

University of British Columbia Library Bulletin

No. 61

March 2, 1971

Vancouver, B.C.

CANADIAN LIBRARY ASSOCIATION. PROCEEDINGS:

The Social Sciences Division is trying to locate no. 14, 1959, and no. 15, 1960, of the Proceedings. If anyone can help, please submit their copies to SSD for xeroxing for their files.

EMERGENCY TELEPHONE CALLS:

Please amend all emergency calls cards to show new number for Traffic and Patrol, viz. 4721. This change is already in effect.

EMILY CARR DISPLAY IN SPECIAL COLLECTIONS:

SP is now featuring a display of works by and relating to Emily Carr, B.C. artist and author. The display coincides with the issue of a postage stamp commemorating the hundredth anniversary of her birth. It includes prints, books by and about Miss Carr, letters written by her to Nan Lawson Cheney, and sixteen pots made by her and never before displayed. The pots were generously loaned by a member of the faculty.

STORAGE PROJECT:

Selection of the books for this project, their transfer to Woodward and the editing of the cards were completed in February. A total of 209 full book-trucks were selected and the project took fourteen full work-weeks. Key punching of the records has begun, but is proceeding slowly. Circulation is ready to file cards into the Location File as they appear. Only about a dozen books have been paged from storage so far.

WOODWARD LIBRARY - SECURITY:

A new security system has been installed in the Memorial and Sherrington Room areas. No one may enter either of these rooms at any time after the doors have been locked by library staff. Arrangements may be made, however, to use these areas outside regular hours by a request in advance to the Memorial Area staff, the Biomedical Librarian or the Assistant Biomedical Librarian. Regular hours of service comprise: Mon:-Fri: from 8 a.m. to 5.30 p.m.

FIRE AND EMERGENCIES:

Staff should be fully familiar with the Library's Rules and procedures in the event of fire or other emergencies which are contained in full in Administration directive No. 1. As an aide-mémoire the principal rules and procedures are set out below:

General rules for each division:

1. Know the location of alarms and extinguishers in your area and how to use them.
2. Know the location of exits in your work area.
3. Have flashlights in a fixed and accessible location.
4. Have key to electrically controlled turnstiles within easy reach.

Emergency telephone numbers:

Fire Dept: Local 3162 or dial 9-224-4567;
Health Services: Local 2525 or dial 9-224-5650;
University Security Patrol: Locals 4721-2-3;
B.C.M.P.: Dial 9-224-1322;
Librarian's Office: Local 3310 or 3871.

N.B. Either the Fire Dept or the Patrol may be called for first aid or other emergencies.

Procedures in an emergency:

a) If you discover a fire or detect smoke:

1. Activate the fire alarm nearest to you.
2. If possible control the fire with extinguishers or hose lines. Otherwise vacate the area.
3. Report the location of the fire: in normal working hours to the Librarian's Office (3310 or 3871); evenings and weekends to the Information Desk (2077); after 10 p.m. to the Circulation Desk (3115).

4. Proceed, or have someone else proceed, to the Fire Location Annunciator Panel on the outside rear wall of the Library. Await the arrival of the fire truck to direct the firemen to the fire.

b) When you hear the fire alarm:

1. On the sounding of the alarm all persons in the Library MUST evacuate the building as soon as possible. It is the duty of the Library staff to see that all users leave the building.
2. If possible close all windows and doors, turn ON all lights, turn off all machinery and appliances.
3. Allow no one to enter the stack area.
4. Allow no one to use the elevators.

c) Bomb scares, explosions and other emergencies:

1. In the event of an explosion in the Library or other emergency proceed as for a fire: sound the alarm.
2. If a bomb threat is made, the person receiving it should immediately notify the senior librarian in the building. (Try to remember the exact words of the informer).
3. The Librarian-in-charge will call the Traffic and Security Dept (locals 4721-2-3).

d) Power failure:

1. If the power fails in the Main Library, the emergency lighting plant will cut in automatically, but it will last for only thirty minutes.
2. Await instructions from the Librarian's Office or the Librarian-in-charge.
3. DO NOT sound the alarm. If it is necessary to clear the building, the Fire Dept will authorize the clearance.
4. Allow no one to light matches.

e) Accidents to staff and users:

1. In the event of a serious accident (or illness) to a staff member or a user: I. Telephone the Traffic Patrol, explain that you have an emergency on your hands and give some description of the injury (or illness). II. Telephone the Health Services and alert them as to the situation. The Traffic Patrol is equipped for first aid duties.
2. Report the incident to the Librarian's Office or the Librarian-in-charge with particulars of name, time, what, where and how.
3. In a case of minor accident (or illness) send the person concerned to Room 114, Westbrook Building, up to 5 p.m.; and after this time to the front door of the building (ring bell at left side of entrance).
4. Inform the Librarian's Office, giving particulars of name, time, what, where and how.
5. First Aid. Each division should have a first aid box(es). See that they are ready for use.

Division heads should ensure that all staff are familiar with the Rules and procedures in the event of fire or other emergencies.

ELEVATORS ARE MADE TO GO UP AND DOWN - WHY DON'T THEY???

The following contribution is quoted verbatim:

Many people have found that there are a few persons holding the elevator doors open while they wait for friends, etc., thus leaving others stranded on various floors. One of the best examples of this type of selfishness came to light the other day. The north elevator had been held for over seven minutes and someone finally traced the open door to Level 5, just in time to see a lady emerge from the washroom and return to the elevator to go back to whence she came. If you are using either of the two older elevators in the building, please make sure that you do not hold the doors and that they are properly closed when you leave them. This will certainly make life much easier for everyone concerned.

GIFT FOR SEDGEWICK:

The Greek Letter Societies (i.e. the sororities and fraternities) have donated the proceeds of Phoenix '70 (i.e. Mardi Gras) to the New Sedgewick Library to assist in furnishing the building when it is completed. Mr. Stuart-Stubbs was presented with a cheque for \$750 at the Q.E. on Friday night, at the end of the annual Songfest.