

Focus on InULA

Julie Bobay, President 1986-87

(Julie Bobay is Instruction Librarian, IUB)

As we've worked throughout the past year at the Executive Board meetings and in all the committees, it occurred to me that InULA members may be unaware of InULA's many accomplishments. So many people contributed their time and expertise to InULA projects this year. I've often heard association presidents and chairs say, "of course, the real work of this group occurs in committees, thanks to the dedication and competence of the chairs and members." It always seemed like a generous and gracious thing to say, but I never truly appreciated the sentiment until this year, when I find myself trying to express it. I don't know how true it is for other groups or other years, but I know it was true for InULA this year. Many librarians worked very hard on many worthwhile projects for very little glory and heaven knows no money.

I think one of InULA's real contributions has been its programs. The Social and Program Committee, chaired by Jackie Byrd, has done a fantastic job of putting on entertaining and enlightening programs this year:

- Doug Freeman, Head of Collections and Services at Kinsey Institute, spoke (AND showed slides!) on "The World's Largest Research Collection of Erotic Material." (One of our more entertaining programs.)
- Dorothy McKowen and Judith Nixon spoke on "The Pros and Cons of Faculty Status for Librarians: The Purdue Experience." (One of our more lively programs.)
- Four Librarians spoke and gave demonstrations at a microcomputer software display. (One of our more enlightening programs.)
- The AUCTION (one of our more profitable programs).

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From the Editor

Emily Okada

(Emily Okada is Reference Services Coordinator, Undergraduate Library Services, IUB)

This is the last *Innuendo* issue for this membership year. The InULA Publications Committee has worked hard to produce 4 issues, somewhat on schedule. We've begun looking at new ways to produce the *Innuendo*, currently we are working with a freelancer who lays out the issues after we transmit the copy from the Leading Edge in UGLS to his Macintosh. High tech has come to the *Innuendo* and is actually saving us money! We're also working to get the bugs out of our printer's presses and apologize for the smudged

copies of the April issue that some of you received.

Notice that we've got photos again! Many thanks to Dorothy Niekamp for taking the pictures during the annual Auction.

The article by John Holtz is different from other articles that have appeared in *Innuendo*. We haven't printed many "how to" articles. However, it seemed like a good idea and a good article, so here it is. If you would like to contribute this kind of article, please contact me or one of the committee members. Sharing this kind of non-unit specific procedures can be helpful to InULA members on and off the job.

Notes from InULA

InULA Scholarship Awarded to Marsha Neikirk

The 1987 InULA Scholarship of \$1,000 was awarded to Marsha Neikirk.

Marsha has worked in the IU Libraries-Bloomington for over 10 years. She started as an hourly worker in the Swain Hall Library in 1974.

She currently holds a full time position in the Contributed Copy Section of the Cataloging Department.

She received her BA in English from IU in 1976. She plans to continue working full time in Cataloging while working on her MLS.

Dining in San Francisco

A few recommendations from InULA members (we do not take any editorial responsibility for what you might end up eating):

Salamagundi's - "inexpensive soup & sandwiches," Pat Riesenman.

Empress of China - "expensive but good," Mary Popp.

Tadich Grill - "Dean Sloane has recommended it, I think," several different librarians.

Basque Restaurant - "lots of Basque food, everybody else was speaking Basque," Sylvia Burbach.

InULA People:

Connie Miller

by Lois McCune

(Lois McCune is Assistant Head, Monographic Processing Services, IUB)

Connie Miller began her duties as Coordinator of Computer Assisted Information Services at the IUB Library on March 9. She came from the University of Illinois at Chicago where she was the head of a science library which included the disciplines of physics, chemistry, biology, and geology.

Connie grew up in western Canada. She got her BA from Washington State University at Pullman, and an MA in the History of Science from the University of Wisconsin at Madison. She spent several years teaching in Taiwan. When Connie returned to the United States, she decided to become a librarian; she obtained an MLS from the University of Chicago.

There were no collection development duties in Connie's last job; a science bibliographer took care of them. Connie was hired to develop an innovative service program for the science library. She greatly enjoyed the freedom of developing new programs in a loosely structured job environment.

Connie believes that new technology brings the question of charging for online services to the forefront. In the service context, it is difficult to justify charging for services: CD-ROM has shown this. There has been controversy on how to deal with the problem. Some libraries have offered new programs of online searching after 6 pm when rates are lower.

New technology also affects the patron-librarian relationship. Connie feels that there is no need to build a big program where librarians insert themselves between service and the patron. It is sometimes difficult to know where librarians fit into the whole scheme. Academic libraries should have been designed to deliver services and information, but we have assumed instead that everyone should learn how to use the library. Librarians should concentrate on getting information to the patrons. BDS is an example of this kind of information delivery service.

Connie is currently working on a project of making OCLC available through LIRN. This is part of a two-year grant project which is being developed with Bloomington Academic Computing Services. She is also working with Pat Riesenman to detail the relationship between their jobs. Connie will be responsible for the accounting aspects of online searching (CARS). She hopes to come up with a way to avoid patron charges for online searching.

A favorite avocation is writing articles. Connie has a Macintosh computer at home and she uses it a great deal. She has had many articles published. When asked how she gets ideas for writing, she replied that ideas have never been much of a problem, they just come to her. Often, ideas come as a result of a job activity or a research project. The most difficult problem in writing was overcoming the belief that she had nothing to say. She advises those having trouble to "just get started on it."

InULA Auction a Success

The InULA auction held Tuesday, May 12 to raise funds for the InULA Research Incentive Fund Grants was the most successful yet. The auction raised \$1,072.50. I want to thank everyone who donated to the auction, everyone who purchased something at the auction, auctioneers Lois Heiser and Rich Paustenbaugh, and the InULA Social and Program Committee: Eileen Fry, Fred Musto, Brenda Nelson, and Taemin Park. Thanks to all of you.

Jackie Byrd, chair
InULA Social and
Programs Committee

Photos by Dorothy
Niekamp



Auctioneers Lois Heiser and Rich Paustenbaugh—Rich was afraid to peek into the "mystery package."



Haute Couture on the auction block



Julie Bobay couldn't believe Kris Brancolini's bid. Kris remained calm.



B.J. Irvine was serious. She was probably bidding against Kris.

InULA Treasurer's Report

Gary Charbonneau, Treasurer 1986-87
(Gary Charbonneau is Serials Cataloger, Serials Department, IUB)

Balance	9-1-86	4042.29
Receipts	Dues	849.00
	Conference	701.32
	Book Sale	2435.05
	Auction (1986)	88.00
	Auction (1987)	892.50
	Dividends	136.45
	Total	5102.32
Expenditures (Contributions)	Research Grants	332.25
	Dean's Fund (1986)	315.00
	Dean's Fund (1987)	365.00
	Telephone	228.00
	Supp't Staff Council	25.00
	Miscellaneous	25.00
	Subtotal	1290.25
Expenditures (Committees)	Soc. & Program	599.13
	Publications (<i>Innuendo</i>)	1418.74
	National Library Week	143.16
	Cont. Education	938.27
	Subtotal	3099.30
Expenditures (Miscellaneous)	President's Discretionary	156.30
	Service Charge (Credit Union)	20.00
	Subtotal	176.30
Total Expenditures		4565.85
Balance	5-28-87	4578.76

A File By Any Other Name...

John Holtz

(John Holtz works in the InterLibrary Services Department, IUB)

The files in an office are often created using a variety of word-processing, spread-sheet, and data base management software. File names are chosen haphazardly with little concern for the ability of others to decipher just what a file's contents may be. To help make sense of what may become (or already is) a confusing situation, names given to the many files created in, by, and for the office, should follow some standard guidelines. Basically, a filename should identify the file's contents, what type of file it is, and what software was used to create it. The basic components of a "naming" system and examples of its application are presented below. Although devised with personal computers in mind (in particular, IBM-PCs and their clones), the basic tenets of this system apply to any computer file system.

1. Subject Identification of Files

A file name may consist of eight characters plus a three character extension:

Myfile2p.txt

These first eight characters are the "Title" of the file. Of these, the first six or seven characters have been used to provide subject information concerning the file's contents. The above is a personal file of one sort or another. The following

bdget87c.lst

is a list of figures for the 1987 budget. At this stage, it is still difficult to identify a file's contents just from the first six or seven characters of the filename. The information provided in the extension and the last character or two of the title will aid in this identification

Although some sort of restricted vocabulary and agreed upon system of abbreviation can be devised, the use of natural language and common-sense should provide a sound basis for any subject identifiers. However, once a term is in common use, it should be consistently applied.

As the contents of the file itself are changed, these alterations can be identified sequentially:

bdgt871c.lst

is the first update of the bdget87c.lst file, and so on.

2. Identifying the File Type

The three character extension appended to the end of the initial eight characters identifies the File Type. The extensions used and their meanings are listed on page seven.

File Type Identifiers

<u>Extension</u>	<u>Type of File</u>
.lst	-a List, whether of names, numbers, etc.
.txt	-a Text file; something of a catch-all File Type in which the content is primarily text
.ltr	-a Letter
.cht	-a Chart
.tbl	-a Table
.hnd	-a Handout
.mem	-a Memo
.mst	-a Master; the original of a form
.not	-a Notice.

3. Identifying Software

As noted above, a filename consists of an eight character title and a three character extension. Six to seven of these first eight title characters are used to identify the subject of a file. The remaining one or two characters identify the software used to create the file. Each software program in use should be assigned a one or two character alphanumeric code that is placed at the end of the file's title. These codes identify the name and specific version of the software used.

In the above example, `bdgt87c.lst`, the letter "c" after "87" identifies this file as having been created using PC-CALC (version 2.0). A version identification number can be inserted in the filename as part of the software code to show more completely how a file was created:

`bdgt87c2.lst`

However, such exhaustive identification restricts the space available for the subject information in the title. Below is a sample code list.

Software Code List

<u>Code</u>	<u>Software</u>
w	PC-Write (version 2.55)
p	WordPerfect (version 4.)
p2	WordPerfect (version 4.2)
s	Wordstar (version 3.31)
c	PC-CALC (version 2.0)
f	PC-FILE (version 3.0)
k	Sidekick (version 1.11c)

Knowing what software was used also helps identify the subject of a file's contents. A file created using PC-CALC--a spread-sheet program--is hardly likely to include much in the way of extensive written text.

As software is updated or new programs purchased, the addition of new Software Codes or version identifiers must be undertaken. Since such changes and additions are inevitable, care must be taken when initially assigning these codes. The same care should also be exercised in the overall process of choosing a filename. Clarity and consistency are essential in the creation, use, and management of computerized files.

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The Conference Committee, co-chaired by Erla Beck and Linda Joachim, staged a great 1-day conference put on by Jana Bradley, Director of DePauw University Libraries and fiction writer, on "Writing for Publication."

Our Booksale (the Primary funding source for this association) was well-organized, fun, and profitable (\$2500), thanks to the committee co-chaired by Kathy Sorury and Lou Malcomb.

For the first time ever, InULA celebrated National Library Week with displays in the Main Library-Bloomington and a free movie, thanks to the NLW committee chaired by Mary Popp.

Of course, one big effort which reaches all InULA members is the publication of the *Innuendo*. Our appreciation to Emily Okada for getting us back on an almost-consistent publication schedule; not an easy job.

In addition to offering programs and publications, InULA has supported its members' professional endeavors in other ways. The Research Incentive program, supported entirely by proceeds from the annual auction, has funded two grants this year:

- Fenton Martin: \$212.50 for preparation of a bibliography on the presidency.
- Tom Glastras: \$119.75 for work on classifying Mozart entries from the National Union Catalog.

In all, InULA has awarded four grants totalling \$722.25 and we currently have over \$1400 to award next year. Please think of applying for this grant if you need a little support for that project you've always wanted to do!

We awarded a \$1000 scholarship to a SLIS student.

Sylvia Burbach has contacted all ARL libraries to inquire about their professional associations. We hope to arrange a meeting at ALA.

My own personal thanks go to the InULA Executive Board, which worked very hard to return the organization to the directives of the constitution. Many of these procedures had begun to slip several years ago, and required quite an effort to put back on track. Special thanks go to Sylvia Burbach, who not only volunteered to be the unofficial "Membership Committee," but also volunteered to help informally in many other ways throughout the year.

I hope this combination of summary and public thank you conveys the breadth and quality of InULA's activities. I also hope it inspires--well, maybe encourages--members to agree to contribute time and energy to projects next year.

The InULA *Innuendo* is a publication of the Indiana University Librarians Association. Letters and comments should be addressed to Emily Okada, Undergraduate Library Services, Library W121, Indiana University, Bloomington, Indiana 47405. Publications Committee: Emily Okada, editor; Judith Copley; Lynn Jurewicz; Lois McCune.

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