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THE
GREEN
BEAN

3/22/74

PERSONNEL

Positions open: Binding, Classif. IV (open April 1); Cataloging, typist, Classif. V (open now); Cataloging, Classif. VJ (open April 1).

Terminations: Linda Turner, Bindery, March 29. Mildred Legg, Cataloging, March 29.

DIRECTOR'S NOTES

LIBRARY TECHNICIAN SERIES

I would like to describe the new Library Technician Series which was recently established by the University Personnel Division for the library support staff. This series of positions includes those involving non-professional and/or technical work. The work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures to the technical and public service aspects of library services.

Some positions in the library will be excluded from this series. It should be noted that although library knowledge might be helpful to these positions, it would not be essential. These positions include:

- 1) Positions in which typing, stenography, or other clerical work form the major portion of assigned duties.
- 2) Positions in which the clerical work is of a general office nature, e.g., accounting, filing, mail distribution, etc.

Four categories resulted from the Personnel study. A uniform classification series and single specifications for similar positions were developed. Each position was evaluated on the basis of education, experience, supervision, mental skills and demands, assets, policy and methods, personal contacts, and complexity of records maintained.

The specifications for the series are given below. Personnel noted that the descriptions contain examples of work performed and not a listing of all the duties and responsibilities of the position in other classes. Experience can be substituted in all cases for college education on a year-for-year basis. An individual can be hired for any position (at a trainee rate) where the minimum qualifications can be obtained within one year.

I am pleased that the University is implementing the Library Technician Series in July. I view this as a further recognition of the importance of the support staff to the operation of the University Libraries. The support and cooperation received from Bruce Miller, Darwin Allen, Elizabeth Jones, and Omer Hamlin should be noted.

LIBRARY TECHNICIAN I

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs specialized sub-professional library duties of limited complexity; and does related work as required.

EXAMPLES OF DUTIES:

Prepares periodicals for binding.
Performs bibliographic searching.
Processes serial publication changes.
Receives, records, and routes mail.
Reshelves magazines and books.
Processes inter-library loans.
Performs clerical duties which may include typing, filing and ordering supplies.
Checks books in and out.
Monitors persons entering and leaving the library.
Acts as receptionist.

MINIMUM QUALIFICATIONS:

High school graduation.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic library procedures, methods, and techniques. Accuracy. Skill in the use of a typewriter.

LIBRARY TECHNICIAN II

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs specialized sub-professional library duties; and does related work as required.

EXAMPLES OF DUTIES

Trains and supervises full and part-time employees engaged in library activities, such as binding preparation.
Performs the more difficult bibliographic searching.
Is responsible for invoice payments, credits and new orders.
Aids in maintaining a Government Publication Depository.
Cataloges titles with acceptable Library of Congress Copy.
Answers reference questions and explains library policy.
Processes newspapers to be microfilmed.
Locates lost books or records information on books declared missing.
Catalogs material or handles the computing of cataloging programs.
Revises shelf lists.
Records circulation statistics.
Locates, through inter-library loan, books difficult to obtain.

MINIMUM QUALIFICATIONS:

Graduation from high school supplemented by two years of college; or an equivalent combination of training and/or experience may be substituted for college.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of basic library procedures, methods and techniques.
Ability to assign and supervise the work of subordinates.
Ability to deal tactfully and courteously with the public. Thoroughness.

LIBRARY TECHNICIAN III

CHARACTERISTICS OF THE CLASS:

Under direction is responsible for sub-professional library activities and may supervise a department or departmental library in the absence of the librarian; and does related work as required.

EXAMPLE OF DUTIES:

Trains and supervises full-time personnel, students, and library interns, and may have total responsibility for a reading or reserve book room.
Answers reference questions, interprets library policy and assists patrons in the use of reference tools.
Corresponds with vendors; and may be totally responsible for ordering books in a departmental library.
Gives final approval for the payment of invoices.
Binds and repairs books.
Monitors the use of rare books and manuscript collections.
Is responsible for organizing the stacks.
Keeps staff and student payroll records.
Updates and transfers information contained in the Serial File to the Central Series Record.
Aids in solving difficult cataloging problems.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college; or an equivalent combination of training and/or experience.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, methods and tools of library science.
Thorough knowledge of departmental policies.
Ability to establish and maintain effective working relationships with library patrons and employees.
Good judgment.

LIBRARY TECHNICIAN IV

CHARACTERISTICS OF THE CLASS:

Under general direction performs extremely responsible semi-professional library work, and may supervise a large department or college library in the absence of the librarian; and does related work as required.

EXAMPLES OF DUTIES:

Hires, trains, supervises and evaluates full and part-time employees. May plan and co-ordinate the activities of a department or several sections.

Reviews, selects, and catalogs books written in a foreign language. Acts as liaison between vendors and faculty in the ordering of foreign material.

Organizes and supervises the publication of a departmental newsletter or training manual.

Aids in the development of departmental policy

Answers difficult reference questions, and interprets library policy to patrons and employees.

MINIMUM QUALIFICATIONS:

A combination of training and/or experience equivalent to graduation from an accredited college supplemented by two years of related experience.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, methods and tools of library science.

Thorough knowledge of the university library policies.

Ability to establish and maintain effective working relationships with library patrons and employees.

Reading knowledge of one or more foreign languages.

Good judgment. Tact. Resourcefulness.

NEWS FROM THE KING LIBRARY PRESS

The King Library Press, under the direction of Mrs. Carolyn Hammer, is engaged this semester with many hand-press book projects, in various stages of completion. Working with Mrs. Hammer are a group of apprentice printers made up largely of College of Library Science students and M.I. King staff members. Harry Gilbert, John Richardson, Gwendolyn Curtis, Claire McCann, and Margo Padgett represent the library staff with Lance Wyman, Barbara Harris, Priscilla Zaenglein, and David A.L. Smith representing the College of Library Science.

The Pasternak/Merton: Six Letters, 1958-1960, in 150 copies, has now been finished and is available for purchase. The last few pages of King Solomon of Lexington, 1775-1854, in 100 copies, are being printed and it should be finished in the near future. Work on The Phenomena, an astronomical poem by the 2nd century, B.C., astronomer-poet, Aratus, begun by the Anvil Press, Lexington, Kentucky, has been resumed after a discontinuance of several years. This book is illustrated with woodcuts by Ratdolt, a famous Illustrator of the Incunabula period. Set in Jessen type, on English hand made paper, it promises to be one of the finest of this year's books. Dick Whittington and his Cat with illustrations by Carolyn Whitsel and Foreword by Rhoda Channing will be the Press's next project.

One of the apprentices, Gray Zeitz, has started his own hand-press and has a book of poetry, Handsel, available for purchase. Gray is now working on a series of books of poetry by Kentucky Poets, the first by UK's own Richard (Dick) Taylor.

Plans are now being made for the summer program of the University of Kentucky Press. For information on that or about any of the works mentioned, please contact Mrs. Hammer in Special Collections.

(David A.L. Smith)

SOLINET

The first membership meeting of SOLINET was held in Atlanta on March 14. The Board of Directors of SOLINET announced that negotiations for a tie-in contract with OCLC are promising, but bid specifications have been prepared for release to interested computer facilities if the negotiations fail. Dr. Charles Stevens, former Executive Director of the National Commission on Libraries and Information Science, has been named Executive Director of SOLINET, based in Atlanta. If negotiations are completed promptly, the first terminal installations would take place in January 1975.

The Board of Directors received a \$10,000 grant from the Council on Library Resources with which to train network participants. As soon as the contracts have been completed, the Board will turn its attention to training procedures. The main business item on Thursday was the approval of the By-Laws. Bill Gardner has a copy of the adopted By-Laws for anyone interested in reading them.

(D.H.)

PHARMACY LIBRARY

Edna R. Pray has started a monthly bibliographic column, titled, CONTINUING EDUCATION THROUGH THE COLLEGE OF PHARMACY LIBRARY, to assist pharmacists in the field to continue their personal on-going education. The bibliography is appearing in The Kentucky Pharmacist. A copy of any article listed may be obtained "FREE" by calling the toll-free number at the Medical Center Library.

Edna is also serving as Secretary to the Pharmacy Group of the Medical Library Association for the 1975 meeting and is Chairman of the Resolutions Committee, Librarians Section, American Association of Colleges of Pharmacy.

COMING UP

April 1st, Monday - Duanne Webster, Director of the Management Studies of Association of Research Libraries, will be here to discuss the Management Review Analysis Program of ARL. Two presentations will be given in the morning with half the staff attending each. In the afternoon he will meet with several small groups.

April 19, Friday - Jerome Yavarovsky, Asst. University Librarian for Planning at Columbia University will discuss with us the work that they have accomplished at Columbia in restructuring the organization and staffing patterns of the Libraries.

GPD

John Richardson has written a bibliography of the Parliamentary Papers, Great Britain, for use in our library. Explanation of the use of the Parliamentary Papers is included, as well as our holdings and annotations. For further information; contact John in GPD.

TRAVEL

Some travel funds are available for those who are interested in going to the following conferences; Ohio Valley, Special Libraries Asso. at Shakertown, College & Research Division (KLA) at Jenny Wiley State Park. Please submit an itemized request form no later than Thurs., March 29, to D. Green, Director's Office. Mileage funds are available only to those who drive and take others.

Our funds will be depleted after this; no more in-state travel money will be available until next fiscal year.

STAFF ORGANIZATION

The Staff Organization has appointed a picnic committee for the year 1974. Please let your feelings and suggestions be known to any of the following committee members:

Bill Marshall, Chairman	Jim Minton
Madeline Rue	Gail Kennedy
Sally Johnson	Margaret Williams
Sandy Spahn	Charles Atcher

NEXT DEADLINE: APRIL 6