University of British Columbia Library Bulletin

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NEW APPOINTMENT

Mrs. Diana Mysak has been appointed to the position of librarian in the Colbeck Room, where she will be associated with Norman Colbeck, who plans to retire in August next year.

Mrs. Mysak was born in Saskatchewan. She is looking forward to receiving her PhD in English next year from U.B.C. Leading up to this were her degrees received from University of Saskatchewan and Cornell. She also held teaching posts at Saskatchewan and Memorial University of Newfoundland. Mrs. Mysak's library qualifications consist of her degree in Library Science from Simmons Library School, Boston, in 1966. She has had experience as a librarian principally at the Boston Museum of Science. Her chief interest in library work is scholarly bibliography.

COOPERATION BETWEEN THE TRIUL LIBRARIES (UBC, UVic, SFU):

Categories of reference statistics to be kept by the TRIUL libraries have been agreed upon. The three institutions will be following a common policy in this regard from Jan. 1, 1972.

Committees are to be established to investigate areas of cooperation in serials and in government publication.

Distribution of new library policies is to be ensured whenever they occur.

Discussion continues in connection with the range of users eligible for ILL services.

FORMAT OF CATALOGUE CARDS:

The format of the call number on catalogue cards has been altered slightly, placing only the letters of the classification on the top line, with the numbers on the following line level with the main entry. The first Cutter number now aligns with the title, which, being indented, allows more space to accommodate the longer Cutter numbers that are becoming increasingly prevalent. This format has been used on the book spines already for some time.

NOMINATION TO COMMITTEES:

The Administrative Resources Committee asks your cooperation in nominating members for the following committees:

Committee on Salaries & Benefits of Supporting Staff
Librarians' Salary Committee
Ombudsman Committee

To keep you informed as to what these committees have accomplished during their term of office, we have summarized their annual reports.

Committee on Salaries & Benefits of Supporting Staff

The committee was primarily concerned with recommending increases in staff salaries and improvements in staff benefits. The following results were achieved:

1. Pay differential of 5 percent for staff working regular evenings and weekend shifts.
2. Readjustment of L.A. II salary scale upwards.
3. Superannuation: as of July 1st, employer's contribution started at the same time as the female employees'.
4. Vacations: although the committee recommended a reduction in the waiting time for three and four week vacations, no word has been received.

Librarians' Salaries Committee

The committee examined available statistics and compared beginning, average and median salaries in U.B.C. Library with those at other university libraries.

Although the amount of salary increases granted by the University Administration was less than the amount requested, the Salaries Committee felt the amount was substantial and satisfactory. The committee decided the proportion that would be used for basic increases and merit increases and the method of applying merit increases. The University Administration did not permit disclosure of percentage increases or amounts of increase but few if any staff were dissatisfied.

Ombudsman Committee

The types of problems the committee was asked to investigate fall roughly into the following categories:

1. Requests for information; usually satisfied on the spot or by referral.
2. Complaints about working conditions.
3. Complaints about routines or procedures. The bulk of the work was in this area.
4. Complaints against individuals, either as private persons or as employees.

The committee found that the first three categories were relatively easy to handle; the information was not difficult to gather and the arguments and recommendations could be made clearly and treated dispassionately on their merits. The persons who made complaints of this nature could choose to remain anonymous, as their identity had little or nothing to do with the principles under scrutiny.

The fourth category, a rare one, was much more serious as it directly involved persons on either side. Those who lodged this sort of complaint were asked to identify themselves, so that the accused person had a fair chance to defend himself. The committee stressed this distinction because it is a critical one, and one which the Ombudsmen felt must be observed scrupulously if they were to remain true to their role as unbiased mediators.

Some of the Committee's accomplishments over the past 16 months were:

1. Job applications:
   a) established that all vacancies be posted with short job descriptions and qualifications required.
   b) introduced a new application form and procedure.
   c) established that every applicant must be interviewed by the Administrative Services Librarian and by the Division Heads, if eligible. Those who are not eligible must be given the reason for their ineligibility.
   d) established that all applicants for a position receive a formal notification when it has been filled.
2. Full-time hourly positions:
   Helped to codify the position of the full-time hourly staff member so as to clarify how long he is expected to work before being eligible to apply for a permanent position, to set a limit on the length of time a person may work on an hourly basis, and to ensure that the Administrative Services Librarian discusses his situation with him after he has made three unsuccessful applications for permanent vacancies.
3. B.C. Human Rights Act:
   Proposed that the Act be studied so as to ensure that the Library does not contravene it in any way.