

LIBRARY DELIVERY:

In order to have both drivers on duty Mondays when the need is greatest, Library delivery has ceased to provide Saturday service. On Saturdays circulation print-outs will be delivered to the branch libraries by messenger from now on.

LOAN REGULATIONS:

The Senate Library Committee has approved a recommendation that visiting faculty from outside B.C., as well as research assistants, laboratory assistants and professional staff at the University Hospital, be given a library card with the same borrowing privileges as graduate students have. They will be given the Code 6 cards, which are yellow and are labelled "graduate privileges".

The Eligible Borrowers and Loan Regulations Manual is being retyped to include this revision and it will be issued as part of the Policy Manual. Anyone wanting additional copies of the loan regulations are requested to notify Bonnie Hardy in Circulation, so that the requisite number of extra copies to be printed may be calculated. Please destroy all old manuals as soon as the revised copies arrive.

MINIMUM QUALIFICATIONS FOR LIBRARY ASSISTANTS 1-5:

The following job qualification requirements, established by the University Personnel Office, are reproduced from Job Descriptions: Office Positions and Technicians, published in October, 1972:

1. Library Assistant I: Minimum Qualifications:
High School graduation. On jobs where typing is required, a minimum of 40 wpm. Ability to learn library procedures and skills quickly. Above average clerical aptitude.
2. Library Assistant II: Minimum Qualifications:
High School graduation, a minimum of either one year's Library experience or two year's [sic] related experience or alternatively completion of a 2 year Library Assistant program or a 1 year Library Assistant programme plus 1 year's related experience. On jobs where typing is required, a minimum of 50 wpm.
3. Library Assistant III: Minimum Qualifications:
A University degree or high school graduation plus three years Library experience including at least one at the L.A. II level or completion of a two year Library Assistant programme plus one years experience. Special language or subject training may be required.
4. Library Assistant IV: Minimum Qualifications:
A university degree plus at least one year's Library experience at the LA III level or high school graduation plus at least four years' Library experience with at least one of these at the L.A. III level or completion of a two year Library Assistant programme plus two years Library experience, at least one of them at the L.A. III level. Proven supervisory and administrative skills and abilities.
5. Library Assistant V: Minimum Qualifications:
A university degree plus at least two years Library experience, at least one of these at the L.A. IV level or high school graduation plus at least five years Library experience, at least one of these at the L.A. IV level, or completion of a two year Library Assistant programme plus three years Library experience, at least one of these at the L.A. IV level. A knowledge of more than one major function of the Library. Proven supervisory and administrative skills and abilities.

PERIODICALS SOUGHT BY THE LIBRARY:

Graham Elliston, Bibliography Division (Local 2304), would welcome any issues of the Newsletter of the Canadian Association of University Teachers (C.A.U.T.) for the years 1970 to 1972.

"DOCKET FOR PERIODICALS":

The docket recently required to accompany each new subscription, continuation or backfile order form before submission to the Assistant Librarian, Collections, is now a thing of the past. It has become redundant now that new subscriptions are only to be authorized when counter-balanced by a recommendation for cancellation of an existing subscription of roughly equivalent value in the same field.

Recommendations for cancellation put forward in January and February 1973 - the first two months of application of this new policy - amounted to a potential saving of \$3,883 per annum.

ADMINISTRATIVE RESOURCES COMMITTEE: ELECTION RESULTS:

In the "Staff - Outside Libraries" category Susanne Lester, of Sedgewick, has been elected. Mary Kasper and Janet Yuan, both of L.C. Cataloguing, tied for the "Staff - Inside Library" category; a run-off election was then won by Janet. The Ombudsman Committee wishes to thank the 143 participants in the original elections and the 149 who took part in the run-off.

SEE REFERENCES IN THE SUBJECT CATALOGUE:

Reference staff are welcome to submit "see references" from popular terms to subject headings actually used in the catalogue. The yellow snag form can be used quite conveniently for this purpose.

TRAVELS WITH CHARLIE:

Observant Library personnel may have noticed the appearance of an Audiscan machine in the Main Concourse during Open House. (For the unobservant, it's still there). The program running on it is called "Travels With Charlie", but there are no credits: just a sign alongside the machine saying "Brought to you by the Library people". We can now reveal their identities. When not making movies, they are known as Bianca Barnes, Elsie de Bruijn and Mary Patterson. Now, would anyone like to know who Clark Kent really is?

STAFF HANDBOOK:

The Administrative Services Librarian has undertaken the job of writing a general introduction and manual for staff in the library. This is a mammoth task and will include everything, from the explanation of library jargon to that of unemployment insurance benefits. Although much of the work is well under way, the exact format and contents are not yet decided. Erik de Bruijn would appreciate suggestions, ideas on layout, and even assistance in writing sections. Please contact Inge Fleet (local 2519) or Janet Yuan (local 3894) if you would like to work on this project.

CORRESPONDENCE:

The following letter was sent to the Library and could probably be usefully digested by many of us:

To whom it may concern - The noise level in the library is ridiculous. I realize of course that some of this cannot be stopped. Things like footsteps, chairs being moved, pencils sharpened etc. are all inevitable noises and when you are studying these things are "background" noise which can easily be ignored.

However, there are some people who have absolutely no consideration for others using the library. I am sitting right now in..... and can hear several personal conversations - the staff I presume as the people trying to read have no one to talk to - and there is a radio playing somewhere down the hall. I can hear every word of the song - every note of music.

Come on fellows. I don't expect a "silent" library. Wall-to-wall carpets and sound proofing tiles are not needed.

Just a little old fashioned common consideration.

VACANCIES - UNIVERSITY OF MANITOBA:

Applications are invited for two positions at the University of Manitoba - 1) Assistant Director for Public Services and 2) Assistant Director of Libraries (Administration). For further information on these positions, see advertisements posted on Bulletin Board by Staff Lunch Room.