

STATEMENTS OF LIBRARY POLICY AND PROCEDURE:

Divisional heads are requested to ensure that all statements issued for inclusion in the Library Policy and Procedure Manual be posted or circulated before being bound in.

RETIREMENT OF REFERENCE BOOKS:

At a meeting of the Public Service Divisions it was decided that superseded editions of reference works (dictionaries, encyclopaedias, handbooks, union lists, etc.) may be turned over to the Gifts and Exchanges Divisions for disposal. For this purpose Graham Elliston has established the following procedure:

- 1) Send the superseded edition to Matt Hartman (Serials Cataloguer).
- 2) Added Volumes maintains records in the Serials Record and in the Location File showing the routings to be followed for superseded editions. In cases where no routing has yet been established, they will pass the volume(s) on to Gifts and Exchanges for a decision.
- 3) The Gifts and Exchanges Division will store the volumes and advertise them in the Library Bulletin. As 'customers' are found, the volumes will be returned to Added Volumes or to Added Copies with explicit instructions, and these instructions will be incorporated in the Serials Record and in the Location File, to be followed from then on.
- 4) Any volumes which have not been spoken for within two weeks of their having been advertised in the Bulletin will be disposed of in whatever way may seem appropriate to the Gifts and Exchanges Librarian. Added Volumes will then be directed to delete them from the Serials Record and the Location File.

Titles presently available ('phone Gifts and Exchanges at Local 2607):

- 1) New Serial Titles: 1950-60, 1961-65, 1966-68 and unbound issues up to 1970 (4 sets).
- 2) Ulrich's International Periodicals Directory. 14th ed. (1971, v. 1-2).

GOVERNMENT PUBLICATIONS, AN ATTEMPT TO DEFINE:

In an attempt to avoid unnecessary duplication, the Government Publications Division would like to remind everyone that, regardless of who the publisher may be, IF the author is governmental, then the publication is considered to be a government publication. Examples of this would be the catalogues of the various United States government departments published by G.K. Hall. Many government publications are issued by commercial publishers, and it is the author who is the determining factor. Although Gov. Pubs. checks the order files in the Serials and Acquisitions Divisions before ordering items which it feels may get duplicated, obviously it cannot check everything. If the main entry seems to be clearly governmental, e.g. U.S. Library of Congress, it would not verify.

If in doubt, please send the order to Gov. Pubs., which will be happy to check it and to pass it on, if necessary.

REVIEWERS SOUGHT FOR THE B.C.L.A. QUARTERLY:

The following letter, dated January 31, 1974, was addressed to the Librarian:

Dear Basil,

The librarians at VCC Langara have inherited the B.C.L.A. Quarterly this year and will welcome reviewers from members of your staff. We are planning

to devote the next few issues to a broader coverage of materials published in and/or about B.C.

The range is diverse in subject areas: everything from growing dahlias through concrete poetry, with a good deal of local history from both scholarly and homely viewpoints.

We'd appreciate it if you could have a notice put in your monthly staff newsletter or if someone could send us a list of interested potentials, stating their areas of special interest. Feature articles are also welcome on local or professional issues.

Personal copies will become the property of the reviewers.

Sincerely yours,

(Signed) L. Windreich
Librarian (Processing)

Vancouver City College, Langara,
100 West 49th Avenue, Vancouver 15.

APPOINTMENTS, PROMOTIONS, TRANSFERS AND RESIGNATIONS (SINCE JANUARY 1, 1974):

APPOINTMENTS

| | | |
|--------------------|-----------------------|----------------------------|
| Joanne Root | Library Assistant II | Catalogue Preparations |
| Rebecca Dolan | Library Assistant I | Interlibrary Loans |
| Vicki McNeill | Library Assistant I | Circulation |
| Katherine Maxwell | Library Assistant I | Sedgewick |
| Geraldine Slater | Library Assistant III | L.C. Cataloguing/Searching |
| Pamela Woodland | Library Assistant II | Catalogue Preparations |
| Gaylia Lee | Library Assistant II | Catalogue Preparations |
| Patricia Wilson | Library Assistant I | Circulation |
| Toshie Ohara | Library Assistant II | Catalogue Preparations |
| Carolyn Ekman | Library Assistant I | Catalogue Preparations |
| Kozue Uzawa | Library Assistant II | Science |
| Patricia Scroggins | Library Assistant I | Law |
| Balbir Aulakh | Library Assistant IV | Original Cataloguing |

PROMOTIONS

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| Janet Taggart | L.A. II (Science) to L.A. III (L.C. Cataloguing) |
| Anne Jukes | L.A. I (Cat. Prep.) to Stack Attendant (Circulation) |
| Deborah Udy | L.A. II (Law) to L.A. III (Woodward) |
| Mohinder Gupta | Clerk II (Sedgewick) to L.A. II (Cat. Prep.) |
| Lynn Killam | L.A. I (Law) to L.A. II (Law) |
| Linda Burkhart | L.A. II (Circulation) to L.A. III (Circulation) |
| Joan Tonn | L.A. II (Circulation) to L.A. III (Circulation) |
| Anne Mackenzie | L.A. I (Circulation) to L.A. II (Circulation) |
| Gizella de Wolf | L.A. I (Circulation) to L.A. II (Circulation) |
| Donna Carpenter | L.A. I (Woodward) to L.A. II (Woodward) |

TRANSFERS

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| Margie MacDonald | L.A. II (Cat. Prep.) to L.A. II (Serials) |
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RESIGNATIONS

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|----------------------|-----------------------|----------------------------|
| Lizanne Reveley | Library Assistant III | L.C. Cataloguing/Searching |
| Larry Campbell | Stack Attendant | Circulation |
| Wendy Murphy | Library Assistant III | Circulation |
| Honey Ng | Library Assistant I | Circulation |
| Bernie Olson | Library Assistant III | Woodward |
| Maria-Theresa Jibiki | Library Assistant II | Woodward |

RESIGNATIONS continued...

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|------------------|-----------------------|----------------------------|
| Jennie Chang | Library Assistant II | Catalogue Preparations |
| Christine Jones | Library Assistant III | Circulation |
| Huiberdina Hunt | Library Assistant IV | Science |
| Muna Prasad | Library Assistant IV | Original Cataloguing |
| Susan McIlmoyle | Library Assistant I | Circulation |
| Frances McMichen | Library Assistant II | L.C. Cataloguing/Searching |
| Bonnie Hardy | Library Assistant IV | Circulation |
| Chanjun Choe | Library Assistant III | Original Cataloguing |

LIBRARIANS' SALARIES:

The attention of librarians is drawn to Directive No. 30, effective January 1974 and published for inclusion in the Library Policy and Procedure Manual. This directive explains how the initial salary of a newly appointed librarian is decided, the functions of the Librarians' Salary Committee in its annual presentation of a brief for salary increases, and the powers of decision granted to it by the Library Administration over the distribution of the funds allocated, as also the overriding power of the University Administration should it ever care to exercise it.

LIBRARIANS' ANNUAL PERFORMANCE APPRAISALS: APPEAL OF RATINGS:

Directive No. 32, effective January 1974 and published for inclusion in the Library Policy and Procedure Manual, explains the procedures open to a librarian who may substantially disagree with his/her rating. His/her ultimate recourse is to the Rating Review Committee, and the ruling of this body, after hearing both sides, is final. It may not be challenged by anyone at any level.

PROBATIONARY AND ANNUAL PERFORMANCE APPRAISALS:

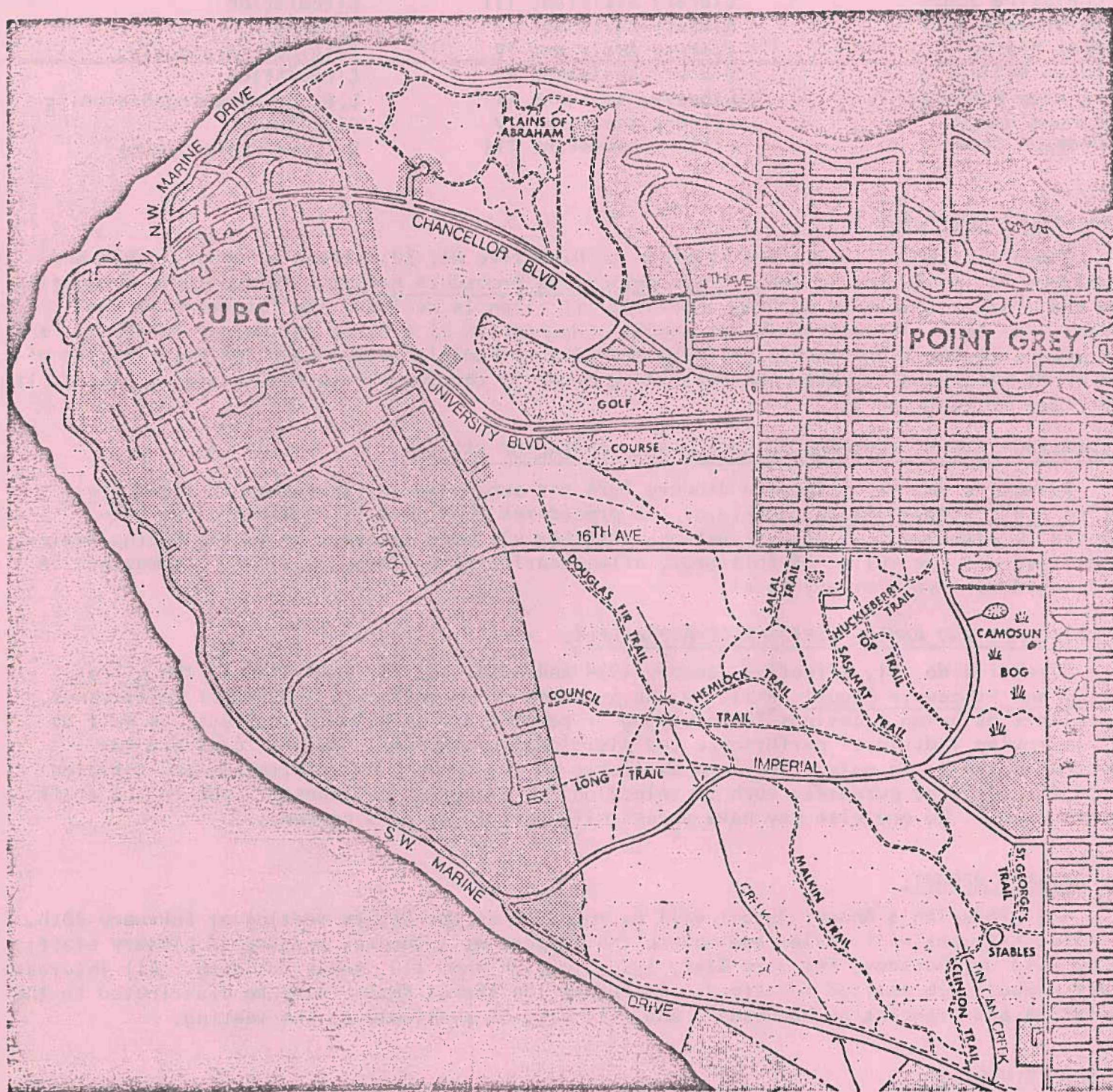
Directive No. 31, effective January 1974 and published for inclusion in the Library Policy and Procedure Manual, explains the purposes of probationary and annual performance appraisals as being occasions for avoiding or heading off or solving problems, as well as for improving individual performance and divisional operations. Rating forms are for internal library use only. They are available to the Library Administration and division heads for official purposes, such as selection for promotion or transfer, and to the staff member rated. No one else may have access without the latter's consent.

LIBRARIAN'S REPORT:

The Librarian's Annual Report will be received at the Senate meeting of February 20th. Mr. Stuart-Stubbs will review and update that Report at a general meeting of Library staff, to be held on Thursday, February 21st, 3:30 p.m., in Room 110, Angus Building. All interested staff members are invited to attend. Copies of the Annual Report will be distributed to the Divisions and Branches on Wednesday, and will also be available at the meeting.

SYSTEMS DIVISION:

The systems analyst and the programmers have now moved to Sedgewick. The flexowriter operators, on the other hand, remain on the eighth level of the Main Library.



The above map of the U.B.C. Endowment Lands shows trails which may be of interest to library staff members.