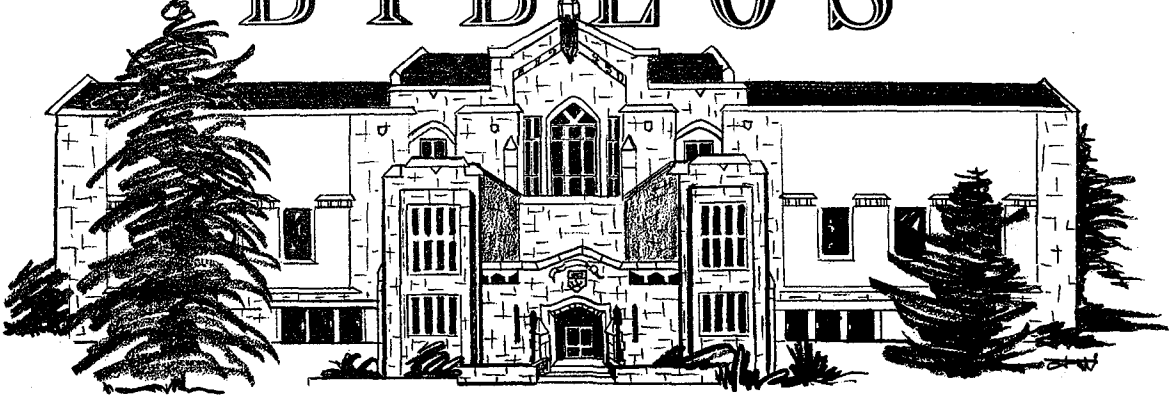
BIBLOS



V. 3. No. 9 of the U.B.C. LIBRARY STAFF NEWSLETTER JUNE 1967.

Commencing with a word from our guest editor. - who has also left on a trip.

The Editor is on a trip,
But BIBLOS must go on,
So if this issue ain't real gone
Please don't nobody flip.

We tried our best and all the rest,
And all we got was this.
Although it isn't lit'ry bliss
The damned thing's off our chest (s) **

FEATURING THIS MONTH

News 'n Notes	page 2
First Annual Meeting LAA	4
Automation - Acquisitions Division	6
First Reports from Expo.	
Judy and Maria	10
EXPOse	12
Notice to Employees	14

** P/L wishes to announce she can't take the ------credit???!!....

NEWS 'N NOTES.

Salaries

Beginning July 1 a general increase in non-professional salaries will take effect. The former and revised beginning rates are as follows:-

Clerk I	was $218	now $243
LA I	230	255
Secretary I	245	271
LA II	263	290
Clerk II	263	290
Keypunch & Flexo Op.	290	318
Secretary II	295	324
Clerk III	300	330
Secretary III	313	349
LA III	320	365
LA IV	378	428

Some Library positions have been reclassified. Front office stalwart Mrs. Audre Dewar becomes Administrative Assistant, and Mrs. Carol Wisdom of Math and Mrs. Nancy Morton of Maps become LA IIs instead of LA I. (congratulations)

Colbeck

is responsible for the destruction to be found in the Social Science Division. The area is being remodelled to meet his requirements, including the installation of compact shelving, Mr. Colbeck is expected on July 3. Welcome aboard sir!

The Computer Has Done It Again!

This time it has thrown up ten thousand (10,000) pages of print-out analyzing this year's circulation patterns - how often by whom, how long, etc.

Vacancies

The pecking order is in disorder with openings in the top jobs in Woodward and Circulation. Librarians, apply, apply! Appointments will be made by the University Librarian on the

recommendation of Committees appointed to scrutinize the candidates. These committees will provide a consenses of relevant campus opinion. The Woodward committee for example, will consist of Mr. I.F. Bell, chairman, two members of the Woodward staff, the Deans of Medecine, Dentistry, Pharmacy, Science, Applied Science and Graduate Studies and Dr. W.C. Gibson.

STAFF CHANGES.

WELCOME TO:

Donna Richards	LA 1	Cataloguing
Rosalie Acutt	LA 3	Cataloguing
Maureen Gould	LA 1	Woodward
Rosalind Sanderson	LA 3	Cataloguing
Paul Gager	LA 2	Record Library
Ilze Gravitis	LA 3	Cataloguing
E. King	LA 3	Cataloguing
Jean Law	LA 3	Cataloguing
Sally Dorward	LA 1	Cataloguing
Shirley Bouchard	LA 1	Cataloguing
Janice Cundal	LA 1	Cataloguing
Judy Sangha	LA 1	Agriculture/Forestry
Rosemary Grigsby	LA 1	Acquisitions
Vera Vanderhorst	LA 1	Acquisitions
Edna Corbin	LA 1	Music
Maureen Devine	Sec. 1	Administration
Barbara Belward	LA 3	Circulation
Jane Price	LA 3	Cataloguing
Kathleen Gower	LA 3	Special Collections
Linda Morrow	LA 1	Cataloguing
Nancy Clarke	LA 1	Sedgewick
Jim Simon	Clerk 1	Acquisitions
Micheal Newman	LA 2	Cataloguing
Danae Chambers	LA 1	Cataloguing
Teresa Clarke	LA 1	Cataloguing
Thea Lantau	LA 1	Acquisitions
David Clark	LA 1	Cataloguing
Brigitte Heller	Clerk 1	Acquisitions

PROMOTIONS

Magdolna Konya	Cataloguing	LA 1 to LA 2
Leah Gordon	Cataloguing	LA 3 to LA 4
Claudia Kerr	Cataloguing	LA 3 to LA 4
Ingeborg Schafer	Cataloguing	LA 3 to LA 4
Valerie Carlisle	Acquisitions	LA 1 to LA 2
Sylvia Fraser	Fine Arts	LA 2 to LA 3 (Music)
Elvie Eigendorf	Cataloguing	LA 3 to LA 4
Muneshwar Prasad	Serials	LA 1 to LA 2
Judy Cardin	Circulation	LA 3 to LA 4

RESIGNATIONS

Joan Lundquist	Acquisitions	LA 1
Pat Gorgenyi	Cataloguing	LA 4
Jackie Urban	Cataloguing	Librarian
Margaret Glaspie	Acquisitions	LA 2
Irene Minich	Serials	LA 3
Christiane Bartel	Cataloguing	LA 1
Rhonda Jennens	Cataloguing	LA 1
Bob Wallace	Cataloguing	LA 3
Nancy Moss	Woodward	LA 1
Mary Adolph	Social Sciences	LA 3
Lorraine Tomlinson	Cataloguing	LA 1
Carol Trueman	Clerk 1	Acquisitions
Nancy Konkin	Cataloguing	LA 1
Penny Jandali	Circulation	LA 4

REPORT

The first Annual Meeting of the LIBRARY ASSISTANTS ASSOCIATION was held May 11th 1967 Room 865 of the School of Librarianship. The main items on the agenda were to elect a new Executive for year 1967/68, to present a financial report and to review the activities of the Association during the past year.

Those elected officers are -

Mrs. Pat LaVac	Chairman	Acquisitions
Mrs. Helen Derewenko	Vice Chairman	Science
Mrs. Ann Gillanders	Sec./Treasurer	Cataloguing
Mrs. Janet Lenko	1st. Member at Large	Sedgewick
Mr. Rod Cardin	2nd. Member at Large	Woodward

The Financial Report audited by Mr. John Lomax A.I.A.T. (Head Accountant of the University of B. C.) and presented by Mrs. Helen Derewenko showed a balance of $235.17 as of March 31st 1967.

Membership report presented by Mrs. Janet Lenko disclosed that there were 86 paid up members. It was also noted that with the reclassification of the non-professional staff it had been impossible for one person to cover for membership all those now eligible. (A Membership committee has since been formed and at the moment there is a 70% membership of those eligible. This is going up as new personnel arrive.)

The report on the activities of the Association during the year, as presented by Mr. Rod Cardin followed closely the report in the March issue of Biblos. These activities of course included support of the bid for reclassification (successful). Active co-operation with both the Librarians office and personnel, in the matter of pay increases (also succesful we believe if you refer to page 2 News 'n Notes) and the possibility of developing a LA technical group within the CLA.... still to be followed up.

The meeting concluded with an assurance that the Library Assistants Association will continue to be active to help improve any condition, where it is needed, for the betterment of all Library Personnel.

Filler uppers.

We often wonder how to handle some of the irate communications readers send in. We rather like the German composer Max Reger's response to a review appearing in the New York Sun. He sent the following letter to the critic.

"Ich sitze in dem kleinsten Zimmer in meinem hause.
Ich habe ihre Kritik vor mir, Im nachsten Augenblick
wird sie hinter mir sein.

which means

I am sitting in the smallest room in my house
I have your review before me. In a moment it will
be behind me.

A recent addition to the library's holdings;
KITLEY, Alan T. The big problem of small organs.
Colchester 1966.

AUTOMATION - ACQUISITIONS DIVISION

Plans are presently under way to automate procedures in the Acquisitions Division. While the specific details of the system are not defined, the approach has been decided to the extent that equipment has been ordered (Friden Flexowriters), and the Honeywell computer in the Data Processing Centre has been equipped to handle paper tape. The Flexowriters will be used to prepare orders, and the by-product paper tape used to establish and maintain the machine records. Keypunches will also be used for entering and changing records.

The 'thorny' part of implementing most library systems is the task of record conversion - of taking an existing system of records that is very large and dynamic, and systematically establishing machine records for every entry, maintaining the file for changes and deletions as the conversion progresses. In preparing for the automation of the Acquisitions Division, conversion of the order file has loomed as one of the most critical problems to be overcome. The file is massive. It contains both outstanding orders and records of most materials received by the library over the last two years. It runs to some 150,000 entries. The alternatives in dealing with the order file were two:

1. to clear it of all entries except those representing outstanding orders and materials being processed, and then to convert it to machine-readable form and print it
2. to leave it as it is for a period of about a year and then to discard it.

A survey was done which indicates that to clear the file of the 45,000 entries representing materials which have been received, catalogued and processed would call for over 1,000 hours of student assitant time at a cost of almost $1,500. Keeping the clearing current would cost $100 per month. Assuming that removing backlog entries from the file would involve no sorting but would probably result in more matching problems, another 40,000 items could be cleared at a cost of about $1,000.

The numerically-organized file of 30,000 items would have to be converted to machine-readable form regardless. An alphabetic print-out of this file would allow the 30,000 entries to be cleared for another $750.

Altogether, the order file could be reduced to some 35,000 entries, representing materials being processed, for a total cost of between $3,000 and $3,500.

It did not seem likely that $3,000 worth of searching time could be saved by reducing the 150,000 entry file of slips to a printed list of one-quarfer the size. Therefore, on grounds of economy it was decided to retain the order file for a period of a year, make certain that all material in the Cataloguing Division when the automated system begins is processed or consigned to backlog withing the year, and then discard the order file.

At present, the order process appears as follows:

For a specific item to be acquired, an order is prepared and sent to a supplier, followed with a number of 'housekeeping' steps to record the order and its effect on funds. When the material is received, the records are changed to reflect the current status, invoices are passed for payment, fund records are altered, and the material passed along for further processing. When fully processed (catalogued and classified), the records are cleared for each respective item in the Acquisitions records, and the item then represented in the cataloguing records.

This is oversimplified, and does not reflect the complexities involved, however, the point that is important is that this process involves considerable clerical effort, is repetitive in nature, and voluminous files are difficult to use and to maintain. Also, errors tend to creep into the system because of the routine operations, and repeated manual operation.

The reasons for using computers for some of these operations can be grouped into two general paragraphs:

- to reduce the clerical effort involved by transferring routine operations to the computer, and
- to obtain a more efficient system of records; increasing utility, providing better information, reducing errors, and extending the system to consider other related functions.

The first reason involves such tasks as filing new entries, clearing or changing existing entries, adding and subtracting in fund records. Most of these can be done faster and more accurately by the computer, and the maintenance procedures can be simplified because all of the information can be kept in one file and not require several, as most manual systems do.

The second reason is significant because of the size of the files, and the computers ability to present the information to users in a more useable format; a listing of books on-order and in-process, in multiple copies, located in more than one place where constant users can have easy access.

Information entered as part of the Acquisitions process will also be used for other systems - when items are catalogued, the call number is added to the record and the descriptive information changed as required, the corrected record can then be used to produce circulation book cards, print monthly accession listings, and also to maintain a proposed machine 'shelf-list' file. This shelf-list will be established under the terms of the Donner grant.

The importance of the Acquisitions system as an integral part of an overall management system is a major consideration on its design, and it is essential to relate purposed of acquisitions, serials, searching, cataloguing, with other systems such as; circulation, location files, course files, and even to use studies that will be conducted using information gathered from the circulation control system.

The new system is expected to work something like this. Each day, the paper tapes and punched cards will be submitted for overnight processing to provide the necessary output for use the following day. This will be done in the Data Processing Centre, probably during the graveyard shift. After the data has been transcribed to magnetic tape, an editing operation will take place to examine for the fairly obvious errors and ommissions that can be detected through programmed checking. Any errors found will be listed separately as exceptions for checking and correction by the library.

Once past the edit stage, the data will be arranged by order number and processed against the outstanding file; inserting new items, extering changes and additions to existing items, and producing a list of revisions to the file.

For new orders, a processing form will be produced to be used when the item is received; as a worksheet for cataloguing, updating the in-progress file, etc. Split shipments will require a replacement process form to cover subsequent shipments, and in this case will reflect the outstanding items as well as those already received.

After the main file has been brought up-to-date, the additions and changes that have occurred since the last complete listing will be

organized by main entry and a cummulative supplementary in-process list prepared.

Periodically a complete list will be prepared, depending on the requirements. A weekly cycle has been anticipated, and can be accommodated, but may not be necessary - experience with the system may indicate a different reporting cycle. Fund accounts will be maintained each day, and periodic reports produced to provide balances by fund of expended, unexpended, committed monies. Daily, there can be exception reports to indicate any accounts overexpended, or nearly fully expended.

General statistics are a natural by-product of the system, and are limited only by the imagination and the information kept in the file. Basic statistics would include; orders outstanding, items received and in-progress, items catalogued, items backlogged, new titles, added copies, new periodicals, and so on. As books are catalogued, there will be produced:

- Lists of newly catalogued material (excluding added copies)
- Circulation book cards
- Backlog lists, and temporary cards for the public catalogue
- Backlog book cards

It may also be possible to produce labels for marking the spine of the book.

The periodic and cummulative in-progress listings will reflect the information needed to identify an item, and provide some detail on the status of the order or of items, in-process. It is possible to indicate the exact location of a book, or more correctly, the stage of processing. As an item is received, the records will reflect the date received and the specific item description, and when an item is catalogued the call number will be given as well as the date. For the intervening processes, an entry could also be made when an item is moved from one operation to another. This involves changing the record by submitting information, transcribing the information to punched cards and then updating the computer file. This obviously involves some effort, and the fact that it would be easier to locate and expedite an item through the system, would probably tend to increase the number of rush books. The effort invested will have to be weighed against the advantages of saving professional staff time looking for items that are in-process and have been requested by a division or faculty member.

EXPO TRIP.

Everyone has heard and read about Expo. Some of you will have already been there, so, we will try to give a brief summary of the things we have seen and you can compare it to your reports.

As you all know, the Exhibitions grounds are on 3 masses of land - Cite du Havre which has the cultural pavilions such as Habitat 67, the Art Gallery, Theatre Plaza and various Expo services; Ile St. Helene which has a quarter of the country pavilions, a large park (nice for picnicking in) and the amusement area named La Ronde; last but not least, is the man made island Ile Notre Dame. It houses the remainder of the country pavilions and we found that it took most of our time.

They are joined by a minirail which runs on the ground, above the St. Lawrence, through the U.S. pavilion and all in all, is a cheap way of seeing the Expo grounds without walking for hours.

There are many parking lots, and buses run frequently but we always took the underground metro. All we can say in its favor, is that it's fast. If you think our buses are hot and crowded, try the metro.

Our best advice to you is to get a map and study it well. We ran across a very handy little one in the Bank of Commerce. There are thick books ($1.00) which describe everything in detail and if time is limited, it's good to know what you want to see. But for general locations, the B. of C. one is good enough. (also free)

As for the pavilions themselves, it's hard to find new adjectives to describe them. We could start by saying, the USA, USSR, and Great Britain pavilions always had long lineups. Others did periodically - always on the weekends. Many of the small countries have small pavilions and they mostly display their rulers costumes, handicrafts and other typical items.

We were most impressed by the Czechoslovakian and Russian pavilions. Whereas many seem to be so purely scientific (the French is entirely) in their exhibits, the Czech has a great variety that will be of interest to all age groups; beautiful glassware, old works of art, (mostly religious, as many of the European paintings were) a fantastic woodcut replica of an old Czech town, modern day fashions, heirloom jewelry, pop art. Take your pick.

The USSR Pavilion is huge (3 or 4 stories) but it is well arranged. We had to wait in a long queue to get in but it was worth it. As expected we were shown a lot about the space race and its implements. All facets of life in the Soviet Union are on display, industrial and economic growth, cultural activities - all most impressive. We were also surprised to note that they have male hosts instead of hostesses.

We are sure everyone would like to hear about the US pavilion. Well, we don't know what to say except that we were disappointed. After standing in line in the blowing cold, we were confronted with pictures of movie stars, cowboy guitars and charred spaceships. To us it was truly a waste of time.

Both the West German and the Australian pavilions are big and spacious and consequently air conditioned which provided pleasant oases in the hot bustle of Expo.

Great Britain's pavilion is large and takes one from the middle ages (dark and spooky) up to the jet age (Beatles and all).

At the Japanese display it was interesting to note the advanced electronic equipment and the elegant simplicity of their furnishings.

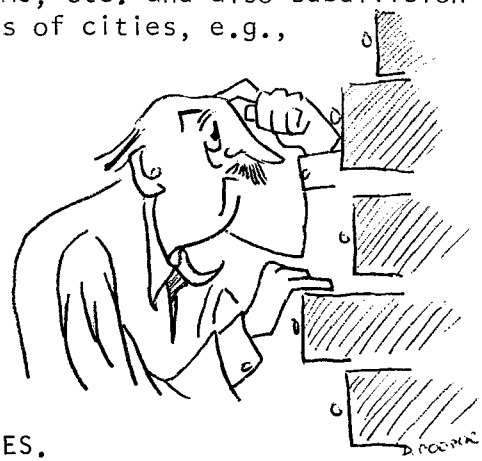
One could go on for hours summarizing and remembering but space is limited (probably a lucky thing), however it might be helpful to know that all explanations in the pavilions are in English and French and sometimes the host language. It takes some time to sort out the English but it is there.

There seems to be diverse opinions about the price of food but we did find the restaurants expensive and of course there were line ups there too. However it must be remembered that we were very early visitors, and Expo has promised to work out the problems. If we sound as though we're complaining, we aren't really because we had a wonderful time. We thoroughly enjoyed it and all the walking we did made us sleep soundly and well, (which is an asset because walking around Expo can be most tiring - there is so much to see.) Happy travels, and don't forget to pack your low heeled shoes.

Maria Haas and Judy MacDermot.

EXPOse.

WORLD'S FAIRS.
  see EXHIBITIONS.
EXHIBITONS.
  see also particular exhibitions, e.g., EXPO 67 and
  subdivision EXHIBITIONS under names of cities, e.g.,
  MONTREAL - EXHIBITIONS.
  SEE! SEE! SEE!
VOYAGES AND TRAVELS.
  see also AERONAUTICS - FLIGHTS.
AERONAUTICS.
  see also AEROPLANES.
AEROPLANES - AIRWORTHINESS?
           - COLLISIONS WITH BIRDS?
           - DITCHING?
           - ESCAPE DEVICES?
           - JET PROPULSION!
           - LANDING?
           - OXYGEN EQUIPMENT (see also AIR LINES - HOSTESSES)
           - REFUELLING (see also TORONTO)
HOTELS, TAVERNS, ETC.
  see also HOUSE DETECTIVES.
           RESTAURANTS, LUNCHROOMS, etc. and also subdivision
HOTELS, TAVERNS, etc. under names of cities, e.g.,
MONTREAL - HOTELS, TAVERNS, ETC.
  see also TEMPERANCE?
TRANSPORTATION.
  see also LOCAL TRANSIT.
           SUBWAYS (Direct)
RAILROADS, SINGLE-RAIL.
JUNKS.
VIKING SHIPS.
GONDOLAS.
HOVERCRAFT.
FEET.
  see FOOT.
FOOT - ABNORMITIES AND DEFORMITIES.
  see also ORTHOPEDIC SHOES.
FOOT - CARE AND HYGIENE.
  see also CHIROPODY.
FOOT, WASHING OF.
  see FOOT WASHING (RIGHT!)

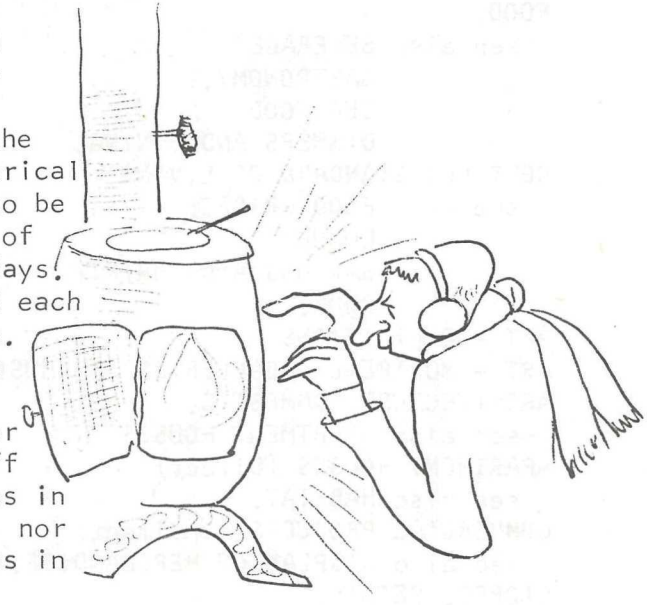


EXPOse (2)

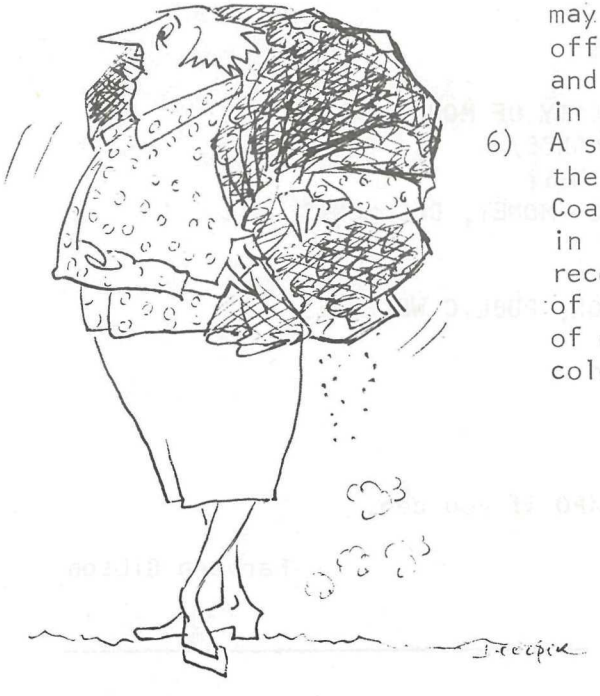
FOOD.
  see also BEVERAGES.
           GASTRONOMY.
           SEA FOOD.
           DINNERS AND DINING.
COST AND STANDARD OF LIVING.
  see also FOOD PRICES.
           LUXURY.
           SAVINGS AND THRIFT?
           POOR.
ART - EXHIBITIONS.
ART - MONTREAL - GALLERIES AND MUSEUMS.
ARCHITECTURE, DOMESTIC.
  see also APARTMENT HOUSES.
APARTMENT HOUSES (Direct)
  see also HABITAT.
COMMERCIAL PRODUCTS (Indirect)
  see also DISPLAY OF MERCHANDISE.
STORES, RETAIL.
AMUSEMENT PARKS.
  see also LA RONDE.
MUSIC - PERFORMANCES.
  see also PLACE DES ARTS.
MONEY.
  see also CIRCULAR VELOCITY OF MONEY.
           DEFLATION (FINANCE)
           HOARDING OF MONEY?
           REPRODUCTION OF MONEY, DOCUMENTS, ETC.
PRISONS.
POVERTY.
  see also CHARITIES, POOR, PUBLIC WELFARE.
FATIGUE.
FATIGUE, MENTAL.
  see also WORK.
WAITING-LINE THEORY.
  see QUEUING THEORY.
But, by all means, see EXPO if you can.

Barbara Gibson

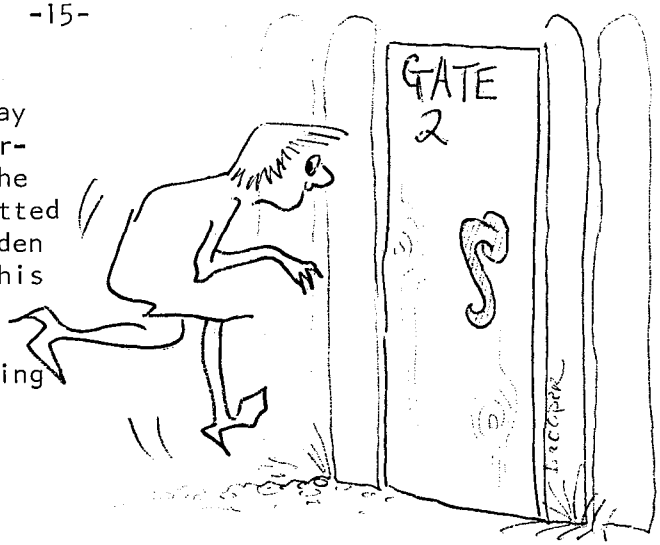
NOTICE TO EMPLOYEES.



1) Godliness, Cleanliness and punctuality are the necessities of good business
2) This Library has reduced the hours of work, and the clerical staff will now only have to be present between the hours of 7 a.m. and 6 p.m. on weekdays.
3) Daily prayers will be held each morning in the main office. The clerical staff will be present.
4) Clothing must be of a sober nature. The clerical staff will not disport themselves in raiment of bright colours, nor will they wear hose, unless in good repair.

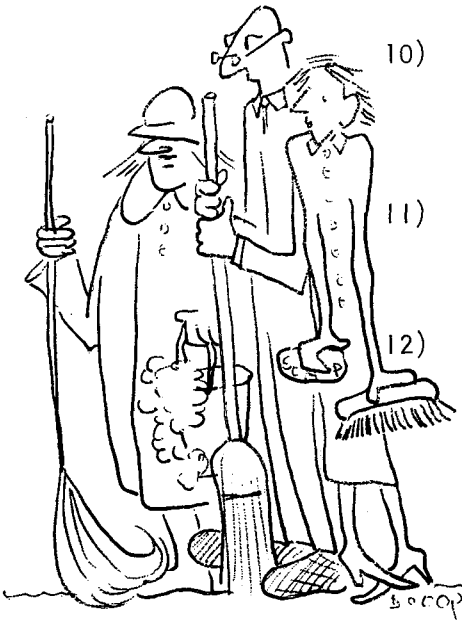


5) Overshoes and top coats may not be worn in the office, but neck-scarves and headwear may be worn in inclement weather.
6) A stove is provided for the benefit of the staff Coal and wood must be kept in the locker. It is recommended that each member of the staff brings 4 pounds of coal each day during the cold weather.



7) No members of the staff may leave the room without permission from Mr. Bell. The calls of nature are permitted and 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 of 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 the 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) Department Heads will nominate a Senior clerk to be responsible for the cleanliness of the main office and all clerks 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 Front Office.

13) The new increased weekly wages are Junior boys (up to 11 years) 1s 4d. Boys (to 14 years) 2s 1d. Juniors 4s 8d, Junior clerks 8s 7d, Clerks 10s 9d, Senior clerks (after 15 years with owners) 21s.

The Administration recognizes the generosity of the new Labour Laws but will expect a great rise in output of work to compensate for these near Utopian conditions. - Prayers any one!!!!!

And a happy 1967 to all you lucky 20th Century clerical staff.