University of British Columbia Library Bulletin

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ANNUAL REPORT FROM THE STAFF ROOM COMMITTEE:

Continuing problems:

The continued theft of the larger glass ash trays has prompted us to purchase semi-disposable ones. The new ash trays are not as nice, but are always in plentiful supply.

A cost estimate from Physical Plant confirmed our fears that the cost of air-conditioning the room was impossibly high.

We are unable to get better vending machine service and/or prices because the present company possesses both a franchise for the area and a contract with University Food Services for the entire campus.

We have returned to purchasing Dixon's coffee (their best grade) because that is the only way to get our coffee urns serviced(repaired etc.) promptly.

Old lunches left in the refrigerator have led us to clear the 'fridge weekly.

Suggestions not feasible at this time:

One pot at a time drip coffee which is continuously fresh is not feasible because it requires constant refilling at peak times and because of the safety hazard of people pouring hot coffee from not-so-light glass pots in a crowded area.

A coffee machine in the lounge has not been installed because of the present electrical outlets, a guaranteed minimum sales requirement, and the presence of a coffee machine now in the basement for the benefit of those here when the staff room is not in service.

Carol is already too busy to cope with napkin dispensers on each table.

Bakery cookies are very costly and present problems in delivery and payment.

Improvements:

We have new drapes.

We are now offering juice and fresh fruit.

Coffee and Tea are now only a nickel.

The furniture is rearranged to allow the windows to be open for ventilation without placing those napping on the couches in a draft.

We have a live Christmas Tree that lives on the roof of the library.

(Signed) Martha Tully, Chairman

ANNUAL REPORT FROM THE CONTINUING EDUCATION COMMITTEE:

Since November, 1970, when it was created by the Administrative Resources Committee, the CONTINUING EDUCATION COMMITTEE has held seven meetings, discussed many problems with individuals, and initiated action in two important areas. The first was to investigate the policy of the Library and University which governs on-campus credit courses and study leave. A memo published in the UBC Library Bulletin of January 12/71 outlines the findings on that subject. The second project was to plan and organize a series of orientation tours which involved some 800 invitations to most divisions of the Library. A questionnaire sent to the division heads at the end of the series indicated a real desire to continue the tours next spring. Few problems arose during the tours, and most of these were of a minor nature; attempts will be made to avoid these next time. The Committee is now busy redefining its terms of reference and laying plans for the future. Suggestions for future programmes, or for future areas of investigation, would be welcome.

(Signed) Howard Hurt, Chairman

ANNUAL REPORT FROM THE LIBRARY RECLASSIFICATION COMMITTEE:

The committee considered eleven requests from Division Heads for the reclassification of positions. Eight requests were approved and sent to the Personnel Office for consideration. The Personnel Office reclassified six of the positions effective July 1, 1971.

(Signed) Erik de Bruijn, Chairman

SHARING FULL-TIME POSITIONS:

A number of staff members have asked whether they can work half-time, sharing a full-time position with someone else. The Library has generally been unwilling to do this. By increasing the number of employees, turnover and the resulting costs of interviewing, hiring and training are increased. Secondly, when a half-time person quits, it is extremely difficult to find a replacement; there is a very small market available of people who wish to work half-time and usually these people do not have the qualifications which are required for the position. Another factor is that once a job is split, it becomes virtually impossible to reconvert it to a full-time position, as it is unlikely that both incumbents will leave at the same time. As there are no redeeming advantages to the Library which would offset these drawbacks, the Library will continue to fill full-time positions with full-time staff employees wherever possible.

COFFEE AND TEA:

It has been suggested that the coffee room lower the price of coffee and tea for those who provide their own cups. Unfortunately this is unfeasible because of both penny-change and cost factors; however there is a cupboard available (to the immediate left of the 'fridge) for those who wish a place to keep their own mugs.

ACCIDENTS AND EMERGENCIES:

All staff are reminded that, in the event of accidents and emergencies of any nature, the Librarian's Office in normal working hours, or the Information Desk at other times must be advised as soon as possible of what has occurred and of what immediate action has been taken (e.g. if the Fire Dept., or the Patrol, has been telephoned).

BLANKET ORDER PROGRAMME:

For the last year or so, the Library has been critical of the performance of the U.S. book approval (or blanket order) programme. The most significant problems involve, first, the delay between publication of a title and its arrival in the library, and second, the absence of any information to indicate definitely whether or not a book will be included on the approval programme at all. In an attempt to improve the situation, we have now decided to remove the physical and applied sciences from the approval programme. Specifically, this will include chemistry, earth sciences, physics, mathematics, technology and engineering, agriculture and forestry.

Beginning in January 1972, we will participate in pre-selection programmes offered by several large science publishers. Most other U.S. scientific publications will be selected and ordered from Publishers' Weekly. All U.S. science publications expected by the library, including those on the pre-selection programmes, will be recorded on the print-out.

There will be no change for the present in the blanket order programmes for humanities, social sciences and bio-medical sciences.

UNEMPLOYMENT INSURANCE:

The University is now completing arrangements for participation in the revised scheme for Unemployment Insurance. All librarians and supporting staff will be covered. The University Administration intends to include a statement on the new plan with December pay cheques. This welcome news should set to rest any concern which staff members had about the University's non-participation.

PROCEDURES IN AN EMERGENCY (Administrative Directive #11a):

The procedures in the event of a bomb threat have been changed and the paragraphs concerning Power Failure have been re-written. Division Heads are reminded they should bring these changes to the attention of their staff.

ELECTIONS:

For the first time ballot boxes will be used in Library elections. No longer will it be necessary to place a completed ballot in a sealed envelope and return it to the Administrative Resources Committee. Ballot boxes will be provided for the Curric. Lab., Law and Woodward Libraries, and most divisions in the Main Library during the election week beginning December 6. Special arrangements have been made to collect ballots from each of the smaller branch libraries. Specific instructions for voters in the following locations will be attached to the ballots: Animal Resource Ecology, Crane, MacMillan, Marjorie Smith, Math, Music, Recording Collection, Colbeck Collection and B.M.B.

The Library Assistants' Association Membership Committee will be responsible for providing the boxes, for their security, particularly after library hours, and for making certain that those divisions with no regular box will have the use of one for at least a day.

Completed ballots for all three committees to be elected may be placed in the same ballot box

ABSENCE FROM WORK AND SICK LEAVE:

The following memorandum addressed to all deans and administrative heads by the Director of Personnel is drawn to the attention of all staff members:

> The increasing cost of absence due to illness continues to be a difficult problem at the University.
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> It would be appreciated if you would remind all concerned that, although the University does not wish persons who are genuinely ill to be at work, it is important that everyone should realize that accumulative sick leave with pay is for the purpose of protecting each person against long illnesses and that it is in the best interests of each person to preserve his or her sick leave in case of such an illness.
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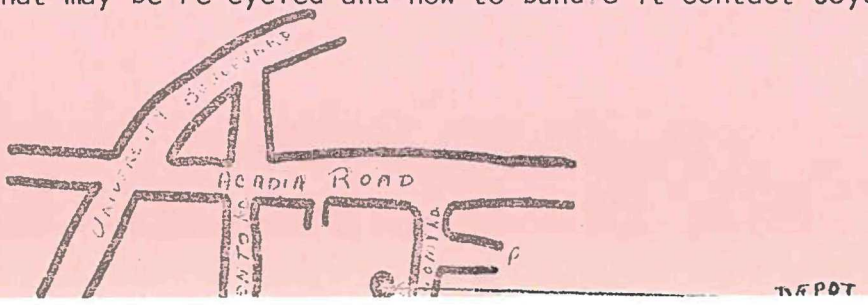
> It also should be noted that the new Unemployment Insurance Regulations are expected to involve sick-leave provisions and that it is doubly important that records of absence from work be kept accurately and up to date.

LOST AND FOUND:

The campus Lost and Found Service has been re-established in Room 105A of S.U.B. It is open Monday to Friday, 11:00 a.m. to 2:00 p.m., and is staffed on a voluntary basis by Phrateres, a student service organization.

Branch Libraries should forward all found items directly to Room 105A, indicating if possible the place and date the items were found. When the service is not open, goods can be left with the S.U.B. Proctor in Room 100C.

Main Library Divisions should send all found valuables (purses and wallets) to the Librarian's Office, and less valuable found items to the Circulation Division. Valuables which are not claimed within a few days will be forwarded to S.U.B.; other items will be delivered by the Circulation Division to S.U.B. on a regular basis.

RE-CYCLING OF HOME WASTE

For all you keeners who wish to re-cycle bottles, newspapers, cans, etc. from home, there is a re-cycling depot on campus. Containers are provided outside the laundry room on Agronomy Road (see map below). Re-cyclable waste may also be taken to the Joshua Society warehouse at 115 E. 2nd Ave. For information on what may be re-cycled and how to bundle it contact Joyce Harries at 3115 or Claudia Kerr at 2304.