

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

2-3-84

No. 423

CALENDAR

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| Feb. 5-12 | National New Idea Week |
| Feb. 10-12 | Carter Cave Crawlathon |
| Feb. 10, 17 | Gallery Series |
| Feb. 10 | Charles Lamb's Birthday |
| Feb. 11 | Communicating for Results Seminar |
| Feb. 14 | Skeezix Wallet's Birthday |
| Feb. 19-22 | Art Library Society of North America--Conference |
| Feb. 20-25 | Music Library Association--Preconference and Conference |
| Feb. 28-29 | SOLINET--OCLC Interlibrary Loan Workshop |

Next "Green Bean" issue: Friday, February 17.

Deadline for inclusion: February 14, 10 a.m.
Emergency items can be submitted to the editor by
phone after the deadline (7-1631).

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

INFORUM

Communicating for Results

The Office for Continuing Education, College of Library and Information Science, will sponsor a communication seminar on February 11 (8:30 a.m.-4 p.m.) in room 231 of the UK Student Center Addition. Topics will include the communication process, listening, nonverbal communication, receiver-centered communication, and communications problems. Seminar Leader is Diane Rigney from East Kentucky Power Cooperative.

Registration fee is \$40; enrollment is limited. For more information, call 257-8417.

SOLINET OCLC Workshops

SOLINET will present a workshop concerning OCLC Interlibrary Loan on February 28 and 29 at UK. Both Basic and Update sessions will be offered.

On March 8, SOLINET will present an OCLC Union List Overview.

For further information, contact John Bryant in the Director's Office.

University Senate Rules

The University Senate Rules, revisions, and recent additions should have been received by Senate members, libraries, and departmental offices. Should you have questions, discover errors, or need copies or additions, please call Ms. Todd at 7-5871.

Research Libraries in OCLC

OCLC has put out a call for submissions to its publication Research Libraries in OCLC: A Quarterly. It welcomes manuscripts on completed research as well as on research in progress concerned with research libraries and the community of scholars and students they serve. Articles on the use of various OCLC sub-systems are welcome as well.

For more information, contact David S. Zubatsky, Research Library Relations Officer, OCLC, 6565 Frantz Road, Dublin, OH 43017-0702. (Phone: 1-800-848-5878, ext. 6006).

1983 Income Tax Forms

The Government Publications Department has a number of income tax forms available at its reference desk, on the display table outside the department, and/or in a display rack in the lobby of King South.

Cassette tapes of the instructions for Forms 1040, 1040EZ, 1040A, (and others); Special Rules for the Military; and Tax Tips are also available, as are various printed assistance guides. For more information, call GPD (7-8400).

Music and Art Conferences

The Art Libraries Society of North America will hold its annual conference at Stouffer's Inn on the Square, in Cleveland, Ohio, February 19-22. For more information, contact Pamela Jeffcott Parry, Executive Secretary, ARLIS/NA, 3775 Bear Creek Circle, Tucson, AZ 85715.

The Music Library Association will hold its annual conference at the Villa Capri Motel in Austin, TX, February 22-25. A preconference entitled "Computer Education for the Music Librarian" will be held February 20-21. For more information, contact Olga Buth, Music Library, University of Texas, Austin, TX 78712.

UK Art Museum Exhibition

12 February - 22 April

William P. Welsh: Selected Works

Welsh's long career has included study early in this century in Paris and at New York's Art Student's League, service in two world wars, and 23 years as an illustrator for American Home Companion and other publications. Returning to his native Lexington in the late-1940s, Welsh turned his attention to portraiture and landscape. Honored by such groups as the Royal Society of Illustrators, Welsh has long been a notable character on the Kentucky art scene.

The present exhibition, mounted in honor of the artist's 94th birthday, contains works from all periods of his career and is supported, in part, by a grant from the Kentucky Arts Council.

Opening Reception for the Artist: Sunday, 12 February, 2:p.m.-4: p.m.

GALLERY SERIES

The following programs will be held at noon in the King North Gallery.

Friday, February 10

"Black Career Women in Lexington: A Network Forms"

Panel discussion by members of the Central Kentucky Coalition of 100 Black Women: Debbie Weeks, Pat Stallworth, and Charles Jones.

Friday, February 17

"Military Music and Marches of the 18th Century"

Lecture-demonstration by Dave Davenport, percussion instructor in the School of Music, assisted by School of Music Students.

TRAINING AT UK

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

Purchasing Procedures

Feb. 14, 1984, 10 a.m.-noon

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

Travel Procedures

Feb. 7, 1984, 10 a.m.-noon

Conducted by Leanore Grinager of the Pre-Audit Department, this workshop provides information about UK travel procedures and regulations, and proper completion of travel request forms and expense vouchers.

Time Management

Feb. 16, 1984, 9 a.m.-noon

How can you become better organized, cope with the time robbers in your work, set priorities, and get optimum results in less time? This workshop examines time management skills outlined in Alan Lakein's book, How to Get Control of Your Time and Your Life. (A copy of this book is in the Career Resource Library.)

Recognizing and Reinforcing Good Performance

Feb. 9, 1984, 8:30 a.m.-11 a.m.

When was the last time your manager told you that you were doing a good job or complimented you on something you did well? When was the last time you told your employees they were doing something well? Good performance needs regular, consistent recognition. Come find out more - suggest your manager attend as well.

NEW BOOKS

Line, Maurice B. Library Surveys: An Introduction to the Use, Planning Procedure and Presentation of Surveys. 2d ed. London: Clive Bingley, 1982. (Z/665/.L75/1982)

Matthews, Joseph. Automated Circulation: Planning for a Region. (IJ Special Report #19) New York: Bowker, 1981. (Z/712/.M38)

Webster, James K. The Bibliographic Utilities: A Guide for the Special Librarian. New York: SLA, 1980. (Z/699.3/.W4)

Five Years Ago This Month in the "Green Bean"

The Library received official notice from the NEH of an award for the "Photographic Archives" project.

Janet Stith, Vice President of the Kentucky Chapter of the Special Libraries Association, represented the chapter at the Midwinter meeting in Tucson, AZ.

INFORMATION FROM THE PRESERVATION COMMITTEE

The personnel assigned to a disaster team should have a general plan for the proper handling of fire or water-damaged materials. Peter Water's Procedures for Salvage of Water-Damaged Library Materials (Washington: Library of Congress, 1975) is an invaluable resource in this respect. Also, as part of preparing wisely, one person should be designated to receive the disaster call, assess the situation, and initiate the necessary procedures.

Finally, consideration should be given to the finances of a recovery operation. Librarians should be aware of the insurance on the building and its collections and what restrictions there may be when disaster strikes. Often, insurance companies want to be notified immediately so they may assess the situation as it is, before cleanup starts. If the library or archive has no insurance coverage, some thought needs to be given to the source from which financial help will come for disaster recovery. If there seems to be no resource, then management should consider whether the risk of no insurance as opposed to the premiums is worth it. More and more, insurance companies are insisting libraries have fire protection systems or the library will not be insured, or the large body of the college or university will not be insured. (Jessie Adams)

PROFESSIONAL OPPORTUNITIES

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

Arizona

Catalog Librarian for Middle Eastern and South Asian Languages, University of Arizona. Salary: \$16,500-\$22,000. Deadline: March 30, 1984.

California

Book Conservator, University of California Berkeley. Salary: \$21,060-\$25,380. Deadline: March 31, 1984.

Librarian for Islamica Collections, University of California Berkeley. Salary: \$22,560-\$32,484. Deadline: March 15, 1984.

Librarian for Slavic Collections, University of California Berkeley. Salary: \$18,456-\$32,484. Deadline: March 15, 1984.

Systems Librarian, University of California Berkeley. Salary: \$18,456-\$23,616. Deadline: March 15, 1984.

Technical Services Librarian, University of California Berkeley. Salary: \$33,000-\$51,000. Deadline: March 31, 1984.

Head, Public Affairs Service; UCLA. Salary: \$22,560-\$38,172. Deadline: March 31, 1984.

Indiana

Consumer and Family Sciences Librarian, Purdue University. Salary: \$18,000 minimum. Deadline: April 1, 1984..

Kansas

Head, Acquisitions Department; University of Kansas. Salary: \$17,000-\$22,000. Deadline: March 31, 1984.

Slavic Cataloger/Bibliographer, University of Kansas. Salary: \$16,000-\$19,500. Deadline: March 31, 1984.

New York

Head, Acquisitions Unit; New York University. Salary: \$24,000 minimum. Deadline: March 31, 1984.

Assistant Director for Public Services, SUNY at Buffalo. Salary: \$34,000 minimum. Deadline: not specified.

North Carolina

Head, Library Systems; Duke University. Salary: \$25,000-\$32,000. Deadline: March 15, 1984.

South Carolina

Reference Librarian, Winthrop College. Salary: \$16,500 minimum. Deadline: April 1, 1984.

Texas

Business Reference Librarian/Bibliographer, University of Houston. Salary: \$16,500-\$20,500. Deadline: not specified.

Washington

Librarian to administer documents unit of the Technical Services Division, Washington State University. Salary: not specified. Deadline: March 30, 1984.

Cataloger, Washington State University. Salary: not specified. Deadline: March 30, 1984.

Wisconsin

Assistant Director, Technical Services and Library Systems; University of Wisconsin Oshkosh. Salary: \$25,000 minimum. Deadline: February 10, 1984.

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

LT V, grade 7, Microfilm Center.