

University of British Columbia Library Bulletin

No. 16

December 11, 1968

Vancouver, B.C.

INTERIOR DECORATION

No one would argue that the Main Library doesn't need beautification. Staff members have made notable (and even startling) progress in creating new environments. However, when paint is flying in all directions there is the danger that some University property might be harmed. Therefore future decorators should apply to the Librarian for permission to express themselves, specifying where and what.

CHRISTMAS LIBRARY HOURS - Supplement 1:

The Fine Arts Division will be closed Monday, December 30th, to allow the staff to complete an inventory and trace missing items.

Government Publications will probably be closed on the evening of Friday, December 13th.

Brock Study Hall will be closed on December 25th to 27th and January 1st. During the remainder of the Christmas period, we would like to keep it open until midnight as usual, in order to provide space for those who want to study on evenings and weekends. This should make it easier for us to curtail Library hours during that period.

NEW UNDERGRADUATE Library:

Mr. Watson, Mr. McInnes, Mr. Erickson and Mr. Forbes have been meeting almost daily to draw up a list of requirements for a new library. The results of their work will be presented to the Clients' Committee (described in Bulletin no. 13) by Mr. Stuart-Stubbs on December 12th. Hopefully, they will be satisfied that enough preliminary work has been done to warrant the early appointment of an architect.

SENATE LIBRARY Committee:

Mr. Don Munton, Student Senator, has been appointed to this Committee. Two other positions have been created on the committee for students, but the individuals have not been named, pending discussions between the Presidents of UBC and of the AMS. The addition of these students may make a separate Student Library Committee unnecessary if the students are prepared to work in that capacity also and to meet with a Library Committee independently of the Senate Library Committee.

LIBRARY DELIVERY SERVICE to Faculty:

Please write the name of your division on ALL material sent to Faculty via Library Delivery. The Circulation Division often receives enquiries about such materials and has to waste far too much of its staff time tracking down the origin of unidentified parcels.

NATIONAL RESEARCH COUNCIL Scholarships:

A limited number of scholarships valued at \$3,600 (plus a travel grant) are available through the National Research Council to assist science or engineering graduates to obtain advanced degrees in the fields of science librarianship or documentation. Applications must be in by December 31st. If you are interested and feel that you are qualified to receive such a grant please get in touch with Mr. Stuart-Stubbs soon. Also draw this to the attention of any friends who may apply.

SCIENCE PERIODICALS - Circulation of Unbound Issues:

Starting January 2, 1969, the Science Division will hand over circulation control of its unbound periodicals to the Circulation Division. This will be done on an experimental basis for the Spring term but, if satisfactory, the arrangement will be continued. This will eliminate one more exception from general circulation procedures.

For Library users this will mean that Science periodicals can be taken out at any turnstile (not just at the Science Division, as was the case until now) and be returned in the ordinary book return slot — the same practice as already applies for Humanities and Social Sciences periodicals.

For Library staff (especially turnstile operators) it will mean a simplification, since ALL PERIODICALS HOUSED ON LEVEL FIVE OF THE MAIN LIBRARY WILL BE TREATED IN THE SAME WAY:

1. In general, periodicals will not be allowed to circulate during the first month after their arrival in the Library (as indicated by Serials Division date stamp). Exceptions to this general rule may be made by a Librarian in the appropriate subject division.
2. After the first month, periodicals (bound and unbound) may be taken out on loan for the following periods:

Faculty	two weeks
Graduate students	one week
Undergraduates	overnight (due at 8:30 a.m.)
Staff and Extra-mural readers with "B-Cards"	Library Use Only

3. To borrow an unbound periodical the Library user must fill out a pink circulation slip. Turnstile operators are to make sure that slips are filled out correctly and legibly, giving complete title (no abbreviations please!), volume, number, and date. Turnstile operators stamp the due date on the back cover of the periodical and on the pink slip (overnight use is indicated by date of issue followed by the letters "O/N"), and send this slip down to the Circulation Division.
4. In the Circulation Division the pink slips are sorted in alphabetical order and checked at regular intervals for "overdues". The pink slips for overdues will first be sent to Level Five for searching. If the overdue periodical in question is actually on the shelf the pink slip can be discarded; if it is not found there, this is to be taken as confirmation that the item is overdue and the slip will be returned to the Circulation Division which will then send an overdue notice.
5. Upon return of a periodical through the main book return slot, it will be stamped on the back cover (directly under the date due stamp) with the date followed by the letters "rcd" (in red). The pink slip will then be pulled and cancelled in the Circulation Division.
6. Once a day the returned periodicals will be delivered by the Circulation Division to the Main Periodicals Desk on Level Five. From here Science periodicals will be returned to the Science Division for shelving — all others to be shelved in the main Periodicals area.