University of British Columbia Library Bulletin

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TRAVEL Grants:

The Chairman of the Staff Travel Committee informs us that the fund is now completely committed. In the event that all or part of some of the grants is returned, so that funds would again be available, an announcement will be made in the Bulletin.

QUO VADIS ?

Division Heads and staff members have a reciprocal responsibility to account for their absences, particularly in small divisions where staffing can be critical. Division Heads should inform their staff members when they are going on vacation, and for how long; they should tell their staff members when they are going to be out of the Division for an extended period of time, when they expect to return, and where they can be reached in case of emergency. Similarly, staff members should account for otherwise inexplicable disappearances. A few moments spent in explanation can help eliminate confusion and annoyance on the part of library staff and customers. In the case of supervisory personnel, this is not just common sense, but a responsibility.

ASSISTANT LIBRARIAN for Technical Services:

While the search for a successor to Mr. Watson continues, Mr. Stuart-Stubbs will act in his capacity, with limited success. Mr. Watson reports from Waterloo that library construction begins in August, that renovations are under way at his home, and that generally he is suffocating in work.

CRANE LIBRARY:

A proposal to incorporate the Crane Library into the Library System has been made in the budget request for 1970/71. The President has made funds available to permit the addition to the Library staff from September 1st of Mr. Paul Thiele.

If you wish to read an informative little article on this library, look in the May 1969 issue of Doorway, p.7: "Crane - Something special in libraries", by Elsie de Bruijn.

FASHIONS, Customs and Standards of Dress:

Insofar as the Administration of the Library takes any official position on matters of dress, it is this: that individuals should use their own best judgment in deciding whether they are appropriately dressed for particular working situations on particular days. The establishment of one standard of dress, or the banning of some types of clothing, would be both impractical and unfair.

The Library has no desire to legislate in matters of personal taste, and thus expects individual staff members to use common sense, realizing that inappropriate dress can make a poor impression on visitors. Since no firm policy is set out, there may be conflicts of opinion as to what is not appropriate in any given situation. In such cases, the Division Head concerned will legislate, since it is his or her responsibility to maintain both staff morale and the public image of the Division.

SERIALS Master File:

The Serials Master File in call number sequence has just been issued in four volumes. Volume 1 lists in alphabetical order all the titles which have not been classified, the other three volumes are in shelf-list order. Sets of this work are located in the following places: 1) Serials Division, 2) Humanities and Social Sciences Division, 3) Woodward Library, and 4) Information and Orientation Division.

LOCATION File:

Cataloguers have learned from working at the Information Desk what public service people have been telling them all along: patrons do not understand why some materials are in the Location File and some materials are not. While it will be the summer of 1970 before the possibility of the creation of a comprehensive, retrospective Location File can be considered by either conventional or automated methods, it is quite possible to begin including all newly catalogued material in the Location File now, regardless of location. This may be done by the use of a unit card with locations added on the tumble side and having at the top the phrase, "FOR LOCATIONS SEE OVER". (This use of the unit card not only makes more information available in one place, but also eliminates an additional source of error -- the typing of the call number, author and title on the present Location File form.) While the Catalogue Division had assumed that current materials should not be entered until retrospective materials could be entered, this concept was questioned by a member of the Information Division and Heads of Public Service Divisions concurred with her. The Catalogue Division is therefore planning early inauguration of full listing.

This full listing, coupled with the projected beginning of classification for current materials in law, would allow the substitution of Location File entry for all "half mast" indication of location for current materials. The major advantage of this for the public would be consistency and currency; it being much faster to update the Location File than to create a new set of cards when a title is added to a "half mast" location.

Opinions concerning the above are requested.

JOURNALS and Computers:

"Last December, in an effort to improve service to our subscribers, we installed a computer." With these words the University of California press opened a letter in which it set out to explain why the following journals have not been arriving as quickly as they used to in the good old days before automation and all that.

AGRICULTURAL HISTORY
CALIFORNIA MANAGEMENT REVIEW
EIGHTEENTH-CENTURY STUDIES
FILM QUARTERLY
ISIS
JOURNAL OF THE HISTORY OF PHILOSOPHY
JOURNAL OF SOCIAL HISTORY
NINETEENTH-CENTURY FICTION
PACIFIC HISTORICAL REVIEW
ROMANCE PHILOLOGY
WESTERN FOLKLORE

They hoped to catch up with their work by the end of June -- we wish them luck.

STATISTICAL Predictions:

In case you are wondering about next year's enrolment, the Academic Planning Office now forecasts 2,800 graduate students and 18,670 undergraduates, for a total of 21,470. Last year the Fall total was 20,088

BACK Issues:

There is a complete file of the UBC Library Bulletin in the Special Collections Division if anyone has a need or desire to browse nostalgically.