

Reference copy

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

10/27/78

NO. 249

CALENDAR

- 27 October - Seminar in Graphic Design: Forms and Letter Forms by Leo Wyatt, 2:00 pm, Gallery, King North.
- 27 October - Library Science Faculty Forum Series - Dr. Philip Dare, Library-Use Instruction: The State of the Art, 2:00-5:00 pm, 214 Student Center.
- 27 October - The Gallery Series - Schubertfest - Music for Flute & Piano and Music for Piano Solo - Gordon Cole, flute, Lucien Stark, piano - Noon in the Gallery, King North.
- 3 November - Administrative Council, 8:30 am, Gallery, King North

Current Displays: Gallery - Department of Special Collections - Selections from the Papers of Earle C. Clements (through October 31).
Preview: Appalachia.

Contributors to this issue: Pat Boyle, Faith Harders, Peggy Lewis, Diane Carrico, Linda Newman, Rebekah Harleston (Editor), Paul Willis, Bob Turner, and Sara Leech.

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ABOUT THE LIBRARIES

ACTS

At the present we have three standing committees: Constitutional Revision, Education, and Staff Orientation. Several others have been suggested, including Working Conditions (not necessarily the physical surroundings, temperature, etc.) and Technical/Clerical Grading Structure. If anyone has any ideas for committees that you feel ACTS should be including or would like to serve on a committee, please contact Peggy Lewis in GPD, 257-2639.

Education Committee: During the 1978-79 year, the Education Committee of ACTS is planning a series of tours in departments at King Library and the branch libraries. Approximately four workshops involving departments at King are being considered. The committee members for this year are: Olivia Buckner, Solinet Unit, King Library; and Diane Carrico, Cataloging Department, Medical Center Library. Other interested persons are welcome.

Staff Orientation Committee: Members - Andrea Bryant, Business Library; Faith Harders, Director's Office (guest member); Linda Newman, Reference (MIK) - chairperson; and Mary Ransbottom, Geology Library. We have been meeting regularly since the beginning of September (usually once a week). We are preparing some handouts on the basic tools in the library--the public catalog (including filing rules and LC subject headings); classification systems; indexes and abstracts; the shelflist; CSR records; BATAB system; and SOLINET. These handouts would be combined in a booklet with sample questions on each tool and/or an exercise using many tools. The booklet could be given to the new staff person for them to complete in a self-paced manner. Members of ACTS could check back with him/her on the usefulness of the booklet.

We have spent most of our time developing the instructional material, and have not discussed in depth any plans for actually administering an orientation program.

We have lost one committee member, and although we are able to continue with four members, if someone is interested in this project they would be welcome to join us.

PERSONNEL CHANGES

Harry Gilbert will be going to Architecture on a temporary (June 29) basis, and a temporary replacement will be hired for GPD. Anyone interested in being considered for GPD should see Faith Harders or Paul Willis by November 3.

VACANCY

Head, Acquisitions Department. Deadline Friday, October 27. Anyone in the library who wishes to be considered, see Faith Harders or Paul Willis.

INJURY ON THE JOB

University Personnel has asked us to remind people of the necessity of completing the Employer's First Report of Injury on all work-related injuries and diseases as soon as practical after their occurrence even though the injury may seem minor. Personnel points out that a late report throws suspicion on the validity of a claim and might be reason to deny the claim. Also, there is a statute of limitations beyond which a claim is barred if not filed timely. Any employee injured in the Library should report it to the Director's Office where the staff will help the employee file the necessary reports.

SUPERVISOR EVALUATION FORM

The Supervisor Evaluation Task Force has completed its revision of Supervisor Evaluation Form. Copies will be mailed on November 1, 1978 to all library faculty and staff members. They are to be returned to the Director's Office by November 15, in order that they might become a part of the faculty evaluation process.

Although the form is designed to examine the performance of department heads or branch librarians, the Committee believes that its scope is broad enough to reflect the supervisor role throughout the library system.

NATIONAL PERIODICALS

A summary of "A National Periodicals Center Technical Development Plan" prepared by the Council on Library Resources, Inc. has been placed on reserve for interested staff members. It is listed in Mr. Willis' name.

SLA/KENTUCKY CHAPTER

There's still time to register for Fall meeting at Natural Bridge, November 2-3, 1978. Call Janet Stith, Medical Center Library, 233-5727. Publishing in Kentucky is the theme. There will also be program on the life and art of Paul Sawyer.

LIBRARY FACULTY COMMITTEES, 1978-79

Personnel: Bill Bull, Marie Copeland, Brad Grissom, Faith Harders, Chairperson, Bill James, Bill Marshall, Judy Sackett, and Mary Welch.

Planning: Cynthia Bott, Bill Cooper, Phil Dare, Dennis Dickinson, Chairperson, Norma Jean Gibson, Omer Hamlin, Francis Kelley, Mildred Moore, and Barbara Gardiner, ACTS representative.

Policy, Guidelines & Rules: Ellen Dahl, Cheryl Jones, Sara Leech, Russell Powell, Edna Pray, Lynn Shrewsbury, Paul Thompson, and Gerry Webb.

Promotion/Tenure: Adelle Dailey, Chairperson, Evelyn Evans, Sandy Gilchrist, Janet Stith.

Information Coordinator: Dennis Dickinson.

Salary Review: Bess Clotfelter, David Farrell, Chairperson, and Jane White.

Staff Development: Lynn Barnett, Trudi Bellardo, Barbara Galik, Chairperson, Larry Greenwood, Faith Harders (ex officio), Toni Powell, Bill Richardson, and Emilie Smith.

Occasional Papers: Rhoda Channing, Chairperson, Vivian Hall, Rebekah Harleston, Elizabeth Howard, Tari Keller, Claire McCann, and Ruby Herald.

Collection Development Task Force: Nancy Baker, Chairperson, Terry Birdwhistell, Mary Davis, Judy Fugate, Harry Gilbert, Gail Kennedy, and Vivian MacQuown.

Green Bean Editor: Rebekah Harleston.

PROFESSIONAL EMPLOYMENT OPPORTUNITIES

Business/Science Department, Librarian II, Forsyth County Public Library, Winston-Salem, North Carolina. Open October 30, 1978, salary, \$13,156-\$17,389.

Adult Continuing Education Department, Forsyth County Public Library, Winston-Salem, North Carolina. Open November 13, 1978, salary, \$10,938-\$14,438.