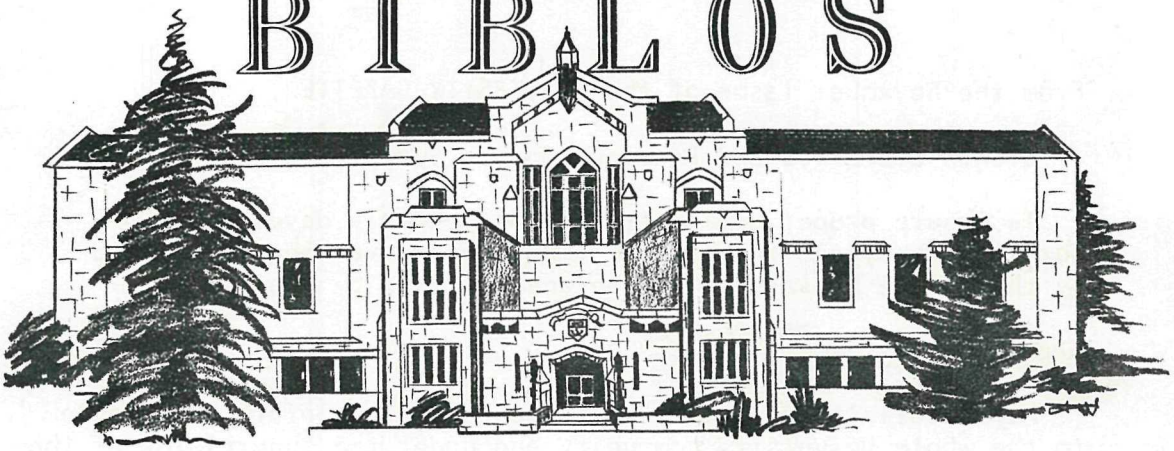
BIBLOS



V. 2, NO. 2 OF THE U.B.C. LIBRARY STAFF NEWSLETTER NOV. 1965.

A few notes from the Reference Meeting held Nov. 4th, 1965.

1. The Map Room is open until 5 p.m. on Saturdays.

2. Location of atlases.

   Divisions should have duplicates of certain maps and atlases, but where only a single copy is available and cannot be duplicated, it should be in the Map Room.

3. Miss Ng, Asian Studies, has asked if a Personnel Manual could be compiled to answer questions from staff concerning amount of sick leave, extra time for night work, etc.

   (Mr. Bell reminded us that there are two handbooks covering this type of information - The Faculty Handbook and supp. for professional staff and faculty (available at the Payroll Office) and the Handbook for University Staff which staff members receive from Personnel when hired. Because these are subject to frequent revision, Mr. Bell feels that it is better to refer to them rather than compile another here.)

From the November issue of the UNIVERSITY GAZETTE .

Branch Libraries and Reading Rooms. Summary.

To ensure proper administration and orderly development of our library system the following policies have been formulated by the Senate Library Committee and approved by the Senate.

Branch Libraries

Major collections located outside the Main Library, available to the whole University community and under the supervision of the University Librarian.

1. Material in several related subject areas and, in general, not duplicated in the Main Library.

2. Serves the needs of specific faculties and departments, but as an extension of the Main Library; also gives service to any member of the university.

3. Staff. At least one professional librarian and other clerical or student help as needed, appointed by and responsible to the University Librarian.

4. Hours. Approximately the same as the Main Library.

5. To have complete catalogues for their collections, and to follow the established university library procedures in the organization and administration of the collection.

6. Establishment. Upon the recommendation of the University Librarian and the Senate Library Committee in consultation with the academic deans concerned and with the approval of the President.

Will consider:

1. The extent of the teaching, grad and research programs involved.
2. Nature of collection and numbers making use of it.
3. Suitable location and quarters.
4. Money available for staff, books and catalogue.

Reading Rooms

Provide departments with a small collection, suitable reading space and certain minimum library facilities.

1. Restricted in size. Reference and heavily used material most of which is duplicated in the Main Library.

2. Maintained for the benefit of a particular department, but as University property, available to all its members. Bought from library, departmental, or research funds.

3. Staff. Departmental secretaries, clericals and student assistants working under the supervision of the department concerned and in co-operation with the Library when required.

4. Hours. During session, as a minimum, the normal office hours of the University.

5. Catalogue. Author only.

6. Establishment. Department head to take proposal to faculty Dean who will investigate suitable location with Dean of Inter-faculty Affairs. If provided, proposal then sent to University Librarian as secretary of the Senate Library Committee. If approved by Senate Library Committee, Librarian will request money to establish the reading room in his annual budget presentation.

7. Unlike the Branch Libraries, supplies, equipment, and capital development costs are the responsibility of the department concerned.

FOR YOUR INFORMATION

No more private book orders are to be placed through Acquisitions.

Minor Book Moves. A sign in the stacks will say Book Move in Operation. If you are at a gap and a loss, look a few ranges further on. If still no luck, see Circulation, Pat O'Rourke.

New appointments

In Acquisitions

Diana Fraser	Library Assistant	Oct. 25th

In Cataloguing

Lorna Goossen	Clerk II	Oct. 20th
Dawne Joel	Clerk I	Nov. 15th
Susan Gifford	Sr. Lib. Asst.	Nov. 25th
Lena Grunig	Lib. Asst. from Circ. to Cat.	Nov. 25th

In Circulation

Evenly Roth	Sr. Lib. Asst.	Nov. 1st
Robert Tudge	Stack Attendant	Oct. 25th

Resignations

Nola Blackwood	Cataloguing	Nov. 12th
Helen Goetz	Cataloguing	Oct. 19th
Kay Fukuzawa	Cataloguing	Nov. 19th
Larry Green	B.M.B.	Nov. 30th
Kay Johnstone	Gov. Pubs.	Oct. 25th
Sonja Sanguinetti	Acquisitions	Dec. 3rd
Marina Dos Santos	Acquisitions	Nov. 30th
Jean Ball	Cataloguing	Nov. 26th

Congratulations to

Bep Van Beek, Circulation. Married Oct. 30th and now Mrs. Wurm.
Lynne Scott, Front Office. Married Nov. 13th and now Mrs. MacIver.
Adrienne Flook, Cataloguing. Married Nov. 13th and now Mrs. Clark.

Genia Davidiuk, Circulation (RBC) and her new baby girl, Siglinde.
Janet Yuan, Gifts and Exchanges, and her new baby girl, Yvonne Veronica.

The New Kardex - CONTINUATION - File in Acquisitions

What is it?

It is a record on Kardex-type cards showing all continuations on order or regularly coming as gifts, through the Acquisitions Department.

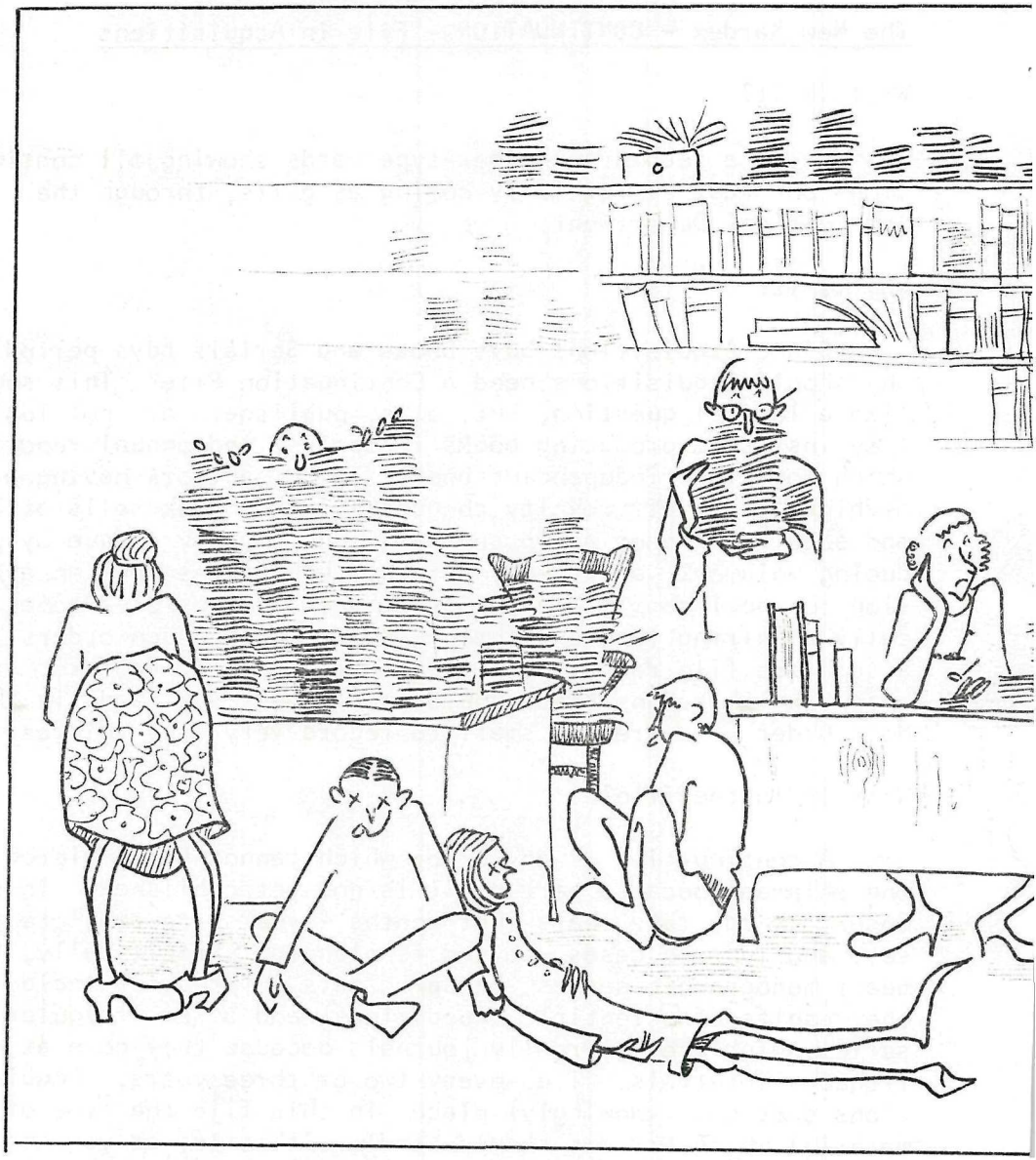
Why is it?

Since Acquisitions buys books and Serials buys periodicals why should Acquisitions need a Continuation File? This sounds like a logical question, but, alas, publishers are not logical. They insist on producing books in series, and annual reports which look like independent books. Also, authors having a taste of high living off royalty cheques - if the book sells at all - and soon being poor again seek a second royalty cheque by producing volume 2, and then volume 3...Librarians have an aversion to the incomplete and so they seek a means of automatically acquiring future volumes. But why keep such orders in a separate file rather than in the Order file? Because, (all orthodox librarians brace yourselves) the 3 x 5 cards in the Main Order File are too small to record very many volumes.

What is in the file?

A continuation is any order which cannot be completed in one shipment because part of it is not yet published. In some cases, it may take years (not months - years) to complete the set, and in some cases, no end is planned. Specifically, this means monographic series, annuals, sets in progress (including the results of scientific expeditions) and a few irregular series which are not really journals because they come at infrequent intervals. i.e. every two or three years. Acquisitions does not (knowingly) place in this file the type of material which Serials should handle - that is, as you know (don't you?), series which are irregular but frequent, which are published regularly and more frequently than annually, and series which, though published irregularly, have regular volumes and part numbering.
CLEAR?????

Continued on page 8



The true university of these days is a collection of books

--Carlyle

B and &B bought nearly a quarter of a million $$$ worth over

seas. Acq. staff were stunned, but are carrying on bravely.

What is not in the file?

The file is not a record of holdings, nor a binding record - not any more. Go to the Shelf List for the holdings, and there also you will find the location of unbound holdings. The file in Acquisitions tells what is on order, how much of it has been received, who it came from, where Acquisitions is to send it, and who pays for it. It is the history of the Order not the Title.

Since the word Kardex is synonymous with Serials Division, our file has been given another name to avoid confusion. We, in Acquisitions, call it THE CONTINUATION FILE.

Rita Butterfield

News from the Fine Arts Gallery

A fifteen year retrospective of paintings and sculpture by the Canadian artist, James A. S. Macdonald, is on view in the Fine Arts Gallery from November 18 - Dec. 4. To some, his recent works suggest "starkness", "loneliness", "intensifying silence", and the "Quality of illumination". Three of his paintings are displayed in the Fine Arts Division of the Library.

From Special Collections

The Special Collections Division has recently acquired the Lewis Carroll Collection, a gift to the University from the graduating class of 1925. It boasts over 400 items of various editions, translations, and stage and screen versions of Alice, other Lewis Carroll works, parodies and imitations, and works about Carroll and his illustrators.

GUESS-WHAT-THE-BOOK-IS-ABOUT FILE

ND 2866
T3 C6

Cory, H
Wall-paintings by snake charmers in Tanganyika. London, Faber, 1964.
-or-
How I painted a wall after being bitten by a snake in Tanganyika.

Well, it's that wonderful time of year again - pre-Christmas sales, Christmas cards - the happy good-will atmosphere pervades any crowded department store you care to fight your way into. However, we in the Library have so much to be thankful for. Acquisitions is just one of the thankful divisions.

A thank you note to Santa Bas' and all the other B's
A coat and brolly stand gee whizz, you sure know how to please
As a Christmas present it's a gas, yes really quite a jive
But fellers is it late for sixty four or early sixty five?

Your obedient servants

Acquisitions Dept.

They are so thankful that, with renewed faith, they are (poor fools) prepared to try again.

Dear Santa, harken to our plea
From the Acquisitions fraternity.
Just send your expert engineer
to straighten up our atmosphere.

Sometimes we sit with frozen toes;
Knees to knees and nose to nose.
At other times we drip and droop -
A very hot and sweaty group.

There are gales like banshees on the stair
But not a breath disturbs the air.
So call your "elves" from B & G
Get them, Santa, to agree.

In Summer cool that air vent breeze.
In Winter warm, not toast us please.

Pat (the rat) LaVac

And Dear Santa Basil

How about a Christmas staff draw for an all-expenses-paid trip to Hawaii to make a detailed study of the effects of the sun, sand, and surf on the reading habits of Hawaiian University students and faculty.

Much obliged,

Your obsequious and subservient

STAFF.

Yes, Virginia, librarianship can be a very rewarding experience

The following was received from a student in India.

Miss Jilly Buttery,
Junior Librarian, Science Division,
University Library,
University of British Columbia,
Vancouver, B. C., Canada

Dear Miss Jill Buttery,

I got your address through one of the Bulletins of the University of British Columbia. It is a matter of chance that I selected you among others to help me in solving some of my difficulties. Be sure I want to be friendly with you and for the sake of this friendship I seek your help. I hope that you will not disappoint me.

I must let you know that I did my M. Sc. in Zoology last year and secure first division. I specialized in Fisheries...since a great deal of work...on amino acid make up of fresh water fishes...is being done at your university I would require some of the reprints dealing with above said topics.

In the meantime I would like to have an application form for the admission in Ph.D...Frankly speaking to you that I am very much interested in studying in Canada. I hope that you will do the needful.

Please be friendly in dealing with all these matters. If you do have any of the hobbies in which I can help you please do write me. For the sake of your convenience I may tell you that being a almost student still I used to collect stamps. I am also very much interested in Photography.

Extremely sorry for the trouble you bear for me.

If I am of any service to you please do write me.

Thank you very much.

Sincerely your boyfriend,

Don't forget the Biblos Box blushing shyly beside the big coffee urn in the Staff lounge. You can't miss it! Next Biblos deadline - high noon, Friday, Dec. 17th. If you don't feel inspired, bills of any denomination will be cheerfully accepted for the Biblos Staff Christmas Cheer Fund.