

University of British Columbia Library Bulletin

No. 70

September 29, 1971

Vancouver, B. C.

LIBRARY MAIL vs. CAMPUS MAIL:

Mail addressed to a person in the Library system should only be sent via Campus Mail if destined for Woodward, BMB or For.-Ag. All other branches pick up their mail daily from the mail shelves in the Front Office, whither such outgoing mail should be brought.

Delivery within the Main Library may be made direct or via the Front Office shelves. If erroneously placed on the Campus Mail shelf in the Mail Room, up to three days are lost before such missives are returned to the Library for re-sorting.

PERSONAL MAIL:

Readers are reminded that the Library mail bins are reserved exclusively for Library mail awaiting machine-franking (metered post). Private letters, a sprinkling of which have recently been appearing in the bins, should instead be left on the "Outside Mail" shelf. Those which are deposited unstamped in the bins will not be sent forward.

TRACINGS OF SUBJECT AND SERIES CARDS:

Yellow highlighting will be introduced shortly to replace ticked tracings for indicating filing entries on subject and series cards. The highlighting will speed up sorting and filing because the filing entry will be much more distinctly marked than by the small red tick currently placed in front of the tracing. Series, particularly, are difficult to sort and file because the clerk must note the tick and then find the filing entry in the body of the card; highlighting the entry where it appears on the card will draw the entry immediately to the filer's and the reviser's attention.

Card set finishing by the highlighting technique is being used successfully at a number of university libraries, including the University of Wisconsin at Milwaukee, Arizona State and Florida Atlantic. At these institutions it is used for all tracings, including title and other added entries, and the cards are filed without guide-cards. We shall continue to use guide-cards for our subjects and series, however, as these also serve as normal guide-cards for the trays of catalogue cards.

ADMINISTRATIVE RESOURCES COMMITTEE:

The ballots have been counted and the membership of the ARC for 1971/72 has been decided as follows:

- | | |
|--|-------------------------------|
| a) Main Library Division Head | Ann TURNER |
| b) Branch Library Head | Carol MARTIN |
| c) General Librarian, Public Services | Margaret FRIESEN |
| d) Administrative/Specialist, Bibliography | Heather KEATE |
| e) Staff Members, Main Library | Martha TULLY, Ian LEE |
| f) Staff Members, Branch Library | Betty MCAULLY, Clair REYNOLDS |

One hundred and sixty-five ballots were cast, as follows:

- a) Ann Turner (73), Joan Selby (45), Nick Omelusik (45)
- b) Carol Martin (104), Ture Erickson (55)
- c) Margaret Friesen (85), John Field (79)
- d) Heather Keate (by acclamation)
- e) Martha Tully (69), Ian Lee (59), Inge Fleet (57), Nora Williams (52), Cathy Taylor (51), Bess Rivett (34)
- f) Betty McAully and Clair Reynolds (by acclamation)

Rein Brongers, who is the ex officio member, has called a combined committee meeting, at which the new Chairman will be chosen, for Friday, October 1st at 2 p.m.

TITLE INDEX OF ENGLISH LANGUAGE BOOKS:

The first five volumes of English language books by title have been received in the Library. This work is a title index of English language books (regardless of country of origin) catalogued by the Library of Congress during 1969/70. The basic set will consist of twenty volumes, and we shall then be receiving annual cumulations for 1971 and succeeding years. English language books by title is being kept in the Bibliographic Searching area of Floor 7.

LIBRARY DUPLICATING, PRINTING AND PUBLICATIONS COMMITTEE:

All staff are reminded that every new form must be routed through Systems (either Don Dennis or Gerry Dobbin) for approval and for the assignment of a form number, before it will be accepted for duplication. Revisions to existing forms should be treated in exactly the same way. Systems will ensure that forms which are used by several divisions are not altered without prior discussion with all concerned.

Similarly, if any division is discontinuing the use of a form, notify Don or Gerry and retain your stock of the form until they have had a chance to check. Otherwise one division may throw away a supply of a form which then has to be reprinted for the use of another division a short time later.

WORKMEN'S COMPENSATION ACT BENEFITS:

There appears to be some misunderstanding concerning the coverage of Library employees under the W.C.B. Benefits are outlined in the Handbook for University staff, which reads (in part):

All University employees are covered under the provisions of the Workmen's Compensation Act for injury as a result of occupational hazards. No formal application for coverage is required, but a statement 'Employees Report of Accident' must be filled out immediately after the accident and forwarded to the Personnel Office [within 48 hours of any accident].

The above includes faculty, librarians and administrative staff (Faculty Handbook, p. D6). Accident report forms are available at the Librarian's Office.

VACANT POSITION:

The position of Head of the Science Division of Carleton University Library is vacant. Applicants should preferably have a science degree, and be professionally qualified, with relevant experience in library administration. The planning of the new Science Library is about to begin, with probable completion in 1974. The university library has centralized technical services. Applications, with the names of two references, should be sent to the University Librarian, Carleton University, Colonel By Drive, Ottawa, K1S 5B6.

SELECTIVE DISSEMINATION OF MICROFICHE (SDM):

We are now receiving on standing order from the U.S. National Technical Information Services publications on microfiche in the following subject areas:

NTIS categories:

- | | |
|---|--|
| <p>53. Area Planning and Development.</p> <ul style="list-style-type: none"> A. Housing B. Land Use and Zoning C. Public Utilities D. Recreation and Recreation facilities E. Regional Planning and Development F. Transportation Planning G. Urban Planning and Development | <p>78. Ocean Science and Engineering.</p> <ul style="list-style-type: none"> A. Biological Oceanography B. Chemical Oceanography C. Dynamic Oceanography D. Hydrography E. Marine Geophysics and Geology F. Oceanographic Instruments G. Oceanographic Vessels and Platforms H. Physical Oceanography I. Underwater Habitats J. Underwater Research Vehicles |
| <p>62. Computers, Control Theory, Information Theory.</p> <ul style="list-style-type: none"> A. Computer Hardware B. Computer Software C. Control Systems and Control Theory D. Information Processing Standards E. Information Theory | <p>85. Transportation.</p> <ul style="list-style-type: none"> A. Air Transportation B. Pipeline Transportation C. Subsurface Transportation D. Surface Transportation E. Transportation Safety |
| <p>68. Environmental Pollution and Control.</p> <ul style="list-style-type: none"> A. Air Pollution and Control B. Noise Pollution and Control C. Solid Wastes Pollution and Control D. Water Pollution and Control | |
| <p>69. Industrial and Mechanical Engineering.</p> <ul style="list-style-type: none"> J. Materials Handling M. Packaging and Containerization | |

We will begin receiving microfiches of reports listed in the biweekly U.S. government reports index, from volume 71, no. 13 (July 10, 1971) on. These microfiche reports are interfiled by report number with the U.S. Atomic Energy Commission technical reports on microfiche in the Microform Division of the UBC Library.