

# University of British Columbia Library Bulletin

No. 5

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Vancouver, B.C.

July is the month when staff usually look forward to seeing their pay cheques, and thus learning how they fared in the budget. This year we have chosen to break with this tradition by printing the new salary scales for non-professional staff in the Bulletin.

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## NEW SALARY SCALES for Non-Professional Staff:

All non-professional staff who have either completed their probationary period, or are in the second half of it, will receive both the scale and the step increase in their salaries - this will amount to a total raise of between 9 1/2 and 10 percent. Following is a table showing all the scales and the steps within each.

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Clerk IV Administrative Assistant	\$458	478	498	518	538
Library Assistant IV	453	473	493	513	533
Stack Supervisor	432	452	472	495	
Library Assistant III	388	403	418	433	448
Senior Keypunch Operator	385	400	415	430	450
Secretary III	371	386	401	416	433
Clerk III, Senior Clerk	351	366	381	396	413
Secretary II	344 (6-12 mo.)	354	369	384	399
Keypunch Operator Flexowriter Operator	337 (6-12 mo.)	347	357	369	
Library Assistant II Clerk II	308 (6-12 mo.)	318	328	338	
Secretary I	293 (6-12 mo.)	303	313	323	
Library Assistant I Dictaphone Typist	272 (6-12 mo.)	282	292	302	312
Clerk I, Clerk Typist	260 (6-12 mo.)	270	280	290	

## RECLASSIFICATION - Cataloguing Typing Pool:

After many months of negotiation the classification of these typists has been raised from Library Assistant I to Library Assistant II. The way in which this will operate in the case of newly hired typists, however, is that they will begin at the LA-I level, but be raised to the LA-II after completing their training.

## BROCK HALL - Study Hours:

The Library has recommended that the new study hall be open to students from 7.30 a.m. to 2.00 a.m., seven days a week.

FACULTY NEWS-Letter:

In accordance with the wishes of the Senate Library Committee, the Library will produce a newsletter for faculty, entitled U.B.C. Library News. Mr. Stuart-Stubbs and Mr. Elliston are working on copy for the first issue, for publication later this month.

BUILDING NEEDS - To Be Re-appraised:

In June 1966, the Library published A Plan for Future Services, in which the requirements of the Library were spelled out. The University has a new administration, priorities for new buildings are being established by the Administration and the Senate, the projections on student enrolment upon which the 1966 document was based have changed: therefore Mr. Watson and Mr. Stuart-Stubbs will be working on a revised edition of A Plan during the summer.

UNIVERSITY Government:

President Hare has appointed three deputy presidents: Dean W. Gage, Dean W. Armstrong, and Mr. W. White. The Librarian is to report to Dean Armstrong. Mr. Stuart-Stubbs is meeting weekly with the Dean in order to acquaint him with the operation of the Library and its needs. They will meet with the President on July 19th to discuss the budget submission for 1969/70. The University will be preparing its request to the government during the summer.

The LIBRARIAN'S Annual Report:

The Annual Report to the Senate is due after the end of August. Although it cannot be completed until after that date (because statistical tables would be incomplete) the Librarian will be working on a draft of the text during July and August, and will call upon Division Heads for information as he requires it.

NEW COPY Machines:

Seven new SCM Copiers are to be installed in the Library System during August. These are the machines which produce copy at a charge of 5 cents per sheet. They will be located in Sedgewick (2), Floor 5 (2 - replacing the present Xerox machine), Curriculum Laboratory (2), and Woodward (1).

UBC - SFU - UVIC:

The quarterly meeting of the Head Librarians of the three provincial universities takes place on July 12th. The purpose of these meetings is to keep the Librarians informed about over-all library development and to explore avenues of co-operation. As an example, at this meeting a plan for the co-operative acquisition of current newspapers will be discussed.

FORESTRY and WOODWARD Vacancies Filled:

Mrs. Mary Macaree, of the Cataloguing Division, has been appointed as Head of the Forestry-Agriculture Library, commencing September 1st.

Mrs. Diana Kent, of the Science Division, has been appointed to fill the position being vacated by Mr. G. Palsson in the Woodward Library on August 1st.

SECURITY of Main Library:

The University Patrol reports that doors to the Main Library are being left open by staff after closing hours. When leaving the building (particularly if you have a master key and use the fire escapes) be sure the door is closed and locked behind you.

COFFEE Breaks:

Please remember that coffee breaks are limited to fifteen minutes. Most staff members abide by this limitation; those who do not should, remembering that it is unfair to their colleagues to exceed the limit.