



BOISE STATE UNIVERSITY LIBRARY

VOLUME 1, NO. 3 FEBRUARY 1986

GETTING IT ALL DONE

TIME IS YOUR MOST PRECIOUS COMMODITY

Even top executives worry that they're not organized enough and that they have too much to do in too little time. To successful managers, however, it's not the length of the day that matters but how well time is used. Daniel R. Scoggin, president and CEO of T.G.I. Friday's Inc., the restaurant chain headquartered in Dallas, observes some strict rules when he is in town: no taking work home, no working on weekends and home around 6:00 P.M. He gets what he needs to get done by "intensifying" his workday -- that is, getting enough relaxation so that he is able to perform his job in a very stepped-up fashion, not wasting a minute.

Get a jump on the day's work by arriving early and being very protective of your first few hours at the office. Use this time to complete yesterday's unfinished tasks, organize the new day or get an assistant started on assignments. Spending the first hour or so making sure that "no ship sank during the night" and touching bases with other people in the office will help pull you smoothly into gear for the rest of the day. Time spent getting to work is ideal for formulating strategies and deciding on goals for the day.

In a sense, the real day frequently begins with meetings, appointments, problem-solving, decision-making, communicating--and more meetings. Meetings can easily gobble up huge chunks of the day. To survive, one must find ways of taming the meetings monster. One suggestion involves setting aside blocks of time each day specifically for meetings. Other blocks can be set aside for answering correspondence, returning phone calls or other regular duties.

Since 1959, managers have found refreshingly original answers in The Management of Time, by James T. McCay. He suggests such strategies as:

Increasing your alertness: Time management starts when you are alert to what is going on in the office.

Changing routine: Changes in routine shut off your automatic pilot and force you to be alert.

Fighting defensiveness and criticism: Don't criticize; offer helpful suggestions. Instead of saying, "Do you really think this idea is any good," say, "I'm not quite clear what you mean by..." Defensiveness often appears as an explanation or an excuse. When asked, "Have you done...", the response should be "No, but I'll get to work on it right away."

Using analogies to communicate your ideas: explain things in terms that your fellow workers can empathize with. The more they understand, the easier you can get your own work done.

Knowing when to stop: You can waste time refining work into the area of diminishing returns.

(excerpted from "Getting It All Done," by Sharon Nelton; published in Working Woman, December 1985.)

LIBRARY ADMINISTRATOR EXPOSED

A well-known but nameless library administrator who dotes on statistics has recently been called to task by a zealous but anonymous librarian. She/he--more likely she, for we know that men don't expose--found a book in the stacks which seems to be the source of our administrator's devious ways. The book, How to Lie With Statistics, contains chapters such as "The Little Figures That Are Not There," "Much Ado About Practically Nothing," "The Gee-whiz Graph," and "The One-dimensional Picture." It concludes with "How to Talk Back to a Statistic."

There are two copies of this 1954 work in the library--an old well-worn copy that has circulated frequently and a recently received gift copy that has circulated once. No legible signature identifying the miscreant administrator was evident in either book.

Does this exposure mean that relief from the numbers game is in sight? When queried to this end, high-level administrators mumbled in numbers but refused to respond in detail. The issue seems to have reached reducto ad absurdum.

TURN-AROUND

Has it been busy this academic year? The Public Services staff might answer with a resounding yes! For the first time in a number of years the downward trend in Public Services activity has been reversed. While Reserve use has not reflected the resurgence of users returning to the library, figures for other areas are very encouraging.

Consider the following:

Circulation:	UP 3%	1899 more
Reserve:	DOWN 11%	930 less
Exits:	UP 8%	22,473 more
In-house use:	UP 8%	12,652 more
Reference:	UP 19%	6,237 more
Interlibrary Loan:	UP 18%	590 more
Computer Searching:	UP 31%	41 more

The figures are derived by comparing the first six months of 1984/85 with the first six months of 1985/86. Note especially the increase in Computer Searches; does it suggest a wave of the future?

The increase in library use is good news. The equanimity with which the staff handled their duties is laudatory. Thank you one and all.

PARKING

Darryl Huskey and Leslie Pass

The Parking Advisory Committee (PAC) met twice in January and will meet again February 11, 1986.

Walker Parking Consultants completed a follow-up to the 1982 parking study. Two other studies were completed recently--one by the Marketing Committee of BSU and another by the Ada Planning Association. Based on these studies, Walker recommended several improvements which PAC suggested be completed:

1. Restriping of lots to increase space.
2. Improving knowledge among parking lot users about realities and limitations of current parking.
3. Plan for more parking on campus when restrictions are placed on resident streets and Julia Davis Park.
4. Computerized fine-collecting.

Leslie Pass and Darryl Husky have continued to express concern over lighting and seemingly seldom used university vehicles using valuable space in the lots. Gene McGinnis of the Physical Plant shared plans with PAC for improved lighting in specific spots on campus. The library loading dock has been considered a problem after numerous complaints; this area will be lit shortly. The problem of evening parking for employees will be addressed in a future meeting.

One event that will be occurring during the summer is the International Air Stream Convention, June 4 through July 4, 1986. At a peak period, 12,000 will be on campus.

2ND FLOOR PERSEVERES--COPIER ARRIVES

A Canon NP 7050 copier was authorized and installed on the second floor in the Maps/Documents area.

The NP 7050 has several features which come in quite handy. It has zoom reduction and enlargement from 64% to 142%. It is equipped with letter, legal, and 11"x17" paper. Other features include automatic darkness scan, two-page copying and image shift.

The base monthly lease allowance is 10,000 copies before charges are added. Please note Ralph Hansen's memo of January 29, 1986, encouraging staff to use the second floor copier for multiple copies to help use close to 10,000 total copies per month and to limit surcharges after 6600 on the copier located in Technical Services.

During the first week of service the copier has been discovered by many students and faculty who wanted to use its advanced features. If you want to be instructed in its use, see Doc/Maps staff members.

Copies may be made by account or 5 cents per copy. Personal key copies are discouraged.

NEW FACES

Welcome Mary Carter, Maps Department:

"After working for several years at the Nampa Public Library, I am happy for the change and the challenge of my part-time position in Maps and Special Collections. I am a History graduate from Utah State University and a native of that state. I have learned to call Idaho home after spending 12 years here, often in pursuit of the state's elusive rainbow trout. My other recreational activities are geared to practicing each season's sports with my athletic ten-year old son."

Welcome Terry Chadwick, Frank Church Papers:

"I received a B.A. from Northwest Missouri State College in 1966, majoring in English and minoring in Library Science. I've taken graduate courses in Audiovisual Education, Library Science and Reading from U. of Arizona, Arizona State and U. of Oklahoma. My roots exist in Iowa, where my parents manage a farm. I enjoy reading, golf and photography."

Welcome Gwenn Stearn, Frank Church Papers:

"I was reared on the east coast, and did my undergraduate study at Temple University and the University of Edinburgh, Scotland. I have lived in Colorado and during the past six years was proprietor of a general store in a California Mother Lode village."

Rumor has it Gwenn bakes a mean cheesecake. Maps/Docs staff hopes to substantiate this rumor before the next newsletter is printed.

NEW INTERN

The library has a new intern this semester. He is Jerry Wilson, a psychology senior at BSU. Jerry is planning to pursue a master's degree in library science in the near future. He is working in the Reference Department on a variety of projects.

NEW BOOKS

The Library is in the process of accepting selected items from a collection of children's books acquired by Evva Larson and currently stored in the state storage building. We will be looking at books about Indians, books about Idaho and the Northwest by regional authors, folk and fairy tales and books felt to support the children's literature courses offered by the Teacher Education Department.

We are nearly finished dealing with 100 new books offered as gifts from the Idaho State Library. The next component of the gift to be dealt with will be the children's books about Indians. All of these books will become part of the juvenile and young adult collection in the Curriculum Resource Department.

NEW LIBRARIANS HIRED

Ralph W. Hansen

The librarians hired to fill in on weekends and on occasions of illness began work on Saturday, February 1, 1986. Hopefully, this will permit you to perform your other duties which have had to take a back seat when you were away on comp time. While the staff we have hired are or were practicing librarians, they will not be familiar with our collections and services. To be of help to them, should they need it, we have given them our home telephone numbers. They will call: first, the person among us who would have worked on specific days; second, Adrien or me; third, whoever they can find at home. So, if possible, please try to be available via telephone on the days you would have worked.

The new people are Jane Houston and Dian Hoffpaur from the State Library, Grove Koger from the Boise Public Library and Carol Oakes, a former BSU librarian

STUDENT BODY LIBRARY FUNDRAISER

ASBSU President Richard Jung was interviewed for the halftime special guest on KBOI at the Montana--BSU basketball game Saturday, January 25, 1986.

Mr. Jung stated that a fundraiser for the purchase of periodicals for the library was planned for the week of February 8th-14th, 1986. Activities include:

Feb. 8: Student guest tickets may be purchased for the BSU-ISU game for 1 dollar. The money will go to the student body library fund.

Feb. 13: Wine-tasting party; \$3.00 students, \$5.00 staff. The event will be held in the Newman Center.

Feb. 14: Student body BIG KISS, put on by the student body and KYSS-FM. Cost is \$10.00 per couple (\$5.00 if you come alone), with two of those dollars going to the fund.

That night, a dance will be held at the Mardi Gras. Ten percent of the net profit will go to the fund.

Donation boxes will also be placed on campus. Dollar raffle tickets may be purchased for prizes to be awarded at a drawing.

Mr. Jung states that a goal of \$1500 has been established. He also says that this event is to be held every three years.

Student body officers intend to carry this drive to its desired result--to improve periodical holdings of the BSU library.

We on the Crossfire editorial staff commend them and hope the campus community lends support to the student body library fund drive.

ODDS, ENDS, AND OTHER PERSONALS

Reference question of the week for CRC staff: Where are the wallpaper books you are discarding? I am also interested in the used egg cartons, cotton puffs, and masking tape.

Reference questions of the week for Maps/Docs staff: I am writing a memo to someone else to tell them about all the materials you have in the library dealing with the economic history of the U.S. Can you give me a list of every document you have over the phone?

Tim and Ralph received this note from A. E. McGinnis regarding the recent fire drill:

"I commend you and your staff for the action taken during the Practice Evacuation of January 15, 1986. Within seconds from the time the alarm sounded, your staff was in the process of checking the building and ensuring that the users of the facility were evacuated in a timely and orderly manner.

Eldon Chandler set off the alarm from the Northwest stairway of the 4th floor, and proceeded to the 1st floor and the reset panel. While he proceeded on this route, he encountered five members of your staff who informed him of the nearest route to take, that it was a fire drill, and that evacuation was required. When he got to the main entry, he found you were personally there to monitor the timely evacuation.

I must commend your in-house training program, which is impressive. Your building cleared in less than three minutes, and was evacuated during the hour when some of your regulars would have been on lunch break."

Baker and Taylor finds a new home. Cynthia Carroll in Serials will be handling the Baker and Taylor staff account from now on. Remember to give her complete author, title, publisher and price when ordering books and please, don't expect them a week after you place your order. She must have at least 5 requests to place an order.

J.S.:

Couldn't find that book you suggested. Was the title Sex by Statistics or Sex With Statistics?

--R.H.

H.M.:

I have had it with you. One of us has to go. Thursday, 3rd floor, in the P's. Bring your stapler and make sure it's loaded. And no pneumatic ones like the last man who crossed me.

--J.J.

PHONORECORD COLLECTION

Frequently we receive phone calls from patrons asking who can use our library's phonorecord collection. We thought we would share the following information with other public service departments via our newsletter.

The phonorecord collection can be checked out by full-time faculty with the following titles: Professor, Assoc. Professor, Asst. Professor, Professor Emeritus (for 1 week and a limit of 2 albums), Department Head, Instructor (full time), Asst. Coaches, Head Coaches, Chairpersons of departments, Technology Instructor, and Librarians.

Part-time faculty with the following titles may check out records for 4 weeks: Special Lecturer, Part-time Faculty, Adjunct Faculty, and Visiting Lecturer.

Full and part-time staff members of the university are required to obtain permission from the CRC Librarian before they can check out records.

Students who need recordings for special class presentations may obtain a permission slip from the CRC service desk. This slip is signed by the professor who teaches the class for which the record is needed.

Other borrowers such as school teachers, alumni, and faculty from other colleges and universities cannot check out records from the phonorecord collection, but can listen to them in the CRC.

Our phonorecord collection contains about 7,000 pieces of spoken and musical recordings, the Canadian depository of approximately 800 recordings of music, folk tales, current events and news broadcasts. The latter collection provides some titles in Spanish and French as well as English. In addition, we have a small index for them at the counter. Anyone can listen to the records on the turntables provided in the CRC area of the library.

We hope this clears up any mysteries.

Fold the fresh fruit flavor of sweet cherries and the coolness of peppermint into ice cream made the quick way, from a package of vanilla pudding mix.

CHERRIMENT ICE CREAM

- 1-1/2 cups prepared fresh sweet cherries
- 1/2 cup sugar
- 1 package vanilla pudding mix
- 3 cups milk
- 2 tablespoons crushed peppermint candy, divided
- 1 cup heavy cream, whipped

Wash, pit, quarter, and measure cherries. Sprinkle with sugar and set aside. Cook pudding mix and milk over medium heat until mixture reaches a boil. Remove from heat and stir in 1 tablespoon crushed peppermint candy. Cool. Pour into 2 refrigerator trays and freeze just until mushy, stirring occasionally. Meanwhile, heat cherry-sugar mixture just until sugar dissolves. Cool. Remove ice cream from refrigerator and beat to break up ice crystals. Fold in whipped cream, cherries in syrup and remaining peppermint candy. Return to refrigerator trays and freeze until firm. Makes 8 servings.

Note: A few drops of peppermint flavoring may be used in place of peppermint stick candy, if you like.

BEAUTIFUL BOOKS

July 2, 1964

From February 24 to May 16, 1966 the Library will host an exhibit entitled "The Book Beautiful." The exhibit will be loaned to BSU by Brigham Young University of Provo, Utah and will be displayed in the Frank Church Room.

"The Book Beautiful" exhibit consists of 39 volumes printed by William Morris on his Kelmscott Press, and by those who followed in his footsteps during the revival of fine printing in England from 1890-1935. The Morris school of fine printing had a great impact on commercial printing throughout the Western world--its influence lingers in today's publishing and printing centers.

Some of the books in the exhibit are: The Works of Geoffrey Chaucer, The Book of Common Prayer, More's Utopia, the Vale Shakespeare and the Vita Di Santi Chiara Vergine. The exhibit opening will coincide with the publication of cold-drill, which will feature fine printing in the spring issue.

Local bookstores, publishers and printers have been invited to participate in the exhibition. The Book Shop and Charing Cross Books have offered samples of fine printing from their sale stocks. The Idaho State Library has offered a hand-made book given to Senator William E. Borah by Hungary in recognition of his efforts to restore Hungarian territory lost after World War I. Two Magpies Press of Kendrick, Idaho will display poetry broadsides, which will be hung on the first floor; Confluence Press of Lewis and Clark College, Classics Unlimited and Caxton Press are also contributing material for the exhibit.

A mini-grant proposal has been accepted by the Association for the Humanities in Idaho and funds have been provided to reproduce the exhibit catalogue used by BYU Library. The catalogue will be available free of charge.

Oh, the aroma, as subtle spices and sweet cherries simmer gently with savory brown pot roast.

CHEERY CHERRY POT ROAST

2 cups dark sweet cherries	1/4 cup vinegar
2 teaspoons salt	1 bouillon cube
1/4 teaspoon pepper	1/3 cup water
1/4 teaspoon dry mustard	1 teaspoon mixed
2-1/2 to 3 lbs. beef pot roast	whole pickling
2 tablespoons shortening	spices
1/3 cup dry red table wine	1 teaspoon horse-
	radish
	1/4 cup brown sugar, firmly packed

Halve and pit cherries. Rub salt, pepper, and dry mustard over meat. Melt shortening in a heavy kettle with a tight fitting cover; brown meat very well on all sides in shortening. Add remaining ingredients including cherries. Cover kettle and simmer or bake in 325 degree oven for 2 1/2 to 3 hours or until meat is tender. Thicken drippings with flour for gravy, if desired. Serves 6 to 8 persons.

Freeze all-purpose Cherry Puree to use in a dozen or more ways.

FROZEN CHERRY PUREE

The fresh flavor of Cherry Puree, when frozen, retains quality for long storage periods. It can be used in numerous ways: In ice creams, frozen desserts, puddings, cakes, pies, fillings for sweet rolls, in whips, beverages and confections. A little puree may be cooked with sugar to make a small batch of fresh jam.

To make puree, choose fully ripe cherries. Wash, stem and pit cherries. Place in kettle and crush. Cover the kettle and bring cherries to simmer and heat until the juice begins to flow. Press through a sieve. Cool, pack in freezer containers and freeze.

Dear Frank:

Although we had some grave warnings yesterday about you mountain men, I can only say that if you belong on any mountain at all, it is on Mount Olympus. You are fast converting my entire staff to ardent members of the Church for President club. I am having a very hard time convincing them that it would not be wise for you to challenge LBJ in '64!

In all seriousness, Frank, you are not only one of the most eloquent and brilliant spokesmen for liberalism in America today, but you are a brave and dear friend.

Thank you so much.

Sincerely,



George McGovern
Honorable Frank Church
United States Senate

We thought we would share this letter from the Frank Church Collection with you. It speaks for itself.

Look ahead! Make several batches of this thick flavorful Sweet Cherry Conserve for brighter breakfasts on cool Fall and Winter mornings.

SWEET CHERRY CONSERVE

2-1/2 lbs. fresh sweet cherries
1 cup crushed pineapple, undrained
Juice and grated peel of 1 lemon
1 package powdered pectin
4 cups sugar
1/2 cup chopped nuts

Wash, pit and cut cherries into small pieces. Measure 4 cups chopped cherries into kettle with crushed pineapple. Add lemon peel and juice. Blend fruits thoroughly. Place over high heat and add pectin gradually with constant stirring. Continue stirring and bring to a vigorous boil. Add sugar gradually. Add nuts and cook and stir until mixture comes to a full rolling boil. Boil for exactly 2 minutes. Remove from heat and let mixture stand for 5 minutes with alternate stirring and skimming. Pour into hot sterilized jars and seal immediately. Yield 6 half pint jars.

CHERRY DUMPLINGS

2/3 cup orange juice
3 tablespoons lemon juice
1 cup light corn syrup
1/4 teaspoon each cinnamon and nutmeg
2 tablespoons butter
1 package (9 oz.) pie crust mix
2-1/2 cups pitted sweet cherries
2 tablespoons sugar
2 tablespoons grated orange peel
1 teaspoon grated lemon peel
1 cup dairy sour cream

In a saucepan combine orange juice, lemon juice, corn syrup and spices. Simmer 5 minutes or until flavors are blended. Stir in butter.

Prepare pastry according to package directions. Roll out and cut into six 8-inch triangles. Mix cherries with sugar and grated peels. Place cherries in center of each pastry triangle. Moisten edges of pastry and bring up over cherries. Pinch edges together to seal. Arrange dumplings in a well buttered 8 by 12-inch baking pan. Pour hot syrup over all. Bake in 450 degrees oven for 10 minutes. Reduce heat to 375 degrees and continue baking 15 minutes, or until cherries are tender. Serve while still warm. Pass the sour cream. Makes 6 servings.

SUMMER SNOWBALLS

Soften 1 quart vanilla ice cream and carefully fold in 1 cup pitted halved sweet cherries. Return to freezer until firm. When ready to serve, scoop ice cream into dish of flaked coconut, coating all sides well. Serve immediately or return to freezer until ready to use.

