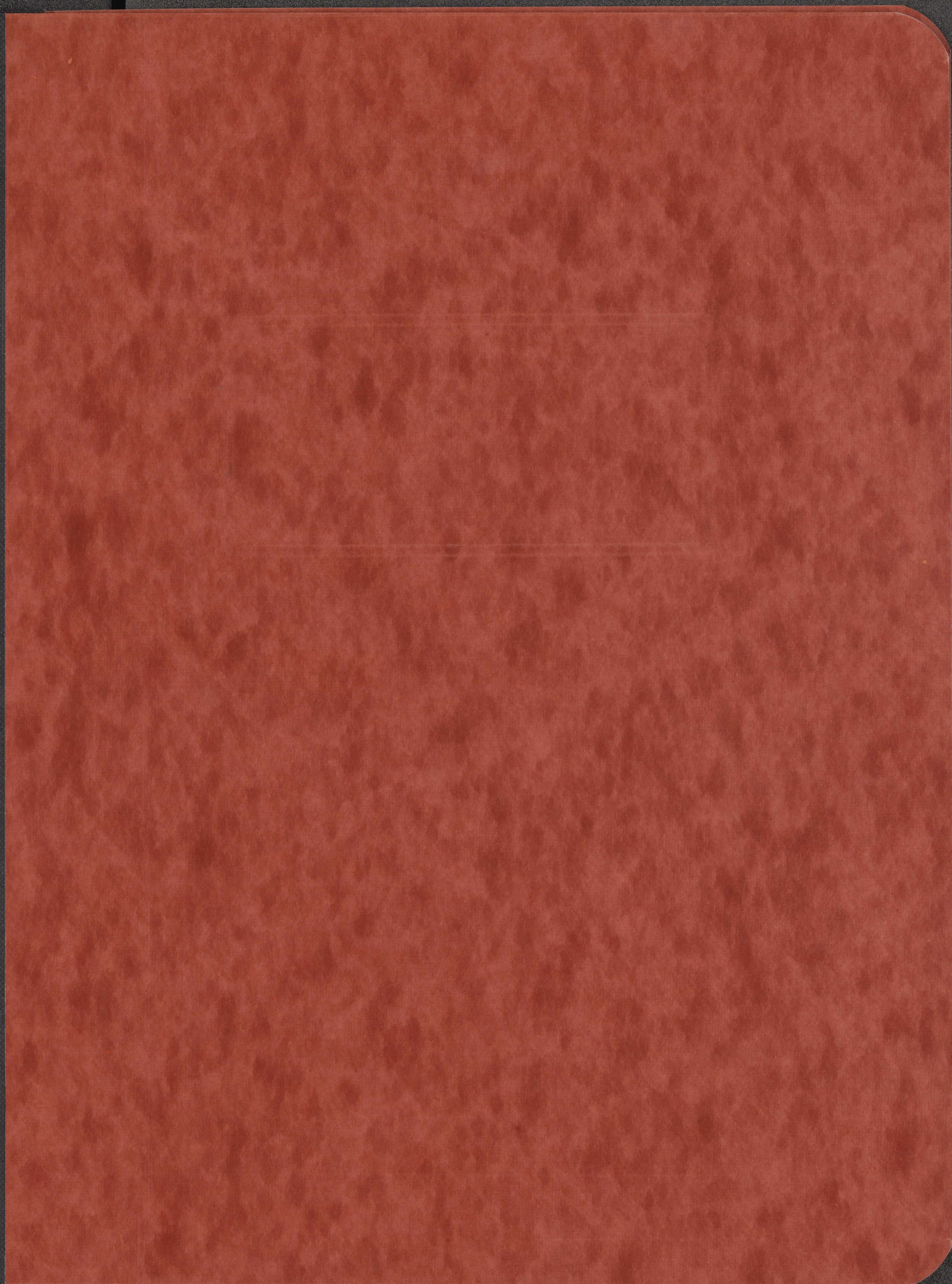




KANSAS COLLEGE OF TECHNOLOGY

Program Library # 2041

In November, 1989, the Kansas College of Technology Library was designated a Federal Aviation Administration Education Resource Center for a four-state area.

At this time, we have not received any private or local funding. All materials and services are free according to the standards set by the FAA.

We have been using workstudy students to relieve some of the staffing shortages brought on by the opening of the AERC. It has been an inexpensive way to add staff, but the turnover is great and it takes valuable staff time to train new people. There is a tremendous workload of ordering materials, filling orders, cataloging materials, preparing advertising, and helping patrons by telephone, letter, or as walk-ins.

As postage, packaging, and telephone services increase in price, the library will continually take monies from other areas to support and fund the AERC at a minimal level. I feel there should be a separate budget item for the AERC.

I am requesting a part-time person - 15 hours per week:

15 hours per week X 52 weeks = 780 hours a year

780 hours a year X \$4.25 an hour = \$3,315

Postage, Packaging, Telephone
Service, and purchasing aviation
materials.

\$3,000

TOTAL

\$6,315

K KANSAS COLLEGE OF TECHNOLOGY

LD Philosophy

The purpose of Kansas College of Technology's Library is to support the college in its mission of teaching, research and service. In striving to fulfill this purpose, the philosophy of the library is changing. The library is no longer a warehouse of materials; it is a facilitator of information exchange. Successful implementation of this philosophy is influenced by a tradition of providing print and non-print resource materials, the promise of new technologies, and well-trained librarians who facilitate information access.

Acquire print and nonprint resources that support college faculty teaching and research needs.

Provide staff to support faculty, staff, student and community patron requests and to organize and to assist in accessing the available resources.

Evaluate the existing collection and guide the acquisition of the new resources so that a balanced collection is available.

Provide staff and training in the utilization of computer service.

Cooperate with other institutions for the purpose of collection development, resource sharing and other cooperative ventures to be defined.

Provide student employees to assist in the general operations of the library.

Encourage librarians to keep their knowledge and skills current in their professional practices.

Further develop the automation of the library and total integration of all library functions.

Provide services and resources to students who are pursuing educational opportunities in the Kansas College of Technology off-campus centers.

KANSAS COLLEGE OF TECHNOLOGY

Program Library #2041

KANSAS COLLEGE OF TECHNOLOGY

LIBRARY GOALS

The goals of the Kansas College of Technology Library support and enhance the college's mission, the KCT Library Philosophy, and the college goals and objectives. The KCT Library will strive to be a model of excellence for technical libraries. The library will endeavor to contain the finest and most current technical and scientific information available to mankind.

Assistant Librarian

Acquire print and nonprint resources that support college faculty teaching and research needs.

Provide staff to support faculty, staff, student and community patron requests and to organize and to assist in accessing the available resources.

Evaluate the existing collection and guide the acquisition of the new resources so that a balanced collection is available.

Provide staff and training in the utilization of computer service.

Cooperate with other institutions for the purpose of collection development, resource sharing and other cooperative ventures to be defined.

Provide student employees to assist in the general operations of the library.

Encourage librarians to keep their knowledge and skills current in their professional practices.

Further develop the automation of the library and total integration of all library functions.

Provide services and resources to students who are pursuing educational opportunities in the Kansas College of Technology off-campus centers.

KANSAS COLLEGE OF TECHNOLOGY

Program Library #2041

KANSAS COLLEGE OF TECHNOLOGY

PROGRAM LIBRARY #2041

PERSONNEL:

	<u>1989</u>	<u>Added</u>	<u>1990</u>	<u>Added</u>	<u>1991</u>
Dr. Beverlee Kissick Director of Libraries	733	105	21,838	239	22,077
	327	1	328	7	335
Marilou Wenthe Assistant Librarian	144	0	144	0	144
	21	0	21	0	21
	15	0	15	0	15
Karlene Propst Secretary II	303	0	303	0	303
	34	0	34	0	34
	264	4	268	60	328
	1	0	1	0	1
	4	0	4	0	4
	3	0	3	0	3
	8	1	9	0	9
	21	0	21	0	21
	5	0	5	0	5
	2	0	2	0	2
	1	0	1	0	1
	5	0	5	0	5
	6	0	6	2	8
	6	0	6	0	6
	5	0	5	2	7
	2	0	2	0	2
	1	0	1	0	1
	17	0	17	0	17
	8	0	8	2	10

tripods, dollies, lightstands,
other supplies, typewriters, camera accessories, carts...

KANSAS COLLEGE OF TECHNOLOGY

PROGRAM LIBRARY #2041

SOURCES OF THE LIBRARY:

	<u>1989</u>	<u>Added</u>	<u>1990</u>	<u>Added</u>	<u>1991</u>
s	21,733	105	21,838	239	22,077
odicals	327	1	328	7	335
o Tapes	144	0	144	0	144
Recording	21	0	21	0	21
(16mm)	15	0	15	0	15
strips (w/cassettes)	303	0	303	0	303
es (w/cassettes)	34	0	34	0	34
o	264	4	268	60	328
sparencies	1	0	1	0	1

EQUIPMENT:

	<u>1989</u>	<u>Usage</u>	<u>1990</u>	<u>Usage</u>	<u>1991</u>
strip	4	0	4	0	4
strip (w/cassette)	3	0	3	0	3
head	8	1	9	0	9
e	21	0	21	0	21
e (w/cassette)	5	0	5	0	5
ograph	2	0	2	0	2
o w/screen	1	0	1	0	1
ors	5	0	5	0	5
as (video)	6	0	6	2	8
as (33mm)	6	0	6	0	6
a (Hand)	5	0	5	2	7
o Cassette Player or Recorder	2	0	2	0	2
ens	1	0	1	0	1
	8	0	8	2	10

tripods, dollys, lightstands,
 power supplies, typewriters, camera accesories, carts...

RESOURCES OF THE LIBRARY (cont)

Page 2

CIRCULATION STATISTICS

<u>Attendance</u>	<u>Year</u>	<u>Faculty</u>	<u>Student</u>	<u>Average</u>
	1989	2,427	13,758	68
	1990	2,563	14,750	68
	1991	2,708	15,364	73

<u>Books</u>	<u>Year</u>	<u>Fiction</u>	<u>Non-Fiction</u>
	1989	421	1,931
	1990	389	1,558
	1991	411	1,917

<u>Interlibrary Loans</u>	<u>Year</u>	<u>Provided</u>	<u>Received</u>
	1989	72	189
	1990	107	204
	1991	224	210

<u>Fax</u>	<u>Year</u>	<u>Provided</u>	<u>Received</u>
	1991	586	876

<u>A/V Hardware</u>	<u>Year</u>	<u>Usage</u>
	1989	1,677
	1990	1,780
	1991	1,810

<u>A/V Software</u>	<u>Year</u>	<u>Usage</u>
	1989	791
	1990	1,154
	1991	1,240

<u>Class Sessions</u>	<u>Year</u>	<u>Usage</u>
	1989	182
	1990	294
	1991	393

<u>Library Equipment</u>	<u>Year</u>	<u>Type</u>
	1991	Zenith Computer Workstation

KANSAS COLLEGE OF TECHNOLOGY
FISCAL YEAR 1993 BUDGET REQUEST WORKSHEET

DEPARTMENT Library

OTHER OPERATING EXPENSE (O.O.E.)

Contract Services:	*** PCA	\$ Amount	Comments
Communication	20000	7,330	FAX, Telephone, Postage, Etc.
Freight & Express	21000	2,300	UPS, Regent's Courier Service
Printing & Advertising	22000	300	Bookmarks, Posters, Etc.
Rents	23000	500	Film & Video
Repairing & Servicing	24000	9,000	NOTIS (5,000) Repairs, Etc.
Travel & Subsistence	25000	2,500	Processing New Materials
Fees - Other Service	26000		
Fees - Prof. Services	27000		
Utilities	28000		
Other Contract Services	29000	15,000	Periodicals & Magazines

Subtotal 36,930

Commodities:			
Clothing	30000		
Food for Human Consumption	32000		
Fuel	33000		
Maint. Mat. Sup. & Parts	34000	5,000	Fort Hays, Maintenance for
Motor Vehicle Parts/Sup	35000		NOTIS, Computers
Prof. & Sci. Supplies	36000	3,060	Vertical File Materials, Etc.
Stationary & Office Sup.	37000	4,700	Printer Ribbons, Disks, Etc.
Sci. Research Supplies	38000		
Other, Supplies, Materials	39000		

Subtotal 12,760

Capital Outlay:			
Equipment	40000	13,500	
Books	41100	28,000	
Microcomputer	41300	5,000	Computer, CD-ROM Player
Computer Equipment	41500		
Software	41800	1,000	Pageraker, Updates on FOXPRO
Building Improvements	42000		Wordperfect, Lotus, Etc.
Telcom. Equipment	46000	600	Modem

Subtotal 48,100

O.O.E. Grand Total 97,790

*** Program Cost Account#

KANSAS COLLEGE OF TECHNOLOGY

PROGRAM LIBRARY #2041

The Library offered OPAC (Online Public Access Catalog) to library patrons in April, 1990. Daily courier service between the Regents Libraries began in September, 1990.

At the present time, Fort Hays State University Library is putting our "no hits" on NOTIS. This should be completed by October 1, 1991.

TABLE OF CONTENTS

General Information

KANSAS COLLEGE OF TECHNOLOGY

Library Guidelines

In January, 1991, a manual of library guidelines was developed. This is the first time in the history of the Kansas College of Technology Library that such a document was made available to library patrons.

Components and subject matter of the instrument are shown in its table of contents which follows.

Use of the Library

List of Staff and Hours	25
Building Hours	26
Library Floor Plan	27
Use of Library	28
Online Catalog	29
Library Lending Code	31
Schedule of Library Charges	37
Posting of Notices	39
Lost and Found	40

Collection Development

Collection Development	41
Book Selection	42
Periodicals Selection	45
Position on Challenged Materials	46
Guidelines and Procedures for Responding to Challenged Materials	47
Request Form for Reconsideration of Library Material	49
Restricted Fee Account	50
Acquisitions Budget	51
Receipt of Gifts	52
Ending of the Collection	53

TABLE OF CONTENTS

(continued)

General Information

General Information.....	1
History of Kansas College of Technology.....	3
Authority and Purpose of the College.....	4
KCT Library Philosophy.....	6
KCT Library Goals.....	7
Objectives of the KCT Library.....	8
Aviation Education Resource Center.....	10
Freedom to Read.....	14
Freedom to View Statement.....	19
Library Bill of Rights.....	20
Statement on Professional Ethics, 1981.....	21
Confidentiality of Library Records.....	22
Guidelines and Procedures for Protecting the Confidentiality of Library Records.....	23

Use of the Library

List of Staff and Hours.....	25
KCT Building Hours.....	26
Library Floor Plan.....	27
Use of Library.....	28
Online Catalog	29
KCT Library Lending Code.....	31
Appeal of Library Charges.....	37
Posting of Notices.....	39
Lost and Found.....	40

Collection Development

Collection Development	41
Book Selection	42
Periodicals Selection	45
Position on Challenged Materials.....	46
Guidelines and Procedures for Responding to Challenged Materials.....	47
Request Form for Reconsideration of Library Material.....	49
Restricted Fee Account.....	50
Acquisitions Budget.....	51
Receipt of Gifts.....	52
Weeding of the Collection.....	53

TABLE OF CONTENTS
(continued)

Staff

Position Descriptions.....	54
Director of Libraries.....	55
Library Assistant I.....	57
Secretary II.....	59
Student Employees.....	62
Organization Chart - Division of Libraries.....	64
Library Travel.....	65
Release Time for On-Campus Coursework.....	66
Library Departmental Meetings.....	67
Library and Media Committee.....	68

KANSAS COLLEGE OF TECHNOLOGY

PROGRAM LIBRARY #2041

SCOPE:

The Library Media Committee did meet for the first time during the Spring, 1991 semester to approve the Library Guidelines.

1. Plans for expansion and management of the library.

2. Assist in the development of a multi-media center as an adjunct to the library facility.

3. Coordinates the interest of faculty in the use of multi-media.

4. Studies and makes recommendations concerning the lease or purchase of other educational materials such as films, filmstrips, projection sets, etc., by the college for use by the instructional departments and cooperates with other committees in recommending educational equipment that would be compatible with such materials.

REPORTS TO:

Director of Libraries

FREQUENCY OF MEETINGS:

Shall convene on a need basis.

MEMBERSHIP:

One (1) faculty member from each department appointed annually by the Faculty Assembly President.

DURATION:

Standing Committee

LIBRARY AND MEDIA COMMITTEE

ROLE & SCOPE:

1. Stimulates faculty members and students to use the library and media equipment more effectively.
2. Plans for expansion and management of the library use.
3. Assists in the development of a multi-media center as an adjunct to the library facility.
4. Coordinates the interest of faculty in the use of multi-media.
5. Studies and makes recommendations concerning the lease or purchase of other educational materials such as films, filmstrips, projection sets, etc., by the college for use by the instructional departments and cooperates with other committees in recommending educational equipment that would be compatible with such materials.

REPORTS TO:

Director of Libraries

FREQUENCY OF MEETINGS:

Shall convene on a need basis.

MEMBERSHIP:

One (1) Faculty member from each department appointed annually by the Faculty Assembly President.

DURATION:

Standing Committee

KANSAS COLLEGE OF TECHNOLOGY

PROGRAM LIBRARY #2041

SPECIAL EVENTS AT THE LIBRARY

The Library sponsored three special events during the 1990-1991 school term.

The first happening was "Storytime at the Library".

Carol Cole presented "Legends and Humorous Stories You Gotta Hear" on September 11, 1990, during the noon hour.

The second occasion was the 25th Anniversary celebration on September 18, 1990.

The On-Line Catalog was dedicated and Apple Computer from Kansas City presented a Multimedia Production.

The third function was the "Great American Read Aloud" on April 17, 1991.

Over 45 readers participated in the day long observance of reading and libraries.

STORYTIME

AT THE LIBRARY



COMMONS AREA
Technology Center

TUES. SEPT. 11 - 12:15 to 1:00 pm
LEGENDS AND HUMOROUS
STORIES YOU GOTTA HEAR!"

by **Carol Cole**
Bring your **SACK LUNCH** and **ENJOY!**

Aunt Carol, Storyteller

Take a break from technical pursuits to experience a little fun and nonsense!

When Aunt Carol, a school librarian, used storytelling with her classes, she discovered kids in the vicinity listening with obvious enjoyment. Stories are for all ages!

Aunt Carol has attended the National Storytellers' Convention in Jonesboro, Tennessee. She recently completed a workshop under the direction of Susan Sylvia Scott, the storyteller. Aunt Carol's stories will captivate, amuse and entertain you.

25 YEARS OF EXCELLENCE

**YOU'RE INVITED
TO OUR**

OPEN HOUSE



ansas College of Technology & CT Library / Resource Center

Invite You to Come Celebrate with Us

**Announcing - Our new LYNX Library Network
online catalog coalition with Fort Hays State University
and Hays Public Library**

**N: 7:00 p.m., Tuesday, September 18, 1990
RE: Technology Center-Commons Area and Library**

**Refreshments, Reception and Ribbon Cutting Ceremony.
Music by Shane May, St. John's Military School. Shane, a senior
from Clovis, New Mexico, is a self-taught composer: accordian,
piano, saxophone, trumpet and tuba. He will be playing a variety
of popular classics from the 50's, 60's and 70's on the piano.**

**N: 8:00 p.m., Tuesday, September 18, 1990
RE: General Technology Building, Room 103**

**Multimedia Technologies in Education. A presentation by a
representative from Apple Computer, Inc. Multimedia is a
powerful combination of text, graphics, video, sound and animation
under computer control. Educational Multimedia is being
developed by such publishers as Voyager, ABC News, Lucas Films,
National Geographic Society and many colleges.**

PUBLIC WELCOME

KANSAS COLLEGE OF TECHNOLOGY

2409 Scanlan Avenue

Salina, Kansas 67401-8196

(913) 825-0275

1-800-248-5782



25 Years of Excellence

Kansas College of Technology is proud of its 25 years of service to the State of Kansas. For a quarter century you have depended on us to be on the cutting edge of technology and to recognize and adapt to a rapidly changing world. Once again we are taking the lead.

Kansas College of Technology Library/Resource Center announces Lynx Library Network, an online catalog coalition with Fort Hays State University and Hays Public Library. This represents the first time in the history of Kansas that academic and public libraries have joined forces to offer their patrons computerized access to their combined catalogs.

Kansas College of Technology invites you to celebrate with us this special occasion.

When: Tuesday, September 18, 1990

7:00 p.m. Refreshments, Reception and Ribbon Cutting Ceremony.
Music by Shane May, St. John's Military School.

Where: Technology Center - Commons Area and Library/Resource Center.

8:00 p.m. Multimedia Technologies in Education - presentation by Apple Computer, Inc.

Where: General Technology - Room 103

RSVP to

Dr. Beverlee Kissick
Director of Libraries
2408 Scanlan Avenue
Salina, KS 67401

913/825-0275 ext 460

Great American Read Aloud



- What:** A day-long celebration of reading and libraries
- Who:** Celebrities and other special guest readers will read aloud from their favorite books.
The public is invited to share the enjoyment of these festivities.
- When:** Wednesday, April 17, 1991, during National Library Week and School Library Media Month.
- Where:** In the Technology Center Commons Area at Kansas College of Technology
- Why:** Patterned after the highly successful Night of a Thousand Stars, the Great American Read Aloud will focus attention on:
- * the power and pleasure of reading
 - * librarians as leaders in promoting literacy
 - * the resources libraries offer.
- How:** Bring yourself and invite your friends to join with us to Celebrate one of the greatest privileges we have... Books! and Freedom of Speech and Expression.

Reasonably priced food will be available in the Lounge area next to the Commons. Bring your own sack lunch. Snack machines are in the Lounge area also.

SPECIAL EVENT

At The Library

On Wednesday, April 17, 1991, between 7:30 a.m. and 4:00 p.m., the Kansas College of Technology Library will participate in the Great American Read Aloud - a national celebration of the power and pleasure of reading.

We invite you to join us in a day-long celebration at Kansas College of Technology, Technology Center, Commons Area.

Enclosed is a schedule of our "special guest readers, singers, and dancers".

Bring yourself and invite your friends to join with us to celebrate reading and libraries.

Reasonably priced food will be available in the Lounge Area nearby, or bring your own sack lunch. Snack machines are also available in the Lounge Area.

Readers give voice to pleasure found in written word

By ERIN EICHER
Staff Writer

Marjorye Heeney shook the Indian medicine rattler and briefly wailed a high-pitched Indian song.

"Feeling better?" she asked the audience of about 20 people at Kansas College of Technology Wednesday.

Throughout the day, about 40 presenters told stories, sang or read prose and poetry as part of the celebration of the Great American Read aloud, an event promoted nationally by library associations.

This is the first year Kansas Tech has been host to such an event, said Beverlee Kissick-Grob, director of libraries for the college.

Audiences were light for many readers. In the morning, children's stories were read to a

group of adults and one small boy, but a good-sized crowd gathered at lunchtime.

"Our curriculum is definitely technically oriented, yet we need to develop the whole person," Kissick-Grob said. "Hopefully, we can begin to bring a bit of the arts to this technical environment."

Kansas Wesleyan University also had an afternoon read-aloud program. The second annual event featured several international students reading in their native language.

The events were planned to focus attention on the power and pleasure of reading, on librarians as leaders in promoting literacy and on the resources offered by libraries.

A representative of the Little House Adult Learning Center was at Kansas Tech seeking tutors to help adults learn to read or speak English.

At Kansas Tech, a stage was set up in the commons area in front of the library, and Kissick-Grob hurried around the area greeting readers and trying to keep the presentations moving continuously.

In the morning, she read a Dr. Seuss story about a child who kept having mysterious run-ins with "a pair of pale green pants with nobody in them."

Three technical students helped her rig up a prop the day before that was supposed to suspend a stuffed pair of pants in the air and make them appear to dance. Unfortunately, in the performance, the pants just fell to the floor.

"I'm going to have to razz these techies about their mechanical project," Kissick-Grob said.

Other presenters throughout the day included former Kansas Tech president Tom

Creech, student Scott Thornhill and secretary Kathleen Sloan, who read poetry they had written. Others picked favorite stories or poetry to present.

Francis Roesner said he could read but would rather sing. He brought a portable keyboard and sang Broadway show tunes.

Heeney of Topeka told of her parents' experiences running a trading post in Oklahoma for Cheyenne Indians.

She wore traditional Indian dress and brought several items for display, including a buckskin dress with beadwork American flags. The dress, made in 1870, was bought by her father for \$7.50.

"I don't see where their patriotism would have come from," she said. "I wouldn't have felt like making a flag at the time."

Salina Journal
April 18, 1991

