NEW LOGON FOR SEARCHING GLADIS

A new logon has been created for all GLADIS users requiring search-only access (i.e., the capability to search the GLADIS database and display search results). Such users may log on to GLADIS by entering the following on the Logon Screen in upper- or lower-case:

> INITIALS: UCB
>
> PASSWORD: GLADIS

It is not necessary to establish individual passwords for GLADIS users who require only this capability: any number of users can gain such access to GLADIS simultaneously.   Note that this access also allows users to communicate with MELVYL through GLADIS. Staff members who have already been given individual passwords for search-only access may also use their assigned passwords.

For users who require specialized access (Circulation, Patron File, or Maintenance other than Search-Only), individual passwords should still be requested from Systems Services by using the GLADIS Authorization Form.

Finally, please note that PERLINE is not yet available; and that Circulation and Maintenance Access (other than Search-Only) will soon be extended to branch locations.

--Jeff Katz
Systems Office

ELECTRONIC MAIL SERVICE FOR UNCLASSIFIED TECHNICAL REPORTS

The Kresge Engineering Library houses the UCB unclassified technical report collection in all subject areas covered under the auspices of NTIS (National Technical Information Services). Although some 500,000 reports are owned, many reports are requested by students and faculty that are not available at UCB. To satisfy this research need, the Engineering Library has for some time provided an interlibrary borrowing service for technical reports. Recently, this service was enhanced with the introduction of ONTYME-II, an electronic mail service, which provides rapid transmission of requests using the library's Texas Instruments terminal. ONTYME has already decreased the turn-around time factor involved in the service by 3 to 4 days, and, with some 1500 "mailboxes" on ONTYME, it is expected that the capability will increase and strengthen our network of sources, statewide and nationwide.

--Diane Brown

ACADEMIC LIBRARIAN POSITION AVAILABLE

The following academic librarian position is available with the General Library at
Berkeley. Candidates are invited to apply in writing, including with their letter,
a complete statement of their qualifications, a full resume of education and
relevant experience and the names and addresses of three references who are know-
ledgeable about their qualification for this position. Send applications to:
William E. Wenz, Library Personnel Officer, Room 447 General Library, University
of California, Berkeley, California 94720.

This position is available 1 April 1985 or as soon thereafter as possible.
CLOSING DATE for filing application is 28 February 1985.

HEAD, EARTH SCIENCES LIBRARY

Associate Librarian
$25,692.00 to $36,996.00 per annum salary range

The Earth Sciences Library is a branch of the General Library in the Science
Libraries Department. The primary users of earth science materials are the
faculty, researchers and students in the Departments of Geology and Geophysics,
Paleontology and Geography, the Seismographic Station, and the Museum of Paleon-
tology. This branch has a collection of 84,000 volumes, 47,000 maps, and 2,700
active serial subscriptions. Annual book/serials budget exceeds $80,000. Staff
consists of 2.5 FTE and student employees.

DUTIES: Under the general direction of the Head, Science Libraries Department,
           the Head, Earth Sciences Library has full operational responsibility
for this branch including hiring, training, supervision and evaluation of career
and student staff; full responsibility for all services and products provided
including selection of materials for the branch, branch processing of publi-
cations, staff development, and preparation of reports and statistics as required.
The Head also assumes overall review and monitoring of student assignments and
for the monitoring of budgets alloted to the branch. The Head establishes
and maintains close cooperative relationships with the faculty and programs
served by the Earth Sciences Library. The Head represents the branch at meetings
of the Science Libraries Department and at other library meetings in order to
establish and maintain working relationships in support of University and Library
goals.

QUALIFICATIONS: Requires MLS or equivalent degree from an accredited library
                 school and at least five years of progressively responsible
experience in an academic or research science library. Experience and training
in earth sciences is desirable. Successful candidates should have demonstrated
ability to manage processes, and staff engaged in information delivery programs.
Competence in reference work, literature searching with relevant data files is
required. Candidates must be able to organize and convey information to a
variety of audiences.

For collective bargaining purposes: This position is Supervisory and is excluded
from any bargaining unit.

RECLASSIFICATIONS   Gordon L. Allenbaugh, Acquisition Department, was reclassified
from Library Assistant IV to Library Assistant V, effective
1 November 1984.

Steven M. Baisch, Serials Department/Periodical Division,
was reclassified from Library Assistant I to Library Assistant
II, effective 1 November 1984.

John S. Hassan III, Systems Office, was reclassified from
Senior Programmer to Principal Programmer, effective 1 July
1984.

Mary K. Heath, Systems Office, was reclassified from Senior
ADP Analyst to Principal ADP Systems Analyst, effective 1 July
1984.

Jennifer Hughes, Serials Department/Periodical Division,
was reclassified from Clerk to Library Assistant I, effective
1 November 1984.

Stephanie Parr, Serials Department/Payment Division, was
reclassified from Clerk to Library Assistant I, effective
1 November 1984.

Joanna R. Piepgrass, Acquisition Department, was reclassified
from Library Assistant I to Library Assistant II, effective
1 November 1984.

APPOINTMENT   Thomas S. Lindsay has been appointed Library Assistant II
in the Public Health Library, Science Libraries Department,
effective 17 December 1984. Mr. Lindsay comes to the Library
from library assistantships in the medical library of the Cedars-
Sinai Medical Center in Los Angeles and, from 1983-84, in the
library of the Los Angeles office of Kenneth Leventhal & Co.,
an accounting firm. In both positions he has handled a variety
of duties. While a student at El Camino College, Torrance,
California (1979-81), he had worked in the college library's
circulation department, and continued to work circulation and
related duties in the Public Library of Torrance during the
following year. Mr. Lindsay has pursued studies in speech,
first at Indiana University, Bloomington; then at El Camino
College, and most recently at California State University,
Torrance.

SUNDRY DEBTOR BILLS

Accounting will accept sundry debtor forms (1984 Style) up to 5:00 p.m.,
January 4, 1985. You should hand carry your forms to accounting and not rely
on the mail. If your sundry debtor forms arrive late, they will be returned
unprocessed. You will have to type 1985 forms.

Don't forget 5:00 p.m., January 4, 1985.

--Renita Brown
Ext. 2-0206

MID-YEAR LIBRARY USE STATISTICS DUE JANUARY 11th

All public service units are reminded to send, by January 11, 1985, a copy of their
mid-year Library Use Statistics (July - December 1984) for charge card transactions
and sweeps to Jeanne Fong, Librarian's Office.

BENE/FACTS: *The Taxman Cometh*

Library staff whose membership in the University of California Retirement System
(UCRS) is coordinated with Social Security will note a somewhat larger FICA (and,
for some, UCRS BASIC) deduction, effective with their January 2nd paycheck.
The FICA contribution rate for 1985 is up from the 1984 level of 6.7% to 7.05%
of gross earnings; and the University's contribution on its employees' behalf
has risen to match this amount. At the same time the Social Security (and UCRS)
wage base has risen from 1984's $37,800 level to $39,600: resulting in a maximum
employee contribution of $2,791 (FICA). Income-tax withholding rates have, in a
smaller degree, dropped for tax-year 1985, to adjust for inflation.

As we enter the new tax year you may wish to give some thought to your federal
and state income-tax withholding status. First, has any change of address made
during the past year gone unrecorded with the University (via the standard
Personal Data Form)?——if so, hie thee to Library Personnel, and register
your new address promptly: otherwise your annual W2 wage statement may go astray
later in January, among other important notices to be sent home. Second, do you
anticipate any changes (or have you neglected to take into account changes
already in effect) in your filing status for income reporting? Best not to 'bank'
on receiving a big tax refund check——which amounts to loaning money without
interest during the year. But worse than that, to be faced with significant
tax balance due when you file, particularly if your debt actually entails a
penalty payment. If these or other considerations weigh with you, a new W4
form can be filed now (as at any time), changing your withholding status at
the Accounting Office. The form provides for: claiming income allowances
(self, dependent, & special); claiming exemption from withholding (subject to
IRS restrictions); authorizing additional flat-rate withholding in any amount
(to permit fine-tuning your tax rate); and estimating itemized-deduction and
income-averaging allowances. Anytime you file a new W4 it becomes effective
subject to the Accounting Office's monthly deadlines.

Another turn-of-the-year advisory: January 1 comports many benefits adjustments.
Open Enrollment changes, submitted this past November, took effect with the new
year. Various health plan services (e.g., HEALS's over-the-counter prescription-
filling plan at designated pharmacies) are also in place now. And rates for
employee-paid Life Insurance a nd Short-Term Disability insurance are adjusted
upward to account for increases in salary and age during 1984. (Benefit eligibility
also rises, if that consoles you.)

If your paycheck statement confuses you in any of these categories, please
ask for clarification at Library Personnel or the Accounting Office——and
please bear with us, if we get backlogged! Good Yule.

                                                              --Mark Livingston

RETIREMENT FROM UC EMPLOYMENT: WHERE WE STAND

9 September 1983, Governor Deumejian signed Assembly Bill 398, the "Chacon Bill,"
into law, abolishing mandatory retirement for all "able" public employees in the
State of California——a few categories of medical, safety and enforcement, upper
management, and tenured faculty employees excepted. The legislators' intent is
summarized in Section 1 of AB 398, which

> finds and declares that the use of chronological age as an
> indicator of ability to perform on the job and the practice
> of mandatory retirement from employment are obsolete and cruel
> practices. The downward trend toward involuntary retirement at
> ages from 55 years represents a highly undesirable development
> in the utilization of California's worker resources. In addition,
> this practice is now imposing serious stresses on our economy and
> in particular on pension systems and other income maintenance systems.

For virtually all General Library staff, the new law means that the former age-70
mandatory retirement date (to be precise, the July 1st coinciding with or following
the employee's 70th birthday) is now to be regarded as the "normal retirement date"
only. (Earliest potential retirement date under both PERS and UCRS is unaffected.)
The Standing Orders of the Regents regarding date of retirement (103) and the
retirement systems (120) have been brought into compliance with AB 398, which
directs in essence that

> [e]very employer in this state shall permit any employee who
> indicates in writing a desire in a reasonable time and can
> demonstrate the ability to do so, to continue his or her employ-
> ment beyond any retirement date contained in any private pension
> or retirement plan.
>
> This employment shall continue so long as the employee demonstrates
> his or her ability to perform the functions of the job adequately,
> and the employer is satisfied with the quality of work performed.

The following provisions in UC governance execute the law's intent on behalf
of our staff:

——Non-tenured academic appointees (librarians, editors, etc.) may continue to
  work beyond the normal retirement date provided they give at least six months'
  written notice of intention so to continue, via normal departmental channels.
  A special review need not be conducted at such time, provded the appointee has
  been duly reviewed previous to the continuance; but it is expected that a
  regular review cycle of no more than four years' duration be maintained.
  (Further guidelines may be issued in the future.)

——Staff Personnel Policy 775 (Retirement) has been revised to incorporate the
  "normal retirement date" provisions; which are also embodied in Article 36
  (Retirement) of the AFSCME Agreement.

  At least three months' written notice is expected from any non-academic employee
  who wishes to continue working beyond his or her normal retirement date; AND
  also from any such continuing employee who decides to retire. Such continuance
  is subject to certification of capacity to sustain his or her duties by the
  employee's supervisor(s).

RETIREMENT (Continued)

Mark Livingston, the Library's benefits representative in Library Personnel,
will help Library staff members who would like the terms of the new retirement
policy, or its application to their own cases, clarified.

PROSPECTIVE RETIREES should keep in mind that the
                        Campus Benefits Office's
pre-retirement planning workshop——a thoroughgoing,
two-day affair, offered seasonally at no cost——is avail-
able to help them (and their partners) approach retirement
informedly and with assurance. Employees within ten years
of intended retirement will be given priority for enroll-
ment (the February session is full, but a reservation list
is forming for the next session, slated for sometime in the
spring).
Don't make an untidy end of a diligent career!

FOR MAKING IT HAPPEN

The LAUC-B Executive Committee wishes to acknowledge the LAUC-B members whose
able and generous contributions helped to make the LAUC Fall Assembly on December
14, 1984, such a success.

Our thanks go to the Statewide Assembly Hospitality Committee for their excellent
planning and arrangements: Cristina Fowler (Chair), Myrtis Collins, Terry Dean,
Gary Handman, Susana Hinojosa, Kimiyo Hom, Elizabeth Kislitzin, Jack Leister,
Jean Peck, Ingrid Pfeiffer, Ginette Polak, and Julie Rinaldi.

Our thanks also to the talented bakers whose work was so well received by the
Assembly: Terry Dean, Cristina Fowler, Elizabeth Kislitzin, Catherine Moreno,
Gail Nichols, Ingrid Pfeiffer, Julie Rinaldi, Camille Wanat, and Donald Williams.

                                                    --LAUC-B Executive Committee

STAFF IN PRINT

Susan Edelberg, Head of the Newspaper/Microcopy Division of the Government Documents
Department co-edited a Microform Symposium (p. 299-391) and wrote the article
"Microforms: An Analysis of Problems and Potential" (p. 305-333) in the Law Library
Journal 76:2 (Spring 1983) (pub. Nov. 1984).

CU NEWS

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BROWNBAGIT WITH US

Beginning on Wednesday, January 23rd, and every Wednesday after that, one or
more members of the Library Personnel Office will bring their lunches to the
Library Conference Room 322 Library. From noon to 1:00 o'clock staff members
of the General Library (academic librarians, career staff personnel and student
assistants) are invited to join members of the Library Personnel Office staff
for an opportunity to share information and concerns in this informal setting.
This arrangement is intended to offer another way to stay in touch with staff
concerns; update information about policy, rules, procedures, benefits and
working conditions; hear suggestions for improving communications throughout
the library system; and getting better acquainted generally. There will be
no formal agendas. It is expected that these hours will provide opportunity
for easy conversation and the sharing of useful information. Come join us for
lunch.

--W.E.W.

CAMPUS NEWSPAPER TO DEBUT JANUARY 16

Beginning January 16, 1985, faculty and staff are to have a new, comprehensive
medium for news and information about the campus. On that date, the first
issue of Berkeleyan, an 8-12 page weekly tabloid, is to be distributed to all
faculty and staff.

In addition to news and feature articles about the campus community, the
new weekly will include listings of employment opportunities both on campus
and with the Office of the President; a two-page calendar of events; information
about personnel; faculty and staff awards and honors; and other items of interest.

News and information items should be directed to Public Information, 101 Sproul
Hall. Calendar information should be forwarded to Cal Performances, 101 Zellerbach
Auditorium. Each of these offices will use the information for its own needs
and, at the same time, forward it to Berkeleyan. NOON THURSDAY is the last time
material for the paper dated the following Wednesday can be received.

Library units will receive copies of the Berkeleyan (as they did copies of the
Friday Paper) through the Library mail system.

--Mary Jane Detloff

AFRO-AMERICANA: A RESEARCH GUIDE TO COLLECTIONS AT THE UNIVERSITY OF CALIFORNIA, BERKELEY

The General Library and the Department of Afro-American Studies announce the publication of a guide for students and scholars engaged in Afro-American research. This guide is a selective compilation of those bibliographies, abstracts, indexes, and other reference works found most useful in the exploration of the collections of this and of other libraries. Replete with information incident to the Library's collections and policies, the guide also suggests strategies researchers may follow in using the Library's catalogs.

A twenty-four page bibliography of reference works arranged according to subject permits researchers to locate information on essentially all aspects of the Afro-American experience. These reference works range from music to moving pictures; from anthropology to religion; from literature to history and affirmative action. In addition, the guide lists key resource persons of the Afro-American Studies Department and of the Library.

Copies have been sent to the twenty-three library units on the Berkeley campus possessing substantial Afro-American holdings, and to reference departments at other UC campus libraries. This publication (cost: $5.00) may be ordered from: Afro-American Guide, The Library Associates, Room 125, Main Library, University of California, Berkeley, California 94720.

--Phyllis Bischof

JANUARY AND FEBRUARY GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in January and February. Each will be held in Room 322, Doe Library.

AN OVERVIEW ON AUTOMATED PROCESSING AT UCB : offered on 2/13, 10A - 12N, will look at GLADIS "from the outside": how GLADIS, the bibliographic utilities, the microfiche, and MELVYL, are related.

GLADIS: AN INTRODUCTION (offered on 1/22, 1P - 3P; 2/20 and 2/21, 10A - 12N) will cover basic concepts, using the Dante software, the Tandem and GLADIS/PC keyboard, and accessing the Patron File.

ADVANCED SEARCHING (offered on 1/23, 1P - 3P; 2/25 and 2/26, 10A - 12N,) will cover efficient searching of the GLADIS database.

Those having no previous experience with GLADIS are urged to take the OVERVIEW and the INTRODUCTION. ADVANCED SEARCHING is only available to those who have experience in searching the GLADIS database.

Please note that the OVERVIEW ON AUTOMATED PROCESSING will not be offered in January.

Please call Systems Services (2-6120) to sign up.

--Jeff Katz

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HOLIDAY

Monday, 21 January 1985, Martin Luther King, Jr. Holiday. Administrative
and academic holiday. All libraries will be CLOSED.

BENE/FACTS: *UCRS Additional Retirement Programs——*
February 1st Program Transfer Deadline Approaching

Eligible employees currently participating in any of the voluntary Additional
Retirement Programs (Fixed Annuity, Variable Equity, and Variable Bond)——
whether on a tax-deferred or non-tax-deferred basis——may, effective March 1st,
transfer up to 25% of their accumulations in any program account to another;
OR may initiate a full transfer of accumulations from one program account to
another over the next two years, subject to UCRS regulations.

There are two such transfer dates for these programs annually, March and October
1st. Forms for requesting transfers may be obtained from Library Personnel,
and must be submitted to UCRS by 1 February and 1 September, respectively.

Transfer actions are to be distinguished from cancellations of contributions.
changes in amounts contributed, full or partial refunds of accumulations, and
opening a new investment program: actions which may be initiated at any time,
subject to differing regulations for the Tax-Deferred and Non-Tax-Deferred
programs.

LAUC-B EXECUTIVE COMMITTEE AGENDA

The next meeting of the LAUC-B Executive Committee is Friday, January 11, 1985,
10:00-12:00, Room 322. Topics for discussion will include a proposal from the
Subcommittee on Committees and establishing new procedures for the allocation
of professional development and research funds.

--Deborah Sommer
LAUC-B Secretary

MAINTENANCE NOTE: BROKEN CARD CATALOG DRAWERS

A common occurence in any library is a patron pulling out a catalog drawer
and dropping it, resulting in a broken drawer. If this should happen, send
it with all the broken pieces, accompanied with an ADM-104X, Work Order Request,
to the Supply & Maintenance Unit, Room 17, Doe Library for repair.

Drawers with missing pieces or broken beyond repair may be replaced (maybe!)
if we have that particular type of drawer in our limited supply. These drawers
are useful to us as a source of spare parts and sometimes we can combine two
or more broken drawers to make one good one.

--Gene Ellis

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LIBRARY TELEX SERVICE DISCONTINUED

Last week, the Interlibrary Lending Service replaced ILL access via TELEX
with CLASS OnTyme electronic mail. From now on, Library staff who need
access to TELEX should contact Telecommunication Services, 2505 Channing Way,
2-1242.

                                        --Lynne Wiepert

VOLUNTEERS SOUGHT FOR SAFETY OUTREACH PROGRAM

Safety Outreach Services, a new UC program, is looking for volunteers to give
workshops to the campus community in rape prevention, general crime prevention,
and domestic violence awareness. Training will begin in late January. Staff,
faculty, students, and community members are all welcome. For more information
contact Barbara Swede at Safety Outreach Services, 478 Cowell Hospital, 2-9212.

SPRING 1985 OPENING HOURS LEAFLET

The Library Opening Hours Leaflet for Spring Semester 1985 (LOL #13) is now
available for ordering through Supplies and Maintenance.

                                        --Jeanne Fong
                                          Librarians Office

ORIENTATION TOUR OF INTERLIBRARY BORROWING AND LENDING SERVICES

The Librarians Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better under-
standing of library collections and services on the Berkeley campus. Staff
working in campus or area libraries outside the General Library system are
welcome to participate in the tour program.

The January tour will feature the Interlibrary Borrowing and Lending Services.
Only one tour is being offered on Wednesday, January 30, 8:30-10 starting in
Room 322, Main Library. Please sign up by completing the form below and mailing
it to Jeanne Fong, Librarians Office, no later than January 25. All signups may
be considered confirmed.

------TEAR OFF---

Your Name:_____

     Unit:_____   Ext. 2-_____

Please enroll me in the January tour of Interlibrary Borrowing and Lending
Services on January 30, 8:30, starting in Room 322 Main Library.

_____

MAIN LIBRARY INFORMATION DESKS

The General Library will staff Information Desks in the north and south lobbies
of the Main Library at the Beginning of the Spring 1985 semester, Thursday
and Friday, January 17-18 and Tuesday through Friday, January 22-25. The Desks
will be open from 9:00 am to 5:00 pm to help students and visitors find what
they are looking for in the Main Library and on campus. We greatly appreciate
any help you can give us by referring campus new-comers to this useful service.

--Eddy Hogan and Myrtis Collins,
Main Library Tour Coordinators

COPY PRICES REDUCED FOR STUDENTS

Effective January 22, 1985, UCB students may make copies for 5.9¢ per copy
at most Libraries on campus, by using a VENDACARD purchased at the Library
Copy Service or at ASUC. The former price to students was 6.25¢ per copy.
There will be no change in the coin price or in the price of VANDACARDS
purchased through the self-service dispensers. The price for 11 x 17 oversize
copies will continue to be double that for regular copies. For students with
VENDACARDS, the new oversize copy price will be 11.8¢, reduced from 12.5¢.

The purpose of the price reduction is to make library copying more competitive
with other copy services and thereby reduce the need for Library patrons to
take materials out of the Library.

--Jeff Pudewell
Fiscal & Support Services

A LOOK AT THE FUTURE

The future of library services in the new information age will be the theme
of the next forum sponsored by the Reference Services Committee. Dr. Michael
Buckland, Assistant Vice President for Library Plans and Policies, will begin
the forum with his views on changes in library service in the UC libraries
between now and the year 2000. The floor will then be open for reaction and
discussion.

This program will kick-off a series of forums designed to set the stage for
the preparation of a position paper exploring service functions of UCB librarians
in the new information age.

When: February 21, 1985, 8:30-10:00 a.m.
Where: Room 308J, Main Library

--Milt Ternberg
Reference Services Committee

SPRING 1985 ORIENTATION TOURS FOR CAMPUS NEW-COMERS

	Week Before Classes Begin	First Week of Classes
*Main Library (meet at north lobby)	Thursday and Friday January 17, 18	Tuesday through Friday January 22 - 25
	10:15, 1:15, 3:15	10:15, 1:15, 3:15
Moffitt Undergraduate (meet at entrance)	Thursday and Friday January 17, 18	Tuesday through Friday January 22 - 25
	11:15, 2:15	11:15, 2:15
Engineering Library	-----	Tuesday through Friday January 22 - 25
		10:00, 2:00
Social Science Library	Thursday January 17 11:00	Tuesday January 22- 3:15 and Friday January 25- 10:15
**Bancroft Library	----	Wednesday January 23- 2:15

*Starting on January 30 through May 15, tours of the Main Library will be given every Wednesday from 3:15 to 4:00

**Starting on January 30 through March 27, tours of The Bancroft Library will be given every Wednesday from 2:15 to 3:00

Please refer all interested campus new-comers to these orientation tours. We greatly appreciate any help you can give us in publicizing these useful programs. All tours last approximately 40 minutes.

--Eddy Hogan and Myrtis Collins,
Main Library Tour Coordinators

MELVYL'S "EXACT" SEARCH EXTENDED AND PERIODICAL INDEX UPDATED

In addition to "exact title" searching, you can now use the "exact" command in subject and corporate author searches. Details about this enhancement, as well as about the updated periodical index, MELVYL records without subject headings, and the express terminals in the Main Library Loan Hall are reported in Mynd of MELVYL #22, attached to this issue of CU NEWS.

--Anne Lipow

MAINTENANCE NOTES

In my travels to various library units and branches, I would find broken, loose, partially disassembled, or malfunctioning furniture and equipment. Many of them just required a strategic bolt, screw, or nail, a judicious amount of glue, a tap of a hammer, or a common replacement part. When I notified the unit's supervisor, to my surprise they would admit not knowing of the availability of maintenance and repair services.

We have plenty of work already to keep us busy but I am obligated to inform you of the kinds of services we provide. From time to time, we will publish "Maintenance Notes" in the CU NEWS about different kinds of repairs or services for particular types of furniture and equipment.

For example, we easily and quickly secure staplers, paper punchers, and electric pencil sharpeners to tables and counters to prevent them from disappearing.

Generally, we provide basic repairs. For items that need extensive, sophisticated, or technical work, we can initiate a variety of actions; place a call to Facilities Management or an outside vendor for a service technician, send the item out for repairs, order replacement parts and install them, provide a loaner, or advise you on alternative solutions. The routine procedure is to submit an ADM-104x, Work Order Request, to the Supply & Maintenance Unit, 17 Doe Library, or if you have any questions, phone Troy Wilcox or Gene Ellis at 2-3814.

                                                          --Gene Ellis

REVIEW SHELF

        Review Lot Number   Inclusive Dates
              498   January 18 - February 8

This is a small lot of gift and withdrawn material, with some titles which should be of interest to Art, EdP (children's lit.), EAL, HGS, and Moffitt. Selectors are invited to stop by at their convenience.

                                                          --Frank Carothers

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit No. 109, Staff Training for Automation in ARL Libraries, is now available in the Librarian's Office for consultation or short-term loan. This kit pertains to the increase in the use of automation in ARL libraries and the need to train and retrain large numbers of staff members at both general and specific levels. Survey participants were libraries of various sizes with many types of funding sources. The survey was intended to facilitate information sharing among libraries that are duplicating each other's efforts, as well as libraries that are just beginning to automate, with the idea that both types of libraries can benefit from the results. Loan arrangements can be made through Samina Bashir-uddin at 2-3773.

AN INTERNATIONAL WORKSHOP ON RARE CHINESE BOOKS: A REPORT

The Library Association of China (Taiwan) held the First International Workshop on Authentication and Preservation of Rare Chinese Materials in Taipei from November 19 to December 8, 1984. The co-sponsors were the National Central Library, the National Palace Museum, and the National Taiwan University. Participants were limited to thirty, including curators of rare Chinese materials and specialists with appropriate knowledge and experience in working with such materials. These thirty were joined by twenty scholars and experts in the field of textual authentication or preservation who lectured or led the practice sessions. The fifty participants represented nine countries: the France, Hong Kong, Japan, Korea, Republic of China, Singapore, Sweden, United States, and West Germany.

Berkeley's East Asiatic Library was one of a few libraries to be represented by two participants: Raymond Tang, head of the Chinese Division, was invited by the organizers of the Workshop, and Christa Chow, Chinese Cataloger, was funded by the American Council of Learned Societies.

Chinese rare books are treasured by all nations where the heritage of civilization is studied and preserved. Their value increases with time, as they become rarer due to human or natural damage. Furthermore, forgeries are not uncommon among dealers seeking high profits. Therefore the workshop was organized to identify rare editions and to analyze the techniques for restoring and preserving them.

Sessions were divided into four groups:

1) Current status of rare Chinese book collections. In 1974, a survey revealed that there were 98,755 volumes of pre-1644 printed books and 10,031 volumes of manuscripts in the ten largest collections in the United States and Canada. Another survey disclosed that there were 266,000 rare volumes in Taiwan, including some printed between 1644 and 1912. Japan probably has more. Two of the largest collections of Chinese rare books in Korea totaled 8,683 volumes. Ten European libraries contained more than 100,000 Chinese volumes, many of them rare because some libraries began to collect Chinese books as early as the fifteenth century. Workshop participants concluded that there is a need to compile a union catalog of rare Chinese books. This enormous task can be started on a small scale, as, for example, with a union catalog of Sung editions.

2) Methods of textual authentication. One should look, feel and even smell as many ancient books as opportunities permit. An instinct for authenticity can develop through experience and the comparison of books, for all known Sung (960-1279 A.D.) editions have been identified except in some controversial cases. The discovery of Chin (1114-1234 A.D.) and Yuan (1280-1367 A.D.) editions rarely takes place; most libraries' have only Ming (1368-1643 A.D.) and Ch'ing (1644-1911 A.D.) books. The emphasis of the Workshop centered on the Ming and Ch'ing periods.

In addition to those listed above, there are more scientific ways to authenticate texts. One can learn the taboo characters, the style of calligraphy, the engravers, the quality of paper and ink, the seals of collectors, and the general format, for example, the frame of blocks, the designs of book edges, and the numbers of columns and characters. All of these have changed with time, the official or private printers, and the localities in which books were made. Prefaces and texts must be checked for later accretions and false attributions.

RARE CHINESE BOOKS (Continued)

Pages must be examined against the light to detect physical alterations.

3) Techniques of restoration and binding. For six days, participants observed how the experts worked in the preservation laboratories of the National Palace Museum. Each also had the opportunity to practice techniques under expert guidance. Samples of glue, papers, and brushes used in making repairs were distributed to members of the Workshop.

4) Tours. Participants had the rare opportunity to view the treasures of the National Palace Museum, the National Central Library, and the Institute of History and Philology, Academia Sinica, and several other specialized museums.

Participants in the Workshop also attended the annual meeting of the Library Association of China, which was held in Taichung during the sessions.

--Christa Chow
East Asiatic Library

MELVYL CONTEST WINNERS WILL CHANGE USERS' ASSUMPTIONS

The judges' decision is in -- and there are two winners: Barbara Bibel (Humanities Graduate Service) and Judy Clarence (Morrison Library).

The MELVYL poster contest elicited many enlightening suggestions for alerting users that not all of UCB holdings are in MELVYL. The winning entries were chosen for their graphic impact, originality, succinct message and use of humor. Both encourage a healthy skepticism about MELVYL.

Barbara's entry depicts a friendly looking MELVYL saying, "Don't believe me if I say that your book isn't at Berkeley! Check my colleagues Catalog 1 and Catalog 2 for complete campus holdings."

Judy's idea is to portray an exasperated student at a MELVYL terminal complaining, "Can you believe it? MELVYL has NO copies of Shakespeare's Hamlet!" -- while behind the student is a large shelf of books, each one bearing the title on the spine "Hamlet."

Both winners opted for the prize of gift certificates worth $10 each at the Library's Thursday Book Sale.

Resident Artist Gary Handman (Moffitt) will turn the entries into eye-catching poster designs and Cathy Dinnean of the Graphics Office will produce them.

The judges -- Larry Talbot (Chair, Library Senate Committee), Alan Ritch (Chair, LAUC Committee on MELVYL Instruction), and our own Rita Kane -- claim that the enthusiastic response to the contest made their task a pleasure.

To all who submitted entries, a big THANKS! Your ideas will be put to good use.

--Anne Lipow

ORAL HISTORIES--TWO CALIFORNIA WINE MEN

Two interviews in the Wine Spectator California Wine Men Oral
History Series have been completed by the Regional Oral History Office.
The series began last year under the auspices of the Wine Spectator
California Scholarship Foundation, which will continue the series
sponsored by the now lapsed Wine Advisory Board.

In A FAMILY WINERY AND THE CALIFORNIA WINE INDUSTRY, Louis P.
Martini reflects with candor and intelligence on his life as heir to
the legacy of a leading Napa Valley winemaking family. Martini's
engaging recollections convey a sense of the community of winemakers
which exists in California. He discusses grape growing and winemak-
ing practices from the 1940s to the present, as well as his own
leadership experiences as a founding member of the American Society of
Enologists and a board member and two-term chairman of the Wine Institute.

With this memoir, Martini completes interviews which began as an
addendum to a previous volume devoted to the story of his father's life.
He explains how the study of viticulture at the University of California
helped him to continue and advance the rich tradition established by
Louis M. Martini.

Alfred Fromm discusses the ins and outs of the wine business in
an oral history entitled MARKETING CALIFORNIA WINE AND BRANDY. Fromm,
who left Nazi Germany to establish himself in the United States,
describes how he set about developing the American market for wine.
Fromm recognized the need to broaden the public's knowledge of and apprec-
iation for wine from the mainly upper-class consumer to a more mass
audience. From this endeavor he went on to pioneer the growth of the
wine industry in California.

Those interested in business will be fascinated by Fromm's account
of sales and distribution methods for Fromm and Sichel (for more than
40 years the sole distributor for Christian Brothers' wine and brandy).
He also recalls his association with Samuel Bronfman of Seagrams, his
several years' leadership of the Paul Masson Vineyards, and his esta-
blishment of the Wine Museum of California.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 22, January 15, 1985

☆ "EXACT" COMMAND EXTENDED TO SUBJECT AND CORPORATE AUTHOR SEARCHING

Now there are three "exact" search commands:

F XT [exact title] e.g., F XT SHOGUN #

F XC [exact corporate author or conference name] e.g., F XC AMERICAN COUNCIL ON EDUCATION #

F XS [exact subject heading] e.g., F XS WOMEN AND RELIGION #

Note that truncation (#) is used to mean "give me everything that begins with the fore-going word, term, or phrase." Usually it is necessary to add the truncation symbol to get what you need. So make it a habit to use # with "X" searches, remembering that you can drop it when MELVYL retrieves much more than you wanted.

Compare the differences among the three ways to search the subject index:

(1) F SU WOMEN AND RELIGION [result: LONG SEARCH, 11 cycles]

(2) F XS WOMEN AND RELIGION [quick result: 54 records, all with the subject heading "women and religion"]

(3) F XS WOMEN AND RELIGION # [quick result: 77 records, including the records retrieved in (2), but also adding those with sub-divisions, such as "women and religion--History" or "--Addresses, essays, etc."]

★ PE FILE UPDATED

The Periodicals file (PE) was unavailable early this week while DLA regenerated the index to update the holdings of the campus libraries. The new file, available as of January 15, has jumped from 516,336 to 524,604. This number will not change until the file is again updated. DLA expects this to happen between two and four times a year.

★ GET USED TO SUBJECT SEARCHING BY TITLE KEYWORDS

As the amount of UCB material being given "brief cataloging" increases, the more likely it is that you will miss wanted titles when searching only by subject heading (F SU), since, by definition, such records have no subject headings.

There are currently about 6500-7000 "brief" records in MELVYL, and the number is growing at an uneven rate -- sometimes about 400-500 per month. According to Jean Peck (Catalog Department Head), the rate should increase as selection procedures are worked out and as more selectors are involved in identifying such material each month.

The types of material which can receive "brief" are very broad, and depend largely on whether selectors think they can be retrieved well enough that they need no subject headings other than a personal name. Some examples of what is currently being selected

Belles lettres
Autobiographies (receive a subject heading for the author)
Biographies (receive a subject heading for the biographee)
Travel books which have as a title the name of the country
Documents representing more ephemeral type of material, usually
    with a key-wordable title
Local branch cataloging-records for ephemeral material located
    in the branch
Branch material which has been in TCP for some time...if selector
    thinks full cataloging is not necessary (criteria varies from
    selector to selector)

As Jean Peck puts it, "It seems fair to say that as this database grows, searching titles by keyword should become the rule to get a complete picture of what is available at Berkeley. This is especially true as TCP is added to the database." Routinely, then, you should use the following strategy in your subject searches: FI XS [subject heading] or TI [same term] or TI [synonym].

★ TWO EXPRESS TERMINALS IN LOAN HALL

During the very busy time of the day, and especially when large classes are working on MELVYL assignments, the MELVYL terminals are in heavy demand. Responding to the frequent complaints last semester from students and faculty who "waited and waited but couldn't get to a MELVYL terminal," we have designated two terminals in the Main Library Loan Hall, near the Circulation Desk turnstile, "EXPRESS" terminals. Mounted on top of each terminal is a bright orange sign, as shown (reduced) here:

Drawing by Gary Handman
    (Moffitt)
Designed and produced by
    Michael Boland of
    Space Planning/Graphics

EXPRESS TERMINAL

THIS TERMINAL IS
FOR QUICK LOOK-UPS
(NO MORE THAN
10 MINUTES PLEASE)

In addition to this measure, Library School Faculty have been asked to give their classes relatively short MELVYL assignments and to urge their students to first try the terminal in the Library School Computer Room, or, whenever possible, to use the General Library terminals at non-peak hours.

Present: I. Argüelles (Chair), A. Howard, C. Kubota, C. Moreno,
           N. Sand, D. Sommer (recorder), M. Ternberg

Absent: P. Davison, J. Gault, P. Maughan, B. Radke

1. Announcements:

   C. Fowler and J. Rosenthal will be our guests at our next,
   December 17, meeting.

   The report of the Library Council meeting of November 7 and 8
   mentioned the LAUC Annual Report, in particular research and
   development funds for librarians.

   The LAUC Executive Board has received reports from two Statewide
   Committees: Ad Hoc Committee on Special Collections in University
   of California Libraries (Peter Hanff, Chair) and the Ad Hoc
   Committee on a Functional Directory of University of California
   Librarians (interim report) (Terry Dean, Chair). A report from
   Dorothy McGarry, LAUC's representative on the Bibliographic
   Projects Advisory Committee (BPAC) of Library Council, was
   also received. (The Executive Committee was referred to the
   DLA Bulletin, October 1984, for a history and description of BPAC.)

   We have received a copy of the report of Library Council's
   Collection Development Committee (November 30, 1984). I. Argüelles
   will ask Peter Ananda, Chair, Collection Development and
   Management Committee, to analyze the report and to report back
   to the Executive Committee.

   William Frazer, Vice President for Academic Affairs, has sent
   a letter to the Academic Vice Chancellors regarding the LAUC
   Report on Textual and Numeric Data Files. He refers the Vice
   Chancellors to the LAUC Divisions for assistance in relating
   the LAUC recommendations to the particular needs of the campus.

   On December 12, the Executive Committee, General Library
   Administration and Department Heads, will hear the annual reports
   of the LAUC-B/General Library Standing Committees. Copies of
   several committees' annual reports were distributed to these groups.

   M. Ternberg agreed to analyze a communication from Charles B.
   Faulhaber of the Berkeley Academic Senate, regarding campus
   communications. He will suggest whether or not the Executive
   Committee should respond formally.

   Virginia Pratt has been appointed to the LAUC Statewide Nominating
   Committee.

2. Assessing the LAUC-B Fall Assembly of November 29, 1984:

   Between 50 and 65 people attended the Assembly, 35 of whom
   indicated interest in attending some portion of the LAUC
   Statewide Fall Assembly. I. Argüelles reported receiving two
   written communications suggesting changes to the Statewide
   Committee reports; this small number of comments supports the
   apparent consensus expressed at the Assembly. D. Sommer reported

2. LAUC-B Fall Assembly, continued

   receiving one request for copies of the Statewide committee
   report. Evidently our "document delivery" system worked.

   The Executive Committee was impressed with the evident preparation
   of the general membership to discuss these reports. The
   spaciousness of the Regents Room in University Hall and the
   absence of a serious time contraint facilitated the discussion.
   It was agreed that all the presentors were well-prepared.

   D. Sommer proposed that the draft minutes from the Fall Assembly
   be published soon, rather than waiting unitl next spring. The
   Executive Committee supported the proposal.

3. Report of the peer review "bag lunches:"

   N. Sand and M. Ternberg reported about the two one-hour question
   and answer sessions they had organized. Former CAPA members
   were available at both sessions to answer questions and give
   advice. The first session, for Assistant Librarians/Associate
   Librarians I-IV, was attended by 12 librarians. Simone Klugman,
   Barbara Kornstein, and William Whitson facilitated the session.
   Twenty-five librarians attended the second session for Associate
   Librarians V-VII/Librarians and those undergoing "special review."
   Gerald Geifer, Dorothy Koenig, and Virginia Pratt facilitated
   the session.

   Those attending the sessions expressed a need for practical
   information in preparing for peer review. N. Sand and M. Ternberg
   strongly recommended that practical peer review sessions be held
   annually at the beginning of the new peer review cycle. The
   Executive Committee accepted their recommendation.

   Interest was also expressed in discussing the standards used in
   peer review and the concept of the "natural stopping place."
   The Committee intends to address this interest with a program on
   peer review in early 1985.

4. Planning the peer review program as recommended by the Ad Hoc
   Subcommittee on Peer Review Issues:

   We suggested Executive Committee and Program Committee members,
   and others who might serve as a planning committee for the program.
   This committee would be charged with developing an agenda and
   documentation. M. Ternberg suggested we avoid a potential
   scheduling conflict with a program being planned by the Reference
   Services Committee.

5. Continuing discussion about LAUC-B stature, etc.:

   Our immediate concern is our advisory responsibility for the
   allocation of research and professional development funds for
   librarians. I. Argüelles, Maryly Snow (Chair of the LAUC-B
   Research Committee), and D. Sommer, met with J. Rosenthal on
   November 27 to discuss our concerns. J. Rosenthal will explore
   these problems as they relate to the General Library.

5. **LAUC-B stature**, continued

I. Argüelles, N. Sand, M. Snow, and D. Sommer are preparing a letter
to Vice Chancellor Park, which will outline our concerns and
request that we be informed regarding allocations of research
and professional development funds for Non-General librarians.
We hope to demonstrate to the Vice Chancellor that LAUC-B's
interest extends beyond the General Library.

6. **Proposed "Longitudinal study of librarians at U.C.B.," from
Kimiyo Hom:**

K. Hom proposes that the "patterns of 'resting places' in rank
and step" in the LAUC peer review process be charted University-
wide. The goal would be to identify patterns and to evaluate
the equity of evaluation and promotion across campuses. The
Executive Committee supports this proposal. I. Argüelles will
present it to the LAUC Executive Board for statewide action.

He will also recommend the reinstatement of a LAUC Newsletter,
which in the past was used to report LAUC Division peer review
statistics.

7. The Minutes of the November 21 meeting were approved.

The meeting was adjourned at 12:00. The next meeting will be held
on Monday, December 17, Room 322.

DOCUMENTS RECEIVED

Highlights of Library Council 11/7 and 11/8/1984, Beverlee French (12/3/84)

Letter reporting activities of the LAUC Ad Hoc Committee on
Special Collections, Peter Hanff (11/15/84)

Interim report of the LAUC Ad Hoc Committee on a Functional Directory
of University of California Librarians, Terry Dean (12/14/84)

Memo from Dorothy McGarry, LAUC Representative to the Bibliographic
Projects Advisory Committee, to Beverlee French (11/28/84)

Letter from William Frazer, Senior Vice President--Academic Affairs,
to Academic Vice Chancellors: "LAUC report on textual and numeric
data files" (11/20/84)

Present: I. Argüelles (Chair), P. Davison, J. Gault, A. Howard,
           C. Kubota, P. Maughan, C. Moreno, N. Sand, D. Sommer (recorder)
           M. Ternberg

Absent: B. Radke

Guests: Cristina Fowler, Joseph Rosenthal

1. Mentoring program: J. Rosenthal asked if the LAUC-B Executive
   Committee would be interested in managing an experimental program
   developed by the General Library Administration: the Mentoring
   Program. He described the program, emphasizing its voluntary and
   informal character. He said that informal evaluations by the
   participants were positive.

   The Executive Committee discussed the benefits to new librarians
   of having an experienced librarian outside their department to be
   their "mentor" while learning their way through the library
   system. N. Sand observed that the program could be especially
   helpful for new Non-General librarians, who often work in isolated
   situations.

   The Executive Committee voted to accept this new task. A sub-
   committee will be formed to create procedures; I. Argüelles and
   D. Sommer will draft a memo of formal acceptance to J. Rosenthal.

2. The Minutes of the 7 December 1984 meeting were approved with
   corrections.

3. Announcements: I. Argüelles announced the receipt of several
   statewide documents, which are listed at the end of these Minutes.

4. Report of the LAUC-B/General Library Standing Committees' annual
   report meeting of 12 December 1984: It was observed that while
   Standing Committee Chairs, Library Administration, and the LAUC-B
   Executive Committee were well-represented, only three department
   heads attended the meeting. The discussion among committee chairs,
   Library Administration, and Executive Committee members following
   the presentation of the annual reports revealed topics, such as
   reporting lines among committees, LAUC-B, and General Library
   Administration, which merit further consideration by the Executive
   Committee.

5. Final report of the Fall Assembly Hospitality Committee: C. Fowler,
   Committee Chair, reported that the Committee had spent $245.50 on
   the Statewide Fall Assembly; these expenses were paid by University
   Hall. She commended the members of the Hospitality Committee for
   their hard work, and will send each a memo thanking them for their
   contributions. D. Sommer will draft a "thank you" notice for
   CU News. At C. Fowler's suggestion, D. Sommer will mail a packet
   of Fall Assembly materials to LAUC-R, the next Statewide Assembly
   host, as samples for their use. The Executive Committee thanked
   C. Fowler for her successful efforts in managing the many organiza-
   tional details of the Fall Assembly.

6. Report of the LAUC Executive Board meeting of 13 December 1984:
   I. Argüelles reported the Board developed a strategy for LAUC
   Divisions to promote their visibility on their respective campuses.
   It was recommended that the Divisions contact their Vice Chancellors
   for Academic Affairs, which we have done. Possible topics to be
   discussed include: the report on textual and numeric databases;
   25% release time for LAUC officers, clerical support, and funding
   for supplies.

The meeting was adjourned at 12:00. The next meeting will be on
11 January 1985, 10:00, Room 322.

DOCUMENTS RECEIVED:

"Report of the Committee on MELVYL Instruction, Fall 1984," from the
Committee to B. French, December 6, 1984

Memo from R. Martin, LAUC Representative NRLB, to B. French: "Report
to the LAUC Fall Assembly," December 14, 1984

Memo from E. Loh, LAUC Representative, Library Council Personnel
Committee, to B. French: "Report to the Fall Assembly," November 23, 1

Memo from R. Bellanti, LAUC Representative SRLB, to B. French:
"Report for the LAUC Fall Assembly," December 12, 1984

EXPANDED ROLE

The LAUC-B Committee on Research has been renamed. It is now the LAUC-B
Committee on Research and Professional Activities and Development. The new
name reflects the committee's expanded role. In addition to reviewing and
recommending allocations for research by librarians, the committee's charge
now includes reviewing and recommending allocations for professional activity
funding for librarians on the Berkeley campus. The expansion of the committee's
role is still another aspect of the implementation of Tier 2 for LAUC. The
committee will be preparing guidelines, which will go into effect in the next
fiscal year, regarding solicitation, review and recommendation for allocations
for professional activities funding. Members of the expanded committee include
Maryly Snow, Chair, Henry So, Gail Nichols, Sue Gold, and Eddy Hogan.

> --Ivan Argüelles
> Chair, LAUC-B Executive
> Committee

"TALKING" TERMINAL FOR THE MELVYL CATALOG

The California State Library has awarded $52,000 to the University of California
Division of Library Automation to develop a "talking" terminal for the visually
impaired. The terminal will interface with the university's MELVYL online catalog.

The funds are allocated under the federal government's Library Services and
Construction Act (LSCA) program.

The MELVYL catalog combines library holdings of all nine UC campuses into one
source, accessible to UC's library patrons by computer terminals located in
libraries.

The project, which includes a state-of-the-art survey and the design and imple-
mentation of the talking terminal, will be conducted between January and September
1985.

Marion Bourke, Principal Librarian of the California State Library's Braille and
Talking Book Library, has been designated primary consultant for the project.

The Division of Library Automation, which develops and maintains the MELVYL
catalog, is a unit of the office of the Assistant Vice President--Library Plans
and Policies, Office of the President, University of California.

For Further information, contact Carol Connolly, Division of Library Automation,
186 University Hall, University of California, Berkeley, California 94720,
(415) 642-9485.

ROTATION EXTENDED

With the posting of the position for the Head of the Earth Sciences Library, Julie Rinaldi has agreed to extend her rotation as Acting Head of that Library until the end of March 1985 to assure a smooth transition.

--C. Alexander
Head, Science Libraries

FEBRUARY CALENDAR OF MEETINGS AND EVENTS

    Feb. 1/Fri/Public Service Department Heads/10:00/322 Library
    Feb. 5/Tues/Department Heads/8:30/322 Library
    Feb. 6/Wed/Exhibits Ctte/9:00/321 Library
    Feb. 6/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
    Feb. 7/Thurs/Reference Services Ctte/9:00/321 Library
    Feb. 7/Thurs/Technical Service Department Heads/10:30/HGS Conf. Rm.
    Feb. 11/Mon/Sciences Dept. Monthly Meeting/10:30/322 Library
    Feb. 13/Wed/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
    Feb. 13/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
    Feb. 14/Thurs/Circulation Supervisors Grp/10:00/322 Library
    Feb. 15/Fri/Public Service Unit Heads/10:00/322 Library
    Feb. 19/Tues/Department Heads/8:30/322 Library
    Feb. 19/Tues/Cataloging Council/10:30/322 Library
    Feb. 20/Wed/Circulation Ctte/10:00/Bancroft Conf. Rm.
    Feb. 21/Thurs/Reference Forum. Guest Speaker Dr. Michael Buckland, Assistant
            Vice-President of Library Plans and Policies/8:30/308J Library
            (See CU NEWS announcement in 17 January 1985 issue.)
    Feb. 21/Thurs/Technical Service Group/10:30/Bancroft Conf. Rm.
    Feb. 21/Thurs/Public Service Advisory Grp/1:30/322 Library
    Feb. 27/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.

LIBRARY TOURS AND INSTRUCTION
    Microform Management Seminars (Enroll by calling Carol Whitehurst, 2-3773.)
        Feb. 5/Tues/2:30 322 Library
        Feb. 7/Thurs/10:00/322 Library
    Tour of the Bibliographic Services Department (See this issue of CU NEWS.)
        Feb. 13/Wed/9:00/BSD
        Feb. 20/Wed/9:00/BSD
    GLADIS Clinics (Enroll by calling Jeff Katz, 2-6120.)
        Feb. 13/Wed/GLADIS Clinic: Overview/10:00/322 Library
        Feb. 20/Wed/GLADS Clinic: Introduction/10:00/322 Library
        Feb. 21/Thurs/GLADIS Clinic: Introduction/10:00/322 Library
        Feb. 25/Mon/GLADIS Clinic: Adv. Searching/10:00/322 Library
        Feb. 26/Tues/GLADIS Clinic: Adv. Searching/10:00/322 Library

Free MICROCOMPUTER DISCUSSION GROUP Meeting   Sat., Feb. 9, 1985
California Library Association, Technical Services Chapter
Pre-registration requested: please cancel if you can't make it.

FOR   School, public, and academic librarians.
WHEN   Saturday, February 9, 1985.
TIME   9:30 a.m. to 3:30 p.m. (9-9:30 registration).
WHERE   San Jose State University, 4th and San Fernando Streets, San
Jose (near junction of I-280/680), in Library School, 6th floor of
Wahlquist Library North = bldg. on corner.   Enter from inner quadrangle
side of Wahlquist Library Central; walk to North bldg. and take elevator.
Parking lot on other side of street is $2/day—use quarters. There is also
unmetered street parking in vicinity.   For a map (not yet available),
please enclose a self-addressed stamped envelope with your registration.
LUNCH   Bring your own or order regular or vegetarian pizza on
Saturday morning during registration.
SPEAKERS—
Paula Crawford, reference librarian, California State College
Stanislaus, will talk on her use of DIALOG, a commercial database informa-
tion service, including searching the ERIC database for schools.
Linda Perkins, children's librarian, Berkeley Public Library,
speaking on BPL's public and internal use of Apple computers.
Robert Skapura, school librarian on leave and currently with
Library Software in Pleasant Hill, will demonstrate his Quick Card program
for printing catalog cards and his school-library Circulation Plus program.
(Random House has distributed 8 of the company's programs and probably will
take on these also.) The programs are written for Apple, IBM PC, and TRS-
80 computers.
Camille Wanat, physics librarian, University of California,
Berkeley, on Where did I put that reference? — managing your own personal
information files.
A panel of school librarians, including Pat Berglund, who
writes a column for the <u>Wilson Library Bulletin</u>; and Carol Thomas, Media
Center, San Mateo County Office of Education, on computers and software
for schools.
CONTACT Joseph E. Ryus 415-642-2329 (Cat. Dept., UC Berkeley Lib.) or
415-222-0846 (home) for further information.

Free CLA TSC MICROCOMPUTER DISCUSSION GROUP Meeting Sat., Feb. 9, 1985
MAIL to Joseph E. Ryus, 2858 Oxford Av, Richmond, CA 94806
For map (not yet available), enclose stamped self-addressed envelope.
Name

Address

City, CA Zip & County

Phone: work (   )   —   ext.   home (   )   —

Library (if not in address):

( ) I would like a personal, hands-on demonstration of a microcomputer or
software. I enclose a self-addressed, stamped envelope.
Can you come ( ) 9-9:30 a.m.? ( ) at lunch? ( ) 3:30-4?

SAN FRANCISCO BAY REGION CHAPTER OF SLA ESTABLISHES AWARD FOR PROFESSIONAL
ACHIEVEMENT -

The San Francisco Bay Region Chapter of the Special Libraries Association (SLA)
has established an annual award to recognize colleagues for outstanding contri-
butions to the Chapter and to the profession. The award, known as the San
Francisco Bay Region Chapter Award for Professional Achievement, is intended
as a symbolic way of honoring a Chapter member who achieves distinction in
areas of professional concern and activity, with particular emphasis on local
involvement and Chapter contributions.

Any Chapter member in good standing, active or retired, is eligible for nomination,
and self-nominations will be accepted. The award, consisting of a handsome
engraved plaque, will be presented at the last meeting of the chapter year in
May in honor of the recipient. The criteria for selection include the following:
outstanding efforts on behalf of the Chapter, notable innovations on the job,
participation in seminars or other teaching activities, contributions to profes-
sional literature, or other similar activities which benefit the Chapter or
promote public recognition of the profession.

Nominations will be accepted until March 1, 1985. To nominate a colleague, send
a brief justification letter along with pertinent information in support of the
nominee to the following address: Miriam Ciochon, Research Library, Federal
Reserve Bank of San Francisco, P.O. Box 7702, San Francisco, California, 94120;
(415)974-3215.

                                        --Marc A. Levin
                                          Institute of Governmental
                                          Studies

DEPARTMENT HEADS MEETING
Minutes for December 18, 1984
Recorder: M. Mentges

I. Library Automation Report -- B. Hurley

Bernie reported that expansion of the computer room is now finished.
The GLADIS system will be down on December 26-28 so that equipment can
be moved and additional CPU added.   The interim circulation system has
been completed, and planning is underway to upgrade this system to a
final system which will include bar code charges.   This final system
will eventually be extended to Moffitt and all library branches.   NRLF
has started a project to upgrade 110,000 Blue Dot and TCP storage
records so that they may be loaded into MELVYL.

II. Library Personnel Office Report -- W. Wenz

Bill Wenz gave an update of the recruiting activity of the Personnel
Office.   The recruitment has been closed on both the Head of the
Serials Department and the Islamica Librarian positions.   Offers will
soon be made for reference librarian positions at Biology, Natural
Resources and Moffitt libraries, as well as for the positions of
Slavic librarian and Head of Manuscripts with the Bancroft Library.
Ads for the Head of Earth Sciences and assistant librarian at Public
Health Library will be posted soon.

Bill asked that requisitions for student library employees be
submitted to Personnel no later than December 28.
He reported that only three students have asked for
reassignment during the holiday shutdown.

III. Space Planning -- J. Rosenthal

The Library Administration is continuing to work on planning for new
or renovated Main Library space (as described in the November 6, 1984,
Department Heads minutes).

Joe asked Carol Alexander to report on the planning of the new LSB
Facility.   She said that of the original 53,000 sq. ft. requested by
the Library for the Biology Library, only 45,000 was available.   A
Berkeley Campus Planning Office report that outlines alternatives to
deal with this shortfall was received favorably at a recent meeting
of representatives from the Chancellor's Office, the UC President's
Office and the General Library.   Some of the alternatives include
storage and the use of microforms to gain space.   A second study is
underway to determine where to house the Biology collection during the
LSB renovation.   (Moffitt is not considered an option.)   Gloria Novak
reported that air conditioning for the Biology Library has been
proposed, and Barclay Ogden will make a case for the preservation
advantages that air conditioning offers.

IV. Selectors Workshop Follow-Up -- J. Rosenthal

Joe Rosenthal commended all those who contributed to the success of
the December 11 Selectors Workshop.   The Workshop Planning Committee
will transcribe notes from the workshop and consolidate them into a
report that can be used for follow-up.

V. Library Business Office System Update -- J. Pudewell
Jeff gave an overview of the new online business system. This system
will cover all non-book expenses, including personnel and supply
costs. The following aspects are part of the system:
1. Purchase order system (75% complete)
2. Accounts Payable (70% complete)
3. Order Entry (85% complete)
4. General Ledger (95% complete)
5. Budget Entry (95% complete)
6. Personnel Administration (3% complete)
7. Size Table Module (10% complete)

Jeff explained how a typical requisition will pass through the new
order system. Managers will receive statements informing them how
much was ordered from their units. New purchase and supply
requisition forms are being distributed that will require the
inventory ID number. This new system will generate more information
to help manage budgets at the unit, department and administrative
levels.

VI. Work Rules -- Discussion Session -- B. Meger and W. Wenz
Bruce distributed copies of the UC AFSCME agreement and a sheet
entitled "Contractual Reference to Discipline." These documents
initiated a brainstorming session to identify areas of concern that
might be covered under work rules. Bruce stated that established work
rules clarify expectations and establish consistency in disciplinary
procedures. Work rules can include a range of subjects from breaks to
defining smoking and non-smoking areas.

Bruce will forward Department Heads' concerns to the Workrules Task
Force. The Task Force's charge includes 1) the identification
of topics of concern, 2) formulating work rules and guidelines for
implementation, 3) assuring compliance with union contracts and
existing staff personnel policies, and 4) ensuring notification to
of unions and library staff.

Members of the Task Force are Michael Conkin, Sue Gallup, Bruce Meger,
Jean Peck, Jeff Pudewell, Geri Scalzo and Mercedes Untawale.
Bill Wenz attends Task Force meetings as an ex officio member.

Some discussion concerned the consistant application of work rules
throughout the Library, and examples of the different types of work
and levels of work that might make complete consistency difficult.
Among the areas of concern were food and drink at work stations,
radios and walkman devices at work stations, sick leave abuse,
accountability for time, and disruptive talking among staff.

Joe Rosenthal mentioned that the objectives of establishing work rules
are 1) to make it possible for the Library to offer the best service
possible to our clientele, and 2) to make expectations of staff
universally understood.

Bruce stressed that all staff must understand and embrace work rules
if they are to be effective and workable.

LAUC-B RESEARCH GRANTS

Deadline for LAUC-B Research Grant Proposals is Tuesday, February 19 at 5 PM.
Guidelines for the LAUC-B Research proposals have been revised, and are available
from either Suzanne Gold or Gail Nichols in Government Documents, Main Library,
2-3287. You may wish to prepare a draft of your proposal for early review and
consultation with any member of the Committee on Research: in other words, we
can assist you prior to the February 19th deadline. Members of the Committee are:
Eddy Hogan (2-7600) Suzanne Gold and Gail Nichols (2-3287) Henry So (2-1190)
Maryly Snow (2-3439).

MORE ON LIBRARIANS AND RESEARCH

UCB's Council on Educational Development provides grants, ranging from one thousand
to several thousand dollars, that are typically used to prepare new courses,
plan and improve departmental curricula, and test and develop new modes of instruc-
tion. The average amount awarded is $2750. Projects over $10,000 are funded by
the Council but should be discussed with the Chair (of the CED) before formal
submission. UC Berkeley librarians are eligible to apply for CED Instructional
Improvement Grants. Deadline: March 22, 1985.

Gary Lawrence, Research Notes Editor for College & Research Libraries reports
that he is particularly interested in receiving manuscripts in the following cate-
gories:

   Research Results: Reports of research findings that might not otherwise
   evolve into full scale, refereed articles for the journal, with the
   intention of disseminating results quickly; generally short (10 ms
   pages) papers emphasizing findings, methods, or both, but minimizing
   literature review and background discussions.

   Research Tools: Discussions or tutorials on various aspects of research
   methodology that might be of use to librarians as tools for their own
   research.

   Research Fronts: State-of-the-art reviews which are intended to describe
   what we know in an area of particular interest to academic libraries or
   librarians, or those things which are yet to be discovered and would
   be interesting topics for additional research.

Gary Lawrence can be reached at 7 University Hall or 2-2370.

                              --Maryly Snow
                                Committee on Research &
                                Professional Development

SPOTLIGHT ON STUDENT EMPLOYEE: DANIEL O'BYRNE

The Fiscal and Support Services Department is proud to recognize and honor Mr. Daniel O'Byrne for his outstanding service to the Library. Dan joined the Library staff in March 1983, and has been a highly valued employee in the Library Mail Service Unit, where he works as a Mail Processor. Dan is known for his quiet, friendly, and even tempered manner. He is always willing to work additional hours and to tackle any assignment given him. Dan has been especially helpful in the delivery of mail and books to the branch libraries on the branch route. He has proven himself a trustworthy employee as well -- he has gone into the homes of Gift Donors and has been very careful with rare items given to the Library. He is punctual, reliable, and does his work without complaining.

Our congratulations to Dan on his graduation the 15th of December. Dan is pleased to announce his plans to travel to Europe then to return to the Bay Area where he plans to work as a Mechanical Engineer.

--Al Hawkins
Supervisor, Library Mail Service

NEW TELEPHONE SYSTEM - CIRCULATION DEPARTMENT

The Circulation Department has converted to the new telephone system. Please make note of these numbers:

Circulation Department	2-3403
Service Desk	2-6647
Head, Service Desk, J. Ford	3-6139
Assist. Head, Circulation, J. Wright	3-6136
Storage Liaison/Hd. Records, E. Pinto	3-6137
Recall/Holds Supervisor, J. Williams	3-6138
Stack Supervisor, A. Plummer	2-3404

All other numbers remain the same.

--Jo D Wright, Assist. Head
Circulation Department

TREASURES OF THE BODLEIAN

The Stanford University Librarians Assembly invites LAUC members to attend a special program "Treasures of the Bodleian" a talk and slide show to be presented by David Vaisey, Keeper of Western Manuscripts of the Bodleian Library, Oxford University.

DATE: Thursday, February 7, 1985

TIME: 3:30 p.m.

LOCATION: Stanford History Corner, Building 200, Room 34

--Marcia Bianchi
SULA Program Committee Chair
(415) 497-2454

PERSONNEL CHANGES

RECLASSIFICATIONS   Armanda Boni, Serials Cataloging Division, was reclassified
                     from Library Assistant III to Library Assistant IV, effective
                     1 November 1984.

                     Lauren Dunlap, Regional Oral History Office, was reclassified
                     from Secretary I to Secretary II, effective 1 October 1984.

                     Ladina Heath, Government Documents Department, was reclassified
                     from Library Assistant IV to Library Assistant V, effective
                     1 August 1984.

                     Jo Lynn Milardovich, Cooperative Services, was reclassi-
                     fied from Library Assistant IV to Library Assistant V,
                     effective 1 August 1984.

                     Dawn Rose, Serials Cataloging Division, was reclassified
                     from Library Assistant II to Library Assistant III,
                     effective 1 July 1984.

APPOINTMENTS   Geralyn Unterberg has been appointed Secretary II in
                     Moffitt Undergraduate Library, effective 9 January 1985.
                     Ms Unterberg's arrival on campus is long awaited: in
                     1973 she was to have transferred, as a sophomore, from
                     the Irvine to the Berkeley campus, but moved instead to
                     Guam, where she completed her B.A. in psychology at the
                     University of Guam in 1977. While an undergraduate she
                     held various clerical positions and substitute-taught
                     in a junior high school. From 1975-81 she worked her
                     way up to the position of Office and Traffic Manager for
                     radio station KATB/KGUM (Agana, Guam). In the interim
                     she devoted her energies to raising her sons.

                     D. Kit Wendorf has been appointed Library Assistant II
                     in the Bibliographic Services Department, effective
                     7 January 1985. Mr Wendorf has worked in various libraries
                     in Marin County and San Francisco over the past two years,
                     most recently in the School of Law Library at the University
                     of San Francisco. Earlier, while completing his Bachelor's
                     degree at San Diego State University, from 1969 through
                     1974 (coordinate major in Psychology, Political Science,
                     and Anthropology), he had held a senior student library
                     assistant position in the University's Malcolm A. Love
                     Library. He has served with the Office of the Registrar
                     of Voters and as an Emergency Services Disaster Worker
                     in Marin County, where he holds a Teaching Credential from
                     College of Marin and Indian Valley College.

                     Carol J. Whitehurst has been appointed Secretary II (Assistant
                     to the Library Education Officer) in the Librarian's Office,
                     effective 2 January 1985--a position which she has prepared
                     for in situ, as a TAP employee, during the preceding months.
                     Ms Whitehurst holds her B.A. in English and Sociology from
                     Illinois Wesleyan University (1977) and her M.L.S. from the
                     School of Library & Information Studies here at Cal (1980).

PERSONNEL CHANGES (Continued)

APPOINTMENTS
(Continued)

Carol Whitehurst:

While a student at the Library School she established the staff library of the Daily Californian; since leaving Berkeley she has been Assistant to the Director at Cornell University's Johnson Museum of Art (1981-82), a children's librarian in the Public Library of Joplin, Missouri (1982), and has held a variety of clerical positions--latterly, back in Berkeley, in the Department of History on campus (1983-84).

TERMINATIONS

Timothy B. DeWolf, Library Assistant IV, Earth Science Library, resigned on 22 January 1985 to accept a professional librarian position with Utah Construction Company in San Francisco.

Bruce E. Meger, Administrative Analyst (Library Labor Relations Officer), resigned 16 January 1985 to accept a position with Physics International Company in San Leandro.

CHICANO STUDIES LIBRARY POSITION AVAILABLE

Title: Assistant or Associate Librarian
Range: $21,024 to $36,996 (Depending on Experience and Qualifications)

UNIT: Chicano Studies Library, reports to the Coordinator The Chicano Studies Library, a nationally recognized resource center, is one of the non-general libraries on the Berkeley campus whose purpose is to collect, organize, and publish material on the Chicano Experience. It forms an important part of the Chicano Studies Program and the Ethnic Studies Department.

QUALIFICATIONS: An MLS degree from an ALA accredited institution. Familiarity with Chicano material. Ability to read, write, and communicate in Spanish. Ability to work with staff, faculty, and colleagues. Experience with automated library systems. Classification and salary based on qualifications and experience.

PROFESSIONAL COMPETENCE: As general administrator of the Chicano Studies Library, the reference librarian has the following responsibilities: 1) Selects and develops resources, maintains bibliographic control, develops and applys specialized information. 2) Selects materials in English and Spanish for purchase. 3) Catalogues all Chicano Studies library material. 4) Implements subject access to collection using the Chicano Thesaurus. 5) Provides reference service to faculty, staff, students and researchers. 6) Maintains and develops the library's Chicano database. 7) Supervises publication of specialized bibliographies and research tools: Chicano Studies Publication Series and other occasional monographs. Moreover, the reference librarian must be familiar with library automation.

Please send vita and supporting materials to Gary Soto, Coordinator, Chicano Studies Program, 3404 Dwinelle, University of California, Berkeley, California 94720. The closing date is March 15, 1985.

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Affirmative Action Employer

PROFESSIONAL STAFF POSITION AVAILABLE AT BERKELEY

LIBRARY EMPLOYEE RELATIONS SPECIALIST

Administrative Analyst

$24,324 to $29,328 per annum salary range

The Library Personnel Office serves the General Library, which includes the Main (Doe) Library, The Bancroft Library, the Moffitt Undergraduate Library and 23 branch libraries. The Library employs more than 1,000 staff members (c. 125 academic librarians, 250-300 career staff personnel and 600-700 part-time student assistant employees). The range of services provided by the Personnel Office includes recruitment and hiring, explication of employee benefits and working conditions, staff development, affirmative action, classification, wage and salary administration, and employee/labor relations.

DUTIES: Under the direction of the Library Personnel Officer, the incumbent will work with other members of General Library management in administering employee relations policies and programs relating to academic and staff personnel members of the General Library. Select and prepare pertinent documentation for supervisor and employee information; plan and conduct information and training programs in the area of supervision, employee and labor relations. Serve as the General Library's liaison with representatives of the Berkeley campus's Labor Relations and employees relations units. Assist supervisors and employees in resolving personnel problems and disputes through counseling, analysis, investigation of alternative courses of action and mediation. Represent the Library at grievance and unfair labor practice hearings as assigned. Assess personnel issues and propose policies in terms of operational impact as a policy advisor to the General Library. Perpare position papers outlining alternatives and/or recommending options on personnel issues; assemble relevant statistical and analytical data for policy determination and, as required, for individual conflict resolution. Will supervise the assistant responsible for advising staff on matters of benefits and working conditions. Assist as necessary in other functional areas of the Library Personnel Office, e.g., recruitment, career development, continuing education, etc.

QUALIFICATIONS: Educational background equivalent to a college degree in pertinent field, e.g., industrial psychology, labor relations. Labor/employee relations experience required. Training and experience in counseling and conflict resolution desirable. Must have thorough understanding and demonstrable skill in the area of interpersonal relations. Excellent analytic, written and oral communication abilities required.

Starting Date: 1 April 1985 or as soon thereafter as possible

Applicants should apply in writing, including the names and addresses of at least three professional references, by 22 February 1985, to:

> William E. Wenz, Library Personnel Officer
> Room 447 Library
> Univeristy of California
> Berkeley, CA 94720

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THE SMALL PRESS AND THE LIBRARY

The Small Press and the Library is the theme of the current exhibit in the
Library School Library display cases. The exhibit, organized by Library School
student Loss Glazier with the assistance of Virginia Pratt, represents a selection
of material that explores the role of libraries and small presses in providing
alternative sources and forms of information. It is the purpose of this exhibit
to suggest that, as the information age unfolds, libraries and independent publishers
are becoming central sources of information in a society that is beginning to
find its identity in cultural, political and historical diversity.

                                                        --Ivan Argüelles

NEW SHOWING OF EXCELLENT FILM ON THE CARE AND HANDLING OF BOOKS

New staff, including new student staff, who handle books in the course of their
work--as well as others who have missed past showings--will want to see the
15-minute film entitled "Enemies of Books: A Preservation Primer." On Monday,
February 4 and Tuesday, February 5, "Enemies" will be shown at 10:10 and 2:10
in Room 4 Dwinelle Hall. Cameron Folsom from the Conservation Department will
be available to answer questions after the showings.

The film covers the do's and don'ts of handling books, why books fall apart, and
what to do about damage. The film may also be seen upon request at the Moffitt
Audio-Visual Media Center.

                                                        --Anne Lipow

ORIENTATION TOUR OF THE BIBLIOGRAPHIC SERVICES DEPARTMENT

The Librarians Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better understanding
of library collections and library services on the Berkeley campus. Staff working
in campus or area libraries outside the General Library system are welcome to
participate in the tour program.

The tour for the month of February is the Bibliographic Services Department.
Staff may sign up for either of two tour sessions on February 13 or February 20.
Each session begins at 9:00 and will last approximately 1½ hours. Please sign
up for a tour by completing the form below and mail it to: Jeanne Fong,
Librarians Office, 245 Main Library. Reservations for the first choice may be
considered confirmed, unless notified otherwise. Meeting place for the tour is in
the Bibliographic Services Department. DEADLINE FOR SIGNUPS: Friday, February 8.

-------TEAR OFF--
Your name: _____

    unit: _____   Ext. 2-_____

Please enroll me for the tour session indicated below.

        First Choice   Second Choice

          _____   _____   Wednesday, February 13
          _____   _____   Wednesday, February 20

ORAL HISTORY

<u>GERMAIN BULCKE: LONGSHORE LEADER,
ILWU-PACIFIC MARITIME ASSOCIATION LEADER</u>

The oral history of Germain "Jerry" Bulcke has recently been completed by the Regional Oral History Office of The Bancroft Library, University of California at Berkeley. Bulcke's life story was recorded by Estolv Ward, longtime labor journalist and interviewer for the series of oral histories on the ILWU. The series includes ILWU leaders Louis Goldblatt and Henry Schmidt.

Germain Bulcke has had, to put it mildly, a life unusually full of usefulness and success. Not in financial terms--although he and his wife live in modest comfort--but in the fact that as a leader of the International Longshoremen's and Warehousemen's Union he has helped in many ways to provide better livelihoods for thousands of working people on the Pacific Coast and in Hawaii and Alaska.

His oral history begins when, as a boy of 12 in Belgium, he and his family were caught up in the onrush of German soldiers towards Paris at the start of World War I. Bulcke lived for the duration of that war under German occupation in and near the battle zone.

As soon as possible, he came to America. Work in the Detroit automobile plants preceded a visit to San Francisco, a city he had dreamed about. He found work as a longshoreman, and since then, although he has traveled far and wide, Jerry Bulcke has never left the waterfront.

In the famous 1934 strike to win democratically controlled unionism on the docks, police shot and desperately wounded several men on Bloody Thursday: Bulcke put one of the fellow strikers on his back and carried him to safety. A number of times during the ensuing years he was elected and re-elected president of Longshore Local 10 in San Francisco. He went on to become one of the top leadership of the International as ILWU vice-president, an office he held for thirteen years.

During his vice-presidency, Bulcke gave assistance wherever needed, to ILWU locals both large and small, particularly in the Pacific Northwest and Alaska. He tells hair-raising tales of flying from port to port via bush pilot in dense Alaskan fog.

His final stint was as Southern California arbitrator for the ILWU-Pacific Maritime Association, settling disputes that arise in loading and unloading ships. In six years at this task, Bulcke worked with such efficiency and fairness toward both exployer and employee that his decisions, although sometimes appealed, were never overturned. Retired since 1966, Bulcke now spends much of his time tending to the affairs of the ILWU Pensioners' Club.

PARKING

THE NEW RECREATIONAL SPORTS FACILITY (RSF)
GARAGE IS OPEN

(Bancroft Way at Ellsworth Street)

You are invited to park in the recently opened RSF Garage.

There are:

* 131 Central Campus permit spaces
* 91 Spaces with 3-hour meters for RSF Special Permit holders at $.25 per hour
* 4 Disabled persons' spaces (UC Disabled Permit Required)
* 4 Service Maintenance spaces

After 5:00 pm, dispensing machine tickets are valid in Central Campus permit spaces. Cost is $.75.

Meter rates for RSF Special permit holders are in effect at all times.

Persons in violation of appropriate permit requirements shall be subject to citations.

For additional information contact the Parking Office at 642-4283.

Track Stadium

Harmon Gym

Recreational Sports Facility

Fulton St.

← Bancroft Way

Ellsworth St.

Dana St.

GARAGE ENTRANCE

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 a card file at the General Reference Desk.
UNIVERSITY OF CALIFORNIA

Original from
UNIVERSITY OF CALIFORNIA
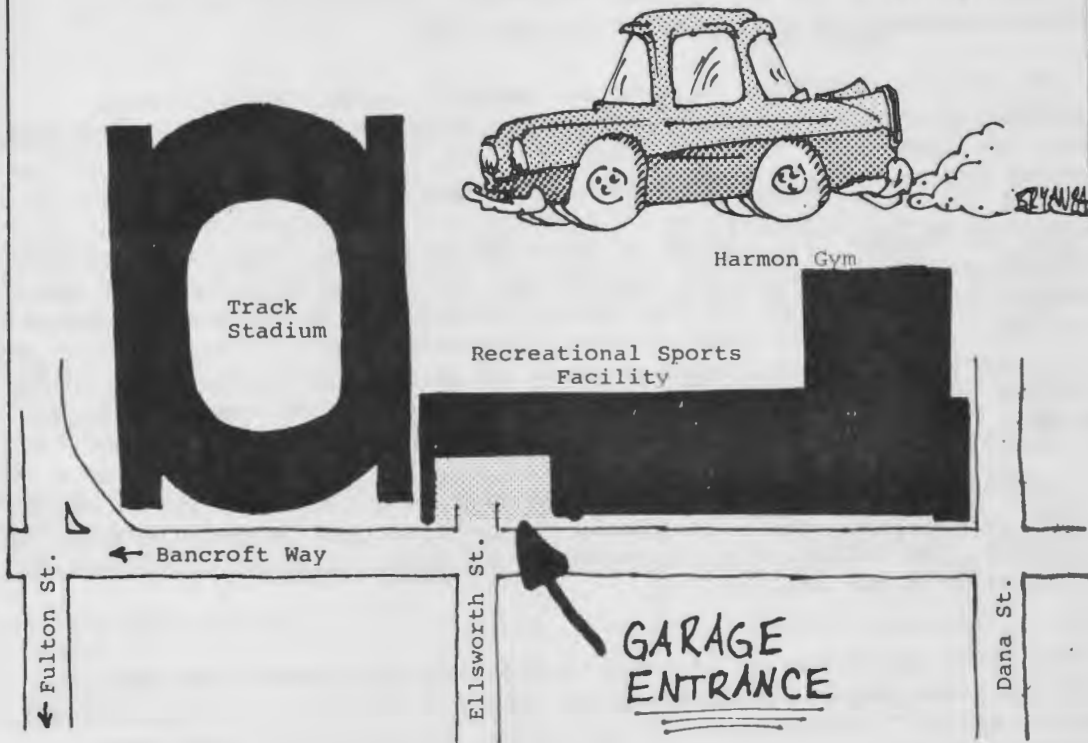
PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES
Minutes for November 15, 1984

Present: B. Kornstein (chair), P. Abalos, B. Carson, R. Gardiner (guest),
          C. Gordon, L. Jaffe, H. Kratins (recorder), C. Kubota, S. Rhee,
          C. Lawrence (guest), J. Peck (Cataloging Council liaison), D. Sommer,
          C. Wanat

The minutes for October 18th were corrected and accepted.

The group strongly endorsed the concept of special tours of Technical Services for
the membership of PSAG.

A discussion of PSAG's approach and its charge occupied a considerable portion of
the meeting. There seems to be a general feeling that it is very useful to have
a "nuts and bolts" level of discussion possible in PSAG, while, at the same time,
it is helpful to have representatives of technical service units there to answer
questions as they come up. Having the self-cataloging units represented is also
very helpful, as they tend to be further ahead than the branches in the use of
automated systems. Questions can be formulated, and guests with appropriate
expertise can be consulted.

A continuing problem seems to be communication between PSAG and other committees
and groups (i.e., Reference Services Committee, Committee on Bibliographic Control,
Cataloging Council, and the Technical Services Department Heads), and also with
the "constituents" of PSAG members. Who should be talking to whom? S. Rhee does
not think an overlap in discussions between CBC, Cataloging Council, and PSAG is
necessarily a bad thing -- it might be very useful, especially to her. The Unit
Heads' meetings were mentioned as possible good places for PSAG issues to be
discussed -- an occasion where PSAG's constituents are gathered. Our Minutes can
be attached to CU NEWS, and the Annual Report could appear there also. S. Rhee
would appreciate suggestions.

A suggestion was made that PSAG might occasionally have a meeting, or a part of
a meeting, which was attended just by the membership. This would give PSAG a
chance to assess its achievements, plan its agenda, and clarify its positions on
items before it.

Carol Lawrence, who is on the Task Force on Automated Circulation, brought us the
problem of showing books borrowed for reserve by branches from MAIN, or between
branches, in the catalogs.

Planning is going forward for representing these transactions in the automated
system, and for showing only long-term borrows -- more than one semester -- on
MELVYL. In the meantime, representing them on the fiche is recommended against.
The base fiche may show a book as "owned by MAIN" in a note, while the location,
and the apparent owner, may show as SOCS. The SUPPL fiche may very well show
the book as located in MAIN, because it has been returned in the meantime.
HGS and AH/C have both stopped reporting their borrowings to Catalog 2 and it
is recommended that everybody stop. The public service groups will be asked
to consider this recommendation. Changes to the Branch Processing Manual will
await further advice.

ORIENTATION TOUR AND INFORMATION DESK SERVICE APPRECIATED

Sincere thanks go out to everyone who volunteered to participate in this semester's Main Library Orientation Tours and Information Desks, January 17th-18th and 22nd-25th. With your help, we "oriented" a total of 153 new-comers via 18 scheduled tours and responded to 1227 in-person inquiries at the North and South Information Desks.

The tour leaders included: Alice Strickland, Alan Wolstencroft, Jan Carter, David Kessler, Skaidrite Rubene, Fannie Yip, Mercedes Untawale, Judy Clarence, Veronica Wakeman, Norma Kobzina, Chung Chin, Margaret Levine, and Pat Vanderberg.

The Information Desks were staffed by: Ingrid Radkey, Merryl Dashiell, Wendell Hogg, Rick Love, Joseph Lewandowski, Jeff Pudewell, Craig Stockfleth, Joyce Ford, Jo Lynn Milardovich, Randy Wilson, Julio Guillermo, Pat Vanderberg, Juta Savage, Al Hawkins, Pam Garza, Pat Abalos, Axel Borg, Jean Gibson, Hans Franke, Dawn Rose, Anne Terrell, Fannie Yip, Sondra Shair, Renita Brown, and Norah Foster.

Thanks for the loan of your time, your expertise, and your smiling faces. Once again your commitment and the quality of your service made the difference.

--Eddy Hogan and Myrtis Collins
Main Library Tour Coordinators

GLADIS CIRCULATION SYSTEM

During February, discussions will begin on plans for the GLADIS Circulation System, developed by the Task Force on Automated Circulation. The first meetings, led by Rebecca Martin, Public Service Coordinator for Automated Circulation, will be with branch librarians. Over the next several months, we intend to meet with both management and operational staff members in all units which are potential users of this system. We hope these discussions will provide us with the input from library staff which we consider crucial in developing a system which will be responsive to public service needs. We look forward to your comments.

--Rebecca Martin

LAUC-B EXECUTIVE COMMITTEE MEETING AGENDA

The next meeting of the LAUC-B Executive Committee is Tuesday, February 12, 1985, 12:00-2:00, Women's Faculty Club. Topics to be discussed at this luncheon meeting include recommendations regarding the standing committee structure and follow-up on the report of the Ad Hoc Committee on Professional Standards.

--Deborah Sommer
LAUC-B Secretary

SELECTORS WORKSHOP PRELIMINARY RESULTS

The Selectors Workshop Organizing Committee is in the midst of receiving, collating and interpreting evaluations from discussion leaders and participants. There will be a final report which will articulate areas of concern as well as suggestions for action by a variety of people and committees.

A few notions have surfaced already as sufficiently wide spread concerns to mention in this preliminary communication. Of course, the statement and place of these concerns in the final report is subject to alteration as more returns come in.

The first major concern is that communication among selectors needs to be strengthened. Regular channels need to be re-established or opened anew. The goal of this communication is better coordination internally and setting the stage for external coordination. Several practical matters were suggested: first, there should be discussion/study groups by disciplines, sub-disciplines, and affinity groups; second, there needs to be clarification of the role of language selectors vis-a-vis subjects covered by other selectors (area and subject); third, more coordination between branch and main collections is needed; fourth, a regularly updated and indexed directory of selectors is needed.

The second major concern expressed was that communication between selectors and clientele needs to be strengthened in order to respond to and meet the needs of campus curricular and research programs, both well-established and in development. Some of the practical suggestions mentioned above were re-iterated for this concern. Some others mentioned were: first, the Library and individual selectors should be notified by campus or divisional administration and/or Academic Senate committees when new courses are approved; second, Library administration needs to support the establishment of formal channels of communication to departments and schools; third, faculty concerns encompass circulation, security, and bibliographic access as well as the development of the collections; fourth, selectors need to take the initiative to set and keep faculty productively involved in the Library.

A third major concern which underscores the first two above is not easily described in a few words, but concerns the credibility of librarians and, ultimately, the programs of the General Library. Among the matters mentioned are problems of money (to support purchase of requested materials), clerical support (to be able to participate and contribute to more professional and academic concerns), and the ability and authority of selectors to act as ombudspersons for clientele with other aspects of the Library system. Librarians are also encouraged to help faculty understand that the reality of librarianship may not match exactly their concept of the General Library; this was otherwise phrased as the need to build realistic user expectations of our services and collections. Several persons have cited the need to demonstrate competence in academic disciplines as selectors; there was a corollary that the Library needs to be sure to recruit and appoint appropriately qualified selectors in a timely fashion. Finally, many cited the morale situation in the Library ranks due to inadequate budgets, under-staffing as a generalized problem, and severe lack of space and modern facilities.

It is not too late for any participants in the Workshop or other interested persons to shape the content of the final report and subsequent recommendations. Please send the evaluation questionnaire or other commentary to Michael A. Keller at the Music Library.

ITSL RECORDS TO BE LOADED ON DIALOG

After over a year of planning and cooperation between the Transportation Research Board of the National Research Council and the two major university transportation libraries in the U.S.: the Northwestern University Transportation Library and the Institute of Transportation Studies Library, U.C. Berkeley, the reality of a transportation library file on Dialog has come. The TRIS Library File (part of Dialog file 63) is a cooperative effort between the two libraries and the Transportation Research Board and involved the conversion of MARC-format records into COSATI format. The conversion program, accomplished at the National Research Council, will allow the tape loading of some 500 bibliographic records a month from each library in the TRIS data base. (After duplicate detection, the net number of new records will be about 800.)

These records containing records for books, reports, and journal and proceedings articles will enrich the TRIS data base by providing records for classes of materials previously not contained in Dialog. Following a recent copyright clearance by OCLC, the first set of tapes for January 1985 will be sent by DLA to the National Research Council in February.

<div style="text-align:right">

--Michael Kleiber
Head Librarian, ITS Library

</div>

"FINDLIST" TRAINING: HOW TO USE MELVYL TO GET INFORMATION ABOUT MATERIAL IN STORAGE

FINDLIST is the name of a program that provides access to the NRLF online file, which contains over 1,000,000 records and grows at the rate of about 15,000 records a week. FINDLIST is available on MELVYL. Using the call number or other identifying number (such as GLADIS record number, RLIN record number, ISSN), or using the first twenty characters of a distinctive title, you can determine whether a specific volume has been deposited at NRLF.

On Wednesday, February 20, from 2-4 pm, in Room 203 McLaughlin, Charlotte Rubens, Head of Technical Operations at NRLF, will conduct a seminar on how to search FINDLIST via MELVYL. Attendees will be able to watch her online demonstrations on monitors (TV screens), one for every two attendees. Also on hand will be Eileen Pinto, Head of the Records Division of the Main Library Circulation Department and Berkeley's liaison to NRLF.

Space is limited to 50, so enrollment by February 15 is required. Please use the form below or call Carol Whitehurst, 2-3773. Your enrollment will be confirmed. (If interest level is very high, another session will be scheduled. It is assumed that your enrollment has been approved by your supervisor.)

<div style="text-align:right">

--Anne Lipow

</div>

FINDLIST ENROLLMENT FORM

Please return this form to Carol Whitehurst, Librarian's Office, 245 Main Library

Name_____ Position_____

Department_____ Ext._____

NEW COMMAND FOR DISPLAYING MELVYL'S AUTHORITY RECORDS

This week's Mynd of MELVYL (#24, attached to this issue of CU NEWS) describes
a change in the DISPLAY command for viewing authority records, and also reprints
many users' comments as transmitted via the COMMENT command, along with DLA's
responses.

                                          --Anne Lipow

ACADEMIC POSITION AVAILABLE

Assistant Librarian, Earthquake Engineering Research Center Library
    (A component of the National Information Service for Earthquake Engineering)

Duties & Responsibilities:
Participates in determining policies and procedures, and has major responsi-
bility for the development of automated systems for the Library, some of
which interact with the locally produced Abstract Journal in Earthquake Engi-
neering. Assumes responsibility for the Library in Librarian's absence,
including the supervision of Library Assistant II and student assistants.
Provides original descriptive cataloging and classification of assigned mate-
rials: monographs and serials (many of which are in European and Asian languages);
assists in collection development & acquisitions, in the organization and
maintenance of non-book materials, and in providing reference services to a
worldwide network of individuals and organizations.

Qualifications:
MLS degree in Library Science from an accredited library school, and at least
two years of professional experience in a technical/scientific departmental
or special library. Demonstrated strength in original cataloging and in
reference/public service; familiarity with sources and terminology in struc-
tural and geotechnical engineering, seismology and geophysics; ability to read
technical literature in Chinese and/or Japanese as well as working knowledge
of at least one European language. Training in and experience with computer-
based library systems and the use of MARC format for bibliographic input.
Excellent written and oral communication skills. At least two years of
successful supervisory experience.

Salary Range: $20,316-$25,992 per annum, depending on qualifications

Approximate Starting Date: April 1, 1985

Duration of Appointment: Potential career; indefinite reappointment subject to
availability of extramural funds.

Application Deadline: February 28, 1985

Send resumé and cover letter, and also ensure that 3 letters of reference are
sent to

                    Joy Švihra, Librarian
                    Earthquake Engineering Research Center Library
                    University of California/ 453 RFS
                    1301 So. 46th Street
                    Richmond, California 94804   Telephone: 231-9401

Present: I. Argüelles (Chair), P. Davison, J. Gault, A. Howard, C. Kubota,
           P. Maughan, C. Moreno, B. Radke, N. Sand, D. Sommer (recorder),
           M. Ternberg

1. Announcements:

   Ivan described several documents he received; the titles are appended to the
   Minutes.

   The draft Minutes of the LAUC Fall Assembly of 14 December 1984 have been
   received. Ivan will route the draft to the LAUC-B delegates, Peter Hanff, and
   Rebecca Martin for corrections.

   Lynne Grigsby of the Division of Library Automation has prepared concise
   instructions for the use of electronic mail, detailing how to receive and send
   mail.

   Pat Maughan reported that LAUC-LA is struggling with the guidelines for allocating
   research and professional development funds.

   Charlene is the coordinator of the Executive Committee's "take new librarians
   to lunch" program.

2. Final report of the Subcommittee on Committees: Cathy distributed copies of the
   final report and outlined the Subcommittee's concerns:

   a) Possible duplication of effort among the committees
   b) Effectiveness of the committees' work
   c) Impact on the Executive Committee's workload of administering the Standing
       Committees
   d) Selection of committee members

   She recommended that the Executive Committee read the charges of the Computer
   Reference Services Steering Committee and the Library Affirmative Action
   Advisory Committee, available in the Department Heads Manual. Debby will send
   copies to Nan and Barbara. Cathy observed that the committee chairs who were
   interviewed contributed useful information. The Executive Committee commended
   Cathy's work as chair of the Subcommittee, in fulfilling its charge so
   expeditiously, and concurred with her recommendation that the subcommittee be
   disbanded. The report will receive futher discussion at our next meeting.

3. Research and professional development funds: Ivan met with Judith Levy, Chair,
   Staff Development Committee; the SDC's recommended allocations for this fiscal
   year have almost exhausted the available funds. Judith will provide the LAUC-B
   Research Committee with information about funding.

   Ivan will present his draft "Guidelines for LAUC-B Committee on Research and
   Professional Activities and Development" to the Research Committee. The Committee
   will be charge to extend its name and scope, to draft changes to the LAUC-B
   by-laws, to develop final guidelines for allocation of funds (to be approved
   by the Executive Committee). Until new guidelines for allocating funds are
   finalized, the Research Committee should use the criteria of the Staff Development
   Committee and follow procedure four in the draft guidelines.

4. Peer review program: Pat Maughan reported that she and Pat Davison will meet
   with the LAUC-B Program Committee on January 25. The Committee will be given
   a written report from the Subcommittee on Peer Review Issues, a roster of former
   Capa members, and copies of documents pertaining to peer review. Pat will provide
   copies of the written report to the Executive Committee.

5. Mentoring program: Ivan will speak at the next Department Heads meeting about the program. Charlene reported that Bill Wenz will inform the CAPA and Executive Committee Chairs when he receives notices of acceptance from new librarians. Charlene will contact Roberta Aasen to request similar notification about Non-General librarians. Debby will give Charlene an informal list of librarians hired within the last six months (so they may be taken to lunch); we will not retrospectively offer the mentoring program.

6. The Minutes of the 17 December 1984 meeting were approved.

The meeting adjourned at 12:00. The next meeting will be 23 January 1985, 10:00, Room 322.

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.9.1 I. Argüelles, "Guidelines for LAUC-B Commitee on Research and Professional Activities and Development," (Draft), 1/10/85

84/85.9.2 From LAUC-B Subcommittee on Committees, to LAUC-B Executive Committee, "Final recommendations," 1/10/85

84/85.9.3 University of California, Library Council, Collection Development Committee "Shared acquisitions," 12/13/84

84/85.9.4 University of California, Office of the Vice President-Library Plans and Policies, "University of California Library Statistics," 7/84

84/85.9.5 Terry Ferl, LAUC Secretary, Draft Minutes of the LAUC Fall Assembly, 12/14/85

Staff Development Committee

BULLETIN - No. 14   FEB. 7, 1985

RESPONSIBLE ASSERTIVE COMMUNICATION

Dr. Salvador Chavez, a psychologist with the UCB Counseling Center, will
present a two-part workshop in assertiveness training. These workshops are
a presentation of the SDC Noon Series program, and are open to all library staff.
Pre-registration is not necessary.

The workshops will present effective means of communication. Issues of
personal rights and assertive behavior will be discussed. Participants will
learn different methods of communication that will help in establishing success-
ful and meaningful interactions with different types of people: friends, family,
co-workers, etc. Discussion will also cover the various social and cultural
issues affecting assertive behavior. The second session will include assertiveness
exercises.

> RESPONSIBLE ASSERTIVE COMMUNICATION
> TUESDAYS, FEBRUARY 19 and 26
> NOON
> ROOM 322 DOE LIBRARY

*"Bob, we've asked you to join us today because you have no personality,
no ideas, and you're a bit of a wimp."*

CALENDAR OF CONTINUING EDUCATION OPPORTUNITIES

Publication of these announcements does not necessarily imply endorsement of the course/seminar/workshop by SDC, nor availability of staff development funds. However, staff members are always invited to check for availability of funding support by submitting an application to the LAUC Committee on Research and Professional Development.

Feb. 26   THE ONE MINUTE MANAGER MEETS THE MONKEY. San Francisco, the Charles
             E. Daniel Center for Management Education, Univ. of South Carolina,
             Columbia, SC 29208. (803) 777-2231. $245.

March 1   ELECTRONIC YELLOW PAGES. San Francisco Public Library, 1:30-4:30 pm.
             A workshop on DIALOG files 500-510, sponsored by BARC. To register,
             call Jo Trotter at BARC, 558-2941, before Feb. 24. Free.

    4-6   MANAGEMENT SKILLS. San Francisco. Special Libraries Association
             Middle Management Institute, 235 Park Ave. South, NY 10003.
             (212) 477-9250. $400.

    5   PRODUCTIVITY UNDER PRESSURE. San Francisco, the Charles E. Daniel
             Center for Management Education. For info, see above. $215.

    8-10   MATERIALS AND MACHINES (eg., computers). San Francisco, SLA Middle
             Management Institute. For info, see above. $400.

    14   LIBRARIES OF THE FUTURE, a workshop presented by the South Bay
             Cooperative Library System, 9 am - 12:30 pm. Speakers include
             Gary Strong, California State Librarian, and Judith Larsen,
             co-author of Silicon Valley Fever. For information, call the
             SBCLS office, (408) 984-3278. $10 SBCLS members, $15 others.

    18   EFFECTIVE TIME MANAGEMENT. San Francisco, Associated Management
             Institute, Inc. (A nonprofit educational corporation), 1125 Missouri
             St., Fairfield CA 94533. 800-556-7500. $195.

    28   GETTING THINGS DONE NOW: PROVEN METHODS FOR SELF-MANAGEMENT AND
             EFFECTIVE DELEGATION. San Francisco, Associated Management
             Institute, Inc. For info, see above. $195.

May 15-18   COLLECTION MANAGEMENT AND DEVELOPMENT INSTITUTE. Trinity University,
             San Antonio, Texas. ALA Resources and Technical Services Division
             and Trinity University.   For information, write to American Library
             Association/RTSD, 50 East Huron Street, Chicago IL 60611. Fee
             is $210 for ALA/RTSD members, $235 for ALA members, $250 others.

THE
MYND
OF **MELVYL**

■ late-breaking news from DLA
■ tips and cautions in searching
■ useful ideas for MELVYL instructors
■ questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 24, February 7, 1985

DISPLAY COMMAND FOR VIEWING AUTHORITY RECORDS HAS CHANGED

After an ACFIND command (e.g., ACF MARK TWAIN), you need more than a simple D or D REV to display the records. Now, D ACF (or DISPLAY ACFIND) is the command used to display an authority search result.

As described in MELVYL's online NEWS screen (EXPLAIN AC DISPLAY), an authority display request can contain:

1. Record numbers. Instead of seeing all the records retrieved, you can specify a record number or a range of record numbers.

2. Display format. You can specify the REVIEW format. The default format is LONG.

3. CONTINUOUS or BY. CONTINUOUS specifies a scrolling display. BY followed by a number can be included to specify the display of every nth record.

Examples of authority display commands: DISPLAY ACFIND 5 7 10-20
                                          DIS ACF REVIEW CONTINUOUS
                                          D ACF BY 5

ON THE MIND OF MELVYL USERS

(The following is excerpted from several recent DLA monthly "Comments" memos: compilations of users' online comments using MELVYL's COMMENT command--along with DLA's answers to their questions. The full "Comments" memos are available at the General Reference Desk.)

USER: *F SU COMMEDIA DELL'ARTE AND THE TEMPEST = 0?? Why not "Scenari delle Maschere in Arcadia," which has both of these subject headings?*

DLA: You can find that title with the search F SU COMMEDIA DELLARTE AND TEMPEST. There is an inconsistency between the way apostrophes are handled when name subjects are indexed and the way they are handled for other subject keywords. COMMEDIA DEL'ARTE is tagged as a 600 $a, which means it is indexed as a personal name for authority control purposes but accessed through the SU index for bibliographic searching.

USER: *A book is not being listed with an AT UCB even though MELVYL shows it as being at UCB.*

DLA: Although records are added daily, the program that creates the "AT" pointers is run only once a week. Records added between the times that the program runs are not included in the records displayed after an AT modify command.

USER: *When I search "PA GOD," I get 2 records. One makes sense, the [other doesn't].*

DLA: You retrieved a book by Maurice God and one by Joao Ninguem. The latter book has an added author entry for Saint Juan de Dios. The keyword GOD appears in one of the cross references to his name. To see the authority record and its cross references, type ACFIND PN SAINT JUAN DE DIOS.

USER: *Note misspelled word "hydrogrhic" for hydrographic in title citation for Welch,*
E.B., Ecological effects...

DLA: We don't have a procedure set up yet to report typos and other errors to specific
campus liaisons. The problem of how to handle errors in the catalog is currently
under study by the Cataloging Policy Group, a university-wide committee.

USER: *Please put in "superseded by..." in the PE file. I looked for COMPTES RENDUS DES*
SEANCES SER D. But no listing for it at UCR. I later found out that we have it
under the new title COMPTES...RENDUS SER. 3. Please rectify!

DLA: We are currently analyzing the problem of how to accurately display successive
entry notes from both standard and unstandard fields in the CALLS records. We
hope to be able to display a fuller record sometime [in 1985].

USER: *I said F PA FEDER J and got 0 records; then I said F PA FEDER, J and got 9 rec-*
ords. Why?

DLA: Because the search algorithm for the PA index is different than it is for the
other indexes. The general rule is: either enter a person's name the way you
would say it (e.g., F PA J FEDER) or enter it last name, comma, first name and/
or initial (e.g., F PA FEDER, J).

Your search F PA FEDER J got zero retrievals because it was searched as if J
were the last name (i.e., J, FEDER). Please see the MELVYL Reference Manual for
a detailed explanation on how a PA search request containing one multi-letter
word is handled. In this case, FEDER, J or J FEDER will have the same results.

USER: *HELP! Make MELVYL accessible by home computers with a modem for bibliographies.*

DLA: Please see your campus' MELVYL liaison [Suzanne Gallup at UCB, 2-5339] for infor-
mation about dial-up access to the MELVYL online catalog. Dial-up access is now
handled by the individual campuses but isn't generally available at present. DLA
is no longer providing dial-up accounts as we did during the prototype period.

USER: *The DATE command (to limit searches to within certain time periods) should be*
updated through the present. [Currently it works on imprints 1959 and earlier.]
It's almost essential for books relating to technology. Thank you!

DLA: The restriction on DATE searching was done to minimize the impact on response
time. A way of allowing access to current dates is under consideration.

USER: *Why is there a long search for 2400 records when there isn't a long search for*
something with 6900 records?

DLA: Long search refers to search processing time, not to the number of retrievals.
The search that retrieved 2400 records took a long time to resolve because one
or more of the keywords in your search occurs in a very large number of records
in the database.

DLA WELCOMES YOUR *IDEAS AND QUESTIONS, and has made it easy for you to transmit them*
using MELVYL's COMMENT command. See MOM #2 for easy instructions, or, when in COMMAND
mode, type EXPLAIN COMMENT.

PUBLIC SERVICE UNIT HEADS
Minutes: January 18, 1985

Recorder: N. Axelrod

1. Announcements: Rita Kane
    a. Carol Alexander is the new half-time assistant to Rita Kane.
    b. Staff members are encouraged to attend the Reference Services
        Forum on February 21 with guest speaker, Michael Buckland,
        speaking on the future of library services.

 2. Report on PC training--past and future plans : Mark Mentges & Rita Kane
        Eventually all library staff should be comfortable using computers.
        One hundred persons have received training thus far. Future training
        will make use of library staff in the capacity of coaches providing
        practical training in a small group setting. The placement of 2
        IBM PCs´ somewhere in the Library to be used for routinely scheduled
        training sessions is being considered. These PCs will be available
        for other purposes when not being used for training.

 3. Software Sharing : Rita Kane
        Lists of library staff with special knowledge of software packages and,
        in particular, library applications will be distributed. Wordperfect
        is available for each PC. However, since there are only 15 each of
        Lotus and Friday, sharing will be necessary. Friday is considered an
        introduction to data base management and therefore we don0t want to purchase
        more. The Microcomputer Task Force Report has been turned in to
        Joe Rosenthal and copies will be distributed to Department Heads.
        It contains suggestions about software and the recommendation that
        an ongoing group focusing on microcomputers be established. It seems
        premature to design a single format for using PCs for statistics.
        However, units which have created useful programs should share them
        with others. Docs has been successful in using the PC for GA budgeting.

 4. Report on decentralizing some GLADIS maintenance functions as discussed
    at PSAG and Technical Services Department Heads meetings. : Carl Bengston
        The ability to make changes in shelf location, as reflected in the
        shelf location note and the call number suffix, seems to be of the
        most interest to branches. The larger branches (BIOL, ED-PSYCH, SOCS)
        are the most suitable candidates for the introduction of this type of
        activity. R. Martin expressed concern that any act of decentralization
        could indicate a trend, which would result in an increase in the work
        load of the branches and should therefore be accompanied by a transfer
        in resources and staff. She suggested that decentralization be
        addressed as a policy issue rather than a series of individual decisions.
        C. Bengston stated that the change presently being considered is not
        intended to increase the burden on the branches but to substitute the
        making of a change directly for a procedure requesting that a change
        be made. B. Kornstein noted that PSAG is very aware and concerned with
        the issues involved in decentralization but considers the ability to
        make shelving location changes locally of clear benefit to the branches.
        Rita Kane noted that efficient library operation is the overall goal and
        that specific operating procedures will have to be continually reconsidered.
        C. Bengston asked that other units who are interested in doing some kind
        of maintenance contact him.

5. Informal Reports from ALA
   Barbara Kornstein : Microcomputers in Academic Libraries
   Gail Nichols : Documents, UNESCO
   Rebecca Martin : AUL's for Public Service
   Irene Moran : Improvement in MRC manuscript format
   Phil Hoehn : Map and Geography Roundtable
                New National Atlas of the United States
   Liz Kislitzin : Cooperative Reference Services
                Inter-library information request form is being pre-tested

6. Wanda Weldon book retrieval plans (test market): Rita Kane
   Jeff Pudewell is considering a small test that might work as
   follows (pending approval and cooperation from the Campus
   Cashier's Office):

   100 accounts of persons not affiliated with UC are to be chosen
   in cooperation with the Cashier's Office to be used for a test
   of the effectiveness of an expanded book retrieval program. The
   fixed fee per account placed could come out of replacement funds.
   Money collected will be returned to the Library. Units whose
   accounts are chosen to be included would be notified and would
   have to inform the Cashier's Office promptly if the books in
   question are returned.

7. Announcement: Alison Howard
   Jane Moorman's workshop on dealing with student's emotional
   problems is rescheduled for March 22, 1985.

CIRCULATION SUPERVISORS GROUP
Minutes of Meeting #50
January 10, 1985

Recorder: Marianne Gold

Tim DeWolf announced he will be leaving the Earth Sciences Library to take a
position as a librarian for a firm in San Francisco. Everyone in the Group
will miss Tim. It was remembered that Tim was the first chair of the Group.

The Group discussed what day of the semester should be designated as the due
date for "semester loan" books. If finals·end during the week, books will be
due the following Monday. Books due at the end of Spring 1985 will be due May
20th.

Greg Olin asked the Group about branch retrieval from NRLF for BAKER. He has
no system of borrowing from NRLF for BAKER directly so he asked the Circulation
Supervisors to do the retrieving from storage for BAKER. Karl Slinkard will
invite Kay Loughman to speak on this topic.

Thora Hutchison asked what the policies were for extending loan periods for dis-
abled students, especially regarding reserve material. Everyone agreed that they
do extend books to the next loan period for disabled students. Marianne Gold said
that she would look into having this policy put in the CSG manual. Greg Olin
reminded people that BAKER will copy reserve material for disabled students, as
well as page books. It was agreed that if any problems arose in trying to get
material for disabled students, circulation supervisors would approve any
extension of loan periods, etc.

Gail Nichols was ill, so no report of December's Circulation Committee was
given.

Marilyn Shiells was unable to attend the meeting, hence the Group was unable
to coordinate the proposed projection of student time cards.

OMS ANNOUNCES LIBRARY MANAGEMENT SKILLS INSTITUTE

Berkeley, California, March 17-22, 1985

The Office of Management Studies (OMS) of the Association of Research Libraries announces an Advanced Library Management Skills Institute to be held March 17-22, 1985 in Berkeley, California at the Hotel Durant. Focusing on the specific concerns of librarianship, the institute is devoted to advancing the supervisory and managerial skills of library staff and the overall performance of the library organization.

Offered on a regular basis since 1973, these institutes use a laboratory approach that encourages an active partnership in the learning process. By working in groups and teams with institute staff and other learners, librarians identify skills needed to improve their supervisory performance, increase their under-standing of managerial concepts, and explore how to apply their learning to their home library situations. Structured exercises, case studies, selected readings, and an OMS study guide also support the training, which will be conducted by OMS staff.

Advanced 5 1/2 day Institutes are designed for the more experienced library manager who is seeking proficiency in the duties of a top-level executive. Topics include planning and goal-setting, building management teams, budgeting and financial planning, organizational diagnosis and change, and executive leadership. The fee is $490.

Enrollment for each Institute is limited. Interested staff can call Mary Jane Detloff in the Librarian's Office for more information.

--M.J. Detloff

REFERENCE FORUM REMINDER

If you haven't marked your calendar for the next Reference Forum, be sure to do so. Assistant Vice President Michael Buckland will speak on changes in library service in the UC libraries between now and the year 2000. After his presen-tation, the floor will be open for reaction and discussion.

When: February 21, 1985, 8:30-10:00 a.m.

Where: Room 308J, Main Library

--Reference Services Committee

DEMONSTRATIONS OF ONLINE CATALOGS

The School of Library and Information Studies will present a series of demonstrations of online catalogs by vendors, on Wednesday afternoon, 1-3:30 in Room 202, South Hall. All welcome.

February 13, 1985	OCLC: LS/2000 Ms. Roberta Rand of OCLC, Inc.
February 27, 1985	BRODART: Library Automation Ms. Lynn Anderson of BRODART.
March 6, 1985	GEAC LIBRARY INFORMATION SYSTEM Mr. Mark D. Jones of GEAC.
March 20, 1985	INNOVATIVE INTERFACES Mr. Jerry Kline of Innovative Interfaces.
April 3, 1985	CLSI INTEGRATED LIBRARY AUTOMATION SYSTEM Mr. Kim Schmidt of CL Systems, Inc.
April 10, 1985	CARLYLE ONLINE CATALOG SYSTEM: TOMUS Mr. Steve Salmon of Carlyle Systems. (Two Demonstrations: 1:00pm and 2:30 pm)

--Julia J. Cooke
School of Library and
Information Studies

MARCH GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in March. Each will be held from 1P - 3P in Room 322, Doe Library.

AN OVERVIEW ON AUTOMATED PROCESSING AT UCB (offered on 3/5), will look at GLADIS "from the outside": how GLADIS, the bibliographic utilities, the microfiche, and MELVYL, are related.

GLADIS: AN INTRODUCTION (offered on 3/12 and 3/14), will cover basic concepts, using the Dante software, the Tandem and GLADIS/PC keyboard, and accessing the Patron File.

ADVANCED SEARCHING (offered on 3/19 and 3/26), will cover efficient searching of the GLADIS database.

Those having no previous experience with GLADIS are urged to take the OVERVIEW and the INTRODUCTION. ADVANCED SEARCHING is only available to those who have experience in searching the GLADIS database.

Please call Systems Services (2-6120) to sign up.

--Jeff Katz

PERSONNEL CHANGES

PROMOTION — Anita Breckbill, Acquisition Department, was promoted from Library Assistant II to Library Assistant III, effective 23 January 1985.

RECLASSIFICATIONS — Sean Comey, Fiscal and Support Services, was reclassified from Assistant Storekeeper to Office Machine Technician I, effective 1 November 1984.

Robin Piantidosi, Chemistry Library, was reclassified from Clerk to Library Assistant I, effective 1 November 1984.

Todd Rae, Fiscal and Support Services, was reclassified from Assistant Storekeeper to Office Machine Technician I, effective 1 November 1984.

Judith L. Smith, Regional Oral History Office, The Bancroft Library, was reclassified from Administrative Assistant I to Administrative Assistant II, effective 1 December 1984.

Pia Wong, Fiscal and Support Services, was reclassified from Assistant Storekeeper to Office Machine Technician I, effective 1 November 1984.

APPOINTMENTS — Gilliam C. Boal was appointed to the position of Book Conservator with the Conservation Department, effective 1 February 1985. A graduate of the Camberwell School of Art and Crafts, London, England, Ms. Boal has a diploma in Handbook Binding and Book Restoration. She has also pursued specialized studies in Leather Binding and Design Techniques, Oriental Binding, Paper Marbling and Comparative Historical Binding and their Preservation. From 1982 until moving to Berkeley she was Conservator of Rare Books and Manuscripts at the Northeast Document Conservation Center in Andover, Massachusetts. Prior to this Ms. Boal was Rare Book and Manuscript Conservator with J.P. Gray and Son, Ltd., and Cockerell & Son, both at Cambridge, England. From 1979 to 1981 she operated her own Bookbinder and Conservator Studio in Cambridge.

Patricia A. Bobino has been appointed to the Administrative Assistant I, half-time position with the Library Personnel Office, effective 1 February 1985. Many staff will remember Pat from her previous employment with the Library from 1969-1977, first as Secretary in the Library Personnel Office and then as Administrative Assistant in the Librarian's Office. For a short period during 1974-75 she worked part time with the University's Internal Audit Office while she completed her B.S. degree in Business. She then transferred from the Library to the Systemwide office of Personnel Development and Affirmative Action where she was promoted to Assistant Administrative Analyst and served until the end of 1978. After a one year hiatus Pat accepted a position as Employee Relations Representative at the Mervyn's corporate headquarters in Hayward. During a five year period at Mervyn's which ended in June of 1984, she also held positions as Personnel Manager of the corporate Financial Service Center and as Assistant Manager of the New Accounts and Collection divisions of the corporate Credit Department.

PERSONNEL CHANGES (Continued)

APPOINTMENTS

Katherine L. Butterworth has been appointed Library Assistant II in the English Language Order Division of the Acquisition Department, effective 6 February 1985. Ms Butterworth completed her B.A. (Social Science) at UC Irvine in 1975, then took her M.L.S. at the University of Southern California in 1977. She began graduate studies in Russian Literature in 1980, again at UC Irvine, but moved to Berkeley later that year to take part in a business venture. Before matriculating at UC Irvine, in 1972-73, she worked as Research Assistant in Anthropology, then as departmental secretary in the University Library's Acquisition Department. During and between her studies there and at USC, she held a succession of Library Assistant appointments, and served as a temporary Assistant Librarian (Reference). Since moving to Berkeley she has worked in the Accounting and Legal Departments of TERA Corporation, an engineering consulting firm.

Mariano Contreras has been appointed Office Machine Technician I in the Library Copy Service, Fiscal & Support Services Department, effective 6 February 1985. Mr. Contreras comes to the Library with some six years' experience as a service technician maintaining a variety of photocopiers, photo-offset equipment, and related paper-handling machines. He has held positions with Allied Offset Co. of Oakland and F.E. Wilber Co. of San Francisco, and, in 1978-80, served as Assistant Service Manager for Royal American Products of Los Angeles.

TERMINATIONS

Nadia Gail Yaqub, Library Assistant III, Serials Department, resigned effective 22 January 1985 to become a full time student at U.C.

Melissa Jane Riley, Library Assistant I, The Bancroft Library, resigned effective 22 January 1985 to devote more time to her family.

HOLIDAY

Monday, 18 February 1985, President's Day, is an academic and administrative holiday. Many General Library public service units will be open on a modified schedule. Some will be closed. Consult Library Hours, Spring 1985, for details.

REVIEW SHELF

Review Lot Number	Inclusive Dates
499	February 15 - March 8

This small lot is composed chiefly of material of interest to CHEM, HGS, Main, and Moffitt, but contains as well a variety of gift and withdrawn material in most areas of the humanities and sciences. Selectors are invited to stop by at their convenience.

--Frank Carothers

NEW PHONE NUMBERS FOR INTERLIBRARY BORROWING AND INTERLIBRARY LENDING

Interlibrary Borrowing Service		Interlibrary Lending Service	
Office Main Number	642-7365	Lending Section	642-7367
		Photoduplication Section	642-1598
Hamamoto, Keiko	642-7365		
Megrian, Leon	643-6152*	Clanon, David	642-0919
Messer, Kathleen	642-7365	DelValle, Marie	642-1598
Milardovich, Jo Lynn	643-6152	Kessler, David	642-6956
Vo, Thong	643-6152	Ram, Helen	642-1598
		Salyer, Kim	642-1598
		Tisby, Georgetta	642-7367
* No, the 643 numbers are not typos		Wiepert, Lynne	643-6151

LIBRARIANS
AND THE YEAR 2000
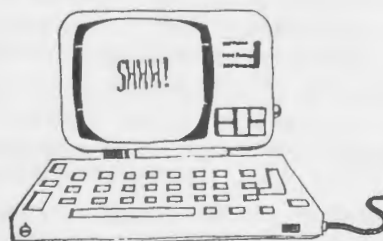
Dr. Michael Buckland
Assistant Vice President
for Library Plans & Policies

February 21, 1985
8:30 - 10:00 a.m.
Room 308J Main Library

Reference Services Committee Forum
University of California at Berkeley

THE WELSH IN THE WEST

Romantic legends persist that Madawg (Madoc) ap Owain Gwynedd discovered
America some seven hundred years before Columbus claimed it for Isabella
and that early explorers encountered blue-eyed, Welsh-speaking Indians
west of the Mississippi River. The historic fact is that the first
Welsh-American known to have traversed the American West was Meriwether
Lewis who, with William Clark, charted the vast Louisiana Purchase which
had been added to the United States by an American president of Welsh
ancestry, Thomas Jefferson. John Evans, also a Welsh-American, prepared
the map of the upper Missouri River Valley with which Lewis and Clark
began their journey.

THE WELSH IN THE WEST (Continued)

The news of the discovery of gold in California in 1848 spread rapidly
throughout the world. The Welsh miner in the eastern states and in Wales,
seeing little difference between mining coal and mining gold, left in
search of a fortune. Most settled in the counties of Nevada, Sierra, and
Yuba where they helped populate Whiskey Diggings, Port Wine, Brandy City,
Camptonville, and North San Juan. By the late 1860s, easily accessible
gold was virtually gone and many Welsh moved on to new mining frontiers
in Colorado, Montana, Washington, and Nevada, or to the rich gold deposits
in the Cariboo Mountains of British Columbia. Some who remained in Cali-
fornia went to work in the coal fields of Nortonville and Somersville
located at the base of Mount Diablo. Others turned to farming or settled
in cities and entered business. Wherever they went, the Eisteddfod
(festival of the arts) and other Old Country traditions went with them as
did the church with Sunday services in Welsh. There was a church in both
Nortonville and Somersville supported by a Welsh population of almost two
thousand. The Oakland Welsh Presbyterian Church and St. David's in San
Francisco flourished well into the mid-twentieth century. But gradual
dispersal, rapid assimilation into American society, and a lessening of
Welsh nationalism here and abroad all combined to cause a temporary
decline in the perpetuation of Welsh traditions. Fortunately, renewed
nationalism and efforts to restore both language and tradition have
increased dramatically. The Eisteddfod and the Gymanfa Ganu (singing
festival) are celebrated with great enthusiasm in San Francisco, Portland,
Los Angeles, Sacramento, in the Bay Area, and in other cities where Welsh
people gather. The language is taught frequently and study tours to Wales
are conducted each year. Numerous Welsh societies have been formed to
sponsor good fellowship among the Welsh of a given locality, to prepare
cultural programs such as gymanfa ganus, concerts and readings, to
entertain distinguished guests from Wales, and, of course, to plan the
proper observance of March 1st of each year, which is the anniversary of
St. David, the patron saint of the Welsh.

Much has been written about Wales and the Welsh, less has been written
about the Welsh in America, and less yet has appeared in print concerning
the Welsh in the West. The exhibit on display in the Main Library (first
floor lobby and north corridor, second floor) through April attempts to
address this grievous lack and to give some account of what the Welsh have
been up to since their arrival - in whatever century that occurred. They
have contributed substantially to the history of the American West and,
from all accounts, have enjoyed every minute of it. It is, after all,
great fun to be a Welshman.

The staff is cordially invited to help the Welsh of the West celebrate St.
David's Day. A reception will be held in the Morrison Room on Friday,
March 1st, from 5 - 7 P.M. with a lecture at 6:00 by Kathryn Klar Mealiffe,
Visiting Lecturer in the Department of Comparative Literature. Gwenda
Davies will sing Welsh songs while accompanying herself on the harp. The
Welsh are inveterate singers so don't be surprised if hers is not the only
voice singing Cym Rhondda, Llanllfni, or Hen Wlad Fy Nhadau.

                                              --Mary-Ellen Jones
                                               The Bancroft Library

ACADEMIC LIBRARIAN POSITION AVAILABLE

The following academic Librarian position will be available with the General Library. Applicants should apply in writing, including with their letter, a complete statement of qualifications, a full resume of their education and relevant experience, and the names and addresses of three references who are knowledgeable about their qualifications for this position. Position available 1 May 1985 or as soon thereafter as possible. Closing date for applications is 22 March 1985. Send applications to: William E. Wenz, Library Personnel Officer, Room 447 General Library, University of California, Berkeley, California 19720.

<u>PUBLIC HEALTH LIBRARY</u>
Assistant Librarian
$21,024.00 to $26,892.00 per annum salary range

The Public Health Library is a branch of the General Library of the Unviersity of California at Berkeley. It serves the campus community, particularly the faculty, students, and staff of the School of Public Health; the general public who have need of our resources; and the staff of the California Department of Health Services who are provided library services by contract arrangement with the University. The library has a collection of approximately 75,000 volumes, receives more than 2,400 serial titles, and has an annual circulation of over 80,000 transactions. The staff consists of 4.25 FTE librarians, 3.75 FTE staff personnel, and more than 3.5 FTE in general assistance staff. Public Health Library also administers an Occupational Health/Toxicology/Epidemiology Library within the Department of Health Services at Berkeley which provides special library services to researchers in the Epidemiological Studies Section (ESS) and the Hazard Evaluation Systems and Information Service (HESIS). This library has a collection of approximately 2,000 volumes, and receives more than 200 serial titles. The staff consists of 1 FTE librarian, 1 FTE staff member, and 1 FTE in general assistance.

<u>DUTIES</u>: Responsibilities of the position include reference and on line computer searching; collection development; technical processing; and general library management, which encompasses supervision of career and student staff. The incumbent will be responsible for providing on-site reference and computer search services on chemical and toxicological data bases using Medlars, BRS, Dialog, CIS and CAS will be a major function of this position, and under the direction of the librarian in·charge, consultation services will be provided to researchers on the development of a computer based integrated information management system. The incumbent will also assume responsibility for the development and implementation of an on line catalog. Other facets of the position include selection and processing of all library materials for ESS and HESIS and coordination of collection development with the Public Health Library; management of the day-to-day operations of the library; cataloging and classification of library materials; and supervision of catalog maintenance.

This is a newly created position and the duties are subject to change depending on the needs of the researchers involved.

<u>QUALIFICATIONS</u>: Requires an MLS degree from an accredited library school; professional health sciences library experience which includes reference work; supervisory experience; management experience, extensive practical experience with on line literature searching in the areas of toxicology and chemistry. Demonstrated competence in planning, setting objectives and priorities, communicating and organizing for effective action. Candidates with combinations of the following additional qualifications will be given preference: familiarity with library applications of microcomputers; teaching experience; experience in public contact, promotion and publicity; and an undergraduate degree in the biomedical or biological sciences.

This position is funded by the California Department of Health Services on a fiscal year by year basis. It is subject to renewal as of 1 July each year.

For collective bargaining purposes: This position is a member of the bargaining unit which is currently represented by AFT/UFL.

-7-

ORIENTATION TOUR OF THE EAST ASIATIC LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better understanding
of library collections and library services on the Berkeley campus. Staff
working in campus or area libraries outside the General Library system are
welcome to participate in the tour program.

The tour for the month of March is the East Asiatic Library. Staff may sign
up for either of two tour sessions: Tuesday, March 12 or Friday, March 15.
Tours begin at 8:30 and last approximately 1½ hours. Sign up for a tour by
completing the form below and mail it to Jeanne Fong, Librarian's Office.
Reservations for the first choice may be considered confirmed, unless
notified otherwise. Meeting place for the tour is in the East Asiatic Library,
208 Durant Hall.

Deadline for signups: Friday, March 1.
------TEAR OFF--

Your name:_____
    unit:_____   Ext: 2-_____

Please enroll me for the EAL tour session indicated below.

            First Choice   Second Choice

                ____   ____   Tuesday, March 12
                ____   ____   Friday, March 15

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 a card file at the General Reference Desk.

RESPONSIBLE ASSERTIVE COMMUNICATION
A TWO-PART WORKSHOP IN ASSERTIVENESS TRAINING

DEPT. OF EQUIVOCATION
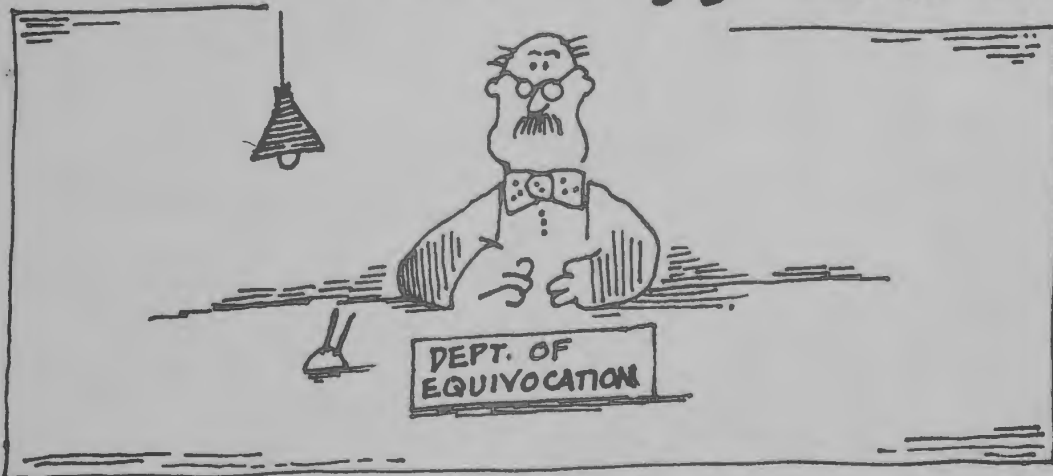
BY DR. SALVADOR CHAVEZ
PSYCHOLOGIST, UCB COUNSELING CENTER

-NOON-
TUES. FEB 19, TUES FEB. 26

·ROOM 322· MAIN LIBRARY

DEPARTMENT HEADS MEETING
January 15, 1985

Announcements:

-- Anne Lipow reported on the IBM PC training which is being held in the Tolman
   Hall Microcomputer Lab for two weeks (January 7-January 18). Instruction on
   Lotus 1,2,3, WordPerfect, and Friday! (database management) is being given to
   about 100 Library staff members. Plans for ongoing training were discussed.
   These plans would offer weekly PC classes throughout the year. A location
   needs to be found for this training.

-- Ivan Argüelles discussed the LAUC-sponsored Library Mentor Program. This
   program matches new librarians with senior librarians to introduce new staff
   members to the Berkeley Library system. He felt that the preliminary feedback
   from program participants was positive.

-- Peter Hanff reported that the sprinkler system in Bancroft and Main failed
   on the evening of January 14th. Although the original call went in to Facilities
   Management before 5 p.m., the repairs were not completed until almost 11 p.m.
   The response time was very slow because there seems to be no on-call emergency
   help after 5 p.m.

-- Joe Barker announced that there was no December book report due to a malfunc-
   tion in the Datapoint system. His department will have a manual report out in
   about two weeks.

-- Russell Gardiner was pleased to inform the group that from November 7th to date
   5,332 TCPs have been removed from the Main Stacks and 5,133 of them have been
   cataloged. Over 5,000 of them had been found on OCLC -- a hit rate of 96%.
   766 Slavic titles were cataloged, which represented a 65% hit rate.

-- Bill Wenz announced that Michael Robinson and Bruce Meger have left the
   Personnel Office. Interviews for the Robinson vacancy are in progress, and
   Bruce's position has now been posted. Bill also announced that the Head of
   Manuscripts position in Bancroft has been filled by Bonnie Hardwich, and the
   Biology reference position has been filled by Barbara Glendenning.

   Of the 50 student positions which were requested for the Spring Semester,
   25 have already been filled.

   Staff merit increases effective January 1 have been reviewed, and letters an-
   nouncing the decisions are in the mail.

   Bill reported that the door which operates with the electronic key card has now
   been installed and is in operation. This is the door next to the Library Copy
   Room. Operation by card will record entry and exit. This will be the only
   access into the Library in the future as the system becomes fully operational.
   At that time, the use of the door near Room 188 and the door bell will be dis-
   continued and access after hours will be through the door near the Copy Room.

-- Jeff Pudewell gave a short presentation on the budget. In November, the Library
   was about $250,000 over the monthly expenditure target. The GA budget was a
   major contributing factor in this overage, and Jeff expects savings in this area
   for December and January. He also discussed the Collections budget (including

Binding, Microfilming and Books and Serials) and said that overexpenditures which occurred early in the year are not expected to continue. A more detailed report will be made after the December figures are out.

Jeff will call a meeting for Department Heads to explain the new automated Business Office system. This system will be in full operation in the next six months. New types of reports will be available from this system to help managers budget.

-- Joe Rosenthal announced a reference forum on February 21, 8:30-10:00 a.m., in Room 308J. Mike Buckland will discuss the topic of changes in service in the UC libraries through the year 2000.

-- Joe also announced that $375,000 has been set aside in the Governors' budget to study improvement of Main and Moffitt libraries' space. This money, if approved by the State Legislature, will be available in July 1985.

Administrative Group met with William Liskamm, new UCB Campus Planning Officer, on a tour of Doe Library. Joe also mentioned a January 22nd meeting of all UC librarians and UC Campus Planning Officers to discuss library space planning on a systemwide basis.

-- Bernie Hurley reported that the installation of the new equipment in the Computer Room has been finished. The response time on GLADIS is good. He also reported that records for the XD6 collection from TCP have been loaded into GLADIS. When these records meet DLA specifications, they will be loaded into MELVYL. In addition to these records, 110,000 records without subfields will also be loaded, now that the programming on this project has been completed. However, both of these two loading projects may be delayed while DLA plans a move to a new building. DLA reports that disk space in MELVYL is filling rapidly, and they may not be able to accept any retrospective conversion records until they have expanded disk space.

-- Department Heads shared highlights of the ALA Midwinter Conference held in Washington, D.C.

DEPARTMENT HEADS MEETING
Minutes for January 29, 1985
Recorder: J. Fong

I. ANNOUNCEMENTS

--Carol Alexander has been appointed Rita Kane's half-time assistant
  in the Librarian's Office.

--The Department of Facilities Management will test the transformers
  in the Doe Library and Annex the morning of Friday, February 1.
  Electrical power will be turned off and only the emergency generator
  will function during the testing period. Signs and public address
  announcements will notify patrons that the Library will be closed
  from 8:00 a.m. to 10:00 a.m. The door on the first floor near the
  Photolab will remain open for staff.

II. LIBRARY BUDGET UPDATE -- J. Pudewell

The December summary of expenses was distributed. It reflected a
continuing gradual decline in automation expenses and a decrease in GA
expenses due to the holiday closing. Books and serials expenditures
are closer to the required monthly average than they were previously.
Salary expenditures for librarians and career staff continue to be
high. A revised 1984-85 budget will be available to Department Heads
at the end of February.

The proper reporting of work-study eligibility to the Campus
Accounting Office is hampered when students do not inform the Library
Personnel Office of changes in work-study status and neglect to sign
papers to this effect. The Library Business Office will be contacting
units to verify work-study status for all student employees. The
Business Office has been helping students on a case-by-case basis to
correct payroll errors and to credit units' GA accounts retroactively.
Jeff asked that supervisors make sure SLEs report any changes in work-
study status to Library Personnel. Efforts to streamline the
paperwork will also be made.

III. MINOR CAPS -- G. Novak

Proposals for minor capital improvement projects are due to campus
administration by February 13. Minor cap proposals which fall within
a funding range of $10,000 - $200,000, propose new construction or
alterations and improvements to an existing structure.

One-page proposals should be submitted to Gloria Novak as soon as
possible to allow time for review and prioritization by Library
administraiton. Proposals with the strongest impact are those that
promote academic endeavors and have heavy faculty support.

The Space Assignments and Capital Improvements Study Group, formerly
known as the Building and Campus Development Committee (BCDC), will
review all proposals. Funding allocations are received two years
after a project is approved.

Last year the Library submitted four security related minor caps
proposals for the Music, Astronomy-Math-Stat-Computer Science,
Chemistry and Physics libraries. Music received funding for 1985-86
and AMSCS will receive funding in fiscal year 1986-87. Funding was
unavailable for the Chemistry and Physics projects. Money for a
renovation study of the Social Welfare Library was approved and will
be funded in 1986-87.

IV. DEPARTMENT HEADS AGENDA COMMITTEE -- S. Rhee

Sue Rhee called for volunteers from the Department Heads group to replace Sue Gallup and Russell Gardiner, the public and technical services representatives, who will be ending their term. Volunteers should contact Mary Jane Detloff by the end of this week. The Agenda Committee also called for more agenda topics, ideas for guest speakers, and ways to promote a more active exchange of departmental updates.

V. SECURITY ALARM SYSTEM -- J. Pudewell

Seven public service units in Doe Library have been identified as potentially unsafe during evening hours when they are staffed by a single person. Jeff has talked with the campus-contracted security company about implementing an electronic safety system. If a staff person's physical safety were threatened, he or she could summon police with a hidden "panic button".

Jeff and representatives from the security company will tour units in Doe Library to study physical layouts. If the security system is acquired, staff training will be included in the implementation plan.

VI. LAUC UPDATE -- I. Arguelles

LAUC's Statewide Executive Board will meet soon to discuss a LAUC committee report on professional standards. The report was not approved at the December 14 Fall Assembly.

The LAUC-B Committee on Research has been renamed the LAUC-B Committee on Research and Professional Activities and Development. In addition to recommending allocations for research by librarians, the committee's charge now includes reviewing and recommending allocations for professional activity funding for UCB librarians (General and Non-General). New guidelines for leave/funding requests will go into effect in 1985-86. The Staff Development Committee will continue to review leave/funding reuqests for career staff.

On a related topic, Anne Lipow announced that the Staff Development Committee has prepared a summary of responses to its recent questionnaire to identify training and staff development needs of library managers. This summary will be made available to Department Heads.

VII. MOFFITT MANAGEMENT RETREAT -- J. Koyama

Janice reported on the January 17 Moffitt Management Retreat that was organized for the Head of Moffitt and Moffitt's five section heads. It was a cooperative endeavor in all aspects of organization and implementation. The Retreat was unanimously regarded as a valuable experience for staff development of managers, for the promotion of better understanding and communication among all participants and for strengthening the concept of the management team in Moffitt.

COLLECTION MANAGEMENT AND DEVELOPMENT INSTITUTES

In 1981 the Resources and Technical Services Division of the American Library Association sponsored a pilot Collection Management and Development Institute at Stanford University, intended to provide continuing education for librarians actively engaged in collection management and development. The successful pilot Institute has been repeated, with revisions and adaptations, in several eastern and midwestern localities, and, last September, in its second western site at UC Irvine. Librarians participating in the programs have generally been enthusiastic in their evaluations of the efforts. CU librarians responsible for collection development may be interested in two more Institutes which are scheduled for westerly locations in 1985.

San Antonio, Texas, will be the locale of a Collection Management and Development Institute jointly sponsored by RTSD and Trinity University, May 15-18, 1985. A copy of the flyer announcing this Institute, and outlining its program, is available for consultation at the General Reference Service desk. San Antonio is an infinitely charming city, but Berkeleyans who favor the Pacific Northwest may prefer to consider the September 1985 session in Seattle, soon to be publicized.

--Sheila Dowd

CALIFORNIA JEWISH COMMUNITY ORAL HISTORY SERIES NOW AVAILABLE

Willa Baum, division head of the Regional Oral History Office, announces that copies of ROHO's California Jewish Community Oral History Series are now available to East Coast researchers and scholars at the American Jewish Committee's William E. Wiener Oral History Library in New York City.

The American Jewish Committee, founded in 1906 and one of the oldest human rights organizations in this country, established its oral history program more than ten years ago to record various aspects of the 20th century American Jewish experience.

Irma Kopp Krentz, director of the William E. Wiener Oral History library, states that she is delighted that her library is now an official depository of the West Coast community leaders series. These memoirs, sponsored since 1967 by the Western Jewish History Center of the Magnes Museum, were produced by the Regional Oral History Office.

The series includes the oral history memoirs of: Mr. and Mrs. Mortimer Fleishhacker, Elise Stern Haas (Mrs. Walter A.), Walter A. Haas, Walter S. Hilborn, Marcel Hirsch, Daniel E. Koshland, Sr., Lucile Heming Koshland (Mrs. Daniel E., Sr.), Robert J. Koshland, Marshall H. Kuhn, Rabbi Edgar F. Magnin, Rose Rinder, Helen Arnstein Salz (Mrs. Ansley), Herman Selvin, Edgar Sinton, and Sylvia L. Stone.

MARCH CALENDAR OF MEETINGS AND EVENTS
Mar. 1/Fri/Public Services Department Heads/10:00/Room 322 Library
Mar. 5/Tues/Department Heads/8:30/Room 322 Library
Mar. 5/Tues/Cataloging Council/10:30/Room 322 Library
Mar. 6/Wed/Exhibits Ctte/9:00/Room 321 Library
Mar. 6/Wed/Ctte on Bibliographic Control/1:30/HGS Conference Rm.
Mar. 7/Thurs/Reference Services Ctte/9:00/Room 321 Library
Mar. 7/Thurs/Technical Services Department Heads/10:00/Room 322 Library
Mar. 13/Wed/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
Mar. 13/Wed/Staff Development Ctte/1:30/HGS Conference Rm.
Mar. 14/Thurs/Circulation Supervisors/10:00/Room 322 Library
Mar. 14/Thurs/Technical Services Department Heads/10:00/Documents Dept.
Mar. 18/Mon/Sciences Libraries Monthly Meeting/10:30/Room 322 Library
Mar. 19/Tues/Department Heads/8:30/Room 322 Library
Mar. 19/Tues/Cataloging Council/10:30/Room 322 Library
Mar. 21/Thurs/Technical Services Group/10:30/Bancroft Conf. Rm.
Mar. 21/Thurs/Public Services Advisory Group/1:00/Room 322 Library
Mar. 22/Fri/Public Services Unit Heads/10:00/Room 322 Library
Mar. 22/Fri/Technical Services Department Heads/10:30/Documents Dept.
Mar. 27/ Wed /Staff Development Ctte/1:30/HGS Conference Rm.
Mar. 28/Thurs/Technical Services Department Heads/10:00/Room 322 Library

LIBRARY TOURS AND INSTRUCTION
GLADIS Clinics (Sign up by calling Library Systems Office, 2-6120)
Mar. 5/Tues/GLADIS Overview/1:00/Room 322 Library
Mar. 12/Tues/GLADIS Introduction/1:00/Room 322 Library
Mar. 14/Thurs/GLADIS Introduction/1:00/Room 322 Library
Mar. 19/Tues/GLADIS Adv. Searching/1:00/Room 322 Library
Mar. 26/Tues/GLADIS Adv. Searching/1:00/Room 322 Library
MELVYL Aides and Instructors Meeting
Mar. 20/Wed/10:00/Room 322 Library
East Asiatic Library Tour (See February 14 CU NEWS for sign up instructions.)
Mar. 12 (Tues) and Mar. 15 (Fri)/8:30/208 Durant Hall

MORRISON ROOM, A SLIGHTLY DIFFERENT PICTURE

Judy Clarence is now only working half-time in Morrison having accepted a
reference librarian's job at GTU (half-time); we wish her success and happiness
in her new position. Alex Warren has taken on some of Judy's former respon-
sibilities and is now in charge of daily operations in Morrison.

Any questions dealing with routine Morrison functions can be referred to Alex
Warren. Questions about policy can be referred to me.

--Simone Klugman

MUSIC LIBRARY'S NEW TELEPHONE NUMBERS

The electronic telephone system has penetrated Morrison Hall. The new numbers are:
642-2623   - Music Library Circulation/Reserve Desk
642-2624   - Music Library Reference Desk
643-6197   - Music Library Office
643-6198   - Music Library Technical Services
643-6196   - Music Library Circulation Supervisor, Serials, Recon Project
Please bear with us as we learn to use the new system. Thank you.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL
No. 25, February 21, 1985

ON THE MIND OF MELVYL USERS

(The following is excerpted from several recent DLA monthly "Comments" memos--compilations of users' online comments using MELVYL's COMMENT command--along with DLA's answers to their questions. The full "Comments" memos are available at the General Reference Desk.)

MORE USER COMMENTS AND DLA ANSWERS

USER: *It is not productive to forbid single letter keywords when there are single letter subjects and titles. For example, the book title "V," a computer programming language called "C" (my current problem), etc. If I am forbidden from looking up certain categories of information by the system defaults, then the system defaults are not best serving the user. That's my theory, anyway.*

DLA: You can do EXACT TITLE searches (and EXACT SUBJECT searches) on a single letter, e.g., F XT V, or F XS C. We agree that single letter searches can be very handy, but they degrade response time for everyone. Please see a reference librarian for assistance with your search.

USER: *Why does F CA PEN get the International Congress of Polarography? It seems to have nothing to do with P.E.N.!*

DLA: It happens through authority control. In this case the keyword PEN matched on a cross-reference (Jih-pen fen hsi hua hsueh hui) to the authority record for the corporate name heading Nihen Bunseki-kagakukai, which is an added entry in the record for the International Congress of Polarography.

USER: *Will MELVYL eventually have SU searching for periodicals?*

DLA: The PE index accesses the CALLS microfiche database records, many of which do not have subject headings. When fully cataloged serials records are added to the MELVYL database, we plan to provide access to the subject headings.

USER: *Restricting truncation to at least three initiating characters makes it very difficult to do author searches when only initials are given in citations for first and middle names.*

DLA: Searching on initials is allowed in the PA index. Do not place a truncation mark after the initial. For example, F PA J F KENNEDY. During search processing, the initial will be automatically truncated.

USER: *What good are suggestions and questions if we never see the responses?*

DLA: In early '85 we will begin putting answers to selected comments online. We will announce this new feature on the SHOW NEWS screen. We will continue to distribute this memo to the MELVYL Liaisons.

CORRECTION: The sample ACFIND command from Issue #24 should read: ACF PA MARK TWAIN. PA was incorrectly omitted.

USER: *I looked for the periodical "Biology of Behaviour" using F PE BIOLOGY BEHAVIOUR and F PE BIOLOGY OF BEHAVIOUR and turned up "0 RECORDS FOUND...." However, when I tried F PE BIOLOGY BEHAVIO#, records 10 and 11 were the correct journal... Something is not right! Why couldn't we find it by title? (Tried several times, spelled correctly, too.)*

DLA: As you discovered, the general rule to follow when searching for words with variant spellings is to use truncation. The prototype PE index gives you online access to the CALLS microfiche database. In the microfiche database, BEHAVIOUR is indexed as BEHAVIOR to improve consolidation of records. If you look up BEHAVIOUR in the CALLS Microfiche Keyterm Index, you will see the note "Behaviour is filed as Behavior."

USER: *Why does MELVYL take so long to respond to a BREAK command?*

DLA: BREAK does work, but not as quickly as most people would like. If you press BREAK while the system is "away" working on your request, it has to "come back" before it can acknowledge your BREAK. Improvement on BREAK response time has been added to our suggestion list.

USER: *EXACT SEARCH title search for "Over the Wire and on TV" produces zero results, while keyword title approach retrieves the correct record. Can you explain?*

DLA: The title for this book is "Over the Wire and on TV: CBS and UPI in Campaign '80." You must use truncation to find this title because the subtitle is part of the exact access key. Type F XT OVER THE WIRE AND ON TV #.

USER: *Why does F XT I retrieve "Canti" by G. Leopardi?*

DLA: Because of an error in the record. Please look at the 245 title field in the MARC display. The 2nd indicator is (the digit preceding the title) set to four. The indicator tells the program that creates the exact title access key to ignore the first four characters of the title "Canti," which only leaves the character "I" for access.

USER: *Will the numerous entries for musical scores and sound recordings ever be put into separate score and recordings files?*

DLA: The addition of new formats (e.g., serials, maps, scores, etc.) to the MELVYL database is in the preliminary analysis stage of development.

USER: *I just mistakenly did a title search of "Manx Cat," truncating the word "Cat" so as to include "Cats" as a possibility. Then after pressing the return key I realized this would result in a LONG SEARCH, and MELVYL would go through all the records for "catalogs," "catastrophes," "Catholic, ...etc. But, surprise! It didn't; I got my result right away. I don't understand why; could you please explain when you have time?*

DLA: Because your search was for the uncommon combination of MANX and CAT# in the same title. The only way to get a LONG SEARCH would be to enter F TI MANX AND TI CAT#, which would mean comparing all records containing the title word MANX and all records containing the title word CAT# and seeing which records contain both title words.

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
IFORNIA AT BERKELEY - THE GENERAL LIBRARY OF
THE UNIVERSITY OF CALIFORNIA - BERKELEY - TI
GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

Volume 40, Number 9   28 February 1985

UC/CLASS CONSERVATION EDUCATION PROGRAM ANNOUNCED

In a concerted effort to help libraries cope with the mounting problems of collection
deterioration, UC and CLASS are pleased to announce a joint educational program
intended to provide CLASS member institutions with some of the tools and profes-
sional resources to cope with them.

The following services are being planned:

  * Conservation Hotline
  * Travelling exhibit
  * Workshops

The Conservation Hotline provides free emergency reference and technical advice
about coping with immediate problems and disasters which affect library and archive
collections. This service is available now to CLASS members by calling (415)
642-4946 between 8:00 a.m. and 5:00 p.m. Pacific Standard Time. By March 1, an
answering machine will be installed to take calls after hours and will be checked
for messages by professional conservation personnel.

The travelling exhibit will display methods to deal with the care and handling of
library materials for preventive maintenance. It will be a public awareness
exhibit which will call attention to the effects of damage and deterioration. It
is intended to be used with both patrons and staff. The exhibit will be ready
for loan to CLASS member institutions later this year for a small rental and handling
fee.

A series of three workshops are being planned to deal with several conservation
topics. They will be conducted by the University of California/Berkeley Conservation
Department during April, May, and June 1985. They will focus upon practical preser-
vation measures which librarians can implement without expensive equipment or a
large budget. The first one-day workshop will focus on repairs, enclosures, and
library binding; the second will be two one-day sessions on how to prepare for
and cope with disasters; and the third workshop will deal with storage and handling
techniques.

UC personnel are encouraged to apply for the workshops. Although space is limited,
50% of the spaces are being reserved for University staff, and special funds have
been allocated to cover tuition. Employees should indicate University status on
their application forms, and details of payment will be sent with the letter of
confirmation.

The workshops will be presented by Maralyn Jones, Coordinator of the UC/CLASS
Conservation Education Project, and Barclay Ogden, Head of the University of
California/Berkeley Conservation Department. Each workshop will be offered in

UC/CLASS CONSERVATION EDUCATION PROGRAM ANNOUNCED (continued)

northern and southern California, and will be open to CLASS members and to the profession at large, space permitting. Specific announcements and registration information will be mailed to CLASS members and other libraries soon. Persons interested in receiving these announcements should notify Maralyn Jones, Coordinator, UC/CLASS Conservation Education Project, c/o Conservation Department, 416 General Library, University of California, Berkeley, CA 94720.

COMMITTEE VACANCIES

The Staff Development Committee annual turnover is about to take place. There will be five vacancies: two staff positions, and three librarians, one of which is a Non-General appointee. In addition, the Reference Services Committee has one unanticipated vacancy to be filled, a staff appointee. Volunteers from the General Library should notify Ann Gilbert, Art History/Classics, 2-7361. Non-General volunteers should contact Nan Sand, Institute of Industrial Relations, 2-1705.

--Ivan Argüelles
Chair, LAUC-B

DEMONSTRATIONS OF ONLINE CATALOGS AND CIRCULATION SYSTEMS

As announced in the February 14 issue of CU NEWS the School of Library and Information Studies will present a series of demonstrations on online catalogs by vendors on Wednesday afternoons, 1-3:30, in room 202 South Hall. Below is a revised schedule reflecting changes in the dates for the CLSI and OCLC demonstrations plus the addition of demonstrations of the circulation systems by GEAC and CLSI on March 6 and March 13 respectively.

March 6, 1985	GEAC Library Information System 1:00-3:00 Online Catalogs 3:00-4:00 Circulation System
March 13, 1985	CLSI Integrated Library Automation System 1:00-3:00 Online Catalog 3:00-4:00 Circulation System
March 20, 1985	Innovative Interfaces 1:00-3:30
March 27, 1985	LINX: The Online Information Management System 1:00-3:00
April 10, 1985	Carlyle Online Catalog System: Tomus (Two demonstrations: 1:00 and 2:30)
April 24, 1985	OCLC: LS/2000 1:00-3:00

--Rita Kane

PERSONNEL CHANGES

PROMOTION

Deborah E. Jan, Education Psychology Library, was promoted from Clerk to Library Assistant I, effective 1 March 1985.

RECLASSIFICATIONS

Ralph Y. Avila, Conservation Department, was reclassified from Bookmender to Library Assistant II, effective 1 October 1984.

Leela G. Charran, Acquisition Department, was reclassified from Senior Clerk to Library Assistant II, effective 1 February 1985.

Sheryl Moller, Acquisition Department, was reclassified from Library Assistant I to Library Assistant II, effective 1 December 1984.

TERMINATION

Joan M. Friedman, Assistant Librarian, Public Health Library, resigned effective 19 February 1985 to accept employment with the Research Library, Del Monte Corporation in Walnut Creek.

NEW TELEPHONES IN BIBLIOGRAPHIC SERVICES DEPARTMENT

The new telephone system has been installed in Bibliographic Services. We are learning how to use it; it takes some getting used to, but we pretty much have the hang of it now. Please bear with us if we inadvertently cut you off or lose you in transfering a call. Our numbers are essentially the same as the old ones, with perhaps a couple of new ones added. Following are the key people you will need to contact from time to time and their telephone numbers:

Department Head, Russell Gardiner	2-9878	
Assistant Head, Mercedes Untawale	3-6148	(new number)
Tracers, Jan Carter	2-4807	
Missing cards, or card problems, Julie Trujillo	2-7986	
Fiche report forms, Tonette Pachote	2-5412	
Call number problems, Sheila Wekselbaum	2-3650	
Multi-volume monograph problems/questions, Mary Sandhu	2-3650	
REMARC, Adair Ryan	2-3650	

--Russell Gardiner

LIBRARIAN IN PRINT

Elizabeth Byrne, Head of the Environmental Design Library, is the author of a recent article "The allocation of book funds in academic art libraries", which appears in Current Issues in Fine Arts Collection Development - Occasional Paper no. 3 published by the Art Libraries Society of North America.

--G. Scalzo

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit
No. 110, Local Cataloging Policies in ARL Libraries, is now available in the
Librarian's Office for consultation or short-term loan. This kit addresses
issues such as copy editing, minimal level cataloging, authority work, retro-
spective conversion, and online catalog systems. Loan arrangements can be
made through Samina Bashiruddin at 2-3773.

The following SPEC Kits are missing and unaccounted for:

    #13, Planning Systems
    #24, User Surveys
    #25, User Statistics and Studies
    #32, Preparation and Presentation of the Library Budget
    #33, Integration of Nonprint Media
    #53, Performance Appraisal
    #66, Planning for the Preservation of Library Materials

Please check to see if you may have one buried somewhere in your office. You
can return them in plain brown wrappers -- no questions asked -- to Samina in
the Librarian's Office.

T.V. DEBUT FOR BAY AREA LIBRARIANS

Volunteers from the San Francisco Bay Region Chapter of Special Libraries
Association will participate in KQED's (Channel 9) pledge night activities on
Friday evening, March 15, from 7:15 p.m. until 1:00 a.m. Tune in and make a
pledge in support of public television and our Bay Area colleagues. U.C.
Berkeley librarians making their television debut are Cris Fowler and Gary
Handman.
                                    --Terry Dean, Publicity Committee
                                      San Francisco Bay Region Chapter, SLA

CORRECTION IN MYND OF MELVYL #24

PA was incorrectly omitted from a search command in the lead article. The
command should read: ACF PA MARK TWAIN.

DEPARTMENT HEADS MEETING
Minutes of February 5, 1985

I.   ANNOUNCEMENTS
--Sue Rhee informed the group that volunteers are needed from Public
  Service Units for the Department Heads Agenda Committee. This is a
  second request!

II. MICROCOMPUTER TASK FORCE REPORT
Bernie Hurley introduced the subject by giving a brief background
statement on the charge of the Committee and addressing two important
points of the report which are:
  1.   It concentrates on developments, needs and progress
       during the next year;
  2.   It pulls together many ideas and uses of microcomputers that
       have been discussed separately up to this time.
Bernie complimented the Task Force on a well written, complete
document that is easy to read.

Before the discussion was opened, Rita Kane emphasized that the Report
focused on the next logical steps to take to build on what we have
done thus far and emphasized the possible. She and Bernie will be
developing a charge for a committee to succeed the Task Force and
asked for ideas for the longer term.

An extensive discussion of the Report and ideas for the future ensued.

III. REPORT ON DLA'S MELVYL SEMINAR
Sue Gallup and Anne Lipow attended this two-day workshop which was
called to provide UC campuses with detail of the system's
architecture. The sessions also provided opportunity for exchanges of
points of view between users and programmers. Sue and Anne will be
preparing an advanced MELVYL training session using the information
from the DLA seminar.

IV. PROPOSALS FOR FUNDING
Joe Rosenthal listed the following funding proposals that have been
submitted by the Library:

  --Title II-C Bibliographic Organization of EAL materials. Expected
    to know whether funding to be received by June.
  --Title II-C project to preserve, catalog, develop and convert
    Russian emigre imprints from 1917 to the present.
  --Proposal to State Librarian for LSCA funds to 1) increase access
    to UC Berkeley Library resources and interlibrary lending
    services, and 2) expand the number of Berkeley titles accessible
    online through retrospective conversion of 30,000 manual catalog
    records of particular interest to patrons of California libraries
  --Multifaceted proposals being prepared by Library Development
    Office to expand access to materials in the humanities. Will
    build on a gift to redesign Doe's main entrance. Includes modules
    for retrospective conversion, and increase of storage space for
    humanities by using compact shelving in Tier 1.

V. STATUS REPORT ON MAIN LIBRARY RECONSTRUCTION/RENOVATION PLANNING

Joe also brought the group up to date on the progress of Main Library space planning. The Administrative Group is developing 1) charges for task groups that will be asked to define requirements in various areas, and 2) a list of planning assumptions that each group will receive before beginning work.

--Carol Alexander, Recorder

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CUNEWS

MAIN LIBRARY PUBLIC SERVICES REORGANIZATION

Effective in March Main Library Public services will be administratively
reorganized to clarify responsibility for library wide collection management
and development, and to establish an administrative position to direct Main
Library public service goals and priorities to meet the research and teaching
needs of faculty and graduate students in the Humanities and Social Sciences.

Sheila Dowd will serve on a full-time basis as AUL for Collection Development
and be responsible for librarywide administration of book budget allocations and
collection development policies. Her office will be located in the Librarian's
Office. Liz Kislitzin, who has been Assistant Department Head for Collection
Development/Reference Services will assume the duties of Department Head.

National recruitment will begin for a new Department Head titled Head of Main
Library Services who will report to the AUL for Public Services. The new
Department Head will be directly responsible for the Circulation Department and
the Collection Development/Reference Services Department, and also coordinate
the reference and circulation services provided by Government Documents Map
Room, Newspaper/Microcopy Room and Periodical Room although these units will
continue to report administratively as part of Technical Services. The Cooperative
Services Department will continue to report directly to the AUL for Public
Services. Until a new Department Head for Main Library Services is hired, Anne
Lipow will be interim coordinator for Main Library Services in addition to her
role as Library Education Officer.

--Rita Kane

BAG LUNCH WITH PERSONNEL

Staff from the Library Personnel Office continue to be available in Room 322,
Doe Library, during the lunch hour each Wednesday.

COME! Bring your lunch. We welcome an opportunity for the exchange of
information...and a chance to just talk...about almost anything.

$300 GRANTS FOR FIRST INTERNATIONAL CONFERENCE ATTENDANCE

Sarah K. Vann, Chair of the Grants Subcommittee, International Relations
Committee, ALA, reports the availability of the 1985 Bogle Memorial Fund
grants of $300 each to help ALA members attend their first international
library conference.

Librarians who can make a case for their prior interest/involvement in
international matters, have some support from their employers for attendance
at an international conference in the U.S. or abroad, and promise to write

$300 GRANTS (Continued)

a report to the Grants Subcommittee, are eligible and urged to apply.

Write Sarah K. Vann, Graduate School of Library Studies, 2550 The Mall, University of Hawaii at Manoa, Honolulu, Hawaii 96822, for a form which must be filled out and returned by May 15.

--Reprinted from LIBRARY HOTLINE,
February 25, 1985, Volume XIV, No. 8

LAUC-B FORUM ON PEER REVIEW

The LAUC-B Program Committee is sponsoring a forum to discuss CAPA'S Interpretation of Criteria for Merit Increase and Promotion and how the decision-making process in peer review has evolved over the years. The program will be held on Thursday, March 21, 1985 from 3:30-5:00 p.m. in Room 159 Mulford Hall and will include an overview of the peer review process by Dorothy Koenig as well as a panel discussion of specific issues related to peer review, such as changing expectations of librarians' performance, the number of "natural stopping places" in the advancement process, and where the responsibility lies for providing or seeking opportunities for career development. The five panelists, who will discuss the pros and cons of these and other issues, will be Gerald Giefer, Russell Gardiner, William Whitson, Barbara Kornstein and Elizabeth Kislitzin. Jack Leister will serve as the moderator for the program. Packets of background material are circulating among the LAUC general membership and are also on reserve at the General Reference Desk in the Main Library. This should certainly be a very exciting and thought provoking program and we hope to see you there.

--Patricia Vanderberg
LAUC-B Program Committee

66 NOW KNOW A MENU DOESN'T ALWAYS MEAN FOOD

In mid January, 66 staff members representing 27 library units received basic computer software instruction taught by volunteer staff instructors. Classes were held in the Tolman Hall Microcomputer Lab. The Introduction/Wordperfect (wordprocessing) sessions had the highest enrollment with 54; Lotus 1-2-3 (spreadsheets/calculations) drew 25; and Friday! (database management sessions) had 16 students. (The enrollment totaled more than 66 because several --17-- attended 2 sessions and 6 industrious people learned about all 3 types of software.)

The participants were uniformly enthusiastic about the training and especially liked the individual attention from roving instructors.

Thanks to all the instructors for their time and dedication in making this round of PC instruction such a great success: Diane Brown, Tim DeWolf, Mary Heath, Gail Holcomb, Jeff Katz, Anne Lipow, Mark Mentges, Aron Roberts (our consultant), and Carol Whitehurst.

--Rita Kane

PERSONNEL CHANGES

RECLASSIFICATIONS   Ollin Blue, Bancroft Library -- Pictorial Collections, was
                     reclassified from Clerk to Library Assistant I, effective
                     1 December 1984.

                     Kathryn L. Gustafson, Cooperative Services (Interlibrary
                     Borrowing Services), was reclassified from Clerk to Library
                     Assistant I, effective 1 December 1984.

                     Steven L. Mendoza, Government Documents Department, was
                     reclassified from Clerk to Library Assistant I, effective
                     1 February 1985.

                     Lisa Mundel, Moffitt Undergraduate Library, was reclassified
                     from Clerk to Library Assistant I, effective 1 December 1984.

                     Claudia L. Thio, Education/Psychology Library, was reclassified
                     from Clerk to Library Assistant I, effective 1 December 1984.

APPOINTMENT   Maralyn Jones has been appointed Assistant Librarian--Conser-
                     vation Education Project Coordinator, Conservation Department,
                     effective 17 January 1985.* Ms Jones comes to Berkeley from
                     the Avery Library at Columbia University, where she was
                     Preservation Specialist in 1982 and 1984; in 1983 she served
                     as consultant to the Northeast Document Conservation Center
                     in Andover, Massachusetts. Previous to her appointment at
                     Columbia she had been original cataloging librarian at the
                     Free Library of North Kingstown,Rhode Island (1979-81), and
                     preservation microfilming consultant to the American Museum of
                     Natural History, New York (1982). Ms Jones holds her B.A.
                     from the State University of New York at Stony Brook (1975),
                     her M.L.S. from the University of Rhode Island (1977), and
                     a Certificate in Preservation Administration from the School
                     of Library Service at Columbia (1982).

                     *Ed. Note: See the lead article in CU NEWS, 28 February 1985,
                      for a description of the program which Lynn will oversee.

NEW FACE AT ED/PSYCH

We are happy to welcome to the Ed/Psych reference staff Becky Lhermitte, who is
joining us for a quarter-time rotational assignment. She is presently the
Librarian in the Office of the President. Becky will be enriching our service
with her substantial experience in the field of higher education, helping both
at the Reference Desk and with computerized reference searching.

                                                      --Barbara Kornstein

MARCH-APRIL STORAGE AT NRLF

Public Service units are reminded that they may send materials to NRLF during the
weeks of March 4-8, March 18-22, April 1-5, and April 29-May 3. Unit heads should
contact Eileen Pinto, UCB storage liaison, at 3-6137, to tell her how many books
are to be stored and to make arrangements for their transport. Please call Eileen
at least one week in advance.
                                                      --Rita Kane

IMPORTANT MATERIAL LOST

The following unbound serial issues were checked in by Periodicals staff on 9/27/84 and sent to the Physics Library. The material was never received there. We believe that these issues (and perhaps others not yet identified as missing) were rubber-banded together in a bundle, since they were all checked in on the same day. The odds are against every single issue having been tagged with the wrong shelving location, but it is possible that a non-PHYS issue on top of the bundle got everything directed to another location. Many of the titles are carried by branches other than Physics, some are Physics-only.

We have searched in all the likely places. A bundle such as this could not lie around in plain sight for four months without being discovered, yet it is difficult to believe that a dozen or so issues banded together could just fall through the cracks. So, before Physics has to expend the hundreds of dollars necessary to replace this material, a general appeal: please check your receipt records, your stacks, and your duplicate shelves for these titles. If you find any of these issues (except for Nature, which Physics has already replaced through donations), please send them to: Michael Conkin in Periodicals (2-2975).

Journal of Physics G v.10:9 (Sept. 1984)
Nature v.311:5982-5983, 5985 (Sept. & Oct. 1984 issues)
Nuclear Data Sheets v. 41:1 (Jan. 1984)
Physica Status Solidi A v.84:1 (July 1984)
Physica Status Solidi B v.124:1 (July 1984)
Physical Review D v.30:6 (Sept. 1984)
Physics Letters, Section B v.143:1-3 (Aug. 1984)
Soviet Physics JETP v. 58:3 (Sept. 1983)

--Michael Conkin

REVIEW SHELF

Review Lot Number	Inclusive Dates
500	March 11 - 29

Lot 500 is made up chiefly of material of interest to Art, Ed/P, HGS, Main, and Moffitt, but contains as well a variety of gift and withdrawn material in most areas of the humanities and sciences. Selectors are invited to stop by at their convenience.

--Frank Carothers

ARL-OMS OCCASIONAL PAPER

The Association of Research Libraries, Office of Management Studies, Occasional Paper #9, Performance Measurement for Public Services in Academic Research Libraries, is now available for consultation or short-term loan in the Librarian's Office. Loan arrangements can be made through Samina Bashiruddin at 2-3773.

SCHOOL OF LIBRARY & INFORMATION STUDIES PART-TIME TEACHING POSITIONS

Part-time openings are expected for teaching of the undergraduate course, Biblio-
graphy I: Methods of Library Use, in the School of Library and Information
Studies, University of California, Berkeley, during the 1985-86 academic year.

BIBLIOGRAPHY I is a course taught by librarians. Its goals are to acquaint
students with the campus library system, and to teach the use of catalogs, indexes,
and other reference tools. The 3-unit course meets either twice or 3 times a week.
Class meetings consist of lectures, discussions, in-library assignments, and tours.
For a term project, the student is required to complete an annotated bibliography
on a topic of his/her choice. There is a Handbook for reading assignments but
each instructor has the freedom and the responsibility to organize the course
as he/she wishes. Classes are limited to about twenty-five students, both lower
and upper division.

Instructors are employed 1/3 time to teach one section of the course. Appoint-
ments may be made for any or both of the two academic semesters. In addition to
the class meetings, a weekly office hour is required and attendance at faculty
meetings is expected.

QUALIFICATIONS include an MLIS, a working knowledge of libraries on the campus,
and an interest in library instruction and in teaching undergraduates. Reference
work, experience with on-line computer searching and teaching or related experience
are ordinarily expected.

APPOINTMENT will normally be made on the Associate scale. For teaching one section
for one semester, the current starting salary on the Associate scale is $2,977.92
actual salary depending on experience and qualifications. Part-time non-career
appointments such as this one do not provide any health insurance or retirement
benefits. Librarians currently employed full-time in the UC system are paid 1/3
of their present salary, for release time.

CLOSING DATE for receipt of application is April 5, 1985. Send resumes to Biblio-
graphy I, School of Library and Information Studies, 113 South Hall, UC Berkeley,
94720. Further information about the position may be requested from Robert Harlan,
Acting Dean (642-9980) or Patiala Wallman, Bibliography I Coordinator (642-1087)

EAL ON TV

The Japanese Collection of the East Asiatic Library was the subject of a
television program on Channel 26 on Saturday evening, February 9. The format
was a ten-minute conversation in Japanese with cataloger Hisayuki Ishimatsu on
a weekly interview program called Korōzu appu ("Close up"), produced by Fuji
Telecast and Production Co., a San Francisco firm. Room 6 of Durant Hall, the
Hugh Wass Seminar Room, was transformed into a production studio for an afternoon.
The program included shots of the exterior of Durant Hall, Reading Room, stacks,
shelves of serials, and close ups of some choice materials from the Murakami
Collection of Meiji period belles lettres -- pages of manuscripts by Akutagawa
Ryūnosuke (1892-1927), and Kōda Rohan (1867-1947), and a 15-volume shelf of first
or early editions of novels by Natsume Sōseki (1867-1916).

                                                          --Donald H. Shively

NCTPG/CLA-TSC CONFERENCE

"Reincarnation in Technical Services: The quality of library life
after automation" is the subject of the jointly-sponsored Spring
1985 meeting of the Northern California Technical Processes Group
(NCTPG) and the California Library Associations Technical Services
Chapter. The meeting will be held on Friday, April 19 at the College
of San Mateo Theater.

This major discussion of the present and future of Technical Services--
its personnel, structures and relationships within the library--will be
led by keynote speaker Susan Baerg Epstein, president of Susan Baerg
Epstein, Ltd., a consulting firm which specializes in library automation
and management. Joining Ms. Epstein and representing a variety of
library perspectives will be members of a discussion panel:

   David Thompson, Assistant Chief of the Catalog Department,
   Stanford University Libraries.

   Libby Trudell, Marketing Manager, DIALOG.

   George Roncaglia, Library Coordinator at NASA/Ames Research
   Center Library and formerly at Mountain View Public Library.

   Gloria Heller, Library Technical Assistant, Foothill College
   Library.

   Patricia Vandenberg, Reference Librarian, Bancroft Library,
   (formerly Serials Librarian), University of California,
   Berkeley.

Morning Refreshments and a catered box lunch will be provided. Registration
is $15 and registration forms are available from:

Anne Montgomery (NCTPG President)   Marilyn McDonald (CLA/TSC V. Pres.)
San Mateo Public Library   Foothill College Library
55 West Third Street   12345 El Monte Road
San Mateo, CA 94402-1592   Los Altos Hills, CA 94022
(415) 377-4685   (415) 948-8590, ext. 390

Registration closes April 12, 1985.

BERKELEY PC USERS' GROUP SCHEDULE OF MEETINGS

The Berkeley PC Users' Group (BPCUG) has lined up a series of interesting
speakers for its Spring 1985 meetings. All meetings begin at 5:30 pm on the
second and fourth Wednesdays of each month. You need not be a BPCUG member to
attend.

Date/Time	Place	Speaker
Wed, March 13, 5:30pm	10 Evans	Andrew Fischer of Hercules Graphics; topic: PC graphics
Wed, March 27, 5:30pm	10 Evans	Sam Edwards of Software Publishing; topic: software

PC USERS' GROUP (Continued)

Wed, April 10, 5:30pm   TBA   Miriam Liskin of Bay Area Computer Currents;
                                        topic: TBA

Wed, April 24, 5:30pm   TBA   John Bear, author of The Computer Wimp;
                                        topic: compatibility

If you wish to contact BPCUG, the address is:

> Berkeley PC Users' Group
> c/o EECS
> 231 Cory Hall
> UC Berkeley
> Berkeley, CA 94720
> (415) 643-3457

                                                          --Eddy Hogan

RESTARTING MELVYL TERMINALS

Often, when MELVYL recovers from a system crash, MELVYL terminals
seemingly remain dead. In fact, they usually just need to be
restarted. This can be done as follows:

1. Resetting the terminal

Enter

    @r <RETURN>

where <RETURN> means pressing the RETURN key.   The message

    UCBTAC TAC 107#:NN

should appear, where NN are two numerals.

If the message doesn't appear, hit the BREAK key and try again. If it
still doesn't appear, turn the terminal OFF and back ON again, and try
again. If it still doesn't appear, call System Services at 2-6120.

2. Re-establishing communication with MELVYL:

Once the message appears, enter:

    @o 1/1 <RETURN>

Notice the letter "o," not the numeral zero; and the required SPACE.
The message

    TCP Trying...Open

should appear.

If any other message appears, enter command #2 again. If it still
doesn't appear, hit BREAK and start again at #1. If it still
doesn't appear, turn the terminal OFF, then back ON, and start again
at #1. If you can't get beyond this point, call System Services.

3. When the message above appears, enter a final

    <RETURN>

The normal MELVYL prompt should appear.

A note for GLADIS users: when attempting to communicate with MELVYL
through GLADIS, the message SYSTEM NOT AVAILABLE might appear. If it
does, try again in a few minutes. If you still can't get through, call
System Services at 2-6120.

                                                          --Jeff Navaro, Systems Office

UPDATED MUSIC LIBRARY PHONE EXTENSIONS

Administrative Office	3-6197	Kuttner, Phil	3-6196
Aurelle, Elisabeth	3-6198	Retroconversion Project	3-6196
Basart, Ann	2-2624	Reference	2-2624
Circulation Desk	2-2623	Secretary	3-6197
Circulation Supervisor	3-6196	Serials	3-6196
Duerr, Jill	3-6196	Stetson, Keith	3-6197
Emdy, Leah	3-6196	Technical Processes	3-6198
Emerson, John	2-2624	Tucker, Ruth	3-6198
Head Librarian	2-2428	Underhill, Cynthia	3-6197
Keller, Michael	2-2428		

EDUCATION/PSYCHOLOGY LIBRARY TELEPHONES

Ed/Psych joins the growing list of those who have the new telephone system. We, too, ask you to bear with us as we learn how to use it. Below are the numbers you are likely to need to contact us:

Circulation Desk (and central number for the branch)	2-4208
Circulation Office	2-4209
Reference Desk	2-2475
Technical Services	3-6225 (new number)

--Barbara Kornstein

Present: I. Argüelles (Chair), P. Davison, A. Howard, C. Kubota, P. Maughan,
          C. Moreno, B. Radke, N. Sand, D. Sommer (recorder), M. Ternberg

Absent: J. Gault

Guests: Ginette Polak, Charlie Shain

1. Final recommendations of the Subcommittee on Committees: Cathy led a discussion
    of the content and wording of the recommendations. The recommendations were
    accepted by the Executive Committee, and the Subcommittee was directed to draft
    a memo to Joe Rosenthal communicating these recommendations. The draft will
    be discussed at our next meeting.

2. Announcements:

    Ivan met with the LAUC-B Research Committee. The University is working on a
    "side letter" to the contract, which will recommend that the $10,000 figure for
    professional research and development activities is a minimum figure only.
    Ivan made a related announcement that Beverlee French has called for research
    proposals using statewide funds.

    Several new librarians have joined the staff: Arturo Flores, Law Library;
    Barbara Glendenning, Biology Library; and, Bonnie Hardwick, The Bancroft Library.

    Ivan announced he will be unable to attend our next regularly-scheduled meeting;
    the Committee agreed to meet on 12 February, 12:00-2:00, instead.

    Ivan noted that the LAUC Statewide Nominating Committee has begun work on
    nominations for the Statewide Executive Board.

3. Policy of non-duplication of materials in storage: We have received a memo
    from B. French asking for comment regarding a draft policy of non-duplication of
    materials in storage. The draft will be referred for written comment to the
    Reference Services Committee, the Collection Management and Development Committee,
    and to Eileen Pinto, UCB storage facility liaison. The LAUC divisions have been
    asked by Beverlee to designate a "LAUC liaison" regarding storage issues; the
    responsibilities of such a liaison are unclear to us. Ivan will contact
    Rebecca Martin for more information.

4. Proposed LAUC-B general membership meeting: Debby proposed that we call a
    meeting of the LAUC-B general membership to discuss the following agenda topics:
    a report of the LAUC Statewide Fall Assembly of 14 December 1984, the report of
    the Ad Hoc Committee on Professional Standards, the status of research and
    professional development funding, and other statewide actions. She suggested
    a meeting date of late February or early March and that we meet in the
    Morrison Room. The Executive Committee accepted her proposal. Debby will
    make the room arrangements.

5. The Minutes of the 11 January meeting were approved with corrections.

The meeting was adjourned at 12:00. Our next meeting will be Tuesday, 12 February 1985,
12:00-2:00, Women's Faculty Club.

(CONTINUED)

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.10.1 From P. Davison and P. Maughan to the LAUC-B Program Committee, re.
"Program on Peer Review," 1/15/85

84/85.10.2 From B. French to Library Council, re. "LAUC report for Council meeting
of 23 January 1985," 1/11/85

84/85.10.3 From Michael Buckland to LAUC Executive Committee (sic), et al., re.
"Research Institute on Telecommunications and Information Policy," 1/8/85

84/85.10.4 ARL Annual Salary Survey 1984, Association of Research Libraries, 12/84

84/85.10.5 From B. French to David Gardner, re. LAUC Assembly resolution regarding
the Regional Library Facilities' sources of staffing, 1/16/85

PUBLIC SERVICE UNIT HEADS

Minutes: February 15, 1985

Recorder: T. Alexander

I. ANNOUNCEMENTS: R. Kane

R. Kane briefly outlined two grant applications recently submitted by the library. One is a proposal to the State Library for Library Services and Construction Act (LSCA) funding to improve access to UCB's library resources for patrons of California libraries, through the installation of terminals in the State Library and seven system ILL headquarters which will access GLADIS. Also included in the proposal are funds for retrospective conversion of 30,000 records in the fields of American and English Literature, California History, and Political Science. The second proposal was submitted to the Skaggs Foundation to fund cataloging of an 800 volume collection on Yoruba culture. Rita emphasized that retrospective conversion is currently a top priority and attempts are made to work this into every funding proposal.

Rebecca Martin is the public service representative on the GLADIS Circulation System Task Force: input on the system recommendations should be referred to Rebecca.

II. DLA MELVYL TRAINING SEMINAR: S. Gallup

Two people from each campus attended a two day seminar at DLA in January. S. Gallup and A. Lipow were Berkeley's representatives. Sue described major issues raised at the seminar: these included disc space, response time, retrospective conversion, and other DLA priorities.
----Disc space is a major problem and a high priority consideration for the immediate future. There is now disc space for an additional 1.2 million records, which translates into two years of current cataloging. This has serious implications regarding retrospective conversion on the Berkeley campus. Before disc space can be expanded, DLA must find a new location: there is no room to expand operations at the current site. Finding a new home for DLA is a top priority with the University.
----MELVYL response time is an immediate problem, and the MELVYL User Group will investigate this issue and make recommendations on acceptable response time.
----Batch loading into MELVYL from OCLC, GLADIS, etc., can take up to six weeks. A substantial lag exists between the time records appear in GLADIS and the time they appear on MELVYL.
----Sue and Anne are planning a workshop in the near future to present more detailed information on the Seminar.

III. MICROCOMPUTER TASK FORCE REPORT: L. Jaffe

This report was commissioned by J. Rosenthal, and addresses itself to commitments already made (e.g. installation of PCs in library units), and the utilization of said PCs within the library system. In writing the report the Task Force was aware of limitations such as equipment, space, time contraints, and training, and that policy decisions and support must come from the library administration. Questions from the group covered such issues

as how the Report fits in with the campus microcomputer plan; downloading of literature searches; use of personal computers by patrons in the library; the amount of technical processing branch libraries should handle, and enhanced online searching for sophisticated library users.

----R. Kane announced that two PCs are being purchased for training sessions, and will be housed in Room 225. A dot matrix printer is also being bought, and the PCs and the printer will be available for staff use at times not assigned for training.

---- Status Report on PC and MELVYL installations: J. Towers. A list of GLADIS/MELVYL Phase I installations was distributed, and questions concerning a master plan for Phase II were answered by R. Kane. Phase II will begin next fiscal year, and is contingent upon a TAC and DLA supplying terminals. Priorities for PC distribution in Phase II are 1) installation in units not included in Phase I, and 2) demonstrated departmental needs.

IV.CATALOG 2 FICHE PRODUCTION: C.Bengston & M.Heath

Cat 2: Keyword and Cat 2: Subject were last issued in May 1984 and August 1984 respectively. Cat 2: Books base set was issued in May 1984. M. Heath requested a schedule for production of these catalogs. Reference Services Committee is charged with recommending production schedules. Liz Kislitzin asked that she be contacted (as Chair of RSC) regarding input into fiche catalogs production schedules.

V.REPORT ON GRANTS FOR LIBRARY INSTRUCTION: E. Meltzer

Due to lack of time this report was postponed until the next meeting.

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES
Minutes of 17 January 1985

Present: P. Abalos, B. Carson, C. Gordon (Chair), L. Jaffe, B. Kornstein, H. Kratins,
D. Sommer (recorder), C. Wanat

Absent: C. Kubota

Guests: Carl Bengston, Susan Rhee

1. PSAG membership: Sue Rhee affirmed the original structure of PSAG membership
(that is, representation from the Humanities/Social Sciences branches, the
Life Sciences and Physical Sciences branches, and the Main Library), and, the
original focus of the Committee on facilitating branch library and technical
services communication.

She thanked us all for our service on the Committee and announced that she will
be recommending some new members for the Committee. She suggested that Committee
members serve three year terms. She also suggested that the Committee might
make annual reports to Department Heads, through LAUC-B, while continuing to
report to the AUL for Technical Services.

2. GLADIS shelflist slips: We reviewed a memo from Sue Rhee to the chairs of PSAG,
Committee on Bibliographic Control, and Cataloging Council regarding GLADIS
shelflist slips. The information of GLADIS shlflist slips must fit on one slip.
We were asked what information we wanted included on the slip.

Carl observed that the GLADIS shelflist slip will never be as complete as utility-
produced shelflist cards. He also noted that if a particular record requires more
space than one slip, the final fields in the printing sequence will be dropped off.

The Committee recommended that the SUF and SHL (special shelving location information)
be omitted. We thought that information could be easily maintained manually.

Information we want to appear on the slip includes, in addition to author and title:

GLADIS record number
Type of record (MVM, serial, monograph)
Series note
Revised shelflist note
Continues/continued by notes for serials

We discussed the desirability of retaining the UCB record number on the slip; Carl
pointed to difficulties that result from MVM titles which have an UCB record
number for each volume and multiple copies of title, each with its own record number.

In a discussion regarding the inclusion of tracings and subject headings, the
question was raised: For whom is the GLADIS shelflist designed? Technical
services staff? Public services staff? It was evident that these two "user groups"
have overlapping and differing interests and needs. Public services staff use
tracings and subject headings on shelflist cards as a basic reference tool; for
technical services staff, access to tracings and subject headings via the shelflist
apparently is not essential.

In a discussion as to whether we would prefer the presence of a series note or a
series tracing, Helen suggested that a symbol might be used next to the series note
to indicate whether or not it was traced.

Lee recommended that the Library investigate acquiring a printer that can print
with smaller print, to allow more information to fit on the shelflist slip. Sue
commented that it is expected that in the relatively near future, no shelflist
slips will be produced, since our shelflist will be online.

2. GLADIS shelflist slips, continued:

    Sue stated that the bottom line was the cost of programming time to implement our
    suggestions. She will synthesize the responses of all interested groups, and will
    decide which elements will be included on the shelflist slip (with additional
    consultation with Carl and Bernie Hurley).

3. GLADIS maintenance by branch staff: Sue reported on the Technical Services
    Group (TSG) discussion of our recommendation that branch staff be authorized to
    perform certain record maintenance functions on GLADIS (our memo to Sue, 12/18/84):

    The TSG agreed that branch staff could be trained for the following tasks:

    a) Maintaining "locat" and holdings information for monograph records
    b) Maintaining "locat" information only, for serial records, since serials
        holdings information is so complex

    It was felt that two types of training are needed:

    a) GLADIS searching and technical details
    b) Training in bibliographic procedures

    It was also felt that there must be adequate security bars to GLADIS maintenance,
    so that staff would not be allowed to do tasks for which they lacked training.

    The TSG proposed a pilot project to train branch staff in GLADIS maintenance.
    Three or four branches who have a relatively high level of transactions (a minimum
    of 20 per month), who are interested in being trained for GLADIS maintenance, and who
    have some experience using GLADIS, will be invited to be trained in GLADIS maintenance.
    Staff will receive approximately two hours of training in the branch. Some written
    procedures are already available from the Bibliographic Services Department.

    The Public Service Department head and the branch head will be involved in planning
    the project. Rita Kane has expressed concern that distributed technical
    processing responsibilities will not require the addition of new staff. Sue will
    be talking with Rita about these matters, which will also be discussed by Public
    Service Unit heads.

4. Cuts in binding funds: The Committee discussed a draft memo from PSAG to Sue Rhee
    regarding the current binding reduction. Camille will prepare a final draft
    incorporating our editorial suggestions; the draft will be routed to the Committee
    for comment. Sue will have an opportunity to review the draft.

5. The Minutes of the 15 November 1984 meeting were approved.

How peer review is changing

21 March 1985

3:30-5:00 pm

159 Mulford Hall

A forum to discuss CAPA's Interpretation of <u>Criteria for Merit Increase and Promotion</u>, and how the decision-making process in peer review has has evolved over the years.

CU NEWS

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
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LAUC STATEWIDE RESEARCH & PROFESSIONAL DEVELOPMENT GRANTS

The LAUC Statewide deadline for proposals for research and professional develop-
ment grants is April 1. The application format and guidelines are very similar
to the LAUC-B guidelines, but not exactly congruent. The most apparent difference
is that applications must be submitted in 11 copies. Also, this year there
will not be any restrictions between research and professional activities develop-
ment: in other words, preparing a second edition of a directory does not constitute
pure research, but is central to professional development, and is therefore
eligible for funding consideration. The LAUC Statewide Guidelines are available
from Gail Nichols (Govt Docs, 2-3287). Proposals should be submitted to either
Gail or Maryly Snow (Architecture Slide Library, 2-3439) BY April 1. Since the
Research Committee has found every proposal to contain a few weak, but easily
correctable, spots, we strongly advise you to submit a draft of your proposal
well in advance of the April 1 deadline for assistance and feedback. Good luck!

--Maryly Snow
  LAUC Statewide Rep.
  Committee on Research &
    Professional Development

PULITZER PRIZEWINNING PLAYWRIGHT TO READ IN MORRISON ROOM

You are invited to hear Charles Gordone reading from his new play Roan Brown
and Cherry in the Morrison Room Tuesday, March 19 from 4:30 to 6:00 p.m. In
1970 Mr. Gordone received the Pulitzer Prize for No Place to Be Somebody, a
play characterized by cross-cultural themes, motifs which also appear in
Roan Browne and Cherry. Berkeley's Live Oak Theatre was the site of the first
performances of this new play which premiered earlier this month.

--Phyllis Bischof

TV INTERVIEW AVAILABLE FOR VIEWING

The TV interview on the Japanese Collection of the East Asiatic Library described
by Mr. Shively in the 7 March CU News is available for viewing in the Audio
Visual Media Center. The call number is: LIBRARY.Video/C 5. (VHS).

--Jim Gault

APRIL GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in April. Each will
be held from 10A - 12N in Room 322, Doe Library.

AN OVERVIEW ON AUTOMATED PROCESSING AT UCB (offered on 4/10), will look at
GLADIS "from the outside": how GLADIS, the bibliographic utilities, the micro-
fiche, and MELVYL, are related.

GLADIS: AN INTRODUCTION (offered on 4/16 and 4/17), will cover basic searching,
using the Dante software, the Tandem and GLADIS/PC keyboard, and accessing
the Patron File.

ADVANCED SEARCHING (offered on 4/25 and 4/26), will cover efficient searching
of the GLADIS database.

Those having no previous experience with GLADIS are urged to take the OVERVIEW
and the INTRODUCTION. ADVANCED SEARCHING is available only to those who have
experience in searching the GLADIS database.

Please call Systems Services (2-6120) to sign up.

--Jeff Katz

NEW TELEPHONE NUMBERS IN ANTHROPOLOGY LIBRARY

Circulation Desk	2-2400
Dorothy Koenig, Head Reference Collection Development	2-2419
Helen Walsh Reserve Services Technical Processing: Books	3-6195
Kate Fletcher Circulation Supervisor Technical Processing: Serials	3-6194

NEW TELEPHONE NUMBERS IN LIBRARY SCHOOL LIBRARY

Circulation	2-2253
Hutchison, Thora	2-2268
Pratt, Virginia	3-6199

A REMINDER

Public Service Unit Heads meeting this month will be on the 4th Friday, 22 March.
Jane Moorman will conduct a workshop on employees suffering emotional difficulties.
Unit Heads are welcome to invite staff members who supervise student employees;
the workshop will take place in room 308J Main Library.

-Alison Howard

ARLIS/NA at L.A.

The thirteenth annual national conference of the Art Libraries Society/North America convened February 15th in Los Angeles. The Southern California Chapter and moderators outdid themselves in planning a densely-packed and stimulating program for the attending membership. On the day of the popular pre-conference on "Computer Literacy" it rained, preparing the whole area with unexpected brilliant sunshine and clean clear air. Saturday evening's convocation was a treat in the Getty Museum's inner courtyard (dinner) and auditorium (speeches) after a well-staged bus ride to Malibu wherein the sun sank into the sea when we approached the Santa Monica beach.

Of the sessions themselves my personal favorites were the initial session on out-of-pring book buying, chaired by my predecessor, Susan Craig, now at Kansas and now also incoming Vice-Chair/Chair Elect of ARLIS/NA, one called "Artspeak; new media", a session on the Art & Architecture Thesaurus, and two key collection development sessions on new serials and photography. These major sessions were complemented by special groups and business meetings which are stimulating forums for exchanging ideas and solving mutual problems.

I have to admit to having fun along with business. ARLIS always provides opportunities to tour the art resources of the area where the national meeting is held. I learned a great deal about the architecture of downtown Los Angeles this way and was part of an impromptu tour of the Southern Pacific railroad station, provided by a meter-down taxi and driver who obviously was a man who missed his calling. All this plus an all-day tour of the Huntington Library and Museum plus the Gamble House and Art Center College of Design in Pasadena. All exhausting, enriching, rewarding and -- fun.

-- Ann Gilbert

TWO BIG COMPUTER SHOWS SET FOR SAN FRANCISCO

10th West Coast Computer Fair (Moscone Center)   March 30 - April 2

    Extravaganza of large companies and startups, new product introductions, great show bargains, free sample publications, special prizes, hands-on demonstrations and 65 conference sessions.
            Four-day ticket $20.00 (preregistration $15.00)
            One-day ticket $12.00

Unix Systems Expo/85 Spring (Moscone Center)   April 24 - April 26

    Topics of interest include: linking PCs to mainframes; setting up multiuser, multitasking systems, and creating networks.
            Full conference and exhibits $95.00
            One day conference with three exhibits $50.00
            Exhibits only, three days $20.00
            Exhibits only, one day $12.00

--Yuki Ishimatsu
East Asiatic Library

THEY LET US KNOW

This form will look familiar to you. It was sent to every ladder-rank faculty member last June when the UC Berkeley/Stanford Cooperative Program cards were distributed, along with a letter from Joe Rosenthal. Over 2,000 faculty received the form; 112 responses were returned. Below is a tally that reveals the services in which the faculty were most interested.

Thanks to all of you who responded to the questionnaires by making telephone calls or sending written materials. It was a successful means of reaching interested faculty.

-- Mary Jane Detloff

LET US KNOW...

Which of these services you want to know more about

****

_24_ Faculty Seminars on Research Resources in the Library - *Held every Fall*

_52_ Delivery Service (BAKER)

_16_ Graduate Bibliographic Service - *Special assistance for students in the humanities and social sciences*

_1_ MOLE (Moffitt Orientation and Library Education) Program

_8_ Term Paper Advisory Service

_18_ Course Reserve Book Service - *Procedures for putting materials on reserve*

_57_ Computer Reference Service - *Database searches*

_45_ MELVYL, the UC Union Catalog On-Line

_45_ Berkeley/Stanford Cooperative Program - *Benefits to faculty*

_27_ Interlibrary Borrowing Service

_29_ Audio-visual collection and equipment

_7_ Library orientation tours

_10_ Classroom or library presentation on library resources for your classes

_12_ Storage - *Northern Regional Library Facility*

_24_ Library plans for the 1980s

_—_ Other - *Please describe* _____

If you are interested in knowing more about the collection policy in your fields of interest, a collection development librarian responsible for your subject fields would be pleased to call you. Indicate your interests below:

_____

_____

Your Name: _____

Department: _____

Campus Address: _____

Telephone Number(s): _____

Best Time to Reach You: _____

****

Please fold and return this form by Campus Mail. The other side is already addressed.

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 a card file at the General Reference Desk.

DEPARTMENT HEADS MEETING
Minutes for February 19, 1985
Guest Speaker: Ronald Wright, Vice Chancellor for Business and
Administrative Services.

Vice Chancellor Wright gave a full picture of all services under his
jurisdiction. Among these are budget, facilities management,
accounting, employee affairs, and communication and transportation
services.

I. LIBRARY PERSONNEL OFFICE UPDATE -- W. Wenz
Bill reported that eight librarian positions were in the process of
being filled. He also noted that Campus Labor Relations Office had
asked him to distribute copies of the AFSCME contract to appropriate
staff and of the miniversion of Staff Personnel Policies to
supervisors. Copies are ready for distribution today and include a
roster of staff who should sign for each copy received.

II. LIBRARY BUSINESS OFFICE UPDATE -- J. Pudewell
Jeff Pudewell asked to have his report postponed until the next
meeting because current accounting information from Sproul Hall had
not arrived.

III. LIBRARY SYSTEMS OFFICE UPDATE -- B. Hurley
Bernie Hurley announced that GLADIS shelf list cards are now being
produced on heavier stock and will be out this week. Department Heads
were asked to inform their unit heads. UC Davis representatives will
be visiting the Berkeley campus on February 26 to get an overview of
GLADIS. The visit will be co-hosted by the Systems Office and Sue
Rhee.

                                        --Carol Alexander

MINUTES: Circulation Supervisors Group
        Meeting No. 51, February 14, 1985
RECORDER: Anne C. Brown

ANNOUNCEMENTS

Chair Karl Slinkard announced that for the third month in a row, the CSG was unable to get anyone from the Library Business Office (LBO) to attend the monthly CSG meeting to discuss student payroll problems. A lengthy discussion of the LBO and student payroll followed. Several circulation supervisors reported over-payments to students, erroneous G.A. reports, and the failure of the office to respond to memos reporting discrepancies. It was suggested that the CSG has a responsibility to report these problems with the LBO to Rita Kane. The group voted unanimously to have a memo written in order to apprise Rita of problems with the LBO. Karl agreed to draft the memo.

CIRCULATION COMMITTEE REPORT -- Gail Nichols

In an informal survey by several branches of outstanding book replacement bills, Gail reported, the number of bills in the "Other" category (non-UC borrowers) was nearly as high as that of UC undergraduates. The "Other" group, however, is only a small proportion of the total borrowing population.

If we proceed, Rita Kane will ask that $725 be set aside for a test of Weldon Associates' services on 100 delinquent "other" accounts. A hundred representative accounts will be selected through Campus Accounting. The circulation supervisor in the billing unit will be notified so that Weldon can be informed if the books are returned. The Library is interested in consulting with Wanda Weldon regarding the new automated circulation system and will be able to do so at no extra cost. The hitch at this point, however, is that the job will probably have to go out to bid, and the University already works with several collection agencies.

Gail responded to the following concerns raised at the December CSG meeting about using Weldon Associates:
1. Cost of the service -- Rita Kane felt that $725 was not a significant amount.
2. Staff time -- little Library staff time would be involved
3. Objections to use of collection agency -- Rita Kane and the Circ Committee felt that Weldon's services would be more suited to the goal of getting books back. Eventually the Library will have to deal with the collection agency issue, since plans for establishment of an inhouse cashier are now underway.

BAKER AND NRLF PAGING -- Greg Olin

Greg reported that because NRLF has not yet set up its own circu-lation system, BAKER will be unable to page materials directly from NRLF. Greg requested that circulation supervisors agree to a uniform way of notifying BAKER that materials paged from NRLF were available in the branches for pickup. The group agreed

to use standard campus Hold notification cards to notify BAKER
when books paged from storage have arrived. Greg stated that
this would be in effect only until NRLF has set up its own
circulation system, scheduled for some time in the next year.

UPDATE ON STAFF COMPUTER LITERACY -- Rita Kane

Rita stated that Library Administration's overall goal is computer
literacy for all staff. This year training priority will go
to staff with micros in their units. Next fiscal year PC's
will be installed in units that didn't get them this year. Two
microcomputers will be installed in 225 Doe for training purposes
this year.

Rita was asked about the future of the library assistant career
given the ongoing changes in public & technical services.
A lengthy discussion followed.

AUTOMATED CIRCULATION REPORT -- JoD Wright

JoD reported that Circulation is now able to keep up daily with
returns and charges amounting to 1500-3000 cards per day.
The staff is now bar coding books as they are returned.
JoD feels that the interim system is working well, although
terminals do act strange or go down at times.

An "expired patron record" is being kept in the database for
non-UC borrowers whose library cards have expired but who still
have materials out. JoD receives a list of withdrawn students
which gets entered into the patron file manually. Except for
these withdrawn students, the patron file does not retain records
for students who are no longer at UC.

PATRON STATUS -- Joyce Ford

Joyce handed out a series of flyers explaining the different
patron status numbers and what each type of patron needs to
do to obtain a library card. She asked that branch personnel
tell anyone they send to the Service Desk to obtain lending
privileges that s/he may have to pay for a library card (check
or money order and driver's license.)

ADVERTISING OF LOAN SCHEDULES AND FINES -- Carol Alexander

Carol Alexander, Rita Kane's assistant, reported that Rita had
received a number of letters complaining about heavy fines and
lack of information about various branches' loan periods and
fine schedules. Carol felt that branch policies need to be publicized
and requested circulation supervisors' cooperation in compiling
circulation policies to be put in an advertisement in the Daily
Californian. She will contact each branch at a later date.

Staff Development Committee

WORK WITH US!

The Staff Development Committee is a lively and productive group which meets twice a month to develop Staff Development opportunities for all library employees. Now that responsibility for disbursing librarians'travel funds has been assumed by LAUC, the Staff Development Committee's emphasis in 1985 is on workshops, job rotation programs and special projects. The Committee is looking for 5 new members and lots of ideas.

Positions are open for:
* 2 staff and 2 librarians from the General Library (contact Ann Gilbert at 2-7361)
* 1 librarian from a Non-General library (contact Nan Sand at 2-1705)

NOON SERIES PROGRAM

IS ANYBODY LISTENING?

Talking without trauma

By

Adrienne Miller
Rhetoric Dept., UCB

Tuesday, March 26
Noon
Room 322 Doe Library
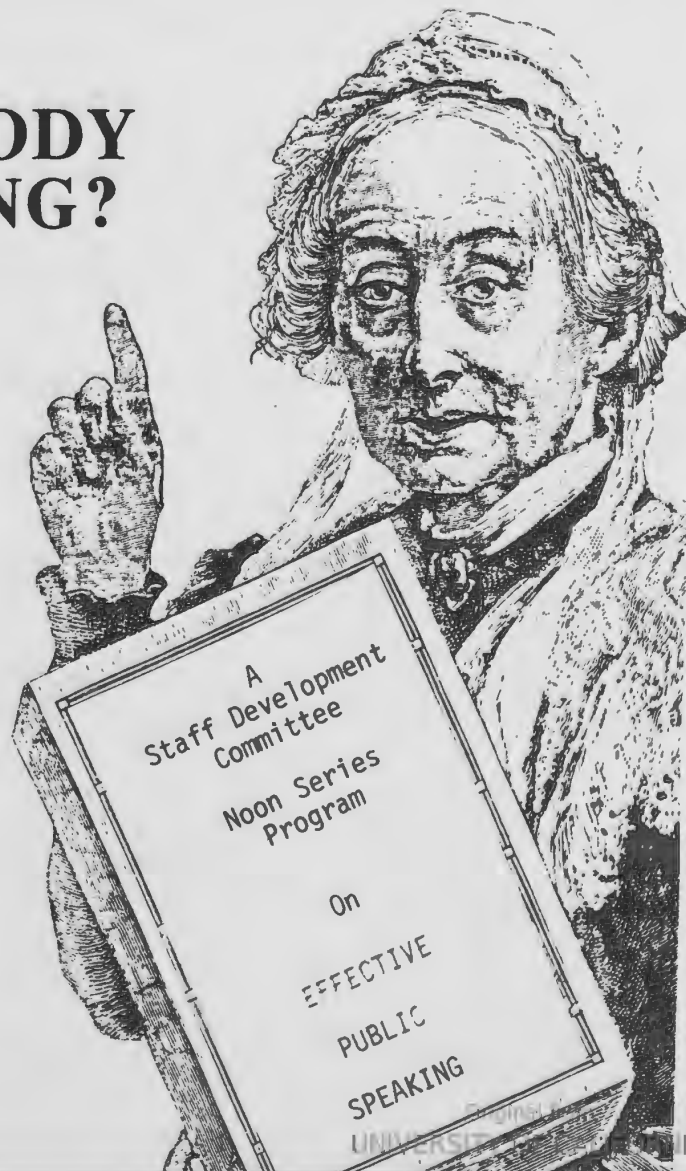
A
Staff Development
Committee
Noon Series
Program

On

EFFECTIVE

PUBLIC

SPEAKING

March 29   INTEGRATED DISCIPLINES/INTEGRATED TECHNOLOGIES. Golden Gate Chapter of Records Managers and Administrators, Inc. A symposium on information management, including presentations on strategic planning, indexing for the office of the future, the economics of information, database machines and distributed processing, and optical storage media. San Francisco. $70. For information, contact Richard N. Katz, 642-7501.

Apr. 11 - May 30   LIBRARY CATALOGING PROCESSES. A 2-unit course offered by Diablo Valley College as part of their certificate program in Library Media. The course presents ideas about creating the storage and retrieval process in conventional libraries and teaches how that process can be applied to other less conventional situations, from a company's blueprint collection to a person's travel memorabilia. Enrollment at the College admissions office or at the first class meeting. For information call Mary Dolven at DVC, 685-1230 x3237.

May 7   MANAGING CHANGE WITHOUT TRAUMA. A workshop for all library personnel sponsored by the Northern California and Nevada Medical Library Group. Pat Cross of MediShare in San Jose will discuss administrative changes in the workplace. 1 to 5 pm at the UCB Faculty Club, $ 15 members/$25 non-members. Call Norma Kobzina, Natural Resources Library, 642-4493.

May 29   COPING WITH CONFLICT AND STRESS. An intensive management seminar presented by Associated Management Institute, Inc. San Francisco, $195. For information call AMI at (800) 556-7500.

Training and Development Classes

The Campus Personnel Office offers an ongoing series of courses for UCB employees. The following schedule is reprinted from the BERKELEYAN, the weekly newspaper for UCB faculty and staff, as a reminder of this service. For information call 2-8134.

March		Fee	
12	New Employee Orientation	none	8:30–12n
13, 20, 27 April 3, 10	Effective Supervision I	$75	8:30–12 or 1–4:30
19	Conflict Resolution	$40	8:30–4:30
20, 27 April 3	Training for Trainers	$90	8:30–4:30
22	Setting Performance Objectives and Conducting Evaluations	$35	8:30–4:30
26	Communicating on the Job	$40	8:30–4:30
28	Interview and Selection	$35	8:30–4:30

April		Fee	
2	New Employee Orientation	none	8:30
9	Practical and Creative Problem Solving	$35	8:30
11	Conflict Resolution	$40	8:30
9, 16, 23	Writing Workshop for Managers and Supervisors	$90	8:30
16	Interview and Selection	$35	8:30
17, 26, May 3	Conducting Productive Meetings	$60	8:30
18	Setting Performance Objectives and Conducting Evaluations	$35	8:30
23	Time Management	$40	8:
24	Role of the Supervisor	$40	8:30
25	Communicating on the Job	$40	8:30
26	Time Management	$40	8:30
30	Setting Performance Objectives and Conducting Evaluations	$35	8:30

Present: I. Argüelles (Chair), P. Davison, J. Gault, A. Howard, C. Kubota,
          C. Moreno, B. Radke, N. Sand (co-recorder), D. Sommer (co-recorder),
          M. Ternberg

Absent: P. Maughan

Guests: Rita Kane, Ginette Polak

1. Announcements:

   A memo received from Maryly Snow, Chair, LAUC-B Research Committee, includes
   a copy of recommendations from Bob Bellanti, Chair, LAUC Statewide Research
   Committee, regarding the next steps in the Committee's research and professional
   development charge. These recommendations are:

   a) Funding for professional development should be allocated on a per capita basis

   b) Primary funding for research proposals should come from a statewide pot

   Debby will distribute copies of the memo to the LAUC-B Executive Committee, for
   comment to Maryly by February 18.

   Ivan received a memo from Academic Vice Chancellor Park, informing him of the
   appointment of a new Non-General librarian (Arturo Flores).

   Ivan reported that LAUC has been asked to advise Michelle Zak regarding items,
   in addition to professional development funding, which we think should be
   reopened for contract negotiations this summer.

   Nan and Maryly Snow have sent a memo to the heads of Non-General library units,
   requesting information regarding monies spent or committed for professional
   development.

   Lynne Grigsby, Division of Library Automation, has revised the January 1985
   instructions for sending electronic mail.

2. Draft memo to Joe Rosenthal, regarding library committee structure recommendations:

   The memo was approved with minor corrections. The memo will be forwarded to
   Joe for his comments and implementation.

3. Memo from Beverlee French regarding the report of the Ad Hoc Committee on
   Professional Standards: After considering the various questions and concerns
   posed by Beverlee, we concurred that:

   a) A Code of Conduct is necessary
   b) Examples of unacceptable conduct should not follow each ethical principle,
      but be listed separately
   c) Consensus among campuses may be impossible; a simple majority would be acceptable
   d) These issues should not be returned to the Ad Hoc Committee nor should
      the Ad Hoc Committee be given a new charge or reconstituted
   e) The LAUC Executive Board is responsible for the future of this document;
      we disagree strongly with LAUC-LA's suggestion to divide the work of
      revising the Code among the campuses
   f) Enhanced communication between the Executive Board and the Divisions both now
      and at the Spring Assembly would promote acceptance of the Code of Conduct

3. <u>Memo from Beverlee French</u>, continued: Ivan will speak to Beverlee about some paragraphs in her memo that we didn't understand; he will also ask whether or not a "Librarian's Bill of Rights" is included in the present version of the Code of Conduct.

4. The <u>Minutes</u> of the 23 January 1985 meeting were approved with corrections.

The meeting was adjourned at 2:00. The next meeting will be on 27 February 1985, 10:00-12:00, Room 322.

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.11.1 From Michael Buckland to LAUC Executive Board, et al., re. "Housing library collections," 1/18/85

84/85.11.2 From N. Sand and M. Snow to Non-General Library Unit Heads, re. "Professional development funding for NGLs," 1/29/85

84/85.11.3 From B. French to Judy Horn, LAUC Committee on Committees, Rules and Jurisdiction, re. the Committee's charge, 1/16/85

84/85.11.4 Michael Buckland, <u>A Librarian's guide to the Office of the President</u>, 1/22/85

84/85.11.5 University of California, Southern Regional Library Facility. <u>Statement of policy</u>. First draft. 11/14/85

84/85.11.6 Southern Regional Library Board. <u>Minutes of the meeting</u>, 9/27/85

84/85.11.7 From M. Snow to LAUC-B Executive Committee, re. memo from Bob Bellanti, Chair, LAUC Research Committee, n.d.

84/85.11.8 From B. French to LAUC Executive Board, re. "Professional standards," 1/26/85

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY - THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY - THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

Volume 40, Number 12   21 March 1985

MAIN LIBRARY SPACE PLANNING EFFORT UNDERWAY

As many of you know, the Library Administration prepared a request in September
for funds to study improvement of Main Library space. The $375,000 request,
which went forward from The Regents to the State and was included in Governor
Deukmejian's preliminary budget, will support engineering and architectural
expertise to identify specific options to solve the Main Library's seismic and
other facilities problems. This study will build on work accomplished by earlier
consultants, such as Kaplan, McLaughlin, and Dias, and will provide the basis
for a Porject Planning Guide.

To use these funds to best advantage, we are engaged in an intensive effort to
define the requirements for Main Library space. Our job in the next four months
is to define what we need; the consultants, who will begin their work in July,
will be asked to present options that satisfy those needs.

Nine task groups have been appointed and given charges to tackle various aspects
of the planning effort. The names and rosters of these groups are listed on
the next page.

Gloria Novak will serve as information resource to all groups. We have engaged
a writer/consultant, Nina G. Robinson, who will coordinate the project and
write the draft recommendations and finished report.

Copies of the task force charges, as well as a list of planning assumptions
developed by Library administration, are available to interested staff; please
telephone my office (2-3773) if you would like a copy.

--Joe Rosenthal

IFLA

The Final Announcement of the 51st Conference of the International Federation of
Library Associations and Institutions (IFLA), to be held in Chicago from 18-24
August 1985 may be consulted in the Librarian's Office. A Program Summary,
conference information, and registration forms are included.

--Pam Garza
(2-3773)

SHEILA DOWD IS NOW IN THE LIBRARIAN'S OFFICE

People wishing to contact Sheila Dowd, AUL for Collection Development, should
phone her at 2-3773 or see her in Room 245.

THE GENERAL LIBRARY
University of California, Berkeley

Task Groups for Main Library Space Planning

GROUP	NAME	LOCATION	PHONE NUMBER
Definition & Configuration of Central Services	Liz Kislitzin	CDRS	2-7600
	Ken Legg	Circulation	2-3623
	Anne Lipow	Librarian's Office	2-3773
	Cathy Gordon	Social Sciences	2-0370
	Eddie Hogan	CDRS	2-7600
	Irene Moran	Bancroft	2-8173
	Suzanne Gallup	Cooperative Services	2-5339
(Administrative Resource)	Rita Kane	Librarian's Office	2-3773
Collections	Barclay Ogden	Conservation	2-4946
	Jim Spohrer	CDRS	2-7600
	Sue Gold	Government Documents	2-3287
	Ken Logan	S/SEALS	2-3095
(Administrative Resource)	Sheila Dowd	Librarian's Office	2-3773
Stations for Users & Staff	Pat Abalos	CDRS	2-7600
	Mercedes Untawale	BSD	2-3650
	Milt Ternberg	SOCS	2-0370
(Administrative Resource)	Gloria Novak	Space Planning & Graphics	2-5154
Requirements During Renovation/Construction	Don Williams	CDRS	2-0956
	Rebecca Martin	Biology	2-2531
	Russell Gardiner	BSD	2-9878
	Vickie Hanawalt	Moffitt	2-5070
(Administrative Resource)	Joe Rosenthal	Librarian's Office	2-3773
Administration & Ancillary Services	Troy Wilcox	Supplies & Maintenance	2-3613
	Jeanne Fong	Librarian's Office	2-3773
	Joe Barker	Acquisitions	2-0590
(Administrative Resource)	Jeff Pudewell	Librarian's Office	2-3773
Administrative Group	Joe Rosenthal	Librarian's Office	2-3773
	Mary Jane Detloff	" "	"
	Rita Kane	" "	"
	Sue Rhee	" "	"
	Jeff Pudewell	" "	"
	Sheila Dowd	" "	"
	Bill Wenz	Personnel Office	2-3778
	Bernie Hurley	Systems Office	2-5168
Security Council	Barclay Ogden	Conservation	2-4946
	Jeff Pudewell	Librarian's Office	2-3773
	Bill Wenz	Personnel	2-3778
Technical Services	Sue Rhee	Librarian's Office	2-3773
	Joe Barker	Acquisitions	2-0590
	Jean Peck	Catalog	2-4144
	Russell Gardiner	BSD	2-9878
	Liz Myers	Government Documents	2-3287
		or	
		Serials	2-3473
Computing & Telecommunications	Bernie Hurley	Systems	2-5168
Conservation	Barclay Ogden	Conservation	2-4946

PERSONNEL CHANGES

APPOINTMENTS   Barbara Glendenning has been appointed Assistant Librarian
                 (Reference) in the Biology Library, effective 14 March 1985.
                 She comes to Berkeley with ten years' library experience in
                 Southern California, where she has served as Reference Librarian
                 at California State University, Dominguez Hills, for the past
                 three years. During the summer of 1981 she worked in the
                 SIRCULS tri-county public library reference service. In 1980
                 she held a temporary reference librarian position in the Bio-
                 Agricultural Library at UC Riverside, where she had been working
                 as Library Assistant (Night Supervisor) from 1976-80, and before
                 that in the Serials Department of Riverside's General Library.
                 Ms Glendenning holds her B.A. in Spanish from UC Riverside
                 (1973) and her M.L.S. from the University of Southern California
                 (1980).

                 Bonnie S. Hardwick has been appointed Associate Librarian, Head
                 of the Manuscripts Division, Bancroft Library, effective 11 March
                 1985. Dr. Hardwick brings a strong background in American
                 letters and Western Americana to her new position. She took
                 her B.A. (Dominican College, Racine, Wisconsin, 1966) and her
                 M.A. (University of Minnesota, Minneapolis, 1968) both in
                 English; her Ph.D. (University of Pennsylvania, 1977) in American
                 Literature; and her M.A. in Librarianship and Information Science
                 (University of Denver, 1978), and has to her credit various
                 special training programs in materials and collection handling,
                 as well as American art and literature. She received a Woodrow
                 Wilson Fellowship in 1966, and taught in the English Departments
                 of Dominican College (1968-70) and the University of Pennsylvania
                 (1970-71). While completing her doctoral dissertation -- on the
                 literature of the post-Civil War Western surveys -- she served
                 as a docent/research assistant in American Art at the Denver
                 Art Museum (1973-75); then in 1975 joined the Manuscripts staff
                 of the Western History Department, Denver Public Library. She
                 was appointed Manuscripts Librarian in 1978 and has continued to
                 serve as Manuscripts Specialist since 1981. In 1979 she co-directed
                 an oral history project on federally supported art in Colorado,
                 coordinated through the Library; and subsequently directed two
                 archival projects recording the career work of an important
                 regional architecture firm (1981-83) and landscape architect
                 (1982-83). Dr. Hardwick has held several appointments as
                 consultant and in professional organizations and publications,
                 particularly those centered in Colorado. She was Editor of
                 The Colorado Archivist and Chairman of the Society of Colorado
                 Archivists.

LEAVE A MESSAGE

Until an automatic message taking device is installed, messages for Evelyn
Kiresen, Catalog Specialist and Coordinator for Library Services for Disabled
Students, may be left at Extension 2-5339, in the Cooperative Services Depart-
mental Office.

TEMPORARY ACADEMIC LIBRARIAN POSITION AVAILABLE

The following Assistant Librarian position ($21,024.00 to $26,892.00 per annum salary range) is available in the General Library. This will be a temporary (approximately 7 months) full-time position. Interested applicants should apply in writing to William E. Wenz, Library Personnel Office, Room 447 Library, Berkeley, California 94720 by 29 March 1985.

MOFFITT UNDERGRADUATE LIBRARY

The Moffitt Undergraduate Library, opened in 1970, presently houses a collection of approximately 160,000 volumes and 500 serial titles, and circulates about 500,000 books per year. Over 50,000 questions are answered at the reference desk each year. The collection provides select resources for undergraduate research as well as materials for course reserve. A primary goal is to teach students to use not only Moffitt Library but also other campus and off-campus collections.

DUTIES: This is a temporary, full-time Assistant Librarian position for the period of April 1 - November 1, 1985. The position offers experience in providing reference service, in selecting for several subject areas, in planning and teaching library instruction programs and in participating in decisions affecting public service at Moffitt. The applicant must be able to work in a collegial relationship with a dynamic staff of 4.50 FTE librarians and approximately 18.40 FTE career staff. Duties include reference desk work; collection development in some subject areas; and participation in library instruction programs. Night and weekend reference work is required.

QUALIFICATIONS: Candidates must have an MLS from an accredited library school. Familiarity with the needs and interests of undergraduate students and previous reference experience in an undergraduate or college library would be desirable.

LIBRARY ANALYTICAL SKILLS INSTITUTE OFFERED

This new institute offered by ARL's Office of Management Studies, is designed to provide development opportunities for the library professional who weeks proficiency in problem-solving and project planning. Among the areas to be focused on are problem definition, data gathering and analysis, strategy for-mulation, team building, and action planning.

The Analytical Skills Institute will help library managers improve their ability to formulate the questions that need to be asked about their organizations and to identify techniques useful in exploring operational issues. It will halp strengthen skills in using these techniques to observe, diagnose, and take the actions required to create substantive, meaningful change. The skills and techniques that will be studies are necessary for sound decision-making, planning, and organizational change. Analytical and problem-solving skills are essential for making a case for financial support, demonstrating accountability, evaluating operations, understanding user needs and measuring user satisfaction.

This institute will be held in San Diego, California, December 1-4, 1985. (The same program will also be held in Pittsburgh, Pennsylvania, June 2-5, 1985.) The registration fee is $450. Call Mary Jane Detloff (2-3773) if you'd like a brochure.

THREE INNOVATIONS IN MOFFITT'S INSTRUCTION PROGRAM

Librarian's in Moffitt Library have adjusted their bibliographic instruction
activities this year to meet the changing needs and requests of faculty and
students. Two grants have moved library instruction solidly into the classroom.
A graduate student in the English Department, Tim Hoyer, received a Council on
Educational Development Grant to integrate library skills into English 1A-1B
classes. Moffitt librarians gave presentations to many sections of the class,
with assignments geared to the specific research topic of the section (e.g.,
political language in Orwell's writing, irony in Tristram Shandy, etc.). At
the end of the semester, Professor Frederick Crews of the English Department
wrote to Joe Rosenthal, "I am writing to thank you both personally and on behalf
of the English Department for the excellent assistance I have received from the
Moffitt Library Reference Staff in working out library based composition assign-
ments and attendant instruction for English 1A and 1B sections taught in the Fall,
1984...The graduate students working under me and I hoped for a fair amount of
cooperation from Moffitt in this project but we were not prepared for the extra-
ordinary amount of help we received. I knew that Moffitt has a strong commitment
to undergraduate instruction but I was pleasantly surprised to see just how deep
and expert that commitment is. I think that Moffitt...should be congratulated
for the marvelous service in aid to instruction that they provide. The library
should be the heart of any university's instructional program and it is a pleasure
to see the vigor with which you and your staff are striving to make it so here."

Another grant obtained by Moffitt in conjunction with the Asian American Studies
Department this spring is aimed at improving writing and library skills of
immigrant and non-native speakers. With the money allocated in the grant, a
research assistant has been hired to assist Moffitt librarians in preparing
handouts for the sessions given in several Asian American studies classes. She
is also involved in preparing an evaluation tool, working on the Term Paper
Advisory Service, and coordinating other activities with the Asian American
Studies faculty. As a result of the grant, Moffitt librarians have had the
opportunity to spend much more time tailoring activities for these classes.
The research assistant hired is a library school student interested in the field
of ethnic studies. In the case of both English and Asian American Studies Depart-
ments, Moffitt librarians look forward to continued relations with additional
courses. In terms of formal class presentations, Moffitt has increased from doing
12 presentations each in 82/83 and 83/84, to a projected 39 presentations through
fall and spring semesters of this year.

Another success story for Moffitt has been the Term Paper Advisory Service (TPAS),
begun in spring of 1983 with 24 term paper appointments. This fall, 183 students
were reached through the service, and through the 7th week of this semester, over
100 students have been TPAS customers. Appointments are set up between the
student and a librarian after the student fills out a form stating her/her
research needs. The librarian then spends time determining the best background
information sources, Library of Congress subject headings, bibliographies,
indexes and other campus libraries and community resources for the topic. Statis-
tics on the service gathered by Moffitt Coordinator of Bibliographic Instruction,
Bill Whitson, show that students from all disciplines use the service but are
overwhelmingly juniors and seniors. The majority of the formal class presentations,
on the other hand, have been given to lower division students.

The MOLE (moffitt Orientation and Library Education)Program has been a lesson
in patience--and trial and error--for the Moffitt staff. Begun a few years ago,
the program was formulated around non-credit workshops. Evaluations received

MOFFITT INNOVATIONS (Continued)

from patrons were extremely positive; however, the turnout was small and the work involved did not justify the program's continuation in that format. The staff then looked in other directions to fill an obvious gap in the Berkeley undergraduate student's college career. Congratulations are due the Moffitt staff for their energetic outreach efforts in the area of library instruction.

--Rita Kane

TWO NOTES ON RESTARTING MELVYL TERMINALS (see the CU News of 3/7/85)

1. For model 910+'s only: holding down the SHIFT key and pressing the BREAK key TWICE will clear the terminal's screen and empty its buffer. You might try this as a less drastic substitute for turning the terminal OFF and back ON.

2. Always wait 5-10 seconds after turning any MELVYL terminal OFF before you turn it back ON. This will help to extend its lifespan.

--Jeff Katz, System Services

SCHOOL OF LIBRARY AND INFORMATION STUDIES SCHEDULED COLLOQUIUMS

A Consumer Behavior Approach to the Study of Public Library Use

George D'Ella, Director and Associate Professor, University of Minnesota Library School

Date:	Thursday, March 28, 1985
Time:	8:30 - 9:30 a.m.
Place:	202 South Hall

Quality of Indexing: New Tests Designed for the National Library of Medicine

Howard White, Visiting Professor, SLIS, Associate Professor, Drexel University, School of Library and Information Science

Date:	Wednesday, April 3, 1985
Time:	noon to 1 p.m. (bring your lunch)
Place	121 South Hall

Changing Work/Changing Roles: Information Technologies and Library Workers

Leigh S. Estabrook, Associate Professor, Syracuse University, School of Information Studies

Date:	Thursday, April 4, 1985
Time:	8:30 - 9:30 a.m.
Place	202 South Hall

JOIN THE MELVYL AIDES

If you're familiar with MELVYL-- And would like to help others learn, then
become a Melvyl Aide.

Spend one hour a week assisting people in using MELVYL terminals in the Main
Library Loan Hall. Comments from other MELVYL aides include: "Rewarding;"
"A lot of fun;" "I'm learning so much about how patrons look for things in
the library;" "The people I help are all very appreciative."

There will be an introductory meeting for those interested on

Tuesday, March 26, 1985

9:00 - 10:30

Room 322, Main Library

--A. Lipow

ORIENTATION TOUR OF THE CIRCULATION DEPARTMENT

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better under-
standing of library collections and library services on the Berkeley campus.
Staff working in campus or area libraries outside the General Library system
are welcome to participate in the tour program.

The tour for the month of April is the Circulation Department. Staff may
sign up for either of two tour sessions: Wednesday, April 3 or Tuesday,
April 9. Each tour begins at 8:30 and lasts approximately 1½ hours. Please
sign up for a tour by completing the form below and mail it to Jeanne Fong,
Librarian's Office, 245 Main Library. Meeting place for the tour is in
the Circulation Department, 2nd floor, Main Library.

Deadline for signups: April 2. Sign ups for the first choice may be
considered confirmed, unless notified otherwise.
------------TEAR OFF---

Your name:_____
    unit:_____   Ext. 2-_____

Please enroll me for the tour of the Circulation Department on:

        First Choice   Second Choice

        _____   _____   Wednesday, April 3
        _____   _____   Tuesday, April 9

IS ANYBODY LISTENING?

TALKING WITHOUT TRAUMA

by

Adrienne Miller
Rhetoric Dept. UCB

● ● ● ●

NOON

TUESDAY 26 MARCH

~ ROOM 322 ~

DOE LIBRARY

★ ★ ★ ★

A STAFF DEVELOPMENT COMMITTEE
noon series
program

Present: I. Argüelles (Chair), P. Davison, A. Howard, C. Kubota, P. Maughan,
           C. Moreno, N. Sand, D. Sommer (recorder), M. Ternberg

Absent: J. Gault, B. Radke

Guests: Charlie Shain, Maryly Snow

1. <u>Report from the LAUC Ad Hoc Committee on Peer Review/Revision of the APM</u>:

   Charlie Shain reported on the February 1985 discussion of the Ad Hoc Committee
   regarding deferred reviews and temporary appointments.

   a. Deferred peer reviews: The Ad Hoc Committee recommends that a section on
      deferred reviews be added to the Academic Personnel Manual (APM). It was
      suggested that a documented prolonged absence should be the usual justification
      for a deferred review; special circumstances other than prolonged absence
      would be allowed, if documented and receiving consensus throughout the library
      hierarchy (including CAPA).

   b. Temporary appointments: The duration of a temporary appointment would depend
      on the source of funding for the position. Regularly funded (e.g., library
      money) appointments would normally last one year or less, with the possibility
      of extension to a second year. Positions supported by extra-mural funds
      (e.g., grant money) would have no time limit on the duration of the appointment.

      The Ad Hoc Committee recommends that librarians working at half time or more
      in temporary appointments be expected to perform all aspects of librarianship
      as outlined in the APM. The Committee also recommends that all librarians
      appointed at half time or more for a minimum of six months should undergo
      peer review.

   The LAUC-B Executive Committee will be given a draft report for formal review
   and comment.

   Charlie noted two issues which the Ad Hoc Committee will refer to the future
   committee on professional governance: reviews with no action at plateau points,
   and defining "career status."

2. <u>Report from the LAUC Research Committee</u>: Maryly Snow reported that the Research
   Committee has concluded that it cannot fulfill its charge, until the unequitable
   distribution of research and professional development funds among campuses is
   corrected. She stated that while there was agreement among committee members
   about the problem, there was no agreement as to the solution. There was general
   agreement that librarians should be allowed to use University monies in addition
   to LAUC-administered funds for research and professional development activities,
   and that the minimum level of funding be adjusted upwards.

   Since LAUC-B has exhausted its research and professional development funds for
   this fiscal year, Maryly will forward all worthy professional research proposals
   to Statewide LAUC to compete for funding. She will prepare a description of the
   Statewide criteria for <u>CU News</u>.

3. <u>Announcements</u>:

   Ivan has appointed James Spohrer to be the LAUC-B liaison with NRLF; he will
   filter storage policy issues for us.

   Linda Hoffman, LAUC-D, has developed a survey form to collect peer review statistics
   from the LAUC divisions. Ivan will speak to Ron Heckart, CAPA Chair, regarding
   the location of LAUC-B peer review statistics.

3. <u>Announcements</u>, continued:

We have received copies of other divisional statements regarding the Code of Professional Conduct; they are listed at the end of these Minutes.

4. The <u>Minutes</u> of the 12 February 1985 meeting were approved with corrections.

The meeting was adjourned at 12:00. The next meeting will be 8 March 1985, Room 322.

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.12.1   From Jane Kimball to Peter Briscoe, Chair, Library Council Collection Development Committee, re. LAUC Assembly, etc., 12/21/84

84/85.12.2   From Liz Kislitzin, Chair, Reference Services Committee to I. Argüelles, re. "Non-duplication policy - NRLF," 2/14/85

84/85.12.3   From James Spohrer, Collection Management and Development Committee to Beverlee French, et al., re. "Response to M. Buckland's discussion paper on non-duplication at NRLF," 2/21/85

84/85.12.4   From Veronica Wakeman and Randy Wilson, Collection Management and Development Committee to I. Argüelles, et al., re. "Brief comments on non-duplication of stored materials," 2/21/85

84/85.12.5   From Michael Buckland to Library Council, et al., re. "Temporary load of California State Library records," 2/14/85

84/85.12.6   Draft Minutes, LAUC Executive Board Meeting, 12/13/84

84/85.12.7   From I. Argüelles to Beverlee French, et al., re. "Professional standards," 2/19/85

84/85.12.8   From Em Claire Knowles, Chair, LAUC-D, to B. French, et al., re. professional standards, 2/27/85

84/85.12.9   From Lelde Gilman, Chair, LAUC-LA, to B. French, et al., re. "Code of professional conduct," 2/15/85

84/85.12.10 From Carol Resco, Chair, LAUC-R, to B. French, et al., re. "Code of professional conduct," 2/22/85

84/85.12.11 From Lucia Snowhill, Chair, LAUC-SB, to B. French, re. "LAUC-SB response of code of conduct questions," 2/21/85

84/85.12.12 From Stan Stevens, Chair, LAUC-SC, to B. French, re. "Ad hoc committee on professional standards report," 2/26/85

84/85.12.13 From Sue Metzger, Chair, LAUC-SD, to B. French, re. "Ad hoc committee on professional standards report," 2/18/85

84/85.12.14 From David Gardner to Chancellors, et al., re. procedures and principles for professional academic issues applicable to librarians, 1/29/85

84/85.12.15 From Gary Lawrence to Library Council, re. "Optical disk technology and the UC Library System," 2/4/85

84/85.12.16 From William Frazer to B. French, re. LAUC Fall Assembly resolution regarding staffing of regional library facilities, 2/8/85

CALIFORNIA ACADEMIC AND RESEARCH LIBRARIANS
&
BAY AREA LIBRARY AND INFORMATION NETWORK

present

PREPARING AND GIVING EFFECTIVE PRESENTATIONS

DOUGLAS P. KREITZ, INSTRUCTOR

A workshop to enhance your skills in designing and delivering effective presentations. Designed for librarians who give talks at meetings, in classes, before boards and to other groups. Participants will have an opportunity to practice specific techniques for using vu-graphs to communicate effectively.

Saturday, May 4, 1985

Registration 8:30-9:00
Workshop 9:00-5:00

Room 117 Dwinelle Hall, University of California, Berkeley

Workshop fee of $25.00 includes lunch
at **The Good Table**

Registration is limited, please return the form below by April 22.

REGISTRATION FORM

Please check below what type of lunch you wish. Make out the check for $25.00 to C.A.R.L. and return it and your registration form by April 22 to: Carol Lawrence, Moffitt Undergraduate Library, University of California, Berkeley, Berkeley, CA 94720.

NAME _____

ADDRESS _____

PHONE _____

My lunch choice is (check one):   _____ Non-vegetarian   _____ Vegetarian

DIRECTIONS TO CAMPUS AND TO DWINELLE HALL

By car: On Interstate Highway 80, get off at the University Avenue Exit. Drive up University Ave. (east) about two miles to Oxford Street. Across Oxford St. is the campus. Drive onto campus and turn left onto University Drive, stopping at the guard kiosk. When this is manned, campus maps and information about the availability of off-campus and on-campus parking will be available. When it is not manned, a note will explain about on-campus parking, and a posted map will show the off-campus faculty/staff lots where parking is free nights and weekends unless a special event (such as a football game) is taking place. Parking is almost always easier on nights and weekends than it is during the week from 8 to 5. When campus or street parking is inconvenient or not available, there is a public parking garage near Telegraph Avenue. To reach it from the top of University Ave., turn right onto Oxford St. and go six blocks to Durant; turn left, crossing Ellsworth and then Dana. The garage entrance is past Dana on the right hand side of Durant just before Telegraph Avenue.

By bus: Telephone AC Transit information at 653-3535 for directions and schedules. On weekdays, public transportation is much more convenient than driving because of limited parking.

By BART: This is strongly recommended for weekdays. Take a train from the Richmond-Fremont Line to the Berkeley station at Center Street and Shattuck Avenue. Walk across both Center and Shattuck to the Humphrey GO-BART van which will make several stops on campus, one in front of the Main (Doe) Library. Ask the driver to alert you to this stop. Walking uphill to the Library from the BART station takes about fifteen minutes.

To find 117 Dwinelle Hall: From the Berkeley BART station and the AC Transit stop at Shattuck and Center Streets, walk east one block to Oxford/Fulton St. Cross the street to the campus. Once on campus, walk toward Sather Tower (the tall white bell tower or campanile) in the center of campus. On the map below, Dwinelle Hall is marked with a star. Enter the building on the side with the star. Signs will be posted to get you to the right room.
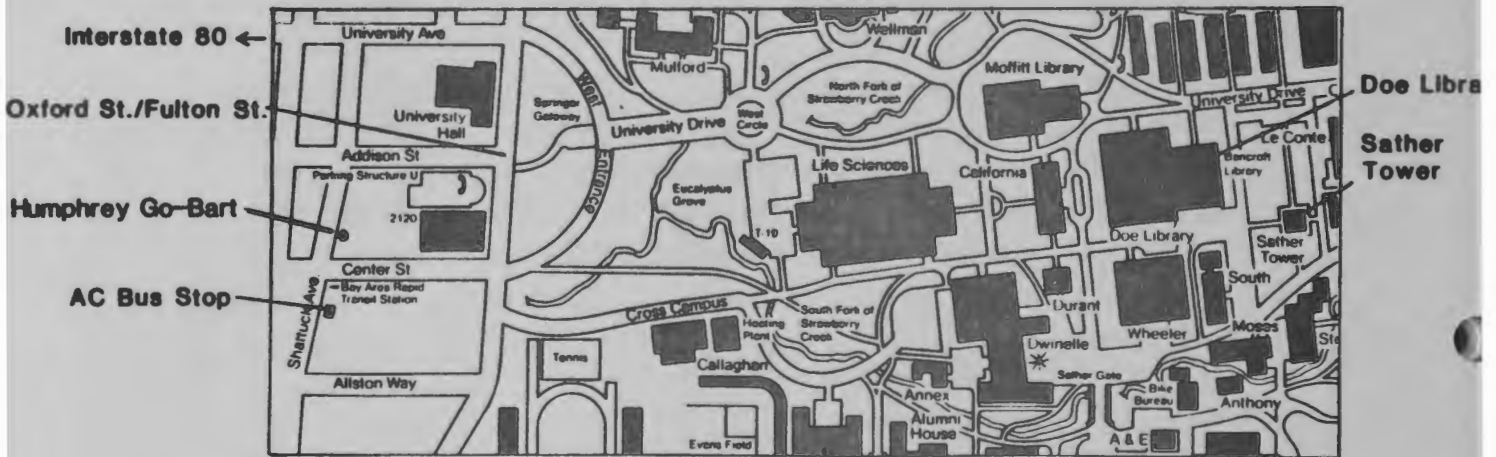
The California Clearinghouse on Library Instruction

presents its Spring workshop

Saturday, April 27, 1985 9:30 a.m. to 3:00 p.m.

West Valley College Library
14000 Fruitvale Ave.
Saratoga, California

MICROCOMPUTERS IN LIBRARY INSTRUCTION:

MAXIMIZING THE PLUSES, MINIMIZING THE MINUSES
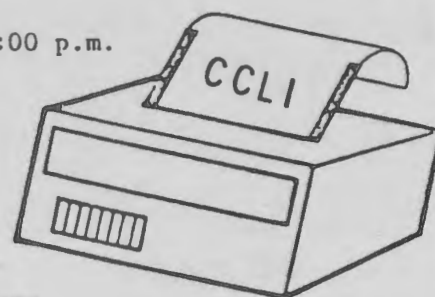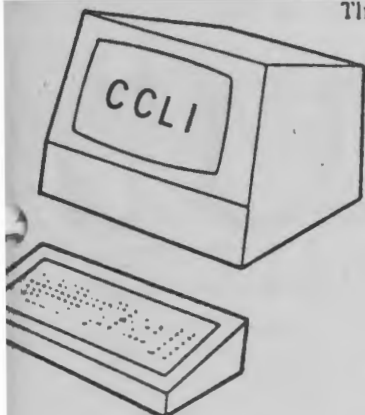
Morning Session Speakers:

BOB SKAPURA, Library Software, Inc.

"Why the Reference Librarian is Usually
Sitting Down when a Student Walks In:
A Theory of Research for the Layman
and how Micros can be used for Instruction"

ED MCGUIGAN, Academic Computing Specialist,
Instruction and Research Information
Systems, Stanford University

"Developing Microcomputer Software for
Stanford Courses"

SANDY WARD, Coordinator of
Bibliographic Instruction,
Meyer Library, Stanford
University

"The Impact of Integrating 50
Microcomputers into an Under-
graduate Library"

LUNCH AND SOFTWARE FAIRE
The West Valley College Library's microcomputer laboratory will feature displays
of software used in library instruction as well as software from other under-
graduate disciplines to be used as models for would-be programmers. Hands-on
use of Apple, IBM, Macintosh, Compaq, Franklin, and TI microcomputers.
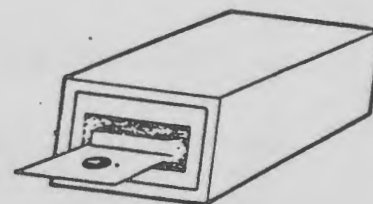
Afternoon Session Speaker

ISABEL PRUCHA, Orientation/Instruction Librarian, West Valley College

"Microcomputer Software in the Library: Cataloging It, Circulating It, and
Teaching It"

CCLI Depository will be on-site for your perusal. Please bring two
copies of any bibliographic instruction materials you wish to include
in the Depository.

REGISTRATION FORM

Registration(limited because of space requirements): $22 includes a buffet lunch.
Deadline: April 22, 1985

Checks payable to: California Clearinghouse on Library Instruction

Mail to : Alice Whistler, Orradre Library, Santa Clara University, Santa Clara, CA 95053
          (408) 554-4415

NAME:_____ TELEPHONE:_____

ADDRESS:_____

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALI
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THE UNIVERSITY OF CALIFORNIA BERKELEY-TI
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THE LIBRARY ASSOCIATES PRESENTS.........

An evening with Emily Dickinson, based on the William Luce play "The Belle of
Amherst," with Joy Carlin, on April 12th at 8:00, Morrison Room, Main Library.
Tickets are available through Library Development Office, Room 125, Main Library,
642-9377. Donation $25.00. Limited seating please make your reservations
early.

Renowned actress Joy Carlin will reveal the heart and mind of Emily Dickinson
in a performance based on the highly successful Broadway and television play,
The Belle of Amherst by William Luce.

The evening is a benefit for the Librarian's Fund and includes an elegant
dessert buffet and the chance to meet the artist.

Joy Carlin's varied talents have won her the admiration and affection of the
Bay Area audiences. She has just been named Interim Artist Director of the
Berkeley Jewish Theatre. At the Berkeley Repertory Theatre, where she was
resident Director, she directed Awake and Sing!, Too True To Be Good, Beyond
Therapy and The Diary of Anne Frank.

Tournament of Trivia

If you're quietly secure in your knowledge of 1940's radio shows, pastoral
poets, czech tennis players or the world's great tunnels, if your store of
trivial lore on any and all topics amazes your friends, or just for the fun of
it, join the Library Associates and the Campus College Bowl team in a Trivia
Games Tournament to be held at various locations on campus, April 26,27, and
28.

You may sign up as an individual player ($5.00) and you'll be assigned to
a team, or any four people may sign up as a team ($15.00) from March 25 - 29
in Sproul Plaza between 12 and 1:00 each day. If you can't get to the sign-ups,
drop by the Library Development Office, Room, 125, Main Library or telephone
Louise Garrett 642-9377.

TOURNAMENT OF TRIVIA (continued)

HURRY! HURRY! HURRY! The first 200 people to sign up get a free record album.

This is a one of a kind tournament. Players will be given the chance to earn other bonuses by selling raffle tickets at $1.00 each. This is no ordinary raffle: The Grand Prize is a set of the Encyclopedia Britannica 15th edition, second prize, Round Trip Air Fair for two to Philadelphia, third prize, Weekend for two, with Sunday brunch at the Hyatt Regency, Oakland. Tickets can be purchased in room 125, Main Library, for those who are not participating in the tournament.

For more information contact Louise Garrett 642-9377.

CHECK OUT A BOOK ON PROBLEM EMPLOYEES

Dr. Mardy Grothe stimulated the thinking of several library staff who heard him speak on "Problem Employees" Improving Their Performance" at the 1984 ALA Annual Conference. The Librarian's Office now has a copy of his book of the same title (co-authored with Peter Wylie; Belmont, CA, Pitman Learning, Inc., 1981). Anyone wishing to borrow it on short-term loan should call Carol Whitehurst, 2-3773.

--Anne Lipow

LCCN OUT/ISBN IN

In filling order request cards, it is no longer necessary to supply the LCCN. However, if you have an ISBN handy, please include it. Most of our vendors find ISBNs useful, and so we key them into orders when available.

--Joe Barker

MORE NEW TELEPHONE NUMBERS -- NATURAL RESOURCES

Continuing the recent trend in new telephone numbers, services and staff members of Natural Resources can now be reached at the following exchanges:

Circulation & Reserves	Don Robinson	2-4493
Reference Desk		2-4497
Head	Norma Kobzina	3-6475 ✓
Technical Services	Axel Borg	2-6482
	Lee Jaffe	
	Pat Winston	

In the meantime we are learning to do without our intercom system and to transfer calls. Please bear with us.

PERSONNEL CHANGES

RECLASSIFICATION   Ann Middlebrook, Serials Department/Periodical Division,
was reclassified from Clerk to Library Assistant I, effective
1 April 1985.

APPOINTMENTS   Avril B. Barron has been appointed Library Assistant I (half-time)
in the Document Delivery Service, Public Health Library
(Science Libraries Department), effective 25 February 1985.
Ms Barron is an alumna of the University, where she received
her A.B. in Anthropology in 1981. During her two years as
an undergraduate, she was a valued student employee in
the Binding Preparation division of the Library's Conservation
Department. From early 1982 through late 1984 she worked for
Transamerica Relocation, a real estate concern, in Walnut Creek,
initially in the Appraisal and later in the Resale Departments.

Martha Lloyd-Reilley has been appointed Library Assistant II
in the Bibliographic Services Department, effective 25 March
1985. Ms Lloyd-Reilley holds her Bachelor of Business Adminis-
tration degree, with honors (1983), from Texas Agricultural
and Mechanical University, College Station. While an under-
graduate she worked in cooperative food retailing and at the
same time learned cataloging procedure as a clerk in the
University Library's Cataloging Department. Following graduation
and through to the present, she has served as an accounts auditor
with Peat, Marwick, Mitchell & Co., CPAs, of Oakland.

Robert W. Seidel has been appointed Editor in the History
of Science and Technology Project, Bancroft Library, effective
1 March 1985. Mr Seidel took his B.A. in History and Chemistry
at Westmar College, Le Mars, Iowa, in 1967; and his M.A. (1968)
and Ph.D. (1978), both in the History of Science, at UC
Berkeley. In 1971-72 he organized a touring exhibit in
scientific educational technology, in Poland, for the U.S.
Information Agency. While completing his doctorate he held
Research, Library, and Teaching Assistant positions here at
the University, variously in the History Department, Bancroft
Library, Lawrence Hall of Science, and in the Office for the
History of Science and Technology, where he helped write a
history of Lawrence Berkeley Laboratory. From 1978--1983
he served as both Assistant Professor of History and Director
of Research, History of Engineering, at Texas Tech University,
in Lubbock; a post which he left to take a temporary Research
Historian position in the Laser History Project, headquartered
in Woburn, Massachusetts.

Audrey M. Swift has been appointed Library Assistant II in
the English Order Division, Acquisition Department, effective
25 February 1985. Ms Swift brings to the position a wide
background in the science branch libraries and associated
schools of UC Berkeley. Between 1976 and 1983 her duties ranged
from biological research (library and laboratory) through an

APPOINTMENTS   Audrey M. Swift (con't)
array of technical and public service assignments, and her
workplaces included the Agriculture, Entomology, Optometry,
Forestry/Forest Products, and Public Health Libraries, the
Health Sciences Information Service, the School of Public
Health, and the Department of Nutrition. From 1979 to 1981
she worked concurrently in the Berkeley Women's Health
Collective, and in 1983-84 she served with the U.S. Action/
Peace Corps in Senegal as a health education advisor. Most
recently she has been employed as Library Technician III in
the private law library of Brobeck, Phleger & Harrison in
San Francisco. Ms Swift pursued studies in anthropology at
the University of San Francisco, 1973-75, and holds her B.S.
in Nutritional Sciences from UC Berkeley (1979).

WORKSHOP ON SOFTWARE OPTIONS

CLASS is offering a one-day seminar on INFORMATION MANAGEMENT SOFTWARE OPTIONS for
Libraries and Information Centers.

    WHERE: Cetus Corporation
             1400 53rd St.
             Emeryville, CA 94608

    WHEN: April 22, 1985
            8:30 a.m.-5:00 p.m.

    REGISTRATION: $150.00 (includes $60.00 Directory)
                  Mail to: CLASS
                          1415 Koll Circle, Suite 101
                          San Jose, CA 95112-4698

                  A 10% discount will be given for CLASS member registrations.
                  Registration by mail or ONTYME only; confirmation letters will
                  be sent two weeks prior to the session.

    TOPICS TO BE PRESENTED:

             **Introduction to Private Databases
               How to determine what you need

             **Software specifics
               A survey of available packages

             **Evaluation of software
               How to choose what is best for you

    SPEAKERS: Dr. Edward John Kazlauskas, USC and Pacific Information
               Ms. Pamela Cibbarelli, Western Regional Office of Battelle's
                  Software Products Center

    For additional information, call CLASS at (408) 289-1756.

-4-

—Carol Alexander,
Library Information Office

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit
No. 111, Cooperative Collection Development, is now available in the Librarian's
Office for consultation of short-term loan. This kit deals with issues such as
historic obstacles to cooperation, technical and environmental developments
supporting cooperation, and emerging cooperative programs. Loan arrangements
can be made through Samina Bashiruddin at 2-3773.

MESSAGE UPDATE

Automatic message taking equipment is now in place in the office of Evelyn
Kiresen, Catalog Specialist and Coordinator for Library Services for Disabled
Students. Messages may now be left automatically on this equipment when Evelyn
is out of her office or at Extension 2-5339 in the Cooperative Services Depart-
ment office.

LIBRARIAN ALMOST IN PRINT

Congratulations to Charles Hamilton, of the Catalog Department, who was one
of the runners-up in the musical clerihew contest sponsored by Cum notis variorum,
the Music Library's newsletter. Mr. Hamilton's winning clerihews were:

> Poor Mme. Meyerbeer!
> Wed to one who'd deny her beer
> Because "it wasn't French."
> Einfältiger Mensch!
>
> In still unpublished confessions
> Roger Sessions
> Expresses his regret
> For a harp quintet.

The first prize (a copy of The Complete Clerihews of E. Clerihew Bentley) was
awarded to Joshua Kosman, a PhD candidate in the UCB Music Department, for:

> Thelonious Monk,
> Drunk,
> Could play better than Daniel Francois Auber
> Sauber.

There were 101 entries from 21 entrants.

M---L BECOMES AN ADJECTIVE

Details about the legal ruling requiring that the word "MELVYL" be used only
as a proper adjective are in the current issue of Mynd of MELVYL, Number 26,
attached to this issue of CU NEWS.

                                                           --Anne Lipow

REVIEW SHELF

Review Lot Number	Inclusive Dates
501	March 29 - April 6

Lot 501 includes well more than 100 recent University Press monographs which will be of interest chiefly to HGS, MAIN, and MOFF. Also available is a mixture of gift and withdrawn titles in most areas of the humanities and sciences. Selectors are invited to stop by at their convenience.

--Frank Carothers

APRIL CALENDAR OF MEETINGS AND EVENTS

    Apr 2/Tues/Department Heads/8:30/322 Library
    Apr 3/Wed/Exhibits Ctte/9:00/321 Library
    Apr 3/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
    Apr 4/Thurs/Reference Services Ctte/9:00/321 Library
    Apr 4/Thurs/Technical Services Department Heads/10:30/322 Library
    Apr 5/Fri/Public Services Department Heads/10:00/322 Library
    Apr 8/Mon/Sciences Monthly Meeting/10:30/322 Library
    Apr 9/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
    Apr 9/Tues/Cataloging Council/10:30/322 Library
    Apr 10/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
    Apr 11/Thurs/ LAUC-B General Assembly/8:30/Morrison Room
    Apr 11/Thurs/Circulation Supervisors Group/10:00/322 Library
    Apr 16/Tues/Department Heads/8:30/322 Library
    Apr 17/Wed/Circulation Ctte/10:00/321 Library
    Apr 18/Thurs/Technical Services Group/10:30/Bancroft Conf. Rm.
    Apr 18/Thurs/Public Services Advisory Group/1:00/322 Library
    Apr 18/Thurs/State of the Library Address by Joseph Rosenthal/3:00/Alumni House Lo
    Apr 23/Tues/Cataloging Council/10:30/322 Library
    Apr 24/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
    Apr 26/Fri/Public Services Unit Heads/10·30/308J Library

LIBRARY TOURS AND WORKSHOPS
    *GLADIS CLINICS (Enroll by calling Jeff Katz; Systems, 2-6120)
    Apr 10/Wed/GLADIS Overview/10:00/322 Library
    Apr 16/Tues/GLADIS Introduction/10:00/322 Library
    Apr 17/Wed/GLADIS Introduction/10:00/322 Library
    Apr 25/Thurs/GLADIS Adv. Searching/10:00/322 Library
    Apr 26/Fri/GLADIS Adv. Searching/10:00/322 Library

    *Tours of the Main Library Circulation Department
    (See 21 March issue of CU NEWS for enrollment form.)
    Apr 3 & 9/8:30/Meet in Circulation Dept, 2nd Floor, Main Library
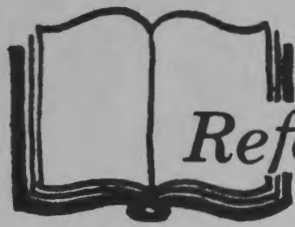
Reference and Selection News

REFERENCE FORUM NOTES

This month's Reference News highlights Michael Buckland's talk given at the February Reference Forum.

On February 21, 1985, Michael Buckland, Assistant Vice-President for Library Plans and Policies, initiated a series of reference forums which will address the inevitable changes the technological age portends for libraries and library services. Mr. Buckland's address, "Librarians and the Year 2000" drew a large and curious audience from theU.C. Berkeley library community.

Allowing that it is not nearly as dangerous to make predictions for a future as far away as the year 2000 as it is to offer thoughts on changes that might occur within the next five years, Buckland boldly proceeded to share his vision of the evolution of libraries and library services.

A "return to first principles", or a look back to where we started from, will help to determine what there will be more of in the year 2000. The Library Plan of 1977 (the "Salmon Plan") is a good example -- U.C. library planning continues to be guided by the concept of "one university, one library" incorporated in the Plan. Before the year 2000 MELVYL will probably include more than just the U.C. library system and might even indicate the status of materials. Whatever the result, the future will be an evolution of the past and present.

Buckland also predicted that libraries will be more heavily used from "outside" than from "inside" the library, and that libraries will become more capital intensive although present budgets don't adequately reflect this mounting invest- ment. Buckland reiterated this theme throughout his presentation -- changes in the physical properties in the libraries portend the most obvious changes in library services. The advances in the physical domain are also changing the notion of what is "inside" and what is "outside" the library, "like the walls of Jericho, the walls of the library are tumbling down." Increase uses of on-line catalogs and bibliographic databases like MELVYL, OCLC, RLIN, GLADIS, etc., provide on-and off-site library users with access to "in-library" and "not-in- library" (or "not-in-stock") materials. Because of increased demand for on-line and off-site access to libraries' collections, retrospective conversion will increase and funding for such activities will be found. Not only will there be immediate access to lbirary records via MELVYL and similar systems, but in some cases it may be reasonable for the library to buy large bibliographic databases like Medline or the Legal Resources Index, and mount them onto a MELVYL or like system, by-passing the database vendor. Criteria used to select "purchaseable" databases are cost, coherence and convenience, and on-line access to these infor- mation sources should be "generous".

Terming the catalog an "aberration" based on the technology of paper and cardboard, Buckland compared the catalog to the title page of a book, a brief description of the book's contents. However, with the advent of automated typesetting the entire work is now available on-line, and the automated catalog should reflect the totality that is now accessible - the table of contents, index, subject headings in CIP information, etc. The catalog should be viewed as a subset of the book and not as a separate entity. With the advent of the on-line catalog, and the demise of the paper and cardboard world, Buckland proposed that the catalog of the future will be used as a bibliography by patrons and as an adminis- trative record by the library. The inclusion of databases like Medline and the Legal Resources Index within the on-line catalog will extend the universe of the library's resources to the "not-in-stock" and advances in telecommunications will enable users to easily access the "not-in-stock" information they find in this

enhanced catalog. The inclusion of half a million dollars in the present state budget for library telecommunications with a promise of more to come is evidence, said Buckland, of a great enthusiasm for library services on the part of the Legislature. The technology that allows MELVYL to bring information to users wherever they are rather than demanding that users be in the library to access the library's resources, is a great stride in library service and one the Legislature is willing to support. The corporate community is spurring rapid advances in telecommunications technology and libraries will be among the beneficiaries. Buckland predicted that within five years telecommunications systems will allow for quick and easy transmission of text and images, bringing the "not-in-stock" to the users at minimal cost and maximum speed.

What do these advances mean for librarians? Buckland proposed a reconsideration of the role of librarians going back to "first principles" again, how can we "back off" and do those things that help people help themselves most? In the "off-site", "out-of-stock", "cardboard and paperless" world of libraries in the year 2000, will librarians be fossils? Not, according to Buckland, if we can adapt to the vast physical changes that are obviously beginning to revolutionize the world of information and which will continue in areas and at rates as yet unforeseen. "Changes will be in the physical aspects rather than in the nature of our business, but the physical aspect will influence the what it is we spend our time doing."

A lively question and answer session followed Mr. Buckland's presentation which elicited some candid observations. Limited money, of course, is a practical difficulty which can be overcome. The political reality is that libraries are competing with many other politically sensitive programs for funding and librarians should not expect legislators to automatically exude good will and enthusiasm for libraries and library programs. However, by persuading budget-makers to agree to various givens, i.e., the cost of books goes up every year, and by enthusing law-makers with new and innovative programs, i.e., MELVYL, funding can be elicited. There is also the danger of subscribing to the "new money syndrome", the fallacy that new programs cannot be initiated without new funding. Redeployment of funds is always an alternative. Buckland admitted that the tremendous increase in capital investment necessary to support major research universities might result in a world of "haves" and "have-nots". However, the cost to support the infrastructure of library systems should have come down, especially with the use of "intelligent systems designers". Nevertheless, the increased cost of library materials will necessitate greater selectivity and cooperation among large research facilities.

Libraries will also have to respond to the reality of for-profit information suppliers. Mr. Buckland was sanguine in his assessment of the public library's ability to afford access to electronic publications and commercial databases, and in his analysis of the market forces which will guide supply, demand and accessibility.

Mr. Buckland foresees an exciting and challenging world for libraries and librarians in the predictable future. The confidence he exhibited regarding technological advancements and funding for library applications promises a bright future for the university's library system and community.

A tape fo Mr. Buckland's presentation is available at the Audio Visual Media Center.

Reference and Selection News is an attachment to CU News. Members of the Reference Services Committee or the Collection Management and Development Committee serve as Guest Editors, gathering articles for publication. This month's guest editor is Terry Dean.

THE
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OF
MELVYL
■ late-breaking news from DLA
■ tips and cautions in searching
■ useful ideas for MELVYL instructors
■ questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

Number 26, March 28, 1985

WHEN IS A PROPER NOUN A PROPER ADJECTIVE? WHEN IT IS M---L

Remember the old "MELVYL is working on your request?, with which our online catalog used to lull us while it was busily searching? No more. Alert users may have noticed that the sentence has been changed to "The Melvyl catalog is working on your request." DLA is now required to change this and hundreds of other uses of the word "MELVYL" from a noun to a proper adjective (i.e., capitalized, as in proper nouns). Why?

In the preface to his document dated March 1, 1985, Michael Buckland (AVP, Library Plans and Policies) explains:

> In addition to submitting the MELVYL catalog screens for copyright, a "Service Mark" has been applied for. The latter has a nuisance value in that sustained protection is contingent upon use of the term MELVYL within the University. In particular MELVYL should be used as a proper adjective rather than as a noun, e.g., "the MELVYL service" or "the MELVYL catalog" but not "listed in MELVYL."...Your attention to it would be appreciated.

Below are selections from the document, the full version of which has been distributed to Library units for circulation among the staff.

> The service mark is defined as a word, name or symbol used to identify to the consuming public the source of services, i.e., a company or institution. In this way, it aids in distinguishing these services from services available from others. A service mark is lost if it becomes generic (for example, if the name MELVYL no longer indicated to the public that the services with which it was associated were exclusively the property of the University of California).

> To prevent such a loss, the service mark should not be used on its own, but should be accompanied by the generic name for the services it identifies (for example, "online catalog" or "system").

> There are a number of points to keep in mind regarding use of a name protected by trademarks and service marks. Henceforth, the service mark will be referred to as simply "the mark."

> 1. The mark must be distinguished in some way from surrounding text. Capitalize the entire mark or place it in quotes, italics or bold-faced type. At the very least, the first letter should be capitalized.

> Examples: the MELVYL system
>   the "Melvyl" online catalog

> Only the mark should be treated in a special fashion. Avoid capitalizing the surrounding common words used in conjunction with the mark. Use common (generic) words after it, typed or written in lower case.

> 2. Use the mark as an adjective followed by the generic name it describes:

> Never use the mark as a noun or verb.
> Never use the mark in the possessive or plural.
> Never use the mark as a descriptive adjective modifying any words OTHER THAN the generic names for the service.

(continued from page 1)

The following examples illustrate these points:

Incorrect	Correct
How to use MELVYL	How to use the MELVYL online catalog
MELVYL terminal	Terminal for the MELVYL system
MELVYL's Browse facility	The MELVYL catalog's Browse facility
MELVYL will prompt you	The MELVYL system will prompt you
U.C.'s MELVYL	U.C.'s MELVYL online catalog

If you've seen the latest Xerox ad, you know they, too, are worried:

So with the help of Alan Ritch and his statewide LAUC Ad Hoc Committee on MELVYL Instruction, the Flip Guide is being revised to comply with the ruling (as well as to generalize other wordings, enabling the Flip Guide to be used on the other UC campuses). Also, as our orientation leaflets come up for revision, we hope to catch all "wrong" uses of the word "MELVYL" and correct them.

But no matter how hard we try, we may inadvertently slip up. DLA's Barbara Radke, in a recent memo, states, "... the use of the name is more limited than we thought. For example, we thought that "MELVYL terminal" would be ok, but the legal opinion is that it is not. I am in the process of bringing all the screens and messages into compliance with the service mark requirements. If you have questions about the use of the name in your publications, please call Mary Engle who is our expert on this matter."

What about the Mynd of MELVYL? Fortunately, the title need not change. Barbara's memo ends: "You might be interested in knowing that you can use the name as such in the title of publications that can be categorized (i.e., cataloged) as humor or satire!" Since no reader should ever take MOM too seriously, it's obvious where this publication falls. Catalogers, take note!

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
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THE UNIVERSITY OF CALIFORNIA BERKELEY-TI
GENERAL LIBRARY OF THE UNIVERSITY OF CALIFO

CU NEWS

CONSERVATION DEPARTMENT PRESS CONFERENCE: WEDNESDAY, MARCH 27

Last Wednesday at 11:00 a.m., the Conservation Department hosted a well-attended
press conference to announce an $84,000 grant from the National Endowment for
the Humanities enabling the University of California to establish the UC Preser-
vation Implementation Project, a training program for conservation staff on
four other campuses-- Riverside, San Diego, Santa Barbara, and San Francisco.
The grant will extend UC's conservation efforts to more of the University's
21 million volumes, housed in 100 libraries on the 9 campuses. Staff trained
in the Project will study practical approaches to planning, decision-making,
and implementation of conservation goals and policies. One goal of the Project
is to create a network of trained conservation professionals who will work
throughout the state to accomplish the most conservation with the least dupli-
cation of effort.

Michael Buckland, Assistant Vice President for Library Plans and Policies, Joe
Rosenthal, and Barclay Ogden spoke on the problem of deteriorating library
materials. Conservation treatments, including adhesive tape removal, and poster
flattening, were demonstrated by Paper Conservator Nancy Harris. Gillian Boal,
Book Conservator, demonstrated sewing a book on tapes.

Camera crews from Channel 4 (KRON) and Channel 7 (KGO), and reporters from the
San Francisco Chronicle, the San Francisco Examiner, the San Jose Mercury News,
the Oakland Tribune, as well as from radio stations KSFO, KNEW, KFRC, and
KCBS covered the event. Both Channel 4 and Channel 7 put the story on the
evening news last Wednesday, and all four newspapers published accounts on
Thursday, using a dramatic photograph of Mike Buckland blowing away crumpled
book shreds to illustrate the brittle book problem. The Daily Californian ran
a front page photograph of Conservator Boal at the sewing frame, and a story
on the NEH grant announcement.

Tom Debley, UC Public Information Officer, arranged the press conference, and
said later he felt it was a great success.

LAUC NOMINATIONS COMING UP

Nominations for LAUC state-wide officers, Secretary and Vice-President/President
Elect, and LAUC-B Executive Committee members and officers, are due in June.
A new LAUC-B nominating committee needs to be in place to coordinate getting
a local slate together as well as to process the vote-taking for both elections.
Persons interested in serving on the LAUC-B Nominating Committee should get
in touch with Ivan Arguelles, Serial Cataloging Division (2-3331) or Deborah
Sommer, Government Documents Department (2-3287).

                                        --Ivan Argüelles

WANTED: CATALOG INFORMATION DESK VOLUNTEERS

The Catalog Information Desk will soon have openings for librarians and library
assistants who enjoy helping students and other users unravel the mysteries of
the library system. If you have always longed to explain the intricacies of
our many catalogs and to direct people to the appropriate services in the
library or on campus, this is your opportunity to apply.

We need Librarians or Library Assistants III and above, with a desire to work
with the public, a good knowledge of the libraries' collections and services,
a solid grasp of our catalogs' structure and a commitment to continue learning
so as to keep pace with our fast changing procedures and operations.

Service at the CID normally consists of one hour per week plus one-half Saturday
(4 hours) per semester.

If you are interested, please contact Simone Klugman, 2-7600.

RESTRICTED RECORD LOADING INTO THE MELVYL CATALOG AND OTHER NEWS

DLA is running low on disk space. Until a larger facility is found, pre-1973
imprints are not being loaded into the online catalog. Details about this
new restriction, as well as the temporary loading of California State Library
records and an account of a Council on Library Resources conference on "online
catalog screens," are in the current issue of Mynd of MELVYL (#27) attached
to this issue of CU NEWS.

                                                        --Anne Lipow

SPECIAL LAUC-B MEMBERSHIP MEETING

There will be an informational membership meeting for LAUC-B on April 11, in
the Morrison Room from 8:15-9:45. Topics to be discussed will include the
"Tier 2" reports, especially those of the Research Committee and the Ad Hoc
Committee on Professional Standards. This is an opportunity for the membership
to consider these important issues prior to potential decision-making at the
LAUC-B Spring Assembly in May.

                                                  --Ivan Argüelles
                                                    Chair, LAUC-B

TAPES OF CARLDIG PROGRAM AVAILABLE

Tapes of the very successful March 12 CARLDIG program "Training for Reference
Service" (organized largely by Pat Davison and including panelist Ken Logan,
both of our own CDRS Dept.) are now available in the Audiovisual Media Center.
The four panelists described programs their libraries have used in training
new librarians, support staff and student employees for work at reference and
information/referral desks. The lively discussion period includes some
brief additional reports as well as questions and comments from the more than
forty participants. (Length: about 2 hrs. 15 min.)

                                                  --Bill Whitson

PERSONNEL CHANGES

TRANSFERS   Fernando Brito transferred from Space Planning to Supply and
                 Maintenance, effective 1 March 1985.

                 Victoria Garcia transferred from the Library Business Office
                 to the Library Personnel Office effective 1 April 1985.

APPOINTMENTS   Phoebe Janes has been appointed Assistant Librarian, Reference,
                 in Moffitt Undergraduate Library, effective 1 April 1985. Ms
                 Janes holds her B.A. (Mills College, 1974) and M.A. (San
                 Jose State University, 1982) both in Art History, and took her
                 M.L.I.S. at UC Berkeley's School of Library and Information
                 Studies in 1984. Her appointment is also a return to Moffitt
                 where, during academic year 1983-84, while completing her
                 librarian degree, she served as a reference intern. She had
                 previously been slide librarian at Merritt College, Oakland
                 (1970-72), and at San Jose State University (1977-80) -- where
                 she also served as a teaching assistant in the Art Department.
                 During her graduate studies and employment at Berkeley, and
                 since, she has worked as book cataloger with the library
                 of the San Francisco Museum of Modern Art and as reference
                 librarian with the San Francisco Public Library and Contra
                 Costa College Library.

                 Steven L. Mendoza has been appointed Library Assistant II,
                 Conversion Project, Government Documents Department, effective
                 15 March 1985. Mr Mendoza, who has been a Clerk and Library
                 Assistant I in Documents since September 1982, carries on his
                 years of technical processing training now as a career employee.
                 While enrolled at the University he pursued undergraduate
                 studies in Sociology.

ANN BASART RECEIVES SPECIAL CITATION FOR NEWSLETTER

Readers of Cum Notis Variorum, General Library colleagues and friends of the
Berkeley General Library will be as pleased as all of us in the Music Library
are to learn of a special commendation awarded to Ann P. Basart, editor and
founder of Cum Notis Variorum, by the Music Library Association at the annual
business meeting of the MLA in Louisville on 8 March 1985. The reading of the
text of the citation was succeeded by sustained and uproarious applause by the
overflow crowd of music librarians as Ann took a well-deserved bow. The text
was read by Mary Davidson, president of the Music Library Association, and was
prepared by the Awards Committee, of which Harold Samuel was the chair.

"We recommend the following special commendation: To Ann Basart for her
immaginative, innovative, informative, precedent-setting work with Cum Notis
Variorum, a bulletin issued by the Music Library of the University of California
at Berkeley. Ann's model publication goes far in realizing a library's goal
of communication with its constituents."

How sweet it is to be acknowledged by one's colleagues and peers for one's
labors. We could have said more and someday, perhaps, will, but we could
hardly say it better.

                                                           --Michael A. Keller

HOLIDAY

Friday, April 19, 1985, SPRING HOLIDAY, is an academic and administrative holiday. General Library public service units and branch libraries will be either closed or open on an adjusted holiday schedule. Consult Library Hours, Sprin 85 for specific details.

OVER FOUR CENTURIES OF SERVICE

The following staff members of the General Library have been presented with Service Award Pins in recognition of their dedicated service to the University and the Library:

Patricia A. Abalos	Collection Development/ Reference Services	15 years	1 July 1984
Beatrice R. L. Boni	Conservation Department	35 years	1 July 1984
Helen Bonomo	Acquisition Department	10 years	1 October 1984
Renita E. Brown	Materiel Office	15 years	1 August 1984
David L. Fogarty	Government Documents	15 years	1 July 1984
Michael B. Frank	Mark Twain Papers	15 years	1 January 1985
Janet E. Garey	Serials Department	15 years	1 November 1984
Marianne M. Gold	Social Science Library	10 years	1 August 1984
Dorothy L. Gottberg	Mark Twain Papers	10 years	1 April 1983
Lora L. Graham	Social Welfare Library	10 years	1 December 1984
Jose F. Hernandez	Humanities Graduate Service	25 years	1 April 1985
Ayana Hopson	Acquisition Department	15 years	1 April 1985
Thora Hutchison	Library School Library	25 years	1 November 1984
Barry D. Jordan	Acquisition Department	10 years	1 November 1984
Kay F. Keeton	Moffitt Undergraduate Library	15 years	1 March 1985
Annie M. Lewis	Biology Library	15 years	1 April 1985
Michio Oka	South/Southeast Asia Library Service	20 years	1 January 1985
Corazon J. Paylado	Library Business Office	10 years	1 November 1984
Suzanne B. Riess	Regional Oral History Office (ROHO)	10 years	1 August 1983
Kenneth M. Sanderson	Mark Twain Papers	15 years	1 March 1985
Ellis Sheppard Jr.	Acquisition Department	20 years	1 April 1985
Dorothy E. Simpson	Serials Cataloging Division	30 years	1 May 1984
Sophia Sinkevich	Bibliographic Services Department	10 years	1 December 1984
Neely K. Slinkard	East Asiatic Library	10 years	1 July 1984
Judith L. Smith	ROHO	10 years	1 July 1982
Judith A. Walker	Serials Department	10 years	1 October 1984
Linda C. Williams	Conservation Department	10 years	1 September 1984
Jo D. Wright	Circulation Department	15 years	1 February 1985
Fannie W. Yip	Catalog Department	10 years	1 October 1984

NEW PHONE NUMBERS FOR SOCIAL SCIENCE LIBRARY

2-0370	Circulation Desk	*3-6473	Periodical Desk (Lita Duran Karen Beck Bette Eriskin)
2-0371	Circulation Supervisor (Marianne Gold)		
*3-6474	Reserves, Tech Processing (Helen Kratins Janine Henri Riley Gordinier)	*3-6471	Reference Office (Cathy Gordon Milt Ternberg)
2-0400	Reference Desk	2-5866	Administrative Office (Geri Scalzo)

* PLEASE NOTE THE 643 PREFIXES

NEW TELEPHONES FOR BIOLOGY LIBRARY

Biology Library has a new telephone system, and new direct lines as follows:

Circulation Desk	2-2531
R. Martin, Head	2-2531
Reference Desk	2-0456
Public Service Staff	2-2532
Technical Service Staff	2-9151
Reference Staff	2-9151

ACADEMIC POSITION AVAILABLE

The following academic librarian position will be available in the General Library. Applicants should apply in writing, including the names and addresses of at least three professional references, by 31 May 1985 to: William E. Wenz, Library Personnel Officer, Room 447 Library, University of California, Berkeley, California 94720. This position will be available on or about 1 July 1985.

Assistant Librarian, Associate Librarian or Librarian

$21,024.00 to $47.880.00 per annum salary range*

LIBRARIAN for SLAVIC COLLECTIONS

Collection Development and Reference
Services Department

The Collection Development and Reference Services Department is responsible for the development of Main Library collections, including materials in the humanities and social sciences, and broad interdisciplinary works in the sciences, to support Berkeley academic programs; and for the provision of reference and instructional services to users of those collections. The Department operates the Library's General Reference Service and Catalog Information Desk. Staff includes 18 librarians, 7 career support staff, and student assistants. Librarians are expected to contribute to General Library and University service, and are encouraged to be active within the profession, and to pursue independent scholarly interests.

LIBRARIAN for SLAVIC COLLECTIONS (Continued)

DUTIES: Current and retrospective selection of Slavic language books and serials
to be acquired for the Main Library's collections by purchase, gift, exchange or
barter. Works in the humanities and social sciences are encompassed in this respon-
sibility, as well as works in interdisciplinary or broad scientific fields not
covered by a branch library. Close consultation with faculty engaged in Slavic
studies is essential to assure that program needs are met. The 1984/85 budget for
purchase of books and serials is $53,690. In addition, about $100,000 of the Library
exchange and barter funds are currently being expended for Slavic materials. The
Slavic Librarian is expected to develop and maintain effective working relationships
with book dealers and publishers here and abroad. Other duties include advising
branch colleagues with regard to new publications or new publishing developments
within the Slavic language area, and advising technical services departments
regarding processing of Slavic materials. The Librarian works closely with the
Slavic languages section of the Acquisition Department, which provides support
staff for acquisition functions.

Maintenance of the Slavic collections by: evaluating specific areas of the collection
as need arises, and identifying gaps to be filled as funds permit; weeding for storage
or discard on a regular basis; and periodically examining areas of the collections
to identify preservation needs and to recommend appropriate action.

Provision of reference service and bibliographic assistance to all users of the
Library's Slavic collections. Regular consultation with the faculty associated with
the Center for Slavic and East European Studies, to understand their research and
instructional needs, and to design special services to assist them and their students.
Such services may include graduate student and faculty seminars, classroom instruction,
Library tours, Graduate Bibliographic Service counseling, compilation of bibliograph
or other appropriate help. Provision of reference services to the broader General
Library clientele through service at the General Reference Desk, Catalog Information
Desk, occasional Library Orientation Programs, etc. Service to the Library and
the Campus, as opportunity and abilities dictate, through Library and Campus advisory
committees, and other means.

QUALIFICATIONS: Graduate degree from an accredited Library School. Fluent knowledge
of Russian, and working facility in other Slavic and East European languages.
(Knowledge of French, German and Church Slavonic highly desirable.) Substantial
graduate work in the literature, history or some other aspect of the culture of
Russia and/or Eastern Europe. (Advanced degree in one of these fields desirable.)
Understanding of Eastern European academic organization, scholarly institutions,
publishing and book trade. Understanding of, and interest in, current developments
in research libraries. Broad general interests, especially in the humanities and
social sciences. Sophisticated understanding of systems of bibliographic organization
and access. Pleasant, approachable manner. Ability to communicate effectively in
speech and writing. Initiative; ability to work independently. Flexibility;
adaptability; cooperative attitude toward colleagues and clients. Must be available
for occasional night and weekend work as the Department's schedule requires.

   * Classification and salary will be determined on the basis of the qualifications
   of the candidate selected.

The University of California
is an
Equal Opportunity/Affirmative Action Employe

UC/CLASS CONSERVATION EDUCATION PROJECT
Workshop #2

DISASTER PREPAREDNESS AND RESPONSE

UC BERKELEY: MAY 7 & JUNE 4, 1985   9:00am – 5:00pm
UCLA: MAY 2 & MAY 30, 1985   9:00am – 5:00pm

● UC Berkeley Conservation Department will lead a two-day workshop on preparing
library facilities and staff for a variety of emergencies. Participants
will write disaster response and collection salvage plans for their own
libraries. The two sessions of each workshop are set several weeks apart
to allow time at the home institution for gathering local information,
such as floor plans and phone numbers, and to draft a plan ready for
review and implementation.

● The workshop is intended for library staff with authorized responsibility
for emergency response and collection salvage following a library disaster.

● Topics to be covered:
- types and causes of library disasters
- elements of disaster preparedness and prevention
- review of several current response plans
- drafting a plan for each participant's institution
- procedures for salvage of library collections

REGISTRATION INFORMATION

Fees: (includes tuition, materials and lunch)

*CLASS member/contributors	$40.00
CLASS members	$50.00
non-members	$60.00

● All UC personnel are member/contributors of CLASS. UC personnel should
mail in completed registration forms and standard Intercampus IOC forms
for payment.

Deadline: completed registration forms and payment in full
must be received by April 26, 1985. Spaces are limited, so register early.

Cancellations must be received 5 working days prior to workshop
for refunds.

*Cooperative Library Agency for Systems and Services

REGISTRATION FORM on Back Page

SPACE SHORTAGE?...GET A CAMEL

Historians have related the heartwarming story of Abdul Kassem Ismael, the scholarly grand-vizier of Persia in the tenth centure, and his library of 117,000 volumes. On his many travels as a warrior and statesman, he never parted with his beloved books. They were carried about by 400 camels trained to walk in alphabetical order. His camel-driver librarians could put their hands instantly on any book their master asked for.

--Isaas Asimov's Book of Facts (Grosset & Dunlap)

REGISTRATION FORM
DISASTER PREPAREDNESS AND RESPONSE

Check one location: [] UC Berkeley: May 7 and June 4, 1985 9:00am - 5:00pm
                             [] UCLA: May 2 and May 30, 1985 9:00am - 5:00pm

Enclose a check for: [] $40.00 CLASS member/contributor
                             [] $50.00 CLASS member
                             [] $60.00 non-member
[] vegetarian lunch   [] $40.00 UC staff (use Intercampus IOC)

Make checks payable to Regents, University of California.

NAME_____   NAME OF INSTITUTION _____

JOB TITLE_____ ADDRESS_____

JOB RESPONSIBILITIES_____   _____

_____ TELEPHONE NUMBER_____

Mail to: Maralyn Jones, UC/CLASS Conservation Education Project, Conservation Department, 416 General Library, University of California, Berkeley, CA 94720 (415) 642-4664

ANNUAL STATISTICS 1983/84--MID-YEAR STATISTICS 1984/85

	FULL-YEAR TOTALS 1983/84			MID-YEAR TOTALS 1983/84			MID-YEAR TOTALS 1984/85		
	CHARGE CARD CIRC	SWEEPS	TOTAL SWEEPS AND CIRC	CHARGE CARD CIRC	SWEEPS	TOTAL SWEEPS AND CIRC	CHARGE CARD CIRC	SWEEPS	TOTAL SWEEPS AND CIRC
STACKS	305489	302405	607894	150845	143592	294437	150838	120267	271105
AH/C	5682	15504	21186	2460	6845	9305	2572	7759	10331
DOCS	17293	32045	49338	7134	15607	22741	7664	17360	25024
REFE	6894	11990	18884	4067	7077	11144	3455	9465	12920
HGS	31068	3118	34186	17858	1788	19646	13181	1319	14500
ILB	12994	0	12994	5807	NA	5807	6857	NA	6857
MAPS	5791	12103	17894	2224	3561	5785	2895	10517	13412
MORR	11465	18617	30082	5780	9817	15597	5292	10564	15856
NEWS	26912	112482	26912	12977	51049	64026	12518	43638	56156
PERI	20950	27336	48286	10446	11551	21997	9059	13917	22976
SSEA	4771	1060	5831	2424	629	3053	1997	447	2444
BANC	113080	0	113080	60233	NA	60233	67808	NA	67808
TOTAL	256900	121773	378673	131410	107924	239334	133298	114986	248284
EAL	26917	13734	40651	13243	5137	18380	15655	8722	24377
CCS	3411	4609	8020	654	662	1316	1308	381	1689
TOTAL	30328	18343	48671	13897	5799	19696	16963	9103	26066
HUMANITIES/SOCIAL SCIENCES									
ANTH	63057	11656	74713	30312	5417	35729	34286	7260	41546
ED-P	54655	65373	120028	25360	33420	58780	28483	28606	57089
ENVI	89951	31324	121275	44473	17104	61577	43310	12316	55626
LSL	23654	2266	25920	13436	1176	14612	10656	1333	11989
MUSI	89610	14686	104296	44125	7458	51583	40093	6354	46447
SOCS	97434	41371	138805	46403	20005	66408	41955	24223	66178
SOCW	21560	3541	25101	11689	1677	13366	11225	1573	12798
TOTAL	439921	170217	610138	215798	86257	302055	210008	81665	291673
SCIENCES									
AMSC	77781	23770	101551	37248	12269	49517	36982	12848	49830
BIOL	79723	93890	173613	39925	45077	85002	36546	39819	76365
CHEM	38572	63512	102084	18651	28187	46838	19633	31317	50950
EART	33978	8013	41991	17407	3128	20535	12793	4565	17358
ENGI	46207	46291	92498	22078	19915	41993	23426	22717	46143
ENTO	6890	1807	8697	3029	810	3839	2688	1037	3725
FPRO	8057	450	8507	3545	212	3757	4156	180	4336
FORE	15149	3632	18781	6662	1671	8333	5484	1322	6806
NATR	22515	19779	42294	11214	9895	21109	9695	10626	20321
OPTO	4360	3970	8330	2063	2072	4135	2259	2417	4676
PHYS	31266	12731	43997	14437	5371	19808	16436	8501	24937
PUBL	40736	43855	84591	21881	20444	42325	18642	19310	37952
TOTAL	405234	321700	726934	198140	149051	347191	188470	154659	343399
UNDE	424064	416836	840900	207960	155135	363095	230234	224888	455122
AVMC	17648		17648	8994	NA	8994	8866	NA	8866
TOTAL	441712	416836	858548	216954	155135	372089	239100	224888	463988
LIBRARY TOTALS	1879584	1351274	3230858	927044	647758	1574802	938957	705568	1644525

Percent of change at mid-year +1.3%   +8.9%   +4.4%

Present: I. Argüelles (Chair), P. Davison, J. Gault, A. Howard, P. Maughan,
          C. Moreno, B. Radke, D. Sommer (recorder), M. Ternberg

Absent: C. Kubota, N. Sand

1. <u>Announcements</u>:

   The LAUC Executive Board will meet March 26 in San Francisco. The agenda includes
   discussion about research and professional development funds and a presentation
   from Assistant Vice Chancellor Hittelman of UCSF about the faculty privilege and
   tenure committee.

   We have received a memo from Ann Gilbert, Chair, Nominations and Elections
   Committee regarding the need for volunteers for the Staff Development Committee
   and the Reference Services Committee. Ivan will speak with Liz Kislitzin and
   Judith Levy about recruiting career staff to serve.

   CAPA has been invited to attend our next meeting on March 27. Topics to be
   discussed include the recruitment process for filling vacancies in professional
   positions.

   The Non-General Librarians Spring Assembly will be held 13 March 1985, 9:00-11:00,
   Room 422 Stephens Hall. Gary Lawrence, Director, Library Studies and Research
   Division, Office of Library Plans and Policies, will make a presentation.

2. <u>Creating a LAUC-B Ad Hoc Committee on Rules</u>: The changes in procedures mandated
   by the Compact (Tier 2) will require extensive revision of LAUC-B's by-laws.
   We agreed to create an Ad Hoc Committee on Rules to be responsible for implementing
   these changes. The committee membership might include representatives from the
   LAUC-B committees affected by these and other changes (CAPA, Nominations and
   Elections Committee, Research Committee, Committee on Non-General Library Affairs).
   Ivan will contact Jack Leister for information about statewide activity on rules.

3. <u>LAUC-B general membership meeting</u>: Given the complexity of the issues
   involved in LAUC's discussion of professional development and research funds,
   the Librarians' Code of Conduct, the likelihood that Ivan will have new
   information to report following the March 26 Executive Board meeting, and the
   interest expressed by the LAUC-B general membership in keeping informed about
   and involved in LAUC's deliberations, we agreed to plan a general membership
   meeting on 11 April 1985, for information sharing and discussion. This meeting
   will also be an opportunity to prepare for the LAUC-B Spring Assembly. Debby
   will contact Judy Clarence to reserve the Morrison Room.

4. <u>LAUC-B Spring Assembly</u>: Our Assembly is planned for the second week in May.
   Debby will make the room arrangements.

5. <u>LAUC-B Peer Review Forum</u>: We reviewed a draft memo to the membership about the
   peer review program; Pat Davison and Debby will develop a revision, and will
   contact Mari Miller, Chair, Program Committee, for her input.

6. The <u>Minutes</u> of the 27 February 1985 meeting were approved with corrections.

The meeting was adjourned at 12:00. The next meeting will be 27 March 1985,
10:00-12:00, Room 322.

(CONTINUED)

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.13.1 David Bishop, University Librarian, UCSF, to Peter Briscoe, Chair,
            Library Council Collection Development Committee, re. "1984/86
            shared purchase request," 12/21/84

84/85.13.2 University of California. Academic Senate. University Committee on
            Library. Minutes of meeting, 9 February 1985.

84/85.13.3 Beverlee French to LAUC Executive Board, re. "Library Council/University
            Committee on Library (Academic Senate) Meeting of 9 February 1985," 2/20/85

84/85.13.4 Joseph A. Rosenthal to William R. Frazer, Sr. Vice President--Academic
            Affairs, re. the MELVYL system and the library Plan for Development,
            2/19/85

84/85.13.5 Beverlee French to LAUC Ad Hoc Committee of the Library Plan, re.
            background of the committee and its charge, 2/25/85

84/85.13.6 Beverlee French to Rebecca Martin, LAUC Representative, Northern
            Regional Library Board, re. "Non-duplication of stored materials," 2/27/85

84/85.13.7 Joseph A. Rosenthal to Gloria Stockton, Directory, Northern Regional
            Library Facility, re. additional Non-General Libraries eligible
            to store materials, 3/1/85

84/85.13.8 Michael K. Buckland to LAUC Executive Committee, et al., re. "Activities
            and news," 3/1/85

84/85.13.9 University Bulletin, Vol.33:218, February 18-22, 1985. Special edition.
            "Twenty months: the University's budget story." A reprint of While you
            were in, The Office of the President's monthly newsletter, 1/85

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES
Minutes of 21 February 1985

Present: B. Carson, M. Collins, C. Gordon (Chair), A. Howard, B. Kornstein,
          H. Kratins, P. Maughan, S. Rhee, D. Sommer, C. Wanat (Recorder)
Absent: E. Byrne
Guests: I. Arguelles, C. Bengston, C. Lawrence, R. Tucker

1. Announcements:
    - Any corrections to the minutes of 17 January 1985 should be forwarded
to C. Gordon.

    - Tours of technical service units for PSAG will be an agenda item
at the March meeting. Questions to be addressed are what kind (tours of
a single unit, or tours which follow a particular process or workflow through
a number of units), how many, and how often. Ideas can be sent to C. Gordon
prior to the next meeting.

    - C. Gordon distributed a memo from Joe Barker on gifts to the Library.
While most of the memo is directed at selectors, there are some processing
issues in it to be addressed and eventually to be incorporated into the
Branch Processing Manual. This issue will be on the next agenda for PSAG.

2. Update on GLADIS shelflist slips: C. Bengston distributed a list of
the elements which will appear on the re-configured GLADIS shelflist slips;
he also passed around a sample of the new, heavier card stock which will
be used. A few comments based on discussion at the latest CBC meeting
were added: the 2nd element will consist of up to 2 lines of the title
(including subtitle or statements of responsibility if present), a revision
code will be included (indicating that the shelflist is a revised one),
and in the 5th element, codes will indicate whether the series is traced
and whether or not it is traced in the same form as the series note.
It was suggested that explanatory information on the GLADIS shelflists
be developed and that this information be issued as part of the Branch
Processing Manual (rather than as a memo).

    Discussion followed on the procedures to be followed once branches
have the ability to request shelflist cards on GLADIS; guidelines and policy
in the Branch Processing Manual will be needed on when and how shelflist
cards may be requested by branches, since such an action affects other
units as well as the requesting branch.

3. Update on GLADIS maintenance to be done in branches: Training will
begin next week in SOCS, ENGI, ED-P, and BIOL. Participants should report
whether this type of maintenance represents additional workload. Training
will cover only SUF and SHL fields in both monographs and serials.

4. Response to PSAG binding memo: S. Rhee reported that discussion on
this issue in the administrative group is not yet resolved; at this stage,
she cannot indicate with certainty that any given amount of funds will
be earmarked for binding. She noted that both she and R. Kane are in agreement
that acquisitions and binding need to be synchronized. With respect to
an orderly return to normal binding, information on the size of backlogs
which have developed in binding units will be most useful in planning.

S. Rhee recommended that units gather data as to the developing backlogs and that letters, coming from the departmental level and directed to administration, would be most effective.

5. Simplified withdrawal procedures for uncataloged serials: A revised draft of section S.16.B of the Branch Processing Manual was reviewed; it is necessary to bring the BPM in line with current practice. While the group approved the changes recommended, it appears that additional wording changes may be necessary to clarify the written procedures. C. Gordon will look into the necessary changes and report back to PSAG; she will also look into whether any similar changes are needed in the section on monographs.

6. Successive entry cataloging and the provision of shelflist cards: I. Arguelles reviewed the policy, which has been in effect since 1981, which stipulates under which conditions a shelflist card is provided with successive entry cataloging: units will receive a shelflist card for any title new to the Library and will not receive cards for any of the old titles if the title is represented anywhere on the old catalog card. This means that if successive entry cataloging and AACRII are applied retrospectively, shelflist cards will be produced for titles not previously represented in the catalogs; but shelflist cards will not be produced for old titles which were previously represented (appeared as a "title varies" note, with added entry) - even though the title may be still active.

Since most units record physical volume holdings on the back of the shelflist cards, discussion followed on the desirability and importance of recording such information on the card of the correct title. General concern was also expressed about implications of this shelflist card policy for automated circulation and storage procedures, but PSAG could not identify specific problems.

7. Report from the GLADIS Shelflisting Task Force: C. Lawrence reported on the work of the Task Force. It is looking into the types of information currently kept on shelflist cards in the various units of the Library and will be analyzing the data with the purpose of recommending what data will need to be retained and displayed for what length of time in the re-configured GLADIS holdings file. The Task Force has already talked to the Catalog Department and BSD and has begun gathering data from representative branches. Their report is due 30 March 1985.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

Number 27, April 4, 1985

MELVY# TRIMS CURRENT INTAKE: NO PRE-1973 IMPRINTS

As of March 10, DLA is deferring the loading of all pre-1973 imprints to prevent running out of disk space before the end of 1986. This restriction will be lifted as soon as physical space is found to house additional disks. Pre-1973 records already in the database will remain there.

At the rate campuses are producing current and retrospective cataloging, DLA projected that before the end of 1986, 2.4 million records will be ready to load into the MELVYL catalog. But the present disk capacity is only about 1.5 million records.

Deferring new records with pre-1973 imprints is a precautionary step. In a March 15 letter, DLA Director Ed Brownrigg assures us that "as soon as there is a firm date for new space to be available, DLA will begin to load as many records as possible given the disk space available. Then, when new space is ready, all remaining records will be loaded, regardless of imprint date or source."

Until new space is found, the following policies are being implemented:

*Loading pre-1973 imprints will be deferred to meet the goal of processing only 50,000 campus records a month from OCLC, RLIN, GLADIS, and ORION.

*Updates to records already in the catalog will be processed regardless of imprint date.

*Except for testing small batches of records, records from separate retrospective conversion projects will not be loaded until DLA is sure they can be accommodated without using space that will be needed for current records.

*Approximately 150,000 records previously deferred for reasons having to do with the loading program will be processed without restriction. These records are being loaded now, as time allows, through the upgraded program.

*Records in other formats are subject to the same loading restrictions as monograph records, with the exception of serials, which will be treated as a separate case.

CSL RECORDS ARE IN Mc TO PROVE IT CAN BE DONE

If you've searched in the MELVYL catalog (Mc) for books on "orange juice" recently, you were probably surprised to see an unfamiliar location for the 4th record. That is,

F SU ORANGE JUICE

Search result: 4 records at UC libraries

D 4

4. United States standards for grades of orange juice.
[Washington, D.C.]: U.S. Dept. of Agriculture, Food Safety and Quality Service, Fruit and Vegetable Quality Division, Processed Products Standardization and Inspection Branch, 1981.
   CSL Main Lib A103.6/2 Orl Govt Pubs

This is one of approximately 25,000 California State Library monograph records that were temporarily loaded into Mc as an exercise to show the feasibility of doing it and to demonstrate to the State Department of Finance the desirability of providing funds for library automation. The State Library is funding the demonstration.

For this project, CSL records were drawn from a number of State Library branches, including the Sutro Library, the Law Library, and government publications.

Any titles that are held only by the State Library (such as the above orange juice example) will be available from the State Library on interlibrary loan.

The project is expected to be completed sometime this month, at which time the CSL records will be removed.

SCREEN TESTS IN TEXAS

Alan Ritch's rich account of a CLR conference--which I, too, attended last month--was written for his UCSD Library newsletter, and is here reprinted. Anyone interested in discussing "online screens" further should give me a call (2-3773).--A.Lipow

About a 45-minute drive into the hills west of Austin, Texas, is a luxurious resort called Lakeway. Wrapped tightly around the wooded shores of Lake Travis, the resort is ideal for retreats and small conferences, particularly in Spring when every room looks out on the water through a screen of brilliant redbud blossoms. Most of my 4 days in Lakeway in early March were spent contemplating more functional but less attractive screens--at an invitational conference organized by the Council on Library Resources. Along with about 40 other online catalog designers, sellers, buyers, and users, including, from California, UCB's Anne Lipow, DLA's Barbara Radke, Diane Bisom of UCLA representing ORION, and Steve Salmon now of CARLYLE, I saw and discussed some 20 online catalog systems, paying specific attention to the design of their screen displays. Leading the discussion were Joe Matthews and Fran Spigai, who both presented papers, and Chris Borgmann (UCLA) and Kent Norman (University of Maryland) who offered fearless analyses and rankings (on a scale from user-intimate to user-vicious) of the systems in terms of human factors research. The group discussions, modestly focussed on such issues as the relative legibility of solid upper versus upper/lower case lettering and the need for a consistent labelling vocabulary, were all-too-briefly adjourned for a dazzling presentation by Alan Kay, once the "wizard of Atari," now working his magic in the Apple orchard. Alan took us to the frontiers of bit-mapped displays and beyond. His climactic video in a bewildering array of AV exclamation marks was a clip from Star Trek II in which computer displays convincingly simulate the creation of a living planet! Back at the suddenly old-fashioned online catalog, we returned with diminished enthusiasm to our debates on such topics as "emitter chromaticity" and the subordination of added entries in format design. Though the meeting did not produce a tightly structured set of standards on how the online catalog screen of the future should look, it did yield much useful information on what is already known about user preferences and what needs to be discovered before the guidelines for the future online catalog can be sketched.

                         --Alan Ritch

STATE OF THE LIBRARY

University Librarian Joe Rosenthal will discuss the state of the Library on
Thursday, April 18, 1985, at 3:00 p.m. in the Alumni House Lounge, on campus.
Library staff, as well as faculty and staff in other campus departments, are
invited to attend this overview of recent and anticipated developments in
the General Library.

--M.J. Detloff

THE STAFF DEVELOPMENT COMMITTEE PRESENTS ....

What do illiteracy, racism, media concentration, government restriction, and
censorship have in common? They all affect the free flow of information in
society, and act as barriers to our "Right To Know." Libraries are centers
of information exchange. Censorship can directly affect our jobs, and have
wide-ranging social consequences.

Come hear a talk on the "Right To Know," given by Zoia Horn and Leon Sampolinsky
of the Data Center in Oakland:

Thursday, April 25, 1985
Room 322, Main Library
12 noon - 1 pm

--Emily Rainey

AN EVENING WITH JOY CARLIN

There are still seats available for!
Joy Carlin as Emily Dickinson
doing "The Belle of Amherst" by William Luce
Friday, April 12th at 8:00 p.m.
Morrison Room, Main Library
Donation $25.00
For reservations call 642-9377

--Louise Garrett

MICROCOMPUTER COMMITTEE FORMED

The final report of the Microcomputer Task Force recommended the creation
of a continuing committee to discuss and act on issues related to microcom-
puters. This recommendation has been implemented with the formation of the
Microcomputer Committee, whose members include Anne Brown (Physics Library),
Diane Brown (Engineering Library), Gary Handman (Moffitt Library), Mary Heath
(Systems Office), Eddy Hogan (General Reference), Gail Holcomb (Biology
Library), Lee Jaffe (Natural Resources Library), Jeff Katz (Systems Office),
and Mark Mentges (Education-Psychology Library). At the Committee's first
meeting, held 8 April 1985, Bernie Hurley, the Group's administrative contact,
initiated a discussion of the Committee's charge.   This charge is two-fold;
the group is expected to implement the approved recommendations from the
Task Force report, as well as to develop recommendations for new issues which
arise, in particular those issues relating to public services use of micro-
computers. Bernie emphasized that the group should become a focal point for
issues relating to microcomputer use.

The Microcomputer Committee invites comments from any interested staff. High-
lights of minutes of the Committee's meetings will be published in CU News.

--Mary Heath, Chair

INSTITUTE OF GOVERNMENTAL STUDIES LIBRARY ANNOUNCES NEW PUBLICATION

The Institute of Governmental Studies Library (IGSL) announces the establishment
of a new publication series, known as Info Guides, designed to promote the
vast resources, collections, and services within the Library. The premier
issue in this series (Info Guide No. 1), compiled by Marc A. Levin, is entitled
"Data Sources Pertaining to California Real Estate." Info Guide No. 1
recommends and annotates sources for accessing statistical information on
California real estate markets and is arranged by general, residential, office
and commercial, and industrial property sources. Info Guide No. 2, currently
in progress, will describe the scope and services associated with the Library's
recent acquisition of the Urban Documents Microfiche Collection (Greenwood
Press). To receive a complimentary copy of this publication, or future issues
within this series, contact Marc A. Levin, IGS Library, 109 Moses Hall, University
of California, Berkeley, California 94720; (415) 642-1472.

--Marc A. Levin

CELEBRATED POET TED JOANS TO READ

At 4:30 p.m. Tuesday 16 April Ted Joans will read in the Main Library's
Morrison Room. Joans, particularly well known for surrealist poetry in the
tradition of André Breton and for his jazz poetry, was one of only three black
American poets active in the Beat Period. His poetry also draws upon expe-
riences during the past twenty-five years when he has lived as an expatriate
writer in Europe and Africa. This reading, sponsored by the Department of
Afro-American Studies, the Institute of International Studies, and the General
Library, is one of a series of readings Mr. Joans is delivering at five UC
campuses and a number of other universities and colleges in the West this
spring.

--Phyllis Bishof

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NEH NEWS

The reorganization of the National Endowment for the Humanities is reflected in the following deadlines, program titles and staff changes. For guidelines and information on NEH grant projects, please contact the Library Development Office, Room 125 Doe Library, telephone 642-9377.

NATIONAL ENDOWMENT FOR THE HUMANITIES - NEH

Please note: Area code for all telephone numbers is 202.

	Deadline in boldface	For projects beginning after
DIVISION OF EDUCATION PROGRAMS—John Andrews, Acting Director 786-0373		
Central Disciplines in Undergraduate Education—John Andrews 786-0373		
Improving Introductory Courses—Donald Schmeltekopf 786-0380	April 1, 1985	October 1985
Promoting Excellence in a Field—John Walters 786-0380	April 1, 1985	October 1985
Fostering Coherence Throughout an Institution—John Andrews 786-0373	April 1, 1985	October 1985
Humanities Instruction in Elementary and Secondary Schools—Carolynn Reid-Wallace 786-0377	May 15, 1985	January 1986
Exemplary Projects in Undergraduate and Graduate Education—William McGill 786-0384	May 15, 1985	January 1986
Humanities Programs for Nontraditional Learners—William McGill 786-0384	April 1, 1985	October 1985
Improving the Preparation of Teachers in the Humanities—John Andrews 786-0373	Call for deadline.	
DIVISION OF FELLOWSHIPS AND SEMINARS—Thomas Kingston, Director 786-0458		
Fellowships for Independent Study and Research—Maben Herring 786-0466	June 1, 1985	January 1, 1986
Fellowships for College Teachers—Karen Fuglie 786-0466	June 1, 1985	January 1, 1986
Constitutional Fellowships—Maben Herring and Karen Fuglie 786-0466	June 1, 1985	January 1, 1986
Faculty Graduate Study Grants—Eric Anderson 786-0463	March 15, 1985	September 1, 1986
Summer Stipends for 1986—Joseph Neville 786-0466	October 1, 1985	Summer 1986
Travel to Collections—Gary Messinger 786-0466	September 15, 1985	December 15, 1985
Summer Seminars for College Teachers—Richard Emmerson 786-0463		
Participants: 1985 Seminars	April 1, 1985	Summer 1985
Directors: 1986 Seminars	March 1, 1985	Summer 1986
Summer Seminars for Secondary School Teachers—Ronald Herzman 786-0463		
Participants: 1985 Seminars	March 1, 1985	Summer 1985
Directors: 1986 Seminars	April 1, 1985	Summer 1986
Undergraduate Fellows in the Humanities—Ronald Herzman 786-0463		
Participants: 1985 Seminars	February 15, 1985	Summer 1985
Directors: 1986 Seminars	May 1, 1985	Summer 1986
DIVISION OF GENERAL PROGRAMS—Donald Gibson, Director 786-0267		
Humanities Projects in Media—James Dougherty 786-0278	March 22, 1985	October 1, 1985
Museums and Historical Organizations—Gabriel Weisberg 786-0284	April 29, 1985	January 1, 1986
Humanities Programs for Adults—Malcolm Richardson 786-0271	August 5, 1985	April 1, 1986
Humanities Programs for Libraries—Thomas Phelps 786-0271	March 8, 1985	October 1, 1985
Humanities Programs for Youth—Leon Bramson 786-0271		
Youth Projects	June 15, 1985	January 1, 1986
Younger Scholars Program	November 1, 1985	June 1, 1986
DIVISION OF RESEARCH PROGRAMS—Richard Ekman, Director 786-0200		
Basic Research Program—786-0207		
Project Research—David Wise 786-0207	March 1, 1985	January 1, 1986
Research Conferences—Eugene Sterud 786-0207	February 15, 1985	October 1, 1985
Humanities, Science, and Technology—David Wright 786-0207	March 1, 1985	January 1, 1986
NEH-NSF EVIST Projects	August 1, 1985	April 1, 1986
Publications—Margot Backas 786-0204	May 1, 1985	October 1, 1985
Research in Selected Areas—John Williams 786-0207		
Centers for Advanced Study—David Coder 786-0207	November 1, 1985	January 1987
Intercultural Research—786-0207	February 15, 1985	July 1, 1985
Reference Works—Dorothy Wartenberg 786-0210		
Tools—Crale Hopkins 786-0210	October 1, 1985	July 1, 1986
Editions—Helen Aguera 786-0210	October 1, 1985	July 1, 1986
Translations—Susan Mango 786-0210	July 1, 1985	April 1, 1986
Access—Dick Cameron, Patricia Shadle 786-0210	June 1, 1985	April 1, 1986
DIVISION OF STATE PROGRAMS—Marjorie Berlincourt, Director 786-0254		
Each state establishes its own grant guidelines and application deadlines; a list of state programs may be obtained from the Division		
OFFICE OF CHALLENGE GRANTS—James Blessing, Director 786-0361	May 1, 1985	December 1984
OFFICE OF PRESERVATION—Harold Cannon, Director 786-0570		
Preservation—Jeffrey Field, Steven Mansbach 786-0570	June 1, 1985	April 1, 1986
U.S. Newspapers Project—Marcella Grendler 786-0570	June 1, 1985	April 1, 1986

DEADLINES

FACULTY/LIBRARIAN COOPERATIVE RESEARCH GRANTS

The Council on Library Resources has issued revised guidelines for its
faculty/librarian cooperative research grants. To date, 38 awards have been
made to encourage librarians to work with faculty on matters affecting library
performance. Grants, limited to a maximum of $3,000 are intended to fund
incremental research costs (organization of data, hiring assistants, computer
charges, etc) but may not be used to pay salaries of principals, equipment
purchases, or indirect costs. Topics are not limited, but the Council is
especially interested in proposals related to its own major program areas,
including bibliographic systems, national and regional aspects of resource
development and preservation, information delivery systems, library management
(especially costs and funding) and all aspects of professional education. The
next deadline for these grants is October 1, 1985, with the awards to be
announced in December, 1985. More information is available by telephoning
me at 642-3439, or contacting the Council itself, 1785 Massachusetts Ave.,
N.W., Washington, D. C. 20036 (202) 483-7474.

--Maryly Snow
Committee on Research &
Professional Development

COLLECTION DEVELOPMENT NEWS

As of April 1, 1985, Sol Behar is working in the library on a part-time basis
to help select English-language materials for Main while his former position
is advertised and filled. Jim Spohrer is now functioning as a liaison with
the Comparative Literature department, and as of April 4, 1985 he is the
selector for modern Greek materials as well.

--Elizabeth Kislitzin

ADD FIVE MORE YEARS

In last week's CU NEWS we reported that Lora Graham of the Social Welfare
Library had achieved 10 years of service with the University. Indeed, it
should have been 15 years of service. Congratulations, Lora!

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 a card file at the General Reference Desk.

Minutes
Department Heads Meeting
Tuesday, March 19, 1985

Announcements

Joe Rosenthal welcomed Liz Kislitzin to Department Heads. Liz is now
head of Collection Development and Reference Services.

Joe introduced Nina Robinson, a writer/consultant who will coordinate
the Main Library's space planning project. Nine task groups have been
appointed and given charges to tackle various aspects of the planning
effort. The names and rosters of these groups appear in the March 21,
1985, issue of CU NEWS.

Joe commented that there will be no change this year in the percentage
of work study funding supplied by the government. In 1985-86
government funding will drop to 50%.

Sheila Dowd announced that a draft statement on CU's newspaper policy
would be distributed to Department Heads for review. Sheila has
proposed that a task force review the subscription list, and will also
distribute a draft charge for such a group. She asked Department
Heads to submit names of staff in their departments who should be
involved in review of subscription lists.

Joe proposed that the review procedure for significant changes or
additions to collection policies (after passing through the Collection
Management and Development Committee) would be distribution to
Department Heads, with a deadline for comment or request for revision.
This proposal met with no objection, and will be followed from now on.

Department Heads Agenda Committee -- Barclay Ogden

On behalf of the Agenda Committee's new membership (Anne Lipow, Gloria
Novak, Barclay Ogden, and Sue Rhee), Barclay proposed some new ideas
for meeting format. The committee suggested that occasional
meetings be devoted to extended discussion of particular topics, such
as renovation or measurement of the costs of library service. A
particular department head would be prepared to supply background and
lead discussion. Conventional meeting reports will continue, of
course, as will the invitation of guest speakers. No one objected to
or wished to modify these suggestions.

Work Rules Committee -- Bill Wenz

Bill reported on the recently reconstituted Work Rules Committee.
Current membership includes Sue Ealy, Mark Mentges, Jean Peck, Geri
Scalzo, Marilyn Shiells, Bill Wenz, and Mark Livingston. Half the
rules have been drafted; the group should complete a draft of the rules by
May 1 for review.

Automation -- Bernie Hurley

Rebecca Martin, public services coordinator of automated circulation, is making presentations to branch libraries on the circulation system.

The Systems Office is continuing to load records into GLADIS. They will prepare a list of all records that can be found in GLADIS.

A prototype of the GLADIS reference system will be available for staff examination within two months.

Security

Bernie announced that an IMB PC had been stolen from the Development Office on the weekend of March 17-18. Bill Wenz mentioned that Doe's security guard had reported several security breaches that weekend. The police are investigating the theft.

A general discussion of library security followed. Liz Kislitzin said that $50 had disappeared from GRS's lost and found.

Joe Rosenthal mentioned that he and Jeff Pudewell had prepared a proposal that the Library assume responsibility for its custodial and security services. It will soon be forwarded to the Chancellor's Office.

Budget Update -- Joe Rosenthal

Joe said that 1984-85 expenditures are generally within target projections. If California Hall covers the renovation costs for the Computer Room ($170,000) as staff there indicated might be possible, we will be within budget.

Joe mentioned three critical areas in which an infusion of funds is sorely needed:
1) There is an urgent need to key the Circulation Department's tab card file. To eliminate the costly double-searching that staff perform now and to reduce snags and errors, these records must be integrated with the circulation database.
2) 1984-85's insufficient binding allocation means that we will enter the 1985-86 budget year with greater than usual needs in this area.
3) Retrospective conversion of monograph records.

More budget information and decisions will be shared at the next Department Heads meeting.

Personnel Update -- Bill Wenz

CAPA and its ad hoc committees will soon complete their work on promotion/career status reviews.

The AFT contracts were distributed Friday.

2

The relisting of the Slavic librarian position closes May 31.

Interviews have been scheduled for the head of the Serials Department and assistant head of Bancroft's public services. The academic position in Public Health closed on February 22. The interviewees for the Islamica librarian position will be selected soon.

Over 200 applications have been reviewed for the administrative analyst position (labor relations specialist) in the Library Personnel Office.

TCP Processing Project Progress Report -- Russell Gardiner

During the past four months, the Bibliographic Services Department has completed a sweep through the XM82 classification of TCPs on the fourth tier of the stacks, cataloging almost 11,000 titles. All volumes in western European languages were cataloged; now BSD staff are concentrating on Arabic, Persian, Herbrew, and English language PL480 material. In April BSD will begin work on the XM80s and 81s that are shelved at NRLF but haven't been accessioned into NRLF. First to be cataloged will be the 22,000 titles in western European languages. The hit rate is 93% for western European language materials that have been in TCP for two years.

RLG Board of Governors Meeting -- Joe Rosenthal

Joe gave highlights from the RLG Board meeting he attended March 1. The installation of RLG's new AMDAHL computer in January was reportd as smooth, but because its capacity is not as great as was expected, an "increment" to the new machine will be needed within a year or so.

RLG's computing operations will move from the Stanford campus by 1986. RLG will continue to buy some services from Stanford's computing center.

The National Endowment for the Humanities awarded a $625,000 grant to RLG for the second phase of the Cooperative Microfilm Project.

The Board approved the concept of closing access to RLIN Friday afternoons during the summer (June-August) in order to load various data sets (e.g., GPO and CONSER tapes as well as some member libraries' records that have not been loaded). Details will be announced by RLG later in the spring.

Meeting of Directors of Research Libraries in OCLC -- Sue Rhee

Sue Rhee represented UC Berkeley at the March 10 and 11 meeting of this group. The OCLC database includes 12 million records, 190 million holdings symbols, and 59 million index keys. Its 1.2 million authority records include 3 million index keys. OCLC's TANDEM computers run two online copies of the database at all times. The system processes 65 transactions a second.

Sue described several of OCLC's current and future projects, including a CJK system, the microenhancer, ILL system, and contract retrospective-conversion facility.

Library Plan -- Mary Jane Detloff

Mary Jane described the contents and status of the draft plan. Department Heads discussed the plan's objectives and what method should be used for its review. It was suggested that (after two presently unwritten sections are drafted) each draft chapter be returned to its author for review and updating. The draft will then be examined by a subgroup of Department Heads and the LAUC Executive Committee. Mary Jane will develop an extract of the entire plan. This shorter version, which will exclude detail and focus on goals, will be appropriate for distribution outside the Library.

M.J. Detloff

Department Heads Meeting
Minutes for Tuesday, April 2, 1985

Announcements

Joe Rosenthal said it is likely we will receive Title IIC support from
the Department of Education to catalog and preserve the East Asiatic
Library's Tokugawa and Meiji materials. Negotiations with the U.S.
Department of Education will probably conclude next week.

The UC Berkeley Music Library is one of seven music libraries that has
submitted a joint retrospective-conversion proposal for materials
about music. This proposal was made to the Department of Education.

UC libraries at Berkeley, Riverside, San Diego, Santa Barbara, and San
Francisco have received support from the National Endowment for the
Humanities for a preservation education and implementation project.
Managers from the other campuses will work at Berkeley and in their
home libraries to design and implement new preservation programs.

Sue Rhee said that, if we continue binding at the current rate, we
will exceed the 1984-85 binding allocation in early May. $30,000 of
non-state funds will be allocated so that we can continue to bind at
the current rate. (Because the 1984-85 allocation was insufficient
to cover our needs, we will enter next year with $150,000 worth
of binding "backlog.")

Bill Wenz announced that the Summer Youth Program will be offered
again this year.

Ann Vermel reminded Department Heads of two events. Actress Joy
Carlin will present "The Belle of Amherst" on April 12 in the Morrison
Room. Raffle tickets and team sign-ups are still available for the
Tournament of Trivia. Call the Development Office for more
information.

Main Library Space Planning

Representatives of the nine task groups working on various aspects of
the space planning effort reviewed their their groups' progress. The
reports and the subsequent discussion identified issues of wide
concern, areas of overlap among groups, and problems.

The task groups and their representatives were:

Definition and Configuration of Central Services   Eddy Hogan
Collections   Jim Spohrer
Stations for Users and Staff   Pat Abalos
Requirements During Renovation/Construction   Janice Koyama
Administration and Ancillary Services   Jeanne Fong
Security   Bill Wenz
Computing and Telecommunications   Bernie Hurley
Conservation   Barclay Ogden

M.J. Detloff

MINUTES: Circulation Supervisors Group
          Meeting No. 52, March 14, 1985
RECORDER: Anne C. Brown

ANNOUNCEMENTS:

Charles Jackson distributed laminated campus maps showing locations
of public service copiers and vendacard sales. A brief discussion
of copying services followed. Several units do not have coin
boxes on their copiers: Ed/Psych, Moffitt (?), NATR, SOCS, SOCW.
Several circulation supervisors expressed concern over the large
number of vendacards left in their units without any type of
identification. Although Charles stated that a "Sharpie" pen
will write on the vendacards, some felt that people should not
have to buy a special pen to write their names on vendacards
and asked that a signature panel be put on the cards.

Chair Karl Slinkard distributed copies of a memo he wrote to
Rita Kane re: problems with the Library Business Office. There
was a brief discussion of the memo. Lynne Wiepert will head
a committee to draft a letter to William Wenz in order to
identify a) the problems with projection on time cards and
b) the potential problems with taxes and benefits if projection
is dropped.

NORTHERN REGIONAL LIBRARY FACILITY (NRLF) - Kay Loughman

Kay discussed procedures, plans and problems at the NRLF.
Given the small circulation staff (2), she would like to
lower libraries' dependence on the telephone for making paging
requests. Two of the alternatives she foresees are a) use of
an electronic mail system or b) asking that all paging requests
go through library mail. Currently, telephone paging requests
should be made before 3 pm in order to ensure that items
paged will be on the truck to Berkeley the next morning.

Kay expects the current NRLF facility to be full of UC material
by 1987. NRLF capacity is 3 million volume equivalents; approxi-
mately 2 million volume equivalents are on the shelf now. Due
to funding requirements, 10% of the storage space at NRLF is
reserved for non-UC campuses. At this point no non-UC materials
have been stored. While 2 building additions which would expand
the capacity to 11 million volumes are planned, the proposal
for the additions will not be presented before the 1986-87 budget
year. The NRLF probably would not be able to add more books
until 1989-90.

Kay requested that any UC library staff who send patrons out
to NRLF be sure that those patrons have the following:
1) all the bibliographic information they need, including storage
   number, and
2) a valid UC library card (a reference use card is OK)

There will be changes made in the way materials circulate from
NRLF storage within the next year. Efforts are being made to
set up a system helpful to patrons.

Ken Legg is UC Berkeley's representative to the NRLF advisory
committee.

CIRCULATION COMMITTEE -- Gail Nichols

Gail reported that the Newspaper/Microcopy policy regarding
use of microfilm printers during times of heavy demand has changed.
In the past patrons would be limited to 30 minutes apiece at
a printer during high use. Under the new policy, non-UC people
will be bumped off the printers in favor of UC people. UC people
will not be bumped for non-UC people. Jennifer Wu of the Engineering
Library noted that there is also a microfilm printer in ENGI.

The Circulation Committee will be developing a policy regarding
theft of library materials. What should staff members do when
they witness library thefts?

Library book recovery program : Jeff Pudewell and Carol Lawrence
discussed the idea of a letter service with Campus Accounting.
Accounting received the idea enthusiastically and wants to set
up a letter service for all delinquent debtors. Carol Lawrence
is trying to encourage Accounting to do a small scale test of
the idea first. One of the Circulation Committee's concerns
is that the Library will be trying to recover books with the
letter service, whereas Campus Accounting will be trying to
get bills paid.

STUDENT ROSTER MICROFICHE - Al Trujillo

Al expressed concern over the loss of old student records during
the update of the GLADIS patron file with OAR tapes. He proposed
that at least one copy of the student roster microfiche be retained
2-3 years so that circulation supervisors can have access to
records of delinquent student patrons no longer registered at
UC.

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CU NEWS

MAY GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in May. Each will be held in Room 322, Doe Library.

AN OVERVIEW ON AUTOMATED PROCESSING AT UCB (offered on 5/13, 1P - 3P), will look at GLADIS "from the outside": how GLADIS, the bibliographic utilities, the microfiche, and the MELVYL catalog, are related. This course is open to any interested staff member.

GLADIS: AN INTRODUCTION (offered on 5/7, 10A - 12N; and 5/9, 1P - 3P), will cover basic searching, using the Dante software, the Tandem and GLADIS/PC key-board, and accessing the Patron File. This course is designed for those having had no experience with GLADIS.

ADVANCED SEARCHING (offered on 5/20 and 5/23, 10A - 12N) will cover efficient searching of the GLADIS database. This course is available only to those familiar with searching GLADIS.

BRANCH EDITING (offered on 5/29, 10A - 12N) - this new offering will consist of two successive one-hour sessions. The first hour (10A - 11A) will be an overview of the use of GLADIS in the Branch Libraries. It is designed for staff of Branch Libraries interested in GLADIS, whether or not their units are currently performing branch editing. The second hour (11A - 12N) will be an advanced training session for current and prospective users of the GLADIS Branch Edit feature. Interested staff members are welcome to attend either or both of the hour-long sessions.

Please call System Services (2-6120) to sign up.

--Jeff Katz

STAFF IN PRINT

Take a look at page 213 of your April issue of American Libraries and you'll see a cartoon by none other than our own Gary Handman! He's slotted to have cartoons in several future issues of American Libraries and the next four issues of Special Libraries. We always knew he had talent!

--Ellen Meltzer

ACADEMIC POSITION WITH GENERAL LIBRARY AT BERKELEY

The following academic librarian position will be available with the General Library at Berkeley. Applicants should apply in writing, including the names and addresses of at least three professional references, to William E. Wenz, Library Personnel Officer, Room 447 Library, University of California, Berkeley, California 94720.

Applications should be received by 31 May 1985. The position will be available 1 July 1985 or as soon thereafter as possible. This is a relisting--candidates who applied previously need not reapply. These applications will be included in the continuing review process. Classification and salary will be determined on the basis of qualifications of the candidate selected.

LIBRARIAN FOR SLAVIC COLLECTIONS
Collection Development and Reference
Services Department

Assistant Librarian, Associate Librarian or Librarian
$21,024.00 to $36,996.00 per annum salary range

The Collection Development and Reference Services Department is responsible for the development of Main Library collections, including materials in the humanities and social sciences, and broad interdisciplinary works in the sciences, to support Berkeley academic programs; and for the provision of reference and instructional services to users of those collections. The Department operates the Library's General Reference Service and Catalog Information Desk. Staff includes 18 librarians, 7 career support staff, and student assistants. Librarians are expected to contribute to General Library and University service, and are encouraged to be active within the profession, and to pursue independent scholarly interests.

DUTIES: Current and retrospective selection of Slavic language books and serials to be acquired for the Main Library's collections by purchase, gift, exchange or barter. Works in the humanities and social sciences are encompassed in this responsibility, as well as works in interdisciplinary or broad scientific fields not covered by a branch library. Close consultation with faculty engaged in Slavic studies is essential to assure that program needs are met. The 1984/85 budget for purchase of books and serials is $53,690. In addition, about $100,000 of the Library's exchange and barter funds are currently being expended for Slavic materials. The Slavic Librarian is expected to develop and maintain effective working relationships with book dealers and publishers here and abroad. Other duties include advising branch colleagues with regard to new publications or new publishing developments within the Slavic language area, and advising technical services departments regarding processing of Slavic materials. The Librarian works closely with the Slavic languages section of the Acquisition Department, which provides support staff for acquisition functions.

Maintenance of the Slavic collections by: evaluating specific areas of the collections as need arises, and identifying gaps to be filled as funds permit; weeding for storage or discard on a regular basis; and periodically examining areas of the collections to identify preservation needs and to recommend appropriate action.

Provision of reference service and bibliographic assistance to all users of the Library's Slavic collections. Regular consultation with the faculty associated with the Center for Slavic and East European Studies, to understand their research and instructional needs, and to design special services to assist them and their students. Such services may include graduate student and faculty seminars, classroom instruction, Library tours, Graduate Bibliographic Service counseling, compilation of bibliographies or other appropriate help. Provision of reference services to the broader General

- 2 -

SLAVIC LIBRARIAN (Continued)

Library clientele through service at the General Reference Desk, Catalog Information Desk, occasional Library Orientation Programs, etc. Service to the Library and the Campus, as opportunity and abilities dictate, through Library and Campus advisory committees, and other means.

QUALIFICATIONS: Graduate degree from an accredited Library School. Fluent knowledge of Russian, and working facility in other Slavic and East European languages. (Knowledge of French, German and Church Slavonic highly desirable.) Substantial graduate work in the literature, history or some other aspect of the culture of Russia and/or Eastern Europe. (Advanced degree in one of these fields desirable.) Understanding of Eastern European academic organization, scholarly institutions, publishing and book trade. Understanding of, and interest in, current developments in research libraries. Broad general interests, especially in the humanities and social sciences. Sophisticated understanding of systems of bibliographic organization and access. Pleasant, approachable manner. Ability to communicate effectively in speech and writing. Initiative; ability to work independently. Flexibility; adaptability; cooperative attitude toward colleagues and clients. Must be available for occasional night and weekend work as the Department's schedule requires.

ACADEMIC LIBRARIAN POSITION AVAILABLE ELSEWHERE ON CAMPUS

PART-TIME UNDERGRADUATE TEACHING POSITIONS IN THE
SCHOOL OF LIBRARY & INFORMATION STUDIES
UNIVERSITY OF CALIFORNIA, BERKELEY

Part-time openings are expected for teaching of the undergraduate course, Bibliography I: Methods of Library Use, in the School of Library and Information Studies, University of California, Berkeley, during the 1985-86 academic year.

BIBLIOGRAPHY I is a 2 unit course taught by librarians. Its goals are to acquaint students with the campus library system, and to teach the use of catalogs, indexes, and other reference tools. Class meetings consist of lectures, discussions, in-library assignments, and tours.

Instructors are employed 1/4 time to teach one section of the course. In addition to the class meetings, a weekly office hour is required as is attendance at instructors' meetings.

QUALIFICATIONS include an MLIS, a working knowledge of libraries on the campus, and an interest in library instruction and in teaching undergraduates. Reference work, acquaintance with on-line computer searching, and teaching or related experience are ordinarily expected.

APPOINTMENT will normally be made on the Associate scale. For teaching one section for one semester, the current starting salary on the Associate scale is $2256.00 actual salary depending on experience and qualifications. Part-time non-career appointments such as this one do not provide any health insurance or retirement benefits. Librarians currently employed full-time in the UC system are given 1/4 release time by their departments.

CLOSING DATE for receipt of application is May 5, 1985. Send resumes to Bibliography 1, School of Library and Information Studies, 113 South Hall, UC Berkeley, 94720 . Further information about the position may be requested from Robert Harlan, Acting Dean (642-9980) or Patiala Wallman, Bibliography I Coordinator (642-1087)

NOTE: This posting revises and replaces an earlier posting with an application closing deadline of 5 April, 1985.

OTHER ACADEMIC LIBRARIAN POSITIONS (Continued)

SCHOOL OF LAW LIBRARY
UNIVERSITY OF CALIFORNIA, BERKELEY

Assistant Director of the Law Library, reporting to the
Director. Primary duties include supervision of library
operations: direct personnel matters, assist in policy
formulation, implement procedures for day-to-day operations
of circulation, stack maintenance, reference services,
fiscal control, technical service operations, and follow
through on special projects as designated by the Director.
Will coordinate all aspects of library administration for
a library with 480,000 volumes, a staff of 11 professional
librarians, and 18 full-time staff members. Must deal with
questions and concerns from faculty, students, and the public
and must be able to coordinate effectively with the Director.

Requirements for the position are a J.D. and M.L.S. degrees
from accredited schools, extensive law library experience
(at least five years), and experience with administrative
responsibility. Familiarity with LEXIS and WESTLAW computer
databases, as well as RLIN and OCLC, is essential. Knowledge
of California legal system and research materials is desirable.
Must be able to deal effectively with the public, faculty and
staff, handle pressured situations, and have self-motivation
and direction. Salary range (Librarian) from $34,536 to
$47,880, depending on academic background, experience, and
specific qualifications. Send resume to Robert Berring,
Boalt Hall Law Library, University of California, Berkeley,
CA 94720. by June 1, 1985.

The University of California is an
Equal Opportunity, Affirmative Action Employer.

AIDS INFORMATION AND SYMPOSIUM

During the past year the Student Health Service (SHS) has been contacted with
increasing frequency by students, staff and faculty who are concerned about
Acquired Immune Deficiency Syndrome (AIDS) and the public health implications
of AIDS for the Berkeley campus. In response to this concern, the SHS and
the School of Public Health are sponsoring an AIDS Symposium to be held
Thursday, April 25, 12 noon - 3:30 p.m. in Wheeler Auditorium. The symposium
will include a panel presentation and discussion-oriented workshops. Members
of the campus community who would like to find out more about the Symposium,
or who have questions or concerns about AIDS should call the health education
unit of SHS at 2-7202.

LIBRARIAN AT PODIUM

Maryly Snow, Associate Librarian in charge of the Architecture Slide Library,
will present the last lecture in the College of Environmental Design's Evening
Lecture Series Wednesday, April 24th, at 8 pm, 145 Dwinelle. The lecture
series has concentrated on life in post-industrial cities. Snow's lecture
is entitled, "Live/Work: A San Francisco Case Study" and will cover her six
years living and making art at the Old American Can Company in San Francisco,
plus a grass roots view of the artist housing movement.

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 a card file at the General Reference Desk.

THE RIGHT TO KNOW
HOW IT AFFECTS LIBRARIES

A
TALK
BY
ZOIA HORN
AND
LEON SAMPOLINSKY

"**I**f
all printers
were determined
not to print
anything till
they were sure
it offended
nobody, there
would be
very little printed."
BENJAMIN FRANKLIN

NOON
THURSDAY
APRIL 25, 1985
322 DOE LIBRARY

STAFF DEVELOPMENT COMMITTEE

VIEWS OF THE FUTURE

The Economics of Information will be the topic for the next forum sponsored
by the Reference Services Committee. Dr. Sherman Robinson, Associate Professor,
Agricultural and Resource Economics, and Dr. Yale Braunstein, Acting Associate
Professor, Library and Information Studies, will present their perspectives on
the information economics issue, a topic crucial to the future of librarians.
A question and discussion session will follow. We hope you will be able to
attend.

> When: May 8, 1985 9:00-11:00 A.M.
>
> Where: Room 308 J   Main Library

Suggested readings in preparation for the Reference Forum, "The Economics of
Information":

Braunstein, Yale. "Costs and benefits of library information, the user
point of view." Library Trends, 28: 79-87, Summer 1979.

---. "The Functioning of information markets." In Yurow, Jane H.,
project director. Issues in Information Policy. Washington, D.C.:
National Telecommunications and Information Administration, Feb. 1981,
57-74.

---. "Information as a commodity: public policy issues and recent research."
In Mason, Robert M., et al. Information Services: Economics, Management
and Technology. Boulder, CO: Westview Press, 1981, 9-22.

Machlup, Fritz. The Production and Distribution of Knowledge in the
United States. Princeton, NJ: Princeton University Press, 1962.

Porat, Marc. The Information Economy: Definition and Measurement. U.S.
Dept. of Commerce, Office of Telecommunications, OT Special Publication
77-12(1), Washington: U.S. G.P.O., 1977.

*Robinson, Sherman. "Analyzing the information economy: tools and techniques."
Prepared for delivery at a workshop, "The Information Economy in the U.S.:
its Effect on Libraries and Library Networks:, sponsored by the Library
of Congress, Network Advisory Committee, Washington, D.C., No. 14-16,
1984. Rubin, M.R. Information Economics and Policy in the U.S. Littleton,
CO: Libraries Unltd., 1983.

--Diane Brown

MAY CALENDAR OF MEETINGS AND EVENTS

        May 1/Wed/Exhibits Ctte/9:00/321 Library
        May 1/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
        May 3/Fri/Public Service Department Heads/10:00/322 Library
        May 8/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
        May 9/Thurs/LAUC Spring Assembly/8:30/Boalt Hall Auditorium
        May 9/Thurs/Circulation Supervisors Grp/10:00/322 Library
        May 9/Thurs/Technical Services Department Heads/10:30/Librarian's Office
        May 13/Mon/Sciences Monthly Meeting/10:00/322 Library
        May 14/Tues/Reference Services Ctte/9:00/321 Library
        May 15/Wed/Circulation Ctte/10:00/321 Library
        May 16/Thurs/Technical Services Group/10:30/Bancroft Conf. Rm.
        May 16/Thurs/Public Services Advisory Group/1:00/322 Library
        May 17/Fri/Public Service Unit Heads/10:00/322 Library
        May 21/Tues/Department Heads/8:30/322 Library
        May 21/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
        May 28/Tues/Cataloging Council/10:30/322 Library

LIBRARY TOURS AND WORKSHOPS

    * GLADIS CLINICS (Enroll by calling Jeff Katz, Systems, 2-6120)
        May 7/Tues/GLADIS Introduction/10:00/322 Library
        May 9/Thurs/GLADIS Introduction/1:00/322 Library
        May 13/Mon/GLADIS Overview/1:00/322 Library
        May 20/Mon/GLADIS Adv. Searching/10:00/322 Library
        May 23/Thurs/GLADIS Adv. Searching/10:00/322 Library
    * NEW EMPLOYEES ORIENTATION PROGRAM (Enroll by calling Carol Whitehurst, 2-3773)
        May 7/Tues/1:30-4:30 (Part I) and May 8/Wed/1:30-4:00 (Part II). Both in 322 L
    * REFERENCE FORUM: "The Economics of Information"/May 8/ Wed/9:00/308J Library
    * TOURS OF MOFFITT LIBRARY (See this issue of CU NEWS for enrollment form)
        May 20/Mon and May 21/Tues. Tours begin at 8:30 in Moffitt Library.
    * MICROFORM MANAGEMENT SEMINAR (Repeats of January/February sessions. Watch
        for details in forthcoming issue of CU NEWS.)
        May 21/Tues and May 23/Wed. Sessions begin at 2:00 in 322 Library.
    * EUREKA! How to Find it in the Library's Catalogs(See this issue of CU NEWS
        for enrollment details.) May 30/Thurs/9:00-12noon/308J Library

REVIEW SHELF

            Review Lot Number   Inclusive Dates

                  502   April 29 - May 24

This shelf is composed chiefly of material of interest to EAL, HGS, Main, and
Moffitt, but contains as well a few middle-aged monographs in chemistry, engi-
neering, and physics. Selectors are invited to stop by at their convenience.

                                                --Frank Carothers

EUREKA!* TWO CATALOG INSTRUCTION SESSIONS SCHEDULED

If you need catalog information, or if you train staff to use the UCB Catalogs,
you are invited to enroll in EUREKA! HOW TO FIND IT IN THE LIBRARY'S CATALOGS:
A CATALOG INSTRUCTION WORKSHOP. Conducted by Pamela Daniels and Emily Rainey
of the Serials Department, a three-hour workshop will be offered Thursday,
May 30, 9-12, and repeated Thursday, June 13, 1985.

The General Library's catalogs are as rich and dynamic as the collections they
represent, but if you're not aware of their complexities, they can be a barrier
rather than an aid in finding the title you're looking for. The EUREKA! Work-
shop, which focuses on Catalogs 1 and 2, is designed to teach staff in both tech-
nical and public services to use the catalogs effectively. Participants will
receive a handbook especially designed to supplement the workshop and serve
as a training and reference tool.

The workshop is intended for two types of audiences: those who train or those
who are sent by their supervisors to learn directly. Supervisors who plan
to enroll their staff should first attend a session themselves, in order to
decide how best to pass on the information.

Participants in past sessions were virtually unanimous in their praise of the
workshop; "Really informative -- kept my interest the whole time; examples were
fun to work on." "The handbook is wonderful and will be a great training aid;
I was also impressed with the serials presentation and the explanation of filing
rules." "The presentations were outstanding. I'm thrilled to have the handbook...
This was the most relevant workshop I've yet attended." "I especially liked the
section on search strategies." "Presenters were very responsive, well organized."
"I appreciated the humor." How can you go wrong?

*I found it

EUREKA! WORKSHOP -- ENROLLMENT FORM

Name: _____   Position: _____

Unit: _____   Phone: _____

Please enroll me in the following workshop:

        FIRST CHOICE: (Session I or II): _____

        _____ It makes no difference to me which session I attend.

SESSION: Thursday, May 30, 9-12   SESSION II: Thursday, June 13, 9-12

Please return this form to Carol Whitehurst, Librarian's Office, 245 Main Library,
by May 5. Confirmation of your enrollment will be mailed to you, along with a
pre-Workshop assignment.

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit
No. 112, Automation and Reorganization of Technical and Public Services, is
now available in the Librarian's Office for consultation or short-term loan.
This kit addresses the issues of integration of functions as well as new
organization trends in both public and technical services. Loan arrange-
ments can be made through Samina Bashiruddin at 2-3773.

ORIENTATION TOUR OF THE MOFFITT LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better under-
standing of library collections and library services on the Berkeley campus.
Staff working in campus or area libraries outside the General Library system
are welcome to participate in the tour program.

The tour for the month of May is the Moffitt Undergraduate Library. Staff
may sign up for either of two tour sessions: Monday, May 20 or Tuesday,
May 21. Each tour begins at 8:30 and lasts about 1½ hours. Please sign up
for a tour by completing the form below and mail it to Jeanne Fong, Librarian's
Office, 245 Library. Deadline for sign ups: Friday, May 10.

Reservations for the first choice may be considered confirmed unless notified
otherwise.

-----TEAR OFF--

Your name:_____

Your unit:_____   Ext.:2-_____

Please enroll me for the Moffitt tour as indicated below.

            First Choice   Second Choice

                ___   ___   Monday, May 20

                ___   ___   Tuesday, May 21

TRIVIA TOURNAMENT AND RAFFLE RAISE FUNDS FOR MOFFITT

With a triumphant cry of "Left!," student Matt Kreeger swept to the Championship
in the Trivia Tournament sponsored by the Library Associates and ASUC's Superb
Productions.

Kreeger correctly identified the side of the conductor on which the harp
is usually found to win the hotly contested first prize.

The Trivia Tournament and Raffle were played out in the second floor lounge of
the Moffitt Undergraduate Library on the afternoons of April 26 and 27. Enrolled
in the preliminary rounds were teams from Bowles Hall, the College of Engineering,
the College Bowl Team and Campus Administration along with two teams of independent
players.

Play was snappy and good humored as one of the independent teams and the College
Bowl Team played for team championship on Saturday afternoon. A fiercely partisan
observers gallery gathered on both days, and by the time the last game was complete
on Saturday a sizeable number of people had enjoyed helping the Library raise
some extra funds. The champions for team play were the College Bowl Team,
captained by Matt Kreeger, with John Pincus, Gretchen Stude and Eric Clementis.

Congratulations for a job well done to Louise Garrett who coordinated the
project, her able assistants Andy Lazarus and Gary Handman, to Manina Harris
and the staff of the Moffitt Library.

--Ann Vermel

VIEWS OF THE FUTURE

The Economics of Information will be the topic for the next forum sponsored
by the Reference Services Committee. Dr. Sherman Robinson, Associate Professor,
Agricultural and Resource Economics, and Dr. Yale Braunstein, Acting Associate
Professor, Library and Information Studies, will present their perspectives on
the information economics issue, a topic crucial to the future of librarians.
A question and discussion session will follow. We hope you will be able to
attend.

When: May 8, 1985 9:00-11:00 A.M.

Where: Room 308 J   Main Library

--Diane Brown

LAUC-B 1985 SPRING ASSEMBLY

The past year for LAUC has been critical and action-filled. The implementation
of "Tier 2" has generated more issues, more discussions, more activity than in
any previous year. The Assembly agenda will include a summary of the year's
issues, activities, and accomplishments, and reports from LAUC-B committee chairs
and LAUC-B representatives to LAUC Statewide Committees.

In addition, there will be a discussion, led by Jack Leister, of the proposed
revisions to LAUC's by-laws. The LAUC membership will be receiving copies of
the proposed revisions for review prior to the Spring Assembly, and will have
an opportunity to approve or disapprove these changes on the June 15th ballot.

The LAUC-B Spring Assembly will be held:

                         Thursday, May 9, 1985
                         8:30 - 11:30
                         Boalt Hall Auditorium

                                           --Ivan Argüelles
                                             Chair, Lauc-B

NEW OFFICE BUILDING

A draft of the Environmental Impact Report (EIR) for a proposed University of
California, Office of the President project entitled New Office Building
is available for public review April 15 - May 30, 1985. Written comments and
questions during the review period can be addressed to Ms. Shirley Webster,
Office of the President, University of California, 319 University Hall, Berkeley,
CA 94720. A copy of this report is available for short term loan from the
General Reference Desk, second floor, Main Library.

                                           --Myrtis Collins

BROWSE COMMAND AND NEW USER GUIDE ARE SUBJECTS OF MYND OF MELVYL

A discussion of the newest MELVYL catalog commands BROWSE and SELECT, and
a copy of DLA's revised one-page user guide which includes those commands,
are included in MYND OF MELVYL 28, attached to this issue of CU NEWS. UCB
units with MELVYL catalog terminals may order a supply of these guides from
the Supply and Maintenance unit; ask for LOL 26.

                                           --Anne Lipow

PERSONNEL CHANGES

APPOINTMENTS   Klaus Gehrmann has been appointed Library Assistant II in the
Serials Department, Periodicals Division, effective 8 April 1985.
Mr Gehrmann completed his B.A. in English Literature at the
University of Hamburg (1974), having taken his sophomore year
at Occidental College, Los Angeles. From 1976 - 1983 he worked
as a computer archivist on the staff of Der Stern, the German
newsmagazine, and during 1978-79 worked in New York City on a
special research project in the Newsweek magazine archives.
He left Der Stern to return to America for another year of studies,
this time in music, at New College, San Francisco, in 1983, and
hopes to settle here.

Mharia Elena Ibarra has been appointed Administrative Assistant I
in the Cooperative Services Department (main office), effective
8 April 1985, transferring to this career post from Temporary
Assistance Pool positions as Secretary II, in the Financial
Aid Office (during the current year) and in the School of
Business Administration (during the latter half of 1984). Ms
Ibarra served as educational consultant for the Ecumenical
Institute of Chicago from 1968 - 1977, where she assisted in
establishing and administering preschool programs in Latin
America. Her work experience between the Institute and the
University has ranged from rental property management in
Chicago to catering service supervision in Lafayette, California.
She studied nursing at the City University of New York (Queens-
borough College), 1973 - 76, and completed her B.A. in Urban
Studies at the University of Illinois at Chicago Circle in
1980.

LIBRARY OPEN HOUSE

You are cordially invited to attend an open house at the Asian American Studies
Library, 101 Wheeler Hall, on Friday, May 17, 1985, from 9 am to 12 noon.

The Asian American Studies Library was established in 1970, and a professional
librarian was hired in 1979. Since then the library has relocated to 101 Wheeler
Hall in order to accommodate its rapidly expanding collection. The library now
houses the largest and most comprehensive Asian American collection in the
United States. It is also the first of its kind in the nation. Please mark
your calendars. Don't miss this date!

                                    --Department of Ethnic Studies

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FACULTY SEMINARS PLANNING MEETING: May 9

It's time to prepare for the 12th annual program LIBRARY UPDATE: FACULTY
SEMINARS ON RESEARCH RESOURCES IN THE LIBRARY.   If you think you would like to
give a session -- a new seminar, one you've given before, or one given before
by others and you'd now like to try your hand at -- or if you can help in the
preparation of one (producing a handout; compiling a bibliography), please come
to the first planning meeting on Thursday, May 9, 3:00, in Room 322 Main Library.

The program consists of a series of 1½ to 3-hour lecture/discussions by
librarians from the General and Non-General Libraries who review a library
topic in some depth.   Seminars are usually team-taught.   Over the years, certain
sessions have been consistently popular and have seemed to fill an ongoing
need, and so have formed a kind of "core curriculum" that is offered each year:
"Catalogs and Special Services of the UC Berkeley Library" is directed at new
and visiting faculty and other researchers; "From Citation to Text: Clues to
the Library Labyrinth" covers the sleuthing methods employed to bridge the
gap between the user's citation and our catalogs.   At least one session covers
use of computers, including microcomputers, for research, with a growing
emphasis on do-it-yourself searching. "Where Did I Put That Paper? -- Managing
your Personal Information Files" never fails to draw overflow audiences.

Other sessions offered each year depend on a combination of perceived needs and
interests of the librarians who choose to participate.   This year in response
to faculty suggestions, Jim Spohrer (CDRS) will prepare a seminar on library
materials in the broad scope of Germanic studies.   One topic that has been
suggested, and which could be offered if instructors volunteer, is Holocaust
Research Materials.   The planning meeting will devote discussion to these and
other topics that are suggested.

In their written evaluations, participants express enthusiastic appreciation
for the information-packed sessions (many return each year); and the instructors
testify that the hard work of preparing presentations results in their learning
a lot, too.   Many sessions are repeated throughout the year for classes and
other groups.

Instructors can count on clerical support in the production of handouts, as
well as help with techniques for effective training.   A complete file from
previous sessions, and the texts of some lectures, is available for consultation.

If you cannot make the meeting, but want to volunteer or have an idea to discuss
or questions you want clarified, call Anne Lipow, 2-3773.

                                                --A. Lipow

MICROFORM MANAGEMENT: TWO MORE SEMINARS SCHEDULED THIS MONTH

Library staff who make decisions about selection or use of microform publications--
and who missed attending sessions offered in January and February--will want to
enroll in the MICROFORM MANAGEMENT SEMINAR, scheduled for May 21 and repeated
May 23. The seminar is led by Susan Edelberg, Head of the Newspaper/Microcopy
Room. AUL Sheila Dowd writes: "Top-notch program--accurate, organized, inter-
esting; excellent overview; urge attendance by anyone involved with the selection
of materials and with placing orders in whatever format..."

Other comments about the seminar from past attendees: "All kinds of useful
details presented succinctly." "Informed me of much about microform that I had
no idea of." "Chock full of solid information, and no fluff or filler."
"...relaxed delivery."

Seminar objective: As the General Library's microform collections grow, so do
problems and questions associated with their use. The aim of this 2-hour seminar
is to provide information on the status of microform collections in the General
Library, as well as to identify trends and make projections for the future.
Through lecture, demonstration, and discussion, problems will be addressed and
solutions will be explored.

Content: This seminar will focus on four major areas of microform management:

1. Selection--when microforms can be substituted for books; fiche vs. film;
    silver halide vs. diazo; negative image vs. positive.

2. Cost considerations--space savings; costs and quality of readers, reader/
    printers, storage equipment; staff for microform equipment and maintenance;
    and cost analysis of converting serials to microforms.

3. User considerations--availability of hardcopy indexes, proximity of staff
    for assistance, circulation policy for microforms and portable readers, lo-
    cation of collection, and availability of reader/printers.

4. Preservation/conservation--microform composition, equipment, cleaning and
    maintenance, storage and environmental factors.

Who should attend: Selectors, department heads, branch librarians, and public
service unit heads who manage library materials in microform.

Enrollment required. Limit 15 per session. Please enroll by sending this form to:

| YOUR ENROLLMENT WILL BE CONFIRMED. | Anne Lipow
Librarian's Office
245 Main Library (2-3773) | ENROLLMENT DEADLINE: MAY 15 |

I wish to attend the MICROFORM MANAGEMENT SEMINAR at the following time:

___ Tues. May 21 2-4, Room 322

___ Thurs. May 23 2-4, Room 322

___ Either day is ok with me.

I deal with microforms in the following way: _____

and am particularly interested in knowing about: _____

Name_____ Unit_____ Date_____

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

Number 28, May 2, 1985

THE BEAUTY OF BROWSE

The newest MELVYL commands--BROWSE and SELECT--don't give a clue to their usefulness, so they will no doubt go underused and underappreciated.

BROWSE should be used to plan a subject search strategy, or to pick a correct name from among several possibilities. With BROWSE, you are more likely to avoid using search terms that would produce irrelevant or zero citations; and when there's a relatively short list to choose from, it can be an efficient way to hone in on a particular aspect of a larger subject; at other times it can be less efficient than FIND.

BROWSE VS FIND	You get the same results as with a FIND command, and it takes an extra step to get there using BROWSE. However, with FIND, you never know what caused the retrieval. For the novice user in particular, the FIND command seems to produce good results as if by magic (unless you view the records in the LONG format), and poor results as if by curse--whereas the BROWSE searcher gets a clearer understanding of how the results were arrived at.

Compare the following alternatives searching the subject "ART AND WAR."

FIND COMMANDS	BROWSE/SELECT COMMANDS
(a) F XS ART AND WAR (9 records)	B XS ART AND WAR (1 heading) SEL 1 (9 records)
(b) F XS ART AND WAR # (10 records)	B XS ART AND WAR # (2 headings) SEL 1 2 (10 records)
(c) F XS WAR IN ART (42 records)	B SU WAR IN ART (4 headings) SEL 1 2 3 4 [1-4 isn't allowed] (42 records)
(d) F SU ART AND WAR (LONG search)	B SU ART AND WAR (LONG search)
(e) F SU ART WAR (141 records) (almost all relevant)	B SU ART WAR (31 headings) SEL 1 2 3...22 23.3 24... (141 records

DISPLAYING THE HEADINGS	You can BROWSE all indexes but TITLE and EXACT TITLE (and, of course, PE, in which none of these commands is valid). BROWSE results are automatically displayed in LONG format, causing the display of "also known as" references (sometimes long lists of them), which can be confusing to users. Some users have been observed patiently copying them down and searching by those terms!

You can both alter the format and list the headings selectively, e.g.,

    D B 2 5 6-10
    D B REV CON BY 5

Remember to use truncation when BROWSing EXACT indexes:

    B XS OLYMPIC GAMES #

VIEWING   To search for records with the headings you retrieved with the BROWSE
  THE   command, type SELECT, followed by one or more record numbers from your
RECORDS   BROWSE result. Note that you cannot specify a range of numbers (e.g.,
            SEL 2-6 is not acceptable); you must type each number individually, sep-
            arated by a space or comma.

            Then to see your SELECT results, use the DISPLAY command.

            Anytime you wish to return to your BROWSE command, type D B (or DISPLAY
            BROWSE), followed by specific heading numbers, if you like.

DECIMALS   Some headings are numbered with decimals (see, for example, B SU ART WAR;
   IN   D 22-). Decimals are assigned to main name headings--person, corporate
HEADING   name, or place name--that have subdivisions. You can SELECT all the decimaled
NUMBERS   headings beginning with the same whole number by just typing the whole number.
            For example, SELECT 1 retrieves records with headings 1, 1.1, 1.2, etc.

☆ UPDATED MELVYL USER GUIDE LEAFLET BECOMES LOL 26

On the following page is a copy of the new and revised version of the one-page MELVYL
Online Catalog Users' Guide, which includes BROWSE and SELECT. In order to make it
accessible to UCB users, UCB units may order copies from SAM, asking for LOL 26.

DEAR
HERMAN

DIVORCE ISN'T THE ANSWER

Puzzling problem: I typed F XT DIVORCE WONT HELP. Got zero
results. Then I tried F XT DIVORCE WONT HELP #; but that didn't
help. Then I typed F XT DIVORCE WON'T HELP, using an apostrophe,
and lo and behold I got my record. Hey, I thought the MELVYL
catalog didn't pay attention to punctuation??! F TI DIVORCE WONT
HELP works, but takes longer. How many sets of rules are there
for this thing? Does that mean one must type in a ";" and a ":"
in EXACT searching?

                                                        --M.L.

Dear M.L.:

Yes. Look at it this way: EXACT searches must be exactly that--exact. Words spelled
exactly as they appear in titles, etc. No fudging; no leeway--whereas with keyword
searching you can get away with murder, but you pay for it in time.

                                                        --H.M.

THE MYND OF MELVYL

MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

Number 28, May 2, 1985

THE BEAUTY OF BROWSE

The newest MELVYL commands--BROWSE and SELECT--don't give a clue to their usefulness, so they will no doubt go underused and underappreciated.

BROWSE should be used to plan a subject search strategy, or to pick a correct name from among several possibilities. With BROWSE, you are more likely to avoid using search terms that would produce irrelevant or zero citations; and when there's a relatively short list to choose from, it can be an efficient way to hone in on a particular aspect of a larger subject; at other times it can be less efficient than FIND.

BROWSE
VS
FIND

You get the same results as with a FIND command, and it takes an extra step to get there using BROWSE. However, with FIND, you never know what caused the retrieval. For the novice user in particular, the FIND command seems to produce good results as if by magic (unless you view the records in the LONG format), and poor results as if by curse--whereas the BROWSE searcher gets a clearer understanding of how the results were arrived at.

Compare the following alternatives searching the subject "ART AND WAR."

FIND COMMANDS	BROWSE/SELECT COMMANDS
(a) F XS ART AND WAR (9 records)	B XS ART AND WAR (1 heading) SEL 1 (9 records)
(b) F XS ART AND WAR # (10 records)	B XS ART AND WAR # (2 headings) SEL 1 2 (10 records)
(c) F XS WAR IN ART (42 records)	B SU WAR IN ART (4 headings) SEL 1 2 3 4 [1-4 isn't allowed] (42 records)
(d) F SU ART AND WAR (LONG search)	B SU ART AND WAR (LONG search)
(e) F SU ART WAR (141 records) (almost all relevant)	B SU ART WAR (31 headings) SEL 1 2 3...22 23.3 24... (141 records

DISPLAYING
THE
HEADINGS

You can BROWSE all indexes but TITLE and EXACT TITLE (and, of course, PE, in which none of these commands is valid). BROWSE results are automatically displayed in LONG format, causing the display of "also known as" references (sometimes long lists of them), which can be confusing to users. Some users have been observed patiently copying them down and searching by those terms!

You can both alter the format and list the headings selectively, e.g.,

    D B 2 5 6-10
    D B REV CON BY 5

Remember to use truncation when BROWSing EXACT indexes:

    B XS OLYMPIC GAMES #

VIEWING   To search for records with the headings you retrieved with the BROWSE
THE   command, type SELECT, followed by one or more record numbers from your
RECORDS   BROWSE result. Note that you cannot specify a range of numbers (e.g.,
          SEL 2-6 is not acceptable); you must type each number individually, sep-
          arated by a space or comma.

          Then to see your SELECT results, use the DISPLAY command.

          Anytime you wish to return to your BROWSE command, type D B (or DISPLAY
          BROWSE), followed by specific heading numbers, if you like.

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IN   D 22-). Decimals are assigned to main name headings--person, corporate
HEADING   name, or place name--that have subdivisions. You can SELECT all the decimaled
NUMBERS   headings beginning with the same whole number by just typing the whole number.
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searching you can get away with murder, but you pay for it in time.
                                                              --H.M.

University of California MELVYL* Online Catalog

INTRODUCTION
---

1. What is the in MELVYL Online Catalog?

The MELVYL online catalog contains card-catalog information about books at libraries on all nine UC campuses. The catalog also contains periodical holdings information included in the California Academic Libraries List of Serials (CALLS) which is also issued in microfiche.

The MELVYL online catalog is not yet a complete record of all the holdings of UC libraries. Please consult a librarian for assistance if you don't find what you need.

---

2. STARTing a session

* Press the RETURN key to select Lookup or Command mode.

* Type START COMMAND to go directly to Command Mode.

If the previous user did not logoff,

* Type START or START COMMAND to clear the computer's memory.

PLEASE REMEMBER:

* Wait for the prompt arrow (->) before typing a request.

* To send a request, press the RETURN key.

* To cancel a request, press the BREAK key.

* To erase mistakes, use the BACKSPACE key.

INTRODUCTION
---

3. Selecting a mode: LOOKUP or COMMAND

LOOKUP mode can be used without learning any commands. Since the catalog tells you how to respond at every step, your session can be slow.

COMMAND mode is faster and more flexible. After selecting Command mode, type HELP for instructions on how to proceed.

---

4. ENDing a session

* Type END or LOGOFF when you are finished with your session.

---

5. SHOW NEWS command

After selecting Command mode, type SHOW NEWS to see the number of records in the database and other items of general interest such as new features and scheduled downtimes.

---

6. HELP in LOOKUP or COMMAND modes

Help with using the catalog:

Type HELP any time during your session when you need to know what you can do next or you need assistance with what is on the screen.

Help when something is wrong:

Contact a library staff member when the catalog is not working correctly or your terminal is not working right.

INTRODUCTION
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7. Using the MELVYL glossary to learn COMMAND mode

The glossary, available only in Command mode, consists of online explanations of all command words and other terms related to the MELVYL catalog. To see the glossary, type EXPLAIN GLOSSARY.

With the glossary, you can learn to use Command mode in a few easy lessons.

Lesson 1: How to find books. Type EXPLAIN FIND.

Lesson 2: How to see search results. Type EXPLAIN DISPLAY.

Lesson 3: How to find periodicals. Type EXPLAIN PERIODICALS.

Lesson 4: How to use exact search. Type EXPLAIN EXACT.

Lesson 5: How to modify a search. Type EXPLAIN MODIFY.

Lesson 6: How to limit to library. Type EXPLAIN AT.

Lesson 7: How to browse. Type EXPLAIN BROWSE.

Lesson 8: How to select browse retrievals Type EXPLAIN SELECT

==

PLEASE SEE THE OTHER SIDE
FOR A BRIEF GUIDE TO
USING COMMAND MODE

For detailed information, see the
MELVYL Reference Manual.

==

Division of Library Automation
Version date: April 1985

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* Servicemark of the Regents of the University of California

University of California MELVYL Online Catalog

COMMAND MODE	COMMAND MODE	COMMAND MODE

1. How to FIND Books

To search by:	Type search request:	Examples:
Personal Author	FIND PA <author's name>	FIND PA CARL SAGAN F PA CRONKITE, WALTER
Corporate Author	FIND CA <organization name>	FIND CA EASTMAN KODAK F CA SYMPOSIUM CHEMICAL RESEARCH
Author	FIND AU <name>	FIND AU CARNEGIE
Title	FIND TI <title words>	FIND TI ALICE WONDERLAND F TI SHOWBOAT
Subject	FIND SU <subject words>	FIND SU GIFTED CHILDREN F SU WILDLIFE AFRICA
Series	FIND SE <series name>	FIND SE MAN POET SERIES
Uniform Title	FIND UT <uniform title>	FIND UT BIBLE NEW TESTAMENT

Author/Title and Title/Subject and other combined searches (Note: you cannot combine
a book index with the periodicals index):

    FIND PA SHEEHY GAIL AND TI PATHFINDERS   FIND TI MAGIC OR SU MAGIC
    FIND CA EXXON AND TI OFFSHORE OIL   FIND SU SOLAR POWER OR NUCLEAR ENERGY

4. How to BROWSE headings for Books

To browse:	Type:	Examples:
Subject headings	BROWSE SU <subject word>	BROWSE SU GAMES
Personal author headings	BROWSE PA <author's name>	BROWSE PA MOZART
Corporate author headings	BROWSE CA <organization name>	BROWSE CA BELL TELEPHONE
Uniform Title headings	BROWSE UT <uniform title>	BROWSE UT SELECTED

5. How to DISPLAY BROWSE results

Browse results are automatically displayed in LONG format which includes
cross-references. Type D BRO REV to see a one line per heading record display.
Type your DISPLAY BROWSE command like a regular display command, e.g.,
    DIS BROWSE .2-6
    D BRO REVIEW BY 50 CONTINUOUS

6. How to SELECT from your BROWSE results

Type SELECT (or SEL) followed by one or more heading record numbers from your browse result. (Note that you cannot specify ALL or
any range of heading record numbers.) To see your SELECT results, use the DISPLAY command. You can
    Select a specific heading, e.g., SELECT 4.1
    Select headings beginning with the same number, e.g., SELECT 1 (to find books with headings 1, 1.1, 1.2, etc.)
    Specify more than one number. Separate numbers with space or comma, e.g., SELECT 2, 4.4 6.7

2. How to DISPLAY your FIND search results

To see your search results, type DISPLAY.

    You will see all of your retrievals
    in SHORT format, which includes call
    numbers.

You can add the following options:
    Record numbers or range of numbers
    REVIEW - displays records in a list
    CONTINUOUS - displays without stopping

For example: DISPLAY 5 14 20-LAST
               D REVIEW CONTINUOUS

SPECIAL DISPLAY OPTIONS FOR BOOKS:

To see records with subject headings
and additional notes, type DISPLAY LONG.

To see search results at particular UC
libraries, type AT followed by up to four
of the following library names:
    UCB, UCD, UCI, UCLA, UCR, UCSB, UCSC,
    UCSD, UCSF, CLUSTER, HASTINGS, LBL,
    LAW, MEDICAL, NORTHERN, SOUTHERN.

For example: AT UCSD   AT LAW   AT UCB UCD

SPECIAL DISPLAY OPTIONS FOR PERIODICALS:

In addition to UC holdings, the Periodicals
index also contains holdings from CSU, USC,
and Stanford. To see these holdings, type
DISPLAY ALL.

3. How to FIND Periodicals

To search for any type of periodical, e.g.,
serials, journals, newspapers, etc., use
the PE (Periodicals) index, e.g.,

FIND PE PROSTHETIC DENTISTRY JOURNAL
FIND PE IEEE COMMUNICATIONS
FIND PE HYPNO#
FIND PE SYMPOSIA APPLIED MATHEMATICS

CIRCULATION SUPERVISORS GROUP
Meeting no.53, April 11, 1985
Recorder: Anne Brown

ANNOUNCEMENTS:

Lynne Wiepert announced that Special Libraries Association (SLA)
Services has moved from BAKER to Interlibrary Lending. There
will no longer be direct charges for SLA subscribers. Circulation
supervisors should call ILL regarding overdues on current SLA
direct charges.

CIRCULATION COMMITTEE -- Karl Slinkard

Due to Gail Nichols' absence, Karl Slinkard reported on the
March Circulation Committee meeting. In view of the competition
of a number of groups for the use of library facilities, the
Circulation Committee is attempting to determine who the Library's
primary service group is and to set rules and regulations accord-
ingly. This is in response to a series of policy questions raised
by the automated circulation taskforce. Karl felt that the discussion
in the Circulation Committee generally reflected a desire to
restrict access and to set up a tiered system for access to
library privileges. Several circulation supervisors expressed
concern that the CSG have input on this type of policy decision.
The group was reminded that one of the original charges of the
CSG was to provide support and input for the Circulation Committee,
since circulation supervisors are frontline staff and Circulation
Committee members are not necessarily on the front lines. As
the CSG's representative on the Circulation Committee, Karl
was requested to go back to the committee and ask that a draft
of policy recommendations be sent to the CSG when available.
The CSG also requested sufficient time to review the recommendations
and provide input.

FINES -- Al Trujillo

Al surveyed the circulation supervisors present as to their
fining policies. He asked which status numbers were fined and
on what types of loans fines were levied. A large number of
units do not fine. Of those that do fine, reserve materials
and recalled books are the most common types of loans for which
fines are charged. Faculty (status 30) is the borrower status
most commonly not fined, although some circulation supervisors
were under the impression that no borrowers in the 30 series
(30-39) could be fined. Mark Mentges reported a discussion with
Rita Kane in which she stated that, as far as she knew, only faculty
are exempt from fines.

LAST DATE FOR ACCEPTANCE OF PREVIOUS SEMESTER'S REGISTRATION
    CARDS - Al Trujillo

The group concurred that registration cards from the previous
semester should be accepted through the last day before the
first day of classes. On the first day of classes the previous
semester's reg cards will no longer be valid. Spring 1985 reg
cards will be accepted until the last day before fall classes
begin. Sue Rothwell will contact Cathy Dinnean in Space Planning
and Graphics to have signs made announcing these dates after
formal approval by Rita Kane and Public Services Department
Heads.

ACCOUNTING OFFICE - Al Trujillo

Marilyn Fields of Campus Accounting was unable to attend the
meeting due to a schedule conflict. She had asked Al to announce
that beginning July 1, the accounting office will begin Fall
'85 registration blocks. These can only be cleared by cancellation
of outstanding bills. A few circulation supervisors requested
that Al ask Marilyn not to give students the impression that
circulation supervisors would be willing to cancel bills immediately
upon demand.

PROPOSAL ON ENDING TIME CARD PROJECTIONS - Lynne Wiepert

Lynne Wiepert distributed a 3 page draft of a proposal on ending
time card projections to be sent to William Wenz and Jeff Pudewell.
The group approved the proposal as drafted with minor corrections.
Copies of the draft will also be sent to Sue Rhee and Rita Kane.

AUTOMATED CIRCULATION UPDATE - JoD Wright

JoD reported that the use of the SE type code in GLADIS records
for monographic series is causing problems in circulation.
Because journals and monographic series have the same type code,
overdues are being generated for monographic series on the same
timetable as for journals, which have a shorter loan period.

Although the circulation system is saving staff time by automatically
generating overdues, recalls and pickup notices, JoD commented
that input is taking an increasing amount of staff time.

NOTE: Systems, Circulation and Serials are working on a plan
      to program GLADIS to look at a special code field for
      identification of periodicals. The short loan would then
      be limited to a subset of the total Serials file.

Present: I. Argüelles (Chair), P. Davison, J. Gault, A. Howard, C. Kubota, P. Maughan,
           C. Moreno, B. Radke, N. Sand, D. Sommer (recorder), M. Ternberg

Guests: Cristina Fowler, Ginette Polak, CAPA: Ronald Heckart (Chair), Gary Handman,
           Susana Hinojosa, Norma Kobzina, Judith Levy, Rebecca Lhermitte, Jean Peck

1. Report of the 26 March 1985 LAUC Executive Board meeting: Ivan reported on the
   LAUC Executive Board meeting held at UCSF. A major topic of discussion was the
   report of the LAUC Research Committee regarding research and professional and
   development funds. Given Michelle Zak's communication to Beverlee French that
   LAUC is not to make recommendations to the University administration regarding
   union-related issues, Bob Bellanti, LAUC Research Committee Chair, will redraft the
   report to delete any references to the MOU or recommendations, and to give it a
   concise, positive tone. The new draft will be forwarded to Beverlee French and then
   to the President's Office.

   Keith Wilson, Assistant Vice Chancellor for Academic Services (UCSF) and Karl
   Hittelman, Associate Vice Chancellor for Academic Affairs (UCSF), shared their
   perceptions of the function of a privilege and tenure committee. They emphasized
   the need for LAUC to get a privilege and tenure structure into place, for our own
   protection. Hittelman described the lack of such a structure as a "policy gap,"
   and suggested that creating a systemwide peer governance structure was the most
   important professional standards goal, and that too much emphasis has been given
   to the Code of Conduct.

2. Recruitment process for librarians: CAPA and the Executive Committee discussed
   concerns about recent appointments in the librarian series made without outside
   recruitment. Our concerns included: an apparent increase in the number of
   administrative appointments and the lack of prior consultation by library administra-
   tion with LAUC-B/ We reviewed the document "Guidelines Governing Internal
   Recruitment and Transfer for Professional Positions at UC Berkeley," prepared by
   LAUC-B in 1983, and agreed that following minor changes, it could be endorsed as
   it stands. After revision, the "Guidelines" will be forwarded to Joe Rosenthal and
   Vice Chancellor Park.

3. Committee on Non-General Librarians' Assembly: Nan reported that the March 13,
   1985 Assembly was attended by 22 of the 37 Non-General librarians, representing
   14 of the 17 NGL units. Gary Lawrence, Library Plans and Policies, provided an
   excellent historical overview of statewide library planning since the "Salmon Plan"
   was adopted. Despite remarkable accomplishments in these eight years, he indicated
   that the four major problems of that date remain the four most pressing today:
   space, book funds, staffing, and automation. Good discussion followed. Pat Davison
   (ex officio LAUC-B Executive Committee representative), Maryly Snow, and Mari
   Miller presented committee reports.

4. New business: Because of the recognized usefulness to both CAPA and the Executive
   Committee of exchanging information on policy issues, we have asked that the CAPA
   Chair serve as an ex officio member of the Executive Committee. The Chair or
   his/her substitute will attend Executive Committee meetings, beginning immediately.

5. Response to our proposals regarding the LAUC-B/Standing Committee structure
   (Joe Rosenthal): Joe was unable to attend the meeting, due to a schedule conflict
   with a press conference. This item will be discussed at our next meeting.

6. <u>Announcements</u>:

A general meeting of the LAUC-B membership will be held April 11, 1985, 8:30-9:45, in the Morrison Room. "Tier 2" developments will be reported and discussed.

A LAUC-B Ad Hoc Committee on Rules has been appointed to amend the LAUC-B by-laws: Jack Leister, LAUC-B representative on the LAUC Committee on Committees, Rules, and Jurisdiction; Suzanne Gold, member of the LAUC-B Research Committee, and Ann Gilbert, member of the LAUC-B Nominating and Elections Committee.

New members are needed for the LAUC-B Nominating and Elections Committee; an announcement will be placed in <u>CU NEWS</u> asking people who are interested in serving to contact Ivan or Debby.

Charlene will write an item for <u>CU NEWS</u>, describing the mentoring program and soliciting people to become mentors.

Ivan met with the Staff Development Committee, which agreed to recommend a career staff member to serve on the Reference Services Committee.

7. The <u>Minutes</u> of the 8 March 1985 meeting were approved with minor revisions.

Because of the full agenda, the meeting began at 9:30 and adjourned at 11:55. The next regularly scheduled meeting was cancelled, due to several schedule conflicts among the officers. The next meeting will be 24 April 1985.

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.14.1 LAUC-B CAPA, "Advisory Peer Review at the University of California, Berkeley," (Draft), n.d.

84/85.14.2 LAUC-B CAPA, "CAPA Interview Procedures for Appointments to Librarian Series," 3/85

84/85.14.3 Sheila Dowd to Michael Buckland, re. communications from the Collection Management and Development Committee, UCB, 3/13/85

84/85.14.4 University of California Collection Development Committee, "Summary of the Meeting of 28 February 1985"

84/85.14.5 <u>David Pierpont Gardner's Address to the Fall Assembly of the Librarians Association of the University of California, December 14, 1984</u>, with a cover memo for Beverlee French, 3/19/85

84/85.14.6 Bob Bellanti to LAUC Research Committee, re. "Draft report, revision," 3/20/85

84/85.14.7 Association of Research Libraries, <u>ARL Statistics, 1983-84</u>, 1985

84/85.14.8 <u>Guidelines Governing Internal Recruitment and Transfer for Professional Positions at UC Berkeley</u>, 1983?, and various correspondence, 1983-1984

CU NEWS

Volume 40, Number 19   9 May 1985

LAUC-B NOMINATIONS

The new members of the 1985/86 Nominating and Elections Committee are:

    Jean Han, East Asiatic Library, 2-2556
    AnnMarie Mitchell, Collection Development/General Reference Service, 2-0956
    Leroy Ortopan, Catalog Department, 2-3810
    Juta Savage, Public Health Library, 2-2511
    Joy Svihra, Earthquake Engineering Research Center, 231-9403

We are soliciting members interested in serving in the following positions:

    Vice Chair/Chair Elect (3 year term)
    Secretary/Treasurer (1 year term)
    2 General Library Alternates (2 year term)
    1 Non-General Library Alternates (2 year term)

We invite you to contact any of the Nominating and Elections Committee members to express your interest in being placed on the slate.

                                        --Ivan Argüelles, Chair
                                          LAUC-B Executive Committee

PURCHASE ORDER DEADLINE: MAY 15!

The end of the 1984-85 Fiscal Year is fast approaching, and with it comes accounting and purchasing deadlines. The purchasing deadline this year is May 15. I am requesting your cooperation in getting all your "greens" (ADM30's) in to the Library Purchasing Unit by that date. Please plan ahead for your needs until the end of June and submit your orders by May 15. Emergency orders may be processed after that day, but please help us keep such orders to an absolute minimum.

                                        --Jeff Pudewell

MENTORING PROGRAM FOR NEW LIBRARIANS - CALL FOR MENTORS AND "MENTEES"

The LAUC-B Executive Committee is sponsoring an experimental program which will offer to both General and Non-General librarians new to the campus an opportunity to be "mentored" by an experienced librarian outside of their departments. We are seeking volunteers who are willing to assist new librarians in learning their way through the system; to help to counteract the isolation new staff sometimes experience; and to provide a friendly contact for questions which might be difficult to ask within the home department. The mentoring relationship is informal and lasts as long as the participants find it to be useful.

If you are interested in serving as a mentor OR if you are a librarian new to UCB and are interested in being mentored, please contact Charleen Kubota, Public Health Library, 2-2511.

                                        --Charleen Kubota

BENE/FACTS: *after the Ides of April—tax deluges, windfalls & shelters*

In the wake of filing 1984 income tax returns many employees have taken steps to change their withholding status, and to enroll in one of the tax-deferred Additional Retirement Programs offered by the University of California Retirement System (UCRS); you may want to think about doing so, too. Both actions may be taken at any time, but perhaps never more advisedly than when one's fresh from one's annual rendezvous with financial destiny.

Withholding may be inescapable, but it can be finely adjusted within legal limits, to produce the desirable result of matching in sum one's tax debt at year's end, as closely as possible. A substantial underpayment, or refund, on your 1984 return may suggest the prudence of filing for a decrease or increase, respectively, in the number of withholding allowances one claims. On the one hand, one faces a painful lump-sum payment and possible financial penalties; on the other, one enjoys a windfall at one's own expense——having gone without both the take-home pay and its potential earning power for more than a year, when the refund check arrives. Withholding rate tables are available from the Library Personnel Office, as are the W4 forms used to change one's withholding status. A W4 filed early in the month will normally take effect for that month's pay. Adjustments for tax year 1985 should be pro-rated over the remaining seven paychecks of the year.

One strategy to consider in managing one's tax burden is investment in the UCRS Additional Retirement Programs(ARPs): the Fixed Annuity, Variable Equity, and Variable Bond investment programs, any or all of which are open to contribution by retirement system members by automatic salary reduction agreement, on either a tax-deferred or non-tax-deferred basis. The tax-deferred programs work much like IRAs on the outside (with which their terms compare quite favorably for the most part), but are subject to different IRS regulations: UC employees may participate in them independently of and in addition to outside IRAs under federal tax law.

Return rates on funds contributed (and, for the variable programs, the value of accumulated contributions) will vary according to the portfolio of investments; employees may compare the UCRS/ARP rates with IRA rates, if they are shopping for tax-sheltered investments. On retirement, accumulated contributions plus interest on earned shares may be used to purchase a retirement annuity of one's preference.

Remember that the reduction in one's take-home pay resulting from an ARP salary reduction agreement——to a greater or lesser degree, depending on one's income bracket, withholding status, and amount of contribution——will be partly offset by a reduction in one's current tax withholding. All UCRS contributions and earnings on them become taxable when received as income, whether as a retirement benefit or in refund before retirement.

The tax-deferred and non-tax-deferred programs carry different restrictions and conditions on contributions, transfers, and refunds: literature, counseling, and enrollment/maintenance forms for them all may be had from Library Personnel.

--Mark Livingston,
Benefits Asst. (2-3778)

IMPORTANT PAYROLL PROCEDURE CHANGE

Effective with earnings paid on June 16, 1985 and thereafter, all payroll checks
and SurePay earnings statements will be delivered to the Library via campus mail.
We have been assured that paychecks and statements will arrive in a timely fashion
so that there should be no delay in the normal times that you now pick up
your paychecks in either Personnel or the Business Office.

Employees who elect to continue to receive individual paychecks will receive their
checks in sealed envelopes. For those employees who are considering SurePay enroll-
ment forms are available in the Library Personnel Office.

> Note: It takes about six weeks for a new SurePay enrollment to go through.
> Your first paycheck after filing for enrollment will almost certainly
> come as a paper check, through normal Library channels.

Maybe now's the time to consider switching over to SurePay!

IMPORTANT NEW STATISTIC FOR MOFFITT/REFERENCE

29 April 1985, at 11:15 pm, John David Porter was born to Ellen Meltzer,
Head of Reference, Moffitt Library. John David's initial vital statistics
were a strapping 8 lbs, 10 ozs, and 22.5 ins.; his mother will doubtless
be keeping particularly close tabs on their development. Both mother and
son are doing well, and our congratulations go to the whole family!

MARC GITTELSOHN HONORED

Friends of Marc Gittelsohn will rejoice to learn that the Regents of the University
of California have conferred upon him the title of Librarian Emeritus retroactive
to January 1, 1985.

                                                          --Sheila Dowd

CENTER FOR CHINESE STUDIES MOVES

Please make note of the new address and telephone number effective April 1985.

                        Center for Chinese Studies
                        2223 Fulton Street, Room 505
                        Telephone: 415/643-6321

APRIL BOOK FUND REPORT LATE ... WITH USEFUL BACKLOG REPORT

The monthly Book Fund Accounting Report for the period through April will be
sent out May 10. It will reflect orders placed through April 30, and backlogs
as of May 8.

                                                          --Joe Barker

BOOK FUND 1984-1985 FISCAL CLOSE DEADLINES
   -and a small window into 85-86 for emergencies-

The last date to submit orders on 1984-85 (-5) funds is June 11. That's only
4 WEEKS away.

Selectors who have exhausted their 84-85 allocations and have critical needs
that cannot wait until June 19 may submit RUSH orders against their -6 funds.
Such orders will be liened against 85-86 allocations.

                                        --Joe Barker

GOOD SEATS STILL AVAILABLE FOR MICROFORM MANAGEMENT WORKSHOP

Enrollment is still open for the Microform Management Workshop (May 21, repeated
May 23). Forms are attached to the May 2 issue of CU News; or they may be requested
from Carol Whitehurst in the Librarian's Office, 2-3773.

                                        --A. Lipow

BRANCHES CLOSING FOR STACK SHIFTS

The Social Science Library will be closed Saturday, May 25th through Sunday,
June 2nd for a major stack shift. The Library will reopen Monday, June 3rd at
9 a.m. Limited service will be offered by phone for reference questions (642-0400)
and telephone renewals (642-0370) during the closing.

The Environmental Design Library will also be closed Saturday, May 25th through
Sunday, June 2nd for a stack shift and will reopen Monday, June 3rd at 9:00 a.m.
No telephone service will be provided during the closing.

                                        --Geri Scalzo
                                          Elizabeth Byrne

SUMMER COURSE RESERVES

A reminder to place orders for summer reserve reading against fund RBSK86. This
fund is available for all General Library units which support summer programs.

                                        --Joe Barker

PUBLIC ADDRESS SYSTEM REPAIRS

Repairs to the Doe Library and Doe Annex Public Address System will begin Monday,
May 20, and last for several days. To identify problems and insure success of
the repairs, the contractor must test the system. Testing will occur sporadically
throughout the day on Monday, May 20. After that, testing will be limited to
mornings, between 8:00 and 9:00 am. For questions or concerns, please call the
Library Space Planning Office, at 2-5154.

                                        --G. Novak

DEPARTMENT HEADS MEETING
Minutes for April 16, 1985

I. ANNOUNCEMENTS
--The deadline for Doe Library space planning group drafts has been moved forward
to April 22. Nina Robinson will draft a composite document for internal review
by Department Heads, planning group chairs acting as agents for their individual
groups, and the Library Administrative Group. The revised version will be forwarded
for comments to the Campus Administration, the Campus Planning Office, the System-
wide Capital Improvement and Planning Office in the Office of the President,
and the Senate Library Committee. Library staff will have ample opportunity
to comment on the draft.

--Starting April 22 the Bibliographic Services Department will begin bar coding
newly received Main and branch monographs.

--Moffitt Library is selling raffle tickets in conjunction with the April 26-28
Trivial Pursuits Contest sponsored by the Library Development Office. Among
the uses for the proceeds is the introduction of computer reference searching
for undergraduates.

--Branch staff may begin planning now for this year's holiday energy curtailment
period: December 26, 27, 30 and 31. Arrangements for vacation leave or compensatory
time off should consider the Library's operational needs.

--MELVYL now has a "select" command to facilitate subject searching. By using
the "select" command users may quickly call up subject headings and main headings.

II. MICROCOPY TASK FORCE UPDATE -- J. Pudewell
The Microcopy Task Force membership includes Susan Edelberg, Charles Jackson,
Mike Keller, Barclay Ogden, Jeff Pudewell and Geri Scalzo. Its charge is to
address the need for improving public service access to the Library's growing
microform collection. The Task Force has analyzed the Library's microform collec-
tions, rate of growth, usage, and microform equipment. If the Library is to
meet users needs, improvements must be made to update our microform equipment
(readers, reader printers, duplicators, cleaning machines) and we must plan
a centralized microform service similar to the Copy Service.

The Task Force will send to vendors a Request for Proposal outlining the Library's
specifications for a microform service. The Task Force will prepare a service
plan based on vendor responses and present it for review to Library Administration
and Department Heads. The plan will include in-house maintenance of microform
equipment and compatibility with Vendacards. The service will operate on the
assumption that it will, like the Copy Service, eventually be a cost recovery
operation.

III. STUDENT HIRING DISCUSSION --W. Wenz and L. Carlyse

The group held a general discussion on policies and procedures regarding student
hiring, focussing in particular on the need to have adequate student staffing
before the start of Fall semester. A similar discussion will be held with time
card supervisors.

In order to expedite the hiring process so that a core of trained students may be in place by the first week of Fall semester, the Library Personnel Office will do the following:

1) Immediately begin accepting student personnel requisitions for Fall hiring. Supervisors will be allowed to interview now and throughout the summer, and commit to a mid-August starting date. Library Personnel will prepare PAF forms to insure that a starting SLE will get his/her first paycheck without unncessary delay.

2) Units who require students with particular language skills and who do not received qualified applicants from the general pool may contact LaShella Carlyse who will take special action to post the listings at academic departments and cross list at Campus Personnel Office.

3) Student applicants for whom a supervisor feels there should be special consideration (the supervisor may already be familiar with the student's qualifications that make him/her well suited for a job) should contact LaShella or Bill Wenz at the Library Personnel who will try to expedite a Library referral from Student Placement Center.

4) Actively publicize Library job opportunities at the Cal Summer Orientation program for transfer students.

Discussion also covered methods for the evaluation of student performance and the question of publicizing student advancement opportunities.

Recruitment of work study students for this fiscal year will need added attention as the Library commitment to work study salaries increases to 50%. Award letters are sent to students in May. Supervisors should check with SLEs regarding work study eligibility for the Summer and Fall programs. Those students with the likelihood of having work study should contact Library Personnel Office immediately. Personnel intends to set up a monitoring system for all potential and current work study students. It will also consider ways to advertize Library openings for work study students with posters and Daily Cal announcements.

--Jeanne Pong

micro news

INTRODUCTION

Welcome to Micro News (MN), a new attachment to CU News published irregularly by the Microcomputer Committee.

In these pages we plan to get the word out about microcomputers in several ways. First, this will be a way for the Microcomputer Committee to keep in touch.

Second, we want the PC users around the library to have a chance to share their experiences -- the thrill of victory, the agony of defeat -- with each other. It will also be a technical forum where we will try to answer your questions about the PCs.

Third, but not necessarily last, MN will bring you news from elsewhere; the library, the campus and the great beyond.

SOLICITATION

If you have learned a trick or two the hard way, write it up and send it in.

If you have done something fancy or special or just plain useful that others may want to know about, we want to hear from you.

If you have hit a hard spot and want some help getting around it, give us a try.

We will also welcome notices of microcomputer groups and related meetings, news of the micro world, cartoons, graphics and facetiae.

Contributions submitted on disk, written in WordPerfect, are encouraged. Your disk will be returned to you. Send items to Lee Jaffe, NATR, (3-6482).

WORKSTATION NEWS

The Compu-Cart prototype workstations are on the way, reports Gloria Novak (Space Planning). Those library units (except Circulation) that placed an order for the microcomputer and/or printer cabinets that were demonstrated in the Space Planning Office may expect delivery (keep your fingers crossed) in early June. The library ordered a total of 22 of the workstations.

GENERAL LIBRARY RECEIVES PC GRANT

The General Library has been awarded one of the IBM campus grants, and will receive three PC workstations. The three machines were requested to provide faculty and students direct, self-service access to online information files. Library patrons currently perform their own online searches on the MELVYL catalog database. With this grant the Library will begin to experiment with "user-friendly" software to test feasibility and success of direct searching of databases by the end user, rather than having all searches performed by a librarian.

The project will further extend and improve computer literacy skills as well as improve access to important research and instructional information.

The Microcomputer Committee is investigating implications of the various methods of implementing end-user searching.

--Mary Heath

1

PC TYPS

A WordPerfect tip from Alison Howard:

The problem of occasional lines extending into the margin of otherwise justified text is easily solved. Use the "Set Format" key, choose the "H-zone" option, and set the right hyphenation zone to zero. (See Word-Perfect manual 5-18 and 5-13).

LIBRARY MICRO GROUPS

The first meeting of a local library IBM PC Users Group is going to be held Thursday May 16, 6 - 8 p.m. at SRI International in Menlo Park. Contact Ann Benson, SRI, 859-5506 if interested in attending. Anyone interested in sharing the ride down for this meeting contact Lee Jaffe, 3-6482.

Small Computers in Libraries (May '85) reports that a national M300 and IBM PC Library Users Group will meet during ALA in July. Details are to be reported in the June SCIL.

This group is being organized by Randy Gadikian, Butler Library, SUC Buffalo, 1300 Elmwood Avenue, Buffalo, NY 14222. A copy of the application form can be found on page 11 of the March '85 SCIL.

We will report information about this meeting and other ALA microcomputer meetings in a June MN.

LANS OF MYSTERY

For those of you wanting to know more about Local Area Networks (LANs), there is a good introductory article in the May 6 Computer Currents (p.12). CC is a free Bay Area microcomputer tabloid that can be found at newsstands, bookstores and cafes.

MICROCOMPUTER COMMITTEE MEETING HIGHLIGHTS

On April 8, 1985, Bernie Hurley delivered Joe Rosenthal's charge to the Microcomputer Committee as follows:

"The charge of this committee is threefold.
1) To work with the various units of the General Library towards implementing the recommendations of the Microcomputer Task Force
2) To research in more depth the potentials of microcomputers in libraries; in particular, their applications in public services as a tool for downloading, organizing and indexing machine readable information.
3) To prepare a final report at the end of one year that summarizes your progress and recommends a future course of action."

The Microcomputer Committee has met three times to date, and has begun initial discussion of the charge, and of specific approaches to be taken in its fulfillment. Below is an unprioritized list of those issues raised by the Microcomputer Task Force which the Committee would particularly like to pursue:

--Disabled access & use of microcomputers
--Downloading (including reference use)
--Electronic Mail
--Funding
  --different levels of funding
  --how to get external support
--Hardware
  --Increasing need for more machines
  --Barriers to use
  --Printer recommendation
--Information Dissemination/Networking
  --Survey of Library units, their hardware and software
  --User Group/Workshops

Microcomputer Committee --continued

  --Polls and interviewing of staff
  as an important committee tool
--Legal implications of sharing/circu-
  lating software
  --investigation of public domain
  software
--Local Area Networks
--Maintenance of machines and software
--Office automation
--Public information on microcomputers
  and software
  (handouts for public; where to
  access what, etc.)
--Public Use of microcomputers
  --End-user searching
--SDI accounts for the public and/or
  staff
--Software policy
  --centralized library of software
  and demonstration disks
  --collection development policy
  --evaluation of existing software
  --recommendation of future software
    (also see "Legal implications")
--Stock of microcomputer-related
  materials in SAM
--Training for library staff; training
  for trainers

The issues listed above are in the
process of being reviewed; approaches
are being discussed and priorities
are being assigned. The Committee
strongly feels the need to involve
the library community, and has already
begun this process by developing an
attachment to CU NEWS and by making
the first of a series of contacts with
the units having IBM-PC's.

The Committee has agreed to meet every
other Tuesday from 9 - 11 am. Commit-
tee members are:
  Mary Heath (Chair), Systems, 2-6121
  Anne Brown, Physics, 2-3122
  Diane Brown, Engineering, 2-3339
  Gary Handman, Moffitt,   2-5070
  Eddy Hogan, General Ref, 2-7600
  Gail Holcomb, Biology, 2-2532
  Lee Jaffe, Natural Res, 3-6482
  Jeff Katz, Systems, 2-6120
  Mark Mentges, Ed-Psych, 2-4208

        --minutes by Gail Holcomb

Nerd's Eye View

from Computer Connections

Bruce Whitefield

CU NEWS

Volume 40, Number 20   16 May 1985

LIBRARY SECURITY TIGHTENED - ELECTRONIC ACCESS INTRODUCED

After several years of planning, and, more recently, several months of intense preparation, the General Library has introduced an electronic key card access and security system to control entrance into the Doe and Annex buildings "out-of-hours." The system, which takes its name from the fact that the "keys" used are actually cards, operates from a computer housed with the Berkeley Campus Police Department. Each entry into the building is recorded by name, date and time of entry. Users of the system have agreed to cooperate fully with any investigation concerning a security matter which might have occurred in the Library during a time when his or her presence has been recorded by the system.

With the introduction of the key card system, the use of the "After Hour Pass" (pink card) and the need to ring the door bell at the northeast first floor entrance of the Annex will no longer be required. The door bell will be disconnected as of 1 July 1985. As a result of this new method for gaining entry into the Library, staff with key cards will not have to wait to be let in by the custodian. Custodians, in turn, will not be obliged to drop what they are doing, in almost any part of the large building, to answer the door. Entrance into the Library "out-of-hours" can be made only by the door located on the southeast, ground level of the Annex (near the Copy Service).

Key cards have been issued to a number of staff and faculty who have bonafide reasons to be in the building after it is closed during nights, weekends and holidays. Other staff who believe they have such a need to gain entrance into the building outside normal open hours should discuss this with their department heads. Applications for key cards are available from the Library Personnel Office.

--Library Security Council

BIOLOGY LIBRARY ACCESS

"Access to the Biology Library, 3503 LSB, will get slightly more complicated over the next three months as construction begins on the new LSB Annex. (Groundbreaking is now scheduled for August 1.)

Beginning May 17, the loading dock for LSB will be repositioned at the southwest entrance to LSB, thereby closing that entrance. Anyone needing to use the loading dock should approach from Cross Campus Road. Don't plan on cutting through the LSB parking lot... it too will be fenced off.

The other three doors to LSB should continue to be accessible to the public.

--Rebecca Martin

THE MARK TWAIN PAPERS CELEBRATES HUCK FINN'S 100th BIRTHDAY

Mark Twain's Adventures of Huckleberry Finn was originally published in 1885. -
The Library is observing the centennial with extensive displays, in the cases
near the main entrance and in the exhibition area of The Bancroft Library, of
some of the extraordinary holdings of the Mark Twain Papers. The career of
Huckleberry Finn is traced from some of Mark Twain's earliest manuscript notes
through the work currently under way in the Mark Twain Papers on the definitive
edition of the book (the University of California Press has scheduled the Mark
Twain Library edition for publication this summer). There are displays of
Mark Twain's life in pictures, first editions of his books in their gorgeous
19th century bindings, samples of the remarkable ephemera that Mark Twain seems
perpetually to inspire, Huck Finn sequels, some of the original illustrations
for the first edition--even a lock of Mark Twain's hair. And, of course, a
commemorative tee shirt, in tan or blue--$7.50 in The Bancroft Library.

                                                          --Robert Browning

ORIENTATION TOUR OF THE MARK TWAIN PROJECT OFFICE

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better understanding
of library collections and library services on the Berkeley campus. Staff
working in campus or area libraries outside the General Library system are
welcome to participate in the tour program.

The tour for the month of June is the Mark Twain Project Office. Three
orientation sessions have been scheduled for June 4, 11 and 18. Each session
begins promptly at 8:30 in the gallery of the Bancroft Library. Due to spatial
limitations in the Mark Twain Project Office tour groups are being limited to
10 participants each with signups on a first-come-first-serve basis. Enroll
for a tour by calling Jeanne Fong, Librarian's Office, at 2-3773.

DEADLINE FOR SIGNUPS: May 24.

SUMMER RESERVES FUND -- CORRECTION

The fund number given in CU News last week for placing summer reserve orders
was given in error. The correct number should be: RBKS86, not RBSK86. Regrets
for any inconvenience this may have caused.

                                                          --Joe Barker

CIRCULATION STATISTICS

A revised version of the 1983/84 full-year and 1984/85 mid-year circulation
statistics is printed as an attachment to this issue of CU NEWS. Please note
that we have had a mid-year increase in 1984/85 of 1.3% for charge card trans-
actions and an increase of 13.4% for in-house use.

                                                          -- Rita Kane

PERSONNEL CHANGES

PROMOTIONS

Laurie Pangelina, Library Personnel Office, was promoted from Senior Typist Clerk to Principal Clerk, effective 15 April 1985.

David L. Swanson, Library Business Office, was promoted from Principal Clerk to Administrative Assistant II, effective 1 May 1985.

RECLASSIFICATIONS

Franz Enciso, The Bancroft Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 January 1985.

David Kessler, Cooperative Services Department/Interlibrary Lending, was reclassified from Library Assistant II to Library Assistant III, effective 1 December 1984.

Georgetta Tisby, Cooperative Services Department/Interlibrary Lending, was reclassified from Library Assistant II to Library Assistant III, effective 1 February 1985.

TERMINATIONS

Steven M. Baisch, Library Assistant II, Serials/Periodical Room, resigned effective 22 April 1985 and is returning to school in the fall.

Kathleen C. Washington, Library Assistant II, Bibliographic Services Department, resigned effective 10 May 1985 and has accepted a position as City Planner for the city of Piedmont.

HOLIDAY

Monday, 27 May 1985, Memorial Day, is an academic and administrative holiday. The General Library will be closed.

REVIEW SHELF

Review Lot Number	Inclusive Dates
503	May 17 - Jun- 14

Lot 503 has some excellent, if dated, material in anthropology and sociology; several monographs in East Asian studies; and a fair number of books which should be of interest to HGS, MAIN, and Moffitt. Selectors are invited to stop by at their convenience to review these books.

--Frank Carothers

MOFFITT'S SPECIAL SCHEDULE AND SHIFT DATES

The Moffitt Library will be open on Friday, May 17, from 8am - 5pm. This
date and schedule was not specified in the Spring Hours Leaflet (LOL 13).

Moffitt Library will close for the summer reserve shift on Wednesday, Thursday
and Friday, May 22-24. For library business, please call 642-5071 during
the shift dates.

                                        --M. Harris

BRANCHES CLOSING FOR STACK SHIFTS

The Social Science Library will be closed Saturday, May 25th through Sunday,
June 2nd for a major stack shift. The Library will reopen Monday, June 3rd at
9 a.m. Limited service will be offered by phone for reference questions (642-0400)
and telephone renewals (642-0370) during the closing.

The Environmental Design Library will also be closed Saturday, May 25th through
Sunday, June 2nd for a stack shift and will reopen Monday, June 3rd at 9:00 a.m.
No telephone service will be provided during the closing.

                                        --Geri Scalzo
                                          Elizabeth Byrne

JUNE GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in June. Each
will be held in Room 322, Doe Library.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 6/4,
10A - 12N) will look at GLADIS "from the outside": how GLADIS, the
bibliographic utilities, the microfiche, and the MELVYL catalog, are
related. This course is open to any interested staff member.

GLADIS: AN INTRODUCTION (offered on 6/12, 10A - 12N; and 6/13,
1P - 3P) will cover basic searching, using the Dante software, the
Tandem and GLADIS/PC key-board, and accessing the Patron File. This
course is designed for staff members having no experience with GLADIS.

ADVANCED SEARCHING (offered on 6/18, 10A - 12N; and 6/19, 1P - 3P),
will cover efficient searching of the GLADIS database. This course is
available only to staff members familiar with searching GLADIS.

BRANCH EDITING (offered on 6/27, 10A - 12N) - this new offering will
consist of two successive one-hour sessions. The first hour
(10A - 11A) will be an overview of the use of GLADIS in the Branch
Libraries. It is designed for staff of Branch Libraries interested in
GLADIS, whether or not their units are currently performing branch
editing. The second hour (11A - 12N) will be an advanced training
session for current and prospective users of the GLADIS Branch Edit
feature. Interested staff members are welcome to attend either or
both of the hour-long sessions.

Please call System Services (2-6120) to sign up.

                                        --Jeff Katz

A SPECIAL EXHIBITION OF CHINESE MATERIALS AT THE EAST ASIATIC LIBRARY

It will be presented on Sunday, May 19, 1985 from 10:30 to 4:00 p.m. in Durant
Hall. The East Asiatic Library has more than 500,000 volumes in Chinese, Japa-
nese, Korean, Manchu, Mongol and Tibetan. The origin of the collections goes
back to the deposit in 1898 of the John Fryer Chinese Library, which was later
bequeathed to the university. The Chinese Collection now holds more than 260,000
volumes including 1100 current serials. Chinese materials on exhibit are in six
categories: 1. Archaeological and cultural relics, for example, tomb excavations
in Xian and Changsa, murals and sculptures of Tunhuang caves, and oracle bone and
bronze inscriptions of great antiquity; 2. Rare books and materials such as the
Thunder Peak Pagoda Sutra of 975, Hermit Hou-ts'un's Collected Works published in
1249, Yuan Hao-wen's Works published in 1270, the Ming edition of Water Margin
(1600), a Ch'ing edition of Mustard Seed Garden Painting Manual, an old Korean
edition of Li Po's Collected Works, a 1795 Japanese edition of the Chinese ex-
posé novel Jou p'u t'uan (The Prayer Mat of Flesh), an exquisite album of the West
Chamber Story with color illustrations on silk and fine calligraphy on paper, an
oracular work T'ui pei t'u (Conjugation on A Turtle's Back), a sort of folklore
foretelling the rise and fall of dynasties, a painted Tibetan manual on Buddhist
ceremonial utensils, Buddhist sutras written in gold and silver, a copy of a 1742
color map of Taiwan in a 17 foot long silk scroll, a manuscript of Kuo Mo-jo, the
late Chairperson of Academia Sinica, on The Stone Drum Inscriptions of Poetry of
Ch'in Dynasty (221-206 B.C.), and holographs of literary giants; 3. Stone and
wood rubbings such as The Five Hundred Arhans of T'ien-ning Temple, a tricolor
rubbing of the Heavenly Master Chang of the Taoist heritage, the rubbing of a
tile of the famed Palace Ah-fang of the third century B.C., and Yueh Fei (1103-
1141)'s calligraphy on two military campaigns; 4. Modern historical materials on
the Opium War, the Taip'ing Rebellion, the Boxers Movement, and the 1911 Revolu-
tion; 5. Contemporary materials of early Chinese Communist Shen-Kan-Ning Frontier
Base, Red Guard documents, and the current Four Modernizations; 6. Materials on
Chinese minorities in Manchu, Mongol, Tibetan, Hsihsia and Moso languages.

The Chinese written records are kept in a variety of forms such as inscriptions
on turtle shells, ox and pig bones, bronze vessels, tiles and stone monuments;
writings on silk, scrolls, wood and bamboo strips; printings from woodblocks,
movable types of clay, wood and metals; and of course vehicles of modern publish-
ing. The exhibition is a group effort by the Chinese colleagues in the East Asiatic
Library not only for the Academic Circle but also for Bay Area communities that
have donated materials from time to time. It is a token of appreciation of our
friends.

--Raymond N. Tang

CHINESE STUDIES LIBRARY - NEW ADDRESS

It was reported last week that the Center for Chinese Studies moved effective
April 1985 to 2223 Fulton Street, Room 505. The Chinese Studies Library is
in Room 536 at that same location. The telephone number is 643-6327.

NEW CATALOG 2: BOOKS BASE SET IN PREPARATION

The Systems Office is currently in the process of preparing
database records for a new base set of microfiche for Catalog 2:
Books, to be issued in July. As a part of this process, the
"annual suppression" program will be run against the microfiche
database. This program suppresses older records from display in
Catalog 2, based on such elements as a STATUS of "z" or call
numbers which begin with "withdrawn," "cancelled," etc. Records
with "apply at" in the call number will be suppressed if so
indicated by public service units on the computer printouts
distributed last February.

Please be sure to return marked "apply at" lists to the Systems
Office by Friday, May 24th, in order to insure that changes will
be reflected in the new base set of Catalog 2: Books. June 17th
will be the last day that changes to the database, either via
GLADIS or Datapoint, can be guaranteed to be reflected in the
July base set.

NEWS FROM THE ENVIRONMENTAL DESIGN LIBRARY

Charles Shain has been elected President-Elect of the Council of Planning
Librarians. He will serve a three-year term including the positions of
President-Elect, President and then Past President.

Elizabeth Byrne has had published her article on fashion designer Oscar de la
Renta in Contemporary Designers, Chicago: St. James Press, 1984.

SYSTEM DOWN?   PLEASE CALL 2-6120!

The Library Systems Office has installed an answering machine to take
a message at times when staff are not usually available to answer the
phone. The System Services Unit is available to answer your questions
about automated General Library systems, and respond to your calls for
repair of broken terminals, printers, etc., at 642-6120.

If you call between 8:00 AM and 5:00 PM, Monday through Friday, you
are likely to receive personal attention from Systems Office staff.
However, if you call after 5:00 or on the weekend or holidays, you
will probably have to leave a message on our new machine. If you are
calling afterhours to report problems with MELVYL terminals, you will
be asked to leave a short message describing the nature of the problem
and your location, and then call the Division of Library Automation
for further assistance.

This new addition will help us to follow up on computer-related
problems, and monitor the performance of the MELVYL catalog and
terminals, as well. Remember, please call ext. 2-6120 whenever you
are experiencing difficulties with computer equipment, and be sure to
leave a message if no one is available to answer your call.

UC/CLASS CONSERVATION EDUCATION PROJECT

Workshop #3

PROTECTIVE STORAGE AND HANDLING

UCLA: JUNE 6, 1985   9:00am – 5:00pm
UC BERKELEY: JUNE 12, 1985   9:00am – 5:00pm

- UC Berkeley Conservation Department will present a full day program on recommended storage, environmental conditions, and proper handling procedures to increase the life span of library materials.

- The workshop is intended for stack managers, librarians responsible for collection maintenance, and/or circulation librarians.

- Topics to be covered:

  - environmental conditions appropriate for a variety of library materials
  - storage systems
  - cleaning library collections
  - handling techniques, and training library staff and patrons in proper handling

APPLICATION INFORMATION   (Fees include lunch.)

        *CLASS project contributors $40.00
         CLASS members $50.00
         non-members $60.00

(UC is a project contributor. UC staff should mail in completed application forms, and arrange for standard recharge payment.)

     Deadline: completed application forms and payment in full must be received by May 29, 1985. Spaces are limited, so apply early.

     Cancellations: must be received 5 days prior to workshop for refunds.

 *Cooperative Library Agency for Systems and Services

APPLICATION FORM

PROTECTIVE STORAGE AND HANDLING

Check one location: [] UCLA: June 6, 1985 9:00am-5:00pm
                         [] UC Berkeley: June 12, 1985 9:00am-5:00pm

Enclose a check for: [] $40.00 CLASS project contributor
                         [] $50.00 CLASS member
                         [] $60.00 non-member
[] vegetarian lunch   [] $40.00 UC staff (use recharge form)

Make checks payable to Regents, University of California.

NAME_____   NAME OF INSTITUTION _____

JOB TITLE_____   ADDRESS_____

JOB RESPONSIBILITIES_____   _____

_____   TELEPHONE NUMBER_____

Mail to: Maralyn Jones, UC/CLASS Conservation Education Project, Conservation Department, 416 General Library, University of California, Berkeley, CA 94720 642-4664

TEMPORARY ACADEMIC POSITION AVAILABLE AT EAST ASIATIC LIBRARY

The following temporary positions will be available in the Japanese Cataloging
Division of the East Asiatic Library.   Candidates interested in either of these
assignments are invited to send resumes, including the names and address of three
professional references to: William E. Wenz, Library Personnel Officer, Room 447
General Library, University of California, Berkeley, CA 94720.

Assistant Librarian
$21,024.00 to $21,960 per annum salary range

The East Asiatic Library, a branch of the General Library of the University of
California, Berkeley, holds 500,000 volumes in Chinese, Japanese, Korean, Mongol,
Manchu, Tibetan, and Western languages. There are at present 220,000 volumes
in Japanese, with yearly addition of between 5,000 and 6,000 monographs and
1,700 serials (including a considerable number of multi-volume sets).

DUTIES: A two-year temporary position, beginning July 1, 1985 is in the
Japanese Division of the East Asiatic Library, The General Library, University
of California, Berkeley. The appointee is responsible for the original cata-
loging within a two-year period of approximately 2,500 original and facsimiles
of Japanese maps from the Tokugawa and Meiji periods. The maps will be cataloged
according to AACR2 in MARC format, utilizing for reference Cartographic Materials:
A Manual of Interpretation for AACR2. The cataloging project is under the
direction of the Head of the East Asiatic Library. The appointee will be
given initial training and continuing supervision by the principal Japanese
Cataloger and guidance in map cataloging by the Head of the Map Room and his
staff.

QUALIFICATIONS:

1. Requires a master's degree or its equivalent from an accredited library
    school or advanced graduate training in reading Tokugawa literary or
    historical documents.

2. Requires the ability to read Tokugawa-period style or cursive writing.

3. Should have the ability to read and write Japanese with the facility
    expected of a graduate of a Japanese university.

4. Must know or be able to learn quickly to romanize Japanese according
    to the modified Hepburn system.

5. Previous experience in cataloging Japanese books, a working knowledge of
    MARC format, and a familiarity with cataloging tools is desirable.

6. Previous experience in cataloging maps is desirable.

7. Requires the ability to guide and supervise directly the work of a half-
    time library assistant who will provide assistance in the project.

8. Requires the ability to work accurately and efficiently in order to complete
    the project within two years.

Assistant Librarian or Associate Librarian
$21,024.00 to $28,212.00 per annum salary range

DUTIES: The appointees will be responsible for the original cataloging of
imprints of the Tokugawa period. The cataloging project is under the direction
of the Head of the East Asiatic Library. The appointees will be given initial
training and continuing supervision by the principal Japanese Cataloger.

TEMPORARY POSITIONS - EAL (Continued)

QUALIFICATIONS:

1. Requires a master's degree or its equivalent from an accredited library school or advanced graduate training in reading Tokugawa literary or historical documents.

2. Requires the ability to read Tokugawa-period style of cursive writing.

3. Should have the ability to read and write Japanese with the facility expected of a graduate of a Japanese university.

4. Must know or be able to learn quickly to romanize Japanese according to the modified Hepburn system.

5. Previous experience in cataloging Japanese books, a working knowledge of MARC format and AACR2, and a familiarity with cataloging tools is desirable.

6. Should have the ability to guide and supervise directly the work of a library assistant who will provide assistance in the project.

7. Requires the ability to work accurately and efficiently in order to complete the project within one year.

NOTE: Two (2) positions available for one-year. Classification and salary dependent on the qualifications of the candidates selected.

For collective bargaining purposes: These positions are members of the bargaining unit which is currently represented by the University Federation of Librarians University Council--AFT.

ANNUAL STATISTICS 1983/84--MID-YEAR STATISTICS 1984/85

	FULL-YEAR TOTALS 1983/84			MID-YEAR TOTALS 1983/84			MID-YEAR TOTALS 1984/85		
	CHARGE CARD CIRC	SWEEPS	TOTAL SWEEPS AND CIRC	CHARGE CARD CIRC	SWEEPS	TOTAL SWEEPS AND CIRC	CHARGE CARD CIRC	SWEEPS	TOTAL SWEEPS AND CIRC
STACKS	305489	302405	607894	150845	143592	294437	150838	120267	271105
AH/C	5682	15504	21186	2460	6845	9305	2572	7759	10331
DOCS	17293	32045	49338	7134	15607	22741	7664	17360	25024
REFE	6894	11990	18884	4067	7077	11144	3455	9465	12920
HGS	31068	3118	34186	17858	1788	19646	13181	1319	14500
ILB	12994	0	12994	5807	NA	5807	6857	NA	6857
MAPS	5791	12103	17894	2224	3561	5785	2895	10517	13412
MORR	11465	18617	30082	5780	9817	15597	5292	10564	15856
NEWS	26912	58658	85570	12977	24915	37892	12518	43638	56156
PERI	20950	27336	48286	10446	11551	21997	9059	13917	22976
SSEA	4771	1060	5831	2424	629	3053	1997	447	2444
BANC	113080	0	113080	60233	NA	60233	67808	NA	67808
TOTAL	256900	180431	437331	131410	81790	213200	133298	114986	248284
EAL	26917	13734	40651	13243	5137	18380	15655	8722	24377
CCS	3411	4609	8020	654	662	1316	1308	381	1689
TOTAL	30328	18343	48671	13897	5799	19696	16963	9103	26066
HUMANITIES/SOCIAL SCIENCES									
ANTH	63057	11656	74713	30312	5417	35729	34286	7260	41546
ED-P	54655	65373	120028	25360	33420	58780	28483	28606	57089
ENVI	89951	31324	121275	44473	17104	61577	43310	12316	55626
LSL	23654	2266	25920	13436	1176	14612	10656	1333	11989
MUSI	89610	14686	104296	44125	7458	51583	40093	6354	46447
SOCS	97434	41371	138805	46403	20005	66408	41955	24223	66178
SOCW	21560	3541	25101	11689	1677	13366	11225	1573	12798
TOTAL	439921	170217	610138	215798	86257	302055	210008	81665	291673
SCIENCES									
AMSC	77781	23770	101551	37248	12269	49517	36982	12848	49830
BIOL	79723	93890	173613	39925	45077	85002	36546	39819	76365
CHEM	38572	63512	102084	18651	28187	46838	19633	31317	50950
EART	33978	8013	41991	17407	3128	20535	12793	4565	17358
ENGI	46207	46291	92498	22078	19915	41993	23426	22717	46143
ENTO	6890	1807	8697	3029	810	3839	2688	1037	3725
FPRO	8057	450	8507	3545	212	3757	4156	180	4336
FORE	15149	3632	18781	6662	1671	8333	5484	1322	6806
NATR	22515	19779	42294	11214	9895	21109	9695	10626	20321
OPTO	4360	3970	8330	2063	2072	4135	2259	2417	4676
PHYS	31266	12731	43997	14437	5371	19808	16436	8501	24937
PUBL	40736	43855	84591	21881	20444	42325	18642	19310	37952
TOTAL	405234	321700	726934	198140	149051	347191	188740	154659	343399
UNDE	424064	417286	841350	207960	155585	363545	230234	224888	455122
AVMC	17648		17648	8994	NA	8994	8866	NA	8866
TOTAL	441712	417286	858998	216954	155585	372539	239100	224888	463988
LIBRARY TOTALS	1879584	1410382	3289966	927044	622074	1549118	938947	705568	1644515

rev. 5/85

Percent of change at mid-year = +1.3% +13.4% +6.2%

LAUC ELECTIONS

Elections for LAUC Statewide and LAUC-B officers will be held on June 14, 1985.
The slate for the statewide officers has been announced as follows:

><u>Vice President/President-Elect</u>: Nancy Koller (Riverside)
>   Camille Wanat (Berkeley)

><u>Secretary</u>: Joyce Duncan Falk, Irvine
>   Cristina Fowler, Berkeley

Included in the June 14th election will be a ballot regarding proposed revisions
to the 1981 LAUC Bylaws. LAUC-B members have been sent copies of these revisions;
contact Deborah Sommer, 2-3287, if you havn't received your copy.

The LAUC-B Nominating and Elections Committee is assembling a slate of candidates
for local officers. In accordance with the LAUC-B Bylaws, a LAUC-B membership
meeting will be held in the Morrison Room on June 4, 1985, 8:30 to 9:00, to
announce the slate and to accept nominations from the floor.

Ballots will be distributed through the mail following the meeting.

>   --Ivan Argüelles
>   Chair, LAUC-B Executive Committee

FICHE PRODUCTION SCHEDULE

The following schedule is for fiche products distributed to Public Service Units
by the Library Systems Office. This schedule is based on recommendations made by
the Reference Services Committee.

Product:	Frequency:	Next issue date:
Catalog 2: Books (Base fiche)	Semi-annual	1 July 1985
Catalog 2: Books Update	Biweekly	18 May 1985
Catalog 2: Serials	Monthly	17 May 1985
Catalog 2: Subjects	Semi-annual	1 September 1985
Catalog 2: Keywords	Semi-annual	22 May 1985

>   --Mary Heath

SPEAKERS SOUGHT

The California Library Association Technical Services Chapter is seeking speakers to participate in the upcoming CLA convention November 19, 1985 at the Hyatt Regency in Oakland.

The presentation topic is "How automation has affected public services." The forum will include 4-5 speakers, each of whom will speak for approximately 10 minutes. The speakers will then participate as panel members during a discussion which will include questions and comments from the audience.

Other academic institutions such as Stanford and San Jose State have been contacted.

If you are interested, please contact: Steve Sorrenson
                                        Foothill College
                                        (415) 906-4390

Steve needs to hear from you as soon as possible.

--Pat Abalos, CDRS

SECURITY PACIFIC FOUNDATION GRANT

Security Pacific Foundation has made a grant of $5,000 towards university-wide telecommunications network for the University of California libraries.

The award was made to the U.C. Division of Library Automation. It will allow continuing expansion of the network so that many more computer terminals can be installed in UC libraries for the U.C. MELVYL online catalog, which contains a combined listing of library materials on all of the university's campuses.

Based in Los Angeles, the foundation makes charitable grants on behalf of Security Pacific Corporation and its subsidiaries, including Security Pacific National Bank.

LIFE'S A BIT SLOW? A LITTLE DULL MAYBE?

Brighten your day! Try "Lightning, the Fire of Zeus," an exhibit showing until May 31st in the two display cases outside the Periodical Room. The photographs capture the magnificence of a rare--for intensity and duration--thunder and lightning storm that rolled through the Bay Area last Deptember. Also included is a general discussion of lightning and some details regarding the influence of fire in our forests, its effect on plants and wildlife. The exhibit was prepared by Professor Robert Martin, specialist in fire ecology in the Department of Forestry and Resource Management.

--Pete Evans

- 2 -

ON VACATION

Liz Kislitzin is on vacation until June 14. During her absence Don Williams
and Pat Davison are in charge of the Collection Development and Reference
Services Department.

CENTER FOR CHINESE STUDIES LIBRARY - A CLARIFICATION

As noted in a recent CU News, the Center for Chinese Studies Library has moved.
However, the staff would like to point out that the major portion of the collection
remains at the old location, 64 Barrows Hall. Please refer those with book
requests directly to 64 Barrows. For reference questions, and other library
work, patrons may contact either location. Our new mailing address is 2223
Fulton St., Room 505. Mr. C.P. Chen and Mrs. Annie Chang have their offices
at the new location, and have a new phone number 643-6327. Allison Campbell
is in Barrows at the old phone number 642-6510. We apologize for the temporary
inconvenience. The whole library will be regrouped at Fulton Street sometime in
1986.

UNLOCKING GLADIS TERMINAL KEYBOARDS IN MID-PROCESS

When GLADIS is working on a request, whether for a screen display
or when updating the database after editing or creating a record,
the KEYBOARD LOCK light on the Tandem terminal, or KBD LOCK
message on the lower right of the IBM PC screen, will appear. At
such times, DO NOT unlock the keyboard: doing so may not only
abnormally terminate your GLADIS session, it may damage the
record you were trying to edit or create.

Unlock the keyboard only

1. When a Tandem terminal user comes upon a terminal that has
   been turned off; and, when it is turned on again, the
   KEYBOARD LOCK light goes on.

2. When a PC user wishes to communicate with GLADIS from a
   running PC. Replacing the software that was running with
   Dante, and, while holding down the <ALT> and <CTRL> keys,
   pressing the DEL key will start up GLADIS, but the message
   "KBD LOCK" will appear in the lower right of the screen.

If a GLADIS process does not seem to be finishing (even in times
of heaviest usage, GLADIS should be able to complete any process
within a few minutes at the very most), DO NOT unlock the
keyboard, but call the Library Systems Office at 2-6120. We'll be
glad to help!

                                              --Jeff Katz

NEW RESTART PROTOCOL FOR MELVYL CATALOG TERMINALS

This new protocol for restarting MELVYL catalog terminals supersedes all previous ones.

Note that "<RETURN>" means "press the RETURN key":

1. Type: @r<RETURN>

   (terminal should respond with:

      welcome to the DLA network
      B TAC 112 #:nnn

   where nnn are numerals.)

2. Type: @u<RETURN>

   (terminal should respond with:

      TCP Trying...Open)

3. Type: <RETURN>

   (terminal should respond with the MELVYL prompt)

If this fails, turn the terminal OFF, wait 5-10 seconds, then turn it back ON, and begin again with Step 1.

If you still can't restart it, call System Services at 2-6120.

                                                        --Jeff Katz

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit No. 113, Preservation Education in ARL Libraries, is now available in the Librarian's Office for consultation or short-term loan. This kit deals with issues surrounding education of staff, readers, potential donors and senior administrators in preservation methods in libraries, as well as management responsibilities concerning these programs. Loan arrangements can be made through Samina Bashiruddin at 2-3773.

SUMMER OPENING HOURS LEAFLET (LOL 13) READY FOR ORDERING

The 1985 Summer Opening Hours Leaflet is now available for ordering from the Supplies and Maintenance Unit. Non-General Libraries will be receiving their supply in the mail.

GLADIS ACCESS SYSTEM

Included in the planned design for a fully automated General Library circulation system is a MELVYL-like command structure for searching the GLADIS database. This feature will provide easy access to the Library's machine readable cataloging records for circulation staff and desk attendants who need to search the database as a regular part of the circulation process.

There is also a recognized need for such a feature in providing service not directly related to circulation. Library staff at public service points would be able to provide much more up-to-date information about cataloged material if such a tool as GLADIS were readily available.

Development of the GLADIS Access System could provide such a tool. Design and development of this component of the GLADIS Circulation System has been nearly completed by the Library Systems Office and implementation is ready to begin. The Access System allows users to search the GLADIS database using familiar MELVYL-like commands, without requiring the intensive training needed to use the GLADIS Maintenance System. The kinds of searches available and the nature of searching GLADIS remain unchanged in the Access System, but wider distribution of the information and greater ease of access are now possible.

Public Service Department Heads will be planning the ultimate fate of the GLADIS Access System, including where and to what extent access will be made avaialble. They will also be establishing a mechanism for gathering feedback from users and analyzing the effectiveness of the prototype. Initial plans call for installation of a GLADIS terminal at the Catalog Information Desk for this purpose, and to provide some immediate relief for the need to provide current catalog information at the CID. Please forward questions or comments on the new Access System to the head of your department.

--Carl Bengston

UNEXPECTED BENEFITS OF MELVYL CATALOG

The current issue of MYND of MELVYL (#29, attached to this issue of CU News) gives examples of ready-reference questions that have been answered using the online catalog.

--Anne Lipow

CAN YOU PLUG UP THE HOLES?   PROGRESS REPORT ON PLANS FOR FACULTY SEMINARS/1985

Below is the result of the first planning meeting for the 12th annual LIBRARY
UPDATE: FACULTY SEMINARS ON RESEARCH RESOURCES IN THE LIBRARY. Please
note sessions that need volunteers to help with the presentation or the
preparation. If you wish to participate, or if you need questions answered
before you can decide, please call Anne Lipow, 2-3773.

Session	Presenters	Volunteers still needed
UCB CATALOGS & SPECIAL SERVICES	Myrtis Collins (Services) Pat Vanderberg (Catalogs)	Someone to share coverage of Catalogs 1 & 2 (monographs & serials); MELVYL trainers (to be recruited from MELVYL instructors)
FROM CITATION TO TEXT: CLUES TO THE LIBRARY LABYRINTH	Don Williams Marcia Goodman	None--but "apprentices" wanted to prepare for next year
GERMAN AND DUTCH STUDIES	Jim Spohrer (possibly with partner; arrangements in progress)	

USING MICROCOMPUTERS IN YOUR
RESEARCH

PART I: DO-IT-YOURSELF SEARCHING	Eddy Hogan	Keyer at terminal
PART II: "WHERE DID I PUT THAT PAPER?": MANAGING YOUR PERSONAL INFORMATION FILES	Camille Wanat (1 of 2 sessions)	Someone (slight preference for humanities) to give 2nd session

A portion of this session will be devoted to organizing files on microcomputers

PART III: MICROCOMPUTER HARDWARE AND SOFTWARE	Lee Jaffe	
HOLOCAUST STUDIES	Evelyn Kiresen, with several others	call Evelyn (2-9325)
PEACE & CONFLICT STUDIES	Susan Edelberg Beth Sibley	call Susan (2-3536)

The exact dates for the program have not yet been set, but the sessions will take
place during the weeks of October 7-25. For a fuller description of past programs,
see CU NEWS, May 2, 1985.

                                                                 --A. Lipow

Reference and Selection News

REFERENCE FORUM NOTES

Urban Documents Microfiche Collection at IGS Library

The Urban Documents Microfiche Collection is a pioneering effort by its pub-
lisher, Greenwood Press, to improve both the bibliographic control and acces-
sibility of North American local documents. The Collection, with its accompany-
ing Index to Current Urban Documents, originated in 1972-73. Each year approxi-
mately 5,000 fiche are added, in quarterly installments. The Institute of
Governmental Studies (IGS) Library subscription to the Collection, made possible
through University wide shared purchase funds, begins with the 1983-84 cumulation.
The Index, which provides access by place and subject, is available at IGS (v.1,
1982-73-) and Government Documents (v.13, 1984-85-).

The Collection includes documents from cities, counties and regional agencies
from every major urban area in the United States and Canada. Also included are
many non-government publications from chambers of commerce and local citizen groups.
A list of cities and counties selected for coverage appears at the end of each
volume of the Index. Libraries and local agencies from all over North America
contribute documents to be indexed and filmed for the Collection. The IGS Library
has been contributing the San Francisco Bay Area components of the Collection
since its inception as well as selected other local California material.

At the core of the Collection are fiscal and planning documents, including budgets
and financial reports, and city, county and regional plans. The plans in parti-
cular are valuable sources of information for specific localities. A typical plan
will include statistical data, as well as concise narrative information on commun-
ity problems and goals. The Collection may also be useful in research on domestic
policy issues. Since local jurisdictions bear most of the responsibility for im-
plementing domestic policies, from food stamps to mass transit, local publications
are a potentially rich source of information on how domestic policies work and on
how shifts in domestic policy affect communities. An expansive approach to the
subject scope of the Collection will turn up some interesting material. For ex-
ample, under "Motion pictures" in the 1983-84 Index may be found the annual acti-
vity report of the Dallas (Texas) Motion Picture Classification Board, the mission
of which is "to protect young persons from viewing material which may tend to cor-
rupt their morals, cause emotional disturbances, or lead to imitative violence."

The fiche Collection is available through interlibrary loan, and IGS will provide
free fiche copies to other U.C. Libraries. For more information about lending
policy, contact the IGS staff member in charge of interlibrary loan, Kolya Renne
(415) 642-1472.

Reference and Selection News is an attachment to CU News. Members of the
Reference Services Committee or the Collection Management and Development
Committee serve as Guest Editors, gathering articles for publication.
This month's guest editor is Terry Dean.

RECRUITMENT FOR HEAD, SERIALS DEPARTMENT EXTENDED

During the past month, two candidates for the position of Head, Serials Department in the General Library were interviewed. As a result of the interviews, I have decided to extend the search to librarians in the General Library. I am doing this because I believe both that there are several well-qualified candidates on the Berkeley Library staff, and that there are unlikely to be better qualified candidates in a re-opened national pool. I am also taking this approach because there is an urgent need to fill the position, which has now been vacant ten months. I am hereby encouraging librarians currently employed in the General Library who are interested in and qualified for the position to apply for it. The application period will extend through June 14, 1985, and interviews will take place starting during the week of June 17, 1985. The starting date for the position will be as soon after July 1 as possible. The following is a description of the position.

- -

As one of the technical service units of the General Library, the Serials Department annually receives and processes approximately 40,000 serial titles coming on purchase order, gift and exchange in most of the world's languages. A major responsibility is the maintenance of a machine-readable serials file which provides processing-support and public service finding tools for the Library's collections. The Department includes the following units: Periodical Division, the primary receiving location for the Library's non-document serials, including the housing and servicing of the Main Library's 14,000 currently received titles; Payment Division, responsible for invoice approval and dealer/publisher correspondence for all non-document purchased and gift titles; Serials Database Processing Division, responsible for new record input and general file maintenance; and the Serials Cataloging Division where all serials are cataloged for the General Library system. There is a staff of 32 FTE career staff plus student assistants.

DUTIES: The position reports to the Associate University Librarian for Technical Services. The Head is responsible for the management of a large, complex department which must work closely with all the technical service units in the Main Library, the technical service staff of the branch libraries, and the collection development staff of the extensive Main Library collections. As in all the central technical services units, liaison work with other units in the Library (both technical and public services) is an important function of the position. Planning and implementation of online serials control will be a major activity of the position.

REQUIREMENTS: M.L.S. from an accredited library school; demonstrated analytical ability and supervisory experience, preferably in a large research library; demonstrated organizational skills; familiarity with one or more of the languages of Continental Europe; an aptitute for training and instruction; enthusiasm for the potential of data processing techniques to support serials control; and the ability to work easily with a wide variety of staff in many of the Library's departments.

For collective bargaining purposes: This position is Supervisory and is excluded from any bargaining unit.

Starting date: July 1, 1985, or as soon thereafter as possible.

HEAD, SERIALS DEPARTMENT (cont'd.)

Applicants should apply in writing, including the names and addresses of at least three professional references, by June 14, 1985, to:

> William E. Wenz, Library Personnel Officer
> Room 447, Main Library
> University of California
> Berkeley, CA 94720

-- Susan Rhee

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

Number 29, May 23, 1985

TYPES OF READY-REFERENCE QUESTIONS ANSWERED BY USING THE ONLINE CATALOG

MOC (MELVYL Online Catalog) is useful for more than the usual catalog look-up. The following reference questions which were answered by MOC were compiled by Dennis Hamilton (UCSB) with assistance from Alan Ritch (UCSC) and Catherine Thomas (UCSD).

1. Do you have any books which compare Shakespeare and Sophocles? (example of a literary criticism question)

   FIND SU SHAKESPEARE AND SU SOPHOCLES

   Three records at UC libraries compare the two dramatists.

2. Where was Fra Angelico born?

   FIND TI FRA ANGELICO OR SU FRA ANGELICO

   Fifteen records are retrieved for Giovanni <u>da Fiesole</u>, called Fra Angelico, 1387-1455.

3. What is Michael Buckland's middle name?

   FIND PN MICHAEL BUCKLAND

   Three records give his full name as Buckland, Michael <u>Keeble</u>.

4. What and where is the William James Society?

   FIND CA WILLIAM JAMES

   One record at UC libraries gives bibliographic information that shows that the William James Association is a group of prisoners in a Santa Cruz County (California) prison who publish prisoners' writings from The Prison Arts Project.

5. What French authors have written works on California?

   FIND TI CALIFOR<u>NIE</u>

   Typing the French spelling (californie) retrieves twenty-four records, several of which are written in the French language by obviously French authors.

6. What are the Superintendent of Documents numbers for some Veterans Affairs Congressional Reports on "agent orange"?

   FIND CA CONGRESS VETERANS AFFAIRS AND TI AGENT ORANGE

   Four records are retrieved. By displaying the MARC formats of these records, the Superintendent of Documents numbers are given in the 086 field.

7. A user is looking for a report on mass media written by Robert Baker.

   FIND PA ROBERT BAKER AND TI MASS MEDIA

   Three titles by Robert Baker are retrieved on the subject of mass media.

(continued)

8. What pseudonyms has Ken Follett used?

    Search the authority file records: ACF PN KEN FOLLETT

    He has used the names Zachary Stone and Symon Myles.

9. What does the acronym OPEC stand for?

    Search the authority file records: ACF CA OPEC

    Answer: Organization of Petroleum Exporting Countries

10. What are the AACR2 authoritative forms of headings for the Ilias by Homerus?

    Search the authority file by name and title: ACF PN HOMERUS AND TI ILIAS

    Authority record #1 verifies <u>Homer</u> and the uniform title <u>Iliad</u> as AACR2 forms.

11. When did Saint Bernard live?

    FIND TI SAINT BERNARD

    He was born in 1090 or 1091 and died in 1153.

12. When was the American Library Association founded?

    Search the authority file: ACF CN AMERICAN LIBRARY ASSOCIATION

    Authority file record #29 gives the answer: The ALA was founded in 1876.

DEAR HERMAN
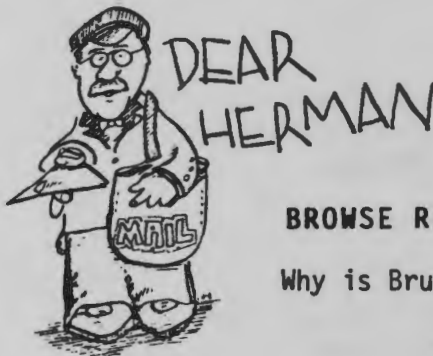
BROWSE RETRIEVES UNWANTED HEADINGS

Why is Bruegel, Pieter under BRO SU GAMES?

                                        --N.F.

N.F.: *BRUEGEL, PIETER is a main* <u>*name*</u> *heading that has subdivisions. When you use the BROWSE command, every main* <u>*name*</u> *heading (personal, corporate, or geographic) and its subdivisions are displayed together in a list, each numbered with the same whole number, then decimal numbers in sequence. For example,*

> *13.1 BRUEGEL, PIETER*
> *13.2 BRUEGEL, PIETER--CATALOGS*
> *13.3 BRUEGEL, PIETER--CHILDREN'S GAMES*
> *13.4 BRUEGEL, PIETER--CONGRESSES*

etc.

Unfortunately, when you BROWSE a keyword used in one of the subdivisions, MOC cannot single out for display only the relevant decimaled heading (in this case, 13.3 BRUEGEL, PIETER--CHILDREN'S GAMES). All decimaled numbers belonging to the same whole number are displayed (in this case, all the headings from 13.1-13.10). However, you can SELECT the records attached to any decimaled heading separately. So if you SELECT 13.3, you will retrieve <u>*Die Kinderspiele*</u>*, which contains the 16th century artist's illustrations of children playing games. That's why BRUEGEL is under BRO SU GAMES.*

                                        --H.M.

PUBLIC SERVICE ADVISORY GROUP
    ON TECHNICAL SERVICES
Minutes of April 18, 1985 Meeting

Present: M. Collins (recorder), C. Gordon (chair), A. Howard, H. Kratins,
           P. Maughan, S. Rhee, D. Sommer, C. Wanat

Absent: E. Byrne, B. Kornstein

Guests: J. Barker, C. Bengston, F. Carothers, R. Gardiner, T. Pachote

I. Minutes of previous meeting approved with minor revisions.

II. ANNOUNCEMENTS

     C. Gordon noted that the pre-distributed memo concerning Periodical Division
     binding was informational and that no action has to be taken by PSAG.

     A draft memo concerning the ADM 86 form will be an agenda item at the May
     meeting. Also, J. Barker will be present to discuss order cards. Members
     can expect to receive a document on order cards from Joe Barker, and should
     discuss it with their departments and be prepared with comments.

     C. Gordon provided members with a copy of Periodical Division Duplicate
     Serial Entry Procedures to review at a later meeting.

     C. Gordon stated that PSAG is to address Public Service requirements for
     an automated acquisitions system; this will be an agenda item for a future
     PSAG meeting.

III. Revision of Branch Processing Manual, G.2, Database Entry Form,
      Catalog 2: BOOKS/GLADIS

     R. Gardiner and T. Pachote were present to explain changes to the Database
     Report Form. The major reason for the name change (formerly Fiche Report
     Form) is for accuracy; maintenance is being done on the database, and is
     reflected in both the fiche and GLADIS display.

     "Delete (explanation)" has been added to the form as a place to list reasons
     for requesting deletion of records; this will help BSD know which files to
     search. Discussion followed on the use of the new Database Report Form for
     withdrawals. R. Gardiner reminded the group that procedures for withdrawal
     of cataloged items are different, and the Database Report Form should not be
     used for that purpose. The new form is sufficient for withdrawing TCP items;
     "delete" can be checked, with reason added -- "withdrawn." It was suggested
     that possible reasons for using "delete" be added to the form.

     R. Gardiner will consult with Carol Lawrence regarding the use of the Data-
     base Report Form for loans of items to other library units. A. Howard sug-
     gested that, if the form is appropriate for that purpose, it might help to
     note the period of time the item is to be on loan.

When using the form to report errors on Catalog 2: BOOKS, it is important
to check the updates, because errors in the base fiche may have been
corrected. Consideration will be given to adding a sentence to the new
form explaining this, e.g., "Words of caution -- DO NOT RELY ON BASE FICHE."

In order to process the new form, BSD must have a partial title/entry and at
least one record number (GLADIS, UCB and/or call number). It was suggested
that a statement be added on consulting the BPM for a list of standard
locations. T. Pachote explained the importance of including filing problems,
which may result from the use of diacritics.

IV. RECON

S. Rhee discussed the status of retrospective conversion at UCB, and provided
handouts on comparative recon costs and methodologies and on the status of
current high priority recon projects in the Library. Noting that serials
were converted under a Title IIC grant, she said that the Library is not
doing as well with books. Keying REMARC search keys is easy, but editing
is very slow; and conversion costs rise if over-qualified staff are used
for the project. A high hit rate produces a lower average cost; but when
using REMARC, the method used so far at UCB, the hit rate has been low --
about 50%. Library Administration is considering an OCLC contract for
large scale conversion, but this would require internal or external
funding. State grants (from the LCSA) are one possibility, and a Challenge
Grant is being sent to NEH. At present, we should give high priority to
the completion of projects already in process, and the conversion of records
being added to the Circulation System in MAIN; these total approximately
550,000 records, and at about $3.00 each, would cost the Library approxi-
mately $1.5 million. Under an OCLC contract, complete retrospective con-
version could take as little as five years.

S. Rhee asked PSAG members to help identify funding, articulate priorities,
and suggest ways to obtain faculty support.

V. GIFTS

J. Barker and F. Carothers discussed new gift procedures and responded to
questions from PSAG. Background information is contained in a document
issued by University Hall, which addresses new IRS requirements.

Procedures: Acquisition Department keys gifts as time permits, then sends
them to BSD for cataloging; there is not much backlog for keying gifts.
If there are two copies, the second copy goes directly to the branch.
Present procedures call for branches to transmit gifts to central units,
using ADM 86, which carries binding and cataloging priority also. Use
of the order form for this purpose is not permissable. J. Barker will
talk to R. Gardiner about possible simplification of this procedure.

Unselected gifts: If unsure of what unselected items to send to Gifts,
call F. Carothers or Ellis Sheppard for guidelines. F. Carothers will
make a list of the least desirable items for Gifts. Gifts Division
should also be contacted before discarding material. Arrangements can

be made for someone from Gifts to visit branches to assess large
volume gifts. At present, there is no prepared statement on dis-
posal of unwanted gifts, but the new draft for the gift procedure
will cover this.

New tax regulations: It is the donor's responsibility to tell
the Library that large gifts are approaching $5000; appraisals
should be done prior to donation. To fall under the new regu-
lations, the gift must total $5000 for the whole year, but not
all of it need be given to UCB. Failure to provide the donor
with tax information may result in bad public relations, e.g.,
donor may wish to have gift returned. Joe Barker will add a
paragraph to gifts procedures document stating that the Library
should receive a copy of gift appraisal, and that donors may con-
sult the Acquisition Department if gifts exceed $5000.

Acknowledgement: Anyone can acknowledge gifts; Acquisition will
do so if the gift is sent to Acquisition. Book plates can be put
in gifts at the option of branch units; get them from F. Carothers,
and put in at processing time.

Statistics: Acquisition keeps statistics on number of gifts, but
not by location. There is no penalty to any Library unit resulting
from the receipt of numerous gifts.

J. Barker will write a draft of the gift procedures document for
the Branch Processing Manual, incorporating answers to questions
from PSAG. The draft will be sent to PSAG for review.

VI. JOINT TASK FORCE ON GLADIS SHELFLISTING

H. Kretins reported on the progress of the Task Force. A draft report
has been submitted to S. Rhee and B. Hurley. The report includes
general observations, conclusions, definition of terms, units and
departments consulted , etc., to be followed with recommendations and
implementation. The report includes a great deal of detail about
shelflist use. PSAG should receive a copy of the report to review
before the May meeting.

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES
Minutes of March 21, 1985

Present: E. Byrne (recorder), M. Collins, C. Gordon (Chair), B. Kornstein, H. Kratins,
           S. Rhee

Absent: P. Maughan, D. Sommer, C. Wanat

Guests: C. Bengston, R. Gardiner

1. The minutes were approved with minor revisions.

2. Carl Bengston presented an update on GLADIS shelflist slips. Details will also
   be included in a forthcoming issue of CU NEWS. Codes appearing on the bottom
   line of the shelflist cards were explained, along with an explanation of the
   of the 440-490 field for series. The "#" mark is used to replace special charac-
   ters or diacritical marks the printer cannot reproduce. The question was raised
   whether or not this information would appear in the Branch Processing Manual or
   the GLADIS Reference Manual. Carl indicated that the GLADIS Manual was a "how-to-
   operate-the-system" manual, and probably is not appropriate for this type of
   information. He felt that it was more appropriate for the Branch Processing Manual.

3. The status of the project to allow branches to do their own maintenance in GLADIS
   was discussed. B. Kornstein indicated that it was proceeding smoothly in Ed/Psych,
   and also in Biology, where they do their maintenance in batches, rather than piece-
   meal. H. Kratins said that it was simple and aided in solving problems, as well
   as making the changes it was designed to do. R. Gardiner said that since most
   books appear on the GLADIS system within one week of being cataloged, branches
   may verify that the book is in the system, then process it immediatley, rather
   than wait for the shelflist card. The Biology Library is successfully doing this.
   Engineering Library is also finding the project going well, but is concerned that
   they have enough volume of GLADIS maintenance work to keep their hands in.

   R. Gardiner indicated that new written procedures for adding SUF notes will be
   forthcoming. A team from Main Library technical processing are visiting those
   branches involved in the project to observe and answer questions. Other branches
   interested in participating should contact their department heads and Sue Rhee.
   S. Rhee suggested that the current project be evaluated in May and at that time
   add any other branches who wish to be involved. C. Bengston said that there was
   also a high interest in adding summary serial holdings statements, brief records,
   added subject headings, and in-house cataloging of theses and professional reports.
   The larger the branch, the more beneficial and easier it is to use GLADIS as a
   maintenance system.

4. Cathy Gordon summarized Joe Barker's presentation to the Reference Services
   Committee on March 7th. He has also met with the Science Libraries and the Human-
   ities/Social Science Libraries. Reference material and material which will be
   obsolete quickly should be sent RUSH, which will ensure that the order is placed
   within one week. The serials order backlog is down to less than one month and
   when that is   cleared, all serial standing orders will be ordered on a RUSH
   basis. Fund activity reports should be reviewed weekly. Serials ordered on
   monograph funds move more slowly than those ordered on S funds, especially if no
   monographic copy is available, and they need serials cataloging. Branches should
   provide addresses of publishers on serial requests to speed ordering. Vendors
   are normally used for ordering because they do not require pre-payment, as do
   small publishers, and thus are received and processed more quickly. At mid-year
   if a branch is out of funds, the orders may be returned to unit heads to place
   in priority order or may be placed against the next year's funds.

It was suggested that Faxon could provide serial publisher addresses, and that a sub-committee join with the Reference Services Committee to explore ideal performance standards of an Acquisitions System.

5. R. Gardiner spoke about TCP cataloging. There is a new entry in the Branch Processing Manual for brief cataloging. The new form for requesting that a TCP item receive cataloging has an option to request brief cataloging if no copy cataloging is available. Also, if you know that something is part of an MVM set, please provide the call number. If a TCP item is a serial, send it directly to serials cataloging.

BSD does not search Catalog 1, but does search RLIN, the old BALLOTS, LC depository, and database catalog. BSD will return items already owned by a unit, unless it has been specified otherwise.

Regular withdrawal procedures should be followed if a TCP item is to be withdrawn.

The original pink TCP cataloging request is returned with the book when cataloged and sent to the originating unit.

6. H. Kratins gave an update on the Joint Task Force on GLADIS shelflisting. The taskforce surveyed many branches and units on how they use the shelflist, and how staff and patrons use it. A full report should be ready for next month's meeting.

7. Joe Barker's memo on the new gifts policy and new gifts tax laws were discussed. There were so many questions that it was decided to note the questions, or have questions sent to Cathy Gordon, and have Joe attend the next meeting to discuss them. Joe and Frank Carothers will be asked to make a presentation explaining the new policies and answering questions about them.

8. S. Rhee announced that she would be prepared to discuss issues concerning retro-spective conversion next month.

9. There was general brainstorming on PSAG tours of the technical service units for committee members. It was suggested that they not be the same as regular tours set up for staff, but that they be designed around particular questions or issues of concern to the committee. One such suggestion was to follow a gift through the system. Unit tours were not as important as workflow tours. No regular frequency was suggested, rather that they be ad hoc. A tour of the processes of serial claiming was also suggested.

LAUC-B Fall Assembly
29 November 1984
Regents Room, University Hall

MINUTES OF THE ASSEMBLY

1. Introductory remarks: Ivan Argüelles, Chair, LAUC-B

   After introducing new LAUC-B members, Ivan described the fall activities of
   LAUC-B, particularly in regard to "Tier 2." He noted the general membership
   meeting of 19 September 1984, where the "Tier 2" concepts were explained and
   disucssed. The work of the Ad Hoc Committee on Professional Standards and
   the Ad Hoc Committee on Peer Review/Revision of the APM, and part of the work
   of the Statewide Research Committee has been completed, meeting a deadline of
   November 15. Copies of the lengthy Committee reports have been distributed
   and circulated to the LAUC-B membership. He encouraged the membership to
   focus on the concepts rather than the language of the Committee's reports. The
   goal is to have the Committees' recommendations in place by 1 July 1985.

   He noted that the LAUC-B Executive Committee has formed subcommittees to
   examine peer review issues and to consider LAUC-B's role with the former
   ACUL committees. The Executive Committee will also be working to raise LAUC's
   visibility and credibility on this campus, by making contacts with the Vice
   Chancellor for Academic Affairs and the Academic Senate, among others.

   University Hall has provided visible support to LAUC this year, in assisting
   LAUC with developing the language and concepts of the committees' reports,
   and in encouraging divisional support for LAUC through the divisional Vice
   Chancellors for Academic Affairs.

2. Minutes of the LAUC-B Spring Assembly, 16 May 1984

   The Minutes were approved.

3. LAUC-B Committee Reports

   The Chairs of LAUC-B standing committees gave brief reports of the previous
   year's activities. (The report of the Research Committee was given with the
   report of the statewide Research Committee.)

   Nominating and Elections Committee: Ann Gilbert described her Committee's
   concerns in taking on the task of nominations for the former ACUL committees,
   in particular, the anomaly of LAUC-B appointing non-professionals to the
   committees and problems with the guidelines for "ACUL" appointments.

   Committee on Appointments, Promotion and Advancement (CAPA): Dorothy Koenig
   summarized CAPA promotion, career status, and merit review statistics for
   1983/84, which will be published in CU NEWS. She noted that CAPA met 32
   times between December 1983 and October 1984, averaging two hours per week;
   from January to June the Committee averaged three to four hours per week.
   Thirty seven candidates were interviewed for ten positions. Dorothy sat on
   all CAPA interview committees to provide continuity. CAPA made its recommenda-
   tions to four decision-makers: University Librarian Joseph Rosenthal, Vice
   Chancellor Roderic Park, and two Systemwide Vice Presidents.

   In the discussion that followed this report, it was asked if promotions could
   be retroactive to the point when CAPA first makes a positive recommendation
   for promotion. There was also the suggestion that if the statewide LAUC
   Newsletter is still being published (apparently it isn't), that it could be
   used to publish divisional CAPA statistics.

   Committee on Non-General Library Affairs: Nanette Sand provided background
   information about the Non-General Libraries: 18 Non-General Library units

Staff Development Committee

UCB EXTENSION COURSES (continued)

MANAGEMENT AND COMMUNICATION COURSES
   How to Handle People with Tact and Skill
   Time Management
   Making the Transition to a Supervisory Position
   Introduction to Supervision
   Effective Supervision
   Solving People Problems
   Effective Procedures Writing
   Overcoming the Fear of Public Speaking
   Communicating for Results
   Writing Effective Letters, Memos and Reports
   Risk Taking: the Art of Initiating Change
   The Vacuum Factor: The Aftermath of Change

OFF-CAMPUS OPPORTUNITIES FOR CONTINUING EDUCATION

JUNE
   3 "Management Skills for Secretaries and Administrative Assistants"
      San Francisco. $165. (Repeat session scheduled for June 12, Concord.)
      Contact: AMI, Inc. 1125 Missouri Street, Fairfield, CA 94533

  7&8 "Business Reference Sources". This workshop will include a survey
      of business reference sources and techniques. $105
      Phone: San Jose State University Division of Library and Information
             Science, (408) 277-2292

  8-12 SLA Annual Meeting, Winnepeg, Manitoba

   18 "Effective Project Planning Management". San Francisco. $245.
       Phone: AMI. Inc. 1125 Missouri Street, Fairfield, CA 94533

   19   "Microcomputers in Libraries and Information Centers". This workshop
       is intended to provide the non-specialist with a basic understanding
       of the nature of microcomputers and their uses in libraries and
       information centers. $90
       Phone: (301) 881-4996

Publication of these announcements does not necessarily imply endorsement
of the course/seminar workshop by SDC, nor availability of SDC funds. However,
staff are always invited to check for availability of funding support by
submitting an application to the Staff Development Committee.

micro news

LIBRARY PC GROUP

More than twenty librarians, represent-
ing mostly special libraries but pub-
lic and academic libraries as well,
met at SRI International in Menlo Park
Thursday evening, May 16, to start
the Bay Area libraries IBM-PC Users
Group.

The group will focus on practical
problems and solutions. Members intro-
duced themselves and described the
computer systems and applications they
are using. Many are using their PCs
for library processing, serials con-
trol and as automated catalogs.

There is also a lot of interest
in using the PCs as terminals for
searching databases, downloading and
reformatting bibiographies. One of
the SRI librarians demonstrated their
set up, connecting to Dialog using
PC-Talk and editing the downloaded
search with WordStar.

The next meeting will be in two
months at a location still to be deter-
mined. Details will be announced in
this column.

MORE USERS GROUP NEWS

Not to be outdone by IBM, the Apple
Library Users Group has announced a
meeting in the works for ALA in
Chicago. Time and place to be
announced in June, and reported in
these columns as soon as we get the
word.

VIGILANCE AND MORE VIGILANCE

Just in case we needed a reminder
how vulnerable our work stored on
those disks is, we have a tale of woe
from Ed/Psych. Barbara Kornstein re-
ports that the Apple used in their
RECON project was stolen, along with
all their disks, originals and back-
ups. Six months' work is gone.

Backing up work is not just for
possible disk failures. Consider the
consequences of theft, fire and other
disasters. Store backups separately.
The capacity of a diskette makes it
possible to store and lose an enormous
amount of work in one unlucky moment.

PC TYPS

"Don't Panic"

Starting up WordPerfect one morning,
I did not see the usual screens.
The System Commands (Alt+3) menu
showed only the numbers and letters
of the choices but no labels to go
with them and the file menu was blank
except for the numbers across the bot-
tom of the screen.

Was it a bad disk? Misaligned disk
drive heads? A machine failure? No.
The contrast knob on the monitor was
turned all the way down. For some
reason some of the characters on the
screen are controlled by this knob
and others are not. With the knob
all the way to the left, some of the
text stays on the screen and the rest
vanishes. Try it some time.

--Lee Jaffe

1

"FINGER-POINTING TIME

"The analysts who made all the overly optomistic predictions about the explosion of the computer market are now finding the fallout is landing on their territory. Many in the industry are charging that a lot of 'hype' has been printed over the last two years by otherwise respectable market research firms in order to keep their clients happy. That hype was taken as gospel, leading to overproduction of computers and equipment. The worst flubs recently included projections for the home computer market and the portable computer market. Nearly all the pundits are now quickly revising their sales estimates downwards."
   Computer Currents (May 7-20)

EDUCATIONAL MICROS

The first InfoWorld 100 report (5/20), lists the top 25 educational users. The first ten are:

   Macomb (Mich) Intermediate School
      District
   Virginia Polytechnic Institute
   Los Angeles City Schools
   Clarkson University
   Columbia University
   Drexel University
   Georgia Institute of Technology
   Stanford University
   Arizona State University
   University of Michigan

The University of California (?) takes twelfth place with 1998 micros in use.

CRIME AND PUNISHMENT

"The long arm of Lotus Development Corp.: Mitch Kapor's company has accused a Brazilian firm of making illegal copies of 1-2-3 for children's computer summer camps."
   InfoWorld (4/15/85)

NEW OXFORD ENGLISH DICTIONARY

International Computaprint Corp is keying the 600 million characters for the next OED, which is to be made available electronically as well as in print. When completed, the dictionary will come on magnetic tape, laser disc and possible on a single integrated circuit. The project will take 12 to 18 months, use 120 keyers and cost $10 million. The original OED, which took 50 years to complete, defined computer as "one who computes." --extracted from Information Hotline (April 1985)

CALENDAR

MAY 30
Information Session: Computer Studies
Opportunity to meet faculty and staff associated with the program, ask questions about Extension summer computer courses and enroll. 5:30 - 7:00 p.m. Pauley Ballroom, ASUC.

JUNE 19
Microcomputers in Libraries and Information Centers
Provide the non-specialist with a basic understanding of the nature of microcomputers and their uses in libraries and information centers. San Francisco. Info: AJ Seminars 301-881-4996.

"It isn't sure, but it thinks it begins with a B."

Micro News is published by the General Library Microcomputer Committee. We invite contributions, especially those received on diskette. Send all material to Lee Jaffe, NATR.

2

LAUC-B EXECUTIVE COMMITTEE MEETING AGENDA

The next meeting of the LAUC-B Executive Committee will be on Friday, 14 June 1985, from 8:30 - 9:00, in room 322 Main Library. Topics to be discussed include a revision of guidelines for filling vacancies in librarian positions, and the draft Staff Development Policy and Program statement.

-- Deborah Sommer
   LAUC-B Secretary

STAFF DEVELOPMENT COMMITTEE BULLETIN / UPDATE

Some of you may have been confused by the "UCB Extension Courses" section of the last Staff Development Committee Bulletin. Several classes were listed for ease of reference. If you are interested in UC Berkeley Extension Courses you should contact the Extension offices directly, at 642-4111.

The General Library is also offering some introductory courses in IBM-PC use (WordPerfect, Lotus, and Friday). Anyone interested in participating in these classes should discuss enrollment with their Department Head.

ANNOUNCING COUPONS FOR INTERLIBRARY BORROWING SERVICE

Interlibrary Borrowing Service is available for $5.00 per request to Non-UC patrons having a University of California at Berkeley Library Card.

In the past, patrons have been able to pay by personal check or money order but not with cash because Interlibrary Borrowing Service is not a cashiering station. In an effort to facilitate use by Non-UC patrons who wish to pay cash, we have developed IBS Coupons ($5.00 @) which can be purchased at the Library's Rapid Copy Service.

We also anticipate use of the coupons by Academic Departments who wish to support Interlibrary Borrowing Service for visiting scholars. An academic Department can purchase these coupons directly from the Cooperative Services Department Office (386 Main Library Annex, 2-5339) to keep on hand and distribute as needed.

--Suzanne H. Gallup

INTERLIBRARY LOAN COUPON
UNIVERSITY OF CALIFORNIA • BERKELEY •
GOOD FOR ONE BORROWING REQUEST
University Librarian
GENERAL LIBRARY
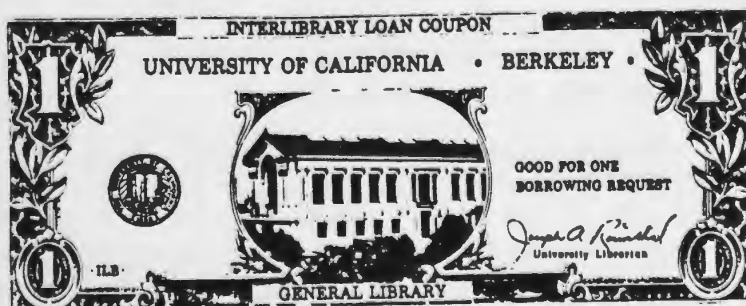
CLA CONVENTION SPEAKER NOMINATION NUMBER -- <u>Correction</u>

On page 2 of CU NEWS 40:21 (23 May 1985) the telephone number given for Steve
Sorrenson, by which you may nominate members for the CLA convention forum
on "How automation has affected public services," was inadvertently transposed.
Mr Sorrenson's correct telephone number is (415) <u>960</u>-4390 (at Foothill College).
Our apologies.

CALLING ALL INTERESTED IN MELVYL CATALOG INSTRUCTION——

If you want to help others learn to search the Melvyl Catalog, and also keep up
with current changes, join the Melvyl Catalog Aides. This involves a commitment of
one hour per week in the Main Library, assisting patrons with search problems.
There will be an orientation meeting for new Aides on Thursday, 6 June, from
3:00 to 4:00 pm, in room 321 Main Library. See you there.

                                                       -- Emily Rainey

   JUNE CALENDAR OF MEETINGS AND EVENTS

        June 5/Wed/Exhibits Ctte/9:00/321 Library
        June 5/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
        June 6/Thurs/Technical Services Department Heads/10:30/Librarian's Office
        June 7/Fri/Public Services Department Heads/10:00/322 Library
        June 11/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
        June 11/Tues/Cataloging Council/10:30/322 Library
        June 12/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
        June 13/Thurs/Circulation Supervisors Group/10:00/322 Library
        June 13/Thurs/Public Services Advisory Group/1:00/HGS Conf. Rm.
        June 17/Mon/Sciences Department Monthly Meeting/10:00/322 Library
        June 19/Wed/Circulation Ctte/10:00/321 Library
        June 20/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.
        June 21/Fri/Public Services Unit Heads/10:00/322 Library

   LIBRARY TOURS AND WORKSHOPS

        GLADIS CLINICS (Enroll by calling Jeff Katz, Systems Office, 2-6120)
        June 4/Tues/GLADIS Overview/10:00/322 Library
        June 12/Wed/GLADIS Introduction/10:00/322 Library
        June 13/Thurs/GLADIS Introduction/1:00/322 Library
        June 18/Tues/GLADIS Advanced Searching/10:00/322 Library
        June 19/Wed/GLADIS Advanced Searching/1:00/322 Library
        June 27/Thurs/GLADIS Branch Editing/10:00/322 Library

        TOUR OF THE MARK TWAIN PROJECT OFFICE (Enrollment closed)
        June 4/11/18. Each tour begins in the Bancroft Library Gallery at 8:30.

        EUREKA! HOW TO FIND IT IN THE LIBRARY'S CATALOGS (Enrollment closed)
        June 13/Thurs/9:00-12:00/308B Library (in the Art History/Classics Library)

        "SUPERVISOR AS INSTRUCTOR" Workshop--Instructor Millie Hannum, Campus
        Personnel Office (Enrollment closed)
        June 19, 20: 9:30-3:30 and June 27: 8:30-4:30. This 3-part workshop will
        be given in room 308J of the Art History/Classics Library.

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
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THE UNIVERSITY OF CALIFORNIA CU NEWS BERKELEY-TI
GENERAL LIBRARY OF THE UNIVERSITY OF CALIF(

BETTY CARSON RETIRES

Betty Carson retires this month from the Biology Library where she has worked
as Serials/Technical Processing Librarian since 1968. Betty will be remembered
throughout the General Library for the care and diligence with which she developed
and maintained Biology's catalog and processing records. We wish her the best
as she pursues birding, traveling and other interests.

--Rebecca Martin

LAUC ELECTIONS

Ballots have been distributed to all LAUC-B members. Along with the local
Berkeley ballot (beige for General and pink for Non-General), voters will
receive yellow and white statewide LAUC ballots. The state bylaws ballot
refers to the revision proposals forwarded to all LAUC members in April. There
is a copy at the Main Library Reference Desk. LAUC-B Secretary Debbie Sommer
also has a few copies left to send anyone who needs one (call her at 2-3287).

Candidates are as follows:

Vice Chair/Chair-Elect
Norma Kobzina, Natural Resources
James Larrabee, Law Library

Secretary/Treasurer
Grace Dote, Giannini Foundation

Delegates

General (two to be elected)
Tom Alexander, Public Health Library
Carl Bengston, Library Systems Office
Phil Hoehn, Government Documents, Map Room
Ellen Meltzer, Moffitt Undergraduate Library
Barclay Ogden, Conservation Department
Raymond Tang, East Asiatic Library

Non-General (one to be elected)
Catherine Cortelyou, Institute of
  Transportation Studies
Terry Dean, Institute of
  Government Studies
Alice Youmans, Law Library

NOTE: Please return the three ballots (yellow, white, and pink or blue)
         to the Chair in the pre-addressed envelope before Friday,
         14 June 1985.

If there are any questions concerning the balloting, please contact a member
of the Nominating and Elections Committee.
     Ann Marie Mitchell, Chair (2-0956); Jean Han (2-2556); Roy Ortopan (2-3810);
     Juta Savage (2-5211); Joy Svihra (231-9401).

--AnnMarie Mitchell

STAFF ASKED TO RECHARGE MAIN LIBRARY BOOKS

As most of you are aware, the Circulation Department is in the process of
converting from a manual tab card charge system to a machine-readable automated
circulation system mounted on GLADIS.

The Department is now ready to convert the portion of the manual file representing
charges to Library staff. Within the next week the Circulation Department will
be mailing to you photocopies of charge cards for books checked out from the
Main Stack under the "old system".

To achieve the complete conversion of the manual circulation file by July 1, 1985,
it is imperative that you either return or recharge books by June 20, 1985. We
are asking you to bring the books you want to recharge to the Circulation Depart-
ment so we can barcode them at the same time the new charge is entered into
GLADIS.

Your cooperation will bring us that much closer to our objective of having a
completely automated charge file by July 1.

                                                                --Rita Kane

STAFF DEVELOPMENT COMMITTEE: NOON SERIES

How do video terminal display terminals affect your health? Do you have eye
problems? Back problems? Ellie Schindelman, Training Coordinator, Environ-
mental Health and Safety will give a talk on "Video display terminals and
your health". Thursday June 20th, noon to 1 pm, Doe Library, room 322.

PLASTIC RESERVE SLEEVES

Do you need plastic card catalog sleeves or jackets which say RESERVE? If so,
please call Odessa Crudup in the Environmental Design Library and tell us how
many you would like. We have several thousand we don't need due to a major
de-reserve project. Call 2-3818.

                                                                --Elizabeth Byrne

LIBRARIAN IN PRINT

Anita I. Garey, Collection Development/Reference Services is the author of
An Examination of Explanations for Fertility Decline and Differentials on
the United States Frontier 1800-1860. Published as the Institute of Inter-
national Studies' Program in Population Research Working Paper No. 16.,
February 1985.

                                                                --Patricia Davison

MINUTES: Circulation Supervisors Group
         Meeting No. 54, May 9, 1985
RECORDER: Anne C. Brown

BAKER'S NONSTANDARD CIRCULATION CARDS -- Greg Olin

Greg discussed his decision to have Marge Titus print up circulation
cards with the necessary BAKER information. As a result the
cards are on a lighter stock and are not exactly standard size.
He apologized for not having discussed this decision with circulation
supervisors beforehand. Problems with the nonstandard charge
cards were minor -- one unit reported that a few of the cards
had not fit into the charge file; another reported that due
to the lack of a notch on the cards, students were filing the
cards upside down (?). In addition, Greg reported the problems
BAKER is having with Hold/Search notifications from the branches.
Some units are not consistently including the 6 digit BAKER
request number on the notifications, which forces Greg to call
the unit for that information. A discussion of Hold notification
procedures followed.

CIRCULATION COMMITTEE -- Gail Nichols

Gail discussed two major issues raised for automated circulation:
patron blocks and recalls. Members of the CSG continued to
express their concern over the possible repercussions of a two-tiered
system of access to library materials and services.

TIMECARD PROJECTIONS: FOLLOWUP -- Lynne Wiepert

Lynne reported that the final memo to William Wenz on timecard
projections was sent on April 17. Mr. Wenz's response was that
he would not be able to deal with the issue immediately due
to the pressures of the end of the semester, but he hoped to
be able to address it in the near future.

Circulation Supervisors Group
Meeting No. 54   page 2

MEETING ON STUDENT HIRING : FOLLOWUP

Karl Slinkard asked for any comments or discussion about the
May 2 meeting with William Wenz regarding student employees.
Most circulation supervisors present stated that they would
not be doing prehiring for the fall, primarily because they
do not know how many of their current SLE's will be returning
and they do not know what their GA budgets will be.

Circulation Supervisors Group
Meeting No. 53   page 2

SUMMER DUE DATE/FACULTY YEAR LOAN DUE DATE

The group recommended that the summer due date be August 19, the Monday after the 10 week session ends, and that faculty year loan due date be set at May 20, 1986.

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY—THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA BERKELEY—TI GENERAL LIBRARY OF THE UNIVERSITY OF CALIFO

CU NEWS

the Library Staff Association

the General Library Administration
& cordially invite you to the annual

Staff Appreciation Party

honoring retirees

Solomon Behar   Barbara J. Stone
Betty N. Carson   Roselyn L. Tarleton
James E. Gault   Alan L. Wolstencroft
Esther M. Johnson   Kiyo Yamamoto
Estelle Rebec   Edyth K. Zablackis

& new staff hired during the past year

on Tuesday, 25 June 1985, from 3:00 to 5:00 p.m.,
in the Morrison Room, Doe Library.

Refreshments to be served ::

JULIE RINALDI APPOINTED HEAD OF EARTH SCIENCES LIBRARY

Julie Rinaldi, who has served as Acting Head of the Earth Sciences Library since January 1984, has been appointed as Head of this Branch, effective June 1, 1985. Julie came to the General Library in November 1981 as Head of the Periodicals Division, Serials Department. She earned an A.B. degree from Stanford and an M.L.S. degree from Berkeley. She is a member of the ALA's Map and Geography Roundtable, the Geoscience Information Society, the Science and Engineering Academic Librarians Group in the California Academic and Research Libraries, and the Western Association of Map Libraries. We are pleased to welcome Julie Rinaldi to this position.

--Carol Alexander, Head
Science Libraries Department

APPOINTMENT IN THE CHICANO STUDIES LIBRARY

Lilliam Castillo-Speed has been appointed Assistant Librarian, Head of the Chicano Studies Library. She has served as temporary head librarian in this library since October 1984. Lily completed her B.A. degree at the University of California, Riverside, with an English major, and her M.L.I.S. degree at U.C. Berkeley's School of Library and Information Studies (1983). While a student, she worked with the Chicano Periodicals Index Project, and now in her new position as Chicano Studies Librarian, she will serve also as director and senior editor of the project. The third edition of the Chicano Periodicals Index is being prepared for publication; she will coordinate the efforts of 20 other librarians in California and Texas who contribute to this indexing project. During 1983-84, Lily worked at the Sutro Library, San Francisco, helping to develop the California Spanish Language Database, to which are being added all rare Mexican and other Spanish language books.

--Nan Sand

CLR INTERNSHIP PROGRAM

The Council on Library Resources (CLR) is again sponsoring the Academic Library Management Intern Program, which gives a few outstanding librarians the opportunity to spend an academic year working closely with directors and senior staff of large academic and research libraries. The program's objective is to add to the number of well qualified and highly skilled individuals who might become candidates for top library positions. Former interns now hold such positions in many ARL libraries.

Copies of the brochure describing the 1986-87 program are available in the Librarian's Office. I welcome all interested staff to discuss the program with me. Please contact my secretary, Pam Garza (2-3773), for borchures and details.

--Joe Rosenthal

PERSONNEL CHANGES

RECLASSIFICATION — Bonnie L. Bearden, The Bancroft Library/ Acquisitions Division, was reclassified from Library Assistant II to Library Assistant III. effective 1 January 1985.

APPOINTMENTS — Mrs. Selma Graham has been appointed Assistant Librarian in the Public Health Library, effective 3 June 1985. In this position she will manage the Hazard Evaluation Systems and Information Service (HESIS) - Epidemiological Studies Section (ESS) satellite library as well as working in the Public Health Library. Mrs. Graham, who has a BA in English from Brooklyn College (1949), obtained her MLS degree from the School of Library and Information Studies at Berkeley in 1978. While studying at Berkeley she was employed as a Bibliographer, Teaching Assistant and Researcher. Since then she has held positions in a number of hospital and medical libraries locally and most recently at Medi-Physics/Hoffman-LaRoche, Inc., as an Information Sepcialist.

Bella Shirman has been appointed Library Assistant II in the Collection Development/Reference Services Department, Russian Emigré Project, effective 21 May through 31 December 1985. Ms. Shirman has been working in the Project through the Temporary Assistance Pool since February of this year, and will continue on as Chief Assistant to Project Director Julie Christensen in the current appointment, funded through the Library's Title II-C NEH grant. Ms. Shirman took her M.L.S. (1959) and M.S. (1963, in Polygraphy [printing & publishing technology]) in her native Moscow, U.S.S.R., where she worked as literary editor for the Institute of Information from 1964 until emigrating in 1979. In the Bay Area she has been a Library Aide in the Albany Public Library (1983), a reference intern in the San Francisco Public Library (1984), and a legal case assistant, part-time, for Brobeck & Phleger, San Francisco, since August 1984.

Christina Tarr has been appointed Library Assistant II in the Bibliographic Services Department, effective 28 May 1985. Ms. Tarr holds her A.B. from Brown University (1981) and her M.A. from UC Berkeley (1985), both in English. Her varied on-line and other technical and public service duties in the United States Forest Service Research Station library in Berkeley, since late 1982, have prepared her for her new assignment in BSD; in addition to some experience in retail bookselling here in Berkeley (1982-83) and in public service in the Providence, R.I., Public Library (1982).

DLA FINDS SPACE FOR PRE-1973 RECORDS AND HERMAN EXPLAINS BROWSE

Mynd of MELVYL #30, attached to this issue of CU NEWS, reports DLA's recent lifting of the moratorium on loading pre-1973 records in the MELVYL catalog. It also contains a response to a bewildered BROWSE user by Herman, who explains what's special about BROWSE.

--A. Lipow

GENERAL LIBRARY RECEIVES GRANTS

The General Library has received two grants to support the cataloging and conser-
vation of Japanese rare book and map collections from the Tokugawa (1600-1867)
and Meiji (1868-1912) periods housed in Durant Hall at the East Asiatic Library.

Under Title II-C of the Higher Education Act, the United States Department of
Education will provide $256,500 to catalog and conserve two collections: the
Meiji belle lettres and poetry in first or early editions collected by Hamakichi
Murakami and a large collection of rare and unique Tokugawa books, once held
by the prominent Mitsui family. Until now the book collections have been
inaccessible and little known to scholars. The grant project will result in
the creation of full bibliographic records. Gillian Boal of the Conservation
Department will oversee the repair and protection of fragile materials.

In addition, the National Endowment for the Humanities Research Resources Program
has funded a two-year project at $146,733 to enable the library to catalog 2,298
early maps held in the East Asiatic Library. The project will make biblio-
graphic records available to scholars and libraries in this country, Japan and
Europe.

The East Asiatic Library's map collection constitutes the largest assemblage of
Tokugawa maps in the United States, exceeded in size and quality by few collections
in Japan. Included are 697 woodblock-print and manuscript maps made in Japan
between 1656 and 1867. Especially remarkable is the existence of 252 maps of
Edo (modern Tokyo) and, in addition 76 of Kyoto and Osaka. There are also 1,601
maps made during the Meiji period (1868-1912), many of which were printed before
1890 by the woodblock process. Phil Hoehn and John Creaser of the Map Room
will assist the Japanese catalogers.

Tokugawa maps are rich in information on size and yield of feudal domains and
landholdings, land use, urban patterns of class distribution, land and sea trade
routes, and dates and location of important buildings. They are of great value
to scholars of literature, political and social history, demography, economics,
historical geography, and art history, in addition to cartography. They are
largely inaccessible to scholars at present because they are not adequately
cataloged, their existence has not been publicized, and some of the sheets
need repair before they are handled by researchers. Nancy Harris of the Library's
Conservation Department, trained and experienced in handling Japanese paper, will
repair the maps that could fragment because of worn fold-creases and insect holes.

Don Shively, Head, East Asiatic Library will act as Project Director for each
of the grants, and Yuki Ishimatsu will supervise the catalogers.

--Don Shively

STAFF ASSOCIATION CALL FOR VOLUNTEERS

The Library Staff Association is looking to enlist four new members into
its ranks. New staff and staff from the branch libraries are expecially
encouraged to apply. Persons interested in assisting the Association with
its important social and recreational functions (such as bake sales, the
Winter Holiday Party, and the upcoming Staff Appreciation Party) should contact
Margaret Levine at 642-3650.

--Eddy Chogan from

LAST CALL FOR LAUC BALLOTS

This year's election is an important one. All members are urged to vote NOW,
if they have not already done so. The three ballots (yellow, white, and pink
or beige) must reach Room 346 Main Library Annex before Wednesday 19 June,
in order to be counted. They should therefore be mailed at least by Friday
14 June, or be delivered directly before Wednesday.

Local election candidates were listed in the 6 June issue of CU NEWS along
with general instructions.

> --AnnMarie Mitchell, Chair
> LAUC Nominating &
> Elections Dommittee

LIBRARY SYSTEMS OFFICE OPEN HOUSE

Attached to this issue of CU NEWS is a flyer announcing an Open House to be
held in the Library Systems Office, Room 130, Doe Library, on Friday, June 28th,
from 3 - 6 PM. All library staff are invited to drop by the Systems Office,
celebrate the addition of the 1,000,000th cataloging record to the GLADIS
database, and preview the new GLADIS Access System. Don't forget to mark your
calendars.

> --Carl Bengston

NEW PAM BINDS

The binding of pamphlets is now being transferred from an in-house procedure,
done in CTD Rm. 9, to the UC Bindery. New improved covers are also being
introduced which are more durable, acid-free and of a dark-blue color. The
result will be a better-looking, longer-lasting product.

The transitional period has meant pam binding delays of up to four months
("rush" items continue to be done in Rm. 9), and pam binds will soon be returning
in larger than usual batches until the work flow smooths out. (Please continue
to send all pam binding material to Rm. 9 for processing to Bindery.)

We regret the unavoidable delays, and ask all units to please bear with us. We
think the result is well worth it.

> --Gary Quien
> Conservation Department

DOE ANNEX RESURFACING TO BEGIN

The peeling, synthetic granite on the exterior of the Doe Library Annex will
be replaced with a new surface to match the original Doe building. The total
project, which will include minor roof repairs, will take approximately
4 months. The first phase will begin on Monday, June 17. For any questions
or concerns, call the Library Space Planning Office at extension 2-5154.

FUND RAISING OPPORTUNITIES

Are you looking for a way to fund a Library project in the Humanities? Listed below are the National Endowment for the Humanities Program Divisions and application deadlines. If you see something interesting, please contact the Library Development Office and we will assist you in obtaining the program guidelines. Telephone 2-9378.

Please note: Area code for all telephone numbers is 202	Deadline in boldface	For projects beginning after
● DIVISION OF EDUCATION PROGRAMS—John Andrews, Acting Director 786-0373		
Central Disciplines in Undergraduate Education—John Walters 786-0380		
Improving Introductory Courses—Donald Schmeltekopf 786-0380	October 1, 1985	April 1986
Promoting Excellence in a Field—Martha Crunkleton 786-0380	October 1, 1985	April 1986
Fostering Coherence Throughout an Institution—Eugene Carver 786-0380	October 1, 1985	April 1986
Humanities Instruction in Elementary and Secondary Schools— Carolynn Reid-Wallace 786-0177	May 15, 1985	January 1986
Exemplary Projects in Undergraduate and Graduate Education—William McGill 786-0384	May 15, 1985	January 1986
Humanities Programs for Nontraditional Learners—Christine Kalke 786-0384	October 1, 1985	April 1986
Improving the Preparation of Teachers in the Humanities—John Andrews 786-0373	Call for deadline.	
● DIVISION OF FELLOWSHIPS AND SEMINARS—Guinevere Griest, Acting Director 786-0458		
Fellowships for Independent Study and Research—Maben Herring 786-0466	June 1, 1985	January 1, 1986
Fellowships for College Teachers—Karen Fuglie 786-0466	June 1, 1985	January 1, 1986
Constitutional Fellowships—Maben Herring and Karen Fuglie 786-0466	June 1, 1985	January 1, 1986
Faculty Graduate Study Grants—Jerry Ward 786-0463	March 15, 1986	September 1, 1987
Summer Stipends for 1986—Joseph Neville 786-0466	October 1, 1985	Summer 1986
Travel to Collections—Gary Messinger 786-0466	September 15, 1985	December 15, 1985
Summer Seminars for College Teachers—Richard Emmerson 786-0463		
Participants: 1986 Seminars	April 1, 1986	Summer 1986
Directors: 1987 Seminars	March 1, 1986	Summer 1987
Summer Seminars for Secondary School Teachers—Ronald Herzman 786-0463		
Participants: 1986 Seminars	March 1, 1986	Summer 1986
Directors: 1987 Seminars	April 1, 1986	Summer 1987
● DIVISION OF GENERAL PROGRAMS—Donald Gibson, Director 786-0267		
Humanities Projects in Media—James Dougherty 786-0278	September 16, 1985	April 1, 1986
Museums and Historical Organizations—Gabriel Weisberg 786-0284	June 10, 1985	January 1, 1986
Humanities Programs for Adults—Malcolm Richardson 786-0271	September 20, 1985	April 1, 1986
Humanities Programs for Libraries—Thomas Phelps 786-0271	September 6, 1985	April 1, 1986
Humanities Programs for Youth—Leon Bramson 786-0271		
Youth Projects	June 15, 1985	January 1, 1986
Younger Scholars Program	November 1, 1985	June 1, 1986
● DIVISION OF RESEARCH PROGRAMS—Richard Ekman, Director 786-0200		
Basic Research Program - 786-0207		
Project Research—David Wise 786-0207	March 1, 1986	January 1, 1987
Research Conferences—Eugene Sterud 786-0207	September 15, 1985	April 1, 1986
Humanities Science and Technology—Daniel Jones 786-0207		
NEH HST Projects	March 1, 1986	January 1, 1987
NEH NSF EVIST Projects	August 1, 1985	April 1, 1986
Publications—Margot Backas 786-0204	May 1, 1985	October 1, 1985
Research in Selected Areas—John Williams 786-0207		
Centers for Advanced Study—David Coder 786-0207	November 1, 1985	January 1987
Intercultural Research—786-0207	February 15, 1986	July 1, 1986
Reference Works—Dorothy Wartenberg 786-0210		
Tools—Crale Hopkins 786-0210	October 1, 1985	July 1, 1986
Editions—Helen Aguera 786-0210	October 1, 1985	July 1, 1986
Translations—Susan Mango 786-0210	July 1, 1985	April 1, 1986
Access—Dick Cameron, Patricia Shadle 786-0210	June 1, 1985	April 1, 1986
● DIVISION OF STATE PROGRAMS—Marjorie Berlincourt, Director 786-0254		
Each state establishes its own grant guidelines and application deadlines; a list of these state programs may be obtained from the Division		
● OFFICE OF CHALLENGE GRANTS—James Blessing, Director 786-0361	May 1, 1985	December 1984
● OFFICE OF PRESERVATION—Harold Cannon, Director 786-0570		
Preservation—Marcella Grendler, Steven Mansbach 786-0570	June 1, 1985	April 1, 1986
U.S. Newspapers Project—Jeffrey Field 786-0570	June 1, 1985	April 1, 1986

Guidelines are available from the Public Affairs Office two months in advance of the application deadline.

DEADLINES.

ACADEMIC POSITION AVAILABLE

The following academic librarian position will be available with the General Library at Berkeley. Applicants should apply in writing, including with their letter, a complete statement of qualifications, a full resume of education and relevant experience, and the names and addresses of three references who are knowledgeable about their qualifications for this position. Closing date for the receipt of applications is 16 August 1985. Position available 1 October 1985 or as soon thereafter as possible. Send applications to: William E. Wenz, Library Personnel Officer, Room 447 Library, University of California, Berkeley, CA 94720.

HUMANITIES LIBRARIAN
Collection Development & Reference Services Department

Associate Librarian
$25,692.00 to $36,996.00 per annum salary range

The Collection Development and Reference Services Department is responsible for the development of Main Library collections, including materials in the humanities and social sciences, and broad interdisciplinary works in the sciences, to support Berkeley academic programs; and for the provision of reference and instructional services to users of those collections. The Department operates the Library's General Reference Service and Catalog Information Desk. Staff includes 18 librarians, 7 career support staff, and student assistants. Librarians are expected to contribute to General Library and University service, and are encouraged to be active within the profession, and to pursue independent scholarly interests.

RESPONSIBILITIES: The Humanities Librarian manages and develops the Library's English language humanities collections and serves as a Library liaison to the faculty and graduate students in the humanities departments.

As one of a four member team of English language selectors who together are responsible for the expenditure of more than $250,000, the Humanities Librarian selects current and retrospective materials in English and American literature, linguistics, comparative literature, journalism, rhetoric, dramatic art, film studies, dance, folklore, religion, and philosophy. Is expected to develop innovative programs to inform the humanities faculty and graduate students about developments that affect their disciplines and that have an impact on their access to collections: new interdisplinary reference sources and publishing trends, new databases, applications of modern technologies to instruction and research activities, changes and developments in the Library's cataloging and circulation systems. Maintains close consultation with the faculty in humanities departments in order to keep informed of their instructional and research needs. Is responsible for developing the English literature and Modern Authors Project reserve collections in the Library's Humanities Graduate Service.

Maintains the humanities collections through regular evaluation, weeding for storage or discard, and examination of materials to recommend appropriate action for preservation. Works closely with the English language section of the Acquisitions Department and with the Gifts and Exchange Division.

HUMANITIES LIBRARIAN POSITION (Continued)

Provides reference service and bibliographic counseling to users of the library's English language humanities collections. Participates in library instructional programs such as graduate and faculty seminars, classroom instruction, library tours, exhibits, Graduate Bibliographic Service, and the compilation of bibliographies. Initiates special services to assist students in the Humanities fields. Provides reference services to the broader General Library clientele through service at the General Reference Desk, Catalog Information Desk, and occasional library orientation programs, as well as by writing texts of library orientation publications. Services the Library and the campus, as opportunities and abilities dictate, through membership on advisory committees, task forces, and other means. Adopts shifts in responsibilities as the needs of the Department and the Library change.

QUALIFICATIONS. Graduate degree from an accredited library school and graduate work (advanced degree desirable) in a Humanities discipline with a strong background in English or American literature required. Good familiarity with computerized literature searching desirable. Broad interests and understanding of current developments in literary scholarship and research libraries, especially systems of bibliographic organization and access. Knowledge about applications of modern technologies to support reference, instruction, and research activities for scholars in Humanities fields, and ability to provide leadership in inaugurating new services based on these technologies. Willingness to participate in innovative approaches to collections and service needs of the library's clientele. Pleasant approachable manner. Ability to communicate effectively in speech and writing. Initiative; ability to work independently and collegially. Demonstrated commitment to public service. Must be available for occasional night and weekend work as the department's schedule requires.

For collective bargaining purposes: This position is a member of the bargaining unit which is currently represented by the University Federation of Librarians University Council--AFT.

The University of California
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THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 30, June 13, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the
MELVYL™ Online Catalog ("MELVYL" being a trademark of the Regents
of the University of California) as MOC.

PRE-1973 RECORD LOADING MORATORIUM LIFTED

New records being loaded into MOC are taking up much less space than DLA predicted
a few months ago. Therefore, the precautionary steps to prevent running out of space
in 2 years--i.e., limiting current loading to 1973- imprints--have been abandoned.

DLA Director Ed Brownrigg announced the good news in a May 24 letter. "The reorganization
of the database over the Christmas holidays seems to have played a significant role
in increasing the efficiency of space utilization within the database," the letter
says. Although the exact cause of the dramatically fallen rate of growth hasn't
yet been determined, Brownrigg attributes it to a few factors: changes made to space
allocations in the database management system, ADABAS, which proved more effective
than anticipated; an improved algorithm for matching and merging records, resulting
in reduced record size; and possibly, as the catalog grows, more incoming records
are finding matches in the database. Adding new holdings to an existing record generally
takes much less space than adding a new title. Based on these developments, DLA
plans to:

1. Remove the 1973 cutoff date and carefully monitor the results.

2. Move the REMARC processing programs into production. Begin loading REMARC records
    in July and monitor the results.

Brownrigg concludes, "If we load all available records, it may be desirable to recapture
space again this December by a second reorganization of the catalog."

I DON'T UNDERSTAND BROWSE

DEAR HERMAN

I don't understand the BROWSE HELP screen, which
is to say, I don't understand BROWSE. What are
"heading records in the Authority/Heading file,"
and why should I want to look at them?

The screen also states that results are displayed in the LONG format.
The results certainly don't resemble any LONG display I've seen from
a FIND search. And why does the HELP screen bother to explain DISPLAY
BROWSE? The results of a BROWSE search seem to be displayed automatically.

In the last line, what are "books with selected headings"? And don't
tell me to look at the SELECT HELP screen; it merely explains the how
but not the why of it.

But these are trivial questions. The big one is: what am I to BROWSE, or
BROWSE to me, that I should use it ...?
                                                --Bothered and bewildered   (con'd on p.2)

DEAR B & B:

Now that you mention it, the EXPLAIN BROWSE screen should be made clearer. I'll ask DLA to do some rewriting, but that may be easier said than done because BROWSE is a departure from the rest of the commands and requires new definitions--not easy to fit onto one screen.

The two other basic MELVYL commands, FIND and DISPLAY, enable you to manipulate bib-liographic (or catalog) records.

     FIND [book records whose] PA [is] EUGENE V. DEBS
     DISPLAY [those book records]

BROWSE manipulates "headings"--some "authoritative" with "see from" references, some not. The relationship of these "headings" to the bibliographic records is this: every entry in the "headings" file is used in one or more records in the bibliographic files, and there is a computer link from each "heading" to the bibliographic records which contain them, much like the index in the back of a book links a "heading" to the text of a book. For example, in the book index entry

     DEBS, EUGENE V. pp. 4, 70-9-, 204

the information about DEBS is not provided in the index itself. Rather, the index points you to the information in the chapters.

Now let's talk specifically about your questions.

1. "What are 'heading records' in the Authority/Heading File"?

A "heading" is the form of a name, subject, series, etc., used as an access point to a bibliographic record, and the means by which like records are grouped together. It was derived from the traditional library practice of placing a name, work, or phrase at the top, or head, of the catalog card.

In MOC, name headings are under "authority control", a method by which the autho-ritative form of a name is applied and maintained uniformly in records across the database, with appropriate cross-references from unauthorized forms of the name("see from" references), and the mechanism whereby all records can be updated automatically to maintain consistency. It is the existence of the Authority File and its link to the bibliographic file that enables you to key F PA MARK TWAIN and retrieve records of Samuel Clemens. Subject headings in MOC are not yet under authority control. So when you search F SU CHICANOS, you get zero results, rather than retrieving records with the subject heading MEXICAN AMERICANS.

2. "Why should I want to look at headings?" [or WHY USE BROWSE?]

Use the heading files (BROWSE) to plan an efficient search strategy. For example, when your question is "What heading should I use to search my subject?" use BROWSE SU and then, using a SELECT command, you can pick and choose from the resulting list the bibliographic records you want.

(continued from page 2)

Compare the following:

F SU PLANTS CALIFORNIA
[result: 488 records]
D

(Most records are irrelevant;
no easy way to pick out the
relevant ones)

B SU PLANTS CALIFORNIA
[result: 297 headings]
  1. Aquatic plants--California
  2. Atomic power plants--California
    ...etc...
 30. Bacterial diseases of plants--California
 31. Chemical plants--California
    ...etc...
 50. Fungous diseases of plants--
    California
    ...etc...
 99. Nuclear power plants--California
100. Plants, Cultivated--California
101. Plants, Edible--California
102. Plants, Ornamental--California
103. Plants, Useful--California

SELECT 1 30 50 100 101 102 103
[result: 15 records]
D
(Only relevant ones retrieved)

Or when your question is on the order of "Why am I retrieving books by Francis Beeding
when my search was F PA JOHN PALMER?" browsing the author headings--B PA FRANCIS
BEEDING--might reveal the answer.

3. "What's long about the LONG format in BROWSE?"

Perhaps LONG as applied to headings is the wrong term to use if it leads you to expect
something similar to the LONG format in the books files. There are two forms of
display in BROWSE: LONG (the default), which gives all the ALSO KNOWN AS ("see from")
name references as well as the decimaled name headings (see MOM #28 for details about
decimaled headings); and REVIEW, the one-line format that leaves out the ALSO KNOWN
AS references and all but the first name heading of those with subdivisions. It
no doubt adds to your confusion that most of the headings come in only one-liners,
so you see no difference between their displays in the LONG and REV formats.

4. "What's there to EXPLAIN about DISPLAY BROWSE?"

A fair amount. First, the DISPLAY command for BROWSE results is different from the
DISPLAY command for FIND results. It's DISPLAY BROWSE (or D B) instead of just DISPLAY
(D).

Then, <u>after</u> the automatic display of one screenful in the default LONG format, you have several display options. You may continue displaying in the LONG format (hit RETURN key). Or, you may want to display in REVIEW format to move through the rest of the records more quickly (D B REV 18-). Or, with a large result, you may want to jump to a particular part of the alphabet (D B BY 10). Or, once you've SELECTed some records, you may want to go back to the BROWSE screens (D B or D B 25-).

5.   "What are books with SELECTed headings?"

Here's where the benefit of the link to the bibliographic file comes in. It saves you the trouble of leaving the headings file to continue your search with a FIND command on a heading (or headings, combined by ORs) that you discovered through BROWSE. A simple SEL [heading number(s)] will accomplish the same thing. That is, instead of F XS AQUATIC PLANTS CALIFORNIA OR BACTERIAL DISEASE CALIFORNIA OR FUNGOUS DISEASE CALIFORNIA, it's SEL 1 30 50.

6.   "Why should I use it?"

To summarize and answer this last question:

* BROWSE can make search results more refined (especially subject searches), allowing you to choose only those headings relevant to you;

* BROWSE can save time by performing the equivalent of several exact searches at the same time.

<div align="center">***</div>

This is a long-winded way of explaining the basic problem of explaining BROWSE. I sometimes think that MOC would be improved if the FIND command in the AU and SU (and SE and UT) indexes did what the BROWSE command does, and eliminate the BROWSE command altogether--with the added proviso that (a) the number of biliographic records attached to each heading be included in the display of headings and (b) SELECT be altered so that you could pick a range of headings--but that's another matter.

Now that you know more about BROWSE, try your hand at writing a better EXPLAIN BROWSE screen and send it to DLA, c/o Barbara Radke. She's always open to constructive suggestions.

<div align="right">--Herman</div>

COME TO THE

Library Systems Office

Open House

ALL ARE INVITED TO
CELEBRATE THE
1,000,000 TH GLADIS
RECORD, & VIEW
THE NEW

GLADIS
Access System

Room 130 Doe Library

☞ Friday, June 28, 1985

from 3 to 6 p.m.

EYE PROBLEMS?   BACK PROBLEMS?

VIDEO DISPLAY TERMINALS

AND YOUR HEALTH

6789

TALK BY ELLIE SCHINDELMAN

INING COORDINATOR,

IRONMENTAL HEALTH AND SAFETY

URSDAY JUNE 20,

ON to 1:00 pm

OM 322, DOE LIBRARY

ON SERIES

FF DEVELOPMENT COMMITTEE

DEPARTMENT HEADS MEETING
Minutes for May 28, 1985

I. ANNOUNCEMENTS

Millie Hannum will be giving a workshop to Library staff entitled "Managing Stress" in July. W. Wenz will be taking signups until the end of this week. The "Managing Stress." workshop is the same one recently announced in <u>Supervision</u>; however, this one is being offered to Library staff at a reduced rate.

During the next two weeks Library Department Heads will be asked to help in the annual revision of the Campus Telephone Directory.

The Acquisition Department is current on 1984-85 State fund orders and will turn its attention to endowment funds next. Orders for -6 funds are to be submitted starting this week for the next fiscal year.

II. SPACE REPORT -- Nina Robinson

In advance of the meeting Nina had mailed to Department Heads a preliminary draft version of the report of library space requirements being prepared in anticipation of funding for a Library building project. Department Heads had been asked to share it with interested staff, and bring comments to this meeting. A final version will be submitted for Campus review on June 1. Editorial comments may be sent to Nina; suggestions or questions of a substantive nature may be answered by Nina or the appropriate Planning Task Force chair.

Thanks went to all the Space Planning Groups for their part in preparing the planning draft.

The following problems/issues were listed as starting points for discussion:

        Compact shelving
        Art History/Classics
        Government Documents Department
        Unbound materials shelved together
        Number of reader stations
        Map Room location
        Separation of book and reader stations
        Sciences reference station
        Book Sale
        Photolab
        Moving technical processing services to off-campus site
        Configuration of central reference services/CDRS office

What follows is summary of the question/answer session that followed. Time did not allow the group to cover the entire list.

Q: Among the planning assumptions is the statement that EAL will need to move into improved quarters by 1991. If this is not accomplished otherwise, planning for EAL will be included in the new Library building. Why is planning for the EAL collections not mentioned in the draft plan?

A: EAL is not mentioned because it is not currently part of the Doe/Annex building. However, it will definitely be treated as a separate planning requirement. Moffitt Library, which may surge into the new Library building while Moffitt undergoes seismic renovation, will be treated in the same manner.

Q: It is being assumed that the Library will be fully automated as of 1991. Should the draft include a contingency plan for additional space to house card catalogs in case an automated catalog is not in place by the time construction begins?

A: This issue will be addressed by the architects, if necessary. The intent of this draft is to cover long-term building requirements.

Q: Does any vacant space currently exist in the immediate campus vicinity for use as surge space during Library construction?

A: It is assumed that the new Library will act as its own surge space. It is unknown if there is any other existing space that can be used for this purpose.

Q: Will plans for an expanded Audio Visual Media Center be included in the draft?

A: Yes

Q: The group is in agreement that moving technical services operations to an off-campus site (e.g., to Richmond or to blocks away from the campus) would present serious logistical problems and hamper library operations. How can the draft effectively respond to the Campus's request for justification for the inclusion of technical services in the new Library building?

A: G. Novak noted that campus planners are more and more considering the moving of staff operations to off-campus sites.   The cost of building enough space in a new building to include technical services will be extremely high.   The draft needs to present very clearly the Library's argument that the negative effects of moving technical services off-campus would increase in direct proportion to the distance between the Main Library building and the new site.

Q: The Library stores over 50% of its collection off-campus which has presented long-standing public service problems.   In negotiations with the architects, can Library Administration bargain for space to house library materials above the amount stated in the planning assumptions so that books can be brought back from storage to be housed again on-campus?

A: The planning draft can make this recommendation stressing that off-campus storage severely hampers the provision of good public service. The table illustrat-ing storage rates   for other academic libraries needs to be elaborated upon by showing the amount of distance between the library and the storage site, and whether the storage facility is open or closed to the public.

Q: Is compact shelving desirable for a collection whose percentage of high use materials continues to grow?

A: Compact shelving will be recommended as a last resort alternative if the architects decide on space which would not allow the Library to house its entire core collection on campus. A small group of Library representatives will consider traveling to the University of Illinois Library to tour its compact shelving and obtain comments on how it has impacted on public services. A Main stack use study should be conducted this Fall semester to gain data on user traffic.

It was noted that any planning suggested for the Art History/Classics service will have major impact on the faculty it serves.

Department Heads agreed that the number and complexity of issues on the discussion list dictates that the planning process be an on-going one even after the planning document has been sent to Campus administration. Further study and discussion will be required at future meetings.

Recorder: J. Fong

CU NEWS

WHERE IS ALAN WOLSTENCROFT?

Alan Wolstencroft, of the Serials Cataloging Division, went on vacation in late May, but he's not coming back to work. He's extended that vacation into a lifetime reality, which the more sober call retirement. It's hard for us to believe he has really gone. His library career spans over thirty years, beginning with his education in England. Since then he has worked in many kinds of libraries and in many kinds of positions, which include public, college as well as university library positions, geographically ranging down the Pacific Coast, from Vancouver B.C. to the Bay Area. At UC Berkeley he worked in the Education Psychology Library and in the Serials Cataloging Division, where he was the Assistant Head. The span and variety of Alan's career provided him with mature insight and a good penchant for decision making. His many years of public service work also made him a very useful technical services librarian. Among recent areas in which Alan was very beneficial were the cataloging of newspapers, the Microfilm Master Negative Project, and the cataloging of the labor union agreements housed in the Social Sciences Library. Invaluable to the end, we could not convince him to take home a copy of the CONSER manual with him. He couldn't be bothered. While characteristically British in his reserved demeanor, no one who was with him when the moment of his retirement came (at the stroke of 3 PM by the Campanile, May 23, 1985) will forget the riotous shout of joy he uttered. Can we expect him to return to his desk to catalog just one more newspaper in microform? In his own words: "Not bloody likely." From all of us, Alan: Happy Retirement!

--Ivan Argüelles
Serial Cataloging Division

COME TO THE RETIREMENT PARTY

Staff are reminded that the Library Staff Association and the General Library Administration are sponsoring the annual Staff Appreciation Party honoring those retiring and new staff hired during the past year. See you there... from 3 to 5 pm, Tuesday 25 June 1985 in the Morrison Room, Doe Library. Refreshments will be served.

--Eddy Hogan
Chair, Staff Association

MUSICAL CHAIRS IN SERIALS CONTINUES

I am pleased to announce that Debbie Sommer has agreed to serve as Acting Head of the Periodical Division beginning July 1, 1985, and continuing until the position is permanently filled through open recruitment. Debbie will bring her serials expertise gained through management of the Serials Unit of the Government Documents Department to bear on the work of the Division. Also effective July 1, Michael Conkin will return to his position as Assistant Head of the Division. Michael has provided excellent service to the Division and the Library as Acting Head since January 3, 1984.

--Sue Rhee

TEMPORARY ACADEMIC POSITION AVAILABLE

The following Associate Librarian position with the Chemistry Library will be available for a period not to exceed two years. Applicants should apply in writing, including with their letter, a complete statement of their qualifications, a full resume of their education and relevant experience, and the names and addresses of three references who are knowledgeable about their qualifications for this position. Closing date for applications is 12 July 1985. Position available 1 August 1985 or as soon thereager as possible.   Send applications to: William E. Wenz, Library Personnel Officer, Room 447 General Library, University of California, Berkeley, California 94720.

CHEMISTRY LIBRARY

Associate Librarian
$25,692 to $36,996 per annum salary range

This temporary position is not to exceed two years. It is a new position established to provide literature search and reference services to the faculty, researchers, and students in chemistry and chemical engineering on the UC Berkeley campus. The Chemistry Library is a branch of the Science Libraries Department which includes fourteen branches serving the Physical and Biological Sciences plus Engineering.

DUTIES: Primary duty is to establish a literature search service for on-campus patrons, including orientation sessions with data bases such as CAS On-line, DIALOG, BRS: training workshops; development of promotional materials and a newsletter for current awareness. Provides searching services from some 300 data files and reference sources in chemistry and chemical engineering. The incumbent will also provide reference services, will participate in collection development and promotional activities of the Department and will provide expert advice to the Head of the Department on the development of automated services and products for use of the libraries' patrons.

QUALIFICATIONS: An undergraduate degree in Chemistry, plus a graduate degree in Library or Information Sciences is essential. At least three years of recent and successful experience in a chemistry library or information center providing reference and literature search services is essential. Demonstrated ability to search Chemical Abstracts products manually and on-line is mandatory. Must be able to communicate clearly in order to conduct workshops and training sessions. Demonstrated competence in planning, scheduling work, setting priorities, and meeting deadlines is desirable. Familiarity with uses of personal computers and/or microcomputers in library applications is desirable.

NOTE: Temporary position for two (2) years.

For collective bargaining purposes: This position is a member of the bargaining unit which is currently represented by the University Federation of Librarians University Council--AFT.

HAPPY NEW YEAR!

Selectors should begin as soon as possible to submit orders against 1985/86 funds, using "-6" funds (not -5). Next year's budget is not yet established, but, for this initial spending period, selectors may plan on funding at least equal to last year's base allocation. A preliminary allocation equal to the 1984/85 base will appear in the Fund Activity Report on June 26.

PERSONNEL CHANGES

RECLASSIFICATIONS   Carol S. Barnett, Government Documents Department, was
                      reclassified from Library Assistant II to Library Assistant
                      III, effective 1 March 1985.

                      Robin L. Zierau-Cooper, Government Documents Department, was
                      reclassified from Library Assistant II to Library Assistant
                      III, effective 1 February 1985.

PROMOTION   Lori A. Jones, Bibliographic Services Department, was promoted
                      from Clerk to Library Assistant I, effective 10 June 1985.

APPOINTMENT   Jane Lee has been appointed Principal Clerk (General Assistance
                      payroll desk) in the Library Business Office, Fiscal and
                      Support Services Department, effective 10 June 1985. Ms Lee
                      received her A.B. in Psychology here at the University in
                      May 1985. While an undergraduate, she served as Senior
                      Clerk in the Career Placement Center (academic year 1980-81)
                      and the Office of Admissions and Records (1981-82), and has
                      worked for the past two years as Administrative Assistant
                      in the Korean Community Center of Oakland.

TERMINATION   Eric L. Miller, Bancroft Library, resigned effective 31 May
                      1985 and plans to return to school (San Francisco State)
                      after vacationing in Europe this summer.

CHAOYING FANG (1908-1985)

     When Elizabeth Huff, first head of the East Asiatic Library, brought the
Chinese scholar and bibliophile Chaoying Fang to Berkeley in 1955 to prepare a
catalog of EAL's Asami Library of classical Korean literature, students of
history were already much in his debt for his compilation of or contributions
to several important reference sources for the study of Chinese biography, in
English as well as Chinese. Although the Asami collection is for the most part
in classical Chinese, he had grounded himself well in Korean in preparation for
the two-year assignment in EAL. On completing the Asami catalogue in draft
(and acquiring American citizenship) in 1957, he was persuaded by Dr. Huff to
stay on as Chinese cataloger until 1961, when he accepted a position as head of
the Oriental Library at Australian National University. In 1963 he joined the
Ming Biographical History Project at Columbia University as adjunct associate
professor of Chinese, returning to Berkeley for the summer in 1967 to prepare
his catalogue for the press. The Asami Library; as descriptive catalogue was
at length published in 1969 by the University of California Press. At the
special convocation celebrating the publication of the Dictionary of Ming
biography in 1976, two years after his retirement, Columbia conferred honorary
degrees on both Chaoying and his wife, Lienche Tu Fang. On April 26 of this
year, while on a visit to Peking, Chaoying died. He was 77.
     His friends will remember him for his enthusiasms, his unerring nose for
a bibliographical rarity, in whatever language, his reckless driving, his
laugh that can best be described by the portmanteau word "snortling," and an
affability that bore him through many trials. Berkeley remains in his debt.

                                                        --Charles Hamilton

LAUC RESEARCH MONIES AWARDED!

Sixteen research proposals, totalling $57,000.00, were received by the LAUC
(University-wide) Research Committee. Twelve were funded for $30,000.00 in all:
four at essentially full funding and eight at an amount less than requested
by the applicant. The recipients, the titles of the projects, award amount and
campus are shown below. The range of projects is especially interesting.

Benoit, Gerald. Annotated Bibliography of Paleography and Lettering.
($1,185.00) UC Davis.

Berman, Marsha. Luciano Berio: An Annotated Bio-Bibliography. ($2,373.00) UCLA.

Boehm, Hilda. An Index to Books of the Southwest, 1957-1985. ($2,275.00) UCLA.

Fitch, Donald. Blake Set to Music: An Annotated Bibliography of Musical
Settings of the Poems and Prose of William Blake. ($1,690.00) UCSB.

Horn, Judy and Eric McDonald. Peer Review for Librarians in the University
of California - The First Ten Years (Phase Two) UC Irvine.

Keller, Michael. Anthologies of Italian Music and Poetry of the Renaissance.
($3,000.00) UC Berkeley.

Owings, Loren. American Communitarian Tradition, 1683-1984, ($1,558.00)
UC Davis.

Russell, Myra and Barbara Montanary. I-AIMS For Science Libraries, Or, Can
Offsite Affiliated Campus Users Information Needs Be Filled With Electronic
Technology? ($3,716.00) UC Riverside.

Starr, Susan and Beverly Rendor. Evaluation of A Program To Train End-Users
In Searching MEDLINE. ($2,000.00) UC San Diego.

Stevens, Stanley and Philip Hoehn. Survey of UC Map Libraries To Determine
Feasibility of Creating a Machine Readable Database of California Maps in
MELVYL. ($3,000.00) UC Santa Cruz and Berkeley.

Valk, Barbara. A Guide to Latin American Periodicals. ($4,114.00) UCLA.

Vanderberg, Patricia. MELVYL Online Catalog Instruction Project. ($3,589.00)
UC Berkeley.

--Maryly Snow
LAUC-B Committee on Research &
Professional Development

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit
No. 114, Binding Operations in ARL Libraries, is now available in the Librarian's
Office for consultation or short-term loan. This kit addresses such issues as
in-house/commercial binding, organization and staffing of departments that do
binding, standards and guidelines used in drawing up binding specifications, and
the impact new equipment and automation have had on the binding process. Loan
arrangements can be made through Samina Bashiruddin at 2-3773.

YEAR-END REPORT ON POLITICAL ACTION ACTIVITIES

The closing of the current academic year offers an excellent opportunity to
report on the activities undertaken during the past nine months pertaining to
political action on behalf of professional issues. Over two years ago,
several campus librarians decided to create an informal network of concerned
campus colleagues dedicated to the mission of monitoring and responding to
public policy issues confronting librarianship. Out of this small, but dedicated
original core group has emerged a vital campus network of 14 committed library
staff members. Additionally, depenidng on the particular issue involved, there
are countless other staff members who participate in a limited capacity when
called upon for assistance. The early success of Berkeley's political action
network has inspired participation and coordination with 3 other campuses (Davis,
Santa Barbara, and Los Angeles).

During the past academic year, from September 1984 - May 1985, the network has
responded to the following issues:

- U.S. decision to formally withdraw from UNESCO
- FCC implementation of tariffs on telecommunication systems
- Zero budget funding for the U.S. National Commission on Libraries and
  Information Science (NCLIS)
- OMB draft circular encouraging the full commercialization of federal govern-
  ment information products and services.

Depending on the issue, the usual action consisted of drafting a pertinent "dummy"
letter on the issue for distribution via the network. The "dummy" letter repre-
sents a painless vehicle for effective political action since network participants
merely sign the letter and send it to the appropriate public official.

Network participants devote limited time to political action activities, however,
they must always be alert and ready to respond on an ad hoc basis to any emerging
issue. If you would like to participate in the network, please contact Marc
Levin (2-1472) or Mary Jane Detloff (2-3773). As a network participant, your
time commitment will be minimal, but your contribution to the profession grand.
It is commonly acknowledged that each letter received by a legislator is roughly
equivalent to 700,000 constituent voters. Together, we can make a difference
and influence the public policy process in favor of library and information
concerns.

                                                        --Marc A. Levin

SPECIAL OLYMPICS

This year, the Special Olympics will again be held on the Berkeley campus
during the weekend of June 28-30.

Library staff can lend support to both local and visiting athletes by attending
the Olympics opening parade and ceremonies on Firday, June 28 at approximately
5:00 PM. This event will be held at Edwards Track.

Interested staff are encouraged to attend these festive and moving ceremonies.
Your presence will enliven the opening day's event.

                                                        --Pat Davitt Maughan
                                                          Engineering Librarian

LAUC PROFESSIONAL STANDARDS

The LAUC-B Executive Committee has just received from LAUC President Beverlee
French a packet of Draft documents related to professional standards. Included
among these, and for recommended inclusion in the APM, are:

1. The librarians "Rights" statement (does not specify the librarian series);
2. Code of conduct (ALA Code of Ethics) with introduction and our own preamble;
3. "Types of Discipline in the Librarian Series";
4. "Safeguards and Procedures for Discipline in the Librarian Series." This
   calls for following the Professional Standards Committee procedures and
   represents the Skelly Doctrine."

The draft documents also include, as a recommended amendment to the LAUC Bylaws,
a section which establishes a Universitywide Professional Standards Committee
as well as Divisional committees. The LAUC Divisions are expected to read and
comment on these documents by August 1, so that final preparation of these
proposals can be ready for consideration at the LAUC Fall Assembly.

A copy of these draft documents is available at the General Reference Desk in
the Main Library. Individual LAUC-B members wishing to have a copy of these
documents for serious perusal and comment may contact either Ivan Argüelles,
2-3331, or Deborah Sommer, 2-3287. Anyone wishing to comment in substance on
these documents may do so in writing provided the comments are submitted to
the LAUC-B chair prior to August 1. Comments from the membership at large
are encouraged and welcome.

                                        --Ivan Argüelles, Chair
                                        LAUC-B Executive Committee

JULY GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in July. Each
will be held in Room 322, Doe Library.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 7/10,
10A - 12N) will look at GLADIS "from the outside": how GLADIS, the
bibliographic utilities, the microfiche, and the MELVYL catalog, are
related. This course is open to any interested staff member.

GLADIS: AN INTRODUCTION (offered on 7/16, 10A - 12N) will cover basic
searching, using the Dante software, the Tandem and GLADIS/PC
key-board, and accessing the Patron File. This course is designed for
staff members having no experience with GLADIS.

ADVANCED SEARCHING (offered on 7/25, 10A - 12N) will cover efficient
searching of the GLADIS database. This course is available only to
staff members familiar with searching GLADIS.

Please call System Services (2-6120) to sign up.

                                        --Jeff Katz

WALT DISNEY ON EXHIBIT THROUGH JULY

"Walt Disney; after 60 years of magic" is the current exhibit in the North Lobby
of Doe Library. Marking the 60th anniversary of the important American artist,
the exhibit is one that shows the beginnings of the Disney studios through
sixty years of history. Included in the exhibit are miniatures of Disney
characters, realia, and other items that are dear to the heart of those inter-
ested in American popular culture. The exhibit continues through 31 July.

--Craig Stockfleth

LAUC-B EXECUTIVE COMMITTEE MEETING

The next meeting of the LAUC-B Executive Committee will be held Wednesday,
June 26, 1985, 10:00-12:00, in Room 322. Agenda topics will include discussion
of draft documents related to professional standards for librarians, LAUC-B
guidelines and procedures for research and professional development awards, and
the draft staff development policy and program statement.

--Deborah Sommer
LAUC-B Secretary

REVIEW SHELF

Review Lot Number	Inclusive Dates
504	June 21 - July 19

Gift and withdrawn monographs available for review in lot 504 include titles
appropriate for CHEM, ED-P, HGS, MAIN, MOFF, and SOCS. Selectors are invited
to stop by at their convenience to review these books.

--Frank Carothers

FACULTY SEMINAR GOES TO CHICAGO

Last year's two-hour Faculty Seminar, "Computers and Your Research: An Intro-
duction to Do-It-Yourself Searching of User-Friendly Systems," will be described
in a Poster Session at next month's meeting of the American Library Association
in Chicago.

Eddy Hogan, CDRS, and Lee Jaffe, Natural Resources Library, have packaged
their presentation into a "display-and-tell" format entitled "Computers and
Your Research: Introducing Principles of End User Searching at Berkeley,"
which will be part of Poster Session V, "The Future is Now: Poster Sessions
on Technology, Non-Print Media, Continuing Education and Library Education" to
be held on Monday 8 July from 1:00 to 2:30 at the Continental Hotel.

They will inform their audience of the program's content, attendance and eval-
uations, and will share handouts, answer questions, exchange ideas, and discuss
the implications of the original Faculty Seminar.

--Anne Lipow

NEW FEATURE IN DLA BULLETIN

Beginning with the next issue of the DLA Bulletin, a new column devoted to unusual, informative or amusing MELVYL searches or search strategies will debut. A example of such a feature is the brief article on the "ART and WAR" search described by Alan Ritch of UC Santa Cruz reprinted below. UC Librarians are invited to contribute to this column. Send contributions to Betty Bronson, Editor, DLA Bulletin, 186 University Hall, University of California, Berkeley 94720.

EXACTITUDE VS. SERENDIPITY: A LIBRARIAN'S VIEW

Alan Ritch
Coordinator of Library Instruction
UC Santa Cruz
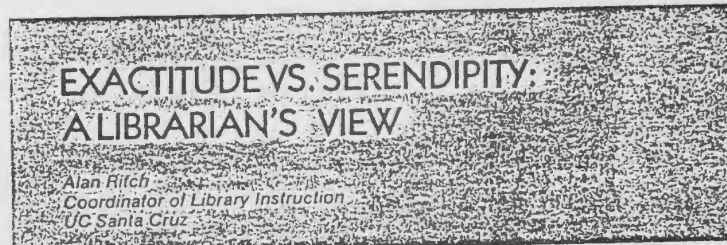
The article below first appeared in the UC Santa Cruz library newsletter "Broadside" (No. 883, Jan. 24, 1985). We adapt it here with permission as an interesting and helpful comparison of Subject and Exact Subject searching in the MELVYL™ catalog.

We are all grateful for the new precision made possible by the MELVYL catalog's various EXACT searches. Now we can choose between relatively slow but comprehensive searches spiced by the risk of irrelevance, and swift, narrow dives into the database without producing a single "false drop." As librarians we may be too often tempted by the tidiness of the latter choice, unless we keep an open mind on the benefits of serendipity.

Consider the following example. Our patron is looking for books on the topic of "art and war." She has learned enough to use Command Mode but not enough to avoid the casual use of AND, and she has entered the following search:

f su art and war

Now she wants to know what a "long search" is, and what does that 21 in parentheses mean? We are glad she asked—now we can show off the EXACT search feature, and save her and the MELVYL catalog from the tribulations of 21 cycles. A quick check in LCSH shows that there *is* a subject heading for "Art and war." So we quickly type:

f xs art and war

and instantly retrieve *9* records. There must be more than that so we add truncation:

f xs art and war #

and are disappointed to get only one more—*10* records.

Continuing to think exactly, we find another relevant heading and add it to our search:

or xs war in art #

and boost the count to *42* records.

But perhaps there's more on art and war. So we retreat to the old-fashioned, slow and dirty SUbject search, this time omitting the overly powerful AND: *

f su art war

The result is *133* records, almost all of them relevant. The headings gathered by this more comprehensive keyword search include a long list of specific wars, any of which might be useful to our patient patron.

For example, of these headings,

World War, 1939-1945 — Art and the war
World War, 1914-1918 — Art and the war
European War, 1914-1918 — Art and the war
Spain — History — Civil War, 1936-1939 — Art and the war
Crimean War, 1853-1861, in art
Peasants' War, 1524-1525, in art

none can be found without the broader search, which reflects the real advantage of online over alphabetic searching: the ability to discover those relevant words deep in the heart of the most elaborately constructed subject headings. Our patron could have found "Art and war" in any old card catalog, but where else than in an electronic file could she have found "Art and the war" as a deeply embedded phrase?

We are delighted to have the choice to search "exactly" as we wish, but let's not forget too quickly the strengths of keyword searching. #

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*FIND SU ART WAR retrieves *only* those subject headings that contain both words; but if a given book record contains two or more subject headings, and the words ART and WAR appear *anywhere* in *any* of them, the search for FIND SU ART AND WAR will retrieve those books as well—hence the much greater number of records retrieved with the Boolean AND in the user's first search

PUBLIC SERVICE ADVISORY GROUP
  ON TECHNICAL SERVICES
Minutes of May 16, 1985, Meeting

Present: M. Collins, C. Gordon (chair), A. Howard (recorder), B. Kornstein,
          H. Kratins, P. Maughan, S. Rhee, D. Sommer, C. Wanat

Absent: E. Byrne

Guests: G. Allenbaugh, J. Barker, C. Bengston, R. Brown, R. Gardiner,
         C. Lawrence, R. Tucker, M. Untawale

I. Minutes of previous meeting approved as amended.

II. Next meeting will be June 13, 1-3 pm, room to be announced.

III. Revision of ADM 86 and BPM B.2 (Routing of Monographs)

        M. Untawale explained the changes to the form and the reasons behind
them. Mylar binding was substituted for $\frac{1}{4}$-bind, even though not all mono-
graphic material has a cover suitable for mylar. BPD uses its judgment and
assigns an alternate binding when necessary. The XXTCP option was rarely
used, and is eliminated now since the level of cataloging does not meet the
minimum standards for the MELVYL catalog. Government Documents, which assigns
XX the most frequently, uses a different form; branches may use the local
cataloging form if they want monographs given XX classification.
        Inclusion of an existing MVM call number will speed up processing.
The ADM 86 form is not used for cataloging or bibliographic purposes, so
just brief author/title information is required. Most important, though,
is to indicate shelving location both in the book and on the form, since the
two often get separated.
        C. Wanat brought up the question of binding quotas: are they applied
to monographs which are received in branches and sent to be bound/cataloged
via the 86X form, but not when the book is received in the central processing
unit and binding is initiated there? S. Rhee indicated that the present
binding situation should not continue next year, so the question was not
pursued.

IV. Memos from Carl Bengston
    A. Withdrawal of bound volumes
        This procedure was written to allow the Circulation Dept. to handle
withdrawals using the automated circulation system rather than IBM cards.
It has no effect on official withdrawal procedures in Main or the branches.
A brief discussion on the need for permanent "withdrawn" records and where
they should be kept was postponed for a future meeting.
    B. NRLF storage numbers and GLADIS holdings
        C. Bengston explained that the purpose of this procedure is to get at
least one storage number into the V/C field; in future, the STO field will
be for serials and MVMs. Unless a volume circulates, the V/C field will
have a single number, which is helpful to NRLF for locating the set. A
short discussion followed of the most efficient ways to enter and keep
storage numbers, but it was decided that no input is needed from PSAG at
this time.

V. Task force on GLADIS shelflist
        C. Lawrence distributed Part 1 of the report, explaining that the
task force was charged with determining what is now in our manual shelf
lists and how that information will translate to GLADIS. Part 1 of the
report addresses the functions of the shelflist rather than particular
bits of information. The second part will be an outline of which fields
should be used for which data, and how GLADIS corresponds to the manual system.

Several PSAG members asked whether the task force's assumption was that our shelflist will be converted from manual to online. C. Lawrence replied that although they were investigating all possibilities, for the main library the goal is to have an online shelflist by 1991. R. Tucker commented that the task force needs to know what it is that units need to have retrieved from the shelflist, and how (pc, printouts, GLADIS etc.) Also, that to function well the shelflist will have to accommodate the minorities as well as the majorities. A fuller discussion of the document will take place at our next meeting.

VI. Procedures for filling out order cards

Several committee members expressed appreciation for Joe Barker's work in putting together such a comprehensive guide, and for the Acquisition Dept.'s efforts to speed up the ordering process. Many comments were offered, including the following.

An index would be helpful.

Examples of correctly filled-out cards would be helpful.

The level of staffing varies greatly among units. Which level is the most efficient and appropriate for typing order cards?

Which cards will be returned as unacceptable? (i.e., how rigorously must we follow spacing, capitalization, punctuation etc.) Answer: when information is missing or incomplete. J. Barker agreed that items of critical information need to be highlighted on the form. Of course, cards that are not complete may still be sent, with the "Acq. need not check" box not ticked, but ordering will be slower.

The request for AACR2 form for series is extra work for requestors, especially since many of us do not have a thorough knowledge of AACR2. J. Barker suggested that giving the source of series entries would be useful.

Various other suggestions were made on parts of the draft that were unclear. J. Barker took note of these, and asked that further comments be given to him in writing by Monday (May 20). He will re-write the procedures, and ask units to begin using them for a trial period.

CORRECTIONS TO MARCH 21st MINUTES

5. Russell Gardiner discussed the revision of the Branch Processing Manual, B.5, Cataloging TCP Items. The form for transmitting TCP to be cataloged now includes a box to be checked if "brief cataloging" is acceptable. Brief cataloging is used only if no copy is found on OCLC; all items are searched on OCLC and cataloged fully if copy is found. (Brief cataloging is explained in T.O. 12-1983.)

The form also requests the call number for other volumes of an MVM, if the item transmitted for cataloging is known to be part of the MVM. If there is a Catalog 1 record for the MVM, it will be pulled and converted, and the TCP volume will be added to the holdings.

If the TCP item is a serial, send it directly to the Serials Department.

For withdrawal of TCP items, the Fiche Report Form (BPM G.2, under revision 6/85; to be renamed Database Report Form) is the best mechanism for getting the job done. The Database Report Form will have a "Delete" portion; give reason as "Withdrawn."

micr news

LET US HEAR FROM YOU!

One of the purposes of the Microcomputer Committee is to evaluate computer products and make recommendations for their purchase by the UCB Library System. By being "on the lookout" for software and hardware that will make all of our jobs easier to do, we try to be your eyes and ears.

But we can also be your voice!

If you have had experience with computer products that you think might be useful for us all; or if you have read reviews of such products, share your knowledge with us. Write to:

> Mary Heath, Chair
> Microcomputer Committee
> Library Systems Office
> 130 Doe Library

After all, you are the UCB Library System: let us hear from you!

> --Jeff Katz

CALLING MELVYL

The Melvyl catalog is now available through the campus Computing Services' port selectors. Those with terminals or microcomputers set up as terminals can dial in (1200 Baud) at 642-6870 and 642-9737 and "request" melvyl.

The June Academic Computing Newsletter features articles from Computing Services and Anne Lipow givng basic technical information (p.5) and an overview of the online catalog (pp.121-2). Call 642-4072 or 642-9325 for more information.

PC COORDINATORS

The following is a list of PC Coordinators for those units having IBM PCs.

ACQ	Barbara Phillips
GRS	Eddy Hogan
ASM	Jean Matsuno
ILL	David Clanon
BIOL	Gail Holcomb
LIBO	Jeanne Fong
BSD	Julie Trujillo
LSL	Thora Hutchison
CHEM	George Vdovin
NATR	Lee Jaffe
CONS	Cameron Folsom
OPTO	Alison Howard
DEVL	Louise Garrett
PHYS	Anne Brown
DOCS	Gail Holcomb
PUBL	Tom Lindsey
EART	Julie Rinaldi
SERS	Janet Garey
EAST	Jean Han
SOCS	Milt Ternbert
ED-P	Laura Ng
SPPL	Gloria Novak
ENGI	Diane Brown
UNDE	Manina Harris
ENVI	Chuck Eckman

PC TRAINING FOR LIBRARY STAFF

The second series of PC classes, given in the Tolman Hall Microcomputer Laboratory during the weeks of June 4th and June 10th, trained 48 General Library staff members in the use of WordPerfect and Lotus 1-2-3. The classes were presented by a team of Library staff. Trainees were selected from prioritized lists compiled in January by each Department Head.

1

There are still many General Library staff who would like to learn to use the IBM PC. The Library has acquired two PCs for the purpose of instituting a training program. As soon as furniture for the PCs is received, regular classes will be organized. Participants in these classes will be selected from the existing prioritized list. Anyone who wishes to receive training should check with their Department Head. Inquiries can be directed to Mary Heath in the Library Systems Office. Those staff who have already had training in the use of WordPerfect, Lotus, or Friday, and who are interested in teaching should also contact Mary Heath.

SHORT COURSE SCHEDULE
Academic Computing Services

This summer's offering includes four inexpensive microcomputer classes. For $5 each, you can take:

    Introduction to the IBM Personal
        Computer   June 17,18,20
    Introduction to Telecommunications
        July 20,22
    Terminal Emulation and File Trans-
        fer for Microcomputers
        July 29,31
    Networking August 5,7

The middle two are especially useful for those interested in using micros as terminals for database searching or with other computers.

They also list more expensive ($50-150) microcomputer classes offered by Administrative Information Services covering specific applications including PC-DOS and Lotus.

For a schedule or more information call or visit the Computing Services Library, 2-5202, 218 Evans.

PIRACY OF MICROCOMPUTER SOFTWARE

The recent lawsuit against American Brands, Inc. by the Association of Data Processing Service Organizations (ADAPSO) and MicroPro International Corporation for pirating software is the first major test of software copyright laws. The suit has made headlines in the business and computer worlds. It charges that a subsidiary of the $4.4-billion-per-year conglomerate routinely made copies of WordStar and other MicroPro software for distribution within the company.

The suit is part of a campaign being launched by the microcomputer industry to cut down on the loss of revenue due to pirating, which is estimated at $600 to $800 million per year.

This all serves as a reminder to the campus community that software purchased for one unit's computer cannot be copied and given to another unit or even used on another computer within that unit. Units or individuals that do not abide by this law are taking serious risks for themselves and for the University.

(Reprinted with permission from Interface, Computer Center, UCSC

TOLMAN MICROCOMPUTER FACILITY

Summer hours are Monday through Thursday 8 am to 9 pm and Friday 8-5. Drop-in use is limited to available space during these during the day. Evenings are drop-in time, provided first come first served.

There is a $1 per hour charge for using the facility which is reserved for students, faculty and staff of UCB. (Users must leave UCB i.d. at the front desk.) Payment is made by card, which can be bought from the University Cashier, 210 Sproul Hall.

For more information about the Tolman facility, schedules and availability of space, call 2-2251.

ALA MICROCOMPUTER MEETINGS
Hot off the wire:

* Apple Library Users Group --
Tuesday, July 9, 9 - 12 noon, Roose-
velt University (6-7 blocks from the
Hyatt). Discussion group sessions and
talks by representatives from Apple
and software vendors. RSVP
    Monica Ertel
    Apple Computer
    Corporate Documentation MS 26B
    20650 Valley Green Drive
    Cupertino, CA 95014
or call 408 973-2552

* IBM PC Library Users Group --
Tuesday, July 9, from 1:30 to 3:30
 Auditorium of the Chicago Sun Times,
401 N. Wabash.

* ACRL BIS Computer Concerns Commit-
tee -- Saturday, July 6, 2-4, and
Sunday, July 7, 11:30-12:30.

* ACRL Microcomputer Discussion Group
Sun., July 7, 9:30-12, Hyatt New
Orleans Rm, and Tues., July 9, 2-4,
Palmer House Wabash Parlor. Panel
discussions: 1) copyright & licens-
ing of software and 2) role of the
library in microcomputer services.

* PLA Taskforce on the Use of Micro-
computers in Public Libraries -- Sat.,
July 6, 11:30-12:30, Hyatt Haymarket
Rm., and Sun., 4:30-5:30, Palmer House
Clark Rm. see also Bulletin Board
program below.

* "Great Expectations: Viewpoints
on the Impacts of Library Automation"
LAMA July 6, 9-11 Continental Grand
Ballroom

* "Electronic Bulletin Boards in Li-
braries" PLA, July 8, 2-5:30 Continen-
tal Boulevard Room.

PC TYPS

Macros

To speed your work, WordPerfect
allows to write macros,   series of
commands or text, that can be invoked
with a single key.

You can make a macro do anything,
but long, complex operations and com-
mon tasks that require several keys
to be typed make the best use of
macros.

Once you are in WP, start by typing
"Define Macro," ALT+6. WP asks you
to supply a name. There are two ways
to do this but the simpler one is to
use a Alt key combination (ALT with
another key). "Macro Def" will begin
to flash at the bottom lefthand corner
of the screen indicating that you are
now defining your macro.

Now type the commands or text you
want to include in the macro. "Macro
Def" may disappear at times. You can
end a macro only when you can see the
"Macro Def." When you are done, end
the macro by typing ALT+6 again.

Write a practice macro to insert
the name of your unit into text.
While in WP, enter ALT+6 and choose
a name - an initial you will remember
- when you are prompted.   "Macro Def"
will appear. Now type the name of
your unit. Its ok if you make mis-
takes and need to delete. Once you
are satisfied with your work, enter
ALT+6 again.

Test your new macro by typing ALT
with the initial you chose. The text
will appear as if by magic. You can
do the same thing with commands. We
will get into more practical applica-
tions in following issues.

                              --Lee Jaffe

3

THANK GOD ITS NOT FRIDAY!

For those of you looking for a replacement for Friday! try PC-File. It is fast, simple, powerful and free.

We can copy and distribute copies of PC-File freely. An abbreviated manual comes on the disk. We can get a full manual if you decide to pay the $49 registration.

PC-File offers other advantages aside from price. Most noticeable is PC-File's speed. There are no long waits for operations or moving from one menu to the next. It is also simple enough that you can do without the manual for basic operations.

PC-File is structured a lot like Friday! You set up, enter and print databases the same way, so it should not be too hard to pick up. The speed and simplicity will be a pleasant change. PC-File looks like an excellent tool for maintaining mailing lists and other listing tasks.

It also features some utilities not available on Friday!

Coordinators interested in getting PC-File for their units should contact Lee Jaffe, NATR (3-6482).

Latest technology helps executives down the career ladder.

LIBRARIES 1 - COMPUTERS 512K

"MYTHINFORMATION (n.): The almost religious conviction that a widespread adoption of computers and communications systems, along with broad access to electronic information, will automatically produce a better world for humanity.

"If the solution to problems of illiteracy and poor education were [sic] a question of information supply alone, then the best policy might be to increase the number of well-stocked libraries, especially in places where libraries do not presently exist. Of course, that would do little good unless people were sufficiently well-educated to use those libraries. Computer enthusiasts, however, are not known for their support of public libraries and schools; they call for electronic information carried by networks. To look to those instruments first while ignoring everything history has taught us about how to educate and stimulate a human mind is grave foolishness."
--Langdon Winner, "Mythinformation," Whole Earth Review, 44 (Jan. 1985), p. 25. (Computers as Poison issue)

4

GOOD BYE AND BEST WISHES KIYO AND JIM

Two "founding" staff members of Moffitt who were here when the doors first opened service in September, 1970, are retiring. Kiyo Yamamoto and Jim Gault have made valuable contributions to the library which are acknowledged with respect and deep affection.

Kiyo came to Berkeley in 1965, working first in the Main Library Reserves Book Room and then applying that expertise to the newly organized undergraduate reserve service. She was given responsibility for serials in 1978 and three years later was put in charge of a combined unit, Acquisitions/Serials. Her colleagues in the Main Library and in Moffitt thank Kiyo for her steadfast commitment, flexibility and positive response to change. We hope she will enjoy the pleasures of gardening, travel, and leisure and return often with jars of fresh rasberry jam.

At the end of this month, Jim Gault will check in his last set of headphones, and retire from his position as Head of the Audio-Visual Media Center. Jim was originally hired to work in the Loan Department in 1968. He transferred to the Undergraduate Library in 1969 to become head of the Reserve Book Room. As early as 1971, he was involved in planning specifications for an audio center in Moffitt. In November, 1979, the dream became a reality and AVMC opened its doors. Its collections and use statistics have climbed steadily ever since. Jim has served the Library in many other ways, including his early involvement in ethnic studies collections, his work as chair of CAPA 1975/76, and his chairmanship of LAUC in 1983/84. The Moffitt staff join his many friends on campus in wishing him well in his retirement. We will picture him enjoying his much-loved Sunday opera, secure in the knowledge that he can sleep in on Monday morning!

--Moffitt Undergraduate
Library Staff

EDITH K. ZABLACKIS RETIRES

At the end of July the library will lose a valued resource--Edith K. Zablackis, coordinator since 1974 of the Acquisition and Serials Book Fund Accounting Reports. K supervised the Acquisition Accounts Division until 1983. In this capacity she helped develop the financial aspects of the Datapoint acquisition/serials system. Since 1983, K has monitored the flow of allocations, expenditures, and liens as Accounts Coordinator. K plans to travel and entertain, beginning with a trip to China this fall. We wish K health and happiness in her busy retirement.

--Joe Barker

LIBRARY SYSTEMS OFFICE OPEN HOUSE

Remember to save some time this Friday afternoon to stop by the Library Systems
Office in Room 130 Doe, between 3 and 6 PM. All library staff are invited to
attend, celebrate the addition of the 1,000,000th cataloging record to the
GLADIS database, and preview the new GLADIS Access System.

                                                    --Carl Bengston

LAUC-B ELECTION RESULTS

A total of 112 ballots were cast, indicating an exceptionally high level of
interest in the election. The following new members of the Executive Committee
will take office in the Fall:

    Norma Kobzina, Vice Chair/Chair-Elect
    Grace Dote, Secretary/Treasurer
    Tom Alexander, Ellen Meltzer, and Catherine Cortelyou, delegates.

Statewide election results will be announced later in CU News.

The Nominating and Elections Committee wishes to thank all candidates and
voters for their interest.

                                        --AnnMarie Mitchell, Chair
                                          LAUC Nominating and
                                          Elections Committee

JULY CALENDAR OF MEETINGS AND EVENTS

Jul 2/Tues/Department Heads/8:30/322 Library
Jul 3/Wed/Exhibits Ctte/9:00/321 Library
Jul 9/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
Jul 9/Tues/Cataloging Council/10:30/322 Library
Jul 10/Wed/Staff Development Ctte/1:30/HGS Conference Rm.
Jul 11/ Thurs/Technical Services Department Heads/10:00/HGS Conf. Rm.
Jul 11/Thurs/Public Services Advisory Group/1:00/322 Library
Jul 15/Mon/Sciences Department Monthly Meeting/10:00/322 Library
Jul 16/Tues/Department Heads/8:30/322 Library
Jul 17/Wed/Circulation Ctte/10:00/321 Library
Jul 18/Thurs/Technical Services Department Heads/10:00/322 Library
Jul 19/Fri/Public Services Unit Heads/10:00/322 Library
Jul 23/Tues/Cataloging Council/10:00/322 Library
Jul 25/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.

LIBRARY TOURS AND INSTRUCTION

Jul 24,25/Wed,Thurs/Tour of the Newspaper/Microcopy Room/8:30/444 Library
(See announcement in this issue of CU NEWS.)

GLADIS CLINICS (Sign up by calling Jeff Katz, Library Systems Office, 2-6120.)
Jul 10/Wed/GLADIS Overview/10:00-12noon/322 Library
Jul 16/Tues/GLADIS Introduction/10:00-12noon/322 Library
Jul 25/Thurs/GLADIS Advanced Searching/10:00-12noon/322 Library

Jul 17/Wed/MELVYL Instructors Meeting/8:30/322 Library

ROTATIONAL POSITION, LIBRARIAN'S OFFICE

Applications are invited for a half time appointment as Assistant to the
Assistant University Librarian for Collection Development, Sheila Dowd. Duties
will include gathering and analysis of data and preparation of reports for
the Shared Acquisition Program, for budget preparation, and for the resolution
of collecting problems and the evaluation of collections. Berkeley and Stanford
are this year scheduled to begin a complete review of their five-year-old
collection development policy statements, in preparation for further coordina-
tion of research collections. Currently both libraries are participating in
the Research Libraries Group's collections conspectus project, and, with the
other UC campuses, in the North American Collections Inventory Project which
expands the conspectus effort. The appointee to this position will be actively
involved in collection policy review at these several levels, and will be
expected to help plan and coordinate efforts, and assist in compiling the
revised Berkeley collection development policy statement.

Applicants must be members of the General Library staff who currently hold
appointment in the Librarian series. Preference will be given to candidates
with substantial experience in collection development. Good communications
skills, organizational ability, and good relations with peers are essential.
Compensatory staffing for the appointee's department will be negotiated by the
Library administration and the department head. Initial appointment will be
for one year, with an option of renewal for a second year subject to agreement
by all parties. Librarians who wish to apply are asked to state in writing
the contributions they believe they can make and the benefits they hope to
receive from the rotational experience. Applications should be sent to Sheila
Dowd, Librarian's Office, by July 19, 1985.

For further information, please call S. Dowd, 2-3773.

HOLIDAY

4 July 1985, Thursday, Independence Day, is an academic and administrative holiday.
The campus libraries will be CLOSED.

ALL'S NORMAL HERE

Loss Pequeño Glazier, Library School Intern, has just published, through his
own press, Ruddy Duck Press, an important work on the contemporary poet and
short-story writer Charles Bukowski. The book, entitled ALL'S NORMAL HERE,
is a compilation of often rare correspondence between Bukowski and other
writers, including letters exchanged between Loss and Bukowski, and poems
dedicated to Bukowski by other writers. It also includes essays and brief
studies of the writer's work and impact. The book is illustrated by Bukowski's
own drawings, and by some very rare photographs which Loss worked hard at
restoring. This handsome volume is bound to be seen gracing book-store windows
some day soon, at least in California, since Bukowski is very much a resident
of Los Angeles.

--Ivan Argüelles

DOE LIBRARY ANNEX RESURFACING UPDATE

The second phase of the exterior resurfacing of the Doe Library Annex will
begin soon. The peeling Annex surface will be removed using a high pressure
stream of water and replaced with several layers of a synthetic granite
surface. To protect the staff from dust and fumes, windows in the Annex
will be closed and masked throughout the process. An investigation into the
possible impact this project will have on the quality of air circulating
through the ventilation system is underway. Everything possible will be
done to minimize the negative impact. FOR QUESTIONS OR CONCERNS, CALL THE
LIBRARY SPACE PLANNING OFFICE, AT 2-5154.

NEW SEARCH REFINERS IN MELVYL CATALOG: LANGUAGE AND DATE

"DLA is pleased to announce that language can now be used as a search criterion
in MELVYL. In addition, two new date range commands enable users to restrict
retrievals to books published in the last three years or the last ten years."
So starts DLA Director Ed Brownrigg's letter of 17 June. An explanation of
the use of these new commands is in MYND of MELVYL #31, attached to this issue
of CU NEWS.

                                                        --Anne Lipow

ORIENTATION TOUR OF THE NEWSPAPER/MICROCOPY ROOM

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better understanding
of library collections and library services on the Berkeley campus. Staff
working in campus or area libraries outside the General Library system are welcome
to participate in the tour program.

The tour for the month of July is the Newspaper/Microcopy Room. Tours will
be held July 24 (Wed) and July 25 (Thurs). Tours begin at 8:30 in the
Newspaper/Microcopy Room located in 444 Main Library. Please sign up by
completing the form below and returning it to Jeanne Fong, Librarian's Office,
no later than July 19. All sign ups may be considered confirmed unless notified
otherwise.

------TEAR OFF--

Name:_____

Unit:_____

Please enroll me in the following tour of the Newspaper/Microcopy Room:

                                        1st Choice   2nd Choice
        July 24, Wednesday   _____   _____

        July 25, Thursday   _____   _____

MINUTES

The meeting was called to order at 8:30 by Ivan Argüelles, Chair, LAUC-B
Executive Committee.   A quorum of members was present.

Annmarie Mitchell, Chair, LAUC-B Nominating and Elections Committee, announced
the slate of LAUC Statewide and LAUC-B candidates for office in 1985/86:

Statewide: Vice President/President-elect: Camille Wanat, UCB
                                             Nancy Koller, UCR

            Secretary: Cristina Fowler, UCB
                                             Joyce Duncan Falk, UCI

Local: Vice Chair/Chair-elect: Norma Kobzina
                                 James Larrabee

        Secretary/Treasurer: Grace Dote

        General Library delegates: Non-General Library delegates:

        Thomas Alexander   Catherine Cortelyou
        Carl Bengston   Terry Dean
        Philip Hoehn   Alice Youmans
        Ellen Meltzer
        Barclay Ogden   (1 to be elected)
        Raymond Tang

        (2 to be elected)

Annmarie also described the ballots which members would receive, including a ballot
to vote on revisions to the LAUC Bylaws.

After thanking Annmarie and her committee for their good work, Ivan asked for
nominations from the floor for officers or delegates. There being no additional
nominations, nominations were closed and the slate was accepted as announced.

The meeting was adjourned at 8:45.

HE ND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

ꓕ PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 31, June 27, 1985

TTENTION READERS: To save space and keystrokes, this publication refers to the
MELVYL™ Online Catalog ("MELVYL" being a trademark of the Regents
of the University of California) as MOC.

IEW DATE AND LANGUAGE COMMANDS
ᛦEDUCE LARGE RETRIEVALS TO MANAGEABLE SIZE

(Portions of this article were adapted from one by Alan Ritch in the UCSC
Library Newsletter and from DLA Director Ed Brownrigg's memo of 17 June 1985)

LA has reached a new milestone with the implementation of three commands high on
he want list of MOC users: DATE CURRENT, DATE RECENT, and LANGUAGE.

ꓵATES

he new DATE commands enable you to limit your search results to books published
n the last three years (DATE CURRENT) or to those from the last ten years (DATE
ꓣECENT).

        EXAMPLES: F SU EYE SURGERY AND DATE CURRENT
                  F PA ROBERT B. PARKER AND NOT DATE RECENT

ᛗATE CURRENT is particularly useful for chopping an unmanageably large number of
ᛖecords down to a scannable size. DATE RECENT presumably gives the computer much
ᛗore work to do for a relatively minor reduction in the length of the unabridged
ᛁst (since most of the records in the database are "recent").

        EXAMPLE: F SU SOUTH AFRICA# HISTORY .... 573 UC
                  F SU SOUTH AFRICA# HISTORY AND DATE RECENT .... 327 UC
                  F SU SOUTH AFRICA# AND DATE CURRENT .... 66 UC
                  AT UCB .... 57 UCB

ᛁs before, you can search for specific dates or ranges of dates for books published
ᛖefore 1960, using the plain DATE command.

                  F SU WAR OF 1812 AND DATE 1812-1820
                  F SU POPE JOAN AND DATE 1645 1647

ᛁf the three DATE commands, only DATE may be used to search specific dates (pre-1960)
ᛁirectly. For example, F DATE 1789 will retrieve all the book records in the database
ᛁith the publication date of 1789. But F DATE RECENT or F DATE 1980 will result
n an error message.

ᛁith these three DATE commands, then, it is possible to refine your search to all
ᛁates except 1960-1975 (unless you AND NOT'ed the three commands into one comprehensive
ᛖearch statement, which probably has a negative effect on the system's efficiency).

ꓵNGUAGES

ᛟo limit your search results to books in particular languages, use the new command
ᛁLAN) with AND or AND NOT.

ᛉXAMPLES: F PA SHAKESPEARE AND LAN SPANISH
                       F TI HAMLET AND NOT LAN ENG   (continued on page 2)

Original from
UNIVERSITY OF CALIFORNIA   UNIVERSITY OF CALIFORNIA

If you wish to search for a topic in any of several languages, you may string them together in the following way:

             F SU SRI LANKA AND LAN TAM SNH

This search will retrieve books on Sri Lanka in Tamil or Singhalese, or translations from those languages. F SU MAU MAU AND LAN KIK NIC will find books on the Mau Mau uprising in Kikuyu or several other African languages of the Niger-Congo group. From Mau Mau and KIK NIC to MICMAC (yes, there is a book on or in the MICMAC language in the UC libraries!), the new LAN feature will be particularly useful for students working in area studies.

In addition, for all but the four most common languages in the catalog--English, German, French, Spanish--the LANguage index may be searched directly to retrieve all books in the specified language(s).

         EXAMPLE: F LAN POLISH
                   F LAN POL AT UCB

LANGUAGE CODES

In specifying the language, you may use the full name of a language or a standard (MARC) 3-letter code. A list of languages and their codes may be seen online by typing EXPLAIN LANGUAGE CODES. Languages were selected on the basis of their frequency of appearance in the bibliographic records. The list can be expanded and DLA welcomes suggestions for needed additions. Also, a complete list of the MARC Language Codes is available at the General Reference Desk.

AND FURTHERMORE...

*DATE AND LANguage searches can be done as add-on searches. For example,

            F SU CITY PLANNING LOS ANGELES .... result: 77
            AND DATE CURRENT .... result: 16

*When you wish a date or language restriction to apply to multiple searches, you may use the SET command. E.g.,

            SET DATE RECENT
            SET LAN [up to four languages]

DLA, however, advises against this: "When you have set a date and entered a search with a date restriction, your current search command will not override your setting ... Thus, if you SET DATE 1940-1950 and search F SU GOLDFISH AND DATE CURRENT, you are likely to get zero results because there are no current records in your 1940-1950 retrievals... Because of the interaction between DATE and LANguage in commands,... you are better off doing add-on AND DATE/AND LANGUAGE requests as needed."

*Sometimes translations creep into language retrievals that specify their original language. This is because of inadequate differentiation in MARC coding prior to 1980.

*PERIODICAL, BROWSE, and ACFIND searches cannot be qualified by DATE or LANguage.

*DATE and LANguage searching are not available in LOOKUP mode.

*DATE CURRENT, DATE RECENT and LANguage cannot be used to restrict retrievals when you have SET LIBRARY LC to retrieve Library of Congress records.

*For more information and other examples, type E DATE; E LANguages.

University of City at Berkeley

HE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
FORNIA AT BERKELEY-THE GENERAL LIBRARY OF
E UNIVERSITY OF CALIFORNIA AT BERKELEY-TI
ENERAL LIBRARY OF THE UNIVERSITY OF CALIFO

CU NEWS

881 C153 C13

Volume 40, Number 27   4 July 1985

ALA ELECTION RESULTS

The Librarian's Office has just received the report of returns of the American
Library Association's 1985 elections. The total number of ballots cast was 9828.
Following are Berkeley library staff who were elected to serve in various capa-
cities:

Sheila Dowd/ elected one of two directors-at-large of the Reference
        and Adult Services Division

Irene Moran/ elected secretary of ACRL'S Rare Books and Manuscripts Section

Gail Nichols/ elected to the Constitution Committee of the Government
        Documents Round Table

Beth Sibley/ elected secretary of ACRL's Law and Political Science Section

Joe Rosenthal/ elected member-at-large of the ALA Council

--Mary Jane Porter Detloff

SPECIAL PERFORMANCE AWARDS

It gives me great pleasure to publish the names of this year's recipients of
the Special Performance Award for outstanding service to the Library and the
University.

Patricia A. Abalos   - Collection Development/Reference Services
Brenda J. Bailey   - The Bancroft Library
Patricia Bergman   - Public Health Library
Yuan-Tsung Chen   - East Asiatic Library
Joyce M. Ford   - Circulation Department
Janet E. Garey   - Serials Department
Albert D. Hawkins   - Library Mail Service
June L. Lovelace   - Bibliographic Services Department
Ruthella Pfeiffer   - East Asiatic Library
Jefrey J. Pudewell   - Fiscal Support Services
Mary Louise Smith   - Moffitt Undergraduate Library
Linda J. Turitz   - Serials Department
Judith Walker   - Serials Department
Helen R. Walsh   - Anthropology Library
Pauline P. Wesley   - Bibliographic Services Department

-Joe Rosenthal

CONGRATULATIONS CAMILLE!

The results are now in for the LAUC Statewide elections. Camille Wanat of
Berkeley has been elected Vice President/President Elect for 1985/86. Her
opponent was Nancy Koller of Riverside. Joyce Duncan Falk of Irvine has been
selected to the office of Secretary. Her opponent was Cristina Fowler of Berkeley.
The proposed revisions of the LAUC Bylaws drafted by the Statewide Committee
on Committees have passed as well. A total of 399 votes were cast, of which
Berkeley supplied 112. We're sure that under Camille's direction LAUC will
continue strengthening its base and broadening its horizons through the Tier 2
concept.

-Ivan Argüelles, Chair
LAUC-B Executive Committee

LAUC-B EXECUTIVE COMMITTEE MEETING

The next meeting of the LAUC-B Executive Committee will be 12 July 1985,
10:00 - 12:00, Room 322, Main Library. Agenda topics will include discussion
of the draft professional standards documents and proposals to follow up the
peer review forum. During the last hour of the meeting, confidential matters
will be discussed.

-Deborah Sommer
LAUC-B Secretary

MYND OF MELVYL

The results of Gary Handman's handiwork with the winning entries in last winter's
MELVYL Poster Contest and Alan Ritch's explanation of Boolean searching are
the topics in Mynd of MELVYL #32, attached to this week's issue of CU NEWS.

-Anne Lipow

INSURANCE COVERAGE ON PRIVATE VEHICLES USED ON UNIVERSITY BUSINESS

The Library has received a memorandum from the Office of Environmental Health
and Safety which is quoted:

"On July 1, 1985 new legislation (Chapter 1322 California Statutes), known as
the Robbins-McAlister Financial Responsibility Act will become effective. After
that date, any motorist stopped in a traffic situation will have to show evidence
of automobile liability insurance in force. Evidence of insurance coverage cards
will be issued to University vehicles for this purpose.

This act will apply to privately owned vehicles whether driven on University
business or otherwise. Employees using their private vehicles on University
business are encouraged to contact their insurance agent or insuring company
to obtain a card evidencing such insurance. The act provides for severe penalties
to be assessed against the motorist for failure to have such evidence of current
auto liability insurance in his/her possession."

MARTHA B. FINCH, 1905 - 1985

We are saddened by news of the death of Martha B. Finch on 25 June 1985 as a result of a heart attack. Prior to her retirement in 1970, Miss Finch had been an original cataloger for 23 years. She claimed the distinction of being one of the first nonadministrative librarians to be promoted to Librarian III in recognition of her development of our microfilm cataloging procedures and her cataloging in a wide range of subject fields: history and geography of the Americas, education, agriculture and forestry, military and naval science, naval architecture, bibliography, and library service.

VINCENT DUCKLES, 1913 - 1985

We are saddened further to learn of the death on July 1, 1985 of Dr. Vincent H. Duckles, former head of the Music Library. A memorial concert is planned for late August or early September. It is hoped that all of Vincent's friends and colleagues will be able to share together an appreciation of his life and work. Further information will be published in future issues of CU NEWS.

PART-TIME, TEMPORARY ACADEMIC POSITION AVAILABLE

<u>Reference Librarian</u>
Government Documents Department

Assistant or Associate Librarian*
$21,024 - $26,892 or $25,692 - $36,996

The Government Documents Department is responsible for selecting, acquiring, processing and providing public service for publications from federal, state and foreign governments and from international agencies. The collection policy within the Department emphasizes economics, statistics, demography, and legislative and administrative reports. The Department provides reference and circulation service for its collection of 320,000 bound volumes, 21,000 current serial titles, 370,000 microfiche, and 18,018 reels of microfilm. Documents acquired by gift, exchange and depository arrangements may be retained by the Department or referred to branch libraries. Bibliographical data is recorded in card catalogs and machine-readable files. Reference assistance is given in the retrieval and use of government publications.

RESPONSIBILITIES: The reference librarian reports to the Head of the Public Service Unit and serves at the reference desk on a scheduled basis including some weekends. After training, answers questions independently, instructs patrons in the use of the collection, and may write handouts explaining specific parts of the collection.

QUALIFICATIONS: MLS degree from accredited library school required. Previous library reference experience with government documents required. Background in the social sciences desirable. Experience in and/or knowledge of computer-based data bases useful. Must have ability to work calmly and efficiently under pressure and with interruptions.

PART TIME POSITION (Continued)

* This is a temporary, 1/4 time position, for 6 months. Salary indicated above is a full time equivalent per annum salary rate.

For collective bargaining purposes: This position is a member of the bargaining unit which is currently represented by the University Federation of Librarians University Council--AFT.

Position available: 1 August 1985 or as soon after as possible

APPLICANTS SHOULD APPLY IN WRITING, INCLUDING WITH THEIR LETTER, A COMPLETE STATEMENT OF THEIR QUALIFICATIONS, A FULL RESUME OF THEIR EDUCATION AND RELEVANT EXPERIENCE, AND THE NAMES AND ADDRESSES OF THREE REFERENCES WHO ARE KNOWLEDGEABLE ABOUT THEIR QUALIFICATIONS FOR THIS POSITION. CLOSING DATE FOR APPLICATIONS IS <u>26 July 1985</u>.

Send application to: William E. Wenz, Library Personnel Officer
                          Room 447 General Library
                          University of California
                          Berkeley, California 94720

The University of California is an Equal Opportunity, Affirmative Action Employer

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 a card file at the General Reference Desk.

PUBLIC SERVICE UNIT HEADS
Minutes of May 17, 1985

I. ANNOUNCEMENTS:

Rita Kane reported that two proposals have been made to the
State for LSCA funds. The first is for retrospective conversion
of 30,000 records in fields related to California. Subjects
will be determined in consultation with the State Library and
seven public library systems. Each library would also have
a GLADIS terminal for ILL access. The second is a joint System-
wide/Berkeley proposal to do retrospective conversion for NRLF
materials.

Statistics: Rita Kane will be sending the forms soon. We should
keep collecting the same data as for the last two years. In
this way, it will be a more useful basis of comparison over
time. She emphasized that although the statistics require time
to compile, they provide essential documentation.

II. ROUND ROBIN REPORTS:

Dorothy Koenig reported on the Anthropology Library.
Ann Gilbert reported on the Art History/Classics service.

III. MICROCOMPUTER TASKFORCE -- IMPLICATIONS FOR PUBLIC SERVICE:

Mary Heath is the chair of the Microcomputer Committee, an outgrowth
of the Task Force recommendations.   The Committee is concerned
with staff training, coordinating resources, and information
dissemination. Micro News (attached to CU NEWS) is a part of
these efforts. The Committee will investigate and make recom-
mendations regarding potential public service uses of PCs in
the Library. This includes downloading, end user searching,
software policy, and copying of discs. The Committee welcomes
input.

IV. GRANT APPLICATIONS:

Ann Vermel reported on the activities of the Library Development
Office, in addition to discussing grant applications. The LDO
has brought in over $1,000,000 in revenue in less than three
years. A large percentage is due to grants. The main ways
in which Public Service Unit Heads can assist in these efforts
are:

1) Promoting good public contact [well satisfied patrons may
    donate]
2) Referring patrons who ask how they may help, or who make
    donations, to Ann Vermel
3) Initiating projects for grants. Ann stressed the importance
    of the librarian's expertise and sincere commitment to the
    library's resources in successful grants.

PUBLIC SERVICE UNIT HEADS
Minutes for April 26, 1985

I. Announcements

--Rita Kane announced that Jose Hernandez has joined the Agenda
Committee.

--The Collection Development Committee of the Library Council
has approved shared purchase funding for conversion via OCLC
of microfilm set analytics. The records will display in the
MELVYL catalog and UCB's can be loaded into GLADIS once we
have received the tapes. Questions about which microfilm sets
are included and the procedures for carrying this project out
should be directed to Sheila Dowd.

--On Thursday, May 2, from 2:00-4:00 in Room 322, the Personnel
Office will hold a general meeting on the topic of Student Employee
hiring. The intent of this meeting is to define ways to improve
our ability to select, train and schedule SLEs. Public Service
Unit Heads are encouraged to attend.

--Posters were distributed announcing the Reference Services
Committee Forum on the Economics of Information to be held in
Room 308J of the Art History/Classics Service on May 8 from
9:00-11:00.

--Lynne Wiepert distributed a brochure which announced changes
in the Library's service to Special Library Association borrowers.
The changes bring the SLA Service operations into line with
established interlibrary loan procedures. Questions about the
SLA Service should be directed to Lynne.

II. CATALOG AUTOMATION UPDATE -- B. Hurley

Bernie Hurley led an informative and wide ranging discussion
of the progress being made to automate the catalogs of the General
Library. He reviewed the existing assumptions and goals of
the automation plan, and also explained a grid showing progress
being made to shift records from the various locations and catalogs
to machine-readable form. The grid has been prepared by the
staff of the Systems Office and will be updated as the situation
changes.

He highlighted some of the problems that must be resolved if
we are to meet our expectation of a fully operational online
catalog by 1991. They include:

    1) Fiche production and costs.
    2) Setbacks with MELVYL.
    3) Funding needs and lack of terminals for public access.

IV.   GRANT APPLICATIONS (cont'd.)

Susan Williams will conduct a workshop on proposal writing this
fall.   Last year two funded proposals resulted from the workshop.

V.   MAIN LIBRARY RENOVATION:

Nina Robinson responded to the questions posed by the group
and discussed the progress of the space report.

VI.   PROGRESS REPORT ON GLADIS:

Rita Kane reported that C. Alexander, B. Hurley and G. Scalzo
are preparing a discussion paper on where we have been and where
we are going.   The paper will address the public service ramifica-
tions of our catalog access and the feasibility of using GLADIS
(with subject access) at the Circulation and Reference Desks.

PUBLIC SERVICE UNIT HEADS
Minutes for June 21, 1985

Recorder: Pete Evans

I.   Announcements

--Anne Lipow discussed the introduction of a free dial-up access
to MELVYL and distributed a Log of MELVYL Dial-Up Callers.
The system is being managed via Evans Hall.   Although it is
now available to the general public, it still has operational
problems.   For instance, it transmits only on 1200 baud. Librarians
are asked to record any inquiries concerning it on the Log and
refer questions they cannot answer to Evelyn Kiresen (2-9325)
whenever possible.

--Rita Kane announced the impending retirement of Jim Gault
and expressed the best wishes of all the staff.

--Annual reports will probably be due in mid-August this year.
Rita stressed the importance of the statistical section.   The
statistical form will have been in use for three years.   Please
note the reason for any unusual trends.   Camille Wanat has been
using LOTUS to record the statistics from the Physics Library.
Others are welcome to do the same.   Unit Heads were advised
to call attention to any special projects that might help to
implement an automated catalog and to be sure to include a summary
of accomplishments/problems and proposed activities for next
year.

--NRLF is discussing implementation of a more precise circulation
system within the coming year. Discussion is needed regarding
loan perdiods. The storage facility is also considering the
elimination of telephone requests in favor of reliance on card
requests and electronic transmission. The consensus of the Unit
Heads was that this would cause many problems. Telephone requests
should not be eliminated until electronic mail becomes a feasible
alternative. Branches were advised to delay sending material
to NRLF during June, July and August since the Main Library
will be sending 64,000 volumes to storage at this time.

II. Owing to time limitations, Gail Nichols' report on policy
implications of the automated circulation system was delayed
until the next meeting.

III. Jim Gault provided a brief history of AVMC. Tenacity,
fast footwork, and imagination underlie statistics that reveal
rapid growth of the unit, almost to the saturation point at
this time. The future looks good. There is need for a clearinghouse
to coordinate all media sources on campus. Gary Handman will
be the acting head of AVMC when Jim Gault retires.

IV. Greg Olin gave a report on BAKER/ILL. As a new service,
to fill faculty requests BAKER automatically goes to IBS if
an item is not on campus. BAKER has implemented the use of
special circulation cards to avoid problems caused by students
filling out the regular cards incorrectly. BAKER is currently
working on a browser service and is studying the possiblities
of electronic mail.

The Service to Special Libraries that was previously handled
by BAKER is now handled by the Interlibrary Loan Department
on an expedited basis. David Kessler supervises this activity.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 32, July 4, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog ("MELVYL" being a trademark of the Regents of the University of California) as MOC.

THE POSTERS ARE DOING THEIR JOB WELL

The two winning posters in last winter's contest--shown much reduced below--are having the intended effect. From the many comments we've received from staff and poster-reading patrons, the message on the posters--"Berkeley is likely to own a title that MOC doesn't show to be here"--is what sets off the AHA! I GET IT NOW! reaction.

The contest winners for their poster ideas were Barbara Bibel ("I'm not as smart as you think ... yet!") of HGS and Judy Clarence ("Can you believe it? ...") of Morrison Library. And it was Gary Handman (Moffitt) who brought the ideas to life.

On the well established premise that the usefulness of posters and billboards lasts no more than seven weeks (some say much less), one poster was distributed in April; the second, as a replacement, in June. What will we do for an encore? Perhaps we'll continue switching the two. Perhaps, if Gary can squeeze out the time, we'll make new posters of some of the other excellent contest entries. Whichever, the posters will be around for a while. To order more for UCB locations, call Carol Whitehurst at 2-3773.
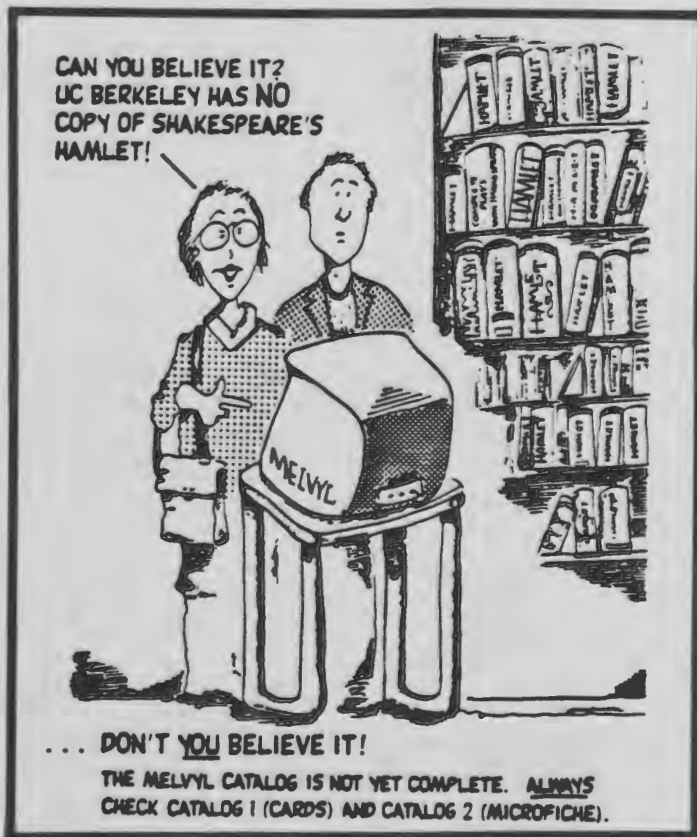
I'M NOT AS SMART AS YOU THINK I AM ... YET!

DON'T BELIEVE ME IF I SAY THAT YOUR BOOK ISN'T AT BERKELEY!

CHECK WITH MY COLLEAGUES CATALOG 1 AND CATALOG 2 FOR CAMPUS HOLDINGS THAT I DON'T YET KNOW ABOUT.

CAN YOU BELIEVE IT? UC BERKELEY HAS NO COPY OF SHAKESPEARE'S HAMLET!

... DON'T YOU BELIEVE IT!
THE MELVYL CATALOG IS NOT YET COMPLETE. ALWAYS CHECK CATALOG 1 (CARDS) AND CATALOG 2 (MICROFICHE).

★ RITCH IMPROVES ON VENN

Below is a diagrammatic explanation, created by Alan Ritch of UCSC, of how MOC conjunctions OR, AND, and AND NOT affect your search. As a take-off from the all-circular representations originated by John Venn (1834-1923) and which are known as Venn diagrams, perhaps we can expect the present advancement to be called Ritch's sketches.
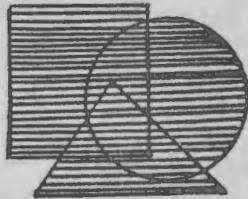
☐ OR ◯ OR △   OR INCREASES

eg. f su freud or jung or adler
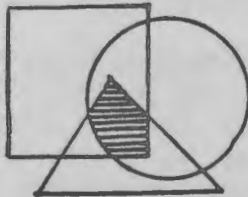
☐ AND ◯ AND △   AND REDUCES

eg. f su freud and jung and adler
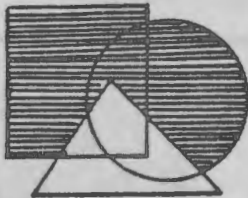
☐ OR ◯ AND NOT △   AND NOT EXCLUDES

eg. f su freud or jung and not adler

☐ AND ◯ AND NOT △

eg. f su freud and jung and not adler

IMPORTANCE OF ORDER

☐ OR ◯ AND △   AVOIDS THE
DANGLING OR

eg. f su freud or jung and adler
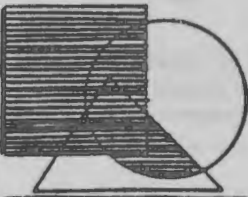
△ AND ◯ OR ☐   THE DANGLING OR

eg. f su adler and jung or freud

CU NEWS

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
FORNIA AT BERKELEY-THE GENE LIBRARY OF
THE UNIVERSITY OF CALIFORNIA BERKELEY-TH
GENERAL LIBRARY OF THE UNIVERSITY OF CALIFO

ROTATIONAL OPPORTUNITY

The Collection Development & Reference Services Department offers a 1/4 time (10 hours per week) rotational position with the General Reference Services. The incumbent in this assignment will provide reference assistance to patrons at the GRS and Catalog Information Desks, including response to telephone queries.

The department seeks candidates with liberal arts education with emphasis in a humanities or social sciences field. Knowledge of a European language desirable. Must be able to work as a member of a team, have broad subject interests, be able to remain calm under pressure and be available to work nights and weekends as necessary to maintain the Department's schedule.

Applicants must be in the Librarian series or Library Assistants at the higher levels. Must be available for some hours of training beginning in early September.

Staff who wish to apply are asked to state in writing the contributions they believe they can make and the benefits they hope to receive from the rotational experience. Applications should be sent to Liz Kislitzin, Collection Development/Reference Services Department by 1 August 1985.

ISHMAEL REED IN THE MORRISON ROOM

The UC Poetry Group is presenting a reading by noted author Ishmael Reed and Loss Pequeño Glazier. Among Reed's many books are: The Last Days of Louisana Red, Conjure, and Chattanooga. Reed is also an editor of the literary journal Y'Bird and a founder and chairman of the Before Columbus Foundation. Glazier is the editor of Ruddy Duck Press, the most recent publication of which is All's Normal Here, a Bukowski reader. The event will take place in the Morrison Room, at 4:30, Wednesday, July 17.

-Ivan Argüelles

LIBRARIAN IN PRINT...AGAIN

Two poems by Ivan Argüelles (Head, Serials Cataloging Division), along with his picture, are prominently displayed on the back cover of the May/June issue of the American Poetry Review. The poems are "Jihad" and "This year will end near Palo Alto." Come to the Poetry Alcove in Morrison Library and take a look.

-Judy Clarence
Morrison Library

UC PLANS PROTOTYPE PACKET RADIO NETWORK

The California State Library has awarded $150,000 of Library Services Construc-
tion Act (LSCA) funds to the University of California Division of Library
Automation (UC/DLA).

The award covers the first phase of establishing a prototype packet radio
network to create a "wide-area network" consisting of a chain of six California
public libraries extending from the San Francisco Bay Area to Sacramento.

Participating libraries will be selected jointly by DLA and the State Library,
linked to each other, and connected to the UC library telecommunications network.
This will make it possible for them to access the UC MELVYL online catalog
(a combined listing of book and serial records from all UC libraries) and to
experiment with services not currently available to them.

The project has two phases. In Phase I, funded by the current award, suitable
equipment will be developed and tested. This phase will be completed by
September 1985, after which application will be made for additional LSCA funds
to complete the project by establishing the network linking the libraries.

In addition to offering further exploration of packet radio applications, this
project represents an important cooperative effort between the California State
Library and the University of California.

For additional information, contact Carol Connolly, Development Coordinator,
Division of Library Automation, 186 University Hall, University of California,
Berkeley, CA 94720 (415/642-9485).

FALL ORIENTATION PLANNING MEETING -- EVERY BODY IS NEEDED

Can you spare 2-3 hours in late August to help publicize library services to new students? If so, please come to a planning meeting on Wednesday, July 31, at 8:30-10:00 a.m., in Room 322 Main Library.

You can pick from among a variety of assignments, depending on your talents or preferences:

Like outdoor work? Greet new undergraduates at Sproul Plaza tables on NEW STUDENT DAY, August 29, or during the first week of classes -- giving out informational leaflets, answering questions, steering people to tours, branch libraries, and special services.

Do you give upbeat tours? Take new graduate students through the library or show off the MELVYL catalog on GRADUATE STUDENT DAY, August 22.

Perhaps you prefer mature contacts.   Then staff a table in Sproul Hall at TA ORIENTATION DAY, August 23.

Or, if backstage doings please you, you will be needed to prepare attractive table displays, gather leaflets to be distributed at the different events; and help with transporting supplies to and fro.

Last year at this time, 60 library staff members pooled their energies to orient thousands of new and returning students. If you were one of them, please volunteer again. If you were not, do yourself a favor and participate. Besides doing the good deed of introducing students to the Library, it is a good chance to meet and work with staff outside your unit.

If you cannot make the meeting but still wish to volunteer, please call me at 2-3773.

                                        -Anne Lipow

VOLUNTEERS FOR LAUC-B COMMITTEE

Because of the expanded role allowed by Tier 2, the LAUC-B Committee on Research and Professional Activities and Development is both turning over at a different time of the year and increasing its membership from 5 to 7. In order for the new committee to be in place by September 1, 1985, 5 new members are needed, 3 of whom will serve for 2 years, and 2 of whom will serve for 1 year (one of the 1 year term members must be a LAUC-B Non-General librarian). This committee is now charged with putting out the calls for both research and professional development activities and recommending to the administration allocations for funding in these two areas. Volunteers, 5 of them, are needed to get the committee in place by September 1. Please contact either Ivan Argüelles, 2-3331, or Deborah Sommer, 2-6010, if you are interested.

-Ivan Argüelles, Chair
LAUC-B Executive Committee

REMINDER

Several weeks ago a notice was placed in CU News about LAUC Documents of Profes-
sional Standards. This is a brief reminder that if any one is interested in
commenting on these documents, or wishes to have a copy of the documents, please
contact either Ivan Argüelles, 2-3331, or Deborah Sommer, 2-6010. Comments are
needed by July 26.

                                        -Ivan Argüelles, Chair
                                         LAUC-B Executive Committee

NEWSPAPER COLLECTIONS

In June a revised Newspaper Collection Policy was issued to selectors and
department heads in the General Library. A Task Force has now been appointed
to review the Library's current newspaper subscriptions list and make recommen-
dations for additions or deletions in implementation of the policy. Members
of the Task Force are: Susan Edelberg, Chair; Frank Brechka; Ken Logan;
Sondra Shair; and Milt Ternberg. In the course of their work they will be
consulting a number of colleagues and faculty regarding appropriate titles
for the Berkeley collections. They have been asked to submit a report with
recommendations to the Assistant University Librarian for Collection Development
by February 28, 1986. That report will be widely circulated to Library and
academic departments for review and comment before action is taken.

Questions relating to this process may be addressed to Sheila Dowd, 2-3773.

                                                        -Sheila Dowd

ELECTION CORRECTION

Judith C. Singleton was elected secretary of ACRL's Rare Books and Manuscripts
Section in the American Library Association's recently held 1985 elections. The
announcement printed in the July 4, 1985, issue of CU NEWS was was in error.

                                                 -Mary Jane Porter Detloff

AUGUST GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in August.
Each will be held in Room 322, Doe Library.

GLADIS: AN INTRODUCTION (offered on 8/14, 10A - 12N) will cover
the Tandem and GLADIS/PC keyboard, the Dante software, basic
searching techniques for GLADIS, and using the GLADIS Access System.

ADVANCED SEARCHING (offered on 8/21, 10A - 12N) will establish
principles underlying searching the GLADIS database, and will cover
efficient strategies for searching GLADIS, and using the GLADIS Access
System.

Please call System Services (2-6120) to sign up.

PERSONNEL CHANGES

RECLASSIFICATION   Catherine L. Whiteside, Library Systems Office, was reclassified
                   from Programmer to Senior Programmer, effective 1 March 1985.

TRANSFER   Patricia G. Elliott transferred from the Moffitt Library to
                   the Music Library effective 15 June 1985. She accepted one
                   of three part-time temporary positions on the Retrospective
                   Conversion Project, Humanities and Social Sciences Department.
                   Others accepting this Library Assistant II assignment are
                   Susan Price Karpuk and Maria V. Johnson.

APPOINTMENTS   Ms Karpuk took her Bachelor of Music degree at the University
                   of Mississippi at Oxford (1965), continued her music studies
                   two years further at Indiana University, Bloomington, and
                   subsequently took her M.S. in librarianship at Columbia (1970).
                   Following library school she worked over eleven years in the
                   New York Public Library, in serials cataloging, then moved
                   to the Bay Area. Here she has held clerical positions at
                   Macy's, UC San Francisco, and Bronson, Bronson & McKinnon
                   (a law firm), all in San Francisco. She returned to the
                   workforce on 13 May of this year, after a year at home with
                   her newborn child, as Secretary I in the School of Social
                   Welfare on campus; and from that position is now tranferring
                   to the Library.

                   Ms Johnson is a graduate student in the Department of Music,
                   and holds her B.A. in Music from Colorado College (1979).
                   Since matriculating here at Cal in 1983 she has held Research
                   Assistant, Reader, and Teaching Assistant positions in the
                   Music Department, as well as student employment in the Music
                   Library.

                   Helen Wang has been appointed Principal Clerk in the Library
                   Purchasing Office, Fiscal & Support Services Department,
                   effective 24 June 1985. Ms Wang took her B.A. in business/
                   mathematics at the Universidad de Santo Thomas, The Phillippines
                   (1960), emigrating to the United States later that year. From
                   1962-72 she worked as general bookkeeper/purchasing agent for
                   a San Francisco Chinese restaurant -- taking out U.S. citizen-
                   ship in 1968 -- and the following year began work with the
                   Hyatt Regency Hotel/Union Square, in San Francisco, in Costs
                   Control. Ms Wang studied hotel management through LaSalle
                   University (1972-74), and in 1979 transferred to the Oakland
                   Airport Hyatt; where she leaves her position as Accounts
                   Payable Supervisor to join the Library staff. In addition to
                   her accounting skills, Ms Wang is fluent in Mandarin and
                   Cantonese, and in Filipino.

TERMINATIONS   Kathleen O. Bedau, Library Assistant III, Public Health Library,
                   resigned effective 28 June 1985 and is moving to New Hampshire.

                   Mariano Contreras, Library Copy Service, resigned effective
                   13 July 1985 and has accepted a position as service manager at
                   Wilber-Dupli-Graphics.

PERSONNEL CHANGES
TERMINATIONS   Mharia E. Ibarra, Administrative Assistant I, Cooperative
  (Continued)   Services, resigned effective 17 June 1985.

Pamela R. Garza, Secretary II, Librarian's Office, resigned
effective 25 June 1985.

JANICE C. KNOUSE, 1915-1985

It is with sadness that we announce the death of Janice Knouse caused by
a heart attack which occurred at her apartment at Claremont House on 15
July 1985. Janice, who obtained her degree in librarianship from Berkeley
in 1958, spent her entire professional career and more with the General
Library. From 1950 to 1957 she was employed as a Principal Library Assistant
and in 1958 appointed to a librarian position in the Catalog Department.
Janice, for many years, administered the Special Languages Cataloging Section,
and during the years immediately prior to her retirement in 1977 was Assistant
Head of the Department under Jean Peck.

BACA ANNUAL EXHIBITION '85

Lora Graham, Social Welfare Library, has a drawing exhibited in this Berkeley
Art Association Annual Member's Show.

July 4 - July 28, 1985   Reception: July 11, 1985   7 - 9 PM

Berkeley Art Center   Hours: Thurs.-Sun. 12:30 - 5 PM
1275 Walnut Street   Thurs. Eve.' 7 PM
644-6893

UCB HOLDINGS IN MELVYL MATCH GLADIS

With the recent addition of approximately 100,000 upgraded
cataloging records for books, the MELVYL online catalog now
contains virtually all of the General Library's RLIN II and
OCLC monographic cataloging records. The MELVYL "explain
statistics" command will indicate that the online catalog
now contains approximately 400,000 General Library records.
This number matches the number of full and permanent brief
cataloging records for books in GLADIS, and includes nearly
all of the RLIN and OCLC cataloging in Catalog 2: Books.

During the next few months, the Systems Office will be preparing
the backlog of more than 100,000 BALLOTS/RLIN I cataloging records
which were never fully interfaced into the UCB database. Once
this process is completed, these records will appear in GLADIS and
will be transmitted to the MELVYL catalog as well. At that point,
both GLADIS and MELVYL will comprehensively include machine
readable cataloging for books in the General Library collection.

AN INTERNATIONAL CONFERENCE

The VII IAALD World Congress--that's International Association of Agricultural Librarians and Documentalists--was held in Ottawa during the first week of June. Grace Dote and Pete Evans were the two attendees from U.C. -Berkeley. We found ourselves in a relatively small, thoroughly cosmopolitan, well organized series of meetings for somewhat over three days. There were over 220 people from 44 different countries. It was a valuable experience.   There is much to be said for a small, well focused conference. My experience is biased, possibly, by the fact that I went to the conference with a very definite purpose in mind--finding regional editors and gaining support for an international directory--and the size and composition of the event allowed me to accomplish that purpose. The fact that the conference was in a beautiful city at a beautiful time of year did not detract from the pleasure of getting the job done.

Most of the talks were given in English, but there were some in French, German, and Spanish. Of those in English, the two I remember best were given by Joe Howard, of the NAL, and Ernest Mann, President of IAALD and Director of the Commonwealth Bureau of Dairy Science & Technology. From Mr. Howard's talk I recall two key points: (1) AGRICOLA will soon show holdings other than those in NAL, entries from the Department of the Interior being the first to appear; and (2) AGRICOLA is moving toward a reduction in its indexing of foreign literature. It will focus on U.S. holdings and no longer attempt to handle material indexed elsewhere--in CAB or AGRIS publications. This talk fitted well with the one given by Ernest Mann titled "Past, present and future developments in the transfer and dissemination of agricultural information." The emphasis in Mr. Mann's talk was on the need for the possibilities of a global data base for agriculture. Without ignoring the enormous complexity of the undertaking, he offered some interesting positive thoughts. The fact that agriculture is commonly a subsidized activity may (italics mine) favor an attitude of cooperation rather than competition. He sees the framework for one worldwide data base in existing AGRIS centers. But the most realistic possibility in his speech--from my point of view--would be the division of work, which fits quite neatly with Mr. Howard's plans for NAL. NAL would be responsible for indexing all U.S. agricultural literature. CAB would handle all "conventional" literature outside the U.S. AGRIS would concentrate on all "non-conventional" literature (grey literature). Only a selected number of items would be abstracted; most would simply be indexed. What is needed now is a joint panel to work out international corporate specifications. Economic forces will press toward unification.

All these thoughts, idealistic as they may sound, fit interestingly enough with plans that are already in process for a U.S. Forest Service national on-line catalog of forestry information, which will eventually merge with AGRICOLA, and an international network of forestry information being planned for Latin American and the Caribbean.

But while all these thoughts of sophisticated, interlocking, international networks of bibliographic control flit through the mind, all made possible by electronic wonders, computerized magnification of human comprehension, satellites and such, I confess that for me the most impressive observation of the Ottawa experience was a series of locks on a canal running through the middle of the city, locks which could lower a good sized craft some eighty feed down the bluffs on which the city is built overlooking the river. The canal and the locks were

AN INTERNATIONAL CONFERENCE (continued)

built in the 19th Century during a time when the city was threatened by those
confounded Americans to the south. The locks work beautifully to this day, and
they are operated solely by manpower, two guys turning a crank which pulls
a chain or pushes a wooden beam. No engines, no machines, no computers--just
water, wood, iron, and muscle! It does bring one's thoughts back to earth.
And the price of alcohol in Canada will help to keep them there! It was a
successful conference.

-Pete Evans

BIRTH ANNOUNCEMENT

Friends of Eileen Pinto, both within the Circulation Department and throughout
the General Library, will be delighted to learn that her son was born 11 July.
Weighing in at 5 lbs. 7 oz., baby Alexander is doing splendidly, as are Eileen
and her husband, Claudio.

CORRECTION: NEW AVMC BROCHURE AVAILABLE FROM SAM

The new orientation leaflet that describes the Audio-Visual Media Center, LOL 21,
is available for order from Supply and Maintenance (not from AVMC as originally
stated with distribution of sample copies).

-Anne Lipow

ORIENTATION TOUR OF THE INSTITUTE OF GOVERNMENTAL STUDIES LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better understanding
of library collections and library services on the Berkeley campus. Staff
working in campus or area libraries outside the General Library system are
welcome to participate in the tour prorgram.

The tour for the month of August is the Institute of Governmental Studies
Library. The tour will be held Wednesday, August 14 and lasts approximately
1½ hours. Participants are to meet at the IGS Library, 109 Moses, at 8:30.

Please sign up for the tour by completing the form below and mailing it to
Jeanne Fong, Librarian's Office, 245 Main Library. Deadline for sign ups:
August 2.

----TEAR OFF--

Your name_____

Unit _____   Ext._____

Please enroll me in the Wednesday, August 14 tour of the Institute of
Governmental Studies Library.

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 a card file at the General Reference Desk.

PUBLIC SERVICE ADVISORY GROUP
   ON TECHNICAL SERVICES
Minutes of June 13, 1985 Meeting

Present: E. Byrne, M. Collins, C. Gordon (Chair), A. Howard, D. Sommer
          B. Kornstein (recorder), H. Kratins, P. Maughan, S. Rhee

Absent: C. Wanat

Guests: R. Gardiner, C. Lawrence, R. Tucker

I.   Amendments to the March 21 minutes (TCP cataloging section) were reviewed
     and approved. Minutes of the May 16 meeting were approved as amended.

II. There was a brief discussion of the present status of branch use of GLADIS
     for maintenance. The test branches (BIOL, ED/P, ENGI, SOCS) who have been
     doing GLADIS maintenance reported that staff enthusiasm was high, that no
     substantial difficulties had been encountered, and that the process was
     readily incorporated into existing routines. As a result of this positive
     response, PSAG is recommending that the present maintenance capabilities
     (SUF and SHL fields) be offered to other branches at this point. Interest
     was expressed in additional capabilities for the branches, such as ordering
     shelflist cards online, making changes in summary serial holdings, and inputting
     branch local cataloging. These possibilities raise certain questions that need
     to be dealt with. For instance, making changes in serials holdings fields may
     cause difficulties for the Serials Department and for Governemnt Documents,
     although some changes (e.g., holdings for closed titles) could be done without
     problems. Russell Gardiner will be working on guidelines for units to order
     shelflist cards online (not to be used to replace the former flimsy GLADIS
     shelflist "cards"). Policy issues involved in these various capabilities
     will need to be addressed.

III. The Database Report Form for monographs was given a final review, and accepted
     as revised at the last PSAG meeting. It was recommended that this form not
     be used to report short-term borrowing for reserves from one branch (or MAIN)
     to another. Since the base fiche could freeze this information in Catalog 2
     for a substantial length of time after the materials may have been returned
     to the loaning location, it is considered to be misleading, and therefore a
     disservice to the public. Circulation records in the loaning location should
     be used to reflect the whereabouts of these items. This will be referred to
     the Circulation Committee for comment, and the Branch Processing Manual will be
     changed to reflect the recommendation of no short-term loans in the fiche. As
     automated circulation is implemented in the branches, GLADIS will hold this
     information as part of the automated circulation record.   The Serials Data-
     base Report Form will be discussed at PSAG's July meeting.

IV. The remainder of the meeting was devoted to continuing discussion of the report
     of the Task Force on the GLADIS Shelflist. [NOTE: The major conclusions and
     principles underlying the report will be presented to a variety of Library
     groups for review.] The question of what display formats would be available
     to different users is not one that can be answered in the Task Force's report;
     policy issues of this nature will have to be addressed by the appropriate
     groups. Idiosyncratic branch information can be accommodated in the GLADIS
     fields. On the other hand, probably 90% of information is presently recorded
     in a consistent fashion across all units. Various GLADIS capabilities will be

implemented at different times; eventually titles whose records are found on
GLADIS will have shelflist information maintained there. Because features
are to be implemented on a staggered timetable, there may be double maintenance
for a time on both manual and automated records. Some form of backup for the
system is considered to be very important to units. A specific problem raised
was how to handle different locations for duplicate copies of a title in the
same location (e.g., Reference and Locked Case); this can be dealt with through
the GLADIS circulation system. The capabiltiy to limit call number display by
library unit is considered to be a crucial element for some branches (for inven-
tory purposes, etc.) but is this necessary online? For instance, printouts may
do for inventorying purposes. In terms of public use, having to review all campus
holdings may require the installation of a greater number of terminals to cope
with increased use-time by patrons. PSAG commended the very thorough work of
the Task Force, and agreed that the report had this group's overall endorsement.

NEXT MEETING: July 11, 1985

PSAG's regular meeting date from now on will be the second Thursday of each month,
1-3 p.m., place to be announced.

Present: I. Argüelles (Chair), P. Davison, J. Gault, A. Howard, C. Kubota, C. Moreno,
          D. Sommer (recorder)

Absent: R. Heckart, P. Maughan, B. Radke, N. Sand, M. Ternberg

Guests: Susana Hinojosa (substituting for R. Heckart), Gail Nichols

1. Leave/funding guidelines: Gail Nichols distributed copies of the LAUC-B
   Committee on Research and Professional Development's draft "Research and profes-
   sional development fund awards and goals" (6/85) and "Research grants for
   librarians: Guidelines for application" (1/85). She identified several areas
   for discussion: methods of accounting for the funds
                    routing of requests for funding (should there be administrative
                       review for leave requests before or after the funding review?)
                    timing of the call for requests for funding
                    number of committee members and committee "turnover" cycle

   Other issues to be discussed with library administration include identifying how
   many administrative levels will wish to sign off on leave-with-pay requests, and
   the availability and amount of funds for research and professional development
   for librarians outside the AFT bargaining unit.

2. Announcements:

   Ivan has received notification from the Library Personnel Office of five new
   appointments in the librarian series: Walter V. Brem, Jr. (Bancroft), Selma
   Graham (Public Health), Hamid Mahamedi (Collection Development Office/General
   Reference Service), Julie Rinaldi Popenuk (Earth Sciences), and Carol A. Zoppel
   (Moffitt).

   We received draft documents on professional standards from Beverlee French. The
   documents will be discussed at our next meeting. Copies will be made available
   at the General Reference Desk; Ivan will make an announcement in CU NEWS to
   inform the membership of their availability.

   Ivan will route the draft Minutes of the morning session of the LAUC Spring Assembly
   among the LAUC-B Assembly delegates.

   Vice Chancellor Park will meet with the LAUC-B Executive Committee on July 24, 1985,
   to discuss the implementation of "Tier 2" and future directions for LAUC-B.

   We have received the grant guidelines for the Council on Library Resources from
   the General Library Library Development Office. The guidelines will be routed
   to the LAUC-B Committee on Research and Professional Development.

   Rita Kane has referred information to us regarding the possibility of LAUC-B
   co-sponsoring ACRL continuing education courses. The material will be referred
   to both the LAUC-B Program Committee and the Committee on Research and Professional
   Development.

3. Main Library space requirements: LAUC-B has received a copy of the lates draft
   of the recommendations for space requirements in the Main Library. Ivan and
   Pat Davison will draft a memo expressing the Committee's interest and concerns.

4. Solicitation of letters in personnel actions: Current Berkeley policy, as stated
   in the "Yellow Book," permits only the librarian undergoing review to request a
   maximum of three letters of reference. Berkeley practice in this regard deviates
   from the Academic Personnel Manual (APM), which permits the review initiator as

4. <u>Solicitation of letters in personnel actions</u>, continued: well as the reviewee to request an unlimited number of letters of reference. In order to make "Yellow Book" practice consistent with APM policy and with the practice of other campuses, we will create a mechanism for revising the appropriate sections in the "Yellow Book" at our next meeting.

Ivan will find out whether or not other campuses have published "local" interpretation of APM policy.

5. "Guidelines for filling vacancies in the librarian series at U.C. Berkeley, Draft, 6/85:" We discussed a new draft prepared by Ivan and Pat Davison. Pat will incorporate our suggested changes and prepare a final draft for our next meeting.

6. Discussion of the "Staff development policy and program statement, draft" was carried over to our next meeting.

The meeting was adjourned at 12:00. The next meeting will be held Wednesday, 26 June 1985, 10:00-12:00, Room 322.

DOCUMENTS RECEIVED OR DISCUSSED:

84/85.19.1 Terry Dean to Ivan Argüelles and LAUC-B Executive Committee, memo, 5/17/8

84/85.19.2 "Staff development policy and program, draft," 5/85

84/85.19.3 Beverlee French to LAUC Executive Board, re. "Draft documents relating to professional standards," 6/5/85

84/85.19.4 Association of Research Libraries, "Summary of the meeting of the ARL Committee on Preservation of Research Library Materials," 10/24/84

84/85.19.5 Association of Research Libraries, "Continuing professional education courses, with cover letter, 4/8/85

84/85.19.6 Susan E. Williams to Ivan Argüelles, re. grant guidelines for the Council on Library Resources and procedures for applications for grants and gifts, 6/7/85

84/85.19.7 LAUC-B, "Research grants for librarians: guidelines for application," 1/8

84/85.19.8 LAUC-B, "Research and professional development fund awards, goals and procedures," DRAFT, 6/85

84/85.19.9 "Main Library space requirements, 1991-2011. Preliminary draft," 6/3/85

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL FORNIA AT BERKELEY-THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY-TI GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

CU NEWS

THE STAFF DEVELOPMENT COMMITTEE NEEDS YOU

The Staff Development will soon lose two of its members. Emily Rainey, who is now Chair of the Committee, is relocating to Seattle. Alan Plummer is relocating to southern California.

Staff who would like to serve on the Staff Development Committee are invited to call any of the committee members to express an interest or ask questions.

Pat Bobino	Library Personnel	2-3778
Sheldon Brunswick	Collection Development	
	Reference Services	2-0956
Myrtis Collins	Reference	2-7600
Gail Holcomb	Biology Library	2-2532
Anne Lipow	Librarian's Office	2-3773
Colette Myles	Institute of International	
	Studies	2-3633
Alan Plummer	Circulation Department	2-3404
Ingrid Radkey	Biology Library	2-2531
Emily Rainey	Serials Department	2-6487
Beth Sibley	Moffitt Library	2-5071
	Public Health Library	2-2511
Bill Wenz	Library Personnel	2-3778

LIBRARY ASSISTANT SERIES - SUPPLEMENTAL STANDARDS

The "Supplemental Standards" developed by the Berkeley Campus to assist in defining the levels of responsibility assigned within the Library Assistant series have been distributed to all General Library units, and to non-General Libraries. These are intended to amplify the classification specifications of the Library Assistant series and contain information about level factors, function descriptions and the concept of classifying the "total job." All staff should be aware of these guidelines. Additional copies may be obtained from the Library Personnel Office.

--W.E.W.

LAUC-B HANDBOOKS AVAILABLE

The LAUC-B Handbook which contains LAUC Bylaws, LAUC-B Bylaws, the LAUC-B roster, organization chart of the General Library, guidelines and procedures for leave and funding support and other useful information is available.

Please contact Charleen Kubota, Public Health Library at 2-2511 if you are interested in obtaining a copy of the handbook.

--Charleen Kubota

BENE/FACTS: *broadening options & coverages*

A number of significant changes in UC staff Benefit Programs have recently been
announced by the Office of the President/Senior Vice President—Administration
Ronald W. Brady, affecting both Retirement and Insurance Programs:

HEALTH plans are presently under review, in preparation for 1986 contract
renewals; no specific negotiating topics are yet announced, nor any
significant short-term changes anticipated.

DENTAL plans will be opened up to new enrollments, as well as transfers between
plans, regularly during the annual Open Enrollment Period, beginning
November 1985. Any eligible staff member who for one reason or another
did not join a UC dental plan at the time of employment, and wishes to
do so, will now be able to apply for enrollment (and subsequently to apply
for transfer) each November, effective the following January 1st.

California Dental Service (CDS) coverage has been expanded, effective
1 October 1985, to encourage preventive dental health care:

—X-ray benefits will increase from the current 75% coverage (subject
to the annual $50-per-person deductible) to 100% of UCR charges,
with no deductible applicable. [UCR = the 'usual, customary & reason-
able' charges for a procedure, as determined by CDS.]

—preventive dentistry benefits will increase from the current limit
of 2 visits to 3 visits per person per twelve-month period (not
calendar year), with UCR charges fully covered/no deductible.

—preventive periodontal (gums & bone) care benefits will increase from
50% to 100% of UCR charges, also no longer subject to the deductible.

LIFE INSURANCE/LONG-TERM DISABILITY INSURANCE. The long-term disability insurance
presently carried by the 'times-salary,' employee-paid life insurance
plans underwritten by Prudential—and recently the cause of premium
rate hikes for those plans—is to be separated from life insurance,
effective 1 January 1986. Premium structure will be subject to adjust-
ment for this and other reasons; and the disability plan itself is under
review, with an eye toward simplification.

DEPENDENT CARE ASSISTANCE PROGRAM (DCAP). A significant new benefit plan will
take effect on 1 January 1986 for employees requiring paid child care.
Employees who can anticipate their annual child-care costs—whether
the care is provided by UC or not—will be enabled by this plan to pay
such costs on a pre-tax basis, through a salary reduction agreement with
the University. Before the outset of the 'plan year,' the employee
enters into an agreement, by which an authorized amount is deposited
each month, from the regular paycheck, to his or her personal DCAP account.
The employee then makes claims for child-care costs, as incurred, against
this account, and is reimbursed in pre-tax dollars.

ADDITIONAL RETIREMENT PROGRAMS / IRAs

Finally, new offerings will amplify the University of California Retirement
System's (UCRS) Additional Retirement Programs (ARPs)—the voluntary
contribution plans supplementing UC's basic retirement plan.

UC employees presently take quite limited advantage of these programs
(some 23% systemwide participate), compared with Fortune 500-company

PERSONNEL CHANGES

PROMOTIONS	Marita T. Covarrubias, Circulation Department, was reclassified from Clerk to Library Assistant II, effective 22 May 1985.
	Karen Winn, Circulation Department, was reclassified from Clerk to Library Assistant II, effective 29 May 1985.
TRANSFER AND PROMOTION	Rhio H. Barnhart, Library Assistant III in the Acquisition Department, was promoted to Library Assistant IV in Cooperative Services-IBS, effective 23 July 1985.
RECLASSIFICATION	Keiko Hamamoto, Cooperative Services-IBS, was reclassified from Library Assistant I to Library Assistant II, effective 1 June 1985.
TERMINATION	Cynthia A. Rozzi, Administrative Assistant I in the Library Business Office, resigned effective 17 July 1985 and is returning to the Boston area.

ALTERNATIVE YOUTH

Craig Stockfleth, Serials Cataloging Division, is having a show of his recent photographs at the Elmwood Gallery. The title of his new show is: Alternative youth, photographs of Bay Area punks. This is not Craig's first show - his work has been exhibited in several shows in the area the past few years. He has also contributed to the fanzines, Puncture and Maximum rock n roll. Craig's unique vision can be seen at the Elmwood Gallery from August 1 to August 27, 1985. There will be a reception at the gallery on August 2, 6-8 PM. The gallery is located in Berkeley at 2999 College Avenue.

--Ivan Argüelles, Head
Serials Cataloging Division

REVIEW SHELF

Review Lot Number	Inclusive Dates
505	July 26 - August 23

This is a large collection which includes titles appropriate for ED-P, HGS, MAIN, and MOFF, as well as scattered volumes in most areas of the sciences and humanities. Selectors are invited to stop by at their convenience to review these books.

--Frank Carothers

BENE/FACTS (Continued)

employees (70-80%). UC Benefits is accordingly launching a campaign hoped to raise the employee participation rate to 50% over the next twelve months—a campaign which includes information and several innovations in the ARP investment menu, to become available with September 1985 earnings:

— IRAs will be offered by salary reduction, through two selected vendors: IDS/American Express and Wells Fargo Bank. Details will follow during the summer.

— Three new ARP options will be introduced: a Money Market Fund; a Guarantee Insurance Contract Fund; and the socially-responsible Calvert investment

— Limitations on transfer of accumulations between ARPs will be relaxed. 100% transfers will be permitted once every six-month period (except once every twelve-month period for the Guaranteed Insurance Contract Fund). Presently transfers are restricted to 25% per action, or 100% over 18 months; and may be initiated only each March and October 1st.

— Rolloverprovisions will be expanded, to permit rollovers of 50% minimum of total plan value from ARPs to IRAs, with 90 days' notice, by employees age 59-1/2 or older. Rollovers are currently restricted to 100% actions with 12 months' notice.

— Employees will be permitted to authorize their monthly salary reduction contribution by percentage of gross pay, as well as by fixed dollar amount (the present method).

UCRS-BASIC CONTRIBUTION RATES will, please remember, increase somewhat, effective with July 1985 earnings, following the period of pro-rated reduction (since last October) which resulted from late legislative funding action in 1984:

Employee contribution rates [mandatory; given as % of gross pay, to be reduced in each case by $19]	Effective dates		
	(9/84)	10/84 - 6/30/85	7/1/85
UCRS coordinated with Social Security	3.0	1.7	2.0
UCRS with SS,aboveSS annual wage base ($39,600)	5.0	3.7	4.0
UCRS without Social Security	7.1	5.6	6.0
Employer (UC) contribution rate			
All UCRS members	4.53	8.06	11.30

Members of UCRS coordinated with Social Security currently make FICA contributions at the rate of 7.05% of gross pay monthly, up to the Social Security wage base; these contributions are matched by the University.

--Mark Livingston
Benefits Representative

NEW CATALOG:2 BOOKS BASE SET AND SUPPLEMENT IN PRODUCTION

A new Base Set of microfiche for Catalog 2: Books is currently being prepared by the Library Systems Office. The new Base Set will contain General Library cataloging records through July 15th, and will be ready for distribution on or about July 29th.

As a result, distribution of the next supplement to Catalog 2: Books will also be delayed until July 29th. The next Update will include all "on order", "in process" and "apply at" records through July 16th.

Following distribution of the new Base Set and first Update, the Systems Office will resume its regular production schedule for the biweekly supplement. Thus, Catalog 2: Books recipients can expect another Update on August 5th, which will contain all "on order", "in process" and "apply at" records through July 30th, as well as new cataloging added to GLADIS from July 16th through July 29th.

                                                        --Carl Bengston

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit No. 115, Photocopy Services in ARL Libraries, is now available in the Librarian's Office for consultation or short-term loan. This kit deals with self-service copiers and staffed copy centers which do copying for library users. It does not address issues surrounding other activities associated with photoreproduction such as offset printing, microfilming, and photographic services. The report looks at photocopy service goals, management, revenue, equipment performance, and coinage versus debit card systems. (Copyright information can be obtained from SPEC Kit #102, Copyright Policies in ARL Libraries, also available in the Librarian's Office.) Loan arrangements can be made for both these SPEC Kits through Samina Bashiruddin at 2-3773.

We are still missing the following SPEC Kits:

        #13, Planning Systems
        #24, User Surveys
        #25, User Statistics and Studies
        #32, Preparation and Presentation of the Library Budget
        #33, Integration of Nonprint Media
        #53, Performance Appraisal
        #66, Planning for the Preservation of Library Materials

Please check to see if you have any of these in your office. Even though they are old, occasionally someone wants one and we have to order them, at extra cost to the Library.

                                                        -- Samina Bashiruddin

FREE FOR THE ASKING

Do you need plastic magazine holders (the kind with clear plastic fronts and
the thin metal strip which inserts down the middle of the issue)? The
Environmental Design Library has quite a few it does not need. Please contact
Elizabeth Byrne at 2-4818 if you would like some.

                                                    --Elizabeth Byrne

AUGUST CALENDAR OF MEETINGS AND EVENTS

    Aug 1/Thurs/Technical Services Department Heads/10:00/322 Library
    Aug 2/Fri/Public Services Department Heads/10:00/322 Library
    Aug 6/Tues/Department Heads/8:30/322 Library
    Aug 7/Wed/Exhibits Ctte/9:00/321 Library
    Aug 8/Thurs/Reference Services Ctte/9:00/321 Library
    Aug 8/Thurs/Circulation Supervisors Group/10:00/322 Library
    Aug 8/Thurs/Public Services Advisory Group/1:00/322 Library
    Aug 12/Mon/Sciences Dept. Monthly Meeting/10:30/322 Library
    Aug 13/Tues/Cataloging Council/10:00/322 Library
    Aug 14/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
    Aug 15/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.
    Aug 16/Fri/Public Services Unit Heads/10:00/322 Library
    Aug 21/Wed/Circulation Ctte/10:00/321 Library
    Aug 27/Tues/Cataloging Council/10:30/322 Library

    LIBRARY TOURS AND INSTRUCTION
        Aug 14/Wed/Tour of the Institute of Governmental Studies Library/109 Mose
            8:30. (See the July 18 issue of CU NEWS for enrollment form.)

        GLADIS CLINICS (Sign up by calling Jeff Katz, Systems Office, 2-6120.)
        Aug 14/Wed/GLADIS Introduction/10:00/322 Library
        Aug 21/Wed/GLADIS Advanced Searching/10:00/322 Library

Staff Development Committee

LIBRARY MEDIA PROGRAM AT DIABLO VALLEY COLLEGE -- FALL COURSES

Two courses of interest to the library community are being offered at
Diablo Valley College, Pleasant Hill, beginning August 26, 1985. For more
information, call Mary Dolven, 685-1230, ext. 3237.

> Introduction to Library Media and Information Services.
> Wednesdays, 7pm - 10pm. (3 units)
>
> Library acquisition and Processing Methods.
> Mondays, 7pm - 9pm. (2 units)
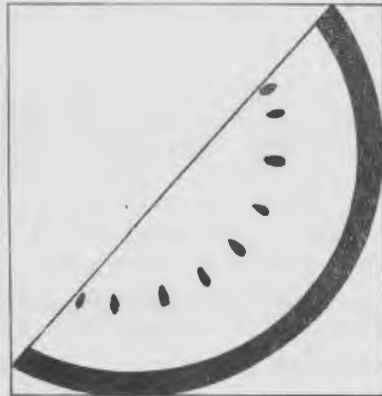
OFF-CAMPUS OPPORTUNITIES FOR CONTINUING EDUCATION -- WORKSHOPS

AUGUST

6   Power Communication Skills for Women.
Hyatt, Oakland International Airport. $45.
Call (303) 447-2300.

8   Fundamentals of Management and Supervision.
Hyatt Regency, San Francisco. $195.
Associated Management Institute, Inc.
Call (800) 556-7500.

12   Skills and Techniques for Secretarial Effectiveness.
Holiday Inn Bay Bridge, Emeryville. 8:30 - 4:30. $80.
Call Oregon State University, Endeavors for Excellence,
(503) 754-2677. Registration deadline: August 5, 1985.

26-29   Integrated Information Technology Conference and Exposition.
Moscone Center, San Francisco. Registration for SIA members
$345. Call (800) 638-8510

OFF-CAMPUS OPPORTUNITIES FOR CONTINUING EDUCATION -- WORKSHOPS   (continued)

SEPTEMBER
  5   Power Communication Skills for Women.
           Ramada Renaissance Hotel, San Francisco.
           See listing above, dated August 6.

  6   Power Communications Skills for Women.
           Repeat of September 5.

  23   Total Recall; How to Boost Your Memory Power.
           Hyatt Regency, San Francisco. $165.
           Call (800) 556-7500.

OCTOBER
  7-8   Practical Planning for Library Buildings: A Dialog for the
           Mid-1980's. Hyatt Regency Hotel, Oakland. Contact:
           California State Library, P.O. Box 2037, Sacramento, CA 95809.

COMING UP: *87th Annual CLA Conference, Oakland Convention Center, Nov. 16-20.

           *ONLINE '85, Conference and Exposition, New York, November 4,5,6.

Publication of these announcements does not necessarily imply endorsement
of the course/seminar by SDC, nor availability of SDC funds. However, staff
are encouraged to check for availability of funding support by submitting
an application to the Staff Development Committee, c/o Gail Holcomb, Biology
Library.

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
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ENERAL LIBRARY OF THE UNIVERSITY OF CALIF

U NEWS

Volume 40, Number 31   1 August 1985

FREEDOM AND EQUALITY OF ACCESS TO INFORMATION

At the American Library Association conference of June 1983 the then-President
of the Association, Carol Nemeyer, appointed a Commission on Freedom and Equality
of Access to Information. The Commission's nineteen members represented the
library community, the information industry, and other informed producers and
users of information. Their challenge was, in President Nemeyer's words, "to
explore limitations on access to communications media by writers and speakers
and by readers and users, and to indicate measures to enhance freedom and
equality of access by all citizens, poor and wealthy, young and older, advantaged
and disadvantaged."

In June 1985 the Commission submitted its report, which was first made available
to members of the Association at the membership meeting of July 8 during the
Annual Conference of 1985. After debate in the membership meeting and Council
it was agreed that the text, with some factual corrections, and with the addenda
of critiques delivered at the meeting, should be made widely available to the
Association membership for criticism and comment; and that the Association should
then consider what action is appropriate to formulate and affirm the ALA's
position with regard to the complicated questions of freedom and equality of
access to information.

Copies of the initial text are being made available in the Library School Library.
The undersigned suggests that readers note particularly the minority opinions
entered by Professor Ben Bagdikian of the Berkeley Graduate School of Journalism,
a member of the Commission, on pages III-37, III-38, and IV-41. These contri-
butions will undoubtedly serve as focal points for much of the further discussion
and criticism of the Commission's report.

                                        --Sheila Dowd

CONGRATULATIONS, REBECCA MARTIN!

Rebecca Martin has been appointed Assistant Director of User Services and
Collection Development at Clark Library, San Jose State University, beginning
August 19, 1985. Rebecca has been head of the Biology Library for four and a
half years and has most recently also served as Public Service Coordinator for
Circulation Automation. Our very best wishes go out to Rebecca in her new
position.

                                        --Carol Alexander
                                          Head, Science Libraries

ACADEMIC POSITION AVAILABLE

The following academic librarian position will be available with the General Library at Berkeley. Candidates should apply in writing, including the names and addresses of at least three professional references, by 30 September 1985 to William E. Wenz, Library Personnel Officer, Room 447, General Library, University of California, Berkeley, CA 94720. This position will be available 1 December 1985 or as soon thereafter as possible. For collective bargaining purposes this position is supervisory and is excluded from any bargaining unit.

HEAD, BIOLOGY LIBRARY

Librarian
$36,504.00 to $50,604.00 per annum salary range

The Biology Library is a branch of the General Library and the largest unit in the Sciences Libraries Department. The book collection includes 200,000 volumes, plus 4,000 current serial subscriptions. A staff of seven Library Assistants and three Academic Librarians provide reference instruction, collection development, reserve book, and circulation services to a large and diverse clientele of faculty, researchers and students. The Library also offers literature searching to the campus community at cost to the user.

RESPONSIBILITIES: Under the general direction of the Head of the Sciences Libraries Department, the Head of Biology is fully responsible for the management and operation of the Branch. Specifically, the Branch Head directs programs to build the collections, supervises all staff, develops program plans, prepares and justifies budget submissions. Additionally the incumbent monitors the budgets assigned to assure that funds are spent carefully and effectively. The Head of this Branch participates actively in the Library's programs to inform the Faculty of General Library activities, solicits information on user needs and requirements and acts to assure that these needs are made known to the Department Head. The Branch Head represents the Branch in meetings of the Department, the General Library, Campus Committees, and those of professional organizations. The incumbent is expected to participate actively in space planning for renovation of this unit over the next five years.

QUALIFICATIONS: Applicants must have an MLS degree from an ALA accredited library school. Applicants with an undergraduate degree in one of the life sciences will be given special consideration. Must have at least seven years of progressively responsible experience in a scientific research library, including three years of supervisory experience. The successful candidate is expected to have had sufficient experience to provide leadership in planning public service programs for this unit, space planning, collection development, personnel development, automation implementation and evaluation of user services and requirements. The candidate should demonstrate superior verbal and written communication skills, the ability to interact with library staff and the academic community. Proof of management ability and professional achievement is required.

The University of California is an Equal Opportunity/Affirmative Action Employer

PERSONNEL CHANGES

ACADEMIC PROMOTIONS   Effective 1 July 1985 the following members of the academic staff of the General and Non-General Libraries were promoted to the ranks indicated:

From Assistant Librarian to Associate Librarian
    (with Career Status)

    Charleen Kubota   - Public Health Library
    Juta Savage   - Public Health Library

From Associate Librarian to Librarian (with Career Status)

    Milton G. Ternberg - Social Science Library

From Associate Librarian to Librarian

    Terry Dean   - Institute of Governmental Studies
    Ann B. Gilbert   - Collection Development/Reference
                           Services
    Virginia Polak   - Continuing Education of the Bar

The following individuals achieved career status

    Carl E. Bengston   - Library Systems Office
    Ellen Gilmore   - Law Library
    Carol A. Lawrence - Moffitt Undergraduate Library
    Julie Rinaldi   - Earth Sciences Library

RECLASSIFICATIONS   Karen M. Beavers, Interlibrary Lending, was reclassified from Clerk to Library Assistant I, effective 1 June 1985.

John Paul Heins, Interlibrary Borrowing Service, was reclassified from Clerk to Library Assistant I, effective 1 January 1985.

Lisa M. Van Slyke, The Bancroft Library/Catalog Division, was reclassified from Clerk to Library Assistant I, effective 1 May 1985.

APPOINTMENT   Deborah E. Jan has been appointed Library Assistant II in the Public Health Library, effective 29 July 1985. Ms Jan was graduated here at Cal this past May (A.B., Molecular Biology), and worked as Clerk, then Library Assistant I in the Education/Psychology Library during the last three terms of her undergraduate years. She has also worked in the campus Development Office (1982-83) and as a Laboratory Assistant in the Department of Microbiology and Immunology (1982).

JUDITH STANLEY, 1926-1985

Judith Stanley, Reference Librarian at the Law Library, died on June 28, 1985 in St. John's Hospital in Santa Monica after an extended illness. Judith's vibrant personality and commitment to service will always be remembered by the people who knew her and worked with her. Even during her illness she stayed in contact with her colleagues and was ready to offer advice and encouragement. She will be missed.

                                           --Bob Berring
                                           Law Librarian

SDC FUNDS STAFF PARTICIPATION

On June 19, Emily Rainey (Serials) and Pat Abalos (Reference) attended an all-day workshop in San Francisco on the subject of microcomputers in the library setting. Funds for this workshop were supplied through application to the Staff Development Committee, using form ADM106. If you would like to attend a library career-related workshop or class, the SDC encourages you to apply for funding.

If you have a recommendation for a workshop that you think would be valuable to staff, we would like to hear from you. Send your questions/suggestions to Gail Holcomb, c/o Biology Library.

For Emily's and Pat's report on the microcomputer workshop, see this issue of MicroNews.

                                           --Gail Holcomb
                                           Acting SDC Chair

JAPANESE NEWSPAPERS REPORT EAL'S MITSUI PROJECTS

Five leading newspapers of Japan, including Asahi Shimbun (circulation 12,000,000) and Nihon Keizai Shimbun (circulation 3,200,000), recently reported on the East Asiatic Library's Mitsui Projects. All articles emphasized the importance of these projects to the international academic community. The projects will commence soon, 35 years after the initial purchase of the collection, by the University of California at Berkeley.

The Mitsui Projects consist of two separate tasks: the cataloging of Hampon (Pre-1968 printed books) (Title II-c grant) and of Old Japanese maps (NEH grant). Although the value of these collections has attracted many scholars worldwide, preservation and cataloging have not been undertaken until now. Five specialists are invited to Berkeley from Japan. The projects will begin late this summer at the new office in the Stephens Hall.

                                           --Yuki Ishimatsu

ORAL HISTORY OF FORMER REGENT ELINOR RAAS HELLER COMPLETED

"Most of all when I think of her talents and achievements, I think of Ellie attending a meeting, a pursuit which she has elevated into an art form."

Thus did James E. O/Brien in his introduction to the oral history of Elinor Raas Heller, succinctly express the reasons why she has been, for some sixty years, a valued member of numerous boards with interests ranging from higher education to hospital administration, to banking, to Democratic party politics.

Mrs. Heller was asked to participate in the Regional Oral History Office's California Women Political Leaders Oral History Project because of her long-time activity in the Democratic party. The project, however, was designed to understand the role of women in politics between 1920 and 1965, and to consider other significant experiences prior to and after their most active involvement in politics. So extensive has been Mrs. Heller's experiences that her oral history required fifty hours of interviewing, resulting in an 851-page two volume memoir appropriately entitled A Volunteer Career in Politics, in Higher Education, and on Governing Boards.

No such plans for her future were in Elinor Raas's mind while she was growing up in San Francisco between 1904 and 1921 at which time she crossed the bay to attend Mills College, nor when, immediately after graduation in 1925, she married Edward Hellman Heller, nor when the dyed-in-the-wool San Franciscans moved to Atherton with their three young children, in 1932.

Gradually, however, and through no effort on her part, she was sought after and accepted membership on many Bay Area and California community boards and committees, on many of which she was the only woman.

A major share of the oral history is devoted to Mrs. Heller's primary interest in higher education and her experiences on the Board of Regents of the University of California to which she was appointed by Governor Pat Brown to complete Edward Heller's term following his death in 1961. During those years the students rebelled, the University grew from four to nine campuses, and Presidents Clark Kerr, Harry Wellman, Charles Hitch, David Saxon, and numerous chancellors tackled extraordinary problems which beset the heretofore stable institution. Mrs. Heller has analyzed the different approaches among the Regents and governors to University governance.

Although aware that she was often the only woman on a board or a committee, Elinor Heller saw herself as a hardworking board member with a commitment to helping fulfill the goals of the organization, not as a woman with a special role because of her sex. "I see a problem and try to solve it," she said. "If I think I know the right way, good. I'm not determined to have things may way, but once I've thought it out and think I'm right, I do my best to work it out. That's one of the best roles I can play that I've found in my life."

It is about such a person that William K. Coblentz and James E. O'Brien, long-time friends and associates, have written their introductions to the oral history.

The oral history is available to researchers at The Bancroft Library, and at UCLA's Department of Special Collections. For information or acquisition, contact the Regional Oral History Office, 486 The Bancroft Library. Tel: (415) 642-7395.

ORDER CARD PROCEDURES???

The newly revised, indexed Order Card Procedures were mailed out from the
Acquisition Department on July 10. Give one of us a call with any questions
you have about them.

Please note the revised meaning of the phrase:

   ---Acquisition Dept. should NOT check for holdings.

Consistent use of this (and the related instructions which follow it) will expe-
dite everyone's orders and derive maximum benefit from the time invested in pre-
order checking in public service units as well as in Acquisition.

The procedures are in effect now. If you need a copy, let one of us know.

                --Rosanna Brown (2-3872) and the
                    English Language Order Staff

                --Gordon Allenbaugh (2-3966) and the Romance/
                    Germanic Language Order Staff

                --Joe Barker (2-0590)

SEND YOUR ENVELOPES

The Regional Oral History Office would be grateful to recycle any used manila
file folders or manila evnelopes, 10" X 13" or thereabouts. Send to Room
486, Attn: Laurie.

LIBRARY OPENING HOURS FALL 1985 (LOL 13)

The Library Opening Hours Leaflet for Fall Semester is available for ordering
through the Supplies and Maintenance Unit. Non-General Libraries will receive
their supply in the mail.

                --Jeanne Fong
                  Librarian's Office

micro news

MORE WORDPERFECT THAN BEFORE

Library administration has ordered WordPerfect 4.0 based on enthusiastic reviews indicating significant improvements over version 3.0 which we are currently using. New features include highlighting blocks of text defined for moving or editing, a simpler printing procedure, and the ability to create indexes and tables of contents. Mary Heath, who is coordinating the upgrade, reports that the manual has also been improved. Mary has been in touch with PC Coordinators to make arrangements for the new version.

MICROCOMPUTERS IN LIBRARIES AND INFORMATION CENTER

The above workshop was given by AJ Seminars, on June 19, in San Francisco. Here is a report from two UC Library participants.

The objective of this workshop was to provide the non-specialist with a basic understanding of the nature of microcomputers and their uses in libraries and information centers. It was divided into four parts.

1. Microcomputer basics: An introduction to microtechnology focusing on the general concepts of microcomprocessing and covering the specialized vocabulary of micro-computers. Participants were provided with an excellent glossary and selective bibliography, which we will be happy to share with others, upon request.

2. General Purpose Software for Libraries: This section was aimed

PC TYPS   Macros (part 2)

We began (MN #3) with a brief explanation of what macros do and how to write macros for WordPerfect. Now its time to get down to some practical applications.

One point I always stress with word processing is to save your work frequently as you go. Unfortunately, WP requires several steps to perform this simple and essential procedure. Make a macro!

For this operation you will need to be have WP up and running and an already named file on the screen. Now follow these steps.

you type:	WP responds:
Alt 6	Macro Name:
Alt S	Macro Def (flashing)
Alt 8	Document to be saved: (filename)*
Carr rtn	Replace (filename) y/n?
Y	-lots of disk drive noise, then- Macro Def (flashing)
Alt 6	Macro Def disappears

*Note: If no file name appears at this step, cancel (Alt 1 then Alt 6) immediately.

You can make a macro of just about any procedure simply by bracketing it with Alt 6 commands. While writing macros is easy, designing them can be tricky. The the more steps involved,

PC TYPS--Macros continued from p. 1
the more that can go wrong. Account
for the possibility of the answers
you supply meaning something else
under different circumstances.

I use macros to change margins
and page length for various form
sizes and shapes (half-sheet memos,
half-size letterhead, envelopes
and catalog cards), to exit from
WP after saving the file and to
send the printer a "Go" after I've
selected PrtSc. Send your macros
to MN for PC Typs.   -- lj

LIBRARIES 2 : COMPUTERS STILL 512K
"After reading about the enormous
memory address space of Intel's
newest chip...perhaps it is time
to redefine the way we think about
memory. Giga and tera really don't
have that much meaning in normal
use. Similar to the way large astro-
nomical distances are measured in
light-years rather than trillions
of miles, perhaps we need to invent
another new unit of measure. It
would be possible to establish how
much information was available in
the Library of Congress on January
1, 1985, for example, and call this
unit "one l/c." Saying a machine
has a virtual memory address of
3.2 l/c's makes its capacity much
easier to grasp."
-- letter to the editor, InforWorld

(Its a nice idea but so far the
biggest micros have a capacity in
the range of .0005 natrs.)
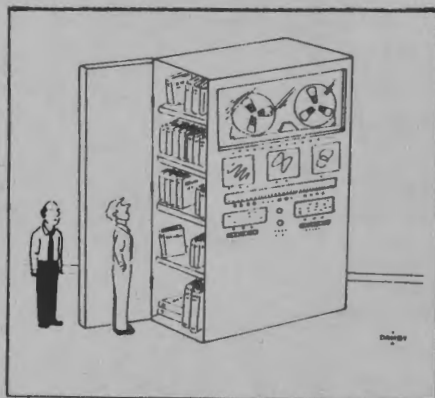
"You're right — It does hold a lot of
information."

MICROPRO CHALKS UP ANOTHER ONE
The copyright suit mentioned
in MN #3, turned out badly for the
defendant. Wilson Jones, a subsidiary
of Standard Brands Inc., conceded
that employees made illegal copies
of software and has paid a "substantial"
settlement to Micropro International
and the Association of Data Processing
Service Organizations (ADAPSO). A
director at ADAPSO warned, "This
is not the last suit of this type
you will see." InforWorld 7/1/85

SPREAD IT ALL AROUND
If you have the impression that
everyone is buying a microcomputer,
advertising dollars may have something
to do with it. Marketing Technology
in New York reports that personal
computer hardware and software companies
poured more than $1 billion into
advertising last year.

Thirty percent was spend on general
interest magazines, 28% went to
television, 26% to computer magazines,
11% to newspapers and 5% for radio.
Computer companies rank fourth in
advertising costs, following food,
automotive and cosmetics companies.

THE $3000 PAPERWEIGHT
"A research firm in Mountain
View, California thinks it knows
the reason why home computers are
gathering dust in warehouses and
closets. Sotware Access' survey
of 4,300 households found that eight
percent owned home computers, but
of those, ten percent admitted they've
given up on their machines because
they're too hard to use, don't fulfill
their expectations, or are just
a plain old pain in the neck. Mary
Ellen Dick, a researcher at Software
Access, says while most people buy
computers to help their kids at
school, they are disappointed to
find the machines are not useful
in that task once they get them
home. Kids overwhelmingly prefer
to play games, she says, and the
educational programs gather dust."
-- Computer Currents 3:4

at those still in the planning, or the expansion stages of choosing a system. Areas discussed included types of software, operating systems and utilities, and general applications programs (e.g., word processing, spreadsheets, databases management), and communications with other systems. Owners of software can keep up to date with revised and enhanced versions by a) registering their purchase with the manufacturer, and/or b) reading the major computer publications.

3. Introducing Micros into Libraries: Planning and development, software availability, hardware acquisition, service and security, and costs were fully examined in this section. Points stressed included the importance of realistically determining your application needs, and selecting software which will execute those applications, before considering hardware. Then the steps should be to acquire compatible hardware, to negotiate an adequate service contract, and to secure the system. Throughout this process, there should be an awareness of the costs involved in the implementation and maintenance of a computer system.

4. Special Purpose Micro Applications in the Library: Besides the applications we are currently developing here at UCB (Circulation, Acquisitions, Serials Control), no new applications were introduced, and this was the weak point of the seminar. However, the discussion on advances and future technology emphasized the increasing capability of microcomputers: Before long, storage capacity of micros will surpass current mainframe capability. This will allow smaller libraries to utilize microcomputers to carry out library functions, rather than having to invest in a large computer.

In conclusion, those with a great deal of computer training would not need this workshop; but staff who are familiar with computers, and are still learning about the capabilities of software as well as hardware, would find this a valuable reinforcement experience. It is also useful as a training model for those instructing others in the use of microcomputers.

-- Pat Abalos, CDRS and Emily Rainey, Serials

MICROCOMPUTER COMMITTEE MEETING
HIGHLIGHTS
(Report on meetings 4 through 7)

Work has progressed on a number of fronts, including
 1) End-user searching
 2) Downloading
 3) Recommendations on software policy and cataloging
 4) Unit polls on equipment use (and more specifically
    printer requirements)
 5) Discussion of establishing a "Freeware/software" library

End-user searching and downloading are seen as complex issues, having a high priority. The Committee hopes to serve the library community by gathering information on the

experiences other campuses have had in this arena; by gathering information on the legal issues involved; and by acting as a clearing house for in-house ideas, questions and statements of concerns/needs.

The Committee sees a real need for a formal Library policy governing administrative applications of micro-computer software. Purchasing, maintenance, staff training and the library's legal obligation to guard against creation of "bandit copies" of software are among the issues being approached. Also included is a draft of a minimum standard for cataloging software. This seems a viable means to inventory existing software, as well as to make software

Committee Highlights continued

holding information easily accessible by all library units. Software purchased as part of the Library's collection, or held on reserve for courses has issues all its own; the Committee believes these issues fall more properly in the domain of other existing committees.

The Committee is working with Department and Unit heads to assess the adequacy of existing hardware throughout the General Library. Our first priority in this regard has been to poll units and analyze the adequacy of the Adler printer. The Committee is currently collecting information on alternative printers which we hope to pass back to the Administrative Group for consideration and dissemination.

Software needs vary from unit to unit. The Committee is currently investigating the "freeware" and "shareware" available. Software of this type is cheaper and comes without the strict usage limitations often associated with "open market" software. The Committee is investigating the possibility of establishing a "lending library" of freeware, if this seems worthwhile.

These are some of the issues currently being reviewed by the Microcomputer Committee. We are open to all suggestions and comments that the general library community would like to share.

--Gail Holcomb (recorder)

AS THE LITIGATION TURNS

Micro/Vest, the firm which success-fully sued ComputerLand for 20-percent of its assets, is now being sued for a portion of that award by a group claiming that they were partners of John Martin-Musumeci, Micro/Vest's founder, at the time he invested in ComputerLand. -- Computer Currents

"BACK FROM THE DEAD

The California Assembly's Consumer Protection Committee has approved a bill that would allow computer buyers to get refunds on machines that don't live up to advertisement claims. Rewritten by Assemblywoman Gloria Molina of Los Angeles, the bill was originally thought to be dead in the water after fierce lobbying from ComputerLand and the American Electronics Association, as well as confusing wording. However, it's back and scheduled for a vote in the Assembly. This is the toughest consumer-oriented computer purchasing legislation ever written in any state." --Computer Currents 3:2

4

ASSISTANT TO THE AUL/CD

It is a pleasure to be able to announce that Dorothy Koenig has accepted ap-
pointment to the rotational position as Assistant to the Assistant University
Librarian for Collection Development. Many Berkeley Librarians remember
Dorothy's major contributions to collection development at CU in her role as
coordinator of the Collection Development Policy Statement in 1978-1980. (Those
who missed this chapter in our institutional history might like to read her lucid
account of it: "Rushmore at Berkeley; the dynamics of developing a written col-
lection policy statement", Journal of Academic Librarianship, v. 7, no. 6, Jan.
1982.) I am very happy that we can all profit again from her knowledge and abil-
ities as we begin the projected "Rushmore" revision, participation in the system-
wide conspectus project, and other substantial efforts in the realm of collection
management and development. Dorothy will continue to serve as Anthropology Li-
brarian while undertaking this half-time service.

Dorothy can be reached in Anthropology in the mornings at 2-2419, and in the Li-
brarian's Office in the afternoons at 2-3773.

                                              --Sheila Dowd

LAUC-B EXECUTIVE COMMITTEE MEETING

The next meeting of the LAUC-B Executive Committee will be 9 August 1985, 10:00 -
12:00, Room 322, Main Library. Agenda topics will include discussion of the Of-
fice of the President's revisions to LAUC's recommended revisions of the APM and
peer review; and, the third draft of the LAUC-B guidelines and procedures for
research and professional development fund awards.

                                              --Deborah Sommer
                                              LAUC-B Secretary

VOLUNTEERS NEEDED NOW FOR THE MAIN LIBRARY TOUR PROGRAM

Attention all pacifists...the Main Library is looking for a few good persons
to round out its ranks of Main Library orientation tour leaders.

If you enjoy working with the public in group situations and have a forensic
flair, we would like to speak with you about a stint in the Library Tour Pro-
gram. We offer lots of variety: orientation tours in the Fall and Spring,
regular Wednesday tours, CalSO tours for incoming students as well as occasion-
al "special assignment" tours.

Learn a new skill. For more information or to volunteer, call Myrtis Collins
at 2-7600.

                                              --Eddy Hogan and Myrtis
                                              Collins, Main Library
                                              Tour Coordinators

BENE/FACTS: *Additional Retirement Programs Transfer Deadline*

Employees currently participating in the UCRS Additional Retirement Programs. both Tax-Deferred and Non-Tax-Deferred, should be aware that the next deadline for requesting one-quarter or graduated complete transfers of accumulated deposits among the programs, will be 1 September 1985. This is the date by which UCRS form 5637T (available in Library Personnel) must reach UCRS, so plan ahead.

Under current UCRS regulations, such transfers are permitted twice yearly, with effective dates 1 March and 1 October. Among the pending changes in the programs, announced in CU NEWS 40:30, this limitation on transfers will be relaxed later this year, to permit 100% transfers once every six months, in most cases.

Note that the action in question is not that of requesting refunds, but of transferring funds on deposit; entirely different regulations apply to the former.

--Mark Livingston,
Benefits Representative

APM REVISIONS AFFECTING THE LIBRARIAN SERIES

Last fall, under the terms of the Tier 2 Compact, the LAUC Ad Hoc Committee on Peer Review/Revision of the APM drafted a set of proposed revisions of personnel policies for members of the Librarian Series (APM - 360, 210-4), and related policy revisions affecting Non-Academic Senate (APM - 140, 145, 710, 730). The proposed revisions were approved at the LAUC 1984 Fall Assembly, and, with minor revisions, sent for review by the Office of the President in February 1985.

The documents have now been returned for further review and comment by the Office of the President to the Vice-Chancellors, members of Library Council, and the LAUC Executive Board. LAUC divisional comments are now being solicited. The Ad Hoc Committee on Peer Review/Revision of the APM will be meeting in September 1985 to assess the divisional comments. The LAUC President will then prepare and forward the LAUC response to the proposed revisions to the Office of the President, which has set a November 1 deadline for comment.

The LAUC-B Executive Committee will be reviewing these documents this month. A copy of them is available at the General Reference Desk. Any one wishing to have his/her own copy for review may contact either Ivan Argüelles, 2-3331, or Deborah Sommer, 2-6010.

LAUC-B COMMITTEE ON RESEARCH AND PROFESSIONAL ACTIVITIES AND DEVELOPMENT

New members have been appointed to the LAUC-B Committee on Research and Professional Activities and Development. They are Gerald Geiffer, Barbara Kornstein, Peter Evans, and Joe Barker, who will serve two year terms, and who join with incumbents Gail Nichols, Eddy Hogan, and Henry So to form a larger committee. The present committee is working on guidelines governing the call for both professional development and research awards. As the calls occur at different times of the year and involve different criteria, it was decided that the committee had to be expanded from 5 to 7 members. A call for professional development funding will be forthcoming soon. The newly enlarged committee will begin its duties as of September 1.

--Ivan Argüelles, Chair
LAUC-B Executive Committee

PERSONNEL
CHANGES (Cont'd)

Map Room, Government Documents Department: he had trans-
ferred to Cal after his freshman year at Yuba College,
Marysville. He briskly advanced his status, to LA I in 1973
and LA II in 1974; and assumed career status in May 1975, fol-
lowing his graduation (AB, journalism, December 1974). A year
and a half later he was promoted to LA IV, and in October 1978
assumed the duties of Assistant Head of the Map Room: a posi-
tion he maintained until resigning from the University in January
1981. Since leaving the Library Mr. Mullin has been self-employ-
ed as an importer and supplier of Latin American maps and govern-
ment documents to academic libraries and government agencies.

Gale E. Nolan has been appointed Administrative Assistant I in
the Librarian's Office (replacing Pam Garza), effective 1
August 1985. She has been filling the position since June out
of the Temporary Assistance Pool, through which she began work-
ing on campus last February. Before moving to the East Bay,
she worked through the Temporary Assistance Pool at UC Davis
(1983-84). Her previous secretarial experience has included
positions with a continuing education research project in
Sacramento, a psychological consulting office in Sacramento,
and a community action law office in Oakland. Ms. Nolan holds
her BA in Social Science from Humboldt State University.

Frances St. Clair has been appointed Administrative Analyst in
the position of Library Employee Relations Specialist, effective
1 August 1985. A graduate of Antioch University (Baltimore),
Ms. St. Clair has her degree in Planning and Administration.
Since 1973 she has held increasingly responsible positions in
the personnel area with the Maryland State Department of Educa-
tion. Her most recent assignment was as Chief of Recruitment
and Human Resources in which she supervised a staff of eight
involved in the recruitment program servicing 1,400 employees.
In this capacity she participated in management policy-making
activities, advised management in the area of laws, rules, pol-
icies and procedures pertaining to all aspects of personnel and
served as alternate Employer-Employee Relations Officer. Pro-
fessionally active in the field, Ms. St. Clair is a member of
the International Personnel Management Association and American
Management Association.

TERMINATION

Cheryl L. Thompson-Thomas Library Assistant II, Circulation De-
partment, resigned effective July 31, 1985.

HAS ANYONE SEEN.....

A stray volume 5 of the Union List of Serials? The copy in Interlibrary Borrow-
ing Service (303 Main Library) is missing. The volume is not marked with an In-
terlibrary Borrowing stamp, and therefore could not be returned to us if we did
not go public with our loss.

--Sue Gallup

PERSONNEL CHANGES

APPOINTMENTS

Walter V. Brem, Jr. returns to the Berkeley campus as Assistant Head of Public Services in The Bancroft Library, effective 1 August 1985. Mr. Brem took his M.L. S. at the School of Library and Information Studies in 1979. While studying here he served as Spanish and Portuguese Languages Specialist in the Bibliographical Division of the Acquisition Department, having worked in the Map Room, Government Documents and Cooperative Services Departments, 1976-79. Previously, while taking his A.B., MA., and standing for Ph.D. candidacy, all in History, at UC Santa Barbara (1966, 1968, 1970) he worked with Special Collections-- notably Western Americana-- in the University Library. During the six years since he left Berkeley he has served as Reference Librarian and Iberoamerican area Specialist in the University Libraries of Arizona State University at Tempe. Mr. Brem received a Fulbright-Hays Research Fellowship to Brazil, 1972-73, and has taught, lectured, and published in Latin American history and librarianship.

Daniel J. O'Byrne has been appointed Mail Processor in the Library Mail Service, Fiscal and Support Services Department, effective 1 August 1985; but Library units will notice no staffing change, since Mr. O'Byrne has filled the position as a student library employee since January 1983. He received his BS in Mechanical Engineering from Cal in December 1984; and began his undergraduate studies at UC Santa Barbara, where he also worked, as a video operator in the Learning Resources Center. He transferred to Berkeley in 1981.

Lynne Cutler has been appointed Library Assistant I (half-time)

in the Edward Heller Reading Room of The Bancroft Library, effective 1 August 1985. Ms. Cutler has in fact been working in Bancroft's Public Services since October 1982, first as a student page and subsequently, through TAP, behind the desk as a public service and reference aide. She took her MLIS here at the School of Library and Information Studies in 1983, having studied philosophy and literature as an undergraduate in New York, first at Wells College and then at the State University College at Geneseo (BA, 1974). Since last October Ms. Cutler has been working part-time as reference librarian in the Oakland Public Library's Science and Sociology Department, and in Magazines and Newspapers; while volunteering in the Pacific Film Archive of the University Art Museum.

Stephen C. Mullin returns to the Library after some five years, to stand in for Jennifer Wu during her maternity leave, as Library Assistant III (Assistant to the Circulation Supervisor) in kresge Engineering Library, Science Libraries Department; effective 1 August through 31 December 1985. Mr. Mullin first began working in the Library in 1972, as a student Clerk in the

WELCOME TO BIOLOGY - CRIS AND CAMILLE

We are pleased to announce that Cristina Fowler will serve as Acting Head of the Biology Library on a half-time basis beginning August 5, 1985. Cris is a key member of the staff of the Public Health Library where she has held supervisory positions since 1981. She currently serves as Liaison with the Department of Health Services to manage a contract which provides DHS with a variety of Library Services.

Camille Wanat, Head of the Physics Library, will also be a member of the staff in the Biology Library for about six weeks to analyze staffing and workflow patterns associated with Technical Processing of monographs and serials.

We are grateful to both Cris and Camille for accepting these additional assignments.

--Carol Alexander, Head
Science Libraries Dept.

ALA, SLA, AND MLA CONFERENCE HIGHLIGHTS

Speakers, programs, "Poster Sessions", tours, galas, exhibits, and much more made up another series of conferences for the American Library Association (Chicago), the Special Libraries Association (Winnipeg) and the Medical Library Association (New York). This year's themes were for ALA: "Forging Coalitions for the Public Good", for SLA: "The Information Specialist: A Bridge to the New Communications" and for MLA: "New Ventures, New Roles, New York".

If you were unable to attend the conferences and are interested in new ideas, innovative techniques and what specialists have to say on issues that might be of interest to you, you will not want to miss an overview of the conferences hosted by the Staff Development Committee in the Morrison Room on Thursday, August 15, - 8:30 - 9:45. (Coffee available 8:15 - 8:30)

--Myrtis Collins
Staff Development
Committee

BERKELEY WILL HAVE THE FASTEST CATALOG IN THE WEST...WHILE IT TESTS DLA'S NEW TELECOMMUNICATIONS SOFTWARE

Beginning August 12, five MELVYL catalog terminals in the Main Library Loan Hall will be used to test DLA's new telecommunications software, called, in its abbreviated form, TCP/IP. During this phase of the test, which should last about a month, patrons searching at any of these terminals will notice lightning-fast response time because they will be the only users of a duplicate MELVYL database that will be running on a separate CPU. For details about TCP/IP and the benefits we can expect when it is used throughout the UC system, as well as a reminder of how the card catalog is still alive and kicking, see Mynd of MELVYL #33, attached to this issue of CU News.

--Anne Lipow

BIBEL AND VANDERBERG ARE THE 1985-86 BIB 1 LIAISONS

The Liaison between Bibliography I and the General Library for the Fall 1985 semester is Barbara Bibel of the Humanities Graduate Service. She will be followed in the Spring semester by Pat Vanderberg of the Catalog Department. Their assignment entails keeping the Library informed of developments in the course; attending faculty meetings to apprise instructors of changes in the Library's public service practices, especially those that affect bibliographic searching and retrieval of materials, calling to their attention activities and information promulgated within the General Library of interest to Bibliography I instructors; and seeking solutions to day-to-day problems as they arise--e.g., assignments that put undue wear on particular reference works, or clustering of several class tour groups that may be disruptive to regular clientele.

--Anne Lipow

CALL FOR VOLUNTEERS FOR THE MAIN LIBRARY'S INFORMATION DESKS

Volunteers are needed to staff the two Information Desks to be set up in the north and south lobbies of Doe at the beginning of the Fall 1985 semester, Tuesday through Friday, August 20-23, and Monday through Friday, August 26-30. The desks will be staffed from 10:00 a.m. to 4:00 p.m. each day to help students and other campus new-comers find what they are looking for in Doe and on campus. Desk hours are divided into two-hour shifts: 10:00 - 12:00, 12:00 - 2:00, and 2:00 - 4:00.

This valuable service can only be maintained with volunteer help. If you are interested in contributing to this public-spirited activity, please contact Eddy Hogan at 2-7600 right away.

--Eddy Hogan and Myrtis
Collins, Main Library
Tour Coordinators

EXHIBIT ON DISPLAY--CONSERVATION DEPARTMENT

Handle with Care, an exhibit on display in the North Entrance gallery of Doe, explains why so many books look as bad as they do. Although chemical deterioration of paper accounts for part of the problem, our own negligence, and that of the users of the Libraries, causes a great deal of damage. Most annoying is that it could be avoided, if everyone were more careful.

Tragic examples of damaged volumes and hideous photographs of deterioration never before revealed, as well as the largest gathering of creepy plastic insects ever collected, will fill the cases from August 7th through September 29th.

The display is produced by the Conservation Department as part of a project with the Cooperative Library Agency for Systems and Services. After September it will travel around the state for exhibit by other member libraries of CLASS. Don't miss it.

--Lynn Jones
2-4664

PUBLIC SERVICE UNIT HEADS MEETING
July 19, 1985

In the absence of Rita Kane, the meeting was chaired by Carol Alexander.
Recorder: Elizabeth Byrne

I. ANNOUNCEMENTS

-- Jeff Pudewell asked Carol to inquire in today's meeting the status of second
phase changes in the phone systems of public service units. Since many units have
not yet received the new phone system, and those who have the new system have not
had action taken on their requests for corrections and changes, Carol recommended
that Jeff send a memo to each unit surveying their telephone system status and needs.

-- Jeff also asked Carol to coordinate a survey of public service supply needs for
tattle-tape and date-due slips. A form has been sent to each unit head requesting
this information. A new automated budget system was implemented beginning with the
1985/86 fiscal year. With this new system each unit has an account to which these
supplies are changed.

--It was pointed out that the printouts which arrive with supplies indicate unreason-
ably high prices for basic supplies. Carol indicated that since the system was so
new, bugs were probably being worked out, and that more information would be forth-
coming. She suggested a future Public Service Unit Heads meeting on the subject of
supplies and equipment budgets and accounting for them.

--Rita is to return from vacation on July 29. On July 31, the Administrative Group
begins budget presentations. (The Administrative Group consists of the University
Librarian, the Associate University Librarians, the Head of Library Personnel, the
Head of Fiscal and Support Services, and the Head of the Systems Office. Each member
of the Group presents his/her budget at a session, then several sessions of nego-
tiations and actual allocations result in a final budget. These meetings will take
place from the end of July until the middle of August.) Rita's budget presentation
to the Administrative Group is scheduled for August 12. Before that time she must
have submitted, through department heads, a GA budget request from each unit,
a furniture and equipment request list, and requests for any minor facilities reno-
vations (less than $10,000.) If you have outstanding requests from last year which
have seen no action, check with your department head for recommendations. Each re-
quest should be clearly placed in priority order and justified, as well as have the
implications on public service clearly presented.

--Annual reports from Department Heads are due to Rita by August 15. Unit heads
should submit 3 copies to Department Heads (one for the Department Head, one for
Joe Rosenthal, and one for Rita Kane). An outline with a recommended list of areas
to be covered in the annual report has been sent to each department and unit. Each
of the lettered items to be covered should be typed on a separate page so that they
can be distributed to other appropriate administrators. The annual report statement
should also be used as an opportunity to highlight special projects and accomplish-
ments, as well as a means of noting problems and their impact on public service.

--Carl Bengston distributed a memorandum announcing that the base set of fiche
for Catalog 2: BOOKS should be ready for distribution on July 29th. 200,000
records remain to be processed, and only 30,000 records can be done per 8 hours.
The base set will contain records through July 15. The next supplement of Catalog 2:
BOOKS will also be delayed until about the 29th, and will contain all "on order,"
"in process," and "apply at" records through July 16. Following distribution of the
new base set and the first update, regular production schedules will resume.

--Pat Maughan announced that she is working with Eddy Hogan to coordinate tours
of campus libraries available during the first week of classes. The list is
being prepared especially for the International House to introduce foreign students
and faculty to the libraries, but may be used for other students as well. Deadline
for adding your library's tours is Monday, July 22.

--Susan Edelberg asked that people interested in assisting in an evaluation of
micro reader/printers for possible purchase contact her. Several units are
testing several brands and models and recommendations are welcome.

--Barbara Kornstein announced that Binding informed her that last year's binding
quotas are still in effect until the new budget is allocated. Carol noted that
both Rita and Sue Rhee are making a concerted effort to match the acquisitions
and binding rates to the budget, but there is no budget information available yet.

II. PUBLIC SERVICE IMPLICATIONS OF AUTOMATED CIRCULATION

Gail Nichols distributed a memo sent to Rita from the Circulation Committee concerning automated circulation policy issues. She indicated that for some time the Circulation Committee had been discussing the public service implications of the new automated circulation system. Many issues revolve around philosophical and/or policy issues beyond the scope and authority of the Circulation Committee. She outlined the issues that had arisen so far, and a brief discussion took place. One rewording was suggested so that item #7 be changed from "All books should be due on the expiration of the patron's library card." Other comments and other policy issues should be submitted to the Circulation Committee and/or Rita. It was suggested that an issue that had not yet been discussed was whether or not all units had to participate in the automated system.

III. GLADIS SHELF LIST REPORT

Ruth Tucker reported the results of the Joint PSAG/Technical Services Group GLADIS Shelflisting Task Force. A copy of their report was distributed before the meeting. She explained their methodology and summarized their recommendations. Ruth recommended that all unit heads consider whether or not the paper shelf list could be abandoned, whether it was needed as a backup, and if so, how complete and detailed it should be. She also asked what types of shelf list information should be searchable, accessible and displayable to different types of users, and whether or not we wanted to limit display to our specific locations. Comments and questions should be sent directly to the Task Force before the next PSAG meeting, August 13.

IV. GLADIS BRANCH EDITING

Carl Bengston reported on the success of the project to allow 5 branches (ENGI, PHYS, BIOL, SOCS and ED/P) to perform limited maintenance directly on GLADIS. So far the use has been limited, but expansion to other levels of maintenance may come later. Those interested in participating should work through their department heads and complete a form Carl distributed. Carl also indicated that it was likely that those who lack GLADIS terminals would receive them this fiscal year.

V. FUTURE AGENDA ITEMS

Carol reminded unit heads to submit suggestions for future agenda to the Agenda Committee before their next meeting on August 7. One possible agenda item is the goals and plans being prepared by the Technical Processing unit heads. It was suggested that Sue Rhee speak to this group on the impact technical processing goals would have on public services.

VI. ROUND ROBIN REPORTS

Kimiyo Hom presented a brief description of the Astronomy / Mathematics / Statistics / Computer Science Library, including the scope of the collections. In response to questions concerning who is collecting what in computer science, it was noted that Sheila Dowd had appointed Eddy Hogan to coordinate a computer science collectors discussion group.

Irene Moran gave a report on the history and scope of the Bancroft Library and distributed copies of a brochure describing their collections and services.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 33, August 8, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog ("MELVYL" being a trademark of the Regents of the University of California) as MOC.

★... AND THE IMP IS CONNECTED TO THE (pause) CPU ...

Beginning August 12, UCB will be the first field test site for DLA's new telecommunications protocol--called TCP/IP (which stands for "transmission control protocol/internet protocol"), which will enable faster catalog response time.

For this test, 5 TAC-connected terminals in the Main Library Loan Hall will be linked to a separate CPU, on which will be running a duplicate copy of the MELVYL database. During this phase of testing, no other terminals will be linked to this CPU. Therefore, people using the 5 test terminals should notice an astonishingly fast-responding catalog.

Be a test monitor.--MELVYL Aides and group instructors will monitor the 5 terminals during their assigned hours, reporting down time and other problems on a "trouble sheet" and to DLA, and taking corrective action. Their hours cover 10-12 and 1-3 weekdays. If you can volunteer for other hours, please call Carol Whitehurst, 2-3773.

What TCP/IP will do for MELVYL.--According to Clifford Lynch, DLA's Manager of Computing Resources, TCP/IP will replace the current scheme for mediating between the DLA machines and the network of campus communications equipment. When it is fully implemented, several benefits should result:

1.   Faster catalog response time.

     TCP/IP will allow DLA to run the MELVYL catalog on several CPUs at once and split the terminal load among the CPUs, thereby making more computing power available to the MELVYL catalog; hence, better response time.

2.   More terminals can be supported.

     The present equipment (TFE, or Terminal Front End) is currently supporting about 190 terminals, which is well beyond what it was designed for. Theoretically, any number of terminals can be supported under the new system, given sufficient numbers of TCPs and CPUs. Replacing the TFE with TCPs should also result in improved telecommunications response time (a distinct issue from MELVYL catalog response time).

3.   Improved network reliability.

     Plans call for adding a second DLA IMP, which will remove another telecommunications bottleneck and should improve network reliability.

4.   Long-range implications

     TCP/IP will lay the groundwork to connect a wide variety of computers to the DLA system.

DLA will be running tests of TCP/IP for at least a month. The goal is to switch all of the terminals at all campuses to TCP gradually through the Fall.

Here's a schematic view of the old and new configurations:
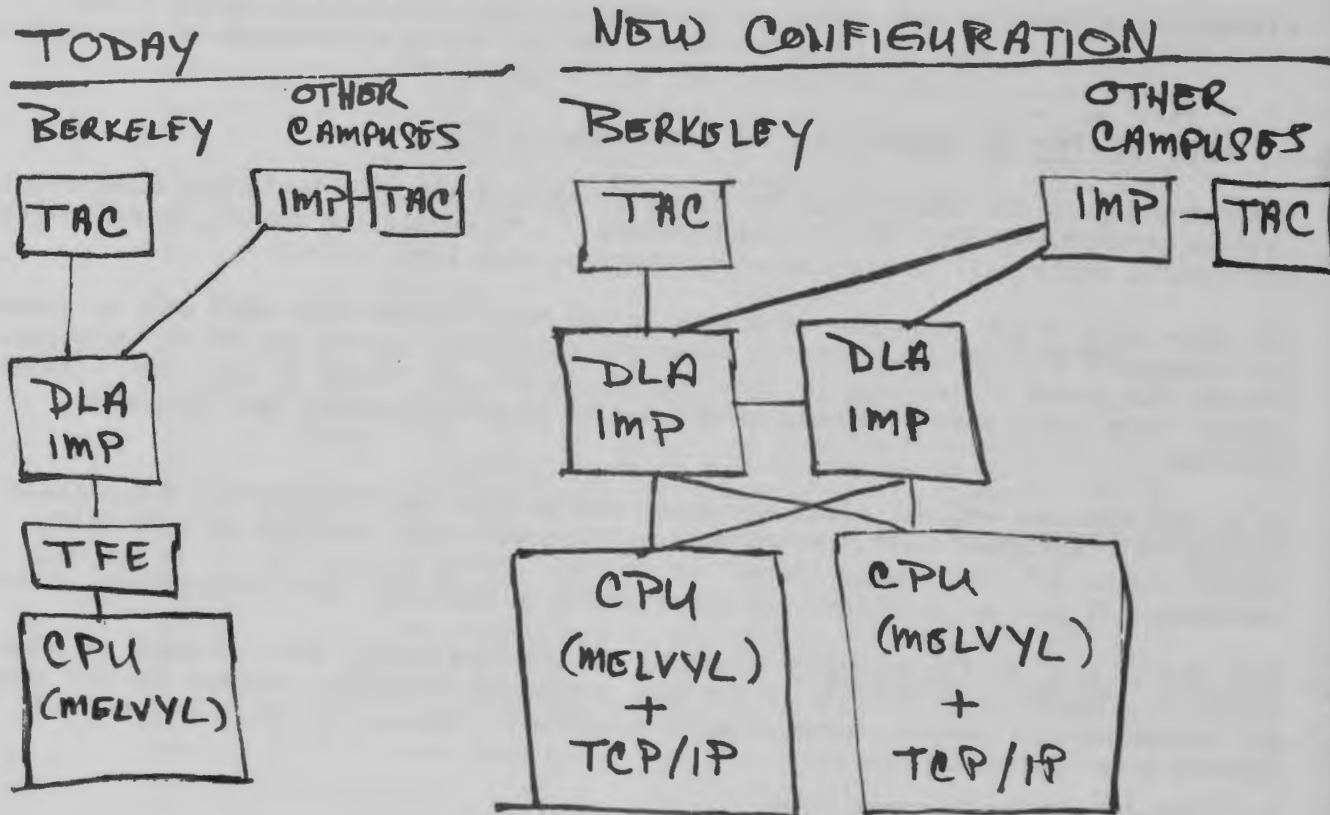
★ CATALOG 1 MAY BE FROZEN, BUT IT'S STILL FRESH

DEAR HERMAN

Blackwood's Edinburgh Magazine is here at UCB but our holdings aren't in MELVYL. How up-to-date is the PE file?
                                                              --ML

ML: The PE file is updated only (you should excuse the expression) period-ically. It was last updated in July 1985, and the next one is expected in January 1986. So it's wise to check CATALOG 2:SERIALS for the latest holdings.

But more important is the fact that the PE file doesn't give cross references that would lead you to other titles. So if Berkeley had it under a different title, you might easily miss it looking in MOC. You didn't say how you learned it was at UCB, but if you found it by looking first in CATALOG 2:SERIALS, you would have seen NOT the title as you cited it, but instead Blackwood's Magazine. Edinburgh, with a note imbedded in the record, "variant title: Blackwood's Edinburgh Magazine." So CATALOG 2:SERIALS can't be counted on for cross references either. This is a good example of why CATALOG 1 mustn't be written off when it comes to serials. There you'll find "Blackwood's Edinburgh Magazine see Blackwood's Magazine." Of course, it's in MOC under the latter title (but leave out the apostrophe when you key the search).

                                                              --H.M.

Tele Copy

CU NEWS

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
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THE UNIVERSITY OF CALIFORNIA BERKELEY-TI
GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

Volume 40, Number 33   15 August 1985

SPECIAL GLADIS CLINIC FOR ACCESS SYSTEM USERS

A special GLADIS Clinic for users of the new GLADIS Access System
has been scheduled for Thursday, Aug. 22, from 10 AM till Noon in
Room 322. The Clinic will provide Access System users with
up-to-date information about recent enhancements, and will also
provide background and demonstrations for less experienced users
as well as those anticipating installation of a GLADIS Access
System terminal.

The GLADIS Access System provides Library staff with a MELVYL-like
command structure for searching the GLADIS database. The new
prototype is currently installed at the following locations:
Catalog Information Desk, Map Room, Documents Dept., Engineering
Library, Moffitt Undergraduate Library, Biology Library,
Education-Psychology Library, Social Sciences Library, and the
Bancroft Library. These initial installations will provide a
basis for evaluation of the Access System and formulation of plans
for future enhancements and distribution.

Anyone interested in attending the GLADIS Access System Clinic
should sign-up by calling the Library Systems Office at 2-6120.

--Carl Bengston

INVITATION TO TOUR THE OCCUPATIONAL INFORMATION LIBRARY

All interested General Library employees are invited to tour the Occupational
Information Library at the Counseling Center.

The tours will be held from 9-10 a.m. on Wednesdays: 21 and 28. Since the
Library is small, we can only accommodate a few people at a time. Please call
to indicate which date you would prefer. I look forward to meeting you.

--Dorothy Lazard
Occupational Information Advisor
642-2366/ Bldg. T-5, Rm. 210

IBS IS BACK ON THE TRACK....

with a full set of the Union List of Serials. Thank you Pat Abalos for responding
instantly to our notice in CU News and returning volume 5.

--Sue Gallup

CALLS LIST TO BE DISTRIBUTED THIS MONTH

The 1985 edition of the California Academic Libraries List of Serials will be distributed in August by CLASS. Copies will be sent unassembled, via UPS, to recipients on this campus. Because each copy will be unassembled, it will be necessary to re-use the binders and panels from the 1984 edition. An additional panel and new printed materials for the 1985 edition will accompany the CALLS fiche.

--Mary Heath
Library Systems Office

BIOCHEMISTRY LIBRARY ANNUAL CLOSING

The Biochemistry Library will be closed from August 12, 1985 through August 23, 1985, while Annie Lewis is on vacation.

HERE IS AN OPPORTUNITY TO SHOW YOUR ARTISTIC FLAIR

The Library Exhibits Committee is seeking an individual interested in doing an exhibition of the book collection recently received by the Library from the New Zealand Consulate General.

Please contact Pete Evans, Library Exhibits Committee Chairman, for details on the date and procedures. 2-2936 or 231-9549.

--Susan Williams

SERVICE AWARDS

The following staff members of the General Library have been presented with service Award pins in recognition of their dedicated service to the University and the Library:

Karen A. Beck	Social Science Library	10 years	1 May 1985
Patricia A. Bobino	Library Personnel Office	10 years	1 April 1985
Malca Chall	Regional Oral History Office	10 years	1 June 1979
Linda Hardin	Moffitt Undergraduate Library	15 years	1 June 1985
Kenneth G. Legg	Circulation Department	25 years	1 July 1985
Patricia F. Winston	Natural Resources Library	30 years	1 May 1985

VACATION

Geri Scalzo will be on vacation from August 16 to August 26. During her absence Milt Ternberg will be in charge of the Social Science Library.

PERSONNEL CHANGES

RECLASSIFICATIONS   Yuan-Tsung Chen, East Asiatic Library, was reclassified from
Library Assistant II to Library Assistant III, effective
1 July 1985.

Bridgit Lawley, Bibliographic Services Department, was
reclassified from Library Assistant II to Library Assistant III,
effective 1 March 1985.

June Lovelace, Bibliographic Services Department, was
reclassified from Library Assistant II to Library Assistant
III, effective 1 March 1985.

Catherine Scheiman, Bibliographic Services Department, was
reclassified from Library Assistant II to Library Assistant
III, effective 1 March 1985.

APPOINTMENTS   Hamid Mahamedi has been appointed Associate Librarian,
Librarian for Islamica Collections, in the Collection Develop-
ment and Reference Services Department, effective 1 July
1985 -- filling the career position whose duties he has
been assisting the department in handling, during an
extended recruitment period, since the summer of 1983.
Mr Mahamedi, a native of Tehran, Iran, took his B.A. in
Persian Literature and Islamic Studies (1958) at the Univer-
sity of Tehran; and, after completing his M.A. in Old and
Middle Iranian at the University of London (1963), returned
to Tehran to stand for doctoral candidacy in Iranian Languages
and General Linguistics (1966). In 1972 he was awarded the
Ph.D. in Near Eastern Languages and Civilizations by Harvard.
Among his many and varied professional positions over the
past twenty years, he has served as textbook and research
editor and bibliographic selector, both commercial and
scholarly, has been a consultant in both fields for insti-
tutions in Tehran and Shiraz, Iran, Ann Arbor and Bryn Mawr;
as well as a United Nations Training Director for volunteers
in the Development Program, in Shiraz, Iran (1971-75). He
has, in addition, held faculty appointments throughout the
period: at Harvard, the California Institute of Asian
Studies, UC Berkeley, Columbia, the Pahlavi University in
Shiraz, UC Los Angeles, the University of Pennsylvania,
the Universities of Shiraz and Tehran -- and again and most
recently, as Visiting Lecturer in the Department of Near
Eastern Studies here at Cal, since July 1983. Mr Mahamedi
has published widely in international journals in his fields
of expertise, serving as Editor in Chief of one, Kherad o
Kushesh, 1972-75, and on the Editorial Board of the Bulletin
of the Asia Institute of Shiraz, 1974-80; and has presented
papers at a number of institutional and international con-
ferences of Middle Eastern specialists.

APPOINTMENTS   Mamiko Nakamura has been appointed to the temporary Assistant Librarian position in the East Asiatic Library effective 1 August 1985. She will be one of three visiting Japanese specialists engaged in a project funded in part by the National Endowment for the Humanities, to catalogue EAL's important collection of some 2300 Japanese maps of the 17th through 19th centuries, part of the Mitsui Purchase accession of 1949. Ms Nakamura, a native of Tokyo, took both her BA (1980) and MA (1982) in Linguistics/English at Tsuda College. While at Tsuda she trained in library services; and in 1982 came to Berkeley to take her MLIS here at Cal. In the course of her studies she served as a reference intern in the Berkeley Public Library, and after completing her degree worked as a Cataloger and Assistant Professor of Library Administration at the University of Illinois at Urbana-Champaign (1983-84). During the past year she has been back at Tsuda College Library, as a Librarian, while pursuing special studies in Japanese rare books and maps at the Tōyō Bunko, a branch of the National Diet Library in Tokyo; and tutorial studies in Japanese cartography and Tokugawa period cursive writing, which is well represented in the Mitsui Collection.

TERMINATION   Craig Allen Kingscott, Engineering Library, resigned effective 2 August 1985 and will be attending Hastings School of Law.

ORIENTATION TOUR OF THE SOCIAL WELFARE LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff. The tours are held in order to provide library staff with a better understanding of library collections and library services on the Berkeley campus. Staff working in campus or area libraries outside the General Library system are welcome to participate in the tour program.

The tour for the month of September is the Social Welfare Library. The tour will be held on Thursday, September 19, 8:30 a.m. The Social Welfare Library is located in 216 Haviland Hall. To enroll please send the sign up form to Jeanne Fong, Librarian's Office, no later than September 13. Sign ups may be considered confirmed unless otherwise notified.
-----TEAR OFF---

Your name_____   Ext. _____

Your unit_____

Please sign me up for the tour of the Social Welfare Library on Thursday, September 19.

CU NEWS

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY-THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA

Volume 40, Number 34   22 August 1985

CHANGE IN CHECK DISTRIBUTION PROCEDURES

The Library Personnel Office is modifying distribution of monthly payroll checks because of a change in procedures at the Berkeley Campus Payroll Office. The distribution process is as follows:

1. Paycheck and Surepay check stub distribution to departmental representatives (bulk pick-up) will be possible beginning at 10:00 a.m.

2. Paycheck and Surepay check stub distribution to individuals will begin at 10:30 a.m.

Exceptions to the above stated schedule can be permitted only in bona fide emergency situations. Staff are once again encouraged to consider having their checks deposited by the electronic Surepay method, thus minimizing the need to receive a paper paycheck early in the morning on payday. Forms for signing up for Surepay are available at the Library Personnel Office.

Staff are further encouraged to request that their checks or Surepay stubs be picked up by their departmental representatives for distribution at the departmental locations. (Paper checks now come in sealed envelopes.) Library Departments have been asked to update the lists of employees requesting this service prior to the next monthly payday, Friday, August 30th. Since the 1st of the month, September 1, falls over a weekend, payday in August will be on the 30th, the previous Friday.

Staff who have questions or who wish to discuss this subject more directly, please call me.

--Bill Wenz (2-3778)

DOE LIBRARY ANNEX RESURFACING

The Doe Library Annex was constructed in 1949. To match the granite used on the original Doe Library and to save money, synthetic granite was used on the exterior. This synthetic material has been disintegrating for a number of years, exposing the fire brick beneath it. This brick is porous and absorbs moisture, expands, and causes more of the synthetic granite to peel from the building surface. Workmen repairing the cracks created by this problem have found plant material growing in them. The plants expand the cracks causing more of the surface to break. In addition, roof leaks further exacerbate the synthetic granite disintegration problem.

Not only is this problem causing the disintegration of the building, but it also allows moisture to get into the library and to contribute to disintegration of library materials. To prevent further damage to the building and its collections, deferred maintainence funds from the Department of Facilities Management are being used to re-surface the entire Annex exterior. Library funds are not being used for this project.

DOE LIBRARY ANNEX RESURFACING (continued)

The surface will first be cleaned by water blasting and grinding. Then a
sealant will be rolled and brushed on the surface. This sealant contains paint
thinners and Xylol with strong fumes. To prevent the fumes from getting into
the building, the ventilation fans in the Annex will be turned off during sealant
application. Subsequent coats of waterbased acrylic will be sprayed on the
library, building up color coats until the surface matches the appearance of
granite. To protect the windows from these spray coats, they will be covered
with plastic. Finally, additional coats of sealant will be applied with a roller
to the new synthetic granite surface to insure that it is moisture impervious.

The Contractor plans to complete the north side of the building first, then the
south side, and finally the east side. The last estimate for completion was
three to four months. The most recent estimate set completion of the north
side of the building at two weeks. A more accurate schedule for the entire
building is expected the week of August 19. Every effort will be made by the
Contractor to minimize the time during which the windows must be closed. The
duration will depend on the schedule. More information will be conveyed to
the staff when it becomes available.

The project is being carefully monitored by Library staff, the Contractor, Envi-
ronmental Health and Safety, and the Department of Facilities Management to
minimize health and safety hazards. If you have questions or problems, please
contact Gloria Novak in the Library Planning Office at 2-5154. If she is
unavailable, please call the Librarian's Office at 2-3773.

NEW OPENING HOURS FOR THE MAIN LIBRARY SERVICE DESK

Starting Monday August 26 the Main Library Service Desk will be open at 9:00 a.m.
This is a permanent change from the former opening time of 8:00 a.m. Since this
was announced too late to appear in the Fall Opening Hours Leaflet, the Service
Desk's new opening hours are listed below. Please make note of it for future use.

CIRCULATION DEPT. SERVICE DESK 642-6647
2nd floor Main Library

Aug. 26 - Dec. 17
Mon - Thurs   : 9am - 10pm
Friday   : 9am - 5pm
Saturday   : 9am - 5pm
Sunday   : 1pm - 10pm
Nov. 27, 29   : 9am - 5pm
Dec. 18 - Jan. 19
Mon - Fri   : 9am - 5pm

--Jeanne Fong
Librarian's Office

BSD HITS NEW HIGH IN NUMBER OF TITLE

In July 1985 the Bibliographic Services Department cataloged the highest number
ever for a single month -- 9,271. This is almost double what it cataloged in
the same month last year, and more than tripple what it cataloged the same
month three years ago.

--Russell Gardiner

APPOINTMENT OF CATALOG DEPARTMENT ISLAMIC CATALOGER

Hamid Mahamedi will begin a half-time appointment in the Catalog Department on September 1. He will be cataloging special language material in Arabic and Persian in all subjects for the General Library. The other half of Mr. Mahamedi's job is in the Collection Development and Reference Services Department. For further information on Mr. Mahamedi, see the 15 August CU NEWS. Thanks go to Sheldon Brunswick for cataloging Islamic Material during the long interim when the Department did not have this position filled.

                                        --Jean Peck
                                          Catalog Department

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit No. 116, Organizing for Preservation in ARL Libraries, is now available in the Librarian's Office for consultation or short-term loan. This SPEC Kit deals with the current changes in ARL libraries regarding preservation policies, procedures, organizational patterns, and physical location of preservation departments either within or outside the libraries they serve. We have also just received the OMS Occasional Paper, A Guidebook for Shelf Inventory in Academic Libraries. Loan arrangements for either the SPEC Kit or Occasional Paper can be made through Samina Bashiruddin, 2-3773.

SEPTEMBER GLADIS CLINICS

The following two-hour GLADIS Clinics will be offered in September. Each will be held in Room 322, Doe Library.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 9/17, 10A-12N) will look at GLADIS "from the outside": how GLADIS, the bibliographic utilities, the microfiche, and the MELVYL Catalog, are related. This course is open to any interested staff member.

GLADIS: AN INTRODUCTION (offered on 9/18, 10A-12N) will cover using the Dante software, the Tandem and GLADIS/PC keyboard, basic searching, and using the GLADIS Access System. This course is designed for staff members having no experience with GLADIS.

ADVANCED SEARCHING (offered on 9/23, 10A - 12N) will establish principles underlying searching the GLADIS database, and will cover efficient strategies for searching GLADIS, as well as using the GLADIS Access System. This course is designed for staff members familiar with searching GLADIS.

Please call System Services (2-6120) to sign up.

                                        -- Jeff Katz

LIBRARY ORIENTATION TOUR SCHEDULE

Below is a partial list of UC Berkeley Libraries offering orientation tours at the beginning of the Fall 1985 semester. Tours last 40-45 minutes unless otherwise noted.

In addition to being posted and/or available in all branch libraries and information centers, this schedule will receive wide distribution throughout campus: to graduate students, teaching assistants and new students via the Graduate Assembly and outreach programs coordinated by the Library Education Officer; to foreign students and scholars via the International House; and to visitors and other campus new-comers via the Visitor Center.

If your branch library did not receive a copy of the flyer advertising these tours, please contact Eddy Hogan at 2-7600.

MAIN (DOE) LIBRARY: Five times each weekday from August 20 through August 30 at 10:15, 11:15, 1:15, 2:15 and 3:15. Meet your tour guide at the Information Desk in the North Lobby. Throughout the semester, tours are offered each Wednesday at 3:15. Gather in the General Reference Room on the second floor.

MOFFITT UNDERGRADUATE LIBRARY: Twice each weekday from August 20 through August 30 at 11:15 and 2:15. Meet your tour guide at the entrance to Moffitt. You can also take a self-paced audiotaped tour of Moffitt at your convenience. Ask at the Closed-Reserve Desk.

THE BANCROFT LIBRARY: At 2:10 on August 26 & 29, September 3, 5, 11, & 18. Tours last 50 minutes.

EAST ASIATIC LIBRARY: August 23 at 11:00, August 26 at 2:00, August 28 at 11:00, August 29 at 11:00, September 3 at 11:00, September 5 at 2:00, September 6 at 2:00.

EDUCATION-PSYCHOLOGY LIBRARY: August 29 at 9:00 and 3:00, September 3 at 3:00, September 4 at 9:00, September 5 at 9:00, September 6 at 3:00.

ENGINEERING LIBRARY: Twice each weekday from August 26 through September 6 at 10:00 and 2:00.

ENVIRONMENTAL DESIGN LIBRARY: August 19 at 10:00, 10:30, 11:00 and 11:30; August 21 at 2:30, 3:00, 3:30, 4:00 and 4:30; August 27 at 10:00, 10:30, 11:00 and 11:30; August 30 at 1:00, 1:30, 2:00, 3:00 and 3:30. Tours last 30 minutes.

PUBLIC HEALTH LIBRARY: From August 19 through September 14. Inquire for exact dates and times.

PHYSICS LIBRARY: From August 26 through September 6. Inquire for exact dates and times.

SOCIAL SCIENCE/BUSINESS LIBRARY: August 22 at 3:00, August 26 at 2:15, August 27 at 10:15, August 29 at 3:15, September 3 at 11:15, September 4 at 1:15, September 9 at 11:15.

--Eddy Hogan and Myrtis Collins
Library Tour Coordinators

MINUTES OF DEPARTMENT HEADS MEETING
July 2, 1985

I. ANNOUNCEMENTS

Annual reports from Technical Service Department Heads are due on September 1st.
Public Service Department Heads were requested to complete their reports by
August 15. Joe asked that service activities be included in this year's reports
so that Deans and Academic Chairs may have fuller information on Library
activities. Items should be highlighted so that they may be lifted out of the
document with as little editorial work as possible. Each unit should prepare
separate sections on collection development and instruction activities so that
copies may be forwarded to the AUL for Collection Development and the Library
Education Office, respectively.

II. RLG BOARD OF GOVERNORS REPORT

Joe reported on the following items:

--New institutions admitted to full and associate membership. Huntington
  Library was admitted to Special Member status.

--Links between OCLC and RLIN to improve access to bibliographic records.

--Approved contract for retrospective conversion with INFOR.

--Tina Kass will leave on July 15 for position at Stanford.

--Task Force will be convened to look at shared responsibility for cataloging
  among RLG members.

--Bylaw changes on agenda to assure equity participation aimed at removing
  debt which comes due in 1991.

III. DIAL-UP ACCESS TO MELVYL

Anne Lipow announced that it is now possible to dial into MELVYL from remote
terminals through the Evans Hall computer. Anne wrote an article on this
subject for the June issue of the Academic Computing Newsletter. Questions
about the future of MELVYL or system problems may be referred to 2-4072. Questions
about searching or information contained in the file may be answered at 2-9325.

IV. BUDGET UPDATE

Jeff Pudewell distributed the May 1985 statement of accounts. A question and
answer period followed.

V. PERSONNEL UPDATE

Bill Wenz reported on the status of a number of recruitment actions. He also
announced that the Summer Youth Program had begun and students were being referred
to departments who had requested them. The first draft of the work rules is being
examined by that committee and will be prepared for Library management review in
a short time. Bill Wenz and Jeff Pudewell are working on a personnel computer
program to facilitate access to and analysis of personnel and budget functions.

VI. NRLF -- SPACE AND RELATED ISSUES

Joe reported on space-related issues that arose at the recent NRLF Board meeting.
Joe explained that based on current NRLF capacity estimates and projected storage
rates over the next several years, we anticipate that the NRLF will be full two
years before new on-campus construction is complete. The second-phase building
at NRLF is expected to be ready for occupancy in early 1989. The first phase
will be full before the end of 1987. Berkeley will need to store at least
210,000 volumes per year over the next several years. Storing these additional
volumes will cost more than the facility has budgeted. Therefore, the Director
has requested that we fund the additional cost of processing these volumes for
storage.

NRLF does not have sufficient staff to continue accepting telephone requests and
has asked that we work out alternatives while assuring that our commitment to the
faculty to deliver requested documents within 48 hours is met.

Photocopying must also be curtailed if the facility is to stay within budget.

The Administrative Group is looking into alternatives for all of these problems.

VII. SPACE -- MAIN LIBRARY

Nina Robinson then gave a progress report on the draft Space Requirements
distributed to Department Heads last month, and answered questions on future actions.
Nina announced that the budget signed recently by the Governor includes the $375,000
we need to engage architectural consultants and proceed with planning. Over the
course of the next two months the Library expects to finish the final report of
space requirements, to continue working with Campus and University officials
to resolve key issues identified thus far, and to select consultants for the next
phase of the project.

Recorder; C. Alexander

micr⬡news

MEDIA MASTER: Disk-to-Disk Format Conversion Software

The Natural Resources Library has bought a copy of Media Master, a utility program that allows a microcomputer to read and write disk formats other than its own. With it our IBM PC can use data written by another, reputedly incompatible micro.

We wanted to use the information prepared by an intern on her own computer at home. Instead of retyping it, we wanted to be able to load the text into the IBM for later revision. After all, it is the electronic age.

It works! Media Master tells your disk drives to act like those of another computer. Then the IBM can read other files as if it had written them itself, copy files to an IBM disk for use later and format blank disks for other computers.

This will come in handy if a colleague or coworker offers you data (but not programs) on a disc from another computer.

Media Master is one of several programs available for this purpose. We picked Media Master based on price. For $39.95 it allows us to read and write the disks for 75 other computers (unfortunately not Apples). The manual is straightforward but not essential with this simple, menu-driven program. Library employees are welcome to look at and try out Media Master, by arrangement, in NATR. Media Master is available from DG Systems, 23145 Bigler Street, Woodland Hills, CA 91364.

-- Lee Jaffe

NEW EDITOR

Mark Mentges, Education and Psychology Library, is MicroNews' new editor. Congratulations.

PC TYPS :
1-2-3 help from Lotus magazine

Numbering and Dating Your Pages

Symphony and 1-2-3 can automatically number the pages of a printout. If you place the pound sign (#) in a header or footer, the program substitutes the correct page number in place of the pound sign, In 1-2-3 select /Print Printer Options, then enter Footer or Header. Now enter your text, for example Page #, or #.

To have the current date appear, place the "at" sign (@) in a header or footer. When printed, the current date will appear in place of the @.

You can even combine the # and @ symbols in the same footer. One method is to spread them out on the page with the vertical bar (|) justification codes (these appear as split bars on the IBM PC monitor). Any text not preceded by a bar is printed on the left side of the page. Text preceded by one bar is printed in the center. Text preceded by two bars, even if non- adjacent, is printed right-justified. For example, a footer of PAGE #|MY REPORT\@ is printed as

PAGE 1   MY REPORT   13-May-85

IN MEMORIAM

ANDREW FLUEGELMAN

We sadly note the untimely pass-
ing of Andrew Flugelman, a pioneer
of the microcomputer world. Mr.
Flugelman was associate editor of PC
Magazine, later editor of PC World
and a founder of MacWorld magazine.
He was also author of PC-Talk, the
first, and still one of the best,
communications programs for the IBM
PC. It was also the first "freeware"
program: users were asked to pay for
it only if they liked it.

Mr. Flugelman's car was found near
the Golden Gate Bridge with a note.
He was under medication which may have
been responsible for depression and
loss of judgement. His family has
held memorial services.

PHILIP D. ESTRIDGE

Don Estridge headed IBM's Entry
Systems Division, which developed the
IBM PC for its parent company.
Estridge is therefore credited with
taking the personal computer out of
the garage and into the corporate
office. Mr. Estridge died in the
Delta Air Lines crash at Dallas-Fort
Worth airport August 2.

FROM THE SYSTEMS OFFICE BULLETIN BOARD

Bell Labs Declares Data Communications Dead

MURRAY HILL, N.J. — After try-
ing for years to figure out just how
data communications works, sci-
entists here at Bell Laboratories
have dismissed the discipline as a
"black art" and "a bunch of hoo-
ey." The dramatic proclamation
comes as a surprising turnabout in
the wake of the recent claim by
the same scientists that they had
finally figured out what a baud is.

Human Packet Transport Test Ends in Disaster

NEW YORK — The first attempt
to reduce a human being to mole-
cules and then transmit him over a
public packet-switched network
failed today when the experi-
ment's subject was reconstituted
as half man, half fly. Undaunted
by the setback, scientists said they
will try again in the synchronous
mode and over a private Systems
Network Architecture network.

Goodbye

This is my last MicroNews. By the
time you read this I will have left
UC Berkeley to be User Access Librar-
ian at the University of Southern Cali-
fornia.

After September 1, I can be reached
at:

University of Southern California
Doheny Memorial Library
Administrative Offices
University Park
Los Angeles, CA 90089-0182

It has been a real pleasure working
on MicroNews these few months.

Lee

Laser Technology and Optical Publishing: Implications for Libraries:
a Meckler Publishing seminar

The laser has been called the toy of the 20th century and a technology looking for a problem to solve. Except for some special industrial and scientific uses like splitting James Bond in half in Goldfinger, the laser has shown more promise than product -- until recently, that is.

In the early 1980s, the Phillips company introduced the videodisc, which used lasers to record and play programs. Beside offering better resolution and durability than available with videotape the new technology is also able to carry other kinds of information beside video. The compact audio disc (CD), another laser medium, followed shortly and some form of mass storage for microcomputers has been eagerly awaited ever since.

The promised advantages of laser recording for microcomputers are highly reliable mass storage at a reasonable price. Laser disk capacity can be as high as a half million pages of text. Microcomputer storage is about to take a quantum leap.

This makes it ideal for distributing large prerecorded databases. Appropriately, the first microcomputer laser disc was Library Corporation's Bibliofile, a compact disc containing one million MARC records. Three other companies showed laser products at the ALA meeting in Washington and twelve were shown in Chicago. Following ALA, Meckler Publishing held an all day seminar on the current state and future prospects of laser recording.

What Is It? How Does It Work?

A laser makes a recording by burning coded information into a metallized plastic surface. A stamping master is made from this cut copy and all subsequent copies are molded. The marketed copies are imbedded in clear plastic to protect the surface. A low-powered laser is used to read back the information.

There are many laser-based recording products with different capabilities and applications. Two products dominated discussion at the seminar; the CD-ROM (compact disc, read only memory) and the optical videodisc.

Both of these look like their home entertainment counterparts. Each carries computer code instead of signals

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for producing sound and pictures and use equipment like that used in the home.

The 4.75 inch CD-ROM can hold 600 megabytes of data or 156,000 pages of text. At an average of 400 pages per volume this is the equivalent of 390 books. The videodisc holds 800-2000 megabytes, 520,000 pages or 1300 books. Couple this capacity with very fast retrieval, high reliability, no wear, accidental errasures nor pages to cut out with a razor, and virtual indestructability and you have a formidable information medium.

What Can You Do With It?

Three of the presentations at the seminar will serve to illustrate what we may expect in the near future.

One of the more exciting products was InfoTrac marketed by Information Access Corp. They have loaded an index onto a videodisc. They provide four IBM workstations, the disc player, search software and a new disc each month for $16,000 a year.

Even at that price, InfoTrac is very attractive. It is fast and friendly and provides at least one plausible answer to the end-user searching question. Such system like this would put online capability on the same footing as printed indexes: we pay for it once and library patrons can use it as much as they want. IAC sees the fixed fee as one of the strongest selling points of InfoTrac. Other database producers, including ERIC, PAIS, LISA, Psychological Abstracts and Excerpta Medica, have arranged with the Silver Platter company to distribute indexes on CD-ROMS.

Ashok Mathur, of Time Management Services (TMS), gave a very impressive demonstration of a videodisc containing the US Code covering federal income taxes. He was able to page very quickly through the code, pick up references and move directly to their location, search for phrases in the document and locate citations, all

the while copying what he found on an electronic "notepad" and leaving a search strategy history which the microcomputer could repeat.

TMS is one of several companies that prepare other people's data for loading on laser discs and provide search software. We can expect to see quite a few reference tools made available on discs in the next year.

Laser discs have already arrived in technical services. Tools like Bibliofile and Ingram's Lasersearch put huge bibliographic databases -- MARC, pre-MARC and Government Printing Office catalogs -- in local control. Again, the fixed fee price structure and the end of telecommunications charges are very attractive features.

What Happens Next?

Library consultant Parke Lightbown tackled some of the broader issues and questions about laser technology that librarians should be addressing. He praised laser discs for providing an opportunity to return information to general availability but warned that the new technology was growing fast and that any effort to provide guidelines and set standards had better come soon.

The discussion that followed raised questions about the durability and longevity of the laser discs (too long to be an issue), security (there are a number of solutions) and how this new medium is going to affect the online vendors (they said they are getting into the business as well).

This was a useful introduction to a new and confusing field. We can expect many similar programs in the future.   -- Lee Jaffe

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Micro News is published by the General Library Microcomputer Committee. We invite contributions, especially those received on diskette. Send all material to Mark Mentges, ED/PSYCH.

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THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY - THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA - BERKELEY - THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA

CU NEWS

VINCENT H. DUCKLES, 1913 - 1985

Memorial Concert, 8:00pm, 4 September 1985, Hertz Hall

Vincent H. Duckles, founding Head of the Music Library (1947-1980), was born 21 September 1913 in Boston. He received an Ed. D. from Columbia University, and both a master's in librarianship and a Ph. D. in musicology (1953) from UC Berkeley. A double-bass player and organist, he was active in the local performance scene. He was a major figure in the Music Library Association, of which he was president in 1960-62 and from which he received a Citation for Outstanding Contributions to the Profession in 1980. He was an important participant in the affairs of the International Association of Music Libraries and the American Musicological Society. He was a member of the Executive Committee of the New Grove Dictionary of Music and Musicians, the most significant synthesis of musical knowledge in our time. He held a dual appointment at UCB as Head of the Music Library and Professor in the Department of Music. Various grants (including two Fulbright Fellowships and a grant from the Department of Health, Education and Welfare) enabled him not only to work abroad, but also to go on "buying trips," selecting rare and remarkable materials for the Berkeley Music Library, which he built into one of the country's major music collections in his thirty-three year tenure. His Music Reference and Research Materials, which went into a third edition in 1974, has become the standard work in the field. Upon his retirement, he received the University Citation for Distinguished Achievement and Notable Service and was named a Professor Emeritus. During the later part of his career he was engaged in research on the history of musical scholarship. He died on 1 July 1985 in Berkeley of complications relating to Parkinson's disease. His survivors include his wife, Madeline, five sons, and seven grandchildren.

Vincent Duckles's development of the Berkeley Music Library from a closet-sized gaggle of teaching materials in the late 1940s to the current well-housed, much respected, and heavily used collection of manuscripts, rare imprints, monographs, periodicals, scores, and recordings must be regarded as one of his finest contributions. As a selector, gatherer, and curator of materials, he simply had no peer. Through a series of acquisitions in the last four decades, students and scholars have benefited from Vincent's good sense, respect for the primacy of contemporaneous sources, and his uncanny instinct for the appropriateness for the Berkeley collection of a particular edition and title. In amassing this rich resource, Vincent collaborated with a small number of music antiquarians, chief among them Albi Rosenthal, as well as his

VIRGINIA YVONNE WHITAKER, 1930 - 1985

Friends and colleagues of Virginia Whitaker were saddened by the news of her death, from cancer, on Wednesday, 21 August 1985. Virginia had been associated with the General Library since 1956. She first worked in the Catalog Department as a Senior and Principal Library Assistant. She left the Library in 1961 to return in 1973 to the Library Photographic Service where she was employed as a Principal Clerk at the time of her death. At her request, no services are to be held.

LIBRARIAN IN PRINT

Milt Ternberg of the Social Science Library is the author of an article that appeared in the June 1985 issue of College and Research Libraries News. The article, entitled "BI for accounting students," describes a project in which the School of Business Administration and the Library worked together to test the usefulness of certain business databases in an undergraduate accounting course.

NEW DAILY CAL LIBRARY GUIDE PULL-OUT

Many are saying that the third annual Daily Californian Library insert "Information and Resource Guide", which greeted students on the second day of classes (Tuesday, August 27) is the best yet--thanks to Mark Livingston (Personnel) for overseeing layout and production, Jan Carter (BSD) for soliciting and editing copy, Gary Handman (Moffitt) for original drawings, Jane Scherr (free lance) for photographs, and the crew at the Daily Cal.

Every library unit should have two copies--one for ready reference by staff, and one to put in the New Employee Orientation Materials binder to replace the previous edition. If your unit does not have spare copies for these purposes, call Carol Whitehurst, 2-3773, to request them.

--Anne Lipow

NEW SERVICE HOURS IN LIBRARY PERSONNEL OFFICE

The hours of the Library Personnel Office are being adjusted in order to make better use of resources and staff time during the busiest hours of the day. We are experimenting with the following schedule during which normal business will be conducted:

Monday through Friday, 9 am to noon and 1 pm to 4 pm

The office will be closed from 12 noon to 1 pm for lunch. Library staff are asked to hold their calls and visits until after 9 am each morning and refrain from calling after 4 pm each evening unless there is urgent or emergency business. It is anticipated that this change will allow Personnel Office staff time to catch up with paper work.

--W.E.W.

PERSONNEL CHANGES

TERMINATIONS   Lee Jaffe, Natural Resources Library, resigned effective 20 August 1985 and is accepting a Librarian position with the University of Southern California.

Emily M. Rainey, Serials Department, resigned effective 9 August 1985 and is moving to Seattle.

Andrea L. Welsing, Biology Library, resigned effective 20 August 1985 and is returning to school in the Fall.

Thong Tan Vo, Cooperative Services/Interlibrary Borrowing Service, resigned effective 16 August 1985 to become a real estage agent.

BENE/FACTS: *More about UC's tax-sheltered investment plans*

Those who thrill to statistical horrors should relish the current projection for baby-boom-generation workers: of whom some 49% are expected to retire in poverty, some 40% to be faced with the need to work during retirement. The University's basic retirement benefits are 'serious' ones—indeed, most UC retirees are repaid all their own contributions to the system within the first year or two of retirement, and after that enjoy UCRS (or PERS)-funded monthly payments;—but today's economic conditions challenge the sturdiest of pension plans. In 1983-84, retiring UC employees (of all ages and lengths of service) received on the average 25% of their highest average monthly salary in basic monthly benefits (in addition to health and dental insurance). Rather than limp along on such a stipend (as financial planners advise) you are generally wise to develope a 'three-legged' self-support system—drawing benefits from a pension fund (such as UCRS(Basic)/PERS); from Social Security, if eligible; and from some third trustworthy source.

How can you shore up your basic benefits with such a 'third leg'? For that matter, how can you make use of anything as distant as a Retirement System, for shorter-term financial benefit?—regardless whether or when you end up retiring from the University.

UCRS's Voluntary Contribution Plans, heretofore known as the Additional Retirement Plans, newly expanded and supplemented, offer more options than ever for combining current tax withholding relief with flexible, high-interest saving opportunities (annual return rates on the UCRS-VCPs ranged between 11.3% and 45.9% last fiscal year; cumulatively, over the past 5 years, they have ranged between 68.8% and 108.6%)—to both your long- and short-term advantage.

The programs are open to all UC employees whose paychecks are regular and sufficient to cover the required contributions: even a painlessly small net contribution, automatically deducted from your monthly take-home pay (and partly offet by lowered withholding rates) can, over a period of time, provide you with a hepful hedge against financial hardship or need, whether at retirement or before.

Employees should recently have received a mailing at home with information about the renovated Savings Program menu. These programs—all except the Calvert Social Investment Mutual Fund, whose participation has regrettably been delayed; and the US Savings Bond purchase fund option, which takes effect 1 January 1985 —as well as the new relaxed transfer and contribution regulations—are all in place for your September 1985 earnings:

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BENE/FACTS: (continued)

— the Savings Fund [formerly the Fixed Annuity Program]

— the Bond Fund [formerly the Variable Bond Program]

— the Equity Fund [formerly the Variable Equity Program]

— the Guaranteed Insurance Contract Fund (new)

— the Money Market Fund (new, but like the UCRS Short-Term Investment Pool);

and

— two IRA options available through either Wells Fargo or IDS/American Express, the two selected outside vendors, by payroll deduction.

The first five of these options are open to participation either out of your taxed income (by payroll deduction) or, by salary redudtion agreement, on a tax-deferred basis (i.e., exempt from current withholding). You contribute to the IRAs out of taxable income, but receive tax relief when you file your tax return (or incremental' if you adjust your withholding rate in anticipation of the IRA relief).

The Savings Bond Fund will pool contributions to purchase Series EE bonds, maturing in 10 years, currently yielding about 7.5%, and convertible on maturity to Series HH Bonds.

The various investment options entail varying degrees of risk, in proportion to possibilities of gain; all are capably and conservatively managed, with more or less complete security. You may participate in one or several of these programs at once, subject to applicable regulations and limits; you may change your level and portfolio of investments over time, as your own needs, finances, and outlook change, with considerable flexibility; indeed the program regulations are more permissive now than they have been.

I have a bit more information about the new programs and changes in standing programs—in particular performance figures for mid-year 1985; annual, 1981-85; and cumulative (2—10-year); and can help you start up or reconsider your current participation in the expanded Program. (I cannot, however, offer you financial counseling—which is just as well for you!)

The five UCRS Funds are administered under special IRS Code provisions, directly by the University, through the campus Accounting and Benefits offices; Library Personnel has the requisite forms. The outside investment options (presently the two IRAs) are administered directly by the vendors, by arrangement with the Accounting Office; and it is from the vendors that your literature, counseling, and forms come. (Your mailing at home includes self-mailer information/interview request forms for these IRAs.)

— *current ARP participants please note!*

One new option for the UC Voluntary Contribution Funds, which may be of particular interest to current participants, is that of fixing your monthly contribution by percentage of gross pay, as well as by fixed sum (the only option till now): the percentage method has the virtue, of course, of being self-adjusting for range adjustments and other salary changes during the tax year, above and beyond the once-yearly rate-change permitted by IRS code. If you haven't changed your contribution rate thus far this year, you may select the new percentage option in time for the September paycheck.

--Mark Livingston
Library Personnel/Benefits

NEW SAVINGS PROGRAM - PRESENTATIONS

The campus Benefits Office will be giving open-house presentations for staff on the new Savings Program, beginning this month. The next slate is scheduled for Tuesday, 24 September 1985, in the Tan Oak Room, Student Union; with repeated presentations at 9:00 and 11:30 am, and at 2:00 pm. The presentation lasts about 1-1/2 hours, and will include appearances by Wells Fargo and IDS/American Express representatives. First come, first served——no reservations; the Tan Oak Room holds about 100 people. If you're interested, be there promptly!

MYRTIS COLLINS APPOINTED TO REFERENCE LIAISON GROUP

Myrtis Collins has replaced Liz Kislitzin as UC Berkeley's Reference Liaison. In 1982 the Research Libraries Group Public Service Committee established the RLG Reference Network to enhance reference services in member libraries by referring specialized information requests to RLG member institutions with matching collection strengths or staff expertise. To insure smooth and coordinated referrals each member institution was asked to appoint a reference liaison. Liz Kislitzin has been Berkeley's liaison since 1982. Myrtis Collins has now taken over these responsibilities which include:

1. Sending referred reference questions from Berkeley campus libraries to the reference liaison of other appropriate member institutions.

2. Receiving reference questions from other reference liaisons and directing them to an appropriate expert on the Berkeley campus.

All reference librarians in General and Non-General Library units should be aware of this program and call Myrtis Collins when you have user inquiries that cannot be answered with local resources. These queries may be suitable for RLG referral. The following guidelines are observed by RLG reference liaisons making referrals or answering questions referred by other RLG institutions.

a. After local resources and staff have been fully explored, the Reference Liaison may refer an unsolved, troublesome quesiton to the Liaison at another RLG library, which has known strength and resources in that subject area.

b. Reference Liaison will exercise restraint and care in referring questions so as not to overwhelm any other member library.

c. No specific turn-around time has been established. If the receiving library is too busy to handle the query, the Reference Liaison at the library making the referral should be immediately informed of that. However, the same effort is expected in answering referred questions as in handling questions on-site.

d. Referrals should indicate the sources that have been consulted.

e. Queries will normally be transmitted by electronic mail; in urgent cases, by telephone.

f. Reference Liaisons are expected to give feedback regarding the usefulness of responses.

--Liz Kislitzin

ALL THE JAPANESE YOU NEED TO KNOW

A visiting scholar from the University of Tokyo who speaks and reads little English "wants to know about the Library..." A Japanese businesswoman from San Francisco who is uncomfortable with English "needs to know how to find a book..."

In both of these situations, all the Japanese you need to know is Hisayuki Ishimatsu (642-2556)." Hisayuki, who works at the East Asiatic Library, has developed a two-page general information handout in Japanese on "How to Use the Libraries" at UCB. The handout provides an overview of the UCB Library system and includes sections on the Main Library, Moffitt Undergraduate Library, and the East Asiatic Library. It mentions that tours (in English) are provided by most libraries, encourages users to seek assistance from reference librarians, and refers monolingual persons to the Japanese staff at the East Asiatic Library. A brief discussion of Catalog 1, Catalog 2 and the Melvyl Catalog is also included.

The handout was written using a Japanese-language word processor. The East Asiatic Library recently received a gift of three such machines from the Epson Corporation. Seeing is believing, so reproduced below is the first paragraph:

カリフォルニア大学ライブラリー・システムは九キャンパス，その他の単科大学を含む世界最大の蔵書量をもつライブラリー・システムです．そのうち当バークレイ校は蔵書量（計6,504,23冊，雑誌99,000種）およびその内容において中心的な存在です．

アメリカの大学で有意義な研究生活を送るためにはなんといっても図書館の上手な使いかたを知っているかいないかが重要なポイントになります．特に当バークレイ校はその巨大さ故に充分に使いこなす為には様々なことを知っておく必要があります．

バークレイの図書館はGeneral Library とSpecial Libraries と呼ばれる二種の図書館によって構成されています．General Library にはMain Library，Moffitt Undergraduate Library，Bancroft Library それに22のBranch Librariesによって構成されています．Special Libraries はLaw Library によって代表されますが各学部や研究室に独自に設けられた図書室なども含み，その実数は完全には計り知れない状態です．

Copies of the handout are available from Hisayuki Ishimatsu at 642-2556.

--Eddy Hogan

REVIEW SHELF

Review Lot Number	Inclusive Dates
506	August 30 - September 29

Lot 506 includes titles which may be of interest to ED/P and SOCS, as well as scattered volumes in many areas of the sciences and humanities. Selectors are invited to stop by at their convenience to review these books.

--Frank Carothers

SPOTLIGHT ON STUDENT EMPLOYEES   *** RICHARD LIM ***

It is with a mixture of regret at our loss and happiness over his prospects
for a bright future that two units of the General Library bid farewell to Richard
Lim, one of the most excellent student employees ever to have graced our ranks.

Richard joined the Library staff in April 1983, working first in the Serials
Department. His uncommon ability to quickly master the essentials of any
assignment led to his participation in nearly every activity of the Periodicals
Division, including public service, check-in, claims, replacement orders, and
maintenance of records in the serials database. Although his diverse talents
made him a mainstay in all units of the Division, Richard's particular speciality
was binding preparation. When the Binding Unit Head took a month-long vacation
in mid-1984, Richard assumed complete responsibility for managing the Division's
binding operation with characteristic skill and efficiency.

Because of his experience with the complexities involved in serials binding,
Richard was recruited to participate in a special project conducted at the Earth
Sciences Library in summer 1984. There, he assisted Binding Specialist Althea
Rios to gather, collate and transmit more than 2,000 serial volumes to the Bindery,
eliminating a long-standing backlog and greatly improving the appearance and
condition of the Library's stacks.

Following his graduation in May this year, Richard transferred his hours fully
to the Earth Sciences Library. As in the Periodicals Division, he quickly became
a jack-of-all-trades, assisting with public service, serials and monograph
processing, stack shifting, and remote storage operations. Especially noteworthy
has been his participation in a number of special efforts, including retrospective
conversion of manual shelf list records using the REMARC program, and a project
to transmit a large body of Cyrillic titles from the branch's TCP collection
for cataloging.

Richard's efficiency, reliability and spirit of cooperation are legendary in both
units that have had the privilege to work with him. He has always been willing
to assume additional responsibilities, and has frequently taken the initiative to
suggest improvements in existing routines and to document procedures.

Richard will be leaving us at the end of this month, when he will travel to
Princeton to undertake a PhD program in the History of Religion. We will all
miss him greatly, and send with him our best wishes for continued success in his
chosen career.

                              --Julie Rinaldi, Michael Conkin and
                                Lea Mascorro

HOLIDAY

Monday, 2 September 1985, Labor Day, is an academic and administrative holiday.
The General Library and its branches will be CLOSED.

THINK BIG!

All selectors are requested to send to Sheila Dowd, AUL for Collection Development,
Librarian's Office, suggestions for expensive titles (over $1,500.) to be bought
as purchases to be shared by all nine campuses; materials must be specifically
related to the academic programs of more than one campus. Please send your
recommendations for shared purchase candidates to Sheila before 4 October 1985.

VICKIE HANAWALT NAMED PUBLIC SERVICE COORDINATOR OF AUTOMATED CIRCULATION

Vickie Hanawalt, Head of Circulation in Moffitt Library, has been appointed
Public Service Coordinator of Automated Circulation. She replaced Rebecca
Martin, who had served as Coordinator since October 1984. In this quarter-
time assignment, Vickie is responsible for keeping library staff informed of
progress in automated circulation development, and for outlining any policy
decisions required for future stages of implementation of the system. Vickie
is charged with keeping the Systems Office staff, the AUL for Public Services,
and the Task Force on Automated Circulation apprised of the impact of imple-
mentation of the system. She will act as liaison with the staff of units in
which the system is being installed. During the coming year she will give parti-
cular attention to such issues as planning for machine-readable IDs for faculty
and staff; development of the reserves specifications for the system; and
continued monitoring of the operation of our interim system in Main Circulation.

--Rita Kane

NON-GENERAL LIBRARIANS NEEDED FOR COMMITTEES

The first order of business of the LAUC-B Committee on Non-General Library
Affairs this fall will be to nominate NGL representatives for appointment to
LAUC committees. There is one opening on each of the following committees:

Committee on Non-General Library Affairs	2-year appointment
CAPA	3-year appointment
Committee on Bibliographic Control	2-year appointment
Collection Management & Development Comm.	2-year appointment
LAUC-B Nominating & Elections Comm.	1-year appointment
LAUC-B Program Committee	2-year appointment

Anyone interested in serving on one of these committees or with questions about
the responsibilities of these committees should contact Catherine Cortelyou, the
incoming Chair of the Committee on Non-General Library Affairs, at the ITS
Library, 412 McLaughlin Hall, phone 2-3604.

NORTH AMERICAN COLLECTIONS INVENTORY PROJECT (NCIP) TRAINING PROGRAM

The Association of Research Libraries' Office of Management Studies is seeking applicants and nominations for a workshop designed to prepare research library staff as trainers for the North American Collections Inventory Project. The deadline for applications is September 16, 1985 and fifteen workshop participants will be selected by October 4, 1985. The workshop is scheduled to begin on Sunday, November 3, 1985 and will conclude on Wednesday, November 6, 1985. Participants' workshop fees and travel expenses are being supported from a grant to the OMS from the Andrew Mellon Foundation. Interested candidates, or nominators, should contact Karen Welter at the Office of Management Studies, Association of Research Libraries, 1527 New Hamphsire Avenue, N.W., Washington, D.C. 20036 (202-232-8656) for application forms.

The workshop will focus on collection assessment techniques, the technical and procedural requirements for working through the Conspectus, techniques and skills for designing and operating NCIP workshops at research libraries, and approaches for working with library staffs to design, plan and organize the Conspectus project at their libraries.

The intent of the workshop is to prepare a cadre of 15 librarians to serve as onsite trainers for libraries participating in the North American Collections Inventory Program. Participants will be selected on the basis of the written application by the NCIP Advisory Committee and OMS staff according to the following criteria: successful experience in collection development; experience with and/or understanding of collection assessment techniques - especially the Conspectus approach to collection evaluation; demonstrated communication skills; and, availability for up to 10 days per year to devote to the program. Additional consideration will be given to training experience, subject expertise, and geographical distribution.

NEW CATALOG 2: BOOKS BASE SET

The newest issue of Catalog 2: Books Base Set, dated 7/1/85, has now being distributed. The new Base Set consists of a total of 794 pages of microfiche. Unfortunately a production problem resulted in defects in the last eight pages of the microfiche catalog. In the middle of page 787 of the microfiche, which begins with the entry "WISLA W DZIEJACH POLSKI," the alphabetic listing of catalog records is interupted when the alphabet begins again. Thus, page 787 finishes with records from the beginning of the alphabet; those entries beginning with A. The rest of the fiche, which should be numbered 788-794, are incorrectly numbered 993-999. In addition, page 993 includes entries beginning with L, until the alphabet continues midway through the page with the W's. The header on page 993 is also incorrect in that it reflects the first L entry on the page.

Please rest assured tnat aside from these irregularities, the new Base Set is complete, and lacks no entries. The Systems Office is making every effort to identify the source of this problem, and will be working with the microfiche vendor to provide replacements for the last eight pages of the catalog as soon as possible. Please call ext. 2-6120 if you have any questions.

--Carl Bengston

TEMPORARY ACADEMIC POSITION AVAILABLE

The following temporary, one-year, academic librarian position is available in the Public Health Library. Interested candidates should apply in writing, including a complete statement of their qualifications, a full resume of their education and relevant experience, and the names and addresses of three references who are knowledgeable about their qualifications for this position. Closing date for application is 20 September 1985. Send application to: William E. Wenz, Library Personnel Officer, Room 447 General Library, University of California, Berkeley, California 94720.

ASSISTANT LIBRARIAN
Public Health Library

$22,224 to $28,428 per annum salary range

The Public Health Library is a branch of the General Library of the University of California at Berkeley. It serves the campus community, particularly the faculty, students, and staff of the School of Public Health; the general public who have need of our resources; and the staff of the California Department of Health Services who are provided library services by contract arrangement with the University. The library has a collection of approximately 75,000 volumes, receives more than 2,400 serial titles, and has an annual circulation of over 80,000 transactions. The staff consists of 4.25 FTE librarians, 3.75 FTE staff personnel, and more than 3.5 FTE in general assistance staff. Public Health Library also administers an Occupational Health/Toxicology/Epidemiology Library within the Department of Health Services at Berkeley which provides special library services to researchers in the Epidemiological Studies Section (ESS) and the Hazard Evaluation System and Information Service (HESIS). This library has a collection of approximately 4,000 volumes and receives more than 200 serial titles. The staff consists of 1.5 FTE librarians, 1 FTE staff member, and 1 FTE in general assistance. The position advertised is for this library.

DUTIES: Responsibilities of the position include reference and on line computer searching; collection development; technical processing; library instruction; and general library management, which encompasses supervision of career and student staff. The incumbent will be responsible for providing on-site reference and computer search services for ESS and HESIS staff. Extensive computer search services on chemical and toxicological data bases will be a major function of this position, and under the direction of the librarian in charge, consultation services will be provided to researchers on the development of a computer based integrated information management system. The incumbent will also assume responsibility for the maintenance of an on line catalog. Other facets of the position include selection and processing of all library materials for ESS and HESIS and coordination of collection development with the Public Health Library; management of the day-to-day operations of the library; cataloging and classification of library materials; and supervision of catalog maintenance.

Duties are subject to change depending on the needs of the researchers involved.

QUALIFICATIONS: Requires an MLS degree from an accredited library school; professional library experience which includes reference work; supervisory experience; practical experience with on line literature searching in the areas of toxicology and chemistry. Demonstrated competence in planning, setting objectives and priorities, communicating and organizing for effective action. Candidates with combinations of the following additional qualifications will be given preference: familiarity with library applications of microcomputers; teaching experience; experience in public contact, promotion and publicity; and an undergraduate degree in the biomedical or biological sciences.

This position is funded by the California Department of Health Services on a fiscal year by year basis. It is subject to renewal as of 1 July each year.

VINCENT H. DUCKLES (Continued)

colleagues in the Music Department and the General Library at
Berkeley. But fundamentally, the collection is the result of his
life-long efforts.

The Library, which houses the collection he gathered, was
planned and operated by Duckles. That it requires only minor
modifications now in order to continue to serve as well as in the
past is another mark of Vincent's good sense. Indeed, Morrison Hall
and the programs it houses (in musicology, ethnomusicology,
composition, theory, performance, and music appreciation) were
shaped to a large degree by Vincent Duckles and the library services
he engineered.

It was a cruel twist of fate that Vincent's retirement years
were engaged in fighting a chronic disease rather than capping his
scholarly career with the work he had planned and for which he had
gathered material, on English 17th century secular song and the
history of musicology. He did continue to gather information for
the 4th edition of his Music Reference and Research Materials, and
in so doing he derived much pleasure.

Friends and colleagues of Vincent H. Duckles have decided to
establish a Memorial Fund in his name to support the continued
growth of his favorite and most distinguished accomplishment, the
Berkeley Music Library's special collections of rare books on music,
early imprint scores, musical manuscripts, and the letters and
papers of musicians. Madeline Duckles, his family, and his
colleagues are sure that Vincent would have found most gratifying
this paricular memorial among the many planned and underway.
Already a substantial number of donations have been received in the
Music Library for deposit to this fund.

The August-September 1985 issue of Cum Notis Variorum featured
anecdotal tributes from many of Vincent's students, colleagues, and
friends. These were gathered, prefaced, and edited by Ann P.
Basart. These personal remarks reflect the wide variety of happy
relationships Vincent enjoyed with those who came into his orbit. A
copy of this issue of CNV is available for circulation among General
Library staff members who request it.

There will be a Memorial Concert for Vincent Duckles on
Wednesday, 4 September 1985 at 8:00 pm in Hertz Hall on campus.
Music Vincent chose and loved will be performed by professional
musicians close to him and his work. We hope that Vincent's
colleagues and friends from the General Library will attend the
concert and the brief reception thereafter.

Vincent Duckles himself created his own tributes and memorials.
The books, articles, and publications; the development of the
Berkeley Music Library and particularly its collection; the
organizational endeavors -- all of these remain as tangible
monuments. But it is our memory of his personal contacts with us,
as well as the collective memories of his wife Madeline, his five
sons, his many colleagues, his staff and students, that form the
best tribute to Vincent Harris Duckles.

                                   -- Michael A. Keller with Ann P. Basart

SEPTEMBER CALENDAR OF MEETINGS AND EVENTS

Sept. 3/Tues/Department Heads/8:30/322 Library
Sept. 4/Wed/Exhibits Ctte/9:00/321 Library
Sept. 4/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
Sept. 5/Thurs/Technical Services Department Heads/10:00/322 Library
Sept. 6/Fri/Public Services Department Heads/10:00/322 Library
Sept. 9/Mon/Sciences Libraries Monthly Meeting/10:00/322 Library
Sept. 10/Tues/Department Heads/8:30/322 Library
Sept. 10/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
Sept. 11/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
Sept. 12/Thurs/Reference Services Ctte/9:00/321 Library
Sept. 12/Thurs/Circulation Supervisors Group/10:00/322 Library
Sept. 12/Thurs/Public Services Advisory Group/1:00/322 Library
Sept. 18/Wed/Circulation Ctte/10:00/321 Library
Sept. 19/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.
Sept. 20/Fri/Public Services Unit Heads/10:00/322 Library
Sept. 24/Tues/Cataloging Council/10:30/322 Library

LIBRARY TOURS AND INSTRUCTION

Sept. 19/Thurs/Tour of the Social Welfare Library/8:30/216 Haviland
    (Enrollment closed.)

GLADIS CLINICS (Sign up by calling Jeff Katz, Library Systems, 2-6120.)
Sept. 17/Tues/GLADIS Overview/10:00/322 Library
Sept. 18/Wed/GLADIS Introduction to Searching/10:00/322 Library
Sept. 23/Mon/GLADIS Advanced Searching/10:00/322 Library

Sept. 19/Thurs/MELVYL Instruction Meeting/8:30/322 Library
Sept. 24/Tues/Teaching Techniques Workshop/3:00/322 Library
    (Watch for details in future issue of CU NEWS.)

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES

Minutes for July 11, 1985 meeting

Present: E. Byrne, C. Gordon (Chair), B. Kornstein, H. Kratins (recorder),
          P. Maughan, S. Rhee, D. Sommer, C. Wanat

Absent: C. Bengston, M. Collins, A. Howard

Guest: Linda Turitz, SDPD (Serials Database Processing Division)

1. The Minutes of the June 13 meeting were read and approved with the addition of
    the words "to library unit" in paragraph IV, so that line 8 on page 2 reads,
    "The capability to limit call number display to library unit is considered
    to be a crucial element for some branches...."

2. The Chair announced that the Circulation Committee has agreed with our recommen-
    dation that the Database Report Form for Monographs, BPM G.2, should not be
    used to report borrowings for reserve between units. The new BPM pages descri-
    bing use of this form and the form itself will reflect this decision. Russell
    Gardiner has been notified.

    The report of the Task Force on GLADIS shelflisting will be distributed to
    department heads, as Sue Rhee suggested.

    E. Byrne reported that Supply has run out of Adm. 86 forms for submitting
    uncataloged material to BSD, because printing of the new form has been
    delayed. Delivery of the new forms is expected in a week or so.

3. Linda Turitz led the discussion of the revised Database Report Form--Serials,
    BPM G.2. Linda's aim has been to design the serials form to conform as
    closely as possible to the monograph form, the only revisions being to
    items 7 and 8 on the form (add/delete).

    Members questioned whether the GLADIS number is really necessary. It is not.
    Serials department is much tied to the Datapoint still, so the UCB number
    is the crucial one for SDPD at this time.

    In addition to the step-by-step instructions for the BPM, Linda provided a two-
    page "Supplemental Guidelines for Reporting Database Errors." It seemed to
    the group that this had been occasioned by SDPD's receiving a lot of poorly
    filled out or inappropriate forms, and there was a discussion of how units
    can avoid causing snags for SDPD. The group decided (1) That all supervisors
    who train people to use this form should have their attention called to the
    details so carefully set forth here; (2) That these sheets should be incorpo-
    rated into the BPM; (3) That there should be some sort of follow-up yearly
    to see how effective the documents are that PSAG reviews and issues. What
    form such a review might take was not decided. The Chair promised further
    consideration of the idea, put forth by Pat Maughan. Another angle on the
    question of the quality of the information on the forms sent to SDPD is
    related to whether one person in each unit should review all forms before
    they are sent, or if some variation on that would permit review at a suffi-
    ciently expert level. No firm recommendation was made.

    Included in the instructions for using the Database Report Form is the informa-
    tion that there is a list of "standard locations" in the BPM which should be
    used in call number suffix (SUF) notes. At the present time, that list has
    become merely advisory, and units may develop new text as needed without in-
    forming Systems Office, within the 22-character limit. PSAG members feel that
    a list is, nevertheless, very helpful, especially in maintaining internal con-
    sistency (units can mark their own phrases in the BPM for future use). PSAG
    recommends that the information be included in the instructions that units
    should not adopt (or adapt) the phrase "Latest volume in...." as that phrase
    is used by serials cataloging to indicate a set split between cataloging
    units.

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES (Continued)

C. Gordon briefly described the review of "technical orders" that is presently under way in CBC, and the proposed change of format to produce the new Technical Services Policy Manual. This manual will be indexed. Changes in it will generate changes in the BPM, as required, because the Technical Services Policy Manual will be keyed to sections of the BPM. PSAG members expressed interest in seeing the BPM indexed, also. Sue Rhee would like to see PSAG undertake revision of the BPM over a period of many months.

The suggestion was made that SDPD return the Database Report Forms to the unit requesting the change. There was about an even split between members who would like to receive them all back, and members who would rather either rely on the process or who do their own thorough checking to be sure the change has been made. P. Maughan emphasized the point that SDPD would incur a lot of good will by sorting the slips out by unit for return because people would find it very reassuring to get physical evidence that changes are being made regularly as requested, even if the unit receiving the slips back does not make any specific technical provessing use of them. L. Turitz expressed willingness to try returning the slips, stamped "keyed data" with date, as an experiment. If the sorting significantly increases SDPD's workload, this procedure will be reconsidered.

As this discussion developed, it became clear that backlogs in SDPD during the past year have caused long delays in proceeding with changes requested on the Database Report Form. L. Turitz explained that these had to be low priority because of the GLADIS load, and the temporary reduction of SDPD's staff to two people. Now the backlog is cleared and response time should improve. The group recognized that this unreported backlog could have been the source of a lot of the anxiety and feelings that the slips were going into oblivion. There was general agreement that when backlogs do develop in a central unit that will take weeks to clear, the Technical Service Notes in CU News could be used to explain the situation to branches. (The pambind backlog during '84-'85 was another case in point.)

4. Linda Turitz brought with her a handout regarding the decentralization of serials processing which PSAG members felt was so pertinent to this agenda item, "Preliminary discussion of Branch GLADIS maintenance for Serials," that the group agreed to read Linda's discussion of it before considering the matter further.

5. PSAG quickly reviewed the suggested procedure for purchasing books at Cody's, and also Norah Foster's report on visits to branches to consult selectors and serials processing staff, and decided that neither required consideration by PSAG.

H. Kratins will consult with Carl Bengston about poor quality in the type face on GLADIS slips and report back.

C. Gordon will ask R. Gardiner to come and talk to PSAG about tiny, oddly placed, illegible, peeling book labels and what alternatives there are, short of buying new equipment. S. Rhee explained that the peeling results from the loss of use of a particular material for labels that has been discovered to be unacceptable to OSHA.

The continuing problem of serial volumes ordered on monographic funds will necessitate a longer discussion. Public access records are a problem; workflow in receipt causes snag; BSD has problems. C. Gordon proposes to organize materials and provide examples for discussion.

NEXT MEETING: August 8, 1985, 1-3 in Room

CAROL LAWRENCE BECOMES HEAD OF SERIALS DEPARTMENT

I am pleased to announce officially that Carol Lawrence began serving as Head
of the Serials Department beginning September 3, 1985. Most of us in the
Berkeley General Library have known Carol as Head of technical services in the
Moffitt Undergraduate Library. However, in addition to her experience at
Moffitt, Carol brings to her new position a solid and varied career in librarian-
ship, including positions in the private sector, as a reference librarian,
and cataloger. During her tenure at Berkeley, she has served on numerous
General Library committees, including the Cataloging Council, the Circulation
Committee, and Task Force on Automated Circulation, and the Shelflisting Task
Force. During the next few weeks, Carol will be spending most of her time
in orientation activities, and will thereafter begin her more intensive work
as Head of the Serials Department. This is an exciting and challenging time
for the Serials Department as it moves into new phases of automation, and
the General Library is fortunate to have tapped Carol's leadership.

--Sue Rhee

NEW STAGE IN MELVYL RESPONSE TIME PROGRESS AND A BEGINNER'S EXERCISE

This week, all Berkeley TAC-connected terminals were moved over to the separate
MELVYL database that is running on a second CPU and using new telecommunications
software. This development should significantly improve response time. FINDLIST,
however, is not available on the second CPU. To use FINDLIST, then, you should
switch back to the old CPU by a simple keying procedure. For how to gain access
to FINDLIST or reconnect TAC terminals that are down, see Mynd of MELVYL no. 34,
attached to this issue of CU NEWS. Also in MOM is the first in a new series of
exercises in COMMAND mode.

--Anne Lipow

COMMITTEE OPPORTUNITIES FOR NON-GENERAL LIBRARIANS

A Non-General representative is needed to serve on each of these library committees:

        CAPA
        Committee on Non-General Library Affairs
        Committee on Bibliographic Control
        Collection Management & Development Committee
        LAUC-B Nominating & Elections Committee
        LAUC-B Program Committee

Interested Non-General Librarians should contact Catherine Cortelyou, chair of
the Committee on Non-General Library Affairs, at 2-3604 (ITS Library, 412
McLaughlin Hall).

ACADEMIC POSITION AVAILABLE

The following academic librarian position will be available with the General Library
at Berkeley. Applicants should apply in writing, including with their letter, a
complete statem ent of qualifications, a full resume of education and relevant exper-
ience, and the names and addresses of three references who are knowledgeable about
their qualifications for this position. Closing date for applications is 31 October
1985. Send application to: William E. Wenz, Library Personnel Officer, Room 447
General Library, University of California, Berkeley 94720.

HISPANIC LIBRARIAN

Assistant Librarian or Associate Librarian
$22,224-$28,428 or $27,156-39,108 per annum salary range

The Collection Development and Reference Services Department (CDRS) is responsible
for the development of Main Library collections, including materials in the humanities
and social sciences, and broad interdisciplinary works in the sciences, to support
Berkeley academic programs; and for the provision of reference and instructional
services to users of those collections. The Department operates the Library's General
Reference Service and Catalog Information Desk and supervises the Art History/Classics
Library Service, the South/Southeast Asia Library Service, The Morrison Room browsing
collection, and the Humanities Graduate Service. Staff includes 18 librarians, 7
career support staff, and student assistants. Librarians are expected to adapt to
changing needs and responsibilities of the General Library and contribute to General
Library and University service, and are encouraged to be active within the profession
and to pursue independent scholarly interests.

RESPONSIBILITIES: The Hispanic Librarian manages and develops the Library's Spanish,
Portuguese, and Latin American collections; provides reference service to users of
those collections; and serves as a Library liaison to the faculty and graduate
students in the Spanish and Portuguese Department and the Center for Latin American
Studies.

Collection Development and Management: Managing a book fund of approximately $60,000,
selects works published in Spain, Portugal and Latin America, and Spanish and Portu-
guese works published in Europe and North America for the Main Library collections
and, in consultation with the Documents Department, for the Government Documents
collections. Coordinates collecting activities with those of The Bancroft Library
to build complementary Latin American collections. Cooperates with Stanford Univer-
sity in achieving the collection goals of the joint Stanford Berkeley Library
Cooperative Program, and with other institutions in cooperative library projects.
Consults regularly with faculty associated with the Spanish and Portuguese Department
and the Center for Latin American Studies to insure appropriate support of academic
programs.

Maintains the Spanish, Portuguese, and Latin American collections through regular
evaluation, identifying material for storage, weeding, filling gaps, and reviewing
materials to recommend appropriate action for preservation. Works closely with
the Romance Languages Section of the Acquisitions Department, which provides support
staff for acquisition functions. Advises on such matters as dealer selection, and
establishment of exchanges. Reviews receipts on exchange and blanket order programs;
advises Main Library and branch colleagues and technical services staff regarding
Hispanic materials.

HUMANITIES LIBRARIAN POSITION (Continued)

Reference and Instructional Services: Initiates innovative programs to inform faculty and graduate students about developments that affect their disciplines and that have an impact on their access to collections: new interdisciplinary reference sources and publishing trends, new databases, applications of modern technologies to instruction and research activities, changes and developments in the Library's cataloging and circulation system.

Provides reference service and bibliographic assistance to users of Spanish, Portuguese and Latin American collections. Participates in library instructional program, such as graduate and faculty seminars, classroom instruction, library tours, extended bibliographic service, compilation of bibliographies. Shares with others in CDRS provision of services to the broader Library clientele through service at the General Reference Desk, Catalog Information Desk, and library orientation programs, as well as by writing texts of library orientation publications. When orientation in CDRS is complete, assumes some reference responsibilities in Government Documents Department. Serves the Library and the campus through committee work and other means as opportunity and abilities suggest.

QUALIFICATIONS: Graduate degree from an accredited library school. Substantial graduate work in Spanish or Latin American studies required; advanced degree desirable. Very good reading and speaking knowledge of Spanish, reading knowledge of Portuguese required; other European languages useful. Broad knowledge of cultural, historical, and social patterns in Latin America and the Iberian Peninsula. Demonstrated knowledge of academic organization, scholarly institutions, publishing and book trade in those areas. At least two years relevant experience in an academic library highly desirable.

Understanding of and interest in current developments in research libraries, including systems of bibliographic access. Familiarity with computerized literature searching. In particular, knowledge of applications of modern technologies to support reference, instruction, and research activities for scholars in Spanish and Portuguese, and Latin American Studies, and ability to provide leadership in inaugurating services based on these technologies. Willingness to participate in innovative approaches to collections and service needs of the library's clientele. Pleasant approachable manner. Ability to communicate effectively in speech and writing. Initiative; adaptability; ability to work independently and collegially. Demonstrated commitment to public service. Some night and weekend work required.

For collective bargaining purposes: This position is a member of the bargaining unit which is currently represented by the University Federation of Librarians University Council--AFT.

Position available: 1 January 1986 or as soon thereafter as possible.

IRENE E. NYLAND, 1901 - 1985

Friends and colleagues of Irene Nyland are saddened to hear of her recent passing. Irene joined the staff of the Public Health Library in 1959 where she stayed until she transferred to the Catalog Department in 1965. She retired from the Library in 1968.

BOOK FUNDING ACCOUNT

The September Book Fund Accounting Report will be distributed the week of September 9. The delay is to allow the report to reflect CMDC's allocations of state funds, as well as reappropriated endowment and donations funds.

--Joe Barker

WHAT YOU KNOW CAN HELP YOU WORK SAFELY ON THE JOB

Wendy Cardy, Occupational Health Educator, of the Office of Environmental Health and Safety will make a 25 minute slide presentation entitled "Finding Out -- Berkeley Campus Employees and the Right to Know." This presentation is designed to help employees identify hazardous substances in the workplace and learn to work safely with them. Wendy will answer questions and distribute handouts.

DATE: Wednesday, September 18

TIME: 12 NOON - 1 PM   (bag lunch)

PLACE: Room 322

--Staff Development Committee

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 34, September 5, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the
MELVYL™ Online Catalog ("MELVYL" being a trademark of the Regents
of the University of California) as MOC.

★ A MELVYL CLONE FOR BERKELEY AND UCLA

The second phase of the field test for DLA's new telecommunications software began
September 3: all TAC-connected MOC terminals at UCB and UCLA are now on a separate
CPU, which is running a duplicate copy of the MELVYL database.

The first phase (August 12-30), in which five Berkeley Main Library terminals tested
the new software, called TCP/IP (see MOM no. 33) was a success. TCP/IP has eliminated
the telecommunications bottleneck that has been one of the factors contributing to
slow response time. That, together with the ability to distribute the searching
load between two MELVYL databases, should result in a noticeable net gain in response
time. Problems with system response time, as distinct from telecommunications response
time, still exist and are being addressed by DLA staff.

A special thanks goes to the MELVYL AIDES who kept an eye on the five test terminals
and communicated problems as they arose to DLA.

● How to reconnect TAC terminals that go down

To be sure you're on the second CPU, using the second MELVYL database, type mil sho
count and look for "M3". If you see M2 instead, you're on the old system and should
switch over to the new one by keying the following:

        @r (hit Return)
        @u (hit Return)
        (hit Return again)

This procedure should be tried, too, whenever the terminal seems disconnected from
MOC. If your efforts fail to reconnect to M3, call the Systems Office, 2-6120.

● No FINDLIST on M3

FINDLIST, the file of some of Berkeley's materials in NRLF, is not available on the
second CPU. If you wish to use FINDLIST from TAC-connected terminals, then, go back
to the old system (M2) by keying the following:

        @r (hit Return)
        @n (hit Return)   [here's the difference]
        (hit Return again)

A mil sho count at this point should show M2 instead of M3.
Remember to return to M3 (@r/@u) when you're through using FINDLIST.

★ COMMAND MODE EXERCISE FOR BEGINNERS

(This exercise is first in a new series developed by Alan Ritch of UCSC and adapted for UCB.)

After answering the questions below, you will be able to do the following in -COMMAND mode:

> *search for books by author, title, or subject
>
> *display your results in three formats

1. If someone else's search is on the screen, type end. Press Return key.

2. Then type start command or start com to enter the COMMAND mode directly.

3. Type show news. How many UC records of books are in the catalog? _____

4. Type show statistics. Notice the options. Then type show book statistics. How many UCB General Library records for books are there in the catalog? _____ ?

5. Type explain find or e find.

6. What is the two-letter code for a personal author? _____

7. What command would you use to find a book by Bruce Kimzey? _____

8. Type this command. What is the UCB call number(s) of the book? _____

9. Type display long or d lon to find more information about it.

10. What subject heading is given for this book? _____

11. Find more books on this subject.

12. How many UC records are there for books on this subject? _____

13. Type at ucb. How many records for books on this subject at UCB? _____ Are these all the books on the subject at UCB? (The answer is No! Though UCB is not listed as an owning library for some of the titles, all of them are at UCB--and more that aren't listed in MELVYL.)

14. Type display review or d rev to see one line on each of these.

15. Give the author of the first record. _____

16. Type d 1. What is the UCB call number(s)?

17. Type end, then start com (just for extra practice).

18. Type f su reaganomics. How many records were retrieved? _____

19. Type f xt reaganomics. How many records were retrieved? _____

20. Type f xt reaganomics #. How many records were retrieved? _____

21. Type f ti reaganomics. How many at UC? _____ At UCB? _____ (careful...)

22. What do you type to find subject headings for the third UCB book?

23. Type end.

If you have questions about any part of this exercise, ask them at the nearest reference desk, or call Anne Lipow, 2-3773.

BERKELEY LIBRARY RECEIVES FUNDS FOR ONLINE OUTREACH PROJECT

The UC Berkeley General Library learned this month that it is the recipient of special funds from the California State Library to improve access for the State's public libraries to UC Berkeley's library collections. These funds will permit a major step forward in our ability to participate in multi-library type programs and serve as an information resource for California's public libraries. This is the first time that the University has received funding through the State Library from (federal) Library Services and Construction Act (LSCA) monies.

The collections of the UC Berkeley Library serve as a resource for the patrons of the libraries in the State of California, yet access to information about UC Berkeley's holdings is inadequate because records are dispersed in printed and microfiche catalogs, OCLC, RLIN, NUC, and the MELVYL system. Almost 700,000 records currently accessible through the General Library's Automated Database and Information System (GLADIS) are not reflected in any other database. The goal of this UC Berkeley Online Outreach Project is to improve access to Berkeley's library resources and interlibrary lending services.

Project funds will be used to install terminals in the California State Library and seven regional system ILL headquarters to provide online access to bibliographic information about UC Berkeley's holdings via GLADIS. An online interlibrary loan module will be developed on GLADIS to support requests from the library systems and the California State Library for materials held at UC Berkeley. In addition, the number of Berkeley's titles accessible online will be expanded through retrospective conversion of 30,000 manual catalog records for titles of particular interest to patrons of California libraries.

The Berkeley Library is also a joint recipient, along with the UC Davis Library and the Office of Library Plans and Policies in the University's Office of the President, of additional LSCA funding. In this project, records for an additional 30,000 Berkeley holdings will be converted to machine-readable form.

--Joe Rosenthal

DUPLICATES COUNCIL FORMED

The Acquisition Department has formed a Duplicates Council, a standing committee, to convene regularly, and to research the problems surrounding both unwanted duplicates and desired duplication in the CU collection. A staff member from five of the department's divisions volunteered for the Council. The current members are: Frank Carothers, Aija Kanbergs, Doug Lancaster, Marilyn Ng, and Joanna Piepgrass. Data quantifying the problems and recommendations for procedures and policies to solve them will be forthcoming in the next several weeks.

--Joanna Piepgrass

BOOK FUND ALLOCATIONS, 1985/86

For 1985/86 $3,983,600 has been allocated for purchase of library materials, but the total book budget request submitted by selectors was $4,615,325. Therefore, although all units will receive price increases over last year's base of 4.7% for monographs and 8% for serials, many requests for additional funds could not be met. Last year the Collection Management and Development Committee gave a price increase to all funds, but was unable to address individual problems brought to their attention. This year CMDC decided it is essential to give priority to the problems of demonstrated underfunding for new programs or for core program support. The Committee also tried to provide funds for needed materials that were formerly free, and in a few cases responded to requests for additional collection support based on the extraordinary size of particular user communities. CMDC was unable to respond specifically to many other needs, notably replacements and retrospective collecting to fill lacunae in existing collections. While recognizing the importance of retrospective collecting, the Committee believes that it is of first importance to maintain current collecting at appropriate levels for the support of Berkeley programs.

--Ken Sanderson
Nancy Axelrod

IF YOU KNOW OUR CATALOGS, WOULD YOU LIKE TO TEACH ABOUT THEM?

New instructors are needed to teach the "EUREKA! (I found it in the UCB Catalogs)" workshop--a three-hour session for Library staff in the basics of our catalog system, with special attention to Catalogs 1 and 2. The session is team-taught, with an excellent CATALOG INSTRUCTION HANDBOOK supporting the lecture. Past instructors--all drawn from Library staff-- have either finished their commitment or have gone to jobs elsewhere, leaving us without staff to continue this important staff training program.

If you have a good working knowledge of our catalogs and can devote the time to studying a teaching script prepared by past instructors as well as give the session to 4 or 5 groups of staff (and have the approval of your department head), please contact Anne Lipow, 2-3778.

--Ann Lipow

WORKSHOP ON TEACHING TECHNIQUES--SEPTEMBER 24th

Practical ideas for making effective one-shot presentations to groups will be offered and some ideas tried out in a workshop for staff involved in group instruction. The date and time: Tuesday, September 24, 3-5pm. Workshop leader: Anne Lipow.

The workshop will cover methods of preparing a presentation; choosing dynamic words to express your ideas and knowing when to stay clear of dynamic words; overcoming fear of talking before audiences; using your voice for pacing and emphasis; principles of learning; techniques for promoting discussion; answering difficult audience questions; how the environment teaches; how to avoid using jargon; and components of effective handouts and other instructional aids.

Maximum number of participants is 20, so enrollment is required. To enroll, call Carol Whitehurst, 2-3773.

--A. Lipow

PERSONNEL CHANGES

TRANSFER   Michael C. Conkin transferred from the Periodical Room to the
                  Earth Science Library where he accepted a Library Assistant IV
                  position effective 19 August 1985.

APPOINTMENTS   Richard F. Barrett has been appointed Office Machine Technician I
                  in the Library Copy Service, Fiscal and Support Services Department,
                  effective 3 September 1985. Mr Barrett studied Philosophy at Chabot
                  College and California State University, both in Hayward, between
                  1967 and 1975; then took up computer technology at Vista College,
                  Berkeley, and again at Chabot College (1981-85). For eight years
                  (1968-76) he was inventory crew manager in the Accounting Department
                  of Washington Inventory Co. of San Leandro, previous to coming
                  to UC Berkeley. Here, for the following four years, he worked as
                  supervisor of the ASUC Store Copy Center, and in 1980 moved to
                  Lawrence Berkeley Laboratory. Budgetary cutbacks took the toll of
                  his position there, as Printer II in the Graphic Arts Department,
                  last June; the Library now welcomes him back onto campus.

                  Douglas R. Hayward has been appointed Building Maintenance Worker
                  (half-time), in the Maintenance Unit, Fiscal & Support Services
                  Department, effective 27 August 1985. Mr Hayward will assist
                  Gene Ellis in routine maintenance and special projects--work
                  duties to which he brings some seven years' experience as a self-
                  employed contractor in carpentry and general construction, general
                  maintenance and repair service, for Oakland area property management
                  and real estate firms. He has studied business at City College
                  and San Francisco State University, in San Francisco.

                  Laura J. Rawson has been appointed Library Assistant I (casual)
                  in the Serials Unit, Government Documents Department, effective
                  27 August 1985 through July 1986. Ms Rawson took her AB in Political
                  Science here at Cal last December; and during her last year of studies
                  worked as a Clerk in the Library's Serials Department. There she
                  acquired much of the public and technical service training she will
                  be using in Documents; her computer record-keeping experience also
                  includes employment with Pleiades Records in Berkeley (1983).

                  James E. Ronningen has been appointed Secretary II in the Biblio-
                  graphic Services Department, effective 3 September 1985. Mr
                  Ronningen began his undergraduate studies at the American River
                  College, Sacramento (1975-77), and completed his AB (History of
                  Art) here at Cal in 1980. His experience includes a year's biblio-
                  graphic editing in the Berkeley office of the Carrollton Press
                  (1982-83), in conjunction with UC's Division of Library Automation
                  and under supervision of Carol Lawrence, now Moffitt Library's
                  Technical Services Head. During the year preceding and the two
                  ensuing, he served as secretary with the Berkeley Solar Group, a
                  consulting engineering firm; and since late 1984 has assisted the
                  manager of Wilderness Travel, of Berkeley, an adventure-touring
                  service.

PERSONNEL CHANGES

APPOINTMENTS   Hilda M. Yule has been appointed Administrative Assistant I in
(con't)   the Library Business Office, Fiscal and Support Services Depart-
                  ment, effective 14 August 1985. A native of Dublin, Republic
                  of Ireland, Ms Yule came to the United States in 1968, and held
                  a variety of clerical posts in San Francisco for the next ten
                  years, saving two years as Executive Secretary for the General
                  Cinema Corporation of Chestnut Hill, Massachusetts (1976-78).
                  In 1979 she first came to the University of California, as
                  Secretary II in the Dean's Office of the School of Nursing,
                  at the San Francisco campus. Thence to the Berkeley campus,
                  in 1980, where she has served as Academic Personnel Assistant
                  in the Dean's Office of the School of Education, Administrative
                  Assistant in the Department of Architecture, and most recently
                  has worked through the Temporary Assistance Pool. It was through
                  TAP that Ms Yule came in July to the post in the Business Office
                  which she now assumes as a career employee.

TERMINATIONS   Klaus Gehrmann, Library Assistant II, Serials/Periodical Room
                  resigned effective 30 August 1985 to accept employment with a
                  Bay Area publishing house.

                  Victoria R. Jaehnig, Library Assistant II, Biology Library,
                  resigned effective 17 July 1985 and will remain home with her
                  newborn infant.

                  Gretchen Lewis, Library Assistant II, Moffitt Undergraduate
                  Library, resigned effective 16 August 1985 and is returning
                  to school.

                  Virginia C. Loza, Library Assistant II, Circulation Department,
                  resigned effective 6 September 1985 in order to spend more
                  time with her family.

                  Signe C. Peterson, Library Assistant III, Serials Department,
                  resigned effective 25 August 1985.

IVAN ARGÜELLES' POETRY READING IN MORRISON

Ivan Argüelles, head of Serials Cataloging, will read his poetry in the
Morrison Room on Wednesday, September 18, at 4:30 p.m. Ivan, the author of
several published books of poetry, will share the afternoon's reading with Denyse
de Roi, winner of the 1985 Bay Guardian poetry contest. Library staff are
encouraged to attend.

                                                        --Judy Clarence

ENDING DATE FOR FALL SEMESTER LOANS

The ending date for semester loans for the 1985 Fall Semester will be
December 18, 1985.

                                                        --Rita Kane

PUBLIC SERVICE UNIT HEADS
Minutes of the 16 August 1985 Meeting

I. Round Robin Unit Reports

    Gail Nichols reported on the Government Documents Department.
    George Vdovin reported on the Chemistry Library.

II. PUBLIC SERVICE BUDGET

    Rita Kane provided a report on the status of the budgeting process
    for Public Services this fiscal year. She explained the attempts
    being made this year to better connect this process to the workload
    requirements and overall operational goals of public service units.

    The process of budget planning has thus far entailed individual
    and group meetings with Public Service Department Heads to discuss
    their documentation of equipment and staffing needs for the forthcoming
    fiscal year in light of local and overall library priorities. These
    needs and priorities were synthesized by Rita and incorporated
    in her general justification of the Public Services budget for
    the Library Administrative Group. In her presentation to the Adminis-
    trative Group Rita emphasized the broad consensus among Department
    Heads regarding the importance of maintaining staffing levels adequate
    for effectively carrying out basic service operations such as reference,
    circulation, and collection development.

    Rita's discussion of the budgeting process included a description
    of some specific immediate and long term needs and goals identified
    by department heads, and the fiscal impact of these priorities
    and goals. The list includes (in no particular priority order as
    yet), redression of GA budget erosion caused by mid-year wage increases
    in FY 84/85; provision of additional staffing support needed to
    convert records into machine readable form in the library's interim
    automated circulation system; elimination of Main Stacks storage
    backlogs; elimination of binding backlogs; distribution of GLADIS
    access to terminals to all reference points in the system, as well
    as to the Main Stacks; creation of a budget to support ready reference
    database searching; support for experimentation with end-user systems
    for database; timely filling of critical vacancies in the Collection
    Development Office in order to prevent erosion of the collection.

    The total amount requested by Public Service Department Heads to
    support their operations and services and to accomplish the goals
    and projects mentioned above will substantially exceed State budget
    capabilities this year. Rita spoke of the second round of budget
    negotiations to come in the next several weeks. These will entail
    a further hard look at the individual and overall requests submitted
    by unit heads, and the need to consider possible trade offs and
    hard choices among priorities. She feels that final allocations
    will be made in approximately three weeks.

III. Automation Budget

        Bernie Hurley summarized his report on the 1985/85 automation
        budget request presented to the Library Administrative Group.
        The request is broken into two major parts: automation and
        retrospective conversion.

Bernie explained that there were two major premises underlying the formulation of his budget: a) the request is more oriented toward public services than technical services, and b) many of the decisions made in compiling the request are predicated on the assumption that the Catalog 2 microfiche will become insupportable in two years. Bernie emphasized the necessity of planning now for this contingency. Replacing the fiche system will entail expansion of communication networks to allow increased Tandem/MELVYL access; development of authority control mechanisms on GLADIS; the addition of Tandem CPU's to allow expansion of GLADIS access systems.

For the balance of his presentation Bernie provided a brief explanation of various line items in his automation budget requested to support and/or extend existing programs, to develop new programs, and to support various retrospective conversion activities.

Staff Development Committee

NOON SERIES

The popular SDC Noon Series begins the Fall with a program on hazards in the work place.

Wed., Sept. 18:   "What you know can help you work safely on the job "

Wendy Cardy from campus Environmental Health and Safety Office will give a presentation on the health effects and safe practices for chemicals we may use or be exposed to at work.

Included in her talk will be a brief slide-tape program. Packets with further information on hazardous substances will be distributed. Exercise your right to know by planning to attend.

12-1pm, 322 Main Library

The SDC program committee looks forward to your comments and suggestions for future programs. Please contact members Myrtis Collins, 2-7600; Collette Myles, 2-3633; or Pat Bobino, 2-3778.

SDC CALENDAR

Publication of these announcements does not necessarily imply endorsements of the course/seminar/workshop by SDC, nor the availability of SDC funds. However, staff are always invited to check for availability of funding support by submitting an application to the Staff Development Committee.

SEPTEMBER

18   "Hot off the Wire: Developments in the Newspaper Industry".
      Speakers: Richard Geiger, San Francisco Chronicle and
      Gary Lance, San Jose Mercury News. SLA San Francisco and SLA
      San Andreas Joint Dinner Meeting. Dunfey's Hotel, San Mateo;
      6pm dinner, 8pm program. $16.75, SLA members; $18.75, nonmembers.
      Info: Joan Galvez, Alameda County Bus. and Govt. Library, 874-5189.

18   "Ethical and Legal Implications of Providing Medical Information".
      Sponsored by Northern Calif. and Nevada Medical Library Groups.
      Speaker: Evelyn Guthrey, JD. Herrick Hospital, Berkeley.
      2:30-5pm. Info: Norma Kobzina, 642-4493.

18   "Database Management and Libraries".
      Advanced Information Management, Mt. View; $60.
      Info: (415) 965-1003.

SEPTEMBER CONT.

18/19   "Communicating with People: Speaking, Writing and Listening
        Effectively / Writing Effective Letters and Memos".
        Sponsored by Associated Management Institute, Inc. Hyatt
        Regency, S.F., $165. Info: (800) 556-7500.

   19   "BRS Introductory Training" workshop for novice searchers with no
        previous experience with BRS. CLASS offices, San Jose. 9am-4pm.
        $70. Info: BRS Training Registration Clerk, (1-800) 441-9996.

   20   "BRS Full-Text Searching" workshop which will include features of
        BRS full-text databases and hands-on search practice. CLASS
        offices, San Jose. 9am-4pm. $70 (includes $50 of online time
        after workshop). Info: see above listing.

   25   "Overview of Online Services".
        Advanced Information Management, Mt. View, $60. Info: (415) 965-1008

   26   Bay Area Online Users Meeting. "Competitor Intelligence and
        Search Downloading".
        Mead Data Central, 101 California St., Suite 2500, S.F., 6:30-8:30pm.
        Info: Alice BodtkeRoberts, (415) 952-1000 x6747.

OCTOBER

    2   "Word Processing in Libraries".
        Advanced Information Management, Mt. View. $60. Info: (415) 965-1008

    4   Wilsonline Training. San Francisco State Univ. $60.
        Info: (800) 622-4002.

  7/8   "Talking Buildings: A Practical Dialog on Programming and Planning
        Library Buildings".
        Sponsored by California State Library. Hyatt Regency, Oakland.
        Free/California participants. Info: Gini Bennetsen, Metropolitan
        Cooperative Library System, (818) 798-1146.

    9   "How to Manage the Problem Employee".
        Associated Management Institute. LeBaron Hotel, San Jose, $195.
        Info: 800-556-7500.

   21   "Professional Development for Women".
        A one day seminar designed to increase one's effectieveness in
        an orgainzation. Oakland Airport Hilton; 8:30am - 4:30pm; $85.
        Info: Continuing Education; Oregon State University; Corvallis,
        Oregon; (503) 754-2677.

   24   "Persuasive Writing".
        SLA SF Chapter Meeting. Info: Tim DeWolf, Utah International,
        981-1515.

NOVEMBER

4-6   "Online '85 Conference and Exposition", New York.

16-20   87th Annual CLA Conference, "Libraries and the Mind".
          Oakland Convention Center & Hyatt Regency Hotel.

          For information on other meetings, workshops or conferences of
          related interest check the bulletin board outside the Library
          School Library, 2 South Hall.

COURSES

Fall courses offered through UCB Extension will soon begin. A number
of them may relate directly to your job or career development (see below).
Obtain a catalog by calling 2-4111 or going to their office at 2223 Fulton St.,
Berkeley.

          Self-Assessment for Career Change
          Organizational Techniques for Secretaries and Administrative Assistants
          Effective Supervision: Principles and Methods
          Diagnosing Organizational Problems and Implementing Change
          Managing Yourself for Excellence: How to Increase Personal
             Effectiveness at Work
          Word Processing for the Complete Novice
          Effective Procedures Writing: A Workshop
          Overcoming Procrastination

Vista College offers a wide range of low cost academic (credit) and community
education (non credit) classes including art, business, small computer
training, management, foreign languages, psychology, history, real estate,
and health education. Classes begin September 4 and meet in various locations
in Berkeley. (many are on campus) and Oakland. Obtain a catalog by calling
841-8431 or stopping by their main office at 2020 Milvia St., Berkeley.

The campus Personnel Office offers an ongoing series of training and
development courses for UCB employees. The following are a few scheduled
for the Fall. For more information call 2-8134 or check issues of the
Berkeleyan for latest announcements.

          Business Writing
          Managing Stress
          Interview and Selection
          New Employee Orientation
          Performance Management Series
          Career Planning
          Developing Working Relationships through Communication
          Effective Supervision I
          UC Transfer and Promotion Seminar

For courses of a more personal nature, check the annual survey of Fall Classes
which appeared in the August 21-28, 1985 issue of the San Francisco Bay Guardian.
Includes everything from archery to lion tracking, Zen programming and sushi
eating.
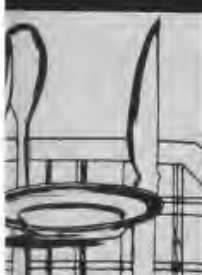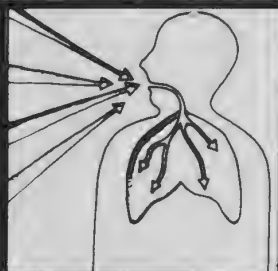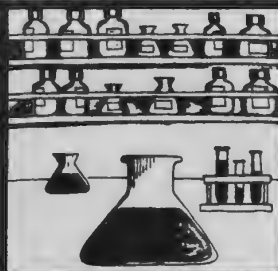
WHAT YOU KNOW

CAN HELP YOU

WORK SAFELY ON THE JOB

FINDING OUT -- BERKELEY CAMPUS EMPLOYEES AND THE
RIGHT TO KNOW

A slide presentation and talk by Wendy Cardy,
Occupational Health Educator, Office of Environmental
Health and Safety.

Wendy Cardy will help employees identify hazardous
substances in the workplace and will address
problems specifically relevant to library employees.

WEDNESDAY SEPTEMBER 18

NOON - 1 PM (bag lunch)
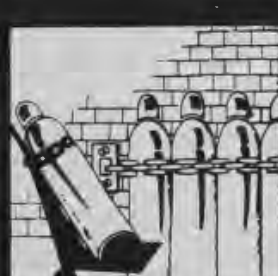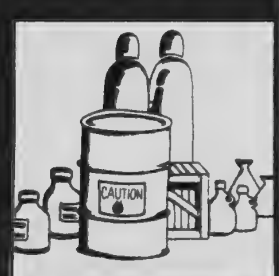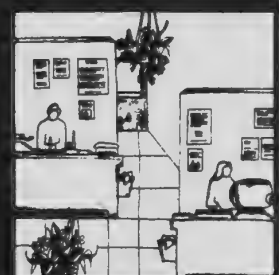
ROOM 322 DOE

STAFF DEVELOPMENT COMMITTEE

NOON SERIES

CU NEWS

THE GENERAL LIBRARY OF THE UNIVERSITY OF CAL
FORNIA AT BERKELEY THE GENERAL LIBRARY OF
THE UNIVERSITY OF CALIFORNIA BERKELEY-TI
GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

END-USER SEARCHING IN THE LIBRARY USING LASER TECHNOLOGY

InfoTrac, an end-user bibliographic retrieval system utilizing videodisc technology
is now available for searching free of charge (to both users and the Library) in
the General Reference Room of the Main Library and in the Social Science/Business
Library. Help us experiment with this new technology--we encourage patrons as well
as library staff to come in, search InfoTrac, and let us know what they think.
The two identical InfoTrac systems will be available on a trial basis until mid-
November when they will be returned to their lender/manufacturer, the Information
Access Company of Belmont, California.

Like the MELVYL Online Catalog, InfoTrac was designed as a user-friendly system:
it offers users relatively sophisticated search capability without librarian
assistance. InfoTrac indexes citations to nearly half a million articles in over
1,000 business, technical and general interest periodicals published since 1982;
there are no books in the InfoTrac database. And since the database is on video-
disc, there is no need to dial-up a host mainframe computer, and therefore there
is no online connect charge or telecommunications charge. Subscription to the
system is predictable but not inexpensive -- about $9500.00 per year, without the
hardware.

Each InfoTrac system consists of two IBM PCs, two Hewlett-Packard ThinkJet printers,
a Pioneer videodisc player and a 12-inch laserdisc containing the database. The
search program is loaded on a floppy disk.

Laserdiscs were selected as the storage medium for InfoTrac because of storage
capacity and durability. A single disc is able to hold up to 800 megabytes of
data: the equivalent of 2,000 floppy disks or 80 10-megabyte hard disks. The
laserdisc is virtually indestructable in routine use. Subscribers receive a
fully cumulated and updated database, i.e., a new laserdisc, each month.

A typical search is usually accomplished in less than five minutes. Users will
be asked to limit their search sessions (including printing) to ten minutes.
The database is structured around Library of Congress Subject Headings, corporate
and personal names (used as subjects), authors and titles. Each reference offers
a full bibliographic citation, including article title, author, publication title,
issue/volume number, date and pagination. Menu screens and color-coded computer
keys are the only search aids required. Training is not necessary.

Comments or questions about InfoTrac should be directed to Eddy Hogan (General
Reference, 2-7600) or Milt Ternberg (Social Science Library, 2-0370).

                                        --Eddy Hogan
                                          Milt Ternberg

EARLY BIRD SESSIONS IN MORRISON ROOM TO BEGIN SEPTEMBER 24

Bernie Hurley, Head of the Systems Office and member of the Library's administrative group, will speak on the technological status of and prospects for General Library bibliographic control and access. Bernie will touch on Catalog 2, GLADIS, MELVYL, and other developments.

His presentation is scheduled for Tuesday, September 24, 1985, at ~~sunrise-the crack-of-dawn~~ 8:15 a.m. in the Morrison Room, Main Library. Coffee will be available from 8:00 until 8:15; Bernie's talk will run for about twenty minutes, and equal time will be made available for hecklers, reports of UFO sightings, and general questions.

All staff are invited and encouraged to attend.

Bernie's talk will be the first in a series of topical presentations to be given on a more or less bimonthly basis. Other subjects proposed for this series include: decentralized processing; projects and enterprises supported through non-state funding; conservation; new directions in information technology; the Northern Regional Library Facility; and space planning for the Main and Moffitt libraries.

The time slot for the series has been scheduled with the hope that as many staff as possible will have the opportunity to attend. I hope to see you there.

                                                    --Joe Rosenthal

IF YOU HANDLE BOOKS, YOU SHOULD SEE THIS FILM

New staff, including new student staff, who handle books in the course of their work--as well as others who have missed past showings--will want to see the 15-minute film entitled "Enemies of Books: A Preservation Primer." The film will be followed by about 15 minutes of discussion, led by Cameron Folsom of the Library Conservation Department.

There will be four showings, all in Room 4 Dwinelle Hall:

     Monday, September 30: 9:10 am and again at 1:10 pm

     Tuesday, October 1: 10:10 am and again at 2:10 pm

The film covers the do's and don'ts of handling books, why books fall apart, and what to do about damage. For further enlightenment on this topic, the current exhibit in the Main Library North lobby on the damaging effects of poor handling of books with information about how to prevent the damage is an excellent complement to the film. (The film may also be seen upon request at the Moffitt Audio-Visual Media Center.)

                                                    --Anne Lipow

COMING ATTRACTIONS IN MELVYL CATALOG AND A LESSION IN TITLE SEARCHING

Mynd of MELVYL #35, attached to this week's issue of CU NEWS, features new and forthcoming changes in the online catalog, correction of an error in issue #34, an exercise to learn strategies in title searching, and a complaint from a reader.

                                                    --Anne Lipow

PERSONNEL CHANGES

RECLASSIFICATIONS   Doriel Flannery, The Bancroft Library, was reclassified from
Library Assistant II to Library Assistant III, effective
1 May 1985.

Jean R. Gibson, The Bancroft Library/Acquisition Division,
was reclassified from Library Assistant II to Library Assistant
III, effective 1 March 1985.

Laura D. Ng, Education/Psychology Library, was reclassified
from Library Assistant III to Library Assistant IV, effective
1 July 1985.

Ellis Sheppard, Jr., Acquisition Department, was reclassified
from Library Assistant IV to Library Assistant V, effective
1 February 1985.

Benjamin Yanez, Acquisition Department, was reclassified from
Library Assistant II to Library Assistant III, effective
1 June 1985.

APPOINTMENTS   Diane Y. Burnett has been appointed Mail Processor (half-time)
in the Library Mail Service, Fiscal and Support Services
Department, effective 3 February 1985; where she resumes the
duties she held as a student library employee in 1983-84.
She also worked in the UC Parking Services Office (1981-84);
and received her AB in Social Welfare earlier this year. Ms
Burnett returns to the Bay Area and alma mater from a year's
repatriation to her native Los Angeles area.

Leslie P. Johnson has been appointed Secretary I (half-time)
in the Regional Oral History Office, The Bancroft Library,
effective 3 September 1985. Ms Johnson pursued her under-
graduate, graduate and postgraduate studies in English (BA,
1981) and Creative Writing (MFA, 1984) at the University of
Arizona at Tucson. Throughout her academic career she held
various academic curriculum administration and editorial
positions, as well as ongoing teaching assistantships--in
recognition of her skills in the latter, in 1984, the Department
of English nominated her outstanding graduate assistant. She
comes to UC upon her family's relocation to the Bay Area.

Vanessa M. Tait has been appointed Library Assistant I (Techni-
cal Processing) in the Kresge Engineering Library, Science
Libraries Department, effective 10 September 1985. Ms Tait has
been a student employee in the Music Library since August 1983;
in March of that year she joined the General Library staff as
a clerk in the Main Library Circulation Department, and earlier
had worked in the offices of the Department of Facilities
Management (1980). Ms Tait's undergraduate career began at
Oberlin College, Ohio (1979-80), and concluded last May, here
at Cal, with an AB in Political Science. In 1982 she spent
half a year at the University of Washington, Seattle. Apart

PERSONNEL CHANGES

APPOINTMENTS   Vanessa M. Tait (con't)
                     from her campus employment here and at Oberline, she has worked
                     as typesetter and editorial assistant for Aurora Type & Design
                     of Berkeley (1980-81) and the Franklin Press of Seattle (1981-82)
                     and in 1983 worked during the summer at the Center for Third
                     World Organizing (Oakland) and the Institute for Food and
                     Development Policy (San Francisco).

                     Roy Tennant has been appointed Library Assistant II, Evening/
                     Weekend Circulation Supervisor, in the Moffitt Undergraduate
                     Library, effective 9 September 1985. Mr Tennant has held
                     analogous duties in the Circulation Department of the Humboldt
                     State University Library (Arcata, California) for the past
                     three years; previous to which he had been some six years on the
                     staff of the Columbia College (Columbia, California): as
                     Evening Circulation Assistant (1977-79) and later as Audio
                     Visual Circulation Assistant (1979-82). He holds his BA in
                     Geography from Humboldt State (1985), with a Computer Infor-
                     mation Systems minor.

HELP REVISE THE BRANCH PROCESSING MANUAL

Branch processing staff, we need you. The Public Service Advisory Group on
Technical Services (PSAG) is planning a revision of the Branch Processing
Manual. Can you who handle materials and records in branches help us answer
this question: What procedures which are not now in the BPM really should be
there? Please send suggestions to me at the Social Science Library, 30 Stephens
Hall, or to any other PSAG member.

                                                        -- Cathy Gordon

LAUC-B EXECUTIVE COMMITTEE MEMBERS FOR 1985/86

The following is the list of the LAUC-B Executive Committee members for 1985/86.
If there are any issues you would like to bring to the attention of the Committee
call any member.

                     Patricia Davison, Chair   - 2-7600
                     Norma Kobzina, Vice Chair/Chair-Elect - 3-6475
                     Grace Dote, Secretary/Treasurer   - 2-7121
                     Alison Howard, General Library Rep.   - 2-1020
                     Cathy Moreno, General Library Rep.   - 2-3810
                     Milt Ternberg, General Library Rep.   - 2-0370
                     Tom Alexander, General Library Alt.   - 2-2511
                     Ellen Meltzer, General Library Alt.   - 2-5070
                     Catherine Cortelyou, N-GL Rep.   - 2-3604
                     Alice Youmans, N-GL Alt.   - 2-4044

LAUC-B FORUM ON THE SUPERVISOR'S ROLE IN PEER REVIEW

The LAUC-B Committee on Programs for Professional and Career Development will
sponsor a bag lunch forum on the SUPERVISOR'S ROLE IN THE PEER REVIEW PROCESS
which will be held on October 2nd at 12:00-1:30 p.m. in Room 155 Kroeber Hall.
This forum which will be moderated by Ivan Argüelles, is a follow-up meeting to
last spring's program on HOW PEER REVIEW IS CHANGING. Issues to be discussed at
this forum include what the supervisors responsibilities in peer review are, how
supervisors guide a librarian's career development, how they encourage a good
balance of outside professional activity in relation to the primary job assignment,
what problems do they encounter with the present peer review system and how might
these problems be resolved. If you have in mind any specific issues in regard to
the topic of this forum which you would like to have addressed, please submit
them in writing to Ivan Argüelles, Serials Cataloging by September 30th. All
librarians are cordially invited to attend this thought-provoking and educational
forum. Hope to see you there.

> --Patricia S. Vanderberg
> Committee on Programs for Professional
> and Career Development

COLLOQUIUM - THE LIBRARY AND INFORMATION SCIENCES COUNCIL AND ITS ROLE IN THE
BRITISH LIBRARY AND INFORMATION SCIENCE

WILFRED SAUNDERS

Professor Emeritus
Department of Information Studies
University of Sheffield and
Visiting Professor
Graduate School of Library and Information Science
UCLA, Fall Quarter, 1985

Monday, October 7, 1985, 1:00 p.m., 202 South Hall. Everyone is Welcome!

OCTOBER GLADIS CLINICS

The following two-hour GLADIS Clinic will be offered in October in Room 322,
Doe Library.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 10/16, 10A-12N) will look
at GLADIS "from the outside": how GLADIS, the bibliographic utilities, the
microfiche, and the MELVYL Catalog, are related. This course is open to any
interested staff member. Please call System Services (2-6120) to sign up.

> --Jeff Katz

COLLECTION MANAGEMENT AND DEVELOPMENT INSTITUTE

The latest in a series of Collection Management and Development Institutes was held at the University of Washington, Seattle, September 3-6, 1985. Although a large number of persons from the Pacific Northwest attended, participants were drawn from all sections of the U.S., including Alaska, and at least one foreign country, China.

Objectives of the Institute were: "To provide an overview of major issues and trends in the planning, development and management of library collections which meet user needs and maximize financial and human resources...". Some of the topics covered were: The Environment in which we work (political, economic, institutional Collection development policies and policy statement writing, Budgeting, Major problems and challenges of collection development Resource sharing and cooperative collection development ("The library without walls"), Use and user studies, Preservation, Automation and Future trends.

Conclusions: Collection development must be closely related to the goals of the institution and user needs and user expectations. User input should be solicited in all aspects of collection development: formulation of policy statements, budgeting, selection (and de-selection). Every resource must be fully utilized because budgets are likely to remain static (The "good old days of fat budgets" may never return). This may mean a reallocation of resources within the library and greater reliance on outside resources (other collections, data bases, bibliographic tools). Libraries must recognize and fully utilize the automation and electronic publishing "revolution" (Libraries are increasingly not the sole source of information.).

As usual, interaction with colleagues during breaks, receptions, and meals was one of the most valuable components of the Institute, resulting in useful contacts and discussions of mutual problems and possible solutions.

                                                        --Jim Burch

LAUC-B STANDING COMMITTEE VACANCIES

The LAUC-B Executive Committee will be making appointments to fill the vacancies on the standing committees. Interested General Library librarians should call Pat Davison, LAUC-B Chair, at 2-7600 by October 4th. Non-General Library librarian should call Catherine Cortelyou, Committee on Non-General Library Affairs Chair, at 2-3604 (CU News, 5 Sept. 1985). Vacancies to be filled are:

    CAPA: 1 General Library Rep.   1 Non-General Library Rep.

    Committee on Programs for Professional and Career Development:

                       2 General Library Reps.   1 Non-General Library Rep.

    Nominating and Elections Committee:

                       4 General Library Reps.   1 Non-General Library Rep.

                                        --Grace Dote
                                        LAUC-B Secretary/Treasurer

OCTOBER CALENDAR OF MEETINGS AND EVENTS

    Oct. 1/Tues/Department Heads/8:30/322 Library
    Oct. 2/Wed/Exhibits Ctte/9:00/321 Library
    Oct. 2/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
    Oct. 4/Fri/Public Service Department Heads/10:00/322 Library
    Oct. 9/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
    Oct. 10/Thurs/Reference Services Ctte/9:00/321 Library
    Oct. 10/Thurs/Technical Services Department Heads/10:00/HGS Conf. Rm.
    Oct. 10/Thurs/Circulation Supervisors Group/10:00/322 Library
    Oct. 10/Thurs/Public Services Advisory Group/1:00/322 Library
    Oct. 14/Mon/Sciences Department Monthly Meeting/10:00/322 Library
    Oct. 16/Wed/Circulation Ctte/10:00/321 Library
    Oct. 17/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.
    Oct. 18/Fri/Public Service Unit Heads/10:00/322 Library
    Oct. 22/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
    Oct. 22/Tues/Cataloging Council/10:30/322 Library
    Oct. 29/Tues/Department Heads/8:30/322 Library

LIBRARY TOURS AND WORKSHOPS
    Oct. 16/Wed/Tour of the Forestry Library/8:30/260 Mulford Hall
    (See this issue of CU NEWS for enrollment details.)

    Oct. 18/Fri/Faculty Seminar for Library staff only--MICROCOMPUTERS
    AND YOUR RESEARCH/9-10:30 (See future issue of CU NEWS for enrollment details.)

    Oct. 16/Wed/GLADIS Overview/10:00/322 Library
    (Sign up by calling Jeff Katz, Library Systems Office, 2-6120.)

PLAN NOW TO ATTEND PROFESSIONAL MEETINGS AND WORKSHOPS

All LAUC-B members will soon receive a packet from the LAUC-B Committee on
Research and Professional Development. This packet will include information
and procedures to follow to apply for support to attend professional meetings and
workshops. This is the first year of the full operation of the LAUC-B Committee
on Research and Professional Development, and this year this Committee will be
reviewing applications and recommending support levels. This was formerly done
by the General Library Staff Development Committee, and the Staff Development
Committee will continue to review requests for General Library staff members.
There are major changes in the criteria used to determine funding support. Of
particular note: (1) These funds are avialable to both General Library and
non-general library librarians; (2) LAUC-B has changed the basis for calculating
funding support, and it is now important that each request estimate all antici-
pated expenses; (3) attendance at meetings by librarians without formal roles
will be supported; (4) funds may be awarded for attendance at more than one
meeting per year, therefore, it is appropriate to request funds for all meetings
you plan to attend; and (5) there is a new request form (included in the
packet).

THE DEADLINE FOR SUBMITTING APPLICATIONS IS OCTOBER 4, 1985. Please allow suffi-
cient time for your department head and other administrative officers to review,
evaluate, and forward your requests to the Committee.

                                           --Gail Nichols

CIRCULATION SUPERVISORS GROUP ELECTIONS

All members are reminded to be sure to attend the October 10 meeting of Circu-
lation Supervisors Group when we will elect a new chair and name new members
to the agenda committee.

                                                    --Karl Slinkard, Chair

NEWS FROM THE ENVIRONMENTAL DESIGN LIBRARY

Jim Burch attended the Collection Management and Development Institute in Seattle,
Washington, September 3-6. Elizabeth Byrne recently reviewed a grant proposal for
the National Endowment for the Humanities.

ORIENTATION TOUR OF THE FORESTRY LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better understanding
of library collections and library services on the Berkeley campus. Staff
working in campus or area libraries outside the General Library system are
welcome to participate in the tour program.

The tour for the month of October is the Forestry Library. The tour will
be held Wednesday, October 16, and will begin at 8:30 in the Forestry Library
located in 260 Mulford. The session lasts approximately 1½ hours. Sign up
for the tour by completing the form below and mail it to Jeanne Fong,
Librarian's Office, 245 Main Library. Enrollment is considered confirmed,
unless notified otherwise.

Deadline for sign ups: October 4.

-------TEAR OFF---

Your name:_____

Your unit:_____   Ext: 2-_____

Please enroll me for the October 16 tour of the Forestry Library.

_____

MINUTES: CIRCULATION SUPERVISORS GROUP
Meeting No. 55, June 13, 1985

RECORDER: Anne Brown

CIRCULATION COMMITTEE REPORT -- G. Nichols/K. Slinkard

Karl opened the report by indicating that the issues related to automated
circulation currently under discussion in the Circulation Committee are likely
to have a significant impact on future library circulation. The issues raised
by automated circulation are more than technical and should be considered
with care by the circulation supervisors whose operations will be most impacted
by them.

Gail reported that the last two meetings of the Circulation Committee dealt
primarily with holds and recalls. She thought that policies now under
discussion could not go into effect until all of the branches had automated
circulation and a substantial portion of the library's holdings had been
computerized. Gail indicated that the Circulation Committee was suggesting
that university-wide recalls and holds exclude such units as Moffitt, HGS,
and Art History/Classics which have special collections and loan periods. The
recall should be from the patron who has held the material longest regardless
of the nearest due date.

In the discussions that followed, several points were made:

1. "Capability" for holds and recalls from all branches should be built in,
    but policy regarding the use of that capability should be thoroughly
    discussed before implementation.

2. Holds and recalls of materials from other units would compromise the
    individual unit's control over its collection.

3. While sounding technically feasible, university-wide holds and recalls would
    likely result (in practice) in a hopeless snarl.

4. There was a general consensus that patrons should know where all copies of
    materials were located, but be able to recall them only from a single branch.

5. Circulation supervisors were virtually unanimous in opposing patrons being
    allowed to recall, place holds or renew/recharge materials without staff
    assistance and control.

6. Branches with large annual inventories for faculty and staff felt that a
    computerized listing of all materials charged to a given name would be of
    great assistance.

7. The assembled supervisors objected to the possibility of restricting privileges
    (holds, recalls, etc.) of "09" borrowers. They felt that $50 for a year's
    library privileges entitled one to holds and recalls.

THE JULY MEETING WILL BE CANCELLED DUE TO THE LARGE NUMBER OF VACATIONS
DURING THAT MONTH.

Present: I. Arguelles (out-going Chair), C. Cortelyou, P. Davison (in-coming
           Chair), G. Dote (Recorder), R. Heckart, A. Howard, N. Kobzina,
           C. Moreno, B. Radke, D. Sommer, N. Sand, M. Ternberg, A. Youmans

Absent: T. Alexander, C. Kubota, P. Maughan, E. Meltzer,

1. Announcements: I. Arguelles announced the receipt of a request for more
information on the library mentor program from the Atlantic County Library in
Mays Landing, New Jersey. Their Community Relations Librarian read about it in
LJ, July 1985.

The Fall State Assembly will be held Friday, 22 November 1985 in Davis. The
Executive Committee Chair, Vice-Chair, Secretary, and Non-General Representative
will attend. LAUC-B Fall Assembly will be held prior to the State Assembly and
the date for this will be announced later.

2. Report of the LAUC Northern Division turn-over meeting: Peer review statis-
tics and break-down was reported from all campuses except Riverside. The
statistics will be publicized at a later date.

The functional directory committee has incurred problems and the preparation of
the directory has been suspended. If this is pursued again in the future, an
on-line functional directory should be considered since a hard-copy directory is
immediately out-of-date.

A suggestion was made to have Gary Strong, State Librarian, as main speaker for
the Fall State Assembly. Suggestions for other individuals are being enter-
tained.

3. LAUC-B 1985/86 proposed operating budget: P. Davison has submitted a pro-
posed LAUC-B operating budget of $6378.00 for 1985/86 to Roderic Park, Vice-
Chancellor for Academic Affairs. Berkeley would rank third among the campuses
after Santa Cruz ($44.40/member) and Irvine ($191.00/member). This is the first
time that the Executive Committee has anticipated all operating costs and sub-
mitted a budget. The Executive Committee will be kept informed of the progress
of the proposal.

4. Report of the LAUC-B Ad hoc committee to review the Office of the
President's...peer review/revision of the APM: R. Heckart, CAPA Chair, reported
that the Ad hoc committee concluded that the Systemwide proposals reflected LAUC
proposals.

5. Review of LAUC-B accomplishments: 1984/85: Out-going Chair Ivan Arguelles
thanked the members of the Executive Committee for 1984/85, for the many hours
of hard work contributed by each and gave special recognition to Deborah Sommer,
out-going Secretary/Treasurer. The Committee dealt with much substantive
matters, especially with the "Tier 2" issue. At the local level among the items
accomplished of note is the creation of the mentor system which has become
nationally know through the article in CU News, picked up by Library Journal,

July 1985. Pat Davison commended Ivan for his leadership provided during the past year. The review came to an end as the Campanile struck 2:00 and the meeting was adjourned.

*** NEXT MEETING WILL BE WEDNESDAY, 11 September 1985, 10:00-12:00, L322.

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES

MINUTES of the August 15, 1985 Meeting

PRESENT: C. Bengston, E. Byrnes, C. Gordon, A. Howard, B. Kornstein,
           H. Kratins, C. Lawrence, P. Maughan (Recorder), S. Rhee,
           D. Sommers, C. Wanat

ABSENT: M. Collins

GUESTS: P. Abalos, B. Ogden

UPDATE ON MARKING   C. Gordon reported on having spoken with
R. Gardiner about illegible labels.   R. Gardiner acknowledged
that the marking typewriters are very worn and that the Library
Administration is looking into replacing this equipment. No
further details are known at this time. C. Gordon reminded
S. Rhee of PSAG's concern over the current marking situation.

SYSTEMS OFFICE UPDATE   C. Bengston reported on a problem the
Systems Office has been experiencing with TCP recataloging.
It is difficult for the Gladis system to link the old and new
records because the system cannot determine which call number
to place in the call number field; therefore staff follow up
is required in order to edit the microfiche records which must
be updated one-by-one. This problem has been affecting TCP primar-
ily from DOCS and MAIN. (NOTE: It is now cleared up. Ed. 9/16/85)

Work on production of the new microfiche base set has just been
completed, approximately 1 month behind schedule. The new base
set should be in the mail no later than Monday, August 19, 1985;
production of the keyword microfiche is now very much delayed.

Discussion followed among the group on the problem of unannounced
delays in scheduling and production of various of the microfiche
products. The need for a formal mechanism for notifying public
service units of delays in the Catalog 2 production as well
as other technical service operations was raised; C. Gordon
agreed to mention this issue at the next Technical Services
Department Heads meeting.

C. Bengston announced an upcoming meeting on the Gladis branch
edit procedures scheduled for August 20, 1985. C. Bengston
also reported that the Gladis access system is out of ports
on the Tandem computer, however, additional terminals are available.
These terminals can be installed as soon as additional ports
are made available.

FEEDBACK ON PROCESSING CHANGES   P. Maughan and C. Wanat will
report at the next PSAG meeting on suggestions for coordinating
productive feedback among technical and public service units
relative to changes being made in processing procedures.

PLANNING GROUP FOR BPM REVISION   A. Howard, B. Kornstein, and H. Kratins will report at the September PSAG meeting on a proposed plan for revising the Branch Processing Manual.

BINDING   B. Ogden reported having submitted a budget request to cover this year's binding as well as last year's binding backlog. He does not expect to received full funding.

Prior to discussing a methodology for allocating binding quotas, B. Odgen reviewed what he considered to be several limitations on the binding situation: 1) Format; pamphlets are more easily lost if left unbound, and the cost of maintaining bibliographic control of these materials is probably more than they're worth unless they are bound immediately upon receipt; 2) For cost and convenience, it is important to copy catalog as much incoming material as possible. It is therefore a good idea to delay the receipt of unbound material in BSD until such time as copy cataloging is available. Binding prior to cataloging provides this additional lead time. 3) The bindery can only absorb surges in its workload up to a certain point; they like to smooth out the flow and therefore prefer a month-by-month quota arrangement.

B. Ogden proposed that we see how many bindings the upcoming year's budget will allow and then allocate binding quotas, unit by unit, according to acquisition rate or use rate (i.e. circulation). It was suggested that if use rate was to be taken into consideration in the allocation that the total use, i.e. circulation and room use, be considered. Furthermore, there was some concern that pamphlet materials not be counted twice in considering the units' acquisition rate.

Aside from these concerns, additional points of information came to light during the discussion: approximately 30,000 pamphlets are bound per year, accounting for 20% of the overall binding budget; much of this material is acquired via exchange; and most pams go to ENVI, or into TCP for MAIN or DOCS.

A request was made of B. Ogden to clarify those categories of binding and conservation work covered by the annual binding quotas. In addition, PSAG requested it be allowed to review any allocation proposal drawn up by B. Ogden in advance of distribution and implementation.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 35, September 19, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog as MOC.

★ CORRECTION: IT ISN'T THE MELVYL DATABASE THAT WAS CLONED

With the following note, DLA's Dorothy McPherson is correcting an error in MOM #34, which describes the new development that provides access to MELVYL using two of DLA's CPUs:

> "...The MELVYL Catalog has two distinct but interrelated parts. One is the database which contains bibliographic records and indexes. The other is the user friendly interface that accepts user commands, provides help, and formats retrieved records for display. It is the interface software that has been duplicated. Each copy of the interface program retrieves data from the same copy of the MELVYL database. Duplication of the database is another development that DLA is eager to make but we do not, at present, have sufficient disk storage available to us."
> [Emphasis added.]

★ NEW AND COMING ATTRACTIONS

Watch for these new features, which will be added to MOC over the next few months, according to DLA Bulletin of 1 August: (1) A new command, SHOW HISTORY, will allow a review of search commands entered earlier in a session; and REDO will enable users to selectively reissue and modify those commands. (2) HELP and EXPLAIN screens will no longer be limited to one screen, making it possible to give fuller explanations of catalog terms and features when needed. (3) For long searches, the catalog will estimate for the user how many minutes the search will take, as opposed to the current "cycle" count.

Two new features have recently been implemented: (1) Interesting weekly and monthly catalog use statistics are now available online through the SHOW WEEKLY STATS or SHOW MONTHLY STATS commands. (2) EXPLAIN and SHOW commands have been redefined to make the difference between them clearer. Use EXPLAIN for an explanation of how to use a command or for a description of a system feature. Use SHOW for information about settings or for the latest news (general, campus, LAUC, tapeloading)--e.g., SHOW STATISTICS or SHOW CAMPUS NEWS.

DEAR HERMAN STOP MISLEADING PEOPLE!

The article on commands that "...Reduce Large Retrievals to Manageable Size" (MOM #31) implies by example that there are advantages to limiting by campus. This may be a personal quirk, but I don't think we should ever urge the misleading "AT UCB" command. As a MELVYL Aide and in my branch library I always tell people that Berkeley's records are not representative, and that they should assume that Berkeley has most titles shown on other campuses. If our records ever approach up-to-date status, I would withdraw my objection.

--C.S.

C.S.: Your point is well-taken.
--H.M.

★ HOW TO SEARCH FOR TITLES IN COMMAND MODE: TI & XT

(This exercise is the second in a new series developed by Alan Ritch of UCSC and adapted for UCB. Questions? Ask at a reference desk or call A. Lipow, 2-3773.)

After answering the questions below using COMMAND mode, you will know:

> *how to search for titles
> *when to use TI (title keywords) vs. XT (exact title)
> *why XT searches should end with the truncation symbol (#)

Questions 1-4 show 4 ways to search for the title <u>Art or Anarchy</u>.

1. Type F TI ART OR ANARCHY. What is MOC's response? _____

2. Type F TI ART ANARCHY. How many records were retrieved? _____

   MOC interprets F TI as "Find titles with these words anywhere in them."
   The word OR tells MOC to look for every title containing <u>either</u> "art" <u>or</u>
   "anarchy." MELVYL's art sometimes leads to search anarchy! The dreaded
   LONG SEARCH is to be avoided if at all possible: it slows down the computer
   and keeps every other catalog user waiting. One way to avoid the LONG SEARCH
   is to leave out the OR in your title search.

3. Type F XT ART OR ANARCHY. How many records were retrieved? _____

4. Type F XT ART OR ANARCHY #. Give the author:_____

   Of the 4 ways to search, XT usually gives the fastest results and, in this case,
   it gives the best results. Truncation was necessary here because the <u>exact</u> title
   continues beyond what we thought was the exact title. Since most titles have
   more words than the ones we remember, cultivate the habit of ending <u>every</u> XT search
   with a #, omitting initial articles. It will save you time and typing, and you'll
   avoid missing your title just because you didn't know it had a subtitle.

5. Who wrote <u>War or Peace</u>, published in London just after World War II?

   _____

   Omitting "OR" (F TI WAR PEACE) is not the best strategy. You still retrieve
   hundreds of titles, including Tolstoy's <u>War and Peace</u>. So F XT works best
   here.

6. Find the UCB call number of <u>Land and Life</u>. _____

7. Find the UCSC call number of <u>Les Enfants Terribles</u>. _____

   XT is the right choice here, but it works only if you remember to omit the
   initial article "les".

8. Of the ways you've learned to search by title, which is the most efficient for
   finding <u>Water and Power</u>, a history of water transfer from the Owens Valley to Los
   Angeles? Your answer should avoid LONG SEARCH; avoid looking through a long list
   of titles on water power; avoid even a relatively short list of titles beginning
   with the words "water and power."
   Give the author:_____

   Probably the best strategy here is to do a TI (keyword) search.
   F TI WATER POWER OWENS retrieves about one-third the number retrieved by
   F XT WATER AND POWER #, and <u>all</u> the books retrieved by the former search are
   relevant to our subject. XT searches are quicker than TI searches, but they
   sacrifice one of the online catalog's greatest advantages over the conventional
   alphabetic file: the ability to discover keywords deep in the heart of the title.

CU NEWS

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY-THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA-BERKELEY-THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

CARL BENGSTON APPOINTED HEAD OF MOFFITT LIBRARY TECHNICAL SERVICES

Carl Bengston has been appointed Head of the Moffitt Library's technical services division on a half-time basis effective September 3, 1985 through June 30, 1986. Carl brings to this assignment solid experience with the GLADIS system which will be valuable as Moffitt moves toward complete retrospective conversion and implementation of an automated catalog, shelflist, and circulation system. As part of his orientation program Carl will be scheduling appointments with Main Library technical processing departments to discuss areas of mutual concern. He will also be scheduling some appointments with branch libraries to discuss course reserve processing. During this period Carl will retain his coordination and special projects responsibilities in the Systems Office. Carl will spend mornings in the Moffitt Library (2-5070) and afternoons in the Systems Office (2-6120).

--Rita Kane

LIBRARIAN SERVES ON CAMPUS'S TITLE IX COMMITTEE

Irene Moran, Head of Public Services in The Cancroft Library, has been appointed by University Librarian Joe Rosenthal to serve on the Campus' Title IX Committee. This committee, chaired by Frances Ferguson, professor of English and Special Assistant to the Chancellor, is charged with providing information to members of the U.C.-Berkeley community who have complaints of sexual harassment. The Chancellor's Office has appointed the committee in order to make information about ways of dealing with sexual harassment more accessible to the campus community and to encourage people to seek early and confidential resolution of complaints.

--Mary Jane Porter

HURT BOOK SALE

The University Press will hold a damaged book sale on October 3 from 11:00 to 4:00. All subjects, most damage almost unnoticeable. Paperbacks $3.00 or 2/$5.00. Hardbound $5.00. Some art or multivolume works slightly higher. 2120 Berkeley Way.

THREE NEW SESSIONS IN LIBRARY SEMINARS FOR FACULTY-- STAFF INVITED TO OBSERVE
OCTOBER PROGRAM

Attached to this issue of CU News is a special form for Library staff who wish
to enroll as observers in LIBRARY UPDATE/1985, the 12th annual series of seminars
in library research resources. Space is limited, so priority is given to those
for whom the sessions are intended: faculty and other campus researchers,
including graduate students. People not directly affiliated with the campus
may attend for an enrollment fee of $25 per session, using the general enrollment
form available in the Librarian's Office. Library staff should have the approval
of their unit head before submitting the form. Although a large faculty and
student enrollment is expected, there should be room in most of the sessions to
accommodate many (but probably not all) of the staff who wish to attend.

As last year, COMPUTERS AND YOUR RESEARCH: AN INTRODUCTION TO DO-IT-YOURSELF
SEARCHING ... (Eddy Hogan), will be offered as a "dress rehearsal" for library
staff only. In addition to the "core" program that has come to be offered each
year--CATALOGS AND SPECIAL SERVICES OF THE UCB LIBRARY SYSTEM (Myrtis Collins,
Cris Fowler, Juta Savage), FROM CITATION TO TEXT: CLUES TO THE LIBRARY LABYRINTH
(Don Williams, Marcia Goodman) and "WHERE DID I PUT THAT PAPER?": MANAGING YOUR
REPRINT FILES (Camille Wanat), three special-interest sessions will be presented:
MICROCOMPUTER BASICS AND CAMPUS RESOURCES (Lee Jaffe, Barbara Morgan), HOLOCAUST
STUDIES RESOURCES (Evelyn Kiresen, Sheldon Brunswick, Simone Klugman, Leon
Megrian), and RESOURCES FOR DUTCH AND GERMAN STUDIES (James Spohrer). Brief
descriptions of each session accompany the enrollment form.

Library staff enrollment will be processed from October 4 to 8. Staff whose
enrollment as observers is confirmed will be expected to hold any questions or
comments until after the session is over--enabling the presenters to devote
their attention entirely to the intended audience.

                                             --A. Lipow

MAP ROOM BIDS ADIEU TO 3 x 5 CARD

The Map Room recently became the first General Library unit to stop receiving
shelflist cards. The unit will now rely upon GLADIS for call number access.
Staff time and money which previously went into the production, sorting, filing
and revising of shelflist cards is now being used for other General Library
priorities. The old shelflist will be retained for six months to permit unforeseen
problems to present themselves; if none occur, it will be discarded. Last May,
the Map Room was able to eliminate its dictionary catalog when all the unit's
book and journal records were converted to machine readable form. The conversion
was part of the Government Documents Department's Recon Project. While all its
map format records cataloged after 1979 are also in machine readable form, the
Map Room also has a slowly-shrinking card file containing some 30,000 earlier
titles.

Those wishing additional information may contact the undersigned.

                                             --Phil Hoehn
                                             Map Room

PEPSONNEL CHANGES

PECLASSIFICATION   Patrick E. Sinclair, Collection Development and Reference
                    Service, was reclassified from Clerk to Library Assistant I
                    effective 1 June 1985.

APPOINTMENT   John Paul Ceballos has been appointed Library Assistant II
                    at the Service Desk, Circulation Department, effective
                    16 September 1985. Mr Ceballos's preparation for the demanding
                    public service exposure of the Main Library Service Desk
                    ranges from secretarial/tutoring and child care in Paris
                    (1979-80) and Berkeley (1981-83) to reception and registration
                    for the Blood Bank of the Alameda-Contra Costa Medical Association,
                    in Oakland, from 1983 through to the present. He has also
                    worked as a student employee of the University at UC Davis,
                    where he took his AB in French (1981).

                    Lauren L. Lassleben has been appointed Library Assistant V
                    (casual) in the Manuscripts Division of the Bancroft Library,
                    effective 16 September 1985; where her job will be to bring
                    order to the Edgar F. Kaiser papers over the next two years.
                    Ms Lassleben's training and experience in manuscript handling
                    over the past ten years have been varied and intense. She
                    took her BA in history at Reed College (1975), studied
                    California history here at Cal in 1974, and completed her
                    MA in Latin American Studies at the University of New Mexico
                    at Albuquerque (1977). After interpreting (Spanish-English)
                    in Workers' Compensation administration cases, and acting
                    as bilingual Field Director for the Girl Scouts, in Southern
                    California (1978-79), she began applying her language and
                    historiographical skills to early Spanish manuscripts in the
                    California Historical Society collections, 1979-81; and has
                    completed six special records management and archival consul-
                    tancies/projects since--most recently in the Special Collections
                    Department of the Stanford University Libraries. Her profes-
                    sional ties to Berkeley include a year's archival assistantship
                    at the Judah Magnes Museum (1981-82) and membership on the
                    Oral History Committee of the Berkeley Historical Society,
                    since 1982.

TERMINATION   Alan P. Plummer, Library Assistant III, Circulation Department,
                    resigned effective 20 September 1985 and is relocating in
                    Southern California.

EXTENDED HOURS FOR SOCIAL SCIENCE LIBRARY

The Social Science Library, thanks to funding from the School of Business
Administration, will be open one extra hour in the evening, Monday-Thursday
(i.e., until 10 p.m. instead of 9 p.m.) for the remainder of the semester.

-- Geri Scalzo

DAILY CAL LIBRARY INSERT AVAILABLE FOR PUBLIC SERVICE USE

LIBRARY INFORMATION AND RESOURCE GUIDE, a first-week-of-classes insert in the Daily Californian, is available in special stock for public service units. When ordering from Supply and Maintenance, please specify LOL 29; budgets will be charged at the rate of 15 cents per copy.

The Guide gives up-to-date information about the wide range of library collections and services on the campus, with sound advice about catalog strategies, handling books, and how to learn more. It is, therefore, an excellent handout for new users and Library orientation programs. Sample copies are on file in most units.

                                                    --A. Lipow

REVIEW SHELF

          Review Lot Number   Inclusive Dates
                507   September 27 - October 18

This lot contains a large collection of modern British and American literature, some Romance and Germanic language humanities, and the inevitable miscellany of gifts and withdrawals. Selectors are invited to stop by at their convenience to review these books.

                                                    --Frank Carothers

COLLOQUIUM - PLANNING LIBRARY SERVICES IN THE UNITED KINGDOM

                          Wilfred Saunders

                        Professor Emeritus
                Department of Information Studies
                    University of Sheffield
                              and
                       Visiting Professor
        Graduate School of Library and Information Science
                    UCLA, Fall Quarter, 1985

Monday, October 7, 1985, 1:00 p.m., 121 South Hall. Everyone is Welcome!

Library Personnel News

NOTES AND NEWS FROM THE LIBRARY PERSONNEL OFFICE · 447 LIBRARY · 642-3778

26 September 1985

DEJA VU

With this issue of CU NEWS we revive an attachment which first appeared in 1977 as "Library Personnel Notes." Now called "Library Personnel News" we plan that this will be become a regular item in which the Library Personnel Office communicates with staff about such subjects as Campus and University rules and regulations, Union Agreements, Library interpretations and implementation, benefits, recruitments, etc, etc, etc.

If you have subjects which need clarification or questions which need answering, please let us know. Your suggestions can become topics for future issues.

--W.E.W.

OVERTIME AND THE SUPREME COURT

Concerning the recent Supreme Court ruling that requires premium overtime be compensated within the pay period in which the overtime is earned, we goofed in a recent hand-out by confusing "exempt" and "non-exempt" employees. Non-Exempt employees are those who are covered by the provisions of the Fair Labor Standards Act and who do earn overtime at premium, time and on-half rates. Exempt employees earn overtime at straight time rates. Overtime for both categories of staff is defined as time actually worked over 40 hours in the work week. Time actually worked does not include hours in pay status as the result of vacation or sick leave, jury duty, holidays, etc.

--W.E.W.

DO'S AND DON'TS OF RECRUITMENT

We have received a revision to Staff Personnel Policy 210 - Recruitment. The changes highlighted below should assist you in preparing position announcements.

When stating minumum qualifications it is important to remember that minimum qualifications include knowledge, skills, abilities and other qualifications which are:
- necessary for successful performance of the duties and tasks of a position, and
- required of workers from the first day of employment.

Minumum Qualifications

Mimunum qualifications should be directly job related; should be stated in position vacancy announcements; and should be applied in the screening of applications to determine which applicants are most likely to perform the duties of the position effectively.

DO   State each knowledge, skill and ability in relation to specific, observable work behavior; that is, in terms of the task for which

it is required. Examples: "knowledge of Federal and State regulations relating to employee selection"; "skill in editing correspondence for correct spelling, punctuation, and grammar"; "ability to apply the principles of logic in solving practical administrative problems."

DO State the level or amount, as well as the type, of the required knowledge, skill, or ability. Example: "ability to read basic English used in correspondence"; or "ability to read and comprehend complex legal documents."

DON'T Include any knowledge, skill or ability which will be taught on the job or which can be acquired on the job in a brief orientation period.

DON'T Include situations that are required in virtually all working situations, such as "ability to work under supervision."

DON'T Include psychological characteristics, such as aptitude, intelligence, judgment, common sense, leadership, interest, personality, and other mental processes which are not directly observable.

Physical Requirements

DO State special physical characteristics which are essential for successful job performance. Example: strength to lift and carry 50 - pound boxes."

Licenses, Certificates, and Credentials

DO State those licenses, certificates, or credentials required by law to perform all or a portion of the function of the position. Example: "a valid class 3 C lifornia driver's license to operate a mail truck."

Other Qualifications

DO State requirements related to special terms and conditions of employment, such as travel, overtime work, or a nonstandard work schedule, when essential for the position.

Experience Requirements*

DON'T Request experience requirements which are expressed in precise numerical terms, such as "three years of related experience," unless mandated by law or validated by a special validation study approved by the Director of Personnel.

Education Requirements*

DON'T Request high school graduation, a college degree, or any educational requirement expressed in precise numerical terms, such as "two years of college," unless mandated by law or validated by a special validation study approved by the Director of Personnel.

*NOTE: If a validation study has not been conducted, the minimum education and experience requirements should be stated in job announcements in the following format: "Education and experience equivalent to (education requirement) and (experience requirement)."

--Frances St. Clair

MINUTES: CIRCULATION SUPERVISORS GROUP
Meeting No. 56, August 8, 1985

RECORDER: José Hernández

I. AGENDA COMMITTEE

Anne Brown resigned from the Agenda Committee. She cited pressing duties as the reason. Jose Hernandez (elected as an alternate) has taken her place on the committee. She will be missed. Recording duties will be alternated through members of the committee (except the Chair).

II. BILLING

Several aspects of billing were discussed. The patron file was considered useful to those who had access to a computer terminal. However, it appeared to have some shortcomings: (1) not everyone has access to a terminal (2) not all patrons are listed (3) not really a problem of the file, but some patrons style themselves as "faculty" who do not appear as such when being billed for replacement. Lora Graham then discussed her attempts at "rebilling",i.e., cancelling the original bill just before it drops off the aging report and then billing again for the same item. She reported it had been moderately successful in getting long overdue books returned but that in discussions with Accounting she had been discouraged from pursuing such a course. Accounting feels that there is too much chance of some cross-up resulting in "double billing". Also, once the library issues a bill, it is up to accounting to pursue the matter. Collection should be left to Accounting.

III. SEMESTER

The group voted to suggest to the AUL for Public Services that December 18, 1985 be the Fall Semester ending date. The question of the annual energy conservation Christmas shutdown came up. Although everyone assumed the schedule would be much as before, no one seemed to have official word. The Chair will check with the Librarian's Office and report back at the next meeting.

IV. AUTOMATION

Gail Nichols discussed her memo of June 21, 1985, to the AUL for Public Services outlining the Circulation Committee's proposals on automated circulation. She emphasized that we must design now for whatever flexibility we wish in the future. She also emphasized that the implementation date throughout the branches is indeterminate as no one knows how soon the hardware can be available throughout the system. However, very careful planning of all aspects well in advance would be necessary. A discussion of PCs and printers followed. The group concluded that it would be necessary for all circulation points to have at least one PC plus printer to carry out our circulation functions if automation were to be installed. Further it was agreed that: (1) terminals would be needed right at the circulation point, not in another room or up the hall or downstairs, (2) machines would need to be protected against hard use (due to exposure and expected heavy use) and (3) the availability of the system will need to be upgraded to make it effective. Currently only five ports are available to GLADIS or the MELVYL online catalog using a PC. This frequently means it is impossible to log on for long periods of time.

V. STUDENTS
    Lynne Wiepert reported that her subcommittee had met with Mr. Wenz and other
    members of the Library Personnel Office regarding the ending of timecard
    projections. The upshot is that we must continue projections because to
    change the system would affect benefits. Lynne also said that we should
    educate our students about how to read their paychecks, because too many
    students go to the Business Office with questions that could have been
    resolved at the unit level. Dave Swanson has told her that the LBO will
    try to have a handout for students by the first paycheck issued for Fall.

VI. CIRCULATION COMMITTEE
    Gail Nichols responded to a question from the Chair regarding circulation
    supervisor representation on the Circulation Committee which suggests
    circulation policy to the AUL for Public Services. She stated that
    there would be three openings this year and urged all circulation supervisors
    with an interest to apply.

VII. BSD
    Paul Payne shared some ideas for LOTUS use--scheduling students, budget
    projections, etc. M. Gold and M. Mentges formed a subcommittee to arrange
    for a demonstration. Mary Heath (Systems Office) will give a followup
    course on LOTUS and WORD PERFECT. There will be an announcement shortly.

LIBRARY UPDATE /1985

LIBRARY STAFF OBSERVER FORM

*Return this form by **October 8**. Library staff, with unit head's approval, may attend these sessions as observers, and as space is available. A dress rehearsal of COMPUTERS AND YOUR RESEARCH... is offered especially for Library staff.*

MAKE A COPY for your records and MAIL THIS ENTIRE SHEET to: Anne Lipow, Library Education Officer, 245 Main Library. You will be notified of your enrollment status.

CRIPTION OF SESSIONS ON OTHER SIDE ---

Please reserve a place for me as an observer in the session(s) checked below:

☐ Tues. Oct. 15 8:30-11:30 am CATALOGS AND SPECIAL SERVICES: SECTION A
☐ Wed. Oct. 16   8:30-11:30 am CATALOGS AND SPECIAL SERVICES: SECTION B

The last hour of CATALOGS AND SPECIAL SERVICES consists of hands-on instruction in MELVYL. Library staff interested in MELVYL instruction are welcome to attend the twice-weekly sessions held at the MELVYL terminals in the Main Library: Tuesdays 10-11 am; Wednesdays 2-3 pm.

☐ Thurs. Oct. 17 8:30-11:00 am FROM CITATION TO TEXT

☐ Fri. Oct. 18 9:00-10:30 am DO-IT-YOURSELF SEARCHING

☐ Wed. Oct. 23   8:30-10:30 am "WHERE DID I PUT THAT PAPER?": SECTION A
☐ Thurs. Oct. 24 8:30-10:30 am "WHERE DID I PUT THAT PAPER?": SECTION B
☐ Tues. Oct. 29 8:30-10:30 am RESOURCES FOR DUTCH AND GERMAN STUDIES
☐ Wed. Oct. 30   8:30-10:30 am HOLOCAUST STUDIES RESOURCES
☐ Fri. Nov. 1   1:30-4:30 pm MICROCOMPUTER BASICS AND CAMPUS RESOURCES

* *
ease print clearly. Fill out 1-3 below. Mail entire sheet; it will be returned to you nfirming your enrollment status and notifying you of location of seminars.

Address reply to:

Name: _____

Address: _____

_____

Phone _____

Library department _____

DESCRIPTION OF SESSIONS

THE CATALOGS AND SPECIAL SERVICES OF THE UCB LIBRARY SYSTEM

SESSION A: Tuesday, October 15 8:30-11:30 a.m.
SESSION B: WEDNESDAY, October 16 8:30-11:30 a.m.

Computer technology and the information explosion have affected the ways in which researchers can approach a topic and how they can locate the information they need. The session will survey the Library's changing catalog system, emphasizing the contents, organization and strategies for use of its three interdependent catalogs--on cards, microfiche, and online. To learn MELVYL, the online public catalog, participants will receive hands-on instruction in small groups divided by broad discipline. Special library services will also be reviewed. A MUST FOR PEOPLE NEW TO THE CAMPUS OR WHO HAVEN'T KEPT UP WITH RECENT MAJOR LIBRARY CHANGES.

·FROM CITATION TO TEXT: CLUES TO THE LIBRARY LABYRINTH

Thursday, October 17 8:30-11:00 a.m.

Don't leave the library disappointed, thinking your book isn't owned when it is sitting on the shelf. Learn about the Library's important special resources that help locate material in this large, dispersed and complex library system. Creative search strategies will be discussed, with an emphasis on the Library's bibliographic aids in bridging the gap between citation and catalog--aids such as union catalogs, national and trade bibliographies, published catalogs of other libraries, subject bibliographies; guides to conferences and symposia, dissertations, abbreviations, and microform materials; and computerized bibliographic databases. (This session is built on the foundation laid by THE CATALOGS AND SPECIAL SERVICES OF THE UCB LIBRARY SYSTEM seminar, described above.)

Microcomputers and your research:
AN INTRODUCTION TO DO-IT-YOURSELF SEARCHING OF USER-FRIENDLY SYSTEMS

Friday, October 18   9:00-10.30 a.m.

A survey of the online systems available to you as an individual--enabling you to create tailor-made bibliographies which include journal and newspaper articles, government documents, and many other information sources--through commercial vendors such as DIALOG or BRS; and comparing that do-it-yourself access with having the Library do it for you through its Computer Reference Service. Factors that will help you decide whether or not to "do it yourself" will be examined: strengths and shortcomings of the systems, when they are available, how user-friendly they really are, and how much they cost--in short, your investment, your return, and the alternatives. Participants will view a live demonstration of one of the systems. (Note, too, the complementary seminars MICROCOMPUTER BASICS AND CAMPUS RESOURCES and "WHERE DID I PUT THAT PAPER?": MANAGING YOUR REPRINT FILES.)

"WHERE DID I PUT THAT PAPER?": MANAGING YOUR REPRINT FILES

SESSION A: Wednesday, October 23 8:30-10:30 a.m.
SESSION B: THURSDAY, October 24 8:30-10:30 a.m.

This seminar will focus on the organization of reprint files (which may contain other research documents you save to consult again) before they degenerate into unruly and unusable collections of paper. Topics to be considered include author and subject access, sources of subject headings, physical arrangement of the material, single and multiple access systems (including computer-assisted systems), and maintenance of the file. Typical characteristics of microcomputer software packages designed for reprint management will be reviewed. (Complements in part the two sessions in series *Microcomputers and Your Research*.)

RESOURCES FOR DUTCH AND GERMAN STUDIES

Tuesday, October 29 8:30-10:30 a.m.

This seminar will provide scholars working on German and Dutch subjects in the humanities and social sciences with an intensive look at the available resources at Berkeley, with special attention to the many new research tools for Germanists developed over the past few years--as well as a review of the Germanic collections at Stanford and how to access them. In addition, it will provide an update on the Library's techniques of bibliographic retrieval, emphasizing the automated catalogs and the Library's cooperative agreements with other institutions. Includes an extensive annotated bibliography of Main Library research tools for Germanists.

HOLOCAUST STUDIES RESOURCES

Wednesday, October 30   8:30-10:30 a.m.

This seminar will focus on the literature of the Holocaust from the broad perspectives of the social, political, economic and historical to the significant personal narrative, providing guidance to important materials in English, German, Dutch, Hebrew, Yiddish, Russian, French, and Polish. Emphasis will be on methods of threading one's way through the mass of material in print, films, photographs, manuscripts, and archival material at the UCB Library. Important collections at other libraries will be identified, as well as specialized local Holocaust collections. Relevant computer bibliographic databases will be reviewed. For the scholar and researcher.

Microcomputers and your research:
MICROCOMPUTER BASICS AND CAMPUS RESOURCES

Friday, November 1 1:30-4:30 p.m.

This program will cover microcomputer basics, with emphasis on information sources for choosing hardware and software, and special applications for library research. Campus resources and plans for network support will also be described. Learn about the wealth of resources available to faculty and students who join the computer revolution: micros available through classroom and drop-in centers, grants and buying plans, classes, consultants, and other services being developed by coordinated campus organizations. This session is jointly presented by the General Library and Computing Services.

LAUC-B COMMITTEE ON PROGRAMS FOR PROFESSIONAL AND CAREER DEVELOPMENT

PRESENTS:

A BAG LUNCH FORUM
ON

THE SUPERVISOR'S ROLE IN THE PEER REVIEW PROCESS

♣ WHAT ARE THE SUPERVISOR'S RESPONSIBILITIES IN PEER REVIEW ?

♣ HOW MIGHT A SUPERVISOR GUIDE A LIBRARIAN'S CAREER DEVELOPMENT ?

♣ HOW TO ENCOURAGE A GOOD BALANCE OF OUTSIDE PROFESSIONAL ACTIVITY IN RELATION TO THE PRIMARY JOB ASSIGNMENT ?

♣ WHAT ARE THE PROBLEMS SUPERVISORS ENCOUNTER IN PEER REVIEW PROCESS AND HOW MIGHT THEY BE RESOLVED ?

OCTOBER 2, 1985
⚜ 12 noon to 1:30pm ⚜

155 KROEBER HALL

WEST AFRICA AND THE UNIVERSITY: THE BASCOM COLLECTIONS (continued)

The Planning Committee included Berta Bascom, Phyllis Bischof, Frank Carothers, Professor Alan Dundes, Louise Garrett, Dorothy Koenig, Frank Norick, Principal Anthropologist of the Lowie Museum of Anthropology, Sheila O'Neill, Roy Ortopan, and Susan Williams. The Committee wishes to thank Skaidrite Rubene for enhancing the reception with floral art in an African motif, Cathy Dinnean for her customary elegance and excellence in graphic art, Merryl Dashiell for many arrangements, and all those who have volunteered to assist with the reception.

A reception 4 October 1985 from 5 to 7 p.m. in the Main Library's Morrison Room will inaugurate the exhibition. Professors Alan Dundes and George M. Foster will speak on William R. Bascom's professional contributions as folklorist and anthropologist during a program beginning at 6:00 p.m., and the evening's enter-tainment will include Yoruba drumming. Library staff is invited to attend the reception and to view the exhibition.

                                                    --Phyllis Bischof
                                                     Africana Librarian

IF YOU KNOW OUR CATALOGS, WOULD YOU LIKE TO TEACH ABOUT THEM?

New instructors are still needed to teach the "EUREKA! (I found it in the UCB Catalogs)" workshop--a three-hour session for Library staff in the basics of our catalog system, with special attention to Catalogs 1 and 2. The session is team-taught, with an excellent CATALOG INSTRUCTION HANDBOOK supporting the lecture. Past instructors--all drawn from Library staff--have either finished their commitment or have gone to jobs elsewhere, leaving us without staff to continue this important staff training program.

If you have a good working knowledge of our catalogs and can devote the time to studying a teaching script prepared by past instructors as well as give the session to 4 groups of staff (and have the approval of your department head), please contact Anne Lipow, 2-3773.

                                                    --Anne Lipow

NATIONAL NEWSPAPER INDEX

The National Newspaper Index, mounted in a self contained COM microfilm reader, is now available in the Newspaper/Microcopy Division on a two month trial basis. It indexes the New York Times, Wall Street Journal (both Eastern and Western editions), Christian Science Monitor, Los Angeles Times, and Washington Post. The National Newspaper Index provides comprehensive indexing in one alphabetical listing and is more current (through August 1985) than the hardcopy indexes for individual titles. Patrons and staff are invited to try out this new index, and are requested to direct comments or questions to Susan Edelberg, Newspaper/ Microcopy Division.

CHANGE OF DATE FOR OCTOBER CIRCULATION SUPERVISORS GROUP

Please note that the Circulation Supervisors Group will be meeting on October 17, 10:00, 322 Library. This is a rescheduling of the meeting that had been origi-nally announced for October 10.

                                                    --Karl Schankamm, Chair

PERSONNEL CHANGES

RECLASSIFICATION   Mark S. Hembree, Moffitt Undergraduate Library/Audio Visual Media Center, was reclassified from Library Assistant II to Library Assistant III effective 1 June 1985.

TRANSFER   Johnnie Mae Hay, Secretary II, transferred from the Library Personnel Office to the Catalog Department effective 1 October 1985.

APPOINTMENTS   Michael A. Huff has been appointed Library Assistant II in the Biology Library, Science Libraries Department, effective 23 September 1983. Mr Huff has worked in Kelsen Social Science Library since March of 1982; in June he was promoted to Library Assistant I status. At the same time, since July 1984, he has worked as a Student Custodian in the Department of Facilities Management, and has been an active volunteer worker in two Student Health Service projects: the Alcohol and Drug Peer Education Program, and the Women's Health and Contraceptive Education Program. Somehow or other he has meanwhile completed an undergraduate curriculum, which began with emphasis in biological science and concluded this past July, with an AB in Sociology.

Deborah L. Lighthall has been appointed Secretary II in the Library Personnel Office, effective 23 September 1985. Ms Lighthall comes to the Library from the San Francisco regional offices of Itel Corporation, where she has held a variety of clerical and secretarial duties since late 1983; previously she had been an Import Letters of Credit Advisory Clerk with Barclays Bank of California, also in San Francisco (1981-83), and assistant manager of a food service franchise in Daly City (1979-81). Ms Lighthall is a continuing student in biochemistry at Diablo Valley College.

Masahiko Oka has been appointed Assistant Librarian in the East Asiatic Library, effective 1 October 1985. Mr Oka joins three other visiting librarian appointees from Japan, in the Mitsui Purchase map cataloging project (v. CU NEWS 40:33,p.4). Mr Oka holds his ABD from the Graduate School of Hokkaido University (1966). He went on to join the faculty as Instructor (1966-68), then transferred to Fuerisu Womens University as Lecturer (1968-73). In 1973 he was appointed Associate Professor in the National Institute of Japanese Literature in Tokyo, where he also served as Chief of the Reference Room. Mr Oka has conducted surveys of premodern Japanese books in the Collections of the British Library and the Harvard-Yenching Library (1983): a field in which he has also been published as author and editor.

EXHIBIT AT MOFFITT

A series of color and black-and-white photographs taken by Heidi Rand, a library assistant in the Bibliographic Services Department, are on display in the lounge area of Moffitt Library. The exhibit, which deals with the recent anti-apartheid protests on campus, will be up until October 28th.

TEMPORARY ACADEMIC POSITION AVAILABLE

The following temporary, two-year, academic librarian position is available
in the Chemistry Library. Interested candidates should apply in writing, including
a complete statement of their qualifications, a full resume of their education
and relevant experience, and the names and addresses of three references who are
knowledgeable about their qualifications for this position. Closing date for
application is 15 November 1985. Send application to: William E. Wenz, Library
Personnel Officer, Room 447 General Library, University of California, Berkeley,
California 94720.

CHEMISTRY LIBRARY

Associate Librarian
$27,156 to $39,108 per annum salary range

This temporary position is not to exceed two years. It is a new position established
to provide literature search and reference services to the faculty, researchers, and
students in chemistry and chemical engineering on the UC Berkeley campus. The
Chemistry Library is a branch of the Science Libraries Department which includes
fourteen branches serving the Physical and Biological Sciences plus Engineering.

DUTIES: Primary duty is to establish a literature search service for on-campus
patrons, including orientation sessions with data bases such as CAS On-line, DIALOG,
BRS: training workshops; development of promotional materials and a newsletter for
current awareness. Provides searching services from some 300 data files and refer-
ence sources in chemistry and chemical engineering. The incumbent will also provide
reference services, will participate in collection development and promotional acti-
vities of the Department and will provide expert advice to the Head of the Department
on the development of automated services and products for use of the libraries'
patrons.

QUALIFICATIONS: An undergraduate degree in Chemistry, plus a graduate degree in
Library or Information Sciences is essential. At least three years of recent and
successful experience in a chemistry library or information center providing
reference and literature search services is essential. Demonstrated ability to
search Chemical Abstracts products manually and on-line is mandatory. Must be
able to communicate clearly in order to conduct workshops and training sessions.
Demonstrated competence in planning, scheduling work, setting priorities, and
meeting deadlines is desirable. Familiarity with uses of personal computers and/or
microcomputers in library applications is desirable.

NOTE: Temporary position for two (2) years.

For collective bargaining purposes: This position is a member of the bargaining
unit which is currently represented by the University Federation of Librarians
University Council--AFT.

Position available: 1 January 1986 or as soon thereafter as possible.

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3 October 1985

COPING WITH THE BUDGET CRUNCH

In order to make every moment count with staffing available to the Library Personnel Office, we have introduced a number of new procedures which help keep up with the workload. In an effort simply to provide more hours in the day for staff to be concerned with the necessary behind the scenes work...typing employment forms, updating records, filing and the like...we have established quiet hours between 8 and 9 each morning and from 4 to 5 in the afternoon. Also, we have posted the office as "Closed for Lunch 12 to 1." The technique is working...at least more paper is being processed in a more timely fashion. The morning and afternoon "quiet" hours are not intended to inhibit the conduct of business with other parts of the Library. If you have an urgent piece of business, please call us. If it can wait, you have our appreciation.

To assist in other areas of our operations we request that individual staff members who have business with Personnel call ahead whenever possible and by appointment come to see us in matters involving more than a quick answer to a routine question. It would be useful to have advance information about the subject to be discussed so that some preparation can take place before your arrival. We feel that seeking-out our services in this fashion will save you much time while increasing the quality of service which we are able to provide.

Thanks for your help.

--W.E.W.

REVISIONS TO STAFF PERSONNEL POLICY 211 - SELECTION PROCEDURES

Highlighted below are procedures which supplement Staff Personnel Policy 211, Selection Procedures.

Physical Qualifications
In compliance with the Rehabilitation Act of 1973, pre-employment inquiries regarding the applicant's physical abilities shall be made only with regard to the specific duties of the position for which the applicant is applying.

Appointment Rate
Appointments are normally at Step 1 of the salary range. Above minimum rates in order to attract qualified individuals or below minimum trainee rates in order to hire promising candidates who do not possess minimum qualifications should be discussed with the Library Personnel Office.

Age Limitations
Departments shall address requests for appointments of persons over the applicable retirement age to the Library Personnel Office.

SELECTION PROCEDURES (Continued)

Non-U.S. Citizens
Because U.S. citizenship is not a requirement for employment (except Police
Officers), it is not permissible to ask if the applicant is a U.S. citizen except
when the applicant is applying for a position as a Police Officer; however
the following inquiries about a non-citizen's legal right to work in the United
States may be made:

> If you are not a U.S. citizen, do you have the legal right to accept
> work at the University? Yes or No? If hired, can you furnish proof
> of your right to work? Yes or No?

Supervisors with questions regarding an applicant's right to work should contact
the Library Personnel Office.

Near Relatives
Questions regarding approval of the appointment of near relatives should be directed
to the Library Personnel Office.

                                                    --LaShella Carlyse

DISABILITY/LIFE INSURANCE OPTIONS / Open, shut, and left ajar...

A flyer you may have received at home lately from the systemwide Benefits
administration includes a few announcements which seem to have confused
many of our astute readers. Let me attempt to clarify:

1 Changes pending in the UC disability insurances program affect the
  Long-Term Disability insurance, which is presently included in premiums
  that you pay for the 1 — 4x annual salary Life insurance plans.

  Short-Term Disability insurance is unaffected. As always, employees
  may take out STD free and clear only during their Period of Initial
  Eligibility (PIE), when newly hired. Subsequently, they must apply
  for STD by Statement of Health, subject to Prudential's acceptance,
  rejection, or limitation/deferral of coverage. STD will not (as usual)
  be an Open Enrollment option, except for employees transferring
  from NDI-B to NDI-A (a most unlikely case in the Library).

2 Long-Term Disability (LTD) insurance, which has recently been responsible
  for driving up the life insurance premium rates, is to be separated from
  life insurance altogether, effective 1 January 1986. Both life and
  LTD will consequently be offered separately during the upcoming OEP,
  for the first time (and the last time, free and clear) to continuing
  employees——at separate, new premium rates, of course. More news to follow.

3 Withdrawal of disability insurance premiums from the automatic UC tax
  shelter (the Tax Savings Plan [TSP]), which heretofore has required formal
  request——and is an option that Myra Kolitsch and myself have regularly
  advised employees to consider——will in the future become an automatic
  exclusion. Your disability insurance premiums will, that is, be included
  in your monthly taxable income: but any (far more sizeable) disability
  benefits that you may receive from these insurances will consequently

DISABILITY/LIFE INSURANCE OPTIONS (Continued)

be tax-free. (The converse is true, under current tax law.)

Coming up: a clarification of the UC disability insurance program, preparatory to Open Enrollment.

--Mark Livingston
Library Personnel/Benefits

BENE/FACTS: Ethical investment option in the Savings Program...

Employees who have been deterred from participating in the financially attractive UCRS Voluntary Contribution Plan (now known as the UC Savings Program) by certain of the Plan's portfolios—which include investments in corporations doing business in and with the Union of South Africa, etc.—will be cheered to learn that, at their September 20 meeting at UCLA, the Regents completed their financial examination and approved UCRS's adoption of the Calvert Social Investment Managed Growth Fund, effective 1 December 1985. Adoption had been delayed while the investment management profile of the Fund was under review; it follows from the Regents' resolution, at their June meeting, to adopt a South Africa-free alternative investment option for UC employees.

The President's Office news release provides this information about the Calvert Fund:

The Calvert Social Investment Managed Growth Fund, which was established in 1981, does not invest in companies with business activities in South Africa, or in companies that are involved in the manufacture or production of nuclear energy or weapons systems.

In addition the fund shuns investments in companies involved in the promotion of gambling, or the manufacture, sale or production of alcohol or tobacco. ...

The [CSIMGF] is one of several funds offered by the Calvert Group, a Washington, D.C.-based mutual fund group established in 1976. The United States Trust Company of Boston serves as investment advisor to the fund.

The option will become available to UC employees beginning Dec. 1 on a deferred-tax and an after-tax basis.

Employees currently contributing to UC Savings Program funds may, of course, in any month, subject to Payroll deadlines, re-direct their overall contributions among any or all of the funds—including, beginning with early-November filing (for December earnings), the Calvert Fund; and may also transfer all or part of their accumulated deposits from fund to fund, freely now within a floating six-month limitation period (other restrictions apply to Guaranteed Insurance Contract Funds)

SAVINGS PROGRAMS (Continued)

Investment portfolio profiles for the existing funds are available in Library
Personnel.
      ... and some confusion about TIAA-CREF Rollovers into UCRS Funds:
Some librarians who have been looking into the new option of lump-sum rollovers
that the UC Savings Program tax-deferred programs now offer those with stakes in
other IRS Code 403(b) retirement plans (e.g., TIAA-CREF), have received differing,
and not entirely encouraging, responses from their regional TIAA-CREF bureaus.
The best advice we can offer, at this point, is that the rollover option is
subject to the provisions of the source-plan (e.g. TIAA-CREF), which may in
fact prohibit, or impose consequential financial penalties on, withdrawing funds
on deposit. Check with your home office. As a service to other eligible staff
members, and indeed to our own campus benefits administration, your help in
providing me with copies of any TIAA-CREF (or other plan's) responses to
rollover enquiries, will be much appreciated. Thank you.

                                             --Mark Livingston

Present: T. Alexander, I. Arguelles, C. Cortelyou, P. Davison (Chair),
G. Dote (Recorder), R. Heckart, A. Howard, N. Kobzina, C. Moreno,
M. Ternberg, A. Youmans

Absent: E. Meltzer

Guest: G. Nichols

1. Announcements: P. Davison announced the confirmation of the continuing
appointments to the Statewide Committees of Jack Leister, Committee on Commit-
tees, Rules and Jurisdictions and of Charles Shain, Committee on Professional
Governance; and the appointment of Gail Nichols, Research and Professional
Development Committee. If any Executive Committee member wishes to contact any-
one on the Statewide Roster, contact P. Davison or G. Dote. The schedule of
LAUC-B Executive Committee meetings for 1985/86 will stand as distributed for
now. G. Dote distributed to each Committee member monthly expense reporting
sheets in order to log as accurately as possible the expenses incurred this year
by the Executive Committee and by the LAUC-B Standing Committees.

2. Report by A. Howard and C. Moreno on Joe Rosenthal's draft of "Policy
Advisory Committee": Suggestions for word changes, clarifications, and con-
sistencies will be drafted by A. Howard and C. Moreno. Recommendations made by
them were accepted by the Executive Committee members.

3. Research and Professional Development Committee - Approval of draft guide-
lines: G. Nichols presented the draft guidelines for the Research and profes-
sional development program which along with a cover letter from the committee, a
list of professional meetings for 1985/86, and a statement of the University's
per diem funding policy will be distributed to the LAUC-B general membership.
With two changes on the "Application for support to attend professional meetings
and workshops" form, the mailing was approved by the Executive Committee
members.

4. Approval of Minutes: The minutes of the previous meeting were corrected and
approved.

5. Calendar of LAUC-B Executive Committee activities: P. Davison distributed a
draft calendar to the Executive Committee members outlining the activities for
1985/86.

6. Distribution of on-going responsibilities to Executive Committee members:
The review and reporting to the Executive Committee of other LAUC division
minutes were divided among the Committee members as follows: Davis - Tom Alex-
ander, Irvine - Catherine Cortelyou, Los Angeles - Norma Kobzina, Riverside -
Ivan Arguelles, San Diego - Milt Ternberg, San Francisco - Allison Howard, Santa
Barbara - Cathy Moreno, and Santa Cruz - Ellen Meltzer. P. Davison announced
that Charlene Kubota has volunteered to enter the LAUC-B Handbook into a PC. T.
Alexander will be the coordinator for the mentor program.

7. <u>Review of LAUC-B goals for 1985/86</u>: P. Davison reviewed a list of LAUC
goals which included establishing and securing an operating budget; professional
development funds; campus representation; mechanisms for advising the campus
libraries, the chancellor's office and LAUC Executive board on matters of pro-
fessional concern; and continue implementing Tier 2 mechanisms. To this list
were quickly added other goals such as professional development issues; peer
review; and use of paraprofessionals in professional activities.

The meeting adjourned at 12:00 noon. NEXT MEETING WILL BE WEDNESDAY, 25 SEP-
TEMBER 1985, ROOM L322, 10:00-12:00.

An Easy Gift to Give

1985 UNITED WAY CAMPAIGN - "WE DON'T KNOW YOU, BUT WE LOVE YOU"

"We Don't Know You, But We Love You," is the theme for the 1985 Berkeley Campus Charitable Campaign to raise funds for United Way and other tax exempt organizations.

Contributions to this year's Charitable Contributions Campaign can be made by designating your entire gift to the United Way of the Bay Area or special interests or causes you believe in. By filling out the Donor Option Plan Form you can contribute to any organization that is tax exempt under section 501 (c) (3) of the IRS Code.

Included in this designation are health and human service agencies, environmental programs, religious organizations, arts and political action groups. Your contribution packet will list some of these groups; a list of all 501 (c) (3) organizations may be found in the Cumulative List of Organizations, Doe Library, Government Documents Section, Room 350. Your contributions will help to strengthen the organizations of your choice and will also help the campus to achieve its goal. Donations may be made by monthly payroll deductions or paid in full by check. If you choose to use the Donor Option Program there is a minimum contribution of $24.00 annually ($2.00 monthly) for each organization that you designate.

Department Coordinators:

    Acquisition - Barbara Phillips
    Bancroft - Brenda Bailey
    Bibliographic Services - Jim Ronningen
    Catalog - Johnnie Mae Hay
    Collection Development and Reference Service - Merryl Dashiell
    Conservation - Cameron Folsom
    Circulation - Cheryl Alton
    Cooperative Services - Lynn Wiepert
    Documents - Sheila O'Neal
    East Asiatic Library - Luz Mena
    Fiscal and Support Services - Hilda Yule
    Humanities and Social Sciences - Elizabeth Byrne

1985 UNITED WAY CAMPAIGN - "WE DON'T KNOW YOU, BUT WE LOVE YOU" continued

    Librarian's Office - Jeanne Fong
    Life Sciences Libraries - Dorothy Frey
    Moffitt Undergraduate Library - Geralyn Unterberg
    Serials/Systems - Ann Garey

Questions regarding the Library's United Way Campaign should be directed to
Frances St. Clair 2-3778 or Geralyn Unterberg 2-5070. Thank you for your continued
support.

                              --Frances St. Clair
                                Departmental Representative

NEWS FROM THE PURCHASING OFFICE

Vendor Catalogs - Free
The Library Purchasing Department has an excess of vendor catalogs. Although
many of the catalogs are outdated, they may be used to give your department an
idea of what is available and an approximate cost. The catalogs will be available
October 11 through October 18 in the Library Purchasing Office, Room 453, Doe
Library Annex, "on a first come first given basis.

For Better Service
To facilitate the processing of rubber stamps and dater repair orders in a
timely manor use the following procedure:

1. Fill out an ADM 30, including the name of the ordering unit; campus account-
    fund recording number, unit code, item code and quantity.

2. For dater repairs, mark your dater(s) conspicuously. Give a brief description
    of what is wrong with the dater(s). Mail the ADM 30 and dater(s) together
    to Library Purchasing, Room 453 Doe Annex.

3. For rubber stamp orders send 3 samples with the legend, type size and style
    on a separate sheet of paper not on the back of the ADM 30. Use the same
    format as 1 above on the ADM 30.

                              --Jennifer Briggs-Simmons
                                Library Purchasing Office

STAFF DEVELOPMENT COMMITTEE. NOON SERIES. A TOUR OF THE PACIFIC FILM ARCHIVE

On October 22nd, from 12 to 1 pm, Nancy Goldman, PFA Librarian, will guide a tour
of the Pacific Film Archive. The Pacific Film Archive is the University Art
Museum's film department and is reputed to be one of the best in the country.
Do not miss this tour. Come early, space will be limited.

Please meet at noon in the library of the Pacific Film Archive. University Art
Museum, 2625 Durant.

                              --Staff Development Committee

PERSONNEL CHANGES

RECLASSIFICATION   Jean Bouch, Morrison Room, was reclassified from Clerk to
Library Assistant I effective 23 August 1985.

APPOINTMENTS   Willyce A. Kim has been appointed Library Assistant II in the
Circulation Department, effective 3 September 1985; where she
will assist in staffing and support services for the ever-active
main Service Desk, in addition to acting as departmental
secretary. She brings a varied background to the position,
resting on a BA in English Literature from the San Francisco
College for Women (1968). In 1981 she introduced public
schoolchildren to poetry through the California Poets in the
Schools program; she has also worked as a graphic artist-photo-
technician, and distribution and billing agent for East Bay
printing shops (1974-78), and been self-employed as a gardener
(1980-82). From 1983 through to the present Ms Kim has garnered
much preparation for her duties here, as Library Assistant I
and II in the Deposits Management Division and User Services
Department of the Northern Regional Library Facility in
Richmond.

Wayne E. Matthews has been appointed Office Machine Technician I
in the Library Copy Service, Fiscal & Support Services Department,
effective 1 October 1985. Mr Matthews's preparation for his
Copy Service position includes training at the Kodak School in
Oakland (1981), and a full year at the Xerox School in Leesburg,
Virginia (1983-84), as well as supervisory and office management
experience with Cleo's Printing and Copying of Berkeley, between
1981 and 1985. He has also worked as an account executive with
Transworld Systems, Inc., of Oakland (1979-82), a collection
agency; and with Barnes-Hind, Inc., of Sunnyvale, in the packaging
division.

Claudia C. Monroe has been appointed Senior Clerk in the Library
Copy Service, Fiscal & Support Services Department, effective
1 October 1985. Ms Monroe holds her Certificate in Bookkeeping
and Accounting (1982) from Merritt Junior College, in Oakland.
From 1974 to date she has handled sales audits, invoices, and
cashiering in the offices of J.C. Penney Company in Oakland,
with a two-year interlude, 1978-80. Previously (1970-74) she
worked as a teller with Bank of America, in Oakland.

Terry A. Silverman has been appointed Storekeeper (half-time)
in the Supply and Maintenance Unit, Fiscal & Support Services
Department, effective 17 September 1985: a career position in
which she continues from nearly two and a half years' good service
as a student library employee. She has also held student employ-
ment in the Cashier's Office, Sproul Hall, since 1982. Ms
Silverman received her AB in Landscape Architecture from the
College of Environmental Design this past June.

- 3 -

PERSONNEL CHANGES (Continued)

APPOINTMENTS   Donald C. Smith has been appointed Storekeeper in the Supply
                   and Maintenance unit, Fiscal & Support Services Department,
                   effective 23 September 1985. Mr Smith comes to the Library from
                   Bank of America's Richmond warehouse, where, as Supply Depart-
                   ment Coordinator, he oversaw conversion to a computerized
                   order monitoring and inventory system (1983-84); he had been
                   a courier for the bank in Oakland for a year previous. His
                   self-employment, 1982-83, as a photogrpaher, followed upon
                   his AA degree in photojournalism from Cuesta College, San
                   Luis Obispo (1980).

USED MANILLA FOLDERS WANTED

Used manilla file folders will be gratefully recycled by the Regional Oral
History Office, 486 Library.

                                                        --Willa Baum

Library Personnel News

10 October 1985

TO ALL STUDENT SUPERVISORS:

All students with work-study eligibility for the academic year must re-new their award with Library Personnel. IT IS NOT AUTOMATICALLY TRANSFERRED OVER FROM ONE PERIOD TO THE NEXT. In other words, students with summer work-study cannot be converted to fall work-study without following the steps outlined below.

1. As soon as a student receives an award letter indicating they have work-study they should bring the award letter in to Library Personnel to begin paperwork.

2. Student will receive a work-study job request form from Library Personnel as verification of employment with the library.

3. Student takes job request form, current reg. card, and award letter to work-study office located at 207 Sproul Hall.

4. Work-study office will issue a work-study referral form to the student.

5. Student brings the work-study referral form back to Library Personnel. Library Personnel uses referral to prepare necessary forms.

6. Student signs forms and information is submitted to Library Business Office regarding work-study eligibility.

7. A copy of the referral form is forwarded to the department who in turn after annotating the information returns the copy to the student.

If you have any further questions please contact Library Personnel.

--La Shella Carlyse

BENE/FACTS: *Open Enrollment Period preliminaries...*

This year's Open Enrollment Period (8:00 am, Friday 1 November through 5:00 pm, Wednesday 27 November) looks in prospect to be wider open than usual. Among benefit options to be offered free-&-clear, above and beyond the normal transfers and additions, are:

— DENTAL INSURANCE (California Dental Service or Safeguard; both fully UC-paid) will be open to new enrollments among continuing employees, this November and henceforth during Open Enrollment Periods (OEPs). If for any reason you failed to sign up for a dental plan in the past, this will be your chance to do so. (CDS's new preventive care coverage may influence your choice, or prompt you to consider a transfer: see CU NEWS 40:30, 25 July).

— LIFE and LONG-TERM DISABILITY INSURANCES (the latter is included in the premium you pay for the former, if you carry a 'times-salary' life insurance plan) will be separated, and offered on separate terms (pro-rated, reduced rates and in an altered age-bracket structure). Employees currently purchasing the combined coverage will have their current level of coverage automatically maintained if they take no action; otherwise, for continuing employees this will be a first-and-last Open Enrollment offering. Both plans will be accessible to current staff members only by Statement of Health application after November 1985 (and, as always, to new employees without Statement of Health during their Period of Initial Eligibility).

— SHORT-TERM DISABILITY will not, however, be an OEP option for virtually any Library employee—despite the misleading phrasing of a flyer you may have received at home. It continues to be accessible to continuing employees by Statement of Health application, at any time; and, free-and-clear, to new employees only during their Period of Initial Eligibility.

Possible changes in the STD Insurance plan in the offing for next year would result in a one-time-only OEP for STD to coincide with the changes' taking effect.

The Tax Savings Plan (under which you may pay eligible UC insurance premiums by salary reduction (pre-tax) rather than by payroll deduction (after-tax) is to be modified in conformity with IRS regulations, and to protect your potential disability insurance benefits. Employee-paid disability premiums will no longer be sheltered under the plan, which otherwise will only be available on an all-or-nothing basis; disability benefits (potentially far greater in amount) will consequently be tax-free. (Library employees have been counseled to take this strategy, from this office, since the TSP began.) The plan will also be renamed the "Tax-savings on Insurance Premiums" plan, producing the felicitious acronym, TIP

Several pending and potential changes in the UCRS basic and voluntary programs, of immediate and long-range signficance to active employees, will also be broached during the coming months. And further details on Open Enrollment options will follow in these pages. Meantime be on the lookout, during the coming weeks, for

— a mailing from the Systemwide benefits administration to your home address, detailing many of the foregoing, and other, benefit changes and options;

— a mailing (about mid-month this month) describing the DEPCARE plan for yearlong tax-sheltered payment of IRS-eligible child care expenses by salary-reduction-funded reimbursement claims; the plan will be opened to career and full-time casual employees for the first time this November; and,

— on Tuesday 22 October and Thursday 14 November, daylong in the Tan Oak Room of the Student Uion, a Benefits Fair. On each day the benefits administration will present three 45-minute-long profiles of the UC benefits package; in addition, representatives of the University's various insurance carriers will staff daylong information tables. If you've questions, doubts, or are simply piqued to know more about any or all of your benefit options, mark these dates down and hie thee to the fayre.

NOTE: As usual, all options exercised during the November Open Enrollment Period take effect on January 1st following.

--Mark Livingston
Benefits Assistant

micro news

INFOTRAC AVAILABLE IN GRS AND SOCS

In case you missed the CU NEWS article in September, InfoTrac, an end-user bibliographic retrieval system utilizing videodisc technology, is now available for searching, free of charge, in the General Reference Room of the Main Library and in the Social Sciences/Business Library. The InfoTrac system will be available on a trial basis only until mid November.

InfoTrac provides user-friendly access to nearly half a million articles in over 1,000 business, technical and general interest periodicals published since 1982. A H-P Thinkjet printer is attached to this system so that you may keep a record of your work.

                                                            Eddy Hogan

LIBRARIANS IN FICHE

The "Report on Library-Related Microcomputer Use"which was prepared by the Microcomputer Task Force, chaired by Lee Jaffe, is now an ERIC document, number ED 255213. Inclusion in the ERIC data-base will make this report widely available for users throughout the country. The document is available on campus as part of the ERIC microfiche collection in the Education-Psychology Library.

CAMPUS MONTHLY COMPUTER NEWSLETTER - ASUC COMPUTER STORE

The ASUC Computer Store has begun publishing a monthly computer newsletter called A Bit Short. This publication, which is available at the ASUC Computer Store, carries news and reviews of new hardware and software as well as announcements of equipment available for inspection at the store.

If you have not already visited the ASUC Computer Store, you will find it an excellent resource. Helvi Bessenyei, in preparation for this issue's article on foreign print characters found the staff very knowledgeable and helpful and willing to order special products, such as a foreign language print wheel, for trial use.

                                                            Mark Mentges

The article on the following page was submitted by Helvi Bessenyei of CDRS and the Education-Psychology Library. If you would like to write an article for Micro News, please contact either Mark Mentges (x2-4209) or Jeff Katz (2-6120).

FOREIGN CHARACTERS

Do you intend to use our IBM PC and the WordPerfect 4.0 for West European languages? If you do, you may be wondering how to produce accented letters, umlaut letters, and characters like the Ångström (å) and the German double s (β). I have been doing some experimenting, and, if you are a novice on the PC scene, as I am, you may find my experiences of interest.

First, if you just need to produce an occasional accented letter or an umlaut letter, you can use the same method you would use on a typewriter, the overstrike: type the base letter, e.g., an a, hit the Super/Subscript key, select option 3, and type ". Only the second element displays on the screen, but the compound character, ä, will print out. Needless to say, this is a slow procedure, and if you were writing something like the Finnish sentence "Täällä oli tänään työväkeä, you would be desperately seeking other ways to handle the diacritics.

There are better ways. You can do the "Alt & Ctrl key mapping", as explained in the WordPerfect Installation booklet, p. 8. This method lets you assign a variety of foreign characters to the keys A-Z when used with either the Alt or the Ctrl key. You can define the ñ, the ç, five variations of the a (â ä à å á), and so forth, and the characters will stay on the diskette until removed. To do the mapping or to see if it has already been done, enter the WP/S menu, and select option 5. It is a bit bewildering for a novice to have to use the ASCII numbers, but they can be read from the screen and the mapping is an interesting exercise. When you get back to the text, you will get the special letters you want, on the screen, in perfect shape. However, this may or may not be the case when your document is printed. First of all, the results depend on the elements and settings on the printer and the printer selection for the diskette you are using. But even though everything was set correctly and your daisywheel printer had a German wheel with all the characters on it, the umlaut a may still come out with quotation marks rather than dots over it, and you may not see the double s. Most compound letters will probably - but depending on the above mentioned factors - come out allright. It is advisable to do some experimenting to get the best results. I got varied and satisfactory, but not perfect, results, on the HP Thinkjet, the Adler, and another daisywheel printer, the Epson DX20. This difficulty brings up the complicated question of software/printer compatibility. At this point you may want to see the list of compatible printers, which is on the WP supplementary diskette and is displayed in the printer selection routine. You can also obtain a more complete list from the SSI Software. They will also adjust WP diskettes to a printer for owners of the WP. I was told by their Customer Support Department that they do this free of charge, but it may take several weeks to get the diskette back.

There is another way to create and edit characters - through

the PRINTER program on the WP supplementary diskette. The file PRINTER.man contains instructions on how to do it, but the introduction also states: "PRINTER is technically oriented and is not recommended for novice users." Consequently, I did not pursue the matter further for the time being.

Another solution: I had good results when I used the Adler and the Epson DX20 daisywheel printers with German printwheels. I typed out the entire keyboard and printed it. The screen displayed the keyboard, but in printing the perfect umlaut letters (and the double s on the Epson printer) appeared in place of some punctuation marks and other symbols. I have settled on this method, since it produces letter quality printing and I find it easy to put up with { on the screen when I know that it will be reborn as an ä on paper.

Finally, is there a perfect way to write West European languages on our prevalent micro combination, IBM+WP? In my experience, the answer is a qualified "yes": There are two new versions of the IBM DOS, 3.0 and 3.1, which have four foreign keyboard selections: French, German, Italian, and Spanish. I have tried the German keyboard: the layout is somewhat different from the IBM keyboard, but you get the special letters (small letters) by pushing just one key, and these letters display on the screen. In printing, however, you run into the same software/printer interaction problems as mentioned above - you win some letters, you loose some. I have not been able to try out many printers, but I came across two successful ones, the IBM Proprinter, a dot matrix, which is on the WP list of printers, and another matrix printer by Canon. They do not produce perfect letter quality, but you do get the entire alphabet, including clear umlaut letters, both on the screen and on paper.

It would be very interesting to hear of someone else's experiences! If I find out something new or different, I will let you know.

BERKELEY PC USERS' GROUP

The Berkeley PC Users Group meets the first Wednesday of each month. The next scheduled meeting will be on November 6th at 5:30 pm in room 120 Latimer Hall. This group is open to all interested persons, especially those who own or use the IBM PC or compatable computers. Membership is $10 per semester for UCB students, faculty, and staff or $20 for the year. The group publishes a newsletter which reviews new software.

Micro News is published by the General Library Microcomputer Committee. We invite contributions. Please send all material to Mark Mentges, at the Education/Psychology Library.

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TECH SERVICE NOTES
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This issue represents a rebirth of "Tech Service Notes" which will be issued periodically as an attachment to CU NEWS. Main Library technical service department heads will rotate editorship quarterly, beginning this issue with Jean Peck as editor. The reinstatement of "Technical Service Notes" resulted from a suggestion by the Public Services Advisory Group for Technical Services that there be a mechanism for regular, formal reporting of information about technical service prospects, problems, and operations. We will try always to report the bad news, since we'd rather you hear it from the mouths of technical service people than via the grapevine, but we also want to provide you with good news and reports of progress made. We hope that readers of "Technical Service Notes" will help us out by suggesting topics we should cover; just contact the editor or the appropriate technical service department head with your requests. We hope that the "Notes" will improve communication and help to solve small problems before they grow large.

--Sue Rhee

TECHNICAL ORDERS BECOME INTEGRATED INTO NEW TECHNICAL SERVICES POLICY MANUAL

The Committee on Bibliographic Control is in the process of revising the old Technical Order Series, and integrating those still needed into the new Technical Services Policy Manual. Since the work will take some time, we would like your help in identifying those T.O.'s which should be revised first. Is there one which causes trouble in your work because it is confusing or obsolete? Or is there an area in technical services which needs a written policy? If you have suggestions for where CBC should start, please drop a line to Jean Peck, Catalog Department, phone: 2-4145.

--Jean Peck
Member, CBC

ORDERS PLEASE ! ! !

The Acquisition Department is pleased to report that it has virtually no backlogs of orders or receipts. However, every day we anticipate with a little dread the arrival of what some staff remember as an overwhelming downpour of orders--"instant backlog."

It would be ideal if, at the end of October (four months into the fiscal year, assuming you started using this year's funds after June 18), state funds were about 1/3 committed ("-6 allocation minus liens and expenditures). Many individual funds have reached or exceeded this target already, but, looking at all state funds and the overall order-flow, we are about 5 percentage points below this target. This scares us when we figure that 5% of the monograph budget is over $90,000, which, with the usual dup. order rate, is about 3000 items, checking for which will have to be squeezed into the normal workload over the rest of the year.

So... Please send orders if you can, and, if there are special circumstances which prevent ordering now but will be alleviated in the future, it would help us plan if you could tell us when your orders should arrive.

I hope future backlog reports will continue to claim no backlogs.

--Joe Barker

GIFTS OF MATERIALS COVERED IN BPM

A policy and procedure for gifts of materials has been reviewed by PSAG and has recently been added to the Branch Processing Manual. Although addressed primarily to branch units, much of the content may be of interest to other selectors. A version for the Technical Service Policy Manual and a document covering gifts of cash are in the final stages of preparation prior to committee and administrative review.

--Joe Barker

MASTER NEGATIVE RETROSPECTIVE CONVERSION PROJECT

The Master Negative Retrospective Conversion Project, launched in the fall of 1982, is a cooperative project among the RLG members developed for the purpose of building a central, unified master negative microfilm database. From the onset, the project consisted primarily of the existing, but unavailable, collection of printing master microfilm. Later, its scope was expanded to include printing masters produced from brittle materials selected for the purposes of preservation and conservation. Since then, special groups of material have been added: the western Americana collection (1983), the UC Berkeley theses (1984), and the Russian emigre literature collection (1985). Besides the General Library, The Bancroft Library is also a participant of the Project.

Since 1984, the Catalog Department has been responsible for the General Library's part in the project. The Department oversees the conversion of the manual cataloging records for the hard copies and the service copy microfilms and the creation of the automated cataloging records for the generations of microfilm produced by and for the General Library.

Whenever catalog cards are pulled from Catalog 1: Author-Title for conversion, they are not refiled. For the most part, this affects only the UC Berkeley theses. Otherwise, the Official Shelflist cards are used for conversion, stamped to indicate a record was keyed, and refiled. The records are input on RLIN, interfaced with GLADIS, and will eventually appear in the MELVYL On-line Catalog and the Catalog 2: Books microfiche. Since the availability of the printing masters and the master negatives is not for public knowledge, they are suppressed in the later public utilities.

To date, there are approximately 7750 printing master records cataloged for the General Library, of which 6900 are UC Berkeley theses. The figure for the conversion of hard copies fall somewhere in between. If you have any questions regarding the conversion on this project, please contact Fannie Yip, Catalog Department, 642-3810.

--Kay Berger/Fannie Yip
Catalog Department

CIRCULATION STATISTICS

	1982-83		1983-84		1984-85	
	CHARGE CARD TRANS.	TOTAL SWEEPS & CIRC.	CHARGE CARD TRANS.	TOTAL SWEEPS & CIRC.	CHARGE CARD TRANS.	TOTAL SWEEPS & CIRC.
STACKS	297,629	642,098	305,489	607,894	321,985	605,575
AH/C	4,891	18,914	5,682	21,186	5,051	19,898
DOCS	19,935	35,059	17,293	49,338	15,375	57,168
REFE	7,004	25,090	6,894	18,884	6,046	23,696
HGS	34,436	37,917	31,068	34,186	24,255	26,682
ILB	12,823	12,823	12,994	12,994	14,530	14,530
MAPS	4,557	22,448	5,791	17,894	6,706	26,190
MORR	11,136	31,323	11,465	30,082	10,370	28,839
NEWS	28,718	30,476	26,912	85,570	25,864	119,539
PERI	26,001	51,952	20,950	48,286	18,707	43,437
SSEA	3,787	5,972	4,771	5,831	4,385	5,483
BANC	108,173	108,173	113,080	113,080	117,894	117,894
TOTAL	261,461	380,147	256,900	437,331	249,183	483,356
EAL	28,681	33,972	26,917	40,651	32,875	50,463
CCSL	1,978	2,701	3,411	8,020	2,198	3,153
TOTAL	30,659	36,673	30,328	48,671	35,073	53,616
HUMANITIES/SOCIAL SCIENCES						
ANTH	70,929	83,178	63,057	74,713	63,220	77,106
ED/P	53,543	134,235	54,655	120,028	62,341	125,913
ENVI	86,876	117,032	89,951	121,275	86,036	113,285
LSL	20,981	23,424	23,654	25,920	20,319	22,567
MUSI	87,042	98,980	89,610	104,296	96,785	110,182
SOCS	95,681	135,595	97,434	138,805	82,279	133,858
SOCW	23,201	26,146	21,560	25,101	20,376	23,873
TOTAL	438,253	618,590	439,921	610,138	431,356	606,784
SCIENCES						
AMSC	64,680	86,680	77,781	101,551	73,035	96,967
BIOL	78,346	180,054	79,723	173,613	74,129	157,863
CHEM	41,033	94,842	38,572	102,084	39,581	114,087
EART	31,736	38,634	33,978	41,991	25,778	33,092
ENGI	44,004	88,021	46,207	92,498	48,528	100,606
ENTO	6,450	7,252	6,890	8,697	5,338	8,580
FPRO	6,418	7,520	8,057	8,507	8,250	8,760
FORE	17,935	20,808	15,149	18,781	12,084	15,197
NATR	22,667	41,341	22,515	42,294	24,364	52,796
OPTO	3,726	7,367	4,360	8,330	4,283	9,077
PHYS	26,054	39,123	31,266	43,997	33,378	51,773
PUBL	64,872	103,296	40,736	84,591	39,703	82,187
TOTAL	407,921	714,938	405,234	726,934	388,451	730,985
UNDE	326,321	682,085	424,064	841,350	450,534	879,597
AVMC	15,791	15,791	17,648	17,648	18,532	18,532
TOTAL	342,112	697,876	441,712	858,998	469,066	898,129
LIBRARY TOTALS	1,778,035	3,090,322	1,879,584	3,289,966	1,895,114	3,378,445

SAMCIRC 9/10/85	Percent of change	+5.7	+6.5%		+.8	+2.7%

SECOND EARLY-BIRD SESSION SCHEDULED FOR NOVEMBER 6TH

Mark Livingston, Library Benefits Assistant, in collaboration with Frances
St. Clair and Bill Wenz of the Library Personnel Office, will present information
and answer questions on Wednesday morning, 6 November 1985, on the subject of
UC benefits options, particularly those recently or prospectively opened to change.
This meeting has been scheduled to coincide with the November Open Enrollment
period, during which staff have the opportunity to enroll, modify or change many
benefits programs, including health, dental and life insurance. The presentation
will also highlight new benefit options being offered by the University for the
first time.

The presentation will begin at 8:15 on the morning of November 6th in the Main
Library's Morrison Room. Coffee will be available at 8:00 a.m. It is planned
that the formal presentation will last about 15-20 minutes with time for questions
until 9:00 a.m. All staff are welcome to attend.

This will be the second in a series of topical presentations to be given on a
more-or-less bimonthly basis. The first talk, given on September 24th by Bernie
Hurley, was attended by 100 staff members.

                                            --Joe Rosenthal

UNITED WAY CAMPAIGN

The campus Charitable Contributions Campaign for 1985 will end on Friday,
October 25. We encourage you to participate in this campaign by contributing
to the charity of your choice.

Data indicates that United Way supports a greater variety of human services
than any funding source other than government. The United Way of the Bay
Area funds 242 agencies, including partnerships with the American Cancer Society,
American Heart Association, the Bay Area Black United Fund and the National
Concilio of America.

Remember, by filling out the Donor Option Plan Form you can contribute to any
organization that is tax exempt under 501 (c) (3) of the IRS code: types
of organizations include health or human care service agencies; public or
private schools, religious organizations, political action groups, environ-
mental programs, arts and cultural groups, and animal shelters. A complete
list of donor option organizations is available in Government Documents, Room
350, Doe Library.

                                            --Frances St. Clair
                                            Departmental Representative

CU NEWS

LAUC-B PROMOTION AND ADVANCEMENT QUESTION AND ANSWER SESSIONS

LAUC-B is sponsoring two brown bag sessions for librarians preparing paperwork for merit review, career status review, or promotion. Several former CAPA members will be available to answer questions from both General and Non-General librarians.

The sessions will be from 12 noon to 1:00 p.m. on the following days:

Tuesday, November 5 Main Library, Rm. 322	Assistant Librarians/Associate Librarians I-IV
Thursday, November 7 Main Library, Rm. 322	Associate Librarians V-VII/new Librarians coming up for review for the first time

Every librarian having questions about preparing for peer review, or needing assistance in the preparation of a self-evaluation, is strongly urged to attend. The former CAPA members will not be making a presentation, but will be available to respond to your questions.

> --Norma Kobzina
> Ingrid Pfeiffer
> Milt Ternberg

ADVANCE ALERT OF THE FALL 1985 LAUC-B ASSEMBLY

The LAUC-B Fall Assembly will be held in:

> Booth Auditorium, Boalt Hall, Monday,
> November 11, 1985, 8:30 - 11:30 a.m.

Please reserve this time on your calendars.

> --Grace Dote
> LAUC-B Secretary/Treasurer

DIRECTORY OF NON-GENERAL LIBRARIES AND LIBRARIANS

The LAUC-B Committee on Non-General Library Affairs is pleased to announce the release of the revised 4th edition (1985) of the Directory of Non-General Libraries and Librarians at the University of California, Berkeley. This edition of the directory was compiled by the five members of last year's Committee consisting of Nan Sand, Barbara Radke, Marc Levin, Ingrid Pfeiffer, and Pat Davison. Production of this directory was made possible by the generous support of the Division of Library Automation. The directory was compiled to serve as a comprehensive source of information pertaining to the rich and varied collections and services found within the 17 independent libraries affiliated with the Berkeley campus. A complimentary copy of the revised directory has been distributed to most Main Library public service units and branches, one to each UC campus via the University Librarian, and a copy to several Bay Area research collections.

> --Marc Levin

CALIFORNIA CONFERENCE ON NETWORKING: A REPORT

The California Conference on Networking, held on September 19-22, 1985 at Kellog West Conference Center (Ponoma, CA), was a remarkable gathering of 100 participants interested in the development of resource sharing across all types of libraries in California. The primary objective of this LSCA Title III funded conference was to facilitate discussion concerning the issues involved in state-wide multitype library cooperation and to plan possible models for use in California. Conference participants were chosen on a competitive basis with representation from all types and sizes of libraries (school, public, academic, and special) with the intention of creating a forum to promote professional thinking on statewide multitype library networking.

The conference was nothing, if not intense. A rigorous three full days of meetings, dinner speakers, and cocktail receptions were scheduled. The main objective of the conference was to induce group consensus on what needed to be done to develop a framework for successful multitype library cooperation. The conference work was facilitated by nationally-known experts in the areas of network governance, legal and funding considerations, and program planning. Several network adminis-trators, currently involved with successful statewide multitype library cooperatives operating in Illinois, New Jersey, Colorado, and New York, provided valuable insight into the networking experiences of other states. In addition to several prominant networking consultants, Congressman Major R. Owens (D-Brooklyn, NY) and Hugh Atkinson, Library Director from the University Illinois (Urbana-Champaign campus) addressed the conference on legislative barriers and the many benefits associated with multitype cooperation.

The methodology used throughout the conference was that of going from a premise "that California needs a statewide framework for multitype networking", through fixed-agenda small group discussion, to full assembly agreement of principles and plans for action. In fact, the schedule was so rigid and hectic that many parti-cipants suspected the operative theory was "wear them down until they will be too exhausted to discuss this topic any more." Often emotions and tensions ran very high as opposing professional opinions about the conference process and over whether there was even an apparent need for statewide networking emerged. Several times during the course of the conference, the partitipants demanded that the process be rearranged to better reflect group agenda-setting, rather than strict adherence to the scenerio devised by the original conference planners. At any point during the conference, if disagreements threatened to halt productive discussion, small groups were used to fucus on what could be mutually agreeable which was then brought back to the full assembly for verification and consensus-building.

As a result of the carefully facilitated process, several agreements were finally reached that "a group be formed representing all types of libraries and library users, to plan and help implement multitype library cooperation in order to improve library services for the people of California." This group, consisting of a select coalition of conference attendees, will be convened by the State Librarian and charged with the task of developing a process within the spirit of the conference to implement statewide networking recommendations. This group will be responsible for the following tasks: to study the feasibility and costs of multitype networking; to review and recommend statewide policies, objectives, and goals for library services in California; and, to develop a plan for regional based networks with adequate state funding. Perhaps the most challenging task to confront the group will be to develop a framework for library networking

CALIFORNIA CONFERENCE ON NETWORKING: A REPORT (continued)

that includes the following characteristics: multitype governance, reflects
user needs, statewide coordination with a comprehensive communication and delivery
system, voluntary membership, local control, accommodates existing networks,
provides proper incentives to participate, and allows equitable access by all
users.

While the actual work of the conference ended in Pomona, the task shared by all
conference participants was to return home and "spread the word" to colleagues,
users, and administrators regarding the potential benefits (i.e., utilizing
economics of scale, improved and expanded services, more efficient utilization
of resources and technology, etc.) derived from multitype networking activities.
With the conference over, the next critical step toward bringing statewide
multitype library cooperation to fruition involves stimulating broad grassroots
support throughout California for the concept of multitype networking. A strong
groundswell of support in consort with various legislative and professional
activities could usher in a new era of "universal library/information services"
as an inalienable right of all Californians who must participate in our increasingly
complex knowledge-based society.

                                                            --Marc A. Levin

CATALOG USERS' COMMENTS ONLINE AND AN EXERCISE IN SEARCH OF AN AUTHOR

Questions, complaints and compliments that MELVYL catalog users have transmitted
via the COMMENT command are now available online. Details about this new feature,
as well as a definition of IMP and an exercise in author searching, are in
Mynd of MELVYL no. 36, attached to this issue of CU NEWS.

                                                            --Anne Lipow

NOVEMBER GLADIS CLINICS

The following two-hour GLADIS Clinic will be offered in November
from 10A - 12N in Room 322, Doe Library.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 11/5),
will look at GLADIS "from the outside": how GLADIS, the
bibliographic utilities, the microfiche, and the MELVYL Catalog,
are related. This course is open to any interested staff member.

GLADIS: AN INTRODUCTION (offered on 11/21), will cover the
following topics: use of the Dante software, the GLADIS
keyboard, basic searching, and the GLADIS Access System. This
course is designed for staff members having little or no
experience searching GLADIS.

ADVANCED SEARCHING (offered on 11/27), will establish principles
underlying searching GLADIS, and will cover efficient search
strategies and use of the GLADIS Access System. This course is
designed for staff members familiar with searching GLADIS.

Please call System Services (2-6120) to sign up.

                                                            --Jeff Katz

TENTH ANNIVERSARY CONTEST

Cum notis variorum, the newsletter of the Music Library, is having a series of
contests to celebrate its tenth anniversary next April. We invite readers and
other friends to participate in one or more of ten contests. Potential contestants
can get detailed information by phoning or writing me. Entries must follow
the guidelines set out in the rules and be postmarked by February 1, 1986.
Address inquiries to: Cum notis variorum, Newsletter of the Music Library,
240 Morrison Hall.

--Ann Basart, Editor
Ext. 2-2623

CALIFORNIA ACADEMIC AND RESEARCH LIBRARIANS AND UC AT SANTA CRUZ PRESENT..........

THE VIEW FROM THE PODIUM
Faculty Observations on the Academic Library of the Eighties

A panel discussion on the contemporary academic library as viewed by faculty in
several disciplines at Northern California institutions of higher education. Short
faculty presentations will be followed by a question and answer period and a
general discussion of the ways in which the work of the faculty has been affected
by recent changes in the academic library environment. Librarians and faculty
from Northern California colleges and universities are encouraged to attend.

The speakers will include:

Charles Burdick	Dean of Social Sciences, San Jose State University.
Norman Goldstein	Professor of Biological Science, California State University, Hayward.
Walter Johnson	English Professor, West Valley College, Saratoga.
Mary Kay Gamel	Classics Professor, University of California, Santa Cruz
	and other members of the UCSC faculty
Moderator:	PATRICIA DAVISON, University of California, Berkeley
PLACE:	Cowell Health Center, University of California, Santa Cruz
TIME:	1:30 p.m. to 4:30 p.m., Friday, November 1, 1985.

REGISTRATION FORM
Please make out a check (to C.A.R.L.) for the meeting fee of $5.00 and return with this
registration form by October 23 to: Margaret Robinson, Reference
                                            McHenry Library, University of Calif., Santa Cruz
                                            Santa Cruz, CA. 95064
                                            (for more information call 408 429-2802)

NAME_____

HOME ADDRESS_____PHONE_____

INSTITUTION ADDRESS_____PHONE_____

****Preregistrants who send SASE will receive parking permits by return mail.****

EUREKA!* TWO CATALOG INSTRUCTION SESSIONS SCHEDULED

If you need catalog information, or if you train staff to use the UCB Catalogs, you are invited to enroll in EUREKA! HOW TO FIND IT IN THE LIBRARY'S CATALOGS: A CATALOG INSTRUCTION WORKSHOP. Conducted by Bette Anton (Optometry) and Pamela Daniels (Periodicals), a three-hour workshop will be offered Wednesday, November 13, 9-12, and repeated Wednesday, November 20, 9-12.

The General Library's catalogs are as rich and dynamic as the collection they represent, but if you're not aware of their complexities, they can be a barrier rather than an aid in finding the title you're looking for. The EUREKA! workshop, which focuses on Catalogs 1 and 2, is designed to teach staff in both technical and public services to use the catalogs effectively. Participants will receive a handbook especially designed to supplement the workshop and serve as a training and reference tool.

WHO SHOULD COME?   Staff who teach others how to use the catalogs effectively, and staff who are sent by their supervisors to learn directly.

PRE-ENROLLMENT   Maximum attendance is 15; return form below by October 28.
REQUIRED:

WHAT THEY'RE   "Really informative--kept my interest the whole time; examples
SAYING ABOUT   were fun to work on." "The handbook is wonderful and will be
EUREKA!:   a great training aid; I was also impressed with the serials
                    presentation and the explanation of filing rules." "The presen-
                    tations were outstanding. I'm thrilled to have the handbook...
                    This was the most relevant workshop I've yet attended." "I
                    especially liked the section on search strategies." "Presenters
                    were very responsive, well organized." "I appreciated the humor."
                    How can you go wrong?

* I found it

EUREKA! WORKSHOP--ENROLLMENT FORM

Please return this form to Carol Whitehurst, Librarian's Office, 245 Main Library, by October 28. Confirmation of your enrollment will be mailed to you, along with a pre-workshop assignment.

Name: _____   Position: _____

Unit: _____   Phone: _____

Please enroll me in the following workshop:

SESSION I: Wednesday, November 13, 9-noon   ____

SESSION II: Wednesday, November 20, 9-noon   ____

Either session is fine with me.   ____

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 a card file at the General Reference Desk.

Library Personnel News

17 October 1985

WHO DOES WHAT

From telephone extension 2-3778 and at Room 447 Doe Library Annex, personnel and employee relations information and services are dispensed to staff of the General Library. This is the Library Personnel Office.

The following list of services and activities indicates who in the office carries the chief responsibility in each area and who is the back-up. It is hoped that our ability to provide service and our effectiveness will be enhanced if General Library staff will seek out directly the member of the Library Personnel Office staff designated in the chief responsibility category. This identifies the most knowledgeable individual available to offer service. In his or her absence speak with the individual in the back-up position.

If you need to come to the office for assistance, call ahead to make certain the person you want to see is present and available. Indicate the nature of your need. Given an opportunity to prepare a bit in advance will further increase our ability to serve.

The cast (in alphabetical order):

Patricia Bobino	Laurie Pangelina
LaShella Carlyse	Frances St. Clair
Debbie Lighthall	Bill Wenz
Mark Livingston	Mary Wills

The Program:

RECRUITMENT	Primary Responsibility	Back-up Responsibility
Academic recruitment	Bill	Pat
Career Staff recruitment	LaShella	Bill
Student Assistant Recruitment	Laurie	LaShella
TAP (Temporary Pool) Recruitment	LaShella	Bill

SALARY ADMINISTRATION		
6 months salary increases and staff merits	Bill	LaShella
Academic merits, promotions and career status	Bill	Frances
Casual/casual restricted 1260 hours increases	Laurie	LaShella
Special Performance Awards	Bill	LaShella
Leaves With/Without Pay	Bill	Mark
Salary deductions	Debbie	Bill
Pay Problems		
Academic Salaries (Sub 0)	Mark	Frances or Bill
Staff Personnel (Sub 1)	Mark	Frances or Bill
General Assistance (Sub 2)	(Library Business Office)	

see reverse

	Primary Responsibility	Back-up Responsibility
LABOR RELATIONS		
Collective Bargaining	Frances	Bill
Contract Interpretation	Frances	Bill or Mark
EMPLOYEE RELATIONS		
Job Related Problems		
Academic Personnel	Bill	Frances
Staff Personnel	LaShella	Frances or Bill
Student Employees	LaShella	Frances or Bill
Formal Grievances	(As assigned at the time of a formal filing of grievance or complaint)	
Classifications and Reclassifications	Bill	Frances
ORIENTATION AT TIME OF HIRE		
Academic Personnel	LaShella	Mark
Career Staff Personnel	LaShella	Mark
Student Employees	Laurie	LaShella
COUNSELING/FOLLOW-UP ORIENTATION		
Benefits	Mark	Frances
Workers Compensation	Mark	Frances or Bill
Career & Staff Development	Bill	Frances
Continuing Education including Reduced Fee	Bill	Mark
Enrollment in Workshops offered by the Campus	Bill	Mark
RECORDS AND FILES		
Vacation & Sick Leave Records		
Academic Staff	Debbie	Pat
Career Staff	Debbie	Pat
Student employees	Laurie	LaShella
Personal Information Changes		
Names, addresses, etc	Debbie	Pat
Personnel Activity Reports (PARS)	Mary	Bill
Room Reservations		
Conference Rooms 321 and 322	Debbie	Pat
Parking	Debbie	Pat
Keys	Pat	Bill
Service Awards	Bill	Pat
CU NEWS	Bill	Pat

If we've missed any of your favorite topics, call anyway. We'll make every effort to put you in touch with an "expert" as quickly as possible.

--W.E.W.

THE
MYND
OF **MELVYL**
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 36, October 17, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog as MOC.

★ USERS' COMMENTS ARE NOW ONLINE

Users' comments entered online during a specified period and DLA's responses are now available for reading online--using any of four commands, depending on the comments' source in which you are interested:

```
SHOW COMMENTS ..........retrieves all comments (in the specified period)
SHOW UC COMMENTS........retrieves all comments entered at UC terminals, and
                        excludes those from California State Library
SHOW [campus] COMMENTS..retrieves the comments from a particular campus
                        (e.g., SHOW UCB COMMENTS)
SHOW CSL COMMENTS.......retrieves all comments from the Calif. State Library
```

If you want to know which comments are coming from terminals in your unit, you need to match your terminal's number with the number preceding each comment. Every terminal has a unique number. In the example below, A44, A43, and T12 identify three terminals in the Loan Hall of the UCB Main Library.

```
(A44$BK):  NEED PRINTERS, EVEN PAY ONES!
(A43$BK):  YOU ARE HURTING MY DISPLAY
(T12$BK):  ERROR IN SUBJECT HEADING.  HEADING #5 RESULTING FROM
           BROWSE SU BAKING IS "BANKS AND BAKING"--WHICH SHOULD,
           OF COURSE, BE "BANKS AND BANKING."
```

Here's how to find out a terminal's number.

Type (from the WELCOME screen or in COMMAND mode): MIL SHO LINE

MOC responds with a full line of codes--of which the code ending with $BK identifies the particular terminal you're using.

Send your terminals' numbers to A. Lipow. There is no master list showing terminal numbers in relation to terminal locations. We could develop one for Berkeley if each unit would send to A.L. the terminal numbers for their units.)

The printed version of COMMENTS, which was deposited regularly at the General Reference desk, has been discontinued.

DEAR HERMAN — A DEFINITION OF IMP

What does IMP stand for?--J.R.

J.R.: IMP stands for Interface Message Processor--described in a DLA Bulletin Glossary as "a special purpose packet-switching minicomputer that helps to route packets of information through a network."--H.M.

★ AUTHOR SEARCHING IN COMMAND MODE

****
This exercise shows you

*how to do several kinds of author searches
*how inverting personal names gives more precise results
*how to use AND NOT to analyze search results
*how to use BROWSE to learn the real name of pseudonymous authors
  and vice versa
****

1. Type START COM (or STA COM) to enter the COMMAND mode.

2. Type F PA WILLIAM JAMES. How many records does this command retrieve?____

3. Type F PA JAMES, WILLIAM. How many records does this command retrieve?____

4. Type F PA WILLIAM JAMES AND NOT JAMES, WILLIAM.

   Display the first screenful in REVIEW format (D REV).
   Note that <u>none</u> of these books is by WILLIAM JAMES! But in each case, at least one of the authors has WILLIAM and JAMES as first names.

5. Redo #3 and examine the first 10 records (D REV 1-10).

   Note that the results are more on target, in that most of the records include an author whose last name is JAMES, with at least one given name being William. For an explanation of why records having nothing to do with William James might appear, see the <u>Reference Manual</u>, Section 5.1.3, "Special keyword processing for PA searches."

6. Type F AU WILLIAM JAMES. How many records does this command retrieve? _____

7. Type AND NOT PA WILLIAM JAMES. How many records retrieved? _____

   How many at UCB? ____ Why the discrepancy in results? _____

8. Type F CA WILLIAM JAMES. How many records retrieved? _____

   Same as in #7!

   So: <u>PA OR CA = AU</u> and <u>AU AND NOT PA = CA</u>.

9. Type F PA WILLIAM MARGARET JAMES. Give the UCSF call number of book by him/her on flagellation. _____

10. Type BROWSE PA WILLIAM MARGARET JAMES.

    BROWSE (or B) shows you all the names by which an author is known. Notice there is no "William Margaret James." This is an androgynous hybrid of some of the author's pseudonyms which MOC searched to create yet another one.

11. What pseudonyms has Isaac Asimov used? _____

12. Who <u>is</u> Frederick Garrison? _____

13. Type END.

THE STAFF DEVELOPMENT COMMITTEE

PRESENTS

A TOUR OF THE PACIFIC FILM ARCHIVE
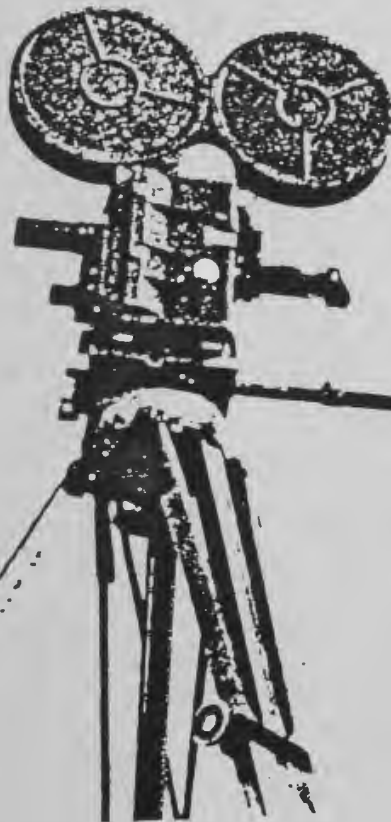
"... they come from everywhere to see for themselves ... everyone wants to visit and revisit a rather extraordinary place: The Pacific Film Archive ... "
Louis Marcorelles. LE MONDE

"The Museum's film department, The Pacific Film Archive, is one of the major film exhibition centers in the country ... "
University of California, Berkeley. THE GENERAL CATALOG

Tour guided by   NANCY GOLDMAN, PFA Librarian

October 22nd, 12 - 1 pm
PFA Library
Art Museum

A NOON SERIES PRODUCTION

resent: T. Alexander, I. Arguelles, C. Cortelyou, P. Davison (Chair),
          G. Dote (Recorder), R. Heckart, A. Howard, N. Kobzina, C. Moreno,
          M. Ternberg, A. Youmans

bsent: E. Meltzer

uest: G. Nichols

. Announcements: P. Davison announced the confirmation of the continuing
appointments to the Statewide Committees of Jack Leister, Committee on Commit-
rees, Rules and Jurisdictions and of Charles Shain, Committee on Professional
Governance; and the appointment of Gail Nichols, Research and Professional
Development Committee. If any Executive Committee member wishes to contact any-
one on the Statewide Roster, contact P. Davison or G. Dote. The schedule of
LAUC-B Executive Committee meetings for 1985/86 will stand as distributed for
now. G. Dote distributed to each Committee member monthly expense reporting
sheets in order to log as accurately as possible the expenses incurred this year
by the Executive Committee and by the LAUC-B Standing Committees.

2. Report by A. Howard and C. Moreno on Joe Rosenthal's draft of "Policy
Advisory Committee": Suggestions for word changes, clarifications, and con-
sistencies will be drafted by A. Howard and C. Moreno. Recommendations made by
them were accepted by the Executive Committee members.

3. Research and Professional Development Committee - Approval of draft guide-
lines: G. Nichols presented the draft guidelines for the Research and profes-
sional development program which along with a cover letter from the committee, a
list of professional meetings for 1985/86, and a statement of the University's
per diem funding policy will be distributed to the LAUC-B general membership.
With two changes on the "Application for support to attend professional meetings
and workshops" form, the mailing was approved by the Executive Committee
members.

4. Approval of Minutes: The minutes of the previous meeting were corrected and
approved.

5. Calendar of LAUC-B Executive Committee activities: P. Davison distributed a
draft calendar to the Executive Committee members outlining the activities for
1985/86.

6. Distribution of on-going responsibilities to Executive Committee members:
The review and reporting to the Executive Committee of other LAUC division
minutes were divided among the Committee members as follows: Davis - Tom Alex-
ander, Irvine - Catherine Cortelyou, Los Angeles - Norma Kobzina, Riverside -
Ivan Arguelles, San Diego - Milt Ternberg, San Francisco - Allison Howard, Santa
Barbara - Cathy Moreno, and Santa Cruz - Ellen Meltzer. P. Davison announced
that Charlene Kubota has volunteered to enter the LAUC-B Handbook into a PC. T.
Alexander will be the coordinator for the mentor program.

7. <u>Review of LAUC-B goals for 1985/86</u>: P. Davison reviewed a list of LAUC-B goals which included establishing and securing an operating budget; professional development funds; campus representation; mechanisms for advising the campus libraries, the chancellor's office and LAUC Executive board on matters of professional concern; and continue implementing Tier 2 mechanisms. To this list were quickly added other goals such as professional development issues; peer review; and use of paraprofessionals in professional activities.

The meeting adjourned at 12:00 noon. NEXT MEETING WILL BE WEDNESDAY, 25 SEPTEMBER 1985, ROOM L322, 10:00-12:00.

DEPARTMENT HEADS MEETING
Minutes for August 27, 1985

I. 1985-86 GENERAL LIBRARY BUDGET -- Joe Rosenthal

This was the first year in some time that Department Heads were asked to
prepare detailed budget requests. Department Heads' discussions with
AULs were important, he said, in articulating the staff's sense of priorities.
The AULs received and pared their departments' requests, eliminating
duplicated items and making some additional cuts. Requests were received
for and organized by the following service areas:

Public Services	Bancroft
Technical Services	Administrative units (Librarian's Office;
Collections	Personnel; Fiscal & Support; Systems)
Conservation	Facilities
Automation	Staff Development

These requests were presented to the Administrative Group (Joe Rosenthal,
Rita Kane, Sue Rhee, Sheila Dowd, Jeff Pudewell, Bill Wenz, and
Bernie Hurley). The reviews were finished just as we learned from the
campus what our allocation would be. The proposed 1985-86 budget was
formulated by Administrative Group during the week of August 19.

Charts detailing the 1985-86 proposed budget, with prior year comparisons,
were distributed and discussed.

Mr. Rosenthal made the point that there is an obvious (if not absolutely
precise) relationship between the funds used to purchase collections, the
allocation for binding, and staffing in technical services. Allocations
were made in an attempt to recognize and balance this relationship.

He acknowledged that this is a very difficult budget and that, because of
the stringent amount allocated to staff salaries, reorganization of
staffing and some reduction in service is inevitable. The latter may
entail reductions in hours and in the amount or extent of the services
we will be able to make available. Mr. Rosenthal said he is very reluctant
to cut hours but might consider reducing them when school is not in session.
Other ways of achieving savings include leaving some positions unfilled;
reducing the number of items that are fully cataloged; staffing service
points with less expensive staff; reducing our commitment to training,
orientation, and employee development; increasing use of blanket order
and approval plans; increasing use of online systems to reduce duplicative
work; decreasing care of our retrospective collections (less repair and
rebinding -- letting some books die); additional sharing and reassigning of
staff in extension of some arrangements now in effect, e.g., Serials
Department staff assisting Moffitt and Engineering with retrospective
conversion, and Bibliographic Services Department staff helping branches
with TCP and backlog processing.

I. <u>1985-86 GENERAL LIBRARY BUDGET (cont.)</u>

He reminded the group that we, the General Library staff, are not the only involved party in the Library's program or budget process. Along with the Office of the President and the Chancellor's Office, the Library Committee of the Academic Senate, the ASUC, the Graduate Assembly, and various individual deans and faculty members are informed and concerned about the library's programs.

The 1985-86 budget, like those in recent years, has had two objectives: to carry on our traditional services (hours of opening; circulating, shelving, and discharging books; buying books and engaging in gift and exchange arrangements; processing books for use; and the like), and to build the future (adding to and maintaining the collections; automating library operations and converting records to machine-readable form; and providing access to information in non-traditional formats). Because funds available are inadequate, these two objectives are, to some degree, in conflict.

In response to a question, Mr. Rosenthal commented on the situation with regard to the catalogs, saying that we face a dilemma. Continued maintenance of both Catalog 1 and Catalog 2 is unsatisfactory. Continued production of the fiche is difficult, fraught with technical problems, and increasingly costly. Within two years, there is great likelihood that the fiche catalog as we know it (with its current production schedule and configuration) will become impossible to produce. The MELVYL system is problematical at present and its long-term future is not secure; more terminals, better response time, and fuller representation of Berkeley's records will be required before we can depend on it for primary bibliographic access. The GLADIS Access System, developed as part of the GLADIS circulation module, is not yet capable of being a replacement for MELVYL in terms of sophistication or access and, in addition, it still requires staff evaluation. Mr. Rosenthal summed up the situation by saying that the Library Administration is concerned about the future of the General Library's bibliographic access but, because of a variety of variables and circumstances, is unclear at present what our precise direction will be.

A question about non-State funds available to the Library was raised. Mr. Rosenthal said that the gifts and endowments we receive are generally allocated to a particular unit and seldom available for unrestricted use. Other non-State funds are used for recruitment and moving expenses; employee development and training; research support; administrative travel; LAUC-related expenses; and some fund-raising and public relations projects.

II. <u>LSCA GRANTS</u>

Sue Rhee announced that the UC Berkeley Library had received two LSCA
(Library Services and Construction Act) grants from the California
State Library. The first project, the UC Berkeley Online Outreach
Project, will involve the installation of five GLADIS terminals in
five regional libraries, and the retrospective conversion of 30,000
records for titles of particular interest to patrons of California
libraries. An online interlibrary loan module will be developed on
GLADIS to support requests from the library systems and the California
State Library. The award totals $183,100.

Under the second project, UC Berkeley will receive $96,000 to convert
30,000 records for materials in storage. UC Davis will also receive
funds as part of this award (which is being coordinated by the Office
of Library Plans and Policies).

September 9, 1985

Joe Rosenthal welcomed Carol Lawrence, new Head of the Serials Department, and Pat Davison, new LAUC-B Chair.

Barclay Ogden announced that Department Heads could expect their binding allocations by the end of the week.

Automation Update - Bernie Hurley

Bernie announced that the new base fiche and supplement were being distributed.

Programming is almost complete for incorporating 150,000 RLIN I/BALLOTS records into GLADIS.

Systems Office staff are getting organized for the Online Outreach Project to be supported by LSCA grant funds. The programming for the project's basic interlibrary loan system is something we would have done for our own purposes anyway; we are fortunate in having outside funding to support the work.

Personnel Update - Bill Wenz

Bill raised the issue of compliance with a new United States Supreme Court decision that State and local government agencies are required to adhere to the minimum wage and overtime pay provisions of the Fair Labor Standards Act. The Supreme Court decision applies specifically to overtime earned and to be compensated at the premium rate (time-and-a-half). What this means is that overtime work earned at premium rate must be compensated during the pay period (month) in which the overtime was worked.

Staff are still in a position to earn "straight" overtime and bank it for the Christmas holiday shutdown period. Straight overtime may be earned during work weeks of less than forty hours, or by overtime-exempt staff who earn overtime at straight-time rates.

Bill cautioned that, according to this new Supreme Court decision, no "banked" premium overtime should remain on the books after October 15.

GLADIS Access System - Bernie Hurley

Nine prototype GAS terminals have been installed in the General Library. Initial comments have been encouraging, and it is time to organize full evaluation. The 1985-86 budget allowed for no additional GAS terminals, but development will continue. An authority file is slated for development first. The Access System was designed to be not an online catalog but the access portion of the GLADIS Circulation System.

It was decided that the Reference Services Committee be asked to organize the evaluation. Bernie will write a charge.

"Early Bird" Sessions

Joe Rosenthal announced that the Library administration was planning a series of early morning open-staff meetings on various topics such as automation planning, benefits, information technology, conservation, non-State funded projects, and the like. The meetings will be held, probably on a bimonthly basis, in the Morrison Room. Watch CU NEWS.

DEPARTMENT HEADS MEETING
Minutes for October 1, 1985

I. ANNOUNCEMENTS

During the Holiday Energy Shutdown the Main and Bancroft
libraries will be open from 8 a.m. - 5 p.m. on December 23, 26,
27, and 30. Doe will be closed on the weekends and during the
academic holidays. All branch libraries will be closed.

Bill Wenz announced the beginning of the process for academic
reviews and staff personal merits for January 1, 1986. Copies
of the AFT contracts will be distributed soon.

Frances St. Clair, Library Personnel, is the Library liaison for
this year's United Way Campaign. Department Heads were asked to
name liaisons for their department who are then to contact
Frances for United Way literature.

The campus is offering back care programs for all interested
staff on October 9 and November 14. Staff who do a lot of
lifting in their work and could benefit from this program should
contact Mark Livingston, Library Personnel.

Bill Wenz will start vacation next week and returns October 28.
In his absence, Frances St. Clair will be Acting Head of the
Personnel Office.

October book fund reports will be distributed next week.

II. GUEST SPEAKER: ASSISTANT VICE CHANCELLOR RAY NEFF, INFORMATION SYSTEMS & TECHNOLOGY

Assistant Vice Chancellor Neff assumed his post on the UCB campus
one year ago with the goal of developing a long-range campuswide
computing plan and formalizing the interrelationship between the
campus computing center and the libraries in order to provide
easy access, and high quality computing capabilities for instruc-
tion, administration and research.

According to Assistant Vice Chancellor Neff, the rate of improve-
ments in computer technology is growing 100% every six months and
is not likely to stop in the foreseeable future. Much work lies
ahead for Berkeley as it tries to establish a campus computing
network which, hopefully by 1988, will link approximately 2600
new computer work stations to the campus information center, Doe
Library.

Dr. Neff presented his goals and objectives for the campuswide computing plan:

1. Open-access to library and other information resources on- and off-campus.
2. Access to supercomputers.
3. Universal connectivity (i.e., electronic network connecting all campus work spaces).
4. Improve data archiving facility.
5. Improve foreign language instruction.
6. Enhance productivity and remove drudgery
7. Integration with telephone system.
8. Word processing.
9. Electronic mail.
10. Democratization of computing: Access for everyone, computing not just for specialists.
11. Re-establishment of the University as a community of scholarship and information in "high technology" age.

The presentation then focussed on what accomplishing these objectives would mean to the Library user (including faculty and researchers) and the graduate and undergraduate community.

During the question and answer period, Assistant Vice Chancellor Neff emphasized his support for the Library's automation efforts and recognized the need for a single online catalog as a high priority if the Library is to provide adequate research access to faculty and students.

III. RESEARCH, PROFESSIONAL, AND STAFF DEVELOPMENT FUNDING: UPDATE

Discussions to determine allocations for the LAUC-B Research and Professional Development Committtee and the Staff Development Committee are still underway. Draft guidelines prepared by the LAUC-B committee are now being implemented but are subject to revision following further negotiations between LAUC-B, the General Library and the Non-General Libraries. Announcement of the finalized guidelines will be made as soon as possible.

Professional leave/funding requests for the comming year are due to the LAUC-B Research and Professional Development Committtee by October 4. Requests will still be accepted after October 4, but the committee prefers to have the bulk of the requests to be better able to review them against available resources.

Joe Rosenthal encouraged department heads to review requests for professional and staff leave/funding keeping in mind their relevance to the person's career and work responsibilities. Requests for Leave With Pay should be analyzed for potential impact on a department's overall staff resources.

The group shared questions about the new professional leave/ funding procedures.

IV. DISPLAY CASE SECURITY WARNING

Joe Rosenthal gave a physical description of a man who has been charged with recent vandalism to the display cases in the Main lobby of Doe. The man has been charged by the Police Department and is out on bail. He poses serious security hazards to Library property; staff are urged to call Campus Police if this man is sighted. A description follows.

1. White male, in his sixties
2. Less than six feet tall and thin
3. Full, short beard (including mustache) and hair are <u>silver</u> gray
4. Wears glasses
5. Has an air of being disturbed, or of all not being well in his world
6. Freqents Main Library Loan Hall and Reference Room, where he has often consulted phonefiche, and he appears often walking about campus or sitting on benches
7. Has a long, lanky stride
8. Wears casual clothing one might expect to see worn by someone on a camping trip
9. Wears high-top workman type shoes
10.Sometimes wears a small back pack

Staff who see this man in the Library are to call Campus Police at 9-911 who will come and escort him out of the building.

UC FUNDED FOR PHASE II OF PROTOTYPE PACKET RADIO NETWORK - NEWS RELEASE

The California State Library has awarded $166,300 of Library Services and Construc-
tion Act (LSCA) funds to the University of California Division of Library Automation
(UC/DLA).

The award covers the second phase of establishing a prototype packet radio network
to create a "wide-area network" consisting of a chain of six California public
libraries extending from the San Francisco Bay Area to Sacramento. A personal
computer will be installed at each site, modified to transmit data via radio instead
of telephone lines.

Participating libraries will be selected jointly by DLA and the State Library,
linked to each other, and connected to the UC library telecommunications network.
This will enable them to communicate with each other and the State Library for
electronic mail, interlibrary loan, reference question referral, and access to the
University of California MELVYL online catalog.

The project has two phases. Phase I, which has been completed, was devoted to the
selection and testing of equipment. Phase II, which will be completed by September
30, 1986, involves the installation and operation of the network.

In addition to offering further exploration of packet radio applications, this
project represents an important cooperative effort between the California State
Library and the University of California.

--Carol Connolly
Division of Library Automation

HALF-TIME ROTATIONAL POSITION AVAILABLE:
ASSISTANT TO THE ASSOCIATE UNIVERSITY LIBRARIAN FOR PUBLIC SERVICE

This half-time, one-year position is available to current staff members of the
General Library who hold an MLS degree and have three years of experience in the
General Library. Since this is a one-year rotational opportunity, compensation for
the assistant's scheduled hours at the home unit will be negotiated at the time of
selection. With prior approval of the department head, anyone interested in being
considered for this rotational opportunity should notify William Wenz, Library
Personnel Office, no later than November 1, 1985.

RESPONSIBILITIES Provide staff support to the AUL for Public Services, e.g.,
prepare background information for issues being considered; collect and compile
current statistics; gather information needed by the AUL for policy development
or in preparation for administrative and committee meetings.

HALF-TIME ROTATIONAL POSITION   (continued)

Screen incoming mail and handle all routine items. For non-routine matters, draft
responses or assemble background documents that would be needed in drafting a reply.

Attend administrative and committee meetings with the AUL. Make notes on items
that need further consideration or action; prepare data or draft memos as appro-
priate to handle required follow-up.

During this year's assignment the assistant will continue with a special project
to organize public service statistics.   This will involve designing worksheets
using Lotus 1-2-3 that facilitate budget projections and manipulation of quanti-
tative data collected from public service units. Investigate applications of
"Friday" appropriate for various statistical databases maintained by the AUL for
Public Services.

                                          --Rita Kane

NOVEMBER CALENDAR OF MEETINGS AND EVENTS

        Nov. 1/Fri/Public Services Department Heads/10:00/322 Library
        Nov. 5/Tues/Department Heads/8:30/322 Library
        Nov. 6/Wed/"UC Benefits Options"--Mark Livingston, Library Personnel/
                8:00/Morrison Room
        Nov. 6/Wed/Exhibits Ctte/10:00/321 Library
        Nov. 6/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm.
        Nov. 11/Mon/LAUC Fall Assembly/8:30/Booth Auditorium, Boalt Hall
        Nov. 11/Mon/Sciences Libraries Monthly Meeting/10:00/ 322 Library
        Nov. 12/Tues/Circulation Ctte/10:00/321 Library
        Nov. 12/Tues/Cataloging Council/10:30/322 Library
        Nov. 12/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
        Nov. 13/Wed/Staff Development Ctte/1:30/HGS Conf. Rm.
        Nov. 14/Thurs/Public Services Advisory Group/1:00/322 Library
        Nov. 15/Fri/Public Service Unit Heads/10:00/322 Library
        Nov. 19/Tues/Department Heads/8:30/322 Library
        Nov. 21/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.
        Nov. 26/Tues/Cataloging Council/10:30/322 Library

LIBRARY WORKSHOPS AND TOURS

        Nov. 5/Tues/LAUC-B Promotion & Advancement Question/Answer Session:
                Assistant Librarians/Associate Librarians I-IV/12n-1:00/322 Library
        Nov. 7/Thurs/LAUC-B Promotion & Advancement Question/Answer Session:
                Associate Librarians V-VII/New librarians up for review for the
                first time/12n-1:00/322 Library
        Nov. 13/Wed/Tour of the Center for Chinese Studies Library/8:30/64 Barrows
                (See enrollment details in this issue of CU NEWS.)
        GLADIS CLINICS (Sign up by calling Jeff Katz at 2-6120):
        Nov. 5/Tues/GLADIS Overview/10:00/322 Library
        Nov. 21/Thurs/GLADIS Introduction to Searching/10:00/322 Library
        Nov. 27/Wed/GLADIS Advanced Searching/10:00/322 Library
        Nov. 13 & 20/Eureka! How to find it in the Library's catalogs/9:00-12n/308B Lib
                (Pre-enrollment required. See October 17 issue of CU NEWS.)

NEW MELVYL CATALOG GOODIES

The MELVYL catalog now keeps track of your searches and allows you to re-execute them with ease; enables you to update your searches with records added to the catalog since the last time you searched; shows interesting new statistical information about individual terminal use, and provides a new shortcut into COMMAND mode. Read about them in Mynd of MELVYL #37, attached to this week's CU News.

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit No. 117, The Gifts and Exchange Function in ARL Libraries, is now available in the Librarian's Office for consultation or short-term loan. This SPEC Kit addresses changes surrounding procedures and policies in gifts and exchanges: revised staffing patterns, redefined responsibilities, significant changes in tax laws, and automation. Loan arrangements can be made through Samina Bashiruddin, 2-3773.

INSTITUTE OF TRANPORTATION STUDIES LIBRARY GUIDES

The Institute of Transportation Studies (ITS) Library has just issued its first two ITS Library Guides, a series of brief guides to the ITS collection. "The Railroad Collection of the ITS Library" and "Shipping and Maritime Collections of the ITS Library", both written by Associate Librarian Daniel Krummes, are available free of charge from the Library (642-3604). Projected issues will cover San Francisco Bay Area transportation statistics and financial data of transportation firms.

Other publication series compiled or issued by the ITS Library are "Recent Transportation Literature", a monthly current-awareness publication consisting of over 500 new monographs and articles; and "Library References", an irregular monographic series of bibliographies covering discrete transportation subjects.

--Michael Kleiber

CHANGE IN THE PUBLIC SERVICE HOURS OF THE ENERGY INFORMATION CENTER

The new public service hours for the Energy Information Center (Room 100, Building T-4) will be:

Monday-Friday, 1pm - 5pm : in-library use
Monday-Friday, 9am - 5pm : telephone reference available

These hours will take effect on October 28, 1985. Please change your appropriate directories and orientation leaflets to reflect the new hours. Our telephone number (642-1004) remains the same. Thank you.

--Mari Miller
Energy Information Center

- 3 -

DESPERATELY SEEKING....

Moffitt is desperately seeking a microfilm cabinet to house our growing collection
of New York Times on film. If anyone has a cabinet they would like to get rid of,
or if there is a cabinet you would want to swap for some other piece of equipment
and would like to make-a-deal, please call Manina Harris at 2-5071. Even if the
cabinet is not specifically a film cabinet but might be useable as one, we would
be interested. THANKS!

--Moffitt Undergraduate Library

CORRIGENDUM   Willyce A. Kim, erroneously assigned to the Main Library Service
               Desk in the PERSONNEL CHANGES listing of CU NEWS 40:41, actually
               assumed the duties of Head of Technical Services, Circulation
               Department, on September 3d. Our apologies.

CU NEWS TRIVIA

"Bookworms Become Tapeworms as Taped-Book Publishing Grows"

--Headline in Wall St. Journal, Sept. 26, 1986

ORIENTATION TOUR OF THE CENTER FOR CHINESE STUDIES LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better under-
standing of library collections and library services on the Berkeley campus.
Staff working in campus or area libraries outside the General Library
system are welcome to participate in the tour program.

The tour for the month of November is the Center for Chinese Studies Library.
The tour will be held Wednesday, November 13, 8:30 a.m., and will last
approximately 1½ hours. Participants will start the tour in Room 64 Barrows.

Please sign up by completing the form below and mailing it to Jeanne Fong,
Librarian's Office, 245 Library. Enrollment may be considered confirmed
unless notified otherwise. Deadline for signups: November 8.

--------TEAR OFF---

Your name:_____

Your unit:_____ Ext.: 2-_____

Please enroll me for the Wednesday, November 13 tour of the Center for
Chinese Studies Library.

_____

Library Personnel News

24 October 1985

BENE/FACTS: *Update on the new Voluntary Contribution Plans*

The Series EE US Savings Bond purchase option will be aboard for payroll deduction, effective 1 January 1986.   These bonds' yield is tied to current market rates @ 85%, adjusted every six months, with a guaranteed minimum of 7.5%. Your deduction must equal the purchase price of the bond(s) you buy, e.g., $25 for a $50 bond, $37.50/$75, up to the limit of four bonds per month*, which are mailed to you at home. US Bonds are tax-deferred under federal tax code and are exempt from state and local taxation. More information is expected from the Treasury Department later in November.

The Guaranteed Insurance Contract Fund (GIC) has got its initial terms fixed now, by way of a one-plus-year contract negotiated with Bankers Life, at a guaranteed annual yield of 10.5% (through 31 December 1986).   The period extending from now till the end of this year will be a 'window' for beginning contributions to the Fund, and for transferring accumulations into it from all other Savings Program funds. Subsequently, transfers will only be permitted, at 6-month intervals, between the Savings (Fixed Annuity) and Money Market Funds, and the GIC.

Opening of the Calvert Social Investment Managed Growth Fund has been delayed by consideration of its eligibility for tax shelter as a UCRS-managed fund. The go-ahead on its Retirement System administrative status has been received, however, and new contribution agreements and transfers will be possible, as part of employees' salary reduction agreements with UCRS, beginning with January 1986 earnings (i.e., file by early January for the new option). More information as it comes in.

United Way's annual campaign for donations by payroll deduction, spearheaded by Chancellor Heyman, is drawing to a close. The personal investment here is rather more indirect than in the foregoing plans——but every bit as real: working through general social advantagement, or at any time, for any of us, through immediate assistance. Think of this opportunity as a benefit-sharing plan, directly extending our own privileged status in the University. Whether you've the inclination to use the Donor Option plan or prefer a contribution to United Way general funds, please don't delay further. At this late date, you may expedite your authorization by returning your envelope directly to the Library's coordinator for the campaign, Frances St Clair, Library Personnel.

   *There is also an annual limit of $15,000 per person on the
    Series EE bond purchase option.

--Mark Livingston

1985 OPEN ENROLLMENT PERIOD MAILINGS——where's mine?

For one reason and another some employees will not receive the systemwide Benefit
Programs Office mailing which is currently going out, in preparation for the
upcoming November Open Enrollment Period. If November rolls in & you find yourself
among this number, you may want to call or come by Library Personnel, where we'll
have in stock photocopies or extra originals of most of the information included
in the home-mailing packet.

The Open Enrollment packet is only one of ongoing mailings (including your W2
at year's end) that won't reach you if you've changed your mailing address in
recent history, and failed to complete a change-of-address form. Obtain the
form (Personal Data Form/UPAY 544-1) from, and file it <u>via</u>, Library Personnel.

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 37, October 24, 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog as MOC.

☆ **A WHOLE BUNCH OF NEW COMMANDS TO MAKE SEARCHING EASIER AND MORE PRECISE!**

This issue covers 2 new commands announced by DLA this month:

* SHOW HISTORY and REDO......super-BACKUP commands
* SHOW TERMINAL STATISTICS...shows monthly activity at each terminal

* <u>plus</u> a bonus for impatient COMMAND mode users.

Two other commands introduced this month will be discussed in future <u>MOM</u> issues: **ADDED**, for updating a bibliography with records added since the last time you looked--"SDI" searching, in effect; and **MODIFY**, an edit command, <u>for insiders only</u>. To learn about these two commands, type **EXPLAIN ADDED** and (surprise!) **EXPLAIN ALTERS**, respectively.

☆ <u>SHOW HISTORY/REDO</u>

SHOW HISTORY shows you a numbered list of your previous search requests. REDO, followed by a number, allows you to selectively redo them. Searches are accumulated for a session. When the session is ended or restarted, the search history is cleared.

To illustrate, let's say your searching pattern progressed as follows:

```
F SU APARTHEID                      [result: 5]    D REV
F SU BLACKS SOUTH AFRICA            [result: 291]  D REV
F TI APARTHEID                      [result: 221]  D REV
F SU SOUTH AFRICAN RACISM           [result: 0]    D REV
B SU SEGREGATION SOUTH AFRICA       [result: 38]
SEL 2 3 4 13                        [result: 40]   D REV
```

Now you want to review your searches--perhaps to redo one or more of them, perhaps to amend one of them.

Type: **SHOW HISTORY**
Response: **SEARCH HISTORY**
         1. B SU SEGREGATION SOUTH AFRICA
         2. F TI APARTHEID
         3. F SU BLACKS SOUTH AFRICA
         4. F SU APARTHEID

Notice that (a) the list appears in reverse order--latest entered is first; (b) searches that result in 0 retrieval are not saved, and (c) SEL commands are not saved.

To reissue the TI search:

Type: **REDO 2**
Response: **Search being redone: F TI APARTHEID   [result: 221]**

(continued...)

(REDO, continued)

When search number 1 is your last search, it cannot be redone. That is, REDO 1 won't work. Simply type a **DISPLAY** command to see the results.

REDO/WITH.--You can REDO only one search at a time, and you cannot combine the searches on the list. For example, REDO 1 AND 2 is an error. However, you can add keywords or an add-on command to a REDO command using the WITH feature. Examples:

> type: **REDO 2 WITH SOUTH AFRICA**
> response: **Search being redone: F TI APARTHEID SOUTH AFRICA**

> type: **REDO 2 WITH AND SU SOUTH AFRICA**
> response: **Search being done: F TI APARTHEID AND SU SOUTH AFRICA**

If the word following WITH is not a Boolean operator (**AND, OR, AND NOT**), it will be searched as an additional keyword.

WHEN TO USE BACKUP?--You can forget about **BACKUP** and use **SHOW HISTORY** instead. **BACKUP** was never popular, and now it's more limited than before: **BACKUP** can be issued only once. When more than one **BACKUP** is issued in succession, the **SEARCH HISTORY** screen is automatically displayed so that you can select the previous search command to be reissued.

☆ SHOW TERMINAL STATISTICS--MAKES FASCINATING READING

The new command **SHOW TERMINAL STATS** retrieves screens containing monthly terminal usage for each of the 9 UC campuses. The data consists of the number of searches and the number of records displayed for each MOC library account, both dedicated terminal accounts and dialup accounts. The statistics are arranged by campus.

If you want to know how heavy the monthly traffic is at the terminals in your library unit, go directly to the UCB screens by typing **SHOW UCB TERMINAL STATS**. (See MOM #36 for how to find out your terminal ID numbers.) Using the September statistics, Randy Wilson (BIOL) came up with interesting figures:

> terminal A13 = 662 searches
> terminal A25 = 1043 searches
> terminal T01 = _702 searches_ [at Ref. Desk, occasionally used by public]

> TOTAL = 2407 searches in September
> Biology Library open _212 hours_ in September
> Average number of searches per hour in Biology Library: 11.4

Here's a tear-off showing part of a screen of September UCB terminal statistics:

TERMINAL ID	SEARCHES	RECORDS DISPLAYED	*	TERMINAL ID	SEARCHES	RECORDS DISPLAYED
A01$BK	6,618	24,442	*	A02$BK	1,154	4,680
A03$BK	158	538	*	A04$BK	1	2
A10$BK	94	458	*	A11$BK	948	6,005
A12$BK	582	3,545	*	A13$BK	662	5,308

★ NEW SHORTCUT TO COMMAND MODE

When MOC is displaying the WELCOME screen, you can immediately begin searching in COMMAND mode. No need to type START COMMAND; no need to choose C.

```
==================
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TECH SERVICE NOTES
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==================
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A LITTLE "1" SHOULD DO IT!

In an effort to cut down on the duplication of call numbers, BSD has resumed the practice of adding a "1" to the final cutter on all call numbers.

--Russell Gardiner

WHAT'S HAPPENED TO ALL THE CARDS?

Branches may have noticed some delay in receipt of shelflist cards. This is a temporary situation caused by a lack of trained staff in the card sorting/ quality control/mailing operation. New staff are being trained in this now, so we expect the situation to improve shortly. We apologize for any inconvenience this may be causing. Any branch experiencing an inordinate delay in the receipt of expected cards should contact Tonette Pachote or Julie Trujillo at 2-7986.

Also--please send back used envelopes you receive cards in; we are running short.

--Russell Gardiner

ISLAMICA SUPPORT IN ACQUISITION

The Acquisition Department is beginning to provide bibliographic checking, transliteration, and order placement in Arabic and Persian in support of the Islamica Collection Development program, headed by Hamid Mahamedi. An LA I position (.33 FTE) will be trained by the Romance/Germanic Order Division and will work in close conjunction with Hamid and Gordon Allenbaugh.

--Joe Barker

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES
Minutes of the September 12, 1985 Meeting

PRESENT: C. Bengston, E. Byrne, M. Collins, C. Gordon (Chair), A. Howard,
          B. Kornstein, H. Kratins, S. Rhee, C. Wanat (Recorder)

ABSENT: D. Sommer, P. Maughan

GUEST: J. Barker

1. The minutes for the 15 August meeting were reviewed and corrected.

2. ANNOUNCEMENTS:
    - The Technical Services Department Heads have decided to revive the CU
News attachment: "Tech Service Notes" in order to convey information regard-
ing delays that affect public service staff. Editing of the section will
rotate among the Technical Services Department Heads.

    - A group has been formed to write a background paper on decentraliza-
tion of technical services. The group consists of Carol Alexander, Joe
Barker, Russell Gardner, Cathy Gordon, and Carol Lawrence. Their report is
due October 29th and C. Gordon would like to discuss the issue with PSAG at
its next meeting. E. Byrne would like to be sure that the accompanying space
issues are addressed.

3. J. Barker brought a revised section for the BPM on replacement orders to
the group for discussion. Whether this section is still needed was ques-
tioned since this procedure is now covered in the section on use of the
order card. It was decided to delete this material, but to retain the page
which is to reference the section in the order card procedures.

4. J. Barker led discussion on a new BPM section on gifts. The need to
retain permanent files of donor records was questioned; it is university
policy and units which do not have space may send such files to the Acquisi-
tions Department. On the question of whether or not there is a dollar
amount above which we must acknowledge a gift, J. Barker replied that the
practice of the Acquisitions Dept. is to ask the donor if they wish an
acknowledgement. Statistics on gift materials were brought up; it appears
that the only reason to keep any is for a workload measurement.

    Whether or not this document belongs as is in the BPM was questioned;
it has a double focus in that it is addressed to both selectors and those
who process the gifts. The document will be contained in the Technical
Services Policy Manual, with a reference to related documents in other
manuals (including the BPM). It was suggested that the document should
state explicitly that only the administrative head of the unit can accept
gifts and that the rest of the document should be processing information.

    In view of the coming revision of the BPM, it was decided to accept the
document as it is now for inclusion in the BPM. Once the structure of the
BPM is settled, this document on gifts may need further revision.

5. J. Barker handed out a revision of the BPM section on "On the spot
purchases" which extends the arrangement currently in place at Cody's to
University Press Books.

6.   B. Kornstein led a discussion on a preliminary plan for revision of the BPM. Discussion followed on how to proceed on implementation of any revisions.   One problem is in identifying needed revisions or new sections; C. Gordon will place a note in CU News soliciting such suggestions and PSAG members should be sure the topic is brought up at departmental meetings. Technical Service groups will need to identify outdated procedures still in the BPM.

    The immediate need is for a more usable table of contents and an index. S. Rhee felt that she could distribute sections to various technical service department heads for indexing; this type of work could probably start in January. C. Gordon will meet with the subcommittee which developed the revision plan and with the affected public service departments to generate ideas before proceeding further.

7. S. Rhee outlined the budget picture for the coming year as it affects technical service departments and library automation. It is likely that some services will be affected; while final decisions have not been made, some possible outcomes include slowing down authority work and stopping the re-cataloging of TCP items.

8. C. Gordon distributed a list of PSAG projects currently underway or suggested as appropriate to the group. Discussion followed and PSAG members are to relay their comments to her.

UNIVERSITY OF CALIFORNIA
OFFICE OF THE ASSISTANT VICE PRESIDENT--LIBRARY PLANS AND POLICIES
LIBRARY STATISTICS: REPORT OF HOLDINGS

SCHEDULE A   PAGE 1

Please return to:
Dennis E. Smith, 7 University Hall
University of California, Berkeley, CA 94720,
by July 31, 1985

Campus_____ BERKELEY
Department_ LIBRARY
Unit_____
Prepared by_JEFF PUDEWELL
Telephone___642-3773

LIBRARY MATERIALS (Include items in storage)	HOLDINGS as of June 30, 1984	ADDED during 1984/85	WITHDRAWN during 1984/85	HOLDINGS as of June 30, 1985
TOTAL VOLUMES	6,504,230	301,411	194,769	6,610,872
PERSONAL MANUSCRIPTS	45,904,884	235,282	9,208,257	36,931,909
UC ARCHIVAL MANUSCRIPTS	- 0 -	9,565,659	- 0 -	9,565,659
OTHER ARCHIVAL MATERIALS	- 0 -	193,856	- 0 -	193,856
MAPS	321,278	14,713	1,278	334,704
MICROCARDS	176,062	- 0 -	- 0 -	176,062
MICROFICHES	2,406,938	173,807	12,062	2,568,683
MICROFILM REELS	208,589	10,587	985	218,191
MICROPRINTS	183,727	- 0 -	- 0 -	183,727
PAMPHLETS	416,955	19,263	3,283	432,935
GOVERNMENT DOCUMENTS NOT COUNTED IN ANOTHER CATEGORY	78,909	482	5	79,386
AUDIODISCS	45,957	1,312	8,669	38,600
AUDIOCASSETTES	- 0 -	4,780	-0-	4,780

UNIVERSITY OF CALIFORNIA
OFFICE OF THE ASSISTANT VICE PRESIDENT--LIBRARY PLANS AND POLICIES
LIBRARY STATISTICS: REPORT OF HOLDINGS

Campus_____ BERKELEY
Department LIBRARY

SCHEDULE A   PAGE 2

LIBRARY MATERIALS (Include items in storage)	HOLDINGS as of June 30, 1984	ADDED during 1984/85	WITHDRAWN during 1984/85	HOLDINGS as of June 30, 1985
AUDIOREELS	1	4,655	- 0 -	4,656
COMPACT DISCS	- 0 -	469	- 0 -	469
VIDEOTAPE	510	1,043	186	1,367
VIDEODISC	- 0 -	5	- 0 -	5
MULTI-MEDIA KITS	- 0 -	2	- 0 -	2
MOTION PICTURES	747	205	- 0 -	952
FILMSTRIPS	- 0 -	17	- 0 -	17
PICTORIAL ITEMS	2,333,016	42,184	6,325	2,368,875
35mm SLIDES	3,675	15,720	- 0 -	19,395

SERIALS RECEVIED CURRENTLY	SERIALS as of June 30, 1984	ADDED during 1984/85	WITHDRAWN during 1984/85	TOTAL SERIALS as of June 30, 1985
NON-DOCUMENT SERIALS	68,034	-0-	-0-	67,938
DOCUMENT SERIALS	31,548	-0-	-0-	26,170
TOTAL SERIALS	99,582	-0-	-0-	94,108

REMARKS:

TABLE II
BOUND VOLUMES AND SERIALS RECEIVED CURRENTLY
BERKELEY DETAILS

LIBRARY UNIT LOCATION	VOLUMES 30 June 1984	30 June 1985	% CHANGE	SERIALS RECEIVED CURRENTLY 30 June 1984	30 June 1985	% CHANGE
GENERAL LIBRARY	5,320,533	5,402,595	1.54	79,384	78,374	-1.27
MAIN BUILDING	3,285,173	3,315,842	0.93	42,313	41,600	-1.69
Central Collection	2,637,353	2,650,006	0.48	23,740	23,223	-2.18
Bancroft Library	319,145	328,691	2.99	1,769	1,757	-0.68
Morrison Library	12,400	12,771	2.99	63	62	-1.59
Government Documents	316,275	324,374	2.56	16,741	16,558	-1.09
BRANCH LIBRARIES	2,035,360	2,086,753	2.53	37,071	36,774	-0.86
EAST ASIATIC	460,917	472,845	2.59	4,059	4,649	14.54
Ctr. for Chinese Stud.	35,564	36,762	3.37	292	329	12.67
HUMANITIES/SOCIAL SCI.	591,194	602,880	1.98	10,284	10,037	-2.40
Anthropology	56,680	58,218	2.71	1,107	1,039	-6.14
Educational/Psychology	109,693	111,162	1.34	1,906	1,842	-3.36
Environmental Design	145,888	149,565	2.52	1,555	1,432	-7.91
Library School	42,822	43,811	2.31	1,603	1,675	4.49
Music	118,206	121,291	2.61	1,001	1,037	3.60
Social Sciences	97,724	98,131	0.42	2,839	2,747	-3.24
Social Welfare	20,181	20,702	2.58	273	265	-2.93
SCIENCE LIBRARIES	800,928	823,126	2.77	21,873	21,513	-1.65
Biochemistry	9,214	9,395	1.96	154	148	-3.90
Biology	210,529	214,389	1.83	3,805	3,637	-4.42
Entomology	14,337	14,737	2.79	322	324	0.62
Forest Products	8,583	8,791	2.42	316	324	2.53
Forestry	29,239	29,980	2.53	1,417	1,355	-4.38
Natural Resources	103,291	104,694	1.36	3,909	3,951	1.07
Optometry	7,802	8,041	3.06	183	188	2.73
Public Health	78,049	79,960	2.45	2,187	2,122	-2.97
Astron.-Math/Stat.-CS	57,290	59,878	4.52	1,228	1,171	-4.64
Chemistry	44,601	47,078	5.55	800	790	-1.25
Earth Sciences	84,524	88,326	4.50	2,742	2,642	-3.65
Engineering	120,231	123,033	2.33	4,329	4,393	1.48
Physics	33,238	34,824	4.77	481	468	-2.70
UNDERGRADUATE	146,757	151,140	2.99	563	575	2.13
Audio-Visual Media Ctr.	35	47	34.29	13	14	7.69
UGL/Moffitt	146,722	151,093	2.98	550	561	2.00
NON-GENERAL LIBRARIES	1,183,697	1,208,277	2.08	20,198	15,734	-22.10
Asian-American Stu.	16,350	16,813	2.83	256	289	12.89
Chicano Stu.	4,730	5,000	5.71	1,090	1,090	-0-
Earthquake Eng.Res.Cr.	18,936	18,936	-0-	525	525	-0-
Giannini Found.-Ag.Eco.	19,118	19,291	0.90	2,879	2,864	-0.52
Inst. of Govern. Stu.	401,684	405,402	0.93	2,036	1,015	-50.15
Inst. of Indust. Relat.	55,286	56,401	2.02	1,019	585	-42.59
Inst. of Internatl Stu.	12,141	12,353	1.75	215	230	6.98
Inst. of Trans. Stu.	107,055	111,214	3.88	2,437	2,556	4.88
Law	455,478	467,620	2.67	8,009	4,804	-40.02
Philosophy	7,322	7,770	6.12	45	50	11.11
Water Res. Ctr. Arch.	85,597	87,477	2.20	1,687	1,726	2.31
TOTAL	6,504,230	6,610,872	1.64	99,582	94,108	-5.50

Volume 40, Number 44   31 October 1985

NEWLY APPOINTED MEMBERS OF LAUC-B STANDING COMMITTEES:

The LAUC-B Executive Committee has made the following appointments:

CAPA: Raymond Tang
        Ginette Polak (Non-General Library Rep.)

Committee on Programs for Professional and Career Development:
        Barbara Glendenning
        Liz Kislitzin
        Nan Sand (Non-General Library Rep.)

SERVICE AWARDS

The following staff members of the General Library have been presented with
service award pins in recognition of their dedicated service to the University
and the Library:

Name	Department	Years	Date
Ralph Y. Avila	Conservation Department	10 years	1 August 1985
Jo L. Milardovich	Cooperative Services/IBS	15 years	1 September 1985
Jefrey J. Pudewell	Fiscal & Support Services	10 years	1 October 1985
Constance R. Thompson	Bibliographic Services	35 years	1 August 1985

LAUC-B PROMOTION AND ADVANCEMENT QUESTION AND ANSWER SESSIONS: A REMINDER

LAUC-B is sponsoring two brown bag sessions for librarians preparing paperwork
for merit review, career status review, or promotion. Several former CAPA
members will be available to answer questions from both General and Non-General
librarians.

The sessions will be from 12 noon to 1:00 p.m. on the following days:

Tuesday, November 5   Assistant Librarians/Associate
Main Library, Rm. 322   Librarians I-IV

Thursday, November 7   Associate Librarians V-VII/new
Main Library, Rm. 322   Librarians coming up for review for
                               the first time

Every librarian having questions about preparing for peer review, or needing
assistance in the preparation of a self-evaluation, is strongly urged to attend.
The former CAPA members will not be making a presentation, but will be available
to respond to your questions.

                              --Norma Kobzina
                                Ingrid Pfeiffer
                                Milt Ternberg

HOLIDAY SCHEDULE IN INTERLIBRARY BORROWING SERVICE

Due to the holiday mail traffic most libraries suspend sending library materials
on Interlibrary Loan for several weeks in December and January. For this reason
it is not possible to get materials during this period.   Therefore, Interlibrary
Borrowing Service will operate on a reduced service schedule between December
23 and January 3.   During this period we will have staff available to answer
telephone queries and take telephone renewals. There will be staff available
to circulate materials which have been received from other libraries. Materials
due during this period should be dropped in the IBS return slot. THERE WILL
BE NO REFERENCE SERVICE OR SCHEDULED DESK HOURS.

--S. Gallup

ANNOUNCEMENT FROM EAST ASIATIC LIBRARY

We are switching

From   SHIMBUN
To   SHINBUN

FOR   新聞　（しんぶん）

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

East Asiatic Library has been using the traditional romanization rules for
Japanese; to use "m", instead of "n", in front of "b", "p" and "m".
      For example,

散歩 ＝ さんぽ ＝ sampo
文明 ＝ ぶんめい ＝ bummei
新聞 ＝ しんぶん ＝ shimbun

Now the time has come and EAL has no choice but to follow the national trend
- to use N where M had been used. US Library of Congress has changed,
other major Japanese collections have changed, and because we are living
in the age of information networks, Berkeley alone can no longer continue
the old practice.
The three examples above will be spelled as follows from now on:
                              sanpo
                              bunmei
                              shinbun

WWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWW
            We will convert old cards
                  gradually.
Conversion takes time. We will do our best to provide as many cross
references as possible. But, in the meantime, please keep this in your
mind:
            Some remain as "M"
            and some are "N"
      check both when in doubt.

--Yuki Ishimatsu
East Asiatic Library

31 October 1985

Two upcoming dates-to-remember—

TUNING IN TO YOUR OPEN ENROLLMENT OPTIONS: November 6th & 14th

Staff members pondering changes in their UC benefit plans (or wondering whether there are any worth making) should keep two scheduled information sessions in mind:

—6 November (Wednesday) —the second Library Early-Bird session in the Morrison Room, from 8:00 (coffee) - 9:00 am, will be devoted to Open Enrollment possibilities & other benefit questions that you may bring with you. In particular, I'm developing summary materials for the complex disability programs, whose coverages and options are puzzling many employees: these will be available on the 6th, and on call afterwards from Library Personnel.

A few staff members are caught in the regrettable conflict of this session with the second day of the fall Pre-Retirement Planning workshop offered by the campus Benefits Office. No worry, however——all materials and information made available at the Early-Bird Session can be supplied to you later & elsewhere; simply call me at 2-3778.

Come to think of it, anyone within ten years of retirement may wish to consider trying to squeeze in to the November 5th (all day)-6th (morning only) workshop, which provides an exhaustive review of appropriate concerns, options, precautions, etc.—— or in signing onto the waiting list for the spring offering of this biannual workshop. Make your reservations through me, again; or call campus Benefits directly, at 2-7053; ask for Kris DeFrenne & Pre-Retirement Planning enrollment (no charge).

—14 November (Monday), all day long in & about the Tan Oak Room, Student Union building, the second run of the Open Enrollment Benefits Fair's taking place. There'll be summary presentations of your OEP options at 9:00 and 11:30 am, and at 2:00 pm (allow about an hour), and representatives of the UC health plans, Cal Casualty, etc., will be staffing information desks daylong. Free blood pressure, body-fat-content & dental health testing——literature—— even T-shirts & balloons!

Salut!

--Mark Livingston
Personnel/Benefits

1985 UNITED WAY CAMPAIGN REPORT

I wish to express my personal appreciation for your generous donations to the United Way. The Library's campaign was very successful. Our overall contributions increased by 46% over last year's participation. Those whose lives have been affected by your contribution may not be able to thank you personally, but be assured that their gratitude is real. Thanks to you it works... for all of us The United Way

--Frances St. Clair
Departmental Representative

PUBLIC SERVICE UNIT HEADS
Minutes for September 20, 1985
Recorder: A. Gilbert

I. ANNOUNCEMENTS

Units requesting LOTUS software or an upgrading of existing LOTUS software should send a note to Carol Alexander, 125 Main Library.

Units will soon be surveyed to determine needs for MELVYL terminals.

The Reference Services Committee will have a sub-committee to evaluate the GLADIS access system, especially its search and display features, as a replacement to the fiche catalog. Any comments on the present GLADIS access system should be sent to Carl Bengston, Systems Office.

Storage quotas this year are 2,000 per week, so most locations will be able to store.

This year the Computing Center is funding Search Helper and Easynet in Moffitt Library.

INFOTRAC has been installed for a two month test period in General Reference Service and the Social Sciences Library.

Rita recognized recent articles by Elizabeth Byrne, Pat Maughan and Milt Ternberg in the academic newsletters of the colleges served by their libraries. They have been successful in having articles appear about their libraries and the services they provide. Rita would appreciate receiving samples of any similar library write-ups.

II. ROUND ROBIN REPORTS

Don Shively touched on the positive activities currently in progress at the East Asiatic Library: the NEH Japanese map conservation project, Title IIC Tokugawa book project, and the assistance of the Japanese government in providing three catalogers. Other staff include a map specialist from Osaka as consultant. The maps will be input in RLIN. The gift of Epson PCs with Japanese character sets will make it possible to produce catalog cards.

Barbara Kornstein reported on using a MacIntosh to design posters for orientation sessions and MELVYL instruction. She described projects to weed the collection of TCPs represented in the ERIC database, curriculum collection weeding, and the benefits to Education-Psychology Library of having a trained MELVYL Aide.

III. AUTOMATED CIRCULATION TASK FORCE RESERVE PLANNING

Vickie Hanawalt reported on current Task Force activities, including work with a campus committee regarding photo IDs for faculty and staff; monitoring the interim circulation system; and making adjustments to the patron file. The Task Force will also be developing functional specifications for the reserve system, which will operate as part of the GLADIS circulation system.

Reserve status will be clearly visible on a display screen, which will ultimately provide the public with online access to this information. She summarized a handout, which divides reserve specifications into circulation and processing features. She announced that this draft will be included in the forthcoming report on functional requirements of the automated circulation system, and she will be organizing discussion meetings in units to provide an opportunity for more detailed feedback.

IV. PERSONNEL

Bill Wenz introduced Frances St. Clair, now on the job for six weeks. Her goal is to be a resource person assisting with personnel problems which she prefers to advise on early in a situation. She plans to focus on supervisory authority and management rights, to develop training sessions (with Campus Personnel), to regularly contribute to CU NEWS on such issues as revisions in personnel policies, benefits information, contracts negotiations, and other personnel matters.

Bill advised that the Work Rules are in a version which the Committee considers final and that they will be sent shortly to Joe Rosenthal for future review and action. On the question of whether or not librarians have a 40 hour week the response indicated that for purposes of vacation and sick leave accrual and usage, a minimum of 40 hours per week is assumed. The Campus will be issuing further guidelines applicable to the Holiday Energy Curtailment period in December. A notice will be published in CU NEWS to clarify the question of premium overtime.

Open Enrollment in Perspective

FOLLOW-UP SESSIONS ON THE 'EARLY-BIRD' PRESENTATION

—— if you missed Wednesday morning's Early-Bird
presentation on Open Enrollment (& other) benefit options,
or have questions about what you heard there,
there's still time to inform yourself and make
the right choice during Open Enrollment:

Noon meetings with Library Personnel staff, including
Mark Livingston, our Benefits Assistant,
have been scheduled in room 322, on

> **Wednesday, November 13th &**
> **Thursday, November 21st.**

Staff are invited to send their written questions
in to Mark immediately, so that responses can,
where appropriate, be included in coming issues
of CU NEWS/Library Personnel News.

IMPORTANT REMINDER: Because November ends in
two holidays and a Saturday (28 - 30 November),
remember that Open Enrollment 1985 closes at
5 pm, Wednesday 27 November. ALL FORMS MUST
BE RECEIVED IN THE PAYROLL OFFICE,
419 SPROUL HALL, BY THAT TIME.

You should recently have received at home an Open
Enrollment mailing, which included a print-out
record of your benefits status as of late August:
Your Benefits Summary/1985. Please hold onto this
sheet, and record on it any changes you have made
since that time: in the not-too-distant future
Library Personnel hopes to ask your cooperation
in putting this information on file here, the
better to assist you with your benefits questions
in the future; at that time we'll ask you to
lend us the annotated Summary sheet. Thank you.

ACADEMIC STAFF VACANCIES ON GENERAL-LIBRARY POLICY ADVISORY COMMITTEES

Thirteen librarians are to be appointed to fill academic vacancies on the
following five Policy Advisory Committees:

Circulation Committee--two academic vacancies to fill out the present committee
to "represent a balance with respect to circulation experience and type of
library" (according to the document describing the committees' structure).

Committee on Bibliographic Control-- two academic vacancies to be filled: one
a librarian from a non-General Library, the other a librarian from the Library
Systems Office or a public service unit.

Collection Management and Development Committee--three academic vacancies to be
filled: one a librarian from a non-General Library, the other two librarians
from the Bancroft Library and a Physical Sciences Library.

Exhibits Committee--two academic vacancies to be filled from among the librarians
in Bancroft and the Main Library.

Reference Services Committee--four academic vacancies: one a Main Library Public
Service librarian, one a librarian from either Moffitt or a Technical Services
unit, and the remaining two, computer reference searchers (in keeping with the
recent inclusion in the committee's charge of responsibilities for matters relating
to computer reference).

There will be no changes in Staff Development Committee membership until Spring,
1986. It should be noted that a person may serve on only one committee at a
time. In order for LAUC to provide slates for these committees, with alternates,
librarians are asked to consider seriously their interests and qualifications
in keeping with the above vacancies and to submit their names and suggestions
within one week to AnnMarie Mitchell, Chair, LAUC Nominating and Elections
Committee, (2-0956).

                                        --Pat Davison
                                        LAUC-B Chair

GENERAL LIBRARY OPENING HOURS DURING HOLIDAY ENERGY CURTAILMENT 1985

The Main (Doe) Library and The Bancroft Library will be open to the public
on December 23, 26, 27 and 30. The Main Library will be open from 9:00 a.m.-
5:00 p.m. A few units in the Main Library will have different schedules as
follows. The Morrison Room and Map Room will be open 10:00 a.m.-5:00 p.m.
Interlibrary Borrowing Service will accept queries and renewals over the phone
from 9:00 a.m.-4:00 p.m. The Rapid Copy Service will be open from 9:00 a.m.-
2:00 p.m. The Photolab will be closed. All 23 branch libraries will be closed
during the curtailment.

                                        --Jeanne Fong
                                        Librarian's Office

LIBRARY SCHOOL COURSES OFFERED THROUGH UNIVERSITY EXTENSION

This is to remind UC Librarians that most of the courses offered this Spring
semester by the School of Library and Information Studies are available through
Concurrent Enrollment through University Extension. Of particular interest may
be the following courses--

225	3 units	Catalog Design
		Ray Larson, instructor MW 9:30-11 51 Evans
290	3 units	Special Topics: Library and Archival Conservation
		Sally Buchanan, intructor F 9-12 303 South
*295	3 units	Quantitative Social Science Research Methods in Library and Information Studies
		Nancy Van House, instructor M 1-3 223 Wheeler
296A-2	3 units	Seminar: Very-High-Level Computer Language & Bibliographic Systems
		Ray Larson, instructor F 12-2 121 South

--Sharon L. Lindley
School of Library and
Information Studies, 2-9980

LAUC ***REMINDER***

The LAUC-B Fall Assembly will be November 11, 1985 from 8:30-11:30 AM in Booth
Auditorium, Boalt Hall. The agenda will include a review of LAUC activities
to date, discussion of the draft documents related to Professional Standards
and the memo to Vice Chancellor Park on solicitation of letters. It will also
include reports from LAUC-B standing committees and statewide representatives.
All LAUC-B members have been mailed a copy of the agenda, and copies of the memo
and the draft documents described above. If you have not received them by
Friday, November 8, you may consult them at the General Reference Desk or pick
up a set from Grace Dote, Giannini Library, 248 Gianinni Hall or Merryl Dashiell,
Collection Development/Reference Services, 208 Main Library.

--Pat Davison

STORAGE RECORDS NOW IN GLADIS

A project to load records from the "Blue Dot" fiche into the GLADIS database
has now been completed. Monograph records from the Catalog 2: BOOKS database
which contained 096 (ICLF number) fields, all records from the ICLF database,
and records for TCP call numbers which begin XB6, XB7, XC8, XL8, XL9, and XM82
were pulled for loading. Approximately 440,000 records were loaded, many of
which have already been updated by NRLF staff with NRLF bar code numbers.

Future maintenance on storage records will be accomplished through the GLADIS
system. A "Blue Dot" fiche will be issued in Nobember, but, since records with
9xxxxxxx record numbers are not interfaced from the GLADIS into the fiche database,
no more "Blue Dot" fiche will be produced after November.

--Mary Heath
Library Systems Office

LAUC-B FORUM ON THE SUPERVISOR'S ROLE IN PEER REVIEW

On October 2, 1985 from 12:00-1:30 p.m. in 155 Kroeber Hall, the LAUC-B Program
Committee on Programs for Professional and Career Development sponsored a bag
lunch forum on the Supervisor's Role in the Peer Review Process. Approximately
50 people attended the meeting. Mairi Miller, Chair of the committee, introduced
Ivan Arguelles, former Chair of the LAUC-B Executive Committee, who served as
the moderator for the program.

As a prologue to the discussion, Ivan introduced the basic issues of what the
supervisor's responsibilities are in guiding a librarian's career development and
discussed how to encourage a good balance of professional growth in relationship
to the primary work assignment. He noted a major difference between General
Library and Non-General Library supervisors by pointing to the fact that in the
General Library System, the supervisor is usually a librarian and at the same
time a peer in the review process, whereas, in a Non-General Library, the
supervisor is frequently not a librarian nor a peer in the review process. Non-
General Library supervisors are often not as conversant with the functions of
the librarian under review as their General Library counterparts. The question
then arises, how can we better educate such supervisors to the functions of
a librarian and to the intricacies of the peer reivew process?

Ivan proceeded to say that the supervisor is the one responsible for getting the
candidates in line for the review, drawing the candidates' attention to the
review schedule, noting what step they are in the career ladder, and giving the
candidates a candid picture of where they stand, discussing any areas of strength
or weakness. The supervisor should be aware of what a librarian is doing not
only in relationship to the primary work assignment, but also, in terms of
committee work or areas of broader professional development, so that the super-
visor can make a full assessment of the librarian as a professional and really
guide that person's career development. The supervisor should strive for a
fair and balanced appraisal of a person's total activities, since contributions
beyond the primary work assignment are expected for career advancement. Supervisors
who supervise more than one librarian should maintain a sense of fairness with
all the people they supervise, treating each employee equitably and helping
everyone succeed on the job.

Ivan noted a major difference between our review system and that of either the
private sector or the faculty. In a classic hierarchical management setting,
supervisors are not the peers of those whom they supervise. On the other hand,
the faculty peer review system may be described more as "anarchic" rather than
hierarchic, with faculty members rotating into and out of department head
positions, while they arrive at joint assessments of each others' work. In the
library we have a hierarchical managerial order while we have adopted a faculty
model of peer review. This situation is somewhat problematic, as the supervisors
are the peers of those whom they supervise, and yet, the peers do not rotate the
final administrative authority in the review process.

The discussion which followed, centered around five major points: (1) how super-
visors foster a librarian's professional judgement, (2) how supervisors might
gather additional information about a librarian's performance beyond the primary
work assignment by soliciting letters, (3) how the review process might be made

- 3 -

LAUC-B FORUM ON THE SUPERVISOR'S ROLE IN PEER REVIEW (continued)

less time consuming and improve communications between, librarians, their super-
visors and the final decision-makers, (4) which documents have a greater weight
in the review process: the supervisor's evaluation or the candidate's own
self-evaluation and what additional documentation is necessary as evidence of
significant contributions, and (5) how supervisors need to take account of the
balance between activities for professional growth and the duties of the primary
assignment. There seemed to be considerable differences in points of view and
general assumptions concerning the peer review process. Many aspects of the
peer review process seemed to require further discussion and clarification before
a real consensus of opinion could be reached.

A number of excellent suggestions were made at the conclusion of the discussion.
These were (1) to develop a mentor program which would give librarians one to one
assistance and advice in peer review matters, (2) to formulate a set of guidelines
with examples of merit, promotion and self-evaluation materials, (4) to sponsor
a workshop on how to write a self-evaluation, and (5) to reissue the November
1974 Report of the Ad Hoc Committee on Promotion Review to the Executive Committee
of the Librarians' Assembly, University of California, Berkeley, which contains
general descriptions of librarian positions and ranks.

The LAUC-B Executive Committee has already taken action on most of these suggestions.
A list of former CAPA members, who would be willing to give one to one assistance
to librarians who are writing merit or promotion documentation, is being compiled
and will be published in the CU News when it has been completed. The Guidelines
for Supervisors of Non-General Librarians will be distributed in early November.
A LAUC Ad Hoc Committee has also been created to look into the possibility of
creating written guidelines with examples of merit and promotion review materials
which will then be distributed as part of the LAUC Handbook. Two question and
answer sessions for librarians, preparing for merit or promotion reviews, have
been scheduled for November 5 and 7, 1985. The Report of the Ad Hoc Committee
on Promotion Review..., November 1974 is available for consultation at the General
Reference Desk in the Main Library. The LAUC Executive Committee will continue
to explore potentially solvable issues surrounding the peer review process.

LAUC-B Committee on Programs for   --Patricia S. Vanderberg, Recorder
Professional and Career Development   Mari Wilson, Chair

CAS ONLINE WORKSHOP

A two-day workshop of CAS ONLINE was held on October 1 and 2 in the College
of Chemistry for selected graduate students and research staff. Saundra Lormand
from the Engineering Library and the undersigned attended these sessions also.
The first day was devoted to the bibliographic retrieval mode for CHEMICAL
ABSTRACTS; the second day was devoted to chemical compound structure searching
and to the use of the Registry File. The Chemical Abstracts Service is part of
STN International (The Scientific and Technical Information Network) which
has offices in Columbus, Karlsruhe and Tokyo. In addition to CAS ONLINE STN
International offers the following data-bases; PHYSICS BRIEFS (Physikalische
Berichte), NTIS (U.S. Dept. of Commerce), MATH (Zentralblatt fuer Mathematik),
VtB (Verfahrenstechnische Berichte), DEQUIP (DECHEMA Equipment Suppliers Data
Bank), and DETEQ (DECHEMA Environmental Technology Equipment Data Bank). It is
antitipated that the Chemistry Library will soon be equipped to offer search
services on these and other data bases.

                                                    --George Vdovin

STAFF DEVELOPMENT COMMITTEE NOON SERIES: HOW TO MANAGE STRESS

Is your workload too heavy? Do you work at a VDT all day? Do you have problems with your supervisor, your co-workers? If you have headaches, unexplained pains, feel fatigued, depressed, you may be suffering from stress.

Bernard Griego, Health Education from Cowell Hospital will present a talk on stress. Learn what the eymptoms of stress are and find out how you can manage stress before it manages you.

<u>Wednesday, November 20th</u>   <u>NOON to 1 PM</u> (bag lunch)   Room 322 Doe

--Staff Development Committee

THE LINKED SYSTEMS PROJECT -- WHAT IS IT?

A phrase more frequently heard, perhaps, than understood these days in library planning discussions is "Linked Systems Project" -- "LSP" for short. Initiated in 1980 by the Library of Congress, the Research Libraries Group and the Western Libraries Group (formerly Washington Library Group), the project had as its object the development of a computer-to-computer link between LC, RLIN and WLN for online exchange of bibliographic data. OCLC joined the project in early 1984.   The first phase to be implemented is the so-called Authorities Implementation (LSP/AI). This will enable libraries participating in the LC Name Authorities Cooperative Project (NACO), of which Berkeley is one, to contribute authority records online to the national Name Authority File Service (NAFS) rather than send in paper workforms to LC via the U.S. mails, as is done at present. Records contributed to this file must meet the rigorous quality control standards administered by LC's NACO Office. Berkeley expects to begin inputting new name authority records to the file--and updating records already in it--via RLIN early in 1986. Libraries participating in NACO via OCLC may have this capability even sooner. LSP is a "transparent" system, which means that in communicating with LC through RLIN we will not be required to learn a new command language. The system will function as interpreter. Another benefit is a difference of only 24 hours in currency between the name authority file as searched by LC catalogers in Washington and the same file as searched by libraries using RLIN, OCLC or WLN. Without LSP the difference is reckoned in weeks. Once the LSP authorities implementation is up and running smoothly, work will begin to make it possible for selected libraries to contribute catalog records as well as authority records online to a national data base through RLIN, OCLC or WLN, just as Harvard and the University of Chicago are now able to contribute catalog records to the LC data base via MUMS, the LC in-house system.

--Charles Hamilton

LAUC-B COMMITTEE ROSTER

Attached to this issue of CU NEWS is the 1985/86 roster for the LAUC-B Executive Committee, LAUC-B Standing Committees, and LAUC-B representatives to the Statewide Committees. If there are any issues to be brought to the attention of any of these committees, feel free to contact any of the members.

--Grace Dote
LAUC-B Secretary-Treasurer

SPEC (SYSTEMS AND PROCEDURES EXCHANGE CENTER)

The Association of Research Libraries, Office of Management Studies, SPEC Kit No. 118, Unionization in ARL Libraries, is now available in the Librarian's Office for consultation or short-term loan. This kit contains data from recent surveys on the extent and nature of union activities in ARL Libraries regarding issues such as degree of past and current unionization, types of unions and numbers of affected staff, contract negotiation, contract coverage, incidence of recent strikes, and changes in management practices in a union environment. Loan arrangements can be made through Samina Bashiruddin at 2-3773.

ADD "ADDED TO YOUR REPERTOIRE OF MELVYL CATALOG INDEXES

Mynd of MELVYL # 38, attached to this issue of CU NEWS, tells all about the new index "ADDED", and settles an earthquake problem.

--Anne Lipow

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 a card file at the General Reference Desk.

Library Personnel News

7 November 1985

AFSCME CONTRACT REOPENERS TRAINING FOR HEERA DESIGNATED SUPERVISORS

The Library Personnel Office has arranged to have the Campus Labor Relations Unit conduct the AFSCME Contract Reopeners Training for our supervisors who were unable to attend the October 10 and 11 sessions.

Two sessions have been scheduled for Thursday, November 14, 1985. The morning session will begin at 8:30 a.m. The afternoon session will begin at 1:30 p.m. Both sessions will be held at the International House. This will be your final opportunity to receive this training. Therefore, you are urged to make arrange-ments to attend one of these sessions.

--Frances St. Clair

CLARIFICATION REGARDING PART-TIME EMPLOYEES' ELIGIBILITY FOR HOLIDAY PAY

During the past month, we have received conflicting information regarding the interpretation of the AFSCME Contract Article relating to holiday pay for part-time employees. On October 27, 1985 the Library Personnel Office received the following interpretation from the Campus Employee Relations Unit.

HOLIDAY PAY FOR PART-TIME EMPLOYEES COVERED BY CONTRACT
Part-time employees, covered by UC/AFSCME Agreement Article 19.B, must actually work at least half the working hours of the month to be eligible for holiday pay for any holiday(s) in that month. Once eligibility is established, the rate of holiday pay is determined by using the following formula:

$$\frac{\text{\# of hours on pay status}}{\text{\# of working hours in the month (excluding holidays)}} \times 8.0 = \text{holiday pay (to the nearest half hour)}$$

HOLIDAY PAY FOR PART-TIME EMPLOYEES COVERED UNDER POLICY
Under Staff Personnel Policy, any part-time employee on pay status (e.g., at work and/or on paid leave) for half the working hours of the month is eligible for proportionate holiday pay for any holiday(s) within that month. This is also true for non-represented, part-time employees (student library employees and others in various payroll titles).

--Frances St. Clair

NEW EMPLOYMENT APPLICATION FORMS

As some of you may have already noticed, Campus Personnel has devised a new Application Form for Berkeley Campus job openings. It has been designed to be more efficient and recruitment oriented.

The Employment Application is essentially one sheet and contains the information that hiring supervisors will need to assess the qualifications of persons applying for job openings.

Documentation of reasons for non-interview should be made in the bottom box of the last page (just under the applicant's signature) marked "For University Use Only.

Applicants applying for positions may continue to submit photocopies of their application. Campus Personnel will also continue to accept the old applications but prefer applicants begin using the new form.

--La Shella D. Carlyse

BENEFITS FAIR / correction

The Benefits Fair re-announced in last week's column was mistakenly given as taking place on Monday 14 November: the 14th is, as a glance at the calendar will confirm, a Thursday.

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog as MOC.

"ADDED" SUBTRACTS UNNEEDED RECORDS FROM YOUR SEARCH RESULTS

With the new index called ADDED, you can update a bibliography with records added to the database since the last time you searched MOC. This is a dandy convenience for people trying to keep tabs on what's being published on a particular subject or by a particular author. ADDED limits a FIND search to records that have been added to the database since a specified date or within a range of dates.

    Examples: f su sea water and added since 9/12/85
              f su sea water and added from 10/1/85 to 11/1/85
              f su sea water and added from 10/1/85 thru 10/30/85

● SDI.--A feature common in most online systems that search records of journal articles, where keeping current is critical, this search capability is sometimes referred to as "selective dissemination of information" or "SDI".

● Use with AND and AND NOT.--Combine ADDED with Boolean operators AND or AND NOT. (OR, obviously, conflicts with the aim of the search.)

● Specify date as month/day/year.--E.g., 9/25/85.

● The earliest date you can specify is 9/12/85--which is when the loading dates began to be logged to support this feature.

● TO vs. THRU.--You have the following options:

    [AND or AND NOT] ADDED SINCE [date]..............covers since and including the date.

    [AND or AND NOT] ADDED FROM [date] TO [date].....covers from the first date up to but not including the last date.

    [AND or AND NOT] ADDED FROM [date] THRU [date]...covers from the first date to and including the last date.

● SINCE vs. FROM.-- SINCE and FROM may be used interchangeably.

● INDEX vs. a 3-word COMMAND.-- Although ADDED is technically an index, a 3-word phrase is required to make it work. In order to remember that requirement, I prefer to think of it as a 3-word command: AND ADDED FROM. That is, ADDED is an index just like MOC's other indexes: it provides an approach to the database. Like other indexes, it can be searched directly: for example, you conceivably might want to know about all the records added to the database in October (F ADDED FROM 10/1/85 TO 11/1/85). But that is not the expected usage of it (the EXPLAIN ADDED screen doesn't even mention the direct searchability of this index). The intended usage of ADDED is in combination with another search, requiring the use of AND on the left side of ADDED. (AND NOT is allowed, too--though why anyone would use it is hard to imagine.) Furthermore, unlike other indexes, ADDED must always be followed by a second word--FROM (or SINCE)--

but has no abbreviated form (cf. PA=personal author).   Without the AND, you
get "0" result, because MOC interprets ADDED as a keyword; without the FROM, you
get an error message. So to be sure you get it right, repeat three times:
AND ADDED FROM, AND ADDED FROM,....

- There's dates and there's dates.--With at least 3 different ways to use dates in
  MOC, it's important to know which way works when. For example, supposing you
  were trying to keep up with books about San Francisco at the turn of the century
  published in the first half of this century. On September 11 you did a retro-
  spective search in MELVYL. At the end of October, you want to see if more has
  been added to the catalog:

      f su san francisco 190# and date to 1952 and added from 9/12/85 to 11/1/86

  Notice the differences in meaning and application of dates:

  (a) 190# is the date as subject; 1952 is a publication date; and the last two
      refer to dates when records entered the database.
  (b) only as a subject (or title) word can the date be truncated (you run the
      risk of retrieving non-date numbers, but in the subject index, that's
      relatively infrequent);
  (c) "to" in the DATE index retrieves up to and including the date that follows;
      "to" in the ADDED index retrieves up to but not including the following
      date.
  (d) ADDED dates must be expressed in days, and so have a different format
      from the other two.

- SETTING YOUR SEARCHES TO "ADDED".--Use the SET ADDED command to limit your FIND
  search results to records added to the database since a specific date. For
  example, SET ADDED SINCE 9/22/85

  Remember, the earliest date available for this feature is 9/12/85.

HAS MOC GONE WACKO OR WHAT?!

DEAR HERMAN

          What does Anchorage, Alaska--Maps have to do with earthquakes?
      That was one heading among 2-1/2 screensful of headings that
      had absolutely nothing to do with my search for headings on
  earthquakes (B SU EARTHQUAKES). What gives??

                                              --CG

  CG: Not whacko, just obstreperous. If you look carefully, you'll
      find that buried among the irrelevant headings were some relevant ones:
      for example,
                  1.11 Anchorage (Alaska)--Earthquakes, 1964
                  370.12 Kern County (Calif.)--Earthquakes

The decimaled numbering of the headings is your clue that you're looking at
proper name headings with subdivisions. When DISPLAYing BROWSE'd headings, all
such subdivisions attached to the same main name heading are inextricably linked;
decimaled numbers belonging to the same whole number display in a sequential
list. You BROWSE'd a keyword used in a subdivision in each of a few main name
headings, and so retrieved all the headings that went with those names. Don't
despair: you can SELect the heading attached to any decimaled number separately.
E.g., SEL 1.11. For more information and examples, see MOM issues #28 (May 2,
1985) and #29 (May 23, 1985), and the MELVYL REFERENCE MANUAL, pages 4:10, 4:11,
4:15 and 4:20. --H.M.

LAUC-B COMMITTEE ROSTER, 1985/86

LOCAL COMMITTEES

Executive Committee - Sept. 1

Patricia Davison, Chair
Norma Kobzina, Vice Chair/
    Chair Elect
Grace Dote, Secretary/
    Treasurer
Alison Howard
Cathy Moreno
Milt Ternberg
Tom Alexander
Ellen Meltzer
Catherine Cortelyou,   Non-General
Library
    Representative
Alice Youmans, Non-General Library
    Alternate
Ivan Arguelles, ex officio, Past
Chair
Gary Handman, ex officio, CAPA
Chair

Committee on Appointment, Promotion and Advancement (CAPA) - Nov. 1

Gary Handman, Chair
Susana Hinojosa
Judith Levy
Jean Peck
Raymond Tang
Rebecca Lhermitte, Non-General
    Library Representative
Ginette Polak, Non-General
    Library Representative

Committee on Non-General Library Affairs - Sept. 1

Catherine Cortelyou, Chair
Alice Youman, Chair Elect
Marc Levin
Joy Svihra
Norma Kobzina, ex officio, LAUC-B
    Vice Chair/Chair Elect

Committee on Programs for Professional and Career Development   - Nov. 1

Patricia Vanderberg, Chair
Barbara Glendenning
Liz Kislitzin
Nan Sand, Non-General Library
    Representative

Committee on Research and Professional Development - Sept. 1

Gail Nichols, Chair
Joe Barker
Pete Evans
Eddy Hogan
Barbara Kornstein
Jerry Glefer, Non-General Library
    Representative
Henry So, Non-General Library
    Representative

Nominating and Elections Committee   - May 1

AnnMarie Mitchell, Chair
Jean Han
LeRoy Ortopan
Juta Savage
Joy Svihra, Non-General Library
    Representative

STATEWIDE COMMITTEES

Committee on Committees, Rules and Jurisdictions

Jack Leister

Committee on Professional Governance

Charles Shain

Research and Professional Development Committee

Gail Nichols

Present: F. Alexander, G. Cortelyou, P. Davison (Chair), Q. Doto (Recorder),
           R. Heckart, A. Howard, N. Kobzina, C. Moreno, A. Youmans

Absent: I. Arguelles, E. Heitzer, M. Ternberg.

Guests: M. Miller, A. Mitchell, G. Nichols, C. Shain

    1. Announcements: P. Davison announced that a request to use Booth
Auditorium for the LAUC-B Fall General Assembly, Nov.13 (now changed to Nov.11),
8:30 a.m. to 11:30 a.m., has been submitted to the Dean of the Law School.   No
word on the LAUC-B budget has been received from R. Park yet. Systemwide LAUC
has established an ad hoc committee of Public Service heads. Their charge is to
deal with data service coordinators' problems and their report is be sent to the
Library Council by November. More volunteers are needed for LAUC-B Standing
Committee appointments. Leave funding request form draft, distributed to the
general membership, has not been approved yet.

2. LAUC-B Standing Committee Chairs' Reports: G. Nichols reviewed last year's
activities of the Committee on Research and Professional Development. The Com-
mittee assumed the responsibility for recommending the allocation of the travel
funds for Fall 1984 after the Staff Development Committee had already made the
recommendations and, therefore, maintained the decisions made by the latter.
Guidelines for research and professional development were revised and distri-
buted to the general membership. The draft form of the leave funding request is
still waiting approval.

A. Mitchell reported that the Nominating and Election Committee which began its
term in May has thus far been successful with an intensive three months of work
before the election. She suggested that the number of members be five and that
there be an overlap of members when the Committee turns over so that there would
be some continuity. The knowledge of some of the members as to whom to recruit
as candidates for which position in the next election is helpful. Since the
work of the Committee begins around early May, she suggested that the turnover
for this Committee be May 1. This suggestion was accepted by the Executive Com-
mittee members.

R. Heckart said that CAPA had a very busy year meeting forty-six times. Activi-
ties of the Committee included the revision of its internal guidelines for con-
ducting interviews with the final candidates; the production of a handout of
basic information on peer review which the General Library Personnel Office now
includes in the packet sent to all final candidates; and for the first time, the
Chair of CAPA became an ex-officio member of LAUC-B Executive Committee (whose
services, P. Davison added, was very effective).

G. Cortelyou announced that the new Directory of Non-General Libraries and
Librarians at the University of California, Berkeley, compiled by the Committee
on Non-General Library Affairs and underwritten and paid for by the Division of
Library Automation (thanks to B. Radke) has been distributed to all public ser-
vice units. This past year the Committee has held a forum for Non-General
Librarians on peer review issues. LAUC-B will sponsor brown-bag lunches on

November 5th to review promotions and merits at the Assistant and Associate Librarian levels and on November 7th for Associate and Librarian levels. The Committee is also working on ways to inform and educate non-librarian directors and supervisors, who have Non-General librarians under their supervision, of the librarian peer review process, timetable, and necessary documentations. Suggestions have been received to start a mentor program for Non-General librarians much in the same way as the General Library program. A new role has been delegated to the Committee--that of coordinating communications for the MELVYL™ on-line cataloging terminal allocations to the N-GL's.

M. Miller highlighted the work of the Committee on Programs for Professional and Career Development. In the Spring of 1985, under the charge given to them by the LAUC-B Executive Committee, the Committee held a panel discussion on "How Peer Review is Changing." At this time, a survey was conducted. A survey of results and recommendations for future programs were prepared for LAUC-B Executive Committee. It was then decided to continue the series on peer review via bag lunch sessions and to focus on specific topics. On October 2, 1985, a second program and bag lunch will be held on "Supervisor's Role in the Peer Review Process."

C. Shain explained the work of the Systemwide Committee on Professional Governance. Under the direction of the Statewide LAUC President, this Committee will look into areas of professional concerns. Examples might be, if different campuses presented problems or improvements needed in the APM or procedural problems in the peer review process, these will be given to the Committee to review and to present recommendations to the LAUC President.

3. Minutes of the last meeting were approved.

The meeting adjourned at 12N. THE NEXT MEETING WILL BE OCTOBER 9, 1985, 1C - 12N, L322.

Present: T. Alexander, I. Arguelles, C. Cortelyou, P. Davison (Chair),
          G. Dote (Recorder), R. Heckart, A. Howard, N. Kobzina,
          C. Moreno, M. Ternberg, A. Youmans

Absent: E. Meltzer

Guest: A. Mitchell

1. Announcements: P. Davison announced that the LAUC-B operating budget allocation had been approved for $6000 for fiscal year 1985/86. Members of the previous Executive Committee were commended for initiating the process to attain this goal. J. Levy has been asked to prepare a statement describing the Berkeley rotating librarians program which will be transmitted to B. Bellanti, LAUC President, in reply to Santa Cruz's substitute librarians proposal. The Executive Committee has been asked to nominate a candidate for LAUC representation to the Library Council's Ad Hoc Committee of Public Service Heads. C. Alexander has agreed to be the Berkeley nominee. A memo has been sent to R. Kane, saying that C. Bengston's appointment was not clearly stated that it was "temporary" in the CU NEWS announcement. The Fall Assembly will take place Monday, November 11, 1985, 8:30-11:30 a.m., in Booth Auditorium, Boalt Hall. J. Rosenthal requested that a LAUC-B representative be on the Committee for Library Planning. I. Arguelles was appointed by the Executive Committee to be the representative. The Committee on Programs... held its forum on the "Supervisor's Role in the Peer Review Process" on October 2, led by I. Arguelles for which he was commended. C. Shain, Berkeley representative on the Systemwide Committee on Professional Governance sent P. Davison a copy of LAUC Ad Hoc Committee on Peer Review/Revision of the APM draft recommendations to University's proposals. (distributed to ExComm) A. Mitchell announced that she was creating a database of who has served on what committees to facilitate the committee appointment processes.

2. Approval of the Minutes: The Minutes of the last meeting were corrected and approved.

3. LAUC-B Standing Committees and Ad Hoc Committee Appointments: A. Mitchell presented the slate of candidates for the LAUC-B Standing Committee vacancies. The candidates will be approached by P. Davison and when the appointments have been finalized, they will be announced.

4. Peer Review Programs and Issues: The follow-up to the memo from P. Davison and P. Maughan has thus far resulted in the Committee on Programs... holding two discussions on peer review. In addition, the ad hoc Committee on Peer Review bag lunch program whose members include M. Ternberg, N. Kobzina, and I. Pfeiffer will prepare an example of good self-evaluation.

The statewide peer review statistics will be published in CU NEWS with introductory notes from P. Davison.

5. Response to "Conditions on LSCA Grant for Retrospective Conversion" P. Davison's draft letter to Bob Bellanti, LAUC President was accepted by the

Executive Committee.

The meeting adjourned at 12N. NEXT MEETING WILL BE 25 OCTOBER 1985, 10-12N,
L322

FAXON'S DATALINX IN SERIALS DEPARTMENT

The Serials Department has been enjoying the use of DataLinx since March of this year. DataLinx is an on-line computer service developed by the F.W. Faxon Company, the Library's major domestic subscription agent. The DataLinx package consists of several services:

- Bibliographic information on over 200,000 titles in Faxon's database.

- Order/payment/claiming information for our 8016 subscriptions placed with Faxon. We currently use this information to resolve many kinds of problems with our orders. It is also possible to order and claim on-line. This option is being explored but has not yet been implemented.

- Access to Infoserv, a database of new and revised serial titles, including publisher's advertisements and on-line ordering and sample issue requests. The Infoserv file is searchable by title keywords, publisher, LC class, and first issue publication date. Infoserv also includes the back issue inventory of the Jaeger Company, with on-line ordering and quotation requests. (See V.9:4, Summer 1985, of The Serials Librarian, "Faxon's Infoserv; an Online Tool for Serials Collection Development" by Margo Curl, for more information about Infoserv.)

- Access to the MARC files of serials cataloging from the Library of Congress, updated weekly.

- Access to the check-in records of 66 libraries around the country that use this system for serials check-in -- a useful function in determining whether another library has received an issue which UCB is awaiting.

- Electronic mail to 160 libraries around the country as well as Faxon staff. While the on-line claiming function is not used at this time, UCB does correspond with Faxon regarding rush claims and order problems via electronic mail.

An annual flat rate gives us unlimited access to the system, which runs via a special modem on a dedicated line through an IBM PC located in the Serials Department.

For more information about DataLinx, call Janet Garey in the Serials Department Payment Division, 2-5487.

                                                            Janet Garey

ARDATH "ARTIE" HILES GOES FISHING

Artie Hiles, the grande dame of the Conservation Treatment Division may finally
be able to get in all the fishing she wants. Artie is retiring as of December
1st after fifteen years in the Library. She started work in 1970 as a Library
Bookmender Trainee while CTD was still called Mending Division, and worked her
way up to Senior Bookmender Supervisor by dint of her excellent technical
skills, dedication to the work, and her natural ability to get along with
everyone.

Artie's career B.B. (Before Berkeley) is noteworthy, and a testimony to her energy
and spunk. During World War II Artie was a welder, riveter and small parts
fabricator in the air craft industry near San Diego, at the same time bearing
and raising her four children. After moving to Northern California she ran
her own business sewing bridal gowns, and was a short order cook until beginning
work at the University. Artie's talents were quickly recognized and she took
on more responsibility through the years. Artie constructed the current
tracking system for books sent to CTD, and is legendary for her ability to
put her hands on any book within minutes, or to tell you where it is. She
has been an enthusiastic supporter of the Conservation Department through its
several periods of transition, where her sensitivity to the library's collection,
staff, and patrons have played an important role.

Artie will be missed by the Conservation Department and everyone who works with
her. We wish her good fishing.

                                        --Conservation Department Staff

BARBARA HOSTETLER RETIRES

After a career in the Library that, intermittently, spans the years from 1959
to 1985, Barbara Hostetler has elected an early retirement, efficially as of
June 1, 1985.

Barbara's career in the Library began in December 1959 when she was hired as
an SLA (the forerunner of Library Assistant I) in the Biology Library.   She
transferred from Biology to the Reserve Book Room in July 1961, remaining there
until March 1964, at which time she resigned from the University to pursue an
academic career.

She returned to the Library in October 1979 as a Library Assistant II in the
Humanities Graduate Service. Barbara transferred from HGS to the Circulation
Department in December 1980, accepting the position as Head of Technical Services.
Among other assignments as Technical Head, Barbara was responsible for the
department's search procedures, and it is a measure of her organizational skills
that during her tenure the find rate for searches increased to an all-time high
of 85%. Barbara was promoted to Library Assistant III in January 1982 and
remained as such until her retirement this June.

BARBARA HOSTETLER RETIRES (Continued)

Being a private person we are not certain what pursuits will occupy Barbara's time during retirement, but conjecture that her love of opera will certainly be among them. Barbara's many friends throughout the Library join the Circulation Department staff in wishing her well.

--Ken Legg
Circulation Department

ANOTHER HEADACHE!

This presentation will not give you a headache, it will help you stop having one. Learn how to recognize the signs of stress and find out what can cause stress (heavy workload, conflicts, etc).

Bernard Griego, Health Educator, Cowell Memorial Hospital, will show what can be done to manage stress.

November 20th.   Noon - 1 pm (bag lunch)   Room 322 Doe

--Staff Development Committee

LAUC STATEWIDE COMMITTEE ON THE LIBRARY PLAN

The Committee needs Berkeley LAUC volunteers to serve for a two-month period for the purpose of drafting three to five descriptive paragraphs outlining librarians' concerns related to library automation. This information will be reviewed by the Statewide Committee in its next meeting in late winter before it prepares its report on one of those issues. This is your opportunity to be a part of Systemwide Administration's revised plan for U.C. libraries.

Send your request in writing within two weeks to Michael Kleiber, ITS Library, 412 McLaughlin Hall. Individual comments or suggestions are also welcome.

--Michael Kleiber

HUMANITIES GRADUATE SERVICE CLOSURE

HGS will be closed to the public 23 December through 1 January. On 23, 26, 27, and 30 December there will be career staff in the unit working on various projects. Patrons will be instructed to go to the Circulation Department's desk if they absolutely must have books in HGS (especially Circulation Department books charged out to the unit), and they, in turn will telephone HGS so that patrons may come and charge out books they need. Regular schedule resumes on 2 January 1986.

--Jose Hernandez

HOLIDAY

Thursday and Friday, November 28 and 29, 1985, THANKSGIVING, are academic and administrative holidays. The General Library will be CLOSED on Thursday November 28th. Parts of the Library will be open on a holiday schedule Friday, November 29th. See the Fall 1985 Hours of the General Library for details.

PERSONNEL CHANGES

RECLASSIFICATIONS   D. Steven Black, The Bancroft Library / Acquisitions
                     Division, was reclassified from Library Assistant III to
                     Library Assistant IV, effective 1 August 1985.

                     Elaine Dorfman, The Bancroft Library / Regional Oral History
                     Office, was reclassified from Sr. Typist Clerk A to
                     Editor, effective 1 July 1985.

                     Judith K. Dunning, The Bancroft Library / Regional Oral
                     History Office, was reclassified from Assistant Editor I
                     to Editor, effective 1 August 1985.

                     Maria L. Hargrove, Conservation Department, was reclassified
                     from Library Bookmender to Senior Library Bookmender, effective
                     1 September 1985.

                     Heidi Rand, Bibliographic Services Department, was reclassi-
                     fied from Library Assistant III to Library Assistant IV,
                     effective 1 August 1985.

                     Wayne Silka, The Bancroft Library / Manuscripts Division,
                     was reclassified from Library Assistant II to Library
                     Assistant III, effective 1 July 1935.

                     Keith E. Stetson, Music Library, was reclassified from
                     Administrative Assistant II to Library Assistant IV,
                     effective 1 June 1985.

                     Alice Strickland, Bibliographic Services Department, was
                     reclassified from Library Assistant III to Library Assistant
                     IV, effective 1 August 1985.

                     Anne Elizabeth Terrell, Government Documents / Map Room,
                     was reclassified from Library Assistant II to Library
                     Assistant III, effective 1 October 1985.

                     Joseph Carson Towers, Library Systems Office, was reclassi-
                     fied from Electronic Technician to Principal Electronics
                     Technician, effective 1 March 1985.

PROMOTIONS   Recruitment in the Music Library for the Library Assistant
                     IIIs to work on the Retrospective Conversion Project was
                     completed during October 1985. Patricia Elliot, formerly
                     with the Moffitt Undergraduate Library, was appointed
                     full time to the Project as Team Leader. Susan Karpuk
                     and Jill Duerr, associated with the Project from an earlier
                     date were promoted to Library Assistant III. Deborah
                     Carton, a full time career employee with the Education
                     Psychology Library, has transferred half of her time to
                     Music as an LA III. And filling out the team, Jeffrey J.
                     Dean, previously Visiting Lecturer in the Music Department,
                     was hired effective October 7th.

                     Lillian L. Fong, Circulation Department, was promoted
                     from Clerk to Library Assistant II, effective 1 October 1985.

TRANSFER   Suzanne L. Ealy, formerly Secretary in the Catalog Department,
                     transferred effective 7 October 1985 to a Principal Clerk
                     position with the Library Purchasing Department.

PERSONNEL CHANGES (continued)

APPOINTMENT   Sharon Brunzel has been appointed Assistant Librarian,
Reference Services (one-year, temporary), in the Public
Health Library, Science Libraries Department, effective
7 October 1985. Ms Brunzel, a Canadian citizen, completed
consultant studies in information management strategies
for the Insurance Corporation of British Columbia (No.
Vancouver) and the B.C. Construction Industry Health &
Safety Council (Burnaby) earlier this year, before coming
to the Bay Area with her husband, who accepted a position
at Stanford University. For the previous five years she
had served as a reference and cataloging librarian for the
Workers' Compensation Board of British Columbia (Richmond);
and from 1978-80 she headed the law library of Farris,
Vaughan, Wills & Murphy, a private firm in Vancouver.
Earlier in 1978 -- having freshly received her MLS at the
University of British Columbia -- she held a temporary
position in the Regional Resource Centre of the Energy
Conservation Program, in Vancouver. Ms Brunzel also holds
her Bachelor of Commerce degree (specializing in industrial
relations and organizational behavior; 1973) from UBC.

LIBRARY STAFF MEMBER SINGS

Lora Graham, Social Welfare Library, will be a member of the Alumni Chorus when it
performs with the Glee Club at St. John's Presbyterian Church, 2727 College Avenue
on Saturday, November 16th at 8 pm. Other former members include Larry and Cathy
Dinnean, Mrs. Pete (Lisabe) Evans and Connie Thompson. A second performance will
be offered by the group on Sunday, November 17th at 4 pm at the First Congergational
Church of San Mateo, 225 Tilton Avenue, San Mateo.

ENVIRONMENTAL DESIGN SURPLUS

The Environmental Design Library began some heavy housecleaning this past summer,
and as a result has some surplus items. At the same time, we need several
other items. Please contact Elizabeth Byrne at 2-4818 if you have any of the
items we need or desire any of the items we are giving away. Deadline:
November 22.

--Elizabeth Byrne

SURPLUS	WE NEED
- 4-drawer green file cabinet w/lock	- Large, heavy-duty bookends
- Wire cage door for stacks	- One-pedestal student desk
- Plastic reserve sleeves for cataloging cards	- Low shelving units: 28", 36", or 42" high
- Card catalog drawer rods	
- Very large bulletin boards	
- Dark card catalog: 3-15 drawer sections, without base	
- Rolling 1-drawer grey file cabinets	
- ¼" plate glass 2½' x 100"	
- Plastic magazine protectors, all sizes	
- Wooden shelves 34" x 12"	

Library Personnel News

NOTES AND NEWS FROM THE LIBRARY PERSONNEL OFFICE · 447 LIBRARY · 642-3778

14 November 1985

PAYDAY

Because of the Thanksgiving Holidays and the fact that the 1st of December falls on a weekend, checks for November monthly paid staff will be distributed on Wednesday, November 27th. Departmental pick-up for checks and Surepay stubs will be ready at 10:00 a.m. Individual staff members may begin picking-up their checks beginning at 10:30.

Remember that the next payday will be a longer time coming. Because of the end of the year and the New Year's holiday, payday for December 1985 will be January 2, 1986. Payroll advises that early releases will not be possible because this check becomes part of your 1986 earnings.

AFSCME CONTRACT REOPENERS

AFSCME Contract Reopeners Training will be given on Thursday, November 14. The morning session will begin at 8:30 and the afternoon session at 1:30. Directions to the meeting room will be posted in the lobby at the International House.

PREMIUM OVERTIME MAY NOW BE BANKED

The November issue of Supervision reported that legislation is pending which would modify certain overtime provisions of the Fair Labor Standards Act as they apply to State employers. Accordingly the Campus has announced that premium overtime can be "banked" at least long enough to get us through the December Holiday Energy Curtailment Period.

All overtime, however, should continue to be authorized in terms of established regulations, i.e., assigned only in emergency situations or where the overtime is determined by the Department Head to be necessary to meet the essential operating needs of the University.

HOLIDAY ENERGY CURTAILMENT

The Campus has announced a curtailment of operations during the holiday period, from Saturday, December 21 through Wednesday, January 1, 1986. During this period, four work days are affected: December 23, 26, 27 and 30, 1985. On these days the Main Library (Doe and the Annex) will be open and all branch libraries will be closed.

The following options are available to full time Library employees whose units will be closed:
1. Use accumulated vacation leave for the four days.
2. Request anticipated vacation leave. Employees on probationary status (less than six months service) will also be permitted to use anticipated vacation leave during the curtailment.
3. Request leave without pay. Full time employees who elect to be charged leave without pay will not lose holiday pay.
4. Use earned compensatory time.

HOLIDAY ENERGY CURTAILMENT (continued)

5. Request reassignment to the Main Library. Career employees who wish to be reassigned to an alternate work site in the Main Library should submit their requests in writing to their Department Heads in sufficient time that the requests can be forwarded to Mr. Wenz in the Library Personnel Office by Friday, November 29, 1985.

Part time employees, covered under the UC/AFSCME Agreement Article 19.B, must actually work at least half the working hours of the month to be eligible for holiday pay or any holiday(s) in that month.

To ensure receiving normal pay during the curtailment, part time UC/AFSCME employees whose units will be closed may:

1. Request the option of working overtime during the month of December to accrue compensatory time to be used during the curtailment period. Approval of requests to work overtime should be based on established regulations governing overtime.
2. Request reassignment to the Main Library.

Part time employees covered under Staff Personnel Policy on pay status at least half the working hours of the month will be eligible to receive normal pay during the curtailment by exercising options 1, 2, 4 and 5 available to full time Library employees.

Due to budgetary constraints, student employees will not be reassigned during the durtailment.

BENE/FACTS——*Open Enrollment all year round*

Well, not quite. But, as those in attendance in the Morrison Room last Wednesday morning may have gathered, routine and special benefits adjustment and enrollment options are open throughout the year, in addition to those restricted to the annual November free-for-all. If you missed the Open Enrollment run-down last week, follow-up question-and-answer sessions are offered during the noon hour, in room 322; the second and last of which will be next Thursday, 21 November.

One sort of 'opening' which is tied to your and your family's conditions, and not to Open Enrollment, is the dependent conversion privilege carried by all UC health plans other than the Prudential Major Medical Supplement to Kaiser. Not only are you entitled to conversion of a UC to a private health plan, without medical examination, when you separate from UC employment; your covered spouse, in event of legal separation or divorce, and your covered dependent children, when they lose eligibility for coverage under the group insurance terms (e.g., turn 23, unless handicapped; become self-supporting, if unrelated, income-tax-dependent plan members; or marry) also enjoy this privilege. But you must apply for the conversion before the end of the month following that in which the coverage expires, under plan terms.

Similarly, if you or your spouse and dependents lose coverage under a UC or non-UC plan (e.g., your wife, who has been carrying the family as dependents, leaves the University; or your husband loses his job and/or benefits), you have till the end of the month following expiration of coverage to enroll anyone affected, and eligible through yourself, in UC coverage. Other options and openings crop up throughout the year——don't assume; ask.

DepCare. The printed plan summary leaflets for the new Dependent Care Assistance Program, introduced with the current Open Enrollment Period, are hot off the presses, and available from Library Personnel; if you picked up one of the typewritten draft versions in the Morrison Room, you have the same information already, but are welcome to a copy of the published version.

Staff Development Committee

BULLETIN - No. 19   **NOVEMBER** 14, 1985

NOON SERIES

The November program features:

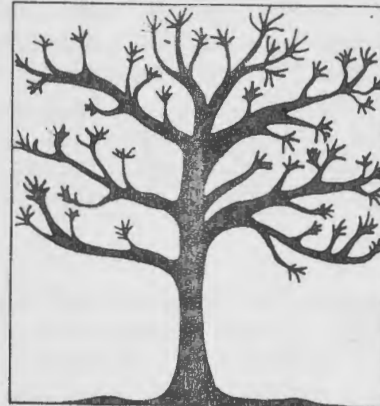   Speaker: Bernard Griego
                    Health Educator
                    Student Health Service

     Topic: "How to Manage Stress"

     Date: Wednesday, November 20

     Time: 12noon - 1pm

     Place: 322 Doe

Watch for details of these upcoming programs: ergonomics, working with difficult people, and a repeat tour of the Recreational Sports Facility.

COMMITTEE NOTES

SDC recently welcomed two new members: AnnMarie Mitchell, GPS and Brenda Bailey, Bancroft. Gail Holcomb is ably serving as SDC chair.

The committee has been busily laboring over the committee charge, Policy and Program Statement; redrafting guidelines for leave/funding; and brainstorming new ideas for programs and projects. In addition, the committee has been assigned a role in the nomination process for non-academic staff appointments to the General Library Policy Advisory Committees.

LEAVE/FUNDING REQUESTS

SDC strongly urges non-academic library staff to apply for funds and/or paid leave for educational, professional or career-related activities. (Academic personnel leave/funding requests are now reviewed by LAUC Committee on Research and Professional Development.) Within limited resources, the Library Administration will do all it can to financially support employee attendance at work-related conferences, institutes or workshops. It is important that staff take advantage of this support by participating in activities that will expand their career experience. In the October 1985 issue of American Libraries (p.660), Bette Smith, a library technical assistant for a Washington law firm and a board member of COLT (Council on Library/ Media Technical Assistants - an ALA affiliate), was asked the question, "What's in an ALA Conference for you?". She responded, "It's a chance to interact with

professionals from the side of the support staff. To ask, 'What educational op-
portunities are there for us?' or 'Where can we go in our careers?'".

Staff need to fill out a "Leave/Funding Support Request" (Form ADM 106) and give
it to a supervisor and/or department head for approval or disapproval. Copies of
this form and "Guidelines and Procedures" for applicants' use are available at the
Library Personnel Office. Each request should include a brief justification, as
well as the amount of financial support requested for allowable expenses. The
Library Administration will refer non-administrative requests to SDC. For a list
of meetings,   check the calendar section of each issue of this bulletin. Apply
now.

CAMPUS NOTES

The campus Personnel Office has recently issued its 1985/86 catalog of Training
and Development Courses. Among the offerings are workshops on asbestos, back care,
VDTs, commute alternatives to UCB, time management, problem-solving, and conflict
resolution. Check with your supervisor for a copy of the catalog or call 642-8134.

The School of Public Health is celebrating its 40th anniversary this year (see
California Monthly, Nov. 1985) along with the first anniversary of its popular
health newsletter, Wellness Letter. Begun in October 1984, the newsletter, pub-
lished monthly and distributed nationwide contains 8 pages of short articles writ-
ten in layperson's language on topics related to nutrition, fitness, and stress
management. Recent issues feature articles on fluoridation, lead, tofu, phobias,
air ionizers, headaches, jet lag, cholesterol, sunglasses, Type A personality,
aerobic dance, nap time (ideal time is 2-3pm), hiccups, garlic and more. Dr. Shel-
don Margen, professor of Public Health Nutrition and chair of the editorial board
of the newsletter, states that the goal is "to provide accurate information and to
correct a tremendous amount of actual misinformation that is floating around".
Circulation has jumped tenfold, to a quarter million, making the Berkeley publica-
tion the largest health newsletter in the U.S. Subscriptions run $18 for 12 issues.
For more information or to subscribe, call Dale Ogar at SPH, 642-8061. The Public
Health Library has a current subscription. Give a gift subscription this Christmas.

The School has also begun a new public health calendar line with the latest infor-
mation about University and local health events. Available around the clock, the
calendar line is a taped message offering information seven days a week regarding
guest lectures, career fairs, alumni activities, special symposia, and continuing
education courses. Call 643-6463.

The Berkeley Staff Assembly is recruiting new members. Begun about 12 years ago
in order to "promote recognition of the staff contribution to the mission of the
University of California", the group now consists of about 54 members with a coor-
dinating committee, by-laws, and membership dues. It sponsors programs and pub-
lishes a monthly newsletter. It is open to any UCB staff member though the coor-
dinating committee is limited to employees represented under Staff Personnel Policy.
For more information, call Chris Carlson, Coordinator, 642-3793 or Nancy Park,
Treasurer, 642-1652.

SDC CALENDAR

NOVEMBER

14 "Searching with Micros: Gateway Software/Personal File Management".
    Speakers: "Pro-Search", Barbara Newlin, Menlo Corp.; "Searchlit",
    Larrimore Cummins, Citadel Software; "Zy Index", Zylab Corp. Bay Area
    Online Users Group. Turing Auditorium, Polya Hall III, Stanford Univ.,
    7-9pm. FREE. Info: Joe Wible, 497-6381.

16 - 20 California Library Association's 87th Annual Conference, "Libraries and
    the Mind". Oakland Convention Center and Hyatt Regency Hotel. Full con-
    ference registration, $60 (members), $75 (non-members); one-day registra-
    tion, $40 (members), $50 (non-members); "Fast Pass" to Exhibits only, $10
    (transferable).

    Saturday, 11/16

       9-10:30am   Automated Library Activities Committee and California
                      State Library. "Optical Disk Technology: Its Impact on
                      Library Automation". Info: Karl Kocher, UC Davis, (916)
                      752-7549.

       9am-5pm   California Library Association. "Marketing for Libraries:
                      Using Profit Sector Techniques to Advance the Goals of
                      Public and Academic Libraries" Workshop. Speaker: Albert
                      Aguiar, Director, Graduate Marketing Program, Golden Gate
                      University, S.F. $75 for CLA members; $100 for non-members.

       9am-12noon   Reference and Information Services Chapter. "Reference
                      Update". Six speakers will discuss what's new, what's
                      good in medical reference; government documents; new
                      religious movements; arts and crafts; gay literature and
                      legal reference for non-law librarians. One can attend
                      3 of the 6 one-hour sessions. Free/RISC members; $3 non-
                      members. Deadline for registration has passed but there
                      may be space available. Info: Margaret Kavanagh, 558-4929.

       10am-1pm   California Library Association. "Working with Problem
                      Patrons in Libraries". Speaker: Mariana Steinberg, MSW,
                      Mill Valley.

       2:30-4pm   California Clearinghouse on Library Instruction. "Back
                      to Basics: Teaching Catalogs, Indexes and Reference Sources".

       4-6pm   CARLDIG. "Reference Update: Indexes the Specialists are
                      Using".

Sunday, 11/17

1-3pm
CARL Science and Engineering Academic Librarians (SEAL). "Scientific Editing and Publishing". Speaker: Dr. Peter Berck, Assoc. Ed. of Hilgardia and American Journal of Agricultural Economics.

3-5pm
CARL. "Librarians and the Power of Information". Speaker: Laura Nader, Anthropology Department, UC Berkeley.

3-5pm
Automated Library Activities Committee. "What's Happening in Library Automation?"

Monday, 11/18

1-4:30pm
California State University Librarians Chapter. "Librarians: An Endangered Species". A panel discussion.

2:30-4pm
Intellectual Freedom and Government Relations Committees. "Libraries and the First Amendment".

Tuesday, 11/19

8:30am-12pm
Technical Services Chapter of CLA Chapter Business Meeting and Program. "Minis, Micros, Mainframes and Merging Staffs; Is the Integration System Leading to an Integration of Personnel and Services?" A panel discussion.

10:30am-12pm
Librarians for Nuclear Arms Control. "The Nuclear Weapon Dilemma; the Role of Librarians and the Library Profession". A panel discussion.

2-4pm
California Institute of Libraries. "Pay Equity: A Management Perspective".

6-9pm
SLC SF and CLA Joint Reception and Program. Buffet 6-8pm in Simmons Room, Oakland Hyatt Regency; 8-9pm program in East Room: "Your Image Can Be the Decisive Difference". Speaker: Kaycee Hale, Fashion Institute of Design and Merchandising. Buffet: $15; program only $2. Deadline was November 12. Info: Marylou Fox, 546-8466.

NOVEMBER

19 "ABI/INFORM Introductory and Refresher" classes. Sponsored by Data Courier Inc. Dialog Training Center, Palo Alto. 9am-12noon (Introductory); 1:30-4:30pm (Refresher). FREE. Info: Data Courier Inc. Training Dept. (800) 626-2823.

21 "RLIN Search Only Refresher". Sponsored by CLASS, San Jose. $35. Info: (408) 289-1756.

DECEMBER

3 "BRS Introductory Training Workshop". San Jose. 9am-4pm. $95. Info: BRS Training Dept. (800) 441-9996.

3 "RLIN Search Only Training; An Introductory Course". Sponsored by CLASS. CETUS Corp., Emeryville. 9:30am-4pm. $75. Info: CLASS, (408) 289-1756.

4 "BRS Advanced Training Workshop". San Jose. 9am-12noon. $55. Info: BRS Training Dept., (800) 441-9996.

4 "Assertiveness Training for Managers". Seminar by Associated Management Institute, Inc. Miyako Hotel, San Francisco. 9am-5pm. $195. Info: AMI, (800) 556-7500.

5 "Leadership Skills for Women". The Business Women's Training Institute. Oakland. 8:45am-4pm. $65. Info: 1-800-423-6540.

10 "Effective Time Management". Sponsored by Associated Management Institute. Hyatt Hotel on Union Square, S.F. 9am-5pm. $225. Info: AMI, (800) 556-7500.

10 SLA S.F. Dinner Meeting. Christmas Party. Sir Francis Drake Hotel, S.F. 6-8pm. $13.50. Info: Maureen Madsen, 874-5178.

12 "Ontyme Network Workshop". CLASS. San Jose. 8:30-11:30am (Advanced); 1:30-4:30pm (Introductory). $35 per session. Info: CLASS (408) 289-1756.

17 "Getting Things Done Now! Proven Methods for Self-Management and Effective Delegation". Sponsored by Associated Management Institute. 9am-5pm. $195. Info: AMI, (800) 556-7500.

JANUARY

17 "How to Handle People with Tact and Skill". Sponsored by Associated Management Institute. Sir Francis Drake Hotel, S.F. 9am-5pm. $165. Info: AMI, (800) 556-7500.

18 - 23 ALA Midwinter, Chicago.

22 SLA S.F. Dinner. East Bay location. Primary Research.

29 - 31 SLA Midwinter, Nashville.

DEPARTMENT HEADS MEETING
Minutes for October 29, 1985

I. ANNOUNCEMENTS

Gail Holcomb, Chair, Staff Development Committee, reminded
Department Heads that their participation is needed in this
year's selection of non-academic staff to fill staff vacancies on
the General Library Advisory Committees. According to new
nomination procedures that take effect this year, Department
Heads will submit nominations to the Staff Development Committee
who will then prepare a slate of first choice and alternate
nominees for review in the Librarian's Office. Department Heads
can help SDC by including in their nomination memos brief
statements about the candidate's qualifications plus a personal
statement from the candidate. All nominations must be sent no
later than November 5 to Gail Holcomb, Cooperative Services
Department, 386 Library.

Over the years UCB has operated in variance with the Academic
Personnel Manual regarding the treatment of letters of references
for librarians being considered for promotion and merit review.
Practice has been to have candidates send names of referees
to the Library Personnel Office which then solicits letters
of reference for inclusion in the review file. The Manual,
however, stipulates that it is the responsibility of the review
initiator to request letters of reference including a reasonable
number of persons nominated by the candidate.

CAPA has been studying this issue and starting this year will
be making recommendations for changes in UCB guidelines to bring
the campus closer to conformity with the UC system. For this
current review cycle, all review initiators (i.e., Department
Heads) should see that candidates, either through letters of
reference and/or self-evaluations, provide comprehensive docu-
mentation that includes evaluation of their participation in
associations and other activities conducted outside their primary
job responsibilities.

II. AUTOMATION UPDATE -- Bernie Hurley

The Systems Office will be taking advantage of the year-end
lull in activity to run the following programs.

    Rebuilding the GLADIS holdings file
    Production of a GLADIS summary note of UCB numbers and the
        volumes purchased under these numbers

In addition LSO will be working on the following
    Development of a module for the circulation system to initiate
        blocks on borrowing privileges for problem patrons

II. AUTOMATION UPDATE -- continued

Development of an ILL module in the GLADIS access system
     to meet UCB's requirements in the LSCA project
Providing GLADIS access to the Graduate Theological Union
     Library on a cost-recovery basis.

New initiatives scheduled for January include
    Phase II of the circulation system: development of a barcode-
        driven system.
    Authority control
    Addition of on-order and in-process records in GLADIS
    Music formats in the GLADIS data base
    Programming for the online shelflist based on the results
        of current staff discussions and planning efforts.
In response to a question Bernie reported the beginning of
PERLINE development is still dependent on finding funding to hire
a programmer.

III. BUSINESS OFFICE UPDATE -- Jeff Pudewell

Budget statements for the first quarter of this fiscal year
were distributed. The Campus Accounting office has not yet
given the Library its total additional allocation for this year's
staff range adjustments. For that reason the budget statement
shows a misleading comparison of staff salaries expenditures
to date against the budgeted amount which is solely based on
the beginning budget and does not include the money for staff
range adjustments. The additional money to cover this difference
will be coming soon.

IV. LIBRARY PERSONNEL UPDATE -- William Wenz

Mark Livingston will be giving an overview of UCB benefits at
an open staff meeting in the Morrison Room, November 6, 8:00.
Part of that time will be devoted to explaining disability
programs.

In open recruitment are the Hispanic Librarian position and
a two-year temporary professional position in Chemistry Library.
Applications are being reviewed for the positions of Humanities
Librarian and Head of Biology Library. Selection of a Slavic
Librarian will be finalized soon.

Doe and the Annex will be open during this year's holiday energy
curtailment period. Career staff in branch libraries which will
be closed will be given the same options as last year regarding
leave time. Staff should be reminded that premium overtime
cannot be banked for use in December and that it must be paid off
in the month in which it is earned. Only straight overtime may
banked and used for the energy curtailment period. In an

IV. LIBRARY PERSONNEL UPDATE -- continued

effort to economize, reassignment of branch student library
employees to work in Main and Bancroft will be handled centrally
by LaShella Carlyse, Library Personnel Office. Public service
units in Main and Bancroft may contact LaShella to find needed
student staff, assuming they have already checked among the other
Main Library departments. Joe Rosenthal will be sending out a
memo announcing personnel options.

Effective immediately part-time staff under the UC/AFSCME
agreement must actually work half the working hours in a month
to earn holiday pay. Staff will no longer receive holiday pay
by virtue of being on pay status.

Frances St. Clair will be conducting an in-house AFSCME contract
session for supervisors. Watch for the announcement.

Department Heads should notify Frances if there are still
unresolved supervisor designations for staff who have undergone
recent job changes.

Negotiations between UFT and Campus Labor Relations on the
bargaining unit status of certain librarians have resulted in
tentative agreement on all but five cases. Statements justifying
their non-bargaining unit status have been forwarded to PERB for
final decision.

V. TELEPHONES -- Jeff Pudewell and Jeanne Fong

The Telecommunications Office has acquired telephone equipment
more suitable for use with the DMS 100 system than the rental
equipment currently in use. This hardware is available on a
lease/purchase option which could be cost saving to the Library
in the long-term. Jeff explained the price comparisons between
continued renting of existing equipment versus the lease/purchase
arrangements on the new equipment. Department heads from units
who are under the DMS 100 system are encouraged to visit Telecom-
munications to see the new equipment.

VI. REPORT ON NATIONAL MEETINGS AND CONFERENCES --Joe Rosenthal

Joe presented highlights from recent national meetings he has
attended. He described meetings of the RLG Board of Governors,
the CRL Board of Directors, the ARL Committee on Bibliographic
Control, the annual UC University Librarians Retreat and the full
meeting of ARL. In regard to the RLG Board of Governors meeting,
Joe reported an improvement in the RLG fiscal situation after
successful negotiations for forgiveness of debt by its major
supporters. New full members to RLG include the New York

DEPARTMENT HEADS MEETING
Minutes for October 29, 1985
Page 4

Historical Society, University of Rochester, SUNY Albany, USC,
and Penn State (rejoined). Also expected to join soon as
full members are the University of Florida and the State Univer-
sity of Florida. Brandeis University has joined as a special
member.

                                   --Recorder: J. Fong

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY — THE GENERAL LIBRARY OF THE UNIVERSITY OF THE UNIVERSITY OF CALIFORNIA BERKELEY — THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

CU NEWS

LIBRARY MATERIALS IN OAKLAND MUSEUM EXHIBIT

Unique political and revolutionary publications from the Library's collections are featured in a current exhibition at the Oakland Museum. The exhibit, "People of South Asia in America 1899-1985" contains political pamphlets, handbills and newspapers from the Indian freedom movement from the Main Library and South and Southeast Asia Library collections. The materials were published in the United States, some in San Francisco around the turn of the last century by small, but determined groups of East Indians who opposed British colonial rule on the Indian sub-continent. The Oakland Museum exhibit focuses on the history of an almost invisible segment of the Asian community in the U.S., the people from India, Pakistan, Nepal, Bangladesh and Sri Lanka who have immigrated to the U.S. since the late 19th century. Many settled 80 years ago in the areas around Marysville and Yuba City, California. "People of South Asia in America 1899-1985" will be at the Oakland Museum, Great Hall, Low Bay, until January 12, 1986. It is sponsored by the Oakland Public Library and by the UCB Center for South and Southeast Asia Studies.

--K. Logan

LAUC-BERKELEY ATTACHMENTS TO CU NEWS

There are two attachments to this issue of CU News of interest to LAUC-Berkeley members. The first is the CAPA Annual Report 1984/85, prepared by the outgoing chair, Ron Heckart of the Institute of Governmental Studies Library. He has also included as the last page of his report a summary of Berkeley peer review statistics for personnel actions taking effect July 1, 1985. These have been done in the same form as the statistics collected by an ad hoc committee of LAUC statewide for the years 1981-83. The second attachment is six pages of LAUC Statewide peer review statistics for 1981-83. The footnotes accompanying each year's compilation vary slightly by year and so must be read carefully for each year if the information is to be interpreted accurately. This form is complex, as may be noted by those who attempt to peruse it in detail. However this attempt at compilation has raised the issue of whether making such information, at this level of detail, does not breach confidentiality at campuses where the pool of actions is very small in any given year. Riverside, feeling that confidentiality would indeed be breached, refrained from supplying statistics to include in this compilation. The LAUC-Berkeley Executive Committee would be very interested in your opinion of the usefulness of this gathering and dissemination effort. Should it be continued? If continued, how often should the results be published (delaying a year/or more would make the confidentiality issue less pressing)? Should all campuses be required to report? How can confidentiality be preserved? Please let members of the Executive Committee know your thoughts on these issues sometime in December.

--Pat Davison

REVIEW SHELF

Review Lot Number	Inclusive Dates
509	November 25 - December 20

This lot contains a number of monographs which may be of interest to Ed/P, ENGI, ENVI, HGS, MAIN, and MOFF, as well as the usual bizarre miscellany of gifts and withdrawals. Selectors are invited to stop by at their convenience to review these books.

--Frank Carothers

FACTS ON FILE

The Gift Division now has a long run (1950-1983, plus 5 year cumulative indexes 1946-1970) of Facts on file. This previously owned gem is complete and in good condition; any unit even remotely interested in acquiring it is encouraged to contact me at 2-3318.

--Frank Carothers

HANDOUTS AVAILABLE FROM LAUC-B PEER REVIEW SESSIONS

For those librarians who were unable to attend the LAUC-B peer review bag lunch sessions on November 5 and 7, copies of the handouts are available. These include a sample self-evaluation and some suggestions for what to include in a dossier. Interested individuals should call Milt Ternberg at 3-6471 for copies.

--Milt Ternberg

NRLF SERVICE SCHEDULE DURING THANKSGIVING HOLIDAY

The Northern Regional Library Facility will be closed both days of the Thanksgiving Holiday, November 28 and 29. There will be no courier service, no on-site use, and no telephone service.

--Rita Kane

LIBRARIAN IN PRINT

Patricia Vanderberg, of the Catalog Department, is one of the contributors to a book just published by Oryx Press, Teaching library skills for academic credit (Phoenix, Arizona, 1985). Her contribution is called "Case study 4: University of California - Berkeley." It describes the history, functions and merits of Bibliography I, taught at the School of Library and Information Studies. The book is available in the Library School Library, and her contribution is on pages 111-115.

--Ivan Arguelles
Serial Cataloging Division

DOES ANYBODY HAVE....

A used typewriter table not being used in your department? The East Asiatic Library needs one for its Special Projects office. If you can spare one, please contact Luz Mena 2-2556.

--Luz Mena

PERSONNEL CHANGES

RECLASSIFICATION   Peter J. Hopkinson, Cooperative Services/ILL, was reclassified
                     from Clerk to Library Assistant I, effective 1 October 1985.

TERMINATION   Saundra K. Lormand, Assistant Librarian, Engineering Library,
                     resigned effective 25 October 1985 and has accepted a position
                     as Librarian with Sandia Laboratories.

MARGARET KAHN   --1985

The many friends of Margaret Kahn will be saddened to learn of her death on
7 October 1985. Margaret served at UCI as Head of the Reference Department
from 1966 until her retirement on 16 May, 1979.

Margaret received a Master's degree in English literature from UC Berkeley in
1948 and a BLS from Berkeley in 1953. Her first professional position was as a
reference librarian in the Main Library at UC Berkeley. Other positions held by
Margaret were at Eastern Illinois University and Ohio State University.

Some of Margaret's friends wish to honor her memory by giving a book in her name
to the UC Berkeley Library, the library which had a special place in heart. The
book will be in the general area of English literature and will be selected by
her friend Roger Berry, Head of the UCI Special Collections Department. A special
book fund has been established in honor of Margaret Kahn. Donations to this
fund may be made by check made out to the Regents of the University of California,
and should be mailed to Roger Berry, UCI Library Special Collections Department,
P.O. Box 19557, Irvine CA. 92713

DECEMBER GLADIS CLINICS

The following two-hour GLADIS Clinic will be offered in December
in Room 322, Doe Library.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 12/4,
1P - 3P), will look at GLADIS "from the outside": how GLADIS, the
bibliographic utilities, the microfiche, and the MELVYL Catalog,
are related. This course is open to any interested staff member.

GLADIS: AN INTRODUCTION (offered on 12/11, 10A - 12N), will cover
the following topics: use of the Dante software, the GLADIS
keyboard, basic searching, and the GLADIS Access System. This
course is designed for staff members having little or no
experience searching GLADIS.

ADVANCED SEARCHING (offered on 12/19, 10A - 12N), will establish
principles underlying searching GLADIS, and will cover efficient
search strategies and use of the GLADIS Access System. This
course is designed for staff members familiar with searching
GLADIS.

Please call System Services (2-6120) to sign up.
                                                    --Jeff Katz

LAUC-BERKELEY DOCUMENTS AT THE GENERAL REFERENCE DESK

The following documents are filed in the LAUC- Berkeley folder in the Vertical
File at the General Reference Desk, Main Library:

1. "Report of the Ad Hoc Committee on Promotion Review November 1974."

    This "blue book" was referred to during the LAUC-B program on the
    supervisor's role in the peer review process as a possible place where
    candidates preparing promotion/review material could find examples or
    "how-to" information. As far as can be determined, this report was never
    officially adopted by LAUC-Berkeley or the Library/University administration.
    However, some of its recommendations have been incorporated into present
    practice.

2. "Members of the LAUC Committee in the Library Plan, September 27, 1985"

    The LAUC statewide ad hoc committee in the Library Plan has decided to
    focus on a particular issue: how automation has/will affect Library public
    services. If you wish to respond to Michael Kleiber's request, made
    during his report on this statewide committee's activities at the Berkeley
    Fall Assembly, that interested LAUC-B members either volunteer for a local
    ad hoc committee to prepare a written response to this issue; or if you
    wish to give him an individual written response, you may wish to review
    this set of documents. Included are a synopsis of the minutes of the
    statewide committee's Northern and Southern meetings and a background
    document from D.L.A. describing the process of revising the Library Plan.

                                                    --Pat Davison
                                                    LAUC-B Chair

ORIENTATION TOUR OF THE FISCAL AND SUPPORT SERVICES DEPARTMENT

The Librarian's Office is continuing its series of workshop-tours for staff.
The tours are held in order to provide library staff with a better under-
standing of library collections and library services on the Berkeley campus.
Staff working in campus or area libraries outside the General Library system
are welcome to participate in the tour program.

The tour for the month of December is the Library's Fiscal and Support
Services Department. The tour will be held on Tuesday, December 10 and
begins with a brief orientation at 8:30 a.m. in Room 322 Main Library.
The tour will last approximately 1½ hours.

Please sign up by sending the form below to Jeanne Fong, Librarian's Office,
no later than December 6. All sign ups may be considered confirmed.
-----TEAR OFF---

Your name:_____
Your unit:_____   Ext. 2-_____

Please enroll me in the December 10 tour and orientation of the Fiscal and
Support Services Department.

Library Personnel News

21 November 1985

SOME TIPS TO HELP YOU GET MORE OUT OF A TRAINING PROGRAM

1. Enter into discussions and talk with other participants about common problems and their possible solutions.

2. Be willing to learn from the experience. Avoid being critical and insensitive to the aims of the group.

3. Meet new people and avoid "chumming" with people from the same unit.

4. Search for new ideas. Return from the training with an "action plan" with at least one new idea that will help improve your performance.

5. Listen carefully to learn new ideas from subject content and don't judge a session on the instructor's charm or funny stories.

6. Get involved as much as possible when there are participative activities. Don't be a passive participant.

7. Use your time well. Make friends, stimulate thinking, get new ideas and strengthen your own thoughts.

8. Continually refer to the objectives of the training program and ask yourself:

    "What am I learning?"

    "How can I use this back on the job?"

    --Frances St. Clair

LIBRARY PERSONNEL NEW EMPLOYEE ORIENTATION

The question was recently raised as to the type of information new employees are given during orientation with the Library Personnel Office. During orientation new employees are provided with, or given access to, information regarding their employment with the university. The following topics are covered with new career staff employees.

LIBRARY PERSONNEL NEW EMPLOYEE ORIENTATION (continued)

What type of information are new employees given during orientation with the Library Personnel Office?

This question was recently raised during the AFSCME contract reopeners session held for library supervisors. During orientation new employees are provided with, or given access to, information regarding their employment with the university. The following topics are covered with new career staff employees.

Probationary Period
The first six months of employment are considered the probationary period. During this time employees are evaluated twice, at the midpoint and at the end of the six months. After satisfactory completion of the probationary period employees achieve regular career status.

Pay Increases
Six month increase - If the salary range of a position does not exceed the maximum of the Principal Clerk class, employees may be eligible for a six month increase of one-half or one step after completing the first six months of work.

Merit Increases - Employees are considered for a merit increase on January 1 or July 1 following the completion of nine months of qualifying service after the date of hire or last pay increase.

Special Performance Awards - A career employee at the maximum of the salary range for at least 12 months may be recommended for a Special Performance Award equal to 5% of their annual salary.

Breaks
Employees working 8 hour shifts may take two 15 minute breaks every day, one in the morning and one in the afternoon. Specific times for breaks are scheduled within the department and subject to operational requirements.

Overtime
If overtime is required employees will be notified by their supervisors. Employees may work overtime only with their supervisor's approval. The time worked will be compensated by overtime pay or compensatory time off.

Vacation and Sick Leave
Vacation leave is accured at the rate of 10 hours per month for full time career staff with less than 10 years of service. Employees are ineligible, however, to use their vacation during the first six months of employment. Sick leave is accured at the rate of 8 hours per month. Twice a year career staff employees will receive a copy of their accural records from the Library Personnel Office.

Reclassification
Employees job titles are based on their specific duties and responsibilities. If the duties and responsibilities change an employee may initiate a request for reclassification to a new title and salary.

LIBRARY PERSONNEL NEW EMPLOYEE ORIENTATION (continued)

Transfer And Promotion

Employees may apply for higher-level campus positions or for a transfer to a similar position in another department. Available internal positions within the library are published each week.

New employees are also required to complete necessary employment forms prior to beginning work. Below is a copy of the checklist of forms and literature provided to new employees.

General Library/UC Berkeley/Certification of Orientation for _____

I certify that, in the course of my orientation to employment on the staff of the General Library, I have been provided with, or given access to, appropriate documents, forms, literature, and procedural guidelines for my enrollment in the University's payroll and benefit programs, and specifying the conditions of my employment at the University, as itemized below.

I understand that it is my responsibility to act in accordance with this information, appropriately directed, counseled, and assisted by my supervisors and personnel and benefits representatives; and that the last day of my Period of Initial Eligibility for optional benefits enrollments will be:

_____
Closing Date / Period of Initial Eligibility

_____   _____
signature   date

forms / benefits forms / payroll & personnel

___ Personnel Action Form (PAF) (UPAY 560-1)

___ Personal Data Form (PDF) (UPAY 544-1)

___ State Oath of Allegiance & UC Patent Agreement]—(UPAY 585-1)

___ W4 (withholding status declaration)

___ Payroll Earnings Distribution Authorization (UPAY 544A-1)

___ Ethnic Identity Transmittal (UPAY 5605)

___ Performance Evaluation Form (UPER 128)

___ Leave Record Sheet (ADM 62X)

___ Daily Report of Absence & Authorized Overtime (ADM 60)

___ Telephone Directory Update card

___ UC Berkeley Employee Identification Card

___ HEALTH PLAN Enrollment,Change & Cancellation (UPAY 569)

___ DENTAL PLAN Enrollment,Change & Cancellation (UPAY 550)

___ LIFE,AD&D, AND DISABILITY INSURANCE PLANS Enrollment,Change & Cancellation (UPAY 570)

___ Tax Savings Plan(TSP) Authorization (UPAY 675)

___ UCRS Designation of Beneficiary (U1636)

___ Employee Travel Accident Insurance/Beneficiary Designation

___ Workers' Compensation Physician/Plan Preference memorandum

___ Parking Service materials

___ Employee Fee Lot Request

___ Application for Parking Permit/Berkeley Campus (UPAY 651-BERK)

___ General Library Application Card for Library Privileges /Staff

documents & literature

___ Staff Employee Handbook

___ Librarian Policies & Procedures (from the Academic Personnel Manual)

___ Staff Personnel Policies manual

___ University of California and AFSCME Agreements

___ University of California and UFL/AFT Agreement

___ Work Rules for General Library Staff

___ "Performance Evaluations" (extract from A Brief Guide to Job Descriptions, Interview Records, & Performance Evaluations)

___ Summary of Your Benefits at the University of California

___ HEALTH PLANS spread sheet

___ DENTAL PLANS spread sheet

___ Schedule sheet / benefits enrollment deadlines

___ Thirteen Questions You Ask About Workers' Compensation

___ Occupational Health Service

___ Night Safety for the Campus Community

___ Sexual Harassment on Campus

___ TRiPS Tips

micr□ news

PC's STILL ON DAYLIGHT SAVINGS TIME

Has your PC been a bit sluggish lately? It could be that it never got the extra hour of sleep we all enjoyed when we set our clocks back.

The fact is that the internal clock, which our PC uses to date-stamp our files, should be reset to reflect the time change. This is done as follows:

1. Put DOS in Drive a: and Wordperfect (or any other software that automatically date-stamps files) in Drive b: and start the PC.

2. When the DOS prompt comes up, change the default drive to the b: drive by entering:

   B: [ret]

   ([ret] means "press the RETURN key")

3. Then enter:

   PWRUPCLK MM/DD/YY HH:MM:SS [ret]

   where the mysterious PWRUPCLK just means "power up the clock," M means month, D day, Y year, H hour, M minute, and S second; and [ret] means "press the RETURN key."

   So, for example, to reset the clock to 11:30 A.M. on November 15, 1985, change the default drive to b: and then enter:

   PWRUPCLK 11/15/85 11:30 [ret]

   (you can omit seconds if you wish).

If this doesn't work as advertised, call System Services, ext. 2-6120. Jeff Katz

MICROCOMPUTER EPHEMERA COLLECTION IN SYSTEMS OFFICE

Computers are here to stay, but information on them often comes in brochures and leaflets whose currency can be measured in months. The Microcomputer Advisory Committee has begun a collection of such material for staff members who wish to compare similar microcomputer products, and who wish to see what's new in microcomputer technology.

The "New Material" section contains everything received in the last month; at the end of which, the material is re-arranged by subject to allow for easy comparisons between similar products.

If you're interested in seeing the collection, or if you have such material that's taking up space and you'd like to "recycle" it, come to the Library Systems Office, 130 Doe.

J.K.

PC Training for Library Staff

The two machines which were ordered for use in the PC training program for Library staff will soon be installed. A group of eight trainers are now preparing to teach beginning DOS, Lotus, and WordPerfect. There remain about 50 staff who want WordPerfect/DOS training, and 35 who want Lotus training from the list compiled last January. Over the next few months, I will be contacting these people to schedule training sessions for them. If you would like to check that you are among this group, you may call me at 2-6121.

WordPerfect training will be given on version 4.0. Lotus training will be on the first release. There are future plans to present advanced Lotus training; anyone interested in this should contact me.

Mary Heath, Library Systems Office

Computerware Security

The approaching winter holidays and campus shutdown will leave a number of offices empty, increasing the security risks for computerware. Although most of our PC's are secured to desk or table tops, there are still ways in which we can tighten our computerware security even more. Keeping your PC covered when it is not in use, especially if it is in a publicly visible area, will reduce risks somewhat. When you leave for the day, detach the keyboard and lock it in a secure place. Similarly, lock away your software and floppy disks. Don't forget to make backup copies of your data, and to store these separately from your working copies! And, secure any room containing a PC when it is left empty. These few precautions will help prevent equipment and data loss.

J. K.

INFOTRAC MOVES TO MOFFITT

InfoTrac, the end-user bibliographic retrieval system, which was on display in General Reference, will be moved to Moffitt Library for additional public testing and evaluation. The system will be available for about a month, starting November 18th. Initial response to InfoTrac has been very positive both at General Reference and at the Social Sciences Library.

InfoTrac provides user-friendly access to nearly half a million articles in over 1,000 business, technical and general interest periodicals published since 1982. A H-P Thinkjet printer is attached to this system so that students may keep a record of their search.

M. Mentges

The following list of computer books was submitted by Gary Handman from Moffitt Library. <u>Micro</u> <u>News</u> would like to share other similar lists. If your library has a similar list which would be of interest to computer users, please submit it to <u>Micro</u> <u>News</u>, c/o Mark Mentges, Education-Psychology Library, Tolman Hall.

new computer books at moffitt library

october 1985

NERAL/REFERENCE

wning, Christine	Guide to Effective Software Technical Writing	Englewood Cliffs, NJ : Prentice-Hall, 1984	QA76.9.D6.B76.198
ristie, Linda Gail	The Encyclopedia of Microcomputer Terminology: A Sourcebook...	New York : Prentice-Hall, 1984	QA76.15.C468.1984
nunds, Robert A.	The Prentice-Hall Standard Glossary of Computer Terminology	New York : Prentice-Hall, 1985	QA76.15.E185.1985
ssbrenner, Alfred	How to Buy Software : The Master Guide to Picking the Right Progr	New York : St. Martin's Press, 1984	QA76.6.G58.1984 F
ies, Charles H.	How To Write Papers and Reports About Computer Technology	Philadelphia : ISI Press, 1984	QA76.165.S48.1984
ear, Barbara	How to Document Your Software	Blue Ridge Summit, PA : Tab Books, 1984	QA76.9.D6.S64.198
ster, Tony	Terminals & Printers Buyer's Guide	New York : McGraw-Hill, 1984	TK7887.5.W43.1984

MPUTERS & SOCIETY

d, Craig	Technostress: The Human Cost of the Computer Revolution	Reading, MA : Addison-Wesley, 1984	QA76.9.P75.B76.19
ester, Tom, ed.	The Information Technology Revolution	Cambridge, MA : MIT Press, 1985	QA76.9.C66I53.198
nson, Deborah, comp.	Ethical Issues in the Use of Computers	Belmont, CA : Wadsworth Pub. Co., 1985	QA76.9.M65.E84,19
llis, Michael	The Silicon Idol: The Micro Revolution and Its Implications	New York : Schocken Books, 1984	QA76.S47.1984
rman, Barrie	The New Revolution: The Impact of Computers on Society	New York : Wiley, 1985	QA76.9.C66.S53.19
kle, Sherry	The Second Self: Computers and the Human Spirit	New York : Simon & Schuster, 1984	QA76.T85.1984
shti, Hooshang	Data Processing: A User's Approach	Reston, VA : Reston Pub. Co., 1985	
el, Don	Introduction to Computers and Information Processing	Reston, VA : Reston Pub. Co., 1985	
ers, Donald H.	Computers Today	New York : McGraw-Hill, 1985	QA76.S289.1985
er, Peter	The Computer Generation	New York : Facts on File, 1984	QA76.5.S7825.1984
an, Robert J.	Moonlighting With Your Personal Computer: An Insider's Advice...	New York : World Almanac Pubs., 1984	QA76.25.W33
y, Adrian	The Super-Intelligent Machine: An Electronic Odyssey	London : J. Cape, 1983	*QA76.B455.1983*

PUTER INDUSTRY

e, John	Digital Future: The Personal Computer Explosion...	New York : Morrow, 1985	QA76.5.C382.1985
y, Steven	Hackers : Heroes of the Computer Revolution	Garden City, NY : Doubleday, 1984	QA76.6.L469.1984
gh, Emerson	Memories that Shaped an Industry : Decisions Leading to IBM Syste	Cambridge, MA : MIT Press, 1984	QA76.8.I1.O15.P83
ingold, Howard	Tools for Thought: The People and Ideas Behind the Next Computer	New York : Simon & Schuster, 1985	QA76.T47.1985
ne G. Harry	The Untold Story of the Computer Revolution: Bits, Bytes, Bauds,	New York : Arbor House, 1985	QA76.S833.1985

PROGRAMMING

Author	Title	Publisher	Call Number
Brinkman, Ronald	Programming in Stuctured BASIC	New York : Macmillan, 1984	QA76.73.B3.B7
Carmony, Lowell, et. al.	Problem Solving in Apple PASCAL	Rockville, MD : Computer Science Pr., 1984	QA76.8.A66.P
Dillman, Richard	Problem Solving with FORTRAN	New York : Holt, Rinehart & Winston, 1985	QA76.73.F25.
Emmerichs, Jack	The Programmer's Toolbox	Beaverton, OR : Dilithium Press, 1984	QA76.73.B3.E
Gardner, David A.	Commodore 64 BASIC Made Easy	Englewood Cliffs, NJ : Prentice-Hall, 1985	QA76.8.C64.G
Gilbert, Harry M.	Practical PASCAL	Cincinnati : South-Western Pub. Co., 1984	QA76.73.P2.G5
Graham, Neil	Programming the IBM Personal Computer, COBOL	New York : Holt, Rinehart & Winston, 1984	QA76.8.I2594.G7
Graham, Neil	Programming the IBM Personal Computer: Fundamentals of BASIC	New York : Holt, Rinehart & Winston, 1984	QA76.8.I2594.
Heiserman, David L.	101 Programming Surprises...IBM PC, Apple II/IIe, Atari & TRS-80	Blue Ridge Summit, PA : Tab Books, 1984	QA.76.8.I2594.
Horowitz, Ellis, ed.	Programming Languages, a Grand Tour: A Collection of Papers	Rockville, MD : Computer Science Pr., 1985	QA76.7.P78.1985
Hunter, Bruce H.	Understanding C	Berkeley : Sybex, 1984	QA76.73.C15.H
Kruse, Robert L.	Data Stuctures and Program Design	Englewood Cliffs, NJ : Prentice-Hall, 1984	QA76.6K77.1984
Lacarme, Olivier	PASCAL for Programmers	New York : McGraw-Hill, 1984	QA76.73.P2.L39.
Marcellus, Daniel	Systems Programming for Small Computers	Englewood Cliffs, NJ : Prentice-Hall, 1984	QA76.6.M3583.1
Maurer, Ward Douglas	APPLE Assembly Language with Lazerware Software	Rockville, MD : Computer Science Pr., 1984	QA76.8.A662.
Noll, Robert N.	Macintosh PASCAL	Boston : Houghton Mifflin, 1985	QA76.8.M3.M6
Oriber, Harry	Structured BASIC Programming	Columbus : C.E. Merrill, 1984	QA76.73.B3.M66
Orilia, Lawrence	Structured BASIC: An Integrated Approach	New York : McGraw-Hill, 1985	QA76.73.B3.O7
Perrott, Ronald H.	PASCAL for FORTRAN Programmers	Rockville, MD : Computer Science Pr., 1984	QA76.73.P2.P4
Rensin, Joseph K.	BASICally Kaypro : Programming the 2,4, and 10	Bowie, Md : Brady Communications, 1985	QA76.8.K38.R4
Simpson, Harry	Design of User-Friendly Programs for Small Computers	New York : McGraw-Hill, 1984	QA76.6.S5728.198
Ward, Terry A.	Applied Programming Techniques in C	Glenview, ILL : Scott Foresman, 1985	QA76.73.C15.W
Cowell, Wayne R., ed.	Sources and Development of Mathematical Software	Englewood Cliffs, NJ : Prentice-Hall, 1984	QA76.95.S68.19
Kay, Christine B.	Mathematics for Computer Programmers	Englewood Cliffs, NJ : Prentice-Hall, 1984	QA76.9.M35.K3

MICROS

Author	Title	Publisher	Call Number
Large, Peter	The Micro Revolution Revisited	Totowa, NJ : Rowman & Allanheld, 1984	QA76.5.L326.1984
Logsdon, Tom	Computers Today and Tomorrow: The Microcomputer Explosion	Rockville, MD : Computer Science Pr., 1985	QA76.5.L612.1985
Lyons, Leonard	Using the Commodore 64	Reading MA : Addison-Wesley, 1984	QA76.8.C64.L95.
Mick, Colin K.	Working Smart: How to Use Microcomputers To Do Useful Work	New York : Collier Macmillan, 1984	QA76.5.M5213.198
Owen, Jan	Getting the Most From Your Computer	New York : McGraw-Hill, 1985	QA76.6.O928.1985
Phillips, Gary	The Commodore 64 User's Encyclopedia	Los Angeles : The Book Co., 1984	QA76.8.C64.P46.1
Rob, Peter	Introduction to Microcomputer Programming	Belmont, CA : Wadsworth Pub. Co., 1984	QA76.6.R62.1984
Roberts, Steven	The Complete Guide To Microsystem Management	Englewood Cliff, NJ : Prentice-Hall, 1984	QA76.5.R494.1984
Sullivan, David R.	Computing Today: Microcomputer Concepts and Applications	Boston : Houghton Mifflin, 1985	QA76.5.S887.1985
Willis, Jerry	How to Use the Macintosh	Beaverton, OR : Dilithium Press, 1985	QA76.8.M3.W55.19
O'Connor, Patrick J.	Understanding Digital Electronics: How Microcomputers...Work	Englewood Cliffs, NJ : Prentice-Hall, 1984	TK7888.3.O28.1984

DATA BASE MANAGEMENT, SPREADSHEETS, ETC.

Author	Title	Publisher	Call Number
Cassel, Don	dBASE II Simplified for the IBM Personal Computer	Englewood Cliffs, NJ : Prentice-Hall, 1985	QA76.8.I2594.C3
Date, C.J.	A Guide to DB2: A User's Guide to the IBM Product IBM Database 2	Reading, MA : Addison-Wesley, 1984	QA76.9.D3.D36
Freedman, Alan	dBase II for the First-Time User	Culver City, CA : Ashton-Tate, 1984	QA76.9.D3.F72.19
Lima, Tony	dBase II for Beginners	Englewood Cliffs, NJ : Prentice-Hall, 1985	QA76.9.D3.L56.1
Townsend, Carl	Using dBase II	Berkeley : Osborne/McGraw-Hill, 1984	QA76.9.D3.T685.1
Draganbright, Deane	Mathematical Applications for Electronic Spreadsheets	New York : McGraw-Hill, 1984	QA76.95.A7.1984
Baras, Edward M.	The Osboren/McGraw-Hill Guide to Using LOTUS 1-2-3	Berkeley : Osborne/McGraw-Hill, 1984	HF5548.4.L67.B37
Ettlin, Walter	Multiplan Made Easy	Berkeley : Osborne/McGraw-Hill, 1985	HF5548.4.M74.E8
Gilbert, Chris	The ABC's of 1-2-3	Berkeley : Sybex, 1985	HF5548.4.L67.G55
Hoffman, Paul	The Osborne/McGraw-Hill MS-DOS User's Guide	Berkeley, CA : Osborne/McGraw-Hill, 1984	QA76.6.H584.1984
Wilder, Jules H.	The Integrated Software Book	Reading, MA : Addison-Wesley, 1985	HF5548.2.G527.

...AND IT'S USER-FRIENDLY
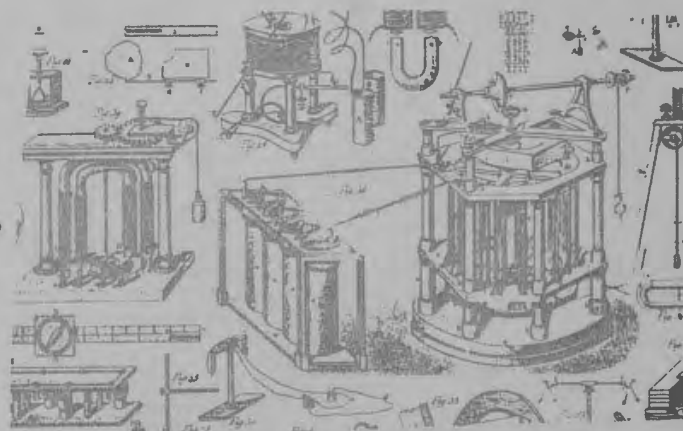
Micro News is published by the General Library Microcomputer Committee. We invite contributions. Please send all material to Mark Mentges at the Education/Psychology Library.

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TECH SERVICE NOTES   21 November 1985
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NON-GENERAL LIBRARIES SERIAL RECORDS IN CAT 2: SERIALS

Can we trust what Cat 2:S says about non-general libraries' serials?
Only partly. The non-general libraries update holdings on Cat 2:S by
sending information to the Serials Database Processing Division (SDPD)
in the Serials Dept. When and what to report is at the discretion of
the NGL. We checked with each reporting NGL to see which ones are
continuing to send updates. They are:

     Center for Continuing Education for Women Library (CCEW)
     Graduate Theological Union Library, Berkeley (GTUL)
     Institute of Governmental Studies Library (IGSL)
     Institute of International Studies Library (IISL)
     Institute of Transportation Studies Library (ITSL)
     Philosophy Library (PHIL)*
     Water Resources Center Archives (WRCA)

Those libraries for which serials are listed in Cat 2:S but which no
longer send updates for Cat 2:S are:

     Chicano Studies Library (CHIC) - stopped in 1981.
     Energy Information Center Library (ENER) - stopped in 1985.
     Law Library (LAW) - stopped Jan. 1984.

Non-general libraries which have never had serials data on Cat 2:S are:

     Architecture Slide Library
     Asian-American Studies Library
     Continuing Education of the Bar Library
     Earthquake Engineering Research Center
     Executive Library
     Giannini Foundation of Agricultural Economics Library
     Institute of Industrial Relations Library (IIRL)
     Native American Studies Library (NASL)
     Reference and Catalog Laboratory Library
     Science Education Library

The NGL-records which appear on Cat 2:S also appear in CALLS, both on
fiche and on MELVYL. Since the CALLS tape for UC Berkeley is produced
from the Cat 2:S database, the degree of accuracy and currency on CALLS
depends on the data in the Cat 2:S database at the time the CALLS tape
is produced, twice a year.

EXCEPTION: Although the Law Library stopped sending SDPD reports to
update Cat 2:S in January 1984, LAW does send a tape once a year directly
to DLA to update its holdings on CALLS.

None of the Non-general Libraries' serials records are in GLADIS.

*Not an NGL but serials records are processed by MAIN.

                                             Janet Garey

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TECH SERVICE NOTES   21 November 1985
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THREE-YEAR BACKLOG WIPED OUT IN ONE YEAR

BSD has completed cataloging the Main Stack TCP for the years 1980, 1981,
and 1982. We began in November of 1984 with the 1982's, worked our way
backwards through 1981 and just last week received the last batch of 1980's
from NRLF.

Statistics are: total of 34,163 titles (12,204 for 1982, 11,581 for 1981,
and 10,378 for 1980)

Future plans: finish cataloging TCP in branches; start on the Main Stack 1983
TCP, then continue on through 1984 ...

Who knows, maybe we can make TCP a thing of the past.

                                              --Russell Gardiner

PAM BINDING BACKLOG

A temporary shortage of personnel and material at the Bindery has resulted in
a Pam Binding backlog. Pamphlets submitted to BPD in mid-July to early August,
and normally returned to locations in September, are only now being received
from the Bindery and routed.

The situation has now been corrected, and we are beginning to catch up. We re-
gret the unavoidable delay and any inconvenience. Thanks for your understand-
ing.

                                              --Gary Quien

"HISTORY OF THE BERKELEY SERIALS DATABASE"

Ever wonder how our Catalog 2: Serials and the GLADIS serials format records
came to be what they are today? Serials records over the past 15 years have
undergone many changes, and what we have is strata from many eras. "History
of the Berkeley Serials Database" has been written by Esther Fulsaas, Serials
Department, Serials Cataloging Division, to document these changes from early
datapoint system days to early RLIN days to our present GLADIS era. UCB staff
interested in obtaining or borrowing a copy may do so by contacting Esther in
Serials Cataloging at 2-3331.

                                              --Carol Lawrence

CATALOGING COUNCIL MINUTES: Meeting No. 41, 22 October 1985

Present: I. Argüelles, C. Bengston, Y.K. Choo, R. Gardiner, C. Hamilton,
           P. Hoehn (recorder), C. Moreno, G. Nichols, J. Peck (Chair), S.
           Rhee, E. Todd, R. Tucker

Guest: C. Gordon

1. The minutes of meetings 39 and 40 (13 August and 8 October, 1985) were
    approved.

2. There was a general discussion of Sue Rhee's proposal to close the official
    shelflist and branch shelflists.   The proposal calls for "closing" the
    shelflists, that is, adding no new cards to them, but withdrawing cards as
    necessary, as opposed to "freezing," which was defined as keeping the
    shelflists static.   It was decided that the Council would make separate
    recommendations on 1) the official, and 2) branch shelflists. The decisions
    would not apply to the Bancroft, East Asiatic, Moffitt or Music Libraries.
    There are approximately 2,200,000 titles to be converted (official and
    Bancroft, not including EAL or other branch material not in the official
    shelflist).   BSD has a three-month filing backlog of official shelflist
    cards.   The concensus was that assigning duplicate call numbers occurred
    infrequently, `but when it did it caused serious public and technical
    service problems which were difficult and time consuming to resolve.   The
    official shelflist will not be discarded until all records in it have been
    converted.   GLADIS will be in every branch library by the end of this
    fiscal year.

    A task group consisting of C. Bengston, R. Gardiner, C. Hamilton and R.
    Tucker was appointed to draw up specifications needed for the GLADIS system
    and revisions of shelflisting procedures to accommodate the needs of
    catalogers to have access to subject and author Cutter data now obtained
    from the official shelflist, and to provide a means to avoid assigning
    duplicate call numbers.

    The Council tentatively recommended that the Library cease ordering cards
    for the official shelflist.   Further discussion of these issues will take
    place at the next meeting.

    Each cataloging unit was asked to tell Sue Rhee the number of extra GLADIS
    terminals which would be needed if the official were to be closed.

CAPA ANNUAL REPORT, 1984-85

The Committee on Appointment, Promotion and Advancement (CAPA) is a standing committee of the LAUC-B Executive Committee. It is responsible for making recommendations to the appropriate administrator on all promotion, career status and merit reviews in the Librarian Series. CAPA also has a role in the recruitment process. It reviews position descriptions, interviews final candidates, and makes recommendations accordingly. CAPA is made up of seven members who serve staggered three-year terms. Five are from the General Library and two are from the non-General libraries. Members are appointed by the LAUC-B Executive Committee. CAPA is not a policy making body. It carries out policy as formulated by the LAUC-B Executive Committe and as set forth in the Academic Personnel Manual and the Berkeley Campus Procedures.

From November 1984 through October 1985 CAPA met 48 times for an average of two hours each time. Each CAPA member, from January to June, also spent several additional hours per week outside the regular meetings reading cases and writing drafts for group discussion.

General Matters

In an effort to improve communication between CAPA and the LAUC-B Executive Committee, especially during the Tier 2 transition, the CAPA chair began sitting as an ex officio member of the LAUC-B Executive Committee. This has proved to be an effective means of keeping CAPA abreast of proposed changes in peer review policy resulting from Tier 2.

One special project CAPA completed in this term was the preparation of a handout providing basic information about CAPA and the peer review process. The Library Personnel Office is distributing the handout in the packet of information sent to final candidates selected for interviews. The handout is available to non-General libraries conducting recruitments. It is hoped that the handout will give final candidates some gounding in the peer review process in advance of their interviews.

CAPA also drafted a new internal policy on its role in the recruitment process. The policy clarifies CAPA's procedures for conducting interviews and making recommendations regarding final candidates.

One additional special activity in this review period was the preparation of an information report for the LAUC-B Executive Committee on the solicitation of letters of recommendation in personnel actions. The report reviewed existing Berkeley campus procedures in this area and raised issues for Executive Committee consideration.

Recruitments

In the 1984-85 term subcommittees of CAPA interviewed 50 candidates for 15 positions, twelve in the General Library and four in the non-General libraries. Thirteen of these positions were filled as of October 31, 1985.

"Special" Reviews

The special four-year review provided for in APM 360-6-(c)-2 was implemented for the first time in the 1983-84 review cycle. The procedures worked out at that time for special reviews, including the convention that documentation consist of a self-evaluation and a supervisor's evaluation, were followed again in the 1984-85 review cycle. CAPA reviewed nine cases in this category, six in the General Library and three in the non-General libraries.

Promotion and Merit Reviews

CAPA made recommendations in 66 cases in this review cycle. Twenty-one cases (11 promotion reviews and 10 career status reviews) required recommendations by ad hoc committees. Twelve librarians served on these committees. As in past years CAPA made an effort to include on each committee a librarian who had not previously served in this capacity.

Of the 66 cases under review, the supervisor was in agreement with the final decision maker in 55 cases, CAPA in agreement in 58 cases, and the ad hoc committees in 17 of 21 cases.

CAPA Membership

Third year: Ronald Heckart, Chair (Institute of Govermental Studies Library)
               Norma Kobzina (Natural Resources Library)

Second year: Gary Handman (Moffitt Library)
               Jean Peck (Catalog Department)

First year: Susana Hinojosa (Moffitt Library)
               Judith Levy (Health Science Information Service)
               Rebecca Lhermitte (Executive Library, Office of the President)

1984-85 Academic Review Statistics

It should be remembered that these are gross statistics and do not indicate action in any particular case.

PROMOTION REVIEWS (11 cases)

Assistant to Associate (4)

Dept. Head	4 yes	0 no
Ad hoc Comm	3 yes	1 no
CAPA	3 yes	1 no
Final	3 yes	1 no

Associate to Librarian (7)

Dept. Head	6 yes	1 no
Ad hoc Comm	4 yes	3 no
CAPA	6 yes	1 no
Final	4 yes	3 no

CAREER STATUS REVIEWS (10 cases) All occurred in conjunction with other reviews.

Dept. Head	10 yes	0 no
Ad hoc Comm	8 yes	2 no
CAPA	8 yes	2 no
Final	8 yes	2 no

ACCELERATED MERIT REVIEWS (1 case)

Dept. Head	0 yes	0 no
CAPA	1 yes	0 no
Final	0 yes	1 no

MERIT REVIEWS (43 cases) Does NOT include accelerated merits.

Assistant (5)

Dept. Head	5 yes
CAPA	5 yes
Final	5 yes

Associate (18)

Dept. Head	18 yes	0 no
CAPA	17 yes	1 no
Final	17 yes	1 no

Librarian (21)

Dept. head	16 yes	5 no
CAPA	11 yes	10 no
Final	11 yes	10 no

--Ron Heckart, 1984/84 Chair
LAUC-B Committee on Appointments, Promotions and Advancements

LAUC-Berkley   PEER REVIEW STATISTICS 1984/85

Personnel actions taking effect July 1, 1985

	B		D		I		LA		.R		SD		SF		SB		SC	
	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final
ASSISTANT LIBRARIAN																		
Merit increases																		
1. Rec. for one-step	5	5																
2. Rec. for accelerated	0	0																
3. Rec. for no increase	0	0																
4. Deferred review	na	na																
Promotions																		
5. Rec. for promotion	3	3																
6. Rec. for acceleration	1	0																
7. Deferred review	na	na																
Other																		
8. Other actions (see notes)																		
ASSOCIATE LIBRARIANS																		
Merit Increases																		
9. Rec. for one-step	18	17																
10. Rec. for accelerated	0	0																
11. Rec. for no. increase	0	0																
12. Deferred review	na	na																
Promotions																		
13. Rec. for promotion	5	3																
14. Rec. for accelerated	1	1																
15. Deferred review	na	na																
Career status (Only)																		
16. Rec. for career status	5	5																
17. Rec. for denial	0	0																
Other																		
18. Other actions (see notes)	1*	1																
LIBRARIANS																		
Merit increases																		
19. Rec. for one-step	16	11																
20. Rec. for accelerated	0	0																
21. Rec. for no increase	5	5																
22. Deferred review	na	na																
Career status (Only)																		
23. Rec. for career status	1	0																
24. Rec. for denial	0	0																
Other																		
25. Other actions																		
26. TOTAL NO. OF REVIEWS	66																	
27. NO. OF FINAL ACTIONS IN AGREEMENT WITH REC. OF:																		
a. Supervisor	55 of 66																	
b. LAUC Review Body	58 of 66																	
c. Univ. Librarian	49 of 49																	
d. Other	17 of 21																	

Notes

* Line 18: One recommendation not to promote.

SEE ATTACHED PAGE FOR EXPLANATION OF CATEGORIES

LAUC STATEWIDE PEER REVIEW STATISTICS

Statistical reporting form:
  Coverage: 19 81 review year; personnel actions taking effect 1 July 1982.

*** This table can only be an approximation of peer review activity and is intended as a broad overview of the types of personnel actions taking place statewide in LAUC divisions. Close comparisons between campuses are not possible because of differences in procedures and interpretations of policy.

Category descriptions:
  Note: Each personnel action appears only on one category, according to the initial recommendation. If, for example, a recommendation for an accelerated increase results in a one-step increase, an additional digit is not added to the one-step increase final action category.

  2, 10, 20: Recommendations for an accelerated increase. This category includes recommendations for a two-step increase and also recommendations for a one-step increase in a year in which the librarian is not normally eligible for an increase.

  6, 14: Recommendations for an accelerated promotion. This category includes both promotion with accelerated increase and promotion in a year in which the librarian is not normally eligible.

  4, 7, 12, 15, 22: Deferred review. Some campuses allow the librarian the option of postponing a merit review or promotion review for a year. If a campus has indicated that this option is not available, "na" appears.

27 x: Number of Final Actions in Agreement with Recommendation of... This category is intended to indicate whose recommendation caries the most weight in relation to the final action.

27d x (d): At Berkeley and Irvine, ad hoc review committees make separate recommendations which accompany the evaluation to the final decisionmaker along with the recommendation of the main review body. At Davis, an additional level of review is provided by the Academic Staff Organization's Personnel Committee.

FOOTNOTES

1. Berkeley, line 18: Three Assistant Librarians not recommended for promotion.

2. Irvine, line 27a-d: Irvine considers this information confidential.

3. Los Angeles, lines 1, 9 and 26: One candidate at Assistant Librarian rank and one at Associate Librarian rank left employment before completion of review cycle.

4. Los Angeles, line 18 and 25: Los Angeles reports "Associate Librarian at step VII and Librarian at step IV were included in the review cycle. Since they may remain at these steps indefinitely without prejudice, the final outcome of the reviews was no action. Also included were Librarians at step V."

5. Santa Cruz, line 27a-d: form incomplete. Line 27d is Academic Vice Chancellor.

	B		D		I		LA		R		SD		SF		SB		SC	
	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final
ASSISTANT LIBRARIAN																		
Merit increases																		
1. Rec. for one-step	9	9	5	5	0	0	18③	17			5	5	0	0	4	4	2	2
2. Rec. for accelerated	0	0	1	0	0	0	0	0			2	2	0	0	1	1	0	0
3. Rec. for no increase	0	0	0	0	0	0	0	0			0	0	0	0	0	0	1	1
4. Deferred review	na	na	0	0	0	0	1	1			na	na	0	0	0	0	0	0
Promotions																		
5. Rec. for promotion	3	3	0	0	1	1	6	6			3	3	0	0	2	2	0	0
6. Rec. for acceleration	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
7. Deferred review	na	na	0	0	0	0	0	0			na	na	0	0	0	0	0	0
Other																		
8. Other actions (see notes)	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
ASSOCIATE LIBRARIANS																		
Merit Increases																		
9. Rec. for one-step	13	12	6	5	7	7	13③	10			2	2	4	4	4	4	4	4
10. Rec. for accelerated	1	1	0	0	0	0	2	1			0	0	0	0	1	0	0	0
11. Rec. for no. increase	2	2	1	1	3	3	0	0			0	0	0	0	2	2	0	0
12. Deferred review	na	na	0	0	2	2	1	1			na	na	0	0	0	0	0	0
Promotions																		
13. Rec. for promotion	6	2	0	0	1	1	1	1			0	0	0	0	1	1	2	2
14. Rec. for accelerated	0	0	0	0	0	0	2	2			0	0	0	0	0	0	0	0
15. Deferred review	na	na	0	0	0	0	0	0			0	0	0	0	9	9	1	1
Career status (Only)																		
16. Rec. for career status	5	5	1	1	0	0	1	1			0	0	0	0	0	0	0	0
17. Rec. for denial	1	1	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
18. Other actions (see notes)	3①	3①	0	0	0	0	7④	7④			0	0	0	0	0	0	0	0
LIBRARIANS																		
Merit increases																		
19. Rec. for one-step	10	6	1	1	3	3	10	5			5	5	6	4	1	1	1	1
20. Rec. for accelerated	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
21. Rec. for no increase	9	9	0	0	1	1	5	5			2	2	0	0	1	1	0	0
22. Deferred review	na	na	3	3	0	0	0	0			na	na	0	0	0	0	0	0
Career status (Only)																		
23. Rec. for career status	2	2	0	0	1	1	0	0			0	0	0	0	0	0	0	0
24. Rec. for denial	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
25. Other actions	0	0	0	0	0	0	11④	11④			0	0	0	0	0	0	0	0
26. TOTAL NO. OF REVIEWS	65		18		18		78③				20		10		17		10	
27. NO. OF FINAL ACTIONS IN AGREEMENT WITH REC. OF:																		
a. Supervisor	56 of 65		15 of 18		②		67 of 78				20 of 20		8 of 10		16 of 17		? of 10⑤	
b. LAUC Review Body	51 of 65		4 of 5				71 of 76				20 of 20		8 of 10		17 of 17		? of 10⑥	
c. Univ. Librarian	55 of 55		17 of 18				76 of 76				20 of 20		7 of 9		17 of 17		? of 8⑤	
d. Other	13 of 20		18 of 18														? of 2⑤	

SEE ATTACHED PAGE FOR EXPLANATION OF CATEGORIES AND FOOTNOTES

LAUC STATEWIDE PEER REVIEW STATISTICS

Statistical reporting form:
   Coverage: 19_82_review year; personnel actions taking effect 1 July 19_83_.

*** This table can only be an approximation of peer review activity
   and is intended as a broad overview of the types of personnel
   actions taking place statewide in LAUC divisions. Close compar-
   isons between campuses are not possible because of differences
   in procedures and interpretations of policy.

Category descriptions:
   Note: Each personnel action appears only on one category,
   according to the initial recomendation. If, for example, a
   recommendation for an accelerated increase results in a one-
   step increase, an additional digit is not added to the one-
   step increase final action category.

   2, 10, 20: Recommendations for an accelerated increase. This
      category includes recommendations for a two-step increase
      and also recommendations for a one-step increase in a year
      in which the librarian is not normally eligible for an in-
      crease.

   6, 14: Recommendations for an accelerated promotion. This
      category includes both promotion with accelerated increase
      and promotion in a year in which the librarian is not normally
      eligible.

   4, 7, 12, 15, 22: Deferred review. Some campuses allow the
      librarian the option of postponing a merit review or promotion
      review for a year. If a campus has indicated that this option
      is not available, "na" appears.

   27 26: Number of Final Actions in greement with Recommendation of...
      This category is intended to indicate whose recommendation caries
      the most weight in relation to the final action.

   27d 26 (d): At Berkeley and Irvine, ad hoc review committees make
      separate recommendations which accompany the evaluation to the
      final decisionmaker along with the recommendation of the main
      review body. At Davis, an additional level of review is pro-
      vided by the Academic Staff Organization's Personnel Committee.

FOOTNOTES

1. Davis, line 1: One Assistant Librarian recommended for a one-step increase ultimately
   received an accelerated increase.

2. Irvine, line 27a-d: Irvine considers this information confidential.

3. Los Angeles, line 9 and 16: Career status actions considered with recommendations
   for merit increases. The figure reported under final actions in line 9 is the
   final action for merit increase only and does not reflect final actions for career
   status recommendations.

4. Los Angeles, lines 18 and 25: Los Angeles reports "Associate Librarian at step VII
   and Librarian at step IV were included in the review cycle. Since they may remain
   at these steps indefinitely without prejudice, the final outcome of the reviews was
   no action. Also included were Librarians at step V."

5. Los Angeles, line 19: Final action in one case was an accelerated merit increase.

6. San Diego, line 27d: ad hoc committee

7. Santa Barbara, lines 18 and 24: Top step of rank no salary action.

8. Santa Cruz, lin 27d: form incomplete. Line 27d is Academic Vice-Chancellor.

	B		D		I		LA		R		SD		SF		SB		SC	
	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final	Rec.	Final
ASSISTANT LIBRARIAN																		
Merit increases																		
1. Rec. for one-step	7	7	4	①3	1	1	12	12			8	8	0	0	4	4	1	1
2. Rec. for accelerated	0	0	2	1	0	0	1	1			1	1	0	0	0	0	0	0
3. Rec. for no increase	0	0	0	0	0	0	0	0			1	1	0	0	0	0	1	1
4. Deferred review	na	na	0	0	0	0	0	0			0	0	0	0	na	na	0	0
Promotions																		
5. Rec. for promotion	3	3	2	2	0	0	7	7			2	2	0	0	1	1	1	1
6. Rec. for acceleration	0	0	1	1	0	0	1	1			0	0	0	0	0	0	0	0
7. Deferred review	na	na	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
8. Other actions (see notes)	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
ASSOCIATE LIBRARIANS																		
Merit Increases																		
9. Rec. for one-step	19	17	8	8	7	6	22③	22③			4	4	1	2	4	4	7	6
10. Rec. for accelerated	3	1	0	0	3	3	1	1			2	1	0	0	0	0	0	0
11. Rec. for no. increase	1	1	2	2	1	1	3③	3			2	2	2	2	1	1	1	1
12. Deferred review	na	na	2	2	5	5	0	0			1	1	0	0	0	0	0	0
Promotions																		
13. Rec. for promotion	8	5	4	4	2	2	6	6			3	1	1	0	1	1	1	1
14. Rec. for accelerated	0	0	0	0	1	1	0	0			0	0	0	0	0	0	0	0
15. Deferred review	na	na	1	1	0	0	2	0			0	0	0	0	6	6	0	0
Career status (Only)																		
16. Rec. for career status	4	4	3	3	0	0	1③	1③			1	1	0	0	0	0	0	0
17. Rec. for denial	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
18. Other actions (see notes)	0	0	0	0	0	0	12④	11④			0	0	0	0	4	④⑦	0	0
LIBRARIANS																		
Merit increases																		
19. Rec. for one-step	9	7	1	1	1	1	10	9⑤			4	4	3	2	4	4	2	2
20. Rec. for accelerated	1	1	0	0	0	0	0	0			0	0	0	0	0	0	0	0
21. Rec. for no increase	7	7	1	1	2	2	0	0			2	2	1	2	0	0	0	0
22. Deferred review	na	na	3	3	3	3	0	0			0	0	0	0	0	0	0	0
Career status (Only)																		
23. Rec. for career status	1	1	0	0	0	0	0	0			0	0	0	0	0	0	0	0
24. Rec. for denial	0	0	1	1	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
25. Other actions	0	0	0	0	0	0	0	0			0	0	0	0	4	④⑦	0	0
26. TOTAL NO. OF REVIEWS	63		29		26		76				30		8		23		14	
27. NO. OF FINAL ACTIONS IN AGREEMENT WITH REC. OF:																		
a. Supervisor	53 of 63		27 of 29		②		73 of 76				27 of 30		5 of 8		23 of 23		? of 14⑧	
b. LAUC Review Body	59 of 63		-				75 of 76				27 of 30		4 of 8		21 of 22		? of 14	
c. Univ. Librarian	43 of 43		-				76 of 76				30 of 30		4 of 8		23 of 23		? of 11	
d. Other	8 of 12		29 of 29				na				9 of 12⑥		na				? of 3⑥	

SEE ATTACHED PAGE FOR EXPLANATION OF CATEGORIES AND FOOTNOTES

LAUC STATEWIDE PEER REVIEW STATISTICS

Statistical reporting form:
  Coverage: 19_83_review year; personnel actions taking effect I July 19_84_.

*** This table can only be an approximation of peer review activity
and is intended as a broad overview of the types of personnel
actions taking place statewide in LAUC divisions. Close compar-
isons between campuses are not possible because of differences
in procedures and interpretations of policy.

Category descriptions:
  Note: Each personnel action appears only on one category,
  according to the initial recomendation. If, for example, a
  recommendation for an accelerated increase results in a one-
  step increase, an additional digit is not added to the one-
  step increase final action category.

  2, 10, 20: Recommendations for an accelerated increase. This
    category includes recommendations for a two-step increase
    and also recommendations for a one-step increase in a year
    in which the librarian is not normally eligible for an in-
    crease.

  6, 14: Recommendations for an accelerated promotion. This
    category includes both promotion with accelerated increase
    and promotion in a year in which the librarian is not normally
    eligible.

  4, 7, 12, 15, 22: Deferred review. Some campuses allow the
    librarian the option of postponing a merit review or promotion
    review for a year. If a campus has indicated that this option
    is not available, "na" appears.

27 26: Number of Final Actions in greement with Recommendation of...
    This category is intended to indicate whose recommendation caries
    the most weight in relation to the final action.

27d 26 (d): At Berkeley and Irvine, ad hoc review committees make
    separate recommendations which accompany the evaluation to the
    final decisionmaker along with the recommendation of the main
    review body. At Davis, an additional level of review is pro-
    vided by the Academic Staff Organization's Personnel Committee.

FOOTNOTES

1. Berkeley, line 18: One recommendation not to promote.

2. Irvine, line 27a-d: Irvine considers this information confidential.

3. Los Angeles, lines 18 and 25: Los Angeles reports "Associate Librarian at step VII
   and Librarian at step IV were included in the review cycle. Since they may remain
   at these steps indefinitely without prejudice, the final outcome of the reviews was
   no action. Also included were Librarians at step V."

4. San Diego, lines 8 and 18: Temporary appointees reviewed "for the records only."

5. San Diego, line 27d: Ad hoc committee reviewed 12 cases.

6. Santa Barbara and Santa Cruz, lines 27a-d: Form incompletely filled-out. Santa
   Cruz line 27d is Academic Vice Chancellor.

	B Rec.	B Final	D Rec.	D Final	I Rec.	I Final	LA Rec.	LA Final	R Rec.	R Final	SD Rec.	SD Final	SF Rec.	SF Final	SB Rec.	SB Final	SC Rec.	SC Final
ASSISTANT LIBRARIAN																		
Merit increases																		
1. Rec. for one-step	2	2	3	4	0	0	14	15			3	3	0	0	4	3	0	0
2. Rec. for accelerated	0	0	3	2	0	0	0	0			0	0	0	0	0	0	0	0
3. Rec. for no increase	0	0	0	0	0	0	0	0			3	3	0	0	0	1	0	0
4. Deferred review	na	na	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Promotions																		
5. Rec. for promotion	4	4	3	3	1	1	4	3			2	2	0	0	0	1	1	1
6. Rec. for acceleration	1	0	0	0	0	0	2	2			1	1	0	0	0	0	0	0
7. Deferred review	na	na	0	0	0	0	0	0			0	0	0	0	0	0	1	1
Other																		
8. Other actions (see notes)	0	0	0	0	0	0	0	0			1	na[4]	0	0	0	0	0	0
ASSOCIATE LIBRARIANS																		
Merit Increases																		
9. Rec. for one-step	14	12	6	6	1	1	22	21			2	2	1	1	4	4	0	0
10. Rec. for accelerated	3	2	0	1	0	0	0	1			1	1	0	0	0	0	0	0
11. Rec. for no. increase	2	2	1	0	4	4	0	1			2	2	0	0	0	0	1	1
12. Deferred review	na	na	0	0	6	6	0	0			0	0	0	0	0	0	0	0
Promotions																		
13. Rec. for promotion	6	6	1	1	1	0	3	2			1	1	1	2	0	0	0	0
14. Rec. for accelerated	0	0	1	1	0	0	0	0			0	0	1	0	0	0	0	0
15. Deferred review	na	na	0	0	0	0	0	0			0	0	1	1	2	2	2	2
Career status (Only)																		
16. Rec. for career status	3	2	0	0	0	0	0	0			2	2	0	0	0	0	0	0
17. Rec. for denial	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
18. Other actions (see notes)	1[1]	1	0	0	0	0	4	4[3]			1	na[4]	0	0	0	0	0	0
LIBRARIANS																		
Merit increases																		
19. Rec. for one-step	9	5	2	2	3	3	7	5			2	1	1	1	4	3	2	1
20. Rec. for accelerated	0	0	0	0	0	0	1	1			0	0	0	0	0	0	0	0
21. Rec. for no increase	8	7	0	0	0	0	0	1			3	3	0	0	0	1	2	2
22. Deferred review	na	na	3	3	1	1	3	3			1	1	0	0	0	0	0	0
Career status (Only)																		
23. Rec. for career status	1	1	0	0	1	1	0	0			0	0	0	0	0	0	0	0
24. Rec. for denial	0	0	0	0	0	0	0	0			0	0	0	0	0	0	0	0
Other																		
25. Other actions							7	8[3]					0	0	0	0	0	0
26. TOTAL NO. OF REVIEWS	59		20		18						22		5		12		6	
27. NO. OF FINAL ACTIONS IN AGREEMENT WITH REC. OF:																		
a. Supervisor	47 of 59		18 of 20		(2)		67				19 of 20		4 of 5		6		6	
b. LAUC Review Body	55 of 59		15 of 15				57 of 67				14 of 20		4 of 5					
c. Univ. Librarian	44 of 44		20 of 20				61 of 67				20 of 20		4 of 5					
d. Other	16 of 19		20 of 20				67 of 67				10 of 12[5]							

SEE ATTACHED PAGE FOR EXPLANATION OF CATEGORIES AND FOOTNOTES

THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA AT BERKELEY - THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIFORNIA - BERKELEY - THE GENERAL LIBRARY OF THE UNIVERSITY OF CALIF

MARK TWAIN EXHIBITION

To commemorate the 150th anniversary of Mark Twain's birth and the centennial of the publication of Adventures of Huckleberry Finn, The Bancroft Library has organized an unprecedented exhibition of some of its treasures outside the library itself. The Chevron Gallery, 555 Market Street, San Francisco, is displaying "Whoopjamboreehoo! San Francisco Celebrates Mark Twain's 150th Birthday and Huck Finn's 100th" through December 10. The exhibition is timed to coincide with publication by the University of California Press of the Mark Twain Library edition of Huckleberry Finn, edited by Walter Blair and Victor Fischer, the latest volume in the series of Mark Twain's works and papers being edited by the University's Mark Twain Project. These books restore Mark Twain's texts for the first time to their author's original intentions and include all of the illustrations from the first editions of his books. The San Francisco exhibition displays many of the Mark Twain materials that were exhibited in The Bancroft Library this past summer with the addition of many items particularly related to Mark Twain in San Francisco. Gallery hours are weekdays, 9 to 4.

--Rob Browning

EAL AT THE CALIFORNIA LIBRARY ASSOCIATION CONFERENCE

Christa Chow, senior Chinese cataloger at EAL, gave a two-hour lecture and slide presentation on "Chinese Rare Books: Authentication and Preservation," at the meeting of the Chinese-American Librarians Association, held in conjunction with the California Library Association Conference on November 19 at the Hyatt Regency Hotel, Oakland. Jean Han, Head of EAL Serials, gave a presentation on EAL services to the public at the Minority Services Forum at the same Conference on the 17th.

--Donald Shively

TEMPORARY CLOSING OF GOVERNMENT DOCUMENTS DEPARTMENT DIVISIONS

The Government Documents Division of the Department will be closed to the public from December 18, 1985 through January 3, 1986 in order to shift 230,000 of its 320,000 bound volumes. This shift on Tiers 1 and 6 of the Doe Annex is essential so that shelving and shelf-reading tasks can be performed. The Map Room and the Newspaper/Microcopy Division (the other two divisions of the Department) will be open 1-5 pm December 18-20, but will be closed December 23 through January 2, 1986 so that their resources can be utilized for the shift.

Although public and technical services will not be available during the closures, telephone service will be maintained in case of emergency or for other urgent reasons. Reference service will not be available but if specific circulating materials (known author, title, call number) are needed, arrangements can be made to make them available at the Loan Hall Circulation Desk.

--Liz Myers
Head, Government Documents

VIRGINIA WHITAKER MEMORIAL BOOKS IN MORRISON LIBRARY

Friends and colleagues of Virginia Whitaker, Principal Clerk in the Library
Photographic Service who died August 21, 1985, have taken up a collection to
purchase two books in her memory.

One is Richard A. Cooke III's lavishly illustrated Moloka'i: an island in time
(Honolulu, HA : Beyond Words Publishing Co., 1984). Moloka'i is one of the
Hawaiian Islands, and Virginia's friends recall that she frequently travelled in
and much enjoyed the area.

The other title selected is The language of flowers by Laura Peroni, illustrated
by Marilena Pistoia (New York, NY : Crown Publishers, 1985), a book which describes
many flowering plants, the origins of their names, and their literary and botanical
importance. These descriptions are accompanied by delicate watercolor paintings
of each flower. (Virginia's family shared a love of gardens and flowers.)

These books are now available in the Morrison Library, on the large display table
in the center of the room.

--Judy Clarence
Morrison Library

DECEMBER CALENDAR OF MEETINGS AND EVENTS

Dec 3/Tues/Department Heads/8:30/322 Library
Dec 4/Wed/Exhibits Ctte/9:00/321 Library
Dec 5/Thurs/Technical Services Department Heads/10:00/322 Library
Dec 6/Fri/Public Services Department Heads/10:00/322 Library
Dec 9/Mon/Sciences Libraries Monthly Meeting/10:00/322 Library
Dec 10/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm.
Dec 10/Tues/Cataloging Council/10:00/322 Library
Dec 11/Wed/Staff Development Ctte/1:30/322 Library
Dec 12/Thurs/Public Services Advisory Group/1:00/322 Library
Dec 17/Tues/Department Heads/8:30/322 Library
Dec 19/Thurs/Technical Services Group/10:00/Bancroft Conf. Rm.
Dec 20/Fri/Public Services Unit Heads/10:00/322 Library

LIBRARY TOURS AND INSTRUCTION

Dec 10/Tues/Orientation& tour of the Fiscal and Support Services Department/
8:30/322 Library (See 21 November issue of CU NEWS for sign up form.)

GLADIS Clinics (To enroll call System Services at 2-6120):

Dec 4/Wed/GLADIS Overview/1:00/322 Library
Dec 11/Wed/GLADIS Introduction to Searching/10:00/322 Library
Dec 19/Thurs/GLADIS Advanced Searching/10:00/322 Library

LAUC-B Spring Assembly Minutes
9 May 1985
Booth Auditorium, Boalt Hall

1. Ivan Argüelles, LAUC-B Chair, called the Assembly to order at 8:40. He welcomed
the Assembly and introduced new members.

2. Overview of LAUC accomplishments, 1984/85

Ivan noted that the introduction of the "Tier 2" concept in the spring of 1984,
offered LAUC an opportunity to strengthen its role in the University. The
development of recommendations to implement "Tier 2," through the work of the
Ad Hoc Committees on Professional Standards and Peer Review/Revision of the APM,
and the Committee on Research and Professional Development, has made 1984/85
the busiest year for LAUC since its inception.

Ivan reviewed the work of these three statewide committees, noting that the
reports of the Ad Hoc Committee on Peer Review/Revision of the APM and the
Committee on Research and Professional Development have been forwarded to the
Office of the President. Regarding professional standards issues, Ivan observed
that the LAUC Executive Board is drafting a new By-law that provides for a
professional standards committee; and, the Board will recommend that "types of
discipline" and "procedures and safeguards for discipline" (Skelly rights) be
proposed for inclusion in the APM for the Librarian series.

3. Overview of LAUC-B accomplishments, 1984/85

Ivan described the increased level of LAUC-B activity during the past year, due
to "Tier 2" implementation activities and discussion. The LAUC-B Executive
Committee sponsored two extra assemblies this past year to discuss "Tier 2" with
the membership. The Executive Committee was also heavily involved in the review
of the many documents coming from LAUC Statewide, the Office of the President, and
elsewhere.

A major LAUC-B Executive Committee activity of the past year was to examine the
relationship of LAUC-B to the former ACUL committees, and to strengthen communication
between the Executive Committee and the LAUC-B committees. He noted that the Chair
of CAPA has been appointed an ex officio member of the Executive Committee, as one
means of enhancing communication regarding between CAPA and the Executive Committee.
(The LAUC-B Ad Hoc Committee on Rules will revise the By-laws to include this
change.)

Other areas of concern this year included establishing lines of communication with
campus administration (e.g., the Vice Chancellor's Office); examining peer review
issues and sponsoring discussion sessions on peer review; and, supporting a
mentoring program for new librarians.

4. LAUC Statewide Committee and other reports

Reports were given by LAUC-B representatives to LAUC statewide and other committees:

Charles Shain, LAUC Ad Hoc Committee on Peer Review/Revision of the APM, reported
primarily on recommendations regarding deferred reviews and temporary appointments.
The Assembly supported a proposed LAUC-LA amendment to the Committee's recommendation
1, paragraph 2.

Rebecca Martin, LAUC representative to the Northern Regional Library Board (NRLB),
reported that the Board liked Beverlee French's (LAUC President) summary of the
problems of non-duplication in the Northern Regional Library Facility (NRLF).
Rebecca summarized the Board's responses to several specific LAUC recommendations.
She also described a serious shortfall in the NRLF budget.

4. LAUC Statewide Committee and other reports, continued

Jack Leister, LAUC Committee on Committees, Rules, and Jurisdiction, explained
the balloting process on the draft revision of the LAUC Bylaws (to be voted on
in June). He led a lively discussion of principles and language in the draft.

Terry Dean, Chair, LAUC Ad Hoc Committee on a Functional Directory of University
of California Librarians, reported on the status of the Functional Directory. She
described computer equipment problems which have delayed production of the director
and stated that Beverlee French had asked Michael Buckland about the feasiblity
of loading the directory into the MELVYL database.

Simone Klugman, LAUC Ad Hoc Committee on MELVYL Instruction, reviewed the charge
of her committee, which was appointed in February 1984 to study and coordinate
instruction of the MELVYL online catalog (MOC). The committee's current activities
include editing the UCB MOC instructional flip chart to make it usable on all
campuses. The committee's charge has been extended for another year.

Michael Kleiber, LAUC Ad Hoc Committee on the Library Plan, described the origins
of this committee at the May 1984 LAUC Spring Assembly. The committee will meet in
the next two months.

Camille Wanat, Library Council Task Force on Database Utilization, reviewed high-
lights of a report on textual and numeric databases.

Maryly Snow, LAUC Research Committee, reported that the committee reviewed 16
research proposals, including four from UCB; 12 were recommended for either full or
partial funding. The committee is now waiting for the Office of the President to
announce the awards. She outlined some of the committee's concerns regarding
funding for professional development for librarians, and noted that Beverlee French
has requested statewide money to fund a data-gathering study about monies actually
requested and awarded for professional development for librarians.

5. LAUC-B Committee reports

Reports were given by the Chairs of several LAUC-B Committees:

Maryly Snow, Chair, Research Committee, recapitulated the transfer of responsibility
for professional development funding from the Staff Development Committee to the
Research Committee. She noted that the committee is reviewing the research award
guidelines from other campuses. She also recommended that the committee's size
be increased from 5 members to 7 members, to handle the anticipated increase in the
committee's workload.

Judith Levy, Chair, Staff Development Committee, noting that the committee would
no longer report to LAUC-B, reviewed her committee's work on leave funding requests
and the many programs and projects sponsored.

Nanette Sand, Chair, Committee on Non-General Library Affairs, reviewed the high-
lights of her committee's work, including updating the NGL directory and publishing
an occasional newsletter for NGL's.

Mari Miller, Chair, Committee on Programs for Professional and Career Development,
listed the programs produced by the committee this year. She also summarized the
evaluations of the Peer Review Forum and described recommendations received from
the membership regarding the peer review process. Discussion of peer review issues
followed.

6. The Minutes of the LAUC-B 1984 Fall Assembly were approved.

7. The Assembly was adjourned at 11:30.

Recorder: Deborah Sommer
          LAUC-B Secretary

Present: I. Argüelles, C. Cortelyou, P. Davison (Chair),
           G. Dote (Recorder), R. Heckart, A. Howard, N. Kobzina,
           C. Moreno, M. Ternberg, A. Youmans

Absent: T. Alexander

Guest: S. Hinojosa

1. <u>Announcements</u>: P. Davison announced the newly appointed members for CAPA, Raymond Tang, General Library representative and Ginette Polak, Non-General Library representative; and for the Committee on Programs..., Barbara Glendenning and Liz Kislitzin, General Library representatives and Nan Sand, Non-General Library representative. The General Library Standing Committee slots need to be filled and a call for volunteers will be announced. The leave funding amount has been established and the amount was transferred to the University Librarian, Joe Rosenthal. We are now waiting for the written notification. I. Argüelles has been confirmed as the LAUC-B representative on the Committee for Main Library Space Planning. No word has yet been received from B. Bellanti on the LAUC representation to the Library Council's Ad Hoc Committee of Public Service Heads for which C. Alexander is Berkeley's nominee. G. Dote announced the availability of clerical assistance for LAUC-B business, 13 hours per week for copying and light typing. A notice of the schedule of hours and where to leave your documents will be sent to each Executive Committee member.

2. <u>Librarians Teaching in the Library School</u>: Susana Hinojosa and Norma Kobzina presented the problem that this Fall Semester the money, which was paid by the Library School to the General Library to reimburse for time spent by librarians teaching, did not get passed on to the librarians' units. Past history shows no consistent pattern. The concensus was that returning the money to the librarians' units was a significant issue for LAUC-B to address. By not getting reimbursement back to the unit, an important professional development activity is curtailed, because many librarians will be unable to teach. The Executive Committee asked Pat and Norma to raise the issue informally with Joe Rosenthal in their next meeting with him.

3. <u>Approval of the Minutes</u>: The minutes of the last meeting were corrected and approved.

4. <u>Plans for Meeting with University Librarian J. Rosenthal</u>: The tentative agenda will include a discussion with him of LAUC-B goals for 1985/86; follow-up to papers sent to him, i.e., on recruitment in the Librarian Series and solicitation of letters; and mechanisms for resolving conflicts arising from leave funding decisions.

5. <u>Peer Review Discussion Continued</u>: Statewide peer review statistics will be distributed as an attachment of CUNEWS. A list of former CAPA members who are willing to assist anyone who is preparing his/her documentation for merit review or promotion will be available soon.

The discussion continued from the previous meeting on the lack of information, in some cases, returning to the individual from the final decision maker. If the decision had been negative, specific ways to improve his/her job performance or professional participation in outside activities were not always defined. Some letters, which advised the candidate to speak to their supervisors about ways to improve their performance, did not help the supervisors in cases where the latter recommended the individual highly. When all the recommendations were positive, but the final decision was negative, the letter conveying this information was not always specific enough for the librarian to understand how to improve his/her job performance. The discussion on peer review will continue.

Since this was Ron Heckart's last meeting in his capacity as Chair of CAPA, on behalf of the Executive Committee, P. Davison thanked and commended him for his excellent and most effective participation and for his professional contribution.

The meeting adjourned at 12N. NEXT REGULAR MEETING WILL BE 6 NOVEMBER 1985, 9:30 - 11:30 (NOTE NEW TIME), L322.

CU NEWS

The Library Staff Association

cordially invites

all Library employees to its annual

Winter Holiday Party 1985

Wednesday, 18 December 1985, from 3:00 to 5:00 p.m.

in the Morrison Room.

Contributions of cookies or other sweets,
and volunteers to assist with decorations
are welcome;

Please call Eddy Hogan at 2-7600
if you can help out.

Staff Association Committee

MARJORIE TITUS TO RETIRE

CU NEWS, especially, will miss Marjorie Titus who retires this Friday, on
December 6th. She has been involved in its production for the past 27 years.
It now seems fitting, although somewhat bittersweet, that she print this issue
which contains this tribute to her career with the General Library.

MARJORIE TITUS TO RETIRE (continued)

Marge came to work in the Library as an Offset Duplicating Machine Operator in November 1958. In January 1963 she was advanced to the position of Senior Offset Duplicating Machine Operator, and now enjoys the title of Principal Reprographics Technician.   In the early years of the Multilith Room, Marge spent a preponderance of her time with the manufacture of catalog card sets for the Library. Using a xerography process to make multilith mats she produced or supervised the production of mountains of card sets using modified Library of Congress cards or original cataloging typed directly onto masters by staff of the Catalog Department. Until 1972 this was a vital part of the Library's catalog maintenance operation.   In addition, Marge found time to produce, and in those days, assemble CU NEWS.

Following the suspension of catalog card production in 1972 the multilith operation changed and over the years the facility began producing all manner of printed materials, ranging from special forms used throughout the library system to newsletters, minutes of meetings, accession lists, etc. There is hardly an employee in the Library who would in some way not have come in contact with the services provided by Marge in her always cheerful and cooperative manner.

Accolades to her skill abound in her file, including letters from satisfied customers and supervisors acknowledging a high volume of production while maintaining a quality, professional product. This dedication to service was rewarded in 1981 when Marjorie was nominated for and received a Special Performance Award in recognition of her many years of conscientious and reliable service.

Marge says she plans to have a relaxing retirement, but will surely find time to dote on her grandchildren and _great_ grandchildren. She'll also have more time to spend with her friends and in search of some rare and special dolls to add to her extensive doll collection. And perhaps...she will even have time to read CU NEWS cover to cover when this is delivered regularly to her home.

Marge, enjoy your retirement!

                                        --Bill Wenz, Editor, CU NEWS,
                                          on behalf of your many friends
                                          and colleagues in The Library

"YEHI OR" - "LET THERE BE LIGHT"

Come one, come all to the annual Hanukah celebration in the staff lounge. Sing, laugh, eat goodies, hear and tell stories, light Hanukah candles, and take part.

Bring candles, menorah, and a potluck dish to share or just bring yourself. We'll be schmooz'n and groov'n from 12:00 to 1:00 on Tuesday the 10th of December, the 4th day of Hanukah, so join us up in the staff lounge (4th floor of Doe Library).

All invited, come shine a little light.

                                              --Margaret Levine

PERSONNEL CHANGES

APPOINTMENTS   Gregory D. Granger has been appointed Mail Processor (half-time)
in the Library Mail Service, Fiscal & Support Services Department,
effective 1 November 1985-- in unbroken continuation of two and
a half years' service, to date, as a student employee, with principal
duties in handling branch mail and outgoing mail processing. He
is meanwhile pressing on toward completion of his BS in chemical
engineering here at Cal.

Kathlyn A. Hufnagel has been appointed Library Assistant I (50-75%
time, casual) in the Government Documents Department, effective
1 November 1985 through 30 September 1986. Ms Hufnagel came to
California earlier this year from Connecticut, where she had held
secretarial positions during the preceding seven years, at General
Electric Credit Corporation (Danbury) and Pitney-Bowes Corporation
(Norwalk), as well as tutoring in English and social studies in
the Ridgefield public school system.   She holds her AB in history
from Columbia University (1982); while an undergraduate there, she
worked as secretary and research assistant in the Economics
Department, and as technical services assistant in the Barnard
College Library.

BAKER'S CHRISTMAS 1985 SCHEDULE

The Baker Document Delivery Service will be closed from December 23, 1985 to
January 6, 1986. During this period requests may be called in on Baker's Office
answering machine (642-2537 or 64B-AKER). However, Processing of these requests
will begin on January 6, 1986, when the office reopens.

If you have any questions about Baker's Christmas schedule please call Gregory
Olin at 642-2538. Thanks, and have a Merry Christmas!

PLANNING AND GRAPHICS TO TAKE R AND R:

With places to go and things to do, the four persons in the Library Planning and
Graphics Office will leave Room 188 dark and locked between December 23 and
January 2. Further, the two student signmakers will be elsewhere until mid-
January, so postponement of less critical items will be appreciated.

--C. Dinnean

GERI SCALZO TO BE ON VACATION

Geri Scalzo will be on vacation from Monday, December 9, until Thursday, January 2.
During her absence, Milt Ternberg will be in charge of the Business/Social Science
Library.

MELVYL CATALOG NOW INCLUDES ANALYTICS

The Books file in the MELVYL catalog now includes "analytics", which are records
that provide catalog access to the contents of journals and books. These records
are being entered in the database by the Institute of Transportation Studies
Library and the Institute of Governmental Studies Library. Mynd of MELVYL no. 39,
attached to this issue of CU NEWS, includes examples and a discussion of these
records--plus an article on tips in searching annual publications, and a poser for
puzzle fans.

--Anne Lipow

REFERENCE SERVICE TALKS TO TECHNICAL SERVICE AT CLA

Simone Klugman, Collection Development and Reference Services, was a panelist
on the Technical Services Chapter of CLA meeting and program held on Tuesday,
November 19. The program's title was "Minis, Micros, Mainframes, and Merging
Staffs: Is the integration of systems leading to an integration of personnel
and services"? The participants discussed the impact of automation on the
library's work environment.

--Liz Kislitzin

REFERENCE PRE-CONFERENCES AT CLA

Debbie Sommers, Periodical Division, and Ann Gilbert, Art History/Classics,
gave two of the six concurrent lectures at the Reference and Information
Services Chapter pre-conference session at the California Library Association,
Saturday, November 16. The session was called "Reference Update: What's New
and What's Good". Debbie talked on "Reference with Government Documents".
Ann's presentation, with Van Burdick of California College of Arts and Crafts,
was on "Arts and Crafts". Each talk was presented twice.

Later that afternoon Ann participated in the CARLDIG program "Reference Update:
Indexes the Specialists are Using", giving a different talk as a member of this
panel.

--Liz Kislitzin

COURSE ON RESEARCH METHODS

Doing a user study? A collection use study? Interested in learning how to
formulate questions and collect and analyze data for decision-making? You may
want to enroll in Library & Information Studies 295, Quantitative Social Science
Research Methods. The course covers formulating research questions; research
design; measurement; sampling; survey research and other data collection methods;
data analysis; data interpretation; and writing the research report. The course
is taught by Prof. Nancy Van House, and is aimed at certificate and doctoral
students and practicing librarians. It will meet Mondays, 1-3, 223 Wheeler,
beginning January 27. Available for concurrent enrollment through UC Extension;
contact Extension at 2-4111 for enrollment information.

THE MYND OF MELVYL

- late-breaking news from DLA
- tips and cautions in searching
- useful ideas for MELVYL instructors
- questions asked by mail or phone, with answers

TO PROVIDE A FORUM FOR SHARING INFORMATION ABOUT THE NEW MELVYL

No. 39, 5 December 1985

ATTENTION READERS: To save space and keystrokes, this publication refers to the MELVYL™ Online Catalog as MOC.

⭐ **TRUE OR FALSE? THERE ARE NO JOURNAL ARTICLES IN MOC.**

The answer is FALSE. Records for about 600-800 journal articles a month are being entered in MOC by the Institute of Transportation Studies Library (ITSL) and the Institute of Governmental Studies Library (IGSL). These records, which provide catalog access to the <u>contents</u> of journals (e.g., individual articles) and books (e.g., chapters) are called "analytics"; and the act of making such records is called "analyzing".

Using the "**IN analytics**" field (marc tag 773) in OCLC, both ITSL and IGSL have been selectively analyzing journals, magazines, newsletters, conference proceedings, and books since the spring of 1984, but only since the summer of 1985 have those records been entered in MOC. When DLA begins to load records of non-book formats such as musical scores (one of the priority projects for DLA), the backlog file of analytics will also be loaded. These analytics have always been a valuable information resource in the card catalogs of the two libraries. This new capability of creating such records on their cataloging utility, OCLC, the tapes of which then are processed in MOC, not only saves IGSL and ITSL the work of creating the cards from scratch, but also enables them to prepare for closing their card catalogs.

To illustrate an **IN** analytic in MOC: If you searched

      F SU DIRECT MAIL ADVERTISING AND DATE CURRENT

one of the 7 or so records retrieved would be the following (boldface added):

Short display: Mecoy, Laura
       The California Republican Party: using direct mail
    to fuel a resurgence / by Laura Mecoy.
      IN: California journal. Vol. 16, no. 8 (Aug. 1985)
        UCB   IGS   R.R.

Long display: Author: Mecoy, Laura
                Title: The California Republican Party: using
                              direct mail to fuel a resurgence / by Laura
                              Mecoy.
                Found in: California journal. Vol. 16, no. 8 (Aug. 1985)
                                p. 311-313 : ports., ; 28 cm.

                Subjects: Republican Party (Calif.)
                                Advertising, Direct-mail -- California.

                Call numbers: UCB   IGS   R.R. (CU-IG)

You can see from the **LONG** display that the record can be accessed by author, title, and subject. <u>It cannot be accessed by journal title</u>.

To see other types of analytics, do the following searches, and display them in both the SHORT and LONG formats:

* F TI HUMAN FACTORS IMPAIRED   [chapter in book]
* F XT HOMELESSNESS: SOME #   [title main entry]
* F TI SCHOOL BUS OPTIMIZATION [paper in conference proceedings]

Broadly defined, the subject scope of IGSL's analytics is domestic public policy and public administration; ITSL covers the range of material on transportation published not only in English but in Western European languages as well.

The debate will surely be argued out over whether putting such records in MOC is a step forward because it enhances the retrievability of relevant information, or a step backward because it raises unmeetable expectations about the contents of the database and sends users (statewide) to two special libraries for material that may be readily available in their home library.   In the meantime, there is no doubt that users searching a subject are delighted to learn about material on their topic in whatever form it is issued, from wherever they happen to be looking, and however they can stumble on it. For many, that IN analytic will be just the thing that leads them to periodical ·indexes and other information sources. Can we have our cake and eat it, too? Is there a way to compensate for wrong conclusions a patron may draw from retrieving such records? Can the catalog itself teach the misled patron how to use the analytic to open other doors of information sources? The problem is worth some serious thinking--by all of us.

☆ SEARCH ALERT: SOME MONOGRAPHS ARE SERIALS (AND VICE VERSA)

   (The following article by UCSD MELVYL Coordinator Susan Starr is reprinted from a recent issue of the UCSD Library newsletter Tracings.)

Be careful (or creative) when searching for annual publications in the MELVYL online catalog. While some libraries may consider an encyclopedia, directory or text as a monograph, others will list it as a serial. Thus the Encyclopedia of Associations and the Physicians' Desk Reference appear in the Periodicals file for some libraries (FIND PE...), but in the monographic file for others (FIND TI...). For complete holdings of an annual publication, you need to check both files.

Subject searching for directories can be tricky. A subject search for directories of internship programs in psychology turns up very little in MELVYL. The most relevant publication, the Directory: Internship Programs in Clinical Child and Pediatric Psychology does not appear, because it is in the Periodicals file (with no subject access)!

Patrons, of course, are likely to be particularly confused, since few would expect an encyclopedia, directory, or text to be listed as a periodical.

☆ CAN YOU GUESS...?

As of September 1985, one title was held by more campus locations than any other. Can you guess how many copies of that title are in the UC library system according to MOC? Example: If it were at UCB MAIN and MOFFITT, and at UCSC McHENRY, and at UCSD CLUSTER AND BIOMEDICAL, the answer would be 5. Send your answer to A. Lipow before December 13. (You get bonus points if you can guess the title's category, too--general reference, government document, or fiction.) The issue of MOM following December 13 will give the answer, the winner, and the details about the 10 most popular titles in MOC.

Present: T. Alexander, I. Argüelles, C. Cortelyou, P. Davison (Chair),
           G. Dote (Recorder), G. Handman, A. Howard, N. Kobzina, E. Meltzer,
           C. Moreno, M. Ternberg, A. Youmans

1. Announcements:

1a. P. Davison announced that Systemwide LAUC recommended Berkeley's nominee,
C. Alexander, to the Library Council Ad Hoc Committee of Public Service Heads
which will address the systemwide computer reference service coordination and
training.

1b. Names from the Berkeley division have been requested for representation on
the Systemwide Nominating Committee.

1c. Gary Handman, the new CAPA Chair, was welcomed to his first Executive Com-
mittee meeting as ex-officio member, replacing outgoing Chair, Ron Heckart.

1d. The official note from Vice Chancellor Park appointing University Librarian
Joe Rosenthal to administer the research and development funds for UC Berkeley
librarians was distributed to the Executive Committee members.

1e. N. Kobzina noted that in the LAUC-LA minutes, their Ad Hoc Research Commit-
tee dropped the supervisor's signature from the leave funding form.

1f.   The "Wheeler Report," distributed to the Executive Committee members,
looks at and assesses the Division of Library Automation. It basically states
that DLA does not have enough computer power and physical space.

1g. A discussion was held about the document "Bibliographic Records and MELVYL
Catalog Display for Regional Storage Facility Records." It was agreed that
campus displays should show what that campus had stored and that the "help" mes-
sage is not helpful. P. Davison will transmit a summary of our conclusions to
B. Bellanti.

1h. It was announced that Jeff Pudewell is now in charge of storage allocation
for the Berkeley campus.

1i. The Executive Committee members concurred that when confidential matters
are not being discussed, the meetings are open to the general membership who may
attend as observers. If any member wishes to address the Committee concerning
any issue, he/she will first contact P. Davison or G. Dote to be placed on the
agenda.

2. Approval of the Minutes: The Minutes of the last meeting were corrected and
approved.

3. Planning for the Fall LAUC-B Assembly: P. Davison explained that the purpose
of the Assembly was to (1) get the consensus of the Assembly on the Draft Docu-
ments Related to Professional Standards so that the Berkeley delegates to the

Statewide Assembly can relay this; (2) inform the membership on the activities of this year's LAUC-B Executive Committee; and (3) hear the reports of the LAUC-B Standing Committees. New business will be taken up after the approval of the minutes of the Spring Assembly.

4. Report by P. Davison and N. Kobzina on the Meeting with J. Rosenthal: The Guidelines for Filling Vacancies are accepted in theory by J. Rosenthal. He suggested that LAUC-B become involved on the national level about the restriction of access to federal information.

5. Librarians teaching in the Library School: An Ad Hoc Committee on Librarians Teaching in the Library School was appointed consisting of N. Kobzina, I. Argüelles, and Susana Hinojosa.

E. Meltzer expressed interest in the Irvine Substitute Librarian Proposal and will pursue it further.

6. Report on the Statewide Executive Committee Meeting: P. Davison reported that the Draft Document of Professional Standards gives more safeguard to librarians than before for charges of unprofessional conduct and for violations of merit/promotion procedures. At the Fall LAUC-B Assembly, the membership will be asked to vote on the acceptance of the document and whether demotion should be retained as one of the types of discipline. It was emphasized that the Berkeley division did not have any problems accepting this document from the beginning. Suggestions had been given which were implemented into the document.

The meeting adjourned at 11:30. NEXT MEETING WILL BE 20 NOVEMBER 1985, L322, 9:30 - 11:30.

QUESTIONS FOR TECH SERVICE NOTES?

Are there items you can think of which would be of interest to a number of staff
on technical service matters? We are anxious to make this space useful to li-
brary staff. There must be many questions which come to mind about what is
going on in tech services. If so, give me a call or drop me a note and I'll be
sure we have something in a future issue which should answer your questions.

                                        --Jean Peck
                                          Catalog Department
                                          2-4145

NOTES ON BINDING ALLOCATIONS

1. New monographs and theses are not included in the allocations;
    this includes those sent on 86 forms from the branch to BPD.
    Please send all new monographs and theses to BPD for binding.

2. All rebinds, recases, and mends (including repairs, torn leaves,
    etc.) are counted against the allocations. Tip-ins of 3 leaves
    or less are not counted; tip-ins of more than 3 leaves are counted.

3. New pam binds are not included in the allocation; however, pam
    binds already in the collection that need repair and re-pambinding
    count against the allocation.

4. No distinction is made among binding types in the binding allocation;
    buckram, mylar, pam, and ½ bind count as 1 volume each.

                                        --Barclay Ogden
                                          Conservation Department
                                          2-4946

CU NEWS

WINTER HOLIDAY PARTY....A REMINDER

Mark your calendars...the Library Staff Association and the Library Administration
would like to remind staff of the Winter Holiday Party to be held on Wednesday
18 December from 3:00 to 5:00 pm in the Morrison Room. Contributions of cookies
or other sweets and volunteers to assist with decorations are welcome; please
call Eddy Hogan at 2-7600 if you can help out.

See you there!

--Eddy Hogan

LAUC-B EXECUTIVE COMMITTEE MEETING, 18 DECEMBER

Partial agenda for the LAUC-B Executive Committee meeting, Wednesday, 18 December:
- Continuing discussion on peer review issues
- Program Committee - Pat Vanderberg
- Nominations for Committees: Policy and Procedures - Cathy Moreno

--Grace Dote, LAUC-B
Secretary/Treasurer

NRLF SERVICE SCHEDULE DURING THE CHRISTMAS HOLIDAYS

NRLF will be closed December 24-25, 31 and January 1. There will be no courier
service, on-site use or telephone service. NRLF will be open for business as
usual December 23 (Monday), December 26-27 (Thursday - Friday) and January 2-3
(Thursday - Friday).

--Rita Kane

MOFFITT CELEBRATES BANNED BOOKS

Moffitt Library is belatedly celebrating Banned Books Week with our current
exhibit, entitled "Censorship". Located in the third floor lounge, the exhibit
includes a long list of books banned or challenged throughout history.   Drop
by Moffitt and discover for yourself why American Heritage Dictionary, Alice
in Wonderland, and Doris Day: Her Own Story are considered to be dangerous by
some people.

--Manina Harris
Moffitt UGL, 2-5071

HOLIDAYS

December 24, 25, 31, 1985 and January 1, 1986, Christmas and New Years, are
academic and administrative holidays.   The General Library (Main, Moffitt and
the branches) will be closed. The Library will be closed, also, on the weekends
of the intersession period from December 18, 1985 through January 19, 1986.

During the Energy Curtailment period the Main Library (including Bancroft)
will be open on December 23, 26, 27 and 30, 1985 from 9:00 a.m. to 5:00 p.m.
A few units will have different schedules as follows:

Morrison Room and Map Room: 10:00 to 5:00 p.m.

Interlibrary Borrowing Service: Telephone quiries and renewals will be
accepted from 9:00 a.m. to 4:00 p.m.

Rapid Copy Service: 9:00 a.m. to 2:00 p.m.

The Photo Lab and ALL 23 branch libraries will be closed.

--W.E.W.

ASSISTANCE TO LIBRARIANS UNDERGOING MERIT/PROMOTION REVIEW

The librarians listed below have volunteered to provide confidential, one-on-one
advice to librarians involved in the merit/promotion process. While the advice
of a volunteer cannot, of course, guarantee success, he or she can provide
valuable tips gained through experience on both sides of the peer review process.
All of the librarians listed below have had relatively recent experience on CAPA
and want to help their colleagues. Please feel free to contact a volunteer
directly.

Tom Alexander, Public Health Library, 2-2511
Judy Cooke, experience in administration and teaching, School of Library
    and Information Studies, 2-1464
Russell Gardiner, Bibliographic Services Division, Main Library, 2-9878
Gerry Giefer, Water Resources Center Archives Library, 2-2666
Ron Heckart, Institute of Governmental Studies Library, 2-1472
Simone Klugman, Collection Development/Reference Services Department,
    Main Library, 2-7600
Norma Kobzina, Natural Resources Library, 3-6475
Dorothy Koenig, Anthropology Library, 2-2419 (am), 2-3773 (pm)
Barbara Kornstein, Education/Psychology Library, 3-6226
Jack Leister, Institute of Governmental Studies Library, 2-1472
Ingrid Pfeiffer, Catalog Department, Law Library, 2-1114, 2-1190
Virginia Pratt, Library School Library, 3-6199
Geri Scalzo, Social Science Library, 2-0370

--Pat (Davison) Kreitz

MULTILITH SERVICE INTERRUPTED

Due to the retirement of Marge Titus in the Multilith Department, please forward
all mail and job requests to the Library Copy Service, Rm. 145, Library.

--Charles Jackson

PERSONNEL CHANGES

RECLASSIFICATION
Charles A. Warren, Morrison Library, was reclassified from Library Assistant II to Library Assistant III, effective 1 September 1985.

APPOINTMENTS
Patricia I. Fieros has been appointed Library Assistant II in the Circulation Department, effective 11 November 1985. Ms Fieros first tried library work while an undergraduate at the College of Alameda (1981-82), where she subsequently worked in the Audio Visual Department (1982-83), then in the Community Services Department (1983-84), as a student aide. Early in 1984 she took a part-time clerical position at the circulation desk of the Alameda Free Library, but later that year was obliged to relocate to New York. There she served as billing secretary and receptionist for a Manhattan clothing manufacturer.

Taylor F. Hansen returns to the Library after a year's absence, as Library Assistant II in the Serials Department, Payment Division, effective 11 November 1985. Mr Hansen joined the Library staff as a Senior Typist Clerk during his sophomore year here at Cal, 1982-83; and took a full-time Library Assistant I position in the same unit, Serials Database Processing, upon interrupting his studies in 1983. He resigned the next year in order to resume his undergraduate studies at UC Santa Cruz, and has most recently worked for Bank of America in San Francisco, as a technical writer and editor for the bank's TPS Technical Training Program (1984-85).

TERMINATIONS
Daniel J. O'Byrne, Mail Processor, Mail Room, resigned effective 30 November 1985 and is seeking a position in his professional area.

Robin L. Zierau-Cooper, Library Assistant III, Government Documents, resigned effective 30 November 1985 in order to accept a position with Stanford University.

BIOLOGY LIBRARY ACTING HEAD

Thanks to Cristina Fowler for serving as Acting Head of Biology Library from September to December 1985. Beginning in mid-December 1985, Ingrid Radkey will be Acting Head of the Biology Library.

--Carol Alexander, Head
Science Libraries

EARTH SCIENCES LIBRARY ACTING HEAD

Julie Rinaldi, Head of the Earth Sciences Library, will be on maternity leave from December 23, 1985 through June 13, 1986. In her absence and beginning January 6, 1986, I will serve as Acting Head of the library to assure continued service for the faculty, researchers, and students. I earned a geology degree from Brown University and welcome the opportunity to rejoin the staff in an area that I enjoy.

--Carol Alexander, Head
Science Libraries

FIRE EXIT ALARM TESTS

On Thursday, December 19th, the Maintenance Unit will conduct its semi-annual inspection of all the DETEX fire exit crash bar alarm units throughout the Main Library and the Annex. This will involve setting off the alarms, replacing dead batteries, and initiating mechanical and electrical repairs as necessary, on every individual unit. Every department will be notified that day before we test the alarms and again after we are finished.

--Gene Ellis
Supply & Maintenance

NRLF STORAGE SCHEDULING

The storage schedule for the months of November, December and January has been coordinated by Jeff Pudewell, in an effort to resolve branch pick-up problems created by police restrictions on the use of library vehicles on campus. Scheduling for February and beyond will be handled by Ken Legg and Eileen Pinto in the Circulation Department. The weekly storage quota for the remainder of the fiscal year is not yet known and therefore scheduling cannot be done. We have requested a continuation of the 2,000 volume per week rate. As soon as the weekly deposit quota is arranged, scheduling will begin.

In order to assist with the scheduling, I would like each unit to review their storage needs for the rest of the year (February - June 30) and send a statement of requirements to Ken Legg as soon as possible, and in any event, by January 15, 1986. The statement of requirements should include the number of items that need to be stored, and the approximate date when the material will be ready to go. These statements will serve to update the survey of requirements we did earlier this fiscal year, and prepare the way for realistic storage scheduling through June.

--Rita Kane

ORIENTATION TOUR OF THE ENVIRONMENTAL DESIGN LIBRARY

The Librarian's Office is continuing its series of workshop-tours for staff. The tours are held in order to provide library staff with a better under-standing of library collections and library services on the Berkeley campus. Staff working in campus or area libraries outside the General Library system are welcome to participate in the tour program.

The tour for the month of January is the Environmental Design Library. The tour is scheduled for Wednesday, January 8, 8:30, 210 Wurster and should last approximately 1½ hours. Please sign up by completing the form below and mailing it to Jeanne Fong, Librarian's Office, no later than January 3. All signups may be considered confirmed.

----------(TEAR OFF)--
•

Your name: _____

Your unit: _____   Ext. 2 - _____

Please enroll me for the Wednesday, January 8 tour of the Environmental Design Library.

ORAL HISTORY - WINEMEN SERIES

Two new biographical reminiscences in the Wine Spectator California
Winemen Oral History Series have been completed by the Regional Oral
History Office of the Bancroft Library at the University of California,
Berkeley. They were presented at the October 21 California Wine Experience
Grand Awards banquet and are now available for acquisition by libraries
that hold manuscript collections.

In Almadén is My Life, William A. Dieppe relates the growth of
Almadén Vineyards since 1955, when he joined the then small winery as
a sales representative. He describes two somewhat legendary men, trend-
setting Louis Benoist, majority owner until 1967, and Frank Schoonmaker,
extraordinary wine merchant and promoter of California wines. Dieppe, who
knew both well, served as president of Almadén from 1969 to 1972, then
board chairman and chief executive officer for 10 years more, seeing the
company through its transition from a local winery to ownership by National
Distillers and expansion under its aegis.

In Creativity in the California Wine Industry, Robert Mondavi describes
dramatically his father's decision, at his urging, to purchase the Charles
Krug property in 1943, and its remarkable development through the 1940s
and 1950s under the Mondavi family. He discusses the events that brought
about his decision to establish the Robert Mondavi Winery in 1966, and its
development as an advanced, technologically innovative organization. And
he explains, with typical energy and enthusiasm, his optimistic view of
the developing world-wide prestige of California wines. Margrit Biever
adds a description of the Robert Mondavi winery tour for the public.

The interview series, started under the late Wine Advisory Board,
was reinstituted by the Wine Spectator Scholarship Foundation in 1983
and has since completed interviews with André Tchelistcheff, Alfred Fromm,
and Louis P. Martini, in addition to Dieppe and Mondavi. Presently under-
way are interviews with Edmund A. and Norbert Mirrasou, and Joseph Heitz.

For more information, call Willa Baum, (415) 642-7395 or Ruth Teiser,
(415) 673-2731.

THE CASE OF THE MISSING MICROFILM

The Environmental Design Library is missing the following microfilm reels, and
we really can't believe they're stolen. Would you please check your collections
and see if any of these were returned to your collection by mistake?

    11886   Gakenheimer. Spanish king...
    13301   Popenoe. Costs and benefits...
    13991   King. Bay Area Rapid Transit...
    14110   Aldrich. Administration of town planning...
    14858   Carroll. Home-work relationships...
    18887   Tussillo. New towns...

If you find any of these, please return to their rightful homes. Thanks.

                                              --Elizabeth Byrne, ENVI, 2-4818

EUREKA!* TWO CATALOG INSTRUCTION SESSIONS SCHEDULED

If you need catalog information, or if you train staff to use the UCB Catalogs, you are invited to enroll in EUREKA! HOW TO FIND IT IN THE LIBRARY'S CATALOGS: A CATALOG INSTRUCTION WORKSHOP. Conducted by Bette Anton (Optometry) and Pamela Daniels (Periodicals), a three-hour workshop will be offered Tuesday, January 14 and repeated Tuesday, January 28, both times from 9 am-noon.

The General Library's catalogs are as rich and dynamic as the collection they represent, but if you're not aware of their complexities, they can be a barrier rather than an aid in finding the title you're looking for. The EUREKA! workshop, which focuses on Catalogs 1 and 2, is designed to teach staff in both technical and public services to use the catalogs effectively. Participants will receive a handbook especially designed to supplement the workshop and serve as a training and reference tool.

WHO SHOULD COME?   Staff who teach others how to use the catalogs effectively, and staff who are sent by their supervisors to learn directly.

PRE-ENROLLMENT   Maximum attendance is 15; return form below by December 20.
REQUIRED:

WHAT THEY'RE   "Really informative--kept my interest the whole time; examples
SAYING ABOUT   were fun to work on." "The handbook is wonderful and will be
EUREKA!:   a great training aid; I was also impressed with the serials
            presentation and the explanation of filing rules." "The presen-
            tations were outstanding. I'm thrilled to have the handbook...
            This was the most relevant workshop I've yet attended." "I
            especially liked the section on search strategies." "Presenters
            were very responsive, well organized." "I appreciated the humor."
            How can you go wrong?

*I found it

EUREKA! WORKSHOP--ENROLLMENT FORM

Please return this form to Carol Whitehurst, Librarian's Office, 245 Main Library, by December 20. Confirmation of your enrollment will be mailed to you, along with a pre-workshop assignment.

Name: _____   Position: _____

Unit: _____   Phone: _____

Please enroll me in the following workshop:

SESSION I: Tuesday, January 14, 9-noon   ____

SESSION II: Tuesday, January 28, 9-noon   ____

Either session is fine with me.   ____

ADJUSTED FALL INTERSESSION AND HOLIDAY OPENING HOURS

A plethora of changes have occurred among some public service units' opening
hours since the printing of the Fall Hours Leaflet and the 7 November CU NEWS
announcement of holiday opening hours. Below is a list of the revised hours
for AVMC, Environmental Design Library, Government Documents, Map Room, Moffitt
Library, Morrison Room and Newspaper Room. This information should be clipped
out and kept handy for easy reference at public service desks.

December 17 (Tues) All libraries will be closed by 5pm with the exception of
                    Moffitt Library which will close at 6pm.

Audio-Visual Media Center (2-8197)

Dec. 18 - 20 (Wed-Fri): 12noon - 4pm
Dec. 21 - Jan. 1   : Closed
Jan. 2 - 3 (Th-Fri) : Closed to the public; call 2-8197 for internal library business.
Jan. 4 - 5 (Sat-Sun): Closed
Jan. 6 - 7 (Mon-Tu) : 12noon - 4pm
Jan. 8 - 10 (Wed-Fri): Closed to the public; call 2-8197 for internal library business.
Jan. 11 - 12 (Sat-Sun): Closed
Jan. 13 - 17 (Mon-Fri): 12noon - 4pm
Jan. 18 - 19 (Sat-Sun): Closed

Environmental Design Library (2-4818)

Dec. 18 - Jan 19: Mon-Fri 1pm - 5pm; closed weekends

Government Documents (2-2568)

Dec. 18 - Jan.3: Closed for stack shift
Jan. 4 - Jan. 19: Mon-Fri 9am - 5pm; closed weekends

Map Room (2-4940)

Dec. 18 - 20 (Wed-Fri): 1pm - 5pm
Dec. 21 - Jan 2: Closed to help in Government Documents' stack shift
Jan 3 - Jan 19: Mon-Fri 10am - 5pm;closed weekends

Moffitt Library (2-5070)

Dec. 18 - 20 (Wed-Fri): 12noon - 4pm
Dec. 21 - Jan. 1   : Closed
Jan. 2 - 3 (Th-Fri)   : Closed to the public; call 2-5071 for internal library business.
Jan. 4 - 5 (Sat-Sun) : Closed
Jan. 6 - 7 (Mon-Tu)   : 12noon - 4pm
Jan. 8 - 10 (Wed-Fri) : Closed to the public; call 2-5071 for internal library business.
Jan. 11 - 12 (Sat-Sun): Closed
Jan. 13 - 17 (Mon-Fri): 12noon - 4pm
Jan. 18 - 19 (Sat-Sun): Closed

Morrison Room (2-3671)

Dec. 18 (Wed): Closed for Annual Library Staff Christmas Party
Dec. 19 - 20 (Th-Fri): 1pm - 5pm
Dec. 21 - 29: Closed
Dec. 30 (Mon): 1pm - 5pm
Dec. 31 - Jan 1: Closed
Jan. 2 - 3 (Th-Fri): 1pm - 5pm
Jan. 4 - 19: Mon-Fri 1pm - 5pm; closed weekends

Newspaper Room (2-3536)

Dec. 18 - 20 (Wed-Fri): 1pm - 5pm
Dec. 21 - Jan. 2: Closed to help in Government Documents' stack shift
Jan. 3 - Jan 19: Mon-Fri 9am - 5pm; closed weekends

SALE OF NEW CALIFORNIA ALMANAC WILL AGAIN BENEFIT THE LIBRARY

A much revised (and physically larger) California Almanac--
by UCB librarian Anne Lipow and her co-editors James Fay and
Stephanie Fay--was published last month. As with the first
edition (1984-85), copies of this 1986-87 edition are
available in the Librarian's Office on special sale: 50% of
the purchase price will be a tax-deductible donation to the
Library's Staff Development Fund. In this way, the publisher,
Presidio Press, and the editors wish to express appreciation
to the General Library, where a major portion of the research
was done, for its outstanding collections and the expert
assistance of its circulation and reference staff.
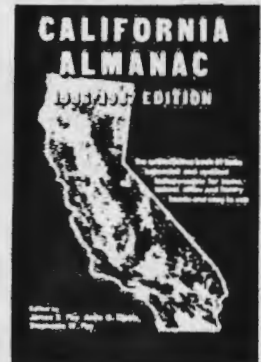
Responding to suggestions from readers of the first edition, the new volume
has a lot of new material--for example, a new chapter on Science and Technology--as
well as updated figures on population, politics, banking, women, energy, reli-
gion, and hundreds of other categories. "This new edition...does a tremendous
service of bringing together many facts about California into one reference
source...information on waterfalls and lakes, farmers' markets, latest city
and county populations, top film companies, historic landmarks, fishing streams,
and much more has been added....," writes California State Librarian Gary Strong.
The California Almanac will assist people in business, politics, education and
the media, as well as citizens who need handy, practical information and a
reference source to guide them to more specialized data about the state of
California.

To purchase copies, fill out the form below and either bring or mail it, together
with payment, to Anne Lipow, Librarian's Office. The Almanac retails for $12.95,
plus 6% sales tax. Your payment of $13.34 will will be distributed as follows:

> $ 6.48 goes to publisher
> .39 6% tax, also goes to publisher
> 6.47 tax-deductible gift to Library's Staff Development Fund
> $13.34 total (amounts to a $.39 tax savings!)

If you wish to have your purchase mailed instead of picking it up directly,
add $3.00 per copy for UPS shipping and handling cost.

Please clip and bring in or mail this form with check, payable to UC REGENTS,
to Anne Lipow, 245 Main Library, Univ. of California, Berkeley, CA 94720.

No. of copies ordered of California Almanac, 1986-87 edition:........._____

Enclosed is my payment of (@$13.34 per copy):.........................._____
    I understand that $6.47 will be donated to the General
    Library SDC Fund for each copy purchased.

☐ I am picking up my order directly.
    Name:_____Phone_____

☐ Please ship to address below. I am enclosing $3.00 per copy
    for UPS shipment:..._____
    [Note: Shipment will be mailed from publisher.]

    Send to: Name_____

        Address_____

        _____Zip_____ Phone_____

LIBRARY SYSTEMS OFFICE PREPARES FOR NEW GLADIS HOLDINGS FILE

During the weekend of December 28-29, the GLADIS holdings file will be reconfigured to facilitate barcode searches on GLADIS. Currently, a barcode ID is only searchable if it is attached to an item which is charged out of the Main stacks (that is, for the duration of a circulation transaction). However, fully automated circulation will require that all barcodes in GLADIS be indexed and searchable. After the conversion, it will be possible to search GLADIS either by the barcode applied in General Library processing units, or by the barcode applied at NRLF.

Reconfiguration of the GLADIS holdings file also affords the opportunity to make some changes to GLADIS which will greatly enhance maintenance and display of holdings information on GLADIS. In addition, some changes will be made which will increase the reliability of the transfer of holdings information to Catalog 2. The new holdings file will also require some changes to the programs which convert OCLC and RLIN Source records into GLADIS records, and to the programs which convert GLADIS records into Catalog 2 records (the "interfaces"). In addition, the programs which actually add records to the GLADIS database (the "loader") will be modified.

Training for the new GLADIS Holdings File will proceed in four phases. Specialized training sessions will be made available to the following distinct groups of GLADIS users: users of the prototype GLADIS Access System and other staff who use GLADIS as a public service tool, users of the GLADIS Maintenance System for centralized or self-processing, users of the GLADIS Branch Edit capability, and users of the GLADIS Circulation System. Detailed training plans will be developed and distributed during the next week. Special training needs not mentioned above should be communicated to the Systems Office as soon as possible.

POSITION AVAILABLE

SCHOOL OF LAW LIBRARY
UNIVERSITY OF CALIFORNIA, BERKELEY

TEMPORARY CANON LAW CATALOGER

Temporary, full-time cataloger to clear up a backlog of Robbins Collection materials. The cataloger will perform original and copy cataloging, in the RLIN MARC format and according to AACR II, on materials particularly in the areas of canon and religious law, church history, and ecclesiastical law, and carry out the associated authority work as necessary. The materials range in date from incunabula to contemporary works, and are in a variety of Western European languages. They include both monographs and serials. The temporary cataloger will work closely with the Robbins Cataloger, under the supervision of the Head of Cataloging.

POSITION AVAILABLE - SCHOOL OF LAW (continued)

Requirements for the position are a Master's degree from an ALA-accredited library school, and expertise in canon law, church or medieval history, or an allied discipline. Working knowledge of Latin is essential. At least two modern European languages, preferably one Romance and one Germanic, highly desirable. Cataloging experience and familiarity with MARC tagging helpful but not essential.

Salary: Assistant or Associate Librarian,$22,224 to $39,108 annually, depending on qualifications. Two-year appointment.

Send resume, by March 1, 1986, to: Robert Berring, Law Librarian, 230 Boalt Hall, phone:(415)642-6205.

The University of California is an Equal Opportunity, Affirmative Action Employer.

DEANS, DIRECTORS, DEPARTMENT CHAIRS AND ADMINISTRATIVE OFFICERS

RE: Administrative Services Available During Holiday Energy Curtailment

In an effort to conserve energy, many administrative units have chosen to close during the curtailment period December 21, 1985 through January 1, 1986.

The Department of Facilities Management will be responsible for turning off central heating and ventilating systems. However, everyone can help conserve energy by doing the following:

1. Turn off hand operated radiator valves in work areas.
2. Turn off lights -- lighting accounts for up to half of a building's total energy use.
3. Turn off all copying machines, typewriters, coffee pots and other appliances.
4. Make sure all windows are closed tightly.
5. Expect work areas to be cooler than normal on the first day back to work.
6. Avoid use of space heaters whenever possible.

Hopefully all room temperatures will be near the heating policy level of 68 degrees following curtailment, but colder than normal weather or equipment failures may slow reheating. Also, some buildings scheduled for curtailment retain heat better than others so employees returning to these warm buildings may have the perception that heat was not turned off.

For your convenience in planning, those administrative units providing services during curtailment are listed below.

ADMISSIONS AND RECORDS

Admissions and Records will be closed to the public but will be working on materials related to the Fall Semester 1986 admission cycle and the Spring Semester 1986 registration cycle. Staff will not be responding to telephone or in-person inquiries.

ASUC

Due to the recent fire, Martin Luther King, Jr. Student Union and Bookstore hours are unknown at this time. For more current information regarding Student Union operations call 2-3986.

CHANCELLOR'S OFFICE

A staff member will available in the Chancellor's Office at 2-2331 to answer telephone inquiries from 8:00 a.m. - 5:00 p.m. on December 23, 26, 27 and 30.

COMMUNICATION AND TRANSPORTATION SERVICES

The following Communication and Transportation Services Units will not be open during curtailment: Reprographics (Central Duplicating), Central Garage, Humphrey Go-Bart, and Telecommunications.

MAIL SERVICES: Mail Services will provide daily pickup and delivery between the hours of 9:00 - 11:00 a.m. and 1:00 - 4:30 p.m., only to those departments which have requested service via the November Mail Services Survey Form. Mail may also be hand-delivered to 2000 Carleton Street by 4:30 p.m. for processing. Inter-campus mail service to San Francisco and Treasurer's Office deposit runs will continue as usual.

TELEX: Messages can be sent during curtailment by calling 800/325-6000. Western Union will handle incoming telex messages, and will telephone the addressee and mail a written copy.

COMPUTER FACILITIES & OPERATIONS

The Computer Center in Evans Hall will operate as usual with the following exceptions: the Center will close at 8:00 p.m., December 24, reopening at 8:00 a.m., December 27; the Center will close at 8:00 p.m., December 31 and reopen at 8:00 a.m., January 2. The Center will be closed completely on December 25, 26 and January 1.

Student Advising (Pre-Professional and Pre-Graduate Advising) and the Counseling Center will be closed during curtailment. The Psychiatry Clinic in Cowell Hospital will be open from 8:00 a.m. - 5:00 p.m. on December 26 and 27.

DEVELOPMENT OFFICE

Gift Administration will be open December 23, 26, 27, 30 and 31, 8:00 a.m. - 5:00 p.m. and Saturday, December 28 from 8:00 a.m. - 12:00 noon for gift processing and information. This office will offer gift processing space and equipment to campus units whose offices are closed during the holiday curtailment period. Please contact the Development Office at 2-4122 with your requirements by December 13, 1985. Gift Administration is now located at 2440 Bancroft, 1st floor rear. Enter at the west end of building.

DISABLED STUDENTS' PROGRAM

The wheelchair repair/transportation section will be open from 11:30 a.m. - 8:00 p.m. only Saturday, December 21 and December 28. All other services will be closed.

ENVIRONMENTAL HEALTH AND SAFETY

Environmental Health and Safety will operate with reduced staff to provide services such as radioisotope deliveries and radioactive and hazardous waste pickup. In case of serious injury or significant property damage, Environmental Health and Safety personnel will be on 24-hour emergency call and can be contacted through the Police Department (2-3333).

FACILITIES MANAGEMENT

The Customer Service Center will not operate during the curtailment. For emergency services call the Police Department dispatcher at 2-6556 or 2-1032. Both numbers will be staffed 24 hours a day. Routine repair services and scheduled maintenance work will be performed. Construction work will continue.

The Custodial Office (2-6515) will be open during the curtailment. Custodial service will be provided to buildings exempted from the curtailment. Restrooms will be cleaned and stocked in all buildings. General assignment classrooms will be cleaned in preparation for the Spring Semester. Custodians will continue to turn off lights and secure buildings in the evening. Refuse collection for buildings exempted from the curtailment will continue as usual while limited refuse collection will be provided to the rest of the campus. Limited grounds maintenance services will be provided. Facilities Management administrative offices will be closed.

FINANCIAL SERVICES

Financial Services will remain open to provide essential cashiering, payroll, other payment, and receivables services. Your assistance in meeting special deadlines established in anticipation of curtailment is important.

December 17 - 12:00 noon - Deadline for December 30 checkwriting (vendor invoices, requests for travel advances, etc.). To assure reasonably prompt payment of vendor invoices, it is essential that departments make certain that all invoices on hand for approval are received in Financial Services by December 17. This may require hand delivery.

December 20 - Departments to notify Financial Services of any salary overpayments to ensure correct salary reporting on employees' W-2 forms.

December 26 - 5:00 p.m. - Deadline for January 2 vendor and other non-payroll checkwriting.

December 30 - 9:00 a.m. - Prelisted time sheets due to Financial Services for January 8 pay date (final deadline).

December 30 - Rush checks will be prepared to meet emergency needs.

January 6 - 5:00 p.m. - Deadline for submission of sundry debtor bills and service department billings for inclusion in December ledger statements.

FOOD SERVICES, HOUSING & CHILD CARE

Most Food Services, Housing and Child Care Units will be closed from December 21 through January 1, except the following:

again with break~~on January 14. **Student Center Dining Commons** will close Saturday, December 21 and reopen on Monday, January 6.

Residence Halls - All residence halls, except for Manville Hall and Dwight-Derby apartments will close at 10:00 a.m. on Wednesday, December 18, and reopen at 1:00 p.m. on Monday, January 6. **Manville Hall** will be closed from December 24, through January 1; Food Service at Manville Hall will end with lunch on Monday, December 23. (Dwight-Derby apartments assigned to the five resident directors and the family housing complexes at Smyth-Fernwald and Albany Village remain open throughout the year.)

Child Care - Closed December 21 through Friday, January 3, 1986; will reopen on Monday, January 6, 1986.

INTRAMURALS, CLUB SPORTS AND RECREATION

All Recreational Sports facilities will be closed December 24, 25 and 31 and January 1 except Harmon Gym and Spieker Pool. Hearst Gym will be closed throughout curtailment. Other recreational facilities will observe the following schedules on curtailment days other than University holidays:

Strawberry Canyon (pool hours only) - Monday-Friday, 12:00 noon - 6:00 p.m., and Saturday/Sunday, 12:00 noon - 4:45 p.m.

Dwight Derby Recreation Area - Monday-Friday, 8:00 a.m. - 9:00 p.m., Saturday - 9:00 a.m. - 6:00 p.m. and Sunday, 12:00 noon - 6:00 p.m.

Recreational Sports Facility - Monday-Friday, 6:00 a.m. - 8:00 p.m., and Saturday/Sunday - 10:00 a.m. - 8:00 p.m.

Harmon Gym - Monday-Friday, 8:00 a.m. - 10:00 p.m., Saturday, 10:00 a.m. - 7:00 p.m., and Sunday, 10:00 a.m. - 10:00 p.m. (Please note Harmon Gym will be open Monday, December 30, 6:00 p.m. - 11:00 p.m., for a basketball game.)

LAWRENCE HALL OF SCIENCE

Lawrence Hall of Science will be open to the public from 10:00 a.m. - 4:30 p.m. December 23, 26, 27, 28, 29, 30, 31 and January 2 and 3. Exhibit halls, special events, films, cafeteria and gift store will be open.

LIBRARY

The Main (Doe) Library and the Bancroft Library will be open on December 23, 26, 27 and 30 from 9:00 a.m. - 5:00 p.m. A few units in the Main Library will have different schedules as follows: **Morrison Room** and **Map Room** will be open 10:00 a.m. - 5:00 p.m.; **Interlibrary Borrowing Service** will accept telephone queries and renewals from 9:00 a.m. - 4:00 p.m.; **Rapid Copy Service** will be open from 9:00 a.m. - 2:00 p.m. The Photolab will be closed. All 23 branch libraries will closed during the curtailment.

LOWIE MUSEUM

The Lowie Museum of Anthropology facilities will be closed December 23 through January 1, with the exception of the Exhibition Hall, which will be open weekdays from 10:00 a.m. - 4:30 p.m., weekends from 12:00 noon - 4:30 p.m., and closed December 24, 25, 31 and January 1. For further information contact Frank Norick at 2-3681.

MATERIEL MANAGEMENT

The following units will be closed December 21 through January 1: Equipment Management; Excess, Surplus and Salvage; Mainly Stationery, Materiel Management; Purchasing; and Purchasing—Facilities Management Satellite. Departments should assess their procurement needs and send requisitions for major purchases needed in January to the Purchasing Department by December 6.

Central Receiving will be open from 8:00 a.m. - 4:30 p.m., December 23, 26, 27, and 30 to accept deliveries from vendors. Deliveries will be made to departments scheduled to be open during this period. Departments presently scheduled to be closed which expect deliveries should notify Shari Popen at 2-5330.

Central Storehouse will be open from 8:00 a.m. - 4:30 p.m. December 23, 26, 27 and 30 for emergency items only. For questions call 2-3223.

OPTOMETRY

Optometry Administration and Clinics will be open from 8:00 a.m. - 5:00 p.m. December 23, 26, 27 and 30.

PERSONNEL OFFICE

The Personnel Office will be closed. There will be no Job Bulletin published in the weeks beginning December 23, December 30 and January 6. Job Vacancy Listings submitted between December 10 and January 3 will not appear in the Job Bulletin until the week of Monday, January 13. Openings posted in the Bulletin for the week of Monday, December 16, will have a closing date of Friday, January 10.

In the event of an emergency requiring **immediate** benefits counseling, call the U.C. Police Dispatcher at 2-6760 and inform the dispatcher of the need to speak with a Personnel Office Benefits Counselor. Please note this number should be used for **emergencies only**.

PUBLIC AFFAIRS

Public Information, Visitor Center, Publications and Public Ceremonies will be closed during curtailment. Should there be an emergency or other situation which could attract substantial news media attention during this period, Public Information staff should be notified as soon as possible by calling Ray Colvig (524-8687), Tom Debley (654-9383), Lynn Atwood (428-1431), Wallace Ravven (654-8727), Deborah Rose (848-3666) or Dick Hafner (653-6607 or 707/433-4675).

STUDENT HEALTH

The Student Health Service at Cowell Hospital will be open Monday - Friday, 8:00 a.m. - 4:30 p.m., December 14 through January 12, with the following exceptions: Student Health Services will be closed December 21, 22, 24, 25, 31, and January 1, 4 and 5. 24-hour care will resume January 13. Students requiring urgent care may go to Alta Bates or Herrick Hospital. Please note that care at a facility other than Cowell Hospital may be at the individual's own expense.

UNIVERSITY ART MUSEUM

The University Art Museum will be open to the public Friday, Saturday and Sunday, December 20, 21 and 22. Galleries will be closed from December 23 through January 1 and reopen January 2. Administrative offices will be staffed December 23, 26, 27 and 30. Pacific Film Archive will be open December 26 through December 30 and January 1 and 2.

UNIVERSITY EXTENSION

The Registration Office will be open December 23, 24, 26, 27, 30 and 31. All other offices will be open December 23, 26, 27 and 30. For enrollment information call 2-4111 or enroll in person at 2223 Fulton Street, Berkeley.

UNIVERSITY POLICE

The Police Department will maintain a full staff during curtailment augmented by police aide patrols in campus buildings from December 20 through January 1.

Employees and students who must be on campus during the holiday period should park as close as possible to their destinations and walk with a friend. Escort service is available by calling 2-WALK. Do not walk alone after dark unless necessary, and use lighted night walk routes. If possible, secure outside building doors behind you upon entering and leaving and lock your office door even if you will be gone for only a short period of time. For your protection, if you should have occasion to work inside one of the buildings closed during curtailment, please call University Police at 2-6760 to give your location. Any suspicious activity should be reported immediately to the Police by calling 2-3333. Those going on vacation are asked to lock desks, windows and office doors, put moveable University property (typewriters, adding machines, etc.) in a secure place, take home valuable personal property and make an inventory of personal and University property left in offices.

The Administration's intent is to minimize any inconvenience while maximizing energy conservation during this period. Your cooperation and assistance in this effort will be greatly appreciated.

Ronald W. Wright
Vice Chancellor-Business and
Administrative Services

PUBLIC SERVICE ADVISORY GROUP ON TECHNICAL SERVICES
Minutes of October 17, 1985 Meeting

Present: E. Byrne, M. Collins, C. Gordon (Chair), A. Howard, B. Kornstein,
          H. Kratins, P. Maughan, S. Rhee, D. Sommer (recorder), C. Wanat

Guest: C. Bengston

1. Minutes for the September 12, 1985 meeting were approved.

2. ANNOUNCEMENTS

    -C. Gordon called attention to Technical Services Notes (attachment to CU NEWS);
     she will bring our technical service concerns to the editor of the Notes.
     S. Rhee asked if PSAG members were seeing news in the Notes that we should
     have been aware of beforehand.

    -C. Gordon asked us to rank the list of "large scale projects" distributed
     at our last meeting.

    -Ending terms: H. Kratins, B. Kornstein, and C. Wanat will be ending their
     PSAG terms. Please give suggestions for possible replacement to S. Rhee.

    -PSAG will recommend to S. Rhee candidates for the position of editor of
     the Branch Processing Manual; the committee also recommended that the editor
     should attend or serve on PSAG.

    -C. Wanat proposed for our next agenda a discussion of materials lost in
     technical processing. In the preliminary discussion that followed, mislabel-
     ling, miscataloging, and poor security on delivery trucks were identified as
     possible sources of the problem.

    -Memo from Barclay Ogden, "Preliminary allocations for library binding,
     FY 86:" Several librarians feel their allocations fall far short of
     current binding needs. Questions regarding the allocations included:

     --define "repairs"
     --how are materials routed for technical processing on ADM 86 (trans-
       mittal form for uncataloged material) counted for binding?
     --can the formula for cataloging the quotas be changed? how?
     --can public service departments propose more acceptable guidelines?
     --should the quota be based on the number of pieces bound (as it is
       currently) or on the dollar value of binding?

3. DECENTRALIZATION OF TECHNICAL PROCESSING

    A committee composed of C. Gordon, C. Alexander, R. Gardiner, and C. Lawrence
    has identified a list of what public service providers want from the technical
    processing system, as well as a list of general considerations for decentrali-
    zation. As a tool for discussion, the committee prepared three hypothetical
    scenarios for decentralization: decentralization of ordering, cataloging,
    and serials receipt. PSAG used the balance of the meeting to discuss the
    advantages and disadvantages for branches in the hypothetical decentralization
    of these three areas of technical processing. For the sake of discussion,
    C. Bengston suggested we assume the existence of an "adequate" automated
    system to provide machine support.

Throughout the discussion, concern was expressed of the need to train branch staff if new responsibilities were assumed and the likely need for increased work space to accommodate terminals and materials in process. C. Wanat queried where were the users' needs being considered in decentralization discussion. D. Sommer noted the general need for redundancy in staff, so that branch staff absences due to illness or vacations would not result in local processing backlogs.

Ordering: Simple order (e.g., in print, English language, easily verifiable bibliographically, straightforward vendor assignments) could be keyed in the branch on GLADIS and sent directly to the vendor. More complex orders could be keyed in the branch and reviewed by Acquisitions before mailing.

Advantages to the scenario included the elimination of local paper order files; the selective implementation of decentralized ordering; and the online monitoring of funds. S. Rhee noted that branches might have access to OCLC via optical disc or GLADIS, so the MARC file would be available for pre-order searching.

Some problems that surfaced in the discussion included: branch staff have trouble checking for duplicates and titles expected on approval plans; a back-up to GLADIS would be necessary--S. Rhee suggested that there must be a 98-99% reliability or back-up.

Cataloging: It was suggested that copycataloging would be more costly if decentralized, and, that since copycataloging is operating efficiently for both books and serials, we should not be concerned about fixing what is not "broken." Examining the cataloging workflow would be useful, but we should concentrate our initial energies elsewhere. Local branch cataloging, however, could be input directly into GLADIS.

Taking a broader view, P. Maughan suggested we "go back to basics" and examine the entire workflow; if we were to design technical processing today would it resemble our current operations?

Serials Control: The scenario proposed extending the decentralization of serials check-in and claiming functions.

Several advantages for branches were quickly noted: pieces would be received directly in the branch and, therefore, be received more quickly (assuming the ability of campus mail to deliver to all branches); branches could establish the frequency of claiming (D. Sommer noted that claiming frequencies are often restricted by vendors and publishers); false duplicates would be avoided; there would be fewer duplicate claims (i.e., fewer claims made both locally and centrally.)

Problems noted with decentralized serials control included: some categories of materials could not be locally received direct (e.g., exchange titles and titles received on depository arrangements); identifying bibliographic changes would require appropriate levels of staffing; consistent staffing would be necessary to insure a smooth flow of material; lack of file marking might create problems in some branches.

C. Gordon asked us to call her with any additional ideas regarding decentralization.

Present: T. Alexander, I. Arguelles, C. Cortelyou, P. Davison (Chair),
           G. Dote (Recorder), G. Handman, A. Howard, N. Kobzina, E. Meltzer,
           C. Moreno, M. Ternberg, A. Youmans

Guest: A. Mitchell

1. Announcements:

1a. P. Davison received information ·from LAUC President B. Bellanti which
stated that a new University Hall will not be built; therefore, the Division of
Library Automation will remain where they are now.

1b. P. Davison relayed to B. Bellanti that this Executive Committee at the last
session concluded that the storage records on MELVYL should display the campus
which had stored the materials.

1c. Two names as nominees for Berkeley representation on the Statewide Nominat-
ing Committee were forwarded to B. Bellanti.

1d. P. Davison and N. Kobzina met with J. Rosenthal. There was a discussion of
potential work rules.   The present members of the General Library committee
working on work rules are B. Wenz, F. Sinclair, J. Peck, and G. Scalzo.   P.
Davison, I. Arguelles, A. Howard, and T. Alexander will explore the issue of
work rules.

1e. E. Meltzer gave an interim report on her investigation into the use of sub-
stitute librarian.   UCLA has a permanent unit of 9.5 people who work on various
projects throughtout the UCLA Library system.

1f. C. Moreno said that one of the Santa Barbara minutes mentioned that their
travel and research committees were subcommittees under CAP (equivalent to
Berkeley's CAPA).

1g. C. Cortelyou and A. Youmans met with Roberta Aasen regarding the document
to be sent to non-general librarian administrators explaining peer review and
their role in peer review. Some word changes were made and the document has
been sent to the Vice Chancellor's Office for approval and distribution.

2. Approval of the Minutes: The Minutes of the last meeting were corrected and
approved.

A correction should be made in the Minutes of 25 September 1985. In section 2.
LAUC-B Standing Committee Chairs' Reports, "A. Mitchell reported...an intensive
three months of work before the election." should be "A. Mitchell reported...an
intensive three weeks of work before the election."

3. Nominations to the General Library Policy Advisory Committees: A. Mitchell
presented the Executive Committee with a list of candidates for the Circulation,
Exhibits, Collection Management and Development, and Reference   Services

Committees. The LAUC-B Chair and the Staff Development Committee Chair will meet with the University Librarian to discuss the respective recommendations. The Executive Committee commended AnnMarie for the hard work done to prepare the slate.

4. Questions arising from Peer Review Bag Lunch Sessions: M. Ternberg reported that people attending the sessions showed two concerns: (1) that merit review for full librarian typically involves the submission of documentation similar to a promotion review and (2) that letters were customarily supplied for merit reviews for the upper ranges of the full librarian series.

The meeting adjourned at 11:30. NEXT MEETING WILL BE 4 DECEMBER 1985, L322, 9:30-11:30.

Season's Greetings To All

CU NEWS 1985

PEACE

Now as we celebrate, let us work together
in the spirit of Christmas
toward the mighty goal of Peace.

Peace is love.
Forged of brotherhood, hope and kindness--
all people in unison
building dreams into reality.

The time is now.
Let us pledge our hearts to this noble work.

Peace in the world.
Peace in your heart.
The greatest gift of all.

CU NEWS

MILTON TERNBERG APPOINTED HALF-TIME ASSISTANT TO THE AUL FOR PUBLIC SERVICES

On January 6 Milt Ternberg will begin a half-time rotation as the Assistant to Rita Kane, Associate University Librarian for Public Services. Milt brings experience as head of business reference at the Business and Social Sciences Library, and is currently serving on the LAUC-B Executive Committee and the News-paper Collection Review Committee. Last year Milt served on the Reference Services Committee, the Newspaper Collection Policy Review Committee, and the Microcomputer Task Force.

Milt will be available in the Librarian's Office in the mornings at extension 2-3773; his afternoons will be spent in the Business and Social Sciences Library where he may be reached at 3-6471.

--Rita Kane

UNIVERSITY OF CALIFORNIA LIBRARIES RETROSPECTIVE CONVERSION PROJECT

The University of California Office of the Assistant Vice President, Library Plans and Policies has received a Library Services and Construction Act (LSCA) grant of $173,700 from the California State Library for the University of California Libraries Retrospective Conversion Project.

This project seeks to improve bibliographic access to one important segment of the libraries' collections: that which is housed in the Northern Regional Library Facility (NRLF) at Richmond, California, one of the two regional compact shelving facilities constructed by the University to provide housing for less-used research materials.

These funds will provide for the total conversion of 50,000 titles, consisting of 30,000 of Berkeley deposits and 20,000 of Davis deposits. These materials are, for the most part, older and less common publications which are cooperatively held by the University in a single copy at the Facility. Many of the titles are unique to California, and even to the nation.

This project will make this data and the materials they represent more accessible to patrons of the UC library system, as well as to all citizens of the state of California.

Funds are being provided for federal fiscal year 1985/86, effective October 1, 1985. For further information, please call Carol Connolly, University of California at (415) 642-9485.

SPECIAL LIBRARY ASSOCIATION WORKSHOP

The next SLA sponsored workshop INFORMATION MALPRACTICE: Unethical! Unprofessional!
Can we be sued? is being held on January 17, 1986 at the Sheraton-Palace Hotel in
San Francisco.

Today's information professionals are facing critical legal and ethical issues.
The rapid pace of technological advances is changing our roles. We are experiencing
dramatic transformations and a broadening of our responsibilities within our organi-
zations.

This seminar will focus on important issues confronting us. Topics will include
professional liability and ethics, accountability, legal ramifications of reference
service, copyright and qaulity assurance.

Speakers will include Anne Mintz, author of a recent article on "Information
Practice and Malpractice" in Library Journal; Donna Shaver, author of recent papers
in Special Libraries and at the National Online Conference on the topic of "Ethics
for Online Intermediaries"; Margaret Edwards, attorney, who will talk on "Can
Libraries comply with the Copyright Act?"' Delores Meglio of Information Access,
who will talk about "Quality Control in Micro- and Minicomputer-Based Systems";
and Robert Berring, Professor of Law and Boalt Hall Law Librarian, whose topic
will be "Malpractice: Legal Issues and Ethical Responsibility".

Plan to attend and share with your colleagues, the issues of information malpractice.
Deadline for registration is January 10, 1986. For further information please feel
free to call (2-5102) or Larry White, Chevron Research Co. (620-4919).

--Judith Levy

SEATS STILL AVAILABLE IN EUREKA! WORKSHOP

Any staff interested in learning to use, or teacn the use of, the Library's
catalogs is welcome to enroll in the EUREKA! workshop, led by Bette Anton and
Pam Daniels. Dates are: Tuesday, January 14, 9 am - noon; repeated Tuesday,
January 28, 9 am - noon. Pre-enrollment is required. Complete the form in
the December 12 CU News or call Carol Whitehurst, 2-3773. DEADLINE DATE:
January 3.

--Anne Lipow

BANCROFT LIBRARY CLOSURE JANUARY 7 AND 8

The Bancroft Library will be closed to the puplic on Tuesday and Wednesday,
January 7 and 8, for replacement of the rug in the exhibit area and reading
room. Removal of tables and chairs from the reading room will mean we have
little free space elsewhere but we will try to help persons who have travelled
long distances to use the collections, or who are otherwise very seriously
inconvenienced. Please phone any messages to 2-3781, NOT to the reference number
in the reading room.

--Irene Moran

PERSONNEL CHANGES

RECLASSIFICATIONS   <u>Mark Edward Mentges</u>, Education Psychology Library, was
                     reclassified from Library Assistant III to Library Assistant
                     IV, effective 1 August 1985.

                     <u>Mary Jane Porter</u>, Librarian's Office, was reclassified from
                     Senior Writer to Senior Administrative Analyst, effective
                     1 August 1985.

JANUARY CALENDAR OF MEETINGS AND EVENTS

    Jan 7/Tues/Department Heads/8:30/322 Library
    Jan 8/Wed/Sciences Department Monthly Meeting/10:00/Biology Lib Staff Rm
    Jan 8/Wed/Ctte on Bibliographic Control/1:30/HGS Conf. Rm
    Jan 8/Wed/Staff Development Ctte/1:30/322 Library
    Jan 8/Wed/Circulation Ctte/3:30/322 Library
    Jan 9/Thurs/Reference Services Ctte/9:00/321 Library
    Jan 9/Thurs/Technical Services Department Heads/10:00/322 Library
    Jan 9/Thurs/Public Services Advisory Group/1:00/322 Library
    Jan 10/Fri/Public Services Department Heads/10:00/322 Library
    Jan 14/Tues/Collection Management & Development Ctte/10:00/Bancroft Conf. Rm
    Jan 14/Tues/Cataloging Council/10:30/322 Library
    Jan 22/Wed/Staff Development Ctte/1:30/322 Library
    Jan 23/Thurs/Technical Services Group/10:00/322 Library
    Jan 28/Tues/Department Heads/8:30/322 Library
    Jan 28/Tues/Cataloging Council/10:30/322 Library

LIBRARY TOURS AND INSTRUCTION

    Environmental Design Library Tour/Jan 8/Wed/8:30/210 Wurster
      See December 12 issue of CU NEWS for enrollment details.
    EUREKA! Workshop
      Jan 14/Tues/9-12noon. Repeated Jan 28/Tues/9-12noon.
      Pre-enrollment required. See December 12 issue of CU NEWS for details.
    GLADIS Clinics   (Enroll by calling Systems Services at 2-6120.)
      Jan 15/Wed/Holdings and Branch Editing/1:00-2:00/322 Lib
      Jan 15/Wed/Holdings and the GLADIS Access System/2:00-3:00/322 Lib
      Jan 16/Thurs/Holdings and Branch Editing/10:00-11:00/322 Lib
      Jan 16/Thurs/Holdings and the GLADIS Access System/11:00-12noon/322 Lib
      Jan 21/Tues/Searching GLADIS for Holdings/10:00-12noon/322 Lib
      Jan 29/Wed/GLADIS Overview/10:00-12noon/322 Lib

LIBRARY MAIL ROOM - HOLIDAY HOURS

The Library Mail Room will be on a <u>Limited Schedule</u> on the following days:
December 23rd (8:00 am - 12 noon), December 26th and 27th (8:00 am - 12 noon),
and December 30th (8:00 am - 12 noon).

                                                        --Wendell Hogg

LAUC AND LAUC-B RESEARCH GRANTS

Bob Bellanti, the LAUC President, has issued the Call for proposals for the University-wide Research Grants for Librarians Program. The deadline for submission of proposals to the Chair of the Berkeley Division's Committee on Research and Professional Development in February 10, 1986. Copies of the 1985/86 Guidelines for Application are available from members of the LAUC-B Committee on Research and Professional Development. For 1985/86 the Office of the President has allocated $30,000 for this program. These funds will be disbursed by the Office of the President on recommendation of the LAUC Research and Professional Development Committee to the Academic Vice President. Proposals will be reviewed by the Berkeley Committee on Research and Professional Development before they are forwarded to Camile Wanat, the Chair of the LAUC Research and Professional Development Committee.

In addition to the University-wide program, there is an additional $5000 which has been allocated to support the Berkeley Division's Research Grants for Librarian's Program. The deadline for submission of proposals to the Chair of the Committee on Research and Professional Development is February 10, 1986. Copies of the 1985/86 Guidelines for Application for the Berkeley Division's Research Grants Program were distributed in September as part of the "Support for Research and Professional Development Activities" document. Additional copies of this document may be obtained from Committee members.

The Committee encourages LAUC-B members to develop proposals in response to both Calls. The availability of research funds provides us with a unique opportunity to engage in scholarly and creative activity, thereby enhancing our role within the University.

Committee members are prepared to advise you in the development of research proposals and encourage members to prepare drafts well before the actual deadlines; in past years review of draft proposals has enabled applicants to submit complete and well prepared documents.

Committee members are Gail Nichols, Chair (2-3287), Joe Barker (2-0590), Pete Evans (2-2936), Gerald Giefer (2-2666), Eddy Hogan (2-7600), Barbara Kornstein (3-6226), and Henry So (2-1190).

--Gail Nichols

JANUARY GLADIS CLINICS AND SPECIAL TRAINING SESSIONS

The reconfiguration of the GLADIS Holdings File, which will take place over the Christmas holiday, will be reflected in how holdings are displayed in both the GLADIS Maintenance and GLADIS Access Systems. The following training sessions on the new Holdings File displays, in addition to a GLADIS Clinic, will be offered in January in Room 322, Doe Library.

THE DISPLAY OF HOLDINGS: TECHNICAL PROCESSING IN THE BRANCHES
(2 1-hour sessions, identical in content, offered on 1/15,
1P - 2P and 1/16, 10A - 11A)

This session will cover how holdings are displayed in the Brief Display, and how to enter local holdings information on the Holdings Edit Screen. It is open to staff members with Branch Edit authorization.

JANUARY GLADIS CLINICS AND SPECIAL TRAINING SESSIONS (continued)

THE DISPLAY OF HOLDINGS IN THE GLADIS ACCESS SYSTEM
(2 1-hour sessions, identical in content, offered on 1/15,
2P - 3P and 1/16, 11A - 12N)

This session will cover how holdings are displayed in the three
formats of the GLADIS Access System.

SEARCHING GLADIS FOR HOLDINGS INFORMATION (offered on 1/21,
10A - 12N)

This session will cover how holdings are displayed in the GLADIS
Maintenance and Access Systems.

AN OVERVIEW OF AUTOMATED PROCESSING AT UCB (offered on 1/29,
10A - 12N), will look at GLADIS "from the outside": how GLADIS, the
bibliographic utilities, the microfiche, and the MELVYL Catalog,
are related. This course is open to any interested staff member.

Please call System Services (2-6120) to sign up.

                                        --Jeff Katz

SPRING OPENING HOURS LEAFLET READY FOR ORDERING

The 1986 Spring Opening Hours Leaflet (LOL 13) is now available for ordering
through the Supplies and Maintenance Unit.
                                        --Jeanne Fong

                    ****

FAREWELL 1985

For those who bind CU NEWS, and count, and keep track of issue numbers sequentially,
it should be noted that this (#51) will be the last issue of the year and of
Volume 40. To claim #52 will be futile.

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Library Personnel News

19 December 1985

BENE/FACTS: *New Year's paycheck frolics*

The turn of the calendar year always produces a bout of paycheck changes and attendant consternation. Save yourself the latter by anticipation; and if you can't be bothered to pay attention to any other statement of the year, you'd do well to scrutinize this first one on January 2d.

Remember that the changes for which you filed during Open Enrollment——as well as ongoing changes filed for during the current month——will be cropping up in that statement. A number of automatic changes and adjustments will also be appearing in the checks at either end of January.

——If you carry life insurance at your expense (by payroll deduction), the new premium rates published this past October will be in effect; Long-Term Disability Insurance will no longer be 'embedded' in your premium for the 'times-annual-salary' life insurance plans, but will first appear as a separate deduction at its new rate; and the normal January 1st adjustments for increases in salary and age since January 1st preceding, will affect premiums for these plans and for the employee-paid Short-Term Disability supplement.

——If you filed for new or changed life or Long-Term Disability (LTD) insurance during Open Enrollment, new premiums or premium levels will result for these plans.

Depending on your age bracket and salary level, the new premium costs for life and/or LTD may rise or fall, in some cases sharply.

——If you filed this month to change (or to initiate) contributions to the UC Savings Program, check to be sure the new contribution rates are properly in place. Percentage contributions are indicated by the '%' cipher beside the deduction heading; flat-dollar amounts appear without this cipher following the fund name.

——Librarians should remember that their salaries will be further range-adjusted as of January 1st (i.e., first appearing in the 31 January paycheck), rising by approximately 3.1% of their pre-July 1st salary. Staff members receiving January 1st merit increases, also, will, like librarians, observe their increased salary rates ramify through their deductions column, and trickle down at last to their net pay on 31 January.

——PERS and UCRS members coordinated with Social Security will face a small increase in their FICA deduction rate, apart from that due to salary increases: as of January 1st the legally-mandated rate rises from its current 7.05% (of gross pay) level, to 7.15%——producing an increase of one dollar per one thousand dollars-in-gross-pay; at the same time the Social Security wage base rises from $39,600 to $40,000.

——Your withholding status for federal and state income tax appears as a code
   in the upper horizontal band of your statement, beginning with S (single or
   married/single withholding), M (married), or H (state only——head of household),
   and ending in the number of withholding allowances you are claiming: e.g.,
   M005 indicates filing married, with five allowances (personal, dependent,
   and deduction/credit allowances are all taken together). If the status
   appears otherwise than as you desire, a new W4 form should be filed.

   Changes in the tax code pending at this date in Congress may, of course,
   result in significantly altered withholding bases in the coming tax year.

——Changes in the amount of your gross taxable salary will result, as applicable,
   from any changes in your Tax-Deferred Savings Plan contribution status; from
   your new Depcare account contribution (which will also affect your FICA deduction);
   and from life insurance and disability premiums. The latter (both Short and Long
   -Term) will no longer be tax-sheltered (assuming you had not previously elected
   to pay tax on them), in order to secure you tax-free potential benefits.

——Changes in your health and dental insurance plans will for the most part show
   up under the 'UC CONTRIBUTIONS' heading, in columns 2 and 3 of your statement.
   If you filed for an Open Enrollment change, check to see that the correct plans
   are indicated; if you have switched into or out of the Prudential High Option
   plan, the appropriate premium copayment should appear in, or have dropped from,
   your deduction column.

If you note what seem to you discrepancies in your statement——take a deep breath,
check your copies of any enrollment or payroll forms which may have or ought to have
produced the results you see (or don't); gather these together with a copy of the
paystub, and bring them to me at Library Personnel (or call to make an appointment).
I'll do my best to handle your enquiry promptly.

                    ...& a possle of News and No-News...

...the latter first: I still have no materials describing the Calvert Social
Investment Managed Growth Fund option in the UC Savings Program, or the Series EE
US Savings Bond purchase option, both scheduled for contributions from UC payroll
out of January 1986 earnings. Apologies are in order for the delayed access to
details of these programs; I'll announce the arrival of information promptly
in this column——and you may well receive a mailing at home about them in the
near future.

And one item of quasi/no/news: the new DEPCARE Reimbursement Request forms
(UCRS 155) have been produced, and should be available through Library Personnel
early next week. Each form provides for claiming up to five periods of eligible
incurred expenses; please request a reasonable supply of forms, or obtain them
as you need them.

Finally, a new fringe benefit has been negotiated by the Benefits Office with
Entertainment ('86), a 25-year-old discount club. Group membership in Entertainment
will entitle employees to a wide array of travel and travel-related discount options,
to membership-card and special coupon discounts for many dining, sports, theatrical,
musical, and amusement places and events——including, here on campus, Cal Performances,
Intercollegiate Athletics, and the University Art Museum; as well as the Oakland
Opera and Symphony, the SF Ballet, and the Oakland A's. Entertainment coupon books
may be purchased, subject to limited availability, from the Cashier's Office, 210
Sproul Hall, on presentation of evidence of UC employment (your UC ID card or a
current paystub). A descriptive flyer listing many options by name, is available
for you to look over in Library Personnel. The current coupon/discount period
expires 1 November 1986; the cost to you, $30.00.

                                        —Mark Livingston
                                         Library Personnel/Benefits

micr news

END-USER SYSTEMS IN MOFFITT LIBRARY

Beginning in Spring semester 1986, Moffitt Undergraduate Library's Reference staff will be experimenting with the use of two end-user systems for bibliographic data retrieval: Search Helper (Information Access Corporation), and EasyNet (Telebase, Inc.). Both systems provide access via microcomputer to the journal and book citations indexed in a broad range of major commercial on-line databases. The unique feature of these systems is front-end programming which guides users through a subject search via various menu screens, selects the appropriate database (or allows the user to specify), formats the user's keyword search into database command language, and allows the retrieval and printing of between ten and twenty citations per search. Since the formulation of search queries is done off-line, cost per session for both systems is generally much lower than searching on-line systems.

Search Helper provides access to Information Access Corporation's group of databases - Trade and Industry Index, National Newspaper Index, Magazine Index, and Legal Resources Index, Management Contents, and Computer Database. Access is also provided to IAC's Newsearch database, which provides overnight indexing of the New York Times, Wall Street Journal, Washington Post, Christian Science Monitor, and Los Angeles Times. In all, over two million articles from more than 1900 publications are indexed. The period of coverage varies from the past ten to twenty years, depending on the particular database.

EasyNet is a gateway system accessing the full range of DIALOG databases (including the IAC databased discussed above). Other vendors participating in the gateway include BRS, SDC, Newsnet, VuText, Pergamon, and Questel.

Search Helper operates on a flat $2.50 per session fee, providing a maximum of twenty citations per session. The cost of EasyNet is $5.00 flat fee per session and $.25 per connect minute, with a maximum of ten citations per session (it's interesting to note that EasyNet lets you charge search sessions on-line to your Visa or Mastercard!) Unlike Search Helper which provides access to bibliographic citations only, some of the databases covered by EasyNet also provide article abstracts; the cost of obtaining these on EasyNet is $2.00 per abstract above the basic fees described above. Through support generously provided by Campus Computing Affairs, Moffitt will be providing searches at no cost to patrons on both systems during this initial test period.

To test the strengths and weaknesses of these systems in an undergraduate library environment, Moffitt Reference staff have planned to use them in three different contexts. A portion of the searches allocated for this test period (approximately 700 searches for Search Helper and approximately 500 searches on EasyNet) will be used for "ready reference" purposes - part of the process of answering questions at Moffitt's reference desk. Another block of searches will be reserved for use in connection with Moffitt's Term Paper Advisory Service (TPAS).   A third group of searches will be used in connection with one or

more of the various library instruction programs provided to regular UCB courses. Evaluation of the systems will be done both by Moffitt librarians and through the use of a user questionnaire.

Questions regarding these systems or their use in Moffitt should be directed to Gary Handman at 2-5070.

> Gary Handman
> Moffitt Library

TOLMAN MICROCOMPUTER FACILITY OPEN FOR DROP-IN USE

The Tolman Microcomputer facility in 1535 Tolman is open to UC staff, faculty, and students for drop-in use on a fee basis. The Facility has 40 Apple Macintoshes (512k memory), 20 IBM PCs (512k memory), 40 Imagewriter printers, 1 LaserWriter printer, 2 IMB Graphics printers, and 1 HP laser printer. A wide variety of software is available including for the Macintosh: MacPaint, MacWrite, MacPascal, MacProject, MS Multiplan, and MS Word; for the IBM PC: WordStar, WordPerfect, Lotus 1,2,3, Symphony, dBase II, dBase III, Framework, Turbo, Pascal, and DR LOGO. You are also welcome to bring your own software. (If you plan to print or save your work, you must bring your own diskettes)

All drop-in use of the Facility is on a fee bases. No cash is handled, so a Tolman Microcomputer Facility Access Card (TMF Card) must be purchased from the University Cashier's Office, 210 Sproul Hall. The price of a card is $6.00. Users are charged $1.00 per hour for the use of the Facility, which is charged against the TMF card.

Computers are available for drop-in use during the regular semester as follows:

> Evenings 6 - 9PM Monday - Thursday
> Weekends 1 - 5PM Saturday and Sunday

During 8 to 5 daytime hours the facility is available for drop-in use, only when the machines are NOT RESERVED for classes. A weekly schedule is prepared each Thursday showing drop-in availability for the following week. Drop-in use of the Facility is on a first come, first served basis.

Because the Facility is for the exclusive use of University students, faculty and staff, you will be asked to show your Staff or other Berkeley ID when using the facility in addition to showing your TMF fee card.

Call 642-2251 for intersession schedule and additional information. The facility will be closed from December 21 - January 5th.

> Mark Mentges

AAARRRGGGHHH!!!

The above term is used in computer science parlance to denote the accidental deletion of a file containing irreplaceable data. You can be sure that, in some time and in some place, you will have the misfortune to use this term.

The Library Systems Office now owns an ingenious set of programs called The Norton Utilities, with which it is possible to recover files that have been accidentally deleted under DOS or under an applications program like WordPerfect or Lotus 1-2-3.

The fact is that DELETing a file does not really erase it from your disk. Rather, the directory entry for the file is deleted, freeing the space on the disk to receive new information. Only when new information is written over the freed disk space is the data in a deleted file really erased. By re-constructing the directory name of a deleted file, the Norton Utilities can allow you to read and write to it again.

If you, or someone dear to you, accidentally deletes a file:

1. DO NOT perform ANY disk reads or writes to the disk.

2. Call Systems Services at 2-6120. We'll come out to you, or have you come by to see what can be done.

Next time: Uncrashing crashed disks: first aid and major surgery.

--Jeff Katz

BE-WARE OF FREE-WARE

The July 23, 1985 issue of PC warns us of "an upsurge in 'Trojan Horse' programs on bulletin boards and in the public domain. These programs purport to be useful utilities, but, in reality, they are designed to sack your system."

One such program called EGABTR, PC reports, pretends to be a directory manager, but in fact erases the directory of a system's hard disk. It then asks you to insert floppy disks and it erases their directories, too. "After it erases [them] it displays 'Got you! Arf! Arf!'" Funny, huh?

As a precaution, PC says, "don't run any public-domain program that is not a known quantity. Have someone you know and trust vouch for it." Run the program with write-protect tabs on the disks, or with garbage data, before you subject valuable data to it.

--Jeff Katz

Micro News is published by the General Library Microcomputer Committee. We invite contributions. Please send all material to Mark Mentges, at the Education/Psychology Library.

PUBLIC SERVICE UNIT HEADS
Minutes of November 15, 1985 Meeting

ANNOUNCEMENTS

Jeff Pudewell has been notified of serious delays in mail delivery to the
branches and will look into the matter.

NRLF will be closed on November 28 and 29, December 24, 25, 31 and January 1.
NRLF will be open during the four holiday closure days.

Storage note: due to an insufficient supply of lugs, the plan to shift
from carts to lugs for storage transport has been cancelled. J. Pudewell
is scheduling book truck pick-ups through January 30, 1986, to take place
on Saturdays, when the requisite large truck can move freely through campus.
UC Davis will have scheduling priority for the second half of the fiscal
year, beginning Feburary 1; UCB may experience some scheduling problems
after that date. NRLF will provide more scheduling information in about
two weeks.   At present, NRLF is accepting only 400 TCP items per week
because of the extra processing required. Contact J. Pudewell with any
questions regarding scheduled storage pick-ups.

EARTH SCIENCES LIBRARY REPORT

Julie Rinaldi, Head of the Earth Sciences Library, described it as the
fourth largest of fourteen science libraries in the General Library system.
It houses UCB's primary collections in geology, geophysics, physical geography
and paleontology. Its current holdings include over 88,000 bound volumes
and approximately 3,000 active serial subscriptions. Of particular note
is the map collection of over 49,000 maps, second largest such collection
on campus, which contains all geologic maps owned by the campus, as well
as a circulating set of topographic maps for the western U.S., Alaska and
Hawaii. All items in the collection circulate, with the exception of crucial
reference works and rare or fragile materials. The staff consists of 1.0
FTE Head Librarian, 1.5 FTE career staff, and approximately 2.0 FTE student
employees.

DECENTRALIZATION OF TECHNICAL PROCESSING

A subgroup of technical and public service representatives had been formed to
lead a discussion on the pros and cons of decentralization of technical processing
at the November 5 Department Heads meeting. Cathy Gordon, Chair of PSAG, was a
member of that group. Cathy was unable to attend this meeting and in her absence
Rita gave a summary of the Department Heads presentation. The presentation was an
effort to provide background on the factors and goals that should form the frame-
work for deciding on which changes to implement as we move forward in automation
development. Automation is allowing for more flexibility in the organization of
services and distribution of work. At the same time, the flexibility can inhibit
the decision making process because of the profusion of possibilities.

The subgroup will continue as a planning body and will hold departmental meetings to discuss specific possibilities for decentralization, e.g., case study examples of approaches to decentralizing order processing, cataloging and serials receipt and check-in.

SEARCHHELPER

G. Handman reported that Moffitt Library is scheduled to install a SearchHelper terminal. This is another end-user system with access to the databases produced by the Information Access Company, including a newspaper database which is updated daily. Searches will cost $2.50 each. The Office of Computing Affairs is subsidizing the cost for 700 searches.

FUTURE OF PUBLIC SERVICE UNIT HEADS MEETINGS

The agenda committee proposed for discussion that the PSUH meeting, as presently constituted, be reconsidered. Differing points of view were aired, for and against discontinuance. On the "against" side, the meeting is considered by some as a valuable opportunity to meet with colleagues from diverse units; Main Library Public Service Unit Heads opined that there was no other systematic method to exchange views with people from the branches. On the "for" side, the meeting was characterized as an expensive and time consuming way to disseminate information: a substantial part of each meeting is devoted to announcements which could be communicated in writing. The size of the group prohibits any real discussion. Some felt that much of what is discussed has already been discussed in other groups and there is needless repetition of effort and an ineffective use of staff's overcommitted time. The meeting ended with no consensus on the topic. The agenda committee will send out a ballot to poll Public Service Unit Heads on their preferences.

INFOTRAC

G. Scalzo reported on the "menu-driven," end-user search system currently in place in SOCS and MAIN, although the equipment at MAIN is scheduled to move shortly to UNDE. Each INFOTRAC set-up includes two computers, two ink-jet printers, and a laser disk which stores the database. The database is updated monthly and includes materials from 1982 to the present. It is essentially a counterpart to Business Index, with additions from the National Newspaper Index. Thus, it is primarily of interest to patrons working in the fields of business and general social science, and has particular appeal to undergraduates, who can easily retrieve a few citations, primarily from popular literature, on a topic of their choice. The database does not index enough scholarly or professional journals to be of much use to serious researchers, plus it indexes only the two current months of the Wall Street Journal and the New York Times. At the moment, the service is being provided free by its producer, but if the Library decides to buy it, the charges will be (for 4 computers) $16,000/yr. for five years, and $12,000/yr. after that. Special supplies required (paper, printer cartridges, etc.) are expensive. The terminals at SOCS have been in high demand and patrons queried appear willing to pay for access. (Acceptable fees ranged from $.75 to $10 per search.)

CATALOGING COUNCIL MINUTES: Meeting No. 42, 12 November 1985

Present: I. Arguelles, C. Bengston, Y.K. Choo, R. Gardiner, C. Gordon, C. Hamilton, P. Hoehn, C. Moreno, G. Nichols (recorder), J. Peck (Chair), S. Rhee, E. Todd, R. Tucker

1.   The minutes of meeting no.41 (22 October 1985) were approved with the correction of the spelling of the word consensus in the first paragraph of #2.

    It was decided that the minutes of the Cataloging Council would be submitted for publication as an attachment to CU News.

2.   There was general discussion of the report of the Council's Subcommittee on online shelflisting requirements. The recommendation in (1) was accepted; this asks that the Systems Office develop a special program to be run against the file periodically to print out a list of duplicate call numbers. With regard to (2) the possibility of adding a note to "q" level records to indicate that the piece is "In process" was discussed and rejected; it was decided that it would be better to train library staff to use the UD (update) code to make an educated guess about the availability of an item since there are other situations that make it possible for a record to be in the database before the piece described is actually available for use. (3) recommends that the use of the online stopper be optional; this was accepted. The Council agreed that the provision of the reverse browse capability and the provision of an alternative call number summary display were equally important and should be referred to the Task Force on GLADIS Shelflisting.(P. Hoehn and I. Arguelles did not think either was critical). It was agreed that there was a lot to be said for suppressing, flagging or otherwise identifying call numbers from independent shelflisting locations in the call number summary screen. It was agreed that users should normally get the union shelflist display, but that it be possible to limit the display to independent shelflisting locations. Finally, it was agreed that the provision of a record format for shelflisting guides similar to those now found in the Official Shelflist (e.g., noting obsolete practices, instructions for cuttering within a call number) and the LC fiche shelflist was the least important of the recommendations.

    A summary document containing these recommendations will be forwarded to Sue Rhee. The Council then agreed that the Official Shelflist can be closed provided that there is the ability to have a stopper (which is already possible) and that there be a provision for periodic duplicate call number checking.

3. The question was raised as to whether there are any cards in the filing backlogs that need to be filed. It was agreed that cards for records not in machine-readable form need to be refiled; R. Gardiner indicated that the backlog is (or should be) only new cards. It was agreed that there is no need to refile serial cards stamped "RLIN KEYED." For withdrawals, if the record is a non-machine-readable record, the Official shelflist is being refiled. If the record is in GLADIS, the Official is not being refiled; the withdrawn note is currently being added to the circulation field, but the withdrawn function is still under development.