

# University of British Columbia Library Bulletin

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Vancouver, B.C.

## POSTAL METER - New Deadline and Instructions:

Since the installation of the meter it has become apparent to the Mail Room staff that the established 3:30 p.m. final deadline for outgoing mail does not allow enough time to get material ready for the pick-up. Consequently, it has been decided to advance this deadline by half an hour. The times by which mail must be in the Mail Room are: 1:00 p.m. (unchanged) and 3:00 p.m. (changed from 3:30). Any mail missing the final deadline is not likely to go out until the following day.

Also, remember that mail must be sorted into the following categories, for each of which there is a marked box in the Mail Room: 6¢ Regular, Overseas, Assorted, Printed Matter, and Campus Mail.

Meter mail which is in regular envelopes and which is not bulky need not be sealed in the divisions, as the metering machine can perform this function. However, when bundling the envelopes for each postal category, please take the further step of separating the sealed and unsealed envelopes from each other.

## BUILDINGS:

The User's Committee has submitted its facilities list to the Client's Committee, and it is presently being reviewed by the Department of Physical Plant. The Client's Committee approved the appointment of a professional consultant on library architecture, and the selection process has begun.

Meanwhile, speculation as to the future arrangement of divisions within the Main Library has started, despite the fact that any changes are about three years away, and although things could change if temporary space were available. Anyone who wants to play planning games is welcome to submit suggestions to the Librarian. The rules of the game are:

- 1) All changes must be within limitations imposed by existing architecture.
- 2) Changes should not involve expensive remodelling.
- 3) All divisions must be close to the Main Catalogue.
- 4) All divisions must be close to one another:

Social Sciences must be next to Humanities must be next  
to Periodicals must be next to Government Publications  
must be close to Maps must be close to Microforms, etc....

- 5) All divisions must be in adequately ventilated and lighted high ceiling areas.

## CACUL Committee on Academic Status:

Members of CACUL will have received a draft report of this Committee from its chairman, Derek Francis, and should send their comments to him as soon as possible. If staff members who are CACUL members wish to have a group discussion about the report, Mr. Stuart-Stubbs would be happy to convene a meeting.

## DOES ANYONE Have Time for Social Sciences?

The Social Science Division needs copies of the December 8 & 15, 1967 issues of TIME magazine. If you have any to spare, please drop them in to the SSD.

SERIALS DIVISION - Delays in Receipt of Journals:

In response to enquiries about the non-arrival of some U.S. journals, the Serials Division has learned the following:

"Suspension of overseas surface mail service resulting from the Longshoremen's strike, an embargo has been placed on the acceptance and transmission of surface mail affecting all Atlantic and Gulf coast ports."

So, have patience, the second class mails thus affected will eventually get through -- after the embargo has been lifted.

PROFESSIONAL LIBRARIANS' Staff Association - Briefs:

As noted in the last issue of the Bulletin, it was agreed at the meeting of December 19 that briefs would be prepared For and Against forming an association. Graham Elliston volunteered to prepare the brief questioning the value of the proposed association. However, he now feels that his position as editor of this Bulletin places him in a rather awkward position for getting into the front lines of this discussion. Therefore, Rein Brongers has kindly submitted a letter in which he sets out some objections to the formation of an association.

Anyone wishing to contribute to the comments "Against" are asked to forward them to Walter Harrington by February 3. These will be synthesized into a brief.

SECURITY - The Locking of Doors:

The door at the south end of the Cataloguing Division, the one between it and the automatic elevator, is still being left unlocked by staff who pass through it after 5 p.m.

Remember that this door MUST BE KEPT LOCKED when the Technical Processing divisions are not staffed.