

The GREEN BEAN

Number 539

November 11, 1988

RESTRUCTURING IN TECH SERVICES

The impetus for undertaking restructuring in Technical Services in the Fall of 1988 was the need to analyze vacant positions to determine if they should be filled as they were currently structured. Namely, these positions included the Head of Cataloging Dept., Head of Online Cataloging Unit, Head of Order Processing Unit and several searchers and receivers. The plan was to ... 1. Articulate goals for Technical Services; 2. Establish action plans to reach these goals; 3. Gather recommendations from unit heads on workflow enhancements; 4. Develop conceptual framework for restructuring based on recommendations and action plans; 5. Present the framework to the staff for input; 6. Refine the framework and gain staff approval; 7. Present to the Director for approval; 8. Develop implementation plan based on existing resources and the approved conceptual framework; 9. Present the implementation plan to staff and the Director for approval; 10. If all goes well, implementation takes effect and positions are filled according to the plan. The time frame was set for us to initiate the process in July and complete it in October. With the unit heads working closely with Mary McLaren and Miko Pattie, the whole planning process was completed on time. Best of all, the new structure has the support of the entire staff as well as the Director.

The most significant change comes in two areas: serials control and bibliographic maintenance. In order to better coordinate all issues pertaining to serials, be it pre-order searching, checking-in, cataloging, bibliographic maintenance, conversion, etc., the new structure calls for the Acquisitions Department to shelter and manage this operation. In this next setup, monographic sets and serials (MSS) will be coordinated within the serials control unit and will process MSS materials from the beginning to the end. The rationale in making the serials and MSS processing more self-contained is to develop staff expertise in these particular formats so that material can be processed accurately, efficiently and timely. The new Bibliographic Maintenance Department (BMD) is established to maintain the integrity of the bibliographic and item record databases and to complete the local database via conversion process. Through our experience with the

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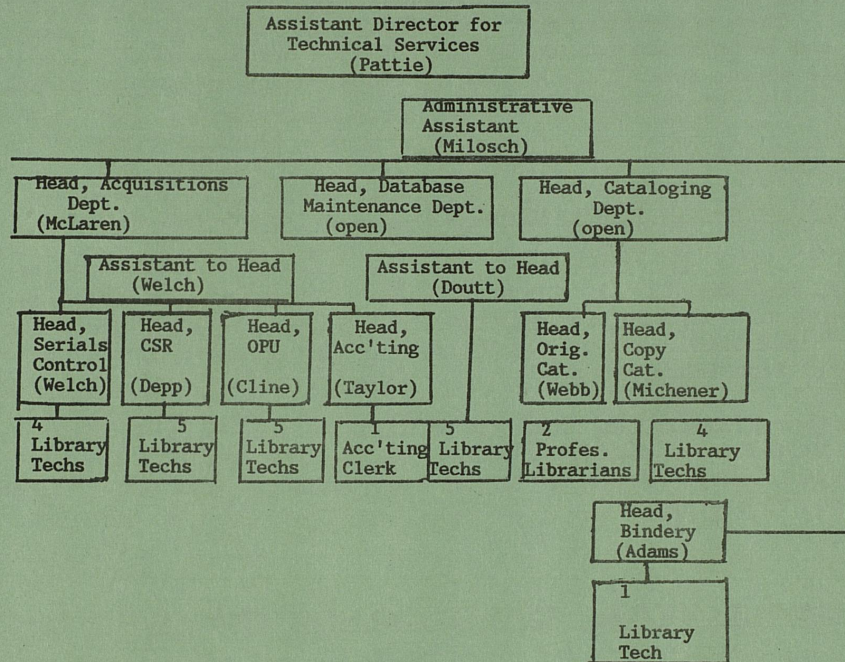
MEMORANDUM FOR THE DIRECTOR

The impetus for undertaking this project in the fall of 1988 was the need to develop a more efficient and effective system for the processing of requests for information. The project was initiated by the Director of the Office of Information Services and the Director of the Office of Management Services. The project was a joint effort of the two offices and was completed in the fall of 1988. The project was a success and has resulted in a more efficient and effective system for the processing of requests for information. The project was a joint effort of the two offices and was completed in the fall of 1988. The project was a success and has resulted in a more efficient and effective system for the processing of requests for information.

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LS/2000 system, we realize the importance of database integrity and our need to strengthen our attempts to correct and link headings in order to make them retrievable. Hopefully, by setting up this new department, we will be able to undertake more meaningful and more structured approaches to provide effective access to a clean database.



Acquisitions Department

- Serials Control Unit
MSS & Serials: pre-order searching; cataloging; conversion; database maintenance. MSS: check-in; claiming; invoice-processing.
- CSR Unit
Serials: check-in; processing; routing; claiming; invoice-processing.
- Order Processing Unit
Ordering for all. Monographs: pre-order searching; receiving; claiming; invoice-processing.
- Accounting Unit
Fund accounting for all.

Database Maintenance Department

Database maintenance (except MSS & Serials); Authority maintenance; conversion.

Cataloging Department

- Copy & Original Cataloging of new or uncataloged materials.
- Copy Cataloging Unit
- Original Cataloging Unit

Bindery Unit

In-house repair; contract binding.

PRESERVATION INFORMATION

Available on reserve in the Department of Special Collections and Archives, M.I. King North, is a collection of newsletters, journal articles, essays, pamphlets and catalogs on the conservation and preservation of library materials. This collection was created by the UK Libraries Preservation Committee and is intended for use by the entire library staff. The collection is available during Special Collection's regular hours and may be requested at the Department's reference desk.

UPCOMING PROGRAMS

On Sunday, November 13, Dr. Doris Wilkinson, Department of Sociology, will present an exhibit and lecture "Forgotten Pioneers in a Southern Community: Black Physicians in Lexington from 1890-1950" at 2:00 p.m. in the Peal Gallery, King Library North.

Dr. Christopher Ridgway, the librarian of Castle Howard in York, England, will lecture at 7:30 p.m. on Monday, November 14, on "The Sociology of the English Country House Library, 1700-1918" in the Peal Gallery. Both presentations are free and open to the public.

PROFESSIONAL DEVELOPMENT GRANT

The Academic Library Section of KLA is receiving proposals for a professional development grant. The project must be completed in twelve months or fewer, and not later than February 28, 1990. The grant will range from \$250-\$500, with one-half paid at the beginning of the grant and the other half upon completion.

The grant may be made for a variety of projects including innovative program implementation, research, education, course development or materials development. Grant applicants must be a member of the Academic Library Section of KLA. Funding will not cover the cost of any materials which become the property of the grantee or the grantee's institution.

Proposals should include the purpose of the proposal; objectives of the project; a discussion of the need or benefit to the institution or to other libraries; methodology; evaluation methodology; itemized budget, and beginning and ending dates.

Three copies of the proposal should be send to Ms. Eileen B. Hart, Hutchins Library, Berea College, Berea, KY 40404, before December 1, 1988. The awards will be made by January 10, 1988.

EDUCATIONAL POLICY SYMPOSIUM

Appalachian Educational Laboratory, Inc., will sponsor their third annual state educational policy symposium "Risky Futures: Should State Policy Reflect Rural Diversity?" December 4-5 at the Seelbach Hotel in Louisville. The conference will address rural schools and their economic and social context, the consequences of state-level decisions on rural schools, alternative ways that rural schools can achieve the excellence intended by state-level decisions, and ways that rural school concerns can be reflected in state policy decisions.

Registration for the conference is \$50, including Sunday evening's reception and banquet, breakfast on Monday, conference materials and a copy of the symposium proceedings. Registration deadline is November 21. A copy of the registration form is in the GB office, 204 King Library South.

P E R S O N N E L N O T E S

STAFF ACTIVITIES

Toni Powell, Agriculture Librarian, presided over a presentation on "Advances in Information Technology: Overview of the Information Industry Today" for the Library and Information Science Section of the Kentucky Academy of Science. Toni is chairperson and secretary of the section.

Together with Lillian Mesner of the Agriculture Library, Toni also made a presentation entitled "What Happened to the Card and Books? -- Bibliographic Retrieval in the 1980's."

Rob Aken, Reference Librarian, has an article, "Meeting the Patron at the OPAC Crossroads: The Reference Librarian as an Online Consultant," published in RQ, Fall, 1988.

Bill Cooper, curator of the Modern Political Papers Archives, has prepared an article entitled "Presidential Campaign Goods" for Photo Press international's new Japanese publication SPY Magazine. Bill was also the luncheon speaker for the 17th Annual U. S. Army museums conference in Louisville on October 25, 1988, where he spoke about the importance of oral history interviews in the preservation of military history.

ABOVE AND BEYOND

Mr. Willis received the following letter recently:

Dear Paul and members of the Library Staff:

Your beautiful sterling silver box is displayed prominently in the living room of Maxwell Place! It has enchanted both of us with the beautifully hand engraved logo of the University. Dave is thrilled with it and we will both cherish it forever.

Thank you so much for your thoughtfulness and generosity.

Sincerely yours,

Louise Roselle

The following note was sent to the Reference Department staff through the suggestion box:

I would like to commend the staff of the reference room for their service. I am a regular patron of the library and have always observed superb service. The staff is very eager to offer help to all of the patrons. They are sincerely concerned about their welfare. They will go to great extents to assist a patron. On several occasions I have observed several staff members asking patrons if they needed any help in locating something. In this day and age, this kind of personalized

service and sincere concern of patrons is very unusual, which is why the staff of the reference room is to be commended for a job well done! Keep up the great work! Thank you.

The staff of the Maps Department received the following letter:

Map Department:

During the week of September 26 I was in your department looking for history on Rose Street. You could not have been more helpful and I wanted to say thank you very much.

Thanks.

Scott Prather

On November 12, 1988, Cecil Madison, the library's mail clerk and printer, will celebrate his twentieth year with the University Libraries.

NEW STAFF

Roland Taylor..Microfilm Center

STAFF TRANSFERS

Gina Douglas..Acquisitions
Rick Gay.....Cataloging

C A L E N D A R

November 11: GALLERY SERIES: "New Age Music": Sam Holland, School of Music, 12 noon, Peal Gallery, King Library North. Free.

November 11: SOCIAL AND BEHAVIORAL SCIENCES BROWN BAG LUNCH SERIES: "Follow-up of Sleep Apnea in Healthy Older Persons": David T. R. Berry, Psychology Department, 12 noon, Room 112 Sanders-Brown Building. Free.

November 18: GALLERY SERIES: "The Fabulous Fiddle": Ron Pen and Friends, School of Music, 12 noon, Peal Gallery, King Library North. Free.

December 2: GALLERY SERIES: "Music of the Baroque": Collegium Musicum, Jonathan Glixon, Director, School of Music, 12 noon, Peal Gallery, King Library North. Free.

J O B O P E N I N G S

UNIVERSITY OF KENTUCKY

Library Tech III, Grade 7,
Acquisitions.

Library Tech III, Grade 7,
Circulation.

Library Tech IV, Grade 8, Business
Library (75% of time in Business
Library, 25% in GPD).

Persons interested in the positions
above should get in touch with Ann
Howell in the Director's Office
(7-3801).

Head, Acquisitions Department. Emory
University, Atlanta. Salary:
\$22,500-\$2,500, minimum. Deadline:
November 21, 1988.

ILLINOIS

Serials Librarian. Illinois Institute
of Technology, Chicago. Salary:
\$20,665, minimum. Deadline:
December 1, 1988.

COLORADO

**Science and Technology Librarian (two
positions).** Colorado State
University Libraries, Fort Collins.
Salary: \$22,500, minimum. Deadline:
February 15, 1989.

INDIANA

**Social Sciences Bibliographer and
Reference Librarian.** Purdue
University, West Lafayette. Salary:
\$22,000, minimum. Deadline:
February 1, 1989.

GEORGIA

Head, Original Monographs Cataloging.
University of Georgia, Athens.
Salary: \$22,000, minimum. Deadline:
January 20, 1988.

OKLAHOMA

Head, Catalog Department. University
of Oklahoma, Norman. Salary:
\$28,000, minimum. Deadline:
February 1, 1989.

PENNSYLVANIA

Head, Mathematics Library. Penn State University, University Park. Salary: \$27,000, minimum. Deadline: January 15, 1989.

Assistant Director for Technical Services and Automation. Bloomsburg University, Bloomsburg. Salary: \$28,238-\$38,000. Deadline: December 17, 1988.

SOUTH CAROLINA

Director, University Libraries. University of South Carolina, Columbia. Salary: None listed. Deadline: December 1, 1988.

TEXAS

Head, Automated Cataloging

NEXT GB: Friday, December 2, 1988.

DEADLINE: Monday, November 28, 1988.

GREEN BEAN STAFF:

Bonnie Jean Cox, editor and typist.
Cecil Madison, printer.

Department. Texas A & M University, College Station. Salary: \$23,000, minimum. Deadline: December 12, 1988.

Head, Original Cataloging Department. Texas A & M University. Salary: \$24,000, minimum. Deadline: December 12, 1988.

Head, Resource Development Division. Texas A & M University. Salary: \$32,000 minimum. Deadline: December 12, 1988.

Head, Documents Division. Texas A & M University. Salary: \$32,000, minimum. Deadline: December 12, 1988.

WASHINGTON

Head, Multi-Campus Library Services Program. Washington State University, Pullman. Salary: \$20,000-\$25,000. Deadline: February 15, 1988.