

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

11-30-84

No. 444

CALENDAR

- | | |
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| November 30 | King Fire Alarm System Check
Purchasing Procedures |
| December 7 | Library Faculty Meeting,
King North Gallery, 8:30 a.m.
Gallery Series |
| December 12 | Conducting Performance Appraisals |
| December 13-14 | Seminar for Secretaries and
Administrative Assistants |
| December 18-19 | CPR Classes |
| December 19 | Communication Feedback |
| December 20 | Supervisory Luncheon |

Next "Green Bean" issue: Friday, December 14, 1984
Deadline for inclusion: Monday, December 10, 1984

Production Staff: Cecil Madison, Sandy Hardwick,
Rob Aken (Editor)

INFORUM

Staff Publications

Vivian S. Hall, Geology Librarian, has recently published a new book, A Bibliography of the Geology of Kentucky Coal, 1835-1983 (Willowood Press, 1984). The main source listing contains complete citations for monographs, maps, reports, journal articles, professional society meetings and guidebooks, theses and dissertations, government agency reports, and privately published papers.

Vivian also co-authored (with Mary R. Spencer, Assistant Geology Librarian) the Oryx Press publication, Salt, Evaporites, and Brines: an Annotated Bibliography (1984).

United Way - Thank You for Caring and Sharing



Congratulations to the Library Staff! The UK Libraries' goal was exceeded by \$50.04 (with a total of \$6,473.52).

As United Way Coordinator for the UK Libraries, I want to express my deep appreciation to the solicitors who made my job easy: Trudy Day, Joyce Gilmore, Sandy Hardwick, Patty Hornback, Kim Knight, Michael Markiw, Susan Osborn, Judy Sackett, Pam Sogge, Betty Sutton, Terry Warth, and Joyce Welch.

And a very special THANK YOU to each member of the staff who made a pledge or donation. (Norma Jean Gibson)

Library Associates Dinner

James MacGregor Burns, the well-known political scientist and historian, will be the dinner speaker at Spindletop, Tuesday, March 12, 1985.

Gallery Series

The following program will be presented at noon in the King North Gallery.

Friday, December 7

"The Songs of Carl Nielsen"

Performed by Dr. Keith MacAdam, tenor; and Dr. Mina Miller, piano.

Fire Alarm System Check

The King fire alarm system will be checked between 7:35 and 8:00 a.m. on Tuesday, December 4. It is not necessary to leave the buildings at that time.

NEW BOOKS

Coleman, William E. Grants in the Humanities: a Scholar's Guide to Funding Sources, 2nd ed. New York: Neal-Schuman, 1984.
(Ref/AZ/5077.C58/1984)

Garwood, Alfred N., ed. 199 American Cities Compared: Basic Data Profiles for the Nation's Largest Cities. Burlington, VT: Information Publications, 1984.
(Ready Ref./HA/214/.A13/1984)

SPEC Kit #108

SPEC Kit #108, Strategic Planning in ARL Libraries, contains one university plan, four library environmental assessments, five long-range planning documents, and a two-page listing of selected readings. SPEC Kits are available in the Reference Department.

THE UK LIBRARY SYSTEM

The following is another in a series of descriptive articles concerning various aspects of the UK Library System.

Mathematical Sciences Library

The Mathematical Sciences Library was established in 1914 with approximately 300 books. The library moved from McVey Hall to the basement of Patterson Office Tower, its current home, in August 1970. There are now 15,300 books and 11,700 bound journals in the collection, which serves the teaching and research needs of the Departments of Mathematics, Computer Science, and Statistics.

Information about computer science software may be found in the Mathematical Sciences Library, while the Engineering Library concentrates on computer science hardware. The mathematics collection is one of the finest in the country, containing complete runs of a number of journals which began publishing in the 1800s.

The Mathematical Sciences Library currently receives over 450 journals and serials. Byte and Creative Computing bring people from many disciplines into the Mathematical Sciences Library. A

small textbook collection serves as a resource for those looking for basic information about algebra, finite mathematics, trigonometry and calculus. Karen Croneis, the Mathematical Sciences Librarian, is also a part-time instructor in the Mathematics Department. For more information about the library collections and services, contact Ms. Croneis at the Mathematical Sciences Library, OB-9 Patterson Office Tower, 257-8365.

(Karen Croneis)

TRAINING AT UK

The following training programs are available to UK non-faculty employees. Programs are held in room 15 (basement) of Memorial Hall (unless otherwise noted). To enroll, contact Rosemary Veach (7-1851).

Purchasing Procedures December 4, 10 a.m. - noon

Conducted by Tom Fields, Director of Purchasing, this workshop shows how to use DAV's, requisitions, purchase orders, and receiving reports to make departmental purchases within University guidelines.

Conducting Performance Appraisals December 12, 8:30 a.m.-noon

How does one conduct a professional, fair, honest performance appraisal and see employee performance improve over the coming year? This workshop will show you how.

Seminar for Secretaries and Administrative Assistants December 13-14, 8 a.m. - noon

In this two session group-study audiocassette seminar, you will learn what makes people tick, how to help others understand you, how to deal with people in challenging situations, how to give peak performance under pressure, how to eliminate self-defeating attitudes, and how to grasp the principles of time management.

CPR Classes December 18-19, 8 a.m. - noon
236 Service Building

This workshop will help you give and get feedback by starting it, sustaining it, and using emergency measures. You'll plan specific feedback sessions relating to your work situation.

Supervisory Luncheon: December 20, 11 a.m. - noon
Christmas Doesn't Have to Be Stressful OR noon - 1 p.m.

PROFESSIONAL OPPORTUNITIES
(For more information, see the Director's Office.)

California

Government Publications Librarian, University of California at Irvine. Salary: \$21,024-\$26,892. Deadline: December 31.

Assistant University Librarian for Public Services, University of California at Irvine. Salary: \$35,000-\$56,400. Deadline: March 1.

Head Librarian, Undergraduate Library, University of California at San Diego. Salary: \$25,692-\$47,880. Deadline: January 18.

Indiana

Reference Librarian, Indiana State University. Salary: \$17,000 minimum. Deadline: January 18.

Kentucky

Data Conversion Project Cataloger, Eastern Kentucky University. Salary: \$17,000. Deadline: December 15.

Missouri

Director of Public Services and Collection Development, Washington University in St. Louis. Salary: \$30,948 minimum. Deadline: January 31.

Nebraska

Humanities and Social Sciences Librarian (with emphasis on maps and geography), University of Nebraska Lincoln. Salary: c. \$17,000 minimum. Deadline: January 15.

New York

Head, Information Services Department - Health Sciences Library, SUNY at Buffalo. Salary: \$24,000 minimum. Deadline: not specified.

Head, Interlibrary Loan Department, SUNY at Buffalo. Salary: \$24,000. Deadline: not specified.

North Carolina

Systems Librarian, Duke University. Salary: \$17,000-\$20,000.
Deadline: December 15.

Oklahoma

Director of Library Technical Services, University of Oklahoma.
Salary: \$33,000 minimum. Deadline: January 15.

Texas

Coordinator of Computerized Information Retrieval Services,
University of Texas. Salary: \$18,500-\$23,500. Deadline:
January 31.

Serials Department Head, University of Houston. Salary:
c. \$25,000 minimum. Deadline: January 31.

Washington

Manuscripts-Archives Librarian, Washington State University.
Salary: not specified. Deadline: February 15.