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# THE GREEN BEAN

7-28-81

No. 361

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

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## CALENDAR

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### A REMINDER

The staff lounge for King South is now in Room 403. This area will be kept locked. You will need to get new keys. See Pat Lloyd for key authorization cards.

### ACTS ELECTION

ACTS is now conducting its annual election of officers for the 1981-82 year. Ballots will be distributed soon. Please consider the candidates, vote, and then return the ballots to Dorothy Rapp in GPD as soon as possible. Results will be announced at the ACTS annual meeting this fall. (Note: There will be 2 ballots. Be sure to vote on each of them).

### CLR INTERN PROGRAM

October 12, 1981 is the application deadline for the Council on Library Resources Academic Library Management Intern Program. Five internships are available to aid professional development of mid-career librarians who have the potential for management.

### OMS MANAGEMENT INSTITUTE

The Association of Research Libraries Office of Management Studies will offer 2 Library Management Skills Institute this fall in Washington, D.C. The basic 3½ days institute will be held November 10-13, 1981, while the advanced 5½ days session will be held on November 15-20, 1981. The cost of the basic institute is \$200; the advanced, \$350.

Contributors: Nancy Baker (editor), Pam Fields, Barbara Galik, Ron Weber.

SPEC KITS

The following SPEC Kits are available in the Reference Department:

- 72 Executive Review on ARL Libraries
- 73 External User Services
- 74 Fees for Services
- 75 Staff Development

LC SUBJECT CATALOGING WORKSHOP

The University of Kentucky College of Library Science is sponsoring a workshop on Library of Congress Subject Cataloging on Friday, September 11, 1981 at the Lexington Hyatt Regency. The \$25.00 cost includes lunch. For more information contact: Director, Office of Continuing Education  
College of Library Science  
465 Patterson Office Tower  
(606) 258-8877

THANKS FROM THE EDITOR

This will be the last issue of the Green Bean for which I will serve as editor. Thanks to everyone who have been so conscientious about sending me articles and news. I would like to offer a special thanks to Pam Fields who has typed the Green Bean all year.

Nancy Baker

OPPORTUNITIES FOR PROFESSIONAL EMPLOYMENT

Head Humanities Department, Syracuse University. Deadline: August 28, 1981. Salary \$19,000+.

Cataloger . University of North Carolina. Deadline: September 15, 1981. Salary \$13,000.

Head, Reference Department. University of Oklahoma. Deadline: October 1, 1981. Salary: Open.

Business/Economics Reference Librarian. University of Oklahoma. Deadline: October 1, 1981. Salary: Open.

Ranke Cataloging Project Librarian (medieval and modern European history). Syracuse University. Deadline: July 31, 1981. Salary: \$15,550+. (27 month project).

Senior Librarian. Education Library. University of Alabama. Deadline: August 31, 1981. Salary \$15,300.

Assistant Department Head, Serials/Serials Acquisition Librarian. University of California-South Barbara. Deadline: October 15, 1981. Salary \$18,190-\$23,379.

Serials Cataloging Head. University of California-Santa Barbara. Deadline: September 30, 1981. Salary \$17,376-\$30,642.

Assistant Librarian. Marquard Library of Art, Princeton University. Deadline: September 1, 1981. Salary \$14,600+ or \$16,100+ depending on rank.

Associate Librarian II/Administrative Staff Librarian. University of Maryland. Deadline: September 1, 1981. Salary \$14,500+.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The third part of the document provides a detailed breakdown of the results. It shows that there has been a significant increase in sales volume, particularly in the latter half of the period. This is attributed to several factors, including improved marketing strategies and better customer service.

Finally, the document concludes with a set of recommendations for future actions. It suggests continuing the current marketing efforts while also exploring new channels to reach a wider audience. The author also recommends regular audits to ensure the accuracy of the records and to identify any potential areas for improvement.