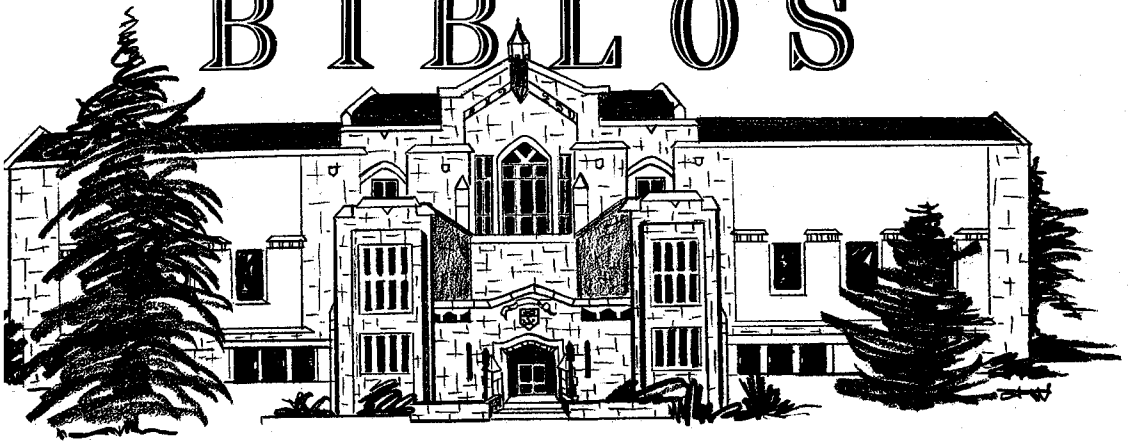


# BIBLOS



V. 1, No. 2 OF THE U.B.C. LIBRARY STAFF NEWSLETTER NOVEMBER 1964

## INSTRUCTIONS TO STAFF

1. Godliness, Cleanliness and Punctuality are the necessities of a good business.
2. On the recommendation of the Administration, the hours of work have been reduced, and the Staff will now only have to be present between the hours of 7 a.m. and 6 p.m. on week days. The Sabbath is for worship, but should any Man-of-War or other vessel require intellectual victualling the Staff will work on the Sabbath.
3. Daily prayers will be held each morning in the Main Office. The Staff will be present.
4. Clothing must be of a sober nature. The Staff will not disport themselves in raiments of bright colours, nor will they wear hose, unless in good repair.
5. Overshoes and top-coats may not be worn in the Office, but neck scarves and headwear may be worn in inclement weather.

6. A stove is provided for the benefit of the Staff. Coal and wood must be kept in the locker. It is recommended that each member of the Staff bring four pounds of coal, each day, during cold weather.
7. No member of the Staff may leave the room without permission from Mr. Bell. The calls of nature are permitted, and the Staff may use the garden below the second gate. This area must be kept in good order.
8. No talking is allowed during business hours.
9. The craving for tobacco, wines, or spirits, is a human weakness and, as such, is forbidden to all members of the Staff.
10. Now that the hours of business have been drastically reduced, the partaking of food is allowed between 11:30 a.m. and noon, but work will not, on any account, cease.
11. Members of the Staff will provide their own pens. A new sharpener is available, on application to Mrs. Dewar.
12. Mr. Stuart-Stubbs will nominate a Senior Librarian to be responsible for the cleanliness of the Main Office and all junior staff members will report to him 40 minutes before prayers, and will remain after closing hours for similar work. Brushes, brooms, scrubbers and soap are provided by the owners.

THE ADMINISTRATION HEREBY RECOGNISES THE  
GENEROSITY OF THE NEW LABOUR LAWS BUT WILL EXPECT  
A GREAT RISE IN OUTPUT OF WORK TO COMPENSATE FOR  
THESE NEAR UTOPIAN CONDITIONS.

Inglis Bell



November 3, 1964.

### Xerox Machine

R. Harris has had several complaints on the operation of the second machine on floor 2. It has recently suffered several breakdowns, and V. Traff is too busy with the public machine to effect minor repairs or maintenance.

R. Harris will call a meeting of the various divisions who use the machine to draw up regulations. Probably a second staff member will be sent to the local Xerox office for training on maintenance. Mr. Stubbs has requested, in the 1965-66 budget, a new position for a person to maintain the Xerox machines and and to operate and maintain the offset.

The Faculty of Education expects to have a Xerox in their new wing.

The 3M Company has produced a new thermofax model which might be adapted to coin operation for student use.

### Law Library

D. Dowd has difficulty assisting undergraduates who go to Law, unless they ask for specific books; there is no full catalog there. She asks the library not to send undergraduates, if possible.

### Asian Studies

Asian Studies is now open evenings. 7-9 p.m., closed 5-7.

### Government Documents

S. Dodson reported that they are now in operation on floor 6. They will shortly inaugurate a display centre, where interesting new publications will be held for one week. Staff are invited to browse.

## BCLA

At the fall meeting on November 1st, a special committee (L. Bewley Chairman) was set up to investigate the pros and cons of forming a purely professional organization. Interested persons should re-  
directly to Mrs. Bewley.

## Gift Fund

Dr. H.R. MacMillan has donated \$ 500. for a book collection to honour Miss Dorothy Jefferd, first, long-time, beloved head of Cataloging. Miss Jefferd has chosen as the subject of the collection, biographies relating to World War I. Mr. Hamilton will choose the books.

## Student Seating

All branches (Woodward, Curriculum Laboratory, etc.) report crowded seating; many of the students are apparently refugees from the main library, not legitimate users. When construction is finished in Main, this may wane.

## Telex

Two closed circuit Telex units have been donated, and will be installed between the Woodward Library and the Biomedical Branch Library. A third Telex in the Main Library, capable of communicating with all other units in the country, is a possibility which being investigated, Mr. Stubbs pointed out that although Telex might speed up our interlibrary loans and book ordering, it might also increase our workload in servicing incoming requests.

THEY MET AGAIN ON NOV. 16, 1964.

## Library Signs

Jill Buttery and committee have planned signs for the building, and these are being painted now. In the front hall will be a complete directory of library divisions and offices, accompanied by a map.

AND FINALLY THEY MET ON NOVEMBER 19, 1964.

### Staff Room

You're messing up the place again! Recently 15 dirty cups were found in the morning before Mrs. Whittingham's arrival. Remember that Mrs. Whittingham is employed from 10 a.m. - 4 p.m. and you yourselves are responsible in the intervening period.

### Second (Library use) Xerox Machine

If you need to use the key (to get at the drum, etc.) be sure to return it immediately to Mrs. Harries, Loan Division Office.

### Display of New Books - Revised Method

The new book truck will be held in the Catalogue Division for 2 working days, then delivered to a general display area on floor 3. If they wish, subject divisions will remove books in their respective fields and display them in the divisions for one week. They will then return the books to general display area on floor 3. Display shelves will be ready for use in about a month.

### What is Yours - Guard!

An epidemic of thievery has now attacked Library staff as well as students. A little extra caution would be well advised.

WE OF BIBLOS SAY....

that comments, letters to Editorial Committee, etc., are welcome. Deadline for next month's BIBLOS is (hopefully) December 18th.

FRONT-OFFICE

GLEANINGS



Branch Libraries

Division Heads have recently been engaged in a series of meet to draft a new policy on branch libraries and reading rooms, a suggested 10-year plan for library development. The Senate Library Committee met on Thursday, November 19 to discuss two alternative policies; one recommending centralized developmen through the library reading rooms, the other leaving academic departments a degree of autonomy in respect to reading rooms. The Committee, at this meeting, was generally in favour of th former approach, and asked the Librarian to discuss the quest of reading rooms with the Deans individually, and to survey t existing reading rooms.

Service Calls or In Case of Coolness

Service calls pertaining to heating and ventilating should be directed to the Mechanical Maintenance Shop at Local 699. Ca should be placed only by authorized persons with Mrs. Dewar acting on behalf of the Library.

Erratum

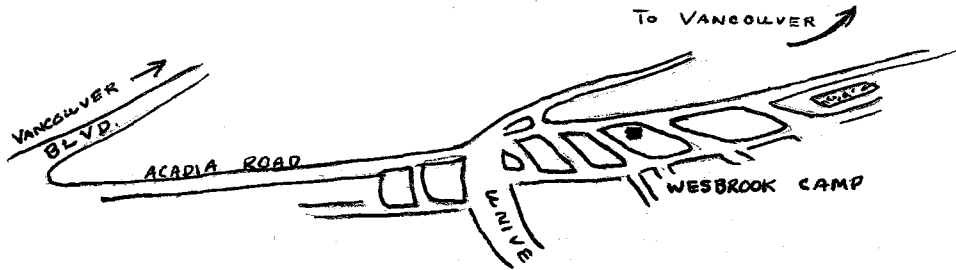
On the telephone list sent out to each department PLEASE

- add Sedgewick Library            local 629
- correct Prebindery from        local 456 to local 345
- add again
- New Law Library phone      local 174

You used to

# KNOW YOUR LIBRARY

THE UNIVERSITY OF BRITISH COLUMBIA



## Have you lost the periodicals - again?

Social sciences and Humanities unbound periodicals are congregated in the new stack area on floor 5. Education periodicals are in bays 1 and 2 with general periodicals following alphabetically. These and the newspapers are serviced through a Serials Information Desk manned by Serials staff 9-5, Mon. - Fri. First and second year students can have periodicals paged through the main Loan Desk. Science journals are separate and paged as before by the Science Division.

The 7th floor, in the first week and a half of November, received a host of new occupants. Serials and the Acquisitions half shifted well-wise and northerly to allow for the great influx of remaining Acquisitions and the Cataloging Dept. in its entirety. While the distances between necessary goals are causing temporary consternation, the almost permanent smell of brewing coffee does provide some compensation.

-50-

Last BIRLOS introduced the first of a series of write-ups on individual divisions and libraries. The series continues this month with a second division which dares to be known by doggerel alone.

Please do not feed the animals

That's our latest book return bin clanging in the wall,  
Looking as if it were alive; we call that  
A piece of torture, now: craftsmen's hands  
Worked busily a week, and there it slams.  
Will't please you stand and swear at it?

Loan Desk Lament

To find or not to find - that is the question.  
Will the borrower be of a mind to argue  
That he's a victim of outrageous fortune,  
Or tell us his sea of troubles,  
Hoping we will end them?

Reserving Office Blues

We've got another list, we've got another list.  
(I'm sure it won't be missed, I'm sure it won't be missed)  
Faculty just love to send their booklists in the  
fall,  
(We've got another list, we've got another list)  
Their students had them days ago, we'll find no  
books at all.  
(We'll try to fill that list, we'll try to fill that list)  
SO - if you find us in the stacks looking rather bleak,  
You'll know we've just received a list  
The students got last week.



RESERVE BOOK COLLECTION

or Are you available for overnight loan?

A constant stream of eager minds  
Pass in and out their stile.  
Clutching 2 hour, 1 and 3 day books,  
They haven't time to smile.  
The staff works hard to fill the needs  
Of each and everyone,  
Just go and ask our Marianne  
If she ain't having fun!

IT'S PARTY TIME!

To celebrate the time of year and the probable sometime completion of the construction, the Librarian invites all staff of the Library, the Bindery and the School of Librarianship to join in consuming a bowl of punch and assorted delicacies on Thursday, December 17th, 3:30 to 5:30 p.m. in the Staff Room.

SAVE JUST A TINY BIT OF MONEY!

The Library Staff, in the last couple of years as a completely volunteer Christmas project, has been sending hampers to several older people in the community. This year a collection will be taken by your Division Heads early in December for the same purpose.

Do you know what is in the Library basement?

Fine Arts Gallery.

Following the impressive Hogarth Exhibit, the Gallery has on display two Photographic exhibits. The first exhibit, titled "Eloquent Light", is the work of the Californian photographer, Ansel Adams, probably best-known for his superb photos of Yosemite Valley. His ability to capture the varying textures and moods of people and places is clearly evident in this collection.

Shown originally at the M.H. de Young Gallery in San Francisco, this exhibit was arranged from a total of 500 photos by the Smithsonian Institute of Washington, D.C. Apart from his photography, Adams is a member of the Sierra Club, and an active crusader for the conservation of natural resources.

The second exhibit features photos by Dr. Vladimir Okulitch, formerly head of the Geology Department, recently appointed Dean of Science.

This exhibit, which runs to Dec. 12th, will be of special interest not only to artists and photographers, but to all who appreciate the splendour of man's natural environment.

Gallery hours: Tuesday-Saturday: 10:30 a.m. - 5:00 p.m.  
Tuesday evening: 7:00 p.m. - 9:00 p.m.  
Closed Sunday and Monday.

Museum of Anthropology

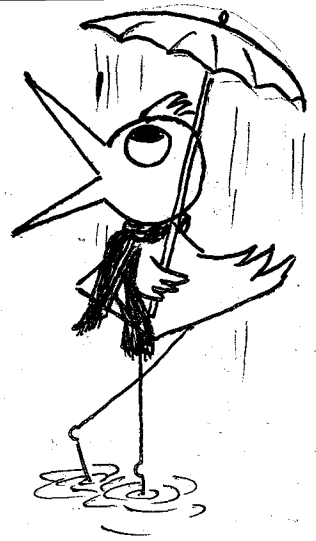
While downstairs, don't forget that the Anthropology Museum is just around the corner.

Museum hours: Monday, Wednesday-Saturday: 1:00 - 5:00 p.m.  
Closed Tuesday.

SOMEONE ANNOUNCES

If you find ...

All lost and found articles may be turned in to the Circulation Division Office. These articles will then be taken daily to the main university Lost and Found located under the Post Office. We will keep such valuables as glasses, wallets, etc., and books with the owner's name inside for a period of 1 week after the owner has been notified.



If you try to call ...

Things being as they are, there are just 3 night telephone numbers after 5 p.m. weekdays and on Saturday afternoon.

CA4 - 1142 is the Main Loan Desk. Also information regarding football scores, homecoming tickets, items lost and found, traffic regulations, and a speedy messenger service to such diverse points as the bindery, Fine Arts Gallery, Freddy Wood Theatre, Curriculum Lab., etc.

CA4 - 1123 is Social Sciences Division. Reference questions should be channelled through this number.

CA4 - 1147 is the Woodward Library.

The main switchboard is open on Saturdays from 8:30 - 12:30 p.m.

N.B. Sedgewick Library has neither a night or Saturday number.

The following is an excerpt, pertinent to the Library, from the recently published Guideposts to innovation; report of a President's Committee on Academic Goals.

In both the central library and in the peripheral collections, the demand for large-scale expansion will continue for as far into the future as anyone can imagine. Besides the increasing numbers of undergraduate students doing first-hand investigation as well as course reading, graduate and research programs will demand a very large share of the expansion of the collection. The increasing availability of important material in microtext and copy-flow reprints will further test the Library's resources. Consequently, the Committee recommends that the University continue to give high priority to the expansion and improvement of library facilities. Such expansion will require commensurate development in staff and physical facilities.

The Committee draws special attention to the Librarian's recommendation that library branches be established in convenient locations adjacent to departments. This decentralization may be achieved without sacrificing the unity of the main collection, through the formation of such special major collections as the Woodward biomedical library as well as departmental reading rooms containing series of journals and other reference materials. Such reading rooms provide a focus for departmental unity, which has been lacking in such general-purpose groupings as the Buchanan Building. Departmental reading rooms contribute to the intellectual life of the department and improve the conditions for student discussion and study. Such decentralized holdings will, of course, require the services of suitable personnel to ensure proper use.

Helping to relieve the pressure on the Library's facilities will be inter-library lending, expedited by a Telex system which can usefully supplement present inter-library loans, especially of peripheral items. But the help may be only marginal. Inter-library lending can seldom substitute for library ownership of material. Copy-flow and other forms of photo reproduction should be used to the maximum as a means of obtaining material formerly only available in old, established libraries and scholarly collections.

Encouragement of independent first-hand investigation implies increasing dependence on library facilities. But the mass-circulation duties of the library on behalf of course reading may be reduced by greater use of paper-backs and photocopies. Servicable collections of such material, inexpensive enough to be readily expendable should be made more available in departmental reading rooms and for purchase in the University Bookstore. Already study kits for courses and programs, consisting of photocopies and paperbacks, are in successful use in other universities. If the library were less severely pressed by duties of mass circulation, its role as an instrument of investigation could be made clearer, simpler and more manageable.

#### ARE YOU INTERESTED ... IN ANOTHER JOB?

As of October 1, 1964, there has been an opening for a Librarian in Serials.

As of December 19, 1964, there will be an opening for a Librarian in the Fine Arts Room. Mrs. Margot Belak resigns.

#### PERSONALITIES

And a marriage in the Acquisitions Department changed Miss Gwen Mervis to Mrs. Gregor.

ANOTHER RUNG

UPWARDS?



- Miss Ellen Brown, Clerk I, Curric. Lab promoted to Clerk II as of Sept. 5/64.
- Miss Jill BATTERY, Librarian I, Science - Librarian II, Oct. 1/64.
- Mrs. Helen Constable, Librarian I, Acquisitions - Librarian II, Science, Oct. 1/64.
- Miss Leslie Coutts, Clerk I, BMB - Clerk II, Woodward, Oct. 31/64.
- Mrs. Elvira Eigendorf, Clerk I, Cataloging - Clerk II, July 2/64.
- Mrs. Yvonne Forsythe, Clerk I, Acquisitions - Clerk II, July 2/64.
- Mr. Robert Harris, Librarian II, Circulation - Acting Head, Circulation, Nov. 1/64.
- Miss Marie McLellan, Clerk I, College - Clerk II, Sept. 1/64.
- Miss Janet Robinson, Clerk II, College - Library Assistant, Sept. 1/64.
- Mrs. Bessie Rose, Clerk I, Cataloging - Clerk II, July 2/64.
- Mr. David Thomas, Clerk II, Woodward - Library Assistant, BMB, Oct. 31/64.
- Miss Louise Powers, Clerk I, Circulation - Clerk II, July 2/64.
- Miss Irene Whittingham, Clerk I, Circulation - Clerk II, July 2/64.
- Miss Inge Valy, Clerk I, Circulation - Clerk II, Oct. 1/64.

Bong!

Bong!

Little student to big student: "How do you get books out of the stacks?"

Big student to little student: "Just put on your tin hat."



Hemmin

Leammin

Working on the Information Desk sometimes provides rare insights into the human mind. Young student, anguished: "I can't find Hemingway in the catalog. It only goes to Hemmin." Incredulous librarian checks catalog. Young student: "Oh! Thought it had 2 'm's". We-l-l, a man of his stature should have 2 "m's" in his name."

# LETTERS TO THE EDITOR

