

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

of the staff orientation package which is being prepared;
 - drawing up an elections manual for committees conducting elections.
 In most cases, accepted recommendations have been published with explanations in the Library Bulletin or have appeared as amendments to the Policies and Procedures Manual. Some matters, particularly those relating to space deficiencies, have, not surprisingly, been unresolvable within our term of office; nevertheless, staff concerns have been communicated to the library administration.

The outgoing ARC expresses appreciation to all those who submitted suggestions, participated in discussions or in other ways assisted the committee in its work.

(Signed) Jack McIntosh, Chairman.

SMOKING AT LIBRARY MEETINGS:

Smoke from cigarettes, pipes or cigars does bother some people. Representations have been made to the Administrative Resources Committee that they request people to refrain from smoking during library meetings. The point made was that people are obliged to attend and have no option even if they find smoking disturbing. Smokers, on the other hand, have the choice of smoking, at least during their lunch and coffee breaks. The ARC asks you therefore to think of your neighbour before lighting up.

ORIENTATION FOLDER:

The Orientation Folder for new supporting staff members is now virtually complete, and a copy will be distributed to each division to be kept with the Policy and Procedures Manual. If you would like a copy for yourself, please ask for one at the Librarian's Office.

QUESTIONNAIRE FROM THE ARC RE BIBLOS AND RE A CHRISTMAS PARTY:

You may not realize it, but Biblos was not only a means of communicating library news, but also the sponsor of the Christmas smørgasbord. ARC is interested in learning your opinions on the following:

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| 1. Do you miss the news formerly carried by <u>Biblos</u> ? | Yes | No |
| 2. Do you want a Christmas party? | Yes | No |
| 3. Are you willing to help organize: | | |
| (a) an informal, unofficial newsletter? | Yes | No |
| (b) a Christmas smørgasbord? | Yes | No |

If willing to help, please print name and division on this sheet.

4. Comments (if any):

Please return before November 30 to any of the following:

Ann Nelson (Ecology); Jack McIntosh (Science); Jane Ainsworth (Curric. Lab.); Joyce Davidson (Woodward); Melva Dwyer (Fine Arts); Pat Gibson (Circulation); Linda Hoffman (Woodward); Jim Sharpe (Orig. Cataloguing); John Smith (LC Cataloguing).