



In Touch

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Public Documents Unit and Catalog Unit will merge on March 1st

The Catalog Unit is pleased to welcome on board Carol Morgan, Suzanne Watkins, Rexanna Abraham, and Jan Comfort and all the documents student assistants as part of our crew. The newly merged unit will be known as the Cataloging/Documents Unit from now on, unless you are referring to one section in particular, in which case you can still call each respective area by its old name. Marsha McCurley will be the unit head administratively in charge of both areas, allowing Jan Comfort to return to her normal duties as Government Documents Reference Librarian. Marsha and Jan are embarked on a new partnership arrangement that allows for the both the public services and the technical services aspects of documents to be addressed. Jan will represent the documents area at the Users Services Group meetings, and she will be the official contact



person for the Documents Depository program. Marsha will represent the combined unit at all other library meetings. Marsha and Jan are currently interviewing applicants for the Library Specialist position in Documents and hope to have that filled very soon. Marsha and the newly appointed Lib Spec will then start interviewing applicants for the current Library Technical Assistant vacancy in Documents. —*Marsha McCurley*

Early payroll due to Spring Break!

The next payroll is as follows (at least as of right now!):

Timesheets for staff - turn in Friday 3/5

Timesheets for students - turn in Monday 3/8

** Any timesheets not turned in for previous pay periods (and any dual employment timesheets) need to be turned in to me on Thursday 3/4.

If you have any questions please feel free to contact me. Thanks for the help! —*Vickie King*

thanks!

A thanks giving note

It isn't Thanksgiving, but I have some "thanks giving" that I want to do. I was hired here in 1983 to do a three year project and then leave, but whenever someone asks me why I stayed on, my answer is always the same: because I work with the greatest group of people on earth. I want to thank each and every member of the catalog unit for all the extra efforts that they have put in over the years. I know how hard they work, and how much they care about providing the best quality cataloging service possible. We have great challenges: vacancies, a newly merged unit, new computers and a new library system. But this staff has always risen to the challenges it has faced and I expect no less in the future. I can't say thank you enough and for everything but here's a start: I thank Lisa Bodenheimer for her continued support and for being my right arm; I thank Kathryn Wesley and Judy Parker for their cheerful willingness to go the extra mile and their recent excellent preparation of all the unit's staff for the PCs; I thank Bev Rainey for her incredible knowledge and common sense which I rely on; I thank Pat Menzies and Terri Nowell each for their many years of superb quality cataloging; I thank Joyce Stokes for her ability to wear many hats simultaneously and get things done no matter what; I thank Janice Prater for keeping the books flowing through despite whatever goes wrong; I thank Alexa Stoneman for pitching in and helping out whenever there's a need; I thank Gail Spears for her quick adjustment to our chaos and sense of humor; I thank Jan Comfort for her gracious and good natured help in making our partnership work; I thank Carol Morgan, Suzanne Watkins, and Rexanna Abraham for doing their jobs so successfully while covering many other bases as well and for hanging in there. We may not have the biggest book budget or the largest collection, but I know that we have the best library staff in the world.–

Marsha McCurley

Welcome Raija Griffin

Next week our new part-time temporary employee, Raija Griffin, (pronounced RIYA) will begin working independently as the evening shift person in the Architecture Library on Monday through Thursday. For the last two weeks she has been working side-by-side with the full-time staff to learn the "ins and outs" and the thousand other things that occur during the evening hours. She is a quick learner and ready to "fly" on her own. Although Raija is a native of Finland, she has lived in this area for 30 years. Her husband, Villard, is retired faculty from the Geology Department and they have been married for 33 years. She has four daughters, Vicki, Liz, Krissi, and Essi and one grandson, Edric who is two years old whom she just adores. Her education includes a B.S. in Mathematics, a M.S. in Agricultural Economics and a teaching certificate in Early Childhood Education with a concentration in learning disabled and emotionally handicapped children. She has worked for Clemson University in the past as a programmer in Ag Econ and DAPS and taught school for ten years. Her hobbies include reading, gardening, quilting and horseback riding. If you are over this way in the evening, please stop by and introduce yourself to her.

– Betty Cook

For Sale Girls clothes

sizes 6-12. I have play clothes, jeans, pajamas, tights, and dresses (some are hand made) Give me a call if you would like to come and take a look.

–Bonnie
Lanier



Birthdays

March

1 Priscilla Munson	14 Laura Holden
3 Thedis Washington	15 Rhonda Patton
3 Richard Kyle	25 Brenda Ellis
8 Russell Terry	26 Iris Maw

For the latest minutes of group meetings, including Admin. Council, check on the StaffWeb.



mini workshops to help you out

The following “drop-ins” have been arranged to help employees with their specific questions about MS Word and MS Excel. All drop-ins will be held in the level 2 Instruction Lab in Cooper.

Tuesday, March 2 9:30 - 10:30: **MS Word** with G. Cochrane

Tuesday, March 9, 1:30 - 2:30: **MS Excel** with V. King

Thursday, March 11, 1:30 - 2:30: **MS Word** with B. Lanier

Additional “condensed” **MS Word** workshops just for library employees are being scheduled through DCIT. That information will be passed along when it becomes available. Meanwhile, if you signed up for, but cannot make the workshop scheduled for Friday, March 5, PLEASE NOTIFY BONNIE as soon as possible, as there is a long waiting list.

A day in Columbia...

Recently I was one of four members of the Executive Board of the South Carolina State Employees Association who spent an interesting day in Columbia visiting the Association headquarters and the newly remodeled State House.

We departed Clemson at 8 a.m. and arrived in Columbia around 10:30 a.m. After a quick visit with Larry Ellis, SCSEA Executive Director, and Carlton Washington, SCSEA lobbyist, we traveled by car to the State House and were lucky enough to find a nearby parking space. The parking meter took enough coins to allow us two and one half hours to see everything and everyone. Carlton was our guide and led us across busy streets, through the maze of an underground garage, up the elevator and through the halls to the rotunda where a large group of people wait each day to encounter the legislators as they leave their respective chambers. Many were one-day visitors, like ourselves, and others were lobbyists who are there daily. You could hardly move around.

Carlton sent a messenger in to notify some of the legislators we were there. While we were waiting, we slowly wandered around the room admiring the redecorated interior, including stained glass windows, wall sculptures, paintings and, of course, the large free-standing bronze sculpture of John C. Calhoun with a corner chip missing. Eventually we met with Rex Rice, Bud Webb, Bill Sandifer, Ronnie Townsend, Teddy Trotter, Becky Martin, Thomas Alexander, Larry Martin, Alf Robinson and Ralph Anderson. The conversation always included a pitch for a good raise and xpanded benefits for current employees and retirees as well as a 25 year retirement option. All were appreciative of what we do as state employees. Some were more enthusiastic than others.

We spent some time in the House Gallery watching a joint session that began around noon with the SC Chief Justice Ernest A. Finney giving an address in which he asked for more money, more staff positions and more technology for the Justice Division of state government. While listening to his speech we were able to appreciate the lovely achitecture, decorative moldings, fancy wallpaper and carpet, paintings galore,

beautiful carved wood, polished brass lighting fixtures and, of course, those solid cherry desks...

After a delicious lunch at Daemon’s Restaurant (within walking distance) and putting more coins in the meter, we went to the Sol Blatt Building and visited with upstate Representative Becky Martin. She was most gracious and introduced us to more legislators sympathetic to state employee issues. We arrived back in Clemson around 6:30 p.m. It was truly an enlightening experience. My instincts tell me that the legislators are in a more cooperative frame of mind this year. For that reason, it is most important for you to contact your representative and let him or her know that state employees issues need their attention more than ever before. Tell them in a nice way to give us a good raise, provide improved benefits, and produce a workable 25 year retirement option.

—Betty Cook, Secretary/Treasurer, Clemson Chapter SCSEA

TY-GER AWARD

Video VunderVoman

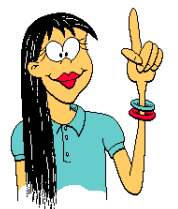
To Bonnie Lanier for her help in selecting, obtaining and showing the videos that are presented by the Training & Development Group. In particular, we appreciate the zany choices she made for the cartoon frenzy last Thursday!—*Deb Babel & Peg Tyler*



TY-GER AWARD

A Real Trooper

Diana willingly assisted everyone in Circulation/Reserves with questions concerning the new PC’s. She worked diligently and spent many hours assisting all staff as needed. Diana is to be commended for her dedication and support. Because of Diana’s efforts, the new PC’s was a breeze to understand. Thanks Diana!—*Edna Coker, Rosanne Maw, Iris Maw*



How you request leave in the Libraries will change MARCH 1

With the advent of PeopleSoft, the old IDMS/mainframe system we used to use to request leave will be deactivated. The official last date for this system is March 10, however, the Library will discontinue using it as of the end of February. This means that all leave will be entered into PeopleSoft manually, by Bonnie in our office. (Remember the "olden" days?)

To replace the IDMS leave request system and to avoid returning to the old, 2 pieces of paper leave request forms, the Libraries have developed an electronic form that can be used to request and approve leave. The employee will simply create a web-form (<http://staffweb.lib.clemson.edu/forms/leavereq.htm>) which will be sent to the supervisor. If the leave is approved, the supervisor will forward the form to Bonnie. Once Bonnie has entered the leave into PeopleSoft, she'll send an e-mail notification back to both the supervisor and the employee. She'll also keep a paper copy of the final notification in the employee's files.

TO GET READY TO SWITCH TO THE LIBRARY'S ELECTRONIC LEAVE REQUEST SYSTEM:

- Remove any and all leave requests that may have been entered for March 1999 or later. These must be re-submitted using the new forms.
- Supervisors: please approve or deal with any leave requests for time up to February 28 pending in your in-baskets as SOON as possible.
- About a week into March, Bonnie will run leave reports for all employees to certify leave balances.
- March 1, please begin to use the Library's leave request system to enter leave requests.

In short, no matter what messages you hear from the University:

- 1) Use the old (IDMS) system to request leave until February 28, 1999.
- 2) Do NOT request leave in the old system for leave that will occur after February 28, 1999.
- 3) March 1, begin to use the Library's web-leave request system to request and approve leave for dates March 1, 1999 and thereafter.
- 4) In early March, be sure to confirm and certify your leave balances when you receive the printout from the mainframe.
- 5) Between March 1 and March 22 the Administrative Office will not be able to verify leave balances. After March 22, 1999, we should be able to provide that information to employees.

NOTE ABOUT THE PEOPLESOFT LEAVE SYSTEM:

When the PeopleSoft leave system is implemented, we will lose the ability to view leave totals. Instead, a leave report will need to be generated. The details as to how difficult/easy this report will be to generate will become clearer as training is done, over the next couple of weeks. Please bear with us.

While the Personnel office transfers leave accounts from the old system to PeopleSoft, NO leave may be entered; nor, will anyone be able to determine leave balances. The balances should be available for reports after March 22, but Bonnie will need time to enter the leave requests accumulated during the first three weeks of March.

Over the next few weeks, Bonnie and Deb will schedule trips to the units to demonstrate the new leave request system.

(Thanks to Gordon, Vickie and Bonnie for developing the web/email design of this leave request system.)