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THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

No. 484

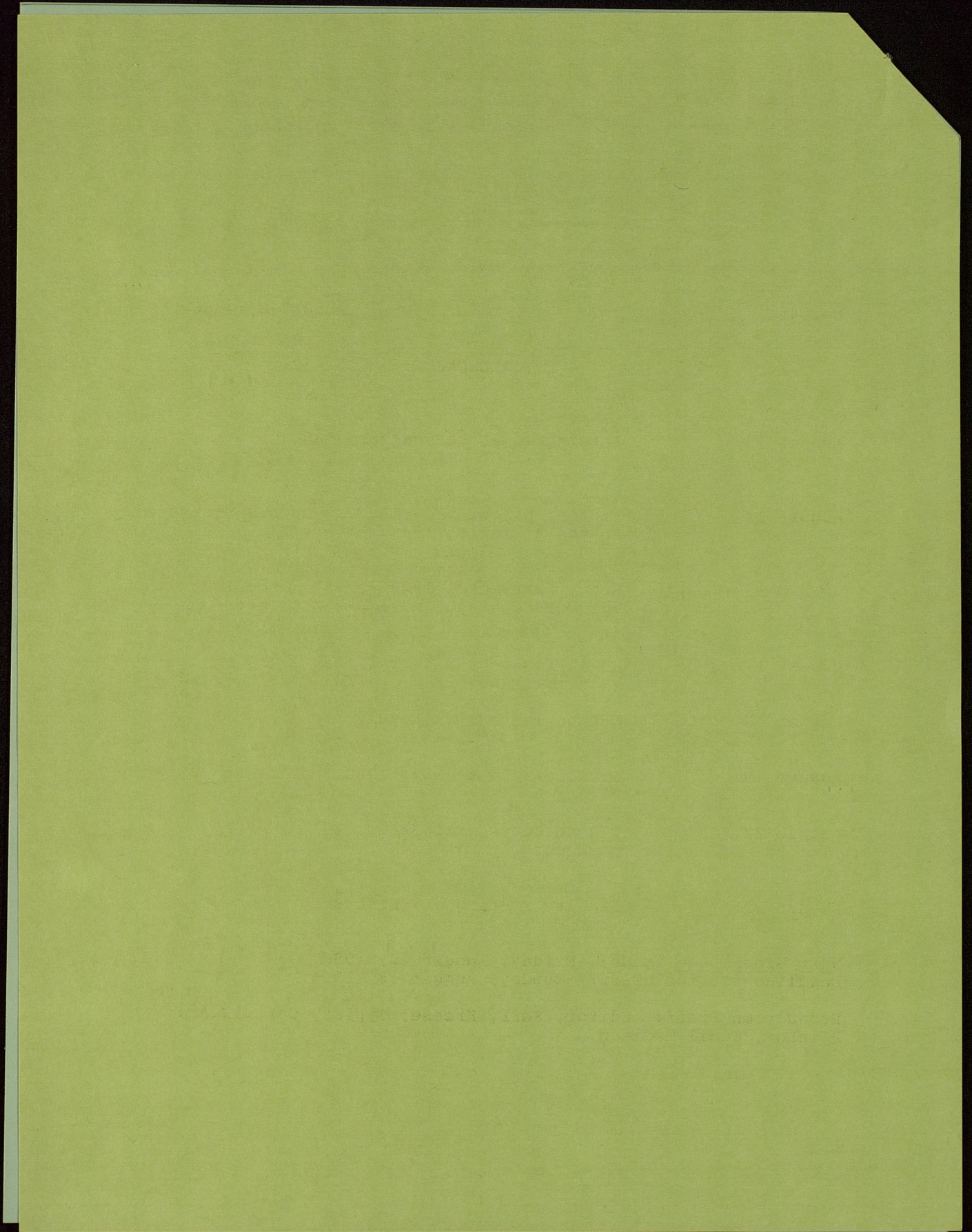
August 8, 1986

CALENDAR

- August 13 International Lefthanders Day
- August 14 Victory Day or V. J. Day. Japan surrendered to the Allies in 1945.
- August 15 Ethel Barrymore, 1879 - 1959. American actress of stage, screen and television.
- August 17 Davy Crockett, 1786 - 1836. American frontiersman.
- August 19 National Aviation Day
- August 19 Orville Wright, 1871-1948. American aviator.
- August 22 Claude Debussy, 1862 - 1918. French composer.
- August 22 Faculty Meeting at Spindletop

Next Green Bean issue: Friday, August 22, 1986.
Deadline for inclusion: Monday, August 18, 1986.

Production Staff: Editor, Kerry Kresse; Typist, Carol Ranta;
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FROM THE EDITOR'S DESK

Despite the fact that I have still received only 12 responses to my call for unit descriptions, and have granted 4 or 5 reprieves, we will begin the new series. I hope you find it educational, if not entertaining.

Government Publications and the Agriculture Library are closing temporarily, so make a note of the changed hours.

Happy reading, and stay cool.

-K.K.

SHORTENED HOURS

Government Publication in King South announces that they will be closed for shelf-reading and other fun library projects during the following days:

August 11 - 12 (Monday - Tuesday)

August 21 - 22 (Thursday - Friday)

(Submitted by Sandra McAninch)

The Agriculture Library will be closed on August 13, 14, 15, 18 and 19 in order to do a combination inventory and barcoding project to get ready for automated circulation. The entire staff will be in the stacks so we would appreciate it if you could hold any routine business and phone calls. We will be back to business as usual on August 20. (Submitted by Toni Powell.)

FACULTY PROCEDURES DOCUMENT UPDATE

Copies of the 1979 Faculty Procedures Document and the proposed revised document are on one-day reserve under "Faculty Document." Copies of the revised document have been sent to Department Heads for departmental circulation. Comments are due to the Committee members by August 18. Committee members are Roxanna Jones, Sara Leech, Norma Jean Gibson and Toni Powell. (Submitted by Toni Powell.)

ABOVE AND BEYOND.....

Mr. Willis received the following letter:

Dear Paul:

As you may know during the 1985-1986 academic year I was a visiting professor at the University of Florida, Gainesville. While I found the change stimulating, the library there was less than wonderful, at least for my research purposes. So I had several occasions when, lacking the necessary materials in Gainesville (or quick access to them), I telephoned the Architecture Library at the University of Kentucky for assistance. Harry Gilbert was his usual helpful self. And for a particularly important item, a copy Mies van der Rohe's New York Times obituary, Judy Sackett went above and beyond the call of duty. She was fast too! (Continued)

It was a great comfort to me to know that help was available if and when I needed it. And now that I've returned to the University, it seems only fitting that I should write this note to you extolling the virtues of your librarians and one of your branch libraries.

Sincerely,
David Spaeth, Professor

REFERENCE FOR NON-REFERENCE STAFF

The greater Cincinnati Library Consortium (GCLC) presenting a workshop for non-reference staff who are occasionally needed to substitute at the reference desk, or who would like a brief introduction to life at the Reference Desk. The workshop covers such topics as basic reference sources, indexes, government documents, business sources, and career information. Registration is \$15.00, \$10.00 for GCLC members. The workshop will be held at Xavier College in Cincinnati on August 26. Deadline for registration is August 15. For more information, write to the GCLC, 3333 Vine St. Suite 605, Cincinnati, OH 45220.

UK LIBRARY NEWSLETTER

The Library News will begin publication again in September. If you have anything you wish to have included in forthcoming issues, please send your items to Laura Rein c/o Reference Department. The deadline for the September issue is August 20. We are particularly interested in new acquisitions (such as indexes, gifts, new series or sets): bibliographic instruction; new databases; document delivery systems; and other news of interest to the general faculty. (Submitted by Laura Rein.)

M. I. KING LIBRARY SYSTEM...MEET THE UNITS

This issue of the GB introduces a new series to its readers. In a library system as large as this, it is not at all unusual for staff members to be unsure as to what other units do, or why. Unit heads and/or department heads were asked to briefly describe their own units in terms of staffing and work flow.

MEET THE JOURNALISM READING ROOM (by Ruby Herald)

The Journalism Reading Room is located in Room 123 of the Enoch Grehen Journalism Building. It serves undergraduate and graduate students, faculty and staff of the School of Journalism, the College of Communications, and the University, as well as the general public.

The Reading Room currently receives 53 periodical subscriptions and 34 daily/weekly newspapers. The monographic collection, numbering more than 700

(continued)

volumes, consists primarily of materials representing the fields of communication and journalism.

An ITEX computer terminal--which serves as an instructional aid in journalism courses, and several typewriters--gratis to the patrons--bring people from many disciplines into the Reading Room.

The staff of the Reading Room consists of one librarian and a number of student assistants, whose hours determine the Reading Room's evening schedule.

In the fiscal year 1985-86, the Reading Room served 14,223 people and circulated 5,869 items.

MEET THE ORIGINAL CATALOGING DEPARTMENT (by Emilie Smith, Evelyn Evans and Jessie Adams)

This department is composed of three units: monographs, serials and bindery.

The Monographs Unit is responsible for the material: books, microfiche, microfilm, microprint, cassettes, records or multimedia for which there is no cataloging copy. For books and multimedia, the cataloger must determine descriptive cataloging, classification and subject headings. For microforms, cassettes and records, no classification is given, but a call number is constructed. Descriptive cataloging and subject headings are applied to all material.

Descriptive cataloging is the standardized description of material. Continuations of old serial files are still classed in Dewey. Library of Congress subject headings are assigned after the subject content of the material has been determined.

We have only two original catalogers who both have other responsibilities. Statistics vary according to the difficulties of the materials. The monthly output for the last six months has averaged 123 titles. (E. V. Smith)

The Serials Unit consists of one professional and two support staff.

Our mission is to keep the bibliographic records for UK serials straight and accurate. We establish records for new titles, and do a substantial amount of work with old titles which have undergone various changes over long periods of time. We adapt on-line cataloging information to local situations.

One of our support staff is editor of the Central Serials Record - that is, using cataloging information from the catalogers, she prepares the physical CSR records, making any necessary changes, sets up appropriate check-in cards and consolidates holdings.

All of us are consultants and resource persons to all departments and branches of the libraries concerning serials questions and problems. (E. Evans)

The Bindery Unit provides services necessary to carry on a continuing program of preservation of the libraries' materials, including bindery preparation and repairs.

The Unit is responsible for providing preservation services for King and branch libraries such as preparing material for the commercial binders and doing in-house repair work. Our staff consists of two full-time persons and three or four student assistants when the budget allows them.

Work procedures are set up according to the following areas:

(a) Material processing - the various departments in King Library and the branch libraries send items for in-house work and for the commercial bindery. This is sorted and put on work shelves. When bound material is received from the commercial bindery, this is processed and returned.

(b) Binding section - prepares material to send to the commercial bindery. Certain procedures are followed in this work procedure, such as checking the master file, preparing the binding slips, etc.

(c) Repair section - in-house work is sorted and shelved for various needs of routine conservation treatment. This could be mending, cleaning, encapsulation or in-house pamphlet binding, "Quik" binding or Therm-A binding.

Last fiscal year our unit processed the following: Routine conservation (repair work)--5,460; volumes given contract binding--11,320; number given protective enclosure--310.

Come by and let us tell you more about how we contribute to the overall business of our large library system. (Jessie Adams)

MEET THE MAP COLLECTION DEPARTMENT (by Gwen Curtis)

The Map Collection is a unit of the Government Publication Department. It is staffed with one full-time technician and three part-time graduate assistants, with back-up provided by the GPD staff. Additionally, the GPD staff and graduate assistants service the Collection at nights and on weekends. An added bonus has been Mr. Hill Maury, a volunteer, who is working 3 1/2 hours each week weeding the Defense Mapping Agency collection.

The Map Collection consists of maps, atlases, gazetteers, air photos and guidebooks as well as books about cartography and remote sensing. (Pre-1870 Kentuckiana maps are housed in the Special Collections Department and geologic, hydrologic and U.S.G.S. topographic maps are housed in the Geology Library, with the Map Collection each year. Users vary from researchers in history, architecture and urban planning to backpackers, world travelers and genealogists.

Gwen Curtis, head of the Collection, is responsible for ordering materials for the Map Collection, however, many of the

maps are received as gifts or through the Library's GPO depository. She has also recently taken on the responsibility of selecting geography books for the MIK stacks. She does original and copy cataloging for maps on OCLC while the Cataloging Department catalogs the books housed in Maps. All cataloged maps and books are accessible through the public catalogs and/or LS2000, however, only about 20% of the maps in the collection are cataloged. Additionally, Gwen is responsible for providing information/research assistance to the users of the collection. As a member of the Government Publications Department she also processes European Community materials, prepares GPD's materials for binding and assists on the GPD reference desk.

The Map Collection opens at 10:00 each morning so that Gwen has time to use the terminals in the Cataloging Department, work the desk in GPD and do various other chores outside the Map Collection. Anyone who needs to get in touch with Gwen between 8:00 and 10:00 can leave a message with GPD staff.

PROFESSIONAL READING

Acquisitions, Collection Development, and Collection Use: A Handbook for Library Management. By David F. Kohl. Santa Barbara, CA: ABC-Clio Information Services, 1985. Call No. REF Z689 .K6 1985.

Administration, Personnel, Buildings and Equipment: A Handbook for Library Management. By David F. Kohl. Santa Barbara, CA: ABC-Clio Information Services, 1985. Call No. REF Z678 .K63 1985.

Advances in Library Administration and Organization. Volume 5, 1986. Edited by Gerard B. McCabe and Bernard Kreissman. Greenwich, CT: JAI Press, Inc., 1986. Call no. Z678 .A33 v.5 1986.

Check Out a Librarian. By Joanna E. Tallman. Metuchen, NJ: Scarecrow Press, Inc., 1985. Call no. Z720 .T36 A33 1985. Memoirs of a very busy librarian.

Diaster Plan Workbook. Prepared by The Preservation Committee, New York University Libraries. New York: New York University, 1984. Call no. Z 679.6 .D50 1984.

History of Libraries in the Western World. By Michael H. Harris. Metuchen, NJ: Scarecrow Press, Inc., 1984. Call no. Z721 .H227 1984.

Research Libraries and Their Implementation of AACR II. Edited by Judith Hopkins and John A. Edens. Greenwich, CT: JAI Press, Inc., 1986. Call no. Z694 .R5 1986.

PROFESSIONAL OPPORTUNITIES

ARIZONA

Librarian, Coordinator of Serials Cataloging (Re-Opened). The University of Arizona. Salary: \$23,000. Deadline: October 31, 1986.

CALIFORNIA

Government Publications Librarian, University of California, Irvine. Salary: \$22,872. Deadline: September 1, 1986.

Reference Librarian. Medical Center Library. The University of California, San Diego. Salary: Assistant Librarian, Halftime rate: \$12,006 - \$15,360. Associate Librarian, Halftime rate: \$14,670 - \$21,132. Deadline: September 1, 1986.

DELAWARE

Catalogers. University of Delaware. Salary: dependent upon experience and qualifications. Deadline: September 1, 1986.

Coordinator Order Preparation and Input Unit. University of Delaware. Salary: dependent upon experience and qualifications. Deadline: August 15, 1986.

FLORIDA

Social Sciences Cataloger for Latin American Monographs. University of Florida. Salary: \$18,300 minimum. Deadline: September 30, 1986.

Head, Central Science Library (CSL). University of Florida. Salary: \$35,000 minimum for 12 months. Deadline: October 1, 1986.

Social Sciences Monographic Cataloger. University of Florida. Salary: \$18,300 minimum. Deadline: September 30, 1986.

GEORGIA

Reference Archivist (Reopened). Emory University. Salary: Librarian I, \$17,500 - \$21,000; Librarian II, \$21,000 - \$27,500. Deadline: September 15, 1986.

ILLINOIS

Cataloger. The Newberry Library. Chicago, IL. Salary: \$18,500-\$21,000. Deadline: September 30, 1986.

NEW JERSEY

Librarian for Technical and Automated Services. Rutgers University. Salary: minimum, in 50's. Deadline: August 15, 1986 will receive first consideration.

NEW MEXICO

Ibero-American Coordinator, Collection Development. University of New Mexico. Salary: \$24,000. Deadline: September 26, 1986.

NEW YORK

Catalog Maintenance Librarian. New York University. Salary: \$23,000 minimum. Deadline: August 31, 1986.

Reference. Syracuse University. Salary: commensurate with qualifications and experience. Deadline: September 1, 1986.

SOUTH CAROLINA

Documents Librarian. Winthrop College. Salary: \$18,000 minimum. Available, October 1, 1986.

TENNESSEE

Serials Cataloger. University of Tennessee. Salary: Instructor, \$19,000 minimum; Assistant Professor: \$23,000 minimum.

22