University of British Columbia Library Bulletin

No. 76 January 19, 1972 Vancouver, B.C.

CANADIAN LIBRARY ASSOCIATION: A NOON-HOUR TALK:

On Monday, January 24, at 1 p.m. in Room 838, Library School, Doug McInnes will give an informal talk on proposals for the restructuring of the Canadian Library Association. All those interested are encouraged to bring their lunch and take this opportunity to ask questions make comments and generally learn more about the Association.

This is the first of a series of noon-hour talks to be organized by the Library's Committee on Continuing Education. Comments and suggestions will be welcomed.

GUIDE CARDS IN LOCATION FILE:

Currently under way is a project to make guide cards for the Location File. The information on the cards consists of the Library of Congress class number and a brief statement of what the number represents. There are two purposes in initiating the project: first, to make the file physically easier to use, and second, to encourage the user to "browse" in the file in the same way that most people now do in the stacks.

The headings used are, as far as possible, the bold-faced subheadings used in the LC Classification schedules. In this way a balanced coverage of topics is achieved. It is hoped that the project will thus turn the Location File into an informal classed catalogue, while at the same time increasing its efficacy as a finding tool. In time the Location File may cease to be just one more file to check in the process of finding a book and may become of positive value for research purposes.

TRIUMF TELEPHONE NUMBERS:

TRIUMF has discontinued its previous system of direct telephone lines, all incoming calls now being channeled through its switchboard.

The permanent number is 4711, though you will not yet get a whiff of eau de Cologne thrown in with the answer to your call. For the next few months only, the previous general enquiry number will be retained, so that, if 4711 is busy, 2808 may be dialed as a temporary alternativ

Regular callers are requested to ask for their interlocutor by local number rather than by name once they are familiar with it. A revised version of the TRIUMF telephone directory will be issued shortly.

THE FOUR-DAY WORK WEEK:

Proposals for experimentation with versions of the four-day work week have been received from two divisions. Authority to proceed with the experiment has been requested from the University Administration.

REVISIONS OF FORM OF ENTRY IN THE CATALOGUE:

Most library users are familiar with changes to books and catalogue cards which involve reclassifications. One area of change which may not be so familiar is the matter of changed form of entry. The need for such a change is brought to our attention when a depository cross-reference card from the Library of Congress conflicts with our established entry. The changes may be very simple, such as completing an author's forenames formerly represented by initials; or more complex, such as trying to make some order out of the many sub-bodies of a government department. This type of change is usually made to the cards only, and seldom involves any changes to the books.

Approximately 400 such changes were made during 1971, representing one category of some 6,000 changes made which involved already catalogued materials. While every effort is made to hold down recataloguing, some is always required if new material is to fit consistently into a large existing collection.

OMBUDSMAN COMMITTEE:

The members of the Ombudsman Committee for 1972 are:

Shirley Hallady:	L.A. II, Catalogue Preparations:	Local	4192
Gwen Gregor:	L.A. III, Map Division:		2231
Georgia Macrae:	Librarian, Law Library:		2275
Joan Sandilands:	Librarian, Humanities Division		2411

The advisory member from last year's Committee is Leah Gordon, L.C. Cataloguing.

The Committee's terms of reference are:

1. Either in committee or as individual members to receive in confidence from any staff member or members suggestions and/or complaints regarding matters affecting the relationship between employee and employer, or between employee and employee.

2. To discuss in confidence with the Librarian such suggestions and/or complaints, and to assist him in arriving at solutions to problems, and in instituting corrective measures through alterations in policy or practice.

3. To explain and interpret to affected staff members decisions taken in respect to individual cases.

The Committee encourages staff members to bring problems to its attention as soon as they crop up. Delay may complicate matters.