University Of British Columbia Library Bulletin

No. 86 September 8, 1972 Vancouver, B.C.

LIBRARY DELIVERY:

Saturday service will resume on September 30 and will continue until the end of winter session.

LIBRARY CARDS:

Student library cards are being validated (and new cards issued to new students) in SUB from Sept. 5 until Sept. 15. Last year's cards should be honoured until Sept. 15. After that no borrowing should be permitted without a 1972/73 card.

'B' cards expired on August 31 and should no longer be accepted unless validated for 1972/73. The validation stamp reads '73' to indicate that the card expires in August 1973.

Faculty should have their cards validated by Sept. 15 and are requested to send them to Circulation Office, not to SUB.

FILING RULES:

The new filing rules for the Library of Congress catalogues, developed with automation in mind, have suggested several areas where our own filing rules might be simplified. The following changes are proposed:

1) that words and personal names which are written variously as one word, two or more words, and two or more words hyphenated, be filed as written, with the hyphen being treated as a space.

e.g. hand book, handbook, hand-book; Van der Sluys, Vander Sluys, Vandersluys. ('See also' references would be provided between the variant forms).

2) that numerals expressed in digits be filed numerically preceding the letter 'a'; numerals expressed in words would continue to be filed alphabetically. ('See also' references would be provided).

3) that signs and symbols be ignored in filing.

4) that abbreviations be filed as written. Exceptions: 'U.S.' and 'Gt. Brit.' used as corporate authors would continue to be filed as though spelt out. (All abbreviations are presently filed as though spelt out in full).

5) that 'Mac', 'Mc' and 'M' be filed as written. (At present all are interfiled as 'Mac').

If the above changes are acceptable, they could be introduced beginning Oct. 1. Please send comments to Mc Elrod, Catalogue Divisions.

TOURS OF PROCESSING DIVISIONS:

The processing divisions, comprising Acquisitions, Serials, LC Cataloguing/Searching, Original Cataloguing, and Preparation, have recently instituted a program of tours for their new staff members. These tours describe the preparation of materials for the collection from ordering through physical processing, and are intended to help new staff members relate their jobs to the whole processing system. Tours are given once a month, in two sessions on separate days.

Public service branch and division heads are invited to have members of their staff join one of these regular tours if they so wish. Please call the secretary of the Catalogue Divisions at 3510 to make arrangements.

ENCYCLOPEDIA OF ISLAM:

Vols. 2-3 of the older edition and vols. 1-2 of the new edition have been missing all summer. They can only be replaced by the purchase of the whole set at a cost well in the four figure range. An urgent appeal is being made by the Humanities Division for the return of, or information leading to the return of, the missing volumes, which are in great demand.

DOUKHOBOR BIBLIOGRAPHY:

The Humanities Division is pleased to announce the publication of Maria Horvath's A Doukhobor bibliography. Reference publication No. 38. Enl., rev. ed. of #22 (1968) and Suppl. (1970), complete with index. Maria's bibliography has been much in demand since the earlier edition went out of print two years ago. The Gifts and Exchange Division is in charge of sales.

NOMINATIONS TO COMMITTEES:

The Administrative Resources Committee asks for your cooperation in nominating members for the following committees:

Committee on Salaries and Benefits of Supporting Staff
Librarians' Salary Committee
Ombudsman Committee

To keep you informed as to what these committees have accomplished during their term of office, they have submitted the following reports of their activities:

OMBUDSMAN COMMITTEE:

The Committee has had a relatively quiet year (so far). We feel that a great deal of credit goes to our predecessors, the first Committee, who dealt with a number of long-standing complaints about working conditions, routines and procedures, and solved these problems to the satisfaction of the people concerned. The result has been that this year's Committee has had to deal with few problems in these categories.

During the year the Committee has solved problems that involved misunderstandings between supervisors and staff and dealt with one or two complaints against individuals. We feel that one of our most important functions has been simply to listen to upset or disgruntled people. Often their complaints have been solved immediately by an explanation or by a referral to someone who could explain.

LIBRARIANS' SALARY COMMITTEE:

Salary negotiations were rendered somewhat more difficult this year than of late by dint of the shadow cast by the provincial government's guide-line of 6.5% for school teachers, by the fact that we received a generous settlement last year and by the resultant somewhat less favourable comparative figures vis-à-vis similar institutions in Canada. The Committee was eventually faced with a settlement considerably lower than had been requested.

Our brief had also included a request for improved vacation and/or study leave provisions and it supported the Faculty Association's bid for a dental plan. As only monetary considerations had been dealt with by the Board, the vacation question was re-submitted in a separate brief. Pertinent and very useful comparisons were listed, drawn from a questionnaire which had been sent to comparable libraries. It is understood that the whole question is still sub judice and that we may hope for further information shortly.

COMMITTEE ON SALARIES AND BENEFITS FOR SUPPORTING STAFF:

In 1972 COSBOSS concentrated once again on maintaining a competitive level of salaries with other academic institutions. A salaries brief was submitted to University Personnel containing four major recommendations, accompanied by statistics compiled from personal interviews with administrative personnel at other libraries, with union personnel at UBC, and with UBC Library staff at an open meeting.

Supporting staff benefits were next considered. In a second brief to University Personnel and in other briefs to the Administrative Resources Committee and the Reclassification Committee the following recommendations were made:

1) that the criteria for the Library Assistant V position be liberalized.
2) that the LA II position receive a greater pay differential from the Clerk II position than the $2.00 increase granted last year.
3) that in the interest of staff safety the Library either close before midnight or physical support in the form of a non-uniformed commissionaire be provided.
4) that in the light of the reduction of the waiting period for 3 weeks' vacation from five to three years, the waiting period for 4 weeks' vacation should be reduced from ten to seven years to "reward" long-term employees.
5) that shift differential pay for evening shifts be paid at a flat rate rather than on a percentage basis, and that weekends be recognized as overtime shifts.
6) that the discriminatory clauses in UBC's MSA policy preventing female employees from declaring unemployed husbands be eliminated.
7) that probationary employees not be required to wait for a full 6 months before receiving sick leave benefits.

As you know from having read the Library Bulletin and interdepartmental memos., results were achieved in many cases. Help this committee remain effective by nominating members for 1973.

UNUSUAL REQUESTS:

Muna Prasad reports from the Catalogue Divisions a call from the owner of an Afghan hound for a suitable name meaning 'Shah the Runner' -- in Pushtu! Your editor thought it tactful to refrain from asking whether customer satisfaction had been provided.