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#### NEW EDITOR

My first duty as Green Bean's new editor is to thank the retiring editor, Gail Kennedy, for serving the past 18 months. She made more deadlines than I ever hope to see and kept the newsletter informative and literate. With your help we will continue this precedent.

# THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES  
NEWSLETTER NO. 108 12/12/75  
David Farrell, Editor Ext. 73831

Green Bean will report any item of general interest to the Libraries' staff, including announcements of meetings (at MIK, UK and elsewhere), summaries of directives and policy statements from MIK and UK administrators, personnel notes and similar items. Contributions from staff are welcome and could include reports of departmental/branch visitors, important new publications, meetings attended; in short, newsworthy items other than "social" notes.

Contributions may be submitted to the editor by campus mail or telephone. Deadline for each Friday's issue will be noon the preceding Wednesday.

#### MEETINGS:

The Administrative Council meeting scheduled for December 17 has been cancelled. The next meeting will be January 21, 8:30 a.m.

There will not be a Public Services meeting on December 24. The next meeting will be on January 28 at 8:30 a.m. in the Technical Services Conference Room.

#### ANNUAL REPORT

The 1974-75 Annual Report for the University of Kentucky Libraries is now available in the Director's Office. Please contact Pat Lloyd (7-3801) to get a copy.

#### NEW OMBUDSMAN

Ebba Jo Sexton was elected to succeed Clair McCann as Ombudsman at a recent Staff Association Meeting. Staff members can reach Ebba Jo at the Music Library.

#### CHRISTMAS LUNCHEON

The staff organization would like to remind everyone about the pot-luck luncheon to be held on Friday, December 19th from 11:30 to 1:30 in room 504, MIK south. Turkey and drinks will be furnished.

Be sure to bring one of the following, enough to feed six people and a serving utensil: salad, relish dish, vegetable or covered dish, dessert, dinner rolls and butter. (All food should be ready to serve.)

Also remember to bring a white elephant gift (that's something around the house you no longer want or need) wrapped as a Christmas present. You don't have to attach a card or name tag, we'll just distribute them grab-bag style.

Bring your food and present to room 504 between 10:30 and 11:00 on Friday morning.

NEW DATA SERVICES UNIT OFFERS ON-LINE COMPUTERIZED LITERATURE SEARCHING

The newest unit in the library is Data Services, located on the second floor of King South, next to the Bibliography Room. It provides a new reference service, computer-based literature searching. Through arrangements with the Lockheed Information Retrieval System and the System Development Corporation, the service offers rapid access to a large selection of bibliographic data bases covering a wide range of subject areas in the pure and applied sciences, social sciences, business and education.

As with SOLINET, the data bases are accessed on-line via a computer terminal and telephone lines. The searching is actually done by the Data Services librarian, with the patron present to make suggestions and utilize feedback from the computer to modify the search as it proceeds. The search continues until the patron is satisfied that he has the references he needs. Patrons are charged only for the computer-connect time and telephone charges for the duration of the search.

We would like to hear from those staff members who are interested in learning more about this service, and will be glad to schedule a time for anyone to observe an on-line search and to discuss the operation.

T. Bellardo

REVOLUTIONARY DRESS EXHIBITED

Sketches showing American Revolutionary dress will be displayed in the lobby of MIK South from December 12 through the Christmas Holidays. The sketches were made by an art student from designs made by members of Ms. Diana Smathers' advanced class in the Textiles and Clothing department of Home Ec.

PERSONNEL

Retirement: Lucille Keating, Law

Transfer: Debbie Garr from Acquisitions to Copy Service.

LT I opening: Interlibrary loans. If interested, please see Faith Harders.

Lateral Transfer Opening: Law Library. Position requires an MLS and prior professional experience. Librarian's main responsibility will be to supervise the processing of periodicals, loose-leaf services and government documents. If interested, please see Faith Harders as soon as possible.

Professional openings: Art Librarian and Asst. Director for Personnel. Both positions require an MLS and prior professional experience. If interested, please see Faith Harders or Paul Willis.

TIME SHEETS

Time Sheets for the pay period ending 12/19/75 must be in the Director's Office by Thursday morning, December 18, in order to receive our pay checks December 24, 1975.

MINIMUM WAGE PAYROLL CHANGES

Effective with the payroll period beginning December 20, 1975, the minimum wage for all non-student employees will be \$2.20 per hour; full time students will be paid \$1.87. In order to minimize the paper work, Personnel has issued the following guideline:

Employees other than full time students making \$2.00 per hour or more but less than \$2.20 will automatically be adjusted to \$2.20; you do not need to notify the Director's Office.

Students making \$1.70 per hour or more but less than \$1.87 will be automatically adjusted to \$1.87; you do not need to notify the Director's Office.

If you now have someone making less than the new minimum and they will be raised to above the minimum (for example; a student now making \$1.85 an hour and you wish to raise him/her to \$1.90) you must fill out a PAR and send it to Ann Short. If you have any questions, please call me or Ann Short. Thank you.

F. Harders

THE CHECKS

The check for the pay period ending 12/31/75 must be in the Director's Office by Thursday morning, December 18, in order to receive our pay checks December 24, 1975.

MINIMUM WAGE PAYROLL CHANGES

Effective with the payroll period beginning December 15, 1975, the minimum wage for all non-student employees will be \$2.19 per hour. Full-time students will be paid \$1.57. In order to maintain the paper work, Personnel has issued the following guidelines:

Employees other than full-time students making \$2.00 per hour or more but less than \$2.19 will automatically be adjusted to \$2.19; you do not need to notify the Director's Office.

Students making \$1.75 per hour or more but less than \$1.57 will be automatically adjusted to \$1.57; you do not need to notify the Director's Office.

If you now have someone making less than the new minimum and they will be raised to above the minimum (for example, a student now making \$1.75 an hour and you wish to raise him/her to \$1.50) you must fill out a SWR and hand it to Ann Short. If you have any questions, please call us at Ann Short's. Thank you.

T. Roberts

JOB OPENING

Opening for assistant to the head of the Lexington Public Library.

Contact Mary Powell Phelps for information.

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