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CALENDAR

- 20 April-20 May - Bertolt Brecht exhibit - MIK South Lobby.
- 11, 12 May - Staff Development Series meets at Education Library - 9:15 AM.
- 13 May - Staff Development Series meets at Education Library - 1:30 PM.
- 14 May - Faculty Meeting - 8:30 AM, Gallery.

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES
 NEWSLETTER NO.127 5/7/76
 David Farrell, Editor Ext.82684

ABOUT THE LIBRARIES

Notes on Library Staff Organization meeting 30 April, 1976:

Prior to the program, Terry Warth, President, reported on the progress of plans for the May 21st reception for retirees. All staff members are invited to attend the reception which will be held in the Special Collections Department. More information will be forthcoming via the Green Bean. Terry also mentioned a suggestion made for a staff picnic. This was briefly discussed but plans will be deferred until the fall.

Sharon Bale, Horticulturist, School of Agriculture, presented a mini-course in flower-arranging, demonstrating several types and sizes of arrangements. In the short time available, Sharon gave us a step-by-step demonstration of the basics from which many kinds of arrangements can be made, with valuable comments on considerations of color, line, pattern, and focal points. Sharon also welcomed questions and gave us an opportunity to try out our own arrangements while refreshments were served.

Summer Advising Conferences:

A few more persons are needed to help represent the Libraries at the Summer Advising Conferences in July. See Larry Greenwood or David Farrell if you're willing to meet with freshmen and their parents to discuss library resources and services at UK.

Canadian Books in Print, 1975 edition, has been missing from the Acquisitions Department for about three weeks. We would appreciate any knowledge of its whereabouts, and or the return of the volume. Thank you.

S. McCargar

Steam boiler repairs scheduled:

The Physical Plant Division has notified the Libraries that their boilers will be shutdown for annual maintenance on the following dates:

- Agriculture - 24 May - 1 June
- Architecture - 16 Aug. - 25 Aug.
- Biological Sciences - 16 Aug. - 25 Aug.
- Business - 16 Aug. - 25 Aug.

Chem./Physics - 16 Aug. - 25 Aug.
Education - 11 Aug. - 19 Aug.
Engineering - 11 Aug. - 19 Aug.
Geology - 16 Aug. - 25 Aug.
King North & South - 11 Aug. - 19 Aug.
Law - 16 Aug. - 25 Aug.
Mathematics - 11 Aug. - 19 Aug.
Medical Center - 24 May - 1 June
Music - 11 Aug. - 19 Aug.
Pharmacy - 16 Aug. - 25 Aug.

According to the memo, steam is used for heating water, and some cooking, sterilizing systems, and for air conditioning in Blazer Hall and Alumni House.

SEASON TICKETS FOR RUPP ARENA

The Athletics Association has notified the faculty and staff that a limited number of seats will be available for those who do not now have priority for season tickets. A drawing for the available seats will be held 28 May 76 and those interested are requested to send their names and addresses to: Basketball Ticket Office, Room 3, Memorial Coliseum, Campus. The employee must be full time and there is a limit of 2 seats per employee.

USE OF UNIVERSITY FACILITIES FOR POLITICAL ACTIVITIES

University regulations prohibit the use of UK facilities for meetings, conventions, rallies or any campaign activities in support of a candidate for public office, according to a memo circulating from the Office of the Vice President for Business Affairs and Treasurer. This does not in any way prohibit meetings of registered campus organizations which are not open to the general public, nor does it prohibit members of the University from supporting candidates, provided University facilities (including the mail system) are not utilized.

PERSONNEL

Starting this fall, Ellen Baxter will be assuming responsibility for working with the Home Economics faculty and students to build library resources and services for that department.

Openings:

Clerk-typist Grade 0014 in Special Collections (for July 3, 1976).

Library Tech. I - Special Collections (Archives). For July 3, 1976.

Library Tech IV - Press Room. (The position requires someone with experience in hand press and book binding techniques.) Open July 3.

If interested, please see Faith Harders.

Changes in Vacation Policy: There are two major changes in the use of accumulated vacation which are effective immediately: 1) Employees may use their accumulated vacation after the successful completion of probation (previously, an employee had to work six months before

using vacation) and 2) Employees separating from the University in good standing (successful completion of probation) will be paid for any unused vacation not to exceed one year's accumulated leave (previously an employee had to work one full year before being paid terminal vacation).

If there are any questions, please call Faith Harders.

Absence slips: In order for University Personnel to keep accurate records, it is essential that all absence and vacation slips be turned in to the Director's Office during the pay period in which the leave occurs.

Employment Termination:

When filling out the Separation Sheet on employees, please be very specific as to the real reason for leaving. For example, 1) if the person is leaving to return to school, what school? 2) if he/she is leaving the area, where will the individual be going? 3) if the person is taking a better job, what and where is the job? Also, it is essential to have the correct last day worked. This information is needed by University Personnel to comply with unemployment compensation requirements.

University Personnel has also reminded us that when a problem exists with an employee, the department should complete the necessary forms immediately so that the problem and the fact that the individual employee has been counseled are documented. If a supervisor in the Library does have a problem with an employee, he or she should discuss it with the Director's Office.

Susan McCargar will be leaving Acquisitions May 28 to return to graduate school at the University of Michigan and Gail Kennedy has been asked to assume responsibility for Acquisitions on an interim basis. Susan will be on a one year leave of absence.

Normal library procedure is to post all vacancies--temporary and permanent--in the Green Bean. However, Susan's plans were not finalized until May 3. To place an announcement in the Green Bean and then give people a week to respond would use up half of Susan's remaining time; and it was felt that the library needed someone to start work with Susan immediately. Therefore, at a meeting of the Director's Office staff and the technical services department heads, this interim coverage was decided upon as the best possible solution on such short notice.

This is not an "acting head" position, but is only a provision for interim coverage until a more thorough study of the situation can be made. This study has been begun by the technical services unit heads. While Gail is devoting her attention to Acquisitions, Lynn Shrewsbury has agreed to act as unit head for SOLINET.

I have a copy of the program for ALA (July 18-24 in Chicago) if anyone would like to see it.

I also have the new ARL Spec Kit entitled User Statistics and Studies; this includes information and documents from 18 ARL libraries on the collection of reference and circulation statistics, catalog use studies, the development of statistical models, etc. Anyone interested in seeing the kit is welcome to borrow it.

F. Harders

MANAGEMENT COMMON SENSE CORNER

A piece from May 1976 - BITS & PIECES -

Bruce Barton, one of the original partners in the advertising firm of Batten, Barton, Durstine, & Osborne, and author of a book about Christ, THE MAN NOBODY KNOWS, tells the following true story:

"One day on my first job as a young man in New York, a matter came up about which I happened to have the facts. My boss disagreed, and though I put up a good argument, he somewhat abruptly overruled me.

"I was living those days in a room in the 23rd Street Y.M.C.A. for which I paid seven dollars a week. His home was a fair-sized mansion requiring ten servants. The morning after our argument, the telephone rang while I was dressing, and I wondered who in New York could be after me so early.

"To my amazement it was the boss. Said he: 'I have been thinking about our discussion of yesterday, and I just want you to know that you were right and I was wrong.'

"The boss with an income of \$100,000 a year, calling a \$40-a-week youngster to say, 'I was wrong!' He had been one hundred percent with me; after that he was the biggest man in town.

"Years have gone by and I have known all sorts and conditions of men in business, in the professions, and in politics. As an employer of men and women in a modest way, it has interested me to observe how they divide into two classes: those who feel they have lowered themselves by admitting a mistake, and so try in every way to rationalize it, and those who come out in forthright fashion and admit the facts."

PROFESSIONAL EMPLOYMENT OPPORTUNITIES

University of Kentucky:

Architecture Librarian

Curator of Rare Books: Librarian responsible for rare books, coordination of Gallery exhibits and professional supervision of Press Room activities. We do not plan to fill this position with an external candidate; consideration will be given only to current professional staff members who would be interested in a transfer.

If interested in either of the above positions, please see Faith Harders.

Head, Social Sciences Division. Auburn University. 1 Sept. 76.
\$16,000-\$19,000.

Head, Administrative Services Dept. Center for Research Libraries.
\$15,000+

Professional Project Position (Temporary) in cataloging. University
of California at Riverside. 15 May 76 - 14 May 78. \$11,472-14,964.

Undergraduate Librarian. Cornell Univ. 1 July 76. \$14,500+

Head, Circulation Services. State University of New York at Albany.
1 June. \$12,749-\$16,887.

Social Sciences Reference Librarian. Univ. of N.C. at Chapel Hill.
15 June 76. \$11,300+

Reference Librarian: Open July 1, 1976. University of Kentucky
Medical Center Library. Minimum salary: \$9,500. Send resume to:
Janet Stith, Coordinator of Public Services, Medical Center Library.

North Carolina State University, Raleigh, N.C. 27695

Head, Analytical Services Dept., Center for Research and
Development

Department of Analytical Chemistry, in collaboration with
the Department of Chemistry, Box 2617, Raleigh, N.C. 27695

Undergraduate Laboratory Course, Fall 1974

Local Analytical Services, Duke University of the South
East, Box 2617, Raleigh, N.C. 27695

Local Analytical Services, University of North Carolina
at Chapel Hill, Box 2617, Raleigh, N.C. 27695

Local Analytical Services, Green Lane 1100, University of North
Carolina at Chapel Hill, Box 2617, Raleigh, N.C. 27695