

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

5/26/78

NO. 227

CALENDAR

- 2 June - Library Faculty Meeting - Gallery, 8:30 AM.
- 4 June - University of Kentucky Library Associates presents Kentucky: a Musical History, performed by Dan and Jenny Brock - Gallery - King Library North - 3 PM.
- 9 June - Administrative Council Meeting - Gallery, 8:30 AM.

Current Exhibits: Foyer - King Library North - Robert Lowell exhibit through May. Gallery - Department of Special Collections - Shakespeare's the One - Traveling exhibit from Folger Shakespeare Library, Washington, D.C. through June 9.

Contributors to this issue: Wanda Dole, Faith Harders, Claire McCann (Editor), Roxanna Jones, Ann Short and Bob Turner.

ABOUT THE LIBRARIES

Memorial Day and July 4 Schedule

Library hours for Memorial Day, Monday, May 29 are as follows:

King Library	10 a.m. - 4 p.m.
Branch & Associate Libraries	CLOSED

The hours for July 4 will be as follows:

King Library	10 a.m. - 4 p.m.
Art Library	10 a.m. - 4 p.m.
Business Library	10 a.m. - 4 p.m.
Education Library	10 a.m. - 4 p.m.
Law Library	12 noon - 6 p.m.

All the other libraries will be closed on July 4.

Release of Employee Information Policy

Several questions have come up recently on the University/Library policy on the release of employee information.

Basically, all requests for employment information (dates worked, pay, job title, duties, etc.) must be made in writing and carry a statement signed by the employee authorizing the release of the information. Written requests for employment verification (dates worked) only do not need the signature of the employee. The University/Library does not generally release this information over the phone.

Unit heads may respond to written or phone reference checks (quality of work, attitude, dependability, etc.) at their own discretion.

People who call the Library trying to find someone can be told whether or not the person is employed and in what department. Home information is not normally released. Emergency situations might call for exceptions to be made quickly to general policies. (For example, sometime ago an employee of the Library was unconscious and the hospital called a Library department to get the employee's home telephone number to check on medication needs. For this kind of situation, and in other cases it is necessary to use discretion and reasonableness in applying and making exceptions to the general policies outlined here.)

The major exception to the policy described above is release of information to the UK Credit Union. University Personnel

sent out a note last year stating that since the Credit Union has employees sign an authorization release, departments contacted by the Credit Union (either by phone or in writing) should provide the information requested.

If you have any questions, please let me know.

Faith Harders

Cookbook Competition

The Library Staff Organization is compiling a cookbook. Please help us by contributing your favorite recipe (the one everyone asked for at the Christmas potluck or the recent bake sale). Win a free copy of the cookbook if your suggestion for the title of our cookbook is chosen. Send your recipes and title suggestions to Judy Sackett, Newspapers/Microtexts or Roxanna Jones, Circulation by June 5.

LSO Vice-Presidency

The LSO executive committee wishes to thank Charles Timberlake for all the hard work he did so good-naturedly as Vice-President. A committee has been appointed to nominate candidates to fill the Vice-Presidential vacancy caused by Charles' leaving the library. Committee members include Robin Barnard, Andrea Bryant, Frances Kelley, Jean Robinson and Bob Turner.

Picnic to be Held at Keeneland

All staff members and their families are cordially invited to the 1978 LSO picnic at Keeneland, Friday, June 23rd, from 3 p.m. on. The LSO will provide two meat entrees, ham and chicken; the LSO and the Director will supply soft drinks and beer. Formal announcements and sign-up sheets for food will be sent to departments shortly.

Equipment for volleyball and softball will be available. The LSO is looking for staff members who play the guitar, banjo, etc. and who would be interested in getting together for some impromptu music at the picnic. If you are interested and/or have other suggestions for the picnic, please contact Wanda Dole in the Architecture Library (8-5700).

THE QUICK, BROWN FOX JUMPED OVER THE LAZY, YELLOW DOG

Typing practice sessions are now available through Employee Development. For further information, see Faith Harders.

PERSONNEL

LT I (half time card filer) - Cataloging

If interested, see Faith Harders.

PROFESSIONAL EMPLOYMENT OPPORTUNITIES

Associate University Librarian (Technical Services and Bibliographic Products), University of California, Los Angeles, California. Open: July 1, 1978. Salary: From \$28,400. Application deadline: August 31, 1978.

Associate University Librarian (Public Services), University of California, Los Angeles, California. Open: July 1, 1978. Salary: From \$28,400. Application deadline: August 31, 1978.

Head Librarian, The J. Paul Getty Museum, Malibu, California. Position available from August 1, 1978. Salary commensurate with qualifications and experience.