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# THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES' NEWSLETTER

8/26/77

NO. 192

## CALENDAR

26 August - Fall Faculty Meeting, Carnahan House

Current Exhibits: Foyer, King Library North - The Kikkuli Text: a new publication from the King Library Press. Also; Recent Acquisitions. Gallery, Department of Special Collections - Three Exhibits prepared by Library Science students (through 15 Sept.). Lobby, King Library South - "Nine Illustrations from Bambi": drawings by Bill Crouch (through August).

Contributors to this number: David Farrell (Editor), Faith Harders, Mary Ransbottom, Cathy Stevenson, Bob Turner, Terry Warth, Paul Willis.



## ABOUT THE LIBRARIES

### Library Tours September 6th-9th

The Reference department will be offering brief general tours of the King Library September 6th-9th. We would welcome volunteers from the staff to help with these. It's interesting for our users to meet staff who are not usually at the public service desks. We will provide as much help/support/training as you feel you need before giving a tour. If you think you can spare 30 minutes during that week please contact Patricia Renfro or Mollie Sandock at 7-1631 as soon as possible.

### Poster Collection on Exhibit:

About 60 posters from the Department of Special Collections are on loan for "Prop Art: Protest and Persuasion" at the University Art Gallery. The show opens Sunday, 28 August, and runs through 25 September. The posters in the show are drawn from collections of 500 World War I, World War II, and the French Student Revolt (1968).

### ACTS Executive Committee Officers 1977-78:

Bob Sandrock--chairperson  
Karen Boucias--representative to Administrative Council  
Gary Stottlemeyer--representative to Library Faculty  
Cathy Stevenson--recorder  
John Cleveland

### LSO Meeting Notes:

A Library Staff Organization meeting was held August 18 in the Gallery. During a brief business meeting a motion was made and carried to increase the LSO dues to \$3.00/year for full-time staff members. Terry Birdwhistle and Bill Cooper presented a very interesting program on Oral History. They shared with the staff, by means of a tape recorder, some of their interviewing experiences.

## HEA TITLE II C, STRENGTHENING RESEARCH LIBRARY RESOURCES:

1. On July 21, 1977, the House-Senate Conference Committee on Labor-HEW Appropriations for fiscal 1978 agreed on an appropriation of \$5 million for Title II C, Strengthening Research Library Resources. President Carter is now expected to sign this appropriation bill when it reaches him.



2. The authorization for HEA II C for fiscal 1979 is \$20 million.
3. With this appropriation, research libraries are not only recognized as national resources for higher education, scholarship, and research, but Federal funds are made available to strengthen their resources and extend their services in the national interest.
4. Progress is being made in the Office of Education in revising the draft Regulations (see Federal Register, v. 42, No. 103, June 6, 1977) of HEA II C based on the recommendations and suggestions submitted, including revision of the specified regions. The target date for issuance of the Regulations is early October when the fiscal 1978 appropriations will become available.
5. Some preliminary observations follow: Although the law and Regulations seem to be based on research libraries submitting individual applications, it would seem wise, particularly in States with more than one research library, that there be joint discussions and planning on the use of funds requested and that each application reflect cooperative planning.
6. Based on the national distribution of research libraries, it could be expected that the number of applications from each of the States would range from one to approximately five.
7. Based on the appropriation of \$5 million for fiscal 1978, it could also be estimated that funding of applications might range up to \$50,000. Larger amounts can be requested, however, and the need of the applicant library for further funding in fiscal 1979 can also be indicated.
8. It is likely that the Commissioner of Education will appoint an outside review panel of librarians and scholars from the various regions of the nation to evaluate applications and make recommendations for funding.

(ARL Memorandum  
July 25, 1977 )



## TIPS ON CONDUCTING MEETINGS

The Library Staff has indicated to the Professional Activities and Staff Development Committee an interest in conducting meetings effectively. The following six suggestions were compiled from several articles, particularly "You and I Have Simply Got To Stop Meeting This Way," a series of articles by Richard J. Dunsing in the September 1976 through February 1977 issues of Supervisory Management. These suggestions are for small meetings, although some may be adapted for large meetings.

1. Have an agenda. Let the participants know beforehand what goals, objectives, or topics are to be discussed or acted upon.
2. Be well-prepared.
3. Tell participants in advance if you expect specific information from them.
4. Be clear and specific concerning actions to be taken by the members. Be sure each person knows what is expected of him.
5. Keep the meeting on track. Accomplish what you came to do by getting people on and off the "air."
6. Adjourn when the goals have been accomplished. If you finish early, leave early.

Below is a short bibliography of recent articles and books on conducting meetings.

Auger, B.Y. "Making Meetings Productive." Industry Week. 179:52+ Oct. 1, 1973.

Bradford, Leland P. Making Meetings Work. La Jolla, Calif.: University Associates, 1976.

Dunsing, Richard J. "You and I Have Simply Got To Stop Meeting This Way." Supervisory Management. 21-22, Oct. 1976-Feb. 1977.

Grote, Richard C. "Hidden Saboteurs of Group Meetings." Personnel 47:42-48 Sept./Oct. 1970.

"How To Hold Meetings." Dynamic Supervision. Waterford, Conn. : Bureau of Business Practice.

Jay, A. "How To Run A Meeting." Harvard Business Review. 54:43-57, Mar. 1976.

La Sota, P.E. and Zawacki, R.A. "Successful Staff Meetings." Personnel Journal. 54:37-28+ Jan. 1975.



Pattullo, G.W. "Why Staff Meetings Fall Flat." Nation's Business. 61:67-68, May 1973.

Rush, F.M., Jr. and Phillips, V.F., Jr. "Getting The Most Out of Meetings." Business Horizons. 17:55-61, Oct. 1974.

This, Leslie E. The Small Meeting Planner. Houston, Texas : Gulf Publishing Co., 1972.

### PARIS (KY) LIBRARY VISITED:

(Editors note: Terry Warth recently visited the John Fox Jr. Memorial Library in the Duncan Tavern complex in Paris, Ky., and submitted these notes.) The John Fox Jr. Memorial Library contains books, manuscripts and memorabilia given by the Fox family. Ms. Elizabeth Steele, who founded the library, reports that the family--now only represented by a nephew--also supplies the money for the upkeep! In addition to the John Fox material, the library also contains a wealth of genealogical sources, including genealogical magazines which the D.A.R. has been collecting since 1941. (Duncan Tavern is the state headquarters of the D.A.R.)

Their most popular possession is the manuscript of "The Little Shepherd of Kingdom Come." They also have the first edition of all of John Fox's books autographed to his mother and father.

The library is for reference use only. It is open 10-12 and 1-5 Tues.-Sat. and 1:30-5 Sundays. The people in the library are most cordial and they make one's visit a very real pleasure.

### MUSICOLOGY LECTURE:

F. Alberto Gallo, professor of musicology at the University of Bologna and senior editor of Rivista Italiana di Musicologia, will lecture on Italian dances of the fifteenth century and their musical and social context in Room 2 of the Fine Arts building on Friday, 9 September at 3 P.M.

Professor Gallo holds degrees in law and in philosophy from the University of Padua and has been a member of the faculty of the University of Bologna since 1969. In 1966 he received the Edward Dent medal from the International Musicological Society in recognition for his achievements in the study of Italian musical history. He is the author of numerous monographs and articles on early Italian music and has edited many treatises and musical transcriptions of medieval and Renaissance music.

His lecture is sponsored by the Commission for Cultural Exchanges between Italy and the United States and the School of Music of the University of Kentucky, is free and open to



to the public. He will illustrate his lecture with slides and music examples.

### PERSONNEL:

#### Classes:

If you are taking a class on library time, please remember to send a note giving course and meeting time on it to the Director's Office; note should have dept. head's signature. Thank you.

#### Reminder on Work Study:

When you hire a work study person, please be sure to send their name and dept. where working to Director's Office for our files.

#### Correction:

The Art Library job listed in last week's Green Bean is an LT III, not LT II. If interested please see Faith Harders.

### PROFESSIONAL EMPLOYMENT OPPORTUNITIES

Industrial Relations Librarian, Princeton University Library,  
Available: as early as Dec. 16, 1977. Application Deadline:  
October 15, 1977. Salary: \$13,000-\$15,100.

Assistant Catalog Librarian, Paul Meek Library-Tennessee,  
Available: Oct. 1, 1977. Application Deadline: Sept. 20,  
1977. Salary: \$10,000 minimum.