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THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

7-6-84

No. 434

CALENDAR

July 10	Fire Alarm System Check Dia Del Bibliotecario
July 12	Sir William Osler's Birthday
July 17	Purchasing Procedures
July 19 (1pm)-22	Agriculture Library Closed
July 24	Research Accounting
July 25	Building Effective Work Relationships
July 26	Improving Communication Skills
July 31	Travel Procedures
August 3	Deadline for luncheon plans for the Fall Library Faculty Meeting
August 24	Fall Library Faculty Meeting at Carnahan House

Next "Green Bean" issue: Friday, July 20, 1984.

Deadline for inclusion: Tuesday, July 17 at 10 a.m.

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

LETTERS OF APPRECIATION

I'd like to take this opportunity to express my appreciation for the fine job done by Rick Garrett in Administrative Services. Rick always has a pleasant disposition and is willing to perform tasks and help out in any way he can. I know there are many of us in the library system who wonder what we would do without Rick. Just today he brought us some shelving for the periodical room, a catalog cabinet from the Art Library, and boxes for our binding shipment. And he takes great care with his mail deliveries, making sure we receive OUR mail and not that intended for the Math library or wherever.

Perhaps any other person could perform the duties that Rick does, but few could do the work so efficiently and with such a pleasant attitude. The library system has a real asset in Rick Garrett.

Sincerely,

Cathy Hunt

* * *

Sandy McAninch
Government Publications Department

Dear Sandy:

I want to thank you on behalf of the Reference Department staff for the splendid workshops on GPD sources which you conducted for us in May and June. All of us have increased our awareness of the riches in the document collection, and our service will undoubtedly be the better for it.

You paced us just right, too, I think; I hope your considerable pedagogical skills get frequent exercise.

Please give our thanks to Barbara Hale for her part in the instruction. And, more generally, our thanks to you and your entire staff for your expertise and your willingness to share it.

Sincerely,

Brad Grissom

INFORUM

August Library Faculty Meeting

The fall library faculty meeting will be at Carnahan House on Friday, August 24 beginning at 8:30 a.m. Coffee and donuts will be available. Lunch will be provided by South-Van catering and individuals will have a choice of either a Hot Brown or Baked Ocean Catfish. The price for either is \$5.60 with salad, drink, and dessert included.

Please let Carol Marcum (7-3801) know by August 3 if you plan to have lunch at Carnahan and if so your main dish choice. We will collect for lunch at Carnahan.

Tari Keller, Gail Kennedy and Toni Powell (chair) are serving as a committee to plan the automation portion of the agenda. Please send any suggestions to them. (Paul Willis)

Agriculture Library Hours

The Agriculture Library will close on Thursday, July 19, 1:00 p.m. in order to be treated for termites. The library will remain closed on July 20 and not reopen until Monday, July 23.

Regular Summer hours, through August 2 are:

Monday-Thursday	8-6	
Friday	8-4:30	
Closed weekends.		(Toni Powell)

Softalk Routing

Softalk, the monthly magazine for IBM Personal Computer Users, is available now through the staff journal routing project. If you would like to be added to the routing list for this magazine, please send your name to Alan Schaplowsky, Acquisitions Department by July 20. (Gail Kennedy)

Check of Fire Alarm System

The fire alarm system in both buildings of M.I. King will be checked between 7:35 and 8:00 a.m., July 10. It is not necessary to exit the buildings at that time. (Pat Lloyd)

LC Catalogs-Monographic Series

GPD has a three volume set of the 1982 LC Catalogs-Monographic Series to offer to any department or branch that could use it. Contact Sandy McAninch (7-8400).

Paperbacks Move

The Paperback Reading room (5th floor, King Library South) will be locked as of June 27, 1984 and no longer open to the general public. The collection of paperback books will be moved to E level, core section of King Library South and available for use as of June 27, 1984.

National Software Lending Library

Membership in the National Software Lending Library, which loans public domain software by mail, is \$75 a year. Programs may be copied onto your own storage media and kept.

Public domain software collections, recorded on diskettes or cassettes, are currently available for the following microcomputers: Apple, Atari, Commodore, IBM PC and PC Jr., Texas Instruments, and VIC. Collections for Timex/Sinclair, TRS 80, and CP/M computers will be available in the near future.

NSLL also collects and lends demonstration copies of proprietary software, educational video cassettes, data bases, computer club newsletters, periodicals, and books about computers.

See the current news release and partial public domain software listing in Reference.

NEW BOOKS

Biggs, Mary, ed. Publishers and Librarians: A Foundation for Dialogue (Proceedings of the 42nd Conference of the Graduate Library School, 1983). Chicago: University of Chicago, 1984. (Z/716.6/.P83/1984)

Futas Elizabeth, ed. Library Acquisition Policies and Procedures, 2nd ed. Phoenix: Oryx, 1984. (Z/689/.L49/1984)

Katz, Bill and Ruth A. Fraley, eds. Reference Services Administration and Management (The Reference Librarian, 3). New York: Haworth, 1982. (Z/711/.R448/1982)

Subject Index to SPEC Kits, 1973-1984. (Ref. Vertical File)

Vondron, Raymond F., et al, eds. Productivity in the Information Age: Proceedings of the 46th ASIS Annual Meeting.
 White Plains, NY: Knowledge Industry, 1983.
 (010.78/Am35p/.20/1983)

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 July 17, 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.

Research Accounting July 24, 10 a.m. - noon

Conducted by Rita Carter of the Research Accounting department, this workshop provides instruction regarding correct business procedures to use for PADR's and account ledger sheets in relation to special Research Accounting requirements.

Building Effective Work Relationships: July 25, 8:30-4:30
 A Seminar for Secretaries

This workshop focuses on interpersonal relationships in the office and the basics of interactive communication including dealing with different people, completing projects on time, and understanding and helping your supervisor. Specific techniques will be discussed for applying gentle pressure to get projects out on time.

Improving Communication Skills: July 26, 8:30 a.m. - noon
 A Supervisory/Management Workshop

Supervisors communicate with their staff in many ways, some of which he/she may not be aware. This workshop examines the various communication problems and suggests techniques to improve communication.

Travel Procedures

July 31, 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 the travel request form and expense voucher.

Ten Years Ago in "The Green Bean"

Library Annex materials were moved from the Reynolds Building to the third floor of King North. The move of this annex collection (which included Acquisitions, Cataloging, Archives, GPD, Newspaper/Microtext materials, and others) took about three weeks.

The Music Library took over administration of the Music Listening Center from the School of Music.

Faith Harders joined the staff as Map Librarian.

PROFESSIONAL OPPORTUNITIES

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

Arizona

Head of Acquisitions, Arizona State University. Salary: \$24,500 minimum. Deadline: July 20.

California

Assistant Head of Public Services, University of California at Berkeley. Salary: \$18,636-\$32,796. Deadline: Aug. 31.

Head of Manuscripts Division, University of California at Berkeley. Salary: \$22,776-\$32,796. Deadline: Aug. 31.

Georgia

Serials Cataloger, University of Georgia. Salary: \$15,300 minimum. Deadline: Aug. 17.

Illinois

Assistant ILL/Reference Librarian. Northwestern University.
Salary: \$16,000. Deadline: Aug. 15.

Preservation Officer, University of Chicago. Salary: \$24,250-
\$32,500. Deadline: not specified.

Missouri

Science Librarian, University of Missouri-Columbia. Salary:
\$14,500 minimum. Deadline: Aug. 1.

New Jersey

General Reference Librarian, Princeton University. Salary: not
specified. Deadline: July 25.

Reference Librarian (Business), Rutgers University, Newark
Campus. Salary: \$19,249-\$23,507 minimum. Deadline: Aug. 15.

New York

Research and Development Librarian, New York University. Salary:
\$21,000 minimum. Deadline: Aug. 1.

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

North Carolina

Assistant Librarian for Planning and Finance, University of North
Carolina at Chapel Hill. Salary: \$28,000 minimum. Deadline:
Aug. 1.

Texas

Reference/Collection Development Librarian (Social Sciences),
Rice University. Salary: \$17,000-\$20,000. Deadline: not
specified.

Resource Development Librarian (Social Sciences), Texas A & M
University. Salary: \$18,000 minimum.

Virginia

Assistant Librarian, University of Virginia. Salary: \$18,000
 minimum. Deadline: Aug. 15.

West Virginia

Head, Children's Department, Kanawha County Public. Salary:
 \$17,004-\$17,668. Deadline: Aug. 1.

Circulation Librarian, Kanawha County Public. Salary: \$15,600-
 \$16,224. Deadline: Aug. 1.

Branch Children's Librarian, Kanawha County Public. Salary:
 \$15,600-\$16,224. Deadline: Aug. 1.

Library Director, Glenville State College. Salary: not
 specified. Deadline: Aug. 1.

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

Library Technician IV, grade 6, Collection Development.

Library Tech. VII, grade 9, CSR

Library Technician V, grade 7, GPD

Staff members interested in being considered for the acting head
 of Acquisitions, please see Ann Short, John Bryant or Paul Willis
 by July 13, 1984. (Paul Willis)