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CALENDAR

26 April - 1 May - Student art exhibit - Art Library (see note)

29-30 April - SLA Kentucky Chapter spring workshop at Berea. Topic: "Computer-based Library Networks and Bibliographic Data Base Search Services."

30 April - Library Staff Organization meeting - 3:00 PM, Old Rare Book Room (see note).

5 May - Branch Librarians Area Meeting - 8:30 AM, Tech Services Conference Room.

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES
NEWSLETTER NO.126 4/30/76
David Farrell, Editor Ext.82684

ABOUT THE LIBRARIES

Library Staff Organization notes:

Ms. Sharon Bale, College of Agriculture, is the guest speaker at today's Staff Organization meeting at 3:00 PM in the Old Rare Book Room. Ms. Bale will speak on floriculture and will display her talents in floral design. She will also have some gardening tips to share, so bring your questions, take notes, and share your own gardening ideas. All welcome; refreshments will be served.

The following appeared recently in the Suggestion Box:

Hey!

Is the Library Staff Organization going to have a picnic this year? Hope so.

Hoper

Dear Hoper and Staff Organization members,

A staff picnic is a good suggestion. Since the planning of a reception for retirees will be our chief task this spring, however, the officers would like to defer plans for a picnic until the fall. At that time, provided staff members are interested, we will consider plans for a picnic.

Terry Warth, President
Library Staff Organization

New Gallery Exhibit:

The books which are currently on display in the Gallery have been selected from Special Collections holdings on early works about athletics. The exhibit includes a 1633 edition of a proclamation issued in 1618 by King James I of Great Britain. His edict discusses what sports are lawful on Sundays and holy days.

Whether you prefer swimming, fishing, sailing, fencing, archery, tennis or golf, or, if you are the original great indoors person,

these books evoke a picture of bygone days. Of course, we haven't forgotten the "Sport of Kings." Our exhibit includes works about horse racing as well as pleasure riding. The exhibit will continue through May.

Student Art Exhibit:

Clay, Paper, and Paint, an Art Show, will be exhibited in the Art Library from April 26 to May 1. The show includes etchings and woodcuts by Carol Dussere; sculpture, paintings, and functional pottery by Becky Swisher; and ceramic sculpture and functional pottery by Stephanie Landregan.

Summer Advising Conferences:

A few more persons are needed to help represent the Libraries at the Summer Advising Conferences in July. See Larry Greenwood or David Farrell if you're willing to meet with freshmen and their parents to discuss library resources and services at UK.

Libyans Depart:

Kalifa Karwy, Mohammed Sharif and Shaharзад El-Aradi, who arrived from Libya a year ago to intern in the UK Libraries, departed this week for home. At least one, Kalifa, hopes to return in time to pursue an American library degree.

U.K. Libraries Staff Development:

The May program for the U.K. Libraries Staff Development Series will be a tour of the Education Library, with emphasis on ERIC and a visit to the Media Center.

There will be three sessions:

Tuesday, May 11 at 9:15
Wednesday, May 12 at 9:15
Thursday, May 13 at 1:30

I would appreciate it if each department head/branch librarian would let me know by Friday, May 7, how many people from his/her unit will be attending each session. The program should last about 45 min.

Business Library hours during finals:

Sunday	May 2nd	2 PM - Midnight
Mon. - Thurs.	May 3rd - May 6th	8 AM - Midnight
Fri.	May 7th	8 AM - 5 PM
Sat.	May 8th	CLOSED
Sun.	May 9th	CLOSED

OFFICE EQUIPMENT FOR STUDENT ASSIGNMENTS

The Office of the Vice President for Business Affairs has circulated a memo prohibiting the use of University equipment and supplies for the private benefit of students and staff in the production of theses, dissertations, term papers, etc.

CLR SEEKS INTERNS

The Council on Library Resources is seeking outstanding midcareer librarians as candidates for the Council's Academic Library Management Intern Program for the 1977-78 academic year. According to the CLR flyer, the Intern Program provides a unique opportunity for librarians to enlarge their management skills by working for a year under the guidance of the director of a large academic library, recognized for its administrative excellence. Application deadline is October 15, 1976; if interested see Mr. Willis.

INTERNATIONAL PRECIS WORKSHOP

PRECIS (PREserved Context Index System), the British computer-aided subject indexing system, will be presented for the first time to American librarians in a workshop at the University of Maryland 15-17 October 1976. The system has been used in Great Britain since 1971, and is also used extensively in Australia, Canada, France and Scandinavia. It is based on universal grammatical structures and is therefore essentially independent of the vocabulary of any specific natural language, according to its developers. Cost for workshop is \$100.

MANAGEMENT COMMON SENSE CORNER

A piece from March 1976 - BITS & PIECES -

A man walked into a drugstore and entered a phone booth. "Hello, Allied Manufacturing? . . . Mr. Frederickson, please . . . Mr. Frederickson, I understand you have an opening in your firm for an office manager . . . Oh, I see. You hired a new man six months ago and you're very happy with him. Very well, thanks anyway."

The druggist approached the man as he left the phone booth. "I couldn't help overhearing your conversation," he said. "I'm sorry they didn't have an opening."

"Oh," replied the man, smiling. "I'm not really looking for a job. That was my boss, and I'm his office manager. I was just checking to see how I'm doing."

The best way to get the performance you want out of your people is to let them know how they're doing without having to ask. If they are doing something wrong, don't wait six months to tell them. And if you're pleased with their work, tell them--immediately!

Most good companies have a policy of reviewing their employees' performance and prospects at regular intervals. This is a sound practice. It assures people that, at certain periodic intervals, they'll know where they stand.

It's a poor substitute, however, for a leader who lets people know how they are doing day by day, and week by week. Too many "bosses" shirk their responsibilities in this area.

It isn't pleasant to criticize subordinates--that's why so many managers tend to put it off or forget it. Nevertheless, when people need guidance, it's the manager's job to give it to them. The leader who doesn't is letting them down-- and the company as well.

When you're dissatisfied with someone's performance, it simply isn't fair not to tell the person immediately. If people don't know what they're doing wrong, how can they improve?

And how can you possibly know, for sure, that it's really their fault? Perhaps they didn't understand exactly what you wanted. Or perhaps there were extenuating circumstances you don't even know about that prevented them from doing the job. Unless you discuss the matter with them, how can you tell?

When you're dissatisfied with a person's work in any respect, don't just brood about it, and don't just give that person a black mark in your mental notebook. Communicate! Call the person in and discuss it. Let that person know you're dissatisfied, and find out exactly what's preventing the kind of performance you expect.

You don't have to be unpleasant about it, or pound the table. All you have to do is tell the person honestly what you don't like, and see if the fault can be corrected. You may even find, if you investigate the situation honestly, that you are partly to blame yourself. If so, let's hope you're big enough to admit it!

A good leader reacts--immediately and continuously--to good work as well as bad. People don't have to wait six months or a year to find out how they are doing. If they're in line for a promotion--or in danger of being fired--no formal hearing is necessary to break the news. They know it already.

EMPLOYMENT OPPORTUNITIES

Assistant Director for Reader Services. Univ. Florida. 1 July 76. \$13,904-\$20,704.

Director, Learning Resource Center. Univ. Minnesota Technical College at Waseca. Sept. 76. Open.

Asst. Director for Technical Services. Texas A & M. \$18,000 min.