University of British Columbia Library Bulletin

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ABSENCES of Administrative Staff - Addition and Corrections:

Last week it was reported that Mr. Stuart-Stubbs and Mr. Watson would be away from November 25-27. This should actually have read "November 25-29", i.e., the full week.

Mr. Bell will be away also for the last part of the week, November 27-29. During his absence Mr. Hamilton will be in charge.

LOAN REGULATIONS - Revisions for Now and Later:

As a result of the Senate Library Committee's review of the Library's loan regulations, several changes will be introduced next year. The Eligible Borrowers and Loan Regulations Manual is currently being rewritten with these changes in mind, and will be presented to the Committee in February for final approval.

Some minor changes will be implemented immediately, however:

1. First and Second Year students will now be permitted to borrow periodicals for one day use, the same as students in Third and Fourth Year.

2. The 4 p.m. check-out time for signing out periodicals to undergraduates has been dropped on a trial basis for the remainder of the academic year. Periodicals may therefore be signed out at any time during the day for overnight use -- in the Main Library they are due at 8:30 a.m. the following day.

3. "Library Use Only" materials belonging to reference collections in the Main Library will be identified with a stamp (where the book pocket would normally be found) specifying the division to which the book belongs. Permission from that reference division is required before the item can be signed out (one week to Faculty, as before).

   Requests to borrow other Library Use Only materials should be referred to the Circulation Division Office or, on weekends and in the evening, to the Information Desk.

   (Please note that special permission to borrow Reserve Books for longer than the designated loan period should not be given. On one or two occasions this year we have been caught short because reserve books have been allowed out over weekends and other students have needed to use them.)

4. The "Restricted Use" category will no longer be used for new materials. When there is good reason, they may be designated "Library Use Only". For serials previously marked "Restricted Use", the serials category should be sufficiently restrictive, since the loan period is substantially the same as for "Restricted Use". As much as possible, however, books should be allowed to circulate on normal loan periods.

5. Anchored sets may be signed out for xeroxing if necessary (e.g., when a Faculty member wants to charge the copying against his account and no other copy is available). Ordinarily, the copying machines inside the stacks should be sufficient. Since these sets are heavily used, they should be kept within the stack area as much as possible.

Other changes will be discussed again in February for possible implementation in September, 1969:

1. Regulations for extra-mural borrowers received special attention. Some professional groups that have in the past received complimentary cards will now have to pay for them. Fees for individuals and organizations requesting extra-mural cards may be substantially higher next year. An analysis of the extra-mural cards issued last year showed that a large number went to local business firms, some of which appear to make quite regular use of the Library's resources.

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LOAN REGULATIONS ... (continued)

2. Graduate student borrowing privileges may be extended to students in professional schools on campus. This proposal will receive further study to determine (a) whether a change is really needed, and (b) what the main implications may be for Branch Libraries and collections that, in most cases, are already heavily used. No change would be made, of course, until next year.

A revised manual for inclusion in the Policy and Procedures Manual (every division should have one) will be available once the final version has been passed by the Senate Library Committee.

CHRISTMAS LIBRARY HOURS:

The schedule below has been confirmed for the Main Library and Branch libraries (Curriculum Laboratory, Institute of Fisheries, Forestry/Agriculture, Law, Mathematics, Music, Sedgewick, Social Work, Woodward). Please note, however, that some branches may begin 5:00 p.m. closing earlier than December 20th. Any such changes will be announced when the examination time-tables have been set.

December 20th	8 a.m. - 5 p.m.
December 21st - 22nd	C L O S E D
December 23rd - 24th*	9 a.m. - 5 p.m.
December 25th - 29th	C L O S E D
December 30th - 31st	9 a.m. - 5 p.m.
January 1st	C L O S E D
January 2nd - 3rd	9 a.m. - 5 p.m.
January 4th - 5th	C L O S E D
January 6th	Regular hours resume

* Sedgewick Library will be CLOSED on December 24th (all day)

COMMUNICATIONS - Seeing That They Get Where They're Going:

Everyone can contribute to good communications by making certain that memos which are directed to more than one person are forwarded promptly to the next one on the routing (provided, of course, that person is not away for some reason or other).

Division heads are especially responsible for ensuring that communications addressed to all members of their staff are, indeed, seen by everyone.

In an effort to cut down on the number of separate memoranda which circulate in the Library system every week we are going to regularize the publication of this Bulletin so that it will appear once a week and incorporate more of the news which has heretofore been circulated in an ad hoc manner by memorandum.

Division Heads who wish to communicate something to the Library Staff at large should, therefore, submit their material either to Mrs. MacIver in the Librarian's Office, or to Graham Elliston, Bibliography Division.