

PROLOGUE

One of the early resolutions adopted by the San Francisco Division, U.C. Librarians Association, called for publication of a "librarians' handbook," to help in the orientation of newly appointed UCSF librarians and to serve as vade mecum for incumbents. This loose-leaf booklet is a first attempt to respond to the need expressed in that resolution.

The Handbook Committee accepted the administrative suggestion that all handbook personnel references mention librarians only, whether or not a particular information item has broader scope. Librarians who wish to determine whether any given information applies both to staff personnel and to librarians are asked to consult the Staff Personnel Manual or to ask about the specific case in the Librarian's Office.

Suggestions and information for new and revised sections of this handbook are expected to be a matter of continuing Committee business. Our ability to complete this first order of business owed a great deal to the generous writing and editing efforts of Nancy Zinn, Jacqueline Wilson, Stephen Tarczy, Lee Mosley, and University Librarian Jeanette G. Yeazell.

LAUC-SF Handbook Committee

Katalin Pavlath
Justine Roberts

November 1973