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THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

1-20-84

No. 422

Calendar

- Jan. 21 Art Museum's Louisville Bus Trip
- Jan. 23 National Handwriting Day
One-Tooth Rhee Landing Day
- Jan. 26 *****Because of a schedule conflict, the January*****
*****Library Faculty Meeting has been rescheduled*****
*****for Friday, Jan. 26 at 8:30 a.m. *****
- Jan. 27 & 28 Using Federal Government Statistics Workshop (see GB #421)
- Feb. 1-29 American Heart Month
American Music Month
Black History Month
International Friendship Month
- Feb. 1 Spanish for Librarians' Organizational Meeting
Robinson Crusoe Day
- Feb. 4 Halfway point of winter (5:27 p.m.)

Next "Green Bean" issue: Friday, February 3.

Deadline for inclusion: 10 a.m. January 31.

Emergency items can be submitted to the editor by
phone after the deadline (7-1631).

Production Staff: Cecil Madison, Liz Pogue, Rob Aken (editor)

LETTER OF APPRECIATION

The following letter was sent to Joyce Welch.

Dear Joyce and Co-workers:

On behalf of the Lexington Child Abuse Council, I would like to thank you for your generous support of our Christmas Party. The gifts helped so much to make the party a success!

Eighty-six children ranging from 2 months to 15 years attended and all left with smiles on their faces. Thank you again for your gifts.

Best wishes for a happy, healthy new year.

Sincerely,
Lisa M. Carpenter
Coordinator of Educational Programs

INFORUM

New Administrative Services Phone Number

The new phone number for Lewis Warden in Administrative Services is 257-1563.

Education Library Hours Change

Please note the following change in the Spring semester hours for the Education Library: Sunday 12 noon-10 p.m.

Computer-Assisted Instruction

The King Library Reference Department has designed a computer-assisted instruction package to be used in conjunction with freshman English lectures/tours. Using the computer terminals in King Library, the students will learn to use the card catalog, the Library of Congress Subject Headings, and H. W. Wilson periodical indexes.

We would like to invite interested persons to see demonstrations of the package. Please contact Rob Aken or Laura Olson for details (7-1631).

Spanish for Librarians Classes

Spanish for Librarians will begin in February and continue for 8-10 sessions. Instruction in the basic structure of the language with special emphasis on library terms will be the primary focus of these classes. Anyone interested in taking the course should contact Judy Fugate, Collection Development, King South.

A preliminary meeting to discuss the most convenient time to hold these sessions is scheduled for February 1 at 10:00 a.m. in the conference room on the third floor of King North. (Judy Fugate)

American Libraries' Continuing Education Course

"Modern Subject Access in the Online Age," a five-lesson educational series, will appear in the February through June issues of American Libraries. Participants in this free course will learn how the latest online information systems, including public-access library catalogs, relate to one of the primary needs of information seekers: to search by subject.

Pauline (Atherton) Cochrane, a leading authority on use and design of information systems, has prepared the course for American Libraries readers. Given the impetus to change a library's catalog from card to online, and given the recent findings that most users of online catalogs are searching by subject, this course is designed to help any and all professionals: 1) understand the effects that online systems may have on traditional processes and services in libraries; 2) prepare to aid in the design, use, and teaching of online public-access information services; 3) understand and influence some of the political and professional issues surrounding these services; and 4) grasp the range of opinions and theories about subject access. (American Libraries, 15 (January 1984), 9)

Carnegie-Whitney Awards

The Publishing Committee of ALA is seeking applications for the Carnegie-Whitney Awards for the preparation of bibliographic aids for research. Applications should designate the program applied for and contain a description of the project and its intended audience, a statement of purpose, work plan, completion date, budget, and publication plans. Proposals should be submitted by Feb. 28 to the Chair, ALA Publishing Committee, 50 E. Huron St., Chicago, IL 60611. (American Libraries, 15 (January 1984), 57)

Online Catalogs Institutes

The Library Administration and Management Association (LAMA) seeks cosponsors for two-day institutes on online catalogs to be presented throughout the country beginning in 1984. The institute is being designed by Joseph R. Matthews of J. Matthews and Associates and Charles Hildreth of OCLC, Inc., to inform trustees and library administrators considering online catalogs.

"Management of the Online Catalogue" is the second LAMA regional institute available to cosponsors. For more information contact Roger H. Parent, Executive Director, LAMA, ALA, 50 E. Huron St., Chicago, IL 60611 (312-944-6780). (American Libraries, 15 (January 1984), 57)

GPD Needs Shelving

Because of a recent shift of materials, the Government Publications Department has freed a range of shelving (5 sections of double-sided shelving with 5 shelves/section and finished top, 66" high) in room 116. They would like to trade this range for regular stack shelving which will accommodate at least 50 shelves. The shelving they wish to trade is quite appropriate for a reference collection in a public service area, or in an office area, but is not very efficient when used as regular shelving in a closed stack area. If anyone is interested in such a trade, please contact Sandra McAninch (7-8400) as soon as possible. If they have found no one to trade with by February 1, they will go ahead and use the shorter shelving in the basement.

Basic Library Management Skills Institute

The Office of Management Studies of ARL will offer a Basic Library Management Skills Institute in Coral Gables, Florida on March 18-24, 1984. The institute is designed as an overview of current management concepts and training in the specific skills required for effective management of libraries. The institute will be conducted by experienced librarians who work with participants to help them apply concepts and skills to the particular requirements of their own organizations.

The registration fee for the institute is \$300 per participant. This fee includes the cost of the Institute Study Guide and all program materials. Housing and travel costs are not included in this fee.

Individuals who are interested in attending this institute must register by February 1, 1984. For a registration form and a look at the brochure, see the Director's Office.

John Carter Brown Library Research Fellowships

The John Carter Brown Library of Brown University will award a small number of Research Fellowships for the year July 1, 1984-June 30, 1985. These Fellowships are open to Americans and to foreign nationals engaged in scholarly research (including pre-doctoral) appropriate to the resources of the Library. Normally Fellowships will be tenable for one to six months, with a monthly stipend of \$800. Preference may be given to applicants able to take up the Fellowship during the course of the academic year. Each Fellowship will be awarded on the basis of the applicant's scholarly qualifications, the merits of the project, and the appropriateness of the inquiry to the holdings of the John Carter Brown Library. Application forms may be obtained from: The Librarian, The John Carter Brown Library, Box 1894, Providence, R.I. 02912. Applications should be postmarked no later than March 1, 1984.

For further information, applicants may consult the Library's publications concerning its collections. The printed John Carter Brown Library catalogues, the Annual Reports from 1901-1966, and the pamphlet Opportunities for Research in the John Carter Brown Library (1968) are particularly useful. A copy of the Opportunities pamphlet will be sent on request.

Art Museum Bus Trip

To Louisville and the J.B. Speed Art Museum - Saturday, January 21, 1984

9:00 AM Depart from the University Art Museum

10:30 Arrive at the Speed Museum for a special private tour of the exhibition "In Search of Perfection: the Art of J-A-D Ingres" with Curator Patricia Condon.

The Ingres exhibition is the first show in many years of works by this great 19th-century "super realist." Paintings have been lent by major museums in Europe and South America.

- 11:30 Lunch at Le Cafe Musee.
- 12:30 Explore the Speed's new addition where much of the Museum's permanent collection is on view for the first time in years.
- 2:30 Group visits to commercial art galleries along Louisville's restored West Main Street to see current exhibitions and talk with Gallery Directors.
- 5:00 Arrive back in Lexington.

Cost: \$25.00 per person; including lunch, transportation, and admissions.

Call 257-5716 to reserve a place (space is limited, so call early.)

Behind the Scenes in an Art Museum

A series of lecture/discussions with Museum Director William Hennessey, Curator; Harriet Fowler; and Registrar Robin Mitchell.

Wednesday evenings, 7 to 9 PM, in the Art Museum

- 25 January "The Permanent Collection"
How artworks are selected and acquired.
- 1 February "The Care and Feeding of Museum Collections"
How objects are protected and restored - practical advice for private collectors.
- 8 February "Special Exhibitions"
Their history and development. Why and how they are organized.

Free admission for "Friends"; no advance reservations are necessary.

UK Art Museum Exhibition Schedule

- 15 January - PHOTOGRAPHS FROM THE ROBERT C. MAY COLLECTION
18 March For twenty-five years Robert May has been working as one of Kentucky's most skilled and original photographers. During the same period he has assembled a distinguished collection of works by other photographers who he either knows or admires. This exhibition, held in conjunction with a major retrospective of May's own work at the University of Kentucky Center for Contemporary Art, includes a selection of thirty-seven prints by such photographers as Ansel Adams, Imogen Cunningham, Eugene Meatyard, Walker Evans, and Bernice Abbott.

TRAINING AT UK

The Human Resource Development Office is again offering several seminars and other services to UK non-faculty employees. The following is a list of current services and upcoming events. (All training programs are free.) To enroll call Rosemary Veach (7-1851.)

All programs are held in room 15 (basement) of Memorial Hall.

Preparing for a Transfer/Promotion Interview at UK

Jan. 25, 1984
8:30 - 4:30 pm

This workshop gives specific tips and techniques to help make the transfer/promotion interview a positive one. Helpful for the nervous transfer/promotion applicant, the workshop includes the correct procedures to follow when seeking a transfer or promotion within the University, and provides actual practice interviews.

Introduction to Supervision

Jan. 26, 1984
8:30 - 11:00 am

What are the various skills supervisors must use to be effective managers? This workshop gives an overview of the job of supervision.

Human Relations in the Workplace

Jan. 27, 1984
8:30 - 12:00

This workshop explores the various personalities we encounter in the office, and through an understanding of transactional analysis observations, helps improve our interpersonal communication skills.

Understanding and Improving Communication Skills

Jan. 31, 1984
9:00 - 12:00

This workshop begins by examining how non-verbal communication, defense mechanisms and stereotypes effect communication, and continues with methods to improve listening skills and reduce conflict situations in the office.

The Supervisor's Role in New Employee Orientation

Jan. 31, 1984
1:00 - 4:00 pm

To new employees, the most important person in the department is their supervisor. Did you know that how you orient your new employees during their first few days can make the difference between an outstanding employee and a mediocre one? How can you assure your new employee's success? What should you do those first few days? It's no secret - this workshop spells it out, step-by-step.

Improving Your Reading and Comprehension Speed

Feb. 1, 3, 8 and 10
9:00 - 12:00
Each Day

This workshop consists of 4 sessions, at three hours per session; covers techniques to improve and build your comprehension levels, and helps you break poor reading habits and develop skills to help double your present reading speed. Reading smarter and faster can save valuable time, enabling you to devote more time to other job responsibilities. You must attend all four sessions, however.

How to Use the UKSX Telephone

Communication Services sponsors training on the use of the UKSX telephone instruments and system. To sign up for the next session, call Robert Bowling at 7-6316. Don't forget to schedule new faculty and staff for training on the UKSX system too.

Understanding the People You Work With

Feb. 2, 1984
8:30 - 12:00 noon

The workforce is made up of many people with different backgrounds, personalities, habits, interests, and behaviors. Through the concepts of transactional analysis, we will examine patterns of various personality traits and look for ways to improve our communication and understanding of others.

Audio Cassette Learning Programs

Don't have time for a workshop? Want to do some self-improvement study on your own time? HRD has the following audio-cassette learning programs available to you free, on a two-week loan basis. Call the HRD office to reserve the program you want and schedule a time to come pick up the tapes.

Subjects

Seminar for Secretaries and Administrative Assistants
Finance and Accounting for Non-Financial Managers
Assertive Management Techniques
Overcoming Barriers to Growth
Supervisory Effectiveness
Communications Skills for Secretaries
How to Handle the Grapevine
The Supervision Decision
Improving Communication
Lead the Field (Earl Nightingale)
How to Give Orders
Needs and Motivation
Motivating for Increased Productivity
From Doing to Supervising

Career Resource Library

An employee career resource library has been established for the employees of the University of Kentucky. It contains four sections with materials of interest to employees:

1. Career Planning
2. Management/Supervision
3. Performance Improvement
4. Self-Study.

In addition to these sections, the library has files on off-site training programs, which may be of interest to you, and a periodical section filled with magazines that discuss current events occurring in the workplace.

The employee career resource library is located in Room 15 (basement) of Memorial Hall, and all employees are invited to come and browse through the books and articles. Titles include current best-sellers such as The One-Minute Manager and In Search of Excellence, along with long time favorites like What Color is Your Parachute and Dress for Success. University employees (non-faculty) will be allowed to check out materials and take them home to study at their leisure.

Monthly Supervisory Luncheon

Have lunch once a month with supervisors from all over the University and listen as a topic of interest to supervisors is presented for your benefit and growth. The luncheon is informal--everyone brings a sack lunch--and the group is friendly. Guest speakers for the past months have presented topics such as: Coaching for Improved Work Performance, Analyzing Performance Problems, Performance Appraisals, Preventing Grievances, and Correcting Employee Problems.

The luncheon is restricted to those with supervisory responsibilities. Call Rosemary Veach at 7-1851 and request your name and address be added to the monthly announcement mailing list.

INFORMATION FROM THE PRESERVATION COMMITTEE

Preparedness is thoughtful planning and decisions in advance about how emergencies will be handled. Assigning specific tasks; knowing sources of supplies and how to obtain them (even on holidays); and having correct lists of phone numbers for police, fire services, and library personnel are integral parts of disaster strategy.

Pre-planning also includes establishing priorities for materials to be saved first and those to be abandoned if necessary. In establishing priorities, catalogs and shelf lists should be considered. Loss of records will add to the confusion of recovery if large numbers of materials are affected. Several alternative plans are available. The people who will be involved in making decisions about salvage efforts should be aware of options open to them or whom to call to obtain advice. (Jessie Adams)

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

Connecticut

Literature Cataloger, Yale University. Salary: \$18,000 minimum. Deadline: February 15, 1984.

Collection Development Librarian, Yale University. Salary: not specified. Deadline: February 15, 1984.

Georgia

Reference Department Head, University of Georgia. Salary: \$25,000 minimum. Deadline: March 16, 1984.

Systems Librarian, University of Georgia. Salary: \$20,000 minimum. Deadline: February 10, 1984.

Monograph Original Cataloger, University of Georgia. Salary: \$14,800 minimum. Deadline: March 16, 1984.

Science Bibliographer/Reference Librarian, University of Georgia. Salary: \$14,800 minimum. Deadline: February 17, 1984.

Illinois

Assistant Director for Technical Services, Northern Illinois University. Salary: \$32,000 minimum. Deadline: March 15, 1984.

Assistant Director for Public Services, Northern Illinois University. Salary: \$32,000 minimum. Deadline: April 1, 1984.

Systems Development Librarian, Northern Illinois University. Salary: \$25,000 minimum. Deadline: March 15, 1984.

Missouri

Sciences Bibliographer/Reference Librarian, Northwest Missouri State University. Salary: \$19,000-\$22,000. Deadline: when position is filled.

Coordinator of Library Automation and Technical Services, Northwest Missouri State University. Salary: \$20,000-\$24,000. Deadline: when position is filled.

Nevada

Reference Librarian; Medical Library, University of Nevada Reno. Salary: \$17,150-\$22,500. Deadline: March 1, 1984.

Serials/Reference Librarian, University of Nevada Reno. Salary: \$17,135-\$25,101. Deadline: March 15, 1984.

New Jersey

Information Services Librarian, Rutgers University. Salary: \$22,158 minimum.
Deadline: March 1, 1984.

Virginia

Director of Libraries, George Mason University. Salary: not specified.
Deadline: February 15, 1984.

Washington

Head, Processing Control Section, Serials Division; University of Washington.
Salary: \$23,000 minimum. Deadline: February 29, 1984.

UK LIBRARY SYSTEM OPPORTUNITIES
(If interested, contact Ann Short.)

Reference Librarian. Salary: \$15,000 minimum. Deadline: February 24,
1984.

Head of Newspapers/Periodicals/Microforms. Salary: \$20,000 minimum.
Deadline: March 15, 1984.

Head of Circulation. Salary: \$20,000 minimum. Deadline: March 15, 1984.

Chemistry/Physics Branch Librarian. Salary: \$18,000 minimum. Deadline:
March 15, 1984.