

# NETnews

St. Louis Regional Library Network

February 1995 Volume 8 Number 2

## NETWORK COUNCIL

President:  
Libby Moore  
(Private School)  
St. Louis University  
High School Library  
4970 Oakland Ave.  
St. Louis, MO 63110  
531-0330, ext. 140

SLRLN Workshop

## COMMUNICATIONS STYLES:

### *Impact in the Library*

Vice President  
Martha Maxwell  
(Large Public)  
Jefferson County Library  
3021 High Ridge  
High Ridge, MO 63049  
677-8689

When: March 8, 1995  
9:30 a.m. - 3 p.m.

Where: St. Louis Community College -  
Forest Park Library  
5600 Oakland  
(parking free on Arena parking lot)

Treasurer:  
Terrence Donnelly  
(Small Public)  
Maplewood Public Library  
7601 Manchester  
St. Louis, MO 63143  
781-2174

Presenter: Dr. Diane Johnson, University of Missouri School of  
Library and Information Science Continuing Education

Summary: Communication styles have an impact on many aspects of library operation, including reference effectiveness, staff coordination and teamwork, conflict resolution, and negotiation of service expectations. We assume that language establishes understanding, yet we use language in very different ways. For example, some language use is social, some is tactical, some is facilitative. This workshop will help you understand your own communication style better, to adapt your style to specific situations when needed, and to identify the communication styles of others.

Secretary:  
Mary E. Johnson  
(Health)  
Missouri Institute of  
Mental Health Library  
5400 Arsenal St.  
St. Louis, MO 63139-1494  
644-8860

## NETWORK CONTACT

Bernyce Christiansen  
SLRLN  
9425 Big Bend  
St. Louis, MO 63119  
965-1305 FAX 965-4443

Cost: \$27.00 (includes snacks, lunch, and materials)

(continued page 5)

**COUNCIL  
REPRESENTATIVES:**

Jane Hopkins  
(Small Academic)  
Greenville College Library  
315 E. College  
Greenville, IL 62246  
618-664-2800

**JOBLINE**

***RALSTON PURINA LIBRARY***

Joan Clarke  
(Member-at-Large)  
St. Charles County  
Community College Library  
4601 Mid Rivers Mall Dr.  
Box 76975  
St. Peters, MO. 63376-0975  
922-8434

Norma Williams  
(Public School)  
Cleveland Naval Academy  
4352 Louisiana  
St. Louis, MO 63111  
832-0933

Doris Beeson  
(Large Academic)  
St. Louis University  
Pius XII Library  
3650 Lindell Blvd.  
St. Louis, MO 63108-3302  
658-3100

Sheila Merrell  
(Member-at-Large)  
Parkway North High Library  
12860 Fee Fee Rd.  
St. Louis, MO 63146  
851-8347

Howard Miller  
(Special)  
Alliance Blue Cross & Blue Shield  
1831 Chestnut St.  
St. Louis, MO 63103  
923-4774

Ralston Purina Company's Library and Information Services Department has an opening for a Coordinator, Technical Operations.

To qualify, you must have an ALA-accredited MLS and professional library experience.

Necessary experience includes:

- \* implementing an integrated computer system (Datatrek)
- \* regular and advanced descriptive and subject cataloging on OCLC
- \* administration of a LAN (IBM Token Ring) and
- \* serials control.

The position provides for online information research. Familiarity with Word for Windows, Excel and Dbase software packages is needed. Good oral and written communication skills are required.

We can offer excellent salary and benefits. For immediate consideration, please send your resume with salary history to: Ralston Purina Company; Checkerboard Square - 1A; St. Louis, MO 63164. Equal Opportunity Employer M/F/D/V.

***HALF TIME***

The St. Louis Psychoanalytic Institute is currently looking for an experienced librarian for a half time (20 hours per week) position administering its Betty Golde Smith Library. Applicants should have a degree in library science, experience in the library field, and an interest in supervising a specialized academic collection.

To apply, or for further information, please call Leigh Pratter at 361-7075. Applicants should provide a resume and the names of three references.



*More information about INFO-PASS  
program. . . . please review*

Eligibility of INFO-PASS User

The eligibility of an INFO-PASS user must be determined by the parent library. The needs of the individual user will be considered. While each parent library may establish its own criteria for issuing this form, it will verify that the individual receiving the INFO-PASS will:

- a. have searched her/his library for the desired material and have exhausted any obvious resources.
- b. through an initial screening interview have established her/his need for specific resources.
- c. have a clean record at the parent library and have no outstanding fines or overdue materials.
- d. be able to use the materials on her/his own.

Procedures for Using INFO-PASS

Parent Library

1. Screen patron for eligibility and need for specific resources.
2. Determine most appropriate host library. Avoid overuse of same host library.
3. Explain to users the conditions of the INFO-PASS, such as time restrictions, presentation of proper identification at the host library, and information about the rules and regulations of the host library as specified in its Statement of Policy.
4. Fill out and issue INFO-PASS to user
5. Agree to assume responsibility for any charges incurred by users, if they fail to meet their obligations to the host library.

Host Library:

1. Prepare a statement of policy to include any restrictions or limitations which would apply to this program. These policies will be compiled and distributed to all participating libraries.
2. Honor INFO-PASS forms issued by authorized individuals from parent libraries.
3. Collect INFO-PASS forms when they are used.
4. Return yellow copy of INFO-PASS to parent library as soon as possible.
5. Keep statistics to help evaluate the program - *not needed.*
6. Handle any abuses through the grievance channel (see next section).
7. Notify parent library immediately when any books become overdue.

Types of Abuse

1. Overuse of same host library, e.g. sending all patrons to same university library.
2. Poor screening of patron's need for specific resources.
3. Disregard of requirements of host library.
4. Refusal of the host library to provide adequate service to INFO-PASS user, as stated in Host Library Statement of Policy.
5. Refusal of parent library to accept responsibility for return of delinquent materials/or to reimburse the host library.

In the case of abuse or non-compliance with rules as they are set forth, an initial phone call should be made by the concerned library in an effort to solve the problem.

Repeated problems with the same library should be brought to the attention of *Bernyce* The *coordinator* will review the situation, work with the libraries, and attempt to rectify the problem.

If there are continuous problems with a library, it may have its INFO-PASS privileges suspended upon review by the network council.

## COMMUNICATIONS WORKSHOP

NAME: \_\_\_\_\_

LIBRARY: \_\_\_\_\_

Address: \_\_\_\_\_

FAX: (to confirm your registration- if you do not have FAX confirmation will be mailed.)  
\_\_\_\_\_

Home phone: (in case of cancellation because of weather):  
\_\_\_\_\_

### Lunch Sandwich Choice:

\_\_\_\_\_ Turkey & swiss

\_\_\_\_\_ Low cal Chicken salad

\_\_\_\_\_ Ham and Cheddar

Please mail with check for \$27.00 to SLRLN, % Bernyce Christiansen, 9425 Big Bend Blvd., St. Louis, MO 63119.

**DEADLINE : March 1, 1995**  
**Limited to first 40 participants.**

**FAX** your registration to hold your place: (314) 965-4443.

Questions? call Bernyce, 965-1305

### MARK YOUR CALENDARS..

**...THURSDAY MAY 11th..Annual Dinner**  
St. Louis Zoo - Living World will be our destination.

**...WEDNESDAY APRIL 26th..Workshop**  
Politics of Library Budgeting - Robert Almony  
1 p.m. - 3:30 p.m.

...more information to follow

## INFO-PASS UPDATE

### REVISIONS

ST. LOUIS U- PIUS

OA: Lisa Zakaria, Rose Marie Fischer



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St. Louis Regional Library Network  
c/o Ursuline Academy Library  
341 S. Sappington Road  
St. Louis, MO 63122

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**DATED  
MATERIAL**

NETnews is published nine times a year by the St. Louis Regional Library Network to report on Network activities, meetings, and items of interest to the membership and wider library community.

News, reviews and comments are welcome. Send information to Bernyce Christiansen, 9425 Big Bend Blvd., St. Louis, MO 63119. You may call Bernyce at the SLRLN office, (314) 965-1305.

A copy of NETnews is sent to each member. Nonmember subscriptions are \$30/year.

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