

# The GREEN BEAN

Number 561

November 10, 1989

## PC LEARNERS GROUP INFORMATION

The PC Learners Group has learned of several resources for those needing information about their PCs. We want to pass that information along to everyone since we all need assistance at one time or another with our PCs. In the U.K. libraries, Tari Keller (7-3801) can provide assistance with hardware problems while Margey McQuilkin (7-3801) can be contacted for questions or problems concerning software. Chris Corman and Brenda Ghaelian serve as the liaisons from the Computing Center for the U.K. libraries. We should not, however, go directly to Chris or Brenda. Contact Systems Administration (Tari or Margey) first as they may have the answer to your question.

The Bluegrass PC Users Group is for anyone with an interest in PCs. Dues are \$12.00 per year for an individual. Family rates exist. The group meets the fourth Saturday of every month in Room 325 of the Business and Economics Building at 1:00 p.m. Contact Chris Corman at the Computing Center for additional information. (Submitted by Laura Whayne.)

## MAKE IT! BAKE IT! GROW IT! SEW IT!

Time is fast approaching for the annual LSO Holiday Bake and Craft Sale to be held on November 17, at 9:30 in the King North Staff Lounge. Please make an effort to support this event. The proceeds go to help finance our Christmas Party, Summer Picnic, and various other activities during the year. You can still sign up to donate crafts or goodies or both; just contact Mary Geyer, Acquisitions/Accounting Dept., King Library North, 00391, today.

## LIBRARY FACULTY MEETING TIME CHANGED

The library faculty meeting for November 17th will begin at 9:00 a.m. instead of 8:30.

**The Newsletter of the University  
of Kentucky Libraries**

PUBLISH OR PERISH! WILL THE PUBLICATIONS PERISH?

On November 17th at 1:00 p.m. the Kentucky Academy of Science Agriculture Section and Library and Information Science Section will present the plenary session on electronic transfer of information. The session will be in the form of a panel discussing the implications of the new technologies. The panelists will be Karen Hunter from Elsevier presenting the commercial publishers' view; Dr. Paul Jones, Acting Dean, Graduate School, University of Louisville to discuss implications for graduate research; Greg Henson of the Agricultural Extension Service to discuss transfer of information to the general public; and Dr. Lee Todd of Data-beam to talk about the implications to industry. David Dick of the School of Journalism will moderate. The program will be held in the Worsham Theater in the Student Center Addition.

We think this will be a provocative and exciting meeting and hope some of you will plan to attend. For more information contact Lillian Mesner or Toni Powell at the Agriculture Library.  
(Submitted by Toni Powell.)

UNIVERSITY EMERGENCY CLOSING PROCEDURE: PLAN B

When the University announces that it is operating on Plan B and classes are not in session (e.g., in-between semesters), the Library will not open. If the University operates on Plan B when classes would otherwise be in session, the Library will normally continue its regular schedule with staff coverage as is maintained in public service units on nights and weekends. Department heads with public service units should have plans in place for Plan B coverage. Staff members are referred to UK Staff Personnel Policy and Procedure No. 71.0 for time reporting policies. This policy does not apply to Medical Center Library personnel.

STAFF WORKING CONDITIONS RECOMMENDATIONS

The Task Force on Staff Working Conditions has submitted its report to Paul Willis. One hundred and ten surveys were delivered to the clerical and technical staff. The recommendations made by the Task Force were based on the thirty-nine returned surveys received from the staff. The text of the report is reprinted on the following pages.  
(Submitted by Sue Burch.)

M E M O R A N D U M

October 16, 1989

Agriculture Library  
N24 Agriculture Science Center North  
40546-0091  
(606) 257-2758

TO: Paul Willis

Architecture Library  
200 Pence Hall  
40506-0041  
(606) 257-1533

FROM: Task Force on Staff Working Conditions

Art Library  
4 King Library North  
40506-0039  
(606) 257-3938

RE: Survey Results

Biological Sciences Library  
313 T. H. Morgan Building  
40506-0225  
(606) 257-5889

The Task Force on Staff Working Conditions had several initial meetings to discuss the kinds of questions we felt should be included in the survey of clerical and technical staff.

Chemistry/Physics Library  
150 Chemistry/Physics Building  
40506-0055  
(606) 257-5954

We decided that the survey would be divided into three areas: physical conditions, job satisfaction, and orientation and training.

Communications Reading Room  
124 Enoch Grehan Building  
40506-0042  
(606) 257-7818

One hundred ten surveys were hand-delivered by members of the Committee to each department in King Library and to each branch and associate library on campus. Respondents were given two weeks to complete the two-page survey. At the end of the two week period, 36 surveys were returned. Three others came in several days after the deadline and were included in our tally.

Education Library  
205 Dickey Hall  
40506-0017  
(606) 257-7977

Attached are a five page summary of these answers as well as a verbatim listing of each respondent's answers.

Engineering Library  
355 Anderson Hall  
40506-0046  
(606) 257-2965

After several meetings of reviewing and discussing the responses, the Committee makes the following recommendations.

Geological Sciences Library  
100 Bowman Hall  
40506-0059  
(606) 257-5730

In the section on Physical Conditions, temperature control, enhancing the work area, and better regulation of computer time were the areas mentioned most often and most strongly. Realizing that the heating and air conditioning units cannot be replaced in the entire library system, the Committee recommends purchasing more space heaters and fans for those areas which must maintain a cooler temperature in the summer and hotter temperature in the winter to accommodate the rest of the building.

Law Library  
150 Law Building  
40506-0048  
(606) 257-8687

Mathematical Sciences Library  
OB-9 Patterson Office Tower  
40506-0027  
(606) 257-8365

We also recommend that a space planning consultant from the Design and Construction Office on campus be asked to examine work space within the library system and especially the third floor of King. The concerns reflected in the survey (specific to the third floor of

Music Library  
116 Fine Arts Building  
40506-0022  
(606) 257-2800

King) indicated a large, noisy open area that was detrimental to productivity. New wall dividers and carpet might not only enhance the area, but alleviate some of the noise and congestion. An expert in this area might be able to offer some inexpensive solutions to this problem.

Additionally, we recommend that supervisors review the schedules of those operating computers to ensure that there are ample breaks for those who are in front of screens more than two hours at a time. Also, terminal schedules should be reviewed so that those sharing computers are able to rotate on and off them with enough frequency to complete their work. There may be a need for more computers, but further investigation into the situation is suggested.

In the section on Job Satisfaction, respondents 1) overwhelmingly urged more recognition and encouragement of their work efforts, 2) wanted to be kept better informed about what was happening in the library system and who to contact for problems, and 3) indicated an interest in a job sharing program and cross-training. Therefore, the Committee recommends that a concerted effort be made by the Administration to keep supervisors aware of the Human Resource Department's programs on effective management and communication. Rewarding employees with praise costs nothing and can accomplish more for morale and job satisfaction than other tangible kinds of incentives.

We also suggest supervisors use the Green Bean as a means to publicly acknowledge staff for outstanding work/effort in their departments.

In addition, the Committee recommends that a directory of each department be compiled and updated annually. It should contain not only names, but also job responsibilities. The directory will aid new employees in learning who works in the library system and will also help other staff know who to call in each department when problems arise.

The Committee also recommends that more information be made available to supervisors about cross-training and job sharing. Benefits of these programs to the library include stress reduction, less job "burn out", and increased communication within the whole library system. Details of job sharing and cross-training could be made available in the Green Bean and in Staff Development and ACTS programs.

In the final area, Orientation and Training, the Committee concludes the ACTS Orientation for staff members is doing a good job. We also conclude that respondents feel they are being trained adequately.

The Committee realizes that many of its recommendations are less precise than others. For those that involve "making supervisors aware" and "developing programs" we suggest that the new staff member, Margie McQuilkin, might be instrumental in planning and coordinating these training and informational programs. We would prioritize the presentation of these programs based on our survey results as follows: 1) effective communication and management training, 2) computer training programs, 3) stress and time management programs, and 4) job sharing/cross training information.

In conclusion, the Committee wants to report that there were many favorable comments found in the survey. There was much more satisfaction than dissatisfaction in all three surveyed areas. Library staff indicated an especially strong camaraderie with fellow staff members, enjoyed a friendly working atmosphere, and liked the busy and diverse work in their departments.

In order that there be opportunities for staff to share their perceptions of their working conditions on a regular basis and for purposes of follow-up to our recommendations, the Committee recommends that the clerical and technical staff be surveyed every two years. Staff input into decisions affecting working conditions will promote positive feelings toward the library system.

/m

attachments

## DISTRIBUTION OF PAYCHECKS

The main Library will be closed for fumigation on Friday, November 24, 1989; however, biweekly paychecks may be picked up in the Lobby of King Library-North between 10:00 and 11:30 a.m. Please convey this information to all Library biweekly paid employees. (Submitted by Ann Howell.)

## BIB. POLICIES AND PROCEDURES ADVISORY GROUP BULLETIN NO. 13

### Monograph Item Records

When creating item records that will be attached to monograph bibliographic records, dates must be placed in the item records as outlined below:

1. Dates cannot be input in the chronology (Chron) subfield of the item record (line 18). The chronology subfield allows only one date to be linked to a given volume and is defined for use with serial bibliographic records only.
2. When a date is used to complete a call number, the date must be input in the book number (Book#) subfield of the item record (line 14). Exceptions:
  - a. Law Library: When a revised volume or supplement is issued for a set and the call number for the original volume includes a date, the date of the revised volume or supplement must be input in the units (Units) subfield of the item record (line 17).
  - b. Medical Center Library: When a monographic set is incomplete, the date of the individual volume of the monographic title must be input in the units (Units) subfield of the item record (line 17).
3. When the call number of the monograph is too long to include the date in the book number (Book#) subfield of the item record, non-processing units must contact their appropriate processing unit for the proper placement of the date in the item record.

INFO/EXPO CONGRATULATIONS

The following letter was received by Rob Aken from John Dinsmore of John Dinsmore & Associates:

Warmest regards and sincerest congratulations to you and all persons connected with the Fall 1989 UK INFO/EXPO, upon the accomplishment of what I perceive as a real turning point in the introduction of information technology to the UK community, as well as those of us outside of UK who are interested in such developments. I was highly impressed by the professionalism of the exhibitors, the presence of commercial vendor exhibits, and the general excitement which pulsed throughout the Student Union Ballroom. You have scored a real coup with this event, and I strongly encourage its continuation.

As I may have mentioned to you previously, my involvement in the information technology community, beginning in the 1960s, has led me to many, often diversified, situations where the presentation of technology has included the mindboggling COMDEX computer show in Las Vegas. The Fall 1989 UK INFO/EXPO represents, to me, a most formidable and successful grass roots effort to let people know what's going on here in central Kentucky. . .

\* PERSONNEL NOTES \*

ABOVE AND BEYOND

Omer Hamlin has been elected to the Board of Trustees of his alma mater, Milligan College. He will serve a term of three years beginning on January 1.

NEW STAFF MEMBERS

Karla Raney--Director's Office/  
Administrative Services.

STAFF MEMBERS LEAVING

Gina Douglas--last day Nov. 10

Jerilynn Marshall--last day  
Nov. 10

Sara Bushnell--retiring--last  
day Nov. 3

PROFESSIONAL READING

Cerny, Johni and Wendy Elliott, eds. The Library: A Guide to the LDS Family History Library. Salt Lake City: Ancestry Publishing, 1988.

[Ref. Z733 .C55 L53 1988]

Whitaker, Marian and Ian Miles. Bibliography of Information Technology: An Annotated Critical Bibliography of English Language Sources since 1980. Brookfield, VT: Gower, 1989.

[Ref. Z674.25 .W48 1989]

(Submitted by Rob Aken.)

\* JOB OPENINGS \*

UNIVERSITY OF KENTUCKY

Library Technician IV, grade 8,  
Acquisitions Dept.

Head, Astronomy-Math.-Statistics Library, Univ. of Cal., Berkeley. Salary: \$28,596-39,276. Deadline: Dec. 22, 1989.

Library Technician IV, grade 8,  
Math Library.

Reference Librarian, Univ. of Cal., Riverside. Salary: \$13,068-14,394. Deadline: Nov. 30, 1989.

Library Technician VI. grade 10,  
Agriculture Library.

CALIFORNIA

Chief Librarian, Automated Bib. Control Dept., Stanford Univ. Salary: \$35,200-60,000. Deadline: Dec. 1, 1989.

Chief Librarian, Original and Special Materials Cat. Dept., Stanford Univ. Salary: \$35,200-60,000. Deadline: Dec. 1, 1989. Asst. Library Personnel Officer for Staff Training and Development, Stanford Univ. Salary: \$30,864-43,100. Deadline: Dec. 15, 1989.

COLORADO

Principal Cataloger, Univ. of Col. Salary: \$29,000-33-000. Deadline: Dec. 15, 1989.

ILLINOIS

Humanities Librarian, S. Ill. Univ. Salary: \$40,000 min. Deadline: Jan. 15, 1990.



INDIANA

Cataloger, Social Sciences,  
Notre Dame. Salary: \$23,000  
min. Deadline: Jan. 30, 1990.

Reference and Instruction  
Librarian, Purdue Univ. Salary:  
\$25,000 min. Deadline: Jan. 20,  
1990.  
Asst. Reference and Instruction  
Librarian, Purdue Univ. Salary:  
\$23,000 min. Deadline: Jan. 20,  
1990.

IOWA

Mathematics/Asst. Engineering  
Librarian, Univ. of Iowa.  
Salary: \$21,565 min. Deadline:  
Feb. 1, 1990.

KENTUCKY

Director of Academic Computing,  
N. Ken. Univ. Salary: none  
given. Deadline: July 1, 1990.

MISSOURI

Head of Cataloging and Bib.  
Control, Univ. of MO, Columbia.  
Salary: \$30,000 min. Deadline:  
Dec. 30, 1989.

NEW JERSEY

Curator, Gest Oriental Library  
and East Asian Coll., Princeton

Univ. Salary: none given.  
Deadline: Nov. 17, 1989.

NEW YORK

Reference Librarian, Real  
Estate Inst. Library, New York  
Univ. Salary: \$27,000 min.  
Deadline: Dec. 1, 1989.

Assoc. Librarian (Conserva-  
tion), New York State Library,  
Albany. Salary: \$46,510 max.  
Deadline: Dec. 22, 1989.

NORTH CAROLINA

Social Sciences Cataloger,  
Univ. of NC, Chapel Hill.  
Salary: \$21,000 min. Dead-  
line: Nov. 30, 1989.  
Monographic Series Cataloger,  
Univ. of NC, Chapel Hill.  
Salary: \$22,500 min. Dead-  
line: Nov. 30, 1989.

OHIO

Reference Librarian, Kent  
State Univ. Salary: \$22,000  
min. Deadline: Dec. 15, 1989.  
Head, Bib. Services, Kent  
State Univ. Salary: \$32,000  
min. Deadline: Dec. 15, 1989.

OKLAHOMA

Curator, History of Science  
Coll., Univ. of OK. Salary:  
none. Deadline: Jan. 5, 1990.

PENNSYLVANIA

Head, General Reference Section, Penn State Univ. Salary: \$34,000 min. Deadline: Jan. 5, 1990.

TEXAS

Science Librarian-Bibliographer, Univ. of Texas, Arlington. Salary: \$19,428. Deadline: Dec. 4, 1990.

WASHINGTON

Head, Serials Division, Univ. of Wash. Salary: \$38,000 min. Deadline: Jan. 19, 1990.

WEST VIRGINIA

Reference Librarian, WV Univ. Salary: \$19,500 min. Deadline: Jan. 15, 1990.

NEXT GREEN BEAN: FRIDAY, NOVEMBER 24, 1989.

DEADLINE: FRIDAY, NOVEMBER 17, 1989.

GREEN BEAN STAFF:

Lew Bowling, editor and typist; Cecil Madison, printer.