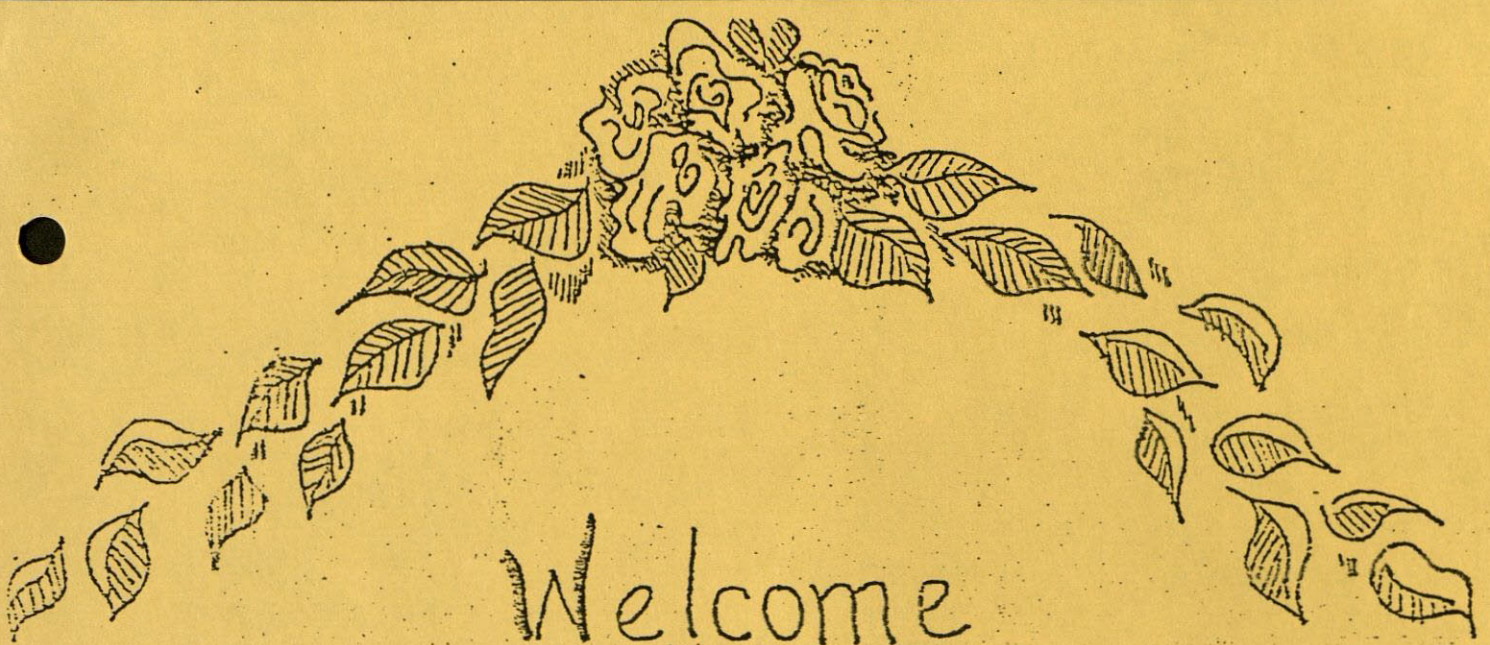
The remaining APs will go into Annex II temporarily.

BFs will move into Reserve side of room 109, after the old UGL
PN-PZs are removed.

GVs are now all in AAM
130s, 150s are now all in GHP
All Ls will soon be in SOCS

n. Plans are in the making for Chancellor Uehling to make opening remarks at the beginning of construction of the Ellis Library Addition.

2. It was decided that the performance appraisal definitions which Drew Racine developed would be forwarded to Personnel for approval for the UMC Libraries' use. If approved these definitions would accompany each evaluation form for guidance in filling out the evaluation.



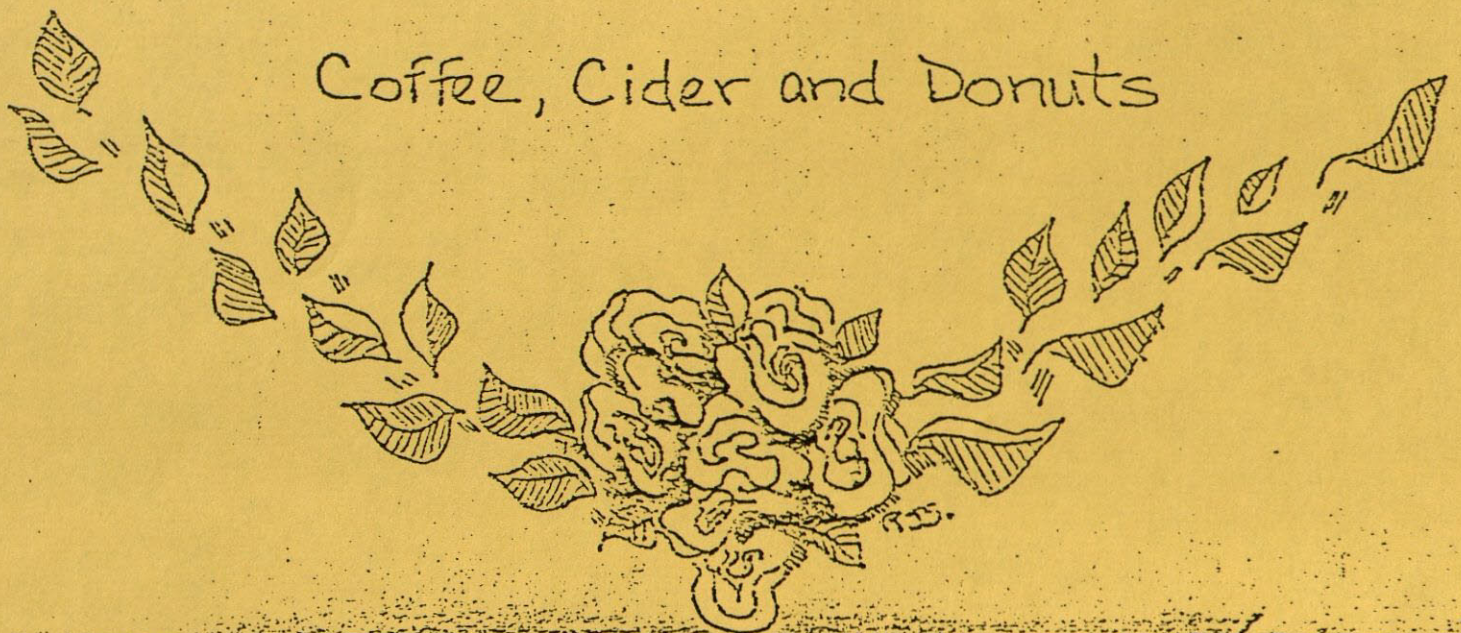
Welcome
The New Staff Members

October 16, 1984

9:30 - 10:45 a.m.

Staff Lounge - 4th Floor
Ellis Library

Coffee, Cider and Donuts



Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 526
October 12, 1984

HELLO

Anne Heyse

Clerk III

Marking

GOODBYE

Betty Berryman

Programmer I

Tech Services

FROM THE SUGGESTION BOX

"I would ask that the full-time STAFF of the library try to maintain the same low level of noise that many of the students using the library attempt. Heavy footfalls (made worse by noisy heels), loud conversations while waiting for elevators and even in area offices, and general disregard for SILENCE, the main password of any library, make it difficult to ask other students to please be quiet when the staff members are worse culprits."

CHANGE IN TITLE

Marsha Stevenson's title has been changed from Head, Circulation and Interlibrary Loan Services to Head of Access Services.

PLEASE RETURN YOUR UNITED WAY CARDS

I would like to encourage all staff to turn in their United Way donation cards. As of this date last year, 27 percent of the staff in our "district" had submitted their cards, but this year we've heard from just 21 percent. Cards should be returned to Pat Burbridge at 104 Ellis Library.

Tom Shaughnessy

PERSONAL FINANCIAL BUDGETING SEMINAR

The Library Staff Association is sponsoring a free seminar on Personal Financial Budgeting in the Conference Room, 12 noon, Wednesday, October 24. Bob Almony will make the presentation.

LIBRARY STAFF DIRECTORY LISTINGS

Please remember to turn in your library staff directory listing to the Administrative Office as soon as possible. Thank you!

FRANKLIN DELANO ROOSEVELT EXHIBITION

In commemoration of the 100th anniversary of the birth of President Franklin Delano Roosevelt on January 30, 1882, the Smithsonian Institution's National Museum of American History produced an extensive exhibition dealing with the 32nd president's masterful skill as a communicator. This exhibition, which has been organized for circulation by the Smithsonian Institution Traveling Exhibition Services (SITES), will open at the Winston Churchill Memorial and Library October 27 and remain on view through November 25. See the GHP Bulletin Board for details. I understand that the exhibition is well worth the trip to Fulton.

Anne Edwards, GHP

JOURNAL CANCELLATION

The Collection Development Committee has recommended that the title Comparative Biochemistry and Physiology (all parts) Research Park, be cancelled. Any objections should be forwarded to the Library Council.

DIALOG SEMINAR TRIP REPORT

The DIALOG Seminar was held in St. Louis on October 4 and 5, 1984. Topics covered were basic searching, basic commands and capabilities, searching in the basic index, additional indexes and online thesauri, searching across databases and refining the search. There was practice time on each day to do searches and use new commands that had been learned. Each participant was given free time on the ONTAP databases of DIALOG to use during the month of October. We believe the DIALOG Seminars are a valuable learning aid, and we found the experience both enjoyable and informative. We would recommend that staff members be able to attend these seminars whenever possible.

Mary Allcorn and Anne Edwards

UPCOMING TRAVEL

Mary Allcorn will attend a Library Management Skills Institute Seminar by the Association of Research Libraries, in Chicago, Illinois from October 16 to 19, 1984.

Alice Edwards, Emma Jean McKinin, and Richard Rexroat, will attend the Midcontinental Medical Library Association Annual Meeting, in Omaha, Nebraska, October 17--20, 1984.

CALENDAR BEGINNING OCTOBER 15--ELLIS LIBRARY CONFERENCE ROOM

Staff Association New Members Tea, STAFF ROOM, Tuesday, October 16, 9:45 a.m.

Serials, Tuesday, October 16, 2 p.m.

Collection Development Committee, Wednesday, October 17, 8:30 a.m.

Staff Development Committee, Wednesday, October 17, 2 p.m.

Publications Committee, Wednesday, October 17, 3:45 p.m.

Library Council, Thursday, October 18, 8:30 a.m.

Access Services, Thursday, October 18, 1:30 p.m.

Technical Services Department Heads, Thursday, October 18, 3 p.m.

Ellis Reference Services, Friday, October 19, 8:30 a.m.

Library Committee, Monday, October 22, 2:40 p.m.

Governance Committee, Tuesday, October 23, 9 a.m.

Serials, Tuesday, October 23, 2 p.m.

POLICY TRACKING

UMC Libraries Microform Policy: Undergoing revision.

Staff Suggestion and Innovation System: Undergoing revision.

Procession of Special Books: Distributed to staff for comment.

LIBRARY VACANCIES

Library Clerk II, CPRR, \$4.54 per hour.

Library Clerk III, Journalism Library, \$5.13 per hour.

Library Assistant I, Serials Conversion Project, \$5.81 per hour, two-year appointment.

Library Clerk II, Acquisitions, \$4.54 per hour. Requires at least one year clerical experience. Clerical aptitude and knowledge of library procedures helpful. Duties include: searching orders in public catalog and BATAB, entering vendor reports in BATAB, checking in new books, approving invoices, proofreading, claims, serving as backup to the Data Entry operators, etc.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Science Librarian
Monographic Cataloging Librarian
General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Curator of Rare Books, University of North Carolina Library, Chapel Hill, North Carolina 27514.

Librarian, Los Angeles County Public Library Administrative Services, Downy, California.

Cataloger for Retrospective Conversion Project, two-year, temporary, Indiana University Law Library, Bloomington, Indiana 47405.

Online/Media Services Librarian, Syracuse University Libraries, Syracuse, New York 13210.

Reference Librarian, Science; Reference Librarian, Business; Rutgers University Libraries, New Brunswick, New Jersey 08903.

Reference Librarian, The University of California Library, San Diego, La Jolla, California 92093.

Assistant East Asian Librarian, The University of Kansas Libraries, Lawrence, Kansas 66045-2800.

Librarian, Head, Serials Department; Librarian for Islamica Collections; University of California General Library, Berkeley, California 94720.

Head, Reference Department; Slide Curator; Head, Acquisitions Department; Head, Architecture and Allied Arts Library, University of Oregon Library, Eugene, Oregon 97402-1299.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

ELLIS LIBRARY
 Technical Services
 Statistical Summary
 July-September 1984

	This Quarter	Last Quarter	Fiscal Yr. to Date	This Quarter Last Yr.	Fiscal Yr. to Date Last Year
Acquisitions					
Approval Plan Titles Accepted	<u>1878</u>	<u>2143</u>	<u>1878</u>	<u>1838</u>	<u>1838</u>
Firm Order Titles Ordered	<u>3105</u>	<u>2745</u>	<u>3105</u>	<u>4108</u>	<u>4108</u>
Firm Order Titles Received	<u>1678</u>	<u>3292</u>	<u>1678</u>	<u>2487</u>	<u>2487</u>
Mono Gift & Exchg. Titles Added	<u>1378</u>	<u>1332</u>	<u>1378</u>	<u>2095</u>	<u>2095</u>
New Serial Titles Ordered	<u>72</u>	<u>143</u>	<u>72</u>	<u>162</u>	<u>162</u>
% Approval Plan Budget Spent	<u>32.9%</u>	<u>24.7%</u>	<u>32.9%</u>	<u>26.7</u>	<u>26.7</u>
% Mono Budget Encumbered & Spent	<u>43.5%</u>	<u>8.7%</u>	<u>43.5%</u>	<u>20.2</u>	<u>20.2</u>
% Serials Budget Spent	<u>19.4%</u>	<u>13.4%</u>	<u>19.4%</u>	<u>23.7</u>	<u>23.7</u>
Vouchers Paid	<u>1450</u>	<u>2223</u>	<u>1450</u>	<u>1707</u>	<u>1707</u>
Cataloging					
Mono Titles Cataloged with Copy	<u>1403</u>	<u>1185</u>	<u>1403</u>	<u>1597</u>	<u>1597</u>
Mono Titles Cataloged Originally	<u>447</u>	<u>778</u>	<u>447</u>	<u>434</u>	<u>434</u>
Serial Titles Cataloged with Copy	<u>241</u>	<u>265</u>	<u>241</u>	<u>187</u>	<u>187</u>
Serial Titles Cataloged Originally	<u>32</u>	<u>15</u>	<u>32</u>	<u>8</u>	<u>8</u>
Serial Titles Retro Converted	<u>1220</u>	<u>1571</u>	<u>1220</u>	<u>1212</u>	<u>1212</u>
Mono Titles Retro Converted	<u>563</u>	<u>842</u>	<u>563</u>	<u>1431</u>	<u>1431</u>
Mono Titles Input into OCLC	<u>5941</u>	<u>7553</u>	<u>5941</u>	<u>6625</u>	<u>6625</u>
Serials Titles Input into OCLC	<u>299</u>	<u>413</u>	<u>299</u>	<u>250</u>	<u>250</u>
Processing					
Serial Volumes Bound	<u>2809</u>	<u>3362</u>	<u>2809</u>	<u>3331</u>	<u>3331</u>
Mono Volumes Bound	<u>2055</u>	<u>2893</u>	<u>2055</u>	<u>2381</u>	<u>2381</u>
Volumes Marked, Ellis	<u>11248</u>	<u>10442</u>	<u>11248</u>	<u>10158</u>	<u>10158</u>
Volumes Marked, Branches	<u>1894</u>	<u>1812</u>	<u>1894</u>	<u>1491</u>	<u>1491</u>
Volumes Mended	<u>800</u>	<u>1021</u>	<u>800</u>	<u>954</u>	<u>954</u>
Cards Filed, Shelflist	<u>6900</u>	<u>13235</u>	<u>6900</u>	<u>11513</u>	<u>11513</u>
Cards Filed, A/T Catalog	<u>25445</u>	<u>34775</u>	<u>25445</u>	<u>30920</u>	<u>30920</u>
Cards Filed, Subject Catalog	<u>14550</u>	<u>18801</u>	<u>14550</u>	<u>17472</u>	<u>17472</u>
Cards Filed, Serials Catalog	<u>4761</u>	<u>3939</u>	<u>4761</u>	<u>4118</u>	<u>4118</u>
Cards Filed, MED Supplement	<u>2500</u>	<u>1738</u>	<u>2500</u>	<u>3861</u>	<u>3861</u>
Serials Issues Checked-In	<u>23116</u>	<u>23355</u>	<u>23116</u>	<u>21218</u>	<u>21218</u>
Added Volumes Added	<u>1590</u>	<u>1802</u>	<u>1590</u>	<u>1698</u>	<u>1698</u>
Serials Claims Sent	<u>721</u>	<u>968</u>	<u>721</u>	<u>979</u>	<u>979</u>
Serials Claims Filled	<u>171</u>	<u>299</u>	<u>171</u>	<u>164</u>	<u>164</u>
Volumes Withdrawn	<u>1778</u>	<u>1484</u>	<u>1778</u>	<u>1969</u>	<u>1969</u>
Replacements Ordered	<u>1288</u>	<u>1527</u>	<u>1288</u>	<u>1624</u>	<u>1624</u>
Replacements Received	<u>349</u>	<u>429</u>	<u>349</u>	<u>308</u>	<u>308</u>
Analyzed Series Processed	<u>1595</u>	<u>1574</u>	<u>1595</u>	<u>1647</u>	<u>1647</u>
Backlogs					
Acquisitions	<u>358</u>	<u>314</u>	<u>358</u>	<u>285</u>	<u>285</u>
Mono Cataloging	<u>2279</u>	<u>2824</u>	<u>2279</u>	<u>2848</u>	<u>2848</u>
Serials Cataloging	<u>507</u>	<u>258</u>	<u>507</u>	<u>402</u>	<u>402</u>
Search/Cataloging	<u>3679</u>	<u>4164</u>	<u>3679</u>	<u>1260</u>	<u>1260</u>
Analyzed Series	<u>284</u>	<u>700</u>	<u>284</u>	<u>705</u>	<u>705</u>
Gifts (Processed)	<u>3420</u>	<u>3675</u>	<u>3420</u>	<u>2760</u>	<u>2760</u>

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 527
October 19, 1984

HELLO

Robert Sorgenfrei

Librarian I

Acquisitions

ANNIVERSARY

Debra Crawford-Black celebrates five years with the University on
October 22. Congratulations!

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period October 7 through 20
in to Room 104 by Monday, October 22. The new pay period will be
October 21 through November 3, 1984.

LIBRARIANS' GOVERNANCE DOCUMENT

Revised pages of the governance document and a ballot for approval/
disapproval will be mailed to all librarians this week. Ballots should
be returned to a member of the Governance Committee by Friday, October
26. Please vote! Please return your ballots on time. We would like to
see a significant margin of approval.

Vic Myers

COURTESY CHAIRPERSON REQUESTS ASSISTANCE

As the Library Staff Association Courtesy Chairperson, I would like to
remind everyone, especially people who work in branch libraries and
other areas outside Ellis, to please notify me when any employee of five
years or more is leaving the University. Also, please notify me of
people who are ill for extended periods of time, are hospitalized, or
who have a death in the immediate family. We do not want to overlook
anyone, and I would greatly appreciate your assistance in letting me
know when these occasions arise.

Becky Greer
Catalog Management
882-3057

UNITED WAY CARDS

Please remember to return your United Way card to Pat Burbridge as soon as possible regardless of whether a donation is made. Thank you!

DECEMBER 1983 MASTERS THESES

December 1983 masters theses have been sent to the bindery. Films are available in Special Collections.

Oleta Edwards

DEDICATION OF LOWRY MALL

Chancellor Barbara Uehling will dedicate Lowry Mall on Friday, October 26, from 3:40 to 5 p.m.

COLLOQUIUM

Mary Ellen Sievert, School of Library and Information Science, will present a colloquium on November 14, from 12:40 to 1:30 p.m. in Stewart Hall. The topic is "The Evaluation of DAPPOR" (A Drill and Practice Program for Online Retrieval).

THIRTEENTH ANNUAL LONDON LIBRARY/THEATRE TOUR

The School of Library and Information Management and the Division of Fine Arts at Emporia State University, Emporia, Kansas, is sponsoring the Thirteenth Annual London Library/Theatre Tour from March 2 through 16, 1985. Visit London with the opportunity to talk with British librarians and witness behind the scenes operations at the British Library, the Bodleian, Blackwells and there is ample opportunity for personal activities. The cost is \$885. A \$100 deposit is due by December 1, 1984. For more information contact Kathleen Mitchell in the Administrative Office.

KC--AWOL AUTUMN DINNER MEETING

The Kansas City, Area Wide Organization of Librarians Autumn Dinner Meeting will be held Thursday, November 1, 1984 at the Ararat Temple, 5100 Ararat Drive, Room B, Kansas City, beginning with cash bar at 6:30 p.m. A buffet will begin at 7:30 p.m. The cost is \$12 per person and reservations must be made by Wednesday, October 24. The speaker for the evening is Mr. William Tammeus, Starbeams Columnist of the Kansas City Star. For more information contact Kathleen Mitchell in the Administrative Office.

PERSONAL FINANCIAL BUDGETING SEMINAR

Just a reminder that Bob Almony will conduct a seminar on Personal Financial Budgeting on Wednesday, October 24, 12 noon, Ellis Library Conference Room, sponsored by the Library Staff Association.

UPCOMING TRAVEL

Murari Nagar will attend the Annual Southwest Conference on Asian Studies in Houston, Texas, October 25-28.

Judy Pallardy will attend an Online Conference in San Francisco, California, October 28-31.

CALENDAR BEGINNING THE WEEK OF OCTOBER 22

Library Committee, Monday, October 22, 2:30 p.m

Governance Committee, Tuesday, October 23, 8:30 a.m.

Joint Grant Proposal Meeting, Tuesday, October 23, 10:30 a.m.

Serials, Tuesday, October 23, 2 p.m.

Collection Development Committee, Wednesday, October 24, 8:30 a.m.

Staff Association Lunchbag Seminar, Wednesday, October 24, 12 noon.

Staff Development Committee, Wednesday, October 24, 2 p.m.

Ellis Managers Meeting, Thursday, October 25, 8:30 a.m.

Statistics Committee, Thursday, October 25, 10:30 a.m.

Ellis Reference Services, Friday, October 26, 8:30 a.m.

Status of Women Committee, Friday, October 26, 2:30 p.m.

POLICY TRACKING

UMC Microforms Policy: Undergoing Revision.

Processing of Special Books: Passed and distributed to manuals.

Staff Suggestion and Innovation System: Undergoing revision.

LIBRARY VACANCIES

Library Clerk II, CPRR, \$4.54 per hour.

Library Clerk II, Acquisitions, \$4.54 per hour.

Library Assistant I, Serials Conversion Project, \$5.81 per hour, two-year appointment.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Monographic Cataloging Librarian
General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Social Science Reference Librarian/Bibliographer; Engineering Reference Librarian/Bibliographer, University of Houston Libraries, Houston, Texas 77004.

Marine Studies Librarian; Coordinator of Copy Cataloging, University of Delaware Libraries, Newark, Delaware 19717-5267.

Collection Development Coordinator for the Sciences; Architecture & Environmental Design Library, Arizona State University Libraries, Tempe, Arizona 85287.

Director, Triangle Research Libraries Network, The University of North Carolina Libraries, Chapel Hill, North Carolina 27514.

Authority Librarian/Cataloger, Northwestern University Library, Evanston, Illinois 60201.

Reference Librarian, Legal Information Center, The University of Florida Libraries, Gainesville, Florida 32611.

Music/Monograph Cataloger, Kansas State University Libraries, Manhattan, Kansas 66506.

Humanities Bibliographer and Reference Librarian, Purdue University Libraries, West Lafayette, Indiana 47907.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library Council Meeting

October 18, 1984

Present: Bob Almony, Margaret Howell, Al Jones, Tom Koenig, Becky Pierce, Drew Racine, Dean Schmidt, Tom Shaughnessy, Bob Stevens, Marsha Stevenson, Pat Timberlake.

1. Dr. Shaughnessy welcomed Tom Koenig, Bob Stevens, and Pat Timberlake to the meeting.

2. Announcements were made as follows:

a. ARL has approved the Preservation Self-Study request for the UMC Libraries (one of six sites chosen for the study). Three time periods for the study were offered, so Dr. Shaughnessy chose the fall of 1985 with spring of 1985 as an alternate. A planning team will assist with the study. Dr. Shaughnessy will route a copy of the proposal to Council members.

b. The Library Committee will review the monograph allocations budget at its meeting on Monday. The budget will then be distributed.

c. Bob Sorgenfrei, the new Assistant Acquisitions Librarian, will assume his duties on October 22.

d. Janice Dysart has accepted the Science Librarian position and will assume her duties sometime in November.

e. A copy of the Title II-C Joint Grant Proposal is being routed to Council members. The Title II-C proposal on early books is being revised for resubmission, and the proposal on serials conversion has been submitted.

f. The governance document is being revised. It will then be sent to librarians along with a ballot. If the document is approved by the librarians, it will be routed through higher channels for approval.

g. Dr. Shaughnessy will attend the last of a series of three ACE Conferences in St. Louis tomorrow and Saturday. President McGrath will speak on Friday, and Dr. Mel George on Saturday. A series of workshops will also be held on Saturday. Dr. Shaughnessy will report on this conference at the next Council meeting.

h. Bob Almony reported the following in regard to the addition and parking:

--staff should fill up the remaining spaces in WC16 before parking in WC15.

--the south portion of WC16 should be ready for parking by Monday.

--electrical work for the central tier stacks soon will begin, trees on the south side are being cut down, trenches will be dug in order to lay underground cables, and a fence will be constructed on the west side of WC16.

--ground-level work on the west entrance will begin on Monday.

i. The reconversion project draft has been sent to Purchasing. They will send it out for bid next week. AMIGOS is very interested in getting the project.

j. Lowry Mall will be dedicated October 26 from 3:45-5:00. Sound amplification has been requested during the dedication.

k. The Annual Faculty Report for Consultation for Compensation is due back to the Provost's Office by November 1. Dr. Shaughnessy asked that all librarians who have done consultation work report to him the number of hours or days worked and the amount received.

l. Drew asked that his announcement on the EDUC books at the last Council meeting be clarified as follows: The location symbol "EDUC" will no longer be used except for periodicals in the Education Reading Room. "EDUC-R" will continue to be used.

m. Completion of the Health Sciences Library has been delayed again due to numerous complications. The expected move in date is December 85.

n. Dr. Shaughnessy, Bob Almony, and Mary Ryan attended a recent Faculty Club Luncheon. Dean Glick, College of Arts and Science, was the speaker. He reported that a Missouri Scholars Academy for exceptional high school students will be held next summer. The Library will conduct orientations for these students. A Writing Enhancement Seminar will also be held next summer. The Libraries will provide support for both of these programs.

2. Tom Koenig addressed the Changes in Overdue Notice Procedures policy. He distributed copies of the new form devised for the use of Ellis Library, and suggest that a similar form be developed for the branch libraries. The main change has been to send one overdue notice with intent to bill, rather than send two notices. This led to much discussion and notation of some problems. Dr. Shaughnessy asked that the previously drafted circulation policy be reviewed and revised for further discussion at the next Council meeting.

3. Pat Timberlake, chair of the Statistics Committee, distributed a proposed form for compilation of departmental statistics for inputting into a computer. She asked that the form be used for October statistics and any recommendations be turned in to her. Each department head on the committee would turn in all the statistics of the areas for which he or she is responsible on one form. This generated much discussion on what needed or did not need to be included on the form. It was decided the committee would take comments made into consideration and review again. Pat called for a meeting of the Statistics Committee next Thursday at 10:30 a.m.

4. Bob Almony reviewed recommendation made for Library Fees and Charges. This also generated much discussion. It was decided that the proposal should be reconsidered at the next Council meeting.

5. The Processing of Special Books Policy was passed. The Microforms Policy has encountered difficulties regarding call numbers. The committee will continue searching for a workable solution.

The meeting adjourned at 10:45 a.m. with the rest of the agenda being deferred to the next Council meeting.

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 528
October 26, 1984

HELLO

Rhonda Roth

Clerk III

Journalism

GOODBYE

Janice Boyd

Clerk II

Acquisitions

SERVICES HELD

Services were held for Warren Klein on Sunday, October 25, at the Syracuse Baptist Church, Syracuse, Missouri. Warren passed away suddenly Thursday evening of a heart attack. We will all miss him. Warren joined the library staff February 16, 1970 and was employed by the University since 1967. He is survived by his wife, seven children and several grandchildren. Edie Ash is taking up a collection for the family. Anyone wishing to contribute to the fund should contact her at Ellis Library.

UMC LIBRARIES NEWSLETTER NUMBER 16

If anyone has any extra copies of the last issue of the UMC Libraries Newsletter, Number 16, please returned them to the Administrative Office. Thank you.

REMINDER--UNITED WAY DEADLINE

United Way donations should be turned in immediately. Please return the card even if you are not making a donation.

Pat Burbridge

LUNCHBAG SEMINAR

The Library Staff Association will sponsor a lunchbag seminar on November 7, 12 noon to 1 p.m. in the Ellis Library Conference Room with Blanche Campbell from Campbell's Craft Cottage demonstrating making a "Radiant Star" quilt. There is no charge but we need at least 16 people. Please contact Oleta Edwards if you plan to attend.

POLICY GUIDES "FAIR USE" PHOTOCOPYING

The October 18 issue of SPECTRUM highlights an article on "Policy Guides 'Fair Use' Photocopying." We are pleased to note that the UMC Libraries' Copyright Committee played a key role in formulating these system-wide guidelines.

SERIAL CANCELLATIONS

The Collection Development Committee recommends that the serial titles Chemic Scripta and Carbon (from the Chemistry Department) be canceled in order to purchase Langmuir, an American Chemical Society journal. Any difficulties with these cancellations should be forwarded to the Library Council.

FACULTY AND STAFF DIRECTORY

It has been reported that pages 193-225 are missing from some of the Faculty and Staff Directories. Please check your directory and notify Linda Lyle if you have a defective directory. She will obtain a complete issue for your use. Thank you.

UPCOMING TRAVEL

Richard Rexroat will attend the PHILSOM User's Meeting at Washington University in St. Louis, October 30 and 31.

TRIP REPORT

The Association of Research Libraries Office of Management Studies held a Management Skills Institute in Chicago, Illinois from October 16 to October 19, 1984. This Institute was an intensive workshop designed to provide an overview of management concepts and specific skills required for effective management of academic libraries. Thirty-four experienced academic librarians from the United States and Canada attended.

Topics covered were organizational diagnosis, managerial philosophy, values, interpersonal relations, group decision making, conflict management, managerial leadership, communication and performance appraisal. There were individual, small group and large group activities and case studies included in the program. Instruments were provided to help participants better understand their management styles. A notebook of readings and exercises was provided to help in consolidation of material learned. The organization and presentation of material was excellent.

Before attending the Institute a list of suggested readings was provided. One of the highly recommended items on the list is The New Supervisor by Martin M. Broadwell. This book, which I found very helpful, is designed to be a practical guide for people assuming supervisory responsibilities for the first time. I also believe it

would be of interest to more experienced managers since it includes not only information about assumption of new responsibilities, but work planning, organizational direction, interviewing and employee selection, training of subordinates, leadership skills, and communication skills. A copy of the "Selected General Management Readings List" is available in the Administrative Office.

Mary Allcorn

CALENDAR BEGINNING THE WEEK OF OCTOBER 29

Serials, Tuesday, October 30, 2 p.m.

Library Council, Thursday, November 1, 8:30 a.m.

Access Services, Thursday, November 1, 1:30 p.m.

Technical Services Department Heads, Thursday, November 1, 3 p.m.

Ellis Reference Services, Friday, November 2, 8:30 a.m.

POLICY TRACKING

UMC Microforms Policy: Undergoing revision.

Staff Suggestion and Innovation System: Undergoing revision.

LIBRARY VACANCIES

Library Clerk II, Acquisitions, \$4.54 per hour.

Library Assistant I, Serials Conversion Project, \$5.81 per hour.

PROFESSIONAL VACANCIES

Humanities Bibliographer and Reference Librarian, Purdue University Libraries, West Lafayette, Indiana 47907.

Reference Librarian; Head Librarian, Allentown Campus, Pennsylvania State University Libraries, University Park, Pennsylvania 16802.

Reader Services Librarian, Brown University Libraries, Providence, Rhode Island 02912.

Reference Librarian, The University of New Mexico General Library, Albuquerque, New Mexico 87131.

Clinical Medical Librarian, UMKC.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for submission of articles is 10 a.m. every Friday.

Library News Notes

Issued occasionally for the
information of the staff of the
University Libraries

Number 529
November 3, 1984

HELLO

Jamie Smith

Clerk II

CPRR

GOODBYE

Lori Zangenehzadeh

Clerk III

Shelving

BOOK SORTING SESSION

A book sorting session will be held Tuesday, November 13, 4:30--6:30
p.m. in the old Receiving Room--you all come!!

Oleta & Alan

LUNCHBAG SEMINAR

Don't forget--lunchbag seminar on making a "Radiant Star." It is
scheduled for Wednesday, November 7, 12 noon--1 p.m. in the Conference
Room.

Staff Association

JULY 1984 THESES

July 1984 theses have been sent to University Microfilm Operations.

Merle Boelsen

RESULTS OF BALLOTING ON THE LIBRARIANS' GOVERNANCE DOCUMENT

Of the 44 ballots issued to librarians, 39 (88.6 percent) were returned.
Of these, 32 (82 percent) were cast approving, 7 (18 percent) were cast
disapproving. Thank you for your participation.

Librarians' Governance Committee
Anne Edwards
Jeanmarie Fraser
Vic Myers, Chairman
Patricia Timberlake

SERVICE AWARDS CEREMONY

The Library Service Awards Ceremony will be held on Wednesday, November 14, 1984, from 2:30--4 p.m. in the Staff Room. Awards will be presented at 3 p.m.

Those who will receive awards are:

Five years: Candace Megahan
Leona Thornton
Kathleen Edwards
Mark Payne
James Umstattd
Janita Didde
Andrea Woods
Debra Crawford-Black

Fifteen years: Ann Cho
Darlene Brown

Twenty years: Carol Green

Twenty-five years: Sharon Kile

UNITED WAY

on behalf of the United Way, I want to thank the many library staff members who contributed this year, and all who turned in their cards (89 percent!) The average staff contribution was approximately \$40. Thank you all for your support of United Way charities.

Tom Shaughnessy

APPLICANTS FOR THE HEAD OF MONOGRAPHIC CATALOGING

The following applicants for the Head of Monographic Cataloging will be coming for interviews:

Frank Sadowski on November 8.
Jay Lambrecht on November 9.
Candace Arthur on November 12.
Linda Bial on November 13.

All staff are invited to come and meet the candidates on these days at 10:45 a.m. The meetings on November 8, 9 and 12 will be in the Conference Room. The meeting on November 13 will be in Instruction Room II. Resumes and schedules will be given to Library Council members for routing to staff.

GENERAL REFERENCE/DOCUMENTS LIBRARIAN

The screening committee for a General Reference/Government Documents Librarian has been appointed. Committee members are Pat Timberlake, Chair, Wilma Gulstad, Mary Ryan, Sally Shilling and John Wesselmann.

The following job description has been sent to appropriate library publications:

General Reference/Documents Librarian responsible for providing general reference service, online searching and some library instruction half-time in the General Reference Unit and for providing government document reference service, instruction and some collection development and maintenance half-time in the Government Documents Unit. Duties include providing reference service, providing bibliographic instruction, providing online searches, providing training in the use of documents by developing printed guides and handouts, participating in general reference collection development, supervising the maintenance of documents shelflist and stacks, assisting in developing the government documents collection, and performing other duties as assigned. Requirements include ALA accredited master's degree, ability to communicate well verbally and in writing, strong service orientation, and ability to work in a team environment. Strong social science background, familiarity with documents, and experience or training in online database searching desirable. Application deadline November 30, 1984. Available January 1, 1984.

TRIP REPORT

The Missouri Committee for the Humanities Annual Meeting was held October 19 and 20, 1984 in Ste. Genevieve. The meeting began at 3 p.m. on October 19 with registration and an opportunity to view visual materials from this year's projects. The most striking exhibit was a collection of editorial cartoons about Harry Truman. There was a "second theme" of Truman at the meeting because of the number of projects funded to commemorate Truman's 100th birthday. The Loberg lecture was delivered by William Tammus following dinner on Friday. He shared his work on Harry Truman's letters to his wife in a well thought out, well-presented, and in parts, even touching speech.

Following breakfast on Saturday the Executive Director of MCH, Robert Walrond, gave a speech on excellence in the humanities, the theme of the meeting. Several appointed evaluators were asked to prepare remarks to follow his speech. They spoke on excellent projects they have evaluated, what made those projects excellent and what should be addressed in the future. We were then broken into small groups. I attended the group titled, "MCH's Criteria for Making Decisions on Grants and How These Are Applied." This session turned out to be a walk through page 10 and 11 of the Guidelines. I did learn the MCH is funding projects other than programs but is concerned about funding bibliographic projects that seem to be "purely technical."

Finally we had a tour through six of the historic houses in Ste. Genevieve including one that has not yet been restored.

Bonnie MacEwan

SUMMATION: RECOMMENDATIONS OF THE COMMITTEE ON LIBRARY FEES AND CHARGES

1. Recommends continuation of the current practice of providing borrowed ILL materials to UMC patrons at no cost.
2. Recommends that monographs be borrowed for UMC Libraries' patrons at no charge to the patron.
3. Recommends that photocopies to Missouri nonprofit institutions continue at current rate of \$2.50 for an article of 10 pages or less, and 10¢ for each additional page.
4. Recommends that for out-of-state institutions, and in-state for-profit institutions, fees for photocopies be raised from \$3.50 to \$5 for an article of ten pages or less, and 10¢ for each additional page. MASUA schools are excepted.
5. Recommends that all other Copy Service fees remain as they are at this time.
6. Recommends that LITQUEST and LITQUEST AFTER DARK charges remain as they are for faculty, staff, and students of UMC and MMACU member. However, a new surcharge of 20 percent would be added to costs for those patrons from the for-profit sector and non-UMC faculty, staff, or students.
7. Recommends that refundable deposits for lockers, study carrels, and faculty studies remain as they are.

CALENDAR BEGINNING THE WEEK OF NOVEMBER 5

Serials, Tuesday, November 6, 2 p.m.

Term Paper Clinic, Tuesday, November 6, 3 p.m.

Collection Development Committee, Wednesday, November 7, 8:30 a.m.

Lunchbag Seminar, Wednesday, November 7, 12 noon.

Staff Development Committee, Wednesday, November 7, 2 p.m.

Cataloging Candidate, Thursday, November 8, 9 a.m.

Reference Services, AAM SEMINAR ROOM, Friday, November 9, 8:30 a.m.

BRS After Dark Demonstration, MEMORIAL UNION LOBBY, Friday, November 9, 9 a.m.--1 p.m.

Cataloging Candidate, Friday, November 9, 9 a.m.

Cataloging Candidate, Monday, November 12, 9 a.m.

Support Services Committee, Tuesday, November 13, 9 a.m.

POLICY TRACKING

UMC Microforms Policy: Undergoing revision.

Staff Suggestion and Innovation System: Undergoing revision.

Overdue Fines and Replacement Costs: Further discussion at next Council meeting.

LIBRARY VACANCIES

Library Clerk II, Acquisition, \$4.54 per hour.

Library Assistant I, Serials Conversion Project, \$5.81 per hour.

Security Guard Sargeant, Ellis Library, \$7.06 per hour. Provides security assistance and protection for library materials, staff and users. Supervises two security guards and police cadets. Responsibilities include regular building patrol, opening and closing of building, investigation and reporting of security incidents, and related activities as assigned. Must be able to pass routine security check. Prior supervisory and security experience needed, good physical condition, ability to deal with a variety of people and situations in a courteous manner. Schedule normally 8:30 a.m.--4:30 p.m., but may include nights and weekends. Must be able to pass standard first aid course within two months of employment.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Monographic Cataloging Librarian
General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Reference Librarian, the University of California Library, San Diego, La Jolla, California 92093.

Head, Processing Control Department (Acquisitions/Serials) Virginia Commonwealth University Library, Richmond, Virginia 23284.

Librarian (Germanic Languages), U.S. Department of Agriculture, Agriculture Research Service, Personnel Operations Branch, Beltsville, Maryland 20705.

Associate Biomedical Librarian for Public Services, University of California, Los Angeles, California 90024.

Support Services Librarian, Northwestern University Library, Evanston,
Illinois 60201.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for
submission of articles is 10 a.m. every Friday.

Library Council Meeting

November 1, 1984

Present: Mary Allcorn, Robert Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. The following announcements were made:

a. Council members who have not yet turned in job descriptions should check with Pat Burbridge to see if old ones should be revised.

b. Two proposals have been submitted for Title II-C grants. One is a reissue of last year's proposal on cataloging and preserving pre-1800 books. The second is a joint proposal with four other libraries for serials reconversion and document delivery.

c. Groundbreaking ceremonies for the addition will be held Saturday, November 17, at 10:30 a.m. All library staff will be invited. There will be a reception in the Faculty Alumni Lounge of the Memorial Union afterward.

d. Dr. Shaughnessy had worked on a report of University wide library deficiencies. The Coordinating Board has recommended \$5 million for library acquisitions for the four campuses. This must be approved by the new governor, and then by the University officials. The amount is based upon funds withheld by Governor Bond over a three year period.

e. Dr. Shaughnessy attended an American Council on Education workshop held in St. Louis. Dr. Peter McGrath gave a talk at this meeting. He reported that he felt his major accomplishments of the last five years were that he raised faculty salaries and strengthened library collections at the University of Minnesota.

f. The governance document has been distributed and only 73 percent of the ballots had been returned as of Monday. Dr. Shaughnessy encouraged that all ballots be returned.

g. The United Way campaign is almost over, but Dr. Shaughnessy encouraged staff to return their cards if they have not already done so.

h. Dr. Shaughnessy met with Bob Berk of the Library School and F. Henry Michel of the Missouri Ingenuity Center concerning patents. Dr. Shaughnessy suggested that questions regarding patents be referred to the Reference Department at Ellis Library.

i. The University has now approved the Copyright Policy and there was a story about it in the October 18 issue of SPECTRUM.

j. Resumes and schedules for Head of Cataloging candidates were distributed to Council members. Interviews will be held November 8, 9, 12, and 13.

k. Bob Almony reported that the smoke alarms in the west tier stacks will be off for three to four weeks while they are being rewired.

He also reported that there is now only one automatic door at the west entrance. There are now more parking spaces available, and the lot is marked WC15-16.

1. Al Jones reported that the College of Engineering has an Engineering computer network in operation. They plan to put two terminals (probably personal computers) in the Library within the next three months.

m. Bob Almony announced that because of the death of Warren Klein, the following schedule will be followed in Security:

6:30 a.m.: Edie Ash opens the building.
2:00 p.m.--4:00 p.m.: Police cadets.
Evening shift: Pat Kemp.
Weekends: Police cadets.

n. Drew Racine made the following announcements:

--The Libraries will be advertising for out-of-print materials in A.B. Bookman.
--LUMIN replace files have been reduced to 37,000 records.
--the retrospective conversion bid will go out tomorrow and the bid opening should be December 3 or 4.
--a report from Collection Maintenance was read concerning changes brought about by moves and shifting in the building.

o. Dean Schmidt reported that the health sciences libraries now have holdings loaded on LUMIN. Bibliographic records are loaded every four weeks.

p. Margaret Howell announced that the sign committee is looking again at signs needed for the building. Please contact her with any suggestions.

q. Mary Ryan announced that there will be a display of BRS After Dark in the Memorial Union lobby on November 9 as part of The Future of Community in a Technological Society Symposium sponsored by the Department of Community Development.

r. Bob Almony reported that Circulation's terminal can't be installed until the Campus Computing Center moves to Stewart Road.

s. Mary Allcorn announced that the Journalism School Dean's Office will give \$1,000 to the Library for faculty and student database searching.

2. Discussion was held on the Circulation policy on Overdue Fines and Replacement Costs. It will be brought back to Council and then submitted to the Library Committee. During this discussion Dr. Shaughnessy mentioned that Dr. Stucky is open to returning replacement money to the Libraries if we can document the amount.

3. Marsha Stevenson announced that starting Monday a list will be prepared of items in Library Annex I and II. Annex II will be done first, and it will be a slow process and most shifting should be done before the start of the winter semester.

4. The Library Fees and Charges report was accepted and will be condensed for distribution.

5. Drew Racine reported on the OCLC Users Council meeting held September 24-25. The Council refused to recommend arbitration for the contract between OCLC and the networks. OCLC will be submitting its seventh draft. The unaudited annual report was distributed. An audited report will be issued later.

6. Mary Ryan announced that Reference is planning training sessions for LUMIN for faculty and staff to be held during the winter semester. There will be two sessions per week which will be about 45 minutes long. The same sessions will be offered to Library staff during intersession.

7. Dr. Shaughnessy read a letter from Judy Pallardy, Chair of the Collection Development Committee, concerning procedures for submitting cancellations. Copies will be sent to Council members.

8. Dr. Shaughnessy reported on the ARL meeting he attended. Future staffing of libraries (for the next ten years) scenerios will be discussed at the next Council meeting. The Council also discussed the possibility of associate membership in RLIN.

The meeting adjourned at 11 a.m. The next Council meeting will be held November 15.

Library News Notes

Issued occasionally for the
information of the staff of the
University Libraries

Number 530
November 9, 1984

RECEIVING FIVE YEAR AWARD

Hazel Grizzle will also receive a five year award at the ceremony on
Wednesday, November 14, at 3 p.m. in the Ellis Library Staff Room.

LIBRARIANS CELEBRATING ANNIVERSARIES

Librarians celebrating anniversaries this year are:

Five years: Richard Rexroat
Robert Almony

Ten years: June DeWeese
Vic Myers
Goodie Bhullar
Drew Racine
Sally Schilling

Congratulation, everyone!

REMINDER: BOOK SORTING SESSION

There will be a book sorting session in the old Receiving Room on
Tuesday afternoon, November 13, 4:30--6:30 p.m. Please mark your
calendar and make plans to attend. Hope to see you there!

MAY 1984 MASTERS THESES

May 1984 Masters theses have been sent to the bindery. Film copies are
available in Special Materials.

HEAD, MONOGRAPHIC CATALOGING

The Screening Committee for the position of Head of Monographic Catalog-
ing requests that all staff who meet or hear the candidates present
evaluations, written or oral, to a member of the committee:

Mary Allcorn
Mireya del Castillo
Anne G. Edwards
Robin Kespohl

Drew Racine

Your assistance is appreciated.

UPCOMING TRAVEL

Robert Stevens, Kathleen Edwards and Carolyn Collings will attend a Midwest Cooperative Conservation Program Workshop on the Preservation and Conservation of Library Materials in Kansas City on November 13.

Alice Edwards and E. Diane Johnson will attend a National Library of Medicine Online Services Update in St. Louis on November 15.

CALENDAR BEGINNING THE WEEK OF NOVEMBER 12

Cataloging Candidate, Monday, November 12, 9 a.m.

Support Services Committee, Tuesday, November 13, 9 a.m.

Collection Development Committee, Wednesday, November 14, 8:30 a.m.

Staff Development Committee, Wednesday, November 14, 10:30 a.m.

Staff Awards Ceremony, STAFF ROOM, Wednesday, November 14, 2:30--4 p.m.

Library Council, Thursday, November 15, 8:30 a.m.

Access Services, Thursday, November 15, 1:30 p.m.

Technical Services Department Heads, Thursday, November 15, 3 p.m.

Ellis Reference Services, Friday, November 16, 2:30 p.m.

Construction Meeting, Tuesday, November 20, 10 a.m.

Serials, Tuesday, November 20, 2 p.m.

Collection Development Committee, Wednesday, November 21, 8:30 a.m.

THANKSGIVING HOLIDAY, Thursday and Friday, November 22 and 23. News Notes will not be issued.

POLICY TRACKING

UMC Microforms Policy: Undergoing revision.

Staff Suggestion and Innovation System: Undergoing revision.

Overdue Fines and Replacement Costs: Further discussion at next Council meeting.

LIBRARY VACANCIES

Library Clerk II, Acquisitions, \$4.54 per hour.

Security Guard Sargeant, Ellis Library, \$7.06 per hour.

Library Clerk III, Government Documents, \$5.13 per hour. Primarily responsible for the processing, claiming, binding, and shelving of Federal documents. Must be able to supervise clerical and student workers. Will be expected to learn enough about document reference sources to assist the public. Must be able to work quickly and accurately with attention to detail. Qualities needed to effectively carry out these responsibilities include high energy level, maturity, and the ability to organize and prioritize tasks. Accurate typing is essential; OCLC experience desirable.

Library Clerk III, Shelving, \$5.13 per hour. Assists in supervision and training of approximately 20 students in shelving and shifting library materials. Requires physical stamina, supervisory skills, ability to coordinate large quantity of work. Knowledge of library classification schemes essential. Some previous successful supervisory experience required. Hours are 1-5 p.m. Sunday, 36 hours between 8 a.m.-5 p.m. Monday--Friday.

Senior Secretary, Administrative Office, \$5.81 per hour. Responsible for administrative and secretarial assistance to Director of Libraries; composing correspondence; taking minutes for various meetings; composing and editing various newsletters, coordinating, promoting and administering all paperwork for the Friends of the Libraries; promoting, managing and planning the Friends' book fair and annual meeting. Requires 4--5 years progressive secretarial experience, some college education, ability to get along with people, accurate typing of 50-60 wpm (will be using IBM Displaywriter).

PROFESSIONAL VACANCIES--UMC LIBRARIES

Monographic Cataloging Librarian
General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Reference Librarian with Specialization in Business, The University of Tennessee Library, Knoxville, Tennessee 37916.

Catalog Librarian, Central Technical Services, Rutgers University Libraries, New Brunswick, New Jersey 89003.

Extension Librarian; Reference Librarian, University of Kentucky Libraries, Lexington, Kentucky 40506-0039.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library News Notes

Issued periodically for the information of the staff of the University Libraries

Number 531
November 16, 1984

HELLO

Mary Smith

Clerk II

Acquisitions

GOODBYE

Kathleen Mitchell

Sr. Secretary

Administration

THANKSGIVING HOLIDAY

The Libraries will be closed November 22-23 for Thanksgiving. Happy Thanksgiving!!

CHRISTMAS AND NEW YEAR HOLIDAY REMINDER

In order that all personnel will have adequate time to plan, University offices will be closed Monday, December 24, 1984, and Monday, December 31, 1984. Personnel will have the option of taking LEAVE WITHOUT PAY or utilizing PERSONAL DAYS or ANNUAL LEAVE.

THANK YOU CARD RECEIVED

Mrs. Warren Klein has sent a thank you card to the staff for their gift of \$280 and thoughtfulness. The card will be posted on the staff room bulletin board.

BOOK SORTING NOVEMBER 27

A book sorting session will be held Tuesday, November 27, 4:30--6:30, Old Receiving Room. Any and all help is appreciated. The Book Fair is scheduled for April 5-6, 1985!

Oleta and Alan

BATAB CYCLE

No BATAB cycle will be run the week of November 19-21. Also, there will be no cycle the week of December 26-28.

Acquisitions

COAUTHOR

Barbara Francis is a coauthor along with Boyce, Martin, and Sievert of an article in Information Technology and Libraries, September 1984. The article is entitled "The DAPPOR Answer Evaluation Program."

800 CALLS

Please be sure to make 800 calls by dialing the UMC Operator (0) and then asking him/her to place the 800 call. DO NOT place 800 calls through the WATS system. The call will be charged to you at the regular WATS rate if you go through the WATS system. Thank you.

Bob Almony

JULY 1984 DISSERTATIONS

The July 1984 dissertations have been sent to University Microfilms International, Ann Arbor, Michigan for filming.

Merle Boelsen

ENGLISH LIBRARIES AND LIBRARIANSHIP

The 1985 Seminar on "English Libraries and Librarianship" is scheduled for May 19--June 7, 1985 at Oxford, England. This seminar is offered by the University of Oklahoma and the Bodleian Library, Oxford University. For more information, contact Kathleen Mitchell in the Administrative Office.

ALUMNAE ANNIVERSARY SCHOLARSHIP AWARD FUND

The second annual Alumnae Anniversary Scholarship Award Fund for a non-traditional, single head-of-household student is available.

Recognizing the difficulties faced by non-traditional students, this fund was established through income earned from the Alumnae Anniversary Fund for recognition of faculty for outstanding contributions to the education of women on the UMC Campus. A scholarship exceeding \$250 will be awarded in the 1985-86 academic year to an eligible student who is a graduate of an accredited high school. The recipient must demonstrate financial need and be committed to career and personal growth. Preference will be give to undergraduate students. All applications and supporting materials are due in 116 Jesse Hall no later than 5 p.m., Friday, December 14. Application materials may be picked up in 116 Jesse Hall. Please contact Dr. Otis Jackson, 882-2094, if you have any questions.

CALENDAR BEGINNING THE WEEKS OF NOVEMBER 19 AND 26

Construction Meeting, Tuesday, November 20, 10 a.m.

Serials, Tuesday, November 20, 2 p.m.

Collection Development Committee, Wednesday, November 21, 8:30 a.m.

HAPPY THANKSGIVINGS, November 22-26, 1984.

Ellis Reference, Monday, November 26, 4 p.m.

Collection Development Committee, Wednesday, November 28, 8:30 a.m.

Staff Development Committee, Wednesday, November 28, 2 p.m.

Library Council, Thursday, November 29, 8:30 a.m.

Access Services, Thursday, November 29, 1:30 p.m.

Technical Services Department Heads, Thursday, November 29, 3 p.m.

Ellis Reference Services, Friday, November 30, 8:30 a.m.

POLICY TRACKING

Microforms Policy: Approved.

Overdue Fines and Replacement Costs: Approved with changes.

Staff Suggestion and Innovation System. Undergoing revision.

Emergency Procedures: Undergoing revision.

LIBRARY VACANCIES

Security Guard Sargeant, Ellis Library \$7.06 per hour.

Library Clerk III, Shelving, \$5.13 per hour.

Library Clerk III, Documents, \$5.13 per hour.

Senior Secretary, Administrative Office, \$5.81 per hour.

PROFESSIONAL VACANCIES--UMC LIBRARIES

Monographic Cataloging Librarian
General Reference/Documents Librarian

PROFESSIONAL VACANCIES

Undergraduate Reference Librarian, Purdue University Libraries, West Lafayette, Indiana 47907.

Head Librarian, Undergraduate Library, University of California Library, San Diego, La Jolla, California 92093.

General/Humanities Reference Librarian & Afro-American Studies Selector, Princeton University Library, Princeton, New Jersey 08544.

Assistant Public Services Librarian; Government Publications Librarian, University of California Library, Irvine, California 92713.

Technical Services Division Head, University of California Libraries, Riverside, California 92517.

Coordinator of Library Automation System, Northeast Missouri State University, Maryville, Missouri 64468.

Reference Librarian, Indiana State University, Terre Haute, Indiana 47809.

Director of Public Services and Collection Development, Washington University Library, St. Louis, Missouri 63130.

Edited by Kathleen Mitchell, Room 104, Ellis Library. Deadline for articles is 10 a.m. every Friday.

Library Council Meeting

November 15, 1984

Present: Mary Allcorn, Bob Almony, Al Jones, Margaret Howell, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. The following announcements were made:

a. Revisions to the proposed Ellis Library Winter semester schedule (which were distributed) should be turned in to Pat Burbridge by Wednesday, November 21.

b. Dr. Shaughnessy and Al Jones recently met with Dean Frankin, Research Park, regarding filling the librarian position which resulted from Janice Dysart's transfer to Ellis Library. It was decided that the Research Park branch library will no longer be considered a branch library--it will remain as a reading room monitored by Dean Franklin's secretary. Janice will continue to send to faculty necessary journal articles; the microfiche collection will be moved to Ellis. When the microfiche is moved, the mail runs will be terminated.

c. Dr. Shaughnessy has sent the governance document to Provost Bunn. In regard to the document, it was decided to incorporate aspects of the document in the library personnel policy manual, when the document is approved.

d. The recommendations of the Committee on Library Fees and Charges was accepted. Notices of the interlibrary loan price changes effective February 1 are being sent out with orders.

e. Dr. Shaughnessy noted the Groundbreaking Ceremony for the library addition will be held Saturday, November 17, 10:30 a.m. with a reception at 11 a.m. in the Alumni-Faculty Lounge. Chancellor Uehling will "break the ground" and make a few remarks. The Development Fund Board with whom she is meeting that morning will also attend.

f. Interviews for the Head of Monograph Cataloging have concluded. The screening committee will soon be turning in its report.

2. Collection Development Committee procedures on serials backfiles, serial and collection development were discussed. A few minor changes were made. Friends of the Libraries fund requests will be reviewed by the committee.

3. Further announcements were made as follows:

a. Several Council member found the Houston Program Budget to be useful and informative.

b. A memo from the Resources Subcommittee to the Council of Deans was discussed.

c. Dr. Shaughnessy announced that today is Kathleen Mitchell's last Council meeting before transferring to the Administrative Office of the Hospital and Clinics.

d. All of the candidates for the Head of Monographic Cataloging commented on the cordiality of the staff.

e. In regard to progress on the addition, the ground is being cleared, as is the alleyway, central tier stacks are being torn down, telephone cables installed, parking conditions are better, more lights have been installed, and difficulties have been encountered with the west stair well and the dumb-waiter.

e. Bob Almony noted that the October WATS calls were double the usual. He asked that everyone check their statements carefully for any errors. He also asked that toll-free calls not be placed via the WATS line because the call will be charged. In addition, he noted that accounts will be charged if the phone rings too long and no one answers.

f. Columbia soon may have a new UNINET port.

3. Becky Pierce distributed a SRC proposal for a Library Staff--Communication System called "Puzzles, Problems, & Possibilities" which Dr. Shaughnessy has agreed to try. A folder of blank paper will be circulated informally through each of the staff areas. Staff members may write questions and comments anonymously on these pages. The SRC will pose the questions to Dr. Shaughnessy and record his responses. The questions and comments with responses from Dr. Shaughnessy, will be printed in News Notes.

4. An ARL Staffing Document containing four options was discussed at length. It was suggested that Duane Webster, ARL, might come to Columbia and discuss this document. Dean Schmidt noted that health sciences libraries are already working on option 3 & 4. He will pull some information together for further discussion. It was also noted that Maureen Sullivan will present a workshop in the spring covering topics such as improving supervisory skills, the problem patron, better communications, etc. This program will be sponsored by the Staff Development Committee.

5. Action was taken on policies as follows:

-- Microforms was approved.

--Overdues and Fines was approved with recommended changes.

--Circulation Procedures was distributed for discussion at a later date.

--Emergency Procedures was discussed. It will be revised and reviewed again.

6. Agenda items for the next meeting will include BLIS specifications, Emergency Procedures, Travel, and other policies.

The meeting adjourned 11:30 a.m. The next meeting will be November 29.

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 532
December 5, 1984

HELLO

Randall Bowlin	Library Clerk III	Shelving
Savitree Kengskool	Library Clerk III	Documents

CHANGE IN NAME

Rhonda Roth's name is now Rhonda Glazier.

MASTERS THESES AND FILM

The July 1984 Masters Theses and Film have been sent to Oleta Edwards for cataloging.

Merle Boelsen

CHRISTMAS DECORATIONS CONTEST

The Library Staff Association is sponsoring the second annual Christmas Decorations Contest. All departments and branches are invited to participate. A committee from the staff association board will do the judging. First, second and third place winners will receive a box of candy. All participants will receive a candy cane. Prizes will be awarded on December 17. Watch forthcoming News Notes for more details.

FREE STUDENTS PHONE

There is now a free phone for local calls in the Ellis Auditorium Lobby, at the west entrance, which is provided by the Missouri Students Association. Please direct phone use requests to this telephone.

Bob Almony

UPCOMING TRAVEL

Marsha Stevenson will attend the meeting of the Bibliotechniques' Circulation Committee, in Denver, Colorado, from December 5 to 9, 1984.

MIDWEST COOPERATIVE CONSERVATION PROGRAM

On November 13, 1984 the members of the UMC Libraries Preservation Committee attended a conservation workshop at the University of Missouri-Kansas City. The program consisted of two slide presentations, three conservation demonstrations and various exhibits.

The first slide presentation covered problems and solutions in the preservation of library materials. Causes of deterioration, environmental control, disaster preparedness, and patron/staff education were highlighted. The second slide presentation covered conservation alternatives. Among the topics discussed were commercial library binding, in-house repair activities, brittle book programs, costs and staff training.

The demonstrations outlined techniques for simple book repairs which may be done in-house, paper cleaning, mending and encapsulation and the construction of protective book enclosures.

The exhibits illustrated the types of damage commonly endured by library books, film and other materials. Librarians attending the conference were given information packets and posters designed to alert staff and patrons to the problems inherent in conserving library resources.

The workshop was very informative and has given the UMC Preservation Committee lots of new and exciting ideas for protecting our libraries.

LUNCHBAG SEMINAR

Does gift wrapping leave you all tied up? Then have we got a lunchbag seminar for you! Oleta Edwards will present tips and ideas on decorating and wrapping gift packages on Tuesday, December 11, 1984 in the Conference Room at 12 noon-1:00 p.m. She will demonstrate bow making for wreaths as well as package bows. Please bring your own ribbon for this session. Wreath bows require about 3½-4 yards of 2" velvet or craft ribbon. (Available at Michael's in Biscayne Mall) Gift bows for packages will use regular ribbon. Contact Oleta for more information.

LIBRARY SERVICES FOR THE DISABLED

Library Services for the Disabled has several rooms and varied equipment available for the use of disabled students. Room 4F41 (next to instruction room 1) is divided into 3 cubicles for use as study facilities. One cubicle has an Apollo electronic visual aid which magnifies printed material for visually-impaired students. Also available for study purposes is room 4C51 (next to the library's security office). This room also contains an electronic visual aid. The Kurzweil Reading Machine is now located in room 4E61. For more information on services for the disabled library patron, contact the AAM Library Office or call 882-3394.

PUZZLES, PROBLEMS, & POSSIBILITIES

In an effort to establish a channel of communication between the staff and the administration, the Staff Representative Committee(SRC) has set up a question and comments system, "Puzzles, Problems, & Possibilities."

A folder of blank paper will be circulated informally through each of the staff areas. Staff members may write questions and comments anonymously on these pages. The folder will not get to every staff member each time it is routed. If you are missed, you may send your comments to an SRC representative. The SRC will pose the questions to Dr. Shaughnessy and record his responses. The questions and comments with responses from Dr. Shaughnessy will be printed and sent out with News Notes.

The frequency of circulation for "Puzzles, Problems, & Possibilities" will depend upon a number of factors. We are considering a frequency of every 2-3 months.

The Staff Representatvie Committee

Becky Pierce (Chair), Lee Young
Delores Fisher, Carol Romano

ENVIRONMENTAL HEALTH PROGRAMS

There will be a "Fire Safety" program on fire prevention and control on December 13, from 1:00-4:00. Call 882-7018 for more information. Also, there will be a "Defense Driving" program on how to avoid accidents and how to handle driving emergencies on December 11 and 13, from 8:00-12:00 noon. Call 882-7018 for further information.

PROFESSIONAL VACANCIES

Systems Librarian, Duke University, Durham, North Carolina 27706.

Manuscripts-Archives Librarian, Washington State University Libraries,
Pullman, Washington 99164-5610.

Head of Public Services and Collection Development-Librarian III, University
of Missouri-Kansas City, Kansas City, Missouri 64110-2499.

Cataloger-Librarian I, University of Missouri-Kansas City, Kansas City,
Missouri 64110-2499.

Head, Automated Systems Department, Virginia Commonwealth University,
Richmond, Virginia 23284.

Librarian, Automated Systems Department, Virginia Commonwealth University,
Richmond, Virginia 23284.

Head, Processing Control Department(Acquisitions/Serials), Virginia
Commonwealth University, Richmond, Virginia 23284.

PROFESSIONAL VACANCIES CONT'D

Head, Information Services Department-Health Sciences Library, University at Buffalo, Buffalo, New York 14260.

Head, Interlibrary Loan Department-Lockwood Library, University at Buffalo, Buffalo, New York 14260.

Assistant Professor, Humanities & Social Sciences Division, University of Nebraska, Lincoln, Nebraska 68588-0410.

Dean of Academic Support Programs, University of Wisconsin, Stevens Point, Wisconsin 54481.

Assistant Librarian, Latin American Library, The University of Florida, Gainesville, Florida 32611.

Assistant Reference Librarian for On-Line Access Services, The University of Florida, Gainesville, Florida 32611.

Director of Libraries, Washington State University, Pullman, Washington 99164-1046.

Reference Librarian with Specialization in the Humanities, The University of Tennessee, Knoxville, Tennessee 37916.

Assistant Librarian, Government Publications/Microforms, Rice University, Houston, Texas 77251-1892.

Librarian for Reference/Collection Development, Rice University, Houston, Texas 77251-1892.

Librarian for Reference/Collection Development(Literature & Languages), Rice University, Houston, Texas 77251-1892.

Library Council Meeting

November 29, 1984

Present: Mary Allcorn, Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. Announcements were given as follows:

a. Dr. Shaughnessy is currently interviewing candidates for Kathleen Mitchell's position.

b. Dr. Shaughnessy had a meeting with Provost Bunn and asked about possible changes in funding due to the Program Review and the CBHE recommendations. There is no word as yet on possible reallocations of funds to the Libraries. Dr. Bunn has read the Governance Document, although quickly, and has referred it to his staff for comment.

c. The Preservation Committee is proposing that February be designated "Preservation Awareness Month." They would have displays, posters, videotapes on preservation practices, and articles in the News Notes. This proposal was accepted by the Council.

d. Dean Schmidt reported that bids have been opened for furniture for the new Health Sciences Library. He also announced that of the 1254 "R" volumes sent to him for possible addition to his collection, 668 have been added.

e. Drew Racine announced that the Library is getting a new publication for the Automation Committee called MicroUse Directory: Software. It lists Library software, both general and specialized. Anyone interested in looking at it should see Merle Boelsen in Technical Services.

f. Dean Schmidt announced that Mrs. McKinin is reviewing Computer Books and Serials in Print 1984 by Bowker.

g. Marsha Stevenson reported that the "last" book is being placed in the Annex today (Thursday).

h. Pat Burbidge reminded Council members that all staff should turn in leave slips for December 24 and 31.

i. Bob Almony reported that the central tier stacks are almost totally removed now, the floor should be removed this week or next, and the old dumbwaiter is almost removed.

2. Jim Corey has requested money for hardware, bar codes, and student labor from Mel George for the online circulation system. IBM personal computers are being requested for the system. \$153,000 is requested for the Columbia campus. Dr. Shaughnessy stated that the Library Directors from the four campuses will meet December 10 and will discuss bar coding at that meeting.

3. Tentatively, LUMIN dedication will take place February 18 at 10:30 a.m. in Ellis. This is a university wide celebration with a reception following in the Rare Book Room for visitors. The guest list includes Mel George,

President McGrath, Chancellor Uehling, Provost Bunn, the four Library Directors, the Board of Curators, certain Friends of the Libraries, Shaila Aery, and Charles O'Halloran.

4. The Council approved a revision to Policy #7: Cataloging and Classification of Monographic Series, which will be distributed for the Policy Manual.

5. Policy Drafts

a. Circulation -- will be brought back to the next Council meeting.

b. Overdue Fines -- sent to staff for comments.

c. Emergency Procedures -- Ellis Managers group will review and it will be brought back to the next meeting. Branch libraries should consider a similar policy for their libraries.

d. Travel & Released Time -- The Council will work on possible guidelines with Dean Schmidt, Mary Ryan, Drew Racine and Marsha Stevenson working as a subcommittee.

6. An Ellis Shelf Reading Project has been suggested by the Ellis Managers group. Every staff member will spend approximately 30 minutes a week shelf reading. This project will start after guidelines are set up.

7. Agenda Items for the next meeting:

--Staff Suggestion System Policy

--Council schedule for the coming year

--Overdue Fines Policy

--Bibliotechniques Report

--Retrospective Conversion bid

--Jim Corey to discuss the Library Directors meeting

--Drew Racine's consultation on Colorado State's preservation project



MERRY CHRISTMAS

STAFF ASSOCIATION CHRISTMAS PARTY

DECEMBER 18, 1984
2:30-4:15

STAFF LOUNGE

MUSIC PROVIDED BY DAVID TRUESDALE
BRING TREATS TO: OLETA EDWARDS
BECKY GREER
MIREYA DEL CASTILLO
CINDY DAILEY

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 533
December 18, 1984

HELLO

Ronald Hindman

Sec Guard Serg.

Security

GOODBYE

Katherine Pennington

Library Assistant I

Acquisitions

ANNIVERSARY

Bob Almony celebrated five years at the University on December 1.
Congratulations!

NEWS OF LIBRARY ALUMNI

The latest issue of American Libraries contains a picture of Joe Mazuranic, formerly a staff member in Access Services.

DECEMBER 1983 PH. D. MANUSCRIPTS

December 1983 Ph. D. Manuscripts have been sent to Bindery and the films are in Special Materials Library.

PUMPING IRON-WINTER CARNIVAL

A four session seminar about using the Brewer/Rothwell weights for your greatest benefit. Don't miss out on this opportunity to start to improve your weight routine. Sessions are on January 7, 9, 14, and 16 (Mon. and Wed.) or January 8, 10, 15, and 17 (Tues. and Thurs.) Times are 6:15 - 7:45 p.m. Fees are Students (with special permission): \$7.00, Faculty/Staff: \$10.00, and Alumni: \$12.50. For more information call Lynn Updegraff at 882-2066.

RACQUETBALL BASICS-WINTER CARNIVAL

Here's your chance to learn the game or improve your stroke. Early bird and evening sessions are offered. Take advantage of court availability during the semester break and watch your game develop! Sessions are on January 8, 10, 15, 17 from 5:40 - 7:10 p.m. or the Early Bird times of January 7, 9, 14, 16, 21, 23 from 6:40 - 7:40 p.m. Fees are: Students (with special permission): \$10.00, Faculty/Staff: \$12.50, and Alumni: \$15.00. For more information call Lynn Updegraff at 882-2066.

REC-AEROBICS & REC-AEROBICS, TOO

New sessions start on January 7. Now two levels of exertion are available: Rec-Aerobics for the more intense workout. Rec-Aerobics, Too for the less strenuous. Sessions last 5 weeks, meeting 2 or 3 times a week. Have fun while exercising to music! Dates are: Rec-Aerobics January 7 - February 8, (M/W/F) or Rec-Aerobics, Too January 8 - February 7, (T/Th). For more information call Lynn Updegraff at 882-2066.

BATAB CYCLE RUN

There will be no BATAB cycle run this week (12/14). We will run a double cycle next week to make up for it.

Drew Racine

UNITED WAY CAMPAIGN

The Libraries' staff donated \$2,405.48 to this year's campaign. An average donation of \$39.43 was contributed with 43 percent of the staff participating. 129 cards were returned out of the 141 cards distributed to the staff. Thank you for your support.

Pat Burbridge

CANDIDATE VISITS FOR GENERAL REFERENCE/DOCUMENTS LIBRARIAN

Monday, December 17, 1984:

9:30-10:15 Tina Dong, Ellis Reference and other interested Staff, Conference Room.

Tuesday, December 18, 1984:

9:30-10:15 Catherine Eckman, Ellis Reference and other interested Staff, Library Instruction Room I--4th floor.

Wednesday, December 19, 1984:

3:30-4:15 Wayne Barnes, Ellis Reference and other interested staff, Conference Room.

Thursday, December 20, 1984:

2:00-2:45 Barbara Francis, Ellis Reference and other interested Staff, Conference Room.

WINNERS OF THE DECORATING CONTEST

The MU Library Staff Association is pleased to announce the winners of the second annual Christmas Decorating Contest. First place: Serials Conversion Project. Second place: Interlibrary Loan. Third place: Search Cataloging. Honorable Mention: Copy Service and Library Annex I. Many thanks to all who participated.

THIS IS THE CHANCE YOU'VE BEEN WAITING FOR!!!!

The chance you've been waiting for is finally here. It's time to start thinking about the Staff Recognition Awards. This will be your chance to nominate individuals you feel have made an outstanding contribution to the UMC Libraries.

Be thinking about who you would like to nominate for "Outstanding Staff Member of the Year" and "Outstanding Library Student Assistant of the Year." Nomination forms will be available the first of January. The forms have been revised so they should make nominating easier.

If you have any questions you should see any of the following members of the Staff Development Committee:

Pat Burbridge, Janita Didde, June DeWeese, Viki Young, Alan Yount

PROFESSIONAL VACANCIES

Head, Collection Maintenance & Bindery Preparation, The Ohio State University Libraries, Columbus, Ohio 43210-1286.

General/Manuscript Cataloger, The Ohio State University Libraries, Columbus, Ohio 43210-1286.

Head, Information Services Department, The Ohio State University Libraries, Columbus, Ohio 43210-1286.

Chairperson, Acquisitions Division, The University of Nebraska-Lincoln, Lincoln, Nebraska 68588-0410.

University School Instructor(Library), The University of Florida, Gainesville, Florida 32611.

Head Serials Librarian, The University of Arizona, Tucson, Arizona 85721.

Head of Reference Services, University of Nevada Reno, Reno, Nevada 89557-0044.

Education/Media Librarian, University of Nevada Reno, Reno, Nevada 89557-0044.

University Archivist, University of California, Los Angeles, California 90024.

Research & Development Officer, University of Buffalo, Buffalo, New York 14260.

Director of Libraries, University of Missouri-Kansas City, Kansas City, Missouri 64110-2499.

PROFESSIONAL VACANCIES CONT'D

Science Reference Librarian, University of Colorado, Denver, Colorado 80204.

Humanities Bibliographer, Rutgers University, New Brunswick, New Jersey 08903.

Special Collections Librarian, Pennsylvania State University, University Park, Pennsylvania 16802.

Life Sciences Librarian, Pennsylvania State University, University Park, Pennsylvania 16802.

Humanities Reference Librarian, Auburn University, Auburn, Alabama 36849.

Librarian; Head, Serials Division, The University of Michigan, Ann Arbor, Michigan 48109.

Assistant or Associate Librarian-Natural Science Library, The University of Michigan, Ann Arbor, Michigan 48109.

Reference Librarian/Bibliographer for English & Linguistics, The University of Rochester, Rochester, New York 14627.

LIBRARY VACANCY

Library Clerk III, Serials Conversion Project, \$5.13 per hour. Funded through the Daniel Boone Regional Library. This position is half-time, temporary until August 31, 1985. Main responsibilities will be online inputting of formatted serial records into the OCLC data base, and conducting online bibliographic searches in OCLC or LUMIN. Other duties may include typing, filing, and file maintenance. This position requires accurate typing, good attention to detail, and previous library clerical experience. Applicants must be able to work independently and should have good communication skills. Knowledge of serial publications and a foreign language is desirable. After initial training chief hours of work will be during OCLC non-prime time (7-8 a.m. or after 4 p.m., Saturdays). This position is funded by the Library Construction Act II monies administered by the Daniel Boone Library. Therefore, staff benefits will be those of the Regional Library and not the University.

Present: Mary Allcorn, Robert Almony, June DeWeese, Margaret Howell, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, and Marsha Stevenson.

1. Announcements

- a. The North Central Association accreditation visiting team will be at UMC March 11-13, 1985.
- b. Dr. Shaughnessy announced that there is a proposal for the University to assist faculty and staff in the purchase of personal computers. Details are being worked out for various discounts.
- c. The Coordinating Board for Higher Education has proposed a special appropriation for libraries around the state. A letter has been sent to the Friends Council asking them to contact members of the Senate Appropriations Committee and the Governor-Elect asking for support of this proposal.
- d. Drew Racine announced that Jay Lambrecht has accepted the Head of Monographic Cataloging position and will start February 18.
- e. Drew Racine and Dean Schmidt attended the opening bids for the retrospective conversion project. There were only two bids. It is not yet known if either will be accepted.
- f. Drew Racine reported on Acquisitions spending. Serials expenditures are on schedule, but monographic spending is behind at this time.
- g. Drew Racine announced progress on the Title II-C grant. Fifty of the eighty-six reels have been completed. This means that the project is ahead of schedule.
- h. Mary Ryan announced that there will be four candidates here next week for the General Reference/Documents Librarian position. Interested staff may meet with them at the following times:

December 17	Tina Dong	9:30 a.m.	Conference Room
December 18	Catherine Eckman	9:30 a.m.	Instruction Room I
December 19	Wayne Barnes	3:30 p.m.	Conference Room
December 20	Barbara Francis	2:00 p.m.	Conference Room
- i. The Library Staff Association is sponsoring the Second Annual Christmas Decorations Contest. All departments and branches are invited to participate. A committee from the Staff Association Board will do the judging on Monday, December 17, after 1:00 p.m. Any branches that want to be included should let Betsy Ross know by Monday noon (882-4692). First, second, and third place winners will receive a box of candy. All participating will receive a candy cane.

- j. Cancellation suggestion: Angewandte Chemie (German edition).
Notify the Collection Development Committee if there are any objections.
 - k. Jim Corey was invited to today's meeting, but was unable to attend.
2. Council meetings will held every two weeks beginning January 3, 1985.
 3. Policy Drafts
 - a. June DeWeese joined the meeting to discuss the Staff Suggestion and Innovation System policy. The policy is being distributed to staff for comment.
 - b. Circulation and Overdue Fines policies are still being reviewed by the Circulation staff.
 - c. Collection Development Committee is being distributed to staff for comment.
 - d. Emergency Procedures policy is being revised.
 4. Dr. Shaughnessy briefly discussed changes in travel policies for the University. Meetings are being held to explain the new procedures and further information will be distributed to the staff as it becomes available.
 5. Marsha Stevenson reported on the BLIS meeting which she attended in Denver. Seven libraries were represented and exchanged information on equipment. University of California, San Diego will be the first test library.
 6. Dr. Shaughnessy reported on the UM Library Directors' Meeting. A committee is being set up for circulation system and will have representatives from each campus. There was much discussion of a proposal that refinements to LUMIN be given lower priority and LSO staff be redirected to work on circulation and acquisitions systems.
 7. Other Business
 - a. Pat Burbridge announced that the Campus Personnel Services is planning a computer program to match candidates' qualifications with position vacancies. She would like supervisors to send her a description of qualities needed for various positions.
 - b. Dr. Shaughnessy announced that Debbie Duermeyer has been hired to replace Kathleen Mitchell and will start January 2, 1985.

Gen Ref
(S)

Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 534
January 7, 1985

HELLO

Debby Duermeyer

Sr. Secretary

Admin. Office

CHANGE IN TITLE

John Wesselmann has been reclassified to Library Assistant I.

OTHER PERSONNEL ANNOUNCEMENTS

Edie Ash has assumed the duties of Security Guard Sergeant.

Pat Burbridge has been named to the campus Personnel Development Committee.

Wilma Gustad has transferred to the Law Library effective 12/19/84.

SHELFREADING PROJECT

A special section of shelves will be designated in Marking for all volumes discovered during the shelfreading project to have illegible spine labels. Please take all such volumes you find to Ann Heyse in Marking. If a marking mistake is found--i.e. Volume 13 is marked as Volume 14--put a note to this effect in the book before it is taken to Marking. If you find a book that needs mending, jot its call number on a piece of paper and drop it in the box labelled for this purpose in front of my office.

Deana Astle

ROUTING OF LIBRARY JOURNALS

It is time to review the routing of library journals which circulate to the staff. If you are interested in receiving for the first time, or in continuing to receive one of the following titles, please contact me after January 9 or send me a memo anytime before January 19. New lists will be compiled from information I receive by that date.

ADVANCED TECHNOLOGY/LIBRARIES
WILSON LIBRARY BULLETIN
JOURNAL OR ACADEMIC LIBRARIANSHIP
LIBRARY RESOURCES & TECHNICAL SERVICES
LIBRARY ISSUES
LIBRARY HOTLINE

AMERICAN LIBRARIES
LIBRARY JOURNAL
RQ
SPECIAL LIBRARIES
COLLEGE AND RESEARCH LIBRARIES

Deana Astle

TRAVEL PROFILE FORMS

The University of Missouri has developed a Travel Management Plan to streamline travel arrangements, and to maximize cost savings. Also, this will allow it to negotiate favorable discounts in the future for all UMC employees. This will be valid for both personal as well as business travel. All UMC Library employees will soon receive two travel profile sheets to fill out. These may be completed and returned to your Administrative Unit Head at your convenience. You may still use any travel agency you wish, but only Canterbury, Cooper, Tiger and IVI will be able to get you UMC employee discounts in the future. Also, only these agencies may be used when the Library is pre-paying your air fare on business travel. For your information in filling out these forms, the Division Code for us is C14, and the department code is C048. Any questions in filling out the forms may be directed to Pat Burbridge, or Ellen Blair.

Robert Almony

FOREIGN AIR MAIL

Since we process so much mail, it would help us if people sending out Foreign Air Mail would mark, in red, on the envelope: FOREIGN AIR MAIL. This should go on the front and the back of the envelope. Thank you for your help in helping us to quickly and efficiently process the outgoing mail correctly.

Robert Almony

LEFTOVERS

There are several containers left over from the Christmas Party in the staff room. I would appreciate having them picked up by their owners. Thanks.

M. del Castillo
Staff Room Manager

ITEMS FOR WINTER SEMESTER CALENDAR DUE JANUARY 15

Mizzou Weekly will publish the UMC winter semester calendar in early February. Anyone wishing to place an item in this calendar should contact Pat Burbridge by January 15.

BOOK DEDICATION

Claudia Kren's new book Medieval Science and Technology; A Selected Annotated Bibliography has been dedicated to Anne Edwards.

MAILBOX

The Library now has a mailbox on 9th Street for Ellis Library newspapers.

NOMINATIONS NEEDED

The Staff Development Committee is pleased to announce a call for nominations for awards from the Staff Recognition Program. The awards are to recognize certain individuals for their outstanding contribution to the UMC Libraries. Staff recognition is an important aspect in the operation of an organization. It is a visible means of recognizing that hard work and innovation are appreciated in the UMC Libraries. The Committee encourages participation in this important program. Nomination forms are available in the Administrative Office. Branch libraries may call in a request for forms to the Administrative Office or to any member of the committee. Nominations will be accepted until February 15. For additional information, staff should consult the Staff Recognition Program Policy, or ask any of the Committee members listed below about the awards or nomination forms.

Pat Burbridge, June DeWeese, Alan Yount, Viki Young, Janita Didde

UPCOMING TRAVEL

Bob Almony, Deanna Astle, Drew Racine and Marsha Stevenson will be attending the ALA Conference in Washington, D.C. the week of January 7th.

HUCK FINN SYMPOSIUM

"Centennial Perspectives on Huckleberry Finn: The Boy, His Book, and American Culture" is the title of a symposium at UMC on April 18-20, 1985. Featured will be public lectures by distinguished scholars, exhibitions, a performance by Hal Holbrook, and a tour of Mark Twain's boyhood home in Hannibal, Mo. All lectures are free and open to the public. Contact HUCK FINN CONFERENCE, UMC Conference Office, 344 Hearn Building, 882-8320.

UMC OFFERS SELF-INSTRUCTION PROGRAM

Self-Instruction at the University of Missouri is an opportunity for employees to work toward their full potential. Courses and audio tapes are available in a variety of subject matter areas at no charge to the participant. Some of the areas available are Accounting, Communication, English, Management, Mathematics, and Technical. Contact Human Resources Development, 809 Lewis Hall.

Staff Development Committee

CALENDAR BEGINNING THE WEEK OF JANUARY 7

Construction Meeting, Conference Room, Tuesday, January 8, 10:00 a.m.

Support Services Committee, Conference Room, Wed., January 9, 9:00 a.m.

Staff Assoc. Board, Conference Room, Wed., January 9, 3:00 p.m.

Staff Development Committee, Conference Room, Wed., Jan. 16, 2:00 p.m.

The October/November 1984 issue of Show-Me Libraries includes the following articles:

- "Retrospective Conversion: A Challenge (Still) Facing Academic Libraries" by Drew Racine
- "Changing Organizational Patterns for the Delivery of Reference Services: A Case Study" by Mary Ryan
- "UMC Libraries Offer Database Searching for End-Users" by Jeanmarie Lang Fraser and Patricia P. Timberlake
- "Library Skills: An Undergraduate Course at the University of Missouri-Columbia" by Pushpajit Bhullar and Patricia P. Timberlake
- "Academic Governance at the University of Missouri-Columbia Libraries" by The Committee on a Governance System for Librarians (Victor C. Myers, Anne G. Edwards, Jeanmarie Lang Fraser, and Patricia P. Timberlake)

LIBRARY VACANCIES

Security Guard, Ellis Library, \$5.46 per hour. Duties: Building patrol, report and assist in emergencies, maintain order, report malfunctioning equipment, handle lost and found, secure building, opening and closing building. Related duties as assigned. Qualifications: high school graduate or equivalent, some knowledge of security methods, good physical condition, ability to deal with a variety of people and situations in a courteous manner. Must hold current first aid certification, or pass course during probationary period. HOURS: 6:30 am-2:30 pm M-F, every 3rd Sunday 12:30 p.m. - 11:30 p.m. Schedule may vary according to the needs of the library and may include nights and weekends.

PROFESSIONAL VACANCY - UMC LIBRARIES

MEDICAL CATALOGER

Requirements: Masters degree from an ALA accredited program with courses in health sciences librarianship and 2 years professional cataloging experience, preferably in a health sciences library. Experience with LC and NLM classifications and subjects, and OCLC highly desirable.

Ability to communicate well verbally and in writing; ability to work effectively with staff and patrons.

Duties and Responsibilities: Responsible for original cataloging, supervisor of nonprofessional staff and responsible for our online catalog which will be made available to the public in 1985 when the library moves to a new facility; all holdings should be retrospectively converted by that time. Some Information Desk duties, including evenings. Responsible for cataloging and processing all monographic materials following the policies and practices of the Health Science Library and the Veterinary Medical Library; catalogs all serials for the above libraries. Maintains communication with public services staff on cataloging policy and practice.

Application Deadline: February 15, 1985.

Minimum Salary: \$16,000

PROFESSIONAL VACANCIES - UMKC LIBRARY

Clinical Medical Librarian - Librarian I, University of Missouri-Kansas City.

PROFESSIONAL VACANCIES

Head of Loan Department, University of Arizona, Tucson, Arizona 85721.

Information Services/Cataloging Librarian, Transportation Library, Northwestern University, Evanston, Illinois 60201.

Assistant Librarian, Cataloging Department, Louisiana State University Law Library, Baton Rouge, Louisiana 70803-1010.

Cataloguer, Romance Languages Cataloguing Team, Princeton University, Princeton, New Jersey 08544.

Affiliate, Assistant or Associate Librarian, Reference and Information Services, Kinsey Institute for Research in Sex, Gender & Reproduction, Indiana University, Bloomington, Indiana 47405.

Head Cataloger, Ball State University, Muncie, Indiana 47306.

Chief Bibliographer, Ball State University, Muncie, Indiana 47306.

Assistant Librarian, University of California, San Diego, California 92093.

Director, Science & Engineering Library, State University of New York, Buffalo, New York 14260.

Head, Information Dissemination Service, Health Sciences Library, State University of New York, Buffalo New York 14260.

Reference Librarian, Science & Engineering Library, 75% FTE, Washington State University, Pullman, Washington 99164-5610.

Science Reference Librarian/Engineering Subject Specialist, Arizona State University, Tempe, Arizona 85287.

Director of the Library, Indiana University-Purdue University at Fort Wayne, Fort Wayne, Indiana 46805.

Library Council Meeting

January 3, 1985

Present: Mary Allcorn, Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson, Carol Vaughan.

1. Announcements were given as follows:

a. Dr. Shaughnessy announced that the annual report is finished and is presently being proofread, and will be ready for distribution soon.

b. Dr. Shaughnessy reported that the Library had been asked to take over the Ag Econ Small Farms collection, and that it appears that this collection will be moved to the Social Sciences Library. In order to make room, the Community Development collection may be given back to Social Work or may be stored.

c. Dr. Shaughnessy reported that he and Al Jones were invited to meet with architects for a new College of Engineering building which will include an Engineering Library. A library of some 12,000 square feet has been proposed. Construction, however, is at least five years from now.

d. Dr. Shaughnessy shared a letter from Bill Seymour, who is recruiting student help for Summer Welcome. Students who are chosen will receive \$800 plus room and board for the summer. To be eligible, the students must be planning to attend the University another year. Bill is looking for top-notch nominations for this program.

e. Copies of Executive Order No. 21 (Policy on Auxiliary Aids for Handicaped Students) will be distributed.

f. Dr. Shaughnessy reported that a brief cost study had been completed on Interlibrary Loans. Direct costs were included, however some overhead costs were omitted, including the costs of requests for loans that we were unable to fill. The cost per loan came to \$6.16. Dr. Shaughnessy has recommended that libraries which are net lenders should be reimbursed by the State Library for the services they provide.

g. Dr. Shaughnessy asked if everyone was using the revised statistical forms, and were there any problems. None were mentioned.

h. Marsha Stevenson reported on the Shelf Reading Project. Assignments were handed out prior to Christmas break. If everyone works approximately 30 minutes per week, she anticipates the project will be completed this summer. Tests were given out with the assignments to ensure that everyone understood the call number system. More tests may be included in the News Notes. Becky Pierce devised a chart of possible location codes to aid in the project. Carol Vaughan requested that mislabeled or mismarked books should be brought to Marking. However, she noted that Marking cannot do anything about books that, in the opinion of the employee, are cataloged wrong. The purpose of the project is not to correct all perceived cataloging conflicts.

i. Mary Ryan reported that a recommendation will be forwarded to Dr. Shaughnessy soon from the search committee on the General Reference/ Documents position.

j. Marsha Stevenson reported that the Annex Listing Project is going very slowly, could take two years. It is very tedious work; she wants to find ways to get the project moving faster.

k. Al Jones reported that a book that had been checked out of the Engineering Library (valued at \$60) had turned up at the University Bookstore. Even though someone else was trying to sell the book, the person who originally checked the book out was being prosecuted.

1. Dean Schmidt reported that the Health Sciences Library is going online this week with PHILSON, an automated serials check-in system.

2. Dr. Shaughnessy reported that some thought had been given to modifying the objectives of the Retrospective Conversion Plan. Drew Racine is collecting data on the number of monograph titles held by the branch libraries. Rather than converting pre-1964 materials, the funds might be used to convert all the branch libraries' monograph titles, as this might provide a greater impact on the campus for the libraries.

3. The (Revised) Emergency Procedures Plan was discussed, and it was suggested that since it didn't affect the branch libraries, the revised plan be submitted to the Ellis Managers Group.

4. Policy Drafts on Circulation, Overdue Fines and Replacement Charges, and the Collection Development Committee will be distributed to staff for comments.

5. Revisions to the University Travel Procedures were discussed. Cash advances for travel are being discouraged, Diners Club cards will be available to staff members who travel (even occasionally) on UM business. Employees should contact their department head for an application. Travel questionnaire forms will be distributed to every staff member, and may be filled out and returned to the Adm. Office.

6. Agenda Items for next meeting:

- Comments on Collection Development Committee and other policies
- Building Update
- ALA Reports

University of Missouri-Columbia
Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 535
January 11, 1985

BOOK FAIR SORTING SESSIONS

There will be Book Fair sorting sessions every Tuesday night from 4:30 to 6:00 p.m. starting January 22nd. Please plan to come to as many as you can.

Oleta Edwards
Alan Bloom

ANNOUNCEMENT OF SERIAL CANCELLATIONS

The Collection Development Committee recommends that the following serial titles be cancelled. Any problems with the cancellation should be forwarded to the Library Council.

Research Park's	American Journal of Physiology Biochemical & Biophysical Research Communications Blood Circulation
Science Library's	Index of conference proceedings received

Judy Pallardy

ADULT EDUCATION COURSES

Information is now out on the Adult Education Courses which may be paid for by the University. Anyone needing to see the list should contact Pat Burbridge.

BLACK WOMEN: ACHIEVEMENTS AGAINST THE ODDS

The above-titled Smithsonian exhibit will be on display through January 29th at the Western Historical Manuscript Collection, 23 Ellis Library. This exhibit is sponsored by the Missouri Committee for the Humanities, Inc., the state-based arm of the National Endowment for the Humanities.

BLIS AUTOMATED CIRCULATION COMMITTEE

Each campus was asked to name two representatives to the BLIS Circulation System Advisory Committee. Representing the UMC Libraries are Marsha Stevenson and Dean Schmidt.

LUNCH-BAG SEMINAR

Tuesday, January 29, the Staff Association will sponsor a lunch bag seminar on facial care, given by Alice Thurman, a Mary Kay dealer.

Oleta Edwards

CALENDAR BEGINNING THE WEEK OF JANUARY 14

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Serials, Tuesday, January 15, 2:00 p.m.

Collections Development Committee, Wednesday, January 16, 8:30 a.m.

Staff Development Committee, Wednesday, January 16, 2:00 p.m.

Library Council, Thursday, January 17, 8:30 a.m.

Access Services, Thursday, January 17, 1:30 p.m.

Technical Services, Thursday, January 17, 3:00 p.m.

Ellis Reference, Friday, January 18, 8:30 a.m.

Missouri Library Association, Friday January 18, 2:00 p.m.

Construction Meeting, Tuesday, January 22, 10:30 a.m.

Serials, Tuesday, January 22, 2:00 p.m.

PROFESSIONAL VACANCIES - UMC LIBRARIES

MEDICAL CATALOGER

SOCIAL SCIENCE LIBRARIAN

Requirements: Masters degree from an ALA accredited program; strong social science background and/or equivalent experience; second masters in a social science discipline preferred. Two years of professional library experience in an academic or research library, preferred; competency in online database searching required. Ability to communicate well orally and in writing; strong public service orientation; ability to work in a team environment as well as independently.

Duties and Responsibilities: Responsible for providing reference, instruction, online searching, interlibrary loan service, and collection development for the Social Science Library. Shares in the administration of the Social Science Library and in supervision of support staff and student assistants. Provides online searching of social science databases and bibliographic instruction and training in the use of the library. Performs collection development activities and engages in faculty liaison activities.

Position Available: May 1, 1985

Application Deadline: March 30, 1985

Minimum Salary: \$16,000 with experience

LUMIN WORKSHOP

A LUMIN Workshop will be held for Access Services and Science Branches (Math, Engr, Geol, Jour) staff at 11:00 a.m., Jan. 17, in the Library's Instruction Room II. Other staff interested in attending this workshop may contact Goodie Bhullar at 882-4692 to see if there are any openings.

PROFESSIONAL VACANCIES

Head of Acquisitions Department, State University of New York at Albany, Albany, New York, 12222.

Coordinator of Serials Acquisitions, University of Delaware, Newark, Delaware, 19717-5267.

Head of Circulation Department, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina, 27514.

Director of Instructional Services, Emory University, Atlanta, GA 30322.

Library Preservation Officer, Emory University, Atlanta, Georgia, 30322.

Reference Librarian with Specialization in Microforms and Government Documents, University of Tennessee, Knoxville, Tennessee, 37916.

Head of Earth Sciences Library, Univ. of California, Berkeley, CA 94720.

SHELF-READING GUIDE CHART

The chart on page 4 was made to clarify location symbols found over Library of Congress call numbers. It takes into account old and new shift projects. Please use it as a guide in shelf-reading. If you find things that do not fit into the chart, send them to Catalog Management. To read the boxed chart, compare the call# column to the monographs column; or the call# column to the serials column. The chart will tell you what area location symbols, other than those in the top list, can be used over each call#. For Example: A monograph with a BX call# should not have any location symbol above it other than those listed at the top of the page. A serial with a BX call# can have a location symbol from the top list, or UGL. No other location symbol would be acceptable.

Becky Pierce
Catalog Management

CALL NUMBER QUIZ

The second of the three call number tests used by the Ellis Library Shelving Unit is on page 5 of this newsletter. This is the quiz of "medium" difficulty. Please test yourselves as an aid in your shelf-reading assignments. Sharon Kile or I will be glad to answer any questions. Thank you.

Marsha Stevenson

Edited by Debby Duermeyer, Room 104 Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

ACCEPTABLE LOCATION SYMBOLS ABOVE ANY CALL #

-R	FLM	MATH
-L	GEOL	RARE
-C	JGN	REF-R
ACQ	JOUR	SPEC-M
DOCS	LAW	TMJ
EDUC-T	LIBS-J	VET
ENGR		

ACCEPTABLE LOCATION SYMBOLS ABOVE CALL #'S

CALL#	MONOGRAPHS	SERIALS
A-BX (except AM,AP,BF)		UGL
AM	AAM	UGL AAM
AP		UGL
BF		UGL EDUC
C (except CC,CJ,CN)		UGL
CC,CJ,CN	AAM	UGL AAM
D	AAM	UGL AAM
E,F		UGL
G-GF		UGL
GN-GT	AAM	UGL AAM
GV		UGL EDUC
H,J,K		UGL
L-LT	LIBS	UGL LIBS EDUC
M-N	AAM	UGL AAM
P-PZ	*EDUC LIBS	UGL EDUC LIBS
Q,R,S,T,U,V	*EDUC LIBS	UGL EDUC LIBS
Z	Any location except UGL is acceptable.	Any location is acceptable.

*Books and catalog cards may not match.

Anything that does not fit into these charts should be sent to Catalog Management (Collection Maintenance).

PLEASE WATCH FOR THE FOLLOWING UNACCEPTABLE LOCATIONS which need to be corrected. Send the volumes to Catalog Management (Collection Maintenance).

AAM	AAM	AAM	AAM	SOCS
BF	L-LT	P-PZ	Q-V	Q-V

UGL over any monograph

EDUC was deleted from the spines of some of the following monographs. The book cards, book pockets, and catalog cards for these volumes have not been changed.

EDUC	EDUC
P-PZ	Q-V

CALL NUMBER TEST - MEDIUM

P
6189.1
.F432
.E42

873.2112
Ab391s212e

873.2141
As14c717

P
619
.S712
.P91

873.214
Be21f4

PB
7
.A411
1974

PB
69
.R217
.V21
1969A

873.2141
Al217ge31

PB
7
.A411
.F6

PB
69
.139
.H17
.R219

PB
7
.A411F52

873.2141
As14b2

P
619
.S71119
.L21
1969

P
619
.S7112
.H44

PB
69
.14
.A2
.Z7

P
6189
.F44
.D7

P
619
.04N3

873.2141
Al217g4

PB
7.17
.B3192
.H7

873.2112
Ab74mb111x

873.2112
Ab74mb12c

873.214
B2119m31

873.214
Bh21c2

873.214
B212m39

873.214
B212m4

CALL NUMBER TEST - MEDIUM - ANSWERS

- | | | |
|--|--|----------------------------|
| 1. P
619
.04N3 | 8. PB
7
.A411F52 | 15. 873.2112
Ab74mb111x |
| 2. P
619
.S71119
.L21
1969 | 9. PB
7
.A411
.F6 | 16. 873.2112
Ab74mb12c |
| 3. P
619
.S7112
.H44 | 10. PB
7.17
.B3192
.H7 | 17. 873.214
B2119m31 |
| 4. P
619
.S712
.P91 | 11. PB
69
.R217
.V21
1969A | 18. 873.214
B212m39 |
| 5. P
6189
.F44
.D7 | 12. PB
69
.139
.H17
.R219 | 19. 873.214
B212m4 |
| 6. P
6189.1
.F432
.E42 | 13. PB
69
.14
.A2
.Z7 | 20. 873.214
Be21f4 |
| 7. PB
7
.A411
1974 | 14. 873.2112
Ab391s212e | 21. 873.214
Bh21c2 |

CALL NUMBER TEST - MEDIUM - ANSWERS (CONTINUED)

22. 873.2141
Al217g4

23. 873.2141
Al217ge31

24. 873.2141
As14b2

25. 873.2141
As14c717

Library News Notes

Issued Periodically for the
information of the staff of the
University Libraries

Number 536

DIRECTORY SUPPLEMENT

The Feb. 15 Mizzou Weekly will contain a supplement to the 1984-85 UMC student, faculty, staff telephone directory. Forms are available for employees to complete if their listing was incorrect, if they were inadvertently omitted, or were hired after the directory was published in September. The forms may be obtained from Pat Burbridge and should be completed by January 30.

ANNOUNCEMENT OF SERIAL CANCELLATIONS

The Collection Development Committee recommends that the following serial titles be cancelled. Any problems with the cancellation should be forwarded to the Library Council.

Education Library -
Serials Department -
Health Sciences -

Psychological Documents
New Serials Titles
New Serials Titles

EMPLOYEES CLAIMING EXEMPT STATUS ON TAXES

The Internal Revenue Code requires that employees claiming exempt status on taxes renew this status annually by completing an Employee's Withholding Allowance Certificate (Form W-4). Contact Pat Burbridge to obtain this form. Employees who do not renew their exempt status should expect to have withholding on checks received after March 1, 1985.

LUNCH BAG SEMINAR

Tuesday, January 29, the Staff Association will sponsor a lunch bag seminar on facial care, given by Alice Thurman, a Mary Kay dealer.

Oleta Edwards

INCOME TAX SEMINAR

The Library Staff Association is sponsoring a lunch bag seminar on Wed., February 6 at noon in the Conference Room. Bob Almony will present a general overview of income tax laws and information on new tax laws.

Betsy Ross

AVOIDING TAX TRIP-UPS

A series of free tax seminars for employees will begin Tuesday, Jan. 22. Lee Norberry, representative from the Columbia IRS office, will discuss new tax laws in the first three talks. The same information will be covered each time, so employees can choose a talk which fits their schedules. The last three seminars are workshops during which Mr. Norberry will help employees prepare their tax returns. Those persons interested in coming should bring pencils, calculator, W-2 form, and appropriate records. Mr. Norberry will provide the tax forms. No registration is required. For more information, please see the schedule below or call 2-2601.

New Tax Laws (lunch bag seminar)	Tue., Jan. 22	11:15-Noon	Memorial Union Room S4
New Tax Laws (lunch bag seminar)	Tue., Jan. 22	12:15-1:00	Memorial Union Room S4
New Tax Laws	Wed., Jan. 23	5:15-6:00	Rock Quarry Bldg. Room Q148
1040 A and 1040 EZ Forms	Wed., Feb. 6	7-9 p.m.	Rock Quarry Bldg. Room Q148
1040 Regular Form	Wed., Feb. 20	7-9 p.m.	Rock Quarry Bldg. Room Q148
1040 Regular Form	Wed., Feb. 27	7-9 p.m.	Rock Quarry Bldg. Room Q148

NO END TO EDUCATION

Free Adult Learning classes for employees will begin Thursday, Jan. 24, in room Q148 of the Rock Quarry Bldg. Classes will be every Tuesday and Thursday from 4:30 to 7 p.m. through the winter term. Employees can learn or improve their reading, math and writing, or prepare for the GED tests. They also can learn about subjects like nutrition, money management, legal documents, or effective job behavior. They each choose what they want to learn and work at their own pace. To register, employees may call the UMC Training and Development office at 2-2601 or simply go to the first class. They should bring pencil and paper with them.

SEMINAR: MANAGEMENT OF TIME AND STRESS

Date: March 29, 1985
Time: 9:00 a.m. to 4:30 p.m.
Place: Lodge of the Four Seasons, Lake Ozark, Mo.
Registration Fee: \$20.00 - MLA Members, \$25.00 - Non-Members
(Fee includes breaks and luncheons)

This seminar is being sponsored by the Library Employee's Committee of the Missouri Library Association, and deals with how to effectively handle stress on the job and in your personal life. Deadline for registration is Feb. 12, 1985.

LIBRARY VACANCY

Secretary, Administrative Office, \$5.13 per hour. General secretarial duties for the Ellis Library Administrative Offices. Excellent typing, ability to work the the public, ability to work with figures, basic bookkeeping skills. May use Displaywriter and/or IBM personal computer.

CALENDAR BEGINNING THE WEEK OF JANUARY 21

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Technical Services, LUMIN Committee, Monday, January 21, 1:00 p.m.

Construction Meeting, Tuesday, January 22, 10:30 a.m.

Serials, Tuesday, January 22, 2:00 p.m.

Collections Development Committee, Wednesday, January 23, 8:30 a.m.

Ellis Reference, Friday, January 25, 8:30 a.m.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian

PROFESSIONAL VACANCIES

Head, Records and Conservation Services Section, Bibliographic Control Department, Virginia Commonwealth University, Richmond, Virginia, 23284.

Librarian, Music Library, University of North Carolina at Chapel Hill, Chapel Hill, N.C. 27514.

Public Services Librarian, Kilmer Area Library, Rutgers University, New Brunswick, N.J. 08903.

Head, Humanities Department, VPI & SU Library, Virginia Polytechnic Institute and State University, Blacksburg, Virginia, 24061.

Special Collections Cataloger, Syracuse University Libraries, Syracuse, New York 13210.

Head of Catalog Department, University of Oklahoma, Norman, OK 73019.

Head, Serials Acquisition Department, University of Cincinnati, Cincinnati, Ohio 45221-0033.

ELLIS SHELF-READING PROJECT: FINAL CALL NUMBER TEST

Following is the most difficult of the three call number tests administered by the Shelving Department. Included among these numbers are some indicating special locations; these should be dealt with first, before the regular LC and Dewey sequences.

Congratulations to Fay Overton, Jeaneice Brewer, and Carol Romano, who have already completed their shelf-reading assignments. Please remember to notify me when you've completed yours. Thanks again.

Marsha Stevenson

CALL NUMBER TEST - HARD

NA
4210
.B699
.D7782

AAM-R
NA
4191
.7
.D78
.F4
1960
c.2

NA
4191
.21
.D75
.F4

AAM
N
9940
.D6992S17

N
9939
.H2743
.F723

337.147
Sa14ac12

337.1452
S4a619
c.4

NA
4191
.7
.D811

NA
421
.B72
1975

N
9939
.D6912
.L7211
1970

N
994
.D7411
.F1728

M780
W62A141
1951

Q337.14601
S14a8
1955
v.1
c.3

NA
4210
.B7

AAM
NA
4191
.7
.D78
.F394
1966

780.9M691
B981c41

Q337.147
S14a1423

T337.14601
S14a14
1949
v.2
c.2

N
9940
.D9
.A17

N
9939
.H27421
.L81

AAM-C
NA
4191
.7
.D7594
.F4
1950

M780.92391
W527b21

780.9M74
B74a21

337.147
Sa14a12

CALL NUMBER TEST - HARD - (CONTINUED)

T337.14601
S14a14
1948
v.4
c.4

337.147
S139a1423

337.1452
S4a72

337.147
S14a14212

Q337.1452
S4a619
1940
c.3

T337.1452
S11g982

AAM
NA
421
.B7191
.F223

N
994
.D742
.F21

NA
4191
.7
.D706

780.9241
T417g174

CALL NUMBER TEST - HARD - ANSWERS

1. AAM-C
NA
4191
.7
.D7594
.F4
1950

2. AAM-R
NA
4191
.7
.D78
.F4
1960
c.2

3. N
994
.D7411
.F1728

4. N
994
.D742
.F21

5. N
9939
.D6912
.L7211
1970

6. N
9939
.H27421
.L81

7. N
9939
.H2743
.F723

8. AAM
N
9940
.D6992S17

9. N
9940
.D9
.A17

10. AAM
NA
421
.B7191
.F223

11. NA
421
.B72
1975

12. NA
4191
.21
.D75
.F4

13. NA
4191
.7
.D706

14. AAM
NA
4191
.7
.D78
.F394
1966

15. NA
4191
.7
.D811

16. NA
4210
.B699
.D7782

17. NA
4210
.B7

18. T337.1452
S11g982

19. 337.1452
S4a619
c.4

20. Q337.1452
S4a619
1940
c.3

CALL NUMBER TEST - HARD - ANSWERS (CONTINUED)

- | | |
|--|-----------------------------|
| 21. 337.1452
S4a72 | 29. 337.147
Sa14ac12 |
| 22. T337.14601
S14a14
1948
v.4
c.4 | 30. M780
W62A141
1951 |
| 23. T337.14601
S14a14
1949
v.2
c.2 | 31. 780.9M691
B981c41 |
| 24. Q337.14601
S14a8
1955
v.1
c.3 | 32. 780.9M74
B74a21 |
| 25. 337.147
S139a1423 | 33. M780.92391
W527b21 |
| 26. 337.147
S14a14212 | 34. 780.9241
T417g174 |
| 27. Q337.147
S14a1423 | |
| 28. 337.147
Sa14a12 | |

Library Council Meeting

January 17, 1985

Present: Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Bob Stevens, Marsha Stevenson.

1. Announcements were given as follows:

a. Dr. Shaughnessy announced that Jim Corey will be visiting the Council meeting today. He is leaving UMC in April to take a position in Florida. His position will probably not be filled until a new Academic Vice President is named.

b. The LUMIN dedication will be on February 18, and President McGrath has been invited, along with other academic officers.

c. There will be a reception for President McGrath on Wednesday, January 23rd at the Student Union, from 3:30 to 5:30. All staff are invited, however attendance should be staggered in small groups to avoid overcrowding.

d. Dr. Shaughnessy reported that he will be attending a breakfast meeting of the Council of Deans on January 22, where he will hear the Chancellor's recommendations with regard to the program reviews.

e. Dr. Shaughnessy reported that the Annual Report is due from printing any day.

f. He also reported that Provosts Bunn and Brouder have reviewed the governance system proposal. They do have some questions which they will make known by letter, and we will have an opportunity to respond.

g. Al Jones reported that his two LUMIN terminals have been installed, and are working fairly well.

h. Drew Racine announced that he would like to have sessions set up for librarians in order to review the profiles and see what changes might be needed. Meetings will be set up with Carol Vaughan. The object is not to increase or decrease approval budget, but to refine the profiles. A group meeting with librarians who have little experience with approval profiling will also be scheduled.

i. Marsha Stevenson reported that procedures were in place for circulating materials through the new micro-computer lab. Three IBM PC's and 5 MacIntoshes are installed. The software is not to be taken out of the Library, and she is taking steps to ensure that the diskettes will not be erased by the desensitization equipment. The Reserve Department will handle software for these PCs.

j. Marsha Stevenson also reported that she had learned of potential problems with using CRTs near the 3M security detection systems. She advised that 3M is aware of the situation and is working on measures to correct this problem. Apparently the security system interferes with terminal operations.

k. Dr. Shaughnessy announced that he hopes to be able to install a security system in the Engineering Library this year, and hopefully in Vet. Medicine next year. He stressed however, that the problems with the CRTs and 3M equipment would have to be resolved.

1. Bob Almony asked that if staff had suggestions for the revised student schedule form that they forward them to Pat Burbridge.

2. Jim Corey discussed the communications problems that are being experienced in installing LUMIN. He will be meeting with the staff from the Computer Center to discuss these problems. He is also working on a set of procedures for trouble-shooting, and will be arranging a meeting with library staff to go over these procedures. He explained that his priorities between now and his departure in April include concentrating on UMC holdings. Rolla, St. Louis and Kansas City holdings are current through November. He will also be getting the LUMIN terminals installed and working with Bibliotechniques to get a contract and purchase agreement for circulations software. Nancy Boone will be working on the bar codes for Circulation, and will continue to work on the holdings load. Mr. Corey also discussed the advantages of all four campuses using the same micro-computer acquisitions systems.

3. Marsha Stevenson reported that the University is now issuing ID cards to temporary and part-time persons, and they they will be honored at Circulation. This will eliminate the need for preparing special cards for certain categories of parttime staff.

4. Bob Almony reported that the construction crew has completed the underpinnings for the old stack area. Next week they will begin constructing the dust partitions. They will be having a meeting next week to discuss their request to close the Library on some weekend because of the need to shut down the power to change the electrical connection lines. It was the concensus of the Council that if this was necessary, seven days notice would be required, and that Saturday would be a better day than Sunday. Bob reported that the construction crew still did not have the shop drawings for the handicapped chair lift.

Bob also reported that he and Dr. Shaughnessy had met with Susan Ellege, and she will be preparing a bid for shelving for the new levels in the central tier stacks. They should be installed in July or August.

5. Regarding policy drafts, it was requested that the date be on the front of the policies while in draft form. Regarding the Circulation Policy, discussion was held on how juveniles would apply for cards. Regarding the Overdue Fines policy, it was discussed whether there would be a deadline for cancellation of fines, and making sure that replacement costs for sound recordings would be \$10.00 per record or cassette for multi-recording sets. These policies will be distributed with the appropriate changes. Regarding the Staff Suggestion System, Drew Racine forwarded to the Council a number of staff comments. Dr. Shaughnessy advised that he would return the policy to the Staff Development Committee, with the noted suggestions, for further consideration.

6. Mary Ryan asked everyone's cooperation in keeping the noise level down on the 4th floor, particularly in the halls by the elevators and staff lounge.

7. Agenda Items for next meeting:

- ALA Reports
- OCLC Users Council Report
- Report from Mary Ryan on Users Meeting
- Results of Program Review
- Building Update

October-December 1984

ELLIS LIBRARY

Technical Services
Statistical Summary

	This Quarter	Last Quarter	Fiscal Yr. to Date	This Quarter Last Yr.	Fiscal Yr. to Date Last Year
<u>Acquisitions</u>					
Approval Plan Titles Accepted	2178	1878	4056	1578	3416
Firm Order Titles Ordered	3895	3105	7000	3391	7499
Firm Order Titles Received	2668	1678	4346	2908	5395
Mono Gift Titles Added	1124	1378	2502	2259	4354
New Serial Titles Ordered	99	72	171	118	280
% Approval Plan Budget Spent	31.2	32%	63.2	22.9	49.6
% Mono Budget Encumbered & Spent			57.2	49.2	69.4
% Serials Budget Spent	46.5	19.4%	65.9	52.5	76.2
Vouchers Paid	1862	1450	3312	2238	3945
<u>Cataloging</u>					
Mono Titles Cataloged with Copy	863	1403	2266	1469	3066
Mono Titles Cataloged Originally	649	447	1096	366	800
Serial Titles Cataloged with Copy	198	241	439	166	353
Serial Titles Cataloged Originally	60	32	92	14	22
Serial Titles Retro Converted	1128	1220	2348	1255	2467
Mono Titles Retro Converted	1177	563	1710	929	2360
Mono Titles Input into OCLC	6196	5941	12137	4973	11598
Serials Titles Input into OCLC	360	299	659	263	513
<u>Processing</u>					
Serial Volumes Bound	2793	2809	5602	3101	6432
Mono Volumes Bound	2126	2055	4181	1819	4200
Volumes Marked, Ellis	9367	11248	20,615	11160	21318
Volumes Marked, Branches	505	1894	2399	1434	2925
Volumes Mended	713	800	1513	1000	1954
Cards Filed, Shelflist	16,875	6900	23775	8558	20071
Cards Filed, A/T Catalog	12,305	25445	37750	22075	52995
Cards Filed, Subject Catalog	12025	14550	26575	12516	29988
Cards Filed, Serials Catalog	3554	4761	8315	3089	7207
Cards Filed, MED Supplement	0	2500	2500	4574	8435
Serials Issues Checked-In	21058	23116	44174	21269	42487
Added Volumes Added	1341	1590	2931	1602	3300
Serials Claims Sent	1162	721	1883	902	1881
Serials Claims Filled	178	171	349	131	295
Volumes Withdrawn	2279	1778	4057	2569	4568
Replacements Ordered	1600	1288	2888	962	2586
Replacements Received	254	349	603	394	702
Analyzed Series Processed	1517	1595	3112	1374	3021
<u>Backlogs</u>					
Acquisitions	316	358	316	316	316
Mono Cataloging	2595	2279	2595	2713	2713
Serials Cataloging	328	507	328	318	318
Search/Cataloging	2895	3679	2895	2833	2833
Analyzed Series	386	284	386	663	663
Gifts Processed	3635	3420	3635	3361	3361

University of Missouri-Columbia
NOT NECESSARILY THE
Library News Notes

Gen Ref.
(8)

Issued periodically for the
information of the staff of the
University Libraries

Number 635
January, 24 1985

GOODBYE

Reference Staff

Ellis

Periodical Check-in Staff

Ellis

DON'T FORGET

If you haven't received your holiday canned ham from Dr. Shaughnessy, stop by the front office and talk to Pat Burbridge. Optional smoked turkeys will be available until February 5th.

TOXIC CHEMICAL LEAK

OOPS! It seems that a mistake was made by construction workers resulting in the accidental contamination of the 2nd floor of the library. Areas hardest hit were the serials catalogue and Reference. Staff in these areas were overcome with poisonous fumes but are recovering somewhere in Arizona. We wish them a speedy recovery. Clean up will begin in March of 1986.

1984 THESES AND DISSERTATIONS

Theses and dissertations for 1984 have been filmed and returned. No theses or dissertations for 1985 or anytime thereafter will be accepted because, quite frankly, no one cares about the stupid things. Least of all, Me!

LUNCHBAG SEMINARS

Our lunchbag seminars for the winter season include: Sex surrogates, fun with mazola, counterfeiting and tax evasion (Discussion led by Bob Almony), growing hallucinogenic mushrooms for fun and profit, making your own explosives, killing by mail and much, much more. Keep an eye on the weekly calendar for upcoming seminars.

POLICY TRACKING

Death penalty for chronic overdue offenders, massage and steam room for full-time staff, punching out recalcitrant patrons, engaging the services of professional hit men for significant administrative problems, sabotage of the online catalogue: Under discussion.

85 YEARS OF SERVICE AND STILL GOING STRONG

Congratulations to Gunther P. Curmudgeon for his outstanding achievement in tenacity and longevity. Gunther came to UMC in 1899 and worked as a library clerk I when the library was still housed in Jesse Hall. Now, after 85 satisfying years of service, Gunther has managed to achieve the status of library clerk III (in excelsis). Keep up the good work!

UP COMING TRAVEL

Gunther P. Curmudgeon has been selected by his fellow employees to attend a conference on library collection development in Kabul, Afghanistan to be followed (if he survives) by a symposium on book preservation in Ho Chi Minh City, Vietnam. Funding for this trip was provided by staff contributions, although no funds have been raised for Gunther's return passage as of yet. Bon Voyage.

NEW SERVICES FOR STUDENTS

It will now be possible for students to rent blankets and pillows for use in the lounge area. These materials can be obtained through the reserve desk. Hourly and daily rates will be posted. Color coordination can be arranged for an additional fee and contingent upon the success of this venture, space will be provided for bunk beds on the west side of the lounge as well as all of conference room II. For more information talk to Bob Almony.

EMPLOYEE RAISES

A 25 percent raise across the board will be given to all members of the library staff. Funding for the raises was provided through a special dispensation of the Missouri State Senate otherwise known as the Discretionary Slush Fund. Credit for landing this lucrative grant can be given to Pat Ives who wrote the proposal and Dr. Shaughnessy who provided some candid photographs obtained from an unknown source in Jefferson City. The responsiveness of the legislature promises to be very, very good as long as we retain those negatives.

FRIENDS OF THE LIBRARIES' ANNUAL LUNCHEON MEETING

Due to incidents of alleged "Abomination" too numerous to mention in connection with last year's luncheon meeting, this year's gathering will not be allowed to take place on University property, but is tentatively scheduled for April 31st at midnight in an isolated clearing near Green's Wildlife Refuge. Library employees wishing to attend should contact Pat Burbridge before April 15th. Anton Zandor Le Vey will be the guest speaker.

CALENDAR BEGINNING THE WEEK OF JAN. 28

New Staff Deprogramming, Conference Room, Monday, January 28, 10:30 a.m.

Serials Slumber Party, Conference Room Tuesday, January 29, 2:00 p.m.

Lunchbag Seminar, Conference Room II, Wednesday, January 30, High Noon
(Fun With Mazola)

Bon Voyage Party for Gunther Curmudgeon, Staff Room, January 30, 3:00-3:15
p.m.

Library Council, Conference Room, Thursday, January 31, 5:30 a.m.

Technical Services Department "Heads", Aardvarks, January 31, 3 p.m.

Escort Services, Conference Room, Friday, February 1, 8:00 p.m.

Staff Association Lonely Hearts Club, Staff Room, Monday, February 4, 3:30
p.m.

Memorial Service for Gunther Curmudgeon, Staff Room, Tuesday, February 5,
3:00-3:10 p.m.

Shelf List Card Burning, Cosmos Park, Tuesday, February 5, 9:00 p.m.

QUARTERLY STATISTICS AND NOTES

The final quarter of 1984 has proved to be a relatively bleak one for Technical Services. Although, new volumes pour in at the usual torrential rate, not a single volume has been processed and no new titles have been catalogued. LUMIN has been down over 90% of the time and the entire data base was destroyed in a senseless act of sabotage. Still, LUMIN continues to get loaded during work hours and may soon be terminated. Consumption of supplies is at an all time high, accounting for the use of over 2.5 million dollars in this last quarter alone. On a more positive note, meetings for this quarter have seen a phenomenal upturn, numbering over 1,937. Keep up the good work! This place may yet become a bureaucratic utopia.

SO SORRY

If you thought this was the News Notes and have already bothered Pat Burbridge about your ham or smoked turkey, ... well, what can I say. Maybe next time you'll read the whole thing before you go chasing after the promise of free food. Anyway, as you've probably suspected, this is actually a publication of the Library Muse, and any resemblance to real persons, places, activities, etc. is carefully planned and totally intentional. Hope you enjoyed it and (more to the point) I hope you're not planning any litigation because of it. Council Minutes were submitted by Drew Racine. Any complaints can be sent to Gunther P. Curmudgeon in Collection Development, Ellis Library.

Alan Arnold

Library Council Meeting

January 24, 1985

1. Announcements were given as follows:

a. Dr. Shaughnessy reported that Provost Bunn has postponed his decision on the matter that he has had under advisement since he delayed its consideration.

b. At the last meeting of the 4 library directors, Jim Corey announced that a recently installed LUMIN enhancement would permit the display of the first 15 letters of the alphabet. Programming for the remainder of the letters is under way.

c. At its opening session, the Missouri Legislature reconsidered its funding of the Library addition. Some funds were cut. The John Ashcroft Broom Closet will be dedicated March 1, 1985 at 9:30 a.m. The entire staff is invited to the gala afterwards.

d. At the Association of Research Libraries meeting, a new policy was announced: members of large research libraries are forbidden from speaking with any persons who work in libraries with a budget under 3 million dollars.

e. Dean Schmidt announced that the University interior decorator has chosen the colors for the hot tub/sauna room in the new Health Sciences Library building.

f. Drew Racine announced that because of their heavy workload, Technical Services would no longer process books that are blue.

g. Because of lack of shelving space in 3 West stacks, books from that floor will be shifted to 2 East. Books from 2 East will be transferred to 1A West to make room. To accommodate that move, bound journals from 1A West will be moved to 3 East if their cutter numbers end in an even number or to 2 West if odd. All books with more than 317 pages will be transferred to Annex III (the former Ice Chalet). Books from Annex III can be retrieved on Tuesdays in months with an "R" in the names. Thanks were expressed to the Library Council for this idea to alleviate overcrowding. Cards or gifts with round edges can be sent to Marsha Stevenson in care of the Wedgeworth Happy Valley Center for the Terminally Inaccessible.

h. Bob Almony clarified the seventeenth draft of the Emergency Evacuation Policy. If your desk is on fire, if the ceiling is falling in pieces over 18.5 square inches, or if you can see the red stars on the MIG's, evacuate the building in an orderly fashion using the secret tunnel from the sub-basement.

i. The honeymoon appears to be over for President and Chancellor McGrath. His nomination of Ronald McDonald for Vice Provost for Administrative Affairs met with resistance from the Faculty Senate. Chair, David Leuthold, said, "This guy's a clown." McGrath aroused campus ire, apparently, when he allocated \$150,000 to renovate Ronald's house, Burger Point.

j. The electricity in Ellis Library will be turned off next week pending a decision in the suit brought by the American Civil Liberties Union against the University. The ACLU has charged discrimination because the Library uses only AC electricity. Supporters of Equal Rights for DC predict a long, highly charged court battle.

k. Mary Ryan announced a new procedure to cut periodical theft from the CPRR. All issues will be glued to the shelves.

l. In an effort to increase usage in the Engineering Library, Al Jones announced a blanket order plan for Marvel Comics. Funding has been provided by the Hyatt-Regency and the Engineering Students Honor Society.

m. The fund set up last year for special collection on Truth and Honesty in Journalism has yet to be spent.

n. Pat Burbridge announced a new UMca policy on sick leave. In order to receive sick leave pay, employees must submit UMca form 10A at least 5 working days before becoming sick. Attempts to claim sick leave without the prescribed notice will only be granted if UMca form 121B/REV is submitted in triplicate within 24 hours of not submitting form 10A.

CALL NUMBER TEST - MEDIUM-DIFFICULT

hC011
WE266h

W1
ZE498

EC65
A100
648w2

XbH
.90A
.450

4-QL
138

SCG
.P898
.D826
no. 24a

437.PZ
135
Pe23tm4i21k

UVc85
V58D

TLE
121
S95m

PN
4828
03W4t&a

x505
ZEIA

ΩΨ
236.σ
⊖α45υ

WI
ZE532P

4PZ
366

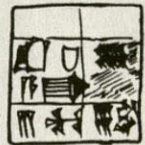


E=mC2
408.32
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GPG
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X21

DRI
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937
WEE



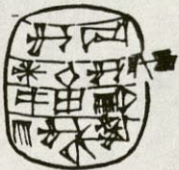
NA9350
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PU
TZ4
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SB
931
.W4
.C3
.Wee!

t299B
437.04

YUK
34.1
A322ag



409.3219
at3my4place

234.54
ΣτΩ34Xψ8τ

3.1415
PiR2

XB
234.1
B21
.Akc2
4183tk21
bt456y2er

Please complete the above test by putting the call numbers in the correct sequence as you have done in previous quizzes. Turn in your answer sheets to Marsha Stevenson at the circulation Desk. The first 20 persons to submit perfect papers will receive 25 dollars and an ANNEX III t-shirt. Good luck!

Library News Notes

Issued Periodically for the
information of the staff of the
University Libraries

Number 537

GOODBYE

Jane Mongeon

Health Sciences Librarian

MICRO-COMPUTING LAB IN 4D12

All staff might wish to know that the Campus Computing Center has put a micro-computing lab in room 4D12, with IBM PC's and Apple MacIntosh machines. Patrons may be directed to this room by telling them to go to the 4th floor (steps or elevators) and follow the green stripes on the floor to the lab.

The lab may be used by anyone. Software is available at the Reserve desk in room 109, and includes programs for basic operation plus word processing and spreadsheets.

Robert Almony

XEROX CORPORATION UNDERWRITES COST OF BOOK FAIR

The Xerox Corporation has presented the Friends of the University of Missouri Library and the State Historical Society of Missouri Library with a check for \$2,000. This money is to be used to underwrite the costs of the Friends' annual Book Fair. This is the second year that the Xerox Corporation has generously provided this support.

Last year the Book Fair raised over \$7,500. These funds were used by the Libraries to purchase valuable materials which otherwise could not be acquired. The next Book Fair is scheduled for April 5 and 6. We are fortunate to have Alan Bloom and Oleta Edwards again ably co-chairing the effort. They are meeting every Tuesday from 4:30-6:00 p.m. in Room 29 to sort and price books. All volunteers are welcome. Won't you join in helping them to make the 1984 Book Fair the most successful to date?

Tom Shaughnessy

MEETING OF M.L.N.C. BUDGET COMMITTEE

The Budget Committee of MLNC will meet on Monday, February 4, at 10:30 a.m. in the 4th floor conference room in Ellis Library. Wednesday, February 6th has been set as an alternate date in case of snow.

HURRY...DON'T BE LEFT "OUTSTANDING" IN THE COLD

Hurry, Hurry, Hurry. Before supply runs out. Get your nomination form for Outstanding Library Student Assistant Award and Outstanding Library Staff Member Award. Forms are DUE FEBRUARY 15, 1985. Ask any member of the Staff Development Committee if you have questions. Forms may be picked up in the Administration Office. Don't waste time. Hurry now.

Pat Burbridge, June DeWeese, Janita Didede, Viki Young and Alan Yount.

SPECIAL LIBRARIES ASSOCIATION MEETING

The Mid-Missouri Chapter of the Special Libraries Association will meet on Wednesday, February 6 at 7:30 p.m. at Boone Tavern, 811 E. Walnut, Columbia. The program will be "University of Missouri Press--25 Years" by Edward D. King, Director of University of Missouri Press. The meeting will be followed by complimentary wine and hors d'oeuvres, provided by Ebsco Subscription Service, Barrington, Illinois.

LUNCH BAG SEMINARS

Tuesday, January 29, the Staff Association will sponsor a lunch bag seminar on facial care, given by Alice Thurman, a Mary Kay dealer.

The Library Staff Association is also sponsoring a lunch bag seminar on Wednesday, February 6 at noon in the Conference Room. Bob Almony will present a general overview of income tax laws and information on new tax laws.

On the lunch bag seminar questionnaire several people suggested showing vacation slides. If anyone has slides they would be interested in sharing during a lunch bag seminar, please contact Julie Still, Special Collections.

Library Staff Association

EMPLOYEE DEVELOPMENT SEMINARS

Flyers have been posted in the Staff Lounge listing the employee development seminars that are being presented in the Winter 1985 session for Library staff and Management/Professional employees.

POLICY TRACKING

Overdue Fines and Replacement Costs: Approved for distribution to policy manuals.

Regular Circulation Borrowing Privileges: Approved for distribution to policy manuals.

Staff Suggestion and Innovation System: Undergoing revision.
Collection Development: Awaiting final approval.

WOMEN'S CENTER PROGRAMS

A brochure has been posted in the Staff Lounge on programs which will be offered during the Winter, 1985 Session at the Women's Center in Gentry Hall.

STUDENTS CLAIMING EXEMPT STATUS ON TAXES

The Internal Revenue Code requires that employees claiming exempt status on taxes renew this status annually by completing an Employee's Withholding Allowance Certificate (Form W-4). Department heads should refer any of their student employees in this category to Pat Burbridge in the Administration Office. Employees who do not renew their exempt status should expect to have withholding on checks received after March 1, 1985.

CALENDAR BEGINNING THE WEEK OF JANUARY 28

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Lunch bag seminar, Tues., Jan. 29, 11:30.

Serials, Tues., Jan. 29, 2:00 p.m.

Book Fair Sorting Session, Tues., Jan. 29, 4:30 p.m. (ROOM 29)

Collection Development Committee, Wed., Jan. 30, 8:30 a.m.

Staff Development Committee, Wed., Jan. 30, 2:00 p.m.

Library Council, Thurs., Jan. 31, 8:30 a.m.

Library Committee, Thurs., Jan. 31, 1:40 p.m.

Access Services, Thurs., Jan. 31, 3:00 p.m.

Ellis Reference, Fri. Feb. 1, 8:30 a.m.

Approval Profiles, Fri. Feb. 1, 2:00 p.m.

MLNC Budget Meeting, Mon., Feb. 4, 10:00 a.m.

Status of Women, Mon. Feb. 4, 3:30 p.m.

Catalog Services, Tues. Feb. 5, 8:30 a.m.

Construction Meeting, Tues. Feb. 5, 10:30 a.m.

Serials, Tues., Feb. 5, 2:00 p.m.

Book Fair Sorting Session, Tues. Feb 5, 4:30 p.m. (ROOM 29)

LIBRARY VACANCIES

Secretary, Administrative Office, \$5.13 per hour.

Library Clerk II, \$4.54 per hour. Working 1/2 time at Library Annex as Attendant locating and checking out books, sending notices, maintaining files, reshelving books. Also 1/2 time in Circulation in various duties including desk supervision 15 hours per week; usual hours 7:30 - 5:00. Previous clerical experience, preferably in library, typing ability, knowledge of call numbers.

Library Clerk III, \$5.13 per hour. Duties include clerical support for the General Reference Unit and Head of Ellis Reference Services (typing, mail sorting, check-in of reference serials, collection maintenance). Familiarity with the use of microcomputers for word processing and spread sheets is desirable. Duties also include assisting librarians in providing reference service at the General Reference Desk after initial training and in processing interlibrary loan requests. Applicants must have accurate typing and formatting skills, excellent attention to detail as well as the ability to deal with the public courteously. Previous library experience or library science coursework is helpful.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger

Social Science Librarian

PROFESSIONAL VACANCIES

Catalog Maintenance Librarian, Auburn University, Alabama 36849.

Director for Central and Science Libraries, Vanderbilt University, Nashville, Tennessee, 37203-5601.

Director for Walker Management Library, Vanderbilt University, Nashville, Tennessee, 37203-5601.

Reference Librarian with Specialization in Science, University of Tennessee, Knoxville, Tennessee, 37916.

Technical Services Librarian, Florida Center for Library Automation, Gainesville, Florida, 32611.

Assistant University Librarian for Rare Books and Special Collections, Princeton University Library, Princeton, New Jersey, 08544.

Librarian, Cataloger for Serials, University of Arizona, Tucson, Arizona, 85721.

Library News Notes

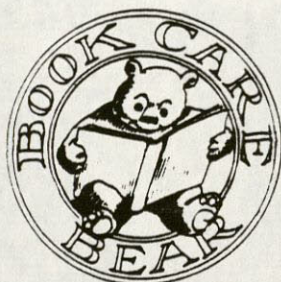
Issued Periodically for the
information of the staff of the
University Libraries

Number 538

ANNIVERSARY

Oleta Edwards celebrates 25 years with the University Libraries on February 1. Congratulations!

PRESERVATION AWARENESS MONTH



February is Preservation Awareness Month in the UMC Libraries. The Preservation Committee has planned a series of articles, posters, bookmarks, and an audio-visual presentation to raise the awareness of staff and patrons to preservation concerns. The posters, which you will see displayed throughout the Libraries, were designed especially for us by Pat Marrin, whose cartoons have also appeared in the Missourian.

The repeated audiovisual presentations scheduled for Thursday, February 21, at 10:30 in the Conference Room and Friday, February 22, at 2:00 in Library Instruction Room 1 will include a videotape on proper handling of books from Southern Illinois University and a slide-tape presentation from the Library of Congress on planning a preservation program which will be a good introduction to the Preservation Self Study we will be undertaking in October of 1985. The audio-visual program will also be made available to the branches, and another showing can be scheduled for Ellis if there is enough demand.

The Preservation Self Study scheduled for the fall of 1985 is sponsored by the Association of Research Libraries and will guide us in examining in depth the state of our collections and facilities, analyzing what needs to be done to remedy the problems, and devising ways to implement changes. The consultants who will be providing expert help will be Carolyn Harris of Columbia University who is Chair of the Preservation of Library Materials Section of the American Library Association, and Duane Webster of the Office of Management Studies of ARL.

One of the goals of the study is to increase preservation knowledge and awareness among the staff. To achieve that objective many staff members will be involved on task forces. It promises to be an exciting and challenging time for us all as we tackle one of the most serious problems confronting our libraries--that of our deteriorating collections.

Deana Astle

LUMIN WORKSHOP

There will be another LUMIN workshop for any interested library staff on Wednesday, February 6 at 10:00 a.m. in Library Instruction Room II. Any questions? Call Goodie Bhullar at 882-4692.

RECEPTION FOR GENEVIEVE CASEY

The faculty, staff and students of the School of Library and Informational Science invite you to a Welcome Reception for Genevieve Casey, Scholar-in-Residence at the School of Library & Informational Science. The reception will be held on Sunday, February 10 from 3:00 p.m. to 5:00 p.m. at the Faculty Alumni Lounge in the Memorial Union.

Professor Casey has served as Michigan State Librarian and is Professor Emerita, Wayne State University. She will share her expertise and wide range of experiences through a number of activities including guest lectures, colloquia, and conducting seminars for library professionals in Missouri. She will also collect vital needs assessment and related reserach data relative to program development.

Professor Casey has been Visiting Professor at the University of Hawaii (1973, 76, & 79) and the University of Washington (1978); and Fulbright Professor, University of Brazilia, Brazil (1979). She also has a wealth of broad-based experience in public and state libraries, service to the aged, interlibrary cooperation and continuing education. Her long list of publications include articles published in Library Quarterly, Public Libraries, and the AIA World Encyclopedia of Library and Information Services, and a text, Library Services for the Aging, published by the Shoe String Press in 1984.

DISSERTATIONS CATALOGED

The May 1984 dissertations and films are being cataloged.

INCOME TAX SEMINAR

The Library Staff Association is sponsoring a lunch bag seminar on Wednesday, February 6 at noon in the Conference Room. Bob Almony will present a general overview of income tax laws and information on new tax laws.

POLICY TRACKING

Staff Suggestion and Innovation System: Undergoing revision.

Collection Development: Approved. To be Distributed.

COMPUTING BOOKS ON RESERVE

The Automation Committee calls to the attention of all staff the following books on reserve for LS 303/301 for the Winter '85 Semester. These books may be of interest to those interested in microcomputers in libraries.

Call No.	Author	Title
LIBS Z 678.9 .M476 1982	Chen, Ching-Chi & Bressler, Stacy	<u>Microcomputers in Libraries</u>
LIBS Z 678.9 .C63	Corbin, John	<u>Developing Computer-Based Library Systems</u>
LIBS Z 678.9 .C64 1983	Costa, Betty and Marie Costa	<u>A Micro Handbook for Small Libraries and Media Centers</u>
LIBS Z 674 .D47 1984	Dewey, Patrick	<u>Public Access Microcomputers: A Handbook for Librarians</u>
LIBS Z 678.9 .R67	Rorvig, Mark	<u>Microcomputers and Libraries</u>
LIBS Z 678.9 .U754	Systems & Proce- dures Exchange Center	<u>The Use of Small Computers in ARL Libraries</u>
LIBS Z 678.9 .W27 1983	Walton, Robert	<u>Microcomputers: A Planning Implementation Guide</u>
LIBS Z 678.9 .W58 1983	Woods, Laurence & Nolan Pope	<u>The Librarians' Guide to Microcomputer Technology</u>

MYSTERY REMAINS UNSOLVED

The whereabouts of the inner workings of the coffee pot in the Ellis Conference Room still remain a mystery. Your help would be appreciated in solving this puzzle.

CALENDAR BEGINNING THE WEEK OF FEBRUARY 4

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, February 4

10:00 Missouri Library Network Corporation
1:30 LUMIN Committee
3:30 Status of Women Committee

Tuesday, February 5

8:30 Catalog Services
10:30 Construction Meeting
2:00 Serials
4:30 Book Sorting Session (ROOM 29)

Wednesday, February 6

8:30 Collection Development Committee
12:00 Lunch Bag Seminar - Income Tax
3:00 Staff Association Board

Friday, February 8

8:30 Ellis Reference
1:00 Approval Profiles

LIBRARY VACANCIES

Secretary, Administrative Office, \$5.13 per hour.
Library Clerk II, \$4.54 per hour.
Library Clerk III, \$5.13 per hour.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger

Social Science Librarian

Collection Management Librarian - Health Sciences.

Requirements: Requires masters degree from an ALA accredited program including courses in health sciences librarianship. Two years of professional library experience in a health sciences library are preferred. Ability to communicate well verbally and in writing, and to work effectively with staff and patrons is required.

Duties and Responsibilities: Responsible for the aspects of selection, acquisitions and processing, excluding cataloging, for the Health Sciences and the Veterinary Medical Libraries, which are performed in the Health Sciences Library. Selects serials and monographs for the Health Sciences Library, manages the serials control system, PHILSOM, at

Health Sciences Library, coordinates it with that at Veterinary Medical Library, and is liaison with PHILSOM headquarters; works with the automated acquisitions system which is managed by the University Library; monitors the acquisitions budget and prepares reports and statistics; supervises binding, marking and processing of all materials; processes documents and gift materials; works at the Information Desk.
Applicaton Deadline: April 15, 1985
Minimum Salary: \$16,000 with experience.

PROFESSIONAL VACANCIES

Librarian-Music Cataloger: Southern Illinois University at Carbondale, Morris Library, Carbondale, Illinois 62901.

Assistant Catalog Librarian (Music Cataloger), Southern Illinois University at Carbondale, Carbondale, Illinois 62901.

Coordinator for Circulation & Interlibrary Services, Rutgers University, New Brunswick, N.J. 08903.

Reference Librarian, California State University, Long Beach, CA 90840.
(three positions available)

Library Instruction Coordinator, Auraria Library, serving University of Colorado at Denver, Metropolitan State College and Denver Auraria Community College, Denver, Colorado 80204.

Head, Reference Services Department, University of California, Riverside, CA 92517.

Head, Copy Cataloging Section, University of Notre Dame, Notre Dame, Indiana 46556.

Head of Acquisitions, Indiana University-Purdue University, Indianapolis, IN 46202.

Monographic Cataloger, Northwestern University Library, Evanston, Illinois 60201.

NOTE: Your input is invited regarding whether the "Professional Vacancies" is a useful section of the News Notes. If you have an opinion, please drop off a note in the News Notes box in the Administrative Office.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Meeting

January 31, 1985

Present: Bob Almony, Mary Allcorn, Becky Greer, Al Jones, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson.

1. Dr. Shaughnessy made these announcements:

a. The MLA Staff Workshop will be held on March 29 the at Lake of Ozarks. The registration fee is \$20 if MLA member, \$25 if not. The Libraries will send a limited number of support staff. Staff should ask their supervisors if they wish to go, and supervisors should inform Pat Burbridge by noon, February 11. (See News Notes 536, Jan. 24 for details.) We'll support with time off and pay the registration fees.

b. Staff Awards Program will be on April 3, 1985 in the Faculty/ Alumni Lounge at the Memorial Union. Chancellor Uehling and Provost Bunn will be invited.

c. Dr. Shaughnessy met with Provost Bunn and Associate Provost Brouder regarding the Librarian's Governance document. They raised several questions which we hope can be satisfactorily addressed.

d. LUMIN is or soon will be up for the public. A proposal to stop filing cards in the public catalog as of 12/30/85 was made. The problem of RUSH books: how to circulate them without a LUMIN record, was discussed. The consensus is that this date is reasonable and acceptable if LUMIN goes as planned.

e. LUMIN Printer Committee report on printers for the public will be re-examined. We may try to procure one LUMIN printer per branch and at least one near General Reference. Bob Almony is looking into the type: quiet, regular paper needed, price, etc.

2. Other announcements:

a. Mary Ryan reported that the General Reference/Documents position is being filled February 1 by Wayne Barnes.

b. Drew Racine announced that a meeting will be held on 2/1/85 in the Conference Room on approval profiles. Carol Vaughan will be presenting the profiles. This meeting is for area and branch librarians. Others are welcome but please call Carol first.

c. Bob Almony announced that Ellis will close at 6:00 p.m. on 2/8/85 and will re-open at 1:00 p.m. on 2/9/85. Electricity will be off. Staff should note that this is not excused absence; they must take vacation or time off without pay. If the electricity cannot be back on by 1:00 p.m., Bob will notify Marsha and Mary. We will put signs up and advertise this to our users.

d. Bob also reported that the phone lines will be changed in March and all computer connections will be broken for at least some time. No firm date yet.

e. Bob stated that there was still no word on book lift. Students will still have to carry books up stairs to shelve them.

f. Bob Almony reported that construction on the addition is about three weeks behind schedule and the weather may delay it even more. As to the problem with coaxial cable to 3278's in Acquisitions -- will try to get a new coaxial cable in place before taking out the old one. Construction workers will soon be taking out the wall behind the Grey Lounge.

g. Bob Almony passed out a drawing of a suspect in recent thefts. If he is seen around the Library, call University Police.

h. Bob Almony announced that the Career Planning & Placement Center has a newsletter called The Hunter with job openings. They want to know if University Libraries could use this. We will put it uncataloged in CPRR.

3. Tom Shaughnessy reported that he met with Provost Bunn concerning program review funding. In view of the limited amount of reallocation dollars available for 1985/86, the Libraries will not get an enhancement increase. However, they are on the system-wide priorities list, and additional funds will eventually be forthcoming. The Provost is aware of our needs for additional staff and acquisitions dollars.

4. Mary Ryan discussed the LUMIN Users meeting on 1/16/85. Jim Corey is developing a troubleshooting program for equipment and telecommunication problems. Kurt Kopp is in charge of menu-driven LUMIN operations. User education was discussed. We have handouts and are planning training workshops. (By the way, we had 20 people at a BRS After Dark training workshop.) Reference terminals having problems again because of the Rennex Protocol Convertors. Still working on public display format.

5. Drew Racine reported on the OCLC Users Council meeting. Minutes of OCLC Users Council will be routed when the official minutes are issued.

6. ALA Reports:

a. Tom Shaughnessy: RTSD Chief Collection Development Offices of Large Research Libraries Discussion Group
"Non Traditional Uses of Book Budgets"

There was a lot of discussion and wide variation in practices. Some libraries are making use of these funds for equipment, network/utility costs, database searching for users, microform readers. Most of these are justified as providing access rather than the materials themselves. NCIP and RLG Conspectus and National Shelflist Count was discussed. The U.S. Archives was asked to interloan microforms or deposit a copy at CRL.

b. Bob Almony: ACRL Chapters are doing lots of things. 4th ACRL Conference in Baltimore in 1986.

c. Marsha Stevenson: "Microcomputers in Academic Libraries"
Many academic libraries have microcomputer labs, but many have more responsibilities than we. Apple is most common micro used. (We have 2-hour reserves for software for our lab.) Some libraries buying software from Acquisitions funds. Some have modems and telecommunications attached to their micros.

2nd Meeting: "LAMA Circulation Committee Meeting on Theft
Detection"

Many libraries do subset inventory checking. Oklahoma State found 21% of their collection missing. (At UMC, we checked 500 items from early 1960's, and our loss rate is about 5%.) Everyone but UMC strips at least some unbound journals. Door guards are not taking their jobs seriously enough in most libraries.

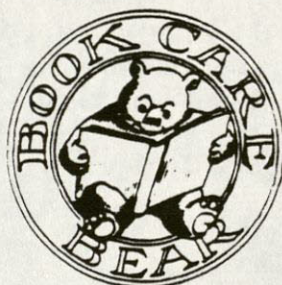
7. Dean Schmidt questioned why LUMIN still has Research Park books. We will try to pull shelflist for cards for material we want to bring back to Ellis and change locations. Titles not wanted will be deleted from LUMIN but left at Research Park.

Library News Notes

Issued occasionally for the
information of the staff of the
University Libraries

Number 539
February 8, 1985

DYNAMICS OF BOOKS



Books deteriorate for three basic reasons: their intrinsic composition, their subsequent handling, and their environment. Paper, the major component of books, is a hygroscopic material which absorbs water when the relative humidity is high and gives off water when it is low. This continual expansion and contraction which is common in buildings with poor environmental control weakens the paper and shortens the useful life of the book. Mold is another environmental problem since it can start to grow when the relative humidity reaches 68%.

Acid may be introduced to paper at many stages of its manufacture and storage, and once present begins to break down the cellulose fibers. As the fibers break off, the paper becomes weak. Poor air circulation, and temperature and humidity fluctuations play havoc with paper. Ultra-violet rays in sunlight cause photo-chemical changes, damaging paper and rotting the binding. Bindings themselves present serious problems. For example, many crumbling leather bindings of the 19th century are undergoing irreversible chemical reactions which render them useless as book supports, and can even contaminate their immediate environments.

Books should be opened, handled, shelved, and cleaned with care. The best way to shelve books is in an upright position with enough room for proper air circulation to discourage mildew growth. Book ends should be tall enough to prevent books from sagging and getting out of shape. Oversized books should be shelved on their spines--never on the fore-edges--or singly on specially designated shelves. Spines of books shelved on their fore-edges are unable to bear the weight of heavy textblocks and will collapse and detach. These factors should be kept in mind as we are shelf reading. At the least, book ends should be added where they are needed.

Books are not static but dynamic physical entities. The shapes they assume tell a lot about how they have been cared for (or not cared for, as the case may be). We need to provide the best environmental conditions possible for our books and handle them carefully to prolong their life. This will also demonstrate to our users that we care about our collection.

Kathleen Edwards

WAYNE BARNES ASSUMES NEW POSITION

Effective February 1st, Wayne Barnes has assumed the position of Librarian I in General Reference/Documents.

I WILL TELL ALL I KNOW

That's right, I'm going to come clean in the next issue of the Library Muse. Places, dates, records, photos...if you get my drift. Now you're probably asking yourselves "Gee, I wonder if Al has the goods on ME?" and rightly so. Well, the one sure way not to find out along with everyone else is to submit something for the Muse. Is that so much to ask? I'll take poems, stories, articles, jokes, architectural drawings, iconographical materials, 8X10 glossies or anything (including personal checks). The Muse belongs to all of us so let your imagination run wild...or find yourself a good lawyer. Please submit entries before February 25th. Thanks.

Your loving and benign editor.

NEW SOFTWARE PACKAGES AVAILABLE

BOOKDEX: Prepares back-of-the-book indexes
NEWSDEX: Generates indexes for newspapers, journals, and other periodical literature

These packages enable the indexer to post, sort, and subordinate entries under chosen subject headings. Both programs must be used in conjunction with a word processing package for entering and editing data. The "documentation" for both packages can be found in the Science Library Office. The master diskettes are in Bob Almony's office. See Judy Pallardy for more information.

LETTERING SYSTEM TO BE DEMONSTRATED

The Kroy Lettering System will be demonstrated all day on February 8th and 11th in Special Collections.

Kroy lettering is a quick, easy-to-use lettering system that gives all your hard work the polished, professional appearance you want. Kroy's variety of typestyles and typesizes on repositionable tape are ideal for every lettering need you have:

REPORTS
CHARTS AND GRAPHS
BULLETINS

PRESENTATIONS
OVERHEAD TRANSPARENCIES
SIGNS

All staff are invited to try out the machine and comment on its potential usefulness to the University Libraries.

DISPLAY FEATURES BLACK HISTORY

A display for black history month will be featured in the display case on the first floor of Ellis Library. The subject of the display is "The Black Periodical Press in the United States, 1827 to the Present..." These materials will be on display beginning about February 1 and extending until March 1.

Bonnie MacEwan

REMINDER

You only have one week left to complete nominations for "Outstanding Library Staff Member of the Year" and "Outstanding Library Student Assistant for the Year". The completed forms are due FEBRUARY 15 and are to be turned in at the Administrative Office. If you have not yet picked up nomination forms, they are still available at the office. THIS IS YOUR LAST CHANCE!

ANNE EDWARDS SELECTED AS JUDGE

Anne Edwards has been asked to be one of the judges at the National History Day (March 9th) competition at the Memorial Union. Over 200 students, grades 6 through 12, are expected at the contest which is the culmination of a series of activities that are designed to help students learn more about history using the content and methods of the social studies, language, literature, and the arts.

CALENDAR BEGINNING THE WEEK OF FEBRUARY 11

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, February 12

2:00 Serials

4:30 Book Sorting Session (ROOM 29)

Wednesday, February 13

8:30 Collection Development Committee

2:00 Staff Development Committee

Thursday, Febraury 14

8:30 Library Council

1:00 Technical Services

3:00 Access Services

Friday, February 15

8:30 Ellis Reference

1:00 Approval Profiles

Monday, February 18

1:30 LUMIN Committee

Tuesday, February 19

10:30 Construction Meeting

2:00 Serials

4:30 Book Sorting Session (ROOM 29)

LUNCHBAG SEMINAR

A lunchbag seminar on houseplant care will be presented by Greenthumb Veva Hein on Wednesday, February 20, 1985 at 12 noon in the Conference Room. Plan now to attend this informative leafing session.

Marie Paiva

LIBRARY VACANCIES

Library Clerk III, (Full-time) \$5.13 per hour.

Library Clerk III, (Half-time, temporary until August 31, 1985) Serials Conversion Project, \$5.13 per hour. Main responsibilities will be online inputting of formatted serial records into the OCLC data base, and conducting online bibliographic searches in OCLC or LUMIN. Other duties may include typing, filing and file maintenance. This position requires accurate typing, good attention to detail, and previous library clerical experience. Applicants must be able to work independently and should have good communication skills. Knowledge of serial publications and a foreign language is desirable. After initial training chief hours of work will be during OCLC non-prime time (7-8 a.m. or after 4 p.m., Saturdays). This position is funded through the Daniel Boone Regional Library. Therefore, staff benefits will be those of the Regional Library and not the University.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Assistant Director for Program Development, Florida Center for Library Automation, Gainesville, Florida.

Assistant Librarian, Ambler Campus Library, Temple University, Philadelphia, Pennsylvania.

Head, Medical Center Library, University of California, San Diego, California.

Library Instruction Librarian, Indiana State University, Terre Haute, Indiana.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library News Notes

Issued occasionally for the
information of the staff of the
University Libraries

Number 540
February 15, 1985

HELLO!

Oi-Chi Hui
Jay Lambrecht
Kathy Pritchett

P/T Library Assistant I
Head of Monographic Cataloging
Secretary

Documents
Tech. Services
Administration

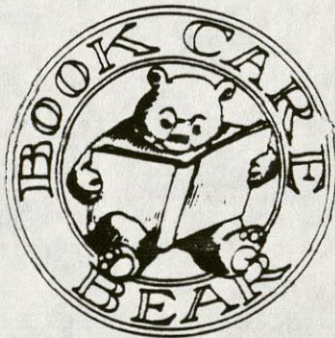
GOODBYE!

Randy Bowlin
Pat Ives

Library Clerk III
Library Assistant II

Shelving
Reconversion

USE CARE IN PROCESSING LIBRARY MATERIALS



When we think of damage to books, we usually assume that the library's patrons are the culprits. However, staff members can also be guilty of mishandling books even before they reach the stacks.

When processing newly acquired materials, the utmost care should be taken by staff members. Clean hands are a must when handling books. Stamp pad ink, grime and hand lotion can often be transferred to pages as dirty or oily fingerprints.

When a book arrives with uncut pages, they should be trimmed before processing if at all possible. Careful separation of the pages by hand may also be done using a letter opener or sharp knife, but should never be done with a finger.

When processing books and journals, try to avoid the use of paper clips. If paper clips must be used, a small piece of paper should be inserted between the metal and the page to protect it from tearing. Paper clips should also be removed immediately after processing the book as they tend to leave rust stains on pages as they oxidize. Rubber bands can also damage books since they deteriorate with time and leave a residue on books and pages as they crumble.

Never use cellophane tape to mend torn pages. The adhesive over a relatively short period will cause stains and the acidic materials in tape will deteriorate pages. This tape will do more harm than good when used for book repairs. If you find a book with torn pages, bring it to the attention of Mending.

It is only through everyone's cooperation that we may keep our collection intact for future generations.

Bob Stevens

RECEPTION FOR PAT IVES

Friends of Pat Ives are invited to a reception on Thursday, February 21 from 2:30-4:00 in the Staff Room to wish her well in her new position of Manager for Development Research for UMC and to recognize her 14 years of service to the Library. Donations of cookies and other goodies would be gratefully accepted. The reception is sponsored by the Serials Department and Technical Services.

Deana Astle

SHELF-READING PROGRESS REPORT

Congratulations to Jeane Clark of ILL, Fred Hanson of LIBS, and Jennifer Scott of CPRR, who have joined the select circle of library staff members who have completed their shelf-reading assignments. Please remember to notify me when you've finished yours.

If anyone is still puzzled about call number order (especially after taking the quiz in Not Necessarily The Library News Notes), we have received an Apple software package called "Shelving Books the LC Way: A Self Test." Please call me if you'd like to try it.

Marsha Stevenson

CORRECTION

The National History Day mentioned in the February 8 News Notes is March 2nd, not the 9th.

Anne Edwards

ACTING HEAD OF GENERAL REFERENCE

Pat Timberlake is on leave of absence for the Winter, 1985 semester. She will return to work June 17, 1985. During her absence Goodie Bhullar is acting head of General Reference. Please direct your calls or correspondence to Goodie if appropriate.

DISKETTES AND THE 3M

The Circulation Desk gets frequent questions from patrons and library staff regarding the effect of the 3M theft detection system on micro-computer diskettes. We have checked with the manufacturer, looked through library literature and run in-house tests, and can confidently assure our users that carrying a diskette through the exit gates will not harm its contents. The desensitizing machine kept behind the Circulation Desk will erase a diskette only if it is run directly through the unit; mere proximity to the machine will not affect the data.

A few patrons whose diskettes have been erased have surmised that the exit gates are responsible. It is more likely that static electricity from another source (modems, screens, paper clips) is the culprit.

Marsha Stevenson

STATISTICS DUE

Please be sure to turn in the UMC Public Services Statistics for January 1985 to Ellen Blair in the Administrative Offices as soon as possible.

Ellen Blair

LUNCH BAG SEMINAR

A lunchbag seminar on houseplant care will be presented by Greenthumb Veva Hein on Wednesday, February 20, 1985 at 12 noon in the Conference Room. Plan now to attend this informative leafing session.

Marie Paiva

"AN EVENING WITH MAYA ANGELOU"

The author of eight best sellers, Ms. Maya Angelou will present a performance on Monday, February 18 at 8:00 in Jesse Auditorium. She has numerous stage and screen accomplishments to her credit, and is a highly regarded campus speaker. Help observe the Black History celebration by attending this and other programs slated for Black History Month.

HAWTHORNE ROOM NOW ACCEPTS DINERS CLUB

Effective immediately the Hawthorne Room in the Memorial Union will accept the Diners Club credit card.

MASTERS THESIS FILES UPDATED

The July 1984 Masters thesis manuscripts have been sent to binding and the films are in the Special Materials Library.

Oleta Edwards

CALENDAR BEGINNING THE WEEK OF FEBRUARY 18

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, February 19

- 10:30 Construction Meeting
- 2:00 Serials
- 4:30 Book Sorting Session (ROOM 29)

Wednesday, February 20

- 8:30 Collection Development Committee
- 12:00 Lunchbag seminar: Veva Hein - Plants
- 1:30 "Collections and Curiosa"-Margaret Howell
(INSTRUCTION ROOM II)
- 2:30 Staff Development Committee

Thursday, February 21

- 10:30 Preservation Committee

Friday, February 22

- 8:30 Ellis Reference
- 2:00 Online Search

Tuesday, February 26

- 4:30 Book Sorting Session (ROOM 29)

LIBRARY VACANCIES

Library Clerk III, (Full-time) \$5.13 per hour.

Library Clerk III, (Half-time, temporary until 8/31/85) \$5.13 per hour.

Library Assistant II, Permanent, Full-time, \$6.65 per hour. Acts as manager of the Serials Retrospective Conversion Project. Engaged in converting all of the serial records in the UMC Libraries to machine readable form via OCLC. This involves conversion of bibliographic information, resolving of retrocon replace file problems in LUMIN, file maintenance and the entering of summary and piece holdings for each title. Responsible for hiring, training and supervising all personnel in the Project. Major responsibilities include: maintaining production levels, solving bibliographic problems, devising new procedures and policies as needed, and cataloging some serials. Qualifications include: A Bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities have been acquired; three years experience, one of which must be in an academic library, preferably Technical Services; detailed knowledge of serial publications, MARC tagging, OCLC serials format, ALA, AACR1 and AACR2 cataloging codes; working knowledge of LUMIN, previous cataloging and supervisory experience, knowledge of at least one foreign language highly desirable; excellent communications skills and demonstrated problem solving ability.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger

Social Science Librarian

Collection-Management Librarian - Health Sciences

PROFESSIONAL VACANCIES - UMKC LIBRARIES

Acquisitions Librarian, Law Library, University of Missouri-Kansas City

Assistant Dental Librarian - Librarian I, Univ. of Missouri-Kansas City

Humanities Reference Librarian-Librarian I, Univ. of Missouri-Kansas City

PROFESSIONAL VACANCIES

Business Reference Librarian, Univ. of North Carolina, Chapel Hill, N.C.

Affiliate or Assistant Librarian, Fine Arts Library, Indiana University Libraries, Bloomington, Indiana

Head of Adult Services, Emporia Public Library, Emporia, Kansas

Archivist, University of Cincinnati Libraries, Cincinnati, Ohio

Assistant General Reference Librarian, Virginia Polytechnic Institute and State University, Blacksburg, Virginia

Head, Systems Department, and Systems Librarian, Virginia Polytechnic Institute and State University, Blacksburg, Virginia

Branch Librarian, Health Sciences, University of Illinois, Chicago, IL

Serials Librarian, Head of Dept., University of Illinois, Chicago, IL

Catalog Librarian, Head of Dept., Library of Health Sciences, University of Illinois, Chicago, Illinois

Director of Instructional Services, Emory University, Atlanta, Georgia

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Meeting

February 14, 1985

Present: Mary Allcorn, Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Mary Ryan, Tom Shaughnessy, Marsha Stevenson, Carol Vaughan.

1. Dr. Shaughnessy made the following announcements:

a. Governor Ashcroft has recommended \$199,256,798 for the University's 1985/86 budget. This is a 4.8 percent increase over this year's budget. An additional \$4,579,000 has been earmarked for special purposes. This special allocation would bring the increase to 6.9 percent. These figures are very preliminary and will hopefully be increased as the legislators begin work on the budget.

b. Nominations for the Libraries' Staff Recognition Awards are due Friday, February 15th; however, the Staff Development Committee has said they will accept nominations through next Tuesday. Dr. Shaughnessy has assured them that there WILL be a FLOOD of nominations at the last minute, and encouraged the Council members and supervisors to follow through on this assurance.

c. The Chancellor's Staff Recognition Award nomination forms were passed out for those Council members who might want to nominate a staff member for an award.

d. The Spring Staff Development Workshop is scheduled for March 13th and 14th, and will feature Maureen Sullivan, Head of Library Personnel, Yale University. Ms. Sullivan has recently been involved in the personnel management problems at Yale, and has been active in the ARL Office of Management Studies, has consulted on personnel matters, and is a superb speaker. She will be addressing topics suggested by the Staff Development Committee, which will generally be in the personnel area. Details involving scheduling of the workshops will be worked out later. Because of the workshops, the Council meeting regularly scheduled for March 14th will be cancelled, and might be rescheduled for a different time.

e. Regarding the LUMIN dedication on Monday, February 18th, there will be several distinguished visitors in the Library. Supervisors are being asked to have their staff assist in directing visitors to the LUMIN terminals on the 2nd floor. After the visitors have had an opportunity to observe the use of the terminals for a few minutes, they will proceed to the Rare Book Room on the 4th floor for a reception. They will have an opportunity to use the online catalog on the 4th floor.

f. Since quite a few complaints have been received via the suggestion box regarding the beeping noise made by the LUMIN terminals, Jim Corey has been consulted as to how the problem should be handled. Mr. Corey is planning a workshop on how to cut wires which will eliminate the noise. However, since this is an irreversible solution, Bob Almony has contacted the Physics Lab regarding the problem, and they believe they can "deaden" the beep. They will be experimenting on ways to reduce the shrillness.

g. Margaret Howell will be speaking on "Collections and Curiosa" on Wednesday, February 20th from 1:30 to 2:30 in Instruction Room II. All staff who are interested in attending should request permission from supervisors.

h. Council members were asked to encourage their staff to continue working on their shelf-reading assignments, and not to wait until August to complete the project.

i. As Jim Corey will be leaving on April 1st, should the Libraries have some sort of reception for him in March? The Council was in favor of the idea, and Dr. Shaughnessy will mention it at the Library Directors' meeting on Monday, February 18th to see if the week of March 18th is agreeable with the other campus librarians.

j. Concern is high regarding our salaries as compared to national rankings, and plans are underway to draft a proposal for addressing the problem.

k. April 2nd has been set for the annual meeting with library liaisons. A list of the faculty representatives was passed out for possible corrections before the meeting notice is distributed.

l. Although librarians are not eligible for development leave, they can take research leave. Anyone planning on a research leave may obtain the guidelines from Dr. Shaughnessy. Proposals should be submitted to Dr. Shaughnessy no later than March 1st.

m. A conference on organizational systems entitled "Authority, Role and Task" is being presented by A. K. Rice on March 1, 2 and 3. The special rate for faculty and staff is \$95/person. All sessions will be in the Memorial Union, the conference begins at noon on Friday and ends at 5:00 p.m. on Sunday. Managers interested in attending should contact Dr. Shaughnessy. Some of the same concepts may be covered in ARL's OMS session, so there is a potential overlap in subject matter.

2. Other announcements:

a. Bob Almony requested that January statistics be turned in to Ellen Blair right away. He asked how to handle reminding people of the due dates for the statistics, and it was suggested to put an item in the News Notes.

b. Bob Almony passed out copies of a flyer on a workshop sponsored by MACRL and the Computer and Information Technology Committee on Microcomputer Applications in Libraries to be held March 8th at the Memorial Union.

c. Bob advised that the signs referring students to study at the Arts and Sciences building in the evenings will be taken down, as the agreement to use the A&S building has not been renewed.

e. Bob Almony passed out a preliminary copy of a proposed Incident Form which, if and when it is approved, will be available in all areas of the library for staff to use to report incidents and problems to their supervisors and/or the Administration Office. The Council members were asked to review the form and advise whether it would be useful, and give any suggestions regarding the form to Bob at the next meeting.

f. Bob announced that during the next 4-5 months, two DEC LA-36 printing terminals will be available to be used for database searching. Marsha Stevenson and Al Jones expressed an interest, and Dean Schmidt will be contacted regarding whether Trenton Boyd could use one.

g. Regarding the construction meeting, Bob Almony reported that the electrical outage went smoothly, and the serials catalog has been rearranged for construction of a temporary wall while columns to support the 2nd and 3rd floors are constructed. It will be noisy in Serials for a while. The dumbwaiter has arrived and installation will begin soon; it should take approximately one month to install.

h. Al Jones reported that he had been scheduled to testify regarding a stolen book, but the defendant had pled guilty.

3. Marsha Stevenson reported that Circulation will begin accepting Hospital and Clinics Staff for Life ID cards, as it had been mandated by the University that holders of these cards would have full privileges. Her staff will document problems encountered by accepting the cards.

4. Marsha Stevenson contacted CRL regarding a request for proposals that was rather unclear. She advised that the purpose of the program was to identify recent additions to the professional staff, and have them spend one day a week away from their regular duties in an intern program to learn more about overall University operations, and to expose them to faculty research and scholarship. The purpose is to give them a broader perspective. Funds are available to pay a replacement while they are away from their job. Because the deadline for the first batch of applications is rapidly approaching, Dr. Shaughnessy advised we should consider applying for the next round of submission in July.

5. Marsha Stevenson reported on the Circulation Committee Meeting on February 1st. Representatives attended from each campus, and Marsha was elected chair. This was an organizational meeting, and they decided to hold off on consideration of equipment purchases for the time being. Discussion was held on bar codes, as the other campuses don't have bar codes on ID's. It was agreed that as many bar codes as possible needed to be in the books before the system is operational. Dr. Shaughnessy urged that the committee explore putting bar codes in new books as they are received.

6. Discussion on the Microcomputers Policy was postponed until the next meeting, as Drew Racine was absent. Discussion on the Staff Suggestion Policy was held. The policy was approved with changes and will be distributed to policy manuals.

7. Other Business:

a. The Collection Development Committee would like to have Stewart Smith's draft of a collection development policy put on the computer, since it is basically a sound document, and could be updated and easily revised.

b. Carol Vaughan reported that she had met with GHP, Journalism and General Reference regarding Approval Profiles. The discussions are going well; however she doesn't know if we can accomplish any cuts. She plans to be finished with the profiles review by February 27th.

c. Mary Ryan reported that LUMIN has a new test data base. Users may sign on LIBTEST between 8:00 and 9:30 in the mornings.

d. Al Jones requested a listing of computer programs owned by the Libraries, programs available for the microcomputing lab, and hardware available in the Libraries. He also requested that this information be periodically updated as new hardware and software is added.

8. Agenda Items for next meeting:

- Report on Library Directors' Meeting
- Microcomputing Policy
- Circulation Review Committee Meeting
- ALA Report from Drew Racine

The Microcomputer As A Library Management Tool: Will It Really Save You Time?

Microcomputers seem to offer much potential as time and labor saving devices but in the beginning can cause many headaches long hours. An experienced user gives advice on what to do and what not to do when planning, purchasing, and setting up a microcomputer to meet your needs. Topics covered will be: deciding what to purchase, where to purchase it, what to do with it after you've got it, and how to most effectively manage it.

Jane Raifsnider is the Director of Tri-ALSA, a multi-type library cooperative serving 242 libraries in Northeast Indiana. She received her B.A. in History and an M.L.S. from Indiana University. Prior to becoming a librarian, she worked in data processing for several firms in Michigan. She is currently involved in networking the library cooperatives in Indiana to provide electronic communication for interlibrary loan and statistical and financial reporting.

Interest Round Tables

Workshop participants who would like to discuss mutual interests during lunch will have the option of sitting together if enough people indicate this desire. Indicate your first and second choice on the registration form.

Hotel Accommodations

For those who wish to arrive Thursday evening, rooms have been reserved at the Holiday Inn East, I-70 & Providence Rd., Columbia. Rates are \$44 single, \$48 double. Contact the hotel directly to make reservations. Their phone number is (314) 449-2491. Mention Missouri Library Association when you reserve your room in order to receive the special rates. Deadline for room reservations is February 21. Please make your reservation early because hotel space is limited that week in Columbia due to a state tournament.

MICROCOMPUTER APPLICATIONS IN LIBRARIES

MARCH 8, 1985
University of Missouri-Columbia (UMC)
Memorial Union

A workshop sponsored by the Missouri Association of College and Research Libraries and the Computer and Information Technology Committee.

Tentative Schedule

- 8:45 a.m. REGISTRATION Free coffee and doughnuts available
Memorial Union, North Side, 2nd Floor, Room N201-202
- 9:15 a.m. WELCOME
Dr. Thomas Shaughnessy, Director, University of Missouri-Columbia Libraries
Dr. Mary Lenox, Dean, School of Library and Informational Science, UMC
- 9:30 a.m. CONFRONTING ETHICAL ISSUES: A PANEL DISCUSSION
Electronic Journalism
Mary Ellen Sievert, Instructor, School of Library and Informational Science, UMC
Saving Searches and Confidentiality
Marilyn Carbonell, Head of Reference, University of Missouri-Kansas City Libraries
Fee or Free?
Martin Knorr, Director, Harris-Stowe State College Library
Downloading
(Panelist to be named)
- 10:30 a.m. BREAK
- 11:00 a.m. THE MICROCOMPUTER AS A LIBRARY MANAGEMENT TOOL:
WILL IT REALLY SAVE YOU TIME?
Jane Raifsnider, Director, Tri-ALSA, Fort Wayne, Indiana
- 12:15 p.m. LUNCHEON TWO HOT ENTREES, 10 salads, 2 hot
Round Table Discussions vegetables, 2 desserts
MACRL Business Meeting
- 2:00 p.m. DESIGNING AND MANAGING A DATA BASE:
LIBRARIANS RESPOND TO THE ELECTRONICS REVOLUTION
Frederick Raithel, Director, Mid-Missouri Library Network
- 2:30 p.m. A COMPUTER LITERACY PROGRAM FOR LIBRARY STAFF
Drew Racine, Head of Technical Services, Ellis Library
- 3:00 p.m. BREAK
- 3:30 p.m. CONCURRENT SESSION
A. USING MICROCOMPUTERS FOR ONLINE REFERENCE
Jean Fraser, Online Search Services Coordinator and
Judy Pallardy, Science Librarian, Ellis Library
B. USING NEW OCLC PRODUCTS AND SERVICES
FOR TECHNICAL PROCESSING
James Kennedy, Western Region Marketing Manager, OCLC
- 4:30 p.m. DEMONSTRATION OF UMC PUBLIC SERVICES
ONLINE CATALOG
(or departure)

REGISTRATION

MICROCOMPUTER APPLICATIONS IN LIBRARIES

MARCH 8, 1985

Name _____ Title _____

Address _____ Library _____

City/State/Zip _____ Daytime Phone (_____) _____

Round Table Choices — 1ST: _____ 2ND: _____

(Select from: a. Cataloging; b. Circulation; c. Serials; d. Acquisitions; e. CAI; f. Reference;
g. Management: Word Processing/Spreadsheets; h. Management: Data Base Management; i. other _____.)

REGISTRATION FEE: \$20, members of MLA and ACRL, if received by March 1
\$23, members, if received after March 1
\$30, non-members

Registration fee includes luncheon and breaks.

Registration form and check to: MLA, Parkade Plaza, Suite 9, Columbia, MO 65203.

DEADLINE: March 1. (You must pre-register by this date in order to be guaranteed a luncheon ticket.)

(If you need a receipt, please enclose a stamped, self-addressed envelope.)

A workshop sponsored by the Missouri Association of College and Research Libraries
and the Computer and Information Technology Committee.

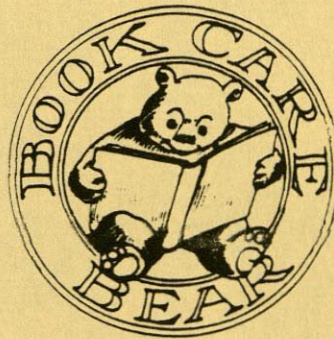
University of Missouri-Columbia (UMC)
Memorial Union

MARCH 8, 1985

MICROCOMPUTER APPLICATIONS IN LIBRARIES

MLA Executive Office
Parkade Plaza Suite 9
Columbia, MO 65203

THE BOOK CARE BEAR IS PROUD TO PRESENT:



a video tape from Southern Illinois University!
subject: the proper handling of books

a slide tape from the Library of Congress!
subject: planning a preservation program

JOIN THE BOOK CARE BEAR AND THE PRESERVATION COMMITTEE ON:

Thursday, February 21, 10:30 am in the Conference Room

OR

Friday, February 22, 2:00 pm in Library Instruction Room I

Attend Thursday or Friday if you can. Another showing can be scheduled if there is enough demand. Please make a request if you cannot attend on these dates.

Please come. Please care. Please?

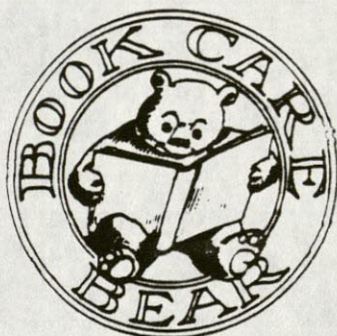
. FEBRUARY IS PRESERVATION MONTH AT UMC LIBRARIES

Library News Notes

Issued Occasionally for the
information of the staff of the
University Libraries

Number 541
February 22, 1985

"HOT TOPICS" IN PRESERVATION



Mass Deacidification: Acidic paper, which is found in most books published today, is one of the major causes of book deterioration. In recent years, two successful methods have been developed to reduce harmful acids in woodpulp papers. Library of Congress chemists patented a vapor-phased deacidification process in 1976 in which books are subjected to diethyl zinc gas (DEX) in a vacuum chamber. This method, while effective, requires experienced engineers to operate the facility due to the volatile nature of the gas, and considerable outlay for equipment. Congress has appropriated \$11.5 million to build a plant for large scale treatment of books.

The Wei T'o process has been in operation at the Public Archives in Canada and at Princeton for several years. This nonaqueous solution can be sprayed or brushed on material, or used for the total immersion of books. It can be used for either mass or single treatment of books and does not require the massive facilities of the DEZ process.

Optical Disk Storage/Video Disks: Since many books are too badly deteriorated to be salvaged through deacidification, methods have been devised for reproducing and saving the information. The Library of Congress has done much work in the area of optical and video disk storage. Two sides of an optical disk can store ten library shelves of books, equal to 95,000 pages or 316 books. These can be accessed from a terminal, allowing several people to use the same item at the same time. A video disk system is now in use at the Univ. of British Columbia in Vancouver, B.C. for the study of images for art history classes. Students use TV monitors to view works of art.

National Standards: A new standard for permanence of book paper has been issued by the American National Standards Institute Committee. This standard will encourage book publishers to use alkaline rather than acidic paper which will prolong the useful life of research materials.

There is growing concern on a national level for the care and preservation of materials which convey written words. All libraries and archives face the problem of the physical deterioration of printed materials and the lack of proper physical environments for additional works yet to be published. Our library is a microcosm of the nation's dilemma. We must define our specific needs, asking what we can do as individuals and as an institution to deal with the problems of keeping our cultural heritage intact. By involving
(continued)

ourselves in the Preservation Self Study in the fall, we can make plans and decisions that can help our library preserve its collections and to serve as a model for other libraries that face the same situation.

Preservation month has been an attempt to provide more information about trends and concerns in preservation. Those wishing to further their knowledge can contact a member of the Preservation Committee for a bibliography of appropriate reading matter.

Carolyn Collings

HELLO!

Marilyn Buchholz
Nancy Sorgenfrei

Part time
Part time

General Reference
Special Coll./
Cataloging

SORTING SESSIONS TEMPORARILY CANCELLED

The twelve persons that turned out for last Tuesday's book sorting session did such a fine job, that the sessions have been cancelled temporarily until more books come in. The Columbia Daily Tribune's annual book drive will run from March 1 through March 22, so there should soon be more work to do. Watch for notices in the News Notes of the next sorting session.

Oleta Edwards

EASTER CANDY MAKING LUNCH BAG SEMINAR

Want to make candy for your family for Easter - or for anytime? Come to the seminar on Tuesday, March 12 in the Conference Room and learn to make chocolate egg-bunnies, marshmallow, or what ever you want! There is a \$1 per person cost, payable in advance, to pay for supplies. Contact Oleta Edwards and tell her what you would like to know how to make. (Yes, Oleta is doing this seminar and she will do different recipes than she made before, if you want different ideas.)

Yes, you get to eat the results!

ONLY ONE MAIL DELIVERY ON TUESDAY

There will not be a morning mail delivery in Ellis Library on Tuesday, February 26.

USE CARE IN THE STAFF ROOM

Recently the edge of a kitchen towel was burned near the stove. Please do not leave the stove unattended when warming food, or leave any towels or sponges near the range when the burners are on...this could easily create a fire. Thanks...

Mireya Del Castillo
Staff Room Chairperson

STAFF DEVELOPMENT WORKSHOPS

Mark your calendars now for an exciting 2-day period in early March. Maureen Sullivan will be here as our major speaker for the winter semester on March 13 & 14. She will be speaking on personnel topics, many of which were requested specifically by people in the Library. More information on specific times for sessions and the topics to be covered will be listed soon.

Staff Development Committee

WORKING PARENTS SEMINARS

The UMC Training and Development Unit will be sponsoring the following seminars in Room S-16 of the Memorial Union:

Wednesday, March 6.....WORK AND BE A GOOD PARENT? IMPOSSIBLE! OR IS IT?
11:45 - 1:45 Dr. David Imig, Asst. Prof., Child & Family Dev.
Wednesday, March 27.....36 HOURS OF WORK, 24 HOURS A DAY: TIME MANAGEMENT
11:00 - 1:00 Beth Page, Training Associate, UMC Personnel
Tuesday, April 9.....CHILD CARE: ISSUES AND DILEMMAS
11:00 - 1:00 Kathy Thornburg, Child Development Lab
Wednesday, April 24.....STRESS, BURNOUT & LIFESTYLE OF THE WORKING PARENT
11:00 - 1:00 Beth Page, Training Associate, UMC Personnel

POLICY TRACKING

Emergency Procedures: To the Ellis Managers for discussion.

Microcomputers: To be discussed at Library Council meeting.

CALENDAR BEGINNING THE WEEK OF FEBRUARY 25

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, February 26
3:30 Staff Development Committee
Wednesday, February 27
8:30 Collection Development Committee
10:30 Serials Holdings
Thursday, February 28
8:30 Library Council
1:00 Technical Services
3:00 Access Services
Friday, March 1
8:30 Ellis Reference
2:30 Status of Women
Monday, March 4
1:30 LUMIN
Tuesday, March 5
10:30 Construction Meeting
2:00 Serials

LIBRARY VACANCIES

Library Clerk III, (Full-time), Ellis Reference, \$5.13 per hour.

Library Clerk II, 75%, \$4.54 per hour. Working in Shelving Department. Gives students assignments and directs their work, checks work done by students, may assist patrons in locating books in shelving room. Library experience helpful, knowledge of classification schemes, ability to do heavy lifting. HOURS: 8:00 a.m. to 3:00 p.m., Tuesday through Friday, 9:00 a.m. to 4:00 p.m., Saturday.

Library Clerk II, 75%, \$4.54 per hour. Working in Shelving Department. Gives students assignments and directs their work, checks work done by students, may assist patrons in locating books in shelving room. Library experience helpful, knowledge of classification schemes, ability to do heavy lifting. HOURS: 1:00 p.m. to 8:00 p.m., Sunday through Thursday.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Cataloger, Librarian I, University of Missouri, Kansas City, Missouri
Preservation Librarian, Southern Illinois Univ., Carbondale, Illinois
Reference Librarian/Bibliographer, University of Kansas, Lawrence, Kansas
Reference Librarian/Cataloger, University of Kansas, Lawrence, Kansas
Science Librarian, University of Kansas, Lawrence, Kansas
History & Social Sciences Bibliographer, Northwestern University, Evanston, Illinois
Asst. Librarian, Public Health Library, Univ. of California, Berkeley, CA
Cataloger, Temple University, Philadelphia, Pennsylvania
Curator of the Contemporary Culture Collection, Temple University, Philadelphia, Pennsylvania
Rare Book Bibliographer/Cataloger, Temple University, Philadelphia, PA
Asst. Curator of Urban Archives, Temple University, Philadelphia, PA
Head of Acquisitions Dept., University of Kentucky, Lexington, Kentucky
Senior Monographs Cataloger, University of Kentucky, Lexington, Kentucky
Asst. Humanities Librarian, Southern Illinois University, Carbondale, IL
Engineering Resource Librarian, Library of Science & Medicine, Rutgers University, New Brunswick, New Jersey
Reference Librarian/Interlibrary Loan, Univ. of California, Los Angeles, CA
General/Humanities Reference Librarian, Princeton University, Princeton, NJ

Edited by Debby Duermeyer, Room 104 Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

University of Missouri-Columbia
Library News Notes

Issued periodically for the
information of the staff of the
University Libraries

Number 542
March 1, 1985

PROMOTION

Suzy Danner has assumed the duties of Library Assistant II in the Serials Retrospective Conversion Project.

ELLIS SHELF-READING UPDATE

Congratulations to Randall Bowlin (formerly of Shelving), Janita Didde of CPRR, Barbara Francis of SOCS, Jamie Smith of CPRR, and John Wesselman of SOCS, all of whom have finished their shelf-reading assignments. John has also graciously agreed to take over the ranges left partially done by Pat Ives.

A total of 11 of the 112 staff members engaged in this project now report their sections finished. The first area of Ellis to be completely shelf-read is 1 West, where the UGL periodicals should now be in perfect order, thanks to the efforts of the CPRR staff.

Marsha Stevenson

STAFF ASSOCIATION SUPPORTS MANY LIBRARY FUNCTIONS

This is just a reminder to all library staff that the Library Staff Association supports, and/or totally pays for, library social functions. In addition, the Library Staff Association provides all of the cookies, cake and drinks at the service awards functions and other meetings of this kind. Everyone in the library benefits from the Library Staff Association and I would like to therefore encourage all members of the library staff to join the Library Staff Association. To those 50 percent of the staff who currently belong to the staff association, I wish to personally thank you for your support.

Robert A. Almony, Jr.

EASTER CANDY MAKING LUNCH BAG SEMINAR

Want to make candy for your family for Easter - or for anytime? Come to the seminar on Tuesday, March 12 in the Conference Room and learn to make chocolate egg bunnies, marshmallow, or what ever you want! There is a \$1 per person charge, payable in advance to pay for supplies. Contact Oleta Edwards and tell her what you would like to know how to make. (Yes, Oleta is doing this seminar and she will do different recipes than she made before, if you want different ideas.) Yes, you get to eat the results!

SORRY, WRONG NUMBER!

882-4581 is the number which should be used when transferring calls to the General Reference Desk. Please do not send these calls to 882-4692. Thanks.

General Reference

ANNOUNCEMENT OF SERIAL CANCELLATIONS

The Collection Development Committee recommends that the following serial titles be cancelled. Any problems with the cancellation should be forwarded to the Library Council.

Research Park Duplicate Titles:

RES Q 184.155 Advances in instrumentation
RES QC 770 .A52 Annual review of nuclear and particle science
RES Z 5853 .P83E183 Energy Research Abstracts
RES QP 6 .H25 Handbook of Physiology (All sections)
RES RS 75 .P52 Physician's Desk Reference
RES Q 180 .U5R38 Research and Development Directory

CALL FOR PAPERS

Information, Communication, and Technology Transfer will be the theme of the 43rd Conference of the International Federation for Documentation in Montreal, Canada, September 14-18, 1986. Original papers are being sought on such topics as new techniques for information handling and transfer, advances in communications systems, computer systems, electronic publishing, electronic document delivery and all aspects of technology transfer. Deadline for submission is June 30, 1985.

REPORT ON A. B. BOOKMAN ADVERTISEMENT

We listed 105 out of print (OP) titles in our A. B. Bookman's ad that appeared 2/11/85. To date we have received 159 quotes from 76 vendors, including ten lists of OP Samuel French plays. We were able to purchase some books at lower than normal prices for 2 reasons: 1) competition among respondents, and 2) availability of editions other than "collector quality editions" which were sometimes the only ones offered to us in the past. In some cases there was a \$40 spread between the highest and lowest price quotes for the same title. Replies are still coming in.

Carol Vaughan
B. Sorgenfrei

POLICY TRACKING

Emergency Procedures: To Ellis Managers for discussion.
Microcomputers: To be distributed for staff comment.

UPCOMING TRAVEL

Mary Allcorn and Anne Edwards will attend a Conference on Americal Religion and International Relations sponsored by the UMC College of Arts and Science, Dept. of Religious Studies and School of Journalism on March 7 and 8. The conference will be held at the UMC Memorial Union.

Wayne Barnes, Frank Campbell, Debra Crawford-Black, Mireya Del Castillo, Janice Dysart, Norma Fair, Barbara Francis, George Harris, Margaret Howell, E. Clarendon Hyde, Patricia Knuth, Emma Nevins, Betsy Ross, Robert Stevens, Marsha Stevenson, Roberta Winjum and Alan Yount will be attending the MACRL conference "Microcomputer Applications in Libraries", to be held at the UMC Memorial Union on March 8.

CALENDAR BEGINNING MARCH 4

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, March 4

8:00 Serials Project

1:30 LUMIN

Tuesday, March 5

10:30 Construction Meeting

3:00 Council of Deans

Wednesday, March 6

8:30 Collection Development Committee

3:00 Librarians Governance Committee

Thursday, March 7

2:00 Economics 230

Friday, March 8

8:30 Ellis Reference

Tuesday, March 12

12:00 Lunch Bag Seminar on Easter Candy-Making

2:00 Serials

LIBRARY VACANCIES

Library Clerk III, (Full-time), Ellis Reference, \$5.13 per hour.

Library Clerk II, 75%, \$4.54 per hour. HOURS: 8:00 a.m. to 3:00 p.m.,

Tuesday through Friday, 9:00 a.m. to 4:00 p.m., Saturday.

Library Clerk II, 75%, \$4.54 per hour. HOURS: 1:00 p.m. to 8:00 p.m.,

Sunday through Thursday.

Library Assistant I, Full-time, \$5.81 per hour. Working in Serials Conversion Project. Main responsibilities include conversion of serial records into computer format, online searching and inputting into the OCLC and LUMIN databases. Other duties may include file maintenance. Previous library experience required. Also requires a Bachelors degree or a combination of education and experience. Knowledge of cataloging rules, the MARC format, serials publications, and a foreign language is desirable. This position requires good attention to detail, accurate typing, and the ability to work independently and communicate well with the Project staff and other staff in the Library System. After initial training chief hours of work will require 6-8 hours of work during OCLC non-prime time (7-8 a.m. and after 4 p.m.).

PROFESSIONAL VACANCIES

Physical Sciences Reference Librarian, Kresge Library, Dartmouth College,
Hanover, New Hampshire
Head, Original Cataloging Department, Dartmouth College, Hanover, New
Hampshire
Business Reference Librarian and Bibliographer, University of Florida,
Gainesville, Florida
Japanese Bibliographer-Cataloger, University of Pittsburg, Pittsburg,
Pennsylvania
Technical Service Librarian for East Asian Library, University of
Pittsburgh, Pittsburgh, Pennsylvania
Head Reference Librarian, James R. Dickinson Library, University of Nevada,
Las Vegas, Nevada
Head, Special Collections Department, State University of New York at
Albany, New York
Head, Original Cataloging Section, Monographic Cataloging Division,
University of Washington Libraries, Seattle, Washington
University Archivist, University of Washington, Seattle, Washington

Edited By Debby Duermeyer, Room 104, Ellis Library. Deadline for articles
is 10:00 a.m. every Friday.

Library Council Meeting

February 28, 1985

Present: Mary Allcorn, Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy and Marsha Stevenson.

1. Dr. Shaughnessy made the following announcements:

a. Maureen Sullivan will be here on March 13 and 14 to present the 1984/85 Staff Development Workshop. The morning sessions will be held in Room S-8 of the Memorial Union, and the afternoon sessions will be in the largest of the instruction rooms in Ellis Library. As soon as The workshop schedule is completed, copies will be distributed so that the staff can select areas of interest to them.

b. Because of the workshop on March 14, the Library Council meeting will have to be moved to another date. The Council agreed upon Friday, March 15th.

c. The North Central Accreditation Association, which visits the University of Missouri every ten years, will be in Columbia March 11 through 13. Dr. Shaughnessy will meet with their representatives on Monday, March 11. Their 1975 report noted that there was not sufficient library space, and at this visit they will be interested in seeing what progress has been made toward addressing this problem. It is possible they will also be visiting the libraries on Tuesday afternoon, March 12.

d. The MACRL meeting is scheduled for March 8, and Dr. Shaughnessy and Dean Lenox will welcome participants to the campus. The MACRL library directors will be meeting the evening of March 7 in the Ellis Conference Room.

e. The Friends of the Libraries annual luncheon will be held on May 4. Since this is the 25th anniversary of the Friends, they will be inviting gifts of silver. Rosemary Ginn, former U.S. ambassador to Luxembourg, will be the guest speaker.

f. Mrs. Diane Magrath toured Ellis Library with Dr. Shaughnessy Thursday, February 21st.

g. The Council of Deans, which meets the first Tuesday of each month, will be assembling at Ellis Library prior to their meeting on March 5th to acquaint themselves with LUMIN. They should begin arriving around 3:00 p.m.

h. The LUMIN dedication went well, and the visitors were impressed with the system. Several persons, including Chancellor Uehling, were interested in remote access to LUMIN. Jim Corey is working on this matter.

i. The first meeting was held this week with the Staff Representative Committee to address the questions raised in the Puzzles, Problems and Possibilities exercise. The results will be published in the News Notes.

2. Other announcements:

a. Al Jones announced that next week is Engineering Week, and there will be some laboratory exhibits on display from 9:00 a.m. to 1:00 p.m. each day. Some of the exhibits will be on automation and robotics.

b. Dean Schmidt advised that the move into the new Health Sciences library will probably take place around July 15th.

c. Margaret Howell announced that the Missouri Cultural Heritage Center will move an exhibit into the Friends Lounge tonight. This exhibit celebrates the advent of radio in Missouri.

d. Regarding the Overdues Policy, Marsha Stevenson reported that faculty and staff will not begin to be fined for overdue reserve and call-in books until this summer, as putting this policy into practice has required a computer programming change.

e. Bob Almony reported that the change-over in phone lines due to the construction will take place sometime in March. He also advised that the construction crew is still working on the dumbwaiter; he hopes it will be finished in March. The order for the shelving for the central stacks should be sent out sometime this week, and although he still hopes the shelving can be installed by the original target date of July 1, it is unlikely it can be done by then. Bob reported that the construction foreman who fell several days ago should be back on the job next week.

f. Bob Almony asked the Council for their preference on whether the student worker schedule (attached to applications) should run from Sunday through Saturday, or Monday through Sunday. It was agreed it should be from Sunday through Saturday.

g. Bob Almony asked whether the revised form of the Incident Report is acceptable to the Council, and it was agreed that it is fine. A supply will be distributed to each department so that the form can be put into use.

h. Mary Ryan asked that it be made clear to Library personnel that the phone number for the Reference Desk is 882-4581, and not 882-4692.

3. Bob Almony advised that since J. B. Hodges is going to be on medical leave for an extended period of time, some changes would have to be made in mail delivery within Ellis and to the branches. After some discussion, it was decided that there will be one branch run each day, right after the lunch hour, and one Ellis mail run.

4. Since a Semi-Annual Staff Meeting was not held during the winter inter-session, a meeting has been scheduled for March 19, 1985, beginning at 8:30 a.m. in the Ellis Auditorium. All staff are invited to attend.

5. Discussion was held as to whether the Libraries should sponsor an open house during the Spring Break in order to allow employees from the Libraries to visit Ellis and the branches. It was agreed to schedule times during the week for the open house, but that different departments might be grouped for the sake of efficiency. Once the schedule is worked out, it will be distributed so that persons interested in visiting other branches or departments can sign up.

6. Dr. Shaughnessy reported on the Library Director's Meeting, which was held after the LUMIN dedication on February 18. Copies of a tentative LUMIN development schedule were previously distributed to Council members, and Dr. Shaughnessy advised that the numerous question marks on the schedule couldn't be filled in until Jim Corey's replacement is chosen.

The Library Directors discussed making LUMIN available to other libraries. Ron Bohley was asked to write a proposal regarding the advantages of extending the system and the problems involved, emphasizing the need for a transaction rate fee for lending and a collection development grant to replace books out on loan. The proposal will be forwarded to State Librarian Charles O'Halloran.

The Directors advised that their vendors are still having problems identifying what purchases are being paid for by University checks, as the checks provide very little information.

Discussion was held regarding using LUMIN printouts for interlibrary loans, with the general consensus being that the libraries would continue to use OCLC, although LUMIN off prints would also be acceptable.

The Directors discussed the dates when the card catalogs should be frozen. Dr. Shaughnessy asked the Council if we should reconsider changing our date of December 31, and it was agreed to leave it as is for the time being.

7. The Council discussed the policy on Microcomputing, and agreed to send it out for staff comment.

8. Marsha Stevenson reported on the BLIS Circulation Meeting held on Monday, February 25. Representative from all four UM campuses attended, and went through an 87-page document relating to the Circulation System. The next meeting of Bibliotechniques is scheduled for March 20-24. The University of Missouri is not a voting member of BLIS yet, as the contract has not been signed, but this matter will be resolved before Jim Corey leaves. Regarding bar coding, the earliest time that we can begin is during Christmas break. If the project began in January, 1986 we would have six months before the system goes into effect in the summer of 1986.

Marsha Stevenson also reported that Access Services conducted a survey in which they inventoried 574 titles. The results showed a 5% loss rate in books from the 1960's.

9. Drew Racine reported that several employees in Technical Services have made it a top priority to clean up the holdings file. He also advised that a contract was being awarded to Amigos for conversion of the Health Sciences Library. Dean Schmidt reported that the Vet Med Library would be done on LUMIN as an in-house project.

10. Agenda items for the next meeting:

- Microcomputing Policy
- MLNC Report
- MACRL Report
- LUMIN Users Meeting Report
- Construction Report

WINE AND CHEESE

and

GAMES

PARTY

Sponsored by the UMC Library Staff Association

Friday, March 29th

6 - 10 PM

Ramada Inn Hospitality Suite 109

\$1.00 per staff member

Spouses, friends, significant others welcome

Bring your favorite wine and cheese - crackers and glasses furnished

If you have a favorite game bring it along

Staff Association will provide Trivial Pursuit, Monopoly and a deck of cards

Please reply to Cindy Dailey, ILL, by March 26th

Yes, I'm planning to come to the Wine and Cheese and Games Party, March 29th - Here's my dollar.

Name: _____ Number coming: _____

Library News Notes

Issued occasionally for the information of the staff of the University Libraries

Number 543
March 8, 1985

LIBRARY ANNIVERSARIES

January: Celia Edsall, Five Years
February: Emma Nevins, Twenty Years
March: Gary Cunningham, Fifteen Years

Congratulations!

STAFF DEVELOPMENT WORKSHOP - WINTER SEMESTER, 1985

The Staff Development Committee presents Maureen Sullivan, Personnel Director at Yale University, on March 13 and 14. Outline of her presentations:

Wednesday, March 13 8:30 - 11:30 (Room S-8 Memorial Union)
Overview and general session "Improving Personal Effectiveness and Enhancing Library Performance" (including improving work effectiveness, time management and prioritizing tasks).

Wednesday, March 13 1:00 - 4:00 (Library Instruction Room 2)
"Improving Staff Performance and Goal Based Performance Standards" (Including setting performance standards, evaluation performance, offering constructive criticism, dealing with job performance problems, and motivating the problem employee).

Thursday, March 14 8:30 - 11:30 (Room S-8 Memorial Union)
"Strategies for Managing Conflict and Problem Solving Skills" (Including dealing with problem patrons and diffusing potentially explosive situations).

Thursday, March 14 * (Library Instruction Room 2)
Summary Session, covering any topics that need a few extra minutes.
* (afternoon session time determined by Ms. Sullivan's departure)

Please make arrangements with your supervisor to attend the session(s) of your choice.

Staff Development Committee

PUBLICATION

Bob Sorgenfrei is a co-author of the Marion Palfi Archive, which was recently published by the Center for Creative Photography, University of Arizona.

BOOK SORTING SESSION SCHEDULED

Book Sorting -- Wednesday, March 13 -- YES!, Wednesday, 4:30 - 6:00.

Oleta & Alan

DEL CASTILLO TO SERVE ON COMMITTEE

Mireya Del Castillo has been asked to serve on a School of Library and Information Science committee to evaluate their cataloging course.

MARCH DISPLAY: "ESSENCE OF EXCELLENCE"

In March the exhibit in the first floor display case in Ellis Library will be the Thirty-Fifth Annual Chicago Book Clinic Exhibit. Titled "The Essence of Excellence," the exhibit contains award winning titles in six categories: Trade, Text/Reference, Juvenile, Scholarly, Small Press/Fine Books and Catalogs. The Chicago Book Clinic was founded forty-eight years ago to promote the highest standards of craftsmanship in bookmaking. The first annual Book Exhibit was held in 1950, and it has grown to be one of the most respected juried shows in the country.

Bonnie MacEwan

STAFF ASSOCIATION PARTY

Taste different wines and cheeses! Play Trivial Pursuit or other games at a party sponsored by the UMC Library Staff Association. Friday, March 29th, 6-10 p.m. at the Ramada Inn Hospitality Suite 109. Spouses, friends and significant others welcome. Bring your favorite wine and cheese. If you have a favorite game, bring it along. Cost 50¢ per person. RSVP to Cindy Dailey, ILL, by March 26th.

Correction: On the Wine and Cheese and Games Party Flyer distributed with the last issue of the News Notes, the cost should be 50¢ per person.

Betsy Ross
Staff Association

EASTER CANDY MAKING LUNCH BAG SEMINAR

Last chance to contact Oleta Edwards if you are interested in learning to make candy for your family for Easter, or for anytime. Come to the seminar on Tuesday, March 12 in the Conference Room and learn to make chocolate egg bunnies, marshmallow, or whatever you want! There is a \$1 cost per person for supplies, payable in advance. Contact Oleta and tell her what you would like to learn to make. She will do different recipes than she made before, if you want different ideas. And yes, you get to eat the results!

POLICY TRACKING

Emergency Procedures: To Ellis Managers for discussion.
Microcomputers: Distributed for staff comment.

LIBRARY OPEN HOUSE SCHEDULED

The week of March 18th has been chosen for the Library Open House at Ellis Library and the branch libraries. A schedule is attached showing the times of the sessions. Please make arrangements with your supervisors if you would like to visit any of these areas. Supervisors are asked to advise the Administrative Office by 5:00 on Thursday, March 14 of the number who will be attending each session.

UMPD TO PRESENT PROGRAM ON PERSONAL SAFETY

Joan Wilcox from the University Police will present a program titled "Personal Safety: Who's Concern Is It?" on April 23 from 3:00-4:00 in the Ellis Auditorium.

She will concentrate on the following topics in the area of building safety: Defining non-secure buildings (public access, lighting, office design, in-office cash and valuables) and prevention techniques (detecting "suspicious" persons, when and who to call, what to do until the police arrive, setting up a telephone "help" system, security of valuables and cash, and environmental design).

Within the constraints of time and staffing of areas, everyone is encouraged to mark their calendars and attend this important session.

Staff Development Committee

CALENDAR BEGINNING THE WEEK OF MARCH 11

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, March 11
4:00 Publications Committee

Tuesday, March 12
12:00 Lunch-bag Seminar: Easter Candy Making
2:00 Serials

Wednesday, March 13
8:30 Staff Development Workshop - Room S-8, Memorial Union
1:00 Staff Development Workshop - Ellis Instruction Room 2
4:30 Book Sorting Session - Room 29

Thursday, March 14
8:30 Staff Development Workshop - Room S-8, Memorial Union
p.m. Staff Development Workshop - Ellis Instruction Room 2
3:00 Access Services

Friday, March 15
8:30 Library Council
1:00 Technical Services
2:00 Ellis Reference - AAM Seminar Room

Monday, March 18
1:30 LUMIN

Tuesday, March 19
10:30 Construction Meeting
2:00 Serials

LIBRARY VACANCIES

Library Clerk III, (Full-time), Ellis Reference, \$5.13 per hour.

Library Clerk II, 75%, \$4.54 per hour. HOURS: 8:00 a.m. to 3:00 p.m.,
Tuesday through Friday, 9:00 a.m. to 4:00 p.m., Saturday.

Library Clerk II, 75%, \$4.54 per hour. HOURS: 1:00 p.m. to 8:00 p.m.,
Sunday through Thursday.

Library Assistant I, full-time, \$5.81 per hour, Serials Conversion Project.

Library Clerk III, permanent, full-time, \$5.13 per hour. Working at the Health Sciences Library. Works under the direction of the Head, Health Sciences Library performing duties such as, but not limited to, pre-order searching, card filing, processing gifts, and processing receipt of materials. Typing required. Hours: 8:00-5:00, Monday through Friday.

Library Assistant I, full-time, \$5.81 per hour. Working on the Serials Conversion Project. Main responsibilities include conversion of serial records into machine-readable form, online searching and inputting into the OCLC and LUMIN data bases. Other duties may include file maintenance. Previous library experience required; also Bachelors degree or combination of education and experience. Knowledge of cataloging rules, the MARC format, serials publications, and a foreign language are desirable. Requires good attention to detail, accurate typing, and the ability to work independently and communicate well with the Project staff and other staff in the Library System. After initial training, chief hours of work will require 6-8 hours of work during OCLC non-prime time (7-8 a.m. and after 4 p.m.). This position is a temporary two-year position.

PROFESSIONAL VACANCIES

Head of Reference - Librarian II, University of Missouri, Kansas City, Mo.
Technical Services Librarian, Music Library, Northwestern University
Library, Evanston, Illinois.

Director, Audio-Visual Services, Library Administration and Chair, Learning
Resources Council, Kent State University, Kent, Ohio.

Assistant to the University Librarian for Personnel, University of Oregon,
Eugene, Oregon.

Instruction Librarian, Georgia Institute of Technology, Atlanta, Georgia.
Life Sciences Reference Librarian, Pennsylvania State University, University
Park, Pennsylvania.

Head, Monographic Cataloging Unit, University of Virginia, Charlottesville,
Virginia.

Assistant Director, University Libraries, Florida State University,
Tallahassee, Florida.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles
is 10:00 a.m. every Friday.

Library News Notes

Issued occasionally for the
information of the staff of the
University Libraries

Number 544
March 15, 1985

VOLUNTEERS NEEDED FOR BOOK SALE

Volunteers are needed to help with the Friends of the Libraries Book Sale on both April 5 and 6. If you have volunteered for book sorting at least four hours you can ask to be excused from work on Friday to work at the Book Sale.

Oleta & Alan

STAFF ASSOCIATION PARTY

Taste different wines and cheeses! Play Trivial Pursuit or other games at a party sponsored by the UMC Library Staff Association. Friday, March 29th, 6-10 p.m. at the Ramada Inn Hospitality Suite 109. Spouses, friends and significant others welcome. Bring your favorite wine and cheese. If you have a favorite game bring it along. Cost: 50¢ per person. RSVP to Cindy Dailey, ILL, by March 26th.

Betsy Ross
Staff Association

CANNED FOOD DRIVE

Personnel Services has announced that the service project for Staff Recognition Week 1985 is a canned food drive. Boxes will be placed in the Staff Lounge for collection of the goods. Staff are encouraged to bring canned goods April 1 through April 3. By donating these items we will be responding to a need in our community.

Bob Almony

DISPLAY ON SPAIN

SPAIN - GOLDEN AGE is the theme for the 2nd floor display case located across from the elevator. The objects for this display have been contributed by Mireya Del Castillo, 113 Ellis. Thank you, Mireya!

UPCOMING TRAVEL

Marsha Stevenson will be travelling to San Diego, California to attend the Bibliotechniques Circulation Review Committee from March 20 through 24th.

POLICY TRACKING

Microcomputers: Approved by Council on March 15, 1985.

CALENDAR BEGINNING THE WEEK OF MARCH 18

Monday, March 18

- 8:00 Open House - Documents
- 9:00 Open House - Math
- 10:00 Open House - Science
- 11:00 Open House - Social Science
- 1:30 LUMIN Meeting - Conference Room
- 2:00 Open House - AAM, Recorded Sound, Center for Disabled
- 3:00 Open House - Reserve
- 4:00 Open House - Administrative Offices

Tuesday, March 19

- 10:00 Open House - Veterinary Medical
- 10:30 Construction Meeting - Conference Room
- 11:00 Open House - Engineering
- 2:00 Serials Meeting - Conference Room
- 2:00 Open House - Journalism and Morgue
- 3:00 Open House - LIBS
- 4:00 Open House - Education

Wednesday, March 20

- 8:30 Collection Development Committee - Conference Room
- 9:00 Open House - General Reference (On-Line Search)
- 10:00 Open House - Geology
- 11:00 Open House - Rare Books
- 11:30 Open House - Microforms
- 1:00 Open House - Acquisitions I (Ordering and Approval)
- 2:00 Open House - Health Sciences
- 3:00 Staff Association Board Meeting - Conference Room
- 3:00 Open House - Annex

Thursday, March 21

- 9:00 Open House - Cataloging (Includes Monographic, Serials, Search/Catalog, Catalog Management)
- 10:00 Open House - Serials
- 11:00 Open House - Geography, History, Philosophy
- 1:00 Open House - Acquisitions II (Pre-order Search and Gifts)
- 2:00 Open House - Retrospective Conversion
- 3:00 Open House - Physical Processing (Includes Collection Maintenance, Binding/Marking/Mending)
- 4:00 Open House - Circulation Desk
- 4:30 Open House - Interlibrary Loan

Friday, March 22

- 8:30 Ellis Reference Meeting - Conference Room

LIBRARY VACANCIES

- Library Clerk III, F/T, Ellis Reference, \$5.13 per hour.
- Library Clerk II, 75%, \$4.54 per hour, 8-3 Tues-Fri, 9-4 Sat.
- Library Clerk II, 75%, \$4.54 per hour, 1-8, Sun-Thu.
- Library Assistant I, F/T, \$5.81 per hour, Serials Conversion Project.
- Library Clerk III, F/T, \$5.13 per hour, Health Sciences.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Meeting

March 15, 1985

Present: Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, Marsha Stevenson and Carol Vaughan.

1. Dr. Shaughnessy made the following announcements:

a. A Faculty Women's Network is begin organized, and a brown-bag lunch meeting will be held at noon on April 4th in the Gwynn Hall Lounge. All women librarians are invited. Anyone having questions should contact June DeWeese.

b. Duane Webster of the Association of Research Libraries and Carolyn Harris (Preservation Officer from Columbia University Libraries) will be here on October 1 and 2 to begin the Preservation Self Study.

c. The semi-annual library-wide staff meeting is scheduled for Tuesday, March 19 at 8:30 in Ellis Auditorium, and shouldn't last more than 50 minutes.

d. The questionnaire worked up by the Collection Development Committee has been reviewed by Provost Bunn and the Library Committee, and will be sent out to the faculty soon.

e. Louise Sutherland from the Department of Education called to set up a date (April 2) for a conference call to discuss the Title II-C proposal for Cataloging and Preservation of 18th Century Books and to negotiate the budget. If the grant is approved, it could mean up to \$900,000 over the next three years.

f. The annual meeting of the Library Faculty Liaisons is scheduled for April 4th at 3:40 in the Benton/Bingham Room at the Memorial Union. Librarians and staff involved in book selection are invited to attend.

g. The North Central Accrediting Team visited the library on March 11th, and after talking with Dr. Shaughnessy, toured areas of the Libraries on their own.

h. Pat Burbridge was contacted regarding the number of HDC students we would like to have this summer. Please indicate to Pat how many students each area needs by the middle of next week, keeping in mind that although we will probably get older students this year, they will still need close supervision.

i. The Council meeting on March 28 will be necessarily brief, as the Library Directors will be meeting that day. Council will begin at 8:15, and adjourn at 10:00. The farewell reception for Jim Corey is scheduled the same day from 2:00-4:00 p.m. in the Faculty/Alumni Lounge at the Memorial Union. Library staff who have worked with Jim Corey might wish to drop by.

j. The Staff Development Workshop went very well; Maureen Sullivan was very impressed with the Library Staff, and had good things to say about us. Extra copies of her handouts are available in the Administrative Office.

2. Other announcements:

a. Drew Racine reported that Amigos was the successful bidder to convert the Health Sciences Library catalog. The contract has been signed, and we are awaiting a purchase order. It appears that they will be able to finish the job by July 15.

b. Drew passed around a catalog from on UMI's article clearinghouse service which may be used through MLNC.

c. Drew requested that the Libraries send users' requests concerning LUMIN enhancements to the Library Systems Office, and it was agreed to route them through Mary Ryan. He also asked if we could keep track of LUMIN down-time, and it was agreed to keep records in both Circulation and Reference Services.

d. Bob Almony reported that Personnel Services is sponsoring a canned food drive for the service project for Staff Recognition week. Staff are encouraged to contribute. A receptacle will be placed in the Staff Lounge for contributions of canned food items.

e. Bob advised that there are several areas in Ellis Library where staff cannot hear the tornado sirens, and asked for suggestions as to how staff can be alerted to severe weather. Dr. Shaughnessy proposed setting up a system for phoning these areas.

f. Bob Almony has a copy of the University's proposal for changes in the telephone system for anyone who would like to review it.

g. Bob asked that we give some serious effort to updating job descriptions, as some have not been updated for 10-15 years. It was agreed to send out a copy of the job description when the evaluation is due.

h. Marsha Stevenson reported that the Circulation staff would like to change the once-a-month due dates in the Circulation Policy back to once-a-week, in order to provide for a more consistent workload. The Council agreed to change the policy effective June 1, 1985. Marsha will revise the policy and send out copies.

3. Regarding Library Acquisition Funds:

a. Carol Vaughan reported on the Approval Profiles. She has met with each area librarian and spent approximately 23 hours going over all the profiles. The only across the board change made was to raise the lower limit to \$15.00; upper limits vary from \$30.00 to \$75.00. Efforts were successful in trying to hold even on all the profiles. However, because of an increase in publishing, acquisitions number 1,500 more titles this year than at the same time last year. Librarians have been more selective and the return rate is up from 14% to 20%, but more funds are needed for approvals. \$10,000 has already been added, and Council approved another \$10,000, to bring the acquisitions spending up \$172,000, \$20,000 over the \$152,000 which was budgeted.

b. The Collection Development Committee made two recommendations regarding Drew Racine's memo concerning year-end funds: 1) broaden it to cover serials backfiles, reference sets and monographs over \$50, and 2) use a formula to allocate money to each area library or branch. After some discussion, the Council agreed that the Collection Development Committee would write a memo indicating an approximate dollar figure for each area, and indicating that each request should be marked "year-end." Margaret Howell reminded everyone that microform orders in Ellis need to go through her office.

c. Dr. Shaughnessy discussed the possibility of some special supplemental funds from the Legislature, and suggested that the Library should have some contingency plans should they become a reality. Ideas will be discussed at the next Council meeting.

4. Copies of the University's guidelines on handling of sexual harassment were distributed. Discussion was held on the seriousness of the problem.

5. The Directors of the Public Academic Libraries met the evening before the recent MACRL conference and the chair asked two members to write a proposal on interlibrary loan funding, particularly net lending. This proposal will be given to Charles O'Halloran to forward to Shaila Aery.

6. Discussion was held on the Microcomputing Policy, and it was approved by the Council with minor changes. Copies will be distributed. The Ellis Managers have approved the Emergency Procedures, and copies will be sent to each area.

7. Bob Almony reported that the construction is now approximately six weeks behind schedule, but since the weather has improved, the construction company is planning on working two crews, from early in the morning until dark. Sometime before the end of the month, the phone lines will be cut and changed over, possibly next week. Work is progressing on the booklift. The bid for the shelving for the central tier stacks is still sitting in Purchasing's office, and it is becoming unlikely that the shelving will be installed by July.

8. Mary Ryan reported on the LUMIN User's Committee meeting on March 6th. Forms were passed out at this meeting for reporting problems. Progress is being made on enhancements, and when all changes have been made to the program, they will be loaded. There will be some significant changes to the screen formats. Dean Schmidt reported that Med holdings for August through October were loaded as a test, and there were several problems in the program. These problems have been addressed, and Med holdings from October through February will be loaded for another test.

9. Dr. Shaughnessy and Drew Racine attended the recent MLNC meeting and reported that:

a. The MLNC Board has approved a request for an additional assistant, which will require larger offices and will increase the rates slightly.

b. A contract has been approved so that MLNC will be able to broker REMARC services.

10. Agenda Items for next meeting:

- Document on Serial Holdings in LUMIN
- BLIS Meeting Report
- Details on Friends of the Libraries' Annual Luncheon
- Contingency Plans for Special Supplemental Funds

"STAFF'S TIME TO SHINE"

STAFF MEMBER
AND
STUDENT ASSISTANT
OF
THE
YEAR
AWARDS!

WEDNESDAY, APRIL 3, 1985

2:30 - 4:00 P.M.

FACULTY - ALUMNI LOUNGE
MEMORIAL STUDENT UNION

REFRESHMENTS WILL BE SERVED!

**PUZZLES
PROBLEMS**

&

POSSIBILITIES

We are pleased to publish the first edition of Puzzles, Problems, and Possibilities. We had many comments and questions. Thank you for your input.

Responses to the questions which Dr. Shaughnessy referred to Bob Almony and to the Ellis Managers Group will be published in the second edition of Puzzles, Problems, and Possibilities.

Personal names were deleted when mentioned in a question. No other editing was done.

We'd like to thank Dr. Shaughnessy for giving his time and effort to enhance communication channels between the library administration and the staff.

The Staff Representative
Committee

Becky Pierce - Technical Services
Carol Romano - Reference Services
Delores Fisher - Access Services
Fay Overton - Administrative Services

PUZZLES, PROBLEMS, AND POSSIBILITIES

1. I would just like to say that I'm people I do. It's such a relief to work with people who work together instead of those who work against each other.

There a few minor things I wonder about that I would like to mention. 1) I have noticed several staff members using the card catalogues who, when finished with a drawer, leave it on the table instead of returning it to its respective place. These are usually staff members who rank higher than myself and I often hesitate to say anything to them. Is it ethical to do so? 2) Why does (the receiving room staff) do so much heavy lifting ie. moving furniture, etc., with little or no help? One thing about working in a library is that you have access to all sorts of information. I read just last week that someone broke into Scotland Yard and removed all the toilets. The investigation isn't going too good though because whoever committed this crime didn't leave detectives anything to go on.

2. I think the State Lottery should have forty winners of 1 million dollars each instead of one winner of 40 million dollars. We should all write to the State government about this, if you agree.

3. I've fallen victim to irate patrons that complain that certain reference books are inaccessible to them, because they are locked up in some area librarian's office, and the area librarian isn't there -- especially on the weekends. Then, you send the patron to the reference librarian -- and there is no one on duty. More than once I've heard, "I've driven from Jeff City or Springfield to use this library, and I can't even get the damn book, because it's locked up somewhere!" Vicious circle. Actually, I thought it absurd that books for reference are locked up. If we have this supposedly elaborate security system, why do we still lock books up?

2/26/85

1. There should be no need to tell someone to return a drawer. We are all sharing the load. If we don't do it, somebody else will have to.

We can get things moved much faster ourselves, rather than getting a work crew. It is a savings in time and expense.

2. People can write to anyone they want to as long as they don't use library stationery.

3. The items locked up are either extremely expensive, or are repeatedly stolen or mutilated. One example is Valueline. Other examples are auto-repair manuals and Missouri census reports. Our primary responsibility is to our own campus. I will refer this comment to the Ellis Managers Group (Drew Racine, Mary Ryan, Marsha Stevenson, Bob Almony)

4. And on the note of security -- I feel very safe with some of the cadets who cringe when you ask them to deal with a situation. Or, not to mention some of the sizes and personalities of the cadets -- if you don't get a potential SWAT team member, you might get someone you feel ought to protect and well sometimes, you get the invisible cadet -- you just can't ever seem to see them or hear from them. (This is especially written for the invisible cadet.) And cadets with the keys -- Ho! Ho! -- You might as well get your i.d. card out -- It works just as effectively as a key on these doors.

And more next month -----

5. I think the library should stop buying cheap pens. These Faber Castell pens don't write nearly as well as Bics and they run out twice as fast. Where is the savings in that?

6. It would be nice to have a not so elaborate way of calling library security when there is a problem.

7. In keeping with "Catch that Tiger feeling" we should have black and gold/yellow mailing labels.

8. Thanks for the opportunity--This is a good idea even though the sheet hasn't filled up this time around.

9. The library should have some LUMIN terminals available for staff to use. The ones near Reference on the second floor are usually being used by students, and staff members have to wait for a free terminal.

4. The cadets work for and are trained by the campus police. We have requested that the same cadets work in the library each time so that they will be familiar with the staff and the staff will be familiar with them. I will call this to the attention of Bob Almony. We certainly don't want the cadets to be invisible.

5. We'll see if Bob Almony can get us some other pens.

6. But it works very well and it's quick. I will refer this to Bob Almony for additional consideration.

7. Bah Humbug!!

8.

9. We don't have all of our terminals in yet. We don't have room for them. They will be installed in the new addition. The cost of putting terminals and cables in, then tearing them out to to the new addition is too expensive. There are other terminals available at the Circulation Desk, in the computer room, and in Special Collections. The terminals on 2nd floor are usually more available early in the morning and during class times.

10. A Puzzle:

Why don't more staff members join and support the staff association? It is a worthwhile organization.

11. For at least two reasons, I believe that many librarians should become and remain active in HERO.

1. The entire University needs continuing boosting year after year to receive adequate appropriations.

2. Ellis Library had just comfortable room for its share of our million-volume holdings (including microforms) in 1961. We now have over two million volumes plus microforms. We will still be short of space when the new addition is opened, and we must be ready to begin the campaign for doubling our facilities as soon as it opens.

12. I would like to know why the advertising circulars are not put on the newspaper sticks with the paper for the Columbia papers. I find this very irksome to want to check the ads and not be able to. I realize they are somewhat bulky, but I know they used to be put on the rods with no trouble.

13. Handicapped, mailroom, serials checkin, etc who use booktrucks or wheeled chairs have great difficulty with the "ramp" on the ground floor on their way to the elevators. Can copy machines be moved elsewhere (other side of elevator or out of building) so that elevator can be opened up on North side and no one will need to use ramp.

14. Why does OCLC say non-prime time starts at 4:00 p.m. and we say non-prime is 5:00 pm.

15. The women's rest room in the main floor needs more chairs--students and staff use the lounge; often is very full there is no place to sit, and there is plenty space for more chairs.

10. That's a good question. I haven't figured that one out either. There are so many functions paid for by the Staff Association where everyone is welcome.

11. HERO is the Higher Education Rescue Operation. It must be left up to the individual, although I would encourage its support.

12. Will refer to the Ellis Managers Group.
(The group has subsequently informed me that ads will be retained with the paper.)

13. Will refer to Bob Almony.

(Bob has informed me that this suggestion is being given serious consideration. The problem is finding space for the coin operated copiers.)

14. Ohio is on Eastern Standard Time.

15. We will look into adding more chairs.

16. All of the men's rest rooms need cleaning.

17. also women's

18. The toilet seats in particular are rarely cleaned.

19. I think it would help Dr. Shaughnessy keep in touch with his staff if he occasionally took a tour through the building. Those of us working in Tech Services see him so rarely that when he does come in, we feel very uneasy. It would be good for morale by making us feel that he cares about us more.

20. I agree--

21. How far can a non-library science major advance withing the Ellis library system?

i.e. Library clerk I to what?

22. Yeah!

23. What procedures exist, if any, for expressing a grievance against a fellow employee, be it between a support staff/support staff, support staff/professional, or professional/professional?

If no procedure exist, can one be established?

16, 17, 18. The University has cut back so much on maintenance. We will look giving the restrooms more attention.

19, 20. I think I'll do that-- hopefully in the not too distant future.

21, 22. Normally a Library Assistant II. There is also a specialist position above this level, however. The other part of this is the advantage of working for the University where higher positions are often available outside the Library. Both Pat Ives and Kathleen Mitchell have advanced themselves recently by taking other positions in the University.

23. There is no formal policy on staff/ staff grievances. But the problem should be reported to the supervisor. A staff member with a grievance against his supervisor should discuss it with his supervisor. If the supervisor takes no action, it can be appealed to the next higher up. Employee Assistance Program (EAP) offers assistance to staff with work-setting problems. The question was referred to June DeWeese, who informed us of several specific policies. The University has grievance policies for being dismissed from a job (see Pat Burbridge); and from sexual harassment (see Alton Zander, Director of Equal Opportunity, 217 Jesse Hall.)

24. Some sort of ventilation would be helpful in the men's room. As it is now, the air quality is often somewhat less than appealing to the point of being in violation of the Geneva Convention.

25. Ladies also!

26. Kudos to the Staff Rep. Committee. This is a good idea (Puzzles, Problems, etc. folder). Keep up the good work.

27. I wish there were Non-Smoking Areas to eat my meals and take breaks. My clothes smell like an ash tray every time I come back from the lounge. I have to take my breaks outside or in my office in order not to have to smoke everyone else's cigarettes. Since I am an ex-smoker I can relate to their need to smoke during break (as many as possible in fifteen minutes.....) But I quit because I am concerned about my lungs. I wish other people would respect this choice enough to limit the areas they contaminate.

28. Yeah!

29. 1 room for smokers with more air cleaners, the other for non-smokers.

30. We don't like to work in a place where the floors are so terribly dirty all the time.

The ladies restrooms are N-A-S-T-Y!!!!!! The mopps are always in the way for us to trip over. Piles of trash everywhere. AAM once looked like the janitor was having his own modern (art) show!!!

24, 25. Will be referred to Bob Almony.

26.

27, 28. Punt.

29. That's one idea. But it could be more of a problem than a help.

30. There are not enough people to clean the whole building thoroughly. Perhaps we can recommend priority areas to be cleaned, other than the bathrooms.

31. Something needs to be done about the elevators. They are constantly breaking down and even when they are working, one feels unsafe riding in them. They are the only source for handicapped persons and for getting book trucks, etc. to other floors. At one point we were told that they would cost 25,000 dollars each to replace. Eventually they will be beyond repair and will need to be replaced and at a higher price. Someday someone will be injured seriously because of the inconsistent working of the elevators. Isn't 50,000 dollars a small price to pay for patron and employee safety?

32. I agree!

33. When do Library clerks get a real raise? I had to move! Could no longer afford previous rent. Shameful.

34. Will librarians' salaries ever improve beyond the annual % increase?

35. Will the size of the staff ever be increased markedly?

36. When will the constantly malfunctioning and poorly maintained coin operated copiers be replaced with more reliable models?

37. Why the decision to do away with any hierarchy among area reference librarians? Why not at least allow titles to differentiate those with greater experience: Senior Humanities Librarian, for example. Experience does make a great deal of difference and should be recognized, and recognizable administratively. Such elimination of distinctions does not insure collegiality; a hierarchy does not exclude collegiality -- it merely recognizes what is. Eliminating such a career ladder is a death blow to morale.

31, 32. We will be getting new elevators when the new addition is finished. (Dr. Shaughnessy's personal prejudice...I am violently opposed to able-bodied people riding down the elevator unless they are carrying books, etc., or pushing booktrucks.)

33. When the State raises income taxes. Not just library clerks, lots of folks are interested in a significant increase.

34. We hope so, but we don't know when.

35. We hope so, but we don't know when.

36. They probably won't. The University has a 5-year vending contract.

37. The reason for eliminating the hierarchy is the anticipation of merging reference areas in Ellis when the new addition is ready. It is dishonest to recruit someone for a position which will not exist 15-18 months later. Librarian I, II, III, and IV denotes seniority and rank. After the reference areas are merged we may want to consider creating a position as co-ordinator of the subject areas.

38. What are your reasons for trying to eliminate/reduce approval selection as a central mode of acquisition? The method provides: (1) hands-on evaluation, (2) easy returns, (3) refinement of profile to eliminate unwanted materials, (4) excellent discounts, (5) faster and surer obtaining of materials, (6) greatly reduced costs and staff time in searching and data entry. What do you see as its advantages?

39. To Whom it may concern:

Many students in the library system are dedicated employees for years at a time. These very students also work at the libraries with little recognition for their efforts. While there is a students assistant award for the UMC Library system, this actually provides little incentive for many. We believe that recognition could come in the form of a merit raise. Not specifically an extravagant percentage-based raise, but simply a system such as: five cents for an above average evaluation, ten cents for a mixed evaluation of above averages and excellents, and finally, fifteen cents for an evaluation consisting of all excellents. This or some similar type of scale would be very fair.

Believe it or not, it is very hard to live on \$3.45 an hour, and in today's economy, many students cannot always rely on their parents for additional money, for there may be no money to give them.

Your help, in this situation would be greatly appreciated.

Thank you!!!

38. The approval selection plan leads to our buying books that we would otherwise never buy. There is one pot for approval money which is not divided by specific departments. This can create an attitude of getting as much as you can. It is faster, it does greatly reduce costs...but what savings is it to get a book we don't really need?

39. Yes, we do have many dedicated students. The problem is that we have a set amount of money for student wages, though we do have a considerable amount of flexibility in spending it. The trade off is; the higher the wages the fewer the students and those fewer students would have additional workloads. The problem with the suggested system is that it is like grading. The fewer the people you supervise, the higher the rank. The more people you supervise, the more varied the rank. Students can get % based raises.

Library News Notes

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Number 545
March 22, 1985

VOLUNTEERS NEEDED FOR BOOK SALE

Volunteers are needed to help with the Friends of the Libraries Book Sale on both April 5 and 6. If you have volunteered for book sorting at least four hours you can ask to be excused from work on Friday to work at the Book Sale at Hearnese.

Oleta & Alan

STAFF ASSOCIATION PARTY

Dionysian revelry. Manichaeian guilt. Indescribable delight. Intrigue. Pathos. Trivia. Wine. Cheese. Bacchanalian abandon. STAFF ASSOCIATION PARTY. If you would like to take a dip in the aforementioned stream of consciousness, then don't forget to show up Friday, March 29th between 6 and 10 p.m. at the Ramada Inn Hospitality Suite 109. Spouses, friends and significant others welcome. Bring your favorite wine and cheese. Soft drinks will be provided for those who prefer not to imbibe or would like to make coolers. Cost: 50 cents per person. RSVP to Cindy Dailey, ILL, by March 26th. Remember: Be sure to bring along a favorite game. Hope to see you there!

ANOTHER MUSE IS ON THE WAY!

This brings up questions concerning our present scheme of distribution. Since the Library Muse is now paid for out of the MU Libraries Staff Association budget, we are no longer able to give copies of the Muse to everyone. It has therefore been decided to distribute copies to members of the MU Libraries Staff Association, contributors and one copy to each area for the purpose of routing around. We are not trying to exclude anyone from reading and enjoying the Muse. We simply have some financial limitations. If there are any questions or problems call Alan Arnold, Muse editor, 2-2835.

ANNOUNCEMENT OF SERIAL CANCELLATION

The Collection Development Committee recommends that the following serial titles be cancelled. Any problems with the cancellation should be forwarded to the Library Council.

JOUR	TV Digest With Consumer Electronics
JOUR	Crain's Chicago Business

UPCOMING TRAVEL

Emma Jean McKinin will be attending a Bibliographic Retrieval Service workshop in St. Louis, Missouri on March 29, 1985.

CALENDAR BEGINNING THE WEEK OF MARCH 25

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, March 26

9:00 Technical Services Authority Committee

2:00 Serials

Wednesday, March 27

8:30 Collection Development Committee

2:00 Staff Development Committee

Thursday, March 28

8:15 Council

1:00 Technical Services

3:00 Access Services

Friday, March 29

8:30 Ellis Reference

2:40 Status of Women Committee

6:00 Staff Association Party - Hospitality Suite 109, Ramada Inn

Monday, April 1

1:30 LUMIN

Tuesday, April 2

10:30 Construction Meeting

2:00 Serials

PROFESSIONAL VACANCIES

Reference Librarian for Latin American Studies, New York University Library, New York, NY.

Reference Librarian for Documents, New York University Library, New York, NY.

Music Librarian, half-time, California State University, Fullerton, CA.

Head, Physical Sciences & Technology Libraries, University of California, Los Angeles, CA.

Development Officer, The Center for Research Libraries, Chicago, Illinois.

Head, Cataloging Department, Center for Research Libraries, Chicago, Illinois.

Coordinator for Serials Records, Duke University, Durham, North Carolina.

Assistant Curator for Manuscripts, Lilly Library, Indiana University, Bloomington, Indiana.

Reference Librarian, Camden Arts & Sciences Library, Rutgers University, New Brunswick, New Jersey.

Director of Learning Resources Center, Oregon Institute of Technology, Klamath Falls, Oregon.

Asst. Serials Librarian for Acquisitions, Princeton University, Princeton, NJ.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library News Notes

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information of the staff of the
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Number 546
March 29, 1985

HELLO

Karen Eubanks
Janet Fischer

Library Clerk II
Library Assistant I

Shelving
Serials Conversion

CHANGE IN TITLE

Julie Still is assuming the duties of Library Clerk III in General Reference.

BOOK SALE UPDATE

The final book sorting session of the year will be held Wednesday, April 3 from 4:30 until 6:00 to clean up the last of the books before the book sale. Please come help! Also, volunteers to work and people to bring food for the workers are still needed for the book sale. Please see Alan or Oleta.

CHANCELLOR'S STAFF RECOGNITION CEREMONY

In recognition of their service to the University, the employees listed below have been invited to attend the Chancellor's Staff Recognition Ceremony at Jesse Auditorium at 2:00 p.m. on April 5. A special reception will be held after the Awards Ceremony.

Five Years:

Carolyn Collings
Celia Edsal
Barbara Elliott
Pat Knuth
Melissa Megas
Becky Pierce
Marjorie Turner

Ten Years:

Ellen Blair
Suzy Danner
Robin Kehpohl
Joann Nicholls

Fifteen Years:

Gary Cunningham
Patsy Hahn
George Harris
Emma Heibel
Josephine Johnson

Twenty Years:

Linda Lyle
Emma Nevins
Fay Overton

Twenty-five Years: Thirty Years:

Oleta Edwards

June Willis

CLOTHING DRIVE

Spring Cleaning? Pulling out your spring and summer clothes? The Library Staff Association will be sponsoring a clothing drive on April 8-12 with items being donated to the Wardrobe. Any clothes that are in good condition and have been laundered can be brought up to the staff room during April 8-12 and placed in the receptacles provided.

Staff Association

ELLIS SHELF-READING UPDATE

Shelf-reading assignments are now being completed at an alarming rate -- alarming, that is, to those of us who have yet to make significant progress on ours. New members of the elite circle with finished sections are June DeWeese, Janice Dysart, Anne Edwards, Patsy Hahn, Claudia Karkula, Judy Pallardy, and Julie Still. At least one assignment has been completed in all areas except Room 201 and AAM.

In order to evaluate the status of this project, we will be requesting a progress report next month. Since the goal is to finish Ellis by the end of August, April 30 is an approximate mid-point in time (if not in completion rate). Please notify me on May 1 which range you are currently shelf-reading and your last completed call number. Thank you.

Marsha Stevenson

REMINDER

April 19, 1985 is the last day to turn in BPR's to spend 1984/85 fund allocations.

CENTRALIZED SOFTWARE STORAGE

Now that the Microcomputing Policy has been approved, all original diskettes of all library-owned software should be sent to Drew Racine for centralized storage in the Administrative Offices. All should be sent to Drew for inventorying prior to storage.

PAYROLL/PERSONNEL SYSTEM INQUIRY REMINDER

If anyone needs to know the tax status (married, single) and number of dependants they are claiming, for payroll purposes, the Administrative Office can check this easily for you. Just give your name and social security number to Kathy or Ellen and they will check on this for you, as soon as possible, and send you a hi-lighted copy of your status from the payroll system. Other data, such as your current address, and calendar year to date deductions can also be verified for you. Any necessary changes should be reported to Kathy Pritchett or Pat Burbridge.

Robert Almony

HANDOUTS AVAILABLE

We still have a few extra handouts in the Administrative Office from Maureen Sullivan's workshop. Hurry while supplies last!

HEAT IN ELLIS LIBRARY DURING SPRING PERIOD

Each spring we receive numerous complaints regarding the heat in Ellis Library. Most of this heat is from a byproduct of electricity production here on the campus, and is not a waste of energy--it is basically free. Furthermore, we often do not totally shut down all heating capability until such time as it is rather certain that heating of the building will not be necessary--it can still get cold in late March and early April. Then, there is the period that occurs between when the heat is shut off from the building and when they turn on the air conditioning and cooling systems later in the early summer. This period is perhaps the second worst time of the year (late fall is far worse) and during this time we try to adjust the temperatures in the building by use of the air handling units (adjusting the amount and speed of the outside air coming into the building) and actually opening windows.

Therefore, when an area appears to be too hot during the spring, please report this to the Administrative Office and we will try to have something done by either our own staff (adjusting air handling units) or by the physical plant people of the campus (which can often take a day or two, during which time the temperatures have changed). But, please let us know, and we will do whatever we can.

Robert Almony

CALENDAR BEGINNING THE WEEK OF APRIL 1

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, April 1

1:30 LUMIN

Tuesday, April 2

10:30 Construction Meeting

2:00 Serials

Wednesday, April 3

8:30 Collection Development Committee

2:30 Library Staff Recognition Ceremony - Faculty/Alumni Lounge

4:30 Book Sorting Session - ROOM 29

Thursday, April 4

10:00 Ellis Addition Committee

3:30 Library Liaisons Meeting - Small Ballroom, Memorial Union

Friday, April 5

8:30 Ellis Reference

12:00 FRIENDS' BOOK SALE OPENS (12:00-9:00), Hearnes East Concourse

2:40 Status of Women

Saturday, April 6

9:00 BOOK SALE (9:00-4:00) Hearnes East Concourse

LIBRARY VACANCIES

Library Clerk II, 75%, \$4.54 per hour, 1:00-8:00, Sunday through Thursday.
Library Clerk III, F/T, \$5.13 per hour, Health Sciences.

Library Clerk III, F/T, \$5.50 per hour. Working in Special Collections Department. Clerical aptitude, organizational skills and ability to work independently are essential. Duties include typing correspondence and departmental records, maintenance of card catalog, working with bibliographic control projects, providing basic reference service when librarian is absent and may include supervision of student workers, assistance with exhibit preparation and preservation/conservation activities. May be required to work occasional evening or weekend time period. Previous experience with rare books, out-of-print books and/or microforms and knowledge of classical or modern languages desirable.

PROFESSIONAL VACANCIES

Collection Development Coordinator for Science and Engineering, Arizona State University, Tempe, Arizona.

Science Reference Librarian/Engineering Subject Specialist, Arizona State University, Tempe Arizona.

Visiting Assistant Education and Psychology Librarian, Southern Illinois University at Carbondale, Carbondale, Illinois.

Affiliate or Assistant Librarian, Circulation/Interlibrary Loan Librarian, Indiana University-Purdue University, Indianapolis, Indiana.

Newspaper Field Cataloger for NEH Grant Project, University of Kentucky, Lexington, Kentucky.

Head, Original Cataloging Section, Michigan State University, East Lansing, Michigan.

Coordinator of Access Services, University of Wisconsin, Oshkosh, Wisconsin.

Head Librarian, Lima Campus, Ohio State University, Columbus, Ohio.

Head, Social Work Library, (50%-60%), Ohio State University, Columbus, Ohio.

Reference Librarian, Education/Phychology Library, Ohio State University, Columbus, Ohio.

Circulation Librarian, Westminster College, New Wilmington, Pennsylvania.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Meeting

March 28, 1985

Present: Mary Allcorn, Deana Astle, Bob Almony, Margaret Howell, Al Jones, Drew Racine, Carol Romano, Mary Ryan, Dean Schmidt, Tom Shaughnessy, and Marsha Stevenson.

1. Dr. Shaughnessy made the following announcements:

a. Problems with security and stolen books have been brought to his attention, and he will be directing the Ellis Managers to address the issue. In particular, a training program will be developed for student workers and staff who are assigned to exit control.

b. Emergency procedures have been developed for the Journalism, Newspaper and Engineering branch libraries, and Al Jones has developed "generic" procedures which will be distributed to the other branches for their use.

c. Regarding the recent memo from the Collection Development Committee on year-end funds, the orders will accumulate in Acquisitions, and when the final dollar figure is determined, purchases will be prioritized. Also, the amounts recommended for allocation by the Committee may be adjusted to accommodate special requests brought to Dr. Shaughnessy's attention.

d. Council members were reminded to turn in their request forms to Pat Burbridge for work study students.

e. Upcoming events:

1. Friends of the Libraries annual spring luncheon is on May 4th at the Country Club of Missouri. This will be the 25th anniversary and four founding members will be honored: President Emeritus Elmer Ellis, Dick Brownlee, Lewis Atherton and Ralph Parker. Birthday cake and coffee will be served after the meeting at the Chancellor's residence. Tickets are \$7.75; see Debby Duermeyer if you would like a ticket.

2. The Friends Annual Book Sale is scheduled for April 5 & 6 at the Hearn Center.

3. The Library Staff Recognition ceremony will be on April 3 from 2:30 to 4:00 at the Faculty-Alumni Lounge in the Memorial Union. Chancellor Uehling will not be able to attend, but Provost Ronald Bunn will be there.

4. April 4 is the date set for the annual meeting with the faculty liaisons to the Libraries. The meeting will begin at 3:40 in the small ballroom at the Memorial Union.

5. The Chancellor's Staff Recognition ceremony is scheduled for 2:00 on April 5 in Jesse Auditorium.

6. All staff are invited to the inauguration of President Magrath on April 25 beginning at 10:00. The ceremony will take place on the lawn north of Jesse Hall.

7. Tap Day ceremonies are scheduled for April 17, 9:15 - 10:15.

8. Everyone was reminded that the farewell reception for Jim Corey is scheduled for this afternoon at 2:00 in the Faculty-Alumni Lounge.

f. Since the open house did not draw very many participants, Dr. Shaughnessy suggested we might consider only having one every three years.

g. The Library Journal Hotline printed an article about our LUMIN system; however, the story stated that it is a BLIS system rather than WLN.

h. The matter of development leave for faculty is being submitted to the Faculty Council this spring. Hopefully the question of whether librarians are eligible for development leave will be addressed.

2. Other announcements:

a. Mary Allcorn announced that the Sigma Delta Chi journalism fraternity has completed shelf-reading all the monographs in the Journalism Library as a service project. They plan to repeat this project every semester.

b. Bob Almony distributed a proposed performance appraisal form to replace the one now in use. He asked for input from the Council, as the form will be discussed at the next Council meeting. Bob also advised that he has one set of casters for a LUMIN table, and needed to know which area needed them.

3. The Council reviewed and discussed a draft of Guidelines for Allocation of Special Acquisition Funds. Council was asked to give their input and counterproposals.

4. Marsha Stevenson discussed the impact that increased usage of LUMIN will have on Delayed Service. It was agreed to leave the guidelines as they are for the time being, and review the matter after statistics are available for the first six months of 1985. Branch librarians were asked to screen the Delayed Service requests and inform borrowers that the service is designed to make research (not recreational) materials available.

5. Deana Astle reported that beginning the first part of April, serial piece holdings will begin to be entered in LUMIN. It is anticipated that it will take a minimum of 5-6 years to complete the project. There are several enhancements that the Library Systems Office needs to make to LUMIN to increase the ease of searching for library users.

6. Due to time restraints, the report on the BLIS meeting was postponed until the next Council meeting.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 547
April 5, 1985

ANNIVERSARY

Robin Kespohl celebrates 10 years employment at the Libraries April 17.
Congratulations!

LIBRARY STAFF AWARDS

The Libraries' Annual Staff Awards Ceremony was held on April 3rd, and the winners were:

Outstanding Staff Member:	Mrs. Ellen Blair, Admin. Office
Runners-up:	Jeannie Drewes, Circulation
	Marjorie Turner, Journalism
	June Willis, Serials

Outstanding Student Assistant:	Mr. Scott Smith, Circulation
Runners-up:	Ronda Chipley, Health Sciences
	Laurie Shaffer, Serials
	Michele Ward, Copy Service

Alan Bloom and Oleta Edwards were also recognized for their outstanding yearly contribution to the Friends of the Libraries' Annual Book Sale.

Congratulations to all!

LUMIN UPDATE

People using the public LUMIN terminals at the card catalog have required significantly less assistance since the revised menu mode was made available March 25, 1985. During the first week of operation there was a 33% decrease in assistance required by LUMIN users over the previous weeks for which we have statistics.

Mary Ryan

LUMIN NOTICE

Please note the department on LUMIN error report form 157 if you wish them returned with explanation and/or action taken.

Robin Kespohl

CLOTHING DRIVE

Spring cleaning? Pulling out your spring and summer clothes? The Library Staff Association will be sponsoring a clothing drive on April 8-12 with items being donated to the Wardrobe. Any clothes that are in good condition and have been laundered can be brought up to the staff room during April 8-12 and placed in the receptacles provided.

REMINDER

April 19, 1985 is the last day to turn in BPR's to spend 1984/85 fund allocations.

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period March 24 through April 6 to Room 104 by Monday, April 8. The new pay period will be April 7 through April 20. Thank you.

Kathy Pritchett

ANNEX LISTING PROJECT

In December Access Services began the work of preparing a listing of the materials which were transferred last summer to Annex II. This project was designed by Tom Koenig and Jeannie Drewes, and pairs staff members with student assistants for two-hour shifts matching Dewey materials with their shelf list records. The next step in the process is the photocopying of the cards, after which the copies are sent to the Microfilm Lab where a microfiche listing of the materials is being produced.

While for the most part the work is proceeding smoothly, the student-and-staff crews are encountering a number of unexpected obstacles along the way. Chief among these is the presence of volumes sitting innocently on the shelves which are not represented in the shelf list, often because the book was missing in the past and had been withdrawn, only to find its way back to the library at some later date. Marking problems, such as transposed numbers or cases of reclassing without remarking, are also common. Some books which are fugitives from off-campus libraries have also been discovered in the annex. While Tom and Jeannie make every effort to identify and resolve these problems, much of the clean-up work must be performed by assorted Technical Services personnel, particularly the Beckys Pierce and Greer.

As of this writing, over two-thirds of the materials in Annex II have had their corresponding shelf list cards pulled. The associated problem-solving is proceeding more slowly, as can be expected, and the photocopying work and microfiche production lag further behind. Still, Access Services plans to finish up all phases of the work this summer, so that a microfiche listing of the materials in Annex II can be available by Fall 1985.

Marsha Stevenson

UPCOMING TRAVEL

Mary Allcorn and June DeWeese will be traveling to St. Louis, Missouri to attend a Predicasts Seminar (Predicasts Terminal System) on April 9, 1985.

CALENDAR BEGINNING THE WEEK OF APRIL 8

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, April 8

8:30 Social Science Search Committee

10:30 LUMIN Holdings Group Meeting

Tuesday, April 9

9:00 Technical Service Authority Committee

2:00 Serials

Wednesday, April 10

8:30 Collection Development Committee

3:00 Staff Association

Thursday, April 11

8:30 Library Council

1:00 Technical Services

3:00 Access Services

Friday, April 12

8:30 Ellis Reference

Monday, April 15

1:30 LUMIN

Tuesday, April 16

10:30 Construction Meeting

2:00 Serials

LIBRARY VACANCIES

Library Clerk III, F/T, \$5.13 per hour, Special Collections.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger

Social Science Librarian

Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Assistant Director for Administrative Services, Iowa State University, Ames, Iowa.

Assistant University Archivist, University of Virginia Library, Charlottesville, Virginia.

Slavic/Germanic Bibliographer, Princeton University Library, Princeton, New Jersey.

Documents Librarian (Head of Department), University of Illinois at Chicago, Chicago, Illinois.
Cataloger, Roman Jakobson Collection on Linguistics, Librarian I, Massachusetts Institute of Technology, Cambridge, Massachusetts.
Chairperson, General Services Division, University of Nebraska, Lincoln, Nebraska.
Librarian for Slavic Collections, University of California, Berkley, California.
Clinical Nursing Reference Librarian, Dartmouth College, Hanover, New Hampshire.
Head, Collection Management, Virginia Commonwealth University, Richmond, Virginia.
Head of Art Library, Rutgers University, New Brunswick, New Jersey.
Retrospective Conversion Serials Librarian (temporary), University of California, Los Angeles, California.
Assistant Head, Acquisitions Department, University of Notre Dame, Notre Dame, Indiana.
Humanities Reference Librarian, University of Oklahoma, Norman, Oklahoma.
Head, Catalog Department, University of Oklahoma, Norman, Oklahoma.
Head, Public Services, Indiana University-Purdue University, Indianapolis, Indiana.
Affiliate/Assistant Librarian for Public Services, Indiana University East, Richmond, Indiana.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

ELLIS LIBRARY
 Technical Services
 Statistical Summary
 January-March 1985

	This Quarter	Last Quarter	Fiscal Yr. to Date	This Quarter Last Yr.	Fiscal Yr. to Date Last Year
<u>Acquisitions</u>					
Approval Plan Titles Accepted	1676	2178	5732	1490	4906
Firm Order Titles Ordered	4546	3895	11546	4033	11532
Firm Order Titles Received	3287	2668	7633	2901	8296
Mono Gift & Exchg. Titles Added	1226	1124	3728	1510	5866
New Serial Titles Ordered	169	99	340	240	520
% Approval Plan Budget Spent	14.8	31.2	78	23.7	73.3
% Mono Budget Encumbered & Spent			88.7	26.8	96.2
% Serials Budget Spent	19.1	46.5	85	11.5	87.7
Vouchers Paid	2125	1865	5437	2038	5983
<u>Cataloging</u>					
Mono Titles Cataloged with Copy	1170	863	3436	1310	4376
Mono Titles Cataloged Originally	455	649	1551	567	1367
Serial Titles Cataloged with Copy	286	198	725	258	611
Serial Titles Cataloged Originally	35	60	127	11	33
Serial Titles Retro Converted	1208	1128	3556	1658	4125
Mono Titles Retro Converted	906	1147	2616	725	3085
Mono Titles Input into OCLC	6483	6196	18620	5835	17433
Serials Titles Input into OCLC	296	360	955	283	796
<u>Processing</u>					
Serial Volumes Bound	3255	2793	8857	2479	8911
Mono Volumes Bound	2183	2126	6364	1787	5987
Volumes Marked, Ellis	13325	9367	33940	10460	31778
Volumes Marked, Branches	1703	505	4102	1332	4257
Volumes Mended	1068	713	2581	1085	3039
Cards Filed, Shelflist	19667	16875	43442	6837	26908
Cards Filed, A/T Catalog	21250	12305	59000	20950	73945
Cards Filed, Subject Catalog	17206	12025	43781	13777	43765
Cards Filed, Serials Catalog	4137	3554	12452	3598	10805
Cards Filed, MED Supplement	0	0	2500	9836	18271
Serials Issues Checked-In	24218	21058	68392	24807	67294
Added Volumes Added	1746	1341	4677	1844	5144
Serials Claims Sent	708	1162	2591	1218	3099
Serials Claims Filled	220	178	569	165	460
Volumes Withdrawn	1132	2279	5189	7495	12063
Replacements Ordered	2652	1600	5540	2802	5388
Replacements Received	494	254	1097	449	1151
Analyzed Series Processed	1309	1517	4421	1887	4908
<u>Backlogs</u>					
Acquisitions	399	316		246	
Mono Cataloging	2808	2595		2307	
Serials Cataloging	366	328		224	
Search/Cataloging	3014	2895		3327	
Analyzed Series	569	386		634	
Gifts (Processed)	3684	3635		3752	

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 548
April 12, 1985

LIBRARY SECURITY

A few weeks ago several new books were mysteriously returned to Ellis Library via one of the book return stations. In an attempt to prevent such occurrences in the future, I have asked staff at the Circulation Desk and at the west exit to be very vigilant. All books should be properly charged out and desensitized. Books destined for the mail room should be checked by exit staff if they have not been desensitized. I hope we will all be able to cooperate with exit control staff. No one is exempt from these procedures.

Tom Shaughnessy

CLARENDON HYDE RECEIVES PRESTIGIOUS AWARD

Last week Clarendon Hyde was presented with the NAACP Roy Wilkins Award. This award is presented annually by the local chapter of the NAACP to a person who has served the cause of racial justice. Roy Wilkins, for whom the award is named, served as the national executive secretary of the NAACP for many years. The Rev. Hyde is the second vice-president of the local chapter of the NAACP, and was given the award for his continued service to this cause over many years.

BOOK SALE RESULTS

This year's Book Sale grossed \$6,678.07. Oleta and I would like to thank everyone who helped -- those who donated food and grocery bags and those who gave their time and energy. Oleta and I could not make the Sale successful without your help.

Alan

LONGER HOURS IN SPECIAL COLLECTIONS

Special Collections is lengthening service hours for this semester's peak microform usage period. The department will be staffed the following hours:

April 15 - May 2, 1985

Monday - Thursday	8:00 a.m. - 9:30 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 12:00 noon and 1:00 p.m. - 4:00 p.m.
Sunday	1:00 p.m. - 9:30 p.m.

Margaret Howell

CLOTHING DRIVE EXTENDED!

Due to the generous response of clothes being donated to the Wardrobe, the clothing drive will be extended until Friday, April 19. Any clothing articles in good condition and laundered can be brought up to the Staff Room. Keep those clothes coming in!

HIGH THEFT PERIOD APPROACHING

All staff may wish to remind students and other users of the library that we are approaching a high theft period during the last four weeks of the semester and that they should not leave books and purses unguarded or unattended in the library. Thank you.

Bob Almony

FRIENDS LUNCHEON TICKETS AVAILABLE

The Friends of the Libraries Silver Anniversary luncheon will be held at the Country Club of Missouri on May 4, beginning at 12:30. The guest speaker this year is Mrs. Rosemary Lucas Ginn, former U.S. Ambassador to Luxembourg. Tickets are available at \$7.75 each from Debby Duermeyer, Room 104, Ellis Library.

FINAL REMINDER

The last day for turning in BPR's for purchases from monographic fund allocations is April 19, 1985. Please continue sending BPR's for possible end-of-year funds up to your allotted amount. RUSH orders are still acceptable until the May 24, 1985 deadline.

Drew Racine

INCIDENT REPORT FORMS

The Incident Report Forms are for more than just reporting equipment malfunctions. They may be used to report any and all incidents of any kind to your supervisor. If the supervisor believes that the incident should also be reported to the main office, they should forward the incident report to either Ellen Blair, or to Debby Duermeyer if it is something that should be brought to the attention of Dr. Shaughnessy.

Bob Almony

ANNOUNCEMENT OF SERIAL CANCELLATION

The Collection Development Committee recommends that the following serial titles be cancelled. Any problems with the cancellation should be forwarded to the Library Council.

LANG	English books 1475-1640 (Catalog Cards)
JOUR	Seattle Times

Judy Pallardy

PERSONNEL QUESTIONS OR PROCEDURES

Just a reminder that Pat Burbridge is available to answer any questions that anyone has on personnel questions. She is extremely knowledgeable in both library and university personnel procedures and policies. Anyone should feel free to contact her at any time, for any questions, problems, Employee Assistance Program counseling, etc. If anyone would ever wish to confer with Pat outside the office area, she would be glad to accomodate them.

Bob Almony

MARK TWAIN NATIONAL FOREST DOCUMENTS

Documents pertaining to a proposed land and resource management plan and a draft environment impact statement for the Mark Twain National Forest are available for public review and comment at the General Reference Desk of Ellis Library of the University of Missouri-Columbia until July 7, 1985.

In 1980, the Mark Twain National Forest initiated a new planning process to develop a plan to direct the management of the 1,461,639 acres of National Forest Service land located in 29 counties throughout southern Missouri. This plan will direct activities for the next 50 year according to the USDA Forest Service.

At this time the Mark Twain National Forest has developed a Proposed Forest Plan and an associated Draft Environment Impact Statement (DEIS) with maps. The DEIS analyzes and compares 7 alternative ways to manage the Forest. The Proposed Forest Plan is based on alternative 5.

These documents are of great interest to the many Missourians who have an interest in the Mark Twain National Forest and in the natural heritage of the State. The public can review these documents and send in their comments as stated on the first page of the DEIS.

Copies of both the Draft Environment Impact Statement and the Proposed Forest Plan are available for public review at the Ellis Library, UMC by request at the General Reference Desk, Room 201. These copies will be available on a reference basis for use at the library, but not for check out purposes. The public review period ends July 7, 1985.

Mary Ryan

PROGRESS ON SPANISH DRAMA GRANT

As of March 31, the microfilm collection, Spanish Drama of the Golden Age, consisting of 86 reels of 35 mm. film and containing 3,211 plays and other literary genres such as "loas", "autos sacramentales" and poems have been completed. All of this is contained in 412 original records in the OCLC system. Most of the records display an average of four to five screens on an OCLC terminal. Every one of the reels was viewed before being cataloged.

This collection includes works by major Spanish dramatists of this Golden Age literary period between the years 1500-1700, and some modern compilations published during the 19th century. Most of the plays in this collection were published individually in the style of the century with the beginning title "Comedia famosa...", with some published as "seltas", but most of these plays are presented as parts of various collections published by well-known editors and publishers of this century, such as Vera Tassis, Mace, Juan de la Cuesta, Aponte, Keil and others.

The cataloging of this material in microform has been done under AACR2 rules, following Bibliographic Description of Rare Books: Rules Formulated Under AACR2 and ISBD(A) for the Descriptive Cataloging of Rare Books, and utilizing other rule interpretations found in the Library of Congress's Cataloging Service Bulletin. Detailed and well-documented notes are included in the records.

Every author's name used in the cataloging was checked in the OCLC name-authority file; if the name had a valid record, it was used as found there; otherwise, the last LC form of the author's name found was used, or a name heading was created, after an extensive search in other bibliographical sources.

Every title cataloged has an entry for the author, editor, joint author, title, compiler, and whatever name is present on the title page; subject access by general and specific subject headings, an entry for the University of Pennsylvania Library, the holder of the collection, and a series entry for Spanish Drama of the Golden Age, with reel and part number indicated for location on the microfilm.

At this time, we are counting all of the author and title entries that are not included in the original count of 3211 titles, because the collection contains some titles that are not part of that figure. We are also in the process of reviewing the records to make sure that our cataloging is perfect, and making any necessary corrections online.

We are now beginning the second phase of our project. It is estimated that some 500 additional Spanish Drama titles remain to be cataloged, input in OCLC, or otherwise treated in the project. These are not part of the Spanish Drama of the Golden Age microfilm collection, but emanate from the Golden Age period.

M. del Castillo

UPCOMING TRAVEL

Goodie Bhullar, Alice Edwards, Barbara Francis, Jeanmarie Fraser, Alfred Jones, Bonnie MacEwan, Betsy Ross and Robert Stevens will be attending the Wilsonline Database training workshop on the UMC campus on April 17, 1985.

CALENDAR BEGINNING THE WEEK OF APRIL 15

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, April 15
1:30 Technical Services LUMIN Committee
Tuesday, April 16
10:30 Construction Meeting
2:00 Serials
Wednesday, April 17
8:30 Collection Development Committee
Thursday, April 18
1:40 Library Committee
Friday, April 19
8:30 Ellis Reference
Monday, April 22
10:00 Renovation Committee
Tuesday, April 23
9:00 Technical Services Authority Committee
2:00 Serials

LIBRARY VACANCIES

Library Clerk III, F/T, \$5.13 per hour, Special Collections.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Assistant Librarian, Engineering Library, Princeton University, Princeton, New Jersey.
Head, OMI/College of Applied Science Library, University of Cincinnati, Cincinnati, Ohio.
Project Director, Long Range Planning for Libraries, Colorado State Library (position is for maximum of 24 months), Colorado Department of Education, Denver, Colorado.
Assistant Interlibrary Loan Librarian and Reference Librarian, Northwestern University Library, Evanston, Illinois.
Assistant Dean of Automation and Technical Services, University of Nebraska, Lincoln, Nebraska.
Science and Technology Cataloger, Auburn University, Alabama.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Meeting

April 11, 1985

Present: Mary Allcorn, Bob Almony, Pat Burbridge, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Tom Shaughnessy and Marsha Stevenson.

1. Dr. Shaughnessy made the following announcements:

a. The Collection Development Committee has sent out between 1600 and 1700 library questionnaires to the faculty, and so far between 300 and 400 replies have been returned. The written comments received will be compiled and typed so that they can be shared with area and branch librarians.

b. A letter has been received from Chancellor Uehling inviting interested staff to help with Summer Welcome. This program provides an opportunity for prospective students and their parents to interact with the faculty and staff at the University.

c. Approximately 3,000 invitations have been sent out for President's Magrath's inauguration, which will be held on April 25 at 10:00 a.m. Classes will not be cancelled on that day.

d. Negotiations are continuing on the Title II-C grant proposal to improve the cataloging and to preserve approximately 21,000 pre-1800 imprints in the Libraries. Our initial request of approximately \$300,000 per year over a three year period has been revised to slightly over \$200,000 per year. If this is approved, we will only be able to process around 5,200 books per year, rather than 7,000 as was initially proposed. Although the proposal has not yet been accepted, the outlook is promising.

e. Nancy Boon has been appointed interim director of the Library Systems Office until Jim Corey's replacement is chosen. She has asked that the UM library directors give her some direction regarding priorities for the Library Systems Office, and the directors will be meeting in May to address this issue. Dr. Shaughnessy has appointed a LUMIN Advisory Committee, consisting of Norma Fair, Jean Fraser, Bill Jackson (chair), Drew Racine, Mary Ryan, Dean Schmidt and Marsha Stevenson to assist in establishing these priorities, among other duties.

2. Other Announcements:

a. Al Jones announced that the hardware has been received for the theft detection system in the Engineering library, and he is waiting for 3M to install the equipment.

b. Al Jones reported that the architects have offered another version of the plans for the Engineering building and library, and the plans are available for viewing if anyone wishes to see them.

c. Drew Racine announced that non-reference bibliographies will no longer be classed in Z, but will be shelved by subject matter. As soon as the details are worked out, he will report back to the Council.

d. Drew reported that the Slavic materials in Law which we purchase from the Linda Hall Library will be transferred to the Law Library.

e. In Dean Schmidt's absence, Drew reported that Dean has contacted Mary Ann Mercante with regard to the discontinuance of Health Science and Vet Med catalog cards for Ellis except for serials main entry cards.

f. Drew advised that in the past it has been the policy that when an order is received for a part of a monographic set, and it was subsequently determined that more volumes were available, Acquisitions would purchase the additional volumes if funds permitted. He proposed a new policy whereby the librarian placing the order of a partial set would be advised that additional volumes are available, and the librarian would make the decision to purchase the additional volumes or not. If the librarian indicates on the order that only the volume(s) requested are to be purchased, no notification will be made. The Council approved this proposal.

g. The Campus Computing Center will no longer be offering training in Wordstar; in the future they will be supporting Displaywrite 2 & 3. Software is available to use Displaywrite 2 & 3 on the IBM PC, although the Library has not yet acquired it.

3. Dr. Shaughnessy reported that the 1985 Annual Friends Book Sale grossed \$6,678.07, down approximately \$900 from last year. There were approximately 200 fewer boxes of books this year, and the auction items brought about \$450 less than in 1984.

4. Marsha Stevenson reported on the BLIS Advisory Committee meeting held on March 20-24. Most of the meeting was spent refining detail design specifications, and the major remaining problem is Reserve. Negotiations are underway for WLN or BLIS to hire a programmer to convert the program from COMPLETE to CICS.

5. Discussion was held on the Non-exempt Staff Evaluation Form. Drew Racine, Mary Ryan and Marsha Stevenson reported that most of the comments received from their staff were positive. Suggested improvements were discussed, and a revised draft will be distributed at the next Council meeting.

6. The Council discussed the draft of the Guidelines for Allocation of Special Acquisitions Funds, and some changes were made. There is still no word on the outlook for these funds.

7. Agenda items for next meeting:

- Document on "The Future" (Technical Services)
- LUMIN Priorities
- Draft on Non-Exempt Staff Evaluation Form
- Multi-Media Policy
- LUMIN Users Committee Meeting Report
- UM Library Circulation Committee Meeting Report

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 549
April 19, 1985

ANNE EDWARDS TO RECEIVE AWARD

On April 19, 1985, Anne Edwards is scheduled to receive an award from Dr. Alton Zanders, on behalf of the Committee for Persons with Disabilities. This award is for her exemplary contributions to, and diligent support of the University's efforts in encouraging equal opportunity and affirmative action practices for persons with disabilities. Congratulations!

LAURA PHILPOTT RECOGNIZED

Laura Philpott, Student Assistant in Search/Cataloging, was presented the student award by the Status of Women Committee as part of UMC's first Equal Opportunity Awareness Week.

GRACIAS, MERCI, DANKE, THANK YOU!

We would like to gratefully thank each staff member for generously contributing to the clothing drive. During the past two weeks several gallons of clothing six feet high were collected for the Wardrobe. Thanks for making it a success.

Library Staff Association

ALLCORN ARTICLE FEATURED

The March, 1985 issue of Show-Me Libraries features an article written by Mary Allcorn about the School of Journalism Library at UMC. This well-written article traces the Journalism Library from its humble beginnings in 1908 to the present. Good work!

MEETINGS SCHEDULED TO DISCUSS NEW BENEFITS PLAN

A flexible benefits plan that will increase the amount of take-home pay for University employees who choose to participate has been approved by the UM system Board of Curators and is effective June 1. The schedule of meetings to discuss the new flexible benefits plan are:

- April 23 -- 1:00 & 3:00 p.m., Memorial Union Auditorium
- April 25 -- 7:00 p.m., Arts and Science Building
- April 26 -- 10:30 a.m., Campus Facilities Garage
- April 29 -- 10:00 a.m., Memorial Union Auditorium

Election forms have been mailed to each employee and will also be available at the group meetings. Forms must be returned no later than May 17.

STAFF ASSOCIATION MEETING SET FOR MAY 8

The General Meeting and election of officers of the Library Staff Association will be Wednesday, May 8 at 2 p.m. in the Conference Room. A sample ballot has been printed in this issue of the News Notes.

GOVERNANCE MEETING

All Librarians meeting to discuss the Librarians' Governance Document will take place Wednesday, April 24, 8:30-10:00 a.m. in the Library Conference Room.

PERSONAL SAFETY PROGRAM

Joan Wilcox from the University Police will present a program titled "Personal Safety: Who's Concern Is It?" on April 23 from 3:00-4:00 in the Ellis Auditorium. She will concentrate on the following topics in the area of building safety: Defining non-secure buildings (public access, lighting, office design, in office cash and valuables) and prevention techniques (detecting "suspicious" persons, when and who to call, what to do until the police arrive, setting up a telephone "help" system, security of valuables and cash, and environmental design).

Within the constraints of time and staffing of areas, we hope as many people as possible will attend this session.

Staff Development Committee

ACCESS SERVICES ASSUMES ADDITIONAL RESPONSIBILITIES

Access Services has taken over two activities previously performed by staff in Administrative Services: obtaining replacement pages for ones torn out of volumes in our collection, and locker/carrel/office checking. Responsibility for requesting replacement pages has been assumed by Interlibrary Loan; and, the activity of examining materials located in library lockers, carrels, and offices for charged-out status is now performed by Circulation Staff.

Marsha Stevenson

DISPLAY FOR APRIL

The display for the month of April in the first floor exhibit case in Ellis Library shows some of the activities of the Library staff. Featured are this year's Outstanding Library Staff Member, Ellen Blair, and Outstanding Library Student Assistant, Scott Smith.

Bonnie MacEwan

DISSERTATIONS CATALOGED

May 1984 Ph.D. dissertations have been cataloged. The manuscripts are at the Bindery and the films have been taken to Special Materials Library.

Oleta Edwards

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period April 7, 1985 through April 20, 1985 to Room 104 by Monday, April 22, 1985. The new pay period will be April 21, 1985 through May 4, 1985. Thank you.

Kathy Pritchett

MICROCOMPUTER LAB

We need library staff help in informing students about and directing them to the Microcomputer Lab on the 4th floor, East of the Ellis Library.

Hours of the Micro Lab are:

Monday - Friday	8:00 a.m.	-	11:00 p.m.
Saturday	9:00 a.m.	-	5:00 p.m.
Sunday	2:00 p.m.	-	11:00 p.m.

Change in hours as posted.

The Lab contains 6 MacIntosh and 6 IBM PC microcomputers. Software and reference manuals are available for check-out from the Reserve Desk.

Computing Services has been collecting site usage statistics since March 11th. The results exclude the week of spring break.

<u>Time</u>	<u>Average number of users in Lab</u>
9:00 a.m.	1.5
11:00 a.m.	2.0
12:30 p.m.	3.0
2:00 p.m.	3.0
4:00 p.m.	3.1
6:00 p.m.	4.7
8:00 p.m.	4.0
10:00 p.m.	3.6

As you can see there's plenty of space for more users. If you have the opportunity, please tell students about the lab.

Mary Ryan

ELLIS SHELF-READING UPDATE

Congratulations to Deana Astle, Goodie Bhullar, Monica Coffey, Celia Edsall, Veva Hein, Ann Heyse, Josephine Johnson, Charlotte Mustain, Murari Nagar, Wanda Ott, and June Willis, all of whom have completed their shelf-reading assignments. This brings to 29 the number of people who can gloat over those of us who have a lot of work to go on our sections. AAM, mysteriously, is the only area of Ellis which cannot boast at least one completed assignment.

The day of mid-point reckoning approaches. The next News Notes will contain a request for a progress report from all who are still plodding along on their assignments.

Marsha Stevenson

LATEST ARL SPEC KITS IN ELLIS LIBRARY

The following SPEC Kits may be found in the Library Science library, and are listed here for your information.

- a. Library Materials Cost Studies in ARL Libraries (Jan. 1985)
call number: Z689.L52 1983
- b. Strategic Planning in ARL Libraries (Dec. 1984)
call number Z678.3.S7 1984
- c. Online Catalogs in ARL Libraries (Dec. 1984)
call number Z699.05 1983
- d. Technical Service Costs in ARL Libraries (Aug. 1984)
call number Z688.5.T4 1982
- e. User Studies in ARL Libraries (Aug. 1984)
call number: Z711.3.U75 1984

Bob Almony

MATH LIBRARY AND ANNEX II

During the past two weeks the Math Library transferred approximately 6,500 volumes to Annex II. Math did not have tagged items identified in time for the major moving which took place last summer, but their critical shortage of space occasioned the move this month.

Since Annex I is completely full, Math's tagged materials were placed out of sequence in Annex II. This is a temporary measure only, since it is highly undesirable to have Q's in both locations. Future plans in the annex include the transfer of medically oriented materials to the new Health Sciences Library upon its completion. Opening up this space in Annex I will permit the Q's and Z's now in Annex II to be placed in sequence with the rest of the LC's, and also will allow the Journalism Library to tag and move volumes across the street, since they too missed the opportunity to transfer materials last summer.

Marsha Stevenson

UPCOMING TRAVEL

Suzy Danner, Norma Fair, Martha Shirky and Alan Yount will be traveling to Jefferson City, Mo. on April 22, 1985 to attend the OCLC Advanced Serials Workshop at Thomas Jefferson Library.

Vic Myers will be traveling to Jefferson City on April 26, 1985 to see a demonstration of cataloging microenhancer software used on an OCLC M300 terminal. This demonstration will take place at the Missouri State Library.

Margaret Howell will be attending the annual conference of the Association for Information and Image Management in Washington, D.C. from April 27 through May 2, 1985.

CALENDAR BEGINNING THE WEEK OF APRIL 22

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, April 22

10:00 Ellis Renovation Committee
2:00 Social Science Search Committee

Tuesday, April 23

9:00 Technical Services Authority Committee
2:00 Serials
3:00 Personal Safety Program - Ellis Auditorium

Wednesday, April 24

8:30 Librarians Meeting - Governance Document

Thursday, April 25, 1985

8:30 Library Council
1:00 Technical Services
3:00 Access Services

Friday, April 26, 1985

8:30 Ellis Reference

Monday, April 29, 1985

1:30 Technical Services LUMIN

Tuesday, April 30, 1985

10:30 Construction Meeting
2:00 Serials

LIBRARY VACANCIES

Library Clerk III, F/T, \$5.13 per hour, Special Collections.

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Systems Librarian, University of Tennessee, Knoxville, TN.
Head, Reference Department, University of Delaware, Newark, DE.
Head, Circulation Department, University of Delaware, Newark, DE.
Assistant Director for Technical Services, State University of New York, Stony Brook, NY.
Head, Information Services Dept., Ohio State University, Columbus, OH.
Head, Reference Services, University of California, Los Angeles, CA.
Assoc. Director for Public Services, University of Tennessee, Knoxville, TN.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

LIBRARY STAFF ASSOCIATION ELECTION OF OFFICERS

Wednesday, May 8, 1985

SAMPLE BALLOT

VOTE ONE FROM EACH CATEGORY

VICE PRESIDENT (President Elect)

- Alan Jones
- Martha Shirky
- Write-in candidate:

TREASURER

- Janet Fischer
- Vicki Young
- Write-in candidate:

SECRETARY

- Sandra Exner
- Rebecca Schedler
- Write-in candidate:

STAFFROOM CHAIRPERSON

- Pat Burbridge
- Kathy Pritchett
- Write-in candidate:

SOCIAL CHAIRPERSON

- Delores Fisher
- Leona Thornton
- Write-in candidate:

MUSE CHAIRPERSON

- Alan Arnold
- Write-in candidate:

COURTESY CHAIRPERSON

- Monica Coffey
- Diana Cotton
- Meredith Odom
- Write-in candidate:

BOOKFAIR CHAIRPERSON

- Oleta Edwards
- Write-in candidate:

Alan Bloom finishes his second year of a two year term.

PROPOSED BY-LAWS CHANGE

As it reads now: II. The Staff Association shall be responsible for giving gifts to staff members who are leaving or retiring and who have served on the staff a minimum of five (5) years. Costs shall be taken out of the Staff Association treasury with the approval of the Executive Board.

Proposed changed by-law: II. The Staff Association shall be responsible for giving gifts to staff members who are leaving or retiring from areas or departments where employees are eligible for membership in the MU Library Staff Association and who have served on the staff a minimum of five (5) years. Employees transferring within the areas and departments covered would not receive a gift. Costs shall be taken out of the Staff Association Treasury with the approval of the Executive Board. Yes No

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
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Number 550
April 26, 1985

STAFF ASSOCIATION MEETING

The general meeting and election of officers of the Library Staff Association will be Wednesday, May 8 at 2:00 p.m. in the Conference Room. Absentee ballots for those members of the Staff Association who cannot make it to the meeting will be available beginning May 3 from Betsy Ross or July Still, General Reference, 202E Ellis, 2-4692. A sample ballot was printed in the April 19 News Notes.

ALL LIBRARIANS' MEETING TO DISCUSS GOVERNANCE DOCUMENT

The discussion continues...Thursday, May 2, 8:30 - 10:00 a.m. in the Conference Room with campus representation for librarians. Bring your documents and insights.

VOLUNTEERS NEEDED FOR COMMITTEE OPENINGS

It's time to volunteer for the Staff Development Committee! We need to fill two positions on the SDC for a term from June 1, 1985 - May 31, 1987. One person will be a Librarian from any area except Reference and one person will be a support staff person from any area except Technical Services, in order to maintain appropriate representation on the Committee. Please volunteer to June DeWeese, Chair of SDC, by May 10. Dr. Shaughnessy will choose from the volunteers two people to join the Committee.

The Publications Committee will have two openings for new members to serve terms from June 1, 1985 through May 31, 1987. Anyone wishing to volunteer for this committee should submit their names, via their supervisors, to Dr. Shaughnessy by May 12, 1985.

NEW PUBLICATION AVAILABLE FOR OCLC USERS

We have started a subscription to OCLC Micro, which intends to provide information to users of the OCLC M300 workstation on applications, software, etc. Sample diskettes will accompany some issues. A routing list for the periodical is being created. Please contact me if you would like to be on it.

Deana Astle

ELLIS LIBRARY SHELF-READING UPDATE

Alan Arnold and Pat Burbridge bring to 31 the number of Ellis staff members who have completed their shelf-reading assignments. This leaves 82 of us who are still hard at work on our areas.

Since May 1 is an approximate mid-point in this project, we would like to evaluate the progress on the remaining 82 assignments. Please count the number of sections of shelves you have finished reading. (A "section" is one vertical grouping of 6-8 shelves). Then, please call me (2-7315) or send me a note with the number of sections you've completed, by Friday, May 3. Thank you.

Marsha Stevenson

BROWN BAG LUNCH

The Faculty Women's Network is sponsoring a brown bag lunch from 12:00 - 1:00 on May 9, 1985 at the Gwynn Hall Lounge. All faculty women who want to get together informally and get to know each other and discuss common interests and concerns are invited. For more information contact June DeWeese, Chair of the Status of Women Committee, 2-6661.

LIBRARY SCHOOL SEMINAR

E. J. Josey, President of the American Library Association, will deliver the keynote address at a one-day seminar, "Libraries Building Coalitions", on May 14, 1985 on the UMC Campus. Sponsored by the School of Library and Informational Science, Missouri Library Association, and the Missouri Association of School Libraries, the Seminar is a means of exploring ways that librarians can work with special interest groups for their mutual benefit in providing information services. Contact the Library School for further information.

CALENDAR BEGINNING THE WEEK OF APRIL 29

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, April 29

1:30 Technical Services LUMIN Committee

Tuesday, April 30

10:30 Construction Meeting

2:00 Serials

Wednesday, May 1

8:30 Collection Development Committee

Thursday, May 2

8:30 Governance Meeting

Friday, May 3

8:30 Ellis Reference

3:30 Status of Women

Tuesday, May 7

2:00 Serials

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Philosophy Bibliographer/Reference Librarian, University of Pittsburgh,
Pittsburg, Pennsylvania.
Head of the Henry Clay Frick Fine Arts Library, University of Pittsburg,
Pittsburg, Pennsylvania.
Head Acquisitions Librarian, Brown University, Providence, Rhode Island.
Assistant Systems Librarian, Brown University, Providence, Rhode Island.
Assistant Head for Monograph Acquisitions, University of Florida,
Gainesville, Florida.
Reference Librarian, University of Washington, Seattle, Washington.
Science Reference/Bibliographic Instruction Librarian, Seattle,
Washington.
Humanities Bibliographer, The Johns Hopkins University, Baltimore,
Maryland.
Assistant Director for Public Services, Georgia Institute of Technology,
Atlanta, Georgia.
Chairperson, General Services Division, University Libraries, University
of Nebraska, Lincoln, Nebraska.
Reference Librarian, Buena Vista College, Storm Lake, Iowa.
Head, Science-Engineering Library, University of Arizona, Tucson, Arizona.
Assistant Catalog Librarian (Retrospective Conversion), Colorado State
University, Fort Collins, Colorado.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles
is 10:00 a.m. every Friday.

UMC PUBLIC SERVICES STATISTICS

March 1985	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TO DATE 1984/1985
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Total (All Areas)

REFERENCE

Ellis Reference - total inquiries	✓ 14167		#DIV/0!	0	7, 106286
Reference (ref desks)	✓ 5658		#DIV/0!	0	38793
Directional (ref desks)	✓ 4653		#DIV/0!	0	41126
(CPRR)	✓ 3856		#DIV/0!	0	24274
Special Coll. - total inquiries	✓ 1274		#DIV/0!	0	7, 9415
Reference	✓ 190		#DIV/0!	0	1084
Directional	✓ 1084		#DIV/0!	0	8051
Circulation - directional	✓ 997		#DIV/0!	0	9843
Total Ellis	✓ 16438		#DIV/0!	0	✓ 125544

BRANCHES

Annex - total inquiries			#DIV/0!	0	✓ 0
Engineering - total inquiries	✓ 541		#DIV/0!	0	✓ 3095
Ref/Card Catalog only	✓ 94		#DIV/0!	0	✓ 690
Geology - total inquiries	✓ 249		#DIV/0!	0	✓ 2052
Ref/Card Catalog only	✓ 137		#DIV/0!	0	✓ 828
Health Sciences - total inquiries	✓ 3198		#DIV/0!	0	✓ 28071
Ref/Card Catalog only	✓ 857		#DIV/0!	0	✓ 6800
Journalism - total inquiries	✓ 998		#DIV/0!	0	✓ 6430
Ref/Card Catalog only	✓ 532		#DIV/0!	0	✓ 3372
Journalism Morgue - total inquiries	✓ 407		#DIV/0!	0	✓ 4267
Ref/Card Catalog only	✓ 163		#DIV/0!	0	✓ 1887
Math - total inquiries	✓ 200		#DIV/0!	0	✓ 2377
Ref/Card Catalog only	✓ 40		#DIV/0!	0	✓ 318
Vet Medicine - total inquiries	✓ 402		#DIV/0!	0	✓ 2840
Ref/Card Catalog only	✓ 291		#DIV/0!	0	✓ 2013
Total Branches	✓ 5995		#DIV/0!	0	✓ 49132
Total Ellis & Branches	✓ 22433		#DIV/0!	0	✓ 174676

INSTRUCTION

Ellis classes	✓ 27		#DIV/0!	0	✓ 197
Class participants	✓ 640		#DIV/0!	0	✓ 4664
Ellis tours	✓ 1		#DIV/0!	0	✓ 1
Tour participants	✓ 11		#DIV/0!	0	✓ 6
Library Skills students - fall			#DIV/0!	0	✓ 0
Library Skills students - winter	✓ 450		#DIV/0!	0	✓ 450
Special Coll classes & tours	✓ 7		#DIV/0!	0	✓ 24
Participants	✓ 93		#DIV/0!	0	✓ 329

March 1985

	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TO DATE 1984/1985
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INSTRUCTION (Continued)

BRANCHES

Engineering classes & tours			#DIV/0!	0	✓ 4
Participants			#DIV/0!	0	✓ 192
Geology classes & tours			#DIV/0!	0	✓ 4
Participants			#DIV/0!	0	✓ 45
Health Sciences classes & tours			#DIV/0!	0	✓ 51
Participants			#DIV/0!	0	✓ 400
Journalism classes & tours	✓ 3		#DIV/0!	0	✓ 11
Participants	✓ 6		#DIV/0!	0	✓ 73
Jour Morgue classes & tours			#DIV/0!	0	✓ 0
Participants			#DIV/0!	0	✓ 0
Math classes & tours			#DIV/0!	0	✓ 2
Participants			#DIV/0!	0	✓ 27
Vet Medicine classes & tours	✓ 2		#DIV/0!	0	✓ 12
Participants	✓ 4		#DIV/0!	0	✓ 93

LITQUEST

Ellis					
Number of databases searched	✓ 116		#DIV/0!	0	✓ 1032
Patrons (topics)	✓ 48		#DIV/0!	0	✓ 388
Online hours	12:34		? #VALUE!	0	✓ 0
LITQUEST/After Dark					
Number of databases searched	✓ 102		#DIV/0!	0	✓ 591
Patrons (topics)	✓ 40		#DIV/0!	0	✓ 288
Online hours	14:42		? #VALUE!	0	✓ 0

BRANCHES

Engineering (databases searched)			#DIV/0!	0	✓ 12
Patrons (topics)			#DIV/0!	0	✓ 5
Geology (databases searched)			#DIV/0!	0	✓ 0
Patrons (topics)			#DIV/0!	0	✓ 0
Health Sciences (databases searched)	✓ 497		#DIV/0!	0	✓ 4906
Patrons (topics)	✓ 248		#DIV/0!	0	✓ 2350
Journalism (databases searched)	✓ 11		#DIV/0!	0	✓ 84
Patrons (topics)	✓ 3		#DIV/0!	0	✓ 20
Math (databases searched)			#DIV/0!	0	✓ 0
Patrons (topics)			#DIV/0!	0	✓ 0
Total branch searches (patrons)	✓ 251		#DIV/0!	0	✓ 2375
Total non-NLM online hours for Ellis and branches			#DIV/0!	0	✓ 0
Ready Ref searches - total d/b searched	✓ 0		#DIV/0!	0	✓ 137
Number of databases searched Ellis/branches but not Health Sci			#DIV/0!	0	✓ 137
Number of databases searched Health Sciences			#DIV/0!	0	✓ 0

March 1985

THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TO DATE 1984/1985
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INTERLIBRARY LOAN

ELLIS

Lending					
Requests Received	2463		#DIV/O!	0	17225
Items Loaned:					
Originals	784	+67 mf	#DIV/O!	0	6011
Photocopies	476		#DIV/O!	0	3569
Total Filled	? 1327	+126 Feb.	#DIV/O!	0	? 9673 ⁹⁵⁸⁰ ₆₇
Borrowing					
Requests Received	388		#DIV/O!	0	2979 ⁹⁶⁴⁹
Items Borrowed:					
Originals	217	+20 mf	#DIV/O!	0	1857 ²⁶
Photocopies	119		#DIV/O!	0	896
Total Borrowed	? 356		#DIV/O!	0	? 2789

HEALTH SCIENCES

Lending					
Requests Received	✓ 1285		#DIV/O!	0	✓ 9688 ²⁷⁵³ ₂₀
Items Loaned:					
Originals	✓ 49		#DIV/O!	0	✓ 47 ⁵⁶
Photocopies	✓ 907		#DIV/O!	0	✓ 7011
Total Filled	✓ 956		#DIV/O!	0	✓ 7483
Borrowing					
Requests Received	✓ 349		#DIV/O!	0	✓ 2598
Items Borrowed:					
Originals	✓ 148		#DIV/O!	0	✓ 1140
Photocopies	✓ 189		#DIV/O!	0	✓ 1382
Total Borrowed	✓ 337		#DIV/O!	0	✓ 2522

COPY SERVICE

Ellis (Divisional Copying)	✓ 178976		#DIV/O!	0	✓ 1373838
Access Services			#DIV/O!	0	0
Administration			#DIV/O!	0	0
Reference Services			#DIV/O!	0	0
Special Materials			#DIV/O!	0	0
Technical Services			#DIV/O!	0	0
Health Sciences	✓ 35239		#DIV/O!	0	✓ 278833
Other Branches			#DIV/O!	0	0
Total Copy Service	✓ 214215		#DIV/O!	0	✓ 1652671

March 1985

	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TO DATE 1984/1985
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CIRCULATION

Ellis	✓ 23655		#DIV/0!	0	✓ 172166
Annex	✓ 355		#DIV/0!	0	✓ 3033
Engineering	✓ 1010		#DIV/0!	0	✓ 8490
Geology	✓ 480		#DIV/0!	0	✓ 3752
Health Sciences	✓ 4357		#DIV/0!	0	✓ 38774
Journalism	✓ 5272		#DIV/0!	0	✓ 29990
Math	✓ 603		#DIV/0!	0	✓ 5778
Vet Medicine	✓ 332		#DIV/0!	0	✓ 3234
Total Circulation Loans	✓ 36064		#DIV/0!	0	✓ 265217

TURNSTILE COUNT

Ellis	✓ 100193		#DIV/0!	0	✓ 745947
Annex			#DIV/0!	0	✓ 1492
Health Sciences	✓ 14348		#DIV/0!	0	✓ 114902
Journalism	✓ 42172		#DIV/0!	0	✓ 105041
Total Turnstile Count	✓ 156713		#DIV/0!	0	✓ 967382

RESERVE LOANS

Ellis	✓ 5233		#DIV/0!	0	✓ 36955
Engineering	✓ 758		#DIV/0!	0	✓ 7577
Geology	✓ 313		#DIV/0!	0	✓ 3609
Health Sciences	✓ 2215		#DIV/0!	0	✓ 19203
Journalism	✓ 1735		#DIV/0!	0	✓ 11203
Journalism Morgue			#DIV/0!	0	✓ 17237
Math	✓ 252		#DIV/0!	0	✓ 2588
Vet Medicine	✓ 482		#DIV/0!	0	✓ 4833
Total Reserve Loans	✓ 10988		#DIV/0!	0	✓ 103205

IN-HOUSE SHELVING

Ellis	✓ 35888		#DIV/0!	0	✓ 231991
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MF/CLOSED SHELF JOURNAL USE

Microform usage - Special Collections	✓ 4886		#DIV/0!	0	✓ 36202
Book usage - Special Collections	✓ 310		#DIV/0!	0	✓ 1517
Closed Shelf journal usage - CPRR	✓ 845		#DIV/0!	0	✓ 6142
Closed Shelf usage - AAM	✓ 21		#DIV/0!	0	✓ 230

March 1985

	THIS MONTH THIS YEAR	THIS MONTH LAST YEAR	PERCENT CHANGE	YEAR TO DATE 1985/1986	YEAR TO DATE 1984/1985
RECORDED SOUND					
Circulation	✓ 687		#DIV/0!	0	✓ 4669
Listening Room/Carrel Use	✓ 96		#DIV/0!	0	✓ 1088
LIBRARY SERVICES FOR THE DISABLED					
Patrons Served	✓ 30		#DIV/0!	0	✓ 166
Reference and Directional inquiries	✓ 16		#DIV/0!	0	✓ 122
Card Catalog assistance	✓ 5		#DIV/0!	0	✓ 31
Items retrieved from stack	✓ 33		#DIV/0!	0	✓ 65

Library Council Meeting

April 25, 1985

Present: Mary Allcorn, Bob Almony, Nancy Boon, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, and Marsha Stevenson,

1. Announcements:

a. Dr. Shaughnessy announced that the Faculty Council has recommended that Librarian II's and above be eligible for faculty development leave.

b. Dr. Shaughnessy reported that the revised Guidelines for Allocation of Special Acquisition Funds had been reviewed by the Library Committee, and their opinion was favorable. The Library Committee suggested that department chairs be asked to suggest faculty from each department to become involved in the allocation process, should supplemental funds materialize.

c. Dr. Shaughnessy announced that Aurora Davis and Bob Berk will be leaving the Library Science School. Dean Lenox plans to replace Ms. Davis with someone in the area of public libraries, while Bob Berk will be replaced with someone in the health sciences library field.

d. Drew Racine reported that the next meeting of the librarians reference the Governance document will be held at 8:30 a.m. on Thursday, May 2, 1985, in the Conference Room.

e. Drew also announced that an MLNC/OCLC Users Group will meet on May 7, 1985 from 10:00 a.m. to 3:00 p.m. at the Campus Inn here in Columbia.

f. Mary Ryan reported that the applications for the Social Science Librarian position had been reviewed, and that tentative plans are to hold interviews the week of May 6.

2. Discussion was held on LUMIN priorities. Nancy Boon discussed the need for the Library Systems Office to have some directions from the UM Library Directors so that they can proceed to address the libraries' needs. Marsha Stevenson brought out the fact that a decision had already been made to make the Circulation System the next priority. Dr. Shaughnessy reinforced his desire for the Columbia campus libraries to work toward an integrated library system to provide one-stop service for the users. Drew Racine spoke regarding the meeting of the LUMIN Advisory Committee, and reviewed the summary of priorities which this committee developed. It was the consensus of the Council that these priorities were probably very similar to the priorities of the other campuses. Dr. Shaughnessy advised that he would take this list of priorities to the Library Directors' meeting on May 9.

3. Marsha Stevenson reported that Interlibrary Loan has assumed the responsibility for obtaining replacement pages, and asked if the Council had any questions regarding the proposed procedures. The council members agreed

that the procedures appeared fine, and Marsha advised that copies of the necessary forms will be distributed to area and branch librarians.

4. Drew Racine discussed the memorandum "The Future" which deals with the closing of the card catalog scheduled for December 31, 1985, and the problems which currently face Technical Services personnel.

Meeting adjourned early so that Council Members could attend the inauguration of President Magrath.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 551
May 3, 1985

HELLO!

Suzy Frechette

Library Clerk III

Special Collections

ANNIVERSARIES

The following people celebrate their five-year anniversary with the University in May:

Melissa Megas, Health Sciences
Carolyn Collings, General Reference
Marjorie Turner, Journalism

Congratulations!

ATTENTION LIBRARY STAFF ASSOCIATION MEMBERS

The annual meeting and election of officers for the Library Staff Association will be held on Wednesday, May 8 at 2:00 p.m. in the Conference Room. Absentee ballots are available from Betsy Ross or Julie Still at General Reference. These should be turned in by Wednesday morning. Prior to the meeting punch and cookies will be served, at which time dues may be paid for next year.

NOTEWORTHY GIFT

Congratulations to June DeWeese, Social Science Librarian at Ellis Library, and Jo Ann Humphreys, Public Services Librarian at UMC Law Library on the publication of Comparable Worth: An Annotated Bibliography. A copy has been given to Ellis Library and will be added to the collection.

ELLIS SHELF-READING UPDATE

Oi-Chi Hui, Savitree Kengskool, Linda Lyle, Sally Schilling, Ruth Schwartz, Jody Webb, and Viki Young are the latest Ellis staff members to complete their shelf-reading assignments. A total of 39 people are now finished, leaving 75 of us still toiling away.

As of Friday morning, I am missing 59 of the 75 progress reports. Please notify me right away of the number of sections you have finished shelf-reading (or I will begin haranguing you next week). Thank you.

Marsha Stevenson

TOUR OF CHRISTIAN ROME

Prof. Jack Roberts (English Dept.) will conduct a 13 day tour (July 30 to Aug 13) of Rome. The cost is \$1,400 and includes air fare, hotel, breakfast, and transfers. For more information, contact Professor Roberts.

NEW MENDING PROCEDURES

Starting Monday, May 6 all books sent to Mending will be charged to them through the circulation system and discharged when they are ready to return to the stacks. So that we can keep track of the status of each volume, please put all incoming books on the "IN" shelves in Mending. These shelves are immediately to the left when you enter the mending area. Thank you.

Ann Heyse, Marking

BOOKTRUCK DUMBWAITER

The construction project has turned over to the staff the booktruck dumbwaiter for use in hauling books between the levels in the west tier stacks. This dumbwaiter is intended only for booktruck and other equipment use -- no individuals are to ride this dumbwaiter. The dumbwaiter can move items between levels one up through 1A, 2, 2A, 3 and 4 with no special keying. The Western Historical Manuscripts staff can use a special key to bring the dumbwaiter down to the ground level.

Bob Almony

NOTES FROM MARKING

Please remember that the main marking room will be locked whenever the marking staff is gone -- even for short periods of time. To avoid finding a locked door please call ahead of time (2-7394) or check back after a few minutes.

Empty "orange boxes" which once held book pockets and Se-LIN label tapes are stacking up in Marking. If anyone has need of these, please feel free to help yourself.

Ann Heyse, Marking

PHONE SWITCHOVER

At this time, the telephone company plans to switch all Ellis telephone lines over to new cables on May 20th. They will notify us in advance of which particular hour they will make the switchover for all telephone lines hooked up to computers (OCLC lines, closed data loops, and modem connected computers) so that we can arrange to have all computers off line at that time period. Other telephone line switches will be made over a one to two day period, but only when they detect no voice pattern on a particular line -- if they hear you talking they will wait until your line is clear before disconnecting the line and rehooking it up to a new cable. They will not listen in on any conversations -- they will just change a line over when they detect no activity on a particular line.

Bob Almony

INTERVIEWS SCHEDULED

We will be interviewing candidates for the Social Science Librarian position. Open meetings will be held for all interested staff at the following times:

Monday, May 6, 2:15-3:00	Conference Room	-	Barbara Francis
Tuesday, May 7, 1:30-2:30	Conference Room	-	Marlene Ellsworth

June DeWeese

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period April 21 through May 4 to Room 104 by Monday, May 6. The new pay period will be May 5 through May 18. Reminder: University policies require that timesheets be completed in ink. Please check these very carefully! Thank you.

Kathy Pritchett

TYPEWRITERS FOR STUDENT USE

The Student Fee Capital Improvements Committee has provided typewriters for student use here in Ellis Library. They are located in the Microcomputing Lab on the 4th Floor, East Wing. These are Canon AP200 electronic typewriters with proven durability (used for student use in stenographic services). Basic instruction sheets are alongside the typewriters, for ease of use. These typewriters do certain functions very easily, such as automatic centering, automatic underlining, automatic block indenting, automatic paper loading, and automatic carriage return.

Bob Almony

SPEC KITS RECEIVED IN LIBRARY SCIENCE LIBRARY

SPEC Kit, no. 100

Collection Security in ARL Libraries.

LIBS/Z 679 .6 .C6 1984

Association of Research Libraries.

Systems and Procedures Exchange Center, January 1984.

SPEC Kit, no. 98

Telecommunications in ARL Libraries.

LIBX/Z 680 .3 .T46 1983

Association of Research Libraries.

Systems and Procedures Exchange Center, October 1983.

Josephine Johnson

PROMPT NOTIFICATION NEEDED

Please be sure to notify the Administrative Offices as soon as possible regarding terminations of employees. This will help us keep our records straight. Thank you.

Kathy Pritchett

UPCOMING TRAVEL

Goodie Bhullar will be travelling to Ypsilanti, Michigan to attend a LOEX Workshop on "Teaching the Online Catalog User" from May 8 through May 10.

CALENDAR BEGINNING THE WEEK OF MAY 6

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, May 6, 1985

10:30 Ellis Library Addition Committee
2:15 Social Science Candidate Interviews

Tuesday, May 7, 1985

11:00 Social Science Candidate Interviews
1:30 " " " "
3:15 Social Science Screening Committee

Wednesday, May 8, 1985

8:30 Collection Development Committee
2:00 Staff Association General Meeting

Thursday, May 9, 1985

8:15 Library Council
1:00 Technical Services
3:00 Access Services

Friday, May 10, 1985

9:00 Support Services Committee of Council of Deans
10:30 Technical Services Authority Committee

Monday, May 13, 1985

1:30 Technical Services LUMIN

Tuesday, May 14, 1985

10:30 Construction Meeting
2:00 Serials

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Associate Director of Libraries, Loyola University, Chicago, IL.
Engineering/Information and Computer Science Librarian, University of California, Irvine, CA.
Medical Reference Librarian, University of California, Irvine, CA.
Music Librarian, University of Kansas, Lawrence, KS.
Information Services Librarian, Rutgers University, New Brunswick, NJ.
Director of Libraries, University of Texas, El Paso, TX.
Interlibrary Loan Librarian, Ohio State University, Columbus, OH.
Support Services Librarian, Northwestern University, Evanston, IL.
Monographic Cataloger (Africana), Northeastern University, Evanston, IL.

Edited by Debby Duermeyer, Room 104 Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued Periodically for the
information of the staff of the
University Libraries

Number 552
May 10, 1985

LIBRARY STAFF ASSOCIATION ELECTION RESULTS

The Officers for the 1985-86 year are as follows:

Cindy Dailey	-	President
Alan Jones	-	Vice-President (President Elect)
Janet Fischer	-	Treasurer
Sandra Exner	-	Secretary
Delores Fisher	-	Social Chairperson
Diana Cotton	-	Courtesy Chairperson
Pat Burbridge	-	Staffroom Chairperson
Alan Arnold	-	Muse Chairperson
Oleta Edwards	-	Book Sale Chairperson

Alan Bloom finishes his second year of a two-year term as Book Sale Chairperson. The proposed by-laws change passed.

Many thanks to all those who ran. I have enjoyed my two years in office and would like to thank all those who contributed their time and energy to the Staff Association during that period.

Betsy Ross
President, MU Library Staff Assn.

LIBRARY STAFF INVITED TO LECTURE

E. J. Josey, President of the American Library Association will be speaking on "Libraries Building Coalitions" from 10:00 - 11:00 on Tuesday, May 14 in Room N214-215 of the Memorial Union. Library staff are invited to attend.

ELLIS LIBRARY SHELF-READING UPDATE

Sandra Exner, Tammy Green, Bill Jackson, Alan Jones, Andrea McCann, Martha Shirky, Bob Sorgenfrei, and Roberta Winjum bring to 47 the number of staff members who have finished their shelf-reading assignments.

Judging from these and the progress reports I have received, Ellis appears to be approximately 61% completed. I am still missing progress reports from 19 people, however, and would appreciate getting these right away. Thanks.

Marsha Stevenson

NEW SCULPTURE FOR LOWRY MALL

Installation was completed today on the new object in the mall, which is called "Inert Stabil."

DISSERTATIONS

December, 1984 dissertations have been sent to University Microfilm International. Theses have been sent to Microfilm Operations, UMC. July, 1984 dissertations have been sent to Oleta for cataloging.

UPCOMING TRAVEL

Judy Pallardy and Mary Ryan will be travelling to San Antonio, Texas from May 15 through May 19 to attend the ALA sponsored Collection Management and Development Institute.

LITQUEST/AFTER DARK AVAILABLE DURING INTERSESSION

BRS/After Dark will be available during intersession.

May 20, 1985 - June 1, 1985: After Dark will be available on-call with 24 hours notice. If you sign someone up (at the Ellis/General Reference Desk) please notify me or Goodie Bhullar so we can notify the graduate student assistant.

June 5, 1985 - August 2, 1985: Regular hours resume. After Dark will be available Monday through Thursday (6 pm to 10 pm) and Saturday (9 am to 1 pm).

Jeanmarie Fraser

CALENDAR BEGINNING THE WEEK OF MAY 13

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, May 13

- 11:00 Social Science Candidate Interview
- 1:30 Social Science Candidate Interview
- 3:15 Social Science Candidate Interview

Tuesday, May 14

- 10:30 Construction Meeting
- 2:00 Serials

Wednesday, May 15

- 8:30 Collection Development Committee
- 1:30 Automation Committee

Friday, May 17

- 8:30 Ellis Reference

Tuesday, May 21

- 2:00 Serials

PROFESSIONAL VACANCIES

Systems Librarian, Washington State University, Pullman, WA.
Asst. Director for Admin. Svcs., University of Chicago, Chicago, IL.
Reference Librarian, Business & Economics, University of Delaware, Newark, DE.
Administrative Services Librarian, Virginia Commonwealth Univ., Richmond, VA.
Asst. Director for Technical Svcs., Purdue University, West Lafayette, IN.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Meeting

May 9, 1985

Present: Mary Allcorn, Bob Almony, Pat Burbridge, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy and Marsha Stevenson.

1. Announcements:

a. Dr. Shaughnessy announced that the Library School is sponsoring an all-day program on Tuesday, May 14 on "Libraries Building Coalitions." E. J. Josey, president of ALA, will be the guest speaker, and Dean Mary Lenox would like a good turnout for her talk. Interested persons can attend this part of the program without registering for the all-day session. He will be speaking in the Benton/Bingham Room (N214-215) of the Memorial Union at 10:00 a.m. on May 14.

b. Dr. Shaughnessy reported that Genevieve Casey, visiting scholar and expert in residence at the Library School, is drafting a proposal termed "Project Collaboration", where the Library School would carefully select fifteen students to work on a two-year Masters program. The program would include courses and internship in research libraries in the mid-Missouri area, and the students would work closely with a faculty member and a mentor. When a draft of the proposal is received, it will be distributed to council members.

c. Dr. Shaughnessy reported that the Collection Development Committee will be photocopying Stewart Smith's Collection Development Policy and will be asking the area and branch librarians for needed revisions. The policy will then be input in the Displaywriter or an IBM PC. The project is expected to begin late in May.

d. Regarding the possibility of receiving one-time funds from the legislature for acquisitions, the outlook is getting better. Dr. Shaughnessy asked whether the Council felt the libraries should proceed with identifying needs. Mary Ryan expressed the opinion that most area and branch librarians already have identified needs. Copies of the guidelines for handling these special funds will be distributed.

e. Bob Almony reported that the telephone company will be changing phone lines on Tuesday, May 21, and the changeover of phone lines for computers will take place between 8:00 and 12:00 noon of that day. Staff might wish to turn off terminals which are connected to modems.

f. Bob Almony announced that he still has two DEC LA36s; does anyone want them for use as LUMIN printers, or for other purposes?

g. Marsha Stevenson reported that it appears the Ellis collection is approximately 60% shelf-read, and that she is still missing some reports on the number of sections read. Staff should report their progress to Marsha.

2. Discussion was held on the revised Non Exempt Employees Appraisal Form. After several minor changes, it was agreed to order 300 forms for one year. It was suggested and agreed upon to print the explanation of the terminology on the reverse side of the front page.

3. Discussion was held on Drew Racine's memos of April 25 and 26 regarding "The Future." It was agreed that putting government documents in the catalog was a desirable goal, but will take a long time. The council agreed with the conclusions in the memos. Copies will be distributed for staff information.

4. Bob Almony opened discussion on the public services statistics, and asked for council members to notify him of any errors. He also stressed that this information is needed by the middle of each month. Some minor changes were made in the form/terms used.

5. The proposed summer schedule of library hours was discussed. Reference hours on Saturday were changed from 10:00 - 5:00 to 1:00 - 5:00. The library will close at 7:00 on July 3. The schedule was approved with these changes.

6. The policy draft on Multi-media was reviewed, and Drew Racine explained the need to narrow down the places where special items can be filed and looked for. The policy should help with security and aid Circulation in making sure all parts are returned. The policy will be distributed for staff comment.

7. The proposed Travel Policy was discussed at length. The policy will be distributed for staff comment.

Meeting adjourned.

SPEC KITS AND FLYERS

This is a complete list of SPEC Kits. Kits that are out of print are indicated with an asterisk (*) following the date. If out-of-print kits are in the ERIC system, the number is given.

- 1 Organization Charts. October 1973; updated 1977.
- 2 Personnel Survey. (Flyer only) October 1973.*
- 3A Personnel Organization. December 1973; updated 1977.
- 3B Status of Librarians. December 1973.*
- 4 Affirmative Action. January 1974.*
- 5 Performance Review. March 1974.*
- 6 Friends of the Library Organizations. April 1974.*
- 7 Personnel Classification Schemes/Job Descriptions. May 1974.*
- 8 Collective Bargaining. June 1974.
- 9 Tenure Policies. July 1974.
- 10 Leave Policies. August 1974.*
- 11 Collection Development. September 1974.
- 12 Acquisition Policies. October 1974.*
- 13 Planning Systems. November 1974.*
- 14 Performance Review. December 1974.*
- 15 Goals and Objectives. January 1975.*
- 16 Reclassification. March 1975.*
- 17 Library Instruction. April 1975.
- 18 Staff Development. May 1975.*
- 19 Staff Associations. July 1975.
- 20 Managerial and Technical Specialists. September 1975.
- 21 Paraprofessionals. October 1975.*
- 22 Private Foundations. November 1975.*
- 23 Grievance Procedures. December 1975.*
- 24 User Surveys. February 1976.*
- 25 User Statistics and Studies. March 1976.*
- 26 Bibliographic Access. April 1976.*
- 27 Physical Access. June 1976.
- 28 Gift and Exchange Functions. August 1976.*
- 29 The Systems Function. September 1976.
- 30 Support Staff and Student Assistants. November 1976.*
- 31 Allocation of Resources. March 1977.
- 32 Preparation and Presentation of the Library Budget. April 1977.
- 33 Integration of Nonprint Media. May 1977.*
- 34 Determining Indirect Cost Rates. July 1977.*
- 35 Preservation of Library Materials. August 1977.*
- 36 Allocation of Materials Funds. September 1977.*
- 37 Theft Detection and Prevention. October 1977.
- 38 Collection Development Policies. November 1977.
- 39 Remote Storage. December 1977.
- 40 Skills Training. January 1978.

41. Collection Assessment. February 1978.*
42. Resource Sharing. March 1978.
43. Automated Circulation Systems. April 1978.*
44. Automated Acquisitions. May 1978.*
45. Changing Role of Personnel Officers. June 1978.
46. Planning for the Future of the Card Catalog. July 1978.
47. Automated Cataloging. August-September 1978.
48. External Fund Raising. October 1978.
49. Use of Annual Reports. November-December 1978.
50. Fringe Benefits. January 1979.
51. Professional Development. February 1979.*
52. Cost Studies and Fiscal Planning. March 1979.
53. Performance Appraisal. April 1979.
54. Internal Communication: Library-Wide Policies and Procedures. May 1979.
55. Internal Communication: Staff and Supervisory Roles. June 1979.
56. External Communication. July-August 1979.
57. Special Collections. September 1979.
58. Goals and Objectives. October 1979.
59. Microform Collections. November-December 1979.*
60. Library Materials Cost Studies. January 1980.*
61. Status of Librarians. February 1980.* ED214539
62. On-Line Bibliographic Search Services. March 1980.*
63. Collective Bargaining. April 1980.
64. Indirect Cost Rates. May 1980.
65. Retrospective Conversion. June 1980.
66. Planning for the Preservation of Library Materials. July-August 1980.
67. Affirmative Action Programs. September 1980.
68. AACR2 Implementation Studies. October 1980.
69. Preparing for Emergencies and Disasters. November-December 1980.
70. Basic Preservation Procedures. January 1981.
71. User Surveys and Evaluation of Library Services. February 1981. ED214541
72. Executive Review. March 1981. ED214532
73. External User Services. April 1981. ED214533
74. Fees for Service. May 1981. ED214534
75. Staff Development. June 1981. ED214538
76. Online Bibliographic Search Services. July 1981. ED214536
77. The Use of Small Computers. August-September 1981.* ED 214 540
78. Recruitment and Selection Practices. October 1981. ED214537
79. Internships and Job Exchanges. November-December 1981. ED214535
80. Speciality Positions. January 1982.

OVER



81. Services to the Disabled. February 1982. ED217839
82. Document Delivery Systems. March 1982. ED219063
83. Approval Plans. Apr-11 1982. ED220100
84. Public Services Goals and Objectives. May 1982. ED223261
85. Personnel Classification Systems. June 1982. ED223260
86. Professional Development. July-August 1982. ED225571
87. Collection Description and Assessment. September 1982* ED 235 814
88. Corporate Use of Research Libraries. October 1982. ED227857
89. Technical Services Cost Studies. November-December 1982. ED232670
90. Integrated Library Information Systems. January 1983. ED231378
91. Student Assistants. February 1983. ED232695
92. Interlibrary Loan. March 1983. ED232702
93. User Instructions for Online Catalogs. Apr-11 1983. ED234787
94. Fund Raising. May 1983. ED234794
95. Library Materials Cost Studies. June 1983. ED235801
96. Online Catalogs. July-August 1983.
97. Building Renovation. September 1983. ED235835
98. Telecommunications. October 1983. ED237110
99. Branch Libraries. November-December 1983. ED239617
100. Collection Security. January 1984. ED241016
101. User Studies. February 1984. ED241065
102. Copyright Policies. March 1984. ED242338
103. The Assistant/Associate Director Position. Apr-11 1984. ED243492
104. Microcomputers. May 1984. ED245681
105. Nonbibliographic Machine-Readable Databases. June 1984. ED245696
106. Electronic Mail. July-August 1984. ED247943
107. University Archives. September 1984
108. Strategic Planning. October 1984
109. Staff Training. November-December 1984
110. Local Cataloging Policies. January 1985.
111. Cooperative Collection Development. February 1985.
112. Automation and Reorganization of Technical and Public Services. March 1985.

Back issues still in stock (without an *) are available for \$20.00 each (\$10.00 to ARL member libraries) from: Office of Management Studies, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036. Order kits by NUMBER and NAME. Outside the U.S. and Canada, add \$5.00 per order for postage and handling.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued Periodically for the
information of the staff of the
University Libraries

Number 553
May 17, 1985

TWO STAFF MEMBERS EARN NATIONAL RECOGNITION

June DeWeese, Social Science Librarian at Ellis Library, and Bonnie MacEwan AAM Librarian at Ellis, have been listed in SHARE 1985, A National Directory of Feminist Library Workers.

LUMIN ACCESS

The Library Systems Office is beginning to provide access to LUMIN by terminals which are hard wired into the mainframe. Campus and UMca faculty and staff having access to such terminals may search LUMIN from their offices or other campus locations. Dial-up access is not yet available.

SLIDE SHOW OPEN TO LIBRARY EMPLOYEES

There will be a screening of "Sociological Abstracts: in Print and Online" slide show on Wednesday May 22 at 2:00 p.m. in Library Instruction Room II. Any interested staff members may attend.

Goodie Bhullar

BI-WEEKLY TIMESHEETS

Please turn in bi-weekly timesheets for the period 05/05/85 - 05/18/85 by Monday, May 20, 1985 to Room 104. The next pay period will be 05/19/85 - 06/01/85. REMINDER: It is University policy that the timesheets be completed in ink. Thank you.

Kathy Pritchett

COUNCIL MEETING MOVED TO FRIDAY

The bi-weekly Library Council meeting will be held at 9:00 a.m. on Friday, May 24.

UPCOMING TRAVEL

Trenton Boyd and Diane Johnson will be travelling to New York City to attend the 85th Annual Meeting of the Medical Library Association from May 26 through May 31st.

ELLIS LIBRARY SHELF-READING UPDATE

Jack Kline, Meredith Odom and Jamie Smith (who assumed Mireya Del Castillo's assignment in addition to his own) have completed their shelf-reading. Ellis looks to be about 68% finished at this point. Forty-nine people are now done, leaving 64 of us toiling away.

Marsha Stevenson

PERSONAL SECURITY

The following information was given by officer Joan Wilcox at the recent workshop on "Personal Safety."

1. Stay by the control panel if you are on an elevator with someone you don't know. Don't get on the elevator if you will be uncomfortable with others riding it.

2. Trust your instincts.

3. Engrave personal property with your drivers license number. Do not use your social security number because it can't be used for tracing.

4. Don't leave your watts line number in plain view.

5. It only takes a thief eight seconds to get a wallet from a purse.

6. If you see a suspicious person, notice 3-4 items of description.
-hat
-shoes
-hair
-clothing
-anything unusual

7. Don't interfere with a person. Call for help immediately.

8. Examples of things to watch for:
-inappropriate dress/manners
-looking in offices
-verbally abusive
-strong odor of alcohol
-hanging around outside

9. Establish a telephone help line with others working in offices near you. Contact Pat Burbridge for more information on this.

Officer Wilcox will be giving other programs on campus this summer. She gave out some printed material at the Library workshop. If anyone would like copies, contact Pat Burbridge.

CALENDAR BEGINNING THE WEEK OF MAY 20

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, May 21

2:00 Serials

Wednesday, May 22

8:30 Collection Development Committee

1:00 Staff Association Board Meeting

2:00 Staff Development Committee

2:00 Slide Show - LIBRARY INSTRUCTION ROOM II

Thursday, May 23

8:30 Ellis Reference

Friday, May 24

9:00 Library Council Meeting

1:00 Technical Services

3:00 Access Services

Monday, May 27

Memorial Day Holiday

Tuesday, May 28

10:30 Construction Meeting

2:30 Candidate Serials

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger

Social Science Librarian

Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Assistant or Associate Professor of Information Science, University of Missouri-Columbia.

Assistant Social Science Librarian, University Libraries at Virginia Polytechnic Institute and State University, Blacksburg, VA.

Head, Reference Department, Duke University, Durham, NC.

Curator, Manuscript Department, Duke University, Durham, NC.

Catalog Librarian, Duke University, Durham, NC.

Cataloguer, Serials Cataloguing Team, Princeton University, Princeton, NJ.

Music Cataloguer, Humanities Cataloguing Team, Princeton Univ., Princeton, NJ.

Assistant Director for Public Services, University of Colorado, Boulder, CO.

Head of Data Processing, University Libraries, Univ. of Colorado, Boulder, CO.

Chief Librarian and Chairperson, Brooklyn College of CUNY, Brooklyn, NY.

Assistant Head, Reference Department, University of Georgia, Athens, GA.

Head, Design, Architecture, Art and Planning Library, University of Cincinnati, Cincinnati, OH.

Assistant University Librarian for Planning, University of Cincinnati, Cincinnati, OH.

Cataloging Librarian, University of Tennessee, Knoxville, Tennessee.

PROFESSIONAL VACANCIES CONT'D

Librarian-Assistant Department Head Monographic Cataloging Department, North Carolina State University, Raleigh, NC.
Affiliate, Assistant, or Associate Librarian, Cataloger, Indiana University, Bloomington, IN.
Visiting Affiliate, Assistant, or Associate Librarian (Maximum 2 years) Archives of Traditional Music, Indiana University, Bloomington, IN.
Associate Director for Public Services and Collection Development, Purdue University, West Lafayette, IN.
Assistant Director for Technical Services, Purdue University, West Lafayette, IN.
Bibliographer for Art, University of Chicago, Chicago, IL.
Bibliographer for Western European Languages and Literatures, University of Chicago, Chicago, IL.
Bibliographer for Slavic and East European Studies, University of Chicago, Chicago, IL.
Monographic Cataloger, University of Chicago, Chicago, IL.
Reference Librarian, University of Delaware, Newark, DE.
Senior Consultant-Library Automation/Networking, Colorado Department of Education, Denver, CO.
Reference Library Head, University of Illinois at Urbana-Champaign, Urbana, IL.
Visiting Affiliate or Assistant Librarian, Cataloger of Historical Children's Literature, NEH Grant Project, Indiana University, Bloomington, IN.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

SURVEY: PRESERVATION MONTH, FEBRUARY 1985

The UM-C Libraries Preservation Committee requests that you take a few minutes to complete this questionnaire. With your responses we will be able to critique the effectiveness of our program to date.

We designated February "Preservation Month" in order to emphasize and communicate pressing concerns through different media. The media included:
 1. The 2nd floor display case in Ellis featuring trash, vermin and damaged books.
 2. Posters.
 3. The "Please Care" bear logo.
 4. Two audio-visual presentations (from Library of Congress and Southern Illinois University)
 5. Four articles in UM-C Library News Notes: 1) Introductory - Preservation Awareness Month 2) Dynamics of Books 3) Use care in Processing Materials 4) Hot Topics in Preservation.
 6. Bookmarks with logo.
 7. Displays and posters in branch libraries: Vet, Health Sciences, Journalism, Math Science, Engineering, Annex I.

 How would you rate the various media? Please circle the appropriate letter or number. Y=yes N=No 1-5=uninteresting to very effective

<u>MEDIA</u>	<u>DID YOU SEE?</u>		<u>PLEASE RATE-</u>				
DISPLAY, ELLIS	Y	N	1	2	3	4	5
POSTERS	Y	N	1	2	3	4	5
LOGO	Y	N	1	2	3	4	5
AUDIO-VISUAL	Y	N	1	2	3	4	5
ARTICLES	Y	N	1	2	3	4	5
BOOKMARKS	Y	N	1	2	3	4	5
BRANCHES	Y	N	1	2	3	4	5
specify_____							

 Did you change anything in your daily work because of the Preservation Month focus? Y N

 If yes: 1. attitude 2. task (specify_____)

Do you feel that there is a need for a change in the way we handle library materials in the UM-C system? Y N

 If yes: (specify_____)
 (use reverse side if necessary)

Are you aware of the self-study being conducted in October? Y N

Would you like to participate in the self-study? Y N

 COMMENTS: (use reverse side if necessary)

We thank you for your enthusiastic support.

The UM-C Preservation Committee

PLEASE RETURN TO BOX IN ADMINISTRATIVE OFFICE

Gen Ref

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 554
May 24, 1985

RETURN YOUR SURVEYS

If you have not completed the survey on "Preservation Month, February 1985" which was in the last issue of News Notes, please turn it in to the Administrative Office. The results will be tabulated the week of May 27th. If you have misplaced your form, extra copies are available in Room 104.

Carolyn Collings

ELLIS LIBRARY SHELF-READING UPDATE

Ellen Blair, Annette Crane, Jeanie Fraser, George Harris, John Kuhlman, and Emma Nevins bring to 57 the number of staff members who have finished their shelf-reading assignments. The balance has shifted in their favor; those of us who are still not finished are now in the minority. Ellis is over 70% shelf-read according to my latest reports.

Marsha Stevenson

FACULTY WOMEN'S NETWORK SCHEDULE

The Faculty Women's Network will meet during the summer from 12:00 - 1:00 on the following dates: June 13, July 11, August 8 and September 12 for a Brown Bag Lunch at Gwynn Hall Lounge, except for July 11 when we will meet somewhere else, undecided at this time. There will not be any other notices of these dates, so mark your calendars now.

June DeWeese

STEVENS ARTICLE PUBLISHED

Bob Stevens, of the Journalism Library, recently had an article published in the May 1, 1985 issue of News Library News, a bulletin of the Newspaper Division of Special Libraries Association. Bob's article was on "Computers in the Classroom."

MAY DISPLAY CASE

The display for the month of May in the first floor exhibit case in Ellis Library has been featuring the new Microcomputer Lab on the fourth floor of Ellis Library. The Lab has Apple MacIntoshes and IBM PCs available for library users when Ellis Library is open.

Bonnie MacEwan

ANNOUNCEMENT OF SERIAL CANCELLATION

The Collection Development Committee recommends that the following serial title be cancelled. Any problems with the cancellation should be forwarded to the Library Council.

Food Science and Technology: a series of monographs.

Judy Pallardy

CALENDAR BEGINNING THE WEEK OF MAY 27

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, May 28

8:30 Technical Services Authority Committee
10:30 Construction Meeting
2:30 Candidate Serials

Wednesday, May 29

8:30 Collection Development Committee
1:30 Automation Committee

Thursday, May 30

2:00 Candidate H.S.

Friday, May 31

8:30 Ellis Reference

Tuesday, June 4

2:00 Serials

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Social Science Librarian
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Popular American Music Archivist, University of California, Los Angeles, CA.
ORION User Services Librarian, University of California, Los Angeles, CA.
Catalog Librarian, Syracuse University Libraries, Syracuse, NY.
Associate Director, Health Sciences Library, University of Washington,
Seattle, WA.
Assistant Librarian, East Asiatic Library, University of California General
Library, Berkeley, CA. (temporary)
Assistant Librarian or Associate Librarian, East Asiatic Library, University
of California General Library, Berkeley, CA.
Information Services Librarian, Library of Science and Medicine, Rutgers
University, New Brunswick, NY.

Edited by Debby Duermeier, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Minutes

May 24, 1985

Present: Mary Allcorn, Bob Almony, Margaret Howell, Al Jones, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Tom Shaughnessy, and Marsha Stevenson.

1. Announcements:

a. Dr. Shaughnessy reported that Provost Ronald Bunn announced his resignation effective in January.

b. The MASUA Library Directors will be meeting in Columbia on June 5 and 6, and will be touring the Health Sciences Library and Annex II. They may also wish to visit some of the branch libraries, and will want to see the LUMIN online catalog.

c. Of approximately 1400 surveys sent out to the faculty, 644 have been returned. Dr. Shaughnessy intends to share the written comments with the Provost's Office, along with the other data. After the data is analyzed, the results will be available for the staff of the Libraries.

d. Dr. Shaughnessy reported that a Search Committee had been chosen to find a replacement for retiring Director of the State Historical Society, Dr. Richard Brownlee. In addition to himself, the committee includes Rep. Bud Barnes, chair, Jean Hamilton, William Aull, Stuart Symington Jr., James Olson, and Arvah Strickland.

e. Dr. Shaughnessy shared a list of the colleges and universities receiving HEA Title II-C awards. Of the 43 awards, only 9 were larger than the \$202,757 grant to UMC Libraries for cataloging pre-1800 imprints.

f. Dr. Shaughnessy asked for the Council's opinion regarding the University of Houston Program Budgeting report which had been circulated. The general opinion was that while it might be useful, it would require a tremendous amount of work.

g. Al Jones reported that the 3-M theft detection system has now been installed in the Engineering Library. It was necessary to move the LUMIN terminals another 4'-6' away from the 3-M equipment. He also announced that although the PRO 350 computer had been removed from the Engineering Library, he now has a DEC Mate word processor and a DEC Writer 4 printer, compliments of the College of Engineering.

h. Bob Almony announced that Ellis Library will be closed all day June 1 and 2 because of a water shut-down. The actual shut-down will occur between 4:30 and 5:00 p.m. on May 31.

i. Bob Almony reported that new timesheets had been received for the bi-weekly employees. After some discussion, it was agreed that staff should complete the timesheets showing hours and minutes worked and totaled for each week. Any fractional hours in the total will be converted to tenths by the supervisor, per the schedule on the back of the timesheet.

j. Dean Schmidt reported that the Health Sciences Library had sent two shipments of shelflists to Amigos, and will be sending another shipment out next week. Amigos will start working on the retrospective conversion of bibliographic records project week.

2. Margaret Howell discussed the procedures for holding periodicals until microfilm copies are received, before sending them to Binding. These procedures will be followed.

3. Dean Schmidt reported that the LUMIN Advisory Committee is trying to look at issues brought up by various committees meeting with the Library Systems Office, and trying to coordinate the efforts and keep everyone informed.

4. Bob Almony reported that the booklift is fully operational now, and that a key is needed for level 2 (first floor). The lift will operate freely between floors 1A and 4. Installation of the tier stack shelving will be in late July or August.

5. Discussion was held on the Automation Committee's Inventory of Automation Equipment. Procedures were discussed for keeping the list updated, and it will be revised and distributed quarterly if there are significant changes.

6. Discussion was held on the Multi-media policy, and it was approved by the Council. Extensive discussion was held on the Travel policy, and it was approved with some changes.

7. Dr. Shaughnessy reported that two of the main topics discussed at the recent ARL meeting were the future of public services self-studies and plans for retrospective conversion. Certain key national collections have been targeted for conversion. The program will be evaluated after two years. Dr. Shaughnessy reported meeting the new director of the NEH Preservation Program, Harold Cannon, who advised that new guidelines for preservation will be available September 1st. A new category for institutional programs will enable libraries to buy special equipment for use in preservation.

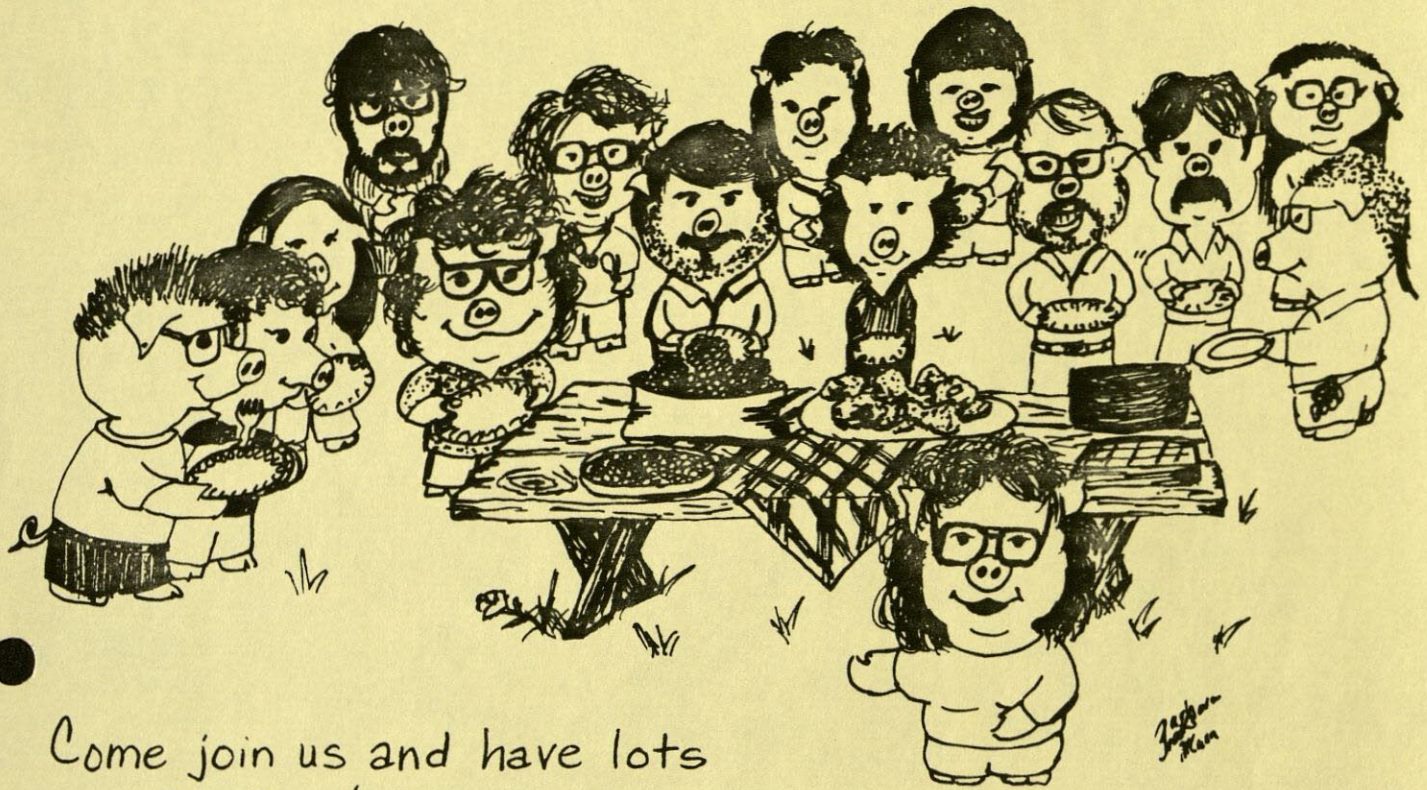
8. Dr. Shaughnessy reported that at the recent UM Library Directors' meeting, it was agreed that an acquisitions system would be the third priority after the circulation system. However, since the circulation system has been delayed, UMKC will continue to investigate acquisitions systems, and will keep the other campus libraries informed of its progress. It was agreed that any acquisitions system purchased should tie into the LUMIN data base eventually.

9. Mary Ryan reported on the recent ALA sponsored Collection Management and Development Institute in San Antonio. She said there were a variety of presentations which were well done, and she and Judy Pallardy received some valuable information on what's happening nationally in collection development. They brought back a manual with a great deal of information and bibliographies.

10. Agenda items for next meeting:

- Report from Users Council
- LUMIN Users Committee Meeting
- Quality Control Meeting

M.U. Library Staff Association
Annual Picnic
Friday, June 7, 1985
5pm - 10pm
Albert - Oakland Park



Come join us and have lots
of fun!

Staff Association members free!

Guests and non-members \$1.00 charge per person.

Bring your favorite dessert or other picnic food!

Staff Association will provide meat, salads, bread, soda,
beer, and place settings!

Food provided by Hickory Stick BBQ

Volleyball and net provided! Bring your other favorite sports
equipment! If you need directions call Delores Fisher 882-3224.

Please return this form by June 4 to: Delores Fisher

Name _____

Interlibrary Loan

Number coming _____

Rm 1F21 - Ellis Library

Amt. enclosed _____

UMC

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 555
May 31, 1985

ANNIVERSARIES

The following persons celebrate anniversaries with the University in June:

5 Years

Bette Elliott
Diane Johnson

15 Years

Trenton Boyd
Anne Edwards
Josephine Johnson

20 Years

Fay Overton

REMINDER!!!!

Please turn in your reservation forms for the picnic to Delores Fisher by June 4!! Remember that Staff Association members and their families are free. Guests and non-members are asked to pay \$1.00 in advance. Come join us and have lots of fun!!!!

NEW NAME FOR ELLIS RETURN SHELVES

Every month Circulation sends overdue notices to people who dispute the charges, claiming to have brought the books back on time. Upon inquiry, it is discovered that they returned the books to the Return Shelves. To eliminate this source of confusion, we would like to change their name, and are considering "Sorting Shelves." Does anyone have any opinions on this? or any other names to suggest?

Marsha Stevenson

ADDITIONS TO MICRO-COMPUTER LAB

In late August the Computing Center will install 3 more MacIntoshes and 3 more IBM PC's in the Microcomputing Lab on the 4th floor of Ellis Library. The typewriters currently in the east portion of the lab will be moved into the hallway, along the east wall.

Bob Almony

BI-WEEKLY TIMESHEETS

Please turn in all bi-weekly timesheets for the period May 19, 1985 through June 1, 1985 by Monday, June 3, 1985. The next pay period will be June 2, 1985 through June 15, 1985. Reminder: It is University policy that all timesheets must be completed in ink. Thank you.

Kathy Pritchett

SDC COMMITTEE VACANCIES FILLED FOR 1985/87

Melissa Megas of the Health Sciences Library, and Marsha Stevenson, Head of Access Services, have volunteered to serve on the Staff Development Committee for 1985/87, replacing Janita Didde and Alan Yount, whose terms are expiring:

Staff Development Committee

June DeWeese, Chair, Social Science Library
Viki Young, Serials Department
Melissa Megas, Health Sciences Library
Marsha Stevenson, Access Services
Pat Burbridge, Administrative Office (ex officio)

IMPROVEMENTS TO PARKING LOTS SCHEDULED

This summer improvements will be made to many parking lots on campus. The University Police Department is aware of the situation and will work with us to make this as organized as possible. Please be aware that lot improvements are being made and that sometime this summer it may be necessary to park somewhere other than your assigned lot. Your assistance in this matter is greatly appreciated.

SUMMER PARKING LOT IMPROVEMENTS

RC 16	WG 1	WC 2	CG 12	AV 1
RC 19	WG 3	WC 8	CG 15	AV 3
RP 9	WG 5	WC 11	CG 17	AV 17
MASA	WG 10	WC 20	CG 19	SG 4S

Hitt Visitor Lot

Bob Almony

U.S.D.A. REGIONAL DOCUMENT DELIVERY SYSTEM

Last year the University of Missouri Libraries joined the Mid-Continent region of the U.S.D.A. Regional Document Delivery System. Under this system land-grant university libraries participate with the U.S. Department of Agriculture and the National Agricultural Library to provide documents and photocopies of articles to USDA personnel and libraries in their states.

All USDA researchers in Missouri submit their library requests to the Science Library Office in Ellis Library, which then provides the document on a reimbursement arrangement with NAL. If UMC Libraries do not own the document, the request is forwarded to the Iowa State University Library at Ames, Iowa. If the regional library does not own the document, the request is filled at the National Agricultural Library.

In 1984 the Science Library handled 225 requests, 65% of which were filled by the UMC Libraries' collections. Of the requests not filled, 26% were either checked out, missing or at the bindery. Over 1400 photocopy exposures were made for thirteen patrons. Forty-two percent of the requests were generated by one USDA researcher.

Judy Pallardy

PUZZLES, PROBLEMS & POSSIBILITIES

The Puzzles, Problems and Possibilities folders are now circulating. There are six folders, one for each of these areas: 1) Information Services (Ellis) 2) Access Services 3) Administrative Offices 4) Technical Services 5) Health Services and VET branches 6) ENGR, GEOL, MATH, and JOUR branches.

Watch for the folder in your area and help to keep it moving. They may not reach everyone on this routing, so if you miss the folder you may send your questions or comments directly to an SRC member. Please return your folder to an SRC representative on June 17th.

The Staff Representative Committee 1984/85
Delores Fisher (Access Services)
Fay Overton (Administrative Offices)
Becky Pierce, Chair (Technical Services)
Carol Romano (Information Services)

UPCOMING TRAVEL

Marsha Stevenson will be travelling to Cincinnati to attend the meeting of the Biblio-Techniques Circulation Review Committee from June 9 through June 16.

CALENDAR BEGINNING THE WEEK OF JUNE 3

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, June 4

2:00 Serials

Wednesday, June 5

8:30 Collection Development Committee

2:00 Staff Development Committee

Thursday, June 6

8:30 MASUA Library Directors Meeting

1:00 Technical Services

3:00 Access Services

Friday, June 7

8:30 Ellis Reference

2:00 Candidate Interview

Tuesday, June 11

8:30 Technical Services Authority Committee

10:30 Construction Meeting

2:00 Serials

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger
Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Science Reference Librarian, Kansas State University, Manhattan, Kansas.
Systems Librarian and 2 Monographic Catalogers, University of Wisconsin,
Milwaukee, Wisconsin.

Life Sciences Reference Librarian/Bibliographer, University of Houston,
Houston, Texas.

Serials Department Head, University of Houston, Houston, Texas.

Science Librarian, Wittenberg University, Springfield, Ohio.

Engineering Reference Librarian/Science Cataloger, Pennsylvania State
University, University Park, Pennsylvania.

Reserve Librarian, and Assistant Circulation Librarian, Princeton University,
Princeton, New Jersey.

Systems Planning Librarian, University of Virginia Library Administration,
Charlottesville, Virginia.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is
10:00 a.m. every Friday.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 556
June 7, 1985

PERSONNEL NEWS

Barbara Francis has been appointed to the position of Social Science Librarian effective June 1, 1985.

Marsha Stevenson has been selected to attend the first national ACRL Research Clinic to be held in Chicago on July 8, 1985.

Jay Lambrecht will chair the screening committee for three Rare Books Catalogers, which will be funded by a Title II-C grant. Other committee members will be Wayne Barnes, Kathleen Edwards, Mireya del Castillo, and Deana Astle.

ELLIS LIBRARY SHELF-READING UPDATE

Congratulations to Carolyn Collings, Betsy Ross, and David Truesdell, who have finished their shelf-reading assignments. Special thanks are extended to Jeane Clark, who in addition to her own sections volunteered to take on Pat Timberlake's, which she has now completed. Sixty-one people are finished, leaving fifty-three of us still working. Over 71% of Ellis should now be more or less in order.

Marsha Stevenson

TITLE II-C GRANT TO UMC LIBRARIES

UMC Libraries have been awarded a grant of \$202,757 under Title II-C of the Higher Education Act of 1965 (P.L. 89-329): Strengthening Research Libraries Program. The grant will enable us to catalog and preserve some of our rare imprints.

The grant was written to catalog and preserve over 20,000 pre-1800 imprints over a three-year period. Federal grants are awarded for one-year periods only, however, so that the goal for the first year is to hire staff, purchase equipment and supplies, and to catalog and preserve 5,200 titles published between 1609 and 1768. These materials constitute part of what is known as the Howey Collection.

These titles will receive full cataloging, will be entered into OCLC, will be loaded into LUMIN, will be reported to the Eighteenth-Century Short Title Catalogue (ESTC) or to the Stillwell/Goff incunabula census, and will be preserved using one of several possible methods.

This grant will enable scholars over the world to have access to these rare materials, and will enable us to preserve them for future generations.

UPCOMING TRAVEL

Robert Stevens will be travelling to Winnipeg, Canada from June 8 through June 14 to attend the Special Libraries Association Annual Conference.

Alfred Jones will be attending the Annual Conference of American Society for Engineering Education from June 15 through June 20 in Atlanta, Georgia .

CALENDAR BEGINNING THE WEEK OF JUNE 10

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Tuesday, June 11

8:30 Technical Services Authority Committee

10:30 Construction Meeting

2:00 Serials

Wednesday, June 12

8:30 Collection Development Committee

Friday, June 14

8:30 Ellis Reference

Tuesday, June 18

2:00 Serials

PROFESSIONAL VACANCIES - UMC LIBRARIES

Medical Cataloger

Collection Management Librarian - Health Sciences

PROFESSIONAL VACANCIES

Social Science Reference Librarian, Auburn University, Alabama.

Microforms and Documents Reference Librarian, Auburn University, Alabama.

Serials Cataloger, Auburn University, Alabama.

Non-Book/Music Cataloger, Auburn University, Alabama.

Acquisitions Librarian, Auburn University, Alabama.

Catalog Librarian, Central Technical Services, Rutgers University, New Brunswick, New Jersey.

Physical Sciences Reference Librarian, Dartmouth College, Hanover, New Hampshire.

Catalog Librarian, Dartmouth College, Hanover, New Hampshire.

Serials Cataloger (2 positions), University of Kansas, Lawrence, Kansas.

Edited by Debby Duermeyer, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 557
June 14, 1985

INSURANCE COVERAGE UNDER THE DINERS CLUB

The Diners Club's \$150,000 travel accident insurance covers the card holder, the spouse of the insured and all dependent children under 23 years of age. This coverage is provided for the insured parties when the fare for the public conveyance is charged to the insured's Diners Club card or to the University's corporate travel account.

Bob Almony

UMC LIBRARIES HAS MADE THE NEWS AGAIN

Spec Kit #113: Preservation Education in ARL Libraries (April, 1985) contains two posters and a bookmark from the Preservation Committee's Preservation Month, plus the introductory preservation article from the first News Notes in February. Materials in this Kit are designed to give other libraries ideas on how to convey information on preservation concerns to their staffs and public. Apparently, our contributions to this document have been favorably received; we have already had one request from a library to purchase a set of the Preservation Posters.

Deana Astle

UPCOMING TRAVEL

Janice Dysart will attend a Chemical Abstracts Service Online Workshop in St. Louis, on June 20.

Judy Pallardy will attend a CAS Online Workshop in St. Louis on June 20.

UMC LIBRARY HOST MISSOURI SCHOLARS ACADEMY STUDENTS

In 1984 the Missouri General Assembly appropriated approximately \$350,000 to establish a three-week summer residence program for 300 of the most gifted high school juniors in the state of Missouri. The students will come from the top 5% of all Missouri high school juniors. The University of Missouri-Columbia has been designated as the host institution of the 1985 Missouri Scholars Academy which will be held from June 16 through July 6.

The curriculum is organized into three areas of study: academics, philosophy and social development. The Academy's curriculum is designed to give participants a chance to pursue studies which differ from traditional high school educational programs. It is also hoped that while here students will take advantage of some of the many other resources on this campus.

In this connection Ellis Reference Services will provide orientation tours of Ellis for approximately 300 Academy students on June 17 and 18. Library use instruction will also be offered the following week each day from June 24-28. We hope that an introduction to a university research library will make a strong positive impression on these young scholars.

Mary Ryan

BI-WEEKLY TIMESHEETS

Please turn in all bi-weekly timesheets to Room 104 by Monday, June 17, 1985 at 5:00 p.m. The new pay period will be from June 16, 1985 through June 29, 1985. Reminder: It is University policy that all timesheets must be completed in ink. Thank You.

Kathy Pritchett

RACINE ARTICLE FEATURED

The May, 1985 issue of Show-Me Libraries features an article written by Drew Racine, Assistant Director for Technical Services. Drew's article is entitled "The Computer Literacy Program at UMC Libraries.

CALENDAR BEGINNING THE WEEK OF JUNE 17

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, June 17

1:30 LUMIN Technical Services

Tuesday, June 18

8:30 Technical Services

2:00 Serials

Wednesday, June 19

8:00 Candidate Interview

2:00 SDC

2:30 CDC

Thursday, June 20

8:30 Council

1:00 Technical Services

3:00 Access Services

Friday, June 21

8:30 Ellis Reference

Tuesday, June 25

8:30 Cataloging Service Bulletin Seminar

10:30 Construction Meeting

2:00 Serials

PROFESSIONAL VACANCIES--The following position descriptions are posted on the staff room bulletin board.

Associate/Assistant University Librarian for Technical Services, University of Southern California, Los Angeles, California.

Associate/Assistant University Librarian for Public Services, University of Southern California, Los Angeles, California.

Assistant Director for Collection Development, Texas A & M University, College Station, Texas.

Technical Reports Librarian, Texas A & M University, College Station, Texas.

Assistant Head Circulation Librarian, Brown University, Providence, Rhode Island.

Catalog Librarians, Brown University, Providence, Rhode Island.

Coordinator of Public Services, DePauw University, Greencastle, Indiana.

Assistant Architecture and Fine Arts Librarian and Selector, University of Florida, Gainesville, Florida.

Music Librarian, Rice University, Houston, Texas.

Reference/Collection Development Librarian, Rice University, Houston, Texas.

Information Services Coordinator, University of California, Los Angeles, California.

Associate Director, University of California, Los Angeles, California.

Cataloger, University of California, Los Angeles, California.

Monograph Cataloger, J. Paul Getty Center for the History of Art and Humanities, Santa Monica, California.

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 558
June 21, 1985

SERIAL CANCELLATION

The Collection Development Committee recommends that the following serial title(s) be cancelled. Any problems with the cancellation should be forwarded to the Library Council: Birmingham NEWS, Davenport QUAD CITY TIMES, Sacramento OBSERVER, France LeFIGARO, AUSTRALIAN, Anchorage TIMES.

ELLIS LIBRARY SHELF-READING UPDATE

Wayne Barnes, Terri Hall, Margaret Howell, Drew Racine, Mary Ryan, and Jim Umstatted have now finished their shelf-reading assignments. Alan Bloom's has also been completed, due to some assistance from another individual. The number of staff members still working on their assignments has dwindled to forty-six.

With approximately two months to go in the duration of this project, Ellis is over 73% finished. Library Science and Rooms 201-202 join 1 West as areas of Ellis in which all shelves have been read, and which therefore are now in perfect order.

Marsha Stevenson

FACULTY COUNCIL PASSES RESOLUTION

The following resolution was passed by the Faculty Council at their meeting of April 18, 1985:

UMC professional Librarians above the rank of Librarian I should be eligible to receive UMC Faculty Development project funding.

To implement this change, we recommend that the Provost, in consultation with others he deems appropriate, alter accordingly the Faculty Development Committee Guidelines concerning such proposals.

PUBLICATIONS COMMITTEE APPOINTED

The following people have been appointed to the 1985/86 Publications Committee:

Delores Fisher, Chair
Janice Dysart
Oleta Edwards
Carolyn Collings, ex officio

Suzy Danner
Alice Edwards
Goodie Bhullar, ex officio

ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT MEETING HELD

Margaret Howell attended the annual meeting of the Association for Information and Image Management which was held April 29-May 2, 1985 in Washington, D. C. A record breaking number of attendees representing industry, business, government and education participated in the seminars and had the opportunity to see the latest equipment.

The microform sessions (records management, office applications, quality control and COM) were very routine. The seminar, Optical Digital Data Disk Storage and Electronic Dissemination was, by far, the best attended and most informative session.

Representatives from two large government information processing organizations described their operation. The Library of Congress ODD Project, still in pilot until the end of 1985, has 85,000,000 items, six billion pages of high-use serials and other materials stored for retrieval by the Congressional Research Service and for preservation. Document preparation, including copyright clearance and indexing; imputing, retrieval and testing were discussed. The anticipated life of the disk is ten years. LC will rerecord and/or convert to COM.

Optical disk systems have great potential for libraries. Developments should be monitored.

GRANT ANNOUNCED IN JUNE ISSUE OF AMERICAN LIBRARIES

The June issue of American Libraries contains an announcement for the 1985 H. W. Wilson Library Staff Development Grant, and includes a picture of the UMC Libraries Staff Development Committee.

PROFESSIONAL VACANCIES--the following position descriptions are posted on the staff room bulletin board:

Recorded Sound Services Librarian, Northwestern University, Evanston, Illinois.

Head Librarian, Behrend, Pennsylvania State University, University Park, Pennsylvania.

Systems Librarian, University of Michigan, Ann Arbor, Michigan.

Head, Serials Services and Records, University of Michigan, Ann Arbor, Michigan.

Assistant Catalog Librarian, Southern Illinois University at Carbondale, Carbondale, Illinois.

Reference Librarian, Clemson University, Clemson, South Carolina.

Manuscripts Cataloger, University of Kentucky, Lexington, Kentucky.

Humanities Librarian, University of California, Berkeley, California.

Head of Reference Librarian, University of California, Los Angeles, California.

Catalog Editor, University of Buffalo, Buffalo, New York.

Head, Collection Development, University of Buffalo, Buffalo, New York.

Systems Librarian, University of Michigan, Ann Arbor, Michigan.

PROFESSIONAL VACANCIES CONT'D--

Head, Serials Services and Records, University of Michigan, Ann Arbor Michigan.
Desert Research Institute Librarian, Desert Research Institute, Reno, Nevada.

REMINDER TO STAFF

Please remember to clean up after yourselves in the Staff Room so it will be clean and pleasant for everyone using it. Thank You.

Staff Room Chairperson

CALENDAR BEGINNING THE WEEK OF JUNE 24

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, June 24

8:30 Libraries Governance Committee

Tuesday, June 25

8:30 Cataloging Service Bulletin Seminar

10:30 Construction Meeting

2:00 Serials

Wednesday, June 26

8:30 CDC

1:30 Technical Services

Thursday, June 27

8:30 Orientation

1:30 Staff Association Executive Board

Friday, June 28

8:30 Ellis Reference

Monday, July 1

10:00 Extra Acquisition Funds Meeting

1:30 LUMIN Technical Services

Tuesday, July 2

2:00 Serials

Edited by Denise Green, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.

Library Council Minutes

June 20, 1985

Present: Mary Allcorn, Margaret Howell, Becky Pierce, Drew Racine, Mary Ryan, Dean Schmidt, Marsha Stevenson, Pat Burbridge, and Tom Shaughnessy.

1. Announcements:

a. Pat Burbridge is filling in at Council meetings this summer for Debby Duermeyer. Debby has taken a leave of absence for the summer.

b. Dr. Shaughnessy is secretary for the search committee for the Director of the State Historical Society. Copies of the position announcements will be distributed shortly to Council members.

c. Dr. Shaughnessy reported that from information received at the MASUA meeting last week, Missouri is far better off than the other universities represented as far as budget projections for next year.

d. Dr. Shaughnessy applied for a Council on Library Resources Senior Fellows Program and was selected. He will be gone the month of August to attend this program.

e. Drew Racine announced that Serials and Acquisitions are stripping new materials as they come in. The only new items not being stripped are gifts.

f. The retrospective conversion bid for the branches was sent to Purchasing May 30. The bid opening is set for July 12.

g. Drew Racine announced that there will be a \$400,000 prepayment for journals next year. Prices will be recorded in January or February when the true price is known. This will allow a prepayment discount. A decision will be made later as to what to do with the "extra" money.

h. Carol Vaughan is the Columbia representative to the system-wide committee which has been appointed to look at turn-key acquisition systems.

i. June 30 is the day to report the last accession number used for this fiscal year. Report to Drew Racine.

j. Drew Racine proposed to the Council that the Libraries start purchasing only acid-free materials for those items that stay in the books, such as book cards, date due slips, etc. These materials could be especially important in rare or valuable materials and those books printed on acid-free paper.

k. Marsha Stevenson attended a Bibliotechniques meeting which was the last meeting for this group. BLIS is about a month behind schedule in developing the system for the test site. Nancy Boon estimates that we will be on the system by the end of 1986.

1. Health Sciences shelf list has been sent to AMIGOS. The next OCLC load should have some of their records in it.

2. Dean Schmidt reported on the Health Sciences building progress. The building is almost complete. It will probably not be accepted by the University until July 15. The furniture is arriving later than expected on the whole. He is still planning to move on July 15. The library collection will be moved by volunteers from the Health Sciences Center. He anticipates that the move will take three weeks. Chancellor Uehling has set the dedication for 4:00 p.m. on Friday, September 13.

3. The Automation Committee report on distribution of LUMIN equipment was accepted with one modification. Dr. Shaughnessy would like to have some publicity on access to LUMIN by faculty having office terminals which are connected to the mainframe.

4. Some revisions were suggested for the non-exempt appraisal form. It will be discussed again at the next meeting.

5. Dr. Shaughnessy reported on the Library Directors meeting held last week. The group met with Vice President Barton and guidelines were set for spending the \$5.8 million if it is appropriated. They

- a. would emphasize the University's long-range plans and priorities for program improvement and enhancement;
- b. would accept Nancy Boon's plan for coordination of purchases over \$1,000. Items over \$1,000 in most cases would not be duplicated;
- c. will be used for acquisitions and those expenses related to acquisitions and cataloging; and
- d. all materials will be selected in consultation with appropriate faculty.

6. Drew Racine presented a letter concerning "One Time Windfall Acquisitions." The suggestions in this letter were accepted by the Council. Drew requested that anyone having other suggestions let him know. More discussion will be held at the next meeting.

7. Discussion was held concerning staff assistance to the annual book sale. It was decided that the current policy should continue.

8. A brief background report was given for a request for a branch library for chemistry and/or physics. More discussion will be held at a later date.

The meeting adjourned at 11:10.

Agenda items for next meeting which will be held July 11:

1. Non-exempt employee appraisal form.
2. "One Time Windfall Acquisitions."
3. Committee reports: LUMIN users, OCLC Users, other.
4. UMC Microform Policy (revised).

University of Missouri-Columbia
LIBRARY NEWS NOTES

Issued periodically for the
information of the staff of the
University Libraries

Number 559
June 28, 1985

ANNIVERSARIES

Becky Pierce and Pat Knuth celebrate 5 years at the Libraries in July.
Congratulations!

GOODBYE

Jeanne Drewes

Circulation/Annex

BI-WEEKLY TIMESHEETS

Bi-weekly timesheets for the period 06/16/85 through 06/29/85 will need to be turned in to the Administrative Offices by Monday, July 1, 1985 at 10:00 a.m. because of the July 4th Holiday. The new pay period will be 06/30/85 through 07/13/85. Thank you.

Kathy Pritchett

APPOINTMENTS SUSPENDED

In view of the Libraries' self study of their preservation needs (scheduled to begin in early October,) and the fact that a study team will need to be appointed, along with several task forces, Dr. Shaughnessy is suspending appointments to the Preservation Committee for 1985/86.

UPCOMING TRAVEL

The following staff members will be attending the American Library Association Annual Meeting (ALA) in Chicago, Illinois between the period of July 4 through July 10:

Deana Astle
Jeanmarie Lang Fraser
Jay Lambrecht
Drew Racine

Mary Ryan
Marsha Stevenson
Robert Sorgenfrei
Margaret Howell

NEW NAME FOR ELLIS RETURN SHELVES: "RESHELVING"

Due to patron confusion over the proper function of the Return Shelves, Access Services has solicited and considered various suggested new names, and has settled on "Reshelving." New signs will be made for Ellis, and the Publications Committee has been asked to reflect this change as documents are revised. Thanks to everyone who offered suggestions in this process.

Marsha Stevenson

POLICY MANUAL ADDED TO ARL FILES

The UMC Libraries Reference Services: Policies and Procedures manual is being added to the Association of Research Libraries (ARL) Office of Management Studies SPEC files. The manual will be available for loan and copying to other ARL libraries.

SPEC KIT AND FLYERS AVAILABLE

The following Spec Kit and flyers are available:

#99, December, 1983
Branch Libraries in ARL Libraries.
LIBS/Z 675 .U5 .B7 1983

#102, March 1984
Copyright Policies in ARL Libraries.
LIBS/Z 649 .F35 .C6 1984

#110, December 1984
Local Cataloging Policies...
LIBS/Z 693 .L6 1984

JESSE HALL BLOOD DRIVE

Jesse Hall is having a blood drive Tuesday, July 2 from 10:00 a.m. until 2:00 a.m. It will be held in Jesse Auditorium unless the weather is too hot. If that is the case, it will be moved to a nearby air-conditioned building. Walk-ins are welcome, but if you would like an appointment, call Pat Higgins at 882-7254.

LIBRARY VACANCIES

Library Clerk II, Circulation/Annex, \$4.71 per hour.

PROFESSIONAL VACANCIES-UMC LIBRARIES

MEDICAL CATALOGER

CATALOGER OF RARE BOOKS (3 positions)

Requirements:

Responsible for original and copy cataloging of monographs before 1769 for an HEA Title II-C project. As a part of a team of four professionals with support staff, provide cataloging for uncataloged materials and upgrade existing cataloging to current national standards when necessary. Create records for addition to OCLC and LUMIN (Libraries of the University of Missouri Information Network), following the policies and practices of the Monographic Cataloging Department. Communicate with Special Collections staff as necessary to facilitate access to the collections.

CALENDAR BEGINNING THE WEEK OF JULY 1

All meetings are scheduled for the Ellis Library Conference Room unless otherwise noted.

Monday, July 1

10:00 Extra Acquisitions Funds Mtg.

1:30 LUMIN Tech Services Authority

Tuesday, July 2

2:00 Serials

Wednesday, July 3

8:30 CDC

Thursday, July 4

Ellis closed

Friday, July 5

8:30 Ellis Reference

Monday, July 8

Tuesday, July 9

8:30 Tech Service Authority Committee

10:30 Construction Meeting

2:00 Serials

PROFESSIONAL VACANCIES

Reference Librarian-Humanities, Purdue University, West Lafayette, Indiana.

Assistant Engineering Librarian, Purdue University, West Lafayette, Indiana.

Associate Librarian, University of Berkeley, Berkeley, California.

Agriculture Resource Librarian, Rutgers University, New Brunswick, New Jersey.

Life Sciences Librarian, Syracuse University, Syracuse, New York.

Cataloger, State University of New York at Albany, Albany, New York.

Serials Acquisitions Librarian, University of New Mexico, Albuquerque, New Mexico.

Head of the Lending Branch, United States Department of Agriculture, Beltsville, Maryland.

Head of the Farming and Forestry Reference, United States Department of Agriculture, Beltsville, Maryland.

Edited by Denise Green, Room 104, Ellis Library. Deadline for articles is 10:00 a.m. every Friday.