THE GREEN BEAN

No. 483   July 25, 1986

CALENDAR

|	
July 26	Anniversary of the publication of the first Esperanto language, 1887. Esperanto is an international language, popularized in the late 1800s.
July 30	Emily Bronte, 1818-1848. English novelist.
August 1	Herman Melville, 1819-1891. American author.
August 3	Columbus set sail for Cathay in 1492. He found the New World instead.
August 6	Lord Alfred Tennyson, 1809-1892. British poet.
August 6	Fire alarms tested, King North & South

Next Green Bean: Friday, August 8, 1986.
Deadline for inclusion: Friday, August 1, 1986.

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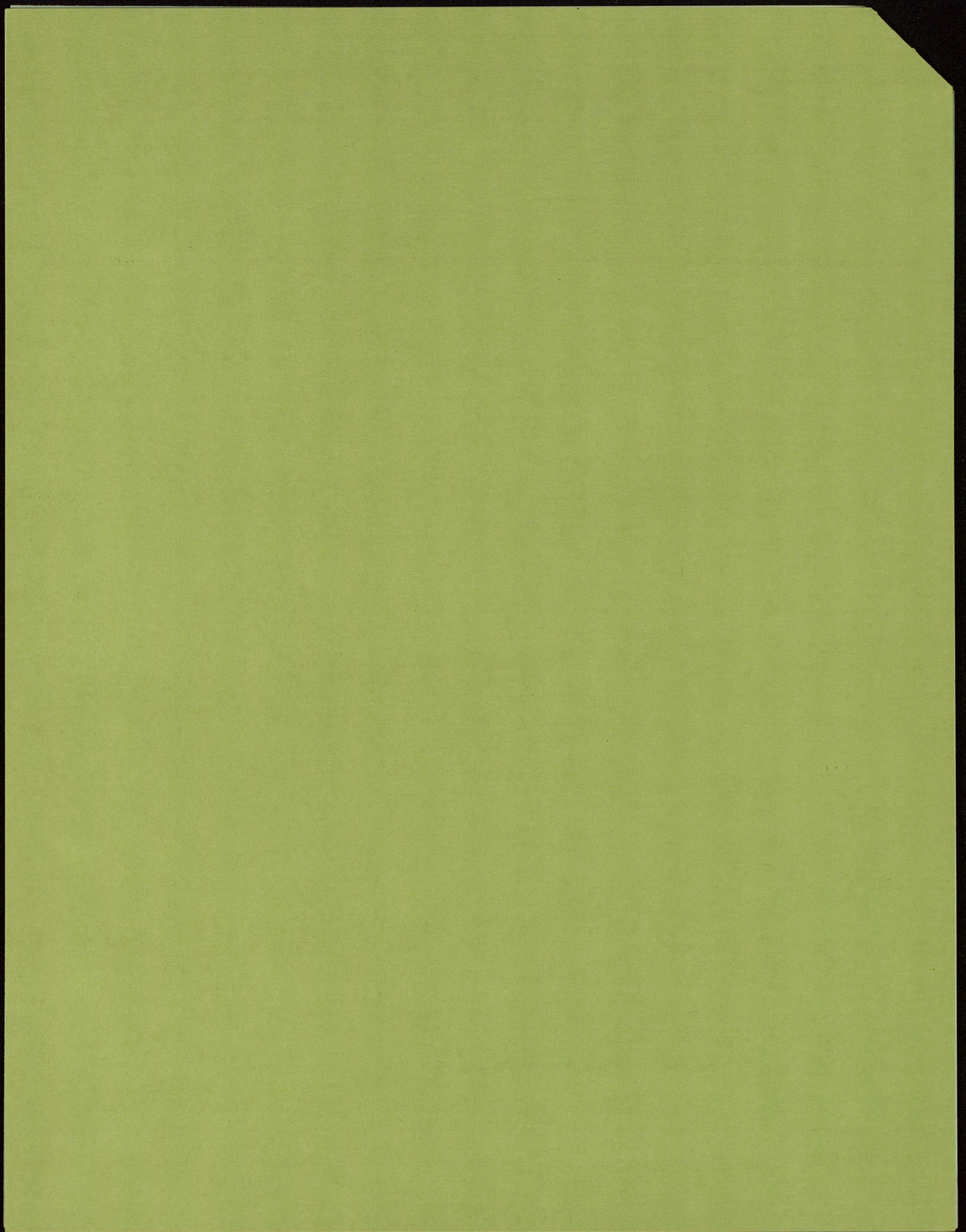
FROM THE EDITOR'S DESK
        How does it go? "The best laid plans of mice and men..."
Well, it's close enough. The series on units within the M.I.
King Library system will be postponed one more issue. PLEASE
REMEMBER TO SEND ME YOUR UNIT SUMMARIES AS SOON AS POSSIBLE! If
you are having problems, please call me and we can work something
out.
        Two committee reports are enclosed at the end of the GB.
They are from the "Branch Implementation and Training
Committee", and the "Bibliographic Control Committee Report on
Minimal Level Cataloging (MLC)." In order to reduce the amount
of typing, we are reproducing them in the form that they are
received by the Director's Office.
        Stay cool, & happy reading!

                                                K.K.

ALOHA!
        Aloha means hello & good-bye. Dan Barkley is leaving
Government Publications to go to Library School. He will return
as a Reference Dept. intern this fall.

FIRE ALARMS TESTED
        Wednesday, August 6, will be the next fire alarm test in
King North & South. IT IS NOT NECESSARY TO EVACULATE THE
BUILDING.

THE FACULTY DOCUMENT REVISION IS COMING!
        The Ad Hoc Committee to revise the faculty procedures
document has been toiling away these past seven months to bring
you a new and improved version of our procedures document. We
still have a few kinks to iron out, but we should have the
document out by the first of August. In order to conserve paper,
we are sending documents for faculty to share, so please review
the document as soon as you receive it. Then send us your
comments immediately. Copies of the old document and the new and
improved version will be on reserve in King under "Faculty." We
will have a full discussion of the document at the August 22
Faculty Meeting, so we would appreciate any constructive
comments, in writing, by August 15, 1986. Send your comments to:
Toni Powell, Agriculture Library, 00912. (Submitted by Toni
Powell.)

 SPEC KIT #125
        The June 1986 SPEC KIT is entitled "Technical Services Cost
Studies in ARL Libraries." This is a follow-up to SPEC KIT #89
(1982) titled "Technical Services Cost Studies." This report
includes more detailed specifics, and centers on ARL Libraries.
        A subject index for SPEC KIT published between 1973-1986
has arrived in the Reference Deparment.

CARNAHAN CONFERENCE CENTER
        The Carnahan Conference Center is offering "Executive

Leadership--Part II. Creative Personnel Management. "The progam is:

> I. <u>Keeping Up Morale.</u> Wednesday, August 20, 8:30 - 4:00. Features Marsha P. Collins ("Giving Bad News"), Drema Howard ("He Who Laughs... Last") and Wally Skiba ("Finding & Hiring the Right People"). ***Cost = $50.00. Make checks payable to UK.
> II. <u>Alcoholism and Substance Abuse.</u> Thursday, August 21, 8:00 - 4:30. Features Ray Daugherty ("Prevention"), Margaret M. Long ("Intervention").*Cost = $50.00.

Attend both days for $90.00. Lunch is included. For more info call Susan Carr at 257-3290. 12 hours of continuing education (1.2 CEUs) will be offered.

<u>SOMETING INTERESTING ABOUT...</u>
Bill Cooper, Special Collections, recently published an article in the Spring 1986 issue of <u>The Register of the Kentucky Historical Society,</u> (vol. 84(2), 1986).   Titled,"John Sherman Cooper: A Senator and His Constituents," it focuses on John Sherman Coopers political career, beginning with his appointment as an ambassador in India in 1955, through his remarkable career as a U.S. Senator from Kentucky.

<u>CEKOUG SPONSORS SCISEARCH AND SOCIAL SCISEARCH WORKSHOP</u>
On September 26, Babara Temos, from the Institute for Scientific Information, will present a workshop on <u>SCISEARCH</u> and <u>SOCIAL SCISEARCH</u> on DIALOG. The half-day session will cost $25 per person, and will be held at Morehead State University. For more details contact Bonnie McNeely, Morehead State University, Camden Carrol Library, Morehead, KY 40351, (606)738-2147. Registration deadline in September 2, 1986.

<u>PROFESSIONAL READING</u>
<u>Telecommunications Systems and Services Directory</u>, 2d edition. Edited by Martin Connors and John Krol. Detroit: Gale, 1985. <u>Call no.</u> Ref HE 7621 .T440 1985.

<u>Who's Who in Special Libraries.</u> Washington, D.C. Special Libraries Association, 1985. <u>Call no.</u> REF Z673 .S82730 1985-86.

<u>World Librarianship: A Comparative Study.</u> By Richard Krzys, Gaston Litton andAnn Hewitt. New York: Marcel Dekker, Inc., 1983. <u>Call no.</u> Z672.2 . K79.

PROFESSIONAL OPPORTUNITIES

CALIFORNIA

Head, Graduate School of International Relations and Pacific Studies Library. The University of California, San Diego. Salary: $27,948 - $52,092. Deadline: September 22, 1986.

Head, Public Services-Science and Engineering Library. University of California, San Diego Libraries. Salary: $22,872 - $40,248. No Deadline.

Librarian-Technical Services. The University Library, University of California, San Diego. Salary: $38,600 - $63,200. Deadline: October 15, 1986.

Assistant University Librarian for Collections. The University of California, Davis, California. Salary: $38,606 - $61,358. Deadline: August 15, 1986.

Head, Access Services. The University of California, Davis California. Salary: $22,872 - $40,248. Deadline: August 15, 1986.

DISTRICT OF COLUMBIA

Librarian (CONSER Minimal Level Cataloger). The Library of Congress, Washington,D.C. Salary: $10.45 - $13.58 per hour. Deadline: August 4, 1986.

Librarian,(Serials Cataloger) (Baltic Language). The Library of Congress, Washington,D.C. Salary: $21,804 - $34,292. Deadline: August 4, 1986.

Librarian (Serials Cataloger) (Knowledge of Hungarian). The Library of Congress, Washington, D.C. Salary: $21,804 - $34,292. Deadline: August 4, 1986.

Librarian (Serials Cataloger) (Knowledge of Japanese).Library of Congress, Washington,D,C. Salary: $21,804 - $34,292. Deadline: August 4, 1986.

Librarian (ISDS Cataloger). The Library of Congress, Washington D.C. Salary: $21,804 - $28,347. Deadline: August 4, 1986.

GEORGIA

Resources Development Librarian. Georgia Institute of Technology, Atlanta, Georgia. Salary: $25,000 or higher depending on qualifications. Deadline: August 6, 1986.

INDIANA

/Reference/System Coordinator. Indiana University, Law Library, Bloomington, Indiana. Salary: Dependent upon qualifications and experience. Available: August 1, 1986. Deadline: Applications received before July 21, 1986 will be assured of consideration.

Head of Reader Services, Lilly Library. Indinana University Libraries. Salary: $19,500 - $24,000. Deadline: No earlier than July 31, 1986.

KANSAS

Assistant Government Documents and Maps Librarian, University of Kansas. Salary: $17,000 - $24,000. Deadline: September 30, 1986.

Reference Librarian/U.S. History Bibliographer. University of Kansas Libraries. Salary: $17,000 - $21,000. Deadline: August 15, 1986.

KENTUCKY

Director of the U.K. Survey Research Center. University of Kentucky. Salary: Not Specified. Deadline: July 31, 1986.

NEBRASKA

Assistant Professor (tenure-leading), Processing Department. University of Nebraska Lincoln. Salary: $17,500 minimum. Deadline: August 15, 1986.

NEW JERSEY

Associate University Librarian for Technical and Automated Services. Rutgers University. Salary: Minimum appointment salary in the 50's. Available: On or about January 1, 1987.

TENNESSEE

Technical Services and Systems Librarian. Vanderbilt University. Salary: Commensurate with experience and qualifications (minimum $20,000.00). Deadline: Not specified.

Bibliographic Instruction Coordinator, Central Library. Vanderbilt University. Salary: Negotiable (minimum $18,000) Deadline: August 15, 1986.

BRANCH IMPLEMENTATION AND TRAINING COMMITTEE

FINAL REPORT

JUNE 27, 1986

CHAIRPERSON: Joanne M. Goode

MEMBERSHIP: Tari Keller, Meg Shaw, Ruth Brown, Gail Kennedy,

Joan Gatewood, Mike Lach, JoEllen McComb, Mary

Vass and Anne Campbell

MISSON: To design and provide LS2000 training for the branch

librarians and staff.

During the committtee's initial discussions, our mission changed somewhat
when it became apparent that, before training for branches could begin, we
needed to analyze the physical equipment needs and profiling requirements for
each branch library. The committee also decided that actual hands on training
was not appropriate or would not be very effective before the equipment was
actually available in the branch libraries. We also decided that this committee
would function as a channel of communication between the branches and the
LS2000 staff.

Our first project was to design a checklist so that appropriate equipment
locations could be assigned in each branch. Members of this committee visited
each branch to provide assistance, and floorplans of each branch location were
drawn up. Mike Lach and Gail Kennedy then visited each location to confirm
the plans.

The second project involved workshops with the circulation department to
provide training for committee members in reviewing and designing profiles as
they affected circulation and location needs for each branch. This training was

then used to aid branch librarians in updating and revising their profiles. Most of the branches requested additional location designations and a general recommendation to add a serials designation for each branch was made. A format to record calendars was designed and calendar profiles through intersession 87 were completed.

In summary, the preliminary work recquired to bring the branches on line has been completed, and members of this committee are currently working on devising the actual training for the branches, primarily in the circulation sub-system. Training will begin when the equipment arrives in the branch libraries.

LS/2000 Branch Implementation and Training Committee

1. Equipment locations.
   a. Meet individually with each branch head to work out location plans for equipment.
   b. Locations are to be indicated on floor plans for each branch.
   c. A follow-up visit will be conducted by Gail Kenndy and Mike Lach to be sure locations meet wiring specifications.
   d. Completion date for floorplans - mid December, 1985.

2. Training for Committee Members

3. Establish Branch Profiles
   a. Work with each branch to determine special needs
      1. Special needs determined by "location"
      2. Special needs determined by "circulating status"
   b. Review each branch profile
   c. Revise and make additions to profiles as needs indicate

4. Develop training programs
   a. One program level designed for branch librarians
   b. Second program level to meet student training needs
   c. A combination of group or individual instruction.
      1. Branches may be grouped for training by special needs, similar subject areas, or according to timetable for coming on-line.

5. Implement training program.
   a. Supplement training program with on-site advisors and hands-on practice sessions.
   b. Timetable for this will depend upon acceptance of the system.
   c. Training to take place as close to possible as equipment installation.

Bibliographic Control Committee
Report On Minimal Level Cataloging (MLC)

Introduction

There are approximately 6,000 monographs (both books and microform
titles) in the original cataloging backlog at King Library. The
Cataloging Department is now down to two original monographic
catalogers both of whom carry additional assignments, reducing their
original cataloging time by one-fifth. Therefore, the assumption can
safely be made that the backlog will grow under current policies.
Much attention has been focused nationally on the use of minimal
level cataloging (MLC) to provide access to backlog material and to
allow it to circulate. Late last month, the Bibliographic Control
Committee was given the charge to explore the use of minimal level
cataloging to get a handle on the backlog in King Technical Services.
The Committee was expanded for this assignment to include
representation from all areas which would be affected by a decision
to use MLC. The group decided to split into two subcommittees, one
to study the possible content of an MLC record and the other to study
the housing of items with minimal level cataloging.
From the outset, the committee generally favored the use of MLC to
provide temporary access to material heretofore totally inaccessible
for periods of often several years. The committee stressed, however,
that the minimal level cataloging of a book is considered to be
temporary. The items will receive full cataloging at some point.
The status of "temporary" for any given book could be a long time but
the status for the minimally cataloged collection would be revolving
and, hopefully, eventually diminishing. Procedures for prioritizing
books with minimal cataloging for full cataloging would be determined
by the catalogers, branch librarians and selectors.

Recommendations

1.   Minimal Level Cataloging (MLC) should be adopted as a means of
     early limited access to material which requires original
     cataloging. MLC records would initially be created for the 6000
     item present backlog and future materials which have no
     cataloging copy three months after receipt.
2.   All items in the present original cataloging backlog should be
     re-searched in OCLC. When appropriate records are found, these
     titles should be routed to the OC/C Unit for routine processing.
     The committee speculates that in some cases, it might be helpful
     if selectors or branch librarians assisted in this searching
     step both to expedite the process and to simultaneously perform
     the third recommendation that follows.
3.   Before MLC is done for the remainder of the backlog, selectors
     or branch librarians should review their backlog materials both
     for weeding purposes and to identify special problems that
     should be considered as MLC is done.

4. The standard MLC record should include the following information:

    a.   Fixed field date of publication. This would allow the date to appear on the LS2000 summary screen and would aid in searching.

    b.   ISBN (where available) (field 020) This provides a unique number access to the record. Unlike the LC card number, it is searched the same way in LS2000 and OCLC. It is also easy to transcribe.

    c.   Music Catalog Number. (field 028) This provides the same type of access for music scores and sound recordings as the ISBN does for books.

    d.   CSN (Local access field) Entering a special code in this field would allow us to have an online listing in LS2000 of all items with minimal level cataloging.

    e.   Author (field 1XX) The author's name taken from the piece, not verified for correct entry and dates.

    f.   Title, including subtitle (field 245≠a)

    g.   Edition statement, where obvious. (field 250) On some publications, especially foreign titles, a certain amount of knowledge and investigation is required to locate the edition statement. In the interest of time and training, it was felt that non-obvious edition statements could be excluded.

    h.   Imprint (field 260≠b & ≠c) The publisher and date would be provided. It was felt that the place of publication was not necessary to identify the item.

    i.   Series (field 440) Again, verification of form of entry would not be made.

    j.   Personal Name Subject Heading. Personal name subject headings would be assigned on an exceptional basis at the request of the selector or branch librarian. An example of this would be a book about an artist or architect where the person's identity is not apparent from the author or title entries.
Topical and geographic subject headings would not be assigned. It is felt that most general headings (e.g. History, Mathematics, Chemistry, etc.) are so general that they would not be all that helpful. Also, many books cover more than one subject, so one subject heading would be misleading. Keyword searches will, in many cases, provide better "subject" access than would a general heading.

    k.   LC-Like location Number (see Recommendation 6 for explanation.

5. Minimal level cataloging should be locally defined and entered into the LS2000 database, as opposed to OCLC entry at Level K. The information recommended for our MLC record precludes its being put in OCLC at minimal level K. Level K requires the extent of item (pagination, volumes) in the physical description. The committee saw this as unnecessary and time consuming. Level K also requires added entries. This would be very time consuming and would require expertise and decision making.

6. The MLC cataloged materials should be dispersed to their appropriate locations and circulated using the MLC record in LS2000. For shelf arrangement purposes, each title should be assigned an LC-like location number. The LC-like location number would consist of an alpha prefix (ZZ) plus the order number. It would allow shelving at the end of the LC collection in most locations. As a location device, it would be familiar to the user. It would give us a chronological handle on the MLC collections since the first 2 digits of the order number represent the year the order was placed. It would also be easy to assign. This proposal was developed after surveying locations affected by MLC as to their preferences regarding shelf arrangement/classification. Although the obvious first choice was full classification, those polled felt the LC-like number was a workable compromise.

Other Related Issues

There were other discussions in the committee meetings on things relating to minimal level cataloging including the following:
The Committee speculated that some material, because of its nature, should possibly never have more than minimal level cataloging. It was suggested that questions of this nature would be decided on a case-by-case basis with agreement of the cataloger and selector.
Prioritization of minimally cataloged items for full cataloging was discussed. It was suggested that the amount of items on hand at any one time in the Cataloging Department be determined by the catalogers. As they can take more material, they would contact the branch librarian and request books. The branch librarian would decide which books to send over (based on circulation, longevity with minimal level cataloging, etc.) This would be up to the branch librarian. The catalogers and selectors would monitor the minimal level cataloging collection in King.
The question of statistics was raised. It was suggested that the titles be counted as additions to the collection at the time minimal level cataloging is done. The catalogers would then keep a separate statistic on the minimal level records they upgrade to full cataloging.

Submitted by: Lynn Barnett, Teresa Burgett, Ruth Brown, Charles Czarski, Judy Fugate, Joanne Goode, Brad Grissom, Barb Hale, Cathy Hunt, Tari Keller, Gail Kennedy, Libby Potts, Ebba Sexton, Emilie Smith, Terry Warth, Gerry Webb, and Mary Welch, Chair.