

# University of British Columbia Library Bulletin

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No. 17

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Vancouver, B.C.

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## PHYSICAL PLANT - How to Communicate:

If any Division in the Library wants something attended to by the maintenance staff of the Physical Plant (i.e., Buildings and Grounds Department) — problems to do with lights, heating, ventilation, etc. — the correct procedure is to phone Lynne MacIver in the Librarian's Office and refer the matter to her. Calls must **NOT** be made direct to the Plant, for the result of this is inevitably an increase in heat but no light.

## STAFF ROOM Closure:

In order to prepare for the Christmas Party, the Staff Room will be closed from 11 a.m. until the party starts at 3 p.m. on Friday, December 20th. Sorry for the inconvenience!

## NEW UNDERGRADUATE Library:

At a meeting on December 12th, the Client's Committee accepted the report of the User's Committee (see background in Bulletin no. 16). The Board of Governors will be asked to approve the appointment of an architect at its meeting of January 7th, 1969.

## WASHINGTON BOUND:

The Association of Research Libraries and the American Library Association will be holding their meetings in Washington, D.C. during the last week of January. Mr. Stuart-Stubbs will attend. If there is anything he could investigate at the Library of Congress or other local institutions on behalf of any Divisions, please let him know.

## SEDGEWICK LIBRARY - Phone Calls:

Please be sure to establish that you have reached the correct person in Sedgewick when enquiring about the disposition of materials. The Sedgewick Secretary, Bonnie McDonald, is located away from the collections, shelflist and service desks. While she receives incoming calls for the following locals: 3096 - Librarians, 3097 - Chuck Forbes, and 3098 - Ture Erickson, she is unable to do more than either contact the person you require or leave a message.

## INFORMATION DESK - Using the Acquisitions Printout:

Remember that the Printout (in the grey binder) lists material ON ORDER as well as in process, giving purchase order numbers (eg. 68-244936). These are not to be confused with "ZZ" backlog material listed in the card catalogue (eg. ZZ 650132).

If an item is listed as "received" in the Printout (i.e., "N" in the "ORD" column) and no call number is given, fill out a rush catalogue request; complete instructions for doing this appear in the Red Book at the Desk, under "Books in Process".

If a student requests a ZZ item, send him to the Main Loan Desk.

An explanation of the mysterious hieroglyphics used in the Acquisitions Printout is taped inside the front cover of the grey binder.

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LOST AND FOUND - Change of Location:

The Lost and Found service has been transferred from the Circulation Division to the Information and Orientation Division. Material will be kept here for two weeks before being sent on to the Lost and Found office in the Student Union Building.

Enquiries about lost Library Cards and AMS Cards should be directed, however, to the Circulation Division Office, as in the past.

XEROXING - Number One:

Staff are reminded that every time material is xeroxed for a Library division a requisition must be signed by the division head and submitted. This means EVERYTHING - not only the material you may ask the operator to do for you. Deposit the requisitions in the box provided for this purpose at the Xerox machine. A supply of the forms is available from the Library Copy Service.

XEROXING - Number Two:

Because of the seasonal lull in xeroxing for the public, the xeroxing staff will be happy to do some copying for divisions from now until January 6th. When leaving material please be sure to accompany it with clear instructions as to the number of copies needed, your name and the name of the division. And don't forget that requisition! (cf. Xeroxing - Number One).

The xerox operator will indicate when you can return and pick up the finished product.

BOOKS for Between-Term Inventory:

Members of the faculty are asked to note that all library books stamped "December 20th, 1968" should be renewed or returned by that date for the between-term inventory. Home use books borrowed or renewed after December 1st will be due on May 1st, unless requested by another borrower in the meantime.

TASK FORCE on Federal Information Services:

This new Task Force of the Privy Council of Canada had its first public meeting in the S.U.B. on December 14th. A number of U.B.C. Librarians were in Attendance: Mrs. Allingham, Mr. Brongers, Miss Carrier, Miss Leith, Mrs. Palsson, and Mr. Stuart-Stubbs. The Task Force is concerned with information in all of its aspects, and how the public may gain access to government information more easily. The chairman, Mr. D'iberville Fortier, added that the government hoped to encourage information "feedback" from the public to the government. The meeting was attended by about 70 persons, representing business, labour, the professions, and the media. Discussion groups met in the morning and reported in the afternoon. One commonly held opinion was that regional information centres should be set up.