

## ADMINISTRATIVE RESOURCES COMMITTEE (ARC)

Acting on the recommendation of ARC, which had been prompted by a number of specific requests and questions concerning the policy of the University and of the Library on staff training, both professional and supporting, a Continuing Education Committee has been established on the following basis:

Type of Committee: Standing. Selection of Membership: Appointment by the University Librarian with recommendations from ARC; with the Associate Librarian (who has authority to sanction normal use of library funds) and a member of the faculty of the School of Librarianship (selected by the Committee) serving as ex officio members. The Committee may also co-opt additional members for special purposes at its discretion. Term of Office: Two years, two of the four appointed members being replaced each year. Initially two members will serve two years and the other two three years. Report of Committee: Special recommendations and all minutes of meetings to the University Librarian. Terms of Reference: To encourage and make arrangements for the continuing education of Library staff. Where appropriate the Committee will communicate with other bodies engaged in similar activities.

Membership (November 1970- ): Howard Hurt (Chairman), Suzanne Dodson (Secretary), Lois Carrier, Dorothy Shields, Anne Brearley (ex officio) and I.F. Bell (ex officio).

ARC has also recommended the formation of a Committee on Processing Services and Catalogues (COPSAC) to act as a "screen" for new procedures or changes in procedure in Cataloguing, Acquisitions, Serials or Binding. Such a committee would study proposed new procedures and changes before they are implemented and advise the Administration of possible effects on other divisions. In addition, the Committee could go into more general problems such as the future arrangement, location, form and development of the catalogue.

ARC will conduct elections for two committees in January 1971:

The Librarians' Salaries Committee will once again consist of three elected and two ex officio (Librarian and Associate Librarian) members. Nominations for the elective positions are invited and forms have been sent to all librarians for this purpose. Nominations will close at noon on December 21, 1970.

Similar to the Librarians' Salaries Committee a new Committee on Salaries and Benefits for Supporting Staff will be formed which will consist of six elected members and one ex officio (Administrative Services Librarian) member. This committee will represent the supporting staff and make its recommendations on their needs and wishes regarding salaries and benefits to the Associate Librarian. Nominations are invited and forms have been sent to all supporting staff members for this purpose. Nominations will close at noon on December 21, 1970.

## LISTING OF RECENTLY CATALOGUED ITEMS

Because of the large volume of material being processed, the Library has been forced to accept a delay of some months between the date on which an item is catalogued and the date on which permanent cards for the same item are filed in the public catalogue. During the interim information about these books, so far as the Main Library is concerned, is available only in the Authority File. As the delay has lengthened, so has this become increasingly unsatisfactory.

To offset this problem, and using the information in the Acquisitions record, programming has been completed to produce a listing which includes in a single alphabet all items on that record which were catalogued since January 1, 1970. Entries appear under both author and title. Each entry gives full author, full title, call number, date catalogued and location. The listing is a relatively unsophisticated one, with words split between lines. It will be supplemented on a regular basis. Users should note:

1. If a title was ordered several times, it will appear that many times in the listing.
2. If an order was for multiple copies or volumes, only the first copy or volume received will show on the listing. A check with the Catalogue Division should provide fuller details when required.
3. Filing of authors and titles follows the patterns familiar from the List of books on order and in process.



Woodward and Interlibrary Loan.

## MAP DIVISION

Two recent publications of the Map Division are very much worthy of record:  
Atlases and gazetteers, for use in Asian Studies (held by the Map Division);  
Linguistic atlases (held by the Map Division.)

## HOURS OF THE MAP DIVISION AND OF SPECIAL COLLECTIONS

Those manning the Information Desk are reminded that both these Divisions are open on Saturdays. Their hours are: 8.30-5 on weekdays and 9-5 on Saturdays. Closed Sundays.

## GOVERNMENT PUBLICATIONS

In the calendar year 1969 the Division made 3,400 prints from microforms. For the first eleven months of 1970 the number has already reached 11,121, giving a safe projection of at least 12,000 for the year. Sic omnia crescant!

## SAFETY

It would appear to be worthwhile to quote the U.B.C. safety bulletin of November 1970 verbatim:  
Save your back by using your head.

Thus reads the brochure "Backtalk", issued by the Workmen's Compensation Board of British Columbia. It illustrates proper lifting techniques designed to help prevent the back injuries which are one of the most common ailments reported to the W.C.B. each year. Back injuries also constitute one of the most frequently reported accidents at U.B.C.

The following rules from the brochure will help to protect your back.

1. When you lift, bend from the knees. Use your leg muscles, not your spine.
2. If the load is too heavy, get help. Someone your own height is best.
3. Don't jerk or shove a heavy object into place. Get help and slide it steadily and smoothly.
4. When you lift alone, never stack or pile heavy objects higher than your chest.

Hazards deposited in waste paper baskets.

The custodial staff face grave danger when it comes to emptying plastic garbage bags. Dangerous articles are being carelessly left in the bags and have caused numerous accidents this year. One incident involved a discarded syringe which managed to pierce through the leather shoe and into the foot of the person concerned. Most of the accidents are the result of broken glass being disposed of in the plastic bags. This can cause severe cuts to the legs. More care should be taken in disposing [of] these objects in the correct receptacles provided for them.

Fire caused by extension cord.

A fire in the Woodward Library was the result of an extension cord being used with a high wattage appliance. These cords are intended for use only with lighting and low power appliances. The use of extension cords with a high wattage appliance such as a radiator or kettle is contrary to the regulations of the Canadian Electrical Code...

Is your First Aid Kit hidden?

Do you know the location of your Departmental First Aid Kit? Is it somewhere accessible [sic] should it be required urgently? It is important that each First Aid Kit be located in a central location, perhaps on the wall. Make sure your kit is readily accessible and replenished with supplies when necessary.

## CATALOGUE DIVISION: NEW 'PHONE NUMBER

Please note Ann Turner's new number: 4793. The typists, revisers and markers are still on 4192.

## FASHIONS, CUSTOMS AND STANDARDS OF DRESS Revised December 1970

Insofar as the Administration of the Library takes any official position on matters of dress, it is this: that individuals should use their own best judgment in deciding whether they are appropriately dressed for particular working situations on particular days. The establishment of one standard of dress, or the banning of some types of clothing, would be both impractical and unfair.

The Library has no desire to legislate in matters of personal taste, and thus expects individual staff members to use common sense, realizing that inappropriate dress can make a poor impression on visitors. Since no firm policy is set out, there may be instances when the clothing worn by a staff member is clearly inappropriate. In such cases, the Division Head concerned will rule, since it is his or her responsibility to maintain both staff morale and the public image of the Division.