

## COSBOSS: MEETING OF SUPPORTING STAFF:

There will be a general meeting of supporting staff with the Committee on Salaries and Benefits of Supporting Staff on Wednesday, November 28, from 2 to 4 p.m., in Room 835, School of Librarianship. A report will be presented of a meeting with Mr. J.F. McLean, Director of Personnel, U.B.C., regarding the benefits' brief, and a discussion will follow on such topics as working conditions, wages and job classification and description. All supporting staff are invited to attend and to present their views.

## COPSAC:

With the alterations in procedures, the modus operandi of the Committee on Processing Services and Catalogues is substantially changed: (1) Questions and/or proposals to examine present practices with regard to processing services or catalogues; and/or (2) Questions or proposals with a view to initiating new procedures or studies regarding future developments, may now be submitted directly to the Committee chairman. Suggestions should be forwarded in writing, with copies to the Coordinator of Technical Processes and Systems and to the Assistant Librarians. Please detail the problem in specific terms, and, if any solutions are in mind, these should be included. If desired, the former route of channelling the item through the Coordinator or Assistant Librarian, may still be followed. In any case, it is hoped that before presentation to the Committee, preliminary fact-finding and/or discussion with appropriate person(s) will have taken place. The individual initiating the inquiry will receive a response from the Committee as to its course of action.

(Signed) Lois Carrier, Chairman.

## ADMINISTRATIVE RESOURCES COMMITTEE: REPORT:

This year the ARC emphasized its function as the "committee on committees" by carrying out the first thorough review of most committees' terms of reference, composition, activities, etc. Rather than relying on short written reports from committees, the ARC invited them to joint discussions concerning their activities and working papers. As a result, the major part of our time and effort went into this review and the formulation of recommendations for changes, many of which have been accepted as revisions to directives in Section E (Committees) of the Library's Policies and Procedures Manual. The extensive review has been very useful in permitting many staff members to participate in re-examining committees' ground rules and will, it is hoped, facilitate the activities of the committees. In view of the time this kind of study takes, and because the outgoing committee does not anticipate that a detailed review of working papers will be necessary every year, the ARC may in future consider reviewing half the committees annually or perhaps return for a while to the practice of soliciting annual reports.

Early in the year, to enhance its accessibility and staff awareness of committees, the ARC together with the Ombudsman Committee arranged coffee-break visits to larger branches by members. During our term of office, the ARC continued to devote considerable time to its second major responsibility, that of receiving and discussing suggestions relating to library policy and operation. Questions arose that reflect matters of perennial concern, such as staff safety and convenience during late shifts (library hours, parking lot illumination, etc.) and staff room congestion and related problems. Other subjects discussed included:

- obtaining a written statement of library practice regarding time-off for medical and dental appointments to ensure standardization,
- consideration of forming new committees for branches and "equal opportunity" (neither was recommended),
- terms of address of staff -- Mrs., Mr., Miss or Ms. (ARC recommended these be omitted in library communications),
- library policy regarding hiring of ex-employees,
- provision of input to the Administrative Services Librarian concerning the contents

