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AUGUST 8 GREEN BEAN

I will be on vacation next week (August 4-8), so please submit items for the Green Bean to Ann Short in the Director's Office no later than noon, Wednesday. Thank you.

Gail Kennedy

THE  
GREEN  
BEAN

UNIVERSITY OF KENTUCKY LIBRARIES  
NEWSLETTER 8/1/75

NOTE:

The head of Acquisitions has asked that anyone leaving notes, books, or cards on desks of Acquisitions staff members also leave their name. Several untraceable items found recently have caused confusion within the department.

SPEC KITS AND FLYERS

The Systems and Procedures Exchange Center (SPEC), which is operated by the Association for Research Libraries/Office of Management Studies, is a mechanism for sharing management techniques and expertise. The Center collects data and documentation related to academic and research library management and makes the material available to the library community via "SPEC Kits." SPEC regularly announces new kits available through SPEC Flyers. Each flyer describes in detail the contents of the new kit and prices.

The Director's Office receives SPEC Flyers and we will be announcing new kits as they are available.

SPEC Flyer no. 19 for July 1975 is on library staff associations. For more details see the Flyer in the D.O.

DIRECTOR'S OFFICE CHANGES

Dotty Green will be leaving the Library on August 21. Her husband is completing his dissertation for his Ph.D. in economics and will join the Naval Research Training Center in Orlando, Florida.

As outlined earlier, John Bryant is assuming responsibility for all administrative services activities except for personnel matters. Faith Harders will move to the Director's Office in a few weeks to assume the position of Acting Assistant Director for Personnel. Faith will continue her assignment in Maps and Reference.

This administrative assignment is being made for the following reasons:

1. The personnel work of the University Libraries is not conveniently coordinated with the functions of administrative services.
2. An added person is needed for "coverage" in the Director's Office, especially in view of the fact that I will be at the College of Library Science for a part of each day.
3. There is not sufficient time to fill the position permanently before Dotty leaves. Filling the position from within also allows us some salary savings to supplement student wages for this year.

In establishing criteria to select a person for this interim assignment, the Administrative Committee discussed the following. Someone was needed who would:

1. Accept a temporary assignment with the understanding that they might return to their present position.
2. Not require any additional compensation.
3. Be an effective member of the Administrative Committee.
4. Based on past performance satisfy the various requirements of working effectively with the Library staff and persons outside the University in all phases of personnel activities.

Later in the year, this position will be reviewed. Before it is filled permanently, advertising, etc. will be done.

P.W.

#### TYPIST/RECEPTIONIST NEEDED

Pat Joseph will be on maternity leave without pay until October. A typist/receptionist is now needed for the Director's Office. Good typing speed is necessary. The Library will probably hire a regular hourly person.

If you know of anyone who might be interested in this work, please refer them to Dotty Green as soon as possible.

P.W.

#### MEETINGS:

Administrative Council, August 18, 8:00 A.M. - 12 Noon, Alumni House.

Library Faculty, August 20, All Day, Shakertown.

Support Staff, August 21, 11:00 A.M. - 2:00 P.M., Spindletop.

#### REPORT LOSSES

Another wallet was apparently stolen Wednesday, July 30, in Technical Services. All such incidents should be reported immediately to the Director's Office and the campus police.

Also, staff should again be reminded to keep all valuables locked up at all times.

#### PERSONNEL NOTES:

Openings:

Med. Center Library

LT I, Public Service, open August 23.

LT II, Reference, open September 6.

Contact Janet Stith 2-6086

EMPLOYMENT OPPORTUNITIES

Personnel Librarian, Syracuse University Libraries, Syracuse, New  
York. Salary: \$14,000

EMPLOYMENT OPPORTUNITIES

Personnel Director, Syracuse University Library, Syracuse, New York  
315-487-2100