University of British Columbia Library Bulletin

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ADMINISTRATIVE RESOURCES COMMITTEE:

ARC has held regular meetings since its inception in May of this year, initially under a rotating chairmanship of its 8 elected members and now under that of Rein Brongers who will retain the chair until expiry of the Committee's term of office in October, 1971.

The Committee has reviewed all existing library committees and discussed suggestions made by staff members regarding policy and staff participation (including a number of proposals received by B. Stuart-Stubbs before ARC was formed). It has now made its recommendations to the Administration accordingly, and as a result there will be some changes made in present committee structures.

The Classification Committee will be reconstituted to include representatives from both large and small branches and divisions.

A new Committee on Continuing Education will be formed.

A new policy directive on Communication and Representation at Meetings constitutes another attempt at improving communications between all library divisions and branches.

Following concern expressed by members of public service divisions and shared by ARC, security officers (or commissionaires) will again be hired, one for the Main Library and one for Woodward. Their main task will consist of "being there" from 7.30 p.m. to 12.30 a.m. ready to assist the staff in any emergency which may arise.

A poll conducted by ARC in the Bulletin of September 21, 1970, to find out if there was sufficient interest to warrant the formation of a Social Arrangement Committee to organize social activities and staff parties, brought in only 60 returns. Of these 44 were favourable and 16 opposed. A positive reply of little more than 10% of the staff was deemed hardly sufficient to justify a standing committee. In the meantime, Pat McArthur, Lynne MacIver and Pats LaVac (I and II) have volunteered to serve as a Social Committee for this year's Christmas party to be held in Cecil Green Park on December 10th from 5 to 11.30 p.m. Good for them - and for us all!

MUSIC LIBRARY - HOW TO ADDRESS:

The Music Library wishes to emphasize that all communications should be addressed to "Music Library, Music Building" - not just to "Music" nor just to an individual by name. Otherwise missives are delivered to the Department of Music as main occupant of the building - with varying results.

UNDERGROUND NEWSPAPERS ON MICROFILM:

SSD wishes it to be known that the only subject approach to this collection known to them at the moment is the first issue (v. 1, nos. 1/2) of the Alternative press index which is housed in the Division. This work indexes nineteen of the 200 papers on film and will be the only issue servicing the particular period covered by these papers. The subsequent issues of the Index are on order. In addition we have the Underground press directory classified under ZPN 4815 U54 1970

"TX" CLASSIFICATION:

Books and journals in the "TX" classification, used mostly by Home Economics students, are being transferred to the Woodward Library. This move should be completed by mid-November. In the meantime those using this part of the collection may have difficulty in finding material. Cataloguing, where Mary Magrega is in charge of the move, will try to keep the Information Desk posted as to progress. Please direct inquiries there. Two paper xeroxes of each shelf list card are being given to Woodward to use until full card sets have been produced.

"ZZ" BACKLOG LISTING:

The "ZZ" backlog is a relic of the huge purchases of some 3 years' duration made possible by Mr. H.R. MacMillan's generous gift. The books, temporarily stored in accession number order prefixed by the letters "ZZ", have had considerable inroads made on them by the Cataloguing Division whenever the flow of current materials has permitted; and this reduction continues apace.

The remainder* has now had the machine record converted to the Acquisitions format, and each volume (including each physical volume forming part of a set) has received the order code "NAN" followed by "ZZ" and its accession number, e.g. NAN ZZ-668444. The listing, currently available on the 7th floor and in the Inter-library Loans Office, is a title list. A word of warning: the computer has not been taught to recognize articles other than 'the', 'le', 'la', 'les', 'l' ' and 'das'. The great majority of articles at the beginning of titles was eliminated before the titles were listed. But wherever this has not been effected a title beginning with an article other than the afore-mentioned will be listed under it. For example a number of entries appear under "Eine", very few of which will be found to be justified by representing the numeral as opposed to the indefinite article. As a proportion of the total number of entries these discrepancies, representing as they do a temporary and emergency project of the MacMillan era, are insignificant.

"ZZ" items will now be handled just like Acquisitions receipts and will rate a 5-part processing form (deck) and an orange IBM process card. Eventually, but not quite forthwith, the record of this storage material will be merged with the regular "on order and in process" listings.

* Just over half this "ZZ" remainder has now been brought up from "Mysteria" on level 1 to the Cataloguing Division on level 7.

POLICY DIRECTIVE; ADMINISTRATION #4. ON COMMUNICATION: REPRESENTATION AT MEETINGS:

This directive covers two requirements: one dealing with meetings specifically and the other with procedures for developing changes to policy or procedures.

The second requirement perhaps needs some emphasis because it is a significant departure from past practices. In summary, the procedures for all changes involve:

a) a proposal in writing:
b) discussion with Administration;
c) wider discussion if the implications warrant this;
d) publication in the Library Bulletin;
e) implementation of the change.

Appearance in the Bulletin before implementation is only required if it is felt that there are major implications, and most changes of a routine nature can be implemented immediately. But these will also usually appear in the Bulletin unless publicized in some other way such as by means of the Policy and procedures manual.

INSTITUTE OF ANIMAL RESOURCES ECOLOGY LIBRARY:

This library has been identified previously in Cataloguing records as "Wd Fish" or "Woodward Fisheries", but will now be identified as "Ecol". Beginning immediately location cards will read "X-Ecology", and the spine of each book added will be coded "Ecol". The Ecology Library will receive a full set of cards directly from Cataloguing, and the Woodward Library will only receive cards for those items of interest to them (according to their LC class numbers). As a special project when time permits Cataloguing will make full sets of cards and new location cards for everything now coded "Wd Fish".