University of British Columbia Library Bulletin

No. 64 May 21, 1971 Vancouver, B.C.

DISPOSAL OF WASTE PAPER, ETC.:

In order to avoid any confusion for the Maintenance Staff, please be sure to label clearly any waste material that you wish to have removed. "GARBAGE - PLEASE REMOVE" instructions should be attached wherever the material cannot be accommodated in waste baskets. We have asked Physical Plant not to remove anything that is not clearly identified as trash. (Some catalogue cards were almost destroyed in error a few weeks ago).

FIRE PREVENTION TALKS:

Arrangements have been made for the U.B.C. Fire Prevention Officer to give a talk and show a film to Library personnel on June 8, 9 and 10 at 3:15 pm in Room 835 of the Library School. The programme will last about one hour, and it is hoped that everyone will be able to attend one of these sessions. Division heads are asked to keep the dates in mind and to plan for their staff to attend.

TASK GROUP ON CATALOGUING STANDARDS, NATIONAL LIBRARY, OTTAWA:

This group was set up in 1970 to study and identify present deficiencies in the organizing and processing of Canadian material and the cataloguing problems of Canadian libraries, and to make recommendations for improvements. The Task Group has been broken down as follows:

1. Subgroup on Standardization of Entry and Bibliographical Description;
2. Subgroup on the Classification of Canadian History and Literature;
3. Subgroup on a List of Subject Headings for Canadian Use;
4. Subgroup on the Classification of Canadian Law;
5. Subgroup on the Processing of Government Documents;
6. Subgroup on the Processing of Serials.

Terms of reference have been established for each of the above sub-groups, which between them are intended to study just about the whole gamut of cataloguing affairs - with one major exception: standards for automation and for machine-readable formats will be the concern of a second task group which is being formed to this end.

PREPARATIONS DIVISION:

The Marking Section of the Preparations Division has been renamed the Book Preparation Section in order more fully to describe its activities. In addition to the normal marking duties of labeling and of pasting in pockets, plates and date due slips, the responsibilities of the Section include pamphlet binding, laminating, the provision of book cards or circulating IBM cards if required, and the distribution of processed books.

PROCEDURES IN CASE OF ACCIDENT ON CAMPUS:

The U.B.C. Safety, Security and Fire Prevention Committee has agreed upon the following procedures in case of accident:

1. In case of accident persons on the scene should notify the Fire Hall by telephoning local 4567 or 9-224-4567. Although the Fire Department is not equipped to handle all emergencies, firemen are prepared to attend and will take care of all cases where an inhalator is required. Alternatively, the Health Service may be 'phoned at local 2525 or 9-224-5650. Advice may be obtained from the doctor or nurse on duty as to what procedure is to be followed. The Patrol is also prepared to render assistance from local 4721.

2. In case of serious accident for which an ambulance is obviously required 'phone Metropolitan Ambulance Service at 879-4511.

3. When a call has been received, the Fire Department or Patrol will proceed to the scene and take such action as may be required, including notification of the Health Service. The physician in attendance at the Health Service will decide whether to go to the scene of the accident or not.

4. If the Patrol arrives at the scene of the accident before the Fire Department, it will use its own judgment as to what is required. First aid will be rendered as needed. If in doubt the Patrol will consult the doctor or nurse on duty at the Hospital.

The above procedures will involve some changes in the Library's emergency rules. An amendment to "Administrative Directive #1" is in process.

SERIES GUIDE-CARDS IN THE PUBLIC CATALOGUES:

A revised series guide-card has been approved by a majority of public service librarians for use in the public catalogues: "Look for volumes acquired prior to 1969 under author or title. If you need assistance, ask a librarian". This single guide-card will be used instead of the two-card combination of plain guide-card and white reference card presently used for older series. New series, i.e. those which we have started to acquire since 1969, will continue to have a plain guide-card.

SCHOOL OF LIBRARIANSHIP:

A video-taping session was held in the School of Librarianship on May 19 to mark the decennium of the School. The tape is destined for a meeting of the Committee on Library Education of the C.L.A. to be held at 2 p.m. on June 20 and shows Dr. Sam Rothstein fielding a barrage of questions as to "why" and "why not" in his own inimitable style. The session was admirably chaired by Sheila Egoff before an audience of some fifty graduates of the School (representative of the ten years of its existence) whose pertinent questions were most ably answered.

Dr. Rothstein's ordeal - or what would have been an ordeal to any but him was entirely unrehearsed. Yet he was totally relaxed and never on the defensive, while his answers, injected with those delightful flashes of humor which can be expected of him, were lucid and satisfying. The session was an interesting and challenging experience conducted in an atmosphere of amity and goodwill.

When the tape is shown in June it is intended that the points raised will generate further discussion then.

HEARTIEST CONGRATULATIONS TO SAM TAO (MAIL ROOM)

On his son Andrew's fine achievement of winning the Governor-General's