

# THE GREEN BEAN

The Newsletter of the University of Kentucky Libraries

No. 495

January 16, 1987

## CALENDAR

- January 16      Gallery Series: A Program in Honor of Dr. Martin Luther King.
- January 17      Benjamin Franklin, 1706 - 1790.
- January 18      A. A. Milne, 1882 - 1956. British writer, author of the Winnie the Pooh children's classics.
- January 19      Robert E. Lee, 1807 - 1870.
- January 21      John C. Breckinridge, 1821 - 1875. Fourteenth Vice-President of the U.S., born in Lexington, Kentucky.
- January 22      August Strindberg, 1849 - 1912. Swedish dramatist & playwright.
- January 23      Gallery Series: Percival Everett, author of Cutting Lisa, reads from current works.
- January 27      Wolfgang Amadeus Mozart, 1756 - 1791. Austrian musician and composer.
- January 30      Gallery Series: Dr. Lance Brunner, "Music and Healing"

Next Green Bean issue: January 30, 1987.

Deadline for inclusion: Friday, January 23, 1987.

Production Staff: Editor, Kerry Kresse; Printer, Cecil Madison.

FROM THE EDITOR'S DESK

Welcome to 1987 and Happy New Year! As most of you already know, at the LSO lunch the move to rename the GB was soundly defeated, despite a strong effort from a last minute entry. Therefore, the title of this publication will remain the same, as will the color.

Happy reading.

--KK

NEW W4 FORMS

The new W4 forms, a result of the recent overhaul of the tax system, are now available through the Director's Office. Copies have been distributed to all departments. However, if you haven't received your copy, please contact your supervisor. ALL EMPLOYEES MUST FILE A NEW W4 FORM, INCLUDING STUDENTS AND PART-TIME EMPLOYEES. Although the forms are not due into the IRS until October 1987, please fill them out as soon as possible, and return them to Ann Howell in the Director's Office.

Although they cannot offer advice on filling out the forms, the Government Documents Department in King Library has copies of the necessary supplementary materials published by the IRS. The IRS has also provided a toll-free number if you need help filling out the forms. The number is 1-800-424-3676.

ACTS GENERAL ASSEMBLY MEETING

The ACTS Executive Committee has announced a General Assembly meeting to be held on Tuesday, January 20, 1987 at 10:00 am. The meeting will be held in the Gallery of King North. The featured speaker will be Dr. Raymond Betts, Director of the Honors Program, and he will address the search for the new president of UK.

LSO LUNCHEON

Special thanks should be given to those people that helped to plan the LSO Holiday Luncheon. Many people came, and there was no shortage of fun or good food. The people on the LSO Social Committee are : Judy Fugate, Barb Gardner, Kim Stinnett, Mary Geyer, Patty Powell, Patty Hornback, Kerry Kresse, Joyce Welch and Jennifer Geran. Patty Hornback receives an honorable mention for her musical expertise as the composer of the adaptation of the "Twelve Days of Christmas."

ROUTING SERVICE FOR LIBRARY JOURNALS

A major obligation for those who receive journals in the Journal Routing Service is to dispatch the journal within THREE DAYS OF RECEIPT. There have been some complaints recently concerning non-adherence to this policy.

If you receive a journal and know that you cannot dispatch it within three days, send it on to the next person on the list. You can put a note on the routing slip to have the journal returned to you after the last person on the list has seen it. Also, do not cross through your name.

As you can easily see, the value of this service is greatly diminished if this policy is not followed. Thank you for your cooperation. (Submitted by Mary Welch)

LS/2000 OPAC TRAINING

Fifty-minute presentations are being offered again this semester for faculty, students and staff who want an introduction to the LS/2000 online catalog. The first two have been scheduled for:

---Thursday, January 29 at 10:00 am in the Gallery

---Monday, February 9 at 2:00 pm in the Gallery

There is a sign-up sheet at the King South Reference Desk. (Submitted by Laura Rein)

TIPS FOR PRESENTING LS/2000 TRAINING SESSIONS

A special training session will be held on January 28 at 10:00 am in the Gallery for branch librarians, department heads and selectors who want to learn how to give the fifty-minute presentations to their departments. Details on other subsystem training and remote access will also be disseminated at this meeting. (Submitted by Laura Rein)

STAFF DEVELOPMENT NEWS

The Staff Development Committee is sponsoring a workshop in February. This free workshop will be conducted by Ms. Gaye Holman of the Human Relations Development Office, and will deal with the subject of coping with change in our workplace. It is a 3-1/2 hour program, and we are offering it on two different days and times in order that as many library staff members as possible may take advantage of it. Continuing Education Credits (CEUs) will be offered to all participants. We would like to encourage all library staff, professional and technician, to attend one of the sessions. They will be held on:

---February 11 at 8:30 am - 12 Noon

---February 12 at 1:00 pm - 4:30 pm.

Both sessions will be held in the Peal Gallery, King North.

If you are interested in attending one of these sessions, please fill out the form below and RETURN THE FORM BY JANUARY 30, 1987 to Roxanna M. Jones, Interlibrary Loans, King Library South, 00391. (Submitted by Roxanna M. Jones)

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(Check one)

[ ] I would like to attend the workshop on February 11 at 8:30 am.

[ ] I would like to attend the workshop on February 12 at 1:00 pm.

Name \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

SOCIAL WORK LIBRARY MOVES

The Social Work Library has moved again, this time to the 4th floor. They are now in the old Maps/Library Science room.

STUDENT HELP NEEDED

Phil Roeder of the Martin School reports that the Council on State Government is computerizing their library, and needs student help, mainly for data entry. If you know of any students who would be interested, please call Phil Roeder at 257-5741.

NEW LSO OFFICERS ELECTED

The LSO officers for the 1987 calendar year are as follows: Joyce Welch, President; Paul Fuller, Vice-President/President-Elect; Patty Powell, Secretary; and Steve Savage, Treasurer.

LIBRARY SOFTWARE DIRECTORY

Tari Keller and Kerry Kresse are compiling a directory of library-purchased software. As those of you with PCs have already discovered, the way to computer literacy is torturous and long. There's nothing like somebody to call when you run into a snag. In addition, as the Library purchases more software, it will become more difficult trying to remember who has what.

To this end, please fill out the following form for the software that you have that is library purchased. If you have software that you own, and don't mind helping other people out, please also list that. The list will probably be updated quarterly, at least for a while. Thanks.

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Name \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Please choose from the following when describing software:

- 1. Graphics                      2. Word processing                      3. Spreadsheet
- 4. Database Manager              5. Communications                      6. Utilities

| Software | Version | Function |
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GROWTH AND RESEARCH ORGANIZATION FOR WOMEN, INC.

The 1987 GROW Conference will be held February 26-27, 1987 at Northern Kentucky University. This conference will feature scholarly inquiry of particular interest to women, and runs the gamut in areas ranging from the humanities to the natural and applied sciences.

The registration fee will be about \$30.00, which includes coffee and doughnuts and dinner Thursday evening. For more information, please contact Ms. Nan Littleton, Coordinator, GROW Annual Conference, Northern Kentucky University, Highland Heights, KY 41076 or call (606) 572-5279.

PC LEARNERS GROUP MEETINGS

We will be offering two sessions this month. The first one will be held on Wednesday, January 21, 1987. It will be a beginning DOS workshop, given by Tari Keller. If you want to learn about diskcopying, formatting, keyboard commands, other copying commands, directories, preparing files, etc., this is the workshop for you.

The advanced DOS workshop, given by Bonnie Cox, will present the more complex commands available in DOS. This workshop will be held on Wednesday, January 28, 1987.

Both workshops will be held at 3 pm in the King Library North on the third floor (using the M300 terminals). Meet at the elevator on the third floor and we will go to the terminals from there. If you have a copy of DOS, please bring it, your DOS manual, and a blank diskette to work on.

In order to allow as many people to attend as possible, yet still keep the groups small enough to be useful, please plan to attend one or the other of the workshops. The advanced DOS workshop will be repeated later in the semester.

Please call Joanne Goode at 257-8365 or Kerry Kresse at 257-5954 to register. Attendance will be limited to 15 per workshop. (Submitted by Joanne Goode)

MATH LIBRARY EXPANDS HOURS

Joanne Goode announces that the Math Sciences Library will now be open on Saturdays. The Saturday hours will be 11:00 am - 3:00 pm.

GALLERY SERIES

The new schedule for the Spring 1987 Gallery Series is out. Please be reminded that all programs are held at Noon in the Peal Gallery. There was an omission in the printed schedule for April. On April 17, Keith MacAdam will perform a voice recital. The completed schedule follows.

January 16 A Program in Honor of Dr. Martin Luther King's Birthday-- co-sponsored by the Office of Minority Affairs and the University Library. Exhibit: Black Culture in America.

January 23 Percival Everett, Department of English, Author of Cutting Lisa--A Reading from Works in Progress.

January 30 Dr. Lance Brunner, School of Music--"Music and Healing": Lecture and Audiovisual Presentation.

February 6 Dr. John Edgar Tidwell, Department of English--"The Critical Realism of Sterling A. Brown": Lecture.

February 13 Dr. W.Y. Adams, Department of Anthropology--"Nubia: Corridor to Africa": Lecture.

February 20 Dr. Laurence Prescott, Department of Spanish and Italian--"The African Presence in Spanish America": Lecture.

February 27 Clay Maupin, Office of Financial Counseling--"Information on Tax Law Changes for 1987."

March 6 Appalachian Storytelling and Fiddling--Ron Penn and Ron Collier.

March 13 Dr. Kathleen Blee, Department of Sociology--"Women in the Ku Klux Klan in the 1920s": Lecture and Slide Presentation.

March 27 Dr. Michael H. Harris, College of Library and Information Science--"The First Amendment and Extremist Speech: ALA's Position on Intellectual Freedom Revisited": Lecture.

April 3 Collegium Musicum Medieval and Renaissance Ensemble.

April 10 Piano Recital--Mina Miller, School of Music.

April 17 Voice Recital--Keith MacAdam, Department of Physics and Astronomy.

April 24 A John Jacob Nile Song Celebration--Jackie Roberts, Soprano; Nancie Field, Piano. Exhibit: John Jacob Niles: 1892 - 1980.

May 3 Dr. Michael Nietzel and Dr. R.A. Baker, Department of Psychology--"The American Private Eye: Fictional Modern Knights."



and acquisitions online records are verified and then received by the router. Printouts are made if needed, and books are divided in groups reflecting whether they have LC cataloging, OCLC member cataloging or no cataloging online. The books are then stripped, counted and shelved in the Online Cataloging Department by staff and students. Things of not always run smoothly, so all problem invoices, returns, claiming, cancellations, reports and correspondence are processed in this section. Form selections and Choice cards are sorted and routed to the selectors. This sections averages about 1200 titles monthly.

The Cat-as-Mono and Sets Section is a subsection of Receiving. One staff member is responsible for the entire operation. Materials are unpacked and checked-in on the proper Kardex cards, recorded as received online, invoices processed for payment, and materials stripped, counted and routed. All claims, cancellations, returns, reports, problem materials and invoices are processed in this section. The quantity does not compare with monographs but the system is very complex so accuracy is more important for proper record keeping and control.

Our goals are to accurately and efficiently serve the needs of the Library, Faculty and Students.

#### MEET THE ACCOUNTING UNIT (by Joyce Taylor)

The Accounting Unit is part of the Acquisitions Department located on the third floor of King North. The unit is composed of two full-time staff members and approximately 50 hours of student help per week. We are responsible for the book budget and the restricted accounts which are for book purchases. This includes the Agriculture, Biological Sciences and Law Libraries as well as King Library.

Our aim is to accurately and efficiently process invoices for payment through the university's system as well as the Acquisitions in-house accounting system. Last fiscal year our main book budget was \$2,181,696. We paid approximately 21,130 single titles online and spent \$1,267,227 on serial titles. The library's commercial binding bills are paid through us also. We process approximately 7020 payment documents. These documents are typed manually.

Our in-house accounting system has changed dramatically over the years. In the sixties and through the early seventies we used an NCR posting machine. This gave us very simple and limited financial reports. In the mid seventies we went on BATAB (Baker and Taylor Company), an automated system. It produced elaborate financial reports, but it was a batch system and soon outdated. Then, in the early eighties we obtained the OCLC Acquisitions online system. This system is much faster, but does have some disadvantages concerning the accounting module. Hopefully, these particular shortcomings will be addressed in the new ACQ350 subsystem. We are scheduled for this in the next year or so.

The past year the university changed accounting systems. This not only affected the main campus, but community colleges as well. We implemented different procedures internally to comply with the university's new system. We did experience some difficulties in processing some of our invoices for payment. As with any new system, the first year gets the bugs out. Hopefully, this year will be much better.

We recently prepaid for the publication A Partially Annotated





NEW JERSEY

Reference Librarian (Business). Rutgers University. Salary: \$21,262 or \$25,907. Deadline: March 31, 1987.

NEW YORK

Health Sciences Library. Information Dissemination Service. State University of New York at Buffalo. Salary: \$18,000. Deadline: not specified.

NORTH CAROLINA

Systems Librarian. University of North Carolina. Salary: \$23,000 minimum. Deadline: March 1, 1987.

OHIO

Head, Acquisitions Department. Ohio State University. Salary: \$32,040 - \$39,120. Deadline: January 31, 1987.

User Education Librarian. Ohio State University. Salary: \$19,080 - \$22,800. Deadline: February 1, 1987.

German Cataloger. University of Cincinnati. Salary: \$18,000. Deadline: March 13, 1987.

TEXAS

Two Positions - Information Access Librarian for Reference & Documents. Texas Tech University. Salary: \$17,500 - \$20,000. Deadline: January 31, 1987.

Information Access Librarian for Documents and Bibliographic Control. Texas Tech University. Salary: \$17,500 - \$20,000. Deadline: January 31, 1987.

Information Access Librarian for Bibliographic Control and Reference. Salary: \$17,500 - \$20,000. Deadline: January 31, 1987.

Head, Bibliographic Control. Texas Tech University. Salary: \$25,000 - \$30,000. Deadline: January 31, 1987.

WASHINGTON

Rare Books and Special Collections Librarian. Washington State University. Salary: commensurate with qualifications and experience. Deadline: March 1, 1987.