

# University of British Columbia Library Bulletin

No. 25

March 25, 1969

Vancouver, B.C.

## POSITIONS FILLED:

New positions or vacancies have been offered to the following members of the staff and Library School graduates.

- 1) Mrs. Margaret Price: Head, LC Cataloguing/Bibliographic Searching.
- 2) Mrs. Judy Cardin: Circulation Division.
- 3) Mrs. Wendy Chambers: Social Sciences Division.
- 4) Erik de Bruijn: Cataloguing Division.
- 5) Richard Hopkins: Sedgewick Library.
- 6) Leszek Karpinski: Cataloguing Division.
- 7) Miss Joan Sandilands: Humanities Division.
- 8) Miss Mary White: Cataloguing Division.
- 9) Mr. Walter Harrington: Reading Rooms Division.

## MAIL ROOM and Personal Mail:

The postage meter in the Mail Room is to be used for official Library mail only. Unstamped personal letters found in the boxes for machine franking will be removed and put on a shelf in the Mail Room for claiming by the senders.

## WOODWARD LIBRARY - Telephone Numbers:

Please leave 2473 open for on-and off-campus Library users. Other numbers for interlibrary use are:

- 2762, 2675: Biomedical Librarian, Secretary.  
3393: Assistant Librarian.  
2570: Reference, Serials, Cataloguing, Inter-Library Loan, Xerox.  
2882: Circulation.  
2884: Acquisitions.

Please try to use the correct number when you call.

## CIRCULATION DIVISION - Two Reminders:

- 1) Please do not use the Circulation working area as a throughway to the elevator. Go through the stack entry or approach your own division via a public area. When the traffic gets heavy -- particularly when there are so many new faces -- Circulation staff cannot keep track of who is going through, with the result that unauthorized persons can slip in and out of the stack that way.
- 2) When you wish to consult the outstanding loans list, please use the copy which is kept beside the Circulation File. Do not go to the Main Loan Desk. Too often lately the congestion caused by other staff members trying to use the Loan Desk copy has hampered desk assistants and service to the public has suffered.

POLICY AND PROCEDURES Manual - C Personnel, Directive #3:

Procedure for Filling Non-Professional Vacancies (effective date: October 16, 1968)

When establishment vacancies or full-time hourly positions come open the Associate Librarian notifies the University Personnel Office and posts, in the Library and Branches, establishment positions above the Library Assistant I level. Applicants from within the Library apply at the Librarian's Office and qualified applicants are then interviewed by the heads of the divisions in which the vacancies exist. Applicants from the University Personnel Office are interviewed by the Associate Librarian and suitable candidates are sent forward to the appropriate division heads. Division heads should not offer positions to applicants or notify them that they have been selected. Recruits from the Personnel Office are returned to the Librarian's Office. (If an applicant does not have a telephone the Associate Librarian will make any necessary arrangements.)

The division heads should *then* either discuss the applicants with the Associate Librarian or *inform him of their preferences*. The Associate Librarian then:

1. asks the University Personnel Office to arrange the promotion or transfer of successful internal applicants.
2. asks the University Personnel Office to notify successful outside applicants and sign them on.
3. notifies all internal applicants and, if one is successful, his present division head.

TRAVEL GRANTS Committee:

The new chairman of the committee is Dave Thomas, Science Division, and the members are Joan Sandilands, Shannon McJannet, Lois Carrier, Donna MacKenzie, and Howard Hurt. The grant has been increased considerably this year from the \$5000 which was available in 1968/69.