

# QA NEWS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 1 9 January 1975

## ELECTION RESULTS

Congratulations to the following people elected to serve on the Library Staff Association Board for 1975 and 1976.

### Professional

Peter Ananda  
Veronica Wakeman

### Non-Professional

Leon Desaulniers  
Annette Roberts

The carry-over members for 1975 are: Michael Quinn, Lucille Toy, Jo Ann Brock and Don Williams.

Good luck during your term of office.

-- Thora Hutchison  
President

## IDA ADAMS RETURNS TO FLORIDA

Before her return to Florida on 21 December 1974, Ida Adams, who has been a Mellon Foundation Intern since 23 September 1974, left the following message for her friends at Berkeley:

I would like to thank Mr. Dougherty and the UC Berkeley Library staff for the courtesies extended to me during my visit. I am especially grateful to you for allowing time in your busy schedules to provide opportunities for me to be introduced to your library activities. The experiences have reaffirmed my belief in the need for dynamic leadership; and the importance of the dedication and commitment of the library staff to both the goals and objectives of the Library, and to their individual development.

It has been a real pleasure for me to be associated with the UC Berkeley Library and its valuable work.

Ida Adams

## CORRECTION - TECHNICAL ORDER 74/7

An error was made in numbering the latest Technical Order, Location Codes, dated 9 December 1974. This is Technical Order 74/7 not 74/6 as printed. Please make the necessary corrections.

## POSITION AVAILABLE

Applications for the following academic position in the General Library at Berkeley are being accepted by the Library Personnel Office, 447 Library, telephone extension 2-3778:

Assistant or Associate Librarian  
\$9,864 - \$13,560 or \$12,648 - \$17,496

## FORESTRY and FOREST PRODUCTS LIBRARIES

This position requires a split assignment of time, fifty percent on campus in the Forestry Library and fifty percent at the Richmond Field Station with the Forest Products Library. Forestry responsibilities are directed toward reference service in support of the research and teaching program of the Departments of Forestry and Conservation (undergraduate) and Forestry and Resource Management (graduate). User orientation, compilation of special indexes, preparation of exhibits are some of the tasks in this public service moiety. Special projects such as a machine-generated subject heading list and review of headings will be undertaken as time permits.

The Forest Products segment calls for management of a small, highly specialized collection and for reference service related to that collection. Support for research and the graduate program in Wood Science and Technology is provided. Indexing of materials received directly, compilation of a bibliography of staff publications, supervision of a full-time Library Assistant are specific tasks of this assignment. Effective utilization of campus resources to supplement the collection is essential.

Requirements include a professional library degree from an accredited library school and a degree in forestry or the biological sciences. Additional scientific training, especially in organic chemistry is highly desirable. Applicants should have previous experience in management of a small library (or branch of a larger library) and in selection for development of a specialized collection. The special demands of functioning effectively in two separate locations will require adaptability, flexibility, and a high level of organizational ability, as well as enthusiasm and sympathetic concern for the needs of students and faculty.

Classification and salary depending upon the qualifications of candidate selected.

The General Library at Berkeley is an Equal Opportunity-Affirmative Action Employer. Minorities and Women are particularly urged to apply.

## VACATION EXTENDED

Marj Titus has extended her vacation time and will not be in the Multilith Room as scheduled this week. Until her return please continue to send your multilith requests to the Library Business Office.

-- Christina Marton

## ROSE FONG RETIRES

On 1 January 1975 Mrs. Rose Fong retired from her position as Library Assistant III in the Acquisition Department after twenty-four years of loyal and devoted service to the Library.

Originally employed as a Senior Account Clerk, handling financial records related to book accounts, she transferred in July 1956 to the Search Division where she soon became expert in the many details involved in locating library material through the world-wide out-of-print book market. When the Search Division was incorporated into the Bibliographical Division in 1971 Mrs. Fong became a member of the English Language Section where she continued to oversee o.p. search operations in addition to other bibliographical assignments. Throughout, she was noted for her friendliness and helpfulness to all.

Mrs. Fong is looking forward to a variety of leisure activities with her many Berkeley friends. We shall indeed miss her quiet cheerful presence, but extend our warmest and best wishes for a happy and satisfying retirement.

-- Marion Murdoch

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

Just received is a 4-page list of publications describing library management research in Great Britain and issued by the Bodleian Library, the University of Newcastle-upon-Tyne, the University of Technology at Loughborough, the Birmingham Library Co-operative Mechanization Project, the Southampton University Library, and the University of Lancaster Library. The list is available in the Librarian's Office for consultation by interested staff members.

SPEC flyer no. 13, December 1974 (Performance review) has also been received. It brings flyer no. 5, March 1974, up to date, being based on a later survey and a series of site visits. The related SPEC kit will be made up of documents not used in the earlier kit as well as new documents not available when the original performance review kit was prepared.

-- Richard F. Larson

## LAUC-B EXECUTIVE COMMITTEE -- DECEMBER MINUTES

Meeting with Vice Chancellor Heyman

On December 16, the executive committee met with the new Vice Chancellor to discuss various issues concerning promotion review. George Davis and Kent Schriefer (from CAPA) and Richard Dougherty also attended. Dr. Heyman commented that revising peer review so that the Chancellor's Office makes the final decision was probably too hasty. He proposed a reversal to the old system (University Librarian and provosts to make the final decisions) for next year, and will probably delegate his authority this year. He also felt that it would be desirable for CAPA to assume the role of the faculty Budget Committee, i.e., pass on all merit increases as well as promotions. Other topics of discussion included the following:

## LAUC-B EXECUTIVE COMMITTEE -- DECEMBER MINUTES (Continued)

Resumés: A copy of each resumé is to be sent simultaneously to CAPA and the individual. Some recommendations will be sent early to CAPA, to serve as samples, so that CAPA may determine if they are complete enough.

Confidentiality: The Vice Chancellor is still not firm on this point, but interested in the differences between librarians and faculty in this regard.

Automatic review at top of rank: For various reasons, some librarians may prefer not to be reviewed this year. After discussing this question with Dr. Heyman and amongst ourselves, we agreed to send a letter to him and to all librarians, allowing persons to defer review for one year.

Status of LAUC

LAUC is to be officially recognized with new by-laws. Changes include: the field of interest is more restrictive (library operations and professional standards, but not political issues); the protection of librarians is omitted; contributions from members cannot be required, and administrative funds are to be made available. Other changes are routine, such as those involving AUL's and UL's. The new by-laws are to be presented at the January 16 & 17 Regents meeting. The President is to write to Vice President Taylor agreeing with the changes, and the document--retyped and with routine editorial changes--will be on the January 2 agenda for the Regents. The approval of LAUC divisions will be sought between January 2 and January 16 by a poll of the assembly; by the end of February the divisions can vote on it. Chancellors, University Librarians, and division chairmen will get legislative copy.

McCoy Committee

The salary restructuring proposal drawn up by the McCoy Committee was discussed with the Northern and Southern University Librarians, and also with the Library Council. The figures are not yet firm, but the schedule does provide for biennial rather than annual steps, and lower merit increases. 10.77% has been set as the minimum range adjustment, and no one will lose money overall for a 10-year period. Dollar values of increases are similar within 6%. An Assistant Librarian could get career status without a promotion to Associate. The LAUC executive committee will be providing input to this report immediately. Angus Taylor indicated he would listen to librarians and especially to the McCoy Committee; he will present the report to the Regents after the governor's budget is made known. Gwen Lloyd and Bill Wenz (both members of the McCoy Committee) serve as experts for our campus.

-- Alison Howard  
1974 LAUC-B Secretary

## REVIEW SHELF

Review Lot NumberInclusive Dates

342

13 January - 31 January

Although unnumbered and unannounced, there was a small review shelf on display during the holidays. If this review collection escaped your attention, it will be maintained on a book truck. Ask to see the "holiday review truck". Review shelf 342 contains a mixed collection of small gifts and a few duplicate items.

## GILBERT AND SULLIVAN REVISITED

Every ten years or so, some doleful critic predicts the impending demise of Gilbert and Sullivan. Usually it is stated thus: "The operas (English critic) operettas, or light operas (American critic) are museum pieces; they appeal only to people who remember them nostalgically from their youth. The audiences are all middle-aged, or even elderly. It is only a question of time."

But Gilbert and Sullivan just refuses to lie down quietly and die, but goes on bubbling merrily along, to the eternal frustration and astonishment of Mr. Doleful Critic. Refuses? Why the singular? Because Gilbert and Sullivan, more than any other librettist and composer achieved such a perfect amalgam of words and music that it has become almost impossible to separate them, and that, after all, is what opera has aimed to achieve from the beginning.

William Schwenk Gilbert was the outstanding dramatist of his day and was famous, before he met Sullivan, for his plays and his operas (or operettas) which he wrote with composers Fred Clay and German Reed. His first claim to fame was as a drama critic, and writer and illustrator of a series of whimsical, humorous poems that appeared in the pages of Fun. These illustrated poems were signed "Bab", a childhood nickname. When later they were published in collected form, they were called "The Bab Ballads". Most of the plots of the Gilbert and Sullivan operas were based on incidents and characters in the "Bab Ballads".

It is certain that Gilbert got his view of life, whether whimsical and topsyturvy or piercingly clear and sane, from his father. Gilbert said that his father never had a very high opinion of his son's abilities, so when he became a successful writer, his father promptly started to write also. The use of this quotation by various biographers and critics in a serious fashion is a typical example of the way in which Gilbert's tongue-in-cheek remarks are misunderstood. Actually Gilbert's father started to write before his son's success, and was very proud of that success. A family member recalled how the elder Gilbert burst into a room with the newspaper after the opening of "The Mikado", exclaiming "The boy's really done well this time!" At any rate, in William Gilbert's novel, Memoirs of a Cynic, occurs a line that could very well have been written by his son: "From my earliest childhood the ridiculous has thrust itself into every action of my life. I have been haunted through my whole existence by the absurd."

Sullivan was the outstanding musician and composer of his day, famous from the age of 20, when his incidental music to "The Tempest" was played at a Crystal Palace concert. He was to say in later life, "I literally woke up famous." The music was played again the following Saturday, and caused a sensation. Charles Dickens came around to see Sullivan and congratulate him, saying "I don't pretend to know much about music, but I do know I have been listening to a remarkable work."

It is little known now that he composed many works, instrumental and vocal, including a number of comic operas with librettos by dramatists other than Gilbert. The success of the Gilbert and Sullivan collaboration has been so great that both men's other works have been swamped, but there is growing interest in Sullivan's other music, with various recordings and revivals recurring at increasingly frequent intervals.

## GILBERT AND SULLIVAN REVISITED (Continued)

Sullivan received his early musical training from his father and mother, and when only a small boy was allowed to play various instruments along with the military band his father conducted at Sandhurst. He had a splendid musical education, as a Chapel Royal chorister, and as a Mendelssohn scholar, the first to win this honor. He studied at the Royal Academy of Music and then was sent to Leipzig, where his special gifts were recognized. Unlike the tunesmith, who picks out a melody on the piano and gets someone to arrange it, he was capable of tremendous prodigies of musicianship. Unfortunately, most of his scores have not been published, and are therefore unavailable for study by musicians, and for performances. He was a composer who thought in terms of the orchestra, not in pianistic terms; piano arrangements of his works are but a poor representation of the beauty, delicacy, and charm of his scoring (orchestration), so his part in collaboration with Gilbert and his work outside it has suffered from this fact.

Sullivan's father lived but to hear his early triumphs, such as his Tempest music and his Symphony in E. He did not hear one of the Gilbert and Sullivan operas. Sullivan's mother did hear his early operas, but not "The Mikado".

Gilbert once remarked that he thought "Posterity will know as little of me as I shall know of posterity", but this may well have been another case of his facetious remarks, often taken at face value. Anyway, posterity has evinced a steady and continuing interest in knowing of both Gilbert and of his gentle collaborator, Arthur Sullivan.

Next March is the centenary of the first production of "Trial by Jury", the first Gilbert and Sullivan opera which is still performed as written. The first, "Thespis" can never be performed as written because all the music except that for two numbers has been lost.

In honor of this occasion, there will be an exhibit of programs, cartoons, photographs, books, trade cards, posters, and other memorabilia of Gilbert and Sullivan, in the first floor main library display cases. The exhibit is scheduled to run from January 6, 1975 through February 16.

Cathy Dinnean has been of very great assistance in the preparation of the exhibit, and Judy Robertson has typed the labels, in this instance a most prodigious task. Full marks to both.

-- Constance Thompson

## U.C. BEYOND BERKELEY: 102 YEARS

An exhibition of documents and photographs bearing on the other campuses as well as affiliated units of the University of California, gathered from the University Archives, has been created in the Rowell Exhibition Case facing the Loan Hall, where it will remain on view through March.

Although the University of California was officially "chartered" on 23d March 1868 with the signing of Assembly Bill 583 into law by Governor Henry H. Haight, the University did not commence classes until September, 1869 in Oakland, and moved to its Berkeley campus in 1873. In that same year, 1873, the Toland Medical College of San Francisco, which had been founded in 1864, became affiliated with the fledgling University as its Medical Department, and the California Col-

## U.C. BEYOND BERKELEY: 102 YEARS (Continued)

lege of Pharmacy, established in 1872, also became affiliated. In 1881 the College of Dentistry was founded, and in 1939 the School of Nursing -- these are the four component parts of the present University of California, San Francisco, whose campus is on Parnassus Avenue. Also located in San Francisco, as affiliated units, are the Hastings College of the Law, established in 1878, and the San Francisco Art Institute (established as the Mark Hopkins Institute of Art in 1893), both of which have separate boards of trustees but conduct their affairs in buildings owned by The Regents of the University of California, which body also grants the degrees.

On 1st June 1888 the board of trustees of the James Lick Estate transferred to The Regents the newly-constructed Lick Observatory atop Mount Hamilton, east of San Jose. Two of the University's Presidents, Edward Singleton Holden and William Wallace Campbell, served as Directors of the facility, which in 1965 was administratively transferred to the Santa Cruz campus.

Early in the present century the next three units were added to the University of California. In 1905 the University Farm at Davisville was established by act of the California Legislature and became part of the College of Agriculture which had its headquarters on the Berkeley campus; Davis became a general campus of the University in 1959, and today has schools of medicine and law. In 1907. The Regents approved lease of acreage on the eastern slope of Mount Rubidoux in Riverside County for an experiment station to conduct investigations in horticultural management, fertilization, irrigation, fruit handling, improvement of varieties, and related subjects. In 1917 this facility was moved to the present site of the Riverside campus and became known as the Citrus Experiment Station; in 1961 Riverside became a general campus of the University. And in 1912, through a gift of the newspaper publisher E. W. Scripps and his sister Ellen Browning Scripps, the Scripps Institution for Biological Research came into being at La Jolla. In 1925 its name was changed to the Scripps Institution of Oceanography (SIO), and in 1959 a general campus known as the University of California, San Diego was opened on the mesa overlooking SIO.

Returning to the days of the Wheeler presidency (1899-1919), the next action occurred on 23d May 1919 when Governor William D. Stephens signed the legislative act which transferred the Los Angeles State Normal School of North Vermont Avenue to The Regents, and the facility became known as The University of California, Southern Branch. Quickly outgrowing its quarters (now the site of Los Angeles City College) and having had its name changed in 1927 to the University of California at Los Angeles (UCLA), the now four-year curriculum was moved into new buildings on the Westwood campus in 1929. Following the second World War the campus grew markedly, and today houses a complete Medical Center, as well as a School of Law.

Also attached to the University of California by legislative action in 1943 was the Santa Barbara State College, then occupying its mesa campus overlooking the Pacific Ocean in the city of Santa Barbara. In the following year the Santa Barbara College of the University of California was established, and ten years later the school moved to a former World War II Marine base on the ocean at Goleta. Redesignated as a general campus in 1958, the University of California, Santa Barbara has schools of education and engineering, and graduate programs in many disciplines.

## U.C. BEYOND BERKELEY: 102 YEARS (Continued)

Finally, in the late 1950's it became evident that the educational needs of the state would require three new campuses. As noted, the San Diego campus was planned adjacent to the extant Scripps Institution of Oceanography. Reviews of sites were conducted in two other sections of California -- in the Santa Clara Valley-Santa Cruz coast area, and in the Orange County-East Los Angeles area. From these studies came the decisions to establish general campuses at Santa Cruz, in the first instance, and at Irvine, in the second. Both were opened in 1965.

-- J.R.K. Kantor

## ACADEMIC LIBRARY MANAGEMENT INTERN PROGRAM - 1975-76

The Council on Library Resources will again provide an opportunity for up to five mid-career librarians of outstanding leadership potential to participate in its management intern program. Each successful candidate will spend the 1975-76 academic year working closely with the director and top administrative staff of one of the country's great academic libraries, selected for its recognized administrative excellence. The individual programs of the interns will vary, as is inevitable in any activity based on personal relationships and interactions. In every case, however, the goal will be to expose the intern intimately and uniquely to the ways a director of a large academic library deals with the array of problems, long-term and short-term, that must be faced each day. The internship covers a full year, with ten months spent at the host institution and one month in preparation of a report to the Council. The remaining month is considered annual leave. Interns will receive the normal basic salary and benefits (up to \$20,000) paid by their employer during academic year 1975-76. The Council will also provide some assistance for costs of moving and for attendance at approved meetings. Applicants must be librarians with at least five years of library experience at a professional level, under 45 years of age, and citizens of the U.S. or Canada or with resident status in either country. They should be individuals who have demonstrated the qualities of intellect, personality, and character required for leading positions in academic librarianship.

Interested librarians may receive application forms by writing to:

Management Intern Committee  
Council on Library Resources  
One Dupont Circle - Suite 620  
Washington, D.C. 20036

The Committee will welcome nominations of appropriate candidates for the awards. Completed applications must be postmarked no later than February 1, 1975. The internships will begin in September 1975, and the names of the successful candidates will be announced in April 1975.



## DEPARTMENT HEADS MEETING

10 December 1974

### Announcements

- (1) Anne Lipow announced that anyone interested is invited to attend the CIS meeting on the role of CIS in connection with on-line services for the nine campuses. The meeting is scheduled for 10-12:30, Friday, December 13 in 205 South Hall.
- (2) Jan Powell announced that the "Faculty Guide to Instructional Resources" has been distributed to all units. The compilers of this first edition will welcome comments, additions or corrections, and suggestions.
- (3) George Dea requested that reports of errors or questions about the 1973/74 circulation statistics be directed to Marilyn Thomassen in the Business Office.
- (4) There will not be any afternoon mail delivery to the branches on Friday, December 20, but the mail room will be open and main library units will receive mail before 3:00 pm.
- (5) Mr. Wenz reminded Department Heads that lists of all names to be submitted for promotion review should be turned in to the Personnel Office by December 15. Forms to be used in this year's promotion review will be distributed later this week. Candidates wishing to have the Personnel Office request letters of recommendation may submit names of persons to be contacted either by memo or on the form provided.
- (6) Mr. Rosenthal announced that Sue Martin has received the first test run of the BIP list on microfiche. Units will receive signs, folders for the fiches, copies of a one-page explanation of the list, and instructions for using the fiche reader as soon as the BIP list is issued in microfiche form. The expectation is that eventually the BIP list may be more complete and broader in scope.
- (7) An announcement was made that the next branch meeting will be on January 10.
- (8) Mr. Dougherty announced that there will be further follow-up to the management seminar, and the suggestion has been made that future seminars be expanded to include LA's with supervisory responsibilities. Also, follow-up is needed to provide more affirmative action information. Brenda Ivey is working on material to be sent to all supervisors.

### Department Heads meetings

The regular meeting time for Department Heads will be changed to the first Tuesday of the month at 10:00 am. The next regular meeting will be February 4, since the January meeting will be an all-day retreat, January 7. (Items of important business may be brought up at that time). Renovation of the Faculty Club will make the Howard Room unavailable for meetings. Possible other meeting rooms were considered, and the decision was reached to hold the February meeting in Room 322 and to investigate the possibility of using Room 205 in South Hall for future meetings. Each member was assessed \$1.00 for coffee at Department Heads meetings.

### Ad Hoc Committee on Promotion Review Report guidelines

Mr. Dougherty commented that the report should be applied at least informally in ways in which it can be helpful in providing a procedure for documentation, but he emphasized the point that the candidates' statements, the Department Heads' evaluations and the peer review committee's reviews must follow Sections 82 and 51-4 and must be written in terms of the criteria in those sections. Everyone concerned should take time to prepare the documentation carefully.

The general discussion centered on the following points: the necessity to have the review committees treat all candidates in the same way; the difficulty in measuring performance which lies between satisfactory and outstanding; the fact that final evaluation is a matter of judgment; that peer review only works if the peers monitor

the process; and that the role of the Department Head is threefold--to carefully evaluate with the candidates their qualifications and readiness for promotion, to make certain that the candidates are fully aware of the way in which the documentation should be prepared, and to prepare the supervisory recommendations so as to reflect the ways in which the candidates measure up to the guidelines and criteria in Sections 82 and 51-4.

The suggestion was made that Mr. Dougherty might discuss the guidelines further with the LAUC Executive Committee.

Two motions were approved as follows:

- (1) a motion was approved that the Department Heads recommend to the LAUC Executive Committee arranging discussion meetings of those who will be asked to serve on peer review committees and those who will be candidates.
- (2) a motion was approved that Department Heads ask the LAUC Executive Committee to consider setting up larger review committees, for example, five members to review up to ten candidates, in order to promote parity in judgment.

Department Heads Retreat January 7 (9:00 am--4:00 pm) Haas Clubhouse, Strawberry C

Some issues to be discussed are the Library's responsibility for affirmative action, gearing the job description to meet the actual needs of the job, and best qualified vs. acceptably qualified. Issues and priorities Department Heads feel are important to consider during the coming year will be the focus for the retreat (including the above mentioned issues).

Lois Farrell, Secretary

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 2 16 January 1975

## LIBRARY AFFIRMATIVE ACTION ADVISORY COMMITTEE APPOINTED

The following members of the General Library staff have been appointed to serve on the newly created Library Affirmative Action Advisory Committee:

Cassandra Aaron	-	Agriculture Library
José Hernandez	-	Humanities Graduate Service
Susana Hinojosa	-	Moffitt Undergraduate Library
Theresa Hopson	-	Acquisition Department
Merrie Lee	-	Bancroft Library
Kenneth Legg	-	Circulation Department
Gene Marrufo	-	Mail & Receiving Room
Jody Wright	-	Biology Library

In addition to these eight members, Diana Gong, Administrative Assistant at the Women's Center on Campus has agreed to participate with this Library committee as an outside observer.

The committee plans to hold an organizational and planning meeting next week. Shortly after this initial meeting further notices concerning its activities will be publicized.

-- Richard M. Dougherty

## LIBRARIAN'S ANNUAL MESSAGE

At 2 p.m., 29 January 1975, Richard M. Dougherty, University Librarian, will report to the Library staff on the state of the Library, discussing the progress we have made in the past year and the concerns that we will be facing in the coming year.

Those who are interested may submit questions in writing to the University Librarian prior to the meeting. Time will also be available for persons to ask questions from the floor.

The Library has been granted the use of the Wheeler Auditorium for this staff meeting with the stipulation that the NO SMOKING rule will be strictly enforced. While the Library cannot be closed and public service must continue, Department Heads and supervisors are urged to arrange schedules so that as many staff members as possible may attend. Student Assistants who attend are to be paid for the time in attendance at the meeting and supervisors should report the time on time cards appropriately.

## ALA MIDWINTER CONFERENCE

While Mr. Dougherty is away at ARL and ALA meetings in Chicago, from January 17 to January 24, Mr. Julian Michel will be in charge of the Library.

The following people will also be attending the ALA Midwinter Conference:

Sheila Dowd	LeRoy Ortopan
Jane Flener	Jean Peck
Neal Kaske	Robert Pfeiffer
Sue Martin	Janice Powell
Gail Neddermeyer	Jane Pulis
Gloria Novak	Joseph Rosenthal

SECRETS OF THE BOSTON SPA REVEALED!

What is the "Boston Spa"? A custard-filled yellow cake with chocolate frosting? A dance step? A medieval health resort? A hot springs? The lending division of the British Library? If you answered "yes" to any of the last three, you're right. Come to a slide-illustrated lecture by Judy Clarence, sponsored by the Staff Association, Thursday, January 30, at 10:00 a.m. in the Morrison Library. to find out just what the Boston Spa is all about; how it functions, how material circulates, how requests are processed, and much, much more. Everyone is welcome. (We'll even tell you how the "Boston Spa" got its name!)

## 1975 CHRISTMAS CATALOG

The Christmas Catalog Committee will be chaired by Leslie Clarke for the 1975 publication. Anyone interested in serving on this committee should be in touch with Jane Flener by February 15.

I would like to suggest that as choice items are received each unit make note of these for possible inclusion in the Christmas Catalog. By September the Committee will be soliciting titles for inclusion in the 1975 Christmas Catalog.

## CATALOG INFORMATION DESK - NEW SCHEDULE OF HOURS

The Catalog Information Desk schedule of hours is:

Monday - Friday	10 - 5
Saturday	1 - 5

## BOOK BUDGET

Copies of the 1974/75 Book Budget for the General Library are available upon request from the Librarian's Office.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Marianne Davis, Graduate Social Science Library, was reclassified from Clerk to Library Assistant I, effective 1 November 1974.

Meredith Fleming, Moffitt Undergraduate Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 November 1974.

Rolf Granger, Biology Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 November 1974.

Thomas Lojo, Map Room, was reclassified from Library Assistant I to Library Assistant II, effective 1 November 1974.

Stephen Mullin, Map Room, was reclassified from Library Assistant I to Library Assistant II, effective 1 November 1974.

John Seyller, Graduate Social Science Library, was reclassified from Clerk to Library Assistant I, effective 1 November 1974.

## TRANSFER

Carol H. Adolph, Library Assistant I, transferred within the Serials Department from the Binding Preparation and Mending Division to the Periodical Division, effective 13 January 1975.

## APPOINTMENT

Patricia Surry Bergman was appointed Library Assistant II (half-time) in the Public Health Library on 6 January 1975. Previously a long-term employee of the Library, the former Patricia Surry worked in the Catalog Department from 1963 to 1972. A graduate in English from UCB, Mrs. Bergman has also been employed as a TA and RA in the English Department on Campus.

## TERMINATION

Martin W. Watterson, Library Assistant I, Serials Department (Periodical Division), resigned on 31 December 1974 and is returning to school.

## VACATIONS

LeRoy D. Ortopan will be on vacation from 10 through 16 January. From 17 through 24 January he will be attending the ALA Midwinter Meeting in Chicago. During his absence Joseph Ryus will be in charge of the Catalog Department.

Frank Velek will be on vacation from 20 through 31 January 1975. During his absence Richard Robinson will be in charge of the Physics Library.

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The SPEC kit no. 13 (Planning systems) has been received. It contains material on a variety of planning programs at Columbia, Cornell, North Carolina, Tennessee, Washington, the New York State Library, and the Joint Universities (JUL). This SPEC kit and its related SPEC flyer are available to interested staff for consultation or limited-period loan.

-- Richard F. Larson  
Ext. 2-3773

## LIBRARY GRADUATE BIBLIOGRAPHIC SERVICE

Sixteen librarians of the Collection Development Office and General Reference Service inaugurate this week a personalized advisory service to graduate students in subject fields as diverse as Byzantine history, Scandinavian literature, Soviet government, and Ethnic studies.

The increasing size and complexity of the University Library has made it difficult for even the most sophisticated graduate student to complete his bibliographic research as swiftly, thoroughly and efficiently as his academic schedule demand. Coming, as he often does, from a much smaller educational institution, he is bewildered by the geographic dispersion of the library system, unfamiliar with recent developments in information retrieval, and frustrated by the wealth of material he suspects must exist but has no adequate methodology to discover. Except for the necessarily brief suggestions of a faculty member, quick tours of the Library, and the help offered by librarians in response to specific questions across a reference desk, he has no satisfactory place to turn.

It is to meet this long-standing need that the Library is initiating its new service, tailored to the individual requirements of graduate students in 14 academic departments in the humanities and social sciences. Interviews will be arranged, upon request, with librarian specialists of long experience, often in the students' own field. Through such consultations, students will learn what guides exist to the literature of their subjects, how to focus on particular aspects of their research needs, and what techniques to use in identifying, locating and acquiring relevant library materials.

Graduate students in all departments may request this service, as may undergraduates whose needs make it advisable. However, formal announcement of the program is being made, at the outset, only to those academic departments whose subject fields fall within the range of the participating librarian specialists.

For more information on this Main Library advisory service, students are being asked to visit or telephone the General Reference Desk (642-2374) between 11:00 a.m. and 4:00 p.m. Tuesday through Friday. Librarians who wish to participate in the program are invited to make inquiries at any time.

-- Allan Covici

## SPECIAL MEETING -- CIRCULATION COMMITTEE

In place of its regular second meeting of this month, the Circulation Committee will hold a special open meeting in Room 322 from 2:00 to 4:00 p.m., on Tuesday, January 28, to discuss revision of the draft library lending rules. One copy of the present draft will be sent in advance to each circulating unit, with a brief memo listing some of the points to be taken up in the revision. Circulating units are urged to communicate with members of the Circulation Committee or to attend the open meeting if there are additional points they wish to have discussed.

All regular meetings of the Circulation Committee are open to interested staff members. Meeting dates are the second and fourth Thursdays at 2:00 p.m., in Room 115, and the major agenda items will be announced in the minutes of the previous meeting.

-- Lois Farrell

## AUTOMATED ALTERNATIVES TO LARGE CARD CATALOGS

Kenneth J. Bierman, Assistant Director for Planning and Research at Virginia Polytechnic Institute and State University in Blacksburg, Virginia, has been visiting major libraries in the US and Canada on a CLR fellowship. Mr. Bierman will be speaking with librarians at Berkeley, Santa Cruz, UCLA and ULAP the week of January 27-31 as part of his study of the "current state of planning, research and implementation for automated alternatives to card catalogs for large libraries." Among the supplements and alternatives to card catalogs his survey has addressed are book, micro-image, and on-line catalogs.

Mr. Bierman will discuss his study before the San Francisco Bay Area Chapter of ASIS on January 29th at the SF Airport Hilton. All interested librarians are invited. Details about the meeting can be obtained from any Chapter member, or by calling Brian Aveney, Manager of the BibCenter and Program Chairman of the Bay Area Chapter of ASIS, at extension 2-5802.

## LOAN CODE CHANGE

The Faculty Senate Library Committee has agreed, on an experimental basis, to a change in the Loan code. Beginning immediately names of borrowers will not be released to anyone except at the discretion of the person in charge of each unit. This policy will be re-evaluated in April. Please be prepared to report on problems which may arise.

-- Jane G. Flener

## WANTED

Used file folders, any condition. Please call 2-7395 and we will pick them up. Thanks.

-- Willa Baum, ROHO

## SCHOOL OF LIBRARIANSHIP COLLOQUIUM

This year, as part of its Colloquium, the School of Librarianship is scheduling a subseries of meetings planned especially for students in the MLS program. Fall meetings in the series focussed on service to different patron groups; the theme for the winter quarter meetings is "Towards an ethic for librarians"; spring quarter topics will probably center on problems of making and implementing policy decisions. Four meetings are planned each quarter, on alternate Wednesday afternoons beginning the first week of classes. The next meeting will be 22 January: Professor M.E. Maron of the School will introduce, and lead a discussion on, the topic "Implications of data banks."

The participation of members of the working library community is not only welcome, it is very much desired. Come, contribute to the discussion, and--above all--stay later and chat. We meet at ten past four in 205 South Hall; at about five we adjourn for beer or wine (no charge--donations accepted) in 113 South Hall.

-- Theodora Hodges  
Assistant Dean

## MEMOIR OF MAYNARD A. JOSLYN

"He would, I think, have been very much at home in eighteenth century France during the Enlightenment in the Age of Reason." This is the characterization of Maynard A. Joslyn, Professor Emeritus of Food Technology, by his colleague, Gordon Mackinney, in the introduction to the recently completed interview with Professor Joslyn developed by the Regional Oral History Office of The Bancroft Library. Titled "A Technologist Views the California Wine Industry," it is one in a series of interviews on the California wine industry and thus concentrates upon that aspect of Professor Joslyn's versatile scientific career at Berkeley.

Conditions and problems from the Prohibition period to the present are discussed. Professor Joslyn was a member of the University group that helped winemakers start up their industry again after 1933. He worked on many of its technical problems and at first-hand observed others which he here recalls. With Maynard A. Amerine, Professor Emeritus of Enology at Davis, he wrote the books on the technology of table wines and dessert wines which are the authoritative American works in the field.

The interview, conducted by Ruth Teiser, also covers in passing numerous other aspects of Professor Joslyn's career including work in food science in China during World War II and since then in many other countries. These are indicated specifically in his Curriculum Vitae and the bibliography of 404 books and papers which are included as appendices.

The bound and indexed manuscript is available for research at The Bancroft Library and at UCLA. Copies are available to other depositories.

-- Willa Baum



## TAPES ON HISTORIC SAN FRANCISCO CULTURAL CLUB DONATED TO ROHO

The Regional Oral History Office has received for its Donated Tapes Collection a substantial collection of tapes and papers relating to the Girls Club of San Francisco. Founded in 1896 by Rachael Wolfsohn, the Girls Club was an early community organization in the Mission District dedicated to providing cultural and artistic enrichment, largely but not exclusively for the children of low-income families. Sponsored by a group of wealthy Jewish women of San Francisco, the Girls Club provided an opportunity to its members to attend concerts and the theater, to participate in the arts, and to otherwise become familiar with the niceties of life of that day. In the summer the members could enjoy semi-outdoor living at the Club's country place.

The Girls Club was conceived of by the two Wolfsohn sisters, who gave it direction for many years, not as a social welfare center but as an opportunity for the members to achieve careers in the arts, which many did. One of its functions was to help the girls get scholarships. The Girls Club was renamed the Mission Community Center in the late 1930's. In keeping with the trend for private charities to merge with publicly-supported community organizations, the Club became part of the Mission Neighborhood Centers, Inc., in 1958.

The Girls Club Collection consists of 21 interviews recorded with former members of the Club, each interview accompanied by an index to the contents of the tape, a family tree form of the interviewee's family, and pictures and memorabilia of the speaker. In addition, there are pamphlets, photographs, programs, and other written material relating to the Club. The Collection was put together over several years by Leah Selix, a former girl member and later board member of the Club. Miss Selix had previously donated a collection of tapes and papers relating to the Peters Wright School of Dance of San Francisco, one of the many artistic outgrowths of the Girls Club. Both collections are now available for research in The Bancroft Library.

The Girls Club Collection and the Peters Wright Dance Collection are two examples of oral history projects carried out by volunteers and given to The Bancroft Library as part of the Donated Tapes Collection. Other donated tapes deal with the Japanese-American Relocation, agricultural labor in California, horse and railroad transportation, the role of women at the turn of the century, immigration to California, and a myriad of other subjects.

-- Willa Baum

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 3 23 January 1975

## LIBRARY HEALTH AND SAFETY COMMITTEE

The Library's new Health and Safety Committee met for the second time last week to map plans for an aggressive, system-wide campaign of staff education and identification of health and safety problems.

In cooperation with campus Office of Environmental Health and Safety, the committee will assist in establishing priorities for correcting identified problems and monitor progress.

Committee members are:

June Gow (Chairperson)  
Bill Gottlieb (Secretary)  
Christina Marton  
Gloria Novak  
Robert Pfeiffer

Veronica Wakeman  
William Wenz

Documents Department  
Educ/Psych Library  
Business Office  
Librarian's Office  
Graduate Social Science  
Library  
Serials Cataloging  
Library Personnel Office

Staff members with health and safety complaints or suggestions for committee activity are encouraged to send them through Library mail to committee member Veronica Wakeman. Letters of complaint need not be signed.

All Library staff interested in health and safety problems are invited to come to an open committee meeting at 3 p.m., Wednesday, February 12 in Room 322, Main Library. Joseph Gates, head of campus Environmental Health and Safety has been invited to attend.

-- Bill Gottlieb

## EXHIBITION FEATURES MEDLINE

An exhibit featuring computer bibliographic services available in the Biological Science Libraries is now on display in Warren Hall (School of Public Health). The display is accompanied by a 10 minute black & white videotape, via closed-circuit television, of a MEDLINE demonstration (Medical Literature Analysis and Retrieval System On-Line) narrated by the National Library of Medicine's William Caldwell. The exhibit was designed by Evelyn Kiresen, Public Health Library, and Mary Heath, Biology Library, with the technical assistance of Jonathan Eubanks of the School of Public Health's Media Center.

-- Evelyn Kiresen

## LIBRARIAN'S ANNUAL MESSAGE

Just a reminder that at 2 p.m., 29 January 1975, Richard M. Dougherty, University Librarian, will report to the Library staff on the state of the Library at Wheeler Auditorium. Those who are interested may submit questions in writing to the University Librarian prior to the meeting. Questions may also be asked from the floor.

## SCHOOL OF LIBRARIANSHIP COLLOQUIUM

Nancy Lane, School of Librarianship, will be the speaker at the colloquium of the School of Librarianship on Wednesday, 29 January 1975, at 4 p.m. in Room 205 South Hall. Ms. Lane's topic will be A Comparison of the Characteristics of Productive and Non-Productive Doctoral Graduates in Librarianship. Library staff are cordially invited to attend.

## BIBLIOGRAPHY I - WINTER QUARTER

Fifteen instructors are teaching seventeen sections of Bibliography I this quarter. As usual, pre-enrollment was a mass scene, 648 eager undergraduates. The instructors are Alan Wolstencroft of the Ed/Psych Library, Linda Beaupré and Susana Hinojosa of the Moffitt Library, Evelyn Kiresen of the Public Health Library and Lee Chase, Jill Frazer, Jutta Savage, Lois Harzfeld, Roberta Steiner, Pat Roshaven, Ann Kennedy, Judy Ellisen, Bruce Johnson and Jean Pelletiere. We're always on the lookout for librarians now working in the UCB libraries to teach the course. If you're interested, please see Fay Blake in the School of Librarianship.

-- Fay Blake

## W-2 FORMS

Annual Withholding Tax Statements are mailed to all staff members not later than January 31. The 1974 W-2 statements will include all payments made during the calendar year, irrespective of when earned. Specifically, payments made in January 1975 for December 1974 services will be included in the W-2 statements for the calendar year 1975.

Annual income tax statements are mailed to all non-resident alien employees of the University on or before March 15. The 1042S statements for 1974 will include all payments made during the calendar year to foreign scholars in the employ of the University. Alien employees should be advised to submit their income tax return on U.S. Treasury Form 1040NR.

## REPORT OF ALIEN ADDRESS

All aliens in the United States, resident as well as non-resident, are required to file an Alien Registration report of their address to the Immigration and Naturalization Service before 31 January 1975. Forms for this purpose may be obtained from any U.S. Post Office. The Immigration and Naturalization Service warns of severe penalties for those who fail to make this report.

## BIRTH ANNOUNCEMENT

Mr. and Mrs. Sheldon R. Brunswick are the proud parents of a son, Jason Elliott, who was born on 9 January 1975, weighing in at 9 lbs., 7 oz.

## STAFF MEMBER DISPLAYS ART WORK

Janet Kay, employee of the Library Business Office, has two oil paintings on display in the Student Show at the Richmond Art Gallery of the City of Richmond Civic Center. The student exhibit is located next to the Rental Gallery and the viewing hours are as follows: Monday-Friday, 10:00 a.m. - 4:30 p.m., Thursday until 9:30 p.m. and Sunday 12:00 noon until 4:30 p.m.

## MEMOIR OF JEANNETTE RANKIN

An oral history memoir with Jeannette Rankin, the first woman elected to Congress and a long-time activist for peace and women's rights, has been completed by the Regional Oral History Office of The Bancroft Library, University of California at Berkeley. This follows the Valeska Bary memoir as the second of twelve interviews in the Suffragist Oral History Project funded by the Rockefeller Foundation. The bound and indexed manuscript is available for research at The Bancroft Library, University of California at Berkeley, and at the University of California at Los Angeles. Interviewers for this memoir were Malca Chall and Hannah Josephson, author of Jeannette Rankin, 1974. Copies are available to other libraries.

Jeannette Rankin began her work for woman's suffrage in 1910 in the state of Washington and continued campaigning in California, Montana, and in Congress where she represented her native state of Montana from 1916-1918. In the succeeding years, until her death in May, 1973, at the age of 93, she devoted her life to organizing grass-roots understanding and concern about peace and war, to developing methods to outlaw war, to consumer, maternal and child health and welfare legislation, and to proposals for government reform such as the multiple-member congressional districts, and the direct preferential vote for president of the United States.

In these interviews Jeannette Rankin discussed her childhood in Missoula, Montana; her two successful campaigns for Congress, her votes against American participation in World Wars I and II; the Jeannette Rankin brigade against the war in Vietnam; the difficulties of establishing a peaceful world without basic government reform; her travels to India and Russia; her insights into friends and colleagues Jane Addams, Alice Paul, Frederick J. Libby, Nehru, and Congressmen Joe Walsh and James R. Mann.

The bound manuscript entitled "Activist for World Peace, Women's Rights, and Democratic Government", is available to libraries for \$36.00, the cost of reproduction and handling. For further information address the Regional Oral History Office, Room 486, the General Library, University of California, Berkeley 94720.

DEPARTMENT HEADS RETREAT

7 January 1975

MORNING SESSION

Announcements

Miss Murdoch informed the group that the Richard Abel Company has gone into bankruptcy. Although there are possibilities that other companies may wish to take over the Abel business, its future is rather uncertain. The Library has made a few inquiries of various book suppliers to determine their capabilities for supplying our needs. One of the questions being examined is whether we can abandon approval plans and absorb the resulting work load. Miss Murdoch will keep us informed as new developments occur.

Mr. Rosenthal announced the beginning of the distribution of the BIPlist on microfiche, and passed out posters for public display and written instructions for use. In response to a question, he answered that dust covers for the microfiche readers are not available. Within a few weeks, all 1975 MARC searches will be included in the BIPlist with a designation of in-process rather than an XB number. There was some discussion of the feasibility of circulating branch materials from TCP. This question was not resolved.

Miss Dowd announced that both monograph and serials expenditures are less than anticipated for the first six months of this fiscal year. Selectors are encouraged to spend their funds at a somewhat faster rate. Requests for special purpose acquisitions may now be submitted to Miss Dowd for approval.

Mr. Dougherty stated that the funds for renovation of the first and second floors of the Main Library have been released. Also, the lists of serials cancellations and candidates for cancellation have been produced; copies have been sent to the Chancellor's Office.

Affirmative Action

Brenda Ivey presented a fact sheet on Affirmative Action and requested Department Heads to read it and respond. She expressed the hope that inflation would not affect the Library's affirmative action program, as she feels that the Library is deficient in this area. She feels that the Library's recruitment program ought to enter the junior high and high schools in the area to publicize the profession. Several people expressed reservations about recruiting into the library profession at a time when the manpower available so far exceeds the jobs available. Mrs. Ivey responded that employers in libraries shouldn't discourage people from joining the profession just because of the lack of jobs.

The question of the difference between "qualified," "best qualified," and "overqualified" in hiring practices was discussed. By hiring many overqualified people, we have de facto discriminated against a large group of people. However, this resource often allows us the flexibility to adjust in many ways to organizational changes. At this point there is a problem with job descriptions in the hiring procedure, and perhaps some kind of outside assistance would be of use. There appears to be some confusion about the relationship between the job description and the person occupying the job. The job description can be regarded as the point of departure for the incumbent who is able to mold the job to suit his or her abilities or talents. One problem that may arise is that the employee may not wish to develop along the lines needed by the unit.

Discussion turned to the concept of organization of work within the Library. Reorganization, change, and expansion of jobs are well within our capabilities. However, if new opportunities exist within the Library, how do we resolve the conflict between affirmative action and staff development? How much preference do we give an existing staff member applying for a job? It was felt that preference would have to be given to in-house staff. Mr. Wenz stated that there is no problem with lateral moves within the Library or within the University. Mrs. Ivey asked how many dead-end jobs existed within the Catalog department. It was felt that most of the purely clerical tasks are performed by part-time student library employees. It was hypothesized that giving people a job mix of intellectually stimulating tasks and fairly routine tasks might provide the kind of satisfaction that we are looking for. The branches have a better situation in this respect in that the employees are ordinarily able to engage in a variety of tasks.

Sue Martin, recorder

#### AFTERNOON SESSION

The assemblage, first meeting in four separate groups and then as a whole, compiled a list of pressing problems facing individual units and the Library in general. As had occurred in similar meetings of LAC, the problems tended to fall into one (or more) of three categories: problems of resources, problems in procedures, problems of attitude.

In order to assign priorities to the ideas presented, the Librarian's Office will attempt to ascertain more specifically the nature of the problems and to calculate roughly the costs of solving each problem, in terms of dollars and/or personnel time. With more information, it may be possible to decide what to accomplish now, what later; what, if need be, we would give up in trade; what we might seek special funding for.

The problem areas, cited most briefly and in random order, are as follows:

1. How to implement any new system
2. Peak work loads
3. Shortage of book funds
4. Slow turn-around at bindery
5. Serials claiming
6. Lack of adequate book shelving
7. Lack of sufficient book shelvees
8. Need for Audio-Visual service
9. Dull or dead-end jobs
10. Poor physical control of uncataloged materials and unbound issues
11. Uncoordinated procedures among departments
12. Poor copying facilities
13. Unanalyzed series
14. Improved access to serials in Richmond
15. General space problems: lack of space for branches, books, staff
16. Inadequate graphics
17. Expand staff rotation
18. Inadequate staff for follow-up
19. Promotion opportunities for LA's and librarians
20. Need for guidelines for standards of performance

21. Need for user surveys
22. Public service planning
23. Collection security
24. Inadequate GA budget
25. Inadequate library hours
26. Slow technical service procedures
27. Inadequate equipment; phones, tie lines, copying machines
28. Expand data-base
29. Clear up backlogs: TCP, serials
30. Improvement of bibliographical control devices such as Key Word Index & BIBlist and expand their coverage
31. Slow intercampus delivery of materials
32. Lack of quality control in marking, distribution of books, catalogs
33. Need for increased help with systems analysis in units
34. Inadequate staff for services
35. Inappropriate cataloging priorities
36. Excessive paperwork involved in personnel office and record-keeping requirements
37. Communication flow needs improvement
38. Excessive committees
39. Inadequate over-all bibliographic control
40. Inadequate library instruction

A lively discussion took place concerning the virtues of subject cataloging, the consequences of accepting LC cataloging, and whether or not the Catalog Department is in fact serving the public service units as they want to be served. It was suggested that the Catalog Department draw up a list of selected current practices for evaluation by and discussion with public service librarians.

Anne Lipow, recorder



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 4 30 January 1975

SCHOOL OF LIBRARIANSHIP COLLOQUIUM: MASTER'S SERIES

The next meeting of the master's series of the School of Librarianship's Colloquium will be Wednesday, 5 February, at 4:10 p.m., in Room 205, South Hall. Carrying out the series' announced theme for the quarter, "Towards an ethic for librarians", two public librarians from nearby communities have been asked to talk about situations in which one's day-to-day actions and decisions have ethical implications.

The 5 February meeting is the third of the four planned for the master's series of the School's Colloquium for the Winter Quarter. The fourth will be on Wednesday, 19 February, with speaker and specific topic to be announced. Spring Quarter meetings of the series will center on the theme "Making and implementing library policy"; meetings are planned for four alternate Wednesdays beginning 2 April.

It is hoped that this colloquium series will come to attract more and more practicing librarians, from the University and from the community. Readers of CU NEWS are therefore cordially urged to attend, this next session and subsequent ones. The meetings last a little less than an hour, for presentations and whole-group discussion; at about five each meeting day those present adjourn to Room 113 South Hall, for conversation and refreshment.

-- Theodora Hodges  
Assistant Dean

MEETING OF JOINT BERKELEY-UCLA SEMINAR IN THE HISTORY OF SCIENCE

The first meeting of the Joint Seminar in the History of Science took place on Friday, January 24, 1975 at UCLA. Arthur L. Norberg, Coordinator of the History of Science and Technology Project in The Bancroft Library, and Roger Hahn, Professor of History, UC-B, delivered a talk on the Project. Professor Hahn commented on the genesis and implementation of the idea and Dr. Norberg discussed the research areas in which the Project is trying to accumulate materials. In discussing these areas, Norberg illustrated how the manuscript collections of and interviews with persons important in the development of the nuclear sciences and electrical engineering in northern California will document important events in twentieth-century science.

-- Arthur L. Norberg



## ACADEMIC MERIT INCREASE RECOMMENDATIONS

This is to remind Department Heads and Supervisors that formal merit increase recommendations for academic librarians are due at the Library Personnel Office by 28 February 1975. Department Heads are to consult informally with the appropriate Associate University Librarian concerning these recommendations during the week beginning Monday, 2 February 1975.

## VACATION

University Librarian, Richard M. Dougherty, will be on vacation from 3 through 7 February. During his absence Jane Flener will be in charge of the Library.

## CLEARINGHOUSE

Acquisition Department would like to remind all selectors that they should now be indicating a Clearinghouse option number on all request cards for subscriptions, standing orders, and serial back files. Please refer to the detailed instructions for these options which were distributed several months ago.

-- Marion Murdoch

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC kit no. 14 (Performance review) has been received. It supplements and updates SPEC kit no. 5, issued nearly a year ago. It consists of examples chosen either because of their superior quality or because they illustrate the variety of practices in performance review. The examples are working tools developed by libraries to meet their specific purposes; they are not intended as models or prototype systems to be copied. The object of all the SPEC kits is to stimulate further innovation and improvement in individual libraries.

We welcome your written evaluation of this and other SPEC kits, telling how useful they are, how you use them, what changes in format or content would improve their usefulness, and what topics you would like to see covered in future kits. Please send your evaluations to me, Room 245 Library.

-- Richard F. Larson  
Ext. 2-3773

# QA NEWS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 5 6 February 1975

## STATEWIDE LAUC BYLAWS

The proposed amendments to the statewide LAUC Bylaws have been approved by a vote of 77-4 at Berkeley and 371-14 statewide. With this last hurdle cleared, we expect an announcement granting LAUC official status to appear soon.

-- Bill Whitson,  
Chairman, LAUC-B

## BERFUNKLE, BERFUNKLE

This year's first Communication Seminar, which among other things will reveal the true meaning of berfunkle, is scheduled to be held in the Haas Club House, Strawberry Canyon Recreational Area, Monday-Wednesday, 31 March-2 April 1975. This seminar, prepared by Dr. Brenda Dervin, Assistant Professor of Communications, University of Washington, and Dr. Jeffrey Katzer, Associate Professor of Library Science, Syracuse University, will be presented by staff facilitators Jo D. Wright, Ken Legg, and Myra Kolitsch. In addition to communication itself (language, meaning, perception, need for feedback), the seminar deals with various aspects of management and change. Although participation in the first seminar will be limited to 35 staff members--hopefully a cross-section of the staff--there will be other seminars for all staff members who wish to attend. Application dates and transportation arrangements will be announced later this month.

-- Myra Kolitsch

## SERVICE (WITH A SMILE, PLEASE)

Staff members working at the catalogs and other public areas in the Library are free to assist users in the use of the catalogs and location of services. Such help should normally be limited to on-the-spot assistance with the catalogs and easily provided directional assistance. If you are unable to help--because you don't know or are uncertain of the answer, or because of the pressure of your own work--refer the reader to the Catalog Information Desk or the General Reference Desk. Persons seeking information on a particular subject should always be referred to General Reference Service which will suggest appropriate bibliographies, indexes, reference sources and services. Indeed, even when you provide the answer, it is a good idea to tell the reader that additional service is available from General Reference Service.

-- Sheila Dowd

**STAFF ASSISTANT POSITION AVAILABLE**

The following half-time position at the Assistant, Associate or full Librarian level is available within the General Library to interested current staff members. The candidate selected to fill this assignment will be transferred part-time from his or her present assignment and attached to the Librarian's Office during the tenure of the appointment. Compensation to the department for the reduction in time due to the loss of partial services of the candidate selected will be negotiated at the time of selection. The position will be available 14 April 1975. All applications should be made by 1 March 1975. Interested persons should contact Miss Flener in the Librarian's Office, extension 2-3773.

Staff assistant to the Associate University Librarian for Public Service. As a half-time assistant to the Associate University Librarian participates in a variety of administrative activities in support of programs in the public service units of the Library and promotes communications between the staff and the administration. Implementing recommendations of IAC and other Library committees dealing with public service, preparing information needed for making decisions in other public service areas of responsibility and writing reports with the Associate University Librarian are among the duties of this position.

Applicants should have a degree in librarianship and substantial public service library experience plus an interest in organization and administration of the Library as a whole. The term of appointment will be for one year. There is no guarantee that after the designated time of this appointment there will be an opening in the library administration. This post is open only to Berkeley General Library staff.

**OPEN MEETING - HEALTH & SAFETY COMMITTEE**

This is to remind staff that the Library Health & Safety Committee is holding an open meeting at 3:00 p.m., on Wednesday, 12 February 1975 in Room 322 of the Library. Interested staff are invited to attend.

**UPS BETWEEN UCB AND STANFORD**

On Tuesday, February 4, UC Berkeley and Stanford began sending interlibrary loans to each other by United Parcel Service. Pickup and delivery is made directly to the ILL office each afternoon Monday through Friday. Materials are shipped in reusable containers carrying up to 50 pounds. UPS insures the materials and guarantees delivery within 24 hours.

Formerly interlibrary loans were sent by a Tuesday and Thursday jitney operated by Stanford. The 5-day interruption of service between Thursday and Tuesday was an obvious drawback. The use of UPS will permit a steady flow of interlibrary loans between the two universities.

The cost of the operation will be watched to determine whether UPS might also be used between UCB and the southern UC campuses. Daily messenger services are already in operation between UCB and the other northern UC campuses.

-- Don Williams

## PERSONNEL CHANGES

## PROMOTIONS

James Hubbert, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 18 January 1975.

Kazue Saruwatari, Education/Psychology Library was promoted from Clerk to Library Assistant I, effective 6 January 1975.

Reba Weiss, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 18 January 1975.

## TERMINATION

Nancy R. Tilson, Library Assistant I, Public Health Library, resigned effective 10 January 1975 to take other employment.

## SERVICE AWARDS

The following staff members of the General Library were presented recently with Service Award Pins in recognition of their dedicated services to the University and the Library:

Tynne Ahman	GSSL & Social Welfare Library	for 25 years	9-1-74
Lucille Allen	Morrison Library	for 15 years	10-1-74
Ethel M. Buell	Bancroft Library	for 10 years	9-1-74
Thora L. Hutchison	Library School Library	for 15 years	11-1-74
Camilla Jacobson	Moffitt Undergraduate Library	for 20 years	10-1-74
Esther Laine	Entomology Library	for 25 years	10-1-74
Leona Salwen	Catalog Department	for 10 years	7-1-74
Theresa Schiller	ICLF(N)	for 20 years	12-1-74
Clara Szabo	Acquisition Department	for 10 years	8-1-74
James Uno	Library Photographic Laboratory	for 25 years	9-1-74

## CRAFTSMAN AT WORK

Harry Roberts, Senior Library Bookmender, Bancroft Library, demonstrated his craft to Friends of the UCSC Library last November. Their Newsletter (25 November 1974) reports that it was a very successful day and event, both as a public demonstration of a seldom-seen craft and in terms of accomplishing much needed work for the Library Special Collections. "Roberts repaired and recased a rare volume from the Norman & Charlotte Strouse Collection of Carlyle, Principles of Political Economy by John Stuart Mill, Carlyle's own copy bearing his hand-written notes in the margins. He also repaired a title-page tear on the first edition copy of Walt Whitman's Leaves of Grass, and cleaned, repaired and re-backed a 19th century Santa Cruz lithograph." Accompanying the article were photographs of Roberts at work on the Whitman volume and on the fire-damaged lithograph.

## ANGLO-AMERICAN CATALOGING RULES; SECOND EDITION IN PREPARATION

A second edition of the Anglo-American Cataloging Rules, originally published in 1967, is now in preparation. The American Library Association, as one of the five authors (the others being the Library of Congress, the Canadian Library Association, the British Library, and the Library Association) has established a Catalog Code Revision Committee to represent ALA's auctorial responsibility. The Catalog Code Revision Committee has been organized into 26 teams, each of which has been assigned the responsibility for studying and reporting on a particular rule or group of rules. As the representative for ACRL to the CCRC, Mr. Ortopan is a member of the teams dealing with Chapter 3 of AACR, Headings for Corporate Bodies.

The Catalog Department will embark this week on a series of meetings to discuss ways in which AACR could be improved, with particular reference to Chapter 3, although the entire code will be considered for review. Staff members who might be interested in attending the Catalog Department meetings or who have suggestions or comments for the AACR revision should contact Mr. Ortopan (ext. 2-4144). Suggestions for revisions may also be submitted directly to the Chairman of the Catalog Code Revision Committee, John Byrum, Princeton University Library, P.O. Box 190, Princeton, New Jersey 08540, with copies to Mr. Ortopan.

-- L.D. Ortopan

## REGIONAL DIRECTORY FOR MACHINE-READABLE DATA FILE

Douglas Ferguson, Head of Stanford University Libraries' Data Information Service, has proposed that UCB and Stanford cooperate in the preparation of a regional directory of machine-readable data files owned by various people or institutions in the area. Stanford has already produced its own Data File Directory, and Mr. Ferguson believes that a directory of extended scope would facilitate contact and the sharing of information between faculty and students at various schools.

Participation in a regional data file directory project would involve the following: conducting a survey to identify and describe data files that owners are willing to make available to other researchers; editing the descriptive information; and sharing the cost of reproducing and distributing the finished product. The final editing and production would be done by Stanford.

At its last meeting, the Reference Services Committee voted to recommend that UCB explore the possibility of participation in the project. Mr. Ferguson has accepted an invitation to discuss his proposal with the Committee at its next meeting (10-11 a.m., February 13, in Room 115 Library). If the project proves feasible, a subcommittee may be set up to work on it. A subcommittee is not limited to members of the parent committee. If you are interested in serving on such a subcommittee, please call Suzanne Gold, 2-2568.

-- Suzanne Gold, Chairperson  
Reference Services Committee

# CU NEWS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 6 13 February 1975

## MAIN LIBRARY PUBLIC ADDRESS SYSTEM

In response to a number of inquiries regarding the current installation of a public address system in the Main Library, the purpose of work now going on is to provide a direct one-way voice communication capability, primarily for effective transmission of urgent and emergency announcements. A secondary purpose is to offer the Circulation Department an alternative method to the present bell to announce the closing of the Main Library.

Many of the present staff will recall the fire which occurred six years ago on the first floor of the Main Library, in what was then the Undergraduate Reading Room. Although no serious injuries resulted, few people in the building recognized and interpreted correctly the alarm bells intended to signal clearance of the building. The confusion which did take place made both the Library and the campus aware that a better communication system was needed for emergency situations.

The general procedures for emergency communication are outlined in Administrative Manual 5. These procedures now depend on notification by telephone, and the alarm bell system which was less than totally effective in the 1969 fire. The public address system now being installed is intended to supplement the procedures in Administrative Manual 5. A similar system has been operative in the Moffitt Library since its opening, and is utilized both to announce daily closings and on occasion to clear the building in emergencies. In the few emergencies, the voice level public address system has proved effective.

If there are other questions regarding the new installation, please contact Gloria Novak or me at extension 2-3774.

-- George L. Dea

## SCHOOL OF LIBRARIANSHIP COLLOQUIUM

The next meeting of the School's MLS-series Colloquium, the last scheduled for the winter quarter, will be on Wednesday, 19 February. The topic for the day is "The ethics of the current employment situation: an exploration." Jack Cunningham, analyst with the Bureau of Labor Statistics and doctoral student in the School, is the speaker and discussion leader. The time is 4:10 in the afternoon; the place is South Hall, Room 205 for the presentation and discussion and Room 113 for the refreshments that follow. Readers of CU NEWS are cordially invited.

The MLS-series Colloquium meetings will resume in April, the first week of spring quarter classes. Planned theme for the spring sessions is "Making and implementing library policy."

-- Theodora Hodges  
Assistant Dean

## POSITION AVAILABLE

Applications for the following academic position in the General Library at Berkeley are being accepted by the Library Personnel Office, 447 Library, telephone extension 2-3778. Applications should be received no later than 1 April 1975:

Assistant or Associate Librarian\*

\$9,864 - \$13,560 or \$12,648 - \$17,496

## DOCUMENTS DEPARTMENT

Documents Department Librarian (Half-time position). Responsible for selection and adequate bibliographic description of Commonwealth documents to be added to Documents Department or Main Stack collections. May be assigned other areas of collection responsibility as required by the Department. Shares in supervision of two library assistants. Serves at Documents Department Reference Desk on a scheduled basis and as a specialist in Commonwealth reference problems.

MLS required. Good working knowledge of French or German required for potential collection responsibility. Graduate work in economics, political sciences or history desirable. Previous experience with a documents collection or social science reference preferred. May be asked to work split shifts (7-10 one night per week, 4 hours on Saturday or Sunday on alternate weekends).

Classification and salary dependent on qualifications of candidate selected.

\*Salary quoted is for full time equivalent.

The General Library at Berkeley is an Equal Opportunity-Affirmative Action Employer. Minorities and Women are particularly urged to apply.

## REVIEW SHELF

Shelf Lot NumberInclusive Dates

343

10 February - 24 February

This review shelf presents some interesting items in the general field of history plus the usual assortment of miscellaneous gifts and a few duplicates.

## ASIS MEETING

The American Society for Information Science, San Francisco Bay Area Chapter has announced its February meeting, cosponsored by the Special Library Association.

The topic of the evening will be "Information Entrepreneurs." Charging for information in America dates back to 1731 when Benjamin Franklin established the Philadelphia Library Company, which charged 2 pounds for membership and 10 schillings a year dues. Representatives of four more recent organizations will describe the information service they offer for pay, and how their customers

## PERSONNEL CHANGES

TRANSFER &  
PROMOTIONS

Judith Bacskai, Library Assistant II, Library Systems Office, transferred on 3 February 1975 to the Serials Department (Berkeley Serials Data Base) and was promoted to Library Assistant III.

Barbara Boyce, Clerk, Catalog Department, transferred on 10 February 1975 to the Librarian's Office (Regional Service Facility Study, Special Projects Office) and was promoted to Library Assistant I.

## APPOINTMENTS

Victoria L. Hanawalt was appointed Assistant Librarian in the half-time, temporary assignment with the Moffitt Undergraduate Library, effective 3 February 1975. Mrs. Hanawalt, who has a BA in History from Stanford University, obtained her MLS from Berkeley in August 1974. Her previous experience in libraries includes work with Stanford's Main Library and the J. Henry Meyer Undergraduate Library at Stanford, the Institute of Library Research at Berkeley and with the General Library's Special Projects Office.

Margaret Hermann was appointed Associate Librarian (Music Cataloger) effective 10 February 1975. A 1964 graduate of Berkeley's School of Librarianship, Miss Hermann also has a BA in Music (SF State University, 1941) and an MA in Oriental Philosophy and Religion (University of the Pacific, 1960). From July 1964 to October 1965 she was Head of Technical Processes at the San Francisco Theological Seminary at San Anselmo. Since November 1965 she has been employed by the University Library at Santa Cruz, until 1966 as a Cataloger and since then as a Reference Librarian.

Margaret L. Lee was appointed to the half-time, temporary position with the Biology and Public Health Libraries as an Assistant Librarian, effective 3 February 1975. A Chemistry major, Mrs. Lee received her BS degree from the College of St. Elizabeth, Convent Station, New Jersey in 1968. In 1973 she obtained the MLS degree from Berkeley and during the next year completed the Medical Library Internship program at UCLA. Currently she is enrolled in the doctoral program at the UCB School of Librarianship. From 1968 to 1972 she was employed by the H.W. Wilson Company as an Indexer.

## HOLIDAY

Monday, February 17, 1975, President's Day, is an academic and administrative holiday. The General Library will be open from 9 a.m. to 5 p.m.



## ASIS MEETING (Continued)

use the data provided. Computerized Literature Searches acts as a broker for over seventy computer bases; Documentation Associates service includes abstract and indexing, consulting and project management; Information Unlimited emphasizes document delivery and bibliography compilation; National Investment Library concentrates on delivery of Securities and Exchange Commission reports and other documentation to the business and financial community.

Date: Thursday, February 20, 1975  
Place: Villa Chartier, 4060 El Camino at 41st, San Mateo  
Time: 6:00 p.m. No Host Cocktails-West Winchester Room  
7:00 p.m. Dinner - Cross Rib of Beef (\$6.50)  
8:00 p.m. Panel including Fred Bellomy, Computerized Literature Searches, Santa Barbara; Pat Ferguson, Documentation Associates, Los Angeles; Sue Rugge, Information Unlimited, Berkeley; and Jodey Lenfestey, National Investment Library, San Francisco.

Reservations must be in by Tuesday, February 18, with a check made payable to ASIS. Mail reservations and checks to Barbara West, Dept. 15-50, 3251 Hanover Street, Palo Alto, CA 94304. Questions may be directed to Sandy Schuyler or Barbara West, at (415)493-4411, ext. 45635.

## GROWTH OF THE PUBLIC CATALOGS

The Catalog Department, Filing Division has completed the 5th Annual Report on the Growth of the Public Catalogs. The report is prepared on the basis of a random measurement of the Author-Title and Subject Catalogs. It is intended to show the growth of these catalogs in centimeters from year to year in order to project future space requirements, and to plan for catalog expansion. The tables at the bottom summarize the results for the current year and for the four preceding years beginning with the first measurement on 31 December 1970.

The latest figures show, as expected, a slight drop in the growth rate over the past 12 months (most catalogs increase at a decreasing rate), although the actual growth of the Author-Title and Subject Catalogs totals approximately 313,000 cards, the equivalent of four and one-half card catalog cabinets. Projected growth for both catalogs, therefore, indicates that additional cabinets will be needed. The Author-Title Catalog needs to be expanded as soon as possible, and the Subject Catalog by January 1978. Some internal shifting, made possible by the removal of the first half of Depository Catalog 1 to "BAL," will free some cabinets for this purpose. More detailed measurements will be necessary, however, before actual shifting of the catalogs is undertaken.

Questions regarding this report or the tables should be directed to Constance Thompson (ext. 2-5412) or to Mr. Ortopan (ext. 2-4144).

-- L.D. Ortopan

GROWTH OF PUBLIC CATALOGS (Continued)

Growth in Catalogs  
Author-Title Catalog

Year	Total Cards in cm.	Total Cards	Growth cm.	Growth cards	Growth per Tray cm.	Percent. of Growth	Cm. per tray Trays in Use)	Trays in Use	Aver. cm. AA (All trays)	Aver. cm. (excl. suppl.)
Dec. 31, 1970	85,282	3,240,716	-	-	-	-	23.5	3,629	17.9	
Dec. 31, 1971	91,640	3,482,320	6,358	241,604	1.8	7.5%	25.1	3,651	19.3	19.5
Dec. 31, 1972	97,995	3,723,810	6,355	241,490	1.7	6.9%	25.2	3,881	20.6	20.8
Dec. 31, 1973	104,309	3,963,742	6,314	239,932	1.6	6.4%	25.8	4,043	21.95	22.2
Dec. 31, 1974	109,922	4,177,036	5,613	213,294	1.4	5.4%	26.5	4,148	23.13	23.36

\* Corrected figure.

AA Total trays in catalog: 4,752, incl. 48 suppl. trays.

Subject Catalog

Year	Total cards in cm.	Total Cards	Growth cm.	Growth cards	Growth per tray	Percent. of Growth	Trays in use	Cm. per tray (Trays in Use)	Aver. cm. AA (All trays)	Aver. cm. (excl. suppl.)
Dec. 31, 1970										
Guide-carded	4,014	152,532	-	-	-	-	180	22.3		
Non Guide-carded	40,898	1,554,124					1,834	22.3		
Totals	44,912	1,706,656					2,014	22.3	16.4	16.7
Dec. 31, 1971										
Guide-carded	5,530	210,140	1,516	57,608	8.4	27%	216	25.6		
Non Guide-carded	42,550	1,616,900	1,652	62,776	.9	4%	1,842	23.2		
Totals	48,080	1,827,040	3,168	120,384	1.6	7%	2,058	23.4	17.6	17.8
Dec. 31, 1972										
Guide-carded	8,857	336,566	3,327	126,426			342	25.9		
Non Guide-carded	41,874	1,591,212	AA -676	-25,688			1,755	23.9		
Totals	50,731	1,927,778	2,651	100,738	1.3	5.5%	2,097	24.2	18.5	18.9
Dec. 31, 1973										
Guide-carded	11,305	429,590	2,448	93,024			425	26.6		
Non Guide-carded	42,217	1,604,246	343	13,034			1,700	24.8		
Totals	53,522	2,033,836	2,791	106,058	1.36	5.5%	2,125	25.2	19.6	19.9
Dec. 31, 1974										
Guide-carded	11,645	442,510	340	12,920	.8		425	27.4		
Non Guide-carded	44,505	1,691,190	2,288	86,944	1.35		1,725	25.8		
Totals	56,150	2,133,700	2,628	99,864	1.24	4.9%	2,150	26.1	20.5	20.9

\* Total trays in catalog: 2,736; excl. 48 suppl. trays; 2,688.

AA In 1972 the non-guided portion showed an overall loss in centimeters due to the guide-carding of 87 trays.

BB Total cards and growth in cards figures for the guide-carded portion include guide cards.

CC 1973 figures are corrected ones.

## LAUC-B EXECUTIVE COMMITTEE - JANUARY MINUTES

Status of LAUC

Official recognition for LAUC is now imminent with the state-wide by-laws revision approved on all campuses. The changes are not substantive and are not expected to restrict any of the activities that LAUC has been or is likely to be engaging in. What are some of the advantages of recognition? LAUC's activities will be legitimized and assured of funding. The promotion process will be legalized. A channel of communication between librarians and the University will be created and perhaps in time the LAUC President might become a voting member of the Library Council.

McCoy Committee

Discussion of the committee's report is in abeyance awaiting a concrete proposal from Angus Taylor which in turn depends upon how much money is available for salary restructuring.

Communications Network

Because it is widely felt that LAUC is not functioning adequately as the voice of the staff, various means of making it more effective are being explored: more meetings, a better circulation of documents, inclusion of Executive committee members' names on documents so that they become better known to the library community. One means of keeping in close touch with the membership is the establishment of a communications network wherein each Executive committee member would be responsible for an informal constituency. He/She would be assigned to one or more library units where he/she would have one contact person. This person, in turn would communicate to the unit via existing channels, such as regularly held meetings, etc.

Promotion Review Process

Mr. Dougherty proposed including the AUL's recommendation in addition to that of the Department Head's in the dossier submitted to review committees. This would enable the committees to have a complete picture of the situation before they reach a decision. The basis of the AUL's opinion should also be made clear. The executive committee agreed that this might be a good idea and CAPA is willing to experiment with it for one year. The peer review guidelines have been revised accordingly and a letter sent to Vice Chancellor Heyman apprising him of the change.

It was agreed that non-general library members who, because of various administrative complications, were not eligible for peer review, would also not be eligible to serve on ad hoc reviewing committees.

Other matters discussed were Mr. Dougherty's memo to CAPA on the desirability of career counseling for professionals and the need for a clear-cut procedure for appeals and grievances.

Staff Development Committee's Proposal on Project Assistance

The proposal was discussed and its substance approved.

## LAUC-B EXECUTIVE COMMITTEE - JANUARY MINUTES (Continued)

Statewide Committees

The following members were chosen to serve:

Committee on Library Policies:	Lee Petrasek
Committee on Professional Standards:	Jan Powell
Committee on Committees, Rules and Jurisdictions:	Neal Kaske
Committee on Privileges, Salaries, Conditions and Security of Employment:	Richard Cooper

-- Simone Klugman  
1975 LAUC-B Secretary

## LAST CALL - REPORTS OF PLANNING FOR ALA ANNUAL MEETING

The committee Jane Pulis is chairing to coordinate campus activities during the Annual Meeting in the week of July 4 needs to consolidate for announcements information about events campus units may be planning. Reports have already been received from Bancroft, Music, East Asiatic, Documents, Anthropology, Lowie, and about Main Building exhibits. If your unit will be hosting a special event on campus or wishes to be involved in informal open-house tours of campus libraries on a particular date still to be scheduled, please send or phone information promptly to Julian Michel.

## VAN SWIETEN REVEALED AND REVIEWED

On February 4 Frank Brechka, History Librarian (GRS/CDO), addressed the Herbert Evans Dinner Club, a meeting of historians of science from several institutions in the Bay Area. His topic was "Gerard van Swieten: the Several Careers of a Physician in Eighteenth Century Leiden, Brussels, and Vienna." The Dutch Van Swieten was an important doctor, librarian, and censor in the reform movement of the Austrian Enlightenment. Mr. Brechka's review of Gerard van Swieten und seine Zeit, ed. Erna Lesky and Adam Wandruszka (Wien, Hermann Böhlau, 1973), is scheduled for publication in the spring issue of Isis.

## EMPLOYEES MAY FILE CLAIM ON RETIREMENT PAY TAXES

State employees would be eligible for recovery of taxes paid on retirement fund contributions if the U.S. Supreme Court rules in favor of a federal employee union lawsuit calling for such recovery.

The case is on appeal from an earlier round in district court.

There are numerous other lawsuits and class actions on file but the lawsuit for federal employees is expected to settle the issue.

## EMPLOYEES MAY FILE CLAIM ON RETIREMENT PAY TAXES (Continued)

To be eligible for the long shot refund, employees must file an Internal Revenue Form 843 by April 15. By law, taxpayers may make claims for over-payments as far back as three years.

Claims for refund of state taxes may be made by filing a Form 3543 with the Franchise Tax Board which generally follows the same rules as those set by IRS.

CSEA suggests that you put "\$1 or more" on line "i" on Form 843 asking for the amount to be refunded. Also, on line "k" you should write: "This is a protective claim based on Revenue Ruling 72-250 which excludes retirement contributions from income."

On Form 3543 put "\$1 or more" on line "f" and on line "j" put "Taxpayer, a state employee, is entitled to exclude his contribution to the Public Employees' Retirement System fund for the tax year. I believe the IRS position taken under Internal Revenue Ruling 72-250 is in error."

Forms are available at IRS and Franchise Tax office.

Reprinted from The California State Employee,  
January 29, 1975



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 7 27 February 1975

#### LAUC RECEIVES UNIVERSITY RECOGNITION

The following letter was sent on 20 February 1975 to Norah E. Jones, President, Librarians' Association of the University of California (LAUC) by University President Charles J. Hitch:

It gives me great pleasure, and I am sure it will provide deep satisfaction to you and the members of your Association, to advise that the Librarians Association of the University of California is by this declaration recognized as an official unit of the University for the purposes of and subject to the conditions hereinafter described and as set forth more fully in the attached copy of the By Laws of the Association: [These are the By Laws recently voted on by LAUC members. Each LAUC member should already have a copy.]

1. Members of the Association shall be : All persons holding a University appointment half-time or more in the librarian series (as defined in Section 82 of the Academic Personnel Manual) or in any one of the following ranks: University Librarian, Associate University Librarian, Assistant University Librarian, Law Librarian, Assistant Law Librarian, Bio-medical Librarian, Music Librarian, or in the same ranks in acting capacity.
2. The Association is accorded this official status in the University in order to serve a valuable purpose for its members and for the University in providing an organizational structure for utilization of the professional interests and skills of librarians in advising the University administration and in improving intra- and inter-campus communication on matters of concern in relation to libraries and librarians.
3. The Association is authorized, through its Divisions on each campus, to advise the Chancellors and the library administrations on matters of concern to librarians and the University in the operation of libraries, including collections, personnel matters, and service.
4. The Association is authorized, through its Universitywide officers and Executive Board, to advise the President, through the Vice President - Academic Affairs and Personnel, on matters related to libraries and librarians which are primarily of Universitywide concern.

(Continued on next page)

## LAUC RECOGNIZED (Continued)

5. The Association shall organize itself and conduct itself according to its own By Laws and regulations, which shall be in accord with the Standing Orders of The Regents and the rules and regulations of the University. The Association's By Laws and amendments thereof shall be subject to the approval of the President of the University to assure such accord.

This action was reported to the Educational Policy Committee of The Regents at its meeting of February 13, 1975.

## COMMUNICATION SEMINAR - SIGN-UP TIME

It's sign-up time for the Communication Seminar to be held in the Haas Club House, Strawberry Canyon Recreational Area, 8 a.m. to 5 p.m., Monday through Wednesday, 31 March - 2 April 1975. Attendance at the seminars, to be considered as a regular working assignment, will occupy three full days. You will be studying communication--language, meaning, perception, the need for feed back--and various aspects of management and change. The basic approach is learning through experience with small group work, games, simulated exercises, case studies, dialogue and taped comment and analysis by Dr. Brenda Dervin, Assistant Professor of Communications, University of Washington, and Dr. Jeffrey Katzer, Associate Professor of Library Science, Syracuse University, the communication specialists who prepared this seminar.

Transportation to Haas Club House may be had on Humphrey GO-Bart--special stop requested--or through car-pool arrangements among participants. If you are interested in attending this seminar given by staff facilitators Jo D. Wright (Biology Library), Ken Legg (Circulation Department), and Myra Kolitsch (Personnel Office), please notify one of the facilitators no later than 11 March 1975. Although participation in this first seminar will be limited to a cross-section of 35 staff members, other seminars will be scheduled for all wishing to attend.

BERFUNKLE, pseud.

## LIBRARY GENERAL ORDERS

The following General Orders were recently distributed to all Library units. Additional copies may be obtained from the Librarian's Office.

General Order D-4, COLLECTING POLICY FOR CARTOGRAPHIC MATERIALS  
(Revised January 1973)

General Order D-5, NEWSPAPER COLLECTING POLICY,  
(Revised 14 August 1974)

General Order D-6, THE BANCROFT LIBRARY, (Revised 25 February 1974)

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Suzanne Cabral, Environmental Design Library, was reclassified from Clerk to Library Assistant I, effective 1 December 1974.

Walter C. Crawford, Library Systems Office, was reclassified from Programmer to Senior Programmer, effective 1 January 1975.

Joy A. Durighello, Engineering Library, was reclassified from Clerk to Library Assistant I, effective 1 December 1974.

Annie M. Lewis, Biology Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 November 1974.

Stephen Nielson, Documents Department, was reclassified from Library Assistant I to Library Assistant II, effective 1 November 1974.

Jody Zaitlin, Engineering Library, was reclassified from Clerk to Library Assistant I, effective 1 December 1974.

## APPOINTMENT

Sandra K. Moyer was appointed Planning Assistant I in the Library Space Planning and Graphics Office, effective 18 February 1975. Mrs. Moyer, a Landscape Architecture major, has attended UCB, the University of Tennessee and Auburn University, Auburn, Alabama. Her previous work experience includes secretary in the Engineering Department at Stanford University and Assistant in the engineering firm of Wiedeman & Singleton, Atlanta, Georgia. She also was employed as a Research Assistant by the Sociology Department at Stanford.

## BIRTH ANNOUNCEMENT

Judy and Henry Clarence (Judy is Library Assistant III in the Catalog Department) are proud to announce the arrival of Amanda Ruth who weighed in at 7 pounds, 6 ounces on Tuesday, 18 February 1975.

## MR. DOUGHERTY AND THE AUL'S TO BE AWAY

University Librarian, Richard M. Dougherty, will be attending a meeting of the Directors of Western ARL Libraries in Salt Lake City, Utah, on February 27 and 28. Jane Flener will be attending an SLA workshop in Los Angeles on February 27 and 28. Joe Rosenthal will be absent from the Library beginning February 26 through March 7. On February 26 and 27 he will participate in an ISAD/SOLINET Institute on Networks and Networking in New Orleans.

Julian Michel will be in charge of the Library on Thursday and Friday, 27 and 28 February.



## STAFF ASSISTANT POSITION AVAILABLE - A REMINDER

This is to remind staff that applications are being received from present staff members for the position of Assistant to the Associate University Librarian for Public Service. The candidate selected to fill this assignment will be transferred part-time from his or her present assignment and attached to the Librarian's Office during the tenure of the appointment. Compensation to the department for the reduction in time due to the loss of partial services of the candidate selected will be negotiated at the time of selection.

Staff assistant to the Associate University Librarian for Public Service. As a half-time assistant to the Associate University Librarian participates in a variety of administrative activities in support of programs in the public service units of the Library and promotes communications between the staff and the administration. Implementing recommendations of LAC and other Library committees dealing with public service, preparing information needed for making decisions in other public service areas of responsibility and writing reports with the Associate University Librarian are among the duties of this position.

Applicants should have a degree in librarianship and substantial public service library experience plus an interest in organization and administration of the Library as a whole. The term of appointment will be for one year. There is no guarantee that after the designated time of this appointment there will be an opening in the library administration. This post is open only to Berkeley General Library staff.

The position will be available 14 April 1975. All applications should be made by 1 March 1975. Interested persons should contact Miss Flener in the Librarian's Office, extension 2-3773.

## COURSE CHANGE

Course 225, formerly Law Librarianship: Legal Research, Reference, and Bibliography, has temporarily merged with course 288, Librarianship and Law. The single new course is numbered 225, and its title and description are as follows:

## 225. Law Librarianship and Legal Aspects of Librarianship. (4)

Three hours of lecture per week. Legal bibliography, acquisitions, cataloging, reference and administration in law librarianship; legal problems common to all fields of librarianship. Intended for librarians preparing for work in libraries other than law libraries as well as for law librarians.

The course will be taught in the Spring Quarter 1975 by J. Myron Jacobstein, Professor of Law and Law Librarian, Stanford University.

## POSITION AVAILABLE AT LAWRENCE HALL OF SCIENCE

The following position is available at the Lawrence Hall of Science at Berkeley.

## ASSISTANT LIBRARIAN

\$9,864 - \$13,560  
per annum salary range

The Lawrence Hall of Science is recruiting for an Assistant Librarian to maintain its Science Education Library. The person hired will be responsible for assuring that the Library has the latest research and curriculum materials related to science education which are used extensively by the Lawrence Hall staff as well as teachers and student teachers. The Assistant Librarian will be completely responsible for organization and circulation policies and will advise users on the application of materials in the classroom.

Because the Library is such an integral part of the Hall, the Librarian will be expected to become knowledgeable about all programs within the Hall as well as curricula developed elsewhere. Someone with a strong science background as well as expertise in the field of librarianship is needed. MLS degree required.

Written applications should be sent to Professor John David Miller, Lawrence Hall of Science, University of California, Berkeley, California 94720.

The University of California is an Equal Opportunity-Affirmative Action Employer. Minorities and women are particularly urged to apply.

## SOCIETY OF CALIFORNIA ARCHIVISTS' FOURTH ANNUAL MEETING

Members of the Library staff are cordially invited to attend the Fourth Annual Meeting of the Society of California Archivists which will be held in Berkeley on Friday and Saturday, 4th-5th April 1975. Following registration at the Hotel Durant on Friday, 10:30 to 11:30, the program includes a visit to the Oakland Museum, with luncheon and a specially arranged tour and address by the Curator of History, followed by a visit to the Judah L. Magnes Memorial Museum in Berkeley. Bus service will be provided for this trip. The Friday evening program at the Faculty Club includes a no-host cocktail hour followed by a dinner, and an address by Rev. Father William N. Abeloe, authority on Spanish roots of California history and author of the revised edition of Historic Spots in California. Saturday's two sessions will be held in The Bancroft Library. In the morning, following the Society's Business Meeting, author and printer Lois Rather will share her experiences as a long-time user of the Library's collections. Luncheon will be held at the Hotel Durant, and in the afternoon informal tours of the various units of The Bancroft Library will be conducted; staff members will be standing by to answer questions.

A special pre-registration package for \$13.75, including registration, bus fare and banquet on Friday night, is available with payment to be made by 12th March. For information on separate registration and other costs please call MaryEllen Jones in The Bancroft Library (2-3781).

## HEALTH &amp; SAFETY COMMITTEE REPORT

At its meeting on Wednesday, 12 February 1975, the members of the committee recommended that the following information be communicated widely to all Library staff:

1. Veronica Wakeman in the Serials Cataloging Division (Room 130 Library) continues to be the committee member designated to receive suggestions and complaints from individual staff members. Any member of the Library staff who has ideas or concerns about health and safety in the Library is urged to communicate these to Veronica who in turn will bring them to the attention of the committee. These communications may be anonymous.
2. One member of the present Library Health & Safety Committee has had to resign. The Committee, therefore, is calling for volunteers. Any member of the staff who would like to be considered for participation on this committee is urged to get in touch with the Committee's Chairperson, June Gow, Documents Department, Extension 2-2568, immediately.
3. Because of the difficulty of communicating important health and safety information to all of the staff, all of the time, the Committee agreed to a program of continuous communication in CU NEWS. The problem arises from the fact that while it is possible to communicate information concerning rules and regulations to staff presently employed at any given time, it is difficult to keep future staff so well informed. The Committee felt, also, that it could do no harm to remind staff of important regulations from time to time. Accordingly, the first in this series of on-going communications follows:

## WORK-INCURRED INJURY OR ILLNESS

All Library staff are reminded of the importance of completing a "Report of Employee Injury" immediately if he/she suffers an injury, no matter how slight, on-the-job. The Library regulation concerning filing this report is contained in Library Administrative Manual 5, Section IV., MEDICAL EMERGENCY. The Library Business Office, Room 457, has been delegated responsibility for preparing this report.

A copy of the "Report of Employee Injury" is immediately sent to the Office of Environmental Health and Safety at Berkeley. In the event the injury results in medical expenses or absence from the job the employee may be eligible to receive benefits under the California Worker's Compensation Act. Details of these benefits are described in Staff Personnel Policy 415: USE OF SICK LEAVE AND VACATION: WORK-INCURRED INJURY OR ILLNESS. Staff members who desire more information concerning these regulations are invited to contact the Library Personnel Office.

## FUTURE OF THE CATALOGS

The Subcommittee on the Future of the Catalogs has recently completed a report on the first phase of its study. Entitled To Close or Not to Close: Desuperimposition and the Future of the Catalogs, the report analyzes the potential effects of the abandonment of superimposition on the Berkeley catalogs in terms of three options: (a) The continuance of the existing catalog with split files, (b) The continuance of the existing catalog, transferring files, and (c) The starting of a new card catalog. The advantages and disadvantages of each option are discussed. The option of closing the present catalog and starting a new one is considered in detail in relation to various factors, including machine-based current cataloging, authority files, serials, the Subject Catalog (as opposed to the Author-Title Catalog), space, and bibliographical records in the branches. The report concludes with short range recommendations and an outline of areas for future exploration.

Copies of the report will be distributed shortly to General Library Department Heads who are urged to route it to staff members in their departments. Additional circulating copies will be available at the General Reference Desk and on request from Judith Robertson, Library Administrative Office. The Subcommittee is much interested in response from individuals and groups of staff members.

Copies of the report are available to other libraries at a cost of \$5.00 per copy. Requests should be addressed to:

Library Photographic Service  
University of California Library  
Berkeley, California 94720

Prepaid orders should include California tax as applicable.

-- Virginia Pratt

## REVIEW SHELF

Review Lot NumberInclusive Dates

344

28 February - 21 March

This review shelf features the monographs received in the recent gift of Louis Kuplan, authority on gerontology and the social problems of aging. The usual accumulation of smaller gift items is also available for your perusal.

## MOFFITT LIBRARY STUDY

Victor Rubin from ASUC has completed a report entitled "The Users' Assessment: An Evaluation of Moffitt Library." This report has been forwarded to the Vice-Chancellor. A copy of the report is available at the General Reference Desk for anyone who is interested.

3. and 5. Dull or dead end jobs and promotional opportunities were aired together. It was mentioned that the Catalog Department was re-organizing certain tasks to make them more interesting. In general, no simple solution to these problems could be offered. It was mentioned that a) Much library work was intrinsically dull to begin with; b) Opinions vary considerably as to what is dull; c) At Berkeley, due to low staff turnover, promotion opportunities do not occur as often as elsewhere; d) Rotation schemes had not met with any significant staff response; e) Making jobs more interesting does not automatically mean more promotional opportunities; f) Inflation has aggravated the problem, and employees are perhaps more concerned with improving their salaries than their job's variety of tasks.
4. Inadequate staff follow-up. At first there was consternation as no one could remember exactly what this meant (there apparently had been no follow-up). It was recalled that a suggestion had been made that the administration did not always follow up on suggestions or the advice offered by various library bodies. Mr. Dyson felt that a great number of expensive discussions in committee had not resulted in any action. Mr. Rosenthal emphasized that department heads as "line officers" should be more aggressive in the "follow-up" process, utilizing the existing machinery and organization to insure action.
6. Guidelines for standards of performance. It was announced that the Catalog Department was working on quantitative standards. Others might wish to emulate Catalog Department.
7. Inadequate GA budget. This was not discussed. Miss Flener said that his problem was well known to the administration, and the future did not look all that bright.
8. Security of library materials. Miss Flener explained that this very serious problem was already recognized and the Library was considering installation of electronic detection devices in some locations. Funds are being sought for this purpose. A good report by Donald Thompson is presently being studied. Interest was also evinced in having an ad hoc sub-committee to explore certain aspects of security, particularly to publicize security problems to library users. Press releases, posters, and faculty consultation were all suggested. Miss Dowd pointed out that indeed the Library is blamed for book losses. Mr. Pfeiffer was directed to consult with the Librarian's Office and develop a reasonably limited committee charge and a list of candidates for appointment. Other comments included those of Mr. Ortopan who wished that there could be some way by which potential "lost" books could be identified as they come into the system.

At noon, the "library-wide problem" list had not been exhausted and it was agreed to hold a special meeting 18 February 1975, 10 to 12 noon, in Room 322, to attempt to finish discussing the list.

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 8 6 March 1975

## LIBRARY AFFIRMATIVE ACTION ADVISORY COMMITTEE

The Chairperson of the Affirmative Action Advisory Committee is Jody Wright from the Biology Library. The Vice-Chairperson is Ken Legg from Circulation. The duties of secretary will rotate each week.

Meetings will be held each Wednesday between 10:00 a.m. to 12:00 noon in Room 115 of the Main Library. The first half of the meetings will be open to all staff once the committee has established its procedures. All staff are encouraged to contact committee members with any comments or problems relating to affirmative action.

### The members are:

Jody Wright, Chairperson  
Ken Legg, Vice-Chairperson  
Cassandra Aaron  
José Hernandez

Susana Hinojosa  
Theresa Hopson  
Merrie Lee  
Gene Marrufo  
Diana Gong

Biology Library, 2-2531  
Circulation, 2-3403  
Agriculture Library, 2-4493  
Humanities Graduate Service,  
2-4481  
Moffitt Library, 2-5070  
Acquisition Department, 2-3412  
Bancroft Library, 2-3781  
Mail/Receiving Room, 2-3625  
Women's Center, 2-4786

## LIBRARY GETS NEW YORK TIMES INFORMATION BANK

About the middle of March reference service in the Library will acquire a new dimension with the addition of the New York Times Information Data Bank to its resources. This is our second venture into on-line information retrieval (the first one being Medline), and the service will be available free to the campus community on an experimental basis for a period of six months. The Information Bank will provide "here and now" access to material on the broad range of subjects covered in newspapers and magazines. Included in the data bank are about 65 publications in addition to the New York Times: Atlas, Business Week, Barron's, Consumer Reports, Current Biography, The Economist of London, Fortune, London Observer, London Sunday Times, Manchester Guardian, National Review, Time, Village Voice, Wall Street Journal and much, much more. Users will be able to see displayed on the terminal abstract summaries of articles with bibliographic references indicating where the complete articles may be found. They may also have these abstracts printed and in addition, in the case of material from from the New York Times, view the full text of the articles which will be available on microfiche.

-- Simone Klugman  
General Reference Service

## CRITERIA FOR PROMOTION OR APPOINTMENT TO LIBRARIAN

Statewide LAUC has given the following charge to its Committee on Privilege, Salaries, and Conditions of Employment:

"LAUC divisions on all nine campuses indicate that they are experiencing continuing difficulty with the promotional criteria which bear on advancement from the level of Associate Librarian to that of Librarian. In view of the proposals for restructuring of the Librarian Series which have been put forward by the McCoy Committee, entailing as they do a terminal career expectation for many librarians at the top step of the Associate range, it is a matter of urgency that clear, generally acceptable criteria be established, so that these promotions may be made on a uniform basis on all campuses. THE COMMITTEE ON PRIVILEGE, SALARIES, AND CONDITIONS OF EMPLOYMENT IS CHARGED WITH RECOMMENDING CRITERIA FOR PROMOTION TO, OR APPOINTMENT TO, THE RANK OF 'LIBRARIAN'."

As the first step, each division is being asked to formulate its views on the criteria for promotion or appointment to Librarian. The committee members of each of the two regional groupings (north and south) will subsequently attempt to reach a consensus, after which the committee as a whole will prepare a report in time for the Spring Assembly in May. Richard Cooper is sub-chairman for the northern campuses.

Because time is short, it is requested that each campus complete its report early in April. Therefore I request that each librarian on the Berkeley campus review the Report of the Ad Hoc Committee on Promotion Review (especially page 4) and send me written comments and suggestions as soon as possible. Those who have reviewed candidates for promotion to Librarian as members of ad hoc review committees are especially encouraged to submit statements of the criteria they applied.

A draft proposal will be distributed for discussion at a LAUC-B meeting in mid-April.

-- Richard S. Cooper

## REPORTS AND THE REFERENCE DESK

Library units, committees and individual staff members who forward reports to the General Reference Service for its informational collection of Library and University materials are asked to label them clearly. Unidentified reports are all-too-likely to be routed to staff or shelved on the Department Head's leisure reading shelf. Please address reports intended for public use as follows:  
"General Reference Service, for public information."

-- Sheila Dowd

## LIBRARY GENERAL ORDER

General Order F-9, USE OF PERSONAL SOUND RECORDERS IN THE LIBRARY, dated 11 February 1975, has been distributed to all Library Units. Additional copies may be obtained from the Librarian's Office.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Yvonne Boyer, Documents Department, was reclassified from Clerk to Library Assistant I, effective 1 February 1975.

Malca Chall, The Bancroft Library (Regional Oral History Office), was reclassified from Editor to Senior Editor, effective 1 January 1975.

Barbara C. Hollis, Library Systems Office, was reclassified from Library II to Library Assistant III, effective 1 January 1975.

Victoria J. McNeil, Earth Sciences Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 February 1975.

Sandra Way, Catalog Department, was reclassified from Clerk to Library Assistant I, effective 1 March 1975.

## PROMOTION

Steven Chazan, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 21 February 1975.

## APPOINTMENTS

Peter A. Evans, was appointed Assistant Librarian in the Forestry and Forest Products Laboratory Library, effective 3 March 1975. A graduate of Berkeley, Mr. Evans obtained the BS degree in Forestry from the School of Forestry in 1951. For the next several years he worked as a forester, interrupted by a four year stint in the U.S. Navy as an instructor in photo interpretation and map reading. He later returned to school and earned an MA in English and taught for several years prior to obtaining his MLS from San Jose State University in 1969. From that date until the present time Mr. Evans was Head Librarian of the California Historical Society in San Francisco.

Graham C. Hale was appointed Assistant Research Historian in The Bancroft Library (History of Science and Technology Project) on 20 February 1975. Mr. Hale, who received a BS degree in Physics and the PhD in Atomic Physics from University College, London University, worked previously as an Assistant Professor (Research) with the University of Missouri and as Assistant Professor of Physics at the University of New Haven (Connecticut). He also was a Postdoctoral Fellow in Physics at the University of Missouri and performed additional graduate study at Yale University.

Rosendo Treviño was appointed Buyer in the Library Business Office (Materiel Office), effective 3 March 1975. Mr. Treviño attended Long Beach and Peralta Junior Colleges, majoring in Business, and the University of San Francisco majoring in Purchasing and Materials Management. Immediately prior to his appointment in the Library, Ross was Buyer for the Kaiser/Permanente Services, Inc. in Oakland.



## PERSONNEL CHANGES (Continued)

APPOINTMENTS  
(Continued)

His employment before this included buyer for the Oakland Unified School District and Assistant to the Purchasing Agent for the California Pacific Utilities Company in San Francisco. He has been a member of the California Public Purchasing Officers Association and for the past three years has served on an interviewing panel for "Future Business Leaders of America" student competition sponsored by the South San Francisco High School Business Education Department.

Winifred H. White was appointed Library Assistant I in the Public Health Library on 3 March 1975. A graduate of UCB, Miss White received her BA degree in Linguistics in 1973. She also did graduate study in French and Russian at the University of Bath, England. Her previous work experience includes tutoring in French and staff worker for the Valley Art Gallery in Walnut Creek, California.

## TERMINATION

Lynn S. Stenvold, Library Assistant I, Library Photographic Service (Mail Order Division), resigned effective 28 February 1975 and is planning to spend more time with her family.

## R.M.D. TO BE AWAY

University Librarian Richard M. Dougherty will be away from the Library on March 6 and 7. He will participate in a project site visit to be held at the Countway Library in Boston, Massachusetts. During his absence, Jane Flener will be in charge of the Library.

## VACATIONS

Lan Dyson will be on vacation from 17 through 28 March 1975. During his absence Linda Beaupré will be in charge of the Moffitt Undergraduate Library.

Raymond N. Tang will be on vacation from 5 through 14 March 1975. During his absence Charles Hamilton will be in charge of the East Asiatic Library.

## INTERESTED IN STAFF DEVELOPMENT?

Now's your chance. The Staff Development Committee needs new members. Staff personnel who want to serve should contact one of the members of the IAC steering committee (Linda Beaupré, Cathy Moreno, Mercedes Untawale) by 21 March. IAC will choose from the names submitted at its 25 March meeting. Interested librarians should contact Jean Hudson, chairman of the LAUC-B Nominations and Elections Committee, by 14 March.

-- Linda Beaupré

## FIRE PROTECTION FOR LOAN HALL, STAFF ROOM, AND SOUTHEAST ASIA LIBRARY SERVICE

Work is currently being undertaken, as part of a library-wide fire protection plan, to install a fire sprinkler system, and new lighting in the Loan Hall of Doe Library. The sprinkler system is required as part of this plan by the State for life safety. It is necessary to remove the existing dropped light ceiling in order to install the sprinklers in the ceiling.

Renovation of the old, historic building has been difficult because of unknown conditions uncovered during progress of work, and because of special design problems. Therefore, it is difficult for the Engineer and the Contractor to project an accurate completion date.

The construction in this area has been designed for the minimum disruption of activities. The contractor is using the structure which supports the existing light ceiling as a scaffold from which to install the new lighting and fire sprinklers. After this work is complete, the ceiling will be removed. The Engineer has scheduled the removal of the light ceiling to coincide with the break between spring and summer quarters. At that time it will be necessary to completely close the room for one or two days, hopefully during a normal holiday. After removal of the ceiling, patching and painting will be done during regular library hours and use. At this time, the Engineers estimate for completion of the project is 31 July 1975.

As reported previously, the fire sprinkler system for the Staff Room and South-Southeast Asia Library Service are also included in this project. Since the space above the ceiling is inadequate to house both the sprinkler pipes and new ventilation ducts scheduled for future installation, it was necessary to expose all sprinkler lines, a preferable alternative to exposing the very large ventilation ducts. At this time it is not known exactly when the work in the Staff Room will begin, probably in another month or two.

-- Sandra Moyer  
Library Space Planning  
& Graphics Office

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer and SPEC kit no. 15, January 1975 (Goals and objectives) have been received. They incorporate trends reflected in documentation received since flyer and kit no. 1 were issued in September 1973 on the same subject. Recent trends are toward formal statements to which all library operations may relate, providing staff with a basis for accepting the library's functions and promoting mutuality of intent. Current general factors such as financial restrictions and technological innovations are reflected. The updated SPEC kit contains eight documents not available when the original flyer and kit were prepared.

We should like to repeat our invitation that you tell us how useful you find this and other SPEC flyers and SPEC kits, how you use them, what changes in format or content would improve their usefulness, and what topics you would like to see covered in future issues. Please send your evaluations and comments to me, Room 245 Library. Thank you.

-- Richard Larson  
Extension 2-3773

LOCATION CODES

The table below represents ways in which the Catalog Department will make use of the Location Codes set forth in Technical Order 74/7, 9 December 1974. Library units sending material to the Catalog Department are requested to use as location designations either the Catalog Code (long form) or the 4-Character Code (short form). A limited number of copies of the tables on 4" x 6" cards are available from the Catalog Department secretary (2-4144).

CATALOGING LOCATIONS

Long form (or stamps) must be used (1) in books, (2) on cards in public catalogs.  
Short (4 character) form must be used (1) on spines of books, (2) for computer input (e.g., MASC, RIPLIST)  
Either form may be used (1) on work cards, (2) on original cataloging copy.

AGRIC	AGRI	ED/ PSYCH	ED-P	LIBRARY SCH LIB	LSL	PHYSICS	PHYS
ANTHRO	ANTH	ENGIN	ENGI	MAP ROOM	MAPS	PUBLIC HEALTH	PUBL
ART HIST	ART HIST	ENTOMOL	ENTO	MATH/ STAT	MATH	REF/ BIBL	REFE
ASTRON	ASTR	ENVIRON DESIGN	ENVI	MUSIC	MUSI	SOCIAL SCIENCE	SOCS
BIOCHEM	BIOC	FOREST PROD	FPRO	NEWS MICRO	NEWS	SOCIAL WELFARE	SOCW
BIOLOGY	BIOL	FORES- TRY	FORE	OPTOM	OPTO	MAC (cutter for auth/title)	
CHEM	CHEM	HUM GRAD	HUMA	PHIL- OSOPHY	PHIL		
DOCS	DOCS						
EARTH SCI	EART						

Cat.183x 2/75

-- L.D. Ortopan

CIRCULATION COMMITTEE SEEKS ADVICE

The Circulation Committee, in continuing the revision of the draft Library Lending Rules, wishes to discuss with the circulating units which now assess fines what possibilities there may be for arriving at one [combined] fining schedule, with only one or two minor variations included. A copy of the proposed revision of the section on fines will be sent to all units which assess fines, and this will be the main topic for discussion at the Committee's next meeting on Tuesday, March 13 at 2:00 p.m., in Room 115. We would appreciate receiving comments in advance, and we hope that representatives from units concerned will be able to attend the meeting.

In addition, the Committee would like to call attention to the fact that the Circulation Department has been receiving returned hold, overdue, and recall forms which lack any designation of the unit from which these were sent. Every branch and circulating unit should make certain that all such forms are clearly stamped with the name of the originating unit.

-- Lois Farrell

## SAGA OF THE JEANNETTE RANKIN ORAL HISTORY INTERVIEW

Applause interrupted the words of Jeannette Rankin as excerpts from her oral history interview were read by Malca Chall and Amelia Fry for a program sponsored by the National Woman's Political Caucus of Alameda County on Sunday, February 16. Calling their program "The Historical Mandate for Women Now," they read portions from the transcripts of four of the twelve interviews with suffragists who were taped for the Suffragists Oral History Project of the Regional Oral History Office. The excerpts were selected to dramatize the story of the development of the women's rights movement from its founding in 1848 to passage of the Equal Rights Amendment by Congress in 1972.

Jeannette Rankin elicited spontaneous laughter and applause among the women in the audience when she defended her position that "if half the members of Congress were women we wouldn't have war," and again, when she said, "The people aren't represented. The only safe thing in the country and the world are the people themselves. We have a male Congress. I hope that every time we get a chance we lose a male congressman."

Yet it was only a last-minute stroke of luck, an unsolicited gift from a member of the Council of the Friends of The Bancroft Library, that enabled Mrs. Chall to interview Miss Rankin in four sessions during the summer of 1972. Suffering from an incurable throat ailment, the 92-year old suffragist, pacifist, and advocate of government and political reform, had severe difficulty talking, and she lived only a short time longer.

The next fortuitous event was the arrival at ROHO of historical writer Hannah Josephson. Mrs. Josephson was enroute from her home in New York to Carmel to visit her longtime friend Jeannette Rankin and to fill in some details for her biography of Miss Rankin, then in first draft. In appreciation for the use of ROHO's Rankin tapes and other tapes on the suffrage movement, she agreed to give ROHO copies of the tapes she had made with Jeannette Rankin before Miss Rankin developed her throat ailment, and she also agreed to allow ROHO to include the transcripts of those tapes--if funding could ever be obtained to transcribe them--with the Chall-Rankin interviews, thus providing researchers with a fuller background of Miss Rankin's career. The gift of the tapes was especially valuable since Mrs. Chall had promised Miss Rankin that she would destroy all but a sample portion of her four tapes.

Miss Rankin died in May, 1973, a few weeks before her 93rd birthday, and a few months after the Rockefeller Foundation provided funding for the Suffragists Oral History Project including completion of the memoir, Jeannette Rankin, Activist for World Peace, Women's Rights, and Democratic Government, 293 pp., 1974. Hannah Josephson's biography, Jeannette Rankin, was published by the Bobbs-Merrill Company in October 1974.

"Jeannette Rankin would have been pleased to know that her words could stir women today, for women were her hope for the future," said Mrs. Chall after the meeting of the National Woman's Political Caucus.

BRANCH LIBRARIANS' MEETING

14 February 1975

Guests: M. Blackburn, C. Gordon, B. Kornstein, S. Martin, J. Rosenthal

Serials Cataloging Backlog

Mr. Rosenthal and Miss Blackburn outlined the current dimensions of the backlog and presented proposals for brief limited cataloging, designed to alleviate the problem:

There are now roughly 10,000 serial titles in branches and the Documents Department plus 3-4000 volumes shelved in the Serials Cataloging Division which are awaiting full cataloging. Most of these are represented in public records under one access point (main entry or issuing agency) only. The Serials Cataloging Division now produces full cataloging for 4500 titles a year. The Library Administration wants to raise this figure to a goal of 7000 titles a year. There is LC cataloging copy available for only 10-20% of the total number of first-issue titles being cataloged; approximately 40% of older titles are supplied with LC copy. The availability of cataloging copy from outside sources should increase appreciably with the expansion of the MARC data base and the development of the CONSER project.

Mr. Rosenthal presented the following program, to apply to all serials--first-issue, successive entry, and older titles, for which LC copy is not available at the time of cataloging:

- Checking will be held to a minimum.
- A main entry will be established and a full description provided.
- There will be no subject entries and a maximum of one added entry per serial (title, corporate body, etc.) when needed.
- The serial record will be closed when appropriate.
- When a bound volume which is being cataloged for the first time contains more than one title change, the serial will be cataloged under the latest title only, with added entries for earlier titles.
- A very small number of serials (1-2 % of the total number being cataloged for a unit ) will be eligible for full cataloging. These can be designated by the selector on the request card or the serials decision slip.
- Special issues will continue to be fully cataloged by the Monographic Cataloging Division on request.
- A stopper for each brief cataloged serial record will be filed in the Depository Catalog.

There was general agreement that the lack of subject headings for serials would not present serious difficulties, but there was concern over the limited number of added entries provided under the program, which would present particular problems with government publications.

The suggestion was made that the branches be given an opportunity to indicate priority for serials cataloging, letting a backlog continue to build. Miss Blackburn objected to the latter, pointing out that too much professional time is now spent trying to control the backlog of bound volumes shelved in the Serials Cataloging Division.

Another suggestion was made that key words in the description be made available through computer indexing. This might be a future possibility.

Mr. Rosenthal stated that if there were no further objections, the program would be put into effect immediately.

### Key Word Index

Mrs. Martin said that the Systems Office wanted to receive information on concrete problems encountered in using the Index. Some of the principal criticisms voiced by the group were:

- Withdrawals are not consistently removed from the Index.
- Many titles that were cancelled some time ago continue to be listed as open entries, implying that current issues are still being received.
- Titles are out of alphabetical order.
- Some major journals have been omitted altogether (in addition to titles received on memberships.)
- The general rate of error appears very high for some categories of serials.
- Some diacritical marks file differently for UC-B and UC-SF entries.

Mrs. Martin explained that a general cleanup of the entire file is not possible under present staff limitations. She encouraged branch librarians to send in corrections on the standard form to Mrs. Oka, distinguishing whether the error or omission is in the Key Word Index or in the branch list or both. She suggested also that some branches might want to use the quarterly branch list as an editing tool for noting errors.

The next edition will probably be a supplement in microform, not a full edition.

In response to several requests, Mrs. Martin will try to provide a list of typical errors and omissions to all service points as an aid in using the Index. There was general agreement that, despite its deficiencies, the Index is an extremely useful tool.

### Agenda Committee

Miss Flener and Miss Scalzo will appoint a three-member committee, one of whom will be Miss Flener's assistant, to plan agendas for future branch meetings. There was a suggestion that forms locally produced in branches, which were recently on display in Room 322, be reviewed at the next meeting.

### Measurement of Branch Shelflists

Miss Scalzo announced that there will be no attempt to measure branch shelflists until after the whole project can be reviewed.

### Networks

Miss Flener stated that UC-B is under pressure at this time to participate more fully in cooperative programs. She stressed the complex problems involved in coordinating a number of institutions with different organizational structures and policies into one network. Berkeley is emphasizing the need for increased financial support before it can expand its services.

### UCUCS Supplements

There are no current plans to issue another supplement to UCUCS. Widespread criticism of UCUCS I discouraged prospective buyers and sales have been low.

## DEPARTMENT HEADS MEETING

18 February 1975

### Continued Discussion of Library Problems

Continuing the discussion of pressing Library problems which began at the Department Heads' retreat in January, Miss Flener and Mr. Rosenthal, during the first portion of the meeting, described various actions pending and under way which were related to the problems presented. Subsequently, the meeting was opened for discussion on a problem-by-problem basis. For purposes of continuity, that discussion is combined in these minutes with the Associate University Librarians' comments. Time did not permit full discussion; hopefully, it will be completed at the next meeting.

Turning first to Library-wide problems, it was reported that efforts are underway to secure a \$230,000 book augmentation for 1975/76 and that some money accumulated in the Replacement Fund has already been allotted. Continuing attention is being given to shortages of book funds, but it is acknowledged that this is a serious ongoing problem.

Concerning peak workloads, Acquisitions Dept. has already achieved a degree of flexibility in shifting staff from the Bibliographic Division to the Processing Division and vice versa. It also shifts personnel to other departments such as General Reference when Acquisitions is not too busy. It was suggested that units try to plan in advance for peak periods. An attempt to define seasonal loads and levels of help needed, and a schedule of deadlines might be helpful. Miss Flener will see if this is feasible. The idea of a task force was again mentioned. The UCLA example was said to be unsuitable since it was created with extra funds. It was also mentioned that regular staff may resent a task force stepping in to do some interesting project; they may prefer to do it themselves.

As for rotation, there is some in Acquisitions Dept. and Documents Dept. now. Also, the Catalog Information Desk provides an opportunity as does service at the General Reference Desk. Though the latter are not two-way arrangements, they do offer an opportunity for staff development. Publicity has been given to rotation possibilities through individual initiative in approaching department heads and AULs. However, substantial interest appears to be lacking. A few units, Biology Library, Acquisitions, Serials, and Documents, expressed a wish to work out plans for their staff with other interested departments.

It was noted that a high priority has been given by Technical Services to expanding the BIP list. Soon all MARC searches will be included after a two week wait. Ultimately the hope is to include everything except books which are to receive immediate cataloging and volumes in a limited number of foreign languages. The KWOC Data Base is being improved through checking the Central Serial Record. Supplementation is being considered.

Major efforts have been made over the last few years to improve communication. There should be no letup in attempts to improve both upward and downward communication. If the time spent on committees and attending meetings is a problem, it might be advisable to think about discussing a limit on the length of meetings. Perhaps some persons should be cautioned against being involved in too many committees. It was maintained that some committees are poorly run, and time is wasted. Perhaps the committee or meeting should have a clearer idea of what is expected of it. Is it decision making or discussion? There was a suggestion that literature on this subject might help.

A troubling problem for some is the difficulty of implementing a new system. This difficulty was recognized but the responsibility for working it out must rest with the unit heads.

With regard to telephones, it was suggested that units needing extra lines or a tie line, write a justification memo to the appropriate AUL. Information on the cost of tie lines was presented, and there was some discussion of their value. An analysis based on phone bills was questioned. Many long distance calls not made now would be made if tie lines were available. For non-tie line calls, station to stations calls were recommended. If the person wanted is not there, a time to call back can be established, or the call can be returned.

Moving on to public service problems, it was acknowledged that the Berkeley Library's audio-visual service is inadequate. A subcommittee of the Committee on Bibliographic Control is now looking into the matter. The value of a suggested user survey was questioned. Previous surveys have not been used so why make another? As for the need for more shelving and expanded library hours, the only solutions at present lie in reallocations of each unit's own resources. Without a larger G.A. budget, no other remedy seems possible. The need for expanding data base services is being given due consideration, and the Library is moving ahead on the New York Times Data Bank. Slow intercampus delivery is being studied: An experiment with United Parcel delivery between Berkeley and Stanford is underway. Inadequate staff for services is a budgetary problem. Attempts are being made to improve library instruction, e.g., General Reference plans to give instruction to those working at the CID.

On Technical Service issues, it was granted that procedures are slow, but there is an inverse ratio between speed and the "integrity of the catalog." Technical Services are doing everything possible to provide faster service. Orders are now going through rapidly, and a plan is being worked out to speed up serial cataloging. On the problem of poor physical control of materials, it was reported that efforts are being made to mark material earlier and to get better control of materials awaiting MARC cataloging. Materials in TCP are slowly increasing, though the expanded scope of the MARC tapes will offer a possibility of reducing it. If TCP material is desired, the unit must request a change in priority.

Complaints about lack of quality relate to conflict between speed and accuracy. Diminishing return is evidenced, for example, a 10 percent increase in staff may give a 1 percent decrease in errors. Huge numbers of books are cataloged each year; errors are bound to occur. The Catalog Department and Marking Division will correct mistakes which are brought to their attention.

Serial claiming problems were felt to be troublesome because of the division of responsibility between the Serials Dept. and the public service units. Underway is a statement explaining Serials Dept. procedures which may be of help. Slow binding is allegedly due to the backlog with which the Bindery began the year. Binding funds were exhausted before the end of fiscal 1973/74. Consequently the bindery stopped working on our shipments and a backlog resulted.

Peggy Stern  
Recorder



# QA NEWS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 9 13 March 1975

## REMEMBER THE CLEARINGHOUSE

Establishing new habits is never easy, and it seems that designating Clearinghouse options on order cards is no exception. A few selectors are sometimes neglecting to indicate options on expensive monographs (\$150.00 plus) and ALL serial orders (including those for any complete backfile or any back run of 10 or more volumes). Until the Serials Decision Slip is revised Clearinghouse options can be indicated in the Acquisition Section. (Sample below.) On order cards please use the "Item No." space.

The value of the Clearinghouse files depends on their currency and completeness, and selectors are encouraged to consider new serial orders, in particular, in light of our increasing need to share resources. For details of available options please see the (unfortunately) undated memo "University of California Libraries Clearinghouse" from Sheila Dowd to All Selectors. Anyone needing a copy of this Clearinghouse memo should contact Dorothy Gregor at 2-3773.

### Acquisition

[First statement may be indicated by Acquisition, Documents, or Serials Department; if not checked, selector should make a recommendation].

\_\_\_\_\_ Continuation order has been placed for this title.

XXXXXX Place continuation order for this title, beginning with v.1, no.1  
OPTION 2

\_\_\_\_\_ Do not place continuation order.  
Reason (optional): \_\_\_\_\_

\_\_\_\_\_  
(Issues received will be discarded unless ordered as monographs).

-- Dorothy Gregor

## LIBRARY EXHIBIT

"Earl Warren: Evolution to a Chief Justice" is the title of the newly-installed exhibit in the lobby of the Main Library, UC Berkeley. It portrays the California years (1891 -1953) of the late Earl Warren from childhood to the day he became Chief Justice of the United States. Quotations from oral history inter-

(Continued on next page)

## LIBRARY EXHIBIT (Continued)

views, photographs, and papers and memorabilia collected by the Earl Warren Era Oral History Project, The Bancroft Library, form the basis of the show and illustrate the major events of his life. There is the Boalt Hall law graduate at his class reunion; the Alameda County District Attorney prosecuting gamblers, corrupted public officials, bootleggers, and murderers; there is the Attorney General in his small war against Tony Carnero's gambling ships; and the (civil defense) panic of the Pearl Harbor attack with its corollary, the forced evacuation of the Japanese Americans by the U.S. Army and the Governor's later trip to Japan. His closest aides recall his techniques of operating the Governor's Office for over ten years, and major programs of health, mental hygiene, health insurance, post-war adjustment, and freeways are similarly recalled.

Perhaps the most colorful of the showcases are those with the campaign memorabilia of Warren's doomed Republican Dewey-Warren ticket in 1948, his try for the presidency in the Eisenhower year of 1952, and the three triumphant non-partisan gubernatorial campaigns.

The quotations are excerpts from transcripts of interviews with 145 persons close to Warren's career. The project was begun by the Regional Oral History Office in 1969, after agreement with the Chief Justice and with a grant from the National Endowment for the Humanities which was matched by many private donations. Donors include Friends of The Bancroft Library; Law Clerks of Earl Warren, the San Francisco Foundation, the California Heritage Preservation Commission, Cortez Society, and many individuals. Now, six years and 54 bound volumes of interviews later, the series is nearing completion. The 145 individual transcripts will be deposited in The Bancroft Library, the California State Archives, and the Department of Special Collections at UCLA. Even before completion the project has had a steady stream of users, from researchers in the history of health insurance to political campaign histories to television and radio programmers searching for new insights into the evolution of the history-shaping Chief Justice.

The exhibit was prepared by Cathy Dinnean, Library Graphics Department, and ROHO staff, Amelia Fry, Gabrielle Morris, and Miriam Stein.

-- Amelia Fry

## BAG LUNCH MEETING

The General Library Staff is invited to attend another informal bag lunch meeting with the University Librarian.

This will once again provide an opportunity for the staff to communicate directly with administration and to air their concerns.

Date: Wednesday, March 26  
Time: 12:00 - 1:00 p.m.  
Place: 242 Dwinelle

## HOLIDAY

Monday, 24 March 1975, Spring Holiday, is an Academic and Administrative holiday. The General Library will be closed.

## MENDING, ANYONE?

If you have been repairing pages, covers, or spines of bound or unbound materials with Scotch Tape, Scotch Magic Transparent Tape, Mystik Tape or other tapes -- may we say "Please don't". The Mending Shop spends much time removing these adhesive tapes and often cannot prevent permanent damage to the materials. The Library uses certain selected tissues and fabrics, with paste, for mending that will not deteriorate or cause chemical reactions. These are stocked in the Mending Shop and applied by the trained Bookmenders on the staff.

Materials needing repairs of any kind, minor or major, should be directed, with a mending job tag, to Binding Preparation and Mending Division. If rush treatment is needed, a pink rush slip should be inserted.

-- Linda Williams

## LAUC-B EXECUTIVE COMMITTEE - FEBRUARY MINUTES

LAUC Recognition

In his letter to Norah Jones, LAUC Statewide President, President Hitch recognized LAUC as an "official unit of the University".

Promotion Review Process

The Executive Committee discussed the need for briefing and orientation of ad hoc review committees, the necessity of having CAPA procedures made better known, CAPA's role as a resource and parity mechanism as well as its relationship to the Executive Committee. Bill Whitson prepared a draft letter to the membership summarizing the happenings to date with particular emphasis on the differences between this year's review procedure and preceding ones. It was agreed to send a simplified and shortened version of the letter to CU NEWS in preparation for a general membership meeting to be held at the end of the whole process. By then LAUC Executive Committee would have met with CAPA and heard their report.

More on Statewide Committees

The statewide committees have now received their charges from Norah Jones. Of particular interest is the charge to the Committee on Privileges, Salaries and Conditions of Employment to "recommend criteria for promotion to the rank of Librarian". In this connection each division is asked for its views on the subject and we should reevaluate that portion of the Report of the Ad Hoc Committee on Promotion Review dealing with this aspect of the review and come up with acceptable definitions.

## LAUC-B EXECUTIVE COMMITTEE - FEBRUARY MINUTES (Continued)

Appeals and Grievances Procedure

Appeals and grievance procedures through administrative channels for non-Senate academic staff are not spelled out, nor is there a clear-cut policy similar to the one followed for faculty which has a committee on privilege and tenure. Can LAUC serve as a coordinating body for the efforts of the AFT and the Chancellor's Office in drawing an appeals proposal? There exists a proposal drawn by an appeals committee for a previous Executive Committee which was considered too legalistic at the time it was presented to Mr. Dougherty. Carlene Brown and Jack Leister, two of the drafters of the proposal, were invited to an Executive Committee meeting to explain the background and the whys and wherefores of the document. In trying to draft a LAUC appeals document based on section 191 (Non-Senate Academic procedure) many difficulties were encountered. Should LAUC try to divorce appeals from grievances, or should it get involved in personal complaints? Can CAPA be considered an appeals group, or do we need a new body (elected) for this purpose that was not involved in the original deliberations? Do we want an in-house document, or are we more interested in a campus procedure? A few essential elements were agreed upon, such as the necessity for outlining the chronology to be followed, the setting up of time periods for each step, the provision for notices in writing, etc. A meeting has been set up to discuss all these points with Mr. Dougherty.

Staff Development Committee Appointment

This year one of the three professionals on the committee retires to open the post to a new appointment. A request for volunteers was published in the 6 March issue of CU NEWS.

Search Committee for the New Dean of the School of Librarianship

The Executive Committee expressed its concern over the composition of the Search Committee and in particular the lack of representation for individuals from the librarian series, minorities, etc. A letter was drafted and will be sent to Provost Maslach voicing these feelings.

-- Simone Klugman  
1975 LAUC-B Secretary



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 10 20 March 1975

#### VOLUNTEERS NEEDED FOR AFFIRMATIVE ACTION COMMITTEE

Two members of the Library Affirmative Action Advisory Committee are unable to continue as active participants. Our student will graduate and there is a time conflict for another member. The standing committee is, therefore, interested in new candidates. Please volunteer or make recommendations for future participants to any of the LAAAC members or contact Brenda Ivey, Librarian's Office, or call extension 2-5849.

-- Brenda Ivey  
Affirmative Action  
Coordinator

#### ANY VOLUNTEERS?

LAST CALL -- Staff members interested in joining the Christmas Exhibition and Catalog Committee should contact Miss Jane Flener, Associate University Librarian for Public Services, before Friday, March 28, 1975.

#### RECEPTION HONORING PROFESSOR EMERITUS GEORGE R. STEWART

Members of the staff of the University Library are cordially invited to join The Friends of The Bancroft Library at a reception in honor of the eightieth birthday of George R. Stewart, historian, biographer and novelist, whose books include Storm, Ordeal by Hunger, and Names on the Land, in the Bancroft's Gallery on Sunday afternoon, 23d March, at three o'clock. The occasion will mark the opening of a special exhibition of Professor Stewart's books and manuscripts from the Library's collections.

#### POPULAR LECTURE SERIES

The Systems Office will be giving a series of talks, held once a month, starting in April. Each talk will deal with a topic of interest to Library staff. If you are interested, but cannot attend, please let the Systems Office know - talks will be repeated if there is enough demand.

The first in the series will be on Thursday, April 3 in Room 322 from 1:30 till 3:00. Joan Aliprand will talk about automated circulation systems. Please feel free to bring questions, and if you don't want to be seen with a question, bring your curiosity.

-- Sue Martin  
Library Systems Office

AUTOMATED CIRCULATION CONTROL

The Request for Proposal for Library Circulation Control Transactors was issued by the University-wide Library Automation Program on March 3. In the RFP, the University "desires to secure an automated library circulation system for use by its Berkeley and Los Angeles campuses, with the option upon successful performance to extend the system to its other seven campuses..."

The Systems Office and Circulation Department have been working for more than a year on requirements for an automated circulation system for the General Library, with the initial, pilot installation in the Circulation Department. Close contact has been maintained with the UCLA Systems Office, which is planning a similar circulation system for the libraries of the UCLA campus.

A copy of the Request for Proposal has been placed at the General Reference Desk, and your comments would be appreciated.

Staff are requested to direct any inquiries from vendors to Mr. Howard Symonds, Materiel Manager, 2543 Channing Way (Ext. 2-6347). Mr. Symonds is in charge of all communications with vendors; any other communications could invalidate the procurement.

-- Joan Aliprand  
Library Systems Office  
Ext. 2-4664

SYSTEMS OFFICE SEMINAR

The Library Systems Office has scheduled additional systems seminars. The subject matter is the same as in last year's seminar - an overview of the Office, information on systems analysis and programming, and applications in the General Library. All seminars will be held in Room 322, Doe Library, from 1:30 to 3:00 p.m.

Please use the sign-up form below to let us know when you would like to attend. If you can attend at more than one of the listed times, please sign up for both or all three. We will let you know which seminar you have been assigned to.

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THURSDAYS	April 10, 17, & 24	(Name) _____
		(Dept) _____ (Phone) 2- _____
TUESDAYS	May 13, 20, & 27	(Name) _____
		(Dept) _____ (Phone) 2- _____
THURSDAYS	June 12, 19, & 26	(Name) _____
		(Dept) _____ (Phone) 2- _____

Send this form to: Seminar, Library Systems Office,  
416 Doe Library, BEFORE APRIL 1st.

-- Sue Martin  
Library Systems Office

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Karen N. Lawrence, Catalog Department, was reclassified from Library Assistant II to Library Assistant III, effective 1 February 1975.

Pauline P. Wesley, Catalog Department, was reclassified from Library Assistant II to Library Assistant III, effective 1 February 1975.

## APPOINTMENT

Dulcie J. Axelrod was re-employed on 11 March 1975 to fill the temporary position in the Physics Library. Many present library staff will remember Mrs. Axelrod who was associated with the Library previously from October 1967 to June 1973. She worked in the former Reserve Book Room and later as Assistant Circulation Supervisor in the Moffitt Undergraduate Library.

## VACATION

Marion Murdoch will be on vacation from 25 through 28 March 1975. During her absence, Lee Petrasek will be in charge of the Acquisition Department.

## JOHN PAGE RETURNING TO WASHINGTON, D.C.

It has been a pleasure for me to be associated with the University of California, Berkeley Library as a Mellon Foundation-Association of College and Research Libraries (Mellon-ACRL) Intern since 30 September 1974. I offer my thanks to Mr. Dougherty and to the UC-Berkeley Library staff for helping to make the internship useful by allowing me to interrupt your busy schedules to become acquainted with your services and activities. I believe my experience at Berkeley has served a role in reshaping my thinking about the need for other than traditional administrative leadership if the goals of libraries and of the library staffs are to be accomplished.

Thanks for providing me with a valuable experience.

-- John Page

## FORMER LIBRARY EMPLOYEE HAS LITERARY SUCCESS

American Boys, by Steven Phillip Smith (Student Library Employee, Gifts Division, September 1962 - January 1964, and General Reference Service, August 18, 1967 - August 16, 1968) has just been published by Putnam. The Library Journal, January 1, 1975, review states: "This first novel is the best work of fiction to come out of the Vietnamese experience."

-- Jean Hudson

ABOUT FILING ERRORS

The Filing Supervisors are the only persons authorized to change the position of cards in the Public Catalogs in Doe Library. Members of the staff are requested to report filing errors by means of the green cards and slips provided for this purpose. They are located in the bottom tray at both ends of each row of catalog cases. See examples below.

FILING ERROR MARKER

An error in filing follows this marker.

Please leave this card in place. It will be removed by authorized filers after correction is made.

*This is a GREEN card*

Cat.113x 72/8 2k

TO: Catalog Department  
FROM: \_\_\_\_\_; DEPT.: \_\_\_\_\_

RE: Filing errors

There is a filing error in the catalog indicated below following the green marker. Please remove marker after correction is made.

Author-title catalog  
 Depository catalog  
 Other catalog (specify): \_\_\_\_\_  
Drawer number (or label) \_\_\_\_\_

Cat.112x (2000) 8/12

-- Constance Thompson

PIONEER IN EMPLOYMENT FOR BLACKS DOCUMENTED BY ROHO

Berkeley -- A. Wayne Amerson, who played a major role in opening job opportunities to Negroes in the Bay Area, is the subject of the latest volume completed in the Regional Oral History Office's Northern California Negro Political Leaders Series.



## PIONEER IN EMPLOYMENT FOR BLACKS DOCUMENTED BY ROHO (Continued)

Amerson, first Negro employee of the State Employment Service, began his government service in 1933 with the State Relief Administration as a social worker. He moved to the employment service shortly before World War II began. Working out of the Oakland and Richmond offices, he helped in placing the 500,000 workers attracted to the Bay Area to work in war related industries. Some 75,000 of these workers were Negro. At the end of the war they experienced great difficulty in finding jobs due to the reluctance of white-owned firms to hire blacks. With his employment service experience, Amerson was instrumental in finding jobs for many of these workers and improving the job situation generally for Negroes in the East Bay.

A native of Texas, Amerson, 69, grew up in Vallejo. He retired from the employment service in 1960 and served for nine years as an office manager of the Democratic Party headquarters in Alameda County. In 1963, he was co-chairman of the Committee for Fair Housing in Berkeley, one of the groups that helped change the Berkeley housing ordinance to prohibit racial discrimination. He was also an early board member of the Bay Area Funeral Society, which arranges for low cost funerals.

The memoir, Northern California and Its Challenges to a Negro in the Mid-1900's, which is based on tape recorded interviews with Mr. Amerson, is the sixth in the series funded by the San Francisco Foundation with matching funds from National Endowment for the Humanities. Other memoirists in the series are C.L. Dellums, E.A. Daly, Wm. Byron Rumford, Tarea Hall Pittman, and Robert B. Powers. Copies of the memoirs, which are open for research in The Bancroft Library, are available to other manuscript libraries.

-- Willa K. Baum

## AMERICAN SOCIETY FOR INFORMATION SCIENCE - APRIL MEETING

The American Society for Information Science, San Francisco Bay Area Chapter, has released the following information concerning its April 10, 1975 meeting.

Place: Berkeley House, 920 University Avenue, Berkeley  
 TIME: 6:00 p.m. No Host Cocktails - Jolly Rogue Lounge  
 7:00 Challenge Presentation - Berkeley Room  
 7:30 p.m. Dinner - Potted Swiss Steak in Mushroom and Wine  
                   Sauce or Baked Halibut, \$6.00 including tax/tip.  
 8:30 p.m. Open discussion

DO WE NEED ANOTHER NATIONAL PROGRAM FOR SCIENTIFIC & TECHNICAL INFORMATION?

Ever wonder who has a voice in deciding where federal money to improve information service is spent? For the first time you can, if you attend this meeting. By March 1976 ASIS will deliver to the National Science Foundation, a document identifying what is needed to improve the delivery of scientific and technical information in the coming years. Each Chapter is preparing a position paper directed at three questions: 1) What national policy and organization is needed? 2) What federal money should be spent on existing services and where should it be spent? 3) What research and development activities and dollars are needed for future improvements?

AMERICAN SOCIETY FOR INFORMATION SCIENCE - APRIL MEETING (Continued)

In the past decade NSF has funded: 16 new journals and over 70 translation journals, computerization of indexing/abstracting services for 7 disciplines (e.g., chemistry psychology), 7 university computerized information systems (e.g., Stanford's SPIRES, UC's CIS), and a variety of smaller information projects. What is important in the next decade? What approaches should be taken, and what resources are needed? IF YOUR RESERVATION IS RECEIVED BY APRIL 1, AN INFORMATION PACKAGE WILL BE SENT TO YOU, OUTLINING THE ASIS PROJECT AND PREVIOUS NATIONAL ACTIVITY. PACKAGES WILL ALSO BE AVAILABLE AT THE MEETING.

- Moderator: Doug Ferguson, Stanford University Libraries
- Overview: Harvey Marron, Project Director, ASIS Research Project
- Discussants: James Dolby, San Jose State University  
Mark Baer, Hewlett-Packard  
Jim May, Sonoma State College

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(Please cut along line and return this portion)

Reservation must be in by Tuesday, April 8, with a check made payable to ASIS. Mail reservations and checks to Barbara West, Dept., 15-50, 3251 Hanover Street, Palo Alto, California 94304. Questions may be directed to Sandy Schuyler or Barbara West at (415) 493-4411, Ext. 45635.

Please specify your choice of entree. Swiss Steak \_\_\_\_\_ Halibut \_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Affiliation

\_\_\_\_\_  
Guest

\_\_\_\_\_  
Affiliation



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 11 27 March 1975

BERKELEY IN THE PUBLIC EYE: "CHARTER DAY"

"Charter Day is the birthday of the University of California, but, ironically, there is no such thing as "The Charter of the University." Rather, the instrument which founded this institution was a legislative act, Assembly Bill No. 583, introduced on 5th March 1868 by John Dwinelle and signed into law by Governor Henry H. Haight on 23rd March -- "Charter Day." The first celebration of this event was a student-organised ceremony in 1874, during the course of which a member of the Junior Class, Josiah Royce, delivered the prize oration, "The Modern Novel, as a Mode of Conveying Instruction and Accomplishing Reform." The first "outside" speaker participated in the 1892 ceremonies; he was Charles W. Eliot, President of Harvard University. Usually celebrated on the actual date of the founding, that is 23rd March, "Charter Day" is now a moveable feast due to the late March University recess.

"Berkeley in the Public Eye: 'Charter Day'," and exhibition of documents and photographs from University Archives reflecting ceremonies from 1900 through 1974, is now on view in the Joseph C. Rowell Case (second floor of the Doe Library Annex, facing the Loan Hall), where it will remain through May. Among those events covered are the appearances of Theodore Roosevelt in the Hearst Greek Theatre in 1911 and of John F. Kennedy in the Memorial Stadium in 1962 -- the first a former President of the United States, returning to the scene of his earlier Commencement Address of 1903, the second a President in Office, speaking before the largest audience in the University's history, 90,000 persons. The "official reporter's" copy of Roosevelt's remarks is shown, as is Kennedy's own copy of his address, bearing his manuscript corrections and his signature on the first leaf. Other manuscript copies are those of James Bryce, British Ambassador to the United States, who spoke in 1909, Adlai Stevenson, United States Ambassador to the United Nations, who spoke in 1964, Archibald MacLeish, poet, playwright, and former Librarian of Congress, who spoke in 1969 (this was a "repeat" since MacLeish had spoken more than two decades earlier at a wartime Charter Day in 1943), and Barbara W. Tuchman, Pulitzer Prize winner, who spoke last year in Zellerbach Auditorium.

"Charter Day" has also been a traditional occasion for inaugurals, including those of David Prescott Barrows, as the University's ninth President in 1920, Clark Kerr as the Berkeley campus' first Chancellor in 1953, and Albert Bowker as Chancellor in 1972. And now and then world events have focused attention on Berkeley as in 1939, when the Nazi occupation of Czechoslovakia prevented former President Eduard Benes from speaking; his address was read by Jan Masaryck, son of the founder of that fallen republic. In a happier vein was the awarding, in 1931, of an Honorary Degree to the distinguished American novelist, Willa Cather, who refers, in her letter to President Sproul, to "the flattering invitation of the Faculty and Regents."

(Continued on next page)

## BERKELEY IN THE PUBLIC EYE: "CHARTER DAY" (Continued)

The celebration of the University's Centennial on 23rd March 1968 was a gala occasion, as witnessed by photographs of Chief Justice Earl Warren, Associate Justice Thurgood Marshall, and the University's President Emeritus Robert Gordon Sproul. Events of that day included the planting of the Centennial Tree in the redwood grove, east of Giannini Hall, and the pagentry of a perfect afternoon in the Hearst Greek Theatre. Other speakers represented in the exhibition are Whitelaw Reid, publisher of the New York Tribune (1900), Owen D. Young, lawyer and financier (1930), Frances Perkins, Secretary of Labor and the first woman speaker (1935), General George C. Marshall, Secretary of State (1948) and Ferenc Nagy, former Premier of the Republic of Hungary (1957).

-- J.R.K. Kantor

## LIBRARY HEALTH &amp; SAFETY COMMITTEE NEWS

In keeping with its policy to acquaint staff with health and safety information on a continuing basis, the Library Health & Safety Committee at its last meeting decided to make earthquake safety its topic this month. One of the better state-ments on this subject which we have seen recently was prepared by the Office of Environmental Health & Safety on Campus. It is reprinted below in its entirety:

## SAFETY AND SURVIVAL IN AN EARTHQUAKE

There are no rules which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following these rules:

Before an Earthquake

1. Know all exits from the building. Note those items which may impede egress.
2. Do not hang heavy objects from the ceiling or walls. Especially avoid having pictures or the like in heavy frames above your bed.
3. Keep a flashlight ready for use at all times.

During an Earthquake

1. Remain calm. Think through the consequences of any action you take. Try to be calm and reassure others.
2. If indoors, watch for falling plaster, bricks, light fixtures and other objects. Watch out for high bookcases, china cabinets, shelves and other furniture which might slide or topple. Stay away from windows, mirrors and chimneys. Get under a table, desk or bed; in a corner away from windows or in a strong doorway. Encourage others to follow your example. Usually it is best not to run outside.
3. If in a high-rise building, get under a desk. Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail.
4. If in a crowded building or room, do not rush for a doorway since hundreds may have the same idea. If you must leave the building, choose your exit as carefully as possible.
5. If outside, avoid high buildings, walls, power poles and other objects which could fall. Do not run through streets. If possible, move to an open area away from all hazards. If in an automobile, stop in the safest place available, preferably an open area.

ASSISTANT TO THE LIBRARY AFFIRMATIVE ACTION COORDINATOR HIRED

Jamina Jermanon began her duties as assistant to me on March 25th. Her duties will include the general secretarial functions of the Coordinator's Office as well as those of the Library Affirmative Action Advisory Committee.

Ms. Jermanon attended Chabot College in Hayward and will continue her academic work here at UCB. Ms. Jermanon comes to the Library through a campus personnel CETA grant. Jamina has a background of working with community groups whose main emphasis is the plight of the Chicano at work and in the home.

Those of us who have met and worked with Jamina thus far feel very fortunate that she is now a member of our staff.

-- Brenda Ivey

REVIEW SHELF

Review Lot Number

Inclusive Dates

345

25 March - 18 April

This review shelf features a small gift of contemporary United States history and foreign policy materials. An accumulation of duplicate items is also available.

PHOTOCOPIER FOR NATIONAL UNION CATALOG

The Catalog Department has just installed a photocopier for copying entries from the National Union Catalog. The copier, which is called the Cardmaster CCE-1, enlarges the copy to make the print size roughly equivalent to that on catalog cards. The machine is located in the west corridor of the Second Floor across from the entrance to the Catalog Department (Room 212).

The machine will be available for use by Library staff Monday through Friday, from 8:00 a.m. until 5:00 p.m., at which time the machine will be turned off (the machine can be locked in the OFF position). In order to monitor its use, a record book has been provided at the machine, and staff from other Library departments are requested to record the number of copies they make, and to indicate both the department in which they work and their initials.

Loretta Menchaca, Catalog Department Secretary, will be demonstrating the use of the machine on Tuesday and Thursday mornings for the next two weeks at 9:00 a.m. Staff members who are unable to attend these demonstrations at that time should contact Mrs. Menchaca (2-4144) and arrange an alternate time.

-- L.D. Ortopan

## SAFETY &amp; SURVIVAL IN AN EARTHQUAKE (Continued)

After an Earthquake

1. Check for injuries in your hall or classroom. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
2. Check for fires or fire hazards.
3. Wear shoes in all areas near debris or broken glass.
4. Do not use matches, lighters or open flame appliances until you are sure no gas leaks exist. Do not operate electrical switches or appliances if gas leaks are suspected. This creates sparks which can ignite gas from broken lines.
5. Do not touch downed power lines or objects touched by downed lines.
6. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
7. Do not use your telephone except for genuine emergency calls.
8. Approach chimneys and brick structures with caution.
9. Be prepared for additional earthquake shocks called "aftershocks". Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
10. Respond to requests for help from police, fire fighting, civil defense and relief organizations, but do not go into damaged areas unless your help has been requested. Cooperate fully with public-safety officials. In some areas you may be arrested for getting in the way of disaster operations.

DEPARTMENT HEADS MEETING

March 4, 1975

Abstract: Topics discussed included (1) initiation of training and proposed operation of on-line searches of the New York Times Information Bank; (2) bid specifications for the automated circulation system; (3) studies which were approved by the Library-wide Steering Committee to help the campuses plan for regional cooperation; and (4) the major features of the proposed 76/77 Library Budget request.

New York Times Information Bank. Anne Lipow announced that the joint UCLA-UCB project to launch on-line searching of the New York Times Information Bank is imminent. A group of 18 UCB librarians will be trained in March. For a six month trial period, there will be a terminal at UCLA and one at Berkeley, each operating 20 to 25 hours per month. The total cost, including a healthy chunk for the WATTS line connection from California to New York, will be in the neighborhood of \$30,000 for the first six months. This money is not coming out of Library budgets - half is from ULAP, one quarter each from UCLA and Berkeley campuses. Berkeley's share has been solicited from various departments who expect to benefit from the service. The CRT terminal and printer will be in Room 225 (near General Reference Service). Anne described the operational plan as follows: one of the 18 trained searchers will be available to operate the terminal each hour from 9 to 5 Monday thru Friday. Searches will be available to any library user. It is expected that public service librarians throughout the system will keep the service in mind when evaluating reference requests. If there is reason to think that an on-line search of the NY Times Information Bank would be an optimal solution to a reference question, please call General Reference Service, and arrange for the individual to talk to one of the trained searchers. It is important during the test period to assess real need for the service and evaluate user satisfaction since the continuation of the service will not be possible unless users help support the costs. A description of the terminal and associated microfiche file, standard procedures for referring users to the service, and a policy statement defining "UCB library user" will be distributed.

Automated Circulation System. Sue Martin announced that the specifications for an automated circulation system were sent out for bids on March 3rd. A consultation copy of the full document is available at General Reference. The specifications ask for an operational system by June 1976.

Regional Cooperation. Mr. Dougherty announced that the Library Policy Steering Committee (chaired by David Saxon) has approved funding for seven studies which will help in planning for better resource utilization among Northern UC campuses. Topics to be investigated are:

1. Serials storage study.
2. Inter-campus movement of materials.
3. Monograph over-lap study.
4. Identification of subset of MARC format to produce a machine-readable finding list.
5. Governance and organization of consortia.
6. Possible areas of cooperation for Government Documents Depts.
7. Uniform lending code.

Bibliographic Networks. Mr. Dougherty reported that a number of western ARL libraries have formed a task force to work with a sub-group of WICHE on the WICHE proposal for a Western Interstate Bibliographic Network. The Library

Council (Abigail Dahl-Hansen, Chairman) is working with BALLOTS representatives on a proposal to present to the Library Policy Steering Committee. This proposal would involve a possible Ballots/BibCenter cooperative effort for automated bibliographic control. (See Budget item --"automation" for related project).

Budget Request 1976/77. Mr. Dougherty reported on the overall prospects for library funding, and programs requiring additional support that will be in the 1976/77 request. Only the highlights are reported here.

Acquisitions Supplement. Funds are needed to raise the annual number of purchased volumes to a level consistent with the research library function. The supplemental calculation was based on the Susskind-Voight formula. An increase for acquisitions and processing staff is requested to handle the additional purchased volumes.

Audio Visual Center. Needed to provide access and coordinate this important class of material. Moffitt is the proposed location for a new Center. Requested funds would cover renovation, AV equipment and staff.

Library Conservation Program. Funds would be requested for repair and restoration, microform replacement of disintegrating files, and a binding augmentation.

Automation. The most important request is for funds to convert the UCB shelf list to machine readable form. This is important for participation in future bibliographic networks. A conversion rate of 400,000 titles per year for five years (totalling 2,000,000 titles) is proposed.

Intercampus Library Facility. Funds are requested to augment the present inadequate staffing level. Particularly to accommodate other UC campus' storage needs.

Public Service. Funds were requested (1) to partially restore hours of library service to the 1971 level; (2) to augment present ILL and mail-room staffing levels; (3) to hire a library instruction coordinator; (4) to obtain state funding to support the South/Southeast Asia Library; and (5) to remedy other staffing deficiencies.

Supplies and Equipment. Additional funds are requested for a regular replacement program for equipment, e.g., worn out typewriters and obsolete microform readers.

NEXT MEETING: Tuesday, April 1, 1975 in Room 322.



# QA NEWS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 12 3 April 1975

## STAFF DEVELOPMENT COMMITTEE

Pat Jemerson (Moffitt), Loretta Menchaca (Cataloging), and Jan Powell (Librarian's Office) are the new members of the SDC. They will serve from April 1, 1975 through February 28, 1977. Other members of the committee are Myra Kolitsch, who was reappointed by Mr. Dougherty, Tim De Wolf, Tom Mugglestone, Barbara Kornstein, and Veronica Wakeman.

-- Linda Beaupré

## CONTRACT AWARDED FOR SHELVING ADDITION AT RICHMOND STORAGE FACILITY

The contract for this construction project was awarded on 5 March 1975. The contract calls for completion of construction within 160 days of contract award, which puts the completion date sometime at the beginning of August. We will all keep our fingers crossed that no major or minor catastrophes will unreasonably extend this completion date. Hard times in the construction industry have already severely delayed this project; the project was sent out to bid three times before bids were received by the University.

The project consists of construction of new double-deck bookstacks in seven 25 foot x 40 foot structural bays of the existing Richmond Service and Storage Facility ground floor, complete with upper level decking, access stairs, book-lift and stack lighting. The new bookstacks are an addition to the original single deck shelving installed about ten years ago.

-- Gloria Novak  
Library Space Planner

## BOND COPIER INSTALLED

The Materiel Office has installed for a two month trial period a Royal bond copier now located at the Doe Library Circulation Desk. This vending copier (5¢ per copy) is available for everyone's use.

Staff members are encouraged to submit their comments and observations with regard to performance to the Materiel Office.

-- Ross Treviño

## ENVIRONMENTAL STUDIES LEAFLET

The second meeting to revise the Library's Environmental Studies leaflet is scheduled for Thursday, April 10, at 10 a.m., in room 105-A (in the Humanities Graduate Service). There was a good turn-out at the first meeting so please attend, and if it is "impossible", send a representative.

-- Leon Megrian  
General Reference Service

## POSITION AVAILABLE

Associate Librarian

\$12,648 - \$17,496

Earthquake Engineering Research Center Library

The Earthquake Engineering Research Center Library is located in Richmond, California. It consists of a basic research collection for staff and students and also forms part of the National Information Service in Earthquake Engineering (NISEE) with broad responsibilities for providing information to the public, both lay and professional. The Associate Librarian will report to the Director of the Center and will be responsible for the following:

**Administrative duties:** Management of the Library. Setting administrative policies and procedures; preparing budgets and monitoring income and expenditures; supervising library assistance and clerical staff; coordinating activities with administrative and NISEE staff.

**Professional duties:** original descriptive cataloging of earthquake engineering, civil engineering and seismological materials; cataloging of materials which require knowledge of Japanese and Chinese, and nonbook-form materials of a fugitive or ephemeral nature; analytics for report series, journal articles, foreign and international conference proceedings; editions in European and Oriental languages. Classification of all acquisitions in accordance with subject classification schedule developed specifically for EERC library. Performing reference service to library users and phone inquirers; assisting patrons in conducting defined or exhaustive bibliographic searches; providing current awareness service to EERC research staff. Maintain interchange and cooperation with other libraries and scientific collections for more effective reference service. Select acquisitions in consultation with Director and research staff. Responsible for on-site supervision of the Engineering Library Retrospective Collection to be housed in the same building. Develop and supervise system to facilitate mail and telephone order borrowing and photocopy service.

The position requires a M.L.S. degree from an accredited Library School and at least three years experience in a specialized technical and/or scientific library. Working knowledge of library materials, and sources of library materials, from the following subject areas: civil and structural engineering, seismology, geophysics and disaster planning. Ability to read Japanese fluently. Ability to function creatively in a specialized library where the standards and procedures are substantially different from those of a traditional public or academic library.

PERSONNEL CHANGES

APPOINTMENTS

Karen A. Beck was appointed Library Assistant I in the Graduate Social Science Library, effective 1 April 1975. Miss Beck, who has a BA degree in Sociology from the University of California, Santa Barbara, has been employed by the Library for one year on an on-the-job training grant from the State Department of Rehabilitation. She has held clerical positions previously with the Oakland Naval Hospital, Allstate Insurance Company and Goodwill Industries. While a student at Santa Barbara she worked in the Science/Engineering Library and the Serials Department.

Susan V. Craig was appointed Assistant Librarian (Art History/Classics Librarian), effective 1 April 1975. An Art History major, Miss Craig received her BA degree from the University of Kansas in 1970 and the MLS degree from Emporia Kansas State College in 1971. From August 1971 until the present time she was employed by the Art Index, H.W. Wilson Company. Professionally she has been active in the Art Libraries Society of North America and is secretary of this organization, 1975-1977.

Gerald M. Kline was appointed Assistant Programmer in the Library Systems Office, effective 1 April 1975. A Computer Science major, Mr. Kline received a BA degree from UCB in December 1974. From June 1974 to January 1975 he was employed as a Library Assistant I with the Documents Conversion Project.

TERMINATION

Barbara Terrett, Library Assistant I, Serials Department (Payment Division), terminated on 21 March 1975.

VACATIONS

Ken Legg will be on vacation from 10 April through 2 May. During his absence Tim DeWolf will be in charge of the Circulation Department and José Hernandez will be in charge of HGS.

Peggy Stern will be on vacation 3 through 11 April. During her absence Sonya Kaufman will be in charge of the Education/Psychology Library.

NEW SCHEDULE - Anthropology Library

On an experimental basis, beginning 31 March 1975, the first day of classes and continuing through the Spring Quarter, the Anthropology Library will have a change of schedule so that it will remain open during the dinner period. The new schedule of public service hours will be:

Monday - Thursday	9:00 A.M. - 8:00 P.M.
Friday	9:00 A.M. - 5:00 P.M.
Saturday	1:00 P.M. - 5:00 P.M.
Sunday	1:00 P.M. - 5:00 P.M.

-- Dorothy Koenig

POSITION AVAILABLE (Continued)

Salary is dependent on qualifications of candidate selected.

Financial support for the position is provided by a grant from the National Science Foundation. The expiration date of the grant is September 30, 1975. An application for renewal of the grant to September 30, 1976 is pending.

Applicants interested in applying for this position should write to:

Ray W. Clough, Director  
Earthquake Engineering Research Center  
1301 So. 46th Street  
Richmond, California 94804

The University of California is an Equal Opportunity-Affirmative Action Employer  
Minorities and Women are urged to apply.

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 13 10 April 1975

## LAWRENCE H. PARKS RETIRES

Lawrence H. Parks, Principal Photographer and Supervisor of the Library Photographic Service for more than eighteen years, announced his early retirement on 14 March 1975. Previous to his appointment on 11 December 1956, he had been a radio operator for American and Delta Airlines, an instructor in the radar schools at Annapolis and Corpus Christi, a student of electrical engineering, a training officer for the Veteran's Administration, and a free-lance photographer. He was consequently already well versed in camera and darkroom work and quickly adapted to the techniques of production photography. He showed special interest in the development of new processes and methods, especially in color work.

In 1960 he was promoted to Principal Photographer, succeeding William Hawken, and he has since that time been a member of the National Microfilm Association. He was successful in developing the Versoprint (photography on both sides of the page) and the ability to make microfiche from microcards, thereby enabling us to produce prints from microcards. A conscientious, innovative worker, Mr. Parks has overseen photographic laboratory operations with particular reference to meeting production schedules, organizing work-flow, and upholding quality standards. Also, he participated in the rapid-copy methods which have in recent years revolutionized photo-reproduction in libraries. In his retirement Mr. Parks will be able to pursue his extensive and varied interests. We wish him well.

-- Richard F. Larson

## ACTING HEAD - LIBRARY PHOTO LAB

Mrs. Christina Marton has been designated Acting Head of the Library Photographic Laboratory.

## THOUGHTS ON SOUTH ASIAN BIBLIOGRAPHY

Mr. James Pearson, Librarian at the School of Oriental and African Studies in London, will speak on "Thoughts on South Asian Bibliography," on Wednesday, April 16th at 4 P.M. in the South and Southeast Asia Library Service, 438 Main Library, Berkeley Campus.

This event is being sponsored by the Center for South and Southeast Asia Studies.

-- Peter Ananda

## BALLOTS SYSTEM DESCRIPTION

In a draft document entitled Proposal for Joint California/BALLOTS Library Network, the University-Wide Library Automation Program has proposed the use of Stanford University's BALLOTS system by the University of California libraries. In order that all members of the libraries' staffs may be fully informed about BALLOTS and the pending proposal, Michael Berger of ULAP will visit each library during the coming two weeks to describe the features of BALLOTS and to give "hands-on" demonstrations with a computer terminal.

All UCB library employees are invited and encouraged to attend one of the presentations. A film, followed by discussion, will be shown in the Morrison Room on Tuesday, April 15, at 9 a.m. and again at 11 a.m. In addition, demonstrations of the system will take place for small groups at half-hour intervals in the Catalog Department from 10 a.m. to 12 and from 1 to 3 p.m.

On the following Tuesday, April 22, LAUC is inviting all library employees to a forum at which the implications of the proposed automation program for library staffing and services will be more fully explained and discussed.

The Library Council will discuss the ULAP/BALLOTS proposal at its meetings scheduled for April 24 and 25.

-- Sue Martin

## LAUC FORUM ON LIBRARY AUTOMATION PLANS

All library employees are invited to attend an open forum on Tuesday, April 22, from 3:30 to 5:00 p.m. The purpose of the meeting will be to present, explain and discuss the ULAP proposal for joining the Stanford BALLOTS system (see "BALLOTS System Description" by Sue Martin, in this issue) and the implications of such an automated system for library staffing and services. Speakers will include R. Dougherty, J. Rosenthal and S. Martin.

Interested staff are encouraged to prepare for the forum by attending the BALLOTS system demonstration on April 15 and by reading the packet of background materials available at the General Reference Desk.

The place of the meeting will be announced next week in CU NEWS.

-- Bill Whitson, Chairman  
LAUC-B Executive Committee

## BARC - UCB COOPERATE

The BARC - UCB Library contract proposal has been approved by California State Librarian, Ethel Crockett. The contract provides funding for a staff member at Berkeley to assist with BARC reference questions. The Librarian's Office will keep the staff informed as implementation of this contract progresses.

## JOINT MEETING OF MEDICAL LIBRARY GROUPS

The Francisco Torres Conference Center in Goleta, a suburb of Santa Barbara, was the site for the Spring joint meeting of the Medical Library Groups of Northern and Southern California, Arizona, Nevada, and Hawaii, February 25-27, 1975. UCB was represented by librarians of the Biological Sciences Libraries.

Activities Tuesday morning, February 25, formally began with two simultaneously running meetings. The Serials Librarians Meeting was attended by representatives from several UC campuses and from other university and hospital libraries. Sharing of information on new titles ordered and on titles cancelled was the topic of discussion. Forms had already been distributed for reporting such information to Alison Bunting at UCLA, coordinator of this project. Potential uses of the pooled information were discussed, and it was realized that the data would be much more useful if available on-line as a SERLINE (Serials on-line) service.

The MEDLINE update workshop, which ran all day Tuesday, was led by Michael Homan of PSRMLS (Pacific Southwest Regional Medical Library Service). Points of interest were new indexing principles, the format of the 1975 Interim MeSH (Medical Subject Headings) and Tree Structures, scope and use of eight new qualifiers (formerly called subheadings), features of the new Offsearch mode, and natural language searching for CCALINE (Cancer Chemotherapy Abstracts on-line). All of the above were spiced with discussion on problems with the system and on hints for overcoming them and for using the system at its maximum effectiveness.

The Wednesday morning session focused on library instruction. Our own Rita Kane discussed point-of-use instructional tools and their role in the library's instructional program. A common problem in medical centers (and elsewhere) is the clerical staff being sent to do library work for physicians and researchers and not knowing where to begin. UCSD has instituted short courses in locating library materials and in doing some straight-forward reference to cope with this problem. An instructional package for library employees has been developed by USC Norris Medical Library to cope with its fairly rapid turnover in student assistants. A combination of slide-tape presentations, a bit of programmed instruction and some well-designed assignment sheets seems to have considerable use for controlling quality of training and cutting down on the supervisory time needed to train.

Wednesday, Michael Homan presented the Medical Library Association's continuing education course in Management in Media in Libraries to bring the working librarian up to date with new methods and trends in the field of audiovisuals.

Introducing audiovisuals in a variety of settings, from the learning resource center to the hospital emergency room, Mr. Homan led his audience through the maze and thicket of non-standardized rules of cataloging, indexing, acquisitions, handling, storage and reviewing of AV materials.

Wednesday morning was also graced with a panel discussion on the Medical Library Association Bulletin. Its major purpose was to present information concerning the editorial policy of the MLA Bulletin. Both the editor (Mr. Robert Lewis, UCSD) and the assistant editor (Mrs. Gloria Werner, UCLA Biomed) spoke to the group about new features of the Bulletin, such as the "Brief Communications"

(Continued on next page)

## JOINT MEETING OF MEDICAL LIBRARY GROUPS (Continued)

section designed primarily to expedite the editorial process and thereby, the concept of editorial referees, a board of 15 subject experts. Both Mr. Lewis and Mrs. Werner stressed the need for librarians to submit quality articles to the Bulletin.

Thursday morning a panel discussion was given on Institutional Charges for Interlibrary Loans, followed by another panel discussion on Ways and Means of Coping with such charges. Main points were the rationale behind establishing charging schedules, the role of the National Library of Medicine's reimbursement plan, and alternative plans for providing interlibrary loan service, e.g., networking plans and local consortia.

Thus came to an end three days of information sharing, much enjoyed by all.

-- Eva Carroad, Betty Carson,  
Dorothy Gregor, Jeannine  
Hinkel, and Evelyn Kiresen

## POSITION CANCELLED

Because of budgetary constraints the Assistant to the Associate University Librarian for Public Services position will not be filled at the expiration of Miss Scalzo's assignment on April 15. It is hoped that it will be possible to reinstate this assignment at a later date. Applications for this position will be invited upon reinstatement of this position.

-- Jane G. Flener



# CU NEWS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 14 17 April 1975

## LAUC FORUM ON LIBRARY AUTOMATION

This meeting will be held on Tuesday, April 22 in room 10 Evans Hall between 3:30 and 5:00 p.m. All Library employees are invited. As long as Public Service coverage is maintained the Library Administration encourages units to release interested staff to attend the forum. For more details refer to the 10 April issue of CU NEWS.

-- Simone Klugman

## LAUC SPRING ASSEMBLY MEETING

This year's Spring Meeting will be held on Tuesday, April 29 in room 3 LeConte Hall between 3:00 and 5:30 p.m. More details and agenda in next week's CU NEWS.

-- Simone Klugman  
LAUC-B Executive Secretary

## NEW ADDITION TO INFORMATIONAL PACKET

"An evaluation report on alternative on-line systems" from the University-Wide Library Automation Program has been added to the informational packet of background materials on library automation kept at the General Reference Desk.

## 20 YEARS OF ISLAMIC BIBLIOGRAPHY

Mr. James D. Pearson, formerly Librarian of the School of Oriental and African Studies in London and now Professor of Bibliography at London University, will speak on "20 Years of Islamic bibliography" at 4 p.m. today (April 17, 1975) in the Tan Oak Room at the Student Union.

This event is being co-sponsored by the School of Librarianship and the Center for Near East Studies.

-- R.S. Cooper

## VACATION

LeRoy D. Ortopan will be on vacation from 10 April 1975 to 21 April 1975. During his absence, Mr. Ryus will be in charge of the Catalog Department.

## COMPUTERS AND THE HUMANITIES

In early April, along with linguists, musicologists, historians, artists, librarians, educators, composers, lexicographers, and other varied people, I attended the Second International Conference on Computers and the Humanities, at the University of Southern California. The reception--at which we viewed a display of computer art, some of it very attractive--and the opening session were the only occasions on which we all met together. Afterwards, the schedule resembled a four- or five-ring circus, with panels devoted to Art, Data Bases, Textural Analysis, Concordances, Music, Stylistics, and other topics meeting simultaneously. Since I could not be in more than one place at a time, and since music is my primary interest, I chose to attend all of the music sessions, thereby unavoidably missing a number of promising-sounding papers in other fields.

Computer applications in music fall primarily into the areas of composition and sound synthesis, musicological research, theory and analysis, the printing of musical scores, and the compiling of data bases and reference works. All of these areas were represented by papers.

In addition to the show of computer art, we were entertained by a concert of computer music, a showing of computer films, and a luncheon at which I was pleased to meet some very human, non-computerized people.

-- Ann Basart  
Music Library

## REVISION OF LIBRARY FORMS

The Ad Hoc Committee on Library Forms which grew out of a recent meeting of branch heads is seeking input from the library staff. The committee will attempt to examine all library forms with an eye to improving them, reducing duplication, and advertising the good ones. The committee will also look at rubber stamps used in place of forms. If you have any comments, suggestions, etc., please send them or phone them to one of the committee members: Arthur Waugh, Lois Farrell, Judy Morton, and Robert Pfeiffer.

-- Arthur B. Waugh

## REVIEW SHELF

Review Lot Number	Inclusive Dates
346	21 April - 9 May

This review shelf features an accumulation of smaller gifts in various subjects.

## DEPARTMENT HEADS MEETING

1 April 1975

Present: R. Pfeiffer, Chairman; J. Aliprand, P. Ananda, G. Dea, T. De Wolf, R. Dougherty, S. Dowd (recorder), V. Duckles, A. Dyson, L. Farrell, J. Flener, R. Kane, J. Kantor, A. Lipow, J. Michel, I. Mostecky, G. Novak, L. Ortopan, L. Petrasek, J. Powell, J. Rosenthal, G. Scalzo, M. Stern, R. Tang, G. Vdovin, A. Waugh, W. Wenz, D. Williams.

### Announcements

The Chairman introduced two guests, Barbara Brown, Council on Library Resources intern from UCLA, and Susan Craig, newly-appointed Art History-Classics Librarian.

Mr. Michel requested that departments send him their estimates of projected storage needs if they have not already done so.

### Ad Hoc Advisory Subcommittee on Public Relations

The Chairman announced that Arthur Waugh, Margaret Stern, Ann Wall, and J.R.K. Kantor had agreed to serve on this subcommittee of Department Heads which is to concern itself initially with informing users about Library security problems and related issues. He had previously distributed a memo dated March 20 to the Heads, announcing the proposed committee membership and charge; he now requested comments from the group. Mr. Dougherty proposed that the Subcommittee's name be changed to Ad Hoc Advisory Subcommittee on Public Relations. It was moved and seconded that this charge be accepted, and that the committee membership and charge be approved. Motion carried.

### Long Distance Telephone Calls

Mr. Dea announced that the form for reporting long distance telephone calls is being discontinued as long distance calls and calls outside the local message unit area can be monitored through telephone bills. Units which so desire may request that their telephone bills be sent them each month for internal revenue. A memo to clarify use of the Library telephones will be sent to unit head by the Business Office.

### Library Lending Rules

A draft revision of the Library Lending Rules dated 3-28-75 had previously been distributed to the Department Heads. The Chairman recognized Mrs. Lois Farrell, Chairman of the Circulation Committee, who called for discussion of the draft. The revised rules attempt to standardize those practices which, to avoid confusion on the part of users, should be uniform; flexibility is retained in other areas. One move toward uniformity is in the provision of a single standard fine schedule. Units need not assess fines, but those which do will be required by the new rules to find at a fixed minimum rate, and with a defined minimum "period of grace" before fines begin. Mrs. Farrell reported that all fining units had been consulted, and had been cooperative in agreeing to adapt

## DEPARTMENT HEADS MEETING

April 1, 1975

page 2

their practices to the proposed standard practice. Miss Kane requested that the Circulation Committee consider a revision to simplify the chart of user categories and privileges which is available at the Service Desk. Mrs. Farrell agreed to submit the proposal to the Committee. The Chairman called attention to the fact that determination of a borrower's status and privileges is a function of the Circulation Department, and emphasized the importance of referring such questions to a central coordinated service. After further discussion the Heads accepted the revised Library Lending Rules without emendation, though it was suggested that a version distributed to the public might be embellished by art work. The rules will now be referred to LAC.

### University Librarian's Announcements

#### Automation

Mr. Dougherty discussed University-wide library automation plans as they relate to improved bibliographic access. He mentioned three automated systems which have been under serious consideration by ULAP and the Library Council, namely OCLC, BALLOTS, and BibNet. It seems likely that either OCLC or BALLOTS participation will be proposed to the Library Council at its next meeting. Journal articles discussing both systems are being filed in the LAUC binders at the General Reference Desk for the information of interested staff. Mr. Dougherty assured the group that he intends to be in close consultation with staff, including the LAUC Executive Committee, throughout the evolutionary process of implementing automatic systems in the Library.

#### Cooperative activities

Units which have established cooperative programs with other institutions, or with non-General Library units on this campus, are asked to inform Mr. Dougherty of these arrangements. He suspects that many promising efforts in the area of library cooperation, such as agreements on delegation of collection responsibility sharing of bibliographic information, or provision of special services, are being quietly carried out without administrative recognition. Knowledge of such cooperation would be helpful to the Librarian's Office staff in future discussions

#### Serials

Mr. Dougherty announced that no further massive serials cancellation projects will be required this year, though some aspects of serials financing are still somewhat uncertain.

#### Budget

Mr. Dougherty mentioned that budget allocations for GA hours are ordinarily only about half of the Library's expenditures for general assistance. The difference is regularly made up by transfer of funds from lapsing salaries and labor pool funds. A marked decrease in turnover and consequently in lapsing salaries has created a severe shortage of GA hours; it is probably that there will be delays in filling some vacancies until lapsing salaries have restored some flexibility to the GA budget. It is hoped that GA allocations to units next year will be made known by July so that units can effectively plan the use of GA hours for 1975/76.

The next Department Heads meeting will be held on Tuesday, May 6.

# QUINCY

THE GENERAL LIBRARY UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 15 24 April 1975

## POPULAR LECTURE SERIES - #2

The Serials Key Word Index is the subject of the talk on Tuesday, May 6 at 1:30 p.m. in Room 322. The staff of the Library Systems Office will discuss key word indexes in general, the Berkeley key word index in particular, and the decisions required in order to produce a publication of this nature. Please bring comments, questions and suggestions. No sign-up necessary.

The first lecture in this series, on automated circulation systems, was tape-recorded. The tape may be borrowed from the Systems Office (2-4664). If you would like to hear a lecture on a specific topic, please send your ideas to the Systems Office.

The Systems Seminars in April and May are full. There is still room in the June seminar for a few additional people. Interested members of the staff should contact Joan Aliprand in the Systems Office. The series will be held on June 12, 19, and 26, in Room 322, from 1:30 to 3:00 p.m.

-- Sue Martin

## LAUC-B DIVISION MEETING

WHEN: Tuesday, April 29, 3:30 - 5:00 p.m.

WHERE: 3 LeConte Hall

AGENDA will include the following reports, with opportunities for questions and comments:

- a) LAUC-B Executive Committee (review of activity) - Bill Whitson
- b) LAUC Statewide (May 9 Assembly Agenda) - Lan Dyson
- c) LAUC Statewide Committees:
  - 1) Committee on Privilege, Salaries and Conditions of Employment (promotion review criteria) - Richard Cooper
  - 2) Committee on Committees, Rules and Jurisdiction (relations with Library Council) - Neal Kaske
- d) CAPA (interim report)

-- Bill Whitson, Chairman  
LAUC-B

## ALA - SAN FRANCISCO CONFERENCE, 25 JUNE - 4 JULY 1975

The preliminary program and schedule of institutes and meetings for the American Library Association annual conference, San Francisco, 25 June - 4 July 1975, has been received. Staff members who wish to examine the program may borrow a copy from General Reference Service or from Myra Kolitsch, Library Personnel Office. Registration rates are as follows:

Advance registration at the weekly rate (due at ALA headquarters by 30 May) is as follows: \$25 for members, \$50 for nonmembers.

Later (in San Francisco at the time of the conference, \$30 for members, \$55 for nonmembers.

Daily registration, which is possible only at the conference, is as follows: \$15 for members, \$25 for nonmembers.

Staff members who wish to attend should submit their applications on the "Request for Leave/Funding Support" form available from Myra Kolitsch and from the Librarian's Office. When applying, include a brief list of the actual meetings that you are planning to attend. Staff members who have already submitted requests for consideration by the Staff Development Committee should resubmit the request only if there is some change or something to be added to the original request.

Although it may not be possible to provide funding support for all those whose applications for leave are approved, some funding support will be possible. To be considered for funding support, the request must reach the Librarian's Office by 12 May 1975. This will enable the Staff Development Committee to evaluate the requests as a group and will allow adequate time for advance registration.

-- Myra Kolitsch

## LAUC-B MEMBERS

You will soon be receiving a memo about LAUC's communication with Library Council. LAUC's Committee on Committees, Rules and Jurisdiction needs your reactions and comments on this subject. Please take time to read, complete and return this memo so that I can represent you with a full knowledge of your ideas and feelings on this topic.

-- Neal Kaske, member  
Committee on Committees,  
Rules and Jurisdiction

## LAUC-B STANFORD ANNUAL DINNER

Announcements of the LAUC-B / Stanford annual dinner, to be held this year on May 16 at the MacArthur Park Restuarant in San Francisco, have been sent to all Berkeley members. In addition to the Stanford group who will attend, it is expected that several members of the LAUC divisions at UCSF and Davis will also participate. Those who would like further information may contact me at extension 2-4208.

-- Sonya Kaufman

## PERSONNEL CHANGES

TRANSFER &  
PROMOTION

Clare A. Shannon, Library Assistant I, Serials Department (Binding Preparation and Mending Division), transferred on 14 April 1975 to the Chemistry Library and was promoted to Library Assistant II.

## PROMOTIONS

Chris Karastamatis, Moffitt Undergraduate Library, was re-promoted from Clerk to Library Assistant I, effective 7 April 1975.

Loreen A. Kleinschmidt, Biology Library, was promoted from Clerk to Library Assistant I (half-time), effective 1 April 1975.

John C. Tillotson, Moffitt Undergraduate Library, was reclassified from Clerk to Library Assistant I, effective 10 April 1975.

## APPOINTMENT

Kathy A. Kollehner was appointed Secretary I (Shorthand) for the Biological Sciences-Health Sciences Project, effective 7 April 1975. Miss Kollehner, who has attended the University of Southern California, has worked previously as a secretary for the USC Chemistry Department, the Director of Student Activities at Diablo Valley College, the Economic Research Association in Los Angeles and the Tenneco Corporation of Bakersfield.

## TERMINATIONS

Joe L. Moore, Photographic Technician, Library Photographic Service, resigned on 31 March 1975 and has returned to his former position with the Lawrence Berkeley Laboratory.

Lisa Palermo, Library Assistant I, Biology Library, resigned 31 March 1975 and is leaving the area.

Pamela J. Styron, Library Assistant III, Chemistry Library, resigned 11 April 1975 and has taken a position with the Alameda County Law Library.

Marian M. Werthheimer, Library Assistant II, Chemistry Library, resigned effective 11 April 1975.

## SCHOOL OF LIBRARIANSHIP MASTER'S SERIES COLLOQUIUM

The third meeting of the Spring Quarter master's series Colloquium will be held Thursday, May 1st, at 4:10 o'clock in room 205 South Hall. Carrying out the theme of the quarter, "Making and implementing library policy," the meeting will feature a panel presentation and discussion of the question "What do policy makers need to know?"

A social hour follows, starting about five p.m. in room 113 South Hall. Library staff members--and all others interested--are cordially invited.

-- Theodora Hodges  
School of Librarianship

## SLA SEMINAR ON NETWORKS AND ON-LINE SEARCHING

The San Francisco Bay Region Chapter of the Special Libraries Association has scheduled a one-day continuing education seminar on information networks and on-line searching to be held on Monday, May 19th, at the Oakland Edgewater Hyatt House, 455 Hegenberger Road (near Oakland airport). The keynote speaker will be Joseph Becker, author of network studies for the states of Washington and Wisconsin, editor of the proceedings of the Conference on Interlibrary Communications and Information Networks, held at Airlie House in 1970, and past President of the American Society for Information Science. Following Mr. Becker will be representatives from various Northern California networks, including BARC, CIN, etc.

The afternoon session will be devoted to on-line searching, with emphasis on evaluation of computer-based services (cost and time factors, quality of systems and services, alternatives, etc.) and reports on two studies sponsored by the National Science Foundation of user reaction to System Development Corporation services and DIALOG. The afternoon will conclude with a panel discussion featuring librarians with extensive experience in the use of specific data bases (MEDLINE, ERIC, CAIN, New York Times Information Bank, etc.)

The fee is \$15, including morning coffee and luncheon. Enrollment is limited to 200 persons. The deadline for receipt of applications is May 9, 1975. For copies of the program with application form, please call Virginia Pratt, extension 2-2253.

-- Virginia Pratt

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer and SPEC kit no. 16, March 1975 (Reclassification survey results) have been received. The survey in question concerned reclassification practices and was intended to determine the incentives for reclassifying, the nature of reclassification efforts, the portions of collections and the number of years involved in reclassification projects, the problems incurred with split collections, and cost analysis methods. This material is available for consultation or for short-term loan in Room 245 Library.

-- Richard F. Larson  
Extension 2-3773

## REVISION OF ADMINISTRATIVE MANUAL 8

The Circulation Committee has appointed a sub-committee to prepare a first draft of the needed revision of this Manual about storage. Sub-committee members -- Louise Early, Jean Han, Gordon McClure, Julian Michel, Judith Morton, Theresa Schiller -- will welcome suggestions from staff about information that needs to be included in the revision. These may be addressed to any member of the Sub-Committee, which is meeting for the first time on April 25.

-- Julian Michel





THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 16 1 May 1975

ARE YOU COMMUNICATING EFFECTIVELY? EVER WONDER WHY YOU'RE MISUNDERSTOOD?

If your answers are NO and YES, or even YES and YES, then plan to attend the next COMMUNICATION SEMINAR and participate in demonstrating the dynamics of break-downs in COMMUNICATION. This year's second Communication Seminar will be held in the Haas Club House, Strawberry Canyon Recreational Area, Wednesday-Friday, June 11-13. The three full working days of attendance will be considered a regular working assignment. We are hoping for a CROSS SECTION of staff. Come and learn about Berfunkle. Contact any of the four staff facilitators if you are interested: Linda Beaupré, Eva Chang or Jim Gault (Moffitt Undergraduate Library, ext. 2-5070) or Catherine Moreno (Catalog Department, ext. 2-3650) no later than Friday, 23 May (by which time we must have 35 participants). See CU NEWS, 6 and 27 February, for further details on the Seminars.

-- Catherine Moreno

#### SPECIAL LECTURE

On Wednesday, 7 May at 12 noon, Roberto Haro, Assistant University Librarian and Instructor in Chicano Studies, University of Southern California, will deliver a lecture entitled Bibliography and Research in Chicano Studies at 2503 LSB. The General Library is co-sponsoring this presentation with the School of Librarianship, the Chicano Studies Department, and the Special Opportunity Scholarship--Graduate Program. This is the first of a series of four such lectures in the bibliography and literature of ethnic studies. Library staff are cordially invited to attend.

From 3:00 to 5:00 p.m. Mr. Haro will be at the Chicano Studies Library, 110 Wheeler Hall in order to meet informally with students, faculty and staff who may wish to discuss specific research projects and aspects of Chicano literature and librarianship.

#### NEW ORIENTATION LEAFLET

A new General Library information leaflet is being prepared by the ALA Planning Committee. We are interested in your comments (and corrections, where needed). It has not yet been decided whether the new leaflet will eventually replace Orientation Leaflet No. 1. The draft text and artwork, and samples of paper will be in a folder at the General Reference Desk, 5-9 May. Please send your suggestions to Janet Rudd, Map Room.

-- Janet Rudd

## THE BOOK AS AN ARTIFACT

This exhibition, currently in the Main Library, has been prepared to give a wide sampling of the formats in which books have appeared over a long period of time and to illustrate some of the things which may happen to the book as a physical object. A familiar and conservative item of daily use, the book in its most widely accepted form dates from the third to fifth centuries when an unsung Roman hero converted the cumbersome scroll to the handier rectangular format. Nevertheless, many people in many places have been experimenting with the book for a long time, and some of the results are shown here.

The Exhibition focuses on the physical aspects of the book as opposed to its contents. The easiest place to vary the appearance of the book is in the binding. A few samples of extremes are shown here but the variations are infinite. A binding may often be regarded as separate from the contents because many of the finest books of all times were issued in sheets which the customer could bind to suit himself. The original function of a binding, and still the principal one, is to protect the contents. Everything else is serendipity.

The possibilities of things which can happen to the book are infinite as well. Aside from the selections shown here, books may be disbound, privately printed, cropped, washed, suppressed, catalogued, stabbed, Grangerized, burned, collated and a myriad of other things, some good and some bad. So long as there are books in the world, anything is possible.

The text which recurs throughout the exhibition is the Bible, the all-time best-seller, which has challenged calligraphers and printers of all eras. As a result, the Bible is associated with many "firsts" in the history of the book.

The Exhibition has been assembled primarily for students in Bibliography 104, The Book as an Artifact, an upper-division course being offered during Spring Quarter 1975 by the Graduate School of Librarianship, UC Berkeley. Because of the great and colorful variety of materials, the public and the University community at large hopefully may also derive pleasure and information from it. The Exhibition will remain on view through Friday, June 6.

-- Roger Levenson

## EQUIPMENT INVENTORY

The campus Inventory Department will be conducting an equipment inventory of all libraries and library departments beginning the week of 4-28-75.

All equipment such as calculators, typewriters, chairs, tables, readers, etc., will be covered by this inventory. Mr. Gary Sizer from the Inventory Department is assigned to this task and will be working in this area for an extended period of time. To conduct an effective inventory, your cooperation is requested in granting Mr. Sizer entry into your department and assisting him in locating equipment. Your assistance will be appreciated.

If you have any questions in regard to this inventory, please call me at extension 2-3613.

-- Ross Treviño  
Library Materiel Office

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Lucretia B. Cerny, Acquisition Department (Gift and Exchange Division), was reclassified from Library Assistant I to Library Assistant II, effective 1 February 1975.

Mary A. Chalmers, Moffitt Undergraduate Library, was reclassified from Secretary I to Secretary II, effective 1 March 1975.

Michael W. Quinn, Documents Department, was reclassified from Library Assistant II to Library Assistant III, effective 1 December 1974.

Helen R. Walsh, Anthropology Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 February 1975.

Evelyn M. Wright, Collection Development Office, was reclassified from Senior Typist Clerk to Secretary II, effective 1 February 1975.

Kristine A. Wyckoff, Catalog Department (Preliminary Cataloging Division), was reclassified from Library Assistant I to Library Assistant II, effective 1 April 1975.

## TRANSFER

Ian A. Nabeshima, Library Assistant IV, formerly Head of the Library Photographic Service Mail Order Division has transferred to the Chemistry Library. Mr. Nabeshima, currently on vacation, will begin his new assignment in the Chemistry Library on 2 June 1975.

## APPOINTMENT

Carolyn B. Newbergh was appointed Library Assistant I in Acquisition Department, Bibliographical Division, English Language Section, effective 14 April 1975. Miss Newbergh, who has a degree in English from UCB, June 1973, has worked previously as a secretary for New York Life Insurance Company, as a proofreader for the American Philosophical Society and as a reporter for the Germantown Courier in Philadelphia, Pennsylvania.

## TERMINATION

The temporary appointment of Patricia P. Rea, Associate Librarian, in the Graduate Social Science Library, ended effective 18 April 1975.

## MR. RYUS ON LEAVE

Mr. Joseph E. Ryus will be on leave 28 April through about 13 June. Please refer any questions to Jean Peck or L.D. Ortopan (both ext. 2-4144). Mail for Mr. Ryus will be held or routed for appropriate action.

## SEARCH SERVICES ON AGRICULTURE &amp; FORESTRY DATA BASES

The Natural Resources Libraries are providing Bibliography of Agriculture (CAIN) searches for UC faculty, graduate students and research staff, on an experimental basis for three months (April-June). This service has been funded jointly by the College of Natural Resources, the General Library, and the Universitywide Library Automation Program. Staff time is being provided by the reference staff of these libraries. Searches are being run on the MEDLINE terminal in the Public Health Library and the ILR terminal.

In addition, Esther Johnson and Peter Evans are doing a limited amount of on-line searching at the Pacific Southwest Forest and Range Experiment Station of forestry and other specialized data bases through a contract with the U.S. Forest Service.

-- Lois Farrell

## GENERAL ORDER

Library General Order No. C-13, POLICIES AND PROCEDURES GOVERNING PROJECT ASSISTANCE AT THE NON-ADMINISTRATIVE LEVEL, dated 15 April 1975, has been distributed to all Library Departments. Additional copies may be obtained from the Librarian's Office.

## 1976 GROUP INSURANCE PROGRAMS

The Berkeley Campus Benefits Section is soliciting suggestions for additions or improvements in the University's current group insurance programs. These programs include:

- Health Insurance (four plans)
- Life Insurance (four plans)
- Dependent Life Insurance
- Short Term Disability Insurance
- Accidental Death & Dismemberment
- Automobile Insurance

If you have suggestions send them in writing no later than May 16 to:

- Benefits Section, Personnel Office
- 2535 Channing Way
- Berkeley Campus

All suggestions are considered and discussed at meetings attended by Campus Benefits Counselors and are carefully reviewed by the President's Office prior to negotiations with the insurance carriers.

BRANCH LIBRARIANS MEETING

March 10, 1975

1. General Assistance. Unlike previous years, there is no additional money available this year from lapsing salaries for late supplements to General Assistance allotments. Miss Flener is very aware of the need for more hours in many units, and the desirability of definitive assignments to units earlier in the fiscal year. In preparation for 1975/76, she requested that each unit supply her with a non-padded figure of hours needed for the year, with written justification for any increase. No requests of units to increase service hours in 1975/76 should be included. Requests are due on May 1, 1975.
2. Cooperation. Though Miss Flener is strongly in favor of cooperation with other libraries, her attitude is that extra services must be funded, since she knows that a great many units are already extended beyond their present resources.
3. Assistant to the AUL (Public Service). Miss Flener will delay the decision about filling this position until Fall 1975. Meanwhile, Miss Scalzo will continue to be available for certain ongoing activities, and may be reached in the Librarian's Office from 8:00 AM to 10:00 AM weekdays, and at other hours in G.S.S.L.
4. Ad Hoc Committee on Forms. Mr. Waugh reported that the Committee will release "working papers" on desirable changes in specific forms, the first of which will consider the order form. The Committee will also be considering basic principles for designing forms as well as guidelines for assessing the need for a new form.
5. Serials Brief Cataloging. New routines for brief cataloging of serials, as previously discussed with Branch Librarians, have now been adopted by the Serials Cataloging Division. The Branch Librarians agreed unanimously to request two additional unheaded catalog cards to be sent with each set of brief cataloging cards.
6. Farewell to John Page. Mr. Page, who is just ending his six months as intern and observer at CU, attended this meeting as a guest. Asked to comment, Mr. Page urged strongly that top priority be given to increasing effectiveness of communication within the General Library at Berkeley.
7. New Librarian in Forestry/Forest Products. Mr. Peter Evans was introduced and welcomed to the Branch Librarians Meeting.
8. Library Lending Rules. Mrs. Farrell presented to the Branch Librarians the latest draft of the new Library Lending Rules produced by the Circulation Committee. Many specific suggestions and comments were noted to refer back to the Committee. Mrs. Farrell was complimented for the achievement of a new fine schedule which is uniform for all fining units, and for the care taken to avoid unnecessarily restrictive rules. The new rules are intended to allow considerable flexibility in interpretation by individual units, though another step towards uniformity has taken place. It is hoped that units will

find, after using the new rules, that some local variations will be abandoned, and others will gradually decrease. This is deemed desirable by the Committee in terms of (1) user expectations, and (2) current planning to develop automated circulation systems in the larger units.

9. B.I.P. List. Dorothy Gregor and Jean Peck announced that the Books in Process list will include in the near future all titles being searched for MARC hits, and later all titles ordered. To rush books for use in the branches, the 3x5 Form Cat 27X, "Request for Change in Cataloging Priority" should continue to be used. Or as urgent need arises, the Secretary of the Catalog Department may be phoned. In the latter case, the author, title, and T.C.P. number should be given, along with the name of the unit requesting the book and an indication of Rush or Class I priority.
10. Agenda Committee. The Agenda Committee for Branch Librarians Meetings will continue to consist of Virginia Pratt and Geri Scalzo, to whom requests and suggestions should be referred.

Recorder: Robert Pfeiffer



THE GENERAL LIBRARY

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#### LINDA BEAUPRÉ RECEIVES CRL MANAGEMENT INTERNSHIP

Linda Beaupré of the Moffitt Undergraduate Library was one of five librarians nationwide selected by the Council on Library Resources to participate in its 1975/76 Academic Library Management Internship program intended to develop administrators of important libraries from within the ranks of the profession.

During the academic year that starts in September 1975, each of the five interns will work closely with the director of one of the nation's great academic libraries. The host institutions are Columbia, Rutgers and Yale Universities, and the Universities of Pennsylvania and California at Los Angeles (UCLA). Linda has been assigned to work with Richard DeGennaro of the University of Pennsylvania.

#### LIBRARY COUNCIL MOTIONS TOWARD BALLOTS

The following motion was passed without dissent by the Library Council at its meeting of 25 April 1975 and was later endorsed by the University-wide Steering Committee.

Whereas the Library Council believes that the University of California continues in its commitment to improving bibliographic access and control through union lists of holdings; recognizes the great concerns of academic staff and patrons that acquisitions rates, preparations and public services be maintained; recommends appreciation by all concerned that (1) costs involved including preliminary estimates for the circulation module (as another high priority for bibliographic access and control) could total as much as \$5,000,000 over the next five years, and also that (2) participation in BALLOTS is estimated to cost an additional \$5,000,000 over the next five years, not including substantial additional costs of parallel and continuing independent operations, therefore it was moved (Davidson, Heron, Kreissman, Miles, Cunningham) that Library Council endorse in principle the adoption of on-line bibliographic and circulation control systems to be implemented in phases, further endorse and also encourage concentration on BALLOTS as the best current prospect for comprehensive on-line library bibliographic operations at the University of California.

In so moving the Council recognized that problems of funding sources, governance, and implementation need to be resolved.

-- R.M. Dougherty

## MEDLINE CHARGES IN EFFECT, MAY 1, 1975

Since October 1973, the University of California at Berkeley has offered health professionals on campus and in the community free access to custom-tailored literature searches in the biomedical field. The system, known as MEDLINE (MEDical Literature Analysis and Retrieval System On-LINE), was made possible by the financial assistance and subsidy provided by the National Library of Medicine. Direct costs of operating the service on campus were subsidized by the General Library. During the introductory phase of the MEDLINE service, over 2,500 searches were handled for students, faculty and other health professionals in the Bay Area. In order to continue the service, the University of California at Berkeley will adopt a schedule of charges to partially recover direct costs which include telephone and connect-time charges. The fee schedule is the same at all MEDLINE stations in California where charges are in effect, and have been approved by a regional MEDLINE network policy committee.

MEDLINE	\$7.00 per search
BACKFILE	\$7.00 per search
MEDLINE/BACKFILE COMBINATION	\$10.00 per search
SDILINE	\$3.00 per month after a three month trial
CANCERLINE	\$10.00 per search
TOXLINE	\$10.00 per search

Prepayment will be required on all search requests. Payment may be made by personal check, institutional purchase orders, or may be charged to departmental accounts.

For search request forms or further information write or phone:

Biology Library, 3503 Life Sciences Building, 642-2531  
Public Health Library, 42 Warren Hall, 642-2511  
Health Sciences Information Service, 124 T-7, 642-5102

-- Evelyn Kiresen

## HEALTH &amp; SAFETY COMMITTEE NEWS

At the suggestion of the Library's Health and Safety Committee, two informational pamphlets about worker's compensation have been distributed to all General Library units. These are entitled "HELPING YOUR INJURED EMPLOYEES (with 1975 Benefits)" and "FIFTEEN QUESTIONS You Ask About Workmen's Compensation Protection." All library staff are urged to become familiar with the benefits provided by this protection. Additional copies of the pamphlets may be obtained from the Library Personnel Office.



## PERSONNEL CHANGES

## PROMOTION

Donald Falk, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 16 April 1975.

## RECLASSIFICATIONS

Amy J. Levinson, Astron/Math/Stat/Computer Science Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Ronald L. Licht, Astron/Math/Stat/Computer Science Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Lukas Wendel, Astron/Math/Stat/Computer Science Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

## TERMINATION

Thomas A. Mugglestone, Library Assistant II in the Biology Library, terminated effective 30 April 1975 to take other employment.

## VACATIONS

Jane G. Flener will be on vacation from May 8 - May 26, 1975.

Dorothy A. Koenig will be on vacation from May 12 through May 16. During her absence Mary F. Jackman will be in charge of the Anthropology Library.

## ANNUAL LAUC-B/STANFORD DINNER REMINDER

The annual LAUC-B/Stanford dinner will be held Friday, May 16 at MacArthur Park, San Francisco's design award winning restaurant in a warehouse (607 Front Street). No-host cocktail hour at 6:30, dinner at 7:30. Please send reservations to Sonya Kaufman (2600 Tolman Hall) by May 12 or call for additional information (2-4208).

-- Sonya Kaufman



THE GENERAL LIBRARY

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#### DO YOU KNOW WHAT YOU MEAN BY THAT?

Want to have fun in the sylvan atmosphere of Strawberry Canyon? Want to experience a low-threat environment while playing group games? Want personal and on-the-job insights about communication? Want to meet your colleagues from all those out-of-the-way places? Then sign up no later than Friday, 23 May for the next COMMUNICATION SEMINAR, to be held 11-13 June, by contacting any of the four staff facilitators: Linda Beaupré, Eva Chang or Jim Gault (Moffitt Undergraduate Library, ext. 2-5070) or Catherine Moreno (Catalog Department, ext. 2-3650). For further details, see CU NEWS, February 6 and 27 and May 1.

#### SUMMER LIBRARY WORKSHOPS AT UC SANTA CRUZ

During June and July, the University of California Extension at Santa Cruz will present four library workshops:

1. Computer-Based Reference Services, 20-21 June 1975; Charles Bourne, coordinator; Jo Robinson, Christy Robbins, and Ed Jestes, lecturers.
2. Developing Patterns for Interlibrary Communication, 27-28 June 1975; Robert M. Hayes, coordinator.
3. Affirmative Action, 10-11 July 1975; Thomas E. Brown, coordinator; Richard Dougherty, Robert Fessenden, and Anita Schiller, lecturers.
4. Preservation of Library and Archival Resources, 11-12 July 1975; Peter Waters and Donald G. Etherington, instructors.

These workshops will be held at Cowell College or Merrill College, University of California, Santa Cruz. On the first day of a workshop, the schedule is 9 a.m. - 5 p.m.; on the second day, the schedule is 9 a.m., - 1 p.m. Housing and meals are available on campus. Fees are \$14.50 per day for single accommodations and \$11.50 per person per day for double accommodations. Fuller information is available from a circular posted on the bulletin board in the corridor adjacent to the Library Personnel Office. Because each workshop is limited in size, early enrollment is advised. The registration fee for each of the first three workshops is \$75.00. For the workshop on Preservation of Library and Archival Resources, the fee is \$85.00. Staff members who wish to attend should submit requests on the Leave/Funding Support form well in advance of the particular workshop.

-- Myra Kolitsch

## SPECIAL LAUC-B DIVISION MEETING

There will be a meeting on Thursday, May 22, 3:30 - 5:00 p.m., in 120 Latimer to discuss two proposals just received from UC Vice President Angus Taylor's office. One is the McCoy Committee's draft of a restructured salary schedule. The other is a new Section 83 of the Academic Personnel Manual defining the AUL series. Copies of both documents are available in the LAUC binders at GRS and will be circulated in each unit by members of the LAUC-B Executive Committee.

-- Simone Klugman  
Secretary-Treasurer

## MAP LIBRARIANS MEET

The Western Association of Map Libraries and the Association of Canadian Map Libraries held a joint meeting at the University of British Columbia in Vancouver on May 8-10. Attending from Berkeley were Philip Hoehn (Bancroft), Beatrice Lukens (Earth Sciences Library) and Janet Rudd (Map Room).

The two days of meetings covered many aspects of Canadian mapping, both current and historical. One of the more interesting papers included a discussion of the Canadian MARC Map Project, by Betty Kidd, Head of the National Map Collection, Public Archives of Canada. This computerized map cataloging system will be somewhat similar to LC's MARC Map system. It will, however, contain one major change namely, a provision for area, rather than author, main entry. This change is welcomed by the vast majority of map librarians who feel that LC's author main entry is a very serious defect. Canadian MARC Map data will be made available to other institutions. Other speakers included UBC's Dr. Coolie Verner who gave a talk on John Thornton, an important 17th century English chart maker. Don Pearson of the British Columbia Surveys & Mapping Branch spoke on the availability of maps produced by the federal and B.C. governments. R.M. Sandilands of the Canadian Hydrographic Service provided first hand information on taking soundings and other field work necessary to produce nautical charts. Betty Kidd and UBC's Frances Woodward spoke on the use of maps and other archival documents in genealogical research, focusing on land ownership maps. Other speakers covered the teaching of urban studies in B.C., and the physical evidence which suggests that many circular features on the earth may be the result of impact craters.

Following the jointly held meetings, WAML held a business meeting at which Janet Rudd was appointed WAML Archivist. The previous Archivist was UCB's Sheila Dowd.

The third day consisted of tours of two handsome libraries, the Archives of the City of Vancouver and Simon Fraser University. As is usual at most conferences, some of the best ideas emerged from informal discussions. From one of these grew a proposal to hold a meeting to explore ways in which the map libraries at UC's northern campuses could more fully cooperate in the areas of acquisition and collection development, and to investigate the possibilities of University-wide cooperative purchasing and cataloging. This preliminary meeting will be held in June and plans to come up with proposals to present to a meeting of all UC map librarians to be held in conjunction with WAML's Fall meeting. The Fall meeting will be held on October 24 and 25 at California State University, Fullerton, and will focus on historical maps. Anyone with an interest in maps is welcome to attend, or to become a member of WAML.

-- Philip Hoehn  
Bancroft Library

## PERSONNEL CHANGES

## RECLASSIFICATION

Esther Sanematsu, Music Library, was reclassified from Library Assistant III to Library Assistant IV, effective 1 April 1975.

## TERMINATION

Gerald P. Petal, Library Assistant II at ICLF(N) terminated on 2 May 1975 and is returning to school.

## VACATIONS

Lan Dyson will be on vacation 28 May through 6 June 1975. During his absence Linda Beaupré will be in charge of Moffitt Undergraduate Library.

Robert Pfeiffer will be on vacation 19 May through 30 May 1975. During his absence Geri Scalzo will be in charge of the Graduate Social Sciences Libraries.

## HOLIDAY

Monday, 26 May 1975, Memorial Day, is an academic and administrative holiday. The Library will be open from 9 a.m. to 5 p.m.

## REVIEW SHELF

Review Lot NumberInclusive Dates

347

12 May - 6 June

This review shelf features some recent gifts of literature, poetry, art and biography. Also a small collection of material on ecology is available.

## BRANCH LIBRARIANS' MEETING

25 April 1975

Guests: George Dea, Rosendo Trevino, Stephen Silberstein

### Copying Machines.

George Dea and Ross Trevino participated in a group discussion of copying machines in the libraries on campus. On an experimental basis, the Biology and Moffitt Libraries now have copy machines which make bond copy for 10¢ per page. These are in addition to the Olivetti machines which produce copy for 5¢ per page. Experience so far seems to indicate that users choose the 5¢ copy over the 10¢ one, but complaints about the quality of the Olivetti copies persist.

In an effort to avoid service delays to library units, Mr. Dea asked if there were any objections to our phoning Copico directly (instead of the Business Office) to request service. The groups offered no objections. Mr. Dea will prepare a memorandum for the service units which have coin-operated copying machines. The memo will include information about the change in policy for service calls, and will remind units that a log should be maintained in each branch and service area to record service calls, service visits, and the reason for the service.

A question as to whether we cared to maintain a petty cash fund in the library units to provide direct refunds to clients was met with generally negative responses. The consensus seems to be that the present arrangement is quite satisfactory.

### Form for Requesting Non-Standard Supply Items.

Mr. Trevino presented a proposed new form for requesting special non-standard supplies. He is now receiving these requests in a variety of ways and would like to standardize the method of receipt. Several suggestions were made by the group. Mr. Trevino will attend the next meeting of the Ad Hoc Committee on Library Forms and will work with that committee in developing an appropriate form.

### Computer Serials System Reports to Branch Libraries. Serials Printout Lists.

Steve Silberstein reported that, within the next few weeks, branch libraries will be receiving two copies of their serials holdings. These printouts reflect work with the Central Serials Records up to the letter "H," and for this group of serials all current titles, plus dead titles, will be included. Exchange items are being added. Branches were reminded to let Mrs. Oka know about errors as they were discovered. In response to a question concerning the inclusion of cancelled titles, Steve explained that unless all issues have been discarded, the title will appear on the list of serials holdings. Also, until all issues have been bound and holdings statements are received by Mrs. Oka, these titles will appear on the printouts as open holdings.

A microfiche is available which lists alphabetically by title all UC/B serials titles which are in the computer. Call numbers and/or entries may be truncated, since only one line per entry is available. Call number and location, but not holdings, are included; it is not intended to be a public list. If branches wish to receive a copy, they can telephone or send a note to Mrs. Oka.

Entering Cards. If any errors appear on the entering cards which branches receive, we should call Systems Office. The capability of including binding type and color of binding on entering cards exists; if branches want to go through their files to add this, we are to let Mrs. Oka or Mr. Silberstein know.

Payment Approval Reports. Claim letters for claims initiated by Serials and Documents Departments will soon be generated by the computer, and our payment approval reports

will include this claiming information. In response to a question as to whether claims could be generated for "received direct" titles, Mr. Silberstein reported that if the title is in the computer, it can be claimed by the computer.

There was some group sentiment that it would be desirable to have payments, claims, and cancellations in separate alphabets instead of all thrown together. We were urged to continue to make our wishes in these matters known to the Systems Office.

By the first of July, the payments recorded at the top of the payments approval reports should reflect payments made, not those approved, and a more accurate idea of expenditures will be available.

#### General Assistance.

Miss Flener reminded the group that May 1 is the deadline for submission of general assistance needs for 1975/76. She finds it useful to have explanations of the ways in which the hours would be used.

#### Cooperative Agreements.

Miss Flener asked that any formal or informal cooperative agreements which branches may have with other libraries or agencies be reported to Mr. Dougherty as soon as possible.

#### Budget.

As a matter for discussion at a future meeting, Miss Flener asked us to give some thought to the possibility of each branch being given a budget from which salaries, wages, equipment, supplies, etc. would be apportioned, thus making branches more accountable for their own units. She asked that we weigh the advantages and disadvantages of such an arrangement and consider whether we could work satisfactorily with this possibility.

#### Working Paper No. 1 from Library Forms Committee.

There was general agreement within the groups with the Committee's recommendations for revision of the Acquisitions 2 form (the "A" card).

Next meeting. The next Branch Librarians' meeting will be held on June 6.



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 19 22 May 1975

YOU ARE INVITED. . .

WINE AND CHEESE PARTY

2 July 1975  
5:00 - 7:00 p.m.  
Morrison Library

Co-sponsors are : The General Library; Association of College and Research Libraries; Alumni Association of the University of California Library Schools. The occasion is the ALA Annual Conference, to be held in San Francisco, 29 June - 5 July 1975. All members of the Library staff, as well as all members of the other sponsoring organizations are invited.

That's a lot of people - a lot of wine and cheese - a lot of work. If you'd like to help the ALA Planning Committee in

setting up  
host(ess)ing  
cleaning up

please get in touch with me (2-0956).

Even if you won't have time to help the Committee with the work; come and meet your colleagues from around the country; and ENJOY!

-- Jane Pulis, Chairman  
ALA Planning Committee

MEET YOUR COLLEAGUES FROM "THE LIBRARY WORLD"

The ALA Planning Committee has decided to provide an information service for visitors to UC during the ALA Annual Conference. An information desk just outside of Morrison Library will be staffed between 10:00 a.m. and 5:00 p.m. Monday, 30 June through Thursday, 3 July to provide general information about the libraries and the campus. If you would like to be involved in this extension of western hospitality by staffing the desk for one or more hours, please contact Linda Beaupré at Moffitt (2-5070) by 18 June.

-- Linda Beaupré

## AFRO-AMERICAN LECTURE

On Wednesday, 28 May at 12 noon, Dr. Dorothy Porter, author and librarian of Howard University will deliver a lecture entitled Bibliography and Research in Afro-American Studies at Wheeler Auditorium. This presentation is co-sponsored by the Afro-American Studies Department, the General Library, the School of Librarianship, and the Special Opportunity Scholarship Graduate Program.

Dr. Porter will offer a workshop on Thursday, May 29 from 9:00 - 11:00 a.m., in Room 202 South Hall. From 2:00 - 4:00 p.m., Thursday, Dr. Porter will be present at a Research Rap and Coffee Hour at 3335 Dwinelle Hall, in order to meet informally with students, faculty, and staff who may wish to discuss research projects and aspects of Afro-American literature and librarianship with her.

This presentation is the second in a series of four in the bibliography and literature of ethnic studies. Library staff members are cordially invited to attend these events.

## HEALTH SCIENCES MEDIA WORKSHOP

On April 29, 1975, the Pacific Southwest Regional Medical Library sponsored a seminar-workshop on the development of health sciences media collections. The workshop, held in Presbyterian Hospital (Pacific Medical Center, San Francisco), was attended by 25 librarians from Northern California. Representing UC Berkeley were Eva Carroad (Health Sciences Information Service), and Jim Gault (Moffitt Undergraduate Library).

Michael Homan, Media Consultant for PSRMLS, discussed several topics of vital interest to persons engaged in the management of health sciences media collections: acquisitions, cataloging, audiovisual hardware, and AVLINE, a new computer service developed by the National Library of Medicine. One of the highlights of the workshop was a presentation by Anita Tschida, Media Librarian at the University of Arizona Health Sciences Library; she described the organization of her collection and addressed several common problems encountered in the maintenance of media libraries (i.e., theft, bibliographic access, equipment failures, selection of materials). Marilyn Jensen, Library Coordinator for the San Joaquin Valley Area Health Education Center (Fresno), spoke to the group about sources of information on audiovisual materials. Over the past two years, she has collected the names and addresses of major AV distributors for the health sciences and has made this information available to medical librarians.

Throughout the day's proceedings, workshop participants were encouraged to share their own experiences with the group; this feature greatly enhanced the learning experience of the workshop.



## BIOLOGY HEAD TO BE AWAY

Rita Kane will be out of state from May 28 through June 17 attending professional meetings. In her absence, Frances Tong will be in charge of the Biology Library and Louise Eastland will be acting Department Head for the Biological Sciences Libraries.

## PHI BETTA KAPPA

It is with much pleasure that the Library offers its congratulations to the following members of the Library staff on their election to Phi Beta Kappa:

Rodney Maack	Moffitt Undergraduate Library
Julia Ann Menken	Acquisition Department (Gift and Exchange Division)
Michael Storper	Environmental Design Library
Sheila Wekselbaum	Catalog Department

## UNIVERSITY ARCHIVISTS COUNCIL MEETS AT RIVERSIDE

Early in 1965, Professor Andrew H. Horn, then Associate Dean of the School of Library Service at UCLA and a long-time advocate of organized archival activity within the University -- he established the Los Angeles program in the late 1940's -- asked if I would host a meeting of the campus archivists at Berkeley that spring. Subsequently, on the 12th and 13th April representatives from the nine campuses gathered in Room 303, then the home of the University Archives in the Doe Library, to discuss common problems with Mrs. Afton E. Crooks, Chairman of President Kerr's Universitywide Records Management Committee, and with Andy Horn, the Library Council's representative to that Committee. Miss May Dornin, who had served as the University's Archivist from 1946 until 1964, also attended and shared with us her wisdom and experience. The success of that meeting led to the scheduling of a second, at UCLA in January, 1966; two more meetings were held, at Santa Cruz in 1967 and at Davis in 1971.

Once again, on Thursday morning, 15 May, representatives from the nine campuses met, this time in the Faculty Club on the Riverside campus, and once again, Andy Horn, "a verrey parfit gentil knyght," served as mentor. The University Archivists Council, as it is now known, deliberated for two days, touching upon such matters as a proposed bulletin on University Archives to be issued by the Office of the Vice President-Finance; the collecting of ASUC and other student organization records; archival space and the campus Planning Office; additional, extra-mural budgeting for archival programs; the matter of computer tape storage; and conservation problems. Intellectual activity was nicely complemented by a reception tendered in her home by Riverside's University Librarian Abigail Dahl-Hansen.

The decision was made to schedule these meetings on a regular biennial basis, and the sixth will be held on the San Francisco campus in 1977.

-- J.R.K. Kantor

## LIBRARY EXHIBIT TRAVELS

At the conclusion of the Main Library exhibit on the Earl Warren Era in April, Amelia Fry, of the Regional Oral History Office, asked Senator Al Rodda (who is a historian also) if the exhibit might be of interest to those who visit the capitol building in Sacramento. The idea was met with enthusiasm, the senator's office staff went to work locating some exhibit cases, and six large wooden relics of the 1939 Treasure Island world's fair were found at the state fair grounds and transported to the capitol's east lobby. On Monday, May 12, Amelia went to work in the capitol washing a substantial accumulation of dirt off the cases, with janitor's supplies and two assistants from Senator Rodda's office.

The next morning Cathy Dinnean, of the Library Graphics Office, packed the entire exhibit and a miscellaneous collection of installation equipment into the old Chevrolet and drove to Sacramento. It took the entire day for the two to install ROHO's extensive materials on Earl Warren amidst a lively gathering of Sacramento citizens demonstrating for a solution to the malpractice insurance issue, mobs of school children, and various state legislators who dropped by and shared anecdotes about when they knew Warren. "Pop" Small, the able former secretary to both Earl Warren and Senator Tom Kuchel, was on hand all day to lend advice and aid, tell more stories, and lead an expedition to Old Town for lunch. Dave Snyder, of the State Archives Office, lent materials and more aid. Amelia met several persons relating to present and future oral history projects, and many people expressed pleasure at this cooperative effort between The Bancroft Library and the State Government.

The exhibit will remain in place until July 10, when the cases must go back to the state fairgrounds for that event. One of the governor's assistants is hopeful that permanent cases can be installed so that exhibits may be mounted in the capitol on a regular basis.

-- Cathy Dinnean

## FIRST CLASS AND AIRMAIL SERVICE

Last fall former Postmaster General Klassen announced that a possible reduction in the postage rate for Air mail service may become effective in the near future. The Postal Service has now announced that it is ready to merge Air mail with First Class and promises the result will be service as good or better than it now provides. August 1 is the target date for the changeover.

The announcement does not say what effect the change might have on requests for future postal rate increases.

At this time the Mailing Division recommends that departments send domestic mail at the First Class rate instead of Air mail, which allows a savings of 33% over the present Air mail rate. Almost all such mail, for destinations greater than 600 miles from point of origin (Berkeley) is now moved by air, even though only First Class postage is affixed.

Only domestic First Class mail, including mail destined for Alaska and Hawaii, receives this extra air service.

Please DO NOT use airmail envelopes for surface mail.

## TENNIS TOURNAMENT TIME

The annual Stanford/Berkeley Library Tennis Tournament is scheduled for Sunday, 8 June 1975, from 1 - 5 p.m., at the Strawberry Courts. Players - particularly women, since we would like to hold an equal number of men's and women's competitions - and spectators, to exploit our home court advantage, are needed. Anyone interested in participating in either capacity is encouraged to contact Tim DeWolf at 2-3404.

## CORRECTION AND APOLOGY

Minutes of the Branch Meeting for April 23 (attached to last week's CU News) incorrectly stated that Moffitt Library has a 10 cent copying machine. Not so. The only 10 cent copying machine using bond paper is in the Biology Library.



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 20 29 May 1975

#### ETHNIC STUDIES LECTURES

On Monday, June 2 at 12 noon, Mr. Sam Deloria, head of the American Indian Law Center of the School of Law, University of New Mexico, will deliver a lecture entitled Bibliography and Research in Native American Studies in the Tan Oak Room, Student Union, 4th floor.

Mr. Deloria will be present at a Coffee Hour from 3:00 - 5:00 p.m., at the Native American Studies Library, 343 Dwinelle Hall, in order to meet informally with students, faculty and staff who are invited to discuss research projects and aspects of Native American literature and librarianship with him.

Mr. Che-Hwei (Steve) Lin, Asian American Bibliographer of the Research Library at UCLA, will lecture on Bibliography and Research in Asian American Studies on Thursday, June 5 at 12 noon, at the Tan Oak Room, Student Union, 4th floor. Mr. Lin will be at the Asian American Studies Library, 142 Dwinelle from 3:00 - 5:00 p.m., Thursday afternoon; students, faculty and staff are invited to come for tea and to meet informally with him to discuss Asian American research, literature, and librarianship.

These presentations are the third and fourth in a series of four in the bibliography and literature of ethnic studies. Co-sponsors of the series are the Special Opportunity Scholarship-Graduate Program, the General Library, the School of Librarianship, the Native American Studies Department, and the Asian American Studies Department.

#### LIBRARIANS' SALARY RESTRUCTURE PROPOSAL

I wish to urge that all Berkeley campus librarians read the full April 19 report of the Special Committee to Study Librarian Salaries if they have not done so already, and most especially those who did not attend the May 22 LAUC meeting at which the salary restructure proposal was discussed. This is particularly important since on all campuses except San Diego and San Francisco the librarians who attended the meeting on the proposal voted to support it. (San Diego's rejection was influenced by some erroneous information and unfortunately they did not contact a Committee member for clarification. There is no representative from that campus on the Committee.)

To understand how this proposed restructure would affect you as an individual, it is essential to look carefully at the special review schedule for the step at which you will be on July 1, 1975, after any merit increase/promotion is effected. You will note that the Performance Review Schedules proposed in Tables III, IV, and V, are not in all instances at the regular 1, 2 and 3 year intervals as given in Table I, Salary Scale. These special review schedules are an integral part of the Committee's proposal, designed to provide as equitable as possible earnings for all librarians both during the transition period and over

(Continued on next page)

## LIBRARIANS' SALARY RESTRUCTURE PROPOSAL (Continued)

the next ten years. To shift immediately from the present salary scale with its 36 discrete half steps to a new salary scale with only 14 discrete steps would necessitate very large differences in the amount of money librarians at various current steps would receive at the time of the conversion. Use of the intermediate transitional steps (TR) as indicated in the Conversion Table (Table II) reduces the differentials in the increases that would be received at the time of the conversion. These differentials are further reduced by the larger "Adjusted Increases" which the Committee recommends be given to certain steps at the time of conversion instead of the lower "Base Increase" (Table II). The intermediate transitional steps will be phased out as indicated in the Report text and on the Performance Review Schedules. No one advances from a regular step to a transitional step. Since a move between two TR steps, or from a TR step to a regular step provides a smaller increment, the Performance Review Schedules call for more frequent reviews for merit increase/promotion for librarians on the TR steps to adjust for the smaller increment. (For example, annual instead of biennial advancement in some cases.) For want of a better term, the Report refers to this "accelerated review". "Double acceleration" is proposed for a few steps in order to prevent lower earnings over the next ten years than under the current salary scale.

I will be glad to answer individual questions if you have any after studying the full report. However, it should be made clear that LAUC's support of the Committee's proposal does not ensure its adoption by the University Administration, although it should influence whatever decision is made.

-- Gwendolyn Lloyd

## THEFT ON THE RISE - BEWARE

The following important notice has been distributed by the Campus Police Department with a request that it be widely circulated to staff. Please read carefully and take whatever action you can as an individual to protect University and personal property.

THEFT OF BUSINESS MACHINES AND PERSONAL PROPERTY IS INCREASING IN THIS AREA. YOUR ATTENTION IS DIRECTED TO THE FACT THAT ONE OF THE MAIN SOURCES OF THEFT ON CAMPUS IS FROM OPEN, UNLOCKED, OR UNOCCUPIED OFFICES.

DUE TO THE NUMEROUS THEFTS RESULTING FROM LACK OF SECURITY, THE UNIVERSITY BUSINESS OFFICE NO LONGER REIMBURSES DEPARTMENTS FOR ITEMS STOLEN WHEN IT CAN BE SHOWN THAT NECESSARY SECURITY PRECAUTIONS WERE NOT TAKEN.

WHEN YOU LEAVE, LOCK YOUR OFFICES. PUT PERSONAL BELONGINGS OUT OF SIGHT. BOLT OR FIX MOVABLE BUSINESS MACHINES TO THEIR STANDS.

PREVENT THEFTS: REPORT ALL SUSPICIOUS PERSONS TO THE POLICE DEPARTMENT. PHONE NUMBER IS: 642-6760. FOR FURTHER INFORMATION ON SECURITY PROCEDURES, PLEASE CONTACT OFFICER FINGER OR OFFICER SMITH AT AT 642-3186.

UNIVERSITY POLICE DEPARTMENT  
ROOM 2, SPROUL HALL

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Harold R. Fisher, Jr., Public Health Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 May 1975.

Elizabeth P. Houdek, Catalog Department (Slavic Section), was reclassified from Library Assistant II to Library III, effective 1 April 1975.

Michelyn Mair, Public Health Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

## TERMINATIONS

Thelma Marianne Cobb, Library Assistant II, Engineering Library, terminated on 16 May 1975.

Joseph H. Johnson III, Library Assistant I, Serials Department terminated 23 May 1975 and is planning to attend Graduate School.

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer no. 17, April 1975 (Library instruction survey results) has been received. It discusses the results of a survey on the organization, nature, and level of instruction for library users offered by academic libraries. 64 percent of the responding libraries maintain a formalized and centralized program of instruction while in 36 percent such instruction is assumed by staff on a more ad hoc basis. The type of instruction ranges from orientation tours to formal courses for credit. In general it was felt that evaluation of instruction programs (analysis of user feedback) needs more development.

The SPEC kit no. 17 (expected soon) will contain sample job descriptions of librarians involved in library instruction, promotional materials, instruction program descriptions and proposals, orientation materials, course syllabi, a description of a "term paper clinic" offered by one library, materials on methods of evaluating programs, etc., as well as the text of SPEC's analysis of the survey.

This material is available for consultation or for short-term loan in Room 245 Library.

-- Richard Larson  
Extension 2-3773

## POPULAR LECTURE SERIES, #3

How many of the Library's books have been stolen? Do you believe your unit needs a security system? Neal Kaske will describe how to find the answers to these questions on Thursday, June 5th, at 1:30 p.m., in Room 322. Come and find out what they did in Moffitt while it was closed. No sign-up is necessary.

The June Systems Office Seminar is full. More seminars will be held later this year - watch for the announcement in CU NEWS.

Cassettes of the two previous Popular Lectures are available in the Systems Office.

## 1975-76 PARKING PERMITS

On June 30, 1975, current U.C. Berkeley parking permits will expire. New permits will be required beginning 1 July 1975. New applications and renewal applications should be received in the Parking Service Office, Room 1C Sproul Hall no later than 13 June 1975. Applications are now available in the Library Personnel Office, Room 447 Library.

This year five (5) new important changes are being made in the parking regulations. These are:

1. Two-car yellow permits (decals) will no longer be issued. Effective 1 July 1975, a dashboard permit will be issued to each multiple car user.
2. Effective 1 July 1975, the "Red B Pool" permit, which was issued to individuals who have three or more riders, will be discontinued. Car pool arrangements, however, will be continued. See information below.
3. There are twenty-six (26) reserved parking spaces available for disabled faculty, staff and students. For information or eligibility, please get in touch with Ms. Maxine Wade at extension 2-4283.
4. Effective 1 July 1975, individuals receiving a dashboard permit (Courtesy Card, Service Repair, etc.) will also receive a special bumper decal or "Gate Pass." This will be used to identify each car as an authorized vehicle to drive onto the Campus. The Gate Pass cannot be used as a parking permit.
5. Effective July 1, 1975, all on-campus Daily and Visitor parking fees will be \$1.00.

Following is a synopsis of the parking qualification requirements for staff wishing to apply for the on-campus "B" permit. A limited number of off-campus "C" parking permits will be made available to full-time staff who do not qualify for "B" permits. Staff who do not drive to campus every day may find it less expensive to use the off-campus fee lots (50¢ per entry) instead of buying an annual permit.

#### Permits and Requirements

Because of the limited number of parking spaces available, it is necessary to restrict the sale of campus permits. The qualification requirements for on-campus parking permits are as follows effective July 1, 1975:

#### Campus "B" Permits

Minimum salary for job classifications to qualify automatically for a "B" permit is \$1,031.00 per month.\*

If you have 15 years of service you qualify automatically for a "B" permit.

1975-76 PARKING PERMITS (Continued)

Point Requirements for "B" Permits

Staff who are not automatically eligible for an on-campus permit may apply for an on-campus "B" permit under the point system shown below: (To qualify for a "B" permit you must have 21 points.)

Minimum salary\* for job classification:

\$983 per month . . . . .	10
937 " " . . . . .	9
893 " " . . . . .	8
849 " " . . . . .	7
810 " " . . . . .	6
772 " " . . . . .	5
734 " " . . . . .	4
700 " " . . . . .	3
666 " " . . . . .	2
635 " " . . . . .	1

\*Minimum salary for payroll job classification as of July 1, 1974. General range adjustments which may become effective as of July 1, 1974 or later will not alter the position of classes in relation to this cut-off point, i.e., July 1, 1974 scales will govern.

Years of Service

Each full year of service . . . . . 1/2

Distance from Home to Campus

- 1) Over on mile and not within 1/2 mile of public transportation. . . . . 3
- 2) Over one mile but within 1/2 mile of public transportation. . . . . 2
- 3) 3/4 to one mile from campus . . . . . 1

Type of Employment

- 1) Full time . . . . . 3
- 2) 3/4 to full time. . . . . 2
- 3) 1/2 to 3/4 time . . . . . 1

**CAR POOLING - A LESS EXPENSIVE WAY**

The University Parking Service is again offering a Carpool Program as an effort to minimize the impact of the automobile on the Berkeley Campus.

The fee for the carpool permit is based on the number of riders in addition to the driver.

- Driver + 1 Rider . . . . . each pay \$5.00 a month by payroll deduction
- Driver + 2 Riders . . . . . each pay \$2.00 a month by payroll deduction
- Driver + 3 Riders . . . . . each pay \$1.00 a month by payroll deduction
- Driver + 4 Riders . . . . . each pay \$0.00



## 1975-76 PARKING PERMITS (Continued)

Carpool spaces will be available in either Structure "B" (on Bancroft Way next to Kroeber Hall), Structure "H" (Hearst and La Loma) and Structure "A" (Hearst and Scenic). When you apply, please indicate on your application which parking structure you wish to park in. Designated carpool spaces will be available until 9 a.m.. After 9 a.m. they will be available to "A" permit holders only, and also carpool permit holders.

If you are unable to form a carpool but wish to participate in the program, please get in touch with Ms. Wade, Parking Service, 2-4283 for the necessary information and forms.

If you have already formed a carpool and wish to apply for a permit, please obtain the necessary application from the Library Personnel Office.

Copies of the full text of these regulations are available in the Library Personnel Office.

## COMPUTERIZED SERIALS LISTS

Branch libraries should now be in possession of two copies of a new computer printout listing their titles as recorded in the library's 175,649 record MARC serial file. After the Main library and the Documents Department, the library with the most serial titles in the computer file is the Institute of Governmental Studies Library. Next is the Agriculture Library, followed by Law Library, Institute of Transportation and Traffic Engineering, the Graduate Social Science Library and the Environmental Design Library.

Present statistics show the following number of titles in each library:

AGRI	8,130	ENVI	3,762
ANTH	1,766	FORE	2,375
ASTR	663	FPRO	401
BANC	1,741	HUMA	62
BIOC	246	IGSL	20,375
BIOL	6,521	IISL	224
CCSL	1,365	ITTE	4,491
CHEM	1,058	LAW	5,266
EART	3,266	LSL	2,743
EAST	1,918	MAPS	299
ED-P	3,732	MATH	882
ENGI	3,158	MORR	42
ENTO	550	MUSI	1,080

## COMPUTERIZED SERIALS LISTS (Continued)

NEWS	678	SERI	36
OPTO	300	SOCS	4,199
PHIL	63	SOCW	55
PHYS	603	UARC	224
PUBL	3,173	UNDE	505
RARE	197	WRCA	1,173
REFE	1,493		

Of the 175,649 records in the Computer Serial File, 33,393 are active paid subscriptions and standing orders, 3,004 are received as prerequisites on 675 memberships, 16,007 are received as exchanges, 47,473 are received as gifts (this includes depository items), 4,369 are received as part of the PL-480 program, 328 are sent as exchanges to other institutions, 68,585 are inactive titles, 1,284 are still on order and 531 are received for internal use only.

-- Steve Silberstein

## NON-PRINT MEDIA SUBCOMMITTEE FORMED

A Subcommittee on Bibliographic Control of Non-Print Media has been formed by the Committee on Bibliographic Control. The new Subcommittee is charged with reviewing the Library's current treatment of non-print materials and developing recommendations for future treatment of this increasingly important class of library resource. While primarily concerned with developing a policy for effective bibliographic control, i.e., cataloging and classification, it will also consider size of the collection, location, and user access, because all of these factors are closely related. Attention will be centered on audio-visual materials such as sound recordings, video recordings, slides, and mixed media kits. Microform materials have been excluded from consideration for the present.

Subcommittee members chosen from technical service and public service units include Carlene Brown (chairman); Jo Ann Brock, Newspaper-Microcopy Room; Jim Gault, Moffitt; Rita Kane, Biology; Alan Wolstencroft, Education-Psychology; and Jean Peck, Catalog Department (liaison with the Committee on Bibliographic Control).

The work to date has focused on a careful review of drafts of proposed changes in Chapter 12, 14 and 15 of the Anglo-American Cataloging Rules. Subcommittee comments on proposed rule changes are being forwarded to the ALA Catalog Code Revision Committee. Also underway is an investigation of the various methods of bibliographic control employed by media centers. Attendance at workshops and lectures, demonstration of a computerized audio-visual data base, reading, and presentations by invited guests are all part of the picture.

Staff members who wish to contribute information to the Subcommittee or who wish more information regarding its progress should contact the chairman, Carlene Brown, Catalog Department, Main Library, extension 2-3650.

DEPARTMENT HEADS MEETING

6 May 1975

Announcements: (Mr. Pfeiffer) The next meeting of Department Heads is scheduled for 3 June. Mr. Pfeiffer will be on vacation during the preceding week, and items for the agenda should be sent to Arthur Waugh or Jan Powell, who will confer about them and notify Heads. Department Heads will meet in July on the 15th to avoid conflicts during the ALA Conference in San Francisco the first week in July.

(Mr. Wenz) Student Library Employees who are left in charge of library units on weekends and evenings may be eligible for LA-1 status for all or part of their regularly scheduled hours. Department Heads were requested to send data to the Library Personnel Office so that each individual's status can be reassessed.

(Mr. Rosenthal) Because there have been misunderstandings and uncertainties about policy and procedural matters related to personnel rules, he urged that individual Department Heads send written memoranda to Mr. Wenz during the next fortnight describing any situations (real or hypothetical) which they feel require clarification. Because of the complexity of the University and the General Library, personnel communications are often difficult to accomplish, and the Library Personnel Office is attempting to find new ways and techniques of communicating more directly to the staff. It will be very valuable to discover the range of concerns, by looking at specific problems. (Mr. Pfeiffer) Speaking on behalf of Linda Beaupré and Cathy Moreno (IAC), he urged Department Heads to volunteer for the next communication seminar scheduled for June 11-13. See CU News of 1 May 1975. It is felt that a broader cross section of staff is desirable for an effective communication seminar.

(Mr. Pfeiffer) It has been brought to the Chairman's attention that some staff members were concerned about the gloomy picture reflected in the minutes of the Department Heads Meeting on 5 February 1975 about dull or dead end jobs and promotional opportunities. The relevant section of the minutes was read, and the group agreed that the minutes recorded accurately certain aspects of the discussion. The consensus appeared to be that the Chairman would not begin to censor the minutes (taken by a different Department Head at each meeting of the year) in order to present an optimistic picture that had not been present. It was emphasized by the Chairman that free and open discussion was highly desirable, and that statements made in the discussions should not be inhibited because minutes were to be published. The minutes reflect discussions, not General Library policy unless so labeled.

(Mrs. Lipow) Statistics of use of the New York Times Information Bank were presented by Mrs. Lipow. She announced that hours of use will soon be significantly curtailed because of increased cost. (Mr. Rosenthal) BALLOTS has been endorsed by the Library Council and its implementation on some cooperative basis has been recommended. Approval at University Hall will next be sought. He emphasized that funding is still to be provided, that BALLOTS is not yet a fait accompli. (Miss Powell) She distributed and explained the 1975 Library Calendar prepared by Geri Scalzo and Mary Jane Porter of the Librarian's Office. All agreed on the helpfulness of the calendar. Geri Scalzo and Miss Porter were thanked by the group for their ideas and preparation. (Mrs. Novak) She commented briefly on the problems arising from the proposal to close the Loan Hall this summer to effect completion of the ceiling renovations.

Agenda: 1. Cataloging of monographs for storage. Mr. Rosenthal presented a new draft technical order, and asked for suggestions for another name for the new library location, since "STORAGE" was perhaps not the most desirable one. No satisfactory substitute was forthcoming, and the Heads approved the draft without amendment. It will next be forwarded to IAC.

2. Timetable for academic promotion reviews. Geri Scalzo presented the timetable which she had compiled and which had already been approved by the AULs, UL, Personnel Office, LAUC Executive Board, and CAPA. The timetable was accepted with thanks, but touched off the following discussions:

- 1) Members suggested that promotion review procedures include a final conference on or after 2 January between the AUL and the Department Head about the recommendation which the AUL is making on candidates within a Department. This conference would be strictly confidential.
- 2) Questions arose about the restriction on letters of recommendation to three (to be requested confidentially by the Library Personnel Office). Mr. Wenz pointed out that the candidate can also at any time place other letters of commendation in his Personnel File. Some of these letters may provide the best verification of factual matters and the quality of accomplishments, and should not be barred. Mr. Wenz clarified the matter by stating that the Personnel File does not accompany the candidates' promotion dossier, and that specific items in it, including other letters, will be included in the promotion dossier only if the candidate so requests.

Recorder: K. Legg

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 21 5 June 1975

## BILL BARBOUR RETIRES

William Yates Barbour, Senior Library Bookmender in the Binding Preparation and Mending Division retires on 1 July after long and distinguished service to the Library. Bill, already an accomplished craftsman, joined the division in 1946. He was introduced to the art of hand book binding, gilding and casemaking through private instructions from Ms. Hazel Dreis and Mr. Joseph Pleompen both of San Francisco, and later through further studies at Columbia University. Prior to his career at Berkeley Mr. Barbour was employed for a short period of time by the Caxton Printers and the University Press at the University of Oregon. He soon gained the reputation of a dependable worker and a skilled craftsman and in 1967 received the Outstanding Performance Award. Throughout the years he was called upon to do delicate repair work and periodic oiling and cleaning of rare items in various units of the General Library. The restoration of the Cortot and Auricus collections serve as good example of Mr. Barbour's special skill. Many hundreds of leatherbound volumes in the Biology and Music Libraries, restored with care, will forever remind us of Bill Barbour's craftsmanship and artistry.

With his retirement the University has lost a valuable and very special employee. We all wish him well in his future profession of "beachcombing" at Mendocino.

-- Linda Williams  
Iva Mostecky

## LAUC-B APPOINTMENTS

The following librarians have been appointed to the LAUC-B Nominating and Elections Committee for the year June 1975-May 1976:

Sol Behar (CD)	General Library	Public Services
Laura Wilson (Cat)	General Library	Technical Services
Christa Chow (EAL)	General Library	Branches
Phil Hoehn (Ban)	General Library	At-Large
Jack Leister (IGS)	Non-General Libraries	

Our thanks to the outgoing committee: Jean Hudson (Chm.), Helvi Bessenyei, Gwendolyn Lloyd, Peggy Stern and Sol Behar (continuing).

Jean Peck (Cat) was recently appointed to an ad hoc statewide LAUC committee on automated bibliographic control, to be chaired by Beverly Toy (UCI), and Jean Hudson (GRS) has agreed to serve on the statewide Nominating Committee.

-- Bill Whitson

## FIRE PROTECTION FOR THE LOAN HALL IN DOE MEMORIAL LIBRARY

Work on fire protection for the Loan Hall continues to present unforeseen problems. The latest difficulty has been safety--unsafe working conditions affecting the life safety of the public, library staff, and workmen utilizing the Loan Hall in the Doe Library.

A safe procedure has been developed to complete the work with minimum disruption to the campus community and to the library staff. The procedure is as follows:

1. Beginning the week of June 16 and ending September 12, the Loan Hall shall be divided in half so that the circulation functions may continue in operation during the duration of this construction project.
  - A. During Phase I the north end of the room will be open for public access to the Loan Desk and, for those with stack privileges, to the Loan Stack.
  - B. During Phase II the south end of the room will be open for public access to the Loan Desk. Loan Stack access will be possible only from the Depository Catalog Hall (west corridor) through the door at the north end of the Loan Stack.
2. The Author/Title Catalog cards now located in the card catalog cases in the Loan Hall will be moved to the cases in the Subject Catalog Hall so that the complete Author/Title and Subject catalogs will be located in one room, the Subject Catalog Hall. The catalog cards for Rowell, TCP, Loan Stack Shelf List, Depository III and other miscellaneous card files now located in the Subject Catalog Hall will, during Phase I, be located in the card catalog cases in the north end of the Loan Hall and during Phase II in the cases in the south end of the Loan Hall.
3. During Phase I the books normally shelved in the south end of the Loan Hall will be temporarily shelved on the reading tables in the General Reference Room. During Phase II these books will be returned to their normal shelving location and the books in the north end of the Loan Hall will be moved to the Reference Room.
4. The Service Desk function will be located in the Circulation Office, Room 202, for the duration of the Loan Hall division.

We appreciate your patience and sincerely hope you will not be unduly inconvenienced by this construction project.

-- Gloria Novak  
Library Space Planner

## EDITOR'S NOTE

A floor plan of the second floor of the Main Library is reproduced on the back page of this issue of CU NEWS. This will assist in better understanding of the relocation of library materials, catalogs and service points which will take place during the two construction phases of the Loan Hall fire protection project.

## BELATED GOOD NEWS

Everyone must already know by now that health insurance contributions have been increased. We are sorry we did not receive official notification in time to let everyone know in advance. In any event, The University of California Regents have approved an increase in the contributions to the premium payment of UC-sponsored group health plans. These increases are as follows:

For enrollment in an employee only plan, up from \$19 to \$21 per month  
 For enrollment in a two-party plan, up from \$33 to \$36 per month  
 For enrollment in a family plan, up from \$41 to \$46 per month.

The new contribution rates are effective 1 April 1975. Paychecks received on 1 June should have reflected retroactive adjustment for the months of April and May as well as the reduced rate for June.

## REMINDER TO ALL LIBRARY STAFF

Be a part of our local color; tell your colleagues about the REAL UC Library (things they won't read in the orientation leaflets). Sign up to work an hour or two at the information desk we will set up outside the Morrison Room, Monday-Thursday, June 20 - July 3, to welcome visitors from the ALA Annual Conference. Contact Linda Beaupré (2-5070) if you are interested in staffing this temporary service point.

## FIFTH GIORGIO LEVI DELLA VIDA BIENNIAL CONFERENCE

The fifth Giorgio Levi Della Vida conference was held on the U.C.L.A. campus over the Memorial Day weekend and had as its topic "Individualism and conformity in classical Islam." The Giorgio Levi Della Vida medal was presented to Dr. S.D.F. Goitein by the U.C.L.A. Chancellor, Charles E. Young. Dr. Goitein who has made contributions of lasting value to many areas of Islamic and Semitic studies responded with an interesting lecture concerning the above topic. Afterwards, there was a reception for the invited guests at the home of Chancellor Young.

Subsequent lectures on subsequent days were given by scholars from various institutions throughout the country and all dealt with various aspects of the same topic. The conference provided the opportunity to hear many interesting lectures as well as to meet some of the country's most important scholars. Since the lectures concluded on Sunday morning May 25, 1975 some of the more bibliographically minded people took the opportunity to visit the Huntington Library in nearby San Marino, California.

-- Sheldon R. Brunswick

## REVIEW SHELF

Review Lot Number

Inclusive Dates

348

9 June - 27 June

This review lot features a portion of the recent gift of Hewitt Cochoran, principally in the area of psychiatry and abnormal psychology. Also available are smaller gift collections in political science and history.

## 4TH UCR SERIALS CONFERENCE AT RIVERSIDE, 14 MAY 1975

Attending were 79 librarians from 28 California colleges and universities and from Washington and Nevada. This was a well planned and organized conference with excellent speakers and discussion leaders. Hans Weber was the able and charming moderator. The subject of the conference was the burning issue of TITLE MAIN ENTRY FOR SERIALS--a much disputed matter in every library blessed with a sizable collection of serials. Joe Howard of the Library of Congress was the main speaker and tried throughout the day, filled with animated discussion, to answer a multitude of questions.

The major problem with the introduction of title main entry for serials is the thorny question of distinctiveness of a title. Should only distinctive titles be used or can all titles, including the generic ones, be used successfully? LC is trying to provide as complete a list of generic titles as possible. At present a list of about 12 pages is being circulated to all ISDS centers for revisions, changes, suggestions, etc. J. Howard favors using the distinctive titles only for main entry, and the corporate author for generic ones. He also favors adequate coverage by added entries, cross-references, etc.

The proponents of the generic title for main entry have as their main problem the need to decide how to handle the link words "of the ", "of", or what have you. Should these links be omitted even when given on material, so that those publications which lack them could be included automatically? Or, should they be added in those cases where they are left off by the publisher? Also, how should the link words in other languages be treated? If the language is inflective, what then? Will the cataloger always be able to put the name of the agency or issuing institution in the correct nominative? It seemed, thinking that far was premature.

Surveys of library users were discussed. What do users remember best, the author or the title? With monographs it seemed that ca. 70 per cent remembered the title more accurately than the author's name. A similar survey for serials has never been conducted. From listening to those present, it became evident that in the experience of science librarians the patrons in their libraries were favoring title main entry, generic or distinctive alike. This was not true, however, of general libraries and special libraries in humanities.

The arguments for title main entry ran as follows: In the oncoming age of library automation the concept of main entry will fade due to the computer's ability to access from many points equally well. Also, the difference between distinctive and generic title is mostly in the minds of librarians; said some, the public does not know the difference, and does not care. The latter point is open to dispute--in the observation of many librarians, most patrons are aware of the difference even if they do not know the "tags", and so do not expect to find Publication of the American Mathematical Society under Publication.

Arguments against the main entry concept are convincing, many agreed, and yet, we must not forget the need to have a single entry (call it what you will) for the benefit of the enterers of serials, especially in a library with a large serial collection. J. Howard told about the "illegal" cross-reference file of over 2,000 entries discovered at LC and set up by desperate entering clerks who did this in spite of the fact that LC maintains a policy of keeping an enterer on the same letter (or two at the most) of the alphabet for years to help him/her get familiar with a segment of the huge file.



## 4TH UCR SERIALS CONFERENCE AT RIVERSIDE, 14 MAY 1975 (Continued)

Also, there was general agreement that eventually today's card catalogs would have to be closed because of what the computerized future holds. Obviously, the rules now in the making, such as the ISDS guidelines on key title, etc., are intended for computer catalogs. However, it was observed that the change-over will come about gradually because of the extra work load involved. Thus, in some cases it may take years to accomplish it.

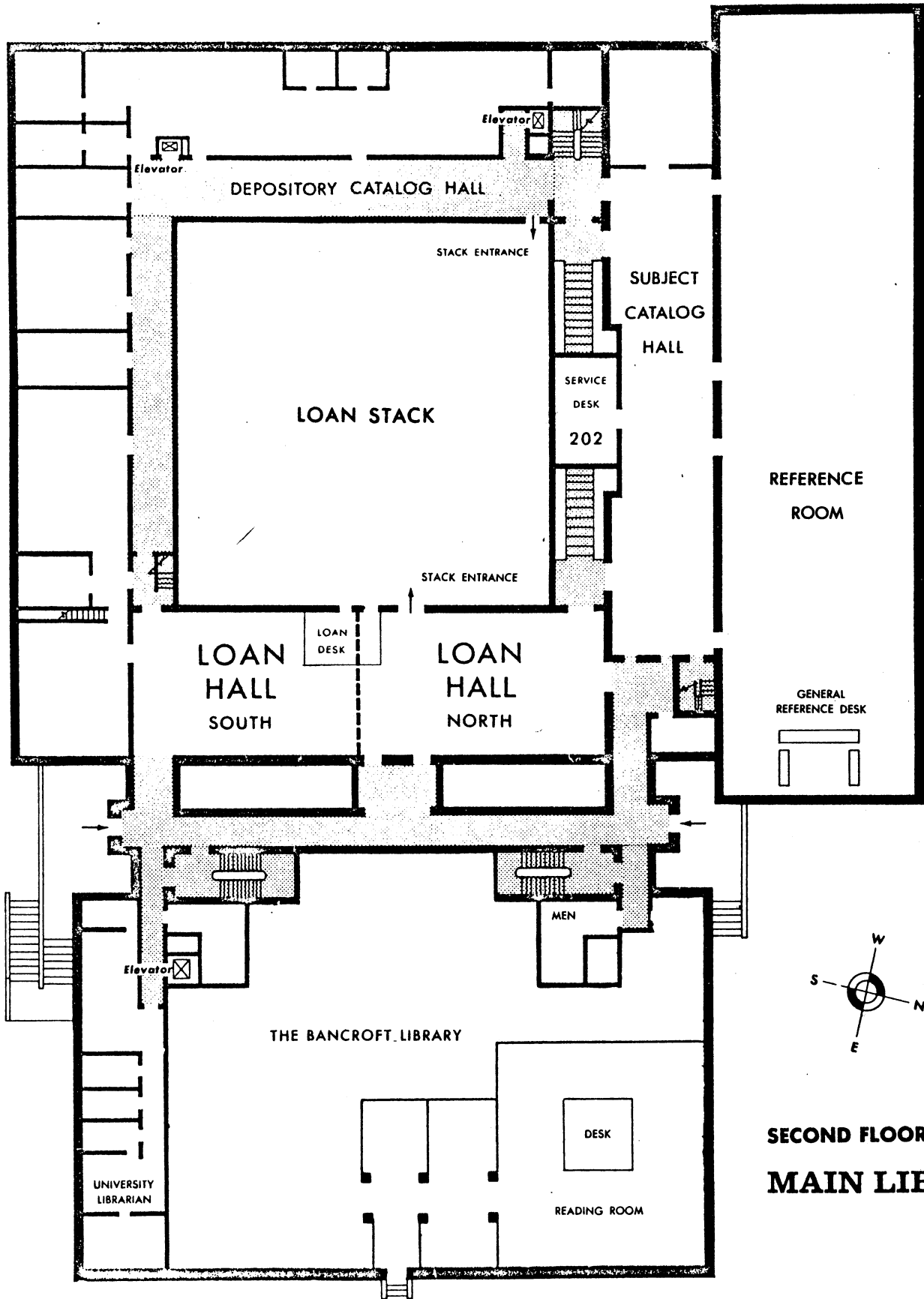
On de-superimpositions: at mid-winter ALA convention it was announced that de-superimposition would be delayed until 1979. Now, however, this has been changed and it is on again. J. Howard expects the October 1975 meeting to finalize the rules on ISBD(S). The ISDS people meet on May 22nd. It is expected that by 1979 LC will have on-line access to its entire holdings. The card distribution will continue as now. It is worth noting, however, that it has been getting quite sluggish lately. At that time the key title will be assigned by ISDS- international and national centers.

The question was asked whether LC followed AACR completely. The truth is that they try to follow the rules as closely as possible, but do deviate occasionally, just as other large libraries do. Another item: what will be the future relationship of CONSER and NST? Well, LC will begin inputting into CONSER in June 1975. NST has not yet begun to be automated. So there will be a lag. OCLC system will have LC feed in too. Thus, MARC tapes will eventually carry it all. The total data base of the future will make it possible to produce a ULS, or NST, or whatever.

One of the reports in the afternoon was made by L. Ortopan in his capacity as a member of CCRC on the April 1975 meeting in Chicago. He stated that there was 50/50 split on the title versus some other way in serials entry. The group is reminded that there is not much time for comments from the profession on the subject -- only until the ALA convention in San Francisco, June/July 1975. The position of those present (79 librarians) on the preferred mode of entry for serials was taken individually in the afternoon with the following results: 50 were for the J. Howard position, i.e., distinctive title, when possible, and corporate entry for generic title; 19 for straight title main entry.

In my opinion the conference was a great success. The topic of discussion was of vital importance to the future of serial cataloging and very close to the hearts of all serial catalogers attending. The exchange of ideas was lively, open, incisive. The discussion panel was excellent and so was the moderator. J. Howard of the Library of Congress provided the necessary link with the forces that carry both final responsibility and the burden of implementing the big changes that loom just around the corner. I enjoyed participating in this conference which gave me an insight into common problems of serial cataloging and an overview of the serial cataloging world as it exists here in California.

-- Veronica Wakeman



**SECOND FLOOR  
MAIN LIBRA**



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 22 12 June 1975

*The General Library Administration  
and Staff Association*

*request the favor of your presence*

*at the*

*Annual Retirement Party*

*honoring*

*William Y. Barbour*

*William C. Berges*

*Gladys D. Ferguson*

*Rose Fong*

*Lucille A. Haran*

*Naomi E. Held*

*Camilla Jacobson*

*Lawrence H. Parks*

*Elizabeth S. Richardson*

*Marion M. Stuart*

*Helen K. Wright*

*for dedicated service with the*

*General Library and the University of California*

Thursday, June 19, 1975  
3:00 to 5:00

The Morrison Room, Doe Library  
University of California, Berkeley

THE BANCROFT LIBRARY: 1859 --

Hubert Howe Bancroft was born in Ohio one hundred years after George Washington had been born in Virginia, and were Bancroft still with us he would have celebrated his one hundred and forty-third birthday this past Cinco de Mayo. His thoughts might have turned to his beloved Library, long part of the University, and he might have driven over from his farm in Walnut Creek to see how things

(Continued on page 4)

## MIDDLE EAST LIBRARIANS ASSOCIATION WORKSHOP ON CO-OPERATION

Under the auspices of the American Council of Learned Societies and the Social Science Research Council, 27 North American librarians working with Middle East collections and representatives from England, Turkey and Iran held a workshop on cooperation at Ann Arbor, Michigan, 26-31 May 1975.

Five task forces were organized to deal with: the assessment of existing resources; investigation of co-operative arrangements; cataloging; serials; micro-filming and preservation. Reports prepared by each task force were discussed in general sessions, and are now being revised and edited for publication later this month. Publication and distribution of the proceedings are being subsidized by the SSRC.

This was the second workshop on co-operation held by MELA. The first workshop, called "Options in co-operative Middle East librarianship", was held in Boston on 6-7 November 1974, and was exploratory in nature. A third workshop, to be held in Louisville, Kentucky, 19-22 November 1975, will concentrate on means to implement the specific proposals generated by the workshop just completed.

The proceedings of the first workshop have been published in MELA Notes 4 (March 1975) pp. 1-51.

-- Richard S. Cooper

## LIBRARY FORMS

In March 1975, an Ad Hoc Committee on Library Forms was established to examine library forms and make recommendations for the elimination or change of some forms. Its first recommendation included an outline of basic principles of forms creation and good forms management. The various units of the Library use a large number of forms (xeroxed, multilithed, or commercially obtained); little central information or communication has existed in the past to facilitate forms management, and it appears that in many cases several forms exist where one single form would be adequate.

Based on the work of the committee, in order to study and improve forms use within the Library, all requests for new forms or refills of old forms will be examined jointly by the Ad Hoc Committee on Library Forms and the Library Systems Office. The requests will be analyzed in terms of existing forms and costs of alternate methods of production, and may result in approval or in suggestions for substitute forms or procedures. As in the past, comments and suggestions about improving existing forms should be directed to the Committee.

Members of the Ad Hoc Committee on Library Forms are: Arthur Waugh (Chairman), Lois Farrell, Judy Morton, and Robert Pfeiffer. This group will be expanded to include representation from Main Library units.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Betsey J. Strange, Environmental Design Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Jane E. Coon, Serials Department (Periodical Division), was reclassified from Library Assistant II to Library Assistant III, effective 1 June 1975.

Michael Storper, Environmental Design Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

## TERMINATION

Jane A. Nicholson, Library Assistant I, Acquisition Department (Gift and Exchange Division), resigned on 30 May 1975 and is leaving the area.

## CALENDAR CORRECTION

The Summer Session 1975 schedule of the Education/Psychology Library was printed incorrectly in Library Administrative Manual 4 (Library Calendar 1975/76). This schedule should read:

Mon-Thu	8:30 a.m. - 6:00 p.m.
Fri	8:30 a.m. - 5:00 p.m.
Sat-Sun	1:00 p.m. - 5:00 p.m.

## SUE EALY APPOINTED TO ADVISORY COMMITTEE

The Associate Vice-Chancellor's Office has recently appointed Mrs. Suzanne Ealy to serve as the Berkeley Campus representative on the Purchasing Advisory Committee for office supplies.

The nine University Campuses will be represented and serve as an advisory committee in assisting the Commodity Manager in the purchase and evaluation of various office supplies used throughout the University.

-- Ross Treviño

## MATERIEL OFFICE INVENTORY CLOSING

The Library Materiel Office will be closed for a fiscal year-end inventory, for the entire day on Wednesday, June 25th.

For that week only, all departments ordering on Wednesdays should order on Monday for pick up on Tuesday, June 24th.

Business will resume on the 26th as usual.

-- Ross Treviño

## THE BANCROFT LIBRARY: 1859 -- (Continued from front page)

looked in the mid-1970's, just a century after his most active decade as author and publisher. And he might have come upon an exhibition, The Bancroft Library: 1859 -- recently installed in the Joseph C. Rowell Exhibition Case on the second floor of the Doe Library Annex. Rowell, yes, that was the young man who had been running things at the Library at Berkeley, and how often we used to exchange letters. (5th December, 1898: "I wish to express my best thanks for your prompt and efficient action in the matter of the library letters.....").

As a young man in his early twenties Bancroft had come to California, and in 1856 had opened a book and stationery shop on Montgomery Street in San Francisco. Subsequently he became absorbed in a project of gathering together materials descriptive of the Pacific Coast in order to compile a guide-book, and this small collection became the nucleus of The Bancroft Library. During a period of almost thirty years he managed to bring together a remarkable collection of books, manuscripts, and newspapers, and issued thirty-nine volumes of his own Works, dealing with the history of the western half of the North American continent.

Interest in obtaining for the University of California the famed collection was first expressed in the Biennial Report of the President of the University on Behalf of the Board of Regents to His Excellency the Governor of the State in 1886. President Edward S. Holden wrote:

I wish to bring to the attention of your Excellency the fact that Mr. H.H. Bancroft is preparing to dispose of his library of documents relating to the history of the west coast of America, and of rare manuscripts relating to the same subject. This library contains forty thousand volumes, relating to the Pacific Coast; has taken many years to collect, and the cost of it is stated at over \$250,000. I am informed that it is held at that price.

It appears to be very important that this unique collection should not leave the State of California. If it is possible, it should be kept at the University; if not, still it should remain within the State. At all events, it should not be allowed to be sold at auction. It owes its value chiefly to its completeness. I hope that some suggestion for bringing about this desirable end may be made at the proper time.

The "proper time" was not to be for almost two decades later; in 1905, under the impetus of Professor Henry Morse Stephens of the Department of History, the University's Regents authorized funding in the amount of \$150,000 (Bancroft himself offered to contribute the remaining \$100,000 of the purchase price) to buy the Library, and in the spring of 1906, having successfully survived, in its Valencia Street building, the great earthquake and fire of that April, it was housed in the attic of newly-completed California Hall on the Berkeley Campus.

Once The Bancroft Library was on the campus it became apparent that the University would have to establish a policy concerning both its governance and its use. The Regents appointed a committee consisting of President Benjamin Ide Wheeler, Regent Rudolph J. Taussig, Librarian Joseph C. Rowell, and Professor Henry Morse Stephens to draft a program for the Library. This committee recommended that a curator be appointed, and that funding be allocated for purchasing current materials so that the collection would be kept up-to-date. When The Regents found that they could not provide the necessary annual appropriation of \$10,000, the

## THE BANCROFT LIBRARY: 1859 -- (Continued)

Academy of Pacific Coast History was formed as a supporting body, with membership on its Council contingent on an annual subscription of \$500.

On 29th May, 1907, the Council met in San Francisco, and in the following month the Academy's Constitution was approved by The Regents. During the next dozen years the Academy published a number of volumes, consisting of edited documents from the Library's collections. These included translations of diaries by Vicente Vila, a member of the Portolá expedition of 1769-1770, and by Pedro Font, a member of Anza's expedition of 1775-1776, as well as the text of the Patrick Breen diary, relating the tragic events of the Donner Party during the winter of 1846-1847. The Papers of the San Francisco Committee of Vigilance of 1851 were also issued in this format.

In its beginnings on the Berkeley campus, The Bancroft Library was supervised by Professor Stephens, and later Mr. F.J. Teggart, Librarian of the Mechanics' Institute of San Francisco, was appointed Curator. In 1916, Herbert Eugene Bolton, formerly Professor of History in the University of Texas and now at Berkeley, was appointed Curator, a title changed, in 1920, to Director. With Herbert I. Priestly, also a Professor in the Department of History, as Librarian, the Library functioned under Bolton's direction through the 1920's and 1930's. In 1946 George P. Hammond, then Professor of History in the University of New Mexico, was selected as Director, and the great tradition of scholar-directors for the Bancroft continued.

During the two decades of the Hammond directorship an organization to support the Library in its acquisition of rare and costly materials was formed: The Friends of The Bancroft Library. Beginning in 1949 the Friends issued a Keepsake (annually since 1959), whose text may be drawn from the Bancroft's collections or may derive from original scholarship in fields relating to the Bancroft's interests. Bancroftiana is an occasional publication issued by the Friends, in which news of acquisitions, exhibitions, and activities is disseminated to the membership, now numbering close to 1,800. In 1964 together with The Regents of the University, who allocated funds for half the purchase price, the Friends bought for the Library the outstanding Honeyman Collection of Pictorial Western Americana, bringing to Berkeley about 2,000 oils, lithographs, etchings, engravings, prints, photographs, and more.

In January, 1970, James D. Hart, Professor of English and former Vice-Chancellor at Berkeley, undertook his duties as Director of The Bancroft Library. At that time the Library was expanded to include its five component parts -- the original Bancroft Collection, the Rare Books Collection, the Mark Twain Papers, the Regional Oral History Office, and the University Archives.

So, Bancroft might wonder at how his Library had flourished under University cares; from the attic of California Hall in 1906 to the recently-remodeled space in the Doe Library Annex, with its Exhibition Gallery and its Heller Reading Room, its seminar room and its press room. And now this exhibition commemorating its first one hundred and sixteen years. There'll be time to return for another look, for the exhibition will continue through mid-September, available also for the many visitors who will come to Berkeley during the Annual Meeting of the American Library Association at the end of this month.

-- J.R.K. Kantor



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 23 19 June 1975

#### EXHIBIT

**GOLD RUSH LEGACY:** First Libraries of the San Francisco Bay Area - is now on display in the exhibit cases located in the lobby of the General Library. The exhibit following the beginnings and growth of a few of the earliest and most significant libraries in the Bay Area. It also covers the important people connected with them. Included are the Mercantile Library Association, Mechanic's Institute, San Francisco Public Library, Oakland Public Library, and a large section on the UC Berkeley Library.

The exhibit will run through the beginning of August.

#### LIBRARY AND HISTORICAL JOURNALS CAST A CRITIC'S EYE ON ROHO

"The series is an important and unique record, which might have been lost irretrievable but for ROHO, Teiser, and her tape recorder." Thus concludes Robert D. Harlan, Associate Professor of Librarianship, UCB, in his four page review of ROHO's Books and Printing in the San Francisco Bay Area oral history series in April 1975 issue of Library Quarterly.

In handling the rather formidable task of reviewing the 25 interviews (total pages 2,178), conducted by Ruth Teiser for the Regional Oral History Office, Dr. Harlan has distilled in a sentence or two the essence of each interview after categorizing them as follows:

lithographers and engravers: six members of the Schmidt Lithograph Company dynasty, and Walter Mann

primarily mechanized commercial firms: Lawton Kennedy and Edward DeWitt Taylor

commercial firms using both hand and mechanized processes: Malette Dean, Jane, Edwin, and Robert Grabhorn, Katherine and Sherwood Grover, Haywood Hunt, Jack Stauffacher, and Adrian Wilson

nonmechanized enterprises: Dorothy and Lewis Allan and Brother Antoninus

printers-observers: James D. Hart and Albert Sperisen

bookmen-observers: Warren Howell and David McGee

"others": Francis P. Farquar and Oscar Lewis

(Continued on next page)



## LIBRARY AND HISTORICAL JOURNALS CAST A CRITIC'S EYE ON ROHO (Continued)

His brief evaluations reflect not only the information in the interviews but also his own knowledge of the San Francisco book world gained while researching and writing the biography of San Francisco fine printer John Henry Nash (UC Press, 1970.)

Commenting on the interviews, he writes,

"Two of the most objective and reliable interviews in the series are those of Professor James D. Hart, director of the University of California, Berkeley's Bancroft Library, and Albert Sperisen. Both men are talented printers....Yet each can take the historian's detached view, an accomplishment of which several others in the series are quite incapable....Also to be remembered, of course, is the partisan nature of several of the interviews, which are sometimes marred by inaccuracies, distortions, and even occasional ill will."

He sums up his evaluation with,

"The series is cohesive and comprehensive. Under Teiser's graceful but firm control it is a kind of colloquium addressing itself to such general themes as change, quality, and aspiration. Teiser's own interest in employment conditions and in the role of women in the printing and bookmaking industries makes the series a gold mine of information on these popular subjects. The series also provides much of the data necessary for a definitive response to the question, Why is the San Francisco Bay Area a center of fine printing and bookmaking?"

This review article by a non-oral historian represents a much needed aspect of oral history, assessment of the product by outside scholars. The Library Quarterly is one of the first journals to request a reviewer to cover an oral history series, the transcripts of which hover between the definition of books and manuscripts in that they are typescript and available to libraries but only under very limited conditions.

A different form of review appeared in the Spring 1975 issue of the California Historical Quarterly, a collection of four articles on ROHO. The first was a brief description of the office's background, methods, and current projects by office head Willa Baum. This was followed by evaluations by two users of ROHO transcripts, Katheryn Anderson, an assistant professor at Fairhaven College, Bellingham, Washington, and a researcher on the women's suffrage movement, wrote on her use of the Suffrage Series interviews,

"Although I have relied most heavily on correspondence, materials from the Regional Oral History Office in Berkeley have illuminated my search intensively. The interviews are useful to me as complements to correspondence and other materials, especially when they clarify, amplify, or even contradict information from other sources."

Journalist Mary Ellen Leary, who was preparing an article about Paul S. Taylor for the Nation, described her use of Professor Taylor's oral history transcripts once she had swallowed her reporter's pride and came in to read them despite the fact her biographee was very much alive.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Paul J. Aiello, Anthropology Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Ellen S. Markus, Music Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Donald A. McIsaac, Public Health Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Christopher N. Walton, Forestry Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Beatrice E. Wiedmer, Public Health Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

## ANOTHER LIBRARY STAFF MEMBER ELECTED TO PHI BETA KAPPA

Donald A. Mc Isaac, Library Assistant I, Public Health Library, has been elected to Phi Beta Kappa.

## DOCUMENTS DEPARTMENT CLOSED

The Documents Department will be closed to the public on Sunday, June 29th. The Department is hosting a workshop on government publications from third world countries, 12 noon to 5:00 p.m.

-- George R. Davis

## SHOE BOXES NEEDED

The Catalog Department needs hundreds of shoe boxes for storage purposes. Please bring any spare shoe boxes, or any boxes that will accommodate 3 x 5 cards to the Catalog Department, Filing Division. Please contact Constance Thompson, 2-5412, if you have any questions.

## SPORTS BULLETIN

In spite of some determined and courageous efforts by members of our library staff the Library Tennis Team succumbed to the Stanford Team, 77-56, in the second annual Library Tennis Tournament. However, the players and spectators all seemed to enjoy the beautiful weather, the chance to renew friendships, the excellent tennis, and occasional low comedy. Although the outcome has delayed our plans to form a World Team Tennis franchise, we are looking forward to the next tournament. Thanks are due to those who helped in the planning, to the participants, and to the many spectators.

-- Tim DeWolf

## LIBRARY AND HISTORICAL JOURNALS CAST A CRITIC'S EYE ON ROHO (Continued)

"The aid this material provided astonished me.... This does not mean that ROHO's work substitutes for your own. It can't. These free-flowing interviews, rich because they permit digressions, present a wide landscape. Your own path must have its separate structure. But this oral history gives a tone, a personal flavor, and an orientation which immensely lightens the writer's task. Of course the interviews and transcripts are particularly valuable in those cases where personal interviews are no longer possible."

The review ended with a verbatim excerpt from one of the interviews in the Earl Warren Project Series, the comments of then-Governor Warren's travel secretary, Merrell F. Small, on Warren's reaction when he lost the Republican presidential nomination in 1948. Reprinted with the review were several photographs of interviewees taken by ROHO's Catherine Harroun which gave a pictorial example of the kinds of supplementary material to be found in oral history memoirs.

With the burgeoning of oral history all over the country, it is to be hoped that more scholarly journals will begin to review collections of transcripts of oral history projects in their own subject specialities.

-- Willa K. Baum  
Department Head  
Regional Oral History Office



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 24 26 June 1975

#### ALA IN SAN FRANCISCO ... AND IN BERKELEY

Campus events and arrangements relating to the Annual Meeting, June 29 to July 5, are of several sorts, as encapsulated here. Three events with closed registrations have some campus involvement. The Pre-Conference Institute of the ACRL Rare Books and Manuscripts Section meeting mainly in San Francisco includes a special visit to Bancroft Library. On June 29, noon to 5, GODORT has scheduled a meeting in Documents Department Reading Room on the announced topic "Documents of Third World Countries". On Wednesday, July 2, the Executive Committee of ACRL's Anthropological Section will hold a luncheon meeting at the Faculty Club and then join a special tour of the restricted areas of Lowie Museum.

Assistance, functions and entertainment include the following provision. Adjacent to the Morrison Room an information desk will be manned to help and welcome. Branches and Main Building units expect and will be glad to see drop-by visitors. Exhibits are available in the Main Building, East Asiatic and Music Libraries, where they have been specially mounted for the occasion, and also in Bancroft Library, the Art Museum, and Lowie Museum.

On Wednesday, July 2, 5:00 to 7:00 p.m. in The Morrison Room, a wine and cheese party is being hosted jointly by The Association of College and Research Libraries, The Alumni Association of the University of California Library Schools, and The General Library of this campus. Members of the participating organizations are cordially invited, as are all UC Berkeley library staff members (librarians, library assistants, clerks, student assistants, etc.--everyone) and faculty and students of the School of Librarianship.

#### SYSTEMS OFFICE SEMINAR

An additional Systems Office Seminar has been scheduled for the month of July. The Seminar will cover the following topics: an overview of the Office, systems analysis, programming, and applications in the General Library. Place and times of the Seminar sessions are Room 322, Doe Library, on Tuesdays (July 15, 22, and 29) from 1:30 to 3:00 p.m. We hope that staff members who could not attend the previous seminars held during the school year will be able to come to this "summer session" Seminar. To sign up, please call the Systems Office at 2-4664.

-- The Systems Office

#### ISAD ELECTION

Joseph Rosenthal has been elected vice president/president elect of ISAD, the Information Sciences and Automation Division of the American Library Association.

## SPECIAL LANGUAGES CATALOGING SECTION

Effective 1 July the Near East Cataloging Section of the Catalog Department will become the Special Languages Cataloging Section, continuing under the supervision of Janice Knouse. The Section will be responsible for monographic cataloging mainly, although not exclusively, of non-roman alphabet languages, excepting Cyrillic and the languages of the Far East. In general the Section will catalog works in Middle Eastern and in South and Southeast Asian languages.

-- L.D. Ortopan

## HEADS MEETING

The next Heads Meeting is scheduled for Tuesday, July 15, 1975 at 10:00 a.m. in Room 322. The meetings of later months will continue to be on the first Tuesday of each month.

-- Robert Pfeiffer

## REVIEW SHELF

<u>Review Lot Number</u>	<u>Inclusive Dates</u>
349	30 June - 18 July

This review shelf features some recent gifts of literature, political science and education materials. Also available will be an accumulation of purchase duplicates from the processing division.

## HOLIDAY

Friday, July 4, will be an Academic and Administrative Holiday. The Library will be closed.



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 24 26 June 1975

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# QUARTETS

THE GENERAL LIBRARY UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 25 3 July 1975

## ROHO HITS THE SAWDUST TRAIL

With the Bicentennial Year approaching and the country's institutions turning to thoughts of how to do something appropriately historical, the interest in oral history has boomed and with it has come invitations for Regional Oral History Office staffers to come and instruct.

This summer Amelia Fry, project director of the Earl Warren Oral History Project, is on leave from ROHO in order to serve on the faculty of the Oral History Institute at the University of Vermont. She will also teach a one-week oral history course at the annual Seminar on American Culture, Cooperstown, New York.

The invitation for Amelia Fry to go East came just in time to enable her to piggy-back in a side trip to Washington, D.C., to represent the Earl Warren Project at the memorial services for Earl Warren at the U.S. Supreme Court, and to advise the archivist of the Supreme Court in setting up an oral history program for the Court. (ROHO was amused to be asked to provide sample oral history agreements for the Court.)

In May Willa Baum served on the faculty of an American Association for State and Local History seminar on historical interpretation at Bellingham, Washington. The all-expenses-paid invitation provided an opportunity for her to visit the Oral History Institute of British Columbia at Victoria, a project of such magnitude, generous governmental support, provincial cooperation, public enthusiasm, and hi-fi equipment as to stagger the imagination of any American oral history office.

A session on oral history was held at the ALA annual conference, chaired by Joel Gardner, Oral History Office, UCLA Library, and Willa Baum.

Earlier in the year Miriam Stein chaired a workshop session on using oral history in teaching women's studies at the Conference on Teaching the History of Women, Stanford University; Willa Baum was one of the faculty at an oral history workshop, California State University, Fullerton; and Marge Prince addressed the Martinez Historical Society on the processing of oral history interviews.

-- Willa Baum

## SUMMER SESSION RESERVES

Special funds to the amount of \$5,000 are being provided again this year for reserve materials for Summer Session. This allocation will be administered by the Acquisition Department as fairly as possible as one fund against which all public service units with summer reserves may submit requests.

The Acquisition Department is now accepting order cards for such reserve

(Continued on next page)



## SUMMER SESSION RESERVES (Continued)

materials. Cards should be prepared and authorized as usual, with the fund designated as Reserve Books, and sent to the Acquisition Department, Attention of Mrs. K. Loughman, Room 223, General Library.

-- Marion Murdoch

## DEUS EX MACHINA-OR-COMPUTERIZED INFORMATION SERVICES REVISITED

The University Extension workshop on computer-based reference services was held on Friday and Saturday, June 20 and 21 at the Santa Cruz campus. Charles Bourne, Jo Robinson and Dorothy Gregor from Berkeley, Christy Robbins (Center for Information Services, UCLA); and Ed Jestes, Davis, gave very informative presentations. Having attended many such meetings in the last year, one is inevitably struck by a sense of "déjà entendu" about many of the pronouncements. Automated information retrieval is probably one of the major innovations in libraries since the invention of the card catalog (which is now being rapidly de-invented) and not only spreading very fast but becoming part and parcel of regular library service. There are now about 80 data bases readily available for searching. Most of them are by-products of indexing and abstracting services and are tied in with the production of the printed tools. This origin helps to explain the great differences in coverage, policies, costs, and the overlap between them since each one evolved in response to an internal need first. The points of access, or searchable data fields, the thesauri abstracts (or lack of them) and language coverage also vary widely from one data base to another, although an attempt at standardization is beginning to emerge. It is also apparent that as this new tool is becoming a normal extension of library service, instead of de-personalizing the reference query as had sometimes been feared, it has strengthened the bond between seeker and finder, brought the librarian into closer contact with the source of information as well as the customer, and has generally been a satisfying experience for all concerned.

What then has been happening since we first started hearing about automated information retrieval? Some of the questions are now beginning to get answers or have changed direction. Many libraries are no longer attempting to create their own files or systems but are relying on commercially available services analogous to serials subscriptions. Since this is an expensive operation, the question is no longer whether to charge but rather how much and how to charge. It is pretty evident that there will have to be a fee. This fee will hopefully be based on partial cost recovery only, with the library absorbing some of the expenses so as not to make the service out of reach of the ordinary library user. What aptitudes or attitudes does a person need in order to be a good searcher? Familiarity with the printed indexes, a good interviewing technique, and the ability to elicit the pertinent information from the requestor, a great deal of training and practice, persistence, and a good analytical mind; especially important is the ability to break down a question into logical components. Ideally the person who interviews the patron should also query the data base, thus eliminating the middle person as much as possible. If these qualifications sound familiar, it is because they happen to coincide exactly with the qualities needed to be a good reference librarian. It is estimated that it takes about 50 to 100 hours of flying time before a searcher can orbit through information space and establish a dialogue with distant information sources. There is still an aura of magic and mysterious rituals surrounding the information retrieval process. Reference librarians should therefore look into their bags of tricks, rehearse their abracadabra and polish the "rabbit-out-of-the-hat" technique because in the last analysis, "le magicien c'est moi."

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Kim Connor, Graduate Social Science Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Laurie G. Gitlin, Forestry Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Bill Mohr, Forestry Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Kevin Monroe, Engineering Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Kenneth Nakamura, Library School Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

Amy Schwartz, Social Welfare Library, was reclassified from Clerk to Library Assistant I, effective 1 May 1975.

## TERMINATIONS

Sherry Brigham, Library Assistant I, Serials Department, terminated effective 20 June 1975, and is leaving the area.

Lucretia Cerny, Library Assistant II, Acquisition Department, terminated effective 6 June 1975, and is leaving the area.

Janet V. Kay, Principal Clerk, Library Business Office, terminated effective 20 June 1975.

Patricia D. Sinclair, Library Assistant I, Catalog Department, terminated effective 18 June 1975 and is leaving the area.

Roger K. Wiesnoski, Library Assistant I, Catalog Department, terminated effective 20 June 1975 and is returning to school.

## VACATIONS

Mrs. Lois Farrell will be on vacation July 11 through August 1, 1975. During her absence Esther Johnson will be in charge of Natural Resources Libraries and Tom Alexander will be in charge of the Agriculture Library.

Mrs. Mostecky will be on vacation July 7-11. During her absence Miss Gold will be in charge of the Documents Department and Miss Burr of the Serials Department.

## A.C.R.L. ELECTION

Robert E. Pfeiffer has been elected Vice Chairman/Chairman-Elect of the A.C.R.L. Anthropology Section.

EAST ASIATIC LIBRARY EXHIBITION ON THE HISTORY OF BOOKS AND BOOK-MAKING  
IN CHINA, JAPAN AND KOREA AND OTHER SELECTED SUBJECTS

In honor of the American Library Association's Annual Conference in San Francisco, the East Asiatic Library presented an exhibition on the following subjects:

1. History of books and book-making in China, Japan, Korea including: an oracle bone inscribed in Chinese, dating from ca. 1500 B.C.; Hyakumantō Dharani miniature Buddhist scroll, the oldest Japanese printing, from a cast copper plate made between 764 and 770; Pao ch'ieh yin t'o lo ni ching, Dharani sutra miniature scroll made in 975 and discovered when the Thunder Peak Pagoda at Hangchow, China, collapsed in 1924, one of the oldest extant specimens of Chinese wood-block printing (its primitive woodcut frontispiece depicting Buddhist worshippers is an interesting example of book illustration in the tenth century); specimens of early Korean movable types; inscribed Chinese wood-blocks used in printing, with sample pages; a Tang dynasty (618-907) manuscript copy of the Mahāprajñā-pāramitā-sūtra, etc.
2. Art and archaeology as represented in folios, broadsides, thread-sewn volumes, and rubbings both colored and black and white.
3. Old maps in hand-painted and colored scroll formats, wood-block color engravings, and miniature accordion binding.
4. Architecture and gardens: details of Chinese palace buildings, Japanese stone gardens, Korean temples, etc.

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer and SPEC kit no. 18 (Staff development) have been received. They update material received with kit no. 4. Staff development programs are expanding, necessitated by new technologies, limited staff, and new library specializations. These new materials summarize and illustrate the major trends in new programs, both on-the-job training and specialized training. Also discussed are the administration of staff development programs and the future of staff development activities.

This material is available for consultation or for short-term loan in Room 245 Library.

-- Richard Larson  
Extension 2-3773

## A REMINDER TO ALL

The Catalog Department needs hundreds of shoe boxes for storage of cards, or other boxes that would hold 3 x 5 cards. Please bring storage boxes or shoe boxes to the Catalog Department, Room 212. If you have any questions, phone Constance Thompson, 642-5412.



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 26 10 July 1975

STATE LAUC COMMITTEE ON PRIVILEGE, SALARIES AND CONDITIONS OF EMPLOYMENT

The full committee met in Berkeley on 2 July 1975 to discuss the following issues:

- 1) Peer review for librarians in University-wide units. A recommendation was deferred until more information is available as to the numbers of librarians involved and determination of their status vis-a-vis State LAUC.
- 2) The minority report submitted by Irvine re "Criteria for the appointment or promotion to the rank of Librarian." Margaret Renton, representing Irvine, tentatively agreed to compromise wording in paragraph 6 of the majority report, which now reads:

"The Committee wishes to point out that the promotion from Assistant to Associate Librarian is a major and critical step for librarians of the University of California. It is that review which normally awards career status and documents that the librarian is worthy of continuous employment with the University, and has the potential for promotion to the rank of Librarian. The promotion from Associate to Librarian differs in that it documents that the librarian has demonstrated realized his/her potential through demonstrated professional ability and attainment."

(added wording; ~~deleted~~ wording)

- 3) A letter from Johanna Ross representing the views of the Davis division and asking for clarification of the guidelines governing (1) University and public service and (2) research and other activity. Review boards at Davis are struggling with the question of which activities count and how to weigh them. They are concerned that a myriad of outside activities would drain the energies of the librarian from his daily tasks. After discussing some specific examples, the Committee concluded that the candidate's written documentation should include an assessment of his listed activities, and that the candidate was obligated to show the relevance of outside activity to his professional career.

Many of the issues discussed would be resolved by a set of documentation guidelines uniformly applicable at all divisions. Since both Davis and Berkeley have published such guidelines, Johanna Ross and Richard Cooper will work as a sub-committee to propose state-wide documentation guidelines.

## COUNCIL ON LIBRARY RESOURCES PROGRAMS

The Council on Library Resources, Inc., has announced the following 1976/1977 programs:

- ADVANCED STUDY PROGRAM FOR LIBRARIANS  
(Application deadline 8 November 1975)
- FELLOWSHIP PROGRAM  
(Application deadline 15 October 1975)
- ACADEMIC LIBRARY MANAGEMENT INTERN PROGRAM  
(Application deadline 1 December 1975)

Additional information concerning these programs is posted on the bulletin board outside the Library Personnel Office, 447 Library.

## APPOINTMENT TO EDITORIAL BOARDS

Allan J. Dyson, Head of Moffitt Undergraduate Library, has been appointed to the editorial boards of Choice magazine and General Encyclopedias in Print.

## KUDOS TO THE LIBRARY STAFF

Berkeley's reception on July 2 was an overwhelming success. I want to express my thanks to all the staff members who gave generously of their time to plan the party, develop the brochure, and serve at the information desk and at the party. The following people were instrumental in making this event a memorable one:

Lucille Allen	Phil Hoehn	Janice Powell
Joan Aliprand	Ann Irschick	Virginia Pratt
Linda Beaupré	Dorothy Isaacson	Jane Pulis
Phyllis Bischof	Liz Kislitzin	Ingrid Radkey
Frank Brechka	EmClaire Knowles	Judy Robertson
Jim Burch	Myra Kolitsch	Stephanie Rogers
Lila Chandra	Ken Legg	Janet Rudd
Deane Church	Tom Lojo	Bob Saunderson
Allan Covici	Kay McCrodden	Don Thompson
Bonnie Davis	Lynn Magdol	Marj Titus
George Davis	Christina Marton	Mercedes Untawale
George Dea	Gene Maruffo	Alex Warren
Leon Desaulniers	Julian Michel	Janie Watson
David Dewey	Ann Marie Mitchell	Leroy Wiens
Laureen Dickson	Lillian Moore	Evelyn Wright
Cathy Dinnean	Steve Mullin	Jody Wright
Louise Eastland	LeRoy Ortopan	
Peter Hanff	Robert Pfeiffer	

-- Richard M. Dougherty  
University Librarian

## BRANCH HEADS MEETING

6 June 1975

### General Announcements:

The Library Administration has recently reviewed the cost of the Cooperative Services program incurred by the Library. Recognizing that the service will need additional sources of funding if it is to continue, the Library has sent letters to the Academic departments notifying them of proposed changes. Many departments have indicated a willingness to pay the charges to ensure continuance of service.

The Library Photographic Service is now undergoing a reorganization, involving the relocation of some of its services and the possible establishment of a central cashier's desk in the Main Library Building.

### Forms Committee:

Arthur Waugh reported on the work of the Library Forms Committee, the forms so far reviewed, the problem of multiple sources for forms, and recommendations for a new Acquisition request (book order forms). A number of other forms also need revision and the group agreed that a sample manual should be prepared with the samples properly filled in. Mr. Dougherty has expressed concern at the number of forms on file in the multilith room; it was suggested they be returned to source via the Forms Committee and reviewed.

### Measures of Work Load in Branches:

Geri Scalzo led a discussion of the technical processes and public service functions, suggesting many processes done in branches were more "service" than "technical" and presented a tentative list of functions which would be helpful for discovering branch workloads and the cost of branch operations. The problem of weighing these functions and the probability of variations in performance and methods due to local staffing, special needs, etc. was pointed out. The meeting approved a suggestion that the Librarian's Office compile and circulate a draft list of items which could give more information about branch operations, including staff training. This whole problem may be the theme of this year's annual reports.

Lois Farrell summarized the Circulation Committee's discussion of interlibrary loans for undergraduates and asked for comments to be sent in.

Next meeting: 11 July 1975



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 27 17 July 1975

#### CAMILLA JACOBSON RETIRES

After more than twenty years of service to The General Library, Camilla Jacobson of Moffitt Undergraduate Library retired on July 1, 1975. As our "cataloging expert" and contact person with the Main Library Cataloging Department, she will be sorely missed.

Camilla began work as a Senior Library Assistant in the Typing Division of the Catalog Department, and worked at positions of increasing responsibility for the next decade. In 1966 she transferred to the Undergraduate Library Project, assuming full responsibility for UGL cataloging, and moved to Moffitt when the library was opened in 1970. As of July 1972, Camilla became the "Moffitt Cataloger" -- handling all of Moffitt's cataloging problems independently with only an occasional consultation with the rest of us (during which we almost invariably followed her recommendation). In 1973 she was promoted to Library Assistant IV.

At a farewell luncheon given for her by the Moffitt staff, Camilla told us, "The only other time I have felt so much a part of a team effort was when I played field hockey in college." Camilla was a major strength of Moffitt, and we will all miss her quiet expertise and gentle guidance.

-- Lan Dyson

#### ACADEMIC LIBRARIAN SALARIES RESTRUCTURED

Effective 1 July 1975 the University of California has approved a restructuring of the Librarian salary scales to be effective as part of the range adjustment for 1975/76. The restructuring follows generally the recommendations made by the Vice President's Special Committee to Study Librarian Salaries (The McCoy Committee). The actual salaries approved are slightly lower than the Special Committee's recommendations because of the reduced appropriation made available in the State budget for academic salary increases.

Because of the complexities of the actual conversion from the present multi-step and half-step structure to the new plan, it is impossible in this announcement to deal explicitly with each individual situation. As soon as all the details are made available to the Campus and the conversion worked out on a case by case basis, each librarian with the General Library will be notified of his/her status. In some cases the actual conversion from a step in the former range to a step in the new range will require movement initially into a transitional step. These transitional steps were devised in an effort to make the salary increases as equitable as possible for the individuals affected by the restructuring. In addition, some individuals will receive an adjusted increase which was recommended as a means of reducing disparities in salary increases to an acceptable minimum. The adjusted amounts will be paid where appropriate as lump sums.

(Continued on next page)

FOR INFORMATION CONCERNING STAFF  
PERSONNEL RANGE ADJUSTMENT  
(SEE PAGE 5)

ACADEMIC LIBRARIAN SALARIES RESTRUCTURED (Continued)

The conversion is further complicated by the introduction of biennial review for some steps in the Associate Librarian range and triennial review for some steps in the Librarian range. The entire plan, however, has been devised to eliminate or minimize as much as possible any loss in earnings of the individuals involved.

Until it is possible for the Library Personnel Office to communicate with each librarian on an individual basis the following two tables will provide relevant and important information for individual librarians. Table I shows the approved on-scale salary steps for the librarian series adopted 1 July 1975. Table II (the conversion table) which follows will allow each individual to calculate his/her new salary which became effective 1 July 1975.

Individual librarians who have immediate questions or concerns are invited to contact Mr. Wenz, Library Personnel Officer, directly.

TABLE I

LIBRARIANS  
FISCAL YEAR (11 MONTHS)

<u>Title</u>	<u>Step</u>	<u>Normal Period at Salary</u>	<u>New Scale 7-1-75</u>	
			<u>Annual</u>	<u>Monthly</u>
Assistant Librarian	I	1 yr	\$11,472	\$ 956.00
	II	1 yr	12,060	1,005.00
	III	1 yr	12,756	1,063.00
	IV	1 yr	13,452	1,121.00
	V	1 yr	14,256	1,188.00
	VI	1 yr	14,964	1,247.00
Associate Librarian	I	1 yr	14,256	1,188.00
	II	1 yr	14,964	1,247.00
	III	2 yrs	15,720	1,310.00
	IV	2 yrs	16,872	1,406.00
	V	2 yrs	18,096	1,508.00
	VI	2 yrs	19,428	1,619.00
	VII	2 yrs or --	20,868	1,739.00
Librarian	I	2 yrs	19,428	1,619.00
	II	2 yrs	20,868	1,739.00
	III	3 yrs	22,332	1,861.00
	IV	3 yrs or --	24,672	2,056.00
	V	--	27,252	2,271.00

(Continued on page 4)



## PERSONNEL CHANGES

## RECLASSIFICATIONS

Dorothy L. Jue, Moffitt Undergraduate Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 April 1975.

Iseabella Thornton, Moffitt Undergraduate Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 April 1975.

## VACATION

Marion Murdoch will be on vacation July 21 through 25. During her absence Lee Petrsek will be in charge of the Acquisition Department.

Robert Pfeiffer will be on vacation from July 23 through August 8. During his absence, Geri Scalzo will be in charge of the Graduate Social Sciences Libraries.

## WEDDING ANNOUNCEMENT

Congratulations to the former Laura Nordstrom, Circulation Department, who has returned from Korea where she was married to Captain Terence C. Holland, U.S. Army, on 5 March 1975. The couple enjoyed their honeymoon touring Hong Kong, Singapore, Bangkok and Malaysia.

## LIBRARY GENERAL ORDERS

Library General Orders A-1 (LIBRARY PUBLICATIONS), revised 6 May 1975, and B-4 (TELEPHONE CALLS), revised 19 June 1975 have been issued and distributed to all Library units. Additional copies may be obtained from the Librarian's Office.

## NOTE FROM THE EDITOR

The suggestion has been received by the publishers of CU NEWS that articles containing acronyms or initialisms also contain the complete name of the organization, committee, group or whatever. We suggest, therefore, that all items prepared for CU NEWS fully identify the organization later to be referred to by an acronym, e.g., Librarians' Association of the University of California (LAUC).

## ANNUAL REPORT OF THE SENATE LIBRARY COMMITTEE

Copies of the Library Committee Annual Report, 1973-75 along with Appendix A, Report of the Library Policy Task Force, University of California Library Policy to 1980-81 and Appendix B, Comment on Library Policy Task Force Report, are attached to this issue of CU NEWS. These are reprinted from the Minutes of the Representative Assembly, Berkeley Division of the Academic Senate, June 10, 1975.

ACADEMIC LIBRARIAN SALARIES RESTRUCTURED (Continued from page 2)

TABLE II

CONVERSION TABLE FOR LIBRARIAN SERIES

FROM 7-1-74 TO 7-1-75 SALARIES

<u>Title</u>	<u>Step</u> 7-1-74	<u>Salary Scale 7-1-74</u>		<u>Salary Scale 7-1-75</u>	
		<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
Assistant Librarian	1	\$ 9,864	\$ 822.00	\$11,472	\$ 956.00
	1½	10,092	841.00	11,472	956.00
	2	10,320	860.00	11,472	956.00
	2½	10,572	881.00	11,472	956.00
	3	10,788	899.00	11,772	981.00
	3½	11,040	920.00	12,060	1,005.00
	4	11,304	942.00	12,060	1,005.00
	4½	11,592	966.00	12,756	1,063.00
	5	11,820	985.00	12,756	1,063.00
	5½	12,096	1,008.00	12,756	1,063.00
	6	12,372	1,031.00	13,452	1,121.00
	6½	12,648	1,054.00	13,800	1,150.00
	7	12,948	1,079.00	13,800	1,150.00
	7½	13,260	1,105.00	14,256	1,188.00
8	13,560	1,130.00	14,256	1,188.00	
Associate Librarian	1	12,648	1,054.00	13,800	1,150.00
	1½	12,948	1,079.00	13,800	1,150.00
	2	13,260	1,105.00	14,256	1,188.00
	2½	13,560	1,130.00	14,256	1,188.00
	3	13,884	1,157.00	14,964	1,247.00
	3½	14,208	1,184.00	15,348	1,279.00
	4	14,532	1,211.00	15,720	1,310.00
	4½	14,880	1,240.00	15,720	1,310.00
	5	15,228	1,269.00	16,284	1,357.00
	5½	15,612	1,301.00	16,872	1,406.00
	6	15,984	1,332.00	16,872	1,406.00
	6½	16,344	1,362.00	17,484	1,457.00
	7	16,716	1,393.00	17,484	1,457.00
	7½	17,100	1,425.00	18,096	1,508.00
8	17,496	1,458.00	18,768	1,564.00	
Librarian	1	16,716	1,393.00	17,484	1,457.00
	1½	17,100	1,425.00	18,096	1,508.00
	2	17,496	1,458.00	18,768	1,564.00
	2½	17,916	1,493.00	18,768	1,564.00
	3	18,372	1,531.00	19,428	1,619.00
	3½	18,816	1,568.00	20,136	1,678.00
	4	19,320	1,610.00	20,136	1,678.00
	4½	19,764	1,647.00	20,868	1,739.00
	5	20,208	1,684.00	21,600	1,800.00
	5½	20,640	1,720.00	21,600	1,800.00
	6	21,060	1,755.00	22,332	1,861.00
	6½	21,660	1,805.00	23,112	1,926.00
	7	22,260	1,855.00	23,808	1,984.00

## RANGE ADJUSTMENT APPROVED FOR STAFF PERSONNEL

The University of California has approved a general range adjustment for staff personnel of approximately 6.5% effective 1 July 1975. Listed below are the classifications used in the Library showing the previous range and the new range. Student Assistant employees who are paid at an hourly rate will also receive a salary increase equivalent to the percentage approved for each classification level. For example, the beginning rate for Clerk level has been increased from \$2.86 to \$3.05 per hour. Paychecks for July 1975 earnings issued in August will be at the new rates.

	<u>Previous Range</u>	<u>New Range</u>
Library Assistant I	\$ 576 - \$ 700	\$ 614 - \$ 746
Library Assistant II	666 - 810	710 - 863
Library Assistant III	772 - 937	821 - 998
Library Assistant IV	893 - 1084	950 - 1155
Principal Clerk	666 - 810	710 - 863
Senior Clerk & Sr. Typist Clk (A)	576 - 700	614 - 746
Senior Typist Clerk (B)	605 - 734	644 - 783
Clerk & Typist Clerk	497 - 605	530 - 644
Senior ADP Systems Analyst	1383 - 1682	1475 - 1793
Senior Programmer	1383 - 1682	1475 - 1793
Assistant Programmer	937 - 1138	998 - 1213
Key Entry Operator	605 - 734	644 - 783
Senior Mail Clerk	772 - 937	821 - 998
Mail Clerk	666 - 810	710 - 863
Automotive Equipment Opr. II	734 - 893	783 - 950
Secretary I	576 - 700	614 - 746
Secretary I (Shorthand)	605 - 734	644 - 783
Secretary II	666 - 810	710 - 863
Administrative Assistant I	666 - 810	710 - 863
Administrative Assistant II	772 - 937	821 - 998
Administrative Assistant III	893 - 1084	950 - 1155
Staff Officer I	1453 - 1767	1548 - 1882
Admin. Services Officer I	1084 - 1317	1155 - 1405
Admin. Services Officer II	1317 - 1603	1405 - 1708
Administrative Analyst	1084 - 1317	1155 - 1405
Buyer	983 - 1196	1048 - 1273
Senior Storekeeper	791 - 959	842 - 1023
Principal Reprographic Tech.	717 - 870	764 - 927
Senior Reprographics Tech.	651 - 791	692 - 842
Senior Library Bookmender	772 - 937	821 - 998
Library Bookmender	576 - 700	614 - 746
Library Bookmender Trainee	497 - 605	530 - 644
Graphic Arts Assistant II	772 - 937	821 - 998
Planning Assistant I	666 - 810	710 - 863
Photographer	830 - 1007	884 - 1074
Photographic Technician	683 - 830	728 - 884
Principal Editor	1254 - 1525	1337 - 1626
Senior Editor	1031 - 1254	1100 - 1337
Editor	893 - 1084	950 - 1155
Assistant Editor	810 - 983	863 - 1048

## INTERIM EMERGENCY PROCEDURES

With the completion of the Public Address System phase of the renovation of the emergency notification system in the Doe Library and Annex Buildings, work will begin shortly on the installation of a new fire alarm warning system. During this construction period, beginning immediately and continuing for the next two to three months, the present fire alarm system will be disconnected. Until further notice staff are requested to use the following procedure to report emergencies:

First call the Campus Police at 2-3333

Second report the situation to the Librarian's Office at 2-3773 during normal working hours, Monday through Friday, 8 a.m. to 5 p.m.

After 5 p.m. and on weekends call the Police first and then report the emergency situation to the Circulation Department at 2-3403.

Beginning immediately staff in the Main Building will be kept informed of emergency situations and actions to take through the use of the Library-wide P.A. system. This system, also, is now being used to announce the normal closing of the building.

Another phase of the emergency renovation project, to begin soon, will be the installation of yellow tape on the floors of the two main stack areas of Doe and the Annex. The purpose of this tape is to facilitate egress from the stack area during an emergency. Following the tape on the floor, in either direction, will lead the individual to an exit.

## BIG INCREASE IN ILL ACTIVITY

In 1974/75 UC Berkeley patrons submitted 6,645 requests to the Interlibrary Loan Department -- an increase of 24% over 1973/74 and 39% over 1972/73. 89% of them were successfully filled, including 7% filled by locating the materials on this campus.

Other institutions requested 29,437 titles from us (photocopy purchase orders not included). This is an increase of 5.8% over the number requested in 1973/74. 62.5% of the requests were successfully filled.

-- Donald G. Williams

## REVIEW SHELF

Review Lot Number

Inclusive Dates

350

21 July - 8 August

This review shelf features some recent gift material in psychology, social work and mathematics. Miscellaneous gifts in other subject areas are also available.

## STANFORD BEGINS USE OF BERKELEY COMPUTERIZED SERIAL SYSTEM

Last week the Berkeley Library Systems Office converted the Stanford Union List of Serials (SULS) to the Berkeley MARC format for serials. Thus Stanford joins with the University of California at Santa Barbara in physically locating its computer serial file in Berkeley and using the Berkeley system for updating the file and producing various types of listings.

The Stanford serial file contains records for approximately 54,000 serial titles located in 55 separate collections on the Stanford campus. At the present time Miriam Palm and her staff of the Stanford Serials Cataloging Division are reviewing an edit list produced by the Berkeley system in order to update various records and add titles to the file before the next public edition of the Stanford Union List of Serials is produced.

The Santa Barbara serial file contains approximately 34,000 titles located in 43 separate collections on the Santa Barbara campus. The first public list of the Santa Barbara serial file produced by the Berkeley system was printed in June. Santa Barbara has been updating its serial file using Berkeley's system since last January.

The next campus to use the Berkeley system will be the University of California at Los Angeles. Testing for the UCLA to Berkeley conversion is well under way and we expect UCLA to be on the system before the end of the summer.

On the Berkeley campus, the system (which contains records for over 150,000 titles) is being expanded to produce computer printed letters to vendors and publishers for claims for missing issues. Programming for this application has been completed and is now being tested.

-- Stephen Silberstein  
Library Systems Office

## ASSOCIATION OF JEWISH LIBRARIES CONVENTION

The tenth annual convention of the Association of Jewish Libraries took place at the Americana Hotel in Miami Beach, Florida on June 22-25, 1975. The convention included tours of several synagogue libraries, the University of Miami Press, and greater Miami. Special sessions discussed the Ohio College Library Center (O.C.L.C.), xeroxing, and new courses in Judaica librarianship now offered at the Jewish Theological Seminary of America.

I participated in the session which dealt with xeroxing of library materials by delivering a paper which dealt with photocopying of these materials, newer techniques now in use in place of xeroxing, and suggestions for future photocopying procedures. An attorney delivered a paper which discussed the law as it applied to xeroxing in libraries.

-- Sheldon Brunswick

## THIRD SUFFRAGE INTERVIEW COMPLETED BY ROHO

Pathfinder in the Legal Aspects of Women, the memoir of Judge Burnita Shelton Matthews, is the third interview which has been completed in the Regional Oral History Office's Suffragists Oral History Project, under a Rockefeller grant.

In 1949 Judge Matthews was appointed by President Truman to the United States District Court for the District of Columbia, the first woman in the United States to serve on a federal trial (district) court, and the second to enter the federal judiciary. Known as a "lawyer and feminist," Burnita Matthews began to work to eliminate discrimination against women, when as a law school student, she joined the Woman's Party and picketed the White House to promote the suffrage amendment.

As an attorney, following passage of the Nineteenth Amendment, she began years of work studying and writing about discrimination against women in state laws-- matters dealing with inheritance, guardianship, jury duty, passports, citizenship, the right to practice law, and equal pay for equal work. She dedicated additional hours as an advocate for the Equal Rights Amendment. All such activity ceased when she went on to the bench.

In addition to discussing her participation in the long struggle for equal rights, Judge Matthews talks to interviewer Amelia Fry about her experiences as a woman in law school, as a practicing attorney, and as a judge.

An appendix to the volume contains several articles by and about Judge Matthews; an interesting and insightful introduction has been written by her law clerk, Betty Poston Jones.

-- Malca Chall  
Suffragists Project  
Director

## FORMER STAFF MEMBER PUBLISHES

Jeffrey P. Schaffer's latest book, The Tahoe Sierra; A Natural History Guide to 100 Hikes in the Northern Sierra, has just been published. The hikes are arranged by region and though the guide is intended primarily for hikers, it includes information for climbers and natural history enthusiasts. Jeff has personally hiked all the trails. For each trip, he includes distances along the trail, altitude changes, classification of trail by degree of difficulty, season during which the trail is open, parking information, reference to the trailhead map and the topographic map of the area, and a short summary of the features encountered along the trail. The 311 pages contain many, many photographs which can be enjoyed by arm-chair hikers as well as by active hikers. See you along the trail!

-- Bea Lukens

### 1. *University Library Policy and Regionalization*

The most important activity of our committee over the last year and a half has, from a peripheral vantage point, focused on the formulation and implementation of library policy and planning at University-wide level. As time goes on, it becomes more and more clear that any more than superficial attack on the longstanding problems of the Berkeley library can only be mounted through University-wide planning which addresses anew such questions as coordinated acquisitions, specialization of holdings, interlibrary loan privileges, delivery systems, automated and standardized remote bibliographic access and control, and storage space.

Until recently discussions about proper library book allocations among the nine campuses were limited to arguments about the form of a formula which related acquisitions and holdings to numbers and varieties of students and programs. Expansions of library plant and facilities were planned in a campus-by-campus fashion. It has been discouraging that so little State support has been forthcoming for our library, but it is perhaps not surprising that the response from the State has been not funds but rather a question\*: What can be achieved by inter-campus cooperation?

Just over a year ago, a high-level University Hall "Library Policy Task Force," chaired by Vice President Angus Taylor, circulated a report, "University of California Library Policy to 1980-81" (this important report is reproduced in Appendix A), in which it was recommended that, "The University collection should be organized . . . into two regional systems, one in the north and the other in the south . . . Methods of governance for each regional system should be determined by the participating campuses with the concurrence of the President . . . The location of regional facilities could be on campus or off campus . . . Campus library facilities should be planned and justified on the basis of [a] maximum size [note: not acquisitions, but size!] . . . As campus collections approach maximum size, they should be constantly reviewed and materials should either be deposited in the regional facilities or disposed of . . ."

Our Committee's response (see Appendix B) to the Taylor Report expressed agreement with the notion that substantial intercampus library planning could be delayed no longer: "We agree that proper coordination must involve much more than definition of acquisition formulas for the nine campuses. More importantly . . . we are prepared to recommend to our own campus community that it face up to the prospects both of more intensive use of the Berkeley collection by scholars at the other campuses (and the real costs that imposes on home users, as well as more frequent need to resort to off campus collections in areas where Berkeley is relatively weak. We are most vitally interested, therefore, to know how such a cooperative system can be designed to operate satisfactorily." Because, how-

\* The most notable example is the June 1973 Department of Finance Report, *Library Cooperation: A Systems Approach to Interinstitutional Resource Utilization*.

ever, we thought that the operational specifications of the regional center plan were dangerously vague (Would regional centers have acquisition staffs? How will acquisitions at different campuses be coordinated? Who will decide what books go from campus to Center? Is the Center a library or a warehouse? Where is it?) we recommended "that *no* commitment to a system of regional centers be made until careful study and specification is completed of the important operations and governance [aspects] of such a system." We recommended also that serious study be undertaken of the potential for improved library service of the new and rapidly changing technologies of information storage, retrieval, and display. The Taylor Report rather ignores this whole area.

Following the Taylor Report there was formed a "Steering Committee for Systemwide Library Policy Implementation" and a position (yet, but imminently, to be filled) of Executive Director for University-wide Library Policy. The Steering Committee's charge is to choose the Director, who will serve with his staff as the operational arm of the Steering Committee, to translate the Task Force Report into specifics, to plan a time-phased program to achieve these specifics, and to monitor the budgetary and academic consequences of the program. Provost Saxon has been the chairman of this Committee which began its deliberations and its search for a director last fall. The sole Committee member from this campus is Vice Chancellor Heyman. Chairman McGuire from our Library Committee has participated in a number of Steering Committee meetings, but only as a substitute for the one regular faculty member, the Chairman of the University Senate Library Committee. Berkeley faculty communications with this important Steering Committee are, unfortunately, rather indirect.

The attention of the Steering Committee has so far focused on three matters: 1) search for a director, 2) consideration of which automated bibliographic access scheme (if any) the University should invest in, and 3) a beginning investigation and design of a "Northern Regional Library System." The outcome of Task 1 is, apparently, soon to be announced; this appointment parallels the appointment, last year, of a University-wide coordinator of computer activities. Task 2 has resulted in a recommendation that a pilot implementation of the Stanford BALLOTS system be started next year if the funding (upwards of \$250,000 per year) is not subtracted from other library support. A subcommittee, including Librarian Dougherty, is working on Task 3 (so important to Berkeley). This group has initiated several planning studies which will be completed this summer. These studies include such things as serials and monographs overlaps among the different libraries in the Northern Region.

To conclude: The actions of the Steering Committee and the Executive Director are *all important* to the course of development of libraries across the University and to the form—for good or bad—that regionalization and library cooperation takes. It is of utmost importance that we Berkeley faculty keep abreast of their deliberations and make sure that the values we hold high have an influence on their plans.

## APPENDIX A TO LIBRARY COMMITTEE REPORT

### Report of the Library Policy Task Force

#### UNIVERSITY OF CALIFORNIA LIBRARY POLICY TO 1980-81

#### INTRODUCTION

The University of California, like other major universities, is in the process of reexamining its basic library policies. There are compelling reasons for such a reexamination.

- (1) The costs of library acquisitions, services, and facilities have spiraled upward more rapidly than general inflation. Estimates for 1974, for example, indicate that the cost of library materials will increase by almost 25%. At the same time, capital construction funds are diminishing in real value by approximately 1% per month. Over and above inflation, exponential growth has serious cost implications.
- (2) As the University approaches steady state, campus libraries continue to grow. The vast increase in numbers of publications and the explosion of knowledge necessitate increasing rates of acquisitions to maintain collections in the basic fields of knowledge. Yet funds for acquisitions are running short.
- (3) Library space problems are or soon will be acute on most campuses. In 1973, the University of California collection as a whole contained more than 13 million volumes. Projections for 1979 indicate that the collection will grow to approximately 17 million volumes. Exponential growth of collections and facilities, which can be sustained for a short time in a relatively small system, becomes progressively more difficult as the size of the system increases and cannot be projected indefinitely. At present, the University library system requires new storage space equal to the size of the Irvine library each year. It is clear that exponential growth rates cannot be continued in either acquisitions or expansion of facilities.

- (4) Bibliographic access to the University collection is at present inadequate. As the collection expands, this inadequacy will become

#### 2. *The Book Budget and the Serials Crisis*

Only by the narrowest of squeaks have we escaped in the last year a cut in serials subscriptions of crisis proportions (upwards of 25%). As Librarian Dougherty reported in his January "Book Budget" statement, the Chancellor secured a \$223,000 emergency supplementation of the serials budget which averted this crisis last spring. With a smaller emergency augmentation this spring, a slight ebbing in book-price inflation, and the subscription cancellations that have been effected, the prospects appear now a bit brighter. As it is, some 3,500 subscriptions (10%) have been cancelled in the last year. Moreover, to keep this cut from going further the serials portion of the book budget has expanded to 68%, generally regarded as a disproportionate share. The result is a serious decline in monograph acquisitions.

#### 3. *Experiments*

On a number of operational matters where there is some dispute on just what good policy is, our committee has favored experimentation. The *loan code* was revised last year; there appears to be now sufficient information for an evaluation—the evidence looks favorable. With considerable difference of opinion, the committee agreed to recommend an experiment with a policy of *confidentiality* of circulation information. This should be reviewed next year as well. Security remains a problem. A study has been conducted at Moffitt where an average of \$100,000 of losses has occurred each year since the library opened. Funds are being sought to install an electronic inspection scheme for Moffitt and perhaps for the Reference Room and one or two of the more heavily used branch libraries. Experiments have shown such schemes to be about 85% effective.

#### 4. *Building Program*

The plan discussed in earlier reports for an underground library annex (between the Campanile and the Doe Library) was voluntarily scrapped last year in favor of several much more ambitious and appealing building plans which appeared a year ago to be viewed favorably by University Hall, and on which the Committee consulted on several occasions. With the advent, however, of the planning activity in connection with regionalization and the possibility of a Regional Center Building somewhere in the area, University Hall ordered a halt to any annex until the grander plan crystallized. How Berkeley is to live with the interim situation is not altogether clear.

\* \* \*

The Committee wishes to express its indebtedness to Librarian Richard M. Dougherty and to Associate Librarians Jane G. Flener and Joseph A. Rosenthal for their constant and invaluable help. We have profited also from the contributions of our student representatives Geoff McLennan, Charles Martell, and Enda Brennan.

Respectfully submitted  
for the Committee,  
C. B. MCGUIRE  
Chairman

June 10, 1975



## II. THE BASES FOR LIBRARY PLANNING

A. The library holdings of all the campuses should be considered as a single University collection rather than nine separate collections.

B. The University library collection should be developed and maintained in close relation to the University and campus academic plans.

1. Decisions about the acquisition of library materials should be made on the basis of the programmatic need for the materials. Patterns of use should also be studied as an element in development of collections.

2. Studies of library costs should be made in relation to academic program costs. For all new programs there should be a rigorous examination of library costs involved, in both the short and long run.

C. Policies for acquisition and operation, and the implementation of such policies, should be designed to make the most effective use of available funds. Mechanisms of communication, such as the University libraries' clearinghouse, should be expanded as necessary to optimize decisions about acquisitions. The greatest possible reliance on intercampus cooperation and resource sharing should be a central consideration in the development of all such policies and procedures.

1. Complete bibliographical information about the entire University collection should be available to any users on any campus. Automation should be used as appropriate to provide adequate accessibility to the University library system.

2. A direct-borrowing process to replace or supplement interlibrary loan should be established to enable users from one campus to borrow directly from another campus.

3. A delivery system should be developed with the capability of providing delivery of books anywhere in the library system within 48 hours.

D. Each campus should have a collection which, in conjunction with the other elements of the University library system, is fully adequate to support the programs of instruction and research approved for the campus. Each campus collection may have special strengths in its areas of particular program emphasis or specialization. Each campus collection should be adequate in size and scope for the immediate research, teaching, and learning needs of faculty and students of the campus.

## III. OPERATION AND STRUCTURE OF THE LIBRARY SYSTEM

A. The first requirement for establishing the unity of the University collection is to provide complete bibliographic access to all users on all campuses. Access should be to the entire collection. The development of plans to insure complete bibliographic access should receive the highest planning and budgetary priority.

B. The second requirement in establishing the unity of the University collection is prompt and ready physical access to the entire collection. Circulation policies and practices will have to be revised to improve accessibility for on-site users and delivery to off-site users. Efficient circulation of library holdings requires that, in general, materials in high demand be located close to users. Other materials may be delivered from a distance. Books must move quickly to people and people must move easily to the collections.

C. The University collection should be organized into regional systems. A regional approach to the planning of library facilities, services, and holdings must be based on the vital interests of both the participating campuses and the entire University library system. New regional facilities, which would contain specifically designated materials appropriate to their functions, will be developed as necessary. These new regional facilities will be developed in incremental stages based on the particular needs of the participating campuses. The regional facilities must be readily accessible to users, both for on-site and off-site delivery. Essential on-site services may include reading stations, some capacity for browsing, duplicating equipment, etc. Accessibility for off-site use requires the capability for rapid delivery.

more and more pronounced. Experience at other universities clearly indicates that accessibility will worsen unless new and more modern techniques are applied.

Three major University-wide task force studies of library problems have been undertaken in the last two years. In 1972, an APPRB Library Task Force, chaired by Professor R.O. Collins, was directed to study library acquisitions policy. The Collins committee recommended that the UCB and UCLA collections should grow at the rate of four percent annually. The report contained no recommendation on acquisitions rates for the smaller campuses.

After wide consultation, the Collins report was set aside because, in a broad policy sense, the report's approach to library planning was insufficient since it focused only on acquisitions and did not confront the full range of difficulties which have resulted from exponential library growth. It referred to the UCB and UCLA libraries as "regional libraries" but in fact did not propose a regional system and did not embody a systems approach to library planning.

In 1973, the *ad hoc* committee on Library Acquisitions Policy, chaired by Professor Charles Susskind, made a further study of the problem. A formula approach to acquisitions was developed which, though it had its defenders, was not fully acceptable. Although there was some criticism of the numbers produced by the formulas in the Susskind report, the most telling objection was that the consideration of acquisitions formulas with which the committee was charged is not an adequate basis for a library planning policy.

On 4 February 1974 the Library Policy Task Force was appointed by President Hitch and charged with the responsibility of reviewing basic library policies. It was directed to concentrate on broad policy issues, to take a systems approach to library planning, and to confront the issues of exponential growth and regional planning. The President specified that the report of the Library Policy Task Force would be reviewed by the Academic Senate Library Committee, the Library Council, the Council of Chancellors, and the APPRB before final consideration by the President. If the recommendations of the report were approved as policy, detailed planning and feasibility studies would then be made by specialists in library operation.

The report of the Library Policy Task Force, which follows, contains a series of recommendations that constitute a new framework for library planning in the University of California. They are offered in the full awareness that they will lead to some increased library costs in the short run. In the long run, however, they are regarded as essential and are expected to produce economies and efficiencies not attainable under the present system. The Task Force recognizes also that providing complete bibliographic access and speedy physical access for all library users on all campuses will be critical to the success of the proposed library plan. It is assumed that the University can obtain the necessary resources from the State to carry out the plan and that the technology exists to make the proposed library system functional. These assumptions will of course need to be examined and tested.

## I. MISSION AND FUNCTIONS OF THE UNIVERSITY LIBRARY SYSTEM

The mission of the University library system is to facilitate scholarship, research, and developments based on the utilization of knowledge. The library system is an integral part of the educational process. It is essential to the quality of the intellectual and cultural life of the University in particular and to the citizens of the State in general.

A. The primary function of the University library system is to provide support for the University's approved programs of teaching and research and to serve the needs of students, faculty, and other University staff engaged in these programs.

B. A secondary function of the University library system is to furnish interinstitutional support for academic programs in other institutions of higher learning in California, both public and private.

C. A further function of the University library system is to serve as a resource for other users throughout the State, region, and nation, subject to such limitations as may be necessary to insure that its primary function can be discharged effectively.

library system. It should clearly reflect the needs of the campus programs. In the future, as the regional library facilities develop, modifications of the formula will be required to take into account the needs of regional facilities and to provide allocations for these new units, as determined by the participating campuses.

#### IV. STAFFING POLICY

A. *Staff Operations.*<sup>1</sup> These will continue to be segregated into two major program areas: (1) reference-circulation, and (2) acquisitions-processing. *Acquisitions-processing* includes all activities focused on the acquisition, organization, and preparation of material for use. In the acquisition area these activities include such tasks as searching, procurement, receipt, accounting, claiming, binding, and storing. Processing activities include such tasks as cataloging, classification, transfer, withdrawal, typing, filing, card production, and file maintenance and marking. *Reference-circulation* includes all activities focused on the direct transfer of information or materials to the user, including information, orientation, and reference services; organization or reorganization of materials for special purposes such as reserve book services; circulation, stock maintenance, and turnstile control. These criteria are especially useful in the preparation of the University's budget requests to the State. They are not intended as a formula for the allocation of resources to the campuses, nor are they intended to restrict present flexibility of campuses in the allocation of their budgeted resources.

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<sup>1</sup>Library staff involved in the two major program areas are classified into three categories: (a) academic, (b) staff, and (c) general assistance. Academic appointees provide professional services requiring highly specialized training in the universities in support of the University's educational, research, and public service functions. These services include: (1) selection and development of resources; (2) bibliographic control of collections and their organization for use; (3) reference and advisory services; (4) development and application of special information systems; (5) library and administration and management; and (6) research where necessary or desirable in relation to the foregoing. Staff personnel provides support to the professional academic staff and requires less training and expertise in library operations. General assistance personnel are temporary or part-time generalists (usually students) who can be taught in a short period of time the routine, clerical type of library staff activities such as shelving, charge-out functions, or filing of cards.

B. *Budgetary Considerations.* Both the acquisitions-processing and the reference-circulation operations in the library require substantial numbers of people with professional training. However, as libraries grow, it is expected that certain economies of scale will result from the processing of increasing numbers of acquisitions; yet such economies are assumed to be offset to some extent by the increasing complexities of processing acquisitions into a collection of increasing size. Staffing needs for reference-circulation staff are based on a concept of "weighted users" that will be used for the first time in 1975-76. This method reflects the application of an approach which will assign weights to various categories of users, (1) campus undergraduates, (2) campus graduate students, (3) campus academic personnel (faculty and other academic), (4) campus staff personnel, (5) all others (off-campus card holders). Projections will include adjustments for campus growth with operating efficiencies assumed for campuses with relatively large enrollments. It is the goal of the University's library system to automate the routine clerical operations as new systems are developed. This development will enable the existing staff to concentrate more on reference-circulation activities and result in providing better service to library users.

C. *Regional Facilities.* Criteria will be developed for such additional staff as may be needed for the regional and cooperative facilities and services proposed above.

#### CONCLUDING RECOMMENDATIONS

The following specific tasks must be undertaken promptly:

A. Cost studies of the proposed plans for bibliographic and physical access to the University collection (see III, A and III, B) should be initiated. These studies should include rough estimates of the cost of planning, development, any necessary construction, staffing, and operations.

B. Information about the Center for Research Libraries in Chicago, the Minnesota Regional System, and other similar regional systems should be collected and analyzed as a possible basis for planning.

At the present time, it would be logical to organize the University collection into two regional systems, one in the north and the other in the south. Work on the regional approach to library planning is further along in the north than in the south. A northern region system could probably be developed before a system for the southern region. The situation in the south is more complicated, especially in a geographical sense, but at present there is no persuasive argument for more than one new regional facility in that area. In any case, a uniform timetable for implementation of regional planning is not necessary.

D. To assure that the new regional facilities serve the interests of the campuses, administrative arrangements that are mutually acceptable to all the participating campuses in the region should be developed. Methods of governance for each regional system should be determined by the participating campuses with the concurrence of the President. Private universities, campuses of the California State University and Colleges system, and other private libraries should be invited to participate in regional library planning at an early stage. The location of regional facilities could be on-campus or off-campus; questions of funding control and governance should take precedence over questions of location.

E. A "campus collection" should comprise all collections organized for and open to general use on a particular campus. Campus collections should be based on the needs of campus programs and in general should contain materials heavily used in instruction and research. After careful consultation, a maximum size—subject to periodic review—should be established for each campus collection based on factors which may include numbers of students and faculty, mix of programs, etc. Campus library facilities should be planned and justified on the basis of that maximum size. As campus collections approach maximum size, they should be constantly reviewed and materials should be selected for removal. Such materials should either be deposited in the regional facilities or disposed of if retention is not warranted.

F. Acquisition rates should be determined by a variety of factors (see below) *but not by the capacity* of the campus library facility. Irrespective of the question of retention of books on campuses, acquisition policy must provide for a flow of materials into the

campus collections sufficient to keep them current and to meet the immediate needs of campus programs in both teaching and research.

There are two major components in acquisition policy—budget justifications for library acquisitions, and equitable distribution of available resources.

1. *Budget Justification.* By whatever means, vigorous steps should be taken to insure the quality of the University collections and the adequacy of acquisitions. There are no absolute ways to measure adequacy of acquisitions; therefore, a study should be made to assess the adequacy of budget requests for University library acquisitions. The study should consider other libraries and systems which have comparable arrays of graduate and professional programs, as well as such matters as the needs of academic programs and library users.

2. *Equitable Distribution of Available Funds.* Allocations of funds for the purchase of library materials should encompass ways of taking into account various levels of support and should reflect the following considerations:

(a) A percentage of the total resources must be used to insure that each campus receives an adequate basic allocation. The purpose of this allocation is to provide a minimum level of acquisitions for each campus collection.

(b) A percentage of the resources should be distributed to the campuses on the basis of program needs and degree configuration. This factor should receive the greatest emphasis in formula development.

(c) A percentage of the resources should be distributed to the campuses on the basis of the number of students and faculty.

(d) The Susskind report used the concept of an "access subtraction rate," to indicate diminished need for acquisitions on a given campus, on the basis of the campus's nearness to the Berkeley or UCLA library. The concept of a single University library collection with regional facilities eliminates the need for access subtraction calculations.

The initial formula should reflect these factors and, as much as possible, provide incentives for the emergence of a University-wide

by the participating campuses, and private universities and State colleges are to be invited to participate in planning. (E) Each campus would have its own "campus collection" most appropriate to the needs of its own peculiar program. Its maximum "capacity" would be determined by formula and overflows would go to the regional center. (F) Campus acquisition will be determined, not by capacity, but by a "needs" formula roughly of the form  $A + Bx$  (faculty and students) +  $Cx$  (programs).

The immediate appeal of such a regional center scheme for inter-campus cooperation would seem to be that the acquisitions required for broad university level programs on university campuses can be cut down. To put it most extremely, two copies of many titles will suffice where nine were required before. Not only are direct purchase costs reduced but also all those components of costs (including personnel) that vary directly with acquisition rate and collection size.

Our committee supports this argument in its broad outlines, realizing that a system that would provide local access to all titles by all university users just does not appear to be among the economically feasible options.

We are concerned however that the alleged or supposed economies of this regional-center plan may be more illusory than real. The Task Force has understandably and perhaps wisely, given its non-professional membership, chosen to stay fairly well out of operational matters. What books will be in the regional centers? What books in the campus collections? Will the regional centers have their own acquisition staffs? What cooperative mechanisms will be employed to coordinate acquisitions to the various campus collections? Who will decide what titles get "de-accessioned" from campus to centers? All of these matters are avoided in the Task Force Report.

A poorly designed organization for operating a Regional Center system will surely lead to the worsening of our already malfunctioning system. To approve the regional-center system without some specification of its operational arrangements—at a minimum (perhaps) a ruling-out of some bad schemes—we may well be diverting attention from the central questions of library cooperation to those more peripheral but more easily quantifiable questions (How many centers? Where? How many books at this campus, how many at that?) that have already begun to characterize some of the inter-campus discussions. These complaints we are directing at the ambiguous nature of the regional center scheme might not be so serious if only there were some single consistent set of operational specifications which would give rise to all the beneficial outcomes that are being claimed (some only implicitly) for the scheme. If there is such a single easy solution, we do not see it.

For acquisition cost savings to be substantial, surely single acquisitions at a center must replace multiple separate-campus acquisitions for some significant part of the collection. Not only is this a bitter pill for local faculties and librarians to swallow, but, in addition, implementation of such procedures would necessitate the development of a new (or *two* new) acquisitions staff at the centers. Are there not substantial costs to such development efforts? Nothing explicit is said about these matters in the Report. Indeed, the Report seems to pretend that acquisition

will go on as before: in independent fashion at campus-level. Together with the proposed "capacities" (III E) for campus library facilities, this implies that center acquisition will be determined by the aggregate of local "bumping" or culling operations. Such a process is comforting to the local librarian or professor interested in the integrity and independence of his own campus library, but where are the economies that regionalization is supposed to bring about?

By taking shelter in ambiguity, then, the regional-center proposal attempts to give something to everybody. Perhaps this is political wisdom, but we believe that there is a real danger that in attempting to get everything, we will end up with nothing. If commitments are made to a regional system now and all the awkward operational policy decisions are postponed to a later date, we may well find then that we have invested in an unworkable or intolerable library with none of the advertised advantages.

We recommend, then, that *no* commitment to a system of regional-centers be made until careful study and specification is completed of the important "software" side (i.e., operations and governance) of such a system.

Our second recommendation concerns the rapidly emerging new technologies of information storage, retrieval, and display. The Report before us essentially suggests that the library problems that are facing us the next decade be addressed by *new buildings*. We are most surprised to find no mention of the potential contribution of technology. To the extent that space is an important constraint, surely we should be considering microform storage. If multicampus use of single collections is in the offing, surely we should be considering physical transport of microform records (or communication of electronic records) instead of books. We are aware that all sorts of difficulties—technologic, economic and social, legal, institutional—lie in the path of extensive implications of these new developments. Our knowledge, however, is not so extensive, nor our pessimism so acute, as to discourage us from the notion that in a University of California library policy study for the next seven years should be a proposal for the serious study by qualified experts of the contribution that the new technology can make. If the case is a closed one, as the Report appears to assume, then that argument needs to be presented to the faculty.

The final and more formal "Concluding Recommendations" can—with one exception—hardly be argued with, since they do no more than suggest—quite reasonably—that information be sought on a variety of relevant issues. The exception is Recommendation C: "Specific plans should be prepared . . . to implement the proposed regional library system, and planning funds should be requested."

## APPENDIX B

### Comment on Library Policy Task Force Report, "University of California Library Policy to 1980-81"

C. Specific plans should be prepared outlining the steps to be taken to implement the proposed regional library system, and planning funds should be requested.

D. Discussion of the following topics should be undertaken from the point of view of the effective operation of the entire University library system:

1. To what extent, if any, could certain aspects of processing activities be standardized?

2. Intercampus communications—bus systems, book delivery, etc.

3. ULAP (University-wide Library Automation Program)—(a) Is ULAP the proper vehicle for developing the unified bibliographic information fundamental to the proposed plan? (b) Should the Bibliographic Center be developed independently, or should an alternate system (e.g., OCLC (Ohio College Library Center), the Stanford BALLOTS system, etc.) be adapted for the University's needs? (c) Should the priorities of ULAP be clarified to make them consonant with the proposed plan?

4. Should University-wide guidelines for branch libraries be established?

5. When and to what extent should user fees be assessed and what would be the potential impact of such fees on intersegmental cooperation? On public attitudes?

Respectfully submitted,

Hazard Adams	Gabriel Jackson
A. P. Alexander	A.A. Maradudin
L. L. Bennett	V.L. Perkins
M. N. Christensen	P.S. Saltman
E. H. Cota-Robles	D.S. Saxon
R. M. Dougherty	D.C. Swain
A. E. Taylor, chairman	

The basic premise of this report is that three uncomfortable but generally accepted facts characterizing the current University library situation compel us to look more seriously than we have in the past at arrangements for substantial inter-campus library cooperation. These are:

1. Prices of library acquisitions, service, and facilities are rising.
2. Increasing acquisition rates are necessary to maintain adequate collection coverage.
3. Space problems (especially at Berkeley) are increasingly acute.

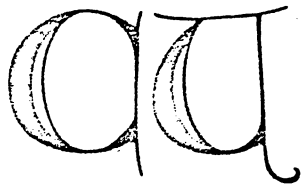
Our committee agrees with this premise and, further, with the advisability of the President's instruction to this Task Force to take a systems approach to library planning. We quite agree that proper cooperation must involve much more than definitions of acquisition formulas for the nine campuses. More importantly, our belief in inter-campus cooperation is such that we are prepared to recommend to our own campus community that it face up to the prospects both of more intensive use of the Berkeley collection by scholars at the other campuses (and the real costs that imposes on home users) as well as more frequent need to resort to off-campus collections in areas where Berkeley is relatively weak. We are most vitally interested, therefore, to know how such a cooperative system can be designed to operate satisfactorily.

What does this Task Force Report recommend in the direction of inter-campus cooperation? Parts I and II on "Mission & Function" and "Bases for Planning" express, for the most part, a planning philosophy with which few will argue.\* Here it seems most immediately useful to focus our comments on Part III, "Operation & Structure."

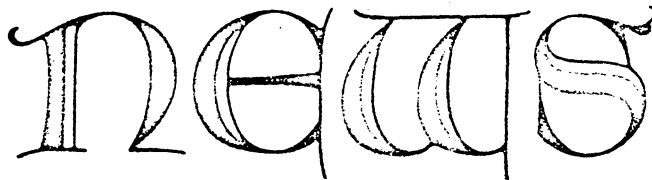
Paragraphs IV A and B set some priorities: *First*, provide University-wide complete *bibliographic* access, which we understand to mean that everyone should be able rapidly and easily to determine what is where. *Second*, provide "prompt and ready" University-wide *physical* access—presumably much better than current practice achieves. We agree with this priority ordering but only note that if Item B turns out to be overly-ambitious (e.g., more costly than anticipated), Item A is less urgent: unhappiness is knowing the location of the title you can't get.

Paragraphs IV C-F constitute the heart of this report. (C): Here it is proposed that a regional University library system be designed and developed. "New regional facilities [probably two—one North, one South] which would contain specifically designated materials . . . will be developed . . . [They] must be readily accessible to users both for on-site use and off-site delivery [and] may include reading stations, capacity for browsing, etc." (D) Methods of governance are to be determined

\* However, II A: "The library holdings of all the campuses should be considered as a single University collection rather than nine separate collections," is subject to many different readings, some of which we are not comfortable with.



THE GENERAL LIBRARY



UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 28 24 July 1975

#### BARC-BERKELEY COOPERATION

The Library has entered into a formal agreement with the Bay Area Reference Center (BARC) for cooperative sharing of information. BARC is a lively and expanding service which, from a base in the San Francisco Public Library, answers reference questions referred from public libraries in 45 northern California counties, including 76 independent public libraries, 11 regional cooperative systems, and some information networks within the area. Its associates have recently been extended to include special libraries in San Francisco and environs; about 130 such libraries are currently participating with BARC in shared services. The center also offers periodic workshops for continuing education of reference staff.

Mutual benefits are anticipated from the cooperative arrangement. Berkeley librarians and users will profit from BARC's access to special information files, while making information from Berkeley's extensive resources available to BARC's clients. BARC will address its queries to General Reference Service, and Berkeley librarians and users should also channel their questions through GRS. Users should never be referred directly to BARC, which is a service to libraries, rather than to individuals. GRS librarians will undoubtedly be asking the help of branch librarians and other specialists in responding to BARC inquiries. Librarians throughout the General Library system who wish to refer questions to BARC should contact Jean Hudson (2-2374), who will act as the Library's BARC liaison librarian.

-- Sheila Dowd

#### SERIES CARDS FOR TITLES IN MONOGRAPHIC SERIES CLASSIFIED AS SETS

To implement a decision of the Committee on Bibliographic Control, the Catalog Department will start making series added-entries for analytics. They will be filed in the Main Library Author-Title Catalog and included in branch card-sets. They will have the same entry as the set and will file after the main-entry cards. Titles previously analyzed will not have series added-entries made except on approval of the Principal Cataloger (Joseph Ryus, ext. 2-4144). Also series added-entries will not be made for unanalyzed serials within serials, since the issues bypass the Catalog Department.

The rule has been cancelled that forbade making a series added-entry for a book classified separately if another copy was classified in a set.

## PERSONNEL CHANGES

## RECLASSIFICATION

Troy O. Wilcox, Library Materiel Office, was reclassified from Storekeeper to Senior Storekeeper, effective 1 June 1975.

## PROMOTION

Aviva R. Shiff, Education/Psychology Library, was promoted from Clerk to Library Assistant I, effective 6 July 1975.

## SUPPLY CATALOG

The Library Materiel Office is pleased to advise we now have a supply catalog available for distribution to all Library Departments and branches.

This Catalog lists only those supplies available from the Library Materiel stock, also listed are current unit prices. Prices will vary and description changes may take place as time goes along. We will attempt to update all information on an annual basis.

Special attention should be given to instructions outlined on the front cover, as well as the ordering schedule on the following pages. All Catalog Supplies should be requested on Supply Requisition form ADM 34.

Directories will be routed via interoffice mail to all Departments and branches on 7/24/75.

-- Ross Treviño  
Library Materiel Office



## BRANCH HEADS MEETING

11 July 1975

### Technical Order re referral of unsolicited government publications:

In answer to questions, Joseph Rosenthal stressed the following points: If an item is rejected by a branch library, that information is noted on the record card at the Documents Department if the latter decided to retain the item. If the serials decision slip does not cover the points you wish to make--improvise. The catalog in the Documents Department is not an absolutely complete union catalog of University holdings. He also stated that full cataloging had increased about 4% in 1974/75. This in combination with shortages in staff for typing could lead to some delays. Lois Farrell expressed appreciation, seconded by others at the meeting, for the work of the Documents Department in straightening out the documents/serials records.

### Acquisitions:

Marion Murdoch announced that owing to the changeover to machine processing and to limitations on the use of the fluid duplicator, it will probably not be possible to send copies of the order slip (yellow cards) to the branch libraries. Branches should be notified, though, if an order is withdrawn or cancelled. Branch orders should be processed in two to three weeks. It would help if orders were submitted in an even flow. (Do not wait until you have accumulated a large number of orders before sending them in to Acquisitions.) Be sure to write "Reserve" on reserve orders; only this will assure special attention.

There was considerable discussion regarding the use on orders of the IBSN number or the LC catalog card number. It would appear that the publishers are the ones who are primarily interested in the former. If both are available, use the LC number only. If only IBSN is present, use that.

### Forms Committee:

Jean Peck, Neal Kaske, and Ross Trevino have been added to this committee. The Committee is interested in forms that are used by more than one department, not in letters or intradepartmental forms. If the new binding slip is a problem, Arthur Waugh will be glad to receive comments.

### Announcements and General Discussion:

Lois Farrell would like opinions on what kinds of information would be useful in an automated circulation system. Please send suggestions to her for the Circulation Committee before the next meeting August 14th. Jane Flener said that Berkeley might expect to receive an automated circulation system on or about July 31, 1976. U.C.L.A. will receive one first.

With regard to general assistance, Ms. Flener said that we are budgeted for about one half of what we normally have. Since lapsing money, which is used to make up the difference, will be limited owing to the small anticipated turn-over this year, the best that can be hoped for is that general assistance will be about what it was in 1974/75 in the original allocation. The work-study program, however, will continue. Librarians are advised to make very clear to work-study students when they are first hired that they cannot expect to be transferred over to the regular budget when work-study funds are exhausted. The librarians should receive notice when the end of work-study funds is approaching. Regular student assistants should not anticipate employment beyond graduation, although they may be permitted to work one quarter beyond this date.

Next meeting of the Branch Heads: tentatively set for August 15th.



# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 29 31 July 1975

## JANE COON RETIRES

Books and journals have been a part of Jane Coon's life for many years. Now at last, she will formally be leaving them behind, as her retirement is effective 1 August 1975. We trace her career beginning at Cornell University Bookstore in 1948. Next there was a position at the Texas Tech Bookstore in Lubbock, Texas, and three years in the Documents Department of Texas Tech Library.

In April 1964 she began eleven years of service here in the Periodical Division of the Serials Department, where her friends include the many full-time staff as well as the student assistants she has trained for the circulation desk. She has been the backbone of the Periodical Room for most of that time, and a source of aid and information to other Library staff as well.

Mrs. Coon's plans for the immediate future are to take some courses, travel (particularly to her old home town, Ithaca, New York) and enjoy her family. We hope she will return frequently to give Friday luncheons a good reason for perpetuating that pleasant custom of which she is a part. We in Serials wish her--  
The Best.

-- Ann Gilbert

## YOU ARE INVITED....

On 5 August 1975 the Library Staff Association is sponsoring a presentation and question-and-answer session on the BALLOTS system by several staff members of the Stanford University Library who work with BALLOTS. The entire Staff of the Library is welcome to attend the presentation. Refreshments will be served.

Place: Morrison Room

Time: 10:00 a.m. to 12 noon

## ALUMNI INTEREST IN THE LIBRARY

The staff should be aware of the support the General Library has received from the Campus Alumni Association during the last six months. We have received valuable publicity through the Cal Monthly and by guest appearances of the University Librarian at alumni functions.

Colette Seiple, the Association's Executive Director, cautioned members in a recent editorial of the California Monthly (June-July, 1975) that "the value of your Association membership drops along with one of your major benefits, the use of the library system; the resources available to your children and future stu-

(Continued on back page)

## POSITION AVAILABLE

The following position is being listed at the request of the Berkeley Campus Personnel Department:

Principal Administrative Analyst I (\$1,548-1,882)

or

Principal Administrative Analyst II (\$1,708-

Duties

Design and conduct analytical studies supporting the implementation of University wide library policy. Studies will include definition of administrative information needs and the analysis and recommendations for resolution of administrative, budgetary, and technical library issues. Identify and evaluate the implications for the University library system of the academic plans of the campuses. Perform other analytical assignments as required.

Qualifications

MLS and 4-5 years experience in analytical work with major research libraries or equivalent combination of education and experience. Experience in multi-campus library systems and familiarity with recent developments in regional library systems and automation preferred. Superior ability in written and oral presentation.

Applicants interested in applying for this position should send resumes to :

Robert Rojas  
University of California  
Berkeley Campus  
Personnel Office  
2539 Channing Way  
Berkeley, California 94720

We are an Equal Opportunity-Affirmative Action Employer.

## INCREASED BENEFITS

The employer contribution for University-sponsored health plans will be increased effective July 1, 1975 from \$21 to \$22 for single-party enrollment, from \$36 to \$37 for two-party enrollment, and from \$46 to \$47 for family enrollment. The employee contributions to the health plans will correspondingly be decreased by \$1.

The employee contribution of all members of UCRS and PERS will be reduced by \$9 per month, effective July 1, 1975.

UCRS members who retire on or after July 1, 1975 will receive service credit for any accrued and unused sick leave.

The annuity continuance for eligible survivors of retired UCRS members will be increased from 35% to 50%. The higher benefit level will also be extended to UCRS members retired since July 1, 1974.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Sarah Anderson, Forestry Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 June 1975.

Joseph F. O'Neill, Astronomy/Mathematics/Statistics Library, was reclassified from Clerk to Library Assistant I, effective 1 July 1975.

Karen Kay Walstad, Education/Psychology Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 June 1975.

## TERMINATIONS

Michael W. Quinn, Library Assistant III, Documents Department terminated 18 July 1975.

Judith E. Robertson, Secretary II, Librarian's Office, terminated 18 July 1975 to accept employment with the University Extension where she will teach English as a second language.

Winifred H. White, Library Assistant I, Public Health Library, terminated 25 July 1975 to accept a position in the Slavic Department.

Kristine A. Wyckoff, Library Assistant II, Catalog Department, terminated 25 July 1975 to accept a position in the Graduate Division.

## INCREASED BENEFITS (Continued)

Recipients of UCRS retirement, disability, or survivor income who entered benefit status on or before January 1, 1974 will receive a 10% increase in monthly benefit, effective January 1, 1976. PERS annuitants retired on or before January 1, 1974, or their survivors, will also receive a cost-of-living adjustment effective January 1, 1976, which will range from 3% for those retired in 1973 to 15% for those retired during or before 1965.

For PERS members who are covered by Social Security and who retire on or after July 1, 1975, a 25% continuance benefit will be provided to their eligible survivors. The survivor benefits available to PERS members who are not in Social Security will be increased by approximately 25%. However, the \$2 monthly employee deduction will remain. The increased benefit levels will apply to PERS members who have elected coverage under the 1959 Survivor Benefits Act, and whose death occurs on or after July 1, 1975.

Reprinted from U.C. Employee  
July 19, 1975

## LIBRARY COUNCIL SPRING MEETING MINUTES

Copies of the minutes of the Library Council Spring meeting are available in the Librarian's Office and at the General Reference Desk for all staff members who are interested.

ALUMNI INTEREST IN THE LIBRARY (Continued)

dents will affect the quality of their education; and the worth of your own degree will lessen right along with the reputation of the Library." The Cal Monthly has also featured a story on the Library and its problems in the June-July issue.

The University Librarian addressed the annual meeting of the Alumni Council in March, and most recently served as guest lecturer at the Lair of the Bear. The forums have given us the opportunity to present the current Library budgetary situation to interested alumni.

-- Richard M. Dougherty

RARE BOOKS COLLECTION REPRESENTED IN THE GENERAL LIBRARY PUBLIC CATALOG

This is a reminder to the staff that the Catalog Department is now filing full sets of catalog cards in the Main Library Public Catalogs for the Bancroft Library's Rare Books Collection (see Technical Order 74/2). For all newly cataloged titles for the Rare Books Collection, the Catalog Department receives a full set of cards to which it adds on each card the designation "Bancroft Library" below the call number. Headings are typed on the added entries for secondary authors and titles, and the subject tracings are highlighted.

The Catalog Department files all cards on a "no conflict" basis. When an entry on a Bancroft Library card conflicts with an entry established by the Catalog Department, authority work will be done and the conflict resolved. In all other cases, cards will be filed, in both the Author-Title and Subject Catalogs without verification. See the example below.

PR4787 Hewlett, Maurice Henry, 1861-1923.  
L65 The light heart, by Maurice Hewlett ... London, Chapman and Hall, ltd., 1920.  
1920  
BANCROFT LIBRARY  
xiii, 216, [1] p. 20cm.  
Crimson cloth.  
Story of Thormod, the poet.  
First edition. cf. *Bibl. of modern authors*, 3d series (1931) p. 33 (Muir 52) and addenda.  
Provenance: From the library at San Simeon of William Randolph Hearst.

1. Thormod, Berason Kolbrunarskald, 998-1030--Fiction. Title.

1 filed as: Thormodr

Library of Congress

PZ3.H498Lig 2

20-11368  
CU-B 74R

3.

-- L.D. Ortopan

DEPARTMENT HEADS MEETING

22 July 1975

Chairman: Robert Pfeiffer

Announcements

The Chairman noted that the Circulation Committee is reviewing the need for statistics to be produced by a new automated circulation system, and asked that all members address memoranda to Lois Farrell indicating the statistics they would like to see produced, either for the Library administration or for individual unit use.

Mr. Dougherty asked that apologies be extended to all staff members who received haphazard notifications of promotions or merit increases within the past few weeks, or have not yet been notified. This year, for the first time, the Library merely recommended action in the cases of academic staff, and final decisions were made in the Office of the Chancellor, which, in turn, notified individual Department Heads and CAPA, but not the Library administration. Some actions are not yet final. Next year the same procedures will be followed, but all notifications will be processed through the Library Personnel Office as in previous years. Mr. Dougherty noted that the Office of the Chancellor had taken extraordinary time and effort to review all documentation exhaustively this year.

Mr. Dougherty emphasized that the book budget for the coming year will represent a net decrease. However, every effort is being made to regularize spending during the year and to provide selectors with updated information on book fund status. The unknown factors continue to be rate of inflation, devaluation of U.S. currency, and the rate of publication both here and abroad.

Mr. Dougherty noted that the fifth draft of the Joint Powers Agreement will be sent to LAC and Department Heads, and members are asked to react to the proposals. The Library Steering Committee will also deal with the draft. Appointment of an Executive Director may be imminent, depending upon Regental action at their September meeting.

Mr. Petrasek advised that a new "interim" order form is being worked out, and the new fanfold will not include copies for notification to the branches. All units will be kept informed about developments of the form.

Mr. Rosenthal announced that the Conservation and Preservation of Materials Study undertaken by Jo Ann Brock has now been completed and is being prepared for distribution to departments. Meanwhile a copies will be available at the General Reference Service desk and in the Librarian's Office for interested staff members.

The Chairman called attention to the notice in UC Employee for June, 1975, concerning the OSHA 3-hour workshop available through the Campus Office of Environmental Health and Safety. It is designed to give departments specific information about the Occupational Health and Safety Act (OSHA), explaining the ramifications of the act, including responsibility of supervisors for ensuring safe working conditions. In order that Department Heads may be accurately informed about this responsibility, a workshop for them will be scheduled within the next two months, on a date to be chosen from the following three: 19th August, 2nd September, and 30th September. Department Heads should be sure that substitutes attend if they cannot.

Mr. Wenz announced that an eleven-page document dealing with the restructuring (conversion) of the Librarian series is now being duplicated and a copy will be sent to each member of the academic staff. With each copy will be an individual letter dealing with that staff member's situation. All copies will be sent to Department Heads so that they may distribute them to individual members of their staff. Mr. Wenz also called attention to the Mid-Management Education Certificate Program, which is being offered to full-time staff personnel. Department Heads should

closing date. Applicants must supply a one-page letter stating purpose, and must also supply a one-page resume. In addition, Department Heads must contribute a one-page letter of recommendation.

Mrs. Mostecky spoke of branch library shipments to the Bindery, noting that units will be receiving reports of their average binding shipments during the past five years, and asking that work be sent, if possible, in a steady flow so that it may be quickly processed and returned. There is no increase in the bindery budget this year.

#### G.A. Budgets and Priorities

Mr. Dougherty advised that the initial 1975/76 basic general assistance allocation to each unit will be the total amount for that unit during the upcoming year, i.e., there will be no later augmentation of G.A. hours as there was in the past year. The basic allotment will be the same as last year, and units must schedule its use accordingly. The Library is presently involved in a shifting of the Mail Order Division of the Photolab to the Interlibrary Lending Division, and will require considerable general assistance hours. Discussion centered around the matter of priorities for G.A. funds, and Mr. Dougherty noted that no decrease in hours of service may be made without the concurrence of campus administration. At present the University Librarian is working with the Chancellor's Office on the Library budget, and members of LAC and Department Heads are asked to suggest priorities to Mr. Dougherty.

#### BAKER/NYT Information Bank

In the absence of Anne Lipow, the Chairman announced that individual academic departments are now being charged part of the cost for the BAKER service. In the absence of Sheila Dowd, the Chairman noted that the hours of operation for the Information Bank are less than in the initial experimental period.

Draft of Technical Order: "Procedures for Referring Unsolicited Government Documents"

The draft was approved without discussion by Department Heads.

#### Possible Conversion to Semester System

Mr. Dea remarked that the Universitywide Budget Office has asked the Library to indicate the effects a conversion from quarter to semester calendar would have on library operations. Department Heads are asked to send comments to Mr. Dougherty and Miss Flener so that they may incorporate them into their own reports. Considerable discussion evolved, the consensus being that such a change would mean considerable savings in operation, due to fewer reserve operations, easier scheduling of Student Library Assistants, more efficient use of Interlibrary Borrowing service, less rush processing in the Catalog Division, etc. It was stressed that such considerations are still in an early stage, and staff members should not feel that the conversion is imminent.

#### Revision of Administrative Manual on "Sundry Debtor Bills"

Joan Aliprand was present at the meeting to answer any questions by the Department Heads dealing with the revision. The heads approved the revision with minor changes in language and thanked Miss Aliprand and Joyce Ford for their thoughtful and helpful draft.

The next Department Heads Meeting will be on Tuesday, 5th August and items for the agenda should be directed to Rita Kane, who will chair the meeting in Mr. Pfeiffer's absence.





THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 30 7 August 1975

#### BIANCHI GIFT TO SCHOOL OF LIBRARIANSHIP AND BANCROFT LIBRARY

Mr. Daniel B. Bianchi of Bridgewater, Connecticut, has presented to the University of California a collection of matrices, type, type ornaments, printer's flowers, dashes, braces, miscellaneous signs, border fonts, type racks and type cases, formerly belonging to and used by The Merrymount Press of Boston, known world-wide for fine printing. The collection is given in memory of D.B. Updike and John Bianchi, who carried on The Merrymount Press as a partnership for the greater period of its existence and were associated in its operation from the beginning.

The Bancroft Library will be the repository for the matrices for the "Mountjoye" types (Bell) and certain binding dies used on Merrymount Press books.

The remainder of the collection has been added to the resources of the School of Librarianship's Typographical Laboratory (South Hall Press), where it will be available for use in graduate instruction and research in the history of printing. The Merrymount Press is of major importance in the history of fine printing in North America, and the gift of this collection is of particular interest and importance to students of fine printing everywhere.

#### RESEARCH PROJECTS RELATED TO LIBRARIANSHIP

The California Library Association Committee on Library Research is again compiling a list of ongoing or just-completed research projects related to librarianship. Former lists have appeared in the January issue of CLA Newsletter, and the October 1974 issue of California Librarian. If you are engaged in a research project, or know of any ongoing research projects, please send the following information to the Librarian's Office: the name of the researcher(s), and the title of the project.

-- Janice Powell

#### VISITORS WELCOME TO AAAC

Affirmative Action Advisory Committee meetings are now open - Wednesday mornings, 11:00 to 12:00 in Room 115.

All interested staff members are welcome to attend.

-- J.D. Wright  
Chairman, AAAC

## LOCAL COLOR

After much soul-searching, many hours of brooding over color swatches, and more conflicting staff- and user-input than anyone would believe who has not at some time asked for advice on decorating, we have decided to accept the decision of the project architect, and paint the walls of the Loan Hall the deep bronze-green which was their original color. The architect assures us that this color highlights the rich gilt and polychrome ceiling and the handsome bronze shelves of the room, and creates a splendid whole. He further assures us that the new lighting is fully equal to this challenge, and will prevent the room from seeming cavernous, especially when the large pictures formerly in the room are re-hung. In the course of the Great Paint Job Debate one quite sizeable school of thought emerged which favored pale (cream to beige) walls. It was opposed by an equally sizeable (and, since it includes the consulting architect, more potent) school which considered that the pale walls would create an eerie sense of impending doom from the heavily-decorated ceiling. (This sensation has been identified as the "Chicken Little syndrome)". A third school of thought was more easily satisfied; they just cried, "Please, no pumpkin!" and indeed, pumpkin was vetoed.

The Library Space Officer has wrestled with the problem to the best of her ability and is now prepared to accept the advice of the experts, and, if necessary, to assert that the color selected has been chosen for seismic considerations (the Ultimate Unanswerable Argument). She is holding her breath with the rest of the staff and users, and hopes we'll love it when it's done.

-- Anon

## SERVICE AWARDS

The following staff members of the General Library were presented recently with Service Award Pins in recognition of their dedicated services to the University and the Library:

<u>Grace Deitch-Boogay</u>	Serials Department	10 years 1 March 1975
<u>Eva H. Einstein</u>	Acquisition Department	20 years 1 February 1975
<u>José F. Hernandez</u>	Circulation (HGS)	15 years 1 January 1975
<u>Elizabeth P. Houdek</u>	Catalog Department	10 years 1 June 1975
<u>Kenneth G. Legg</u>	Circulation Department	15 years 1 June 1975
<u>Yoshima K. Nakamura</u>	East Asiatic Library	15 years 1 June 1975
<u>Michio Oka</u>	South/Southeast Asia Library Service	10 years 1 January 1975
<u>Edith G. Reimann</u>	Acquisition Department	20 years 1 May 1975
<u>Ellis Sheppard, Jr.</u>	Acquisition Department	10 years 1 April 1975
<u>Constance R. Thompson</u>	Catalog Department	25 years 1 August 1975
<u>Jennie E. Young</u>	Acquisition Department	10 years 1 November 1974

## REVIEW SHELF

<u>Review Lot Number</u>	<u>Inclusive Dates</u>
351	11 August - 29 August

This review shelf features a recent gift of English literature. Also included is a very nice accumulation of purchase duplicates in various subjects. As always there are miscellaneous smaller gifts for your examination.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Sarah Anderson, Forestry Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 June 1975.

Stephen Drew, Bancroft Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 June 1975.

## TRANSFER

Mary L. Smith, Library Assistant III, transferred from the Catalog Department (Preliminary Cataloging Division) to Moffitt Undergraduate Library, effective 4 August 1975.

## APPOINTMENTS

Ralph Y. Avila was appointed Library Bookmender Trainee in the Serials Department (Binding Preparation and Mending Division), effective 28 July 1975. Mr. Avila, who was hired as part of the Berkeley Campus On-the-job- Training Program, has attended the Western College of Electronics and worked previously as an electronics repairman for Goodwill Industries in Oakland.

Gloria Y. Martin was appointed Library Assistant I in the Engineering Library, effective 4 August 1975. A graduate of the English Department at UCB in 1967, Mrs. Martin worked previously for the Library in the former Interlibrary Borrowing Service from 1967 to 1969. From 1970 to June 1974 she taught in the Oakland Public School system and the Public School System in London, England. More recently she was a secretary in the Department of Physiology/Anatomy on the Berkeley Campus.

Evelyn Presley was appointed Library Assistant I in the Catalog Department (Typing Division), effective 1 August 1975. Miss Presley, who attended UCB from 1967 to 1972, most recently worked as an administrative assistant coordinating financial aid programs for the University of Islam in San Francisco.

## VACATION

Dorothy A. Koenig will be on vacation from the 11th through the 15th of August. During her absence Mary F. Jackman will be in charge of the Anthropology Library.

## ROTATION AT MOFFITT

Somewhat belatedly, I wish to announce that as of July 1, 1975, Bill Whitson became Coordinator of Public Services and Assistant Head of Moffitt Undergraduate Library. This is in keeping with Moffitt's rotational concepts; it was agreed when Linda Beaupré took over in 1972 that the position would rotate in three years.

In his new job, Bill has responsibility for Moffitt's circulation and reference services. He will continue his book selection in the fields of religion, philosophy, anthropology, sociology, and education.

## RESTORATION SEMINAR

The Bookmenders of the Binding Preparation and Mending Division recently attended a University Extension course entitled "The Maintenance and Restoration of Rare Books." Mr. Theodore Kahle of the Capricornus School of Bookbinding presented the three day illustrated course. His presentation of methods and materials employed in restoration coincided in part with techniques currently used within the Division.

The importance of appropriate budget estimation and control for preservation and restoration was pointed out. A yearly maintenance cost of 40¢ to 50¢ per volume for rare items was contrasted with restoration figures of \$4 to \$5. From a cost standpoint, microform replacement was recommended over expensive deacidification, quoted as high as \$40 to \$80 per volume. Detection of acidic materials by the use of a pH meter with automatic voltage control and subsequent isolation of these materials to prevent migration of the acid to other volumes was also stressed. Stabilization of temperature as a preventative measure, combined with fumigation and strict maintenance and cleaning, was advised to alleviate problems caused by insects and mildew.

The course reinforced extant knowledge and was a rewarding experience for the staff members who attended.

-- Linda Williams

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer no. 19, July 1975 (Staff associations and Staff newsletters) has arrived. The flyer discusses the results of a recent SPEC telephone survey which indicated that staff associations have often become distinct "action-oriented" groups rather than the social, entertainment organizations they used to be. In many libraries the associations have enhanced the status of the librarian within the library and the university and have identified and resolved operational concerns.

The flyer also discusses staff newsletters which serve as a communication device designed for internal readership within the library. The SPEC kit (not yet received at time of writing) will contain a description of a staff association, an annual report, samples of bylaws or constitutions, and sample staff newsletters.

SPEC material is available for consultation or for short-term loan in Room 245 Library.

-- Richard Larson  
Extension 2-3773

# QUARTERS

THE GENERAL LIBRARY UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 31 14 August 1975

## INSTITUTE ON THE CATALOG AS A REFERENCE TOOL

The Library Institutes Planning Committee (LIPC) will present a two-day conference on "The Catalog as a Reference Tool" on Friday and Saturday, 17-18 October 1975, at Rickey's Hyatt House Hotel, Palo Alto, California. Paul W. Winkler, editor of the forthcoming second edition of the Anglo-American Cataloging Rules and Principal Descriptive Cataloger, Library of Congress, will head a program on the reference use of the catalog. Mildred Nilon, Head, Reference Department, University of Colorado Libraries, will present the reference librarian's point of view. Speaking for subject catalogers will be Edward J. Blume, Jr., Chief, Subject Cataloging Division, Library of Congress.

Participants are encouraged to send with their registration written questions on the conference theme for use by the speakers. Specific questions on reference and cataloging practices should also be sent in advance so that speakers may prepare and group their responses. Each question should be on a separate sheet of paper and should be sent with the registration form, or soon thereafter, to Joseph Ryus at the address noted below. LIPC hopes in this way to devote as much time as possible during the discussion periods to questions and reactions arising from the speaker's presentations.

Registration for the two-day meeting is limited; the fee is \$27.50 and includes two luncheons. Registration forms will be sent automatically to those who attended the 1973 or 1974 institutes. Others may obtain registration forms and a list of motel accommodations by writing to Joseph E. Ryus, 2858 Oxford Avenue, Richmond, California 94806.

Library staff members not requesting funding support may simply request a day's leave with pay from their department heads and register for the institute as appropriate. Those seeking funding support must submit their requests on the Request for Leave/Funding Support form (ADM 106 available from the Librarian's Office and M. Kolitsch) through department heads to the appropriate Associate University Librarian. Requests that are to be considered for funding support must reach the Librarian's Office no later than 29 August 1975. Although it may not be feasible to provide funding support for all those whose applications for leave on Friday, 17 October 1975, are approved, some funding support will be possible. Staff requesting financial support for payment of the registration fee are asked not to pay in advance as the Library plans to make a lump-sum payment to the Planning Committee when the cost is known.

--Myra Kolitsch

## GRADUATE ASSEMBLY LIBRARY COMMITTEE PROPOSAL

During the course of the academic year 1974/75, the Library Committee of the Graduate Assembly discussed the extension of hours as well as other budgetary problems at the UC Berkeley Library. As a result of these discussions, the committee conducted a sample survey to ascertain whether or not graduate students preferred to have the hours extended at the Main (Doe) and Branch Libraries. The response was overwhelmingly in favor of an extension of hours (the results of the questionnaire are available in the Graduate Assembly Office

In light of the results of the survey, as well as other budgetary consideration the Committee would like to submit the following resolution for consideration b the Graduate Assembly.

Be it resolved that the proposed budget for the UC Libraries be increased to offset inflated book prices and to maintain the present level of serials and new books acquisitions.

Be it further resolved that the UC Berkeley Main Library hire additional personnel to compensate for the increased workload undertaken by the present staff since the budget cuts; this additional personnel to be employed in the area of improved library services (cataloging, book searches, and staff aid in locating needed materials). In connection with library services, be it further resolved that the University increase funding for the Bindery (to reduce unreasonably long periods of time during which needed materials are inaccessible, thus impeding the academic process).

Be it further resolved that the Main and Branch Libraries extend their hours as follows:

Monday-Friday	8:00 a.m. to 12:00 midnight
Saturday & Sunday	9:00 a.m. to 10:00 p.m.

these hours to be continuous, i.e., with personnel available at all times in all departments (i.e., Periodical Room, Humanities Graduate Service) for needed services (book checkouts, paging, etc.).

--A. Bernard Knapp, Chairman  
Graduate Assembly Library  
Committee

## SPECIAL SCHEDULE IN ENTOMOLOGY LIBRARY

While Esther Laine is on vacation from 18 August through 19 September 1975, the Entomology Library will be open afternoons only, from 1:00 to 5:00 p.m. During this time, the Entomology Library will be staffed by Susan Greene, a student library employee in the Agriculture Library.

## PERSONNEL CHANGES

**RECLASSIFICATION** Lynne S. Wiepert, Acquisition Department (Bibliographical Division), was reclassified from Library Assistant I to Library Assistant II, effective 1 July 1975.

**TERMINATIONS** Carol H. Adolph, Library Assistant I, Serials Department (Periodical Division), resigned 31 July 1975 and is leaving the area.

George R. Davis, Librarian, Assistant Head, Documents Department, resigned on 31 July 1975 in order to accept a position in the library of the law firm, Pillsbury, Madison and Sutro in San Francisco.

Ronald L. Doyle, Library Assistant I, Bancroft Library, resigned effective 31 July 1975 and is entering law school.

Shun-Hsiang Liao, Library Assistant I, East Asiatic Library, resigned on 8 August 1975 to accompany her husband to Taiwan where he has a teaching position.

Dianne C. Meehan, Administrative Assistant I, Acquisition Department (Departmental Order Division), resigned effective 8 August 1975 and is leaving the area.

## VACATION

Peter Ananda will be on vacation from 18 August through 29 August 1975. During his absence, Ken Logan will be in charge of South/Southeast Asia Library Service.

## SPECIAL MAP PROCESSING PROJECT

The Bancroft Library map librarian attended the 25th annual Special Map Processing Project at the Library of Congress' Geography and Map Division in Alexandria, Virginia from July 7 to August 1. Thirteen map librarians and graduate students in Geography, mostly from the East and Midwest, attended the project.

Each participant was assigned to work in a unit of the Geography and Map Division. The undersigned spent the four weeks in the Library's Atlas Unit, doing a variety of tasks including taking an inventory and in the preliminary cataloging of atlases. The project included seminars on the history of the Geography and Map Division, a survey of American map libraries, the reference services of the Division, and the development of LC's MARC Map. Ample time was available for observing various activities in the Library, such as those in the Restoration and Copyright Offices, and for informal discussions with regular employees. One day was spent on a tour of the U.S. Geological Survey's headquarters in Reston, Virginia.

Four hours each week were spent selecting maps and atlases for CU from LC's duplicate collection. Approximately 4,000 maps and 250 atlases were chosen and will soon be arriving in Berkeley. Most of these will go to the Map Room, but a considerable number will be sent to The Bancroft, Earth Sciences and East Asiatic Libraries.

-- Phil Hoehn  
The Bancroft Library

## HISTORIANS AT BERKELEY

Since its founding over a century ago, the University of California at Berkeley has maintained a strong interest in History and the advancement of the historical profession. Many distinguished professors have taught here, including Herbert E. Bolton (1870-1953), John D. Hicks (1890-1972), Roger J. Kerner (1887-1956), Raymond J. Sontag (1897-1972), and Henry Morse Stephens (1857-1919). Bolton's principal interests were the exploration and settlement of the American southwest and Mexico. Hicks, the author of several widely-used textbooks, was concerned with the general course of American history, while Kerner worked on Russia and eastern Europe. Sontag's special field was modern European diplomacy. Stephens, Chairman of the History Department and President of the American Historical Association, wrote a number of books on the French Revolution and modern Europe.

To commemorate their work and professional contributions, and to honor the meetings at Berkeley and San Francisco of the Pacific Coast Branch of the American Historical Association (August 19-22) and the XIV International Congress of Historical Sciences (August 22-29), an exhibition of manuscripts, notes, correspondence, publications, and photographs will be on display in the lobby of the Main Library from August 12 until mid-September. All of the materials are from The Bancroft Library. Marie Byrne and Vivian Fisher of Bancroft worked long and hard to collect items and to write the commentary for the exhibit. Special thanks for their help also go to Arthur Norberg of Bancroft, and to Cathy Dinnean of the Graphics Office.

-- Frank Brechka





THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 32 21 August 1975

#### EVENING PARKING PERMITS FOR LIBRARY EMPLOYEES

This is to remind Department Heads and staff that it continues to be General Library policy to provide evening "E" parking permits to employees scheduled to work nights and who have a need to park their cars on campus. This policy, instituted in 1971 as a way of improving employee safety, applies to all General Library units (Main Building and Branches) and to all employees (Academic, staff personnel and students).

Department Heads wishing to make arrangements to reserve an "E" parking permit for any employee assigned to work nights should call Mrs. Morrison or me at the Library Personnel Office as soon as such a need is known. In order to get the most efficient and economical use from each permit purchased by the Library, the permits are shared on an evening-by-evening basis by the employees who participate in this program. Once reserved the individual employee obtains the permit from the Library Personnel Office on the afternoon of the evening it is to be used. The permit is then returned the following morning so that it will be available for use by another employee the next evening. We need to know a day or two in advance so that appropriate scheduling can be maintained.

Employees with cars who have off-campus "C" parking permits are reminded that these permits are honored for on-campus parking after 4 p.m. I invite anyone with questions to call me directly.

-- William E. Wenz

#### ARTHUR NORBERG ATTENDS INTERNATIONAL SYMPOSIUM

The Arthur L. Norbergs recently returned from a five-week trip to England and Ireland. The occasion arose from an invitation to Arthur Norberg to participate in an international symposium in the history of astronomy honoring the 300th Anniversary of the Royal Observatory, Greenwich. The old observatory site, active as an observatory until the 1960's, when the observatory completed a move to a site south of London, is now under the jurisdiction of the National Maritime Museum in Greenwich. Papers presented covered aspects of the observatory's history over the last 300 years. Norberg delivered a paper entitled: "The Royal Observatory, Greenwich as a Model for Observatories and as a Source of Observations for Astronomers in the United States During the Nineteenth Century." Half of the paper was devoted to some details of Greenwich's influence on the construction of the Harvard College Observatory and the U.S. Naval Observatory in Washington, D.C. The remainder illustrated the remarkable influence of Greenwich work on the generation of astronomical tables in the last quarter of the 19th century. This paper will appear in proceedings of the symposium now in preparation.

(Continued on next page)

## ARTHUR NORBERG ATTENDS INTERNATIONAL SYMPOSIUM (Continued)

Several social affairs also honored the occasion. The Royal Society of London and the Royal Astronomical Society sponsored a lavish reception at Charlton House, the headquarters of the Royal Society. Another reception was given by the trustees of the National Maritime Museum. There was a royal garden party, with Princess Anne in attendance, at Herstmonceux Castle, Surrey, present home of the observatory.

While in England, Norberg took the opportunity to visit several university archives currently involved in building scientific collections of manuscripts or oral history materials. Among these were Linacre College, Oxford University, Imperial College, University of London, the National Maritime Museum, and, subsequently Trinity College, Dublin.

Following the symposium, the Norbergs spent two weeks vacationing in Ireland.

## CATALOG DEPARTMENT

On Friday, 15 August 1975, the Typing and Marking Divisions of the Catalog Department moved to new locations, the Typing Division to Room 110 on the First Floor, and the Marking Division to Room 210A, formerly Mr. Ortopan's office on the Second Floor. The two divisions will retain their existing telephone numbers. Also, effective 15 August, Mr. Ortopan took over as Acting Head of the Marking Division.

In order to accommodate this shift, Mr. Ortopan has moved to Room 211, the office located in Room 212, formerly occupied by Mr. Ryus. Mr. Ryus has moved to the north end of Room 212. Mrs. Loretta Menchaca, Catalog Department Secretary, is now located next to Mr. Ortopan's office. Mail deliveries should be made to this new location.

## DOCUMENTS DEPARTMENT

Beginning September 1, the Documents will be engaged in a year-long re-examination of policies, procedures, collections, and services. The re-examination will involve all staff members of the unit and will be under the direction of the four senior academic staff members: Suzanne Gold, Cathy Gordon, Gail Nichols, and Janet Rudd. These librarians will form a managerial group for the purposes of both the self-survey and day-to-day administration of the department. The function of chairing the group will be shared on a rotational basis during the year, with Suzanne Gold as the initial chairperson.

As of the same date, Iva Mostecky will be responsible for administration solely of the Serials Department; her office will be in Room 131.

-- J. Rosenthal

## PERSONNEL CHANGES

ACADEMIC  
PROMOTIONS

Effective 1 July 1975, the following members of the academic staff of the General Library were promoted to the ranks indicated below:

## From Assistant Librarian to Associate Librarian

<u>Chung P. Chin</u>	- Catalog Department
<u>Suzanne H. Gallup</u>	- The Bancroft Library
<u>Annegret Ogden</u>	- The Bancroft Library

## From Associate Librarian to Librarian

<u>Kimiyo T. Hom</u>	- AMSCS Library
<u>J.R.K. Kantor</u>	- University Archives
<u>Myra Kolitsch</u>	- Library Personnel Office
<u>Anne G. Lipow</u>	- Cooperative Services Department
<u>Estelle Rebec</u>	- The Bancroft Library
<u>Charles H. Shain</u>	- Environmental Design Library
<u>Margaret Studhalter</u>	- Catalog Department
<u>Eiji Yutani</u>	- East Asiatic Library

## RECLASSIFICATIONS

Paul Machlis, The Bancroft Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 June 1975.

Gabrielle Morris, The Bancroft Library (Regional Oral History Office), was reclassified from Assistant Editor to Editor, effective 1 July 1975.

## APPOINTMENT

Norah Rosemary Foster was appointed Library Assistant I in the Serials Department (Periodical Division), effective 12 August 1975. A History major, Ms. Foster graduated from San Jose State University in June 1969. Prior to her graduation she worked in the Salinas Public Library and San Jose State Library. Following her graduation she worked as a Library Assistant at the University of California Santa Cruz Library, from September 1969 to September 1971. During a period of living and travelling in Europe she worked for an aerospace firm in Ottobrunn, Germany and an electronics firm in Munich, Germany. Most recently she was employed as a secretary in the Office of the District Attorney in Oakland.

## TERMINATION

Robin L. Jorstad, Library Assistant II, Catalog Department, resigned on 15 August 1975 and is planning to travel abroad.

## HOLIDAY

Monday, September 1, 1975, Labor Day, is an academic and administrative holiday. The Library will be CLOSED.

SERVICE AWARDS

The following staff members of the General Library were presented recently with Service Award Pins in recognition of their dedicated services to the University and the Library:

<u>Alma Compton</u>	The Bancroft Library	For 10 years	2-1-75
<u>Lucille W. Toy</u>	Earth Sciences Library	For 20 years	7-1-75

A PLEA FOR BOXES

The Catalog Department still needs storage boxes for 3 x 5 cards. Shoe boxes or other boxes that would hold 3 x 5 cards can be brought to room 212. For information call 2-5412.

-- Constance Thompson



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 33 28 August 1975

### STAFF TRAINING AND DEVELOPMENT

UC-B, Reduced-Fee Enrollment. Full-time University employees who fulfill admission requirements may enroll in regular session (Fall, Winter, Spring quarters) courses of six units or one course, whichever is greater, at one-third of the regular registration, educational, and campus fees. To be eligible, an employee must be classified as a California resident and must have worked full time for the University for at least six months prior to the latest date for registration. Employees who register under this reduced-fee program are not eligible to use the services or the facilities of the Counseling Center, the gymnasias, or the Student Health Service other than for required examinations. Fall 1975 reduced-fee enrollment costs as compared with standard fees for California residents are as follows:

	Resident Fee	Employee Pays 1/3
University Registration Fee	\$100	\$33.33
Educational Fee		
Undergraduate	\$100	\$33.33
Graduate	\$120	\$40.00
Campus Fee		
Undergraduate	\$ 12.50	\$ 4.17
Totals		
Undergraduate	\$212.50	\$70.83
Graduate	\$232.50	\$77.50

In figuring costs, you must take account of additional flat rate charges, for example application, reapplication, late registration, and Subject A fees. Consult the Berkeley General Catalog for dates on such things as application for admission or readmission and for the total number of units that can be accepted as undergraduate transfer units in the College of Letters and Science. Please note that all fees are subject to change without notice and that reduced-fee enrollment does not apply to summer session or to University Extension programs.

UC-B, Concurrent Enrollment. Another option available to those classified as California residents is concurrent enrollment, which enables one to attend, participate in, and have one's work evaluated on the same basis as those who are officially enrolled in the University. Concurrent enrollment is accomplished through University Extension, 2223 Fulton Street, extension 2-4111. Admission to a course requires the instructor's consent, which may be withheld if an applicant does not meet admission standards or if no space is available in the course. Fees are based upon credit units and the need for special facilities such as laboratories. At present, fees range from \$45 for a one-unit lecture course to \$115 for a six-unit lecture course.

(Continued on page 4)

## POSITION AVAILABLE

The following position is being listed at the request of the Institute of Transportation and Traffic Engineering Library:

Assistant or Associate Librarian

\$11,472 - \$14,356

**Library Description:** The ITTE Library is a special, research library within the College of Engineering; its primary users are the Staff and graduate students of the Institute, but it is also used by the remainder of the campus and by outsiders such as government agencies and consulting firms. The collection contains material on all modes of transportation and is concerned with engineering, planning and other aspects. It is one of the largest transportation libraries in the U.S. and is expected to be designated in the near future as a regional center of a proposed Transportation Research Information Service Network (TRISNET).

**Responsibilities:** Among other duties, serve as Public Services Librarian for the Library. Share responsibility with other two librarians for answering in-person, telephone and mail requests for information, for instruction in the use of the collection, for the conduct of literature searches and the preparation of bibliographies. Serve as information specialist, maintaining records of the interests of ITTE staff and students, so that current awareness service can be provided. Create special files or directories for sources of information. Maintain contact with other libraries, make decisions in regard to interlibrary loans and requests and supervise student in handling of routine loans and record keeping. When activated, assist with searches on an on-line terminal and with the supervision of a document delivery service for TRISNET.

Under the supervision of the Assistant Head (Technical Services Librarian), scan some magazines and proceedings, select articles and papers for analytics and assign subject headings. Be responsible for organization and maintenance of the newspaper clippings file. Revise the filing of cards in the catalogs.

Under the supervision of the Head Librarian, check some acquisition lists, magazines, bibliographies, etc., for unpriced publications to be requested and for suggestions for priced publications to be ordered.

**Qualifications:** M.L.S. degree from an accredited library school required. Some professional experience desired, preferably including public services in a specialized library rather than in one department of a large, general library, so that there is an ability to function creatively in a variety of duties.

**Position available:** September 1, 1975. Salary and classification dependent on qualifications of candidate selected.

Applicants interested in applying for this position should send resumé to:

Head Librarian, Institute of Transportation and Traffic  
Engineering Library, 412 McLaughlin Hall, University of  
California, Berkeley, California 94720

The University of California is an Equal Opportunity-Affirmative Action Employer. Minorities and women are urged to apply.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Stephanie K. Rogers, Cooperative Services Department, was reclassified from Library Assistant II to Library Assistant III, effective 1 July 1975.

Jo Delois Wright, Biology Library, was reclassified from Library Assistant III to Library Assistant IV, effective 1 June 1975.

## VACATIONS

Sheila Dowd will be on vacation 2 September through 25 September 1975. During her absence Allan Covici will be in charge of General Reference Service and Sol Behar will be in charge of Collection Development Office.

Lan Dyson will be on vacation 8 September through 24 September 1975. During his absence Bill Whitson will be in charge of the Moffitt Undergraduate Library.

Virginia Pratt will be on vacation 2 September through 25 September 1975. During her absence Thora Hutchison will be in charge of the Library School Library.

Peggy Stern will be on vacation 1 September through 26 September 1975. During her absence Sonya Kaufman will be in charge of the Education/Psychology Library.

## SERVICE AWARD

Mrs. Patricia F. Winston, Agriculture Library, was presented recently with a service award pin in recognition of 20 years of dedicated service to the Library and the University. This award was effective 1 May 1975.

## EDUCATION/PSYCHOLOGY LIBRARY TELEPHONES

The Education/Psychology Library has a new telephone line and number for reference calls, ext. 2-2475. Reference service is provided from 8:30 - 12 and 1 - 5, Monday through Friday. During the noon hour, and the hours that the library is closed, patrons dialing that number will receive a recorded message telling them when to call back or providing them the option of leaving a message. Library personnel can continue to reach the Education/Psychology Library between 8-9 a.m. on ext. 2-4208.

## NEW INFORMATION SERVICE

Dial-A-Memo is a new informational service which began on 30 June at the Berkeley Campus. Especially designed for staff employees, it relays announcements concerning changes in benefits, current job openings, information on pay, new programs and courses and many other items which would be of general interest.

Dial-A-Memo may be heard at campus extension 2-6366. These numbers correspond to the letters "A-Memo." So when you have a need to know, Dial-A-Memo, Dial-2-6366.

## STAFF TRAINING AND DEVELOPMENT (Continued)

UC-B Audit. To audit a University class, one must have permission of the faculty member in charge of the class. Faculty have been generous in this respect, enabling qualified staff members to learn foreign languages, to study new developments in librarianship, and to acquaint themselves with the concepts and methodological tools of librarianship and other disciplines.

Librarianship. Fall 1975 School of Librarianship courses that may be open to auditors or concurrent enrollees, depending upon space and the applicant's ability to meet course prerequisites and to secure consent of the instructor, are as follows:

L202	Development of the Book (4 units)	Mosher	MWF 2 + Lab.
L209	Library in the Community (4 units)	Blake	TuTh 2-3:30
L221	Special Topics in Reference and Bibliography - Computer-Based Support to Reference Service (4 units)	Bourne	TuTh 2-3:30
L228A	Children's Literature (3 units)	Roger	TuTh 9:30-11
L240	Introduction to the Information Sciences (3 units)	Maron	TuTh 10
L246	Evaluation of Information Systems and Services (3 units)	Kraft	MW 9:30-11
L260	Libraries and Information Agencies (3 units)	Swank	MWF 1
L262	History of Libraries (4 units)	Bell	MWF 9
L275	Data Processing for Libraries (4 units)	Cooper	TuTh 3:30-5 + Lab.
L283A	Nonprint Media in Libraries (4 units)	Rosenberg	TuTh 3:30-5

In general, it is more difficult for faculty to accommodate auditors and concurrent enrollees in courses that require use of laboratory, computer, or other special facilities.

University Extension is offering a computer science course for practicing librarians. Allan J. Humphrey, Management Specialist (Computing), Social Services Agencies, Oakland, will teach Introduction to Computing for Librarians (X400), which is scheduled to meet in 104 Dwinelle Hall, Thursdays, 7-9 p.m., 25 September 1975 - 22 January 1976. The fee is \$70.

Campus Personnel Office Programs. The University also offers a number of training programs for employees. There are, for example, workshop sessions of one-six hours on accounting (general ledger, basic, and payroll), purchasing, and use of personnel forms. Other programs include six-eleven week classes in language and writing skills, shorthand and general office skills, supervisory and management concepts and skills. These campus Employee Development programs and some special Peralta School District programs are listed in the Monday Paper and in UC Employee, a monthly publication of the Personnel Office. Please let me know if you do not have easy access to these publications or if you wish to be notified when a particular program is to be given.



## STAFF TRAINING AND DEVELOPMENT (Continued)

Time-Off Provisions. If your study is related to work in the Library in the sense that it will improve your work knowledge and skills or is part of an in-service training program, you may be given time off from work to attend the class or to participate in the institute or workshop. Time off for college or university classes, as distinguished from in-service training, is granted to full-time employees only--usually after attainment of regular employee status--and may not exceed six hours per week. Such study or training need not be at the University; you may be eligible for time off for study at another local college or for programs sponsored by other public or private agencies if the classes or programs are held during regular working hours.

During the past several years, a number of staff members have registered for or audited classes in the School of Librarianship and in other academic divisions, usually learning a language or acquiring subject knowledge directly related to their job responsibilities. Some staff members have become serious part-time students, working toward the associate or the bachelor's degree, an advanced degree in librarianship or in an academic field related to their library specialty.

Getting Started. Speak to your supervisor or department head and to the Library In-Service Training Coordinator about your goals and courses or programs you might wish to take to increase your knowledge, job skills, and opportunities in the Library. Adjusted work schedules, time off for study or training, and reduced University fees require the approval of your department head and/or the Library Personnel Officer. An Employee Development Plan approved by the Library Personnel Officer and the Campus Personnel Manager is necessary for study programs that involve time off during more than one academic quarter per year. Rules governing these matters are outlined in staff personnel policies 550, Reduced Fee Enrollment, and 260, Employee Development.

-- Myra Kolitsch

## REVIEW SHELF

<u>Review Lot Number</u>	<u>Inclusive Dates</u>
352	2 September - 26 September

This review shelf features some miscellaneous gifts and an accumulation of purchase duplicates in various subjects.

## SPACE UTILIZATION

Library General Order No. B-18, SPACE UTILIZATION, was issued on 14 August 1975. Copies have been distributed to all Library units. Additional copies may be obtained from the Librarian's Office.



# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 34 4 September 1975

## SHIFT OF THE AUTHOR-TITLE AND SUBJECT CATALOGS

The result of an intensive survey of General Library staff members and units making heavy use of the Public Catalogs has indicated substantial consensus on the following points:

The entire Author-Title Catalog should be located in the Loan Hall with the alphabet beginning at the south end of the room;

The Subject Catalog should be located in the Subject Catalog Hall with the alphabet beginning at the east end of the room; and

The Loan Stack and Rowell shelflists should be located around the perimeter of the Subject Catalog Hall.

Before this arrangement can be effected, a determination must be made as to whether the Loan Hall floor can support the weight of the entire Author-Title Catalog. Meanwhile, it may be necessary to locate the last portion of the Author-Title Catalog in the east end of the Subject Catalog Hall.

The Catalog Department will undertake the initial phase of the expansion of the Author-Title and Subject Catalogs on 9 September; this task will involve the entire staff of the department. The expansion, designed to provide for five years of growth, is expected to be completed by 11 September. While this work is going on, some parts of the Public Catalogs may be available for use only on a restricted basis. Staff members are requested to direct specific questions to Constance Thompson, Filing Division, who will be supervising the work, and if possible to defer catalog use until needed portions of the files are fully available. Inquiries from the public should be directed to the General Reference Service.

-- LeRoy D. Ortopan

## LAUC-B EXECUTIVE COMMITTEE

Grace Dote (Giannini) has been elected to the LAUC-B Executive Committee replacing Gregg Atkins (Law) as non-General Library alternate. She will continue as representative in 1976, in accordance with the revised By-Laws. Gregg Atkins resigned his position in the Law Library at the end of August to become Reference Librarian at the College of San Mateo.

-- Bill Whitson  
LAUC-B Chairman

## ANNUAL SIZE TABLES

Appended to this issue is a copy of Tables I-IV of Size of the Libraries of the University of California on 30 June 1975 and the two tables, Interlibrary transactions: Interlibrary loans, 1974/1975 and ...Photocopies in lieu of loan, 1974/1975. The cooperation of librarians here and on the other campuses who prepared the reports on which these tables are based is greatly appreciated.

The following table shows the number of serials added and serials discontinued during the past seven years in the reports of the General Library's serials-receiving units:

## GENERAL LIBRARY SERIALS RECEIVED CURRENTLY

Year	Added (gross)	Discon- tinued	Added (net)
1968/1969	6,214	3,147	3,067
1969/1970	11,202	3,898	7,304
1970/1971	4,659	3,561	1,098
1971/1972	6,176	4,136	2,040
1972/1973	5,765	4,927	838
1973/1974	4,489	7,169	-2,680
1974/1975	3,641	6,238	-2,597

Several staff members have inquired about the composition of the "Central Collection". It consists of the collections of the following units:

- Circulation Department (Main Stacks)
- Documents Department
- General Reference Service
- Humanities Graduate Service
- Major Authors Collection
- Maps Collection
- Newspaper/Microcopy Division
- Periodical Division
- South/Southeast Asia Library Service

and of the collection in the Art History/Classics Graduate Service when reports will be received from that unit.

If there are any questions or comments regarding these tables, please call me on extension 2-3773.

-- Richard F. Larson

## REMINDER TO ALL STAFF

September and October are the months of appointments and elections to LAC and LAC standing committees. This year an appointments committee consisting of representatives from LAC, LAUC and Administration will compile slates of nominees for committees - to be voted on by LAC. We would appreciate having suggestions for both librarians and career staff. Please when giving us a name, either your own or that of another person, will you also give a brief statement about the qualifications, interests and the particular strengths you believe this person would bring to the committee for which you are suggesting them. Please submit

## PERSONNEL CHANGES

## RECLASSIFICATION

Rosario Jimenez, Acquisition Department (Processing Division), was reclassified from Library Assistant II to Library Assistant III, effective 1 July 1975.

## TERMINATIONS

Brian Boland, Library Assistant I, Bancroft Library, resigned on 29 August 1975 and is leaving the area.

Phyllis Donald, Library Assistant IV, Moffitt Undergraduate Library, resigned her position with the General Library effective 1 September 1975 in order to accept a transfer to the Giannini Library of Agricultural Economics.

Christina M. Marton, Administrative Services Officer I, Head of the Library Business Office resigned her position with the Library to accept a transfer to the Office of the Vice President - Business and Finance, effective 1 September 1975.

## VACATION

Donald Williams will be on vacation 2 September through 1 October 1975. During his absence Lillian Matsumoto will be in charge of the Interlibrary Loan Department.

## WEDDING ANNOUNCEMENT

On August 31st Laura Spurrier of the Graduate Social Science Library married Torben Moller, a doctoral candidate and Associate in the Department of Computer Science. The couple will be returning to campus after a brief honeymoon in Denmark. Ms. Spurrier will retain her own name.

## TENNIS TOURNAMENT III

With the resolute intention of returning the Tennis Trophy to Berkeley, the Library Tennis Team has accepted Stanford Library's challenge to play them in the third Semi-annual Library Tennis Tournament to be held at Stanford on Sunday, 5 October, from 1-5. Our goal is to set up regular practice times on reserved courts so that staff members will have a chance to gauge and improve their skills. As in previous tournaments, the emphasis will be on entertainment, sportspersonship, and team spirit; all players, regardless of ability, are encouraged to participate. Interested persons should contact Tim DeWolf at 2-3404 for further details.

## REMINDER TO ALL STAFF (Continued)

all names by 1 October (earlier if possible) to the LAC appointments committee; J. Peck, K. Loughman (LAC), S. Behar, G. Scalzo (LAUC), R. Dougherty (Adm.). In addition to LAC there are the following standing committees: Bibliographical Control, Building, Circulation, Reference Services, Selection.

-- Geri Scalzo

## CALL FOR VOLUNTEERS FOR THE "DIRECTIONS DESK"

The logical place for an information desk would seem to be just inside the main entrance of a building. The Doe Library, however, has changed its configurations so often over the years that there always seemed to be preferable locations for such a desk, and one has been consistently maintained near the card catalogs. With the great success of the "DIRECTIONS DESK" just outside the Morrison Room during the recent convention of the American Library Association in San Francisco, people have urged that a similar desk be set up during the first week of each quarter.

The suggestion has been approved, and the "DIRECTIONS DESK" will operate on Thursday and Friday, October 2 and 3, and again on Monday through Friday, October 6-10. Hours will be from 9 a.m. to 5 p.m. The purpose is to direct people to locations in the Main Library and the Annex, as well as to other locations on campus.

Volunteers are needed to man the Desk in two-hour shifts: 9-11, 11-1, 1-3, and 3-5. Most volunteers will work only one shift; a few will be asked to work a second one. The only qualification needed is that the volunteers shall have worked in the UC Berkeley Library system for at least a year. There will be a meeting of all volunteers a day or so before the Desk opens. To refresh your memory of Library locations brief tours of the building will be given.

Interested staff members are asked to write to Jean Hudson, General Reference Service, Room 208 Main Library, by Friday, September 19. Please indicate whether you can work one or two shifts, and which hours you would prefer. All you need is the time, the inclination, and the approval of your supervisor.

-- Jean Hudson

## THE PCB AND THE XIV: TWO MEETINGS

Two conferences of historians recently held at Berkeley and San Francisco proved, if there was ever a doubt, that the study of the past is no longer what it was only a few years ago. Social, comparative, and interdisciplinary interests have greatly changed the methodology as well as the perspective of historical investigation.

The program of the Pacific Coast Branch of the American Historical Association, meeting on the campus August 19-22, included papers on "Childhood Revisited," "Courtship and Socialibility," "The Dance," "The Black Church," "Chicanos in the CIO," "Working Class Sexual Ideology in Imperial Germany," "Working Class Football in London," "The Enduring Fascination of War," and "The Status of Eve." Obviously influenced by the French Annales school, an entire session was devoted to "The Ancient Amber Trade" with contributions by a chemist, geographer, sociologist, and artist, in addition to a historian.

The XIV International Congress of Historical Sciences, meeting in the city August 22-29 (the first time that the quinquennial Congress has ever met in this country), was somewhat more Germanic in its approach. Sessions were devoted to such broad issues as "Revolution," "Les Migrations," "Ereignis, Struktur und Entwicklung," "Les Droits de l'homme," and "Man in His Environment." E.J. Hobsbawm of England, for example, argued that revolutions might better be understood if we consider their effects rather than their pre-conditions, their results rather than their causes. Natalie Davis of Berkeley suggested that, in environmental studies, Anthropology might supply us not with a methodology but with useful questions.

## THE PCB AND THE XIV: TWO MEETINGS (Continued)

Other topics ranged all the way from the feudalism of the Mongolian nomads to the popular images of Californian cowboys and Indians. Such a "feast of reason and ...flow of soul" will continue, supposedly, at the next Congress to be held in Bucharest in 1980.

The meaning of all this debate for academic and research libraries is clear; historians can no longer confine themselves to neat, little sections of the D and E Library of Congress classes. They must be concerned with the whole range of human knowledge and will require sources in every subject, conceivable and inconceivable.

-- Frank Brechka

## ORAL HISTORY NEWS

A rousing session on "Oral History as a New Methodology for Historical Research," held August 25 at the International Congress of Historical Sciences, San Francisco, brought forth previously unknown information on oral history projects going forward in Nigeria, Zaire, Taiwan, Indonesia, Israel, Norway, and Senegal.

The roundtable, organized and chaired by Willa Baum of the Regional Oral History Office, began with a slide-tape show on the American suffrage movement presented as an example of using oral history for teaching. This was followed by brief discussions of their own oral history work by eight panelists. Then the audience got into the act with evangelical descriptions of their own projects, fiery denunciations of the statements of some of the panelists (the Africans said the use of oral tradition and oral evidence was centuries old in their culture, not invented in 1948 by Allan Nevins of Columbia University in New York as claimed by the Chairman), and polite arguments on who should be interviewed and how it should be done. All finally agreed it had to be done different ways depending on the culture being studied. At the conclusion one audience member rose to say this was the best session she had heard so far at the Congress (the others being very formal readings of papers). Members of the panel were: Mercedes Vilanova, professor of history, University of Barcelona, Spain; Edward Beechert, professor of history, University of Hawaii; Gwendolyn Safier, sociologist, U.C. Medical School; Anne Loftis, writer; Arthur Norberg, head, History of Science and Technology, The Bancroft Library; Betty Mitson, interviewer, Forest History Society, Santa Cruz, California; Mariam Stein, interviewer, ROHO; and Amelia Fry, head, Earl Warren Oral History Project, ROHO.

In addition to the roundtable, ROHO had organized an exhibit table of oral history materials, sponsored by the Oral History Association and Columbia University, which was open for the duration of the Congress. The week previous, a similar exhibit table was mounted for the Pacific Coast Branch meeting of the American Historical Association, Boalt Hall, Berkeley. The two weeks of academic meetings in the Bay Area also made it possible for many historians to visit The Bancroft Library and ROHO during that time.

-- Willa Baum





SIZE OF THE LIBRARIES OF THE UNIVERSITY OF CALIFORNIA ON 30 JUNE 1975

TABLE I  
BOUND VOLUMES AND SERIALS RECEIVED CURRENTLY

CAMPUS	VOLUMES			SERIALS RECEIVED CURRENTLY		
	30 June 1974	30 June 1975	% Change	30 June 1974	30 June 1975	% Change
LEY	4,505,201*	4,649,533	3.20	98,676*	96,531	-2.17
General Library	4,038,398	4,157,112	2.94	83,539	80,942	-3.11
Departmental Libraries	466,803*	492,421	5.49	15,137*	15,589	2.99
Math Sciences Library	1,157,447	1,234,389	6.65	33,667	37,067	10.1
Law Library	110,195	119,836	8.75	4,409	4,553	3.27
Life Sciences Library	125,799	132,713	5.50	3,705	3,800	2.56
Physical Sciences Library	921,453	981,840	6.55	25,553	28,714	12.37
REGENTS COLLEGE OF THE LAW	113,240	122,910	8.54	1,990	2,119	6.48
Engineering Library	623,341	669,215	7.36	10,474	10,822	3.32
Library of Biological Sciences	544,142	585,273	7.56	8,476	8,898	4.99
Library of Physical Sciences	79,199	83,942	5.99	1,998	1,924	-3.70
FRANKLIN D. PORTER N. I. LIB.	15,086	15,541	3.02	237*	236	-0.42
D. J. GELES	3,396,322*	3,519,424	3.62	49,938*	51,745	3.62
M. J. SIDES	777,226	809,794	4.19	17,508	17,308	-1.14
J. G. HEEGO	1,040,831	1,102,732	5.95	22,202	23,863	7.48
SAN FRANCISCO	399,347	410,471	2.79	3,816	3,757	-1.55
A. BARBARA	1,076,816	1,126,540	4.62	17,386	18,442	6.07
General Library	1,052,619	1,101,537	4.65	17,322	18,377	6.09
Special Collections	24,197	25,003	3.33	64	65	1.56
SAN CRUZ	457,803	486,626	6.30	7,951	8,337	4.85
General Library	428,126	456,584	6.65	7,226	7,612	5.34
Lick Observatory	29,677	30,042	1.23	725	725	0
<b>TOTAL</b>	<b>13,562,660*</b>	<b>4,147,175</b>	<b>4.31</b>	<b>263,845*</b>	<b>270,227</b>	<b>2.42</b>

\* Estimated figure

SIZE OF THE LIBRARIES OF THE UNIVERSITY OF CALIFORNIA ON 30 JUNE 1975

TABLE II  
BOUND VOLUMES AND SERIALS RECEIVED CURRENTLY  
BERKELEY DETAILS

LIBRARY UNIT	VOLUMES			SERIALS RECEIVED CURRENTLY		
	30 June 1974	30 June 1975	% Change	30 June 1974	30 June 1975	% Change
<u>GENERAL LIBRARY</u>	4,038,398	4,157,112	2.94	83,539	80,942	-3.11
<u>Main Building</u>	<u>2,547,322</u>	<u>2,605,585</u>	<u>2.29</u>	<u>45,276</u>	<u>42,580</u>	<u>-5.95</u>
Central Collection	2,272,536	2,325,973	2.35	43,549	40,824	-6.26
Bancroft Library	263,920	269,004	1.93	1,691	1,720	1.71
Morrison Library	10,866	10,608	-2.37	36	36	0.00
<u>Branch Libraries</u>	<u>1,491,076</u>	<u>1,551,527</u>	<u>4.05</u>	<u>38,263</u>	<u>38,362</u>	<u>0.26</u>
Agriculture	83,216	86,043	3.40	5,707	5,921	3.75
Anthropology	39,483	42,437	7.48	1,707	1,713	0.35
Astron./Math./Stat.	34,558	36,154	4.62	1,317	1,331	1.06
Biochemistry	6,715	7,033	4.74	158	161	1.90
Biology	169,678	173,634	2.33	3,988	3,875	-2.83
Chemistry	28,422	29,516	3.85	636	631	-0.79
Earth Sciences	57,245	59,552	4.03	2,159	2,178	0.88
East Asiatic	345,533	359,070	3.92	2,356	2,429	3.10
Education/Psychology	85,104	89,045	4.63	2,323	2,186	-5.90
Engineering	79,419	82,384	3.73	2,089	2,107	0.86
Entomology	11,258	11,486	2.03	331	327	-1.21
Environmental Design	100,917	105,837	4.88	2,697	2,656	-1.52
Forest Products	5,462	5,843	6.98	617	617	0.00
Forestry	20,786	21,398	2.94	2,093	2,106	0.62
Graduate Social Sci.	64,164	68,170	6.24	4,312	4,392	1.86
Library School	32,663	33,542	2.69	2,053	2,076	1.12
Moffitt Undergraduate	146,123	154,778	5.92	547	473	-13.53
Music	84,393	86,699	2.73	240	247	2.92
Optometry	4,502	4,711	4.64	208	207	-0.48
Physics	20,836	21,624	3.78	418	427	2.15
Public Health	54,747	56,154	2.57	2,034	2,031	-0.15
Social Welfare	15,852	16,417	3.56	273	271	-0.73
<u>DEPARTMENTAL LIBRARIES</u>	<u>466,803*</u>	<u>492,421</u>	<u>5.49</u>	<u>15,137*</u>	<u>15,589</u>	<u>2.99</u>
Law	318,806	337,357	5.82	6,643*	6,766	1.85
Others	147,997*	155,064	4.78	8,494	8,823	3.87
TOTAL	4,505,201*	4,649,533	3.20	98,676*	96,531	-2.17

\* Corrected figure

SIZE OF THE LIBRARIES OF THE UNIVERSITY OF CALIFORNIA ON 30 JUNE 1975

TABLE III  
BOUND VOLUMES AND SERIALS RECEIVED CURRENTLY  
LOS ANGELES DETAILS

LIBRARY UNIT	VOLUMES			SERIALS RECEIVED CURRENTLY		
	30 June 1974	30 June 1975	% Change	30 June 1974	30 June 1975	% Change
UNIVERSITY LIBRARY	3,396,322*	3,519,424	3.6	49,938*	51,745	3.6
UNIVERSITY RESEARCH LIBRARY	1,849,764*	<u>1,912,360</u>	<u>3.4</u>	<u>17,720</u>	<u>19,126</u>	<u>7.9</u>
Book Collection	1,526,654	1,586,033	3.9	14,706	15,311	4.1
Unlisted Volumes	158,061	155,599	-1.6			
Reference	33,814	34,783	2.9			
Public Affairs Service	8,518	8,737	2.6	2,631	3,416	29.8
Special Collections	116,148	120,092	3.4	273	277	1.5
Theater Arts	6,569	7,116	8.3	110	122	10.9
<u>UNIVERSITY LIBRARY</u>	<u>163,720</u>	<u>170,250</u>	<u>4.0</u>	<u>862</u>	<u>919</u>	<u>6.6</u>
<u>SPECIALIZED LIBRARIES</u>	<u>1,382,838*</u>	<u>1,436,814</u>	<u>3.8</u>	<u>31,356*</u>	<u>31,700</u>	<u>1.1</u>
Architecture	5,034*	5,987	18.9	368	195	-47.0
Art	47,242	49,044	3.8	836	842	0.7
Biomedical	300,568	314,075	4.5	6,545	6,611	1.0
Book	72,342*	73,300	1.3	53	58	9.4
Education & Psychology	97,123	101,821	4.8	2,728	2,774	1.7
English Reading Room	17,375	18,091	4.1	144	146	1.4
Law	236,032	243,807	3.3	4,370	4,534	3.4
Management	102,327	105,429	3.0	4,788	4,826	0.8
Map	3,315	3,496	5.5	285	284	-0.4
Music	66,877	69,686	4.2	578	629	8.8
Physical Sciences	273,773	284,616	4.0	9,704	9,816	1.2
Chemistry	42,049	43,957	4.5	768*	758	-1.3
Engin.-Math. Sci.	137,267	141,886	3.4	6,410	6,537	2.0
Geology	67,371	70,279	4.3	1,911	1,910	-0.1
Physics	27,086	28,494	5.2	615	611	-0.7
Preventive	144,252	150,787	4.5	927	953	2.8
U.C. Elementary School	16,578	16,675	0.6	30	32	6.7

Corrected figure.

SIZE OF THE LIBRARIES OF THE UNIVERSITY OF CALIFORNIA ON 30 JUNE 1975

TABLE IV  
OTHER LIBRARY MATERIALS--PARTIAL RECORD

CAMPUS	MANUSCRIPTS	MAPS	MICROCOPY			GOVERNMENT DOCUMENTS NOT COUNTED AS "VOLUMES"	SOUND RECORDINGS
			MICROFILM REELS	MICROCARDS, MICROFICHES, MICROPRINTS	PAMPHLETS		
BERKELEY	36,151,703	234,181	145,518	750,963	833,552	38,656	32,2
DAVIS	49,628	43,911	44,931	1,023,261	433,966	361,271	11,1
HASTINGS	0	52	342	69,888	280	11,742	
IRVINE	5,945	2,820	21,944	251,235	12,451	0	2,6
LOS ANGELES	1,203,321	315,136	82,957	1,170,298	523,340	0	26,0
RIVERSIDE	21,723	59,630	27,171	569,203	18,702	248,135	6,
SAN DIEGO	307,244	116,905	9,677	415,305	50,698	115,694	20,0
SAN FRANCISCO	688	216	294	18,444	2,873	0	
SANTA BARBARA	181,614	179,545	24,121	780,626	57,133	274,121	16,66
SANTA CRUZ*	1,616	69,527	10,237	111,880	6,825	37,448	4,1
TOTAL	37,923,482	1,021,923	367,192	5,161,103	1,939,820	1,087,067	120,29

\*Including Lick Observatory

UNIVERSITY OF CALIFORNIA LIBRARIES  
 INTERLIBRARY TRANSACTIONS: INTERLIBRARY LOANS, 1974/1975  
 (University of California intercampus transactions shown as reported by lender)

TURNABLE ITEMS LENT

LENT BY:	To Other U.C. Libraries		To All Other Libraries		TOTAL	
	1973/1974	1974/1975	1973/1974	1974/1975	1973/1974	1974/1975
BERKELEY	5,645	5,116	8,080	8,534	13,725	13,650
DAVIS	408	708	1,226	1,742	1,634	2,450
VINE	223	322	2,999	3,439	3,222	3,761
S ANGELES	4,499	5,008	9,366	9,687	13,863	14,695
VERSIDE	429	526	433	409	862	935
N DIEGO	435	520	1,656	2,387	2,091	2,907
N FRANCISCO	305	367	1,893	1,557	2,198	1,924
NTA BARBARA	588	746	292	327	880	1,073
NTA CRUZ	168	220	143	210	311	430
TOTAL	12,700	13,533	26,088	28,292	40,221	41,825
% CHANGE		6.56%		8.45%		3.99%

TURNABLE ITEMS BORROWED

BORROWED BY:	From Other U.C. Libraries		From All Other Libraries		TOTAL	
	1973/1974	1974/1975	1973/1974	1974/1975	1973/1974	1974/1975
BERKELEY	1,039	1,367	2,326	2,758	3,365	4,125
DAVIS	2,057	1,689	1,369	1,261	3,426	2,950
VINE	1,761	1,824	337	345	2,098	2,169
S ANGELES	2,056	2,118	2,433	2,060	4,489	4,178
VERSIDE	1,612	1,602	286	264	1,898	1,866
N DIEGO	1,278	1,478	559	591	1,837	2,069
N FRANCISCO	295	303	144	67	439	370
NTA BARBARA	1,968	2,282	917	899	2,885	3,181
NTA CRUZ	634	870	221	216	855	1,086
TOTAL	12,700	13,533	8,592	8,461	21,292	21,994
% CHANGE		6.56%		-1.51%		3.30%

DETAILS OF INTERCAMPUS LENDING - 1974/1975

LENT BY:	LENT TO:									
	Berk	Dav	Irv	LA	Riv	SD	SF	SB	SC	TOTAL
BERKELEY	14	1,157	438	1,393	400	295	155	755	509	5,116
DAVIS	320	11	41	101	39	28	42	59	67	708
VINE	28	8		112	36	88	0	42	8	322
S ANGELES	548	344	811		996	778	59	1,299	173	5,008
VERSIDE	45	28	124	152		119	1	42	15	526
N DIEGO	38	16	199	119	55		5	60	28	520
N FRANCISCO	154	66	16	32	0	15	37	2	45	367
NTA BARBARA	138	41	177	152	62	149	2		25	746
NTA CRUZ	82	18	18	57	14	6	2	23		220
TOTAL	1,367	1,689	1,824	2,118	1,602	1,478	303	2,282	870	13,533

UNIVERSITY OF CALIFORNIA LIBRARIES  
 INTERLIBRARY TRANSACTIONS: PHOTOCOPIES IN LIEU OF LOAN, 1974/1975  
 (University of California intercampus transactions shown as reported by supplier)

NONRETURNABLE PHOTOCOPIES SUPPLIED

SUPPLIED BY:	To Other U.C. Libraries		To All Other Libraries		TOTAL	
	1973/1974	1974/1975	4	1974/1975	1973/1974	1974/1975
BERKELEY	4,632	4,764	7,259	7,102	11,891	11,866
DAVIS	842	1,489	3,262	5,272	4,104	6,761
IRVINE	338	400	1,361	1,630	1,699	2,030
LOS ANGELES	6,969	7,109	36,813	36,700	43,782	43,809
RIVERSIDE	509	806	268	517	777	1,323
SAN DIEGO	1,197	1,360	5,623	5,412	6,820	6,772
SAN FRANCISCO	1,318	1,493	11,428	12,628	12,746	14,121
SANTA BARBARA	537	476	211	118	748	594
SANTA CRUZ	137	121	80	176	217	297
TOTAL	16,479	18,018	66,305	69,555	82,783	87,573
% CHANGE		9.34%		4.90%		5.79%

NONRETURNABLE PHOTOCOPIES RECEIVED

RECEIVED BY:	From Other U.C. Libraries		From All Other Libraries		TOTAL	
	1973/1974	1974/1975	1973/1974	1974/1975	1973/1974	1974/1975
BERKELEY	1,491	2,032	294	397	1,784	2,429
DAVIS	1,599	1,755	611	888	2,210	2,643
IRVINE	2,976	3,166	214	336	3,190	3,502
LOS ANGELES	1,230	1,454	637	625	1,867	2,079
RIVERSIDE	2,920	3,205	279	176	3,199	3,381
SAN DIEGO	1,398	1,468	1,020	449	2,418	1,917
SAN FRANCISCO	733	853	159	157	892	1,010
SANTA BARBARA	2,809	2,796	792	845	3,601	3,641
SANTA CRUZ	1,323	1,289	90	199	1,413	1,488
TOTAL	16,479	18,018	4,096	4,072	20,574	22,090
% CHANGE		9.34%		-0.59%		7.37%

DETAILS OF INTERCAMPUS PHOTOCOPIES IN LIEU OF LOAN 1974/1975

SUPPLIED BY:	TO:									TOTAL
	Berk	Dav	Irv	LA	Riv	SD	SF	SB	SC	
BERKELEY	135	1,106	305	555	497	187	355	797	827	4,764
DAVIS	648	131	120	87	146	70	129	98	60	1,489
IRVINE	11	3		100	66	144	2	58	16	400
LOS ANGELES	325	237	1,495		2,308	786	273	1,581	104	7,109
RIVERSIDE	37	32	364	122		182	1	56	12	806
SAN DIEGO	67	55	636	254	126		39	165	18	1,360
SAN FRANCISCO	672	144	77	238	19	44	47	13	239	1,493
SANTA BARBARA	82	45	153	90	39	49	5		13	476
SANTA CRUZ	55	2	16	8	4	6	2	28		121
TOTAL	2,032	1,755	3,166	1,454	3,205	1,468	853	2,796	1,289	18,018



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 35 11 September 1975

NOVEMBER 14-15 NEW DATE FOR LIPC INSTITUTE ON THE CATALOG AS A REFERENCE TOOL

The Library Institutes Planning Committee (LIPC) announces with apologies the re-scheduling of its 8th annual institute to November 14-15. The date was changed to avoid a conflicting committee meeting in Paris on international standard bibliographic description which must be attended by Paul Winkler, editor of the forthcoming second edition of the Anglo-American cataloging rules, who heads the LIPC program. The institute will still be at Rickey's Hyatt House in Palo Alto. Persons already registered who wish refunds may write to Joseph E. Ryus, 2858 Oxford Avenue, Richmond, California 94806. Rooms already reserved at Rickey's will be shifted to the new date. Details of the change will be included in registration confirmation packets to be mailed to registrants by September 20. Registrations will be accepted through November 1. The registration fee is \$27.50 and includes two lunches.

-- Joseph E. Ryus (Ext. 2-4144)

LAC/DEPARTMENT HEADS TASK FORCE ON LIBRARY BUDGET PRIORITIES

At the request of Mr. Dougherty and in consultation with the Librarian's Office, the Steering Committee of LAC and the chairman of Department Heads have appointed a joint Task Force to consider General Library program priorities, to review the present budget and funding patterns, and to develop a set of recommendations which may be implemented to ensure that the Library makes the best possible use of its resources. Chaired by Sue Martin (Systems Office), other members of the Task Force are Sheila Dowd (General Reference and Collection Development), Lan Dyson (Moffitt), Robert Pfeiffer (Graduate Social Science Library), and Geraldine Scalzo (Graduate Social Science Library).

A preliminary report from the Task Force is expected for consideration by Cabinet, LAC, and Department Heads in November. The Task Force intends to seek advice from a variety of staff and will accept written recommendations addressed to the Chairman.

COMMITTEE ON APPOINTMENT, PROMOTION AND ADVANCEMENT

The LAUC-B Executive Committee is pleased to announce the appointment of three new members. Jack Leister (IGS), Sue Martin (Systems) and Virginia Pratt (LSL) will replace retiring members Kent Schriefer (Law), Louise Eastland (PH) and George Davis (Docs). The appointments take effect 1 September 1975 and run for three years.

Continuing CAPA members are Jim Gault (Moffitt), Beverly Hickok (ITTE), Tom Alexander (Agric), and Betty Todd (Banc).

-- Bill Whitson  
Chairman, LAUC-B

## OPEN MEETING

The Library Affirmative Action Advisory Committee is having an open meeting with representatives from Campus Personnel on Wednesday, 17 September from 10:30 to 12:00 in Room 115. Topics for discussion are problems Library staff are having with the Campus Personnel Office, particularly transfers.

## EUROPEAN ARCHIVAL TOUR

I have just returned from a study tour of archival institutions, libraries, and historical museums sponsored by the Society of American Archivists. During the period August 5-22 the group of thirty-two visited Copenhagen, Stockholm, Lenin-grad, Prague, Bratislava, Vienna and Paris. At each facility we heard a talk about its history and holdings, viewed exhibits of rare books, manuscripts and documents especially selected for us, saw demonstrations of restoration techniques and made a tour of the building. My notes are full of statistics on holdings, but my memory retains the impression of the tremendous diversity and beauty of the architecture of most of these places. The National Archives in both Denmark and Austria were built to house archives, but are nevertheless palatial. The French National Archives occupy eighteen buildings on eight acres of land, attractively incorporating two former aristocratic residences (with lovely tapestries and wall paintings) and a fourteenth century tower. One of the residences is now the historical museum. The most modern facility we saw housed the city archives of Stockholm. We entered what appeared to be a one story building on a hilltop, but on the downhill side there are four stories overlooking a lovely view of a river and the city beyond. The stacks occupy nine underground levels excavated out of solid granite, and radiating wings will be added as needed. The shelves are of the new compact variety, on rails with one corridor for about a dozen rows of shelves. They are surprisingly easy to move. We were told that they will not squash anyone caught in a closing corridor, but there were no volunteers to demonstrate this feature.

My personal favorite is the facility being planned to house the city archives of Paris, for it will combine modern and efficient storage and research facilities with the restoration of an historical building. Not having been forewarned, we were amazed to enter a rubble filled courtyard and gaze at a ruin. This sixteenth century residence has been selected for restoration by the government. In the eighteenth century two stories were added and the interior carved up into many small shops and apartments. By the nineteenth century the garden and courtyard were a solid slum. A scale model is on display. The plans for the garden were found in a library in Stockholm, but no specifications for the house have turned up. The accretions are being removed with great care; bits of the grand staircase were found in the walls of the added upper floors, and recently a brick vaulted room which was the original kitchen was uncovered. After the restoration, the more interesting rooms and the gardens will be open to the public. Some of the rooms will be used for offices, but most of the archival storage and research facilities will occupy six floors underneath the garden and courtyard. There will also be one level for parking cars.

In addition to the archival visits we had general sightseeing tours and some free time in each city. We met with generous hospitality everywhere. Our Danish colleagues gave dinner parties for us in their homes and the director of the Swedish National Archives and his wife came back from their vacation to guide our tour and entertain us at a cocktail reception in their home. I had a wonderful time.



## PERSONNEL CHANGES

PROMOTION Bruce Lundquist, Education/Psychology Library, was promoted from Clerk to Library Assistant I, effective 15 August 1975.

## BIOCHEMISTRY LIBRARY CLOSED FOR VACATION

Biochemistry Library will be closed September 15 through September 30, 1975, when Mrs. Annie Lewis will be on vacation.

## IMPROVEMENTS IN THE COMPUTERIZED SERIALS PROCESSING SYSTEM

Several additions and improvements have recently been made to the Berkeley Computerized Serial Processing System. The major addition is a facility for computer printed letters to vendors, publishers and exchange partners to claim issues of serials which have not been received or which need to be replaced. A sample of what these letters look like is appended to this article. The letters are designed to fit inside a standard window envelope. In order to facilitate a response, the letter is printed in three languages (English, French and Spanish). The reverse side of the letter has space for the supplier to respond if the material is not available. In order to implement this facility it was necessary to carefully review each of the 16,102 titles that are currently received on exchange and assign an "exchange partner code" to the institution that is sending us that title. (This has been done previously for purchased items.) Then, addresses for each of the 4,300 such codes had to be placed in the computer file. AnnMarie Mitchell, Head of the Gift & Exchange Division, personally supervised this large project. We hope that as a result of these efforts, claims for exchange items will be processed more readily. In the future, whenever a new item is received on exchange it is not necessary to place in the computer the address of the exchange partner. Instead all that is placed in the computer is the six character "exchange partner code". Furthermore, whenever an exchange partner's address changes it is not necessary to correct the record for each title received from that partner. Instead one merely changes the single address associated with the "exchange partner code."

Whenever the Serials or Documents Department claims issues, utilizing the computer produced claim letters, the title and the issues claimed are printed on the weekly serials reports that each branch now receives. In addition, whenever a title is cancelled, dropped or ceases, the title and a short explanation is printed on the report. The example appended to this article illustrates this.

Another new feature that has been added to the computerized processing system is the printing, by the computer, of "skirts" that are attached to the serial invoice by the Accounting Division of the Acquisition Department. These computer printed "skirts" are used by the Campus Accounting Office as the basic input document into the University computerized check writing system. This means that the amounts printed on the weekly reports now reflect actual payments made, not just payments approved. In the few cases where it is necessary to correct the computer printed dollar amount, these corrections are made to the printouts by the Acquisition Department before the printouts are mailed to the branches. (The most common reason for this type of correction is that the vendor insists on using a slightly out of date currency conversion rate for one of the 131 foreign currencies that the system accepts.

IMPROVEMENTS IN THE COMPUTERIZED SERIALS PROCESSING SYSTEM (Continued)

The next facility that we are planning to add to the computer system is an improved method for placing serials purchase orders into the system.

-- Stephen Silberstein  
Library Systems Office

LIBRAIRIE JEAN TOUZOT  
38, RUE SAINT SUPLICE  
75006 PARIS, FRANCE

UNIVERSITY OF CALIFORNIA  
BERKELEY  
AUGUST 30, 1975



Gentlemen:  
Estimados Señores:  
Messieurs:

FRANCE. MINISTERE DES AFFAIRES ETRANGERES.  
STRUCTURES ET STATISTIQUES DE LA SANTE. SERIE C.1: ELEMENTS DE  
STATISTIQUES RETROSPECTIVES.  
NO. 1 AND ANY LATER NUMBERS ISSUED

has not been received.  
no se ha recibido hasta la fecha.  
ne nous est pas parvenu.

was damaged in the mail/is an imperfect copy.  
ha sido dañado en el correo/es copia imperfecta e inaceptable.  
a été endommagé dans le courrier/est un exemplaire défectueux.

has been lost from the library; we will pay replacement bill.  
ha sido perdido; remitiremos pago por su reemplazo.  
est perdu; nous accepterions de payer pour un remplacement.

ORDER # 76347

RECORD # 1758550

No reply is needed if the material can be sent without delay. If this is not possible, please indicate the reason on the reverse side of this letter and return it to us.

Ninguna contestación es necesario si tal material puede ser enviado sin demora. En caso no ser posible, favor de llenar al reverso de la pagina y devolverla a nosotros.

Aucune réponse n'est nécessaire si vous pouvez nous l'envoyer sans délai; dans le cas contraire veuillez nous retourner la présente avec votre réponse au verso.

Very truly yours,  
Muy atentamente,  
Très sincèrement votre,

DOCUMENTS DEPARTMENT  
GENERAL LIBRARY  
UNIVERSITY OF CALIFORNIA, BERKELEY  
BERKELEY, CALIFORNIA, USA 94720

SER 7 - 15M - 6/75

CALIFORNIA, BERKELEY LIBRARY SERIAL CLAIM & PAYMENT REPORT FOR THE BIOL-SFUND 75242 AUGUST 23-29, 1975

ACTIVITY \*\*\*\*\*

\$1470.35  
\$1954.22  
\$1785.15  
\$273.84  
\$129.64  
\$753.97

75197 JUNE 7-13, 1975  
75203 JULY 12-18, 1975  
75218 JULY 26-AUGUST 1, 1  
75221 AUGUST 2-8, 1975  
75231 AUGUST 9-15, 1975  
75235 AUGUST 16-22, 1975

ACTIVITY \*\*\*\*\*

INVOICE DATE & NO.	AMOUNT	TITLE	COVERAGE RECORD
30AU75 CLAIMED		BRITISH BIRDS	V.68:1(1975)
30AU75 CLAIMED		BRITISH JOURNAL OF RADIOLOGY. SUPPLEMENT	NO.11 AND LATER ISSUE
30AU75 CANCELLED		HELMINTHOLOGICAL ABSTRACTS. SERIES B: PLANT NEMATODS	BUDGETARY CONSTRAI
30AU75 CLAIMED		NEUROENDOCRINOLOGY	V.14:5,1974
30AU75 CANCELLED		REVIEW OF APPLIED ENTOMOLOGY - - SERIES B: MEDICAL	BUDGETARY CONSTRAI
30AU75 CLAIMED		REVUE ROUMAINE DE BIOLOGIE. S ERIE DE BOTANIQUE	V.18:2,1973
02MY75 78/5 J	\$7.89	ARCHIVES OF SEXUAL BEHAVIOR	REPL V.3:3
26MY75 0740376 O	\$153.19	ACTA BIOLOGICA ET MEDICA GERMANICA	VOL 34&35/1
01 S75 133805 R	\$118.00	ACTA HAEMATOLOGICA	V55,56
09JL75 0760383 O	\$35.74	ACTA NEUROPATHOLOGICA	NO. 6, MAGLI
09JL75 0760383 O	\$76.60	ANGEWANDTE BOTANIK	VOL 49/75
09JL75 0760383 O	\$19.15	ANGEWANDTE PARASITOLOGIE	VOL 16/1975
19AG75 098525 M	.90	ANNUAL REVIEW OF PHYTOPATHOLOGY	TAX
19AG75 098525 M	\$15.00	ANNUAL REVIEW OF PHYTOPATHOLOGY	VOL 13
26MY75 0740376 O	\$10.38	AQUARIEN-TERRARIEN	VOL 1975

CU NEWS is published every Thursday by the General Library. News deadline is noon on Tuesday. Send double spaced typewritten copy to the Editor, 447 Library. CU NEWS is indexed in card file at the General Reference Desk.

## BRANCH HEADS MEETING

22 August 1975

Chairman: Jane Flener; Guests: George Dea, Don Nelson, Bill Wenz.

A lively two-hour session touched on many fiscal and personnel aspects of that vital segment of the staff - the student library employee (SLE). Technical department heads joined public service unit heads in discussing 1) the Memorandum to Student Library Employees and 2) the General Assistance allocation for 1975/76.

### Personnel policies:

Mr. Wenz stressed the need for increased communication about library personnel policies. He mentioned group meetings or a Library Personnel Office Bulletin as possible vehicles for conveying such information. Discussion focused on the following recommendations for revising the Memorandum to Student Library Employees which is given to each new student employee of the Library:

Eligibility: Students are eligible to be employed in the Library's part time positions while they are enrolled at the Berkeley Campus. Continuation of such employment may be permitted by department heads for one quarter after graduation or leaving school. This exception is limited to one quarter and requires the permission of the department head who should base his/her decision on the needs of the department. Graduate or post-graduate students are eligible to hold such positions as long as a formal association with the University is maintained, i.e., writing a thesis under the supervision of a faculty advisor.

Number of Hours: Library General Order C-6 states that "Student employees are normally scheduled to work fifteen to eighteen hours per week. Exceptions may be granted by department heads. Schedules of 20 hours or more should take into consideration the needs of the department, the qualifications of the individual and the funds available."

Evening and Week-end Hours: Student employees are paid at the Library Assistant I rate when they are in sole charge of a branch library during evening, week-end and holiday hours. During these periods only one student employee is eligible for the LA I salary rate. If more than one student is assigned to work during these periods, one should be designated in charge. This provision does not apply to any regular hours 8 a.m. to 5 p.m., Monday through Friday. The shift differential of \$.15 per hour is paid to all student employees who work four or more hours after 6 p.m.

Summer Employment: Work during the summer is provided based on the needs of the department and only as funds are available.

Vacations: For the purpose of determining eligibility to use vacation, the word "continuous" does not mean consecutive. A student employee is eligible to use vacation after he/she has worked six continuous months at half-time or more without a break in service. Vacation leave is scheduled at the convenience of the department.

Work Study: It was recommended that the Memorandum to Student Library Employees be revised or that a separate hand-out sheet be prepared making it clear that students hired on the work-study program are guaranteed employment with the Library only while they are eligible under this program. The Library cannot guarantee continued employment on regular funding after the employee's work-study benefits are exhausted.

Mr. Wenz stated that students are knowledgeable about their benefits and rights; it is important that supervisors be equally well informed.

## General Assistant Allocation

Mr. Dea emphasized the change in GA allocations for 1975/76; the controlling factor is the funds available not the hours as in previous years. The ramifications of this budgeting approach, in particular the impact of personnel policies, e.g., vacations, merit increases, which must now come out of the GA allocation, were discussed at length. In response to the staffing problems foreseen as a consequence of the change, Ms. Flener pointed out that library resources are limited and that the GA allocation now places decisions about staffing at the Departmental level rather than the Librarian's Office. She felt, as was the case with the change in Serials funding, the problems would not be as great as feared.

In the course of explaining the symbols appearing on the GA monthly report, Don Nelson agreed that a symbol could be added to indicate any student working in more than one library. This was but one of the instances in which the need for prompt, full information about the status of each employee was brought out. Cooperation of the Personnel Office will be essential for adequate planning and management of the funds.

Mr. Dea acknowledged that the increased cost of staffing branches at the LA-I level on evenings and weekends had not been included in the allocations. He asked department heads to send him the total number of hours for the year requiring the additional pay rate. He also reminded the group that it is incumbent on each unit to verify the hours each student reports - especially when two cards at different pay rates are turned in.

Ms. Flener concluded the joint session with the proposal to continue the discussion at the next meeting in September.

## Branch Announcements

Virginia Pratt reported that TACS will be discontinued immediately; temporary analytics will be included in the BIP list. She went on to ask for feed-back to a proposal to up-grade analytics in the sense of insuring that those needed by the branch are made by the Catalog Department. The serials print-out, by including a symbol for those series which are now analyzed, could provide the mechanism for a review. Trade-offs could be negotiated by discontinuing some analytics in order to institute others more significant for the branch. Factors such as availability of LC copy must be considered and the work load for cataloging must not be increased. All agreed that this proposal provides a method to improve bibliographic access for the branches.

Lois Farrell wanted to know which units needed signs for the new fine schedule. She also asked for reaction to her suggestion (made to Mr. Rosenthal) that a separate BIP microfiche for each branch's TCP material would be a useful bibliographic aid. The idea of a separate fiche was enthusiastically endorsed by the group.

Bob Pfeiffer urged each unit head to pay a visit to Marj Titus (not, however, on Wednesdays) to clear out their old, out-dated multilith forms from her files. He achieved a 50 percent discard rate from his own review.

-- Esther Johnson

Next meeting of the Branch Heads:

Special Meeting to discuss Personnel Policies - 26 September, 1:30 p.m.  
Room 322  
Regular Meeting - 24 October, 10:00 a.m., Room 322

# QUINCY

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 36 18 September 1975

## ADDITIONAL REMINDER TO ALL STAFF

Appointments and elections to the Library Advisory Council and the LAC standing committees on Bibliographical Control, Circulation, Library Building, Reference Services and Selection occur during September and October. A committee consisting of representatives from LAC, LAUC and Administration will compile slates of nominees for committees - to be voted on by LAC. Committee members would appreciate having suggestions from librarians and particularly from career staff - give either your own name or that of another person. If you would care to include a brief indication of the interests and experience of the person whose name is being given, that would be helpful. Please submit all names by 1 October (earlier if possible) to some member of the LAC appointments committee: J. Peck, K. Loughman, S. Behar, G. Scalzo, R. Dougherty.

## INFORMATION DESK NEEDS VOLUNTEERS

If you know where it's at, you are invited to join the staff of the brand new -- if temporary -- INFORMATION DESK, to be located just inside the Main (north) entrance to the Library Building on Thursday and Friday, October 2 and 3, and again on Monday through Friday, October 6 to 10. The Desk will be open 9 a.m. to 5 p.m. to tell students and visitors how to find what they're looking for. Volunteers are needed to take one or two two-hour shifts: 9-11, 11-1, 1-3, or 3-5. All Library employees who have worked at least a year in the UC Berkeley Library system are eligible, regardless of age, weight, color (or absence) of hair, or department of Library origin. A day or so before the DESK opens there will be a meeting of all volunteers, and brief tours of the building to refresh flagging memories of Library locations. Simply choose the one (or two) shifts you would prefer, get your supervisor's approval, and phone Jean Hudson at extension 2-3719. It may be the most public-spirited phone call you'll make all week.

-- Jean Hudson

## STAFF SUPPORT TO ATTEND PROFESSIONAL MEETINGS

As in former years, the Library administration will refer non-administrative requests for leave and/or funding support to attend meetings and to participate in institutes, workshops, and other professional activities to the Staff Development Committee, which reviews requests in terms of General Order No. C-3A, "Guidelines and Procedures for Leave and Funding Support", 16 September 1974. Separate funds are used to support (1) attendance at professional and scholarly meetings, and (2) attendance at institutes and workshops. Also, funding requests related to attendance at professional and scholarly meetings fall into two categories defined in terms of the individual's role at the meeting. Leave with pay and funding support must be justified on the basis of benefit to the Library and to the staff member, who is expected to report to colleagues on knowledge and insight gained and to the Staff Development Committee more generally on the worth of the program.

(Continued on Back Page)

## POSITION AVAILABLE

The following position is being listed at the request of the Institute of Governmental Studies Library:

Assistant Librarian  
\$11,472-\$14,964

The Institute of Governmental Studies is the oldest organized research unit on the Berkeley campus of the University of California, having been founded in the early 1920's. From the outset a major interest of the organization has been the building of its public affairs library, now numbering over 350,000 publications. It is not a traditional book collection, but rather a collection of pamphlets, government documents, and periodicals covering a wide range of subjects of public interest including - public administration at all levels; city, regional and state planning; budgets; finance and taxation; welfare, both public and private; criminology; police administration, administration of justice, crime and the courts; and federal, state, local and metropolitan problems.

Duties and Responsibilities:

1. Classifies and catalogues highly specialized materials, including state and federal documents, pamphlets, books and periodical articles in the many fields of public affairs, with a special emphasis on international education finance.
2. Answers in-person, telephone and mail requests for information. Gives instruction in the use of the collection to students, faculty and off-campus public. Conducts literature searches and prepares specialized bibliographies.
3. Through an AID grant to the School of Education, assumes full responsibility for selecting, acquiring, cataloging and making available materials in the field of international education finance. Prepares accessions list for this collection. Works closely with research personnel in this project.

Qualifications:

M.L.S. degree from an accredited library school required. Background in the field of education or economics would be helpful. Some professional experience desired, but not essential. Experience in working with a small specialized collection - in both technical and public services - would be most appropriate.

Period of Service:

100% - October 1975 through June 1976 - (funded by IGS and AID)  
50% - June 1976 through February 1978 - (funded only by AID)

Applicants interested in applying for this position should send resumé to:

Jack Leister, Head Librarian  
Institute of Governmental Studies  
109 Moses Hall  
University of California  
Berkeley, California 94720  
(415) 642-5659

The University of California is an Equal Opportunity-Affirmative Action Employer. Minorities and Women are urged to apply.

## STAFF SUPPORT TO ATTEND PROFESSIONAL MEETINGS (Continued)

Although the Library's travel budget may be used to support transportation, miscellaneous expenses directly connected with the meeting, and standard per diem depending upon the nature of the activity, budgetary limits and the increasing involvement of staff members in a variety of professional activities have meant that when funding support is possible, it is a limited or bare-bones support. To utilize funds as effectively and equitably as possible, requests for leave and funding support to attend 1975/76 meetings should be submitted to the Librarian's Office as soon as possible. All staff members should consider their needs and submit formal requests no later than 15 October. Requests should, insofar as possible, include all regularly scheduled conferences and meetings that the staff member wishes to attend during 1975/76.

Dates and meeting places for some of the more general national and regional conferences are as follows:

- ASIS, Annual Meeting, Boston, Massachusetts, 26-30 October 1975  
(The 1976 meeting is scheduled to be held in San Francisco.)
- CLA, Annual Conference, San Francisco, California, 30 November -  
5 December 1975.
- ALA, Midwinter Conference, Chicago, Illinois, 18-24 January 1976.
- SLA, Annual Conference, Denver, Colorado, 6-10 June 1976.
- ALA, Annual Conference, Chicago, Illinois, 18-24 July 1976.

A separate "Request for Leave/Funding Support" form (ADM 106), available from the Librarian's Office and from the Personnel Office, must be filled out for each meeting or activity; each request should include a brief justification as well as the amount of financial support required for allowable expenses. Requests for funding support or for leave of more than one day should be given to the department head for a recommendation and endorsement. Department heads are to transmit all such requests to Marianne Liepman, Librarian's Office.

I believe that it is important for staff and academic personnel to engage in activities that will enable them to expand their professional experiences. Within our limited resources we will do all that we can to support employee participation in scholarly and career-related activities.

-- Richard M. Dougherty

## GENERAL ORDER NO. A-5

Library General Order No. A-5, LIBRARY EXHIBITS, dated August 1975, has been issued and distributed to all Library units. Additional copies are available from the Librarian's Office.

## TENNIS TOURNAMENT CHANGE

Due to a scheduling conflict, Stanford has moved the Tennis Tournament up one week to Sunday, 12 October. More players, particularly women, are needed to round out our team. To reassure anyone doubting his/her ability to participate, the members of each team are ranked to reduce the chance of mismatches. If this encourages you to inquire further, please contact Tim DeWolf at 2-3404.







THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 37 25 September 1975

#### LAST CHANCE

Since the Library Institutes Planning Committee Conference on "The Catalog as a Reference Tool" has been postponed to November 14-15, 1975, the Staff Development Committee will accept additional leave/funding requests until Tuesday, September 30, 1975.

Library Assistants are encouraged to apply. Requests should be forwarded through one's Department Head, and the appropriate AUL to Janice Powell in the Librarian's Office by the above date.

#### DEAN OF THE SCHOOL OF LIBRARIANSHIP APPOINTED

Michael K. Buckland, Assistant Librarian for Technical Services at Purdue University, has been named Dean of the School of Librarianship on the University of California's Berkeley campus. U.C. President David S. Saxon and Berkeley Chancellor Albert H. Bowker, making a joint announcement, said the appointment will be effective January 1, 1976.

Dr. Buckland, 34, comes to Berkeley with a reputation as an innovative thinker in research library management. He received the Robinson Medal of the British Library Association in 1972 for his development of management games as a teaching method for library schools. A native of England, he was born in Wantage and attended St. Peter's College, Oxford, receiving an M.A. in 1963. He began library training at Oxford's Bodleian Library. Dr. Buckland earned his Ph.D. at Sheffield University, England, while working as an assistant librarian at the University of Lancaster. He remained with the library there until accepting the post at Purdue in 1972.

A specialist in detailed analysis of library functions, Dr. Buckland is in charge of revamping the research and automation efforts at the Purdue library. In addition to being an Assistant Librarian at Purdue, he is associate professor of library science, and vice-president of the Indiana Cooperative Library Service Authority, a consortium of all types of libraries which he helped to form. He is married and has two children.

Theodora L. Hodges is serving as acting dean of the Berkeley School of Librarianship until Dr. Buckland arrives next January. The former dean, Associate Professor Patrick G. Wilson, is on sabbatical leave prior to returning to full time teaching.

## LIBRARY BUDGET PRIORITIES TASK FORCE

The September 11 CU NEWS carried an announcement of the formation of a LAC/Department Heads Library Budget Priorities Task Force, and inadvertently omitted three names from the list of members. Rita Kane (Biology Library), Cathy Moreno (Catalog Department), and Mercedes Untawale (Acquisition Department) are also members of the task force.

-- Sue Martin, Chairman

## ADVANCED STUDY PROGRAM FOR LIBRARIANS

"The Council on Library Resources' Advanced Study Program for Librarians will enable up to five well-qualified librarians to pursue a year of full-time graduate study in a scholarly discipline -- one traditionally considered as coming within the "liberal arts and sciences." The award includes a stipend of up to \$15,000, based on the salary and normal benefits the successful candidate received during the 1975-76 academic year, as well as graduate school tuition and fees for one academic year (2 semesters or 3 quarters) and necessary moving expenses (up to \$500 for single persons, up to \$1000 for those with families to relocate)."

The Librarian's Office has application forms and information regarding requirements and application procedures. Completed applications must be postmarked no later than 8 November 1975.

-- Janice Powell  
Extension 2-3773

## NEW AIR FOR THE LIBRARY PHOTOGRAPHIC SERVICE

A new ventilation system is being installed in the Library Photographic Service, located in the southwest basement of Doe Library. Construction is slated to begin September 24 and to be completed sometime in November. Although installation may from time to time cause temporary inaccessibility to pieces of equipment by staff members, every effort will be made by both contractor and staff to provide photographic services with minimal delays. Your patience and understanding as patrons will be greatly appreciated during this project.

-- Sandy Moyer

## REVIEW SHELF

Review Lot Number

Inclusive Dates

353

29 September - 17 October

This review shelf features a collection of American history material. Also available is material from a large gift in the field of gerontology. And as always, there are the usual miscellaneous smaller gifts for your perusal.

## PERSONNEL CHANGES

## PROMOTIONS

Raul Sanchez, Jr., Moffitt Undergraduate Library, was promoted from Library Assistant I to Library Assistant II, effective 1 September 1975.

Steve H. Chazan, Moffitt Undergraduate Library, was promoted from Library Assistant I to Library Assistant II, effective 1 September 1975.

## APPOINTMENTS

Margie W. Brachfeld was appointed Library Assistant I in the Catalog Department (Preliminary Cataloging Division), effective 17 September 1975. A graduate in English from Youngstown State University in Ohio, Mrs. Brachfeld worked previously as both a student assistant in the library during her college days and as a full time Library Assistant at the Ohio State University Main Library from September 1972 to June 1975.

Ellen J. Meltzer was appointed Assistant Librarian in the Moffitt Undergraduate Library on 8 September 1975. Miss Meltzer has been hired as a temporary replacement for Linda Beaupré who is on leave until 1 September 1976. A June 1975 graduate from UCLA's Graduate School of Library Service, Miss Meltzer also obtained her BA in History from UCLA in 1972. While studying at UCLA she was employed in the Acquisitions and Serials Department of the Research Library and at the Reference Desk of the College Library.

Alan S. Silverman was appointed to the half-time Library Assistant I position with the Serials Department (Periodical Room), effective 8 September 1975. Mr. Silverman, who has a BA and MA in Mathematics from UCB, has worked previously in the East Asiatic Library and with the Serials Conversion Project of the Systems Office. His other Library associations include work with the Institute of Library Research at Berkeley and with the Multnomah County Library at Portland, Oregon.

Barbara J. Stone was appointed Library Assistant I in the Catalog Department (Typing Division) on 2 September 1975. Mrs. Stone, who has an AA degree in Social Science and Music from Merritt College, has worked previously on campus as a Curriculum Assistant in the Department of Electrical Engineering and Computer Sciences and prior to this was a secretary with the State Department of Public Health.

Robert S. Treppa was appointed Administrative Assistant I in the Acquisition Department (Departmental Order Division), effective 18 September 1975. A graduate in English from UCB, Mr. Treppa worked previously for Harbor Data Processing, a public accounting firm in San Diego and for the San Diego City School system. While a student at Berkeley he worked as a Student Assistant in the Social Welfare Library and as a computer keypunch operator in the Institute of Library Research.

(Continued on next page)

## PERSONNEL CHANGES (Continued)

## TERMINATIONS

Brenda M. Ivey, Library Affirmative Action Coordinator, who has been on leave of absence since August 1975, has resigned from the Library. Brenda has decided to stay on in Alaska where her husband has accepted a position with the University of Alaska.

Maria T. Kelsey, Library Assistant I, Catalog Department, has resigned effective 31 August 1975 and is planning to attend graduate school.

## BIRTH ANNOUNCEMENT

Mr. & Mrs. Gordon E. Bergman (Patricia Bergman of the Public Health Library) are proud to announce the arrival of daughter, Maeve Katherine, on 4 September 1975.

## ADJUSTED INCREASE FOR LIBRARIANS FORTHCOMING

The Payroll Office has announced that the first payment of the adjusted increase due some librarians as the result of the 1 July 1975 salary restructure will be made on 1 October 1975. It is planned that the second payment will be made on 1 April 1976.

# MINUTES OF THE AUGMENTED UNIT HEADS MEETING

8 September 1975

PRESENT: J. Flener (presiding), W. Wenz, G. Dea, D. Nelson, S. Silberstein, S. Martin, J. Hernandez, A. Gilbert, I. Mostecky, M. Murdoch, J. Rudd, S. Gold, W. Whitson, A. Lipow, L. Matsumoto, S. Kauffman, K. Legg, R. Ortopan, R. Pfeiffer, G. Scalzo, L. Farrell, B. Lukens, F. Velek, R. Tang, P. Ananda, P. Evans, D. Koenig

## ANNOUNCEMENTS:

1. Miss Flener reminded unit heads that Annual Reports were due in the Administrative Office by 15 October 1975.
2. She also stated that after she and Mr. Rosenthal had completed their visits to the branches there would be a general meeting of branch units probably late in October. At this meeting various recommendations would be made and other problems discussed.
3. The next regular branch meeting is scheduled for Friday, October 24, 10am - 12 Noon.
4. Minutes of the first augmented unit heads meeting would be issued.
5. Lois Farrell, as a member of the Circulation Committee, requested that orders for public signs of the new fine schedule or any ideas about such public signs should be sent to her or any member of the Circulation Committee.
6. Mr. Wenz will set up a meeting for the augmented unit heads. At this meeting, Mr. Wenz will answer a number of questions he has received re: personnel problems in response to a request issued at an earlier meeting.
7. Mr. Dea announced that he had not received from everybody a list of evening and weekend hours for the coming fiscal year. After some discussion, the original request was altered and the lists sent in were given back. As it stands now, Mr. Dea wants three breakdowns: a list of the evening hours, a list of the weekend hours, and a list of the holiday hours and the total. The time period is the fiscal year: 1 July 1975 - 30 June 1976. The amounts are to be exact-- not estimates.

THE MEETING was primarily a continuation of the meeting held earlier. In addition to Mr. Dea and Mr. Nelson from the Business Office, the Systems Office was represented by S. Martin and S. Silberstein and the Personnel Office by Mr. Wenz. Mr. Dea handed out the July and August payroll printouts. There was a wide variety of questions asked ranging from the very specific (What does that symbol mean?) to broad implications for personnel policy (The influence of career status and resultant personnel problems). Examples of the questions and the discussion are listed below:

1. How long does it take adjustments to appear on the printout? Reply: Nearly one month.
2. The symbol W.S. means work study. As it is shown on the printout it is a gross figure, i.e., the amount the employee actually earned, not the amount charged to the individual branch or unit account.
3. Sick leave and annual leave are shown. When the employee terminates, these amounts will be deducted from the individual unit accounts.
4. There was considerable discussion of the problem of a person working for two units at the same time. The two questions of concern seemed to be: (1) Doesn't this accelerate the status change from casual employee to career employee with resulting economic disadvantages? and (2) Which unit will pay for the sick or vacation leave? Mr. Wenz reported that the administration

was working on the problem of equitable distribution of these charges. It was also stated that two unit heads should consult each other when their joint employee went on vacation. The Personnel Office will put together a list of those working in more than one department and distribute as appropriate.

5. The economic disadvantages to the library system of having casual employees become career employees was aired. Mr. Wenz pointed out that under normal circumstances career status problems should not arise if an employee does not work more than 18 hours per week. Mr. Wenz stated that the allocation of the number of hours to all employees still remained the unit head's prerogative. He also stressed that the whole issue needed further work, discussion, and clarification.
6. The noon hour problem. The noon hour is not to be considered a period when SLE's are eligible for LA1 pay, since other library employees including the library administration are available in emergencies during the day.
7. The difficulty of thinking in dollar amounts rather than hours for scheduling purposes was re-iterated. One must convert the average hourly rate of one's own unit into hours and it was pointed out that this was the only way to get a clear picture. S. Silberstein said it should be easy to obtain a list of employees with their hourly rate of pay.
8. In response to questioning Mr. Dea admitted that units were not credited with the dollar value of an employee's time when the employee was on leave. The Dea method was to credit the unit with the dollar value based on the hourly rate of the employee hired to take his place. Mr. Dea defended this policy as the only way to accumulate some salary savings.
9. Symbols:   PRE OT:   Premium overtime           S BAL:       Balance of sick leave  
              SD:        Sick leave paid           V BAL:       Balance of vacation  
              HL:        Holiday pay paid        MOS P/R:     Monthly payroll

- Arthur Waugh, recorder

# MINUTES OF THE AUGMENTED UNIT HEADS MEETING

8 September 1975

PRESENT: J. Flener (presiding), W. Wenz, G. Dea, D. Nelson, S. Silberstein, S. Martin, J. Hernandez, A. Gilbert, I. Mostecky, M. Murdoch, J. Rudd, S. Gold, W. Whitson, A. Lipow, L. Matsumoto, S. Kauffman, K. Legg, R. Ortopan, R. Pfeiffer, G. Scalzo, L. Farrell, B. Lukens, F. Velek, R. Tang, P. Ananda, P. Evans, D. Koenig

## ANNOUNCEMENTS:

1. Miss Flener reminded unit heads that Annual Reports were due in the Administrative Office by 15 October 1975.
2. She also stated that after she and Mr. Rosenthal had completed their visits to the branches there would be a general meeting of branch units probably late in October. At this meeting various recommendations would be made and other problems discussed.
3. The next regular branch meeting is scheduled for Friday, October 24, 10am - 12 Noon.
4. Minutes of the first augmented unit heads meeting would be issued.
5. Lois Farrell, as a member of the Circulation Committee, requested that orders for public signs of the new fine schedule or any ideas about such public signs should be sent to her or any member of the Circulation Committee.
6. Mr. Wenz will set up a meeting for the augmented unit heads. At this meeting, Mr. Wenz will answer a number of questions he has received re: personnel problems in response to a request issued at an earlier meeting.
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- Arthur Waugh, recorder



## DEPARTMENT HEADS MEETING

16 September 1975

Chairman: Robert Pfeiffer

### Announcements

Mr. Rosenthal reported that the Bindery wants to convert to an all-white ink lettering system for marking bound volumes. He checked with several units and found no objections, so he has authorized the Bindery to begin.

Mr. Rosenthal announced that he had appointed a group consisting of Iva Mostecky, Cathy Oka, Dorothy Gregor, and Ann Gilbert to study direct receipt of serials by branches. The group will consider such questions as claims (should they be sent out centrally?), analytics, and government document receipts. He also reported that the new serials claim system is in operation, with claims printed centrally from the serials data base; the Gifts and Exchange Division has not yet begun to use the system.

A computer-assisted central processing system is being explored by Mr. Rosenthal and the Systems Office. It will include an expansion of the scope of the Books in Process List to include orders, the transfer of the production of the in-process list to Berkeley, and fund control of monographs as well as serials. It is envisaged as a batch rather than an on-line system. Many details are yet to be worked out, and Mr. Rosenthal is planning wide-spread discussion.

Mr. Michel reported on the construction work at ICLF(N). It is expected to be completed by 1 November 1975, and will increase the capacity about 400,000 volumes; total capacity would be about 1.75 million volumes, if all shelving were compacted-- which it is not. There will be enough space for 4 to 5 years if only Berkeley's needs are to be accommodated.

Lois Farrell announced that the new circulation rules will be out soon. Late revision: there will be a \$5.00 minimum replacement charge for unbound items, with the option to charge actual cost. The Rules will be issued as Orientation Leaflet Number 17; Library Lending Rules.

Mr. Pfeiffer announced that some names had been omitted from the 11 September 1975 CU NEWS article on the LAC/Department Heads Task Force on Library Budget Priorities. The Task Force, chaired by Sue Martin, includes the following members: Sheila Dowd, Lan Dyson, Robert Pfeiffer, Geraldine Scalzo, Cathy Moreno, Mercedes Untawale, and Rita Kane.

Mr. Pfeiffer reported on the activities of the Ad Hoc Forms Committee. The committee has consulted with Marjorie Titus in the Multilith Room about the form masters on file for each department. Mr. Pfeiffer urged each department head to check the masters of his department's forms in the Multilith Room in order to determine which forms can be discarded. He said that no one should assume they have no forms on file, or that all are being used currently. Ms. Titus asks that she be consulted on weekdays, except Wednesdays, in the Multilith Room.

### Foreign Dissertations

The revised General Order E-7: Foreign Dissertations was reviewed. It has been redrafted with additions. Mr. Rosenthal reported on the draft and the changes recommended by the Committee on Bibliographic Control. The department heads approved the draft for distribution as Technical Order 75/3.

### CLASS Joint Powers Agreement

The response of the LAUC University-Wide Long Range Planning and Development

Department Heads Meeting  
16 September 1975

Committee to the CLASS Joint Powers Agreement was discussed, including "public service backlog", the composition of the CLASS planning committee, the importance of interlibrary loans in relation to bibliographic control, the location of the CLASS staff, the role of private institutions, including special libraries and their unique resources, the role Berkeley would play, the value of CLASS to Berkeley, diminution of independent action of individual libraries but with the possibility of increased service, financing of the system (a California type OCLC?), the value of CLASS as an alternative to OCLC's potential monopoly as the only national system, BALLOTS ability to operate on a network basis and its possible future interface with OCLC, and the need for BALLOTS to upgrade its system to handle full-MARC records.

#### 1975/76 Book Budget

Geri Scalzo distributed the draft of the 1975/76 Book Budget which had been developed by Sheila Dowd and approved by the Selection Committee. Ms. Scalzo explained that the monograph allocation for each department is the same as that shown in the Acquisitions Department report of January 31, 1975. Departments with questions about the data should check with her. Two-thirds of the monograph funds will be released immediately, and the remainder will be allocated in January 1976. In the calculations for serials allotments, prepayments, for 1975/76 paid in 1974/75, are deducted from both 1974/75 expenditures and 1975/76 allocations. For serials there is an additional unallocated pool of \$160,000 to be used as needed. There has been no attempt to extrapolate portions of multiyear subscriptions; this makes it difficult to relate serial costs from one year to predict what they will be the next year.

#### Election of New Chairman of Department Heads

Mr. Pfeiffer asked for nominations in writing to be sent to him by September 30 for a new Chairman of Department Heads. Nominees must be contacted by nominators to obtain consents to serve from November 1975 through October 1976. Election, by secret ballot, will take place at the next regular meeting on 7 October. It was agreed that cabinet members should be eligible to serve as Chairman but not observer. It was also agreed that proxy ballots would be permitted for absentees. Department Heads now on vacation will be contacted by Mr. Pfeiffer concerning the election upon their return.

SPECIAL MEETING: Cal-OSHA Training Course, Tuesday, September 30, 1975,  
10:00am - 12:00 Noon, Room 206, Moffitt Library.

NEXT REGULAR MEETING: Tuesday, October 7, 1975,  
10:00 am - 12:00 Noon, Room 322, Main Library.

- LeRoy Ortopan, Recorder

# QUARTERS

THE GENERAL LIBRARY      UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 38    2 October 1975

## ANNUAL REPORTS

Annual reports should be sent to Mr. Dougherty and to the appropriate Associate University Librarian by October 15.

Your report should include activities during fiscal year 1974/75 and plans for your unit in 1975/76.

## JOHN PAGE AND IDA ADAMS - WHAT ARE THEY DOING NOW?

Last week I met with the ACRL/Mellon Intern Program Advisory Committee and last year's group of interns in Atlanta, Georgia. The purpose of the meeting was to review the first year of the program and to plan next year's internships. John Page and Ida Adams were among the interns who attended the meeting.

All of the interns were enthusiastic about their experiences. They reported that they have been able to bring new perspectives and new ideas to their positions. It was their view that by being exposed to a variety of administrative problems, their effectiveness as librarians was immeasurably enhanced.

John's responsibilities in technical services have expanded since his return to Federal City, and Ida Adams has been awarded a grant which will enable her to continue her studies. She plans to enroll at Florida State University this fall.

John and Ida send their regards to their many friends on the Library staff.

-- Richard M. Dougherty

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer no. 20, Sept. 1975 (Managerial and technical specialists in ARL libraries) has arrived. The flyer discusses the results of a survey in June 1975 on the use of specialists in 64 ARL member libraries.

Examples of managerial and technical specialists included in the survey are personnel librarians, systems analysts, budget officers, planning officers, computer programmers, staff development officers, etc.

The corresponding SPEC kit contains job descriptions for accountants, administrative services specialists, budget specialists, business specialists, personnel specialists, programmer and computer specialists, staff development specialists, systems design specialists, etc.

This material is available for consultation or for short-term loan in Room 245 Library.

-- Richard F. Larson  
Extension 2-3773

## HEATING AND VENTILATING PROJECT IN L.P.S.

Installation of the improved heating and ventilating project in the Library Photographic Service will produce brief interruptions, perhaps as long as one day in the heating and ventilating systems of various parts of the Doe Library.

This project will be completed sometime in November, and your patience will be greatly appreciated.

-- Gloria Novak  
Library Space Planner

## CUTTER LABORATORIES ORAL HISTORY COMPLETED

The ups and downs of the pharmaceutical industry in an environment of intensifying scientific research and public attention are documented in the two-volume oral history study, Cutter Laboratories: 1897-1972: A Dual Trust, now completed by the Regional Oral History Office of The Bancroft Library, University of California, at Berkeley.

The company, headquartered in Berkeley, California, is in many ways a classic of American economic initiative: from father to son to grandson, the firm grew from making veterinary remedies in the family pharmacy to a world-wide medical supplies corporation 75 years later. The dual trust referred to is the dedication of the Cutter family leadership to provide products of quality for the benefit of humanity and also to return a profit to shareholders.

This study is composed of narrative interviews with six past and present corporate executives reflecting the growth and development of pharmaceutical technology in general and specifically describing the introduction of intravenous solutions, blood plasma fractions, and other human and veterinary innovations to the materials of medicine. Developments in business and personnel methods are also discussed, as well as the impact of such external events as World Wars I and II and the present trend toward international economic organization. Shortly after the interviews were recorded, Cutter Laboratories became a division of a leading German chemical enterprise; thus, this study documents an era now ended.

The volumes are as follows:

Volume I	Robert Kennedy Cutter	Building and Guiding a Family Pharmaceutical Firm
Volume II	Edward A. Cutter, Jr. Howard M. Winegarden  Harry Lange Ernest T. Gregory  David L. Cutter	Expanding Company Capability Interrelations of Research and Production Developing Financial Resources The Many Facets of Multiple Location Operations Some Aspects of Third Generation Corporate Leadership

The bound and indexed volumes are available for research in The Bancroft Library and at UCLA. Copies are available to other depositories. For further information write Regional Oral History Office, 486 Library, University of California, Berkeley 94720

## PERSONNEL CHANGES

TRANSFERS &  
PROMOTIONS

Ralph S. Haight transferred effective 15 September 1975 from Humanities Graduate Service to the Serials Department (Periodical Room) and was promoted from Library Assistant II to Library Assistant III.

Marjorie Kistemaker transferred effective 1 October 1975 from the Social Welfare Library to the Moffitt Undergraduate Library and was promoted from Library Assistant II to Library Assistant IV.

## PROMOTION

Joanna Yin, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 1 October 1975.

## RECLASSIFICATIONS

Eva L. Chang, Moffitt Undergraduate Library, was reclassified from Library Assistant III to Library Assistant IV, effective 1 May 1975.

Helen A. Kratins, Graduate Social Science Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 July 1975.

## VACATION

LeRoy D. Ortopan will be on vacation 6 October 1975 through 17 October 1975. During his absence Joseph E. Ryus will be in charge of the Catalog Department.

## BOOK REVIEW

A book review by Sheldon R. Brunswick appears in the July/October 1974 issue of JEWISH SOCIAL STUDIES. This was a review of "A List of Books Added to the Library's Collection," Mendel Gottesman Library, Yeshiva University, New York.

## MOFFITT POLICY CHANGES

1. Beginning October 6, 1975 we will renew 7-day materials for 14 days, in an effort to reduce our "renewals" workload without -- we hope -- substantially effecting the availability of the open shelf collection. Renewed books will be subject to recall and overdue recalled books will be subject to the regular 7-day fine schedule without the grace period.
2. Unbound periodicals have been moved behind the closed reserve counter and will be charged out from a separate access point for 2-hr library use. We regret that users will no longer be able to browse and to obtain (available) issues so easily, but we believe that the improvements will more than compensate. All unbound periodicals will be in one place, rather than three (latest, other current, back file), loss will be minimized and circulation will be controlled (i.e., a user will be able to place a "hold" on periodicals in use).

-- Bill Whitson  
Coordinator of Public Service

## CLA COUNCIL RESOLUTION

The following resolution was adopted by the Council of the California Library Association on 21 February 1975:

COUNCIL RESOLUTION  
re ATTENDANCE AT LIBRARY CONFERENCES

- WHEREAS, Continuing education is necessary in any profession; and  
 WHEREAS, Institutions have an ethical obligation to enrich the knowledge of their staffs; and  
 WHEREAS, The California Library Association and American Library Association conferences are among the few opportunities for library employees to keep abreast of the developments within their fields; therefore;  
 RESOLVED: That the California Library Association urge California libraries and their funding agencies to establish a policy that their library employees attend conferences when adequate service can be maintained at libraries and, be it further  
 RESOLVED, That in those California libraries where it is not feasible for all library employees to attend conferences, that a rotation system be devised to all library employees some opportunity for conference attendance and, be it further  
 RESOLVED, That the President of the California Library Association be directed to write letters expressing this concern to all California libraries and their funding agencies and, be it further  
 RESOLVED, That members of the California Library Association and the American Library Association be encouraged to introduce similar resolutions to other professional organizations in which they hold membership in order to stress the necessity for management cooperation in providing opportunities for continuing education to all library employees.

## NEW SPRINKLER CONSTRUCTION

The Loan Stack will be the next area to have a fire sprinkler installed as part of the overall fire protection for Doe Library. The installation, planned to begin during the past summer, was delayed because of a strike. Construction is now scheduled to begin in one week on tier one and will proceed to tier nine.

Study carrel users will be requested, if they find the construction bothersome, to look for free carrel space on other tiers during the time that work is being done in their area.

Installation of the sprinkler system in the loan stack area will be completed in the Spring of 1976.

-- Sandy Moyer  
Library Space Planning Office



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 39 9 October 1975

#### SCHEDULE CORRECTION

All library units will close at 5:00 p.m. on Wednesday, November 26 (Day before Thanksgiving). Please correct special schedules shown in Administrative Manual 4:1. Schedule should also be corrected to show that Moffitt Undergraduate Library is open on Friday, November 28th, from 9 a.m. to 5 p.m. only.

#### THE WRITTEN WORD AND SOCIAL LIFE IN EAST ASIA

--An Exhibition by the East Asiatic Library--

In Nine Cases, North Entrance to the Doe Library

October 6 - November 30, 1975

The written word in East Asia has among its antecedents ropes knotted to carry messages, figures painted on pottery, pictographs and rudimentary signs. It has left its traces in the form of inscriptions on bones, shells, bronze, stone and jade, later in writing on bamboo strips, on silk and on paper, still later in printing from incised woodblocks, from movable type, by lithography, by photo-composition, and so on across the entire contemporary range of graphic techniques. To highlight this development the East Asiatic Library has selected from its collections a variety of materials, which include the following: a Chinese inscribed oracle bone fragment believed to date from the latter half of the 12th century, B.C.; a superb T'ang dynasty (618-907) Buddhist manuscript written in a plump, poised hand; a Japanese miniature Buddhist scroll printed probably from a cast copper plate, between 764 and 770 A.D. by order of the Empress Shōtoku, together with its reliquary in the shape of a small wooden pagoda; examples of Korean movable types in wood and metal, one of the latter being of the font cast in 1420 A.D.; an engraved Chinese woodblock, together with the corresponding page printed from it, to illustrate the method of printing predominant in China for more than a millenium; a volume containing original specimen pages of Korean movable type printing; a miniature scroll written in Japan in 1615 containing the complete text of the Lotus Sutra in microscopic characters; a woodblock reproduction in color on silk, of wonderful verisimilitude, of a hand scroll by the famed figure painter CHOU Fang (fl. 766-796); and a Japanese manuscript copy, made in 1845, of a chapter of the Mahāprajñāpāramitāsūtra written in gold and with an elaborate colored frontispiece. Each of these is not only a rarity of historical importance but a testimonial in its own right to human ingenuity.

While the various guises of the written word in East Asia may seem mysterious and inscrutable, the human aspirations they embody are basically the same all over the world. This can be verified by an examination of the social life and customs of China, Japan and Korea. We find gusto and fervor wherever we look. Materials exhibited have been chosen to illustrate the subject in a variety of times and locales, to provide a panorama of amusements, festivals, market scenes, hunting,

(Continued on next page)

## THE WRITTEN WORD AND SOCIAL LIFE IN EAST ASIA (Continued)

religious life, minority peoples, flower-viewing, picnicking, harvesting, lion and dragon dancing, gourmandizing, and so on. As is fitting in a research library, one case is devoted to a display of important serial publications devoted to social life and customs.

## BANCROFT LIBRARY EXHIBITS

An outstanding exhibition of early gastronomic writings are now on public display in the gallery and administrative offices of The Bancroft Library. Entitled "One Hundred-Sixteen Uncommon Books on Food and Drink," the exhibition represents a portion of the distinguished collection on gastronomy of Dr. Marcus Crahan of Los Angeles.

Among the works is the manuscript menu of food served to Charles I one day in 1626 and the cost of the larks, partridges and tarts he consumed. Next to it is the daily record of the meals served the Royal household of Queen Victoria in 1863-64, complete with soup stains. On December 28, 1863, for example, the Queen had roast beef and mince pie for dinner, according to the keeper of the official record book.

Among the rarest materials are illuminated manuscripts of the 15th century on agriculture and on meat and drink. The collection also displays some incunabula--that is, books printed before 1501--on cooking, on sobriety and drunkenness, and on rural life and agriculture.

Also among the works are a handwritten vegetarian cook book from about 1760, and a grant of 1746 from King George to one Thomas Graham setting him up for life as duty collector on all wines and spirits imported into Jamaica. The document is a spectacular combination of calligraphy and engraving. Another Graham--Sylvester Graham--is represented by his 1837 book about breadmaking, remembered now only because he is the creator of Graham Crackers.

Other items include the first Japanese cook book, the first edition of a poem on cider by Milton's nephew, John Philips, and a book in part about what the emigrants could eat while crossing the American continent to the Pacific Coast during the 1840's.

The exhibition will be displayed through November 28th from 9 a.m. to 5 p.m. on weekdays, and from 1 to 5 p.m. on Saturdays.

## ANNUAL SIZE TABLES OF OFF-CAMPUS COLLECTIONS

The attached second issue of a new statistical series begun last year, "Size of the ICLF(N) Collections on 30 June....," presents information that has not been commonly known. Format has been designed to facilitate comparison with the well-established series, "Size of the Libraries of the University of California on 30 June," of which the latest issue appeared on September 4. This second issue contains a first report of Bancroft collections at Richmond. Some comment may be helpful, since a few details will otherwise puzzle local readers.

In Table I, format categories represent particular patterns of shelving useful for projection of growth in terms of consumption of shelving space. The difference between compacted and non-compacted volumes reflects differences in selection



## PERSONNEL CHANGES

## RECLASSIFICATION

Dino Bevilaqua, Library Photographic Service, was reclassified from Clerk to Photographic Technician, effective 1 October 1975.

## IT'S A BOY!

Zelma Green, Library Business Office, is pleased to announce the arrival of son Robert Demetrius on 2 October 1975.

## HEALTH &amp; SAFETY COMMITTEE NEEDS YOU

The Library Health & Safety Committee is alive and well and holding regular monthly meetings. In order to make its work effective it needs your help in calling to its attention problems affecting your health or safety while on the job. Please send your written suggestions or comments...signed or unsigned... to our chairperson, June Gow at the Documents Department. In order to serve you better, we need to know.

## ANNUAL SIZE TABLES OF OFF-CAMPUS COLLECTIONS (Continued)

decisions about off-campus location. Compacted volumes are selected as individual books and pamphlets; non-compacted volumes are relocated as complete collections, shelved in the same order as on campus, and lack ICLF records for individual items.

In Table II, the count of volumes includes pamphlets cataloged as individual items. For example, Periodical Room's collection of foreign dissertations accounts for the count of 102,403, while its collection of catalogs of universities and colleges figures as a count of tied bundles in the overall count of 7,708.

Three other details may be of interest. The Tables are not an exact measure of off-campus collections. The collection of Forest Products, for example are not included, as are a few other collections not at ICLF(N). Comparatively, the non-book collections at ICLF occupy about 60 percent as much shelf space as the book collections -- a proportion that offers a marked contrast with campus collections. Comparatively also, the ICLF(N) collections are the second largest of the Berkeley campus, with a distributed total that amounts to about 85 percent of the on-campus collection of the Circulation Department.

-- J.G. Michel

## POSTAL NEWS

Effective October 11, 1975, all domestic first-class mail will receive the same service as airmail. There will be no service advantage in paying airmail postage rates for domestic first-class mail. Airmail postage should still be used on all international airmail. For this purpose Canada and Mexico are in the international mail category. Please do not use airmail envelopes for domestic mail.

-- Cidro Rincon

## USE OF MAIL/RECEIVING ROOM FOR PERSONAL BUSINESS

It has been brought to my attention that library employees have occasionally used the Mail Room personnel, supplies, postage, and facilities for their own personal convenience. The most frequent instances have been requests from employees to buy stamps from the postage meter. This creates a cash handling problem which is not easily audited and can lead to abuses within the system. It should be noted that this facility is for official University use only and library employees are requested to channel their personal mailing needs via the United States Post Office.

-- George L. Dea

## STAFF DEVELOPMENT PROGRAM NOTES

University Extension is offering a seminar on Equal Employment Opportunity, Tuesday, 21 October 1975, 9 a.m. - 4:15 p.m.; Suite 200, Holbrook Building, 58 Sutter Street, San Francisco. Fee, \$50.00. This seminar, designed for line and staff managers, will include information on compliance with state and federal laws, handling a discrimination charge, sex discrimination problems, special compliance problems as related to testing, preemployment applications, labor contracts, etc. Instructors are attorneys, Robert M. Cassel and Charles S. Loughran. Additional information is available from Dick Stewart or Connie Sullins at 642-4241.

The International Science and Automation Division of ALA and the California Library Association are sponsoring an institute on Automated Serials Control--National and International Considerations, Saturday - Sunday, 29 - 30 November 1975, Hilton Hotel, San Francisco. Fee, \$85.00 for ALA and CLA personal members; \$100.00 for non-members. Registration, which is limited to 150 persons, must be received in Chicago before 19 November 1975. Topics include a review of existing automated serials systems, MARC, CONSER, various cataloging considerations (entry, abandonment of superimposition, unique problems of serials), national and Canadian developments. The program will be chaired by S. Michael Malinconico of the New York Public Library.

-- Myra Kolitsch

## ON THE SCHOOL OF LIBRARIANSHIP'S ALA RE-ACCREDITATION

CU NEWS readers may be interested in the following statement that was included in the orientation material that the School of Librarianship passed out to its incoming students. The statement was headed "From the Acting Dean", and reads as follows:

I have become aware recently that the rumor that the School has lost its ALA accreditation is still strong. As some of you may be exercised by this rumor--and understandably so--you deserve to have the situation clarified. The rumor is not true. The ALA Committee on Accreditation has not yet considered our application for re-accreditation; we are on the agenda for the January 1976 meeting of the Committee.

## ON THE SCHOOL OF LIBRARIANSHIP'S ALA RE-ACCREDITATION (Continued)

The rumor has a source. We were originally scheduled for consideration at last summer's meeting, but requested postponement. Many persons knew that we were on the July 1975 COA agenda, and, when the School's name did not appear on the subsequent list of schools re-accredited at the meeting, those persons mistakenly concluded that our re-accreditation application had been denied.

We asked for postponement for a simple reason: we did not get material from the Committee on Accreditation in time for it to be verified by us and by the Chancellor's Office. As both are necessary according to COA regulations, there was no alternative to the postponement request. No fault attaches to any person or any office for the delay--it was due to a series of misfortunes that included two instances of documents being lost in the mails.

Re-accreditation under the new standards adopted in 1972 is not simply a formality: the standards are stringent and are applied with care. On the other hand we have no misgivings about our position. Our program is not such a strong one that it can't be bettered, and we expect helpful comments on it and on potential improvements from the Committee. But I believe that the COA visiting team that was here last April found it to be a good program. And since then its potential has been enhanced by the fact that the School's search for a new dean resulted in the appointment of someone with the high professional reputation the Michael Buckland enjoys.

-- Theodora Hodges  
Acting Dean

## MEMOIR OF WOMAN POLITICAL LEADER COMPLETED

Clara Shirpser's personal recollections of her active years in politics, particularly between 1950 and 1960, have been vividly set forth in a two-volume oral history memoir, the first to be completed in the California Women Political Leaders oral history project being undertaken by the Regional Oral History Office of The Bancroft Library.

Though unsuccessful, Clara Shirpser's race for a seat in the California state assembly catapulted her to the top levels of state and national Democratic party politics. From 1952 to 1956 she served as Democratic National Committeewoman for California; in 1953 she helped found the California Council of Democratic Clubs; in 1952 and 1956 she campaigned actively and in positions of leadership for presidential aspirants Estes Kefauver and Adlai Stevenson, continuing to maintain close political and personal ties with each of these leaders and with many of the men and women who worked with them.

The memoir provides fascinating details of the worst and the best in politics at the national, state, and local levels--the fun and fatigue of campaigning in trains, planes, and autos; the improbable scenes in the halls, caucuses, and hotel rooms at the national conventions; the pleasures, surprises, friendships, and enmeties generated by the political process. Many of the skirmishes, mostly behind-the-scenes, some never told before, are part of this record.

## MEMOIR OF WOMAN POLITICAL LEADER COMPLETED (Continued)

Among many political leaders Clara Shirpser talks about, in addition to Stevenson and Kefauver, are such national figures as Harry Truman, John Kennedy, Lyndon Johnson, Averell Harriman, Sam Rayburn, Steve Mitchell, Paul Butler, William McCormick Blair, Howard McGrath, Blair Moody, and India Edwards; and California political leaders Governor Edmund G. "Pat" Brown, George Miller, Jr., Alan Cranston, Phil Burton, Tom Carrell, and Rex Nicholson.

Mrs. Shirpser's oral memoir, underwritten by a group of <sup>Do wonder if we have any</sup> her friends and political colleagues stimulated a gift and matching grants offer from the National Endowment for the Humanities for a California Women Political Leaders oral history project. This project will be an addition to The Bancroft Library's continuing effort to tape record autobiographical interviews with persons who have contributed significantly to the development of the West.

The illustrated, indexed, and bound manuscript is available for research at The Bancroft Library, University of California at Berkeley, and the Department of Special Collections, University of California at Los Angeles. Copies are available to other depositories. For further information, address the Regional Oral History Office, Room 486, Library, University of California, Berkeley, California 94720.

-- Willa Baum

## CALIFORNIA DENTAL HISTORY PROJECT COMPLETED BY ROHO

Interviews with fourteen old-time dentists who have been instrumental in shaping the growth of the dental profession in California have been completed through the joint efforts of the UC School of Dentistry, San Francisco, and the Regional Oral History Office, UC Berkeley.

The project, which was initiated in 1967 by the late Willard Fleming, D.D.S., then Chancellor of UCSF, and Professor Robert F. Brigante, D.D.S., documents the less-than-satisfactory dental education of the '20s and '30s, the steadily improving calibre of the dental student from 1918-1967, the changes in dental education, the rapidly developing techniques of dental science, and the founding of dental societies. Interviewees include Dickson Bell, Reuben L. Blake, Willard C. Fleming, George Hughes, Leland D. Jones, George McGee, C.E. Rutledge, William B. Ryder, Jr., Herbert J. Samuels, Joe Sciutto, William Smith, Harvey Stallard, George Steninger, and A.W. Ward.

The interviews may now be researched in tape and transcript in the History Collection Library, UCSF, or in transcript at The Bancroft Library, UC Berkeley. In many cases copies of reprints, photographs, and related materials have been included with the transcripts.

-- Willa Baum

SIZE OF THE ICLF(N) COLLECTIONS ON 30 JUNE 1975

TABLE I

SUMMARY OF STORAGE BY CATEGORIES OF UNITS STORED<sup>a</sup>

	Compacted Volumes	Non- Compacted Volumes	Bundles	Cartons	Pam Boxes	Crates	Phonorecs	Reels
KEY								
Normal Lib.	521,189	248,963	20,517	10,577 <sup>b</sup>	-	-	20,443	32,713
...	-	-	-	237	-	-	-	-
...	-	-	-	188	-	-	-	-
SAN FRANCISCO	-	354	-	-	2,141	47	-	-
	521,189	249,317	20,517	11,002	2,141	47	20,443	32,713

- ALL CATEGORIES<sup>a</sup>

	Units	% Change
1972/73	751,622	-
1973/74	805,087	7.11
1974/75	857,369	6.49 <sup>c</sup>

- a. Figures here and in Table II exclude 960 linear feet of Bancroft mixed storage removed from shelves and stacked on the floor.
- b. Figure includes 10,153 cartons of boxed Bancroft MSS and papers of which 1203 were added to storage during the current year.
- c. Change excluding reel/cartons of old Bancroft storage is 3.76 percent.

TABLE II

BOOK AND NON-BOOK CATEGORIES BY UNIT STORING

	VOLUMES			NON-BOOK UNITS		
	1974	1975	% Change	1974	1975	%
<b>BERKELEY GENERAL LIBRARY</b>						
<u>Main Building</u>						
Bancroft	-	7,200 <sup>a</sup>	-	-	23,267 <sup>b</sup>	
Catalog	-	-	-	125	250	
Circulation	458,469	470,302	2.58	-	-	
Documents	59,830	59,830	0.00	-	-	
General Reference	63	63	0.00	-	-	
Librarian's Office	-	-	-	384	384	
Newspaper/Microcopy	-	-	-	7,326	8,126	
Periodical Room	102,403	102,403	0.00	7,708	7,708	
Photo Service	-	-	-	18,795	18,792	
Systems Office	-	-	-	-	169	
<u>Branches</u>						
Agriculture	6,785	6,978	2.84	-	-	
Anthropology	0	266	-	-	-	
Astronomy/Math/Stat	2,844	2,844	0.00	-	-	
Biology	1,217	3,697	203.78	-	-	
Chemistry	838	838	0.00	-	34	
Earth Sciences	1,618	1,624	0.37	-	-	
East Asiatic	78,471	78,358	-0.14	4,316	5,077	
Ed/Psych	8,888	8,888	0.00	-	-	
Engineering	17,240	15,931	-7.59	-	-	
Environmental Design	-	1,394	-	-	-	
Forestry	190	190	0.00	-	-	
Graduate Social Science	1,847	1,847	0.00	-	-	
Library School Library	2,216	2,216	0.00	-	-	
Music	-	-	-	17,300	20,443	
Physics	235	195	-17.02	-	-	
Public Health	3,067	5,088	65.89	-	-	
<u>Other Units</u>						
Center SSEAS	-	-	-	4	4	
Library Research Institute	-	-	-	233	233	
DAVIS	-	-	-	133	188	
SAN FRANCISCO	354	354	0.0	2,188	2,188	
<b>TOTALS</b>	<b>746,575</b>	<b>770,506</b>	<b>+3.21</b>	<b>58,512</b>	<b>86,863</b>	

Notes: a. First report of inclusive previous storage  
 b. Inclusive first report of new and previous storage. Count is of containers for 20,306,768 MSS including an addition of 2,407,229 MSS for the current year; and of 13,114 reels, including 84 new additions.  
 c. Percentage change does not include Bancroft figures for old storage.

# QUESTIONS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 40 16 October 1975

## ONE THOUSAND THREE HUNDRED AND EIGHTY-EIGHT QUESTIONS

1388 questions were asked at the Information Desk in the main lobby of Doe Library October 2 - 10. For statistics buffs here are the average numbers for each hour the Desk was open:

9 - 10	16
10 - 11	21
11 - 12	34
12 - 1	31
1 - 2	33
2 - 3	24
3 - 4	26
4 - 5	16

Questions ranged from: Where am I? Where is Doe Library? How do you use the Library? to: Where is the Drake Plate? How do I take out a periodical? Where are books about Druids? How do I get a library card? Where is Cowell Hospital? Where are newspapers from India? Do you have any Japanese fairy tales? How do I get the Berkeley-Davis bus? to: Will this desk be here always?

Thanks to: Amy Adelson, Sarah Anderson, Mary Blackburn, Ruth Breitner, Judy Clarence, Tim DeWolf, Cathy Dinnean, Gene Ellis, Eva Einstein, Joyce Ford, June Gow, Phil Hoehn, Myra Kolitsch, Kay McCrodden, Lynn Magdol, Julian Michel, Carrie Snow Peletz, Peter Sattris, Marie Thornton, Mercedes Untawale, and Christy Wessenberg.

We hope to continue operation of the Information Desk during the first week or ten days of each quarter.

-- Jean Hudson

## MID-MANAGEMENT PROGRAM

Doris Wright, Library Personnel Office, and Kay Loughman, Acquisition Department, have been accepted in the Mid-Management Education Certificate Program, a three-year course of study designed to enable staff employees to qualify for various kinds of mid-management positions. Campus wide, the program was limited to ten employees with ten additional participants to be selected each year for the next two years. Staff members who wish to apply for admission to the program in future years are invited to consult with me about preparatory courses and programs. Such study could be undertaken concurrently thereby enabling one to make independent progress toward career goals.

-- Myra Kolitsch

## LAUC-B GENERAL MEETING

LAUC-B members are reminded that the first general meeting of the year will be held next Wednesday, October 22, from 3-5 p.m. in the Booth Auditorium in the Law School. The agenda will include CAPA's report on 1974/75 promotion and merit increase reviews, a report by an ad hoc committee appointed to evaluate various changes in the CAPA "Guidelines" made during the last year, and discussion and a vote on the final statement on "Criteria for Appointment or Promotion to the Rank of Librarian," drafted by the statewide LAUC Committee on Privileges, Salaries and Conditions of Employment.

-- Simone Klugman  
LAUC-B Secretary

## BOOK TRUCK SAFETY

Two problems involving the use of book trucks in the library have been called to the attention of the Library's Health and Safety Committee. Because the conditions reported present potential hazards to the health and safety of staff and others we offer, with the endorsement of Mr. Dougherty, University Librarian, the following corrective suggestions.

The first problem concerns recent accidents involving book trucks tipping because of improper loading. The Committee strongly urges users of book trucks to follow a simple guideline: LOAD from the BOTTOM -- UNLOAD from the TOP. Trucks loaded and unloaded in this manner will not become top-heavy. The Committee suggests further that the top shelves be loaded, whenever practical, with fewer and lighter items.

A second potential danger which has been identified is that of the "speeding" book truck capable of inflicting great bodily harm on innocent bystanders. Operators of these "vehicles" are cautioned to consider the maximum speed limit to be normal walking speed. These vehicles should be "driven" with extreme care and only under these SAFE conditions.

The Committee expresses its appreciation to those concerned Library staff members who are submitting their comments and suggestions. We invite others to send us theirs soon.

## SAFETY ON-THE-JOB

During the weeks of 20 and 27 October 1975 the General Library will have the use of an 8-minute training film on the subject of office safety. The film is contained in an easy to operate Fairchild projector (mobile theater with a screen similar to a television screen)--open the case, plug it in, and press a button.

On behalf of the Library Health and Safety Committee, I am urging all Library departments and branches to make arrangements to borrow this mobile theater for an hour, or for a morning, afternoon, or evening so that as many staff members as possible (including student employees) can view this informative film. Please call Myra Kolitsch, extension 2-3778, to make reservations for use of the film and projector.

-- W.E. Wenz



## PERSONNEL CHANGES

## PROMOTION

Mayumi Hooki, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 1 October 1975.

## RECLASSIFICATIONS

Joseph R. Chianese, Catalog Department (Preliminary Cataloging) was reclassified from Library Assistant I to Library Assistant II, effective 1 September 1975.

Candice S. Hern, Catalog Department (Preliminary Cataloging), was reclassified from Library Assistant I to Library Assistant II, effective 1 September 1975.

Mary Jane Porter, Librarian's Office, was reclassified from Secretary I to Secretary II, effective 1 October 1975.

Robert H. Sedor, Environmental Design Library, was reclassified from Clerk to Library Assistant I, effective 1 October 1975.

Charles Alex Warren, Morrison Library, was reclassified from Library Assistant I to Library Assistant II, effective 1 September 1975.

## APPOINTMENTS

Abbe E. Altman was appointed Library Assistant I in Inter-Library Loan, effective 9 October 1975. Miss Altman received a B.A. in Comparative Literature from Ohio State University in June 1975. She was employed as a part time student employee in the Division of Comparative Literature and Languages and in the Acquisition Department while attending OSU.

Elizabeth M.G. Bailey was appointed Library Assistant I in the Bancroft Library (Rare Books, Acquisition Division) effective 1 October 1975. Mrs. Bailey received an A.B. degree in English from Stanford in 1938 and her Teaching Credential from Sonoma State College in 1968. She has previously been employed by Occidental Life Insurance Company, the City of San Francisco, The San Francisco School Department and Dawson & Brolan Realty Company.

Leeni I. Balogh was appointed Library Assistant I in the Acquisition Department (Gift & Exchange Division) effective 8 October 1975. Mrs. Balogh received her M.A. in English Language from the University of Turku, Turku, Finland in December 1967. While a student at the University of Turku she was employed temporarily in the Library and the Book Store. She has also been previously employed as a Secretary and Assistant Bookkeeper with Western States Meat Packers' Association, Inc., in San Francisco.

Ellen M. Barrett was appointed Library Assistant I in the Education/Psychology Library effective 1 October 1975. Miss Barrett received her A.B. in English Literature from Albertus Magnus College, New Haven, Connecticut in 1969, M.A. in Medieval History from New York University in 1972 and her Master of Divinity (Honors) from the General Theological Seminary, New York in 1975. She has previously been employed as Library

## PERSONNEL CHANGES (Continued)

APPOINTMENTS  
(Continued)

Assistant at McCormick Library, Washington & Lee University, Lexington, Virginia and the New York Public Library, Otten-dorfer Branch; as Proofreader & Editorial Assistant in the Editorial Office of the Episcopal Church in New York City; as Teacher & Consultant, part time, Church Army in the USA Training Center in New York City; and as Indexer for the Executive Council of the Protestant Episcopal Church in the USA in New York City.

Beverly A. Brewton was appointed Library Assistant I in the Catalog Department (Preliminary Checking) effective 22 September 1975. Miss Brewton has attended Ohio State University at Columbus and Cuyahoga Community College in Cleveland, Ohio. She has previously been employed, part time in the Cleveland Public Library, the Chicago Tribune and the Ohio State University. She was also employed full time in the Technical Services area of the Ohio State University Library as a Clerk III from November 1973 until August 1974.

Stephen E. Drew was appointed Library Assistant II in the Bancroft Library effective 15 September 1975. Mr. Drew received his A.B. in Music from UC Berkeley in 1973 and has been employed as a student assistant in the Bancroft Library since 19 October 1971.

Sharon E. Farb was appointed Library Assistant I in the Catalog Department (Preliminary Checking) effective 22 September 1975. Miss Farb received her B.A. in Criminology, with a minor in Political Science, from UC Berkeley in June 1975. She was employed as a student library employee in the Biology Library while attending the School of Criminology. She also worked as a student employee in the School of Criminology as a Reader and Bibliographer/Researcher I. Miss Farb was also employed previously by Leete Publishers in Greenbrae, California.

Victoria L. Hanawalt was reappointed as Assistant Librarian (temporary, half-time) in the Moffitt Undergraduate Library, effective 6 October 1975. Mrs. Hanawalt's previous employment with Moffitt was February through June 1975.

Dorothy J. Isaacson was appointed Library Assistant (half-time) in the Acquisition Department (Gift & Exchange Division) effective 13 October 1975. Ms Isaacson attended California State University at Hayward and UC Berkeley where she majored in Music. She has previously been employed as an Oboist with local musical ensembles and orchestras. She was also employed as a part-time Clerk in the Music Department Office at Cal State in Hayward and as a part-time Clerk and Library Assistant I in Cooperative Services at UC Berkeley.

Paula Chi-Ting Li was appointed Library Assistant I (half time) in the Acquisition Department (Bibliographical Division, English Language Section) effective 6 October 1975. Ms Li

(Continued on next page)

## PERSONNEL CHANGES (Continued)

APPOINTMENTS  
(Continued)

received her B.A. in French from UC Berkeley in 1971. She was formerly employed in the Circulation Department at UCB. She was also employed part time as a Tour Guide at the Visitor's Center on the Berkeley Campus, has been self employed as a French Tutor, and part time as Graphic Artist for Walter Cady Printing in Pacific Grove, California. She is presently employed, part time, as a Composer for KPFA in Berkeley.

Joan Platt was appointed as Library Assistant I (75% time) in the Public Health Library effective 6 October 1975. Mrs. Platt received her B.A. in Social Services from California Polytechnic College, Pomona, California in 1970. She has also been employed part time with Crestline Branch Library, Crestline, California. Other part-time employment was as Senior Typist Clerk in the Center for South/Southeast Asia Studies at UCB from December 1973 to January 1975.

## TERMINATIONS

Michael J. Bader, Library Assistant I in the Acquisition Department resigned effective 24 September 1975 and is returning to school.

Debra J. O'Keefe, Library Assistant I in the Biology Library, resigned effective 30 September 1975 and is returning to school.

Joan S. Parham, Library Assistant I in Bancroft Library, resigned effective 30 September 1975 and is leaving the area.

Donald D. Thompson, Assistant Librarian, Special Projects Office, terminated with the Library effective 6 October 1975 and has transferred to University Hall where he will become an assistant to Stephen R. Salmon, Executive Director for Systemwide Library Policy Implementation.

## VACATION

Marion Murdoch will be on vacation from 16 October through 4 November 1975. During her absence, Lee Petrusek will be in charge of the Acquisition Department.

## REVIEW SHELF

<u>Review Lot Number</u>	<u>Inclusive Dates</u>
353	20 October - 7 November

This review shelf features an accumulation of recent miscellaneous gifts.

## CLASS PLANNING COMMITTEE - MINUTES

The minutes from the July 9, 1975 CLASS meeting are available in the Librarian's Office and at the General Reference Service Desk. The forthcoming minutes from CLASS will also be available in the Librarian's Office and at the GRS desk.

## POSITIONS AVAILABLE

The following positions are being listed at the request of the Law Library:

## ASSISTANT LIBRARIAN

\$11,472 - \$14,256

The Law Library has a vacancy in the Catalog Department involving original cataloging in the areas of Anglo-American, foreign, international and Roman law. The major responsibility is that of cataloging the extensive Roman law collection. The candidate must have broad foreign language background. Knowledge of Latin and one or two contemporary European languages (preferably German or Slavic based) is essential. M.L.S. degree from an accredited library school is required. Prefer a candidate with cataloging experience using the Anglo-American cataloging rules but would consider a recent library school graduate. The Library uses the K Schedule devised by the Los Angeles County Law Library but will reclassify to the Library of Congress sub-classes as they are published.

## ASSOCIATE LIBRARIAN

\$14,256 - \$19,428

The position, under the supervision of the Head of Public Services, involves providing specialized legal reference service to a student body of 900, a faculty of 40 and visitors. In addition, the candidate will supervise a complex government documents collection and be responsible for its selection, organization and maintenance. The documents section includes material from many international, state and federal agencies, mostly in English but partly in major contemporary languages. Candidate should be a graduate of an accredited library school and law school, with a minimum of three years experience in a large or documents library. Knowledge of at least one European language is essential. Considerable experience in legal research is desired.

Librarians interested in applying for these positions should apply to:

Professor Vaclav Mostecky  
Law Librarian  
Boalt Hall  
University of California  
Berkeley, California 94720

The University of California is an equal opportunity, affirmative action employer. Minorities and women are particularly urged to apply.

## EXHIBIT AT FORESTRY LIBRARY: CONSERVATION IN U.S. STAMPS

"The first United States postage stamp was printed in 1847. Franklin was on the first issue; Washington was on the second. For the next 50 years stamps pictured only heads of states and nothing but their heads, with a strong affinity for George and Ben." Gradually other subjects of a less cephalic nature commenced to appear. The first stamps concerning conservation appeared in 1934 with an issue showing ten of our national parks. The first stamp having the word "conservation" on it was the Wild Turkey stamp of 1956. And so it has gone, up to the present day, when for 10¢ you may be reminded of the importance of Energy Conservation. Picking up with the National Parks issue of 1934, Professor Arnold M. Schultz of the School of Forestry and Conservation has arranged a fresh, colorful exhibit of thirty full sheets of United States stamps commemorating conservation issues. This exhibit will be in the Forestry Library from October 6 to November 28.

-- Peter Evans

## RAPHAELLA KINGSBURY RETIRING

Mrs. Raffaella Kingsbury of the Lawrence Berkeley Laboratory Library staff is retiring at the end of October. She joined the LBL staff in 1960 and is well known to science and reference librarians throughout the Bay Area. The following rhyme was written by her to express appreciation to her many colleagues for their cooperation. Our best wishes go to her for a happy and rewarding retirement.

-- George Vdovin

## TO COLLEAGUES WHEREVER YOU ARE...

As the time now draws near  
When I end my career  
In this, our chosen profession,  
I'm afraid that I must  
With a few words entrust  
In you my final confession.

I'm not bidding adieu  
In this jingle to you  
Who graciously gave me so much;  
I am only expressing  
Sincere thanks and my blessing,  
And promise to keep in close touch.

I could not have succeeded  
In supplying the needed  
Of documents and information,  
Had I not had recourses  
To your endless resources  
And generous cooperation.

It is time, my dear friends,  
As October soon ends,  
My wishes for you to express:  
That the oncoming years  
Will enhance your careers  
With health and true happiness.

Whatsoever success  
Has been mine, I confess  
Is almost entirely due  
To you colleagues who cared  
About service and shared  
Whatever you had or you knew.

-- Raffaella Kingsbury

## SLAVIC LIBRARIANS' CONFERENCE - 1975

Matching grants from the American Council of Learned Societies (ACLS) and the Research and Development Committee of the American Association for the Advancement of Slavic Studies (AAASS) enabled a group of 30 Slavic and East European librarians to meet on the campus of the University of Illinois, 11-13 September 1975.

Robert B. Fitzgerald, Slavic cataloger, Northwestern University, read a paper entitled NORTHWESTERN UNIVERSITY LIBRARY CYRILLIC COMPUTERIZATION PROJECT, a foretaste of computer cataloging to come of Cyrillic Slavica with its concomitant automated card production. Mr. Fitzgerald began cataloging Cyrillic Slavic materials through a computer in January 1975 and has achieved romanized Cyrillic Slavica with no complaints from patrons. He indicated that international developments and proposed agreements stress the need to study and determine methods of manipulating Cyrillic Slavica and arriving at an internationally acceptable form of Slavic romanization applicable to all the variations of the Cyrillic alphabets. He touched on the problems of romanization and informed us of a new international "American National Standards System for the Transliteration of Slavic Cyrillic Characters" proposed by Dr. Jerrold Orne, Chairman of the Standards Committee, Z39, of the American National Standards Institute (ANSI). Among other changes the new system, not yet forwarded to ANSI due to possible minor revisions, transliterates characters on a one for one basis and omits ligatures. Since the Library of Congress has been producing Russian MARC map cards and tapes in the current LC romanization system with no Cyrillic characters, intends to produce MARC tapes of Cyrillic monographs by 1977, and since some libraries are processing romanized Cyrillic Slavica in their automated technical operations, action resulting in acceptable uniformity is a pressing problem, especially in view of impending developments in international information transfer.

Gregory P.M. Walker, Head of Slavonic Section, Bodleian Library, Oxford, University delivered a paper on "Recent Activities in Slavic Librarianship in Great Britain" which disclosed common problems and gave participants a broad description of the state of Slavic studies and collecting in that kingdom.

Yale Richmond of the Bureau of Educational and Cultural Affairs talked briefly on the exchange of librarians between the U.S. and the U.S.S.R. and Eastern Europe. He solicited ideas on the types of exchanges: administrators vs. working librarians, tours vs. study, technical processes librarians vs. subject specialists, etc. Recommendations made by the group will be submitted to him via the Committee on Bibliography & Documentation (AAASS).

This meeting enabled Slavic librarians to become acquainted, exchange information, identify problems, consider priorities for dealing with problems identified and establish a means for communication on a regular basis. There was exchange of information and it is probable that the group may be able to use the AAASS NEWSLETTER as a communications medium. Discussions were vigorous and lively. The group recommended that LC seriously study the proposals of the Subcommittee on LC Classification and Subject Headings of the Slavic and East European Section, Association of College and Research Libraries, to revise the present classification schedules and subject headings for Slavic and East European materials. It was also proposed that there be a pre-conference for Slavic librarians at the 1976 National Convention of the AAASS to bond the new ties and build on the contracts established. An official report of the Conference will be distributed at a future date.

-- Rudolf Lednicky

## LIBRARY LENDING RULES

Copies of the revised lending rules (Library Orientation Leaflet No. 17) have been distributed to all circulating units, and single copies have been sent to all non-circulating units for their information. Additional copies may be ordered from the Library Materiel Office. A separate single sheet schedule of Library Fines is available (as Orientation Leaflet 17-A), and the Graphics Office has signs summarizing the fine schedule. The Circulation Committee hopes the new lending rules will benefit all users and improve access to materials through the uniform provision making all library materials recallable for another borrower after seven days.

## SOCIETY OF AMERICAN ARCHIVISTS' 39TH ANNUAL MEETING

Philadelphia, freshly painted, beribboned, fountained for the upcoming Bicentennial, was a gracious host city for the society of American Archivists' 39th Annual Meeting beginning on Monday evening 29th September and continuing till the late afternoon of Friday 3d October. More than seven hundred registrants crowded the meeting rooms of the Sheraton Hotel on Kennedy Boulevard, suffered the poorer-than-ever banquet turkey, attended committee meetings held in various depositories throughout the city, cheered the Society's outgoing President, James B. Rhoads, the Archivist of the United States, and cheered as well the incoming President, Elizabeth Hamer Kegan, presently Acting Librarian of Congress. And talked of things archival, from Nixon's tapes to building security, from grant proposals to tax appraisals, from right to privacy to the lack of training for archivists in most library schools.

A high point of the meeting for the undersigned was the morning session on archival security, in which a courageous University Librarian, whose own collections have been sorely pilfered, and a leading antiquarian bookseller, who has helped to capture a clever, and ruthless, ring of book and manuscript thieves, shared their experiences with the auditors. Not only was the material of interest, but the timing was perfect, for only twenty-four hours before I had been involved in the administration of a workshop dealing with university archives, based upon Berkeley's glorious experience of more than a century. Although I had been promised a limited registration of twenty, more than thirty-five crowded the room, many of them willing to question and comment, making the session quite lively indeed.

Following the Presidential Banquet on Thursday evening, the Society's awards were announced. This year but two Fellowships were granted, one of them to a leading California curator, Jean F. Preston of the Huntington Library. For the large California delegation, this was a popular selection.

No sooner does one Annual Meeting go down into the Society's own archives, than the next is planned, and as a member of the Council I met with my colleagues on Friday afternoon to discuss the 1976 gathering to be held in Washington, D.C. in conjunction with the first United States meeting of the International Council on Archives; four hundred of the latter group are expected to come from all corners of the world for a series of plenary sessions, receptions, and joint meetings with SAA. It should be, for us all, a fine way in which to celebrate the Bicentennial, whose conception in so many ways has become rather shopworn. A report is promised one year hence.

-- J.R.K. Kantor





# QUERIES

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

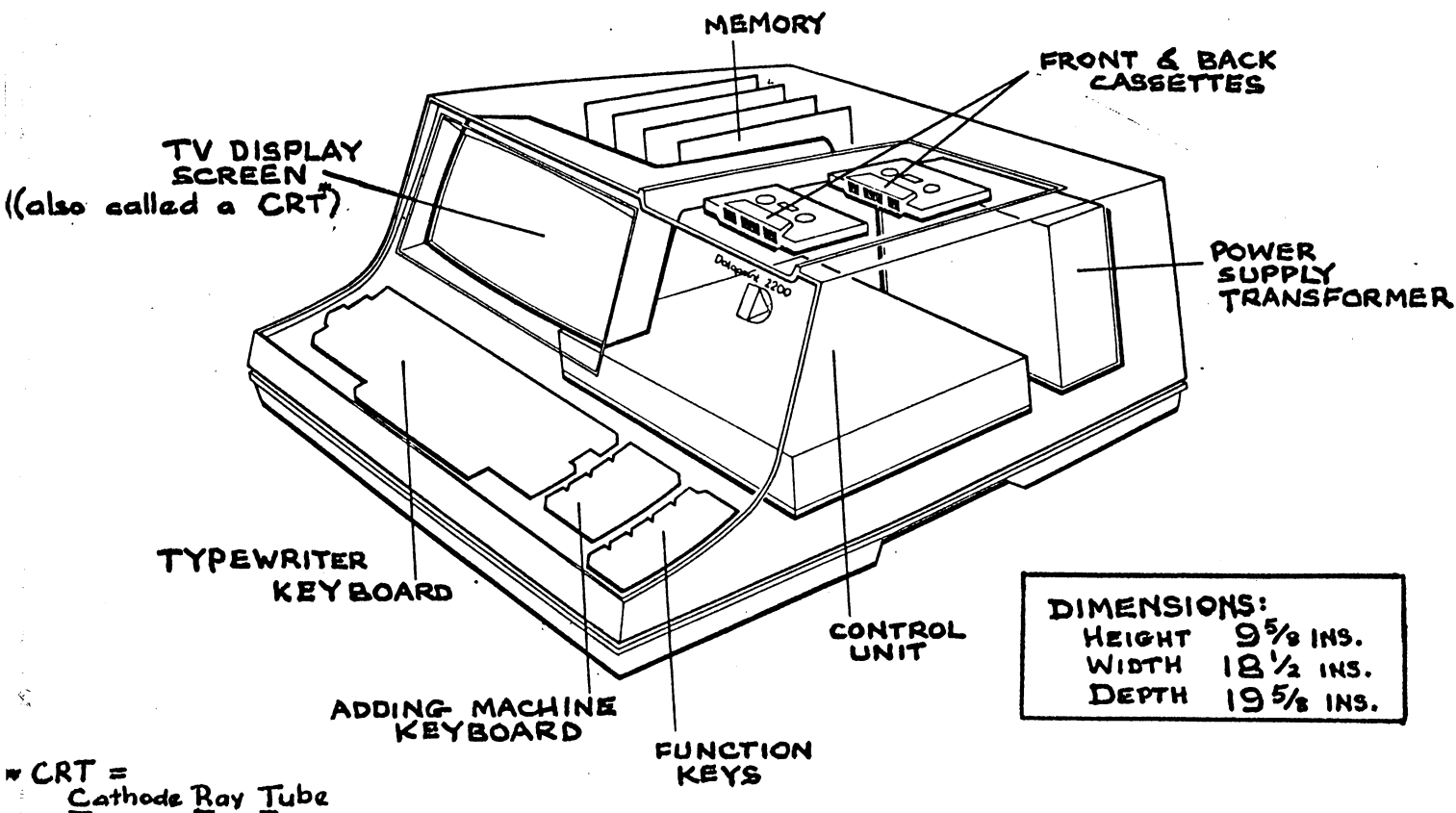
Vol. 30, No. 41 23 October 1975

## LIBRARY'S THIRD "INTELLIGENT" DATA ENTRY DEVICE ARRIVES

On October 15, the Library's third data entry device, a Datapoint 1100, was delivered. The Datapoint 1100 will stay in the Library Systems Office until it is thoroughly checked out and computer programs have been written for it.

The Library has two other Datapoints (Model #2200). One is in the Catalog Department and the other is in the Serials Conversion Unit. The data which is typed on these devices is stored on magnetic tape cassettes (physically identical to the cassettes used in many small tape recorders).

## Inside the DATAPOINT 2200



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## DATA ENTRY DEVICE (Continued)

The new Datapoint uses a different medium to record data - diskettes. A diskette looks like a 45 rpm record, but its surface is coated with an iron oxide. Information is stored in this magnetic layer; there are no grooves in a diskette. Diskettes are more reliable and faster than cassettes. Eventually, all the Datapoints in the Library will be converted from cassette to diskette.

There are no cassette tape decks on the new Datapoint. The diskettes slide into slots in a cabinet which is below and to the right of the Datapoint itself.

All Datapoints have a TV screen where the characters typed on the keyboard are displayed so that the operator can see what has been typed and catch mistakes. The Datapoint itself can also be programmed to do certain kinds of error-checking.

If you want to see the new Datapoint, drop by the Systems Office (room 416). Next week, CU NEWS will have an article describing present and future uses of the Library's Datapoints.

-- Systems Office

## BIBLIOGRAPHY I GROWS

Despite an increase in the class hours required for Bibliography I this quarter's pre-enrollment beat all previous records. Almost 1100 students turned out to pre-enroll. This quarter we are again offering 18 sections of Bib I taught by Jim Gault and Barbara Kornstein of Moffitt Library, Ingrid Radkey of the Biology Library, Cecil Chase, Judy Ellisen, Lois Harzfeld, Bruce Johnson, Ann Kennedy, Bill Lee, Jean Pelletiere, Pat Roshaven, Jutta Savage, Maryly Snow, Roberta Stein and Joan Stout.

Once again, we urge UCB librarians to submit applications to teach Bib I in the Winter or Spring quarter this year. Please call Fay Blake (2-1464) for information.

## GENERAL ORDER E-11 CANCELLED

General Order no. E-11 (Revised 13 March 1970), ADDED SETS AND COPIES FOR THE SAME LOCATION, is no longer in effect and should be removed from the list of current General Orders. Information included in this G.O. is more adequately and completely covered elsewhere. For information on representation of materials in the Main Library Public Catalogs, see MAIN LIBRARY CATALOGS prepared for the Subcommittee on the Future of the Catalogs and compiled by Janice Knouse in May 1974. Withdrawal of added sets and copies is covered in Technical Order 72/4.

## PERSONNEL CHANGES

## PROMOTION

Joyce Prescott, Serials Department, was promoted from Clerk to Library Assistant I, effective 13 October 1975.

## APPOINTMENTS

Cornelia M. Bolea was appointed Secretary I in the Librarian's Office effective 17 September 1975. Miss Bolea received her B.A. in English from UCB in March 1975. She has previously been employed as a student Typist Clerk for Graphic Artist, Monterey Peninsula College, and as a Typist Clerk and Secretary for Spreckles Sugar Company. Miss Bolea also worked as a substitute Secretary and Playground Leader for Monterey Park & Recreation Department and as a Senior Typist Clerk with Housing Law Project, UCB, and Earthquake Engineering Research Center Library.

Wayne D. Freeman was appointed Library Assistant I in the Humanities Graduate Service, effective 17 October 1975. Mr. Freeman attended college in Missouri--Jefferson College, Mineral Area College, and Southeast Missouri State College, where he worked part time in the Library. He has taught high school business courses and was a management trainee at Tandy Corporation, Dallas, Texas. In Dallas, he also worked as Accounts Supervisor, Sammons Communications, Inc., and Operations Manager, Sun International Productions, Inc.

Elizabeth A. Koch was appointed Library Assistant I in the Documents Department, effective 15 October 1975. Miss Koch received her B.A. in Journalism from UCB in June 1975. She was previously a student library employee in the Catalog Department at UCB from June 1973 to June 1975.

Mary June Thompson was appointed Library Assistant I (half time) in the Bancroft Library, effective 1 October 1975. Miss Thompson is presently attending UCB where she is majoring in Anthropology. She has been a student library employee in the Bancroft library since July 1974.

## TERMINATION

Jeff D. Needell, Library Assistant I in the Documents Department, terminated effective 17 October 1975 and is leaving the area.

## GET WELL SOON

Arthur Waugh, Head of Environmental Design Library, suffered back injuries in an automobile accident 9 October 1975. It will probably be several weeks before he is able to return to work. During his absence James Burch will be in charge of the Environmental Design Library.

## ALPHABET SOUP - A PLEA FROM THE READER

Please define all acronyms and abbreviations at least once in any minutes, memos, reports, etc. We cannot possibly remember them all!

-- Jeannine M. Hinkel  
Roselyn Tarleton

## COMMITTEE ON APPOINTMENT, PROMOTION AND ADVANCEMENT - ANNUAL REPORT, 1974/1975

Appointments

CAPA was consulted, it studied the available credentials, and made its recommendations for the appointments of:

1. Music library cataloger
2. Art History/Classics librarian (with personal interview)
3. Lawrence Hall of Science librarian
4. Architecture Visual Aids librarian
5. Forestry/Forest Products librarian

CAPA was asked to evaluate the situation at the Earthquake Engineering Research Center Library and to propose what it felt an appropriate entering rank should be for a librarian there; the Associate Librarian level was CAPA'S recommendation.

Promotion

CAPA sent to each librarian on the staff -- about 170 at that time -- a form letter soliciting names of those who would be willing to serve on Ad Hoc Promotion Review Committees. There were 44 respondees, or roughly 26% of the staff, who volunteered. Of these 44 responding librarians, 27 were named to, and served on Ad Hoc Promotion Review Committees. Twenty of the 40 librarians who served this year on Ad Hoc Promotion Review Committees did so for the first time.

The Review Process - General Library

In fiscal year 1974/75, 40 librarians were candidates for either promotion or career status; of these, 30 were from the General Library and 10 were from Non-General libraries. Four Associate Librarians who had been reviewed the previous year elected not to be reviewed again in fiscal year 1974/75.

Ten Ad Hoc Promotion Review Committees were selected to assess the documentation for these 30 General Library librarians; each Ad Hoc Promotion Review Committee wrote and signed its recommendations for any proposed change in status, or for no change in status. It should be pointed out here that whenever a member of CAPA is up for review, he or she is routinely and automatically excluded from the selection of Ad Hoc Promotion Review Committees and from writing recommendations for himself or for other candidates where there is a personal involvement or where the possibility of a conflict of interest exists. This procedure, while somewhat disrupting to the CAPA routine, does ensure fairness and objectivity for all concerned.

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## CAPA REPORT (Continued)

Each Ad Hoc Committee received a kit containing instructions, procedures, salary structures, organization charts, etc.

At the same time the various Ad Hoc Promotion Review Committees were performing their assignments, CAPA also was reading the assembled documentation for each candidate. In many instances the documentation was splendid -- reasonably terse, relevant, and truly reflective of the careers and the level of excellence at which those careers were being performed. Sadly, in other instances, too much trivia and minutia were put together and passed off as documentation. In as much as each member of CAPA had to read each and every piece of paper assembled by all the candidates in order to prepare what it felt a fair and impartial evaluation, this process was necessarily a long and critical one. Going by the revised schedule, the 31 March 1975 deadline was met and CAPA had written its recommendations and presented them to the University Librarian. The Ad Hoc Promotion Review Committee recommendations had already been received by the University Librarian.

The Review Process - Non-General Libraries

Three Ad Hoc Promotion Review Committees were selected to review the documentation of the 10 Non-General library candidates. Because two Non-General librarians had to be on each Ad Hoc Promotion Review Committee, and also because the rank criterion had to be satisfied, putting together the Non-General Library Ad Hoc Review Committees from the available pool of Non-General librarians was more difficult.

The basic procedures for Non-General librarian review were no different from those used for the General Library librarians; Ad Hoc Promotion Review Committees met, reviewed and evaluated the documentation, and wrote recommendations. CAPA did likewise.

As decisions arrived from the Vice Chancellor's Office, CAPA forwarded them to the University Librarian or the appropriate Administrative Officer; all decisions were not received at the same time and notification to candidates was necessarily not uniform.

To summarize briefly the decisions reached at the Vice Chancellor's Office, the following is offered:

1. Of the 15 candidates being considered for promotion from Assistant to Associate Librarian, 4 were promoted (1 case is still pending);
2. Of the 18 candidates being considered for promotion from Associate to full Librarian, 8 were promoted;
3. Of the 7 candidates being considered for career status, 5 were granted career status (1 case is still pending).

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## CAPA REPORT (Continued)

Merit Increases

In fiscal year 1974/75, CAPA reviewed and made recommendations for 22 candidates (one self-initiated) who were being considered for an exceptional (either greater or less than the normal 5%) merit increase. As of this writing (2 cases pending), 10 candidates were granted a 7.5% merit increase, one candidate was awarded a 10% increase; the remaining candidates were granted either the standard 5% or less.

Recommendations for the Future

CAPA feels it is imperative that a time-table for promotion review (the same as that used for the General Library), be given each librarian in the Non-General libraries. It is the Committee's understanding that such a schedule has been compiled by the LAUC Executive Committee, and CAPA urges that it be distributed as soon as possible. There were many last-minute promotion reviews forwarded to CAPA this past year which had obviously been prepared too hastily. It is felt that had the librarians concerned (all Non-General) been informed of the time-table for promotion review, tardiness could have been avoided and dossiers could have been more thoroughly prepared.

CAPA also urges that standard self-evaluation forms be made available to the Non-General libraries. Uniformity of forms not only eases the work of the Ad Hoc Promotion Review Committees and CAPA, but also assists the candidates in organizing more effectively his or her documentation.

Procedures for Non-General library appointments in the librarian series do not seem to be standardized to any degree. CAPA has never seen the dossiers of all the candidates being considered for appointment in Non-General libraries. The only dossiers it has seen are those of the candidates who have been appointed. If there had been some question as to the level of appointment, CAPA was consulted.

Deans should be reminded of the procedures for appointment and CAPA should see the credentials for all those candidates considered qualified.

Since the promulgation of Administrative Review Procedures for Librarians Requesting a Consideration of a Salary or Promotion Decision in July 1975, CAPA has the added responsibility of reviewing petitions for reconsideration, making recommendations thereon. Since petitioners have 60 calendar days to submit the formal petition after being informed of the action giving rise to the petition, CAPA recommends that appointments to CAPA be made in December rather than September. This would insure that the constituency of CAPA during the review process would be the same during the period when reconsiderations are reviewed.

It has been suggested that CAPA should review all regular merit increases. CAPA is opposed to this proposed procedure for it would create a tremendous work load for CAPA, particularly during the transitional period of converting from the old salary schedule to the new; CAPA recommends that this added responsibility be postponed at least until the current guidelines have been in operation for one more year.

-- Kent Schriefer (Law Library)  
Chairman

## PAUL SCHUSTER TAYLOR ORAL HISTORY MEMOIR COMPLETED

Five years in the process, the three-volume oral history memoir with Paul Schuster Taylor, emeritus professor of economics at the University of California at Berkeley, has been completed by the Regional Oral History Office of The Bancroft Library as part of its continuing effort to tape record autobiographical interviews with persons who have contributed significantly to the development of the West.

Paul Taylor, best known for his championing of the 160-acre limitation provisions of the Federal reclamation law, his studies of migrant labor, and his collaboration with his wife, documentary photographer Dorothea Lange, has had a broad career as a teacher, administrator, writer, and consultant at home and abroad.

All facets of his career have been carefully documented in this tape-recorded account of his life. It begins with his family background and education in Iowa and Wisconsin and continues through his fifty-six years in Berkeley where he arrived as a graduate student in 1920 and stayed to become a professor, carrying on administrative functions, extensive research, field studies, writing, and consultation, the latter both in the United States and abroad.

Through the memoir a link develops between Professor Taylor's immense output of research and publication, and his personal accounts of participation and observation of many decisive legislative, administrative, judicial, and political controversies that have long swirled around the issues concerned with the welfare of the migrant field laborer and compliance with the 160-acre law. Illuminating details are added to his written reports following trips abroad to consider problems of land, water, and population problems in the developing countries of Asia, the Middle East, and Latin America.

The interview was financed jointly by the National Endowment for the Humanities as part of the Earl Warren Era in California Politics oral history project and by donations from Paul Taylor's friends and colleagues, an effort coordinated by Dr. and Mrs. Clark Kerr.

The three illustrated, indexed and bound manuscripts, California Social Scientist: Volume I, Education, Field Research, and Family; and Volumes II and III, California Water and Agricultural Labor, are open for research at The Bancroft Library, University of California at Berkeley, and the Department of Special Collections, University of California at Los Angeles. Copies are available to other depositories. For further information, address the Regional Oral History Office, Room 486 Library, University of California, Berkeley, California 94720.

-- Willa Baum

## KOREAN ART DISPLAY

A collection of Korean print rubbings from Korean tombs, sculptural and architectural forms that originated in the Golden Age of Korean Art, the Silla Dynasty, 9th Century A.D., will be on display in the main reading room of the Education/Psychology Library through November 14, 1975. The rubbings were made by Leo N. Bushman, Art Department, University of Calgary.



THE GENERAL LIBRARY

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Vol. 30, No. 42 30 October 1975

#### LAUC-B EXECUTIVE COMMITTEE INTERPRETS PROMOTION REVIEW FOR TR STEPS

I received the following memo from LAUC-B Executive Committee:

In reference to your question concerning the promotion reviews for Associate Librarians at step TR-G in the new salary scale, the LAUC-B Executive Committee suggests the following interpretation: Associate Librarians who have reached the step TR-G may be reviewed for promotion to Librarian I or they may choose to seek a merit increase to step VI of Associate in 1976. Similarly in 1978 an Associate Librarian at step VI may be reviewed for promotion to Librarian or for merit increase to step VII. A promotion review would be mandatory only when an Associate Librarian reached the top step of the new salary scale.

People in the rank of Associate Librarian, who reached the top step under the old salary scale and were reviewed for promotion in 1974 or 1975 but were turned down, may now have the option of waiting two or four years for another promotion review. At any time a librarian or his or her department head may initiate a request for promotion review apart from the normal schedule.

We believe this interpretation would allow needed flexibility and prevent any person from being compelled to undergo a review procedured two or more years in a row.

The Librarian's Office and the Chancellor's Office have reviewed this approach and feel that it is desirable to follow these guidelines in the 1975/76 promotion review process.

-- Richard M. Dougherty  
University Librarian

#### OPEN MEETING

The Library Affirmative Action Advisory Committee is having an open meeting with representatives from Campus Personnel of Wednesday, 5 November 1975 from 10:30 - 12:00 in Morrison Library. Topics for discussion are problems Library staff are having with the Campus Personnel Office, particularly transfers.

-- Library Affirmative Action  
Advisory Committee



## PROGRESS REPORT ON LIBRARY INSTRUCTION FILM

On Thursday evening, October 24th at 10:00 p.m., the master copy of the U.C. General Library film "You Don't Have to be a Hero to Use the U.C. Library" was completed. On Friday morning it went to Leo Diner Films, Inc., in San Francisco, where "release prints" will be made in approximately two weeks. The film can then be shown to the general library staff and then the library public.

It is a 13 minute sound-color, super 8 film, combining live action and animation. It stars Superman, Wonder Woman and Mr. Spock -- in animation; and Jim Gault, Sonya Kaufman, Tom Alexander, Bill Whitson and Charles Shain (the latter 4 as voices). Jim Gault neatly meets heroic questions put to him as the classic reference librarian.

The film's editors are: Ingrid Radkey, Robert Sedor and Charles Shain. It is not a slick production, but we hope that it will break new ground in presenting general library use concepts, specific information, and a better "feel" about the library. Your reactions will be sought to help plan future epics, should time and funds become available.

The film will also be shown at the California Library Association's meeting in San Francisco at the end of November 1975.

-- Charles Shain, Producer,  
Animator, etc.  
Environmental Design Library

## APPLICATION TIME FOR ADMISSION TO UC

Staff members planning to enter UC as beginning or transfer undergraduate students in Fall 1976 should assemble their application papers and transcripts. Application packets are available from the Admissions Office in Sproul Hall. All applications for admission that are submitted in November, the first month of the filing period, are given equal consideration for admission to the campus of choice. In addition, transfer students must pay attention to specific course requirements and to unit limitations in terms of total units taken at other colleges and universities and total transferrable units.

-- Myra Kolitsch

## CURRENT REVIEW OF ANALYTICS FOR MONOGRAPHIC SERIES

In response to questions from branch librarians and selectors regarding the current review of analytics for monographic series, the procedures as outlined in Catalog Department memorandum, 24 September 1975, which accompanied the last quarterly Serials Lists, are being reviewed. The deadline of 1 November 1975 will be extended and further instructions will be forthcoming. However, those units who can meet the deadline are encouraged to do so.

Please direct questions to Roy Ortopan, Head of the Catalog Department, 2-4144.

-- Le Roy D. Ortopan

## NEW MEMBERS FOR LAC AND LAC COMMITTEES

The following staff members have been elected to serve on the Library Advisory Council and LAC Committees:

## Library Advisory Council:

Sue Martin  
Lillian Matsumoto  
Robert Pfeiffer  
Stephanie Rogers

## Committee on Bibliographic Control:

Judy Clarence  
Richard Cooper  
Neal Kaske  
Elizabeth Kislitzin  
Carol Snyder  
Mercedes Untawale

## Circulation Committee:

Jean Hudson  
Lillian Matsumoto  
Robert Pfeiffer  
Janet Rudd  
Peggy Stern

## Library Building Committee:

Tim DeWolf  
Bette Eriskin  
Ann Gilbert  
J.R.K. Kantor

## Reference Services Committee:

Gordon Allenbaugh  
Ann Basart  
Eva Carroad  
Ladina Heath  
Sonya Kaufman  
Simone Klugman

## Selection Committee:

Phyllis Bischof  
Susan Craig  
Lee Harrington  
Kimiyo Hom  
Kay Loughman  
AnnMarie Mitchell

## BERKELEY CAMPUS STAFF AFFIRMATIVE ACTION PLAN

The UC Employee Supplement (October 1975) containing a synopsis of the Berkeley Campus Staff Affirmative Action Plan has been distributed in quantity to each General Library department. Because of its importance, the Library Administration urges all Library staff to become familiar with the contents of this plan. A limited supply of this special issue is available from the Library Personnel Office and may be requested by individuals as long as the supply lasts.

A copy of the complete Staff Personnel Affirmative Action Program has been placed at the General Reference Desk in the Main Library and will be made available to interested staff.

## PHOTOCOPY ON THE RISE

In-house use of photocopying machines has risen dramatically in the last two years. Unfortunately, the cost has risen sharply as well. I am asking each of you to cut down on your use of the copying machines by routing reports and memos whenever possible, rather than making copies for each person.

Please help us to reduce the deficit we are incurring. Thank you.

-- Richard M. Dougherty  
University Librarian

OPEN ENROLLMENT: NOVEMBER 3 TO NOVEMBER 26

The 1975 OPEN ENROLLMENT period for University-sponsored Health or Life Insurance Plans is from Monday, November 3, through Wednesday, November 26. During this period, eligible employees may enroll in or change Health or Life Insurance Plans or add previously uninsured family members. To enroll or make changes in these Plans, you must complete Form 1630, available in the Library Personnel Office.

PLEASE NOTE THE FOLLOWING:

- 1) OPEN ENROLLMENT IS FOR ADDITIONS AND CHANGES IN THE HEALTH AND LIFE INSURANCE PLANS ONLY.
- 2) FORM 1630 MUST REACH THE ACCOUNTING OFFICE, 419 SPROUL HALL, NO LATER THAN 5 P.M. ON NOVEMBER 26, 1975.
- 3) OPEN ENROLLMENT ADDITIONS AND CHANGES BECOME EFFECTIVE ON JANUARY 1, 1976.

The unprecedentedly large increases in health insurance costs in 1975, caused by inflation, increased utilization, and triple-digit malpractice insurance increases have resulted in increased premiums for all of the University-sponsored Health Insurance plans and have precluded consideration of the many benefit improvements suggested by the employees and employee organizations. Changes in premium costs for Health Insurance coverage are shown below.

BLUE CROSS (29.1% increase)

	<u>Single</u>	<u>Two-Party</u>	<u>Family</u>	<u>Medicare Supplement</u>
Old Rates	\$31.58	\$64.90	\$77.28	\$14.69
New Rates	40.77	83.79	99.76	18.96
University Pays	22.00	37.00	47.00	18.96
Employee Pays	18.77	46.79	52.76	-0-

EQUITABLE BASIC & MAJOR MEDICAL (29% increase)

	<u>Single</u>	<u>Two-Party</u>	<u>Family</u>	<u>Medicare Supplement</u>
Old Rates	\$30.75	\$63.16	\$74.65	\$12.77
New Rates	39.67	81.48	96.30	16.47
University Pays	22.00	37.00	47.00	16.47
Employee Pays	17.67	44.48	49.30	-0-

EQUITABLE COMPREHENSIVE (20% increase)

	<u>Single</u>	<u>Two-Party</u>	<u>Family</u>	<u>Medicare Supplement</u>
Old Rates	\$17.02	\$34.79	\$42.98	\$12.77
New Rates	20.42	41.75	51.77	16.47
University Pays	20.42	37.00	47.00	16.47
Employee Pays	-0-	4.75	4.77	-0-

KAISER NORTH (12.6% increase)

	<u>Single</u>	<u>Two-Party</u>	<u>Family</u>	<u>Medicare Supplement</u>
Old Rates	\$23.07	\$46.14	\$66.53	\$10.95
New Rates	25.98	51.96	74.91	12.78
University Pays	22.00	37.00	47.00	12.78
Employee Pays	3.98	14.96	27.91	-0-

## OPEN ENROLLMENT: NOVEMBER 3 TO NOVEMBER 26 (Continued)

The only other change in coverage of any of the Health Insurance Plans is an increase in the Equitable Comprehensive deductibles from \$75 to \$100 per person and from \$200 to \$250 per family. The only other change in a group insurance plan is that dependent life insurance coverage is no longer reduced after the employee reaches age 60.

If you have any questions about your benefits or about OPEN ENROLLMENT procedures, please see Mrs. Vela in the Library Personnel Office (extension 2-3778) or call the Benefits Section of the Campus Personnel Office on 2-7053.

## HEW GRANT FOR LIBRARY COLLECTION DEVELOPMENT

The General Library has received a grant for the fiscal year 1975/76 of \$3,918 from the U.S. Department of Health, Education, and Welfare to enrich its collections serving academic courses related to environmental subjects and the social sciences.

The funds have been allocated to the Environmental Design Library (\$2,418) and to the Graduate Social Sciences Library (\$1,500) for the purchase of appropriate materials: books, maps, microcopy, pamphlets, or sound recordings.

-- Richard F. Larson

## EQUAL EMPLOYMENT OPPORTUNITY SEMINAR

Susana Hinojosa and Merrie Lee attended the Equal Employment Opportunity seminar sponsored by University Extension which was held in San Francisco on Tuesday, October 21 as representatives of the Library Affirmative Action Advisory Committee. The seminar was given by two lawyers, Robert Cassel and Charles Loughran, from the law firm of Pettit, Evers and Martin in San Francisco.

The seminar covered such topics as the legal overview of Equal Employment Opportunity, unlawful patterns and practices, developing affirmative action plans, handling compliance reviews, and handling a charge of discrimination. Some of the more interesting topics are summarized below.

The legal framework of Equal Employment Opportunity and Affirmative Action is composed of: (1) statutes, such as Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972; (2) administrative regulations, such as the guidelines of the Equal Employment Opportunity Commission; (3) court decisions which interpret statutes; and (4) executive orders, such as Executive Order 11246 which governs employers which have contracts with the federal government.

A simplified version of the test used by courts to determine if a particular employment practice is discriminatory is to ask the following questions:

1. Does the employment practice have an adverse impact on different classes of people?

## EQUAL EMPLOYMENT OPPORTUNITY SEMINAR (Continued)

2. If so, is a protected class affected? (protected classes are defined in terms of race, color, sex, national origin, religion and age).

If the answer to both questions is yes, the employment practice is "suspect." At this point, it is the responsibility of the employer to prove non-discrimination by answering the question:

3. Is the employment practice a rational business necessity (often called a "bona fide occupational qualification" or "bfoq")?

The University is required under Executive Order 11246 which covers all employers which have contracts of over \$50,000 and which employ over 50 people to have a written Affirmative Action Plan which should include the following:

1. a declaration of non-discrimination.
2. a statement of Equal Employment Opportunity responsibility (who has this responsibility?).
3. a commitment to affirmative action from the top executives of the organization.
4. a clearly written and meaningful policy of affirmative action.
5. a procedure for communicating policies and procedures to employees.
6. a procedure for communicating policies and procedures to the outside communities.
7. a utilization analysis which compares the composition of present employees with qualified minorities and women in the available labor market.
8. goals and timetables to improve underutilization.
9. action elements, such as recruitment and training.
10. periodic reviews of the program.

The seminar was interesting and informative and will undoubtedly prove useful to the Library Affirmative Action Advisory Committee.

-- Susana Hinojosa  
Merrie Lee

## THE USES OF THE LIBRARY'S DATAPOINTS

There are now three Datapoint data entry devices in the Library - one in the Catalog Department, one in the Serials Conversion Unit (Room 130), and one in the Systems Office (Room 416).

The Books-in-Process List (BIPList) is keyed on the Datapoint in the Catalog Department. The Datapoint records the information on cassette tape; the cassettes are then mailed to UCLA. At UCLA, the cassettes are processed by the IBM 360/20 computer which is located in the University Research Library. The resulting tape is sent to Zytron Corporation in San Francisco. Zytron has a machine which takes the information on a computer tape and puts it out on microfiche instead of on paper.

## THE USES OF THE LIBRARY'S DATAPOINTS (Continued)

Serial invoices which have been approved for payment and corrections to the machine-readable serials file are both keyed on the cassette Datapoint in Room 130. Once a week, the Datapoint is used to copy data from the cassettes onto regular  $\frac{1}{2}$ " wide magnetic tape. The tape is then sent to the University's Data Processing Center - North (located in the basement of University Hall) where it is processed by the IBM 360/65 computer against the Library's MARC-structured file of 190,000 serial records. Some of the products of the serials system are new serial entering cards, fund accounting reports, and claim letters. Because of heavy use by staff of the Serials Department, this Datapoint will be moved into the Serials Department (Room 131) within the next few weeks.

At the present time, new serial orders are written out on coding forms, and the information is later keypunched onto IBM cards, so that the Library's computer serial file can be updated. The first application for the new Datapoint in the Systems Office will be to write a program which will accept data for new serial orders. The Datapoint can be programmed to do some checking on the data that is keyed on it before that data is transferred to magnetic tape and sent to the IBM 360/65 computer in University Hall. For example, the Datapoint could test the validity of a shelving location code; a misspelled code would be rejected. A keypunch cannot do any such logical checking.

Walt Crawford is coordinating the Datapoint programming, and has been coaching the other members of the Systems Office in Databus 1100, a Datapoint programming language. Neal Kaske and Joan Aliprand will "get their feet wet" with the new serial orders programming assignment.

The next programming task for the Systems Office is to "bring the BIPList to Berkeley." This involves writing a diskette Datapoint program to replace the program presently used by the Catalog Department's cassette Datapoint. When the program has been written and successfully tested, the Catalog Department Datapoint will be converted to diskette. It will then be unnecessary to send the BIPList data to UCLA; processing will be done on the IBM 360/65 computer in University Hall.

-- Systems Office

## SPORTS BULLETIN

A casual observer wandering past the Varsity Tennis Courts at Stanford a couple of weeks ago might have thought that a major tournament was in progress, so spirited was the crowd and so excellent the calibre of play. That observer would have been right, for at stake was the coveted Directors Trophy, emblematic of victory in the Library Tennis Tournament. Unfortunately, the trophy still resides at Stanford, whose team managed to eek out a 78-75 win. However, the Cal team could take pride in the fact that all of the members performed outstandingly and even the matches we lost were extremely competitive. As always the Stanford people were gracious hosts, and many of us had a chance to renew old acquaintances. Although many cliches come to mind, the most prominent one is -- Wait till next year!

-- Tim DeWolf

## JOINT BICENTENNIAL SYMPOSIUM

Over 200 archivists, librarians, historians and genealogists gathered in Tresidder Memorial Union on the Stanford campus Tuesday, 21 October, to participate in a conference entitled, "Historical Perspectives on the Family and Society" presented by the National Archives and Records Service: Region 9, San Francisco State University History Department and Stanford University Libraries. After words of welcome, Mr. Bill Linder, Director, Central Reference Division, National Archives, Washington, D.C., spoke on "Organizing Family Research." He outlined methods of compiling family history starting with the family Bible, documents and photographs found in trunks, scrapbooks of clippings, etc., and searches for family tombstones (his daughter was 13 before she realized that a picnic did not have to take place in a cemetery!). He then described how to arrange the papers including the use of labeled file folders, well-identified documents, photographs, etc., pertinent subject headings and cross references and a sturdy file cabinet. Such an arrangement allows rapid access to information; its impressive appearance will preclude its speedy demise when the "cataloger" goes to his reward. Following coffee, Dr. Oscar Criner, Black Studies Department, San Francisco State chaired a discussion on the "Changing Role of Women in the Family and Society." Dora Biblarz, UCD, spoke briefly about the increasing number of bibliographies and guides to collections on women's history being published resulting in a greater number of studies about the changing role of men and women. Lynn Donovan, California Historical Society, deplored the neglect of women in history and especially in western history. She believes that the few articles that are written mainly reinforce known myths such as the sun-bonnet myth perpetuated on television in "Little House on The Prairie." Ralda Sullivan, Regional Oral History Office, The Bancroft Library, discussed women such as Alice Paul and Mabel Vernon who broke out of traditional roles to accomplish what they set out to do. The afternoon session began with an informative talk and videotape about non-traditional communities. Paul Kagan, author of New World Utopias, traced the rise and fall of over a dozen communes including Fountain Grove near Santa Rosa, Daddy Yokum's Pentacostal group near Los Angeles and Holy City, near Santa Cruz, ruled by William E. Riker whose passions were women, fast cars and racial hatred! The last two sessions, "Family History as a Source for Local History" and "Scholarly Resources of the Genealogy Society for the Study of the Family and Society" were primarily concerned with where and how to find relevant source materials whether it be for a specific family or many families which comprise a community. Primary source material includes burial records, church records, vital records found in court houses and census schedules. Other resources range from county histories and printed family histories to old newspapers and printed guides such as the National Union Catalog of Manuscript Collections. It was an excellent conference with one exception -- not one of the speakers explained where and how to find the way out of the labyrinth known as The Farm!

-- Mary-Ellen Jones  
The Bancroft Library



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 43 6 November 1975

#### COULTER LECTURE AT CALIFORNIA LIBRARY ASSOCIATION

Mrs. Willa Baum, this year's Coulter Lecturer, will speak on "Oral History: New Joys and Headaches for Librarians:" on Wednesday, December 3d, following a 12:30 luncheon in the Imperial Ballroom at the Hilton Hotel, San Francisco. Those who wish to make luncheon reservations can do so by sending \$8.00 to California Library Association, 717 K Street, Sacramento, California 95814. The deadline is November 14th. It is possible to attend the lecture without going to the luncheon, but there may be standing room only. Mrs. Baum is well known to staff and to CU NEWS readers as Head of ROHO. She is an interesting and articulate speaker, and her subject is particularly appropriate to Miss Coulter's interest in California History.

-- Gerry Clayton

#### ROHO CONFERENCE ATTENDANCE

October has been a busy conference month for the Regional Oral History Office staff. In Tulsa, Oklahoma, at the Western History Association, Amelia Fry presented a paper and video tape on "Democrats, Republicans, and Northern California, 1935-1950" based on her research for the Earl Warren Oral History Project.

Ralda Sullivan drew on her editorial work in ROHO's Suffragist series to speak on "The Changing Role of Women in Family and Society" at a conference on Historical Perspectives on the Family and Society at Stanford University. And Amelia Fry and Willa Baum took part in the Oral History Association Workshop and Colloquium at Ashville, North Carolina, where especially knotty problems of literary rights, libel, and publication related to oral history were among the many topics discussed.

-- Willa Baum

#### CATALOG SHIFTS

As you may have noticed, the Catalog Department has been doing a number of catalog shifts during the summer. A resume follows.

June and July. Three shifts were made because of the renovation of the Loan Hall, in order to preserve the safety of the people using the catalogs.

1. Part of Depository 1 was shifted to "Bal" (room 103) to release cabinets for housing the Author-Title and Subject Catalogs in the Subject Catalog Hall.
2. Depository 3 and all the shelflists were moved into the north end of the Loan Hall so that renovation could proceed in the south end. The Author-

(Continued on page 4)



## Changes Approved in Employee Group Insurance Rates, Benefits for 1976

Changes in employee group insurance rates and benefits have been approved for 1976 by the Systemwide Administration. Life insurance and short term disability rates will remain the same for at least another year. However, health plan costs will rise substantially once again.

A review of premiums and benefits paid during the past year shows that the present rates are inadequate for the Blue Cross and Equitable health plans for 1975. UC members of these plans are in separate, self-rated plans, and 1975 losses are based on benefits received by UC members. Further increases in actual costs are projected by the carriers for 1976.

In addition to inflation (still accelerating since federal controls were lifted from the health care field in May 1974) and increased utilization (over the 6 percent per year figure both this year and last), the medical programs are now faced with the unfamiliar, unpredictable factor of the passed-on costs of malpractice insurance. These elements are estimated to produce a cost increase of approximately 20 percent for 1976. This estimated increase added to the losses for 1975 support the increase of from 20 percent to 29 percent for the Blue Cross and Equitable plans for 1976.

The Kaiser plans are community rated—based on total membership, not just University members. The 1976 increases in the Kaiser premiums are the same as those for all other Kaiser groups.

Employees will be required to bear the entire cost of the increases for at least the first few months of 1976. By midyear additional contribution funds are expected to be available to bring the employer-paid portion of the premium approximately up to the percentage being paid today. In the meantime, because of the likelihood of continued large increases, the Systemwide Administration will undertake a thorough study of the benefits and structure of the entire health plan package.

Rates and limited benefit changes for 1976:

### HEALTH PLANS

#### Blue Cross of California

	Single	Two-party	Family	Medicare
Old Rates	\$31.58	\$64.90	\$77.28	\$14.69
New Rates	40.77	83.79	99.76	18.96
% of Increase 29.1%. Benefit Changes—None.				

#### Equitable Comprehensive

	Single	Two-party	Family	Medicare
Old Rates	\$17.02	\$34.79	\$42.98	\$12.77
New Rates	20.42	41.75	51.58	16.47
% of Increase 20%. Benefit Changes—The deductible is increased from \$75 to \$100 per family member (\$250 maximum per family per year). No benefit changes in the Medicare program.				

#### Equitable Base/Major

	Single	Two-party	Family	Medicare
Old Rates	\$30.75	\$63.16	\$74.65	\$12.77
New Rates	39.67	81.48	96.30	16.47
% of Increase 29%. Benefit Changes—None.				

#### Kaiser North

	Single	Two-party	Family	Medicare
Old Rates	\$23.07	\$46.14	\$66.53	\$10.95
New Rates	25.98	51.96	74.91	12.78
% of Increase 12.6%. Benefit Changes—None.				

#### Kaiser South

	Single	Two-party	Family	Medicare
Old Rates	\$28.21	\$56.42	\$80.52	\$13.17
New Rates	33.32	66.64	95.13	15.05
% of Increase 17.9%. Benefit Changes—Maternity benefit is amended to provide full services for a flat fee of \$150 regardless of length of membership instead of \$150 after ten months' continuous membership and \$350 with less than ten months of membership.				

#### Ross-Loos

	Single	Two-party	Family	Medicare
Old Rates	\$33.94	\$66.56	\$92.96	\$13.00
New Rates	39.00	76.49	106.83	14.00
% of Increase 14.9%. Benefit Changes—None.				

### EMPLOYEE-PAID LIFE INSURANCE

No changes in rates in either employee or dependent life insurance programs. No changes in benefits in the employee program. The dependent plan has been amended to eliminate the 10% per year reduction in the amount payable for a dependent after the sponsoring employee reaches age 60.

### SHORT TERM DISABILITY

No changes in either rates or benefits.

An open enrollment period is scheduled for November 3–28, 1975. During this period eligible employees may enroll in one of the group health plans or may change from one health plan to another. Also, changes may be made in Life Insurance coverages.

## PERSONNEL CHANGES

## RECLASSIFICATIONS

Mary K. Heath, Biology Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 October 1975.

Stephen M. Silberstein, Library Systems Office, was reclassified from Senior ADP Systems Analyst to Principal ADP Systems Analyst, effective 1 September 1975.

## PROMOTION

Reba Weiss, Moffitt Undergraduate Library, was promoted from Library Assistant I to Library Assistant II, effective 20 October 1975.

## APPOINTMENTS

Marianne L. Betterly was appointed Library Assistant I (half-time) in the Documents Department, effective 20 October 1975. Ms. Betterly received her B.A. in Philosophy from UCB in December 1974. Before coming to the Berkeley Campus, Ms. Betterly was employed as a part-time library employee at West Chester State College, West Chester, Pennsylvania and as a full time library employee at Philadelphia College of Art, Philadelphia. She was employed as a part time Library Assistant in Cooperative Services, UCB, from November 1973 through September 30 1975.

Eleanor J. Dorosh was appointed Library Assistant I in the Catalog Department (Preliminary Cataloging Division) effective 20 October 1975. Mrs. Dorosh received her A.A. in Library Technology from Chabot College, Hayward, in June 1975. She worked previously as a Library Technician for Chabot College, from January 1973 to June 1975 in the Acquisitions, Cataloging and Circulation Departments.

Walter R. Frazer was appointed Library Assistant I in the Librarian's Office (ICLF-N) effective 27 October 1975. Mr. Frazer received his B.A. in Political Science at UCB in December 1974. His previous employment includes full time summer work with UC Storehouse, in 1973 and as a student Library employee in the Physics Library, UCB, between January 1973 and December 1974.

Carol G. Jarvis was appointed Library Assistant I in the Bancroft Library, effective 20 October 1975. Mrs. Jarvis received her B.S. with honors in Elementary Education from the University of Texas at Austin in July 1973. She did special study in Spanish and Mexican History at the University of the Americas, Puebla, Mexico. She has been employed previously in the Fort Worth Library as a clerk and in the University of Texas Law School as a Cataloging Assistant. Other employment includes Library Assistant in the Foreign Language Education Center Library at Austin, as a teacher aide with the Austin Independent School District and as Sales Assistant in a Book Shop in Kingston, Surrey, England.

(Continued on next page)

PERSONNEL CHANGES  
(Continued)

## TERMINATION

Robert D. Connor, Library Assistant II in the Serials Department (Binding & Mending Preparation Division) resigned effective 31 October 1975 in order to pursue another career.

## BIRTH ANNOUNCEMENT

Mr. and Mrs. Martin De Waele (Mya of the Serials Department (Payment Division), are proud to announce the arrival of Carla Marion, weighing in at 6# 7 oz., on 22 October 1975.

## REPORT NAME AND ADDRESS CHANGES

Employees who have not already done so are requested to complete Form 1611 (Employee Personal Change Record) notifying the Accounting and Payroll Offices of name and address changes which have occurred during the year. So that employees will receive their Withholding Tax Statements without delay, these changes must be submitted to the Accounting Office no later than 1 December 1975. These change forms are available at the Library Personnel Office.

## REVIEW SHELF

Review Lot Number	Inclusive Dates
354	10 November - 28 November

This review shelf features sociology material recently received from Professor Leo Lowenthal. Also available is a collection of Twice a Year publications as well as the usual miscellaneous gifts.

## CATALOG SHIFTS (Continued)

Title Catalog was moved into the west end of the Subject Catalog Hall. 10,992 trays were moved in 5 hours, over 1,000 trays of which were empties that were moved downstairs for temporary storage in "Bal."

3. In July, Depository 3 and the shelflists were moved into the south end of the Loan Hall so that work could proceed in the north end.

Throughout July and August, preparations were made for the large shift which would result in an expansion of the Author-Title and Subject Catalogs. Estimates of the average size of trays after expansion were made and numbered backing cards inserted in the trays; these were adjusted, then temporary labels were written for each tray and checked. Shoe boxes and other boxes that can store 3 x 5 cards were collected throughout the summer and stored in "Bal."

In September, 4 shifts took place.

The 1st week, Depository cards in 2,143 trays were shifted into boxes in "Bal" to release the trays. Over 3,000 empty trays were brought upstairs. The major shift, on September 11-12, was the expansion of the Author-Title and Subject Catalogs. This shift involved the entire Catalog Department, and assistance from Acquisition, Documents, and Serials Departments. 80 people working from a few up to 40 hours each

CATALOG SHIFTS (Continued)

completed the shift in less than two days. Those who worked 40 hours were involved in earlier preliminary planning and continuing shifting. 6,317 trays were expanded into 8,400.

The Loan Stack Shelflist was shifted into the cases around the wall in the Subject Catalog Hall; the Rowell Shelflist, condensed from 260 trays to 164, was placed at the end of the Loan Stack Shelflist. The miscellaneous shelflists were shifted into the former Depository 2 cases at the north end of the 2nd floor west corridor.

Late in September, a fourth shift took place. The trays from 30 cabinets of the Author-Title Catalog which remained in the Subject Catalog Hall were put on trucks, and the Subject Catalog moved up to take its place. The cabinets thus emptied were moved into the Loan Hall; six cabinets filled in the short rows of the existing Author-Title Catalog and the remaining 24 were moved to the north west end of the room. The Author-Title Catalog was shifted back to fill the 6 cabinets, (from the 3rd row on), and the trays on the trucks were then moved to fill the resulting empty cabinets. 7,020 trays were moved. This shift resulted in the return of all the Author-Title Catalog to the Loan Hall.

Before and After

Both the Author-Title and Subject Catalogs, but especially the Author-Title, were requiring constant shifts. This major shift will provide enough space for 5 years of growth, at the end of which time we will again be making shifts here and there. Average centimeters of cards per tray before and after:

	<u>Trays with cards</u>		<u>All trays (incl. suppl.)</u>	
	<u>Before</u>	<u>After</u>	<u>Before</u>	<u>After</u>
Author-Title	27	20	24	16
Subject	26.5	21	21	17

Some statistics of trays shifted:

	<u>Trays Before Shift</u>	<u>Trays After Shift</u>	<u>Total Number of Trays Available (incl. suppl.)</u>
Author-Title	4,152 (excl. supp.)	5,700	6,912
Subject	2,165 (excl. supp.)	2,700	3,312
Depository 3	480 (incl. supp.)	630	660
Depository 2	1,580 (incl. supp.)	1,580	1,824
Depository 1	2,143 (approx.)	2,143 boxes	2,143 boxes
Rowell	260 (CONDENSED)	164	180
Loan Stack Shelf	796 cards shifted	809	888
Misc. Shelf-lists	<u>232 cards shifted</u>	<u>229</u>	<u>240</u>
Totals	11,813	13,955	16,159

A total of 2,300.6 hours went into all the shifts.

Location of Catalogs After Shifts

Author-Title - Loan Hall, "A" at south end of room, "Z" near stack entrance.

## CATALOG SHIFTS (Continued)

Subject - Subject Catalog Hall, "A" at east end, near entrance to Reference Hall.

Loan Stack and Rowell Shelflists - Subject Catalog Hall, around walls of west end of the room.

Depository 3 - West corridor, near room 212.

Depository 2 - West corridor, in old Depository 1 cases.

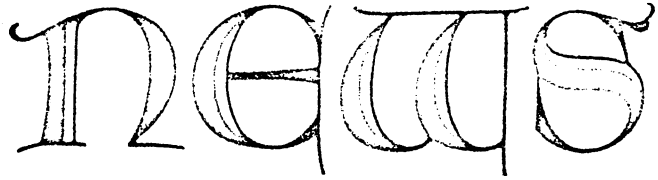
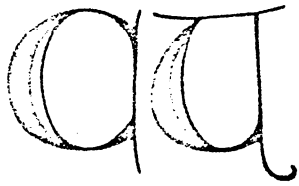
Depository 1 - Letters N-Z - West and south corridor (no change).

Miscellaneous shelflists (TCP, Microfilm, X480) - West corridor, at north end.

## SHOE BOXES STILL NEEDED

The Catalog Department still needs over 2,000 more boxes for storage of 3 x 5 cards, 379 to release trays that are still in "Bal", and 1,700 for eventual storage of the balance of Depository 1, letters N-Z.

-- Constance Thompson



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#### LAUC-B DIVISION MEETING

Our second meeting of the fall, originally announced for Thursday, November 20, 3 p.m., has been changed to Friday, November 21, 3 p.m., because of room scheduling problems. It will be held in 141 Earth Sciences. The agenda will include nominations for the 1976 LAUC-B Executive Committee and officers, and further discussion of AUL recommendations in promotion review dossiers. An Executive Committee proposal for modifying the procedure for including the AUL recommendations will be distributed before the meeting.

The Nominating and Elections Committee will present the following slate of candidates at the meeting. At that time, further nominations may be made from the floor. Please clear nominations with candidates ahead of time.

Vice-Chairman/Chairman-elect [2-year term]  
Richard Cooper (Collection Development)  
Gloria Novak (Space Planning)

Secretary-Treasurer [1-year term]  
Peter Hanff (Bancroft)  
Lee Petrasek (Acquisitions)

Alternate/Representative-elect, General Library [2-year term,  
2 to be elected]  
Peter Evans (Forestry/Forest Products)  
Ann Gilbert (Serials)  
Bea Lukens (Earth Sciences)  
Frank Velek (Physics)  
Don Williams (ILL)  
Alan Wolstencroft (Ed/Psych)

Alternate/Representative-elect, Non-General Library [2-year  
term, 1 to be elected]  
Julia Cooke (School of Librarianship)  
Gerry Giefer (Water Resources Ctr. Archives)

Members of the present Executive Committee who will continue next year are Geri Scalzo (incoming Chairman), Suzanne Gallup, Dorothy Gregor and Ken Logan (General Library Representatives), and Grace Dote (Non-General Library Representative).

-- Bill Whitson  
Chairman

#### LAC AND ITS COMMITTEES

Attached to this issue of CU NEWS readers will find a list of the full membership of the Library Advisory Council and its standing committees.

## BERKELEY'S COMPUTERIZED SERIAL SYSTEM PERFORMS!!!

During October many of the recent improvements made to the Berkeley Computerized Serial Processing System (see CU NEWS, September 11, 1975) began to bear fruit.

For example, 1232 claim letters for missing serial issues were prepared via the computer by the Periodical Division of the Serials Department and the Documents Department. About 80% of these (approximately 1000 claims) are from the Periodical Division. This represents a more than 20% increase when compared with the average of 833 claims per month prepared by the Division under the old manual system. In the Documents Department it is still too early to assess the effects of having the computer produce claims. Nevertheless, some areas, such as foreign documents, report that "it is so easy" to have the computer produce claim letters that the number of claim letters has increased by up to 50%.

In the area of accounting for expenditures on serials, during the month of October the Payment Division of the Serials Department and the Accounts Division of the Acquisition Department processed 931 invoices for serials (representing 3864 charges) totaling \$110,464.87 via the computer system. This is approximately twice the normal monthly workload. It should be pointed out that invoices processed by the accounting subsystem of the computerized serial processing system now have more information placed on them than under the old system. For example, all invoices coming through the computer system now have the University vendor and tax codes placed on them. Previously this was done by the Campus Accounting Office instead of by the Library.

At the same time, the Library Systems Office and the Accounts Division have made changes in the procedures for processing invoices for monographs in order to prepare for eventual conversion of the manual system to a computer-aided system similar to the one now in operation for serials. Some of these changes have already enabled the Accounts Division to increase the number of monograph invoices that it is able to process. For example, by changing the procedure under which encumbrances are disencumbered, the Division was able to disencumber 5,100 items and thus reduce the backlog of unpaid monograph invoices by one-half, in addition to processing its normal workload. During the coming month personnel from the Processing Division of the Acquisition Department will begin to help out in the Accounts Division in an effort to reduce that backlog even further and to discover additional ways in which the manual system can be improved and prepared for eventual computerization.

Meanwhile, the computer facilities for preparing new "Kardex" type serial check-in cards continue to be heavily used in both the Main Library and many branch libraries. During the month of October 1,125 check-in cards were prepared by the computer. The feature of the system for preparing "New Serial Title" slips for the Serial Record Division of the Library of Congress had the computer automatically print 1,114 such slips during the month. These slips are used by LC in preparing Berkeley's entries in future editions of New Serial Titles.

At the end of the month there were 184,530 MARC structured records for serials in the computer file in addition to records for 119 different foreign currency rates for 5,254 vendors and exchange partners.

-- Stephen Silberstein  
Library Systems Office

## PERSONNEL CHANGES

## PROMOTION

Bruce R. Dennis, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 20 October 1975.

## APPOINTMENT

Lora L. Graham was appointed Library Assistant II in the Social Welfare Library, effective 10 November 1975. Ms. Graham received her B.A. in Art History from California State State University at Hayward in July 1975. Her previous work experience includes three and one half years as a Senior Typist Clerk with University Extension, UCB. She also was employed as a Library Assistant in the Music Library for three years. While attending Cal State at Hayward, she was a student employee in the Acquisition Department and the Art Slide Library.

## BIRTH ANNOUNCEMENT

Mr. and Mrs. Wayne Chang (Rose of East Asiatic Library), are the proud parents of their first child, Christopher, who weighed in at 7 lbs., 13 ozs., on Friday, 7 November 1975.

## RECENT BOOK BY FORMER LIBRARIAN

Friends of Marian Waby, former Assistant Head of the Acquisition Department, will be interested to know that she has just published a book, "Monteville, the story of a Dream Come True" (Felton, Big Trees Press), describing the unique mobile home community where she has been living since she left Berkeley. A copy of her book may be seen in the Acquisition Department, Room 212A.

-- Marion Murdoch

## CONSERVATION/PRESERVATION REPORT FOR SALE

JoAnn Brock's report entitled A Program for the Conservation and Preservation of Library Materials in the General Library has recently been printed and bound and will be sold for \$3.50 per copy by mail order, or for \$3.00 per copy "over-the-counter" in the Reprographics Unit. All mail orders should be sent to the Librarian's Office, 245 Main Library, UC Berkeley, California 94720

## LIBRARY COUNCIL DOCUMENTATION

The documents distributed to the Library Council at the meeting held November 6 and 7 are available in the Librarian's Office. Materials may be checked out for 24 hours or less.

-- Janice Powell



## UNIVERSITY ARCHITECT: JOHN GALEN HOWARD

Five days after his inauguration as the University's eleventh President on 22d October, 1930, Robert Gordon Sproul wrote to the senior professor of architecture, John Galen Howard, expressing concern over the latter's poor health, and said, in part: "The beautiful buildings you have placed on this campus are not the least of the reasons why this University is known favorably all over the world." Less than a year later Howard died; what remains of the pre-1925 campus, with the exception of South Hall and University House, is his legacy, and much of that legacy is reflected in an exhibition of manuscripts, printed items, photographs, and drawings now in the Joseph C. Rowell Case on the second floor of the Doe Library Annex, facing the Loan Hall. The materials have been selected from official files in the University Archives, from the John Galen Howard Papers in the Manuscripts Division of The Bancroft Library, and from the Documents Collection of the College of Environmental Design. The exhibition will continue through the winter quarter..

By the time of Sproul's letter, Howard had been in California for almost three decades, having come to Berkeley in 1901 at the behest of Regent Phoebe Apperson Hearst to "take up her building, the first of the great scheme" -- that is, the Hearst Memorial Mining Building. The great international competition for an architectural plan for the Berkeley campus, sponsored by Mrs. Hearst, had been concluded in 1899 with the selection of Emile Bénard's plan; to carry out that plan would have cost somewhat in the area of fifty million dollars. Howard, whose own plan had been awarded third prize in the competition, was selected to modify the Bénard plan, and in 1907 The Regents named him University Architect, a post he held in conjunction with his Directorship of the School of Architecture.

Though only the granite buildings, such as California Hall, Doe Library, Durant Hall, LeConte Hall, Gilman Hall, were to be considered as permanent structures, many of Howard's buildings were of wood-- of these but four remain: North Gate Hall, Naval Architecture Building, Dwinelle Hall Annex, and the Women's Faculty Club. One of the first of his "temporary" structures was Spreckles Physiological Laboratory, built in 1903 to house the experiments of Professor Jacques Loeb; when physiology moved into the new Life Sciences Building in 1930, it became the Spreckles Art Building, and continued in service till 1955, when the site was cleared for the construction of Morrison Music Building. Another temporary building, this one of corrugated tin, on the present site of Hertz Hall, was to house Mrs. Hearst's growing archaeological collections, the forerunner of today's Lowie Museum.

The major portion of Howard's work on campus was accomplished during the long presidency of Benjamin Ide Wheeler, and, as shown in correspondence included in the exhibition, these two well-educated gentlemen met on an equal footing. Seemingly, Howard won the day when it came to not hanging the Regental portraits on the walls of the newly completed Doe Library in 1911 -- something which Regent Hearst desired done -- but in another case, involving another lady, he lost. The original design for the Sather Gate, a gift of Jane K. Sather in memory of her husband, Peder, called for the inclusion of eight marble panels, on the north and south facings of the four granite uprights. These panels were to represent the arts (four female nudes) and the sciences (four male nudes), and shortly after they were installed Mrs. Sather made known her shock in no uncertain terms. Mollified by President Wheeler, who assured her that the marble figures would be chiselled, reducing the marble to a flat surface, Mrs. Sather still felt compelled to write to him on 7th April 1910:

## UNIVERSITY ARCHITECT (Continued)

True art is true to nature, but some things are true that cannot be exhibited. A monument is like a brook. Men may come and men may go but that stands forever, to honor or disgrace. I have felt this most keenly and think I have had a narrow escape from someone's blundering.

Howard was, as well as an architect who had studied at l'Ecole des Beaux-Arts, a poet, having published his first verse as an undergraduate at the Massachusetts Institute of Technology in 1884. Among his literary works shown in the exhibition are Brunelleschi (1913) and Pheidias (1929). Another work, Grasmere: Three Letters, was originally read at a University Meeting on 15th September, 1911, and later printed in the University of California Chronicle. A copy of this was sent to his friend, George Santayana, vacationing in Monaco, who wrote back: "And I like your rhyme better than your blank verse!"

Haviland Hall, built to house the School of Education, was his last completed building. In November, 1924, The Regents cancelled their contract with Howard; he remained as professor in the School of Architecture until his death in San Francisco on 17th July 1931.

-- J.R.K. Kantor

## NYTWIT IS STILL WITH US

The New York Times Well Informed Terminal (NYTWIT) still sits in Room 225, Doe Library, eager to answer questions. As of November 1, the library renewed its subscription to the New York Times Information Bank for another six months. However, the era of free service is over. We have collected some money from a few departments to cover certain minimum costs, but in order to make ends meet, other users will have to be charged a fee per question. A report evaluating our first six months of operation has been written. Our next six months will probably not be as hectic, but we hope that NYTWIT will continue to be a valuable extension of our reference service.

-- Simone Klugman

## GIS MEETS IN SALT LAKE CITY

The Geoscience Information Society met in conjunction with the Geological Society of America in Salt Lake City, Utah, on October 20-22, 1975. The program included two technical sessions, a business meeting, two field trips and various committee meetings.

The first symposium, The location and retrieval of energy resource information, emphasized the efforts that were being made to develop methods to retrieve information and data which is already available in many different information systems. Present experimental activities included developing energy vocabularies with the object of providing access to various computer based information files and the

## GIS MEETS IN SALT LAKE CITY (Continued)

tagging of entries in current files to indicate the presence of certain kinds of data. Several groups were concerned with the problems and requirements necessary to establish national centers to speed the dissemination of new research results and methods to the user communities. Methods used for dissemination could include building an energy data base, setting up a referral service and publication of bibliographies and abstracts.

The second symposium, Data retrieval for the student, researcher, and the environmentalist, dealt more directly with the users of information. Presentations included a description of the development of a course teaching the use of geological literature, an analysis of the awareness of the existence of publications in a particular field by a special segment of users, analysis of the actual sources of information used in support of a group's research and publication, a description of a method for maintaining a small collection of unclassified maps, and information on developments affecting the GEOREF data base. GEOREF plans include the addition of citations from the Bibliography of North American Geology, 1961-1968, to the GEOREF data base in about a year, and over the next two or three years, development of a thesaurus.

Geoscience Information Society is investigating several proposed projects. The present on-going activity is the compilation of a union list of geological guidebooks. The Guidebooks Committee is now gathering information on holdings by region. Beatrice Lukens, Earth Sciences Librarian, is doing the compilation for Alaska, California, Hawaii, Oregon and Washington. The regional compilations will be combined during 1976 for a third edition of Geologic Fieldtrip Guidebooks.

A heavy snow arrived at the Bingham Copper Mine at the same time that the tour bus did, so the view of the world's largest open pit copper mine wasn't quite as spectacular as it might have been. The tour of the Genealogical Library in the headquarters building of The Church of Jesus Christ of Latter-day Saints was favored with milder weather. After a most interesting introduction to the methods of collecting genealogical data and a guided tour, participants were invited to seek out information on individual families. The trip to Salt Lake City was enhanced by hunting for ancient shorelines of Lake Lahonton and Lake Bonneville as described in the text of Roadside geology of U.S. Interstate 80 between Salt Lake City and San Francisco.

-- Beatrice Lukens

LAC & LAC STEERING COMMITTEES - 1975/76

MEMBERSHIP OF LIBRARY ADVISORY COUNCIL

ADMINISTRATION:

Richard M. Dougherty	University Librarian
Jane G. Flener	Associate University Librarian, Public Services
Joseph A. Rosenthal	Associate University Librarian, Technical Services
Sheila Dowd	Assistant University Librarian, Reference & Collection Devel.
Julian Michel	Assistant University Librarian, ICLF/N

ELECTED MEMBERS:

Alan Covici	General Reference	1974 - 76
Kenneth Legg	Circulation	1974 - 76
Katherine Loughman	Bibliographical Div.	1974 - 76
Susan Martin	Systems Office	1975 - 77
Lillian Matsumoto	Interlibrary Loan	1975 - 77
Lee Petrusek	Acquisition	1974 - 76
Robert Pfeiffer	GSSL	1975 - 77
Stephanie Rogers	Cooperative Services	1975 - 77

EX OFFICIO MEMBERS:

Geraldine Scalzo	GSSL	*Chairman, LAUC/B Jan. 76 - Jan. 77
Kenneth Legg	Circulation	Chairman, Department Heads Nov. 75 - Nov. 76
Jean Hudson	GRS	Chairman, Building Ctte. Nov. 75 - Nov. 76
Jean Peck	Catalog	Chairman, Bib. Control Ctte. Nov. 75 - Nov. 76
Kenneth Legg	Circulation	Chairman, Circulation Ctte. Nov. 75 - Nov. 76
Suzanne Gallup	Bancroft	Chairman, Reference Serv. Ctte. Nov. 75 - Nov. 76
Dorothy Koenig	Anthropology	Chairman, Selection Ctte. Nov. 75 - Nov. 76
Myra Kolitsch	Personnel	Chairman, Staff Devel. Ctte. Mar. 75 - Mar. 76

\* William Whitson is Chairman of LAUC/B until January 1976

Observers: George Dea, Gloria Novak, Janice Powell, William Wenz  
(also the assistants to the Associate University Librarians)

LAC STEERING COMMITTEE:

Chairman of LAC 1. Robert Pfeiffer  
2. Lillian Matsumoto  
3. Suzanne Gallup

(The Chairman of Department Heads, Kenneth Legg, also attends LAC Steering Ctte. meetings.)

LAC's Committees November 1975 - November 1976

Building Committee

Administrative Ex Officio  
Gloria Novak  
Administrative Appointee  
Arthur Waugh Environ Des  
Reelected by Committee  
Kimiyo Hom A/M/S/CS  
Jean Hudson GRS - Chairperson  
Jean Peck Catalog  
Lee Petrasek Acquisition  
Elected by LAC  
Timothy DeWolf Circulation  
Bette Eriskin Serials  
Ann Gilbert Periodicals  
James Kantor Archives

Circulation Committee

Administrative Ex Officio  
Julian Michel  
Administrative Appointee  
Jean Han EAL  
Reelected by Committee  
Joan Aliprand Systems  
Joyce Ford Circulation  
Kenneth Legg Circulation - Chairperson  
Elected by LAC  
Jean Hudson GRS  
Robert Pfeiffer GSSL  
Margaret Stern Ed Psych  
Janet Rudd Map Room  
Lillian Matsumoto ILL

Selection Committee

Administrative Ex Officio  
Sheila Dowd  
Administrative Appointee  
Eiji Yutani EAL  
Reelected by Committee  
Rita Kane Biology  
Dorothy Koenig Anthro - Chairperson  
Geraldine Scalzo GSSL  
Elected by LAC  
Phyllis Bischof GRS  
Susan Craig Art History  
AnnMarie Mitchell Gift/Exchange  
Kimiyo Hom A/M/S/CS  
Lee Harrington Clearinghouse  
Katharine Loughman Acquisition

Committee on Bibliographic Control

Administrative Ex Officio  
Joseph Rosenthal  
Administrative Appointee  
LeRoy Ortopan Catalog  
Reelected by Committee  
Charles Hamilton EAL  
Patrick Russell Bancroft  
Jean Peck Catalog - Chairperson  
Elected by LAC  
Richard Cooper Collection Development  
Neal Kaske Systems  
Elizabeth Kislitzin GRS  
Carol Snyder GSSL  
Judith Clarence Catalog  
Mercedes Untawale Acquisition

Reference Services Committee

Administrative Ex Officio  
Jane Flener  
Administrative Appointee  
Charles Shain Environ Des  
Reelected by Committee  
Suzanne Gallup Bancroft - Chairperson  
Russell Gardiner Catalog  
Kenneth Logan S/SEALS  
Elected by LAC  
Ann Basart Music  
Eva Goldschmidt-Carroad Health Sci  
Sonya Kaufman Ed Psych  
Simone Klugman GRS  
Gordon Allenbaugh Acquisition  
Ladina Heath Documents

Staff Development Committee (March 75 - M

Administrative Ex Officio  
Jane Flener  
Administrative Appointee 75-76  
Myra Kolitsch Personnel - Chairperson  
LAUC Appointee 75-77  
Janice Powell Librarian's Office  
Continuing Members 74-76  
Timothy DeWolf Circulation  
Veronica Wakeman Catalog  
Barbara Kornstein Moffitt  
Elected by LAC for 1975-77  
Loretta Menchaca Catalog  
Patricia Jemerson Moffitt  
Elected to fill vacancy 1974-76  
Stephen Silberstein Systems

# DEPARTMENT HEADS MEETING

October 7, 1975

Chairman: Robert Pfeiffer

## Announcements:

Jan Powell asked that any research projects currently being undertaken by librarians at Berkeley, or any projects related to specific library units be reported to her, with short descriptions. These will be published in the California Librarian.

Robert Pfeiffer reported that the Cal-OSHA training course for Department Heads had been successful in alerting Heads to their direct responsibilities for safe and healthy working conditions. Some had been interested in requesting further sessions for supervisors in their own units.

Bill Wenz announced that Myra Kolitsch would be in charge of setting up new sessions of the 3-hour Cal-OSHA course, perhaps with three dates announced in CU News for which individual supervisors may request enrollment by contacting her. It was suggested that because of supervisors' direct legal liability and responsibility for following through on correction of unsafe conditions, the course should be required.

Department Heads were also reminded by Robert Pfeiffer that any unsafe conditions about which no action had been taken in a reasonable time should be reported to the Library's Health and Safety Committee, (Chairperson: June Gow, Documents Dept.) which will attempt to exert pressure in the proper places.

Bill Wenz promised to send to each Head a copy of a recent policy statement issued by Moffitt Undergraduate Library, which might be useful in clarifying policy in all units, particularly the rule that the normal work week for SLE's will be between 15 and 18 hours per week; any other schedules are to be treated as exceptional and are subject to approval by the Department Head. Also discussed were the many problems inherent in dual employment of SLE's by units inside and outside the General Library, and the conditions under which SLE's achieve "career status."

Jane Flener reminded Heads of the due date of October 15 for annual reports, equipment requests, and travel requests.

Richard Dougherty announced that the membership campaign of the U.C. Alumni Association will highlight specific library needs this year. He also discussed the CLASS Joint Powers agreement briefly, indicating that the proposed consortium of private and public institutions had been acceptable and its legality confirmed by the University attorney. Mr. Dougherty had just returned from a White House Conference on Libraries and thought that the meeting had been successful in conveying to the White House staff the inadequacies of revenue sharing for library support in the recent past, and the desirability of support for NCLIS. He reported also on his trip to the IFLA meeting in Oslo and the support there for establishing international standards for cataloging and bibliographic control. Mr. Dougherty then reverted to a pressing concern at Berkeley, the excessive expense of the photocopying machines in many units, and asked for everyone's cooperation to curtail photocopying.

Election of new chairman: Nominations had been sent to Robert Pfeiffer and ballots had been distributed to Heads before the meeting. Arthur Waugh and Rita Kane, who are past chairmen, counted votes during the announcements.

Ken Legg, of the Circulation Department, was elected to serve as Chairman of Department Heads from November 1975 through October 1976. The Chairman also becomes a member of the Library Advisory Council. Mr. Legg will also attend the regular meetings of the LAC Steering Committee, during which agenda items for both LAC and Department Heads Meeting are discussed.

Mr. Pfeiffer asked for a vote of commendation and thanks for Jan Powell and Mary Jane Porter of the Librarian's Office whose help was invaluable during the past year in the handling of agenda and minutes.

Program for the Conservation and Preservation of Library Materials...

Jo Ann Brock was present as a guest to discuss and answer questions about her recent report. (See also minutes of LAC, 23 September 1975). She emphasized that she had approached the problems at Berkeley by searching for optimum solutions, though no source of funding is known at present. Since only token activity has been the rule at Berkeley, the report should be most significant in arousing conscious awareness of the magnitude of the problems here. Mr. Dougherty said that a step-by-step campaign should be undertaken, involving the Academic Senate Library Committee and the Library Council to educate the University Community before formulating a campaign to obtain funding. Jo Ann Brock's report will be issued in a somewhat different format to begin the process. A variety of related concerns and specific facets of conservation and preservation were discussed at length. It was proposed and agreed that the most fruitful immediate discussions might come after the many recommendations in the report had been carefully considered by Mr. Rosenthal and others he may wish to consult, with the aim of separating those elements which might be accomplished by action and rearrangement of routines and priorities involving only a negligible outlay of funds, e.g., review of shelving for folios. The discussions will then continue at the next meeting. A formal vote of thanks was made to Jo Ann Brock for her very informative report.

Ad Hoc Subcommittee on Public Relations

Changes made in response to recommendations of a previous meeting by Department Heads had been circulated to them in the form of revisions to the Subcommittee's proposal, to which there were no objections. Mr. Dougherty hopes to meet with the Subcommittee soon.

Recorder: Robert Pfeiffer

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 45 21 November 1975

## THERE'S STILL TIME

An institute on "Automated Serials Control: National and International Considerations" will be held immediately before the annual conference of the California Library Association, on November 29 and 30, at the San Francisco Hilton Hotel. Applications are still being accepted for the institute, which is sponsored by the Information Science and Automation Division of the American Library Association.

The purposes of the institute will be to (1) present in-depth discussions on the new and dramatic developments in the serials field and the implications for the library and the library systems development communities, and (2) provide a survey of the progress made to date in automated serials systems.

The institute begins at 8:30 a.m. on Saturday, November 29, and concludes at 5 p.m. on Sunday, November 30. The registration fee is \$85.00 for ALA and CLA members, and \$100.00 for nonmembers. Registrations should be sent to: Mr. Donald Hammer, Executive Secretary, Information Science and Automation Division, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

## ASSISTANT LIBRARIANS PROMOTION REVIEW SCHEDULE

On the recommendation of the LAUC-B Executive Committee the Chancellor's Office has approved a change in the Procedures for Review of Librarian Appointments, Promotions and Advancement ("CAPA Guidelines"), in the schedule of reviews for promotion of Assistant Librarians. Section VI. B. 1 (a) will now read "He/she must be reviewed on the basis of performance, professional competence, achievement and promise within four years of the date of appointment and every year thereafter."

This change, from "three" to "four" years, is necessary to bring our campus procedure into line with the University's salary schedule, which clearly provides that, normally, the earliest promotion point is the fourth step of the Assistant Librarian scale. It also eliminates the element of unfairness involved in requiring individuals to undergo review at a time when their chance of being promoted may be limited by the fact that promotion would require a two-step increase in salary. It would not alter a librarian's option to initiate a request for promotion review at any time, apart from the normal schedule (Sec. VI. B. 1 (d)). The insertion of additional wording defining the basis of the review merely relates the provision more explicitly to Section 82-17b (1) of the Academic Personnel Manual, which employs identical wording.

The change is effective immediately.

-- Bill Whitson  
Chairman, LAUC-B



## SUPPLEMENT TO CAPA'S 1974/75 ANNUAL REPORT

There were 40 cases requiring peer review: 15 for promotion to Associate Librarian, 18 for promotion to Librarian, and 7 for career status. Of the first group, 4 were approved and 11 denied promotion. Of the second group, 8 were approved and 10 denied promotion. Of the third group, 5 were approved and 2 denied career status. Two persons appealed, and their appeals are pending. Of the 17 "yes" decisions, 15 were a result of unanimity among the recommending bodies (Ad-Hoc Review Committees, CAPA, University Librarian or Dean). Of the 23 "no" decisions, 15 were a result of unanimity.

Of the 40 candidates for promotion or career status, Ad-Hoc Review Committees recommended favorably in 20 cases, and negatively in 20 cases. CAPA recommended favorably in 21 cases and negatively in 19 cases. The University Librarian or Dean recommended favorably in 19 cases and negatively in 21 cases.

Since this was the first year that CAPA has made a formal recommendation in the peer review process, it is of interest to note that CAPA's recommendations differed from that of the Ad-Hoc Review Committees' in 7 instances, from the recommendations of the University Librarian or Dean in 8 instances, and with the final decisions of the Vice-Chancellor in 4 instances. The recommendations of the Dean or University Librarian differed in 4 instances with the final decisions of the Vice Chancellor.

-- Jim Gault  
CAPA Chairman

## FALL MEETING OF WESTERN ASSOCIATION OF MAP LIBRARIES

California State University, Fullerton was host for the Fall meeting of the Western Association of Map Libraries on October 24 and 25. The theme of the meeting was historical maps. The first day's papers included "Carto-bibliography" (the descriptive bibliography of maps and atlases) by Coolie Verner of UBC, "The Royal Engineers' Mapping of British Columbia" by Frances Woodward of UBC, "The Dakin Publishing Company and its Fire Insurance Maps" by Phil Hoehn, and "Landmarks in Cartography" by Norman J.W. Thrower of UCLA. Perhaps the most interesting paper was presented by Karyl Tonge of Stanford on "The Piri Re'is Map: Some Mysteries Examined." This puzzling world map was compiled in 1513 by the Turkish admiral, Piri Re'is. Only a fragment of it still exists, showing the Atlantic and its American, African and its Arctic and Antarctic coasts. Long thought to be lost, it was rediscovered in 1929 in the Topkapi Museum in Istanbul, and has ever since been a source of dismay to scholars because of its strange grid patterns and its surprisingly accurate depiction of areas in the South Atlantic which were not discovered by Europeans until long after the map was compiled. Bancroft has two facsimiles of the map, both with descriptive notes.

The second day was devoted to descriptions of West Coast historical map collections, and included the first ever done for the famous cartographic collections at the Huntington Library. While most of the papers were distributed, two were presented orally: one on the Bancroft map collection by the undersigned, and another on CSUF's Collection for the History of Cartography, by Roy Boswell. On display in the Fullerton library was an excellent exhibition of British battle plans of the American Revolutionary War, 1775-1793. The meeting was well attended with Bea Lukens (Earth Sciences) and Janet Rudd (Map Room) and the undersigned representing UCB.

-- Phil Hoehn  
Bancroft

## PERSONNEL CHANGES

## PROMOTION

Mary M. Krueger, Moffitt Undergraduate Library, was promoted from Clerk to Library Assistant I, effective 1 November 1975.

## HOLIDAY

Thursday and Friday, 27 and 28 November 1975, Thanksgiving, are academic and administrative holidays. The Library will be closed on Thursday, 27 November and will be open from 9 a.m., to 5 p.m., on Friday, 28 November.

Because of the holiday CU NEWS will not be published next week. The next regular issue will appear on Thursday, 4 December 1975.

## SCHEDULE CORRECTION

The Graduate Social Science Library will be open from 9 a.m., to 5 p.m., on Friday, 28 November.

## WEDDING ANNOUNCEMENT

Congratulations are in order for Mr. & Mrs. Richard Smith who recently returned from their honeymoon in Oregon, following their November 8 marriage. Mrs. Smith is the former Jamina Jermanon of the Library's Affirmative Action Office.

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer no. 21, October 1975 (Paraprofessionals in ARL libraries) has been received. The flyer discusses the results of a SPEC survey investigating various aspects of paraprofessional employment in the academic library, where paraprofessional positions require a wide variety of educational achievement, clerical skills, and sometimes competency in languages, art, and audio visual production. The flyer goes on to discuss duties, classification schemes, and the foreseeable changes related to paraprofessional manpower. The related SPEC kit contains material on classification schemes, various categories of position descriptions, supervisory responsibility, salary scales, and staff development programs.

SPEC material is available for consultation or for short-term loan in Room 245 Library.

-- Richard F. Larson  
Extension 2-3773.

## LAAAC ANNOUNCEMENT

The Library Affirmative Action Committee will meet twice a month. The next meeting will be held November 26, 1975, 10 a.m. - 12 noon, Room 115.

## ROHO IN PRINT

Three topics of concern to the field of oral history - teaching, ethics, and library handling - have been dealt with in recent articles by ROHO staffers. The value and methods of using oral history as a teaching technique in the high school is discussed by Willa Baum in Looking At...Oral History, a publication for secondary teachers by the Clearing House for Social Studies Education. The four-page leaflet, which includes guidelines for doing oral history, some do-able study units for high school students, a model catalogue form, and ideas for multi-media uses of the tape recordings, is available free from ERIC/CHESS, 855 Broadway, Boulder, Colorado 80302.

In an "on the one hand...but on the other" article entitled "Reflections on Ethics," Oral History Review, 1975, Amelia Fry deals with a number of puzzling problems arising in the conduct of oral history interviews. As chairman of the ethics committee of the Oral History Association, Mrs. Fry has been dealing with the "yes, buts" of oral history for several years and the article incorporates a number of the imponderables that have arisen in trying to draft new goals and guidelines for the association.

On a more mundane and soluable level, Willa Baum addresses the problems facing a library that receives, preserves, and services oral history collections. Entitled "The Library as Guardian of Oral History Materials: An Example from Berkeley" in the October 1975 Catholic Library World, the article traces the accession and handling of oral history materials in The Bancroft Library.

Moving from the printed word to spoken communication, the San Diego chapter of the West Coast Association of Women Historians sponsored two speeches by Amelia Fry. One, an evaluation of the oral history technique in documenting the life of suffrage generalissimo Alice Paul, was given November 7 in San Diego; on November 8 a group in La Jolla heard a paper on the design of the Earl Warren Oral History Project.

-- Willa Baum

## BRANCH HEADS MEETING

October 31, 1975

### Bus Service to Davis

One year ago, a study was made of the five-day/week service by bus from Santa Cruz to Berkeley and Davis; this year, \$7500 was allotted for bus service from Berkeley to Davis. This will be set up experimentally during the winter term--publicity and details will appear later. Presumably, Agriculture will be able to take the most advantage of such a service. (The question of similar busing between Berkeley and San Francisco was raised).

Proxy borrowing for Santa Cruz and Davis would be cheaper than Inter-library Loan. The Santa Cruz librarian makes out cards for books wanted from UC and sends them to the circulation department. The bus driver then picks up the books on his daily rounds. Davis is trying this procedure also, on an experimental basis. Davis students should be directed to the circulation department for information.

### Faculty Identification

Problems have arisen because the Berkeley personnel card does not identify a faculty member as such. Further, there seems to be some confusion about faculty from other institutions--which get "research" privileges, and which do not? R. Tang asked for a list clarifying the status of this group of borrower, and J. Flener agreed to look into it. Related to this question, there is some pressure from other campuses to allow return of UC library material anywhere within the system. General feeling was expressed that the problems we have experienced on our own campus would be multiplied enormously by extending "return anywhere" privileges to the nine campuses. The trend is definitely towards more wide-spread dissemination--how will it affect each of us?

### Usefulness of the Library

Miss Flener pointed out that there are a number of new ways in which libraries may be useful to the academic community. She mentioned that it is very important that librarians be aware of how their service is viewed by the public and that they make every effort to insure that it is being fully utilized. It was suggested that library collections continue to be of basic importance to users. We should not become so involved in our internal problems that we fail to see what is of most value to the public. The discussion then led to a question about the "use sampling" which Mr. Thompson's group is working on. Unit heads requested more information about this study.

### Weekend Hours Preceding Classes

The idea that the Saturday and Sunday just before classes begin each quarter are days that the Library should be open, especially for faculty, was discussed. (There is no extra money for this). Perhaps the week before would be of greater value, or the Saturday of exam week.

Telephone use rather than written communication is encouraged, even long distance. The listing of institute libraries in the library phone directory was applauded.

The Central Northern storage facility has been "put on the back burner," reports J. Michel. Davis has found space on campus for its overflow, and Santa Cruz is getting an addition built so that it will need no storage space.

The ULAP card production project is going bankrupt. During August and September over 2500 cards were produced.

### O.P. Material

Some types of books, especially in social science, fiction, ethnic and environmental studies, interdisciplinary studies, and government publications, are going out of print very quickly--within a year or two of publication. Selectors were asked to get orders, especially for U.S. material, out very promptly, and for requests from the 1950's and 1960's to indicate drop or photocopy.

CLASS. Read the proposal.

Equipment requests exceed available money by 2 1/2 times. Please send a second request sheet to J. Flener listing high-priority items. Also, let Troy know if you have re-usable items to donate.

### Wheelchair Students

Betty Neely in the Student Activities Office is the coordinator for problems of handicapped students. The Reference Department gave a special wheelchair tour--we should each check our physical facilities for barriers that could be eliminated or any other improvements we could make.

### New York Times Information Bank Report--S. Dowd

This computer service was offered to us free on a six month trial; we are now continuing another six months for pay. Many searchers (15) have been trained, and service is offered 9-5, five days a week. The first two months of the trial period access was very free, and the policy was to use it as much as possible in order to test the capabilities of the data base. Later, searches were more selective. Still, all the available time was used up two weeks early in August. Patrons have been less critical of the service than the librarians; evaluation is not based only on the patron's impression. The group of searchers has narrowed down to about four--those who like it and are good at it. A thorough knowledge of the data base is very useful. The approach is easy, but there are not enough short-cuts. The subject index is very broad; the proper name index is comprehensive, but has no authority list. A combination of subject and proper name is thus often helpful in getting at a large file; time restrictions can also help to narrow the search. No offline printing is done at present, so that the search costs are about doubled. If the volume continues, we could get offline printing, and the patron could do his own scanning.

We need contracts for searches--our payment is for a minimum time, whether it is used or not. One-time searches cost \$25 for up to 50 references, and 10 cents for each additional reference. Stanford wants to buy searches from us. The abstracts are extremely good, often precluding the need to consult the original article. No restrictions are placed on users, and everyone is charged equally. If we do not get enough paid use, the Library will make up the difference--or maybe ULAP will.

### Computer Search Services, Past and Present--R. Kane

R. Kane presented some historical background of the batch-mode processing systems of the 1960's, used primarily to produce printed indexes like Index Medicus and Chemical Abstracts, and the difficulties of two-way communication with such systems. Many on-line systems have developed in the 1970's, some of which are or will be available to UC users. She passed out some charts and data comparing these systems, and explained the Lockheed DIALOG system and SDC at Santa Monica. The expenses of long-distance telephone communication with these systems can be lessened by the use of UC tie-lines, or of the Tymeshare corporation (a system in which you pay for time, not distance, about \$11/hour). Some of the languages are very similar, for instance RECON and DIALOG, ORBIT and ELHILL 3, as they were created at government expense by private corporations, then adapted to the corporation's own use.

NEXT MEETING: November 21, Friday.

Reports from J. Flener and J. Rosenthal

Alison Howard (recorder)



THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 46 4 December 1975

## STATEWIDE LAUC ASSEMBLY

The fall Assembly will be held here at Berkeley this Friday, December 5, in The Lipman Room on the top floor of Barrows Hall. Berkeley librarians are encouraged to attend all or any part of the session. Coffee will be served from 8:15 to 9:00 a.m. The Assembly will run from 9-12 and 1:30-3:50 and the yearly "open meeting" at which any LAUC members may speak or introduce resolutions, begins at 3:50. Highlights of the day will be a talk by University Vice President (Academic Affairs) Donald Swain, from 9:15 - 10:15 and a panel discussion on State LAUC governance moderated by former President Ted Gould (Davis), from 2:30-3:30. For further details, call Bill Whitson (ext. 2-5070) or Geri Scalzo (ext. 2-0370).

-- Bill Whitson  
Chairman, LAUC-B

## AFRO-AMERICAN DISSERTATIONS

A new collection of some 1200 Afro-American dissertations on microfilm is now available in the Newspaper and Microcopy Room of the Main Library. This collection was purchased through the joint efforts of the Afro-American Studies Department and the General Library.

These dissertations cover all aspects of the black experience in the United States from earliest days to the present, and they also include a number of studies on blacks in the Caribbean. The following titles suggest the broad sweep of the subjects of these dissertations: Daryl Dance, Wit and Humor in Black American Literature; Ples Pluckey, The Spell of Africa: The Development of Black Nationalist Theory, 1829-1945; Frank Whiting, Selected Effects of Busing on Black Students; Royal Colle, The Negro Image and the Mass Media; Willa Mae Hemmons, Towards an Understanding of Attitudes Held by the Black Woman on the Women's Liberation Movement; Robert Simpson, A Black Church: Ecstasy in a World of Trouble; Kenneth Mann, Black Leaders in National Politics, 1873-1943: A Study of Legislative Persuasion. All 1200 dissertations are about Afro-Americans, not necessarily by them.

Although there is no single book which lists these 1200 theses, there are several books which list many of them, and readers may inquire at the General Reference Desk, second floor, Main Library for Earle H. West's A Bibliography of Doctoral Research on the Negro, 1933-1966 and its supplement 1966-1969 which are annotated with film numbers and call numbers for those titles which are available in the General Library. Other lists which provide information about the collection are also found at the Reference Desk. In addition, all dissertations are listed by author in the main Author/Title Catalog.

## SOUND ON LIBRARY INSTRUCTION FILM IS O.K.

Apologies to the few librarians who have seen the imperfect copy of the new library instruction film at this preliminary stage. My trek to Sacramento on November 24 proved that the original sound track was good, and the photo lab had produced a bad copy.

All staff members should soon see a decent copy of the film.

-- Charles Shain, Producer  
Library Instruction Film

## AAAC NOTES

CORRECTION, November 12, 1975 minutes, paragraph 2: The Library Affirmative Action Advisory Committee recommended that T. Toy and A. Ignacio serve on the committee until the next regular election in February 1976.

The LAAAC would like to hold an open meeting with the University Librarian and representatives from the Library Personnel Office. In order to have a profitable and fruitful meeting, the LAAAC will establish an agenda prior to the meeting. The Library Personnel Office will be invited to answer questions regarding procedural matters. The committee would like the staff to help us by sending questions concerning procedural matters to the Library Affirmative Action Office, room 497 Library Annex. Questions may, of course, be sent anonymously.

## DECEMBER PAYCHECKS

The following information has been received from the Campus Accounting Office:

Please remind your employees who are paid on the 1st of the month that payment of December earnings cannot be made prior to January 1. For most employees, earlier payment would result in 13 months' pay having to be reported for 1975 State and Federal Income Tax purposes.

In view of the above, and because the first work day in January is January 5th, the following will apply:

- 1) Checks mailed to homes and to banks will be released in in the afternoon of December 31st, scheduled to arrive at their destinations on January 2nd.
- 2) Checks distributed through departments or through the Loan Office will be available on January 5th. Employees who regularly receive their checks at these locations may request that their January 1st checks be sent to their homes on a one time only basis by sending memo requests to the Accounting Office, 419 Sproul Hall. Memos must be received by December 5th and must include NAME, EMPLOYEE NUMBER, SOCIAL SECURITY NUMBER, CURRENT HOME ADDRESS and SIGNATURE.

N.M. Mundell  
Accounting Officer

## WORKSHOP FOR LIBRARY ASSISTANTS

The San Francisco Bay Region Chapter, Special Libraries Association, and the Library Science Program, University of San Francisco, are sponsoring a two-day Workshop for Library Assistants on Thursday-Friday, 8-9 January 1976, at the Main Lounge, University of San Francisco, Fulton and Parker streets. Luncheons and workshop materials are covered by the \$35.00 registration fee. Major topics of this program on the "why" and "how" of library operations are as follows: The Library as a Service Institution and the Library Assistant's Role; Traditional and Computerized Methods for Acquisition and Organization of Library Materials; Library Services--Meeting the User's Need for Information; Supervision and Management; Career Options. Berkeley staff members Dorothy Gregor, Margaret Ide, and Rita Kane will teach some of the workshop sessions. They have served on the Planning Committee as has Virginia Pratt and representatives of various special libraries.

Staff personnel who are interested in attending this workshop--probably most suitable for Library Assistants I-III--are encouraged to apply immediately as space in the program is limited. Applications for leave and funding support should be submitted through department heads on ADM 106, Request for Leave/Funding Support, available from Myra Kolitsch (extension 2-3778) and from the Librarians Office.

-- Myra Kolitsch

## BIRTH ANNOUNCEMENT

Mr. and Mrs. Steve Kindel (Steve of Moffitt Library) are proud to announce the birth of Thomas Jerome who was born on November 20, 1975, weighing in at 7 lbs., 5 ozs.

## REVIEW SHELF

Review Lot Number	Inclusive Dates
355	1 December - 19 December

This review shelf features a portion of the English language monographs received from linguist Percival Fay. Also included is a collection of Scientology material plus the usual miscellaneous gifts and a few purchase duplicates.

## SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

SPEC flyer no. 22, November 1975 (Private foundations) has been received. It discusses the role of foundations in library development, the scope of foundation activities, and the effect of recent changes in Federal tax laws. The related SPEC kit contains reproductions of reports from various foundations and contains guidelines for learning about foundations and writing good proposals.

SPEC flyers and kits are available for consultation or for short-term loan in Room 245 Library.

-- Richard F. Larson  
Extension 2-3773



## MIDDLE EAST LIBRARIANS' ASSOCIATION ACTIVITIES

One year ago, the Middle East Librarians' Association (MELA) held an all day workshop in Boston on cooperation. The success of that workshop resulted in a second workshop held in Ann Arbor, Michigan, May 26-31, 1975, entirely funded by the Joint Committee on the Near and Middle East of the American Council of Learned Societies (ACLS) and the Social Science Research Council (SSRC). The proceedings of that workshop were subsequently published (Middle East Librarians' Association.. Cooperation among Middle East libraries of North America: A workshop...1975. 202p.. and a third workshop, concerned with implementing the proposals generated by the Ann Arbor meetings, was chaired by R.S. Cooper in Louisville, Kentucky, November 20, 1975. The following actions were taken:

1. set up a Standing Committee on Resources and Cooperation. Initially the committee will assist Harvard's David Partington in a survey of Persian and Turkish library resources for the Association of Research Libraries (ARL) (which previously commissioned Partington to study Arabic resources - see "Arabic library Collections: A Study of the P.L. 480 Program by the Committee on the Middle East" in Foreign acquisitions newsletter, Fall, 1974).
2. endorsed the concept of voluntary regionalization, an informal cooperative arrangement wherein Middle East librarians within close geographical proximity will agree to concentrate their resources in specific areas and subjects, and encouraged participants to seek their natural allies. An informal West Coast agreement already exists among the librarians of UCB, UCLA and Hoover Institution; a formal consortium links the librarians of the Research Libraries Group (Harvard, Yale, Columbia, NYPL). The Standing Committee on Resources will monitor progress.
3. instructed the President of MELA to write all journals dealing with the Middle East to suggest that abstracts accompany all articles they publish. MELA will encourage the Middle East Studies Association (MESA) to publish these abstracts in their Bulletin.
4. received assurances of funding and support from the Joint Committee on the Near and Middle East of ACLS/SSRC for a bibliographic handbook of Middle East studies, to be issued in fascicles (general introduction to Middle East bibliography, Arabic bibliography, etc.). R.S. Cooper was appointed general editor.
5. instructed the chairman of the Permanent Committee on Serials to request the Middle East Journal to issue a cumulative index to its listings of periodical articles, and to encourage commercial indexing services to reduce duplicate coverage and include more titles of interest to students of the Middle East.
6. approved a "serials classified" section of MELA Notes to facilitate the exchange and sale of serials duplicates, in the hope of reducing the number of partial sets now held by libraries.

(Continued on next page)

## MIDDLE EAST LIBRARIANS' ASSOCIATION ACTIVITIES (Continued)

7. voted to seek National Endowment to the Humanities (NEH) or MESA funding to produce a union list of Middle East serials, if the NST data base reverts to the public domain, and if not, to encourage Bowker to publish same.
8. agreed to assist individual librarians find funding sources and publishers for bibliographic tools (for one, Abazar Sepehri of Chicago who has prepared a list of Persian corporate headings).
9. tabled for one year a proposal to reduce, on a regional basis, the number of sets of little-used P.L. 480 serials. A motion was passed encouraging communication and discussion of the distribution of these sets at the regional level, as an initial step in regional co-operation.
10. empowered the Permanent Committee on Serials to institute a voluntary cooperative Middle East serials scheme, wherein individual libraries would assume responsibility for a particular country, would acquire all the worthwhile output of that country, catalog it on a priority basis, preserve it in a format available for interlibrary loan, report promptly to the NST and the Foreign Newspaper and Gazette Microfilming Office of LC when appropriate, establish close liaison with the country through its diplomatic missions, etc., etc.
11. decided to renew its campaign to encourage LC to edit and publish in the NUC the 70,000 vernacular cards now stored in the Near East Section of the Orientalia Division, and to abandon the idea of a project similar to the Chinese Cooperative Catalog as too costly. MEALA will instead continue to produce, on fiche, the Union list of Arabic Script materials, containing original cataloging input primarily from UCB, Michigan and Chicago. The Union list... is distributed free to contributing libraries and costs \$15.00 to others.
12. tabled for one year discussion of a newspaper microfilming project similar to CAMP and SAMP.

\* \* \* \* \*

Meeting the following day, the Cataloging and Automation Committee:

1. responded to a request from the AACR Revision Committee with an expressed preference that rules for Islamic names not be a part of the revised AACR, but be covered in a Cataloging bulletin dealing solely with application of general rules to Middle East cataloging.
2. received for discussion an in-house LC proposal for romanization of Ottoman Turkish.

**Future Plans:** An all-day workshop is planned one year hence in Los Angeles. At the same time MEALA and MESA will jointly offer a panel on the history of the Arabic book, chaired by R.S. Cooper.

-- R.S. Cooper

## ABOUT CHRISTMAS TREES ON CAMPUS

The following directive has been received from Environmental Health & Safety:

Christmas trees on campus, big or little, have to be fireproofed with a flame-retardant chemical approved by the State Fire Marshal.

Physical Plant will do the job. On December 1 and 2 trees can be brought to the Mulford Hall parking lot. After these dates trees can be taken to Gate No. 1 at the 2000 Carleton facility. There is no charge for this service if the tree is personally delivered and picked up. Physical Plant will make the pick up and delivery at a cost of \$3.50. Trees must be taken to either location between the hours of 8 a.m. and 4:30 p.m.

A few other "precautionary suggestions" also will make the holidays safer for both life and property, says the Environment Health and Safety Office:

- . Secure trees thoroughly to keep them from overturning and be sure they don't block exits.
- . Don't smoke near a tree.
- . Get rid of trees as soon as the holiday season ends.
- . Use no open flame such as candles, lamps, torches, etc.
- . Use only electric lights and appliances approved by the Underwriters Laboratory.
- . Don't overload circuits .... fire can start inside the walls. If fuses blow, reduce the number of lights, appliances, etc., before replacing them.
- . Put rubbish and wrappings in covered metal containers and empty the containers as soon as possible.
- . Don't use cellophane. There's no way to flameproof it.
- . Don't use cotton batting - including Santa's whiskers - or paper in costumes unless they've been treated with retardant.
- . If there is a fire, call 2-3333 and report the location immediately.
- . If fire extinguishers can't handle the blaze, walk, don't run to the nearest exit and get out!

For further information call EH&S, 481 Cowell Hospital, at Extension, 2-3073.

-- Lawrence L. Schmelzer  
Environmental Health &  
Safety Officer

# DEPARTMENT HEADS MEETING MINUTES

4 November 1975

## Announcements

Jane Flener. The Northern regional UC campuses (UCSC, UCD, UCB) have recently held meetings to discuss direct proxy borrowing. A pilot program with UC Davis will begin December 1, involving the Circulation Department on the Berkeley campus and the Interlibrary Loan Department on the Davis campus. This experiment will have a trial period of three months. A related experiment will be conducted between UCB Circulation Department and the UC Santa Cruz Interlibrary Loan Department. The details of these experiments are being worked out for the General Library by Ken Legg and Don Williams.

Miss Flener reminded the Department Heads that promotion recommendations are now due. She also announced that an interviewing workshop conducted by the Campus Personnel Office will be presented November 7 and she encouraged all supervisors to attend. Additional workshops will be given December 5, January 9, and February 6.

Miss Flener asked each department head to be alert to the problems of the handicapped, particularly in relation to building configurations that might cause them distress. Please bring these to Miss Flener's attention.

Joe Rosenthal. The list of journal titles for which serial analytics are no longer needed should be submitted to him as soon as possible.

Julian Michel. The new shelving at ICLF(N) will be completed by December 1. All units wishing to store materials after that date should contact Mr. Michel as soon as possible. Also if storage records are being prepared, units should see Mr. Michel before hand.

Sheila Dowd. A suggestion has been made to use some of the funds from the sale of duplicate books to assist units in the purchase of reference materials. It was proposed that reference works costing more than 10% of a unit's yearly monographic allocation (or over \$1000) be funded, 50% from a central fund (established from sale of duplicates) and 50% from the requesting unit's monographic fund. The Department Heads agreed to have Ms. Dowd explore the matter with other groups and then to implement the proposal.

Richard Dougherty. Cooperative agreements are being worked on between the University of California, Berkeley, General Library and the Stanford University Libraries. Areas of cooperation are related to increased bibliographical and physical access to the collections of the two campuses.

Mr. Dougherty briefly discussed some of the upcoming agenda items for the November 6-7 Library Council Meeting. The agenda items are as follows: a report on WICHE; CLASS and the Joint Powers Agreement; the Librarywide Steering Committee; the Personnel Subcommittee; the Cataloger's Task Force; the Collection Development Committee Report; travel support for university-wide meetings of librarians; the future of the UC Clearinghouse for serials and monographs; ULAP activities; the New York Times Information Bank; conservation and preservation of library materials; intercampus bus service; and interlibrary lending activities. Mr. Dougherty will report on the Library Council meeting at the next Department Heads meeting of December 2.

Conservation and Preservation of Library Materials in the General Library. Jo Ann Brock and Dorothy Gregor extracted a list of items from the report that require little or no funding, upon which the Library could act. The following recommendations and actions were made:

- (1) The University Librarian will urge appropriate organizations to develop standards for permanent, durable paper and press for their adoption by printers and publishers.
- (2) It was decided that any system of fire control should be funded from state monies rather than through any particular "friends" group. The question of the advisability of using Halon gas was also discussed at length.
- (3) It was decided that the Library Space Planner should check into the advisability of providing filters to fluorescent lights.
- (4) Dust and dirt that are damaging to library materials often come through the ventilation system. Mrs. Novak will check into the cleaning of the ventilation system. She also reported that the entire ventilation system for the Library Annex is scheduled to be cleaned in the near future.
- (5) George Dea will discuss increased custodial service for book storage areas of the General Library with custodial staff.
- (6) Department Heads agreed that it is a good idea to try to educate library staff and users in the correct methods of handling materials. Sheila Dowd will speak with the coordinator of the Bibliography I classes. Ken Legg will speak with Information Unlimited staff and Leroy Weins will be asked to talk to commercial copy agencies about the correct handling of library materials.

The rest of the proposals will be discussed at the next Department Heads meeting.

Recorders: George Vdovin  
Kenneth Legg  
Janice Powell

# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 47 11 December 1975

## STAFF ASSOCIATION CHRISTMAS PARTY

The annual Staff Association Christmas Party will be held in the Morrison Reading Room of the Doe Library on Thursday, December 18, from 3 to 5 p.m. All Library staff members are cordially invited.

Those wishing to bring Christmas goodies (cakes, cookies, crackers and dips, etc.), please contact Leon Desaulniers (ext. 2-3625) or Don Williams (ext. 2-7365) as soon as possible.

## GIFTS TO THE UNIVERSITY LIBRARIES, 1974/1975

The annual Christmas Exhibition will provide a festive show in the display cases of The Bancroft, Doe, and Moffitt Undergraduate Libraries from 8 December through 9 January.

The thirty-two-page catalogue, printed by Westgate Press for distribution to our donors, lists some 117 representative gifts received by units of The Bancroft Library and by the East Asiatic, Law, Moffitt Undergraduate and Music Libraries. As Mr. Dougherty has noted in his introductory message, this is the staff's way of acknowledging the generosity of all the contributors who each year make possible the continued excellence of Berkeley's libraries.

Catherine Dinnean, Barbara Kornstein, and Irene Moran are arranging the materials in the three display areas.

-- Leslie Clark  
Chairman & Editor,  
Christmas Exhibition &  
Catalog Committee for 1975

## STAFF DEVELOPMENT NOTES

When new staff members are appointed, members of the Staff Development Committee will invite the staff members on a tour of the Main Library. These tours will be on a one-to-one or small group basis geared to individual needs with opportunity for questions and interchange. Staff will be invited to remain in touch on matters concerned with staff development. Committee members will keep track of questions or types of questions, share information and, if these tours involve more time than we are able to allot to this activity, the committee will meet less frequently or for shorter periods of time some months of the year. This program will be coordinated by Pat Jemerson, Moffitt Library.

-- Myra Kolitsch

## BORROWING PRIVILEGES MODIFIED

Effective immediately, the Circulation Department Service Desk will issue library cards valid for five calendar years to the following UC Berkeley staff members:

Professor; associate, assistant  
Chancellor; vice, assistant  
President; vice, assistant vice  
University Librarian; associate, assistant  
Librarian; associate, assistant  
General Library career staff (all classifications,  
excluding student staff)

-- Circulation Committee

## REVISIONS IN THE LIBRARY ASSISTANT SERIES

Effective October 1975 the Statewide University Personnel Office has revised the minimum education and/or experience qualifications for each of the ranks in the Library Assistant Series. The principal changes are:

1. A reduction of one year of experience in each rank, i.e., from two years to one year for the Library Assistant I rank.
2. The inclusion of a General Education Diploma as an alternative to graduation from high school.
3. Elimination of any reference to the AA degree in Library Technology.
4. Elimination of any reference to college attendance or college graduation.
5. Inclusion of the phrase "knowledges and abilities essential to the successful performance of the duties assigned to the position" in the qualification statements for each of the ranks.

Copies of the revised specifications may be obtained from the Library Personnel Office. Telephone 2-3778.

## STAIRWAY -- FIRST AND SECOND FLOORS

The door to the stairway in the southwest corner of the Second Floor, across from the elevator is now open. Staff members may use these stairs to go between the First and Second Floor. However, the Basement exit from this stairway has an emergency lock. It should only be used in an emergency at which time the door can be opened so that staff can exit through the Basement.

Staff cannot enter the Stacks from any of the doors leading from this stairway.

-- L.D. Ortopan

## PERSONNEL CHANGES

## PROMOTIONS

Amy Suchoff, Circulation Department, was promoted from Clerk to Library Assistant I, effective 4 December 1975.

Dennis Woodson, Circulation Department, was promoted from Clerk to Library Assistant I, effective 1 December 1975.

## TERMINATION

Mary C. Chalmers, Secretary II, Moffitt Undergraduate Library, resigned effective 24 November 1975, and is leaving the area.

## VACATION

Lan Dyson will be on vacation from 19 to 30 December 1975. During his absence Marjorie Kistemaker will be in charge of the Moffitt Undergraduate Library 22-24 December (during which Moffitt will be closed to the public) and Barbara Kornstein will be in charge 29-30 December.

## HOLIDAYS

The Christmas Holiday, Thursday and Friday, 25 & 26 December 1975 and The New Years Holiday, Thursday and Friday, 1 & 2 January 1976 will be observed as Academic and Administrative Holidays. The Library will be CLOSED.

The Library will be closed also over the weekends following each of the holiday periods, Saturday and Sunday, 27 & 28 December and 3 & 4 January.

## COOPERATIVE SERVICES MOVES

The Cooperative Services Department (BAKER) has moved into its new quarters in Room 303 of the Main Library Building. The telephone extension remains unchanged.

## ROTATION - DOCUMENTS HEAD

The Acting Head of the Documents Department for the months of December 1975 through March 1976 will be Cathy Gordon. During the week of December 15-19 she will be on vacation and Suzanne Gold will be in charge of the Documents Department.



# QUARTERS

THE GENERAL LIBRARY

UNIVERSITY OF CALIFORNIA BERKELEY

Vol. 30, No. 48 18 December 1975

## SEASON'S GREETINGS

It is no secret that universities throughout the United States are currently struggling under severe budget constraints. The University of California is no exception. Yet, for the Library a great deal was accomplished. During the year, LAUC was officially recognized by the University, the librarian salary ranges were restructured, and a review of library assistant classifications was undertaken. Within the Library itself, signs of positive change were clearly evident. The expanded use of machine-readable data bases such as MEDLINE and the New York Times Information Bank have enabled us to extend our reference services. The new edition of the Serials Keyword Index represents the largest machine readable data base of its kind in existence. Even the building looks better now that the carved ceiling in the Loan Hall has been reexposed; and we are about to begin a renovation of the second floor, which will convert the space into a much more enjoyable working environment for the staff. So while 1975 will not be remembered as a vintage year for higher education, the staff can be pleased with what it accomplished.

For your many endeavors this past year, I would like to add a special note of thanks to my holiday greeting, and I hope that each of you enjoy a Merry Christmas and a Happy New Year.

-- Richard M. Dougherty

## ENOLA HICKS RETIRES

Mrs. Enola Hicks, Associate Librarian in the Original Cataloging Section of the Catalog Department, will retire on 31 December 1975 after over 30 years of service in the Library. Mrs. Hicks began working in the Catalog Department on 9 July 1945 as a Librarian, Junior Grade. Her working title was Reclassification Cataloger, and her principal assignment was reclassifying Latin literature from the Rowell to the Library of Congress Classification. Her assignment from September 1948 has included English, Italian, Germanic, and Scandinavian philology and literature, and general literary history and collections. In May 1969 she began cataloging social science, political science, and law. Most recently she became responsible for the cataloging of monographic microforms in all subject areas. She has also assisted, at times, the fine-arts cataloger.

If one term could describe Mrs. Hicks it would be versatility. A graduate of Oberlin College, where she majored in art history, and with a Bachelor of Science in Library Science from Columbia University, Mrs. Hicks has over the past 20 years studied German, Italian, Russian, and Danish, and taken numerous extension courses in classics, art, and history. She has attended workshops and other professional meetings, and the staff still remembers her impressive slide presentation of her study/field trip last year to the Soviet Union.

(Continued on next page)

ENOLA HICKS RETIRES (Continued)

As a cataloger, Mrs. Hicks has always had the respect of her colleagues. Her versatility is evident in the variety of subjects she is able to catalog, as demonstrated by her assignment as microforms cataloger, and her unique knowledge of the Rowell Classification. Recently she completed a shelflist measurement of the Rowell Shelflist, during which she correlated Rowell Classification numbers with their equivalents in the Library of Congress Classification.

I have been most impressed, during the years I have known and worked with Mrs. Hicks, by her lively interest in her job, and personal educational pursuits. We will miss her enthusiasm, and the pleasure that she derives from life. We are envious of this opportunity for her to devote more time to her many activities, and our best wishes go with her.

-- LeRoy D. Ortopan

LAUC-B ELECTION

New members of the LAUC-B Executive Committee for the year 1976 will be:

Richard Cooper,	Vice-chairman/Chairman-elect
Lee Petrasek,	Secretary-Treasurer
Ann Gilbert	} -- General Library members-at-large
Janice Powell	
Julia Cook,	Non-General Library member-at-large

120 ballots were cast in the election, about 70% of those eligible.

Continuing members of the Executive Committee are Geri Scalzo, Chairman; Ken Logan, Suzanne Gallup and Dorothy Gregor, General Library members-at-large; and Grace Dote, non-General Library member-at-large. As provided in the Bylaws, those designated as the LAUC-B delegates to the LAUC Assembly will be Geri Szalzo, Richard Cooper, Lee Petrasek, Ken Logan and Grace Dote.

Results of the statewide LAUC election will be announced in the next issue of CU NEWS.

-- Simone Klugman  
Secretary-Treasurer, LAUC-B

AAAC NOTES

CORRECTION, November 12, 1975 minutes, paragraph 2: The Library Affirmative Action Advisory Committee recommended that T. Toy and A. Ignacio serve on the committee until the next regular election in February 1976.

The LAAAC would like to hold an open meeting with the University Librarian and representatives from the Library Personnel Office. In order to have a profitable and fruitful meeting, the LAAAC will establish an agenda prior to the meeting. The Library Personnel Office will be invited to answer questions regarding procedural matters. The committee would like the staff to help us by sending questions concerning procedural matters to the Library Affirmative Action Office, room 497 Library Annex. Questions may, of course, be sent anonymously.

## PERSONNEL CHANGES

## PROMOTIONS

John Chivers, Circulation Department, was promoted from Clerk to Library Assistant I, effective 4 December 1975.

Diana Nishita, Circulation Department, was promoted from Clerk to Library Assistant I, effective 4 December 1975.

The announcement of the Promotion of Dennis Woodson, Circulation Department, in last week's CU News, should have read from Library Assistant I to Library Assistant II, effective 1 December 1975.

## TRANSFER

Jamina J. Jermanon, Senior Typist Clerk, Affirmative Action Office, transferred to the Documents Department and was appointed to a position as Library Assistant I, effective 8 December 1975.

## APPOINTMENTS

Denise E. Clay was appointed to the position of Key Entry Supervisor I in the Circulation Department, effective 1 December 1975. A student library employee of this department since September 1972, Miss Clay anticipates the completion of her BA degree in History in March 1976.

Stephen C. Mullin has been appointed to the temporary Library Assistant II position with the Documents Department (Map Room), effective 1 December 1975. Mr. Mullin, who has been a student employee in the Map Room since March 1972, is receiving his BA in Journalism from Berkeley at the end of Fall Quarter 1975.

## TERMINATIONS

Barbara C. Hollis, Library Assistant III, Systems Office, resigned on 5 December 1975 and is planning to return to graduate school.

Cidro B. Rincon, Senior Mail Clerk, Library Business Office, is resigning his position with the Mail Receiving Room effective 19 December 1975 in order to accept a transfer and promotion to a position as Mail Service Supervisor with the Campus Mailing Division.

## SUE EALY TO BECOME HEAD OF LIBRARY MATERIEL

On 1 January 1976, Ross Treviño will transfer from the Library to the Purchasing Department to become a Senior Buyer. At the same time, Sue Ealy will be appointed Head of the Library Materiel Office and will be reclassified from Principal Clerk to Administrative Assistant II. In his new position Mr. Treviño will be assigned by the Purchasing Department to be its liaison with the Library and in her new assignment, Mrs. Ealy will be invited to attend and participate in staff meetings scheduled by the Purchasing Department.

## VACATION

Louise Eastland will be on vacation from January 5 to 16. During her absence Dorothy Gregor will be in charge of the Public Health Library.

## SPECIAL SCHEDULE - MAP ROOM

In addition to the regular holidays, December 25-26 and January 1-2, the Map Room will be closed to the public on December 22, 23, 24, 29, 30 and 31.

## IGS LIMITED REFERENCE SERVICE

Between December 15 and January 12, the staff of the Institute of Governmental Studies Library will be involved in the project of closing its old subject catalog and creating an author catalog (which it never had) to supplement a new subject catalog. This is in preparation for the adoption of a new system of classification. Since the project involves the entire staff, during that time only limited reference service will be provided. The Library hopes to be back to full operation by the beginning of the Winter Quarter.

-- Jack Leister  
Head Librarian, IGS

## BICENTENNIAL FELLOWSHIP

The American Society for Information Science (ASIS) is sponsoring a fellowship competition open to all students on the topic of "The Critical Role of Information in National Policy Formulation and Governmental Management." Details concerning this \$1,000.00 fellowship are contained in announcements posted on the bulletin boards of the Staff Room and in the corridor outside the Library personnel Office. Deadline for presenting papers to this competition is 10 February 1976.

## ILL ACTIVITIES

United Parcel Service now delivers interlibrary loan materials between UC Berkeley and UCLA, as well as between UC Berkeley and Stanford. Materials being lent by UC Berkeley are picked up directly from our ILL office and delivered 24 hours later to Stanford's Main Library Mail Room or 48 hours later to UCLA's University Receiving Room.

Undergraduate students are now eligible for interlibrary loans within the 9-campus UC system.

Interlibrary borrowing by UC Berkeley patrons continues to skyrocket in spite of reduction in the hours we are open to the public. The number of requests handled from July through November 1975 is 71.5% over the same period three years ago.

The former Mail Order Division of the Library Photographic Service has been moved to Room 303 (also shared by Cooperative Services) and integrated into the Interlibrary Loan Department as its Photoduplication Section. A Xerox 4000 photocopier has been installed in the room for expeditious handling of photocopy purchase orders.

-- Donald G. Williams

## BRANCH HEADS MEETING

21 November 1975

Miss Flener asked Mr. Rosenthal to report on their recent visits to the Branch Libraries. He began by thanking Branch heads for their welcome and receptivity and then presented his observations and comments in general categories.

### Binding

1. The current practice of having to fill out an 86X form as well as the binding slip to route an unbound monograph for binding and cataloging is a recognized problem that is being looked into.
2. It is felt that the turn-around time (7 days from BPD and back again) for rush binding is adequate. Of the non-rush binding 15% has a 30-day turn-around time; 14%, 45 days; 15%, 60 days; 17%, 75 days; and 14% more than two and a half months. There is no correlation between type of material to be bound and binding time. The possibility of using alternative binderies is being explored.
3. Because of budgetary restrictions, limiting the binding of duplicate sets of serials is in the works.
4. Some Branches reported spine label errors and poorly trimmed volumes. Branches should report these mistakes so that a response can be made.
5. There is a staff shortage at the present time in BPD. Temporary GA will be allotted to clear the backlog.
6. A revised and simpler binding manual is being prepared. It is hoped that the original binding slip and its carbon have identical information recorded.
7. BPD asks that the Branches supply legible carbons and securely tie all with string.

In response to a question Mr. Rosenthal said he thinks that 60% to 70% of all materials now bound are quarter bound. The cost of a buckram binding now is about \$7.00 and quarterbinding about \$3.50. The opinion was voiced that it might be a better idea to continue to bind duplicate sets because they are by definition titles in heavy use and selectively not to bind little used material.

### Orders

1. There is a tendency for publishers to produce short runs in both monographs and serials. Because all materials go out of print so fast, selectors are urged to get their requests in promptly. If a dealer declares a book "out of print" and the selector has reason to feel that the book is still available from a different source, send particular problems to Mercedes Untawale.
2. The routing of selection sources will be reviewed.
3. The fluid duplicator in the Acquisition Department is a potential health hazard. Alternative possibilities are being explored: a fanfold from which the branch would retain a "flimsy" copy as an interim measure and eventually a computer-assisted ordering system. With a computer system no copy of the order would be sent to the selection units. An expanded BIP list would contain the on-order information. It may be possible to produce a hard copy form of the Branch orders once a quarter in addition to the General Library BIP fiche. One of the capabilities of the computer system would be a machine-prompted alert for claiming. Branch heads were asked to consider what information they would want on a computer order record.

### Serials

1. Much progress has been made with computer-assisted claims. Units need now send only the computer record number and the serial issue wanted when

initiating claims. The task force on serial decentralization is continuing to explore options and they are close to testing direct receipt in selected branches. Lois Farrell, the Branch representative on the Technical Service Serials Decentralization Task Force, polled the Branch heads to see if they preferred direct receipt of serials through the Main Library Mail Room or through campus building mail delivery. There was a unanimous vote to have the Library Mail Room batch for the Branches those serials received direct.

2. Please send corrections to Kathy Oka for the serial data base. Branches should examine carefully the quarterly Branch printouts, review the computer-generated cards, indicate frequency if this is known at the time of the initial order (the accuracy of frequency codes is essential for the general management of serials), and correct entering cards if they are found to contain errors, notifying Kathy Oka. Entering cards needed in the Branch will be requested on Wednesdays, run on the weekend, sent to Serials Department on Mondays and to the Branches the following Wednesdays. Branches may request a whole run of cards for their serial titles; the cost is 5 to 7 cents a card.
3. The serials decision slip is being revised. Copy will be sent to the Branches for their input before the final form is designed.

### Cataloging

1. A recognized major problem is the slow receipt of catalog cards. The Library has been receiving cards at a rate of 2,000 to 3,000 titles per month (or 50% of the catalog card production) through the BIP Center. This will stop after January 1976. The most likely alternative to BIP Center cards is the BALLOTS computer system, but until this or another alternative can be initiated the typing division staff will be increased with extra GA hours. Two significant differences of the cards produced by BALLOTS are a) there are no diacritics and b) the call number is formatted on the top right-hand corner of the cards in a single line.

	LC1234 A6 PUBH
Subject Heading	
Entry, Main	
Title.....	
Collation	
	○

Suppressed subject headings are not a possibility, and the problem presented by the reserve overlay's covering up the call number would have to be resolved.

2. Consideration is being given to providing to providing full cataloging for UCB dissertations. It was suggested in discussion that it would be valuable as a first priority to catalog first those dissertations submitted during 1971-1975 when Berkeley did not participate in the University Microfilms program and those dissertations were not included in Dissertation Abstracts.
3. The Committee on Bibliographic Control will be distributing name authority data to the Branches.
4. Some Branches have expressed the desire to receive their serial cataloging as a package, i.e. the piece, cataloging information, serial entering card. It is not always possible to send this information as a package and at the same time

accomplish the goal of speedy serial cataloging. The Branch serial cataloging is now pretty well caught up.

Mr. Rosenthal summarized their visits by commenting that he and Miss Flener found much variation in the Branches. Some units reflected serious and deliberate efforts to relate files and records to public service; others could give time and thought to relating means and ends. On the whole the visits proved instructive and enjoyable.

Miss Flener then asked Mr. Dougherty to explain the use studies that Don Thompson has been conducting for system-wide analysis. Mr. Dougherty gave a brief description of five such studies designed to measure use and overlap among such libraries as Berkeley, Davis, San Francisco, Santa Cruz, Stanford, and the State Library in Sacramento.

There was a correction of the previous minutes. The driver of the Santa Cruz jitney pages the books wanted by Santa Cruz, not the Berkeley Circulation Department.

There will be no Branch Heads meeting in December. The next meeting will be scheduled for January 1976.

Recorder: Dorothy Koenig