University of British Columbia Library Bulletin

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COMMITTEE ON SALARIES AND BENEFITS OF SUPPORTING STAFF. OPEN MEETING, FEB. 21, 1972:

Committee Members: Julius Benyovits, Joyce Harries, Carole Janzen, Claudia Kerr, Pat LaVac sr., Bonnie McDonald, Richard Moore. Attendance: 35 supporting staff.

Bonnie McDonald, Chairman, introduced the Committee members, and briefly outlined the Committee's work to date and its terms of reference. The brief on salaries which had been submitted to Mr. Bell was read and the meeting was informed that it had been forwarded to Mr. McLean, Director of Personnel.

During the "questions and suggestions" period which followed, the following points were brought up:

1. Dropping of the first wage step, January 1971.. Should it happen?
2. Wage steps: what they mean.
3. LA V criteria based on ability and acquired knowledge of library operations rather than on the number of people supervised.
4. First year vacation calculated on calendar year basis rather than the 5/6th of a day up to June 1.
5. Pay raises to be automatic rather than a merit system based on existing rating sheets.
6. Vacation: 3 weeks after 1st year; 4 weeks after 4 years; 4 weeks after 7 years; 5 weeks after 10 years; 5 weeks after 12 years.
   Cumulative holidays (ability to carry holidays over into the following year).
7. A dental plan.
8. U.B.C. pension plan. A new plan is under consideration by the university administration and has yet to be voted on by U.B.C. staff.
9. Shortened work week (4-day work week, variations of).
10. Sick leave bank.
11. Sick benefits. Employee to be paid 50% of each sick day not taken at time of severance.
12. Early retirement based on number of sick days accumulated.
13. Sick leave. Elimination of the withholding of one day per month during probation.
14. Sick leave. $1\frac{1}{4}$ days per month up to a maximum of 130 days.
15. Saturday and Sunday shift work to be considered as overtime.
16. $5.00 shift differential for all shift workers.
17. 10:00 p.m. closing because of the few people using the library facilities after this hour.
18. Double increments.
19. Requests for a second open meeting for further discussion of benefits brief.

The staff recommended that we pursue the following:

3. LA V criteria.
4. First year vacation on calendar year basis.
5. Automatic pay raises.
6. Vacation improvements.
7. Dental plan.
8. Pension plan improvement.
11. Sick benefits.
12. Retirement benefits.
13, 14. Sick leave improvements.
16. Improvement in shift differential.
17. 10:00 p.m. closing.
18. Double increments.
19. Second open meeting.

NEW YORK. PUBLIC LIBRARY. REFERENCE DEPARTMENT. / DICTIONARY CATALOG OF THE ORIENTAL COLLECTION. v. 4:

Vol. 4 of the above (Z 881 N596 R3 v. 4) has been missing from the reference shelves of the Cataloguing Divisions for several weeks. Would anyone knowing its whereabouts please return it, as it is urgently needed.

CONGRATULATIONS TO SUSANNE DODSON

On her appointment to the Board of Editors of Microform review. This publication is to be presented quarterly, and the first issue appeared in January of this year. It aims to fulfil a vital need and shows every promise of doing this effectively.

COMMITTEE ON PROCESSING SERVICES AND CATALOGUES. REPORT:

The Committee was appointed early in 1971 to discuss "proposed new procedures or changes in procedures as they affect library catalogues, and to see what implications these proposals would have for the library system and its users".

The first meeting was held in January, 1971, where it was agreed that proposals from any division should be made to the Assistant Librarian concerned and through him to the Committee. No referrals have as yet been made. As a result, a meeting was held to discuss the future of the Committee. It was decided that COPSAC would be continued for another year and a concerted effort would be made to refer proposed changes in policy and practice to it for discussion.

Individuals and divisions with specific proposals should submit them to the appropriate Assistant Librarian.

(Signed): H.K.

SURVEY OF ACCESS TO PERIODICALS:

A survey of the use of journals, similar to the one conducted in Woodward last fall, will be made in the Main Library March 13-24. Because it is such a big undertaking, the survey will exclude Asian Studies, Fine Arts, Government Publications and Special Collections. The object is to find out how much difficulty students, faculty and staff are having in finding the journals they want, and what the main sources of trouble are. If specific causes can be defined, the survey may lead to some changes in procedure to improve service. Meetings are being held with the public service staff members directly concerned. Anne Piternick will be in charge of the overall methodology of the survey and the analysis of the results, while Gerry Dobbin will supervise the administration of the survey itself.

CARDS POSSIBLY MISSING FROM THE PUBLIC CATALOGUE:

There are three main reasons why cards may be missing from the public catalogue: 1. There is a backlog of filing which should be current by mid-April (30 people are filing 1 3/4 inches of cards every day). 2. The printer lost several hundred stencils. These cards are now in the process of being replaced. 3. In order to find reviser-time to check marked books to reduce the number of marking errors, it was necessary to have the final check of completed card sets done by LA IIs rather than LA IVs, and the occasional card may not reach its proper file. For these reasons Cataloguing would very much appreciate any cards suspected to be missing from the public catalogue being reported to Meg Little. There have been rumors of missing cards, but very few specific instances have been reported. The public catalogue will be almost as current as the authority file by April, and Cataloguing will be very happy to investigate cards found to be lacking.

INFORMATION DESK SCHEDULES:

A new Information Desk schedule was put into effect on February 28. No librarian is posted on the desk between 8 and 9 a.m., while from 9 to 10 a.m. desk staff have been reduced from two librarians to one. You will receive no answer from the Information Desk number (2077) from 8 to 9 a.m. However, an I. & O. staff member is available at local 2076 every week-day morning during this hour. In addition, a sign is posted asking library users who require help to use the intercom. at the Information Desk to summon a librarian from the office area. An hourly statistical survey revealed the fact that we never handle more than seven questions during the first hour after opening; but if you find that this rescheduling inconveniences you, please inform Nancy Kubesh (local 2076).

It has been possible to reduce the number of staff contributing time from 55 to 38 - a change that should enable I. & O. to improve communication with all desk staff. Many of the people who have stayed on will now be serving at the desk for more hours per week than before. It is hoped that this increased contact will make it easier for them to keep up with the diverse activities of the Information Desk.

ELIGIBILITY FOR THREE WEEKS' VACATION:

The Personnel Office has notified the Library that the new vacation policy gives three weeks' vacation in 1972 to supporting staff members who complete three years' continuous service in 1972. These three weeks may be taken in one block if the staff member desires.