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The GREEN BEAN

Number 509

August 21, 1987

C A L E N D A R

- August 21 Library faculty meeting
- August 22 Claude Debussy, 1862 - 1918. French musician and composer.
- August 24 Mount Vesuvius erupted in 79 AD.
- August 26 Classes begin for the Fall Semester.
- August 26 Women's Equality Day
- August 31 William Saroyan, 1908 - 1981. American writer and Pulitzer-prize winner (for the play, The Time of Your Life)
- September 2 Great Fire of London. More than 13,000 houses in London burned during a fire that raged for four days through the city in 1666.
- September 3 Fire alarm test, King Libraries North and South
- September 3 Britain declared war against Germany in 1939.

Next Green Bean: Friday, September 4, 1987
Deadline for inclusion: Friday, August 28, 1987

Production Staff: Editor/typist -- Kerry Kresse; Typist/
proofreader -- Carol Ranta; Printer -- Cecil Madison.

The Newsletter of the University
of Kentucky Libraries

FROM THE EDITOR'S DESK

There have been a few interesting developments since the last GB, and they affect most library employees. We also have quite a few personnel changes and additions since the last issue.

September is "Be Kind to Editors and Writers Month." Just thought you'd like to know. Happy reading. -KK

WELCOME ABOARD -- NEW STAFF

Cindy Cline ---- Kentucky
Newspaper Project
Mary McLaren --- Head,
Acquisitions Department
Miko Pattie --- Head,
Cataloging Department

STAFF TRANSFERS

Barb Anderson --- Education
Library
Jeff Frey --- Law Library
Sharon Harrod --- Law Library

SYSTEMS PROBLEMS

While Tari Keller is out recuperating until late September, Debbie Sogin will be her replacement. You may reach her in the Circulation Department at 257-8405, or 257-2643. If you have hardware problems, call the Director's Office.

I-9 FORM UPDATE

A reminder that all new employees must fill out an I-9 form before they can work for UK. The I-9 forms should be

submitted with the payroll activation forms to Ann Howell in the Director's Office.

Student assistants hired before November 6, 1986 that are returning this Fall to the same position will NOT need to submit an I-9 form. However, in order to avoid confusion, PLEASE MAKE A NOTE OF THAT FACT ON THE STUDENT'S PAYROLL ACTIVATION FORM when you submit it to the Director's Office.

If you have any questions, please call Ann Howell at 257-3801.

BRANCH LIBRARY HOURS
FALL SEMESTER 1987

Please note the following changes for the recently routed Branch Library Hours schedule:

Biology Library -- Room 313
Morgan Hall, not Room 101
Chemistry/Physics Library --
Room 150, not Room 125
Education Library -- Room 215
Dickey Hall, not Room 204
Engineering Library -- Room 355
Anderson Hall, not Room 177

REGISTRATION BENEFITS FOR
UK FACULTY AND STAFF

In a memo dated August 6, President Roselle announced a new policy effective immediately regarding registration fees for full-time faculty and staff. The University will defray the registration fee for up to six credits per semester. Employees are permitted to take one course per semester during work time. >>> Time away from work to take a course during normal working hours must be

made up during the week.

If you would like to see a copy of the memo from Dr. Roselle, please contact your supervisor.

KENTUCKY LIBRARY ASSOCIATION
FALL CONFERENCE

The schedule for the 1987 Annual KLA Conference is now available. The conference will be held at the Drawbridge Inn and Convention Center in Fort Mitchell from September 30 - October 2. Among the presentors at the mini-sessions are UK library staff Rob Aken, Teresa Burgett, Brad Grissom, Omer Hamlin, Judy Sackett, Janet Stith and Winn Theirl.

Two preconferences are being offered at this conference. They are "Professional Development and Its Importance in Libraries," presented by Kate Varner, Jefferson Community College, and "Libraries and Business: A Valuable Partnership," presented by Barbara Shelby, New Horizons Planning Group, and Linda Wallace, ALA.

Among others, featured speakers include Julie Virgo, "Planning Models for Special Libraries," Deborah Miller, "The Master Key is Money," Richard W. Boss, "Keys to the Future," and George Nicholson and Judith Krug, "Book Challenges: The Affect on Publishers, Authors and Librarians." A complete schedule has been mailed to all KLA members, but call Kerry at 257-5954 if you would like a copy.

Reservations for rooms at the Drawbridge Inn need to be submitted before September 30.

Rates vary from \$33.00 - \$66.00 per night. The deadline for conference registration is September 24. The registration fee for the entire conference is \$35.00 for KLA members, \$55.00 for non-members. Fees vary for one day registration, and for registration on-site.

HUMAN RESOURCE DEVELOPMENT
TRAINING PROGRAMS AT UK

Human Resource Development has announced the following workshops. To register, please contact HRD at 257-1851. These workshops fill up quickly, so call soon.

Wellness Workshop: Your Role in the Prevention of Substance Abuse in the Workplace.
Sept. 16, 2:00 - 4:30.

Office Procedures:

FRS Training. Sept. 24 or Oct. 7
Monitored Workload System (a description of the UK system). Sept. 16
Payroll. Sept. 16
Personnel. Dec. 2
Purchasing. Sept. 15 or Nov. 17
Sponsored Projects
Accounting. Sept. 30 or Dec. 3
Travel. Sept. 29 or Nov. 3

PRINCIPLES OF MANAGEMENT

Human Resource Development is sponsoring a special management training course entitled "Principles of Management." Held at the Carnahan Conference Center on Newtown Pike, the program will be held Oct. 13-16 and Oct. 19-

22 (eight days in all) from 8:00 - 3:00 each day. The cost is \$200. The featured speakers are Gene Childress, Executive Director, State Government Services; Dr. Margaret Verble, of Verble, Worth and Verble Consultants; Dr. Harold Scharlatt, President, Training and Development Associates; Margaret Jeffers, Jeffers and Associates, Training Consultants; Linda Porter, Training Specialist, Human Resources Development; and Marsha Collins, Manager of Human Resource Development and Employee Relations. These individuals will address the topics of management practices, situational leadership, motivation, communication about performance, planning for maximum productivity, goal setting and planning, problem solving, delegation, interviewing and selection, and handling disciplinary problems.

For a copy of the brochure, please call Kerry at 257-5954 or Human Resource Development at 257-1851.

EVENING CHILD CARE

An evening child care program will be available to students and faculty for the Fall semester. The Department of Family Studies and Academic Support Services are sponsoring this program. Supervised child care will be provided for children ages 2 to 11 on campus in the Early Childhood Lab in Erickson Hall Monday through Thursday evenings from 5:30 - 9:30 pm. The service will be available from August 26 to December 18.

A fee of \$5.00 per evening

will be charged for the first child in a family, and an additional \$3.50 charge per child will be assessed. No hourly charges will be made. For additional information, please contact Hope Kenny in the Early Childhood Lab at 257-7732.

SPEC FLYERS

Planning for Management Statistics, SPEC Kit #134, May 1987, describes planning techniques for the collection and use of management statistics. The areas which produce the most frequently analyzed statistics are circulation, ILL, acquisitions, cataloging, serials, and bindery. Ninety one ARL libraries completed the survey.

Job Analysis in ARL Libraries, SPEC Kit #135, June 1987, describes the various techniques that ARL libraries use to analyze both professional and non-professional positions. The surveys take into account changing staff roles, the use of job analysis, and job analysis projects.

FORMER UK LIBRARY STAFF

Barbara A. Galik, former reference librarian at UK, is now the head of the Slavic division and coordinator of area programs at the University of Michigan Library in Ann Arbor.

PROFESSIONAL POSITIONS

CALIFORNIA

Science Reference Librarian. University of California, Riverside. Salary: \$24,012 - \$34,452. Deadline: September 30, 1987.

GEORGIA

Branch Librarian, Coastal Plain Station. University of Georgia. Salary: None given. Deadline: October 9, 1987.

INDIANA

Assistant, Associate, or Librarian, Head, Interlibrary Loan. Indiana University. Salary: From \$20,470, \$25,650, \$31,350. Deadline: September 15, 1987.

Assistant or Associate Librarian, Cataloger. Indiana University. Salary: from \$20,470 - \$25,650. Deadline: No earlier than August 15, 1987.

MASSACHUSETTS

Associate Head for Information Services/Engineering and Science Libraries. Massachusetts Institute of Technology. Salary: \$30,000+, commensurate with qualifications and experience. Deadline: August 31, 1987.

Assistant Science Librarian for Life Sciences. Massachusetts Institute of Technology. Salary: \$23,000 - 26,000. Deadline: August 31, 1987.

Assistant Engineering Librarian. Barker Engineering Library, Massachusetts Institute of Technology. Salary: \$20,000 - 22,000. Deadline: August 31, 1987.

Head Librarian Engineering and Science Libraries. Massachusetts Institute of Technology. Salary: \$45,000+, commensurate with qualifications and experience. Deadline: August 31, 1987.

Associate Head for Collection Management, Engineering and Science Libraries. Massachusetts Institute of Technology. Salary: \$30,000+, commensurate with qualifications and experience. Deadline: September 30, 1987.

NEW JERSEY

Documents Librarian. Rutgers University. Salary: \$25,000+ depending upon qualifications and experience. Deadline: None given.

Engineering Resource Librarian. Rutgers University. Salary: \$28,500 minimum. Deadline: November 1, 1987.

OREGON

Head, Catalog Department. University of Oregon. Salary: \$30,000 - 35,000. Deadline: October 1, 1987.

PENNSYLVANIA

Foster Project Catalog Assistant. University of Pittsburgh. Salary: commensurate with experience and qualifications. Deadline: September 15, 1987.

TENNESSEE

Bibliographer. Vanderbilt University. Salary: \$19,000. Deadline: August 24, 1987.

VIRGINIA

User Services Librarian. Virginia Polytechnic Institute and State University. Salary: \$19,000 minimum. Deadline: October 1, 1987.

Cataloger. The Chrysler Museum. Salary: \$17,000 minimum. Deadline: August 31, 1987.

Director of Bibliographic Records Services. University of Virginia. Salary: \$35,000+ depending upon qualifications and experience. Deadline: November 1, 1987.

WASHINGTON

Manuscripts Librarian, Manuscripts, Archives and Special Collections. Washington State University. Salary: commensurate with qualifications and experience. Deadline: October 15, 1987.

Rare Books and Special Collections Librarian. Washington State University. Salary: commensurate with qualifications and experience. Deadline: October 15, 1987.

Science/Social Sciences Cataloger. University of Washington. Salary: \$21,000 minimum. Deadline: No later than 5:00 pm Friday, October 2, 1987.