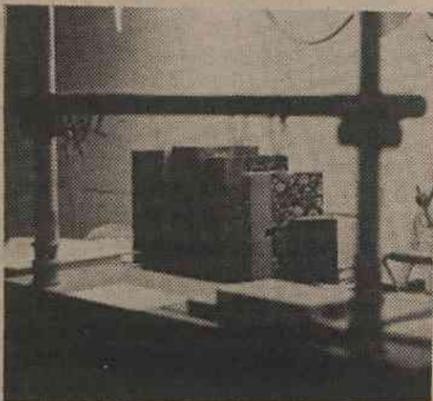


Researcher Binds Books

(Continued from page 1)

To give an idea of how involved the process of binding a book is, she briefly outlined some of the steps.

First, the old cover of the book must be carefully removed. Then, the pages are clamped together firmly, sewn together in "signatures" and pounded to spread the folds for a nice, rounded back. Next, the binder places the covers of thick cardboard or wood in their proper position and removes excess glue by a washing process.



Then the book, half finished, is left to dry in a press.

When dry, the volume gets a "head band," a lining and a thorough sanding to smooth out any small lumps which would show through the cover. Next the leather which will become the cover is shaved very thin, pasted to the back, and tied down securely. If cloth fabric is to be used, it then takes its place beneath the leather back panel.

After this, the components are trimmed, and the inside cover lined. The "tipping in" of end sheets follows, and finally, tooling, pressing and oiling complete the job.

Elizabeth King spends between 15 and 50 hours a week binding "special books"—those with meaning for her family or for other families. She teaches the art to one student at a time over many months. Occasionally, she offers something for sale at a local crafts store, but at the end of the year she's just about broken even, if you don't count her time.

Is it worth it?

Dr. King calls it "a joy."

Bird Succeeds Cavanagh in Top Medical Center Library Post

Warren Phillip Bird, associate director of the medical center library since 1968, has been named library director. He will succeed G.S.T. Cavanagh in the position.

Announcement of the appointment came from Frederic N. Cleaveland, university provost.

Bird will be responsible for the administration of the medical library and its branches in the School of Nursing and the Nanaline H. Duke Building, a basic health sciences facility. He also will supervise the transfer of operations into the new \$5.3 million Seeley G. Mudd Bldg., a medical communications center and library, scheduled for completion in the fall of 1975.

Cavanagh, who has been director since 1962, will remain at Duke as professor of biomedical literature and curator of the university's Josiah C. Trent Collection in the History of Medicine.

An associate professor of biomedical literature, Bird came to Duke in 1965 as chief of library systems and communications to explore the use of computers in libraries. In 1956 he earned a bachelor of science degree in physics from Georgetown University in Washington, D.C., and in 1964, he received a master's in library science from Columbia University in New York.

Prior to his initial appointment at Duke, he served as radiological physicist, assistant reference librarian and systems analyst at the College of Physicians and Surgeons at Columbia:

Currently, the Greensboro, N.C., native is a visiting professor in the School of Library Science at the University of North Carolina in Chapel Hill. During the summer of 1973, he taught a course for librarians in Asian population control centers in Bangkok, Thailand, as part of a joint United Nations-Carolina Population Center program.

Faculty Club

The Duke Faculty Club will sponsor two vacation trips after the new year.

The first, a ski tour at Keystone, Colo., will begin Jan. 5 and run until Jan. 12. It will cost \$370.47, and tennis is included.

The second, a tennis tour at the South Ocean Beach Club in Nassau will begin the next day, Jan. 6, and will run through Jan. 12. This tour is priced at \$401.36.

The trips are not restricted to members of the Faculty Club. If you are interested in participating, please call club director Walt Cleary at 6672.

MS Grants

(Continued from page 1)

McCord will continue his investigation into its possible roles in diseases associated with chronic inflammation.

The principal aims of Roses' study will be to apply both biochemical and biophysical techniques to the examination of certain cell membranes which may show changes in multiple sclerosis. Using "electron spin resonance spectroscopy" which describes the three-dimensional structure of microscopic tissues, he will focus attention on the membranes of the erythrocytes (red corpuscles) and lymphocytes (white corpuscles) of MS patients.

In addition to the grants announced today, the National Multiple Sclerosis Society is currently supporting the research of Dr. Stanley H. Appel at Duke with grants totaling \$91,000.

Appel, chief of the division of neurology and associate professor of biochemistry, is conducting biochemical studies of myelin, a fat-like substance which forms an insulating sheath around certain nerve fibers and is most affected when multiple sclerosis strikes.

Personnel Paragraphs

This is a column for and about employees, faculty and staff at the medical center. The subject matter will cover a wide spectrum of personnel policies, benefits, federal and state regulations, payroll information, wage and salary data, and many other matters affecting employees at Duke.

Questions from readers are encouraged. If you have a question, send it to:

Personnel Paragraphs

Box 3354, Duke Medical Center

All inquiries must be signed, but you may request that your name not be used if your letter is published. All questions will be answered or referred to an appropriate source, but only questions of wide, general interest will be published. "Personnel Paragraphs" is your column, so let us hear from you.

THANKSGIVING AND CHRISTMAS PAY SCHEDULE

The university, in order to allow its payroll and other related employees their scheduled time off for the holidays, has revised the pay schedule for all bi-weekly employees, including those at the medical center. The new pay schedule and the university's reasons for instituting it are described by Payroll Supervisor Charles West. What follow are some of the most frequently-asked questions about the new schedule:

Q. Why is the pay schedule being changed?

A. The pay schedule was changed, said West, "to enable university employees to have their designated holidays." This is particularly important for the many university employees who help in issuing the 8,500 paychecks to all bi-weekly employees, medical center employees included. Because of the round-the-clock work necessary for providing continued patient care, medical center employees are under a different schedule of holidays than the rest of the university. Medical Center designated holidays are Thanksgiving Day, Christmas Day and the possible use of accrued vacation and discretionary holidays. The remaining university employees' holiday period includes Nov. 28 and 29 for Thanksgiving and Dec. 25, 26, and 27 for Christmas.

Q. What will the change in pay schedule mean to me, as a bi-weekly employee?

A. "First and foremost," stated West, "we must point out that the change in the pay schedule is PERMANENT. Many alternative pay schedules were considered by the university and medical center personnel staffs, but this one is legally sound and seemed to be the most beneficial for the most employees. It simply means," West continued, "that we will be getting into a brand new cycle of paying." The new pay schedule is being brought into effect through the use of one paycheck (to be paid on Nov. 22) for one week only. It will then continue, as in the past, at two-week intervals, as follows:

PAY DATE	AMOUNT OF TIME WORKED	PERIOD OF WORK FOR PAY
Nov. 1	2 weeks	Oct. 14-27
Nov. 15	2 weeks	Oct. 28-Nov. 10
Nov. 22	1 week	Nov. 11-17
Dec. 6	2 weeks	Nov. 18-Dec. 1
Dec. 20	2 weeks	Dec. 2-15
Jan. 3	2 weeks	Dec. 16-29
Jan. 17	2 weeks	Dec. 30-Jan. 12

Q. What happened to the other week?

A. "There is no other week," said West, "because we'll be starting a whole new schedule of bi-weekly pay periods."

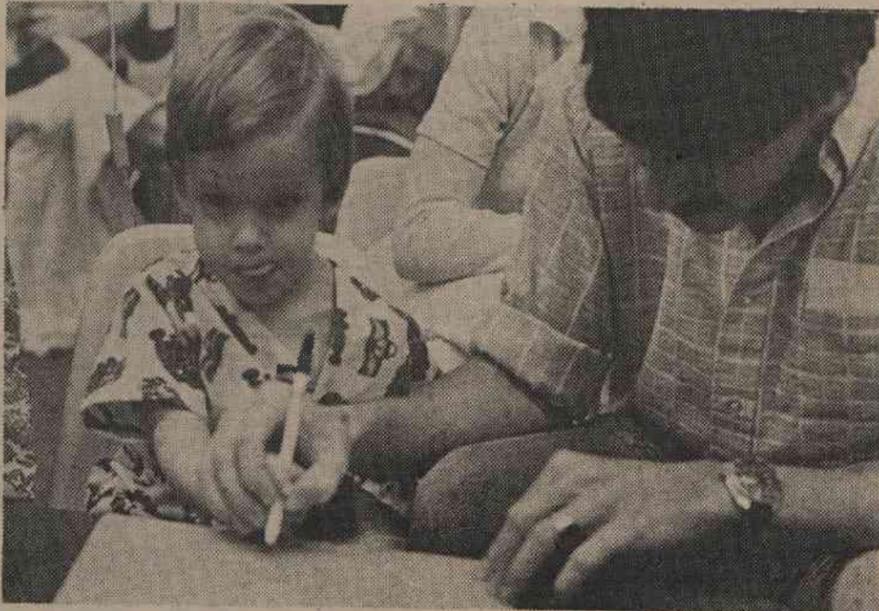
Q. Do we still have 26 paychecks for 1974?

A. "Yes, only one of the paychecks will be for one week instead of two. The other one week is just pushed forward into the new schedule," West said.

Q. Do we lose any money by the change in the pay schedule?

A. "That is a valid question," he noted. "The answer is no, you do not lose any money. The new schedule shifts one week from 1974 to 1975. In order to begin a new pay schedule we are just pushing forward into a new bi-weekly schedule of paying. We do not have as many weeks for payment in 1974 as we did in the old schedule of paying. Under the old schedule, we paid through Dec. 22 for 1974, but by the new schedule, the bi-weekly pay period ends Dec. 15 for 1974. The 1974 W-2 form will reflect earning through Dec. 15, 1974, which is a full calendar year since the 1974 bi-weekly earning period began Dec. 24, 1973.

"Our mission or goal," concluded West, "is to pay employees promptly and accurately. It would have been impossible to get a payroll out under the old schedule and still allow the scheduled university holidays for our employees."



PARTY TIME IN THE PEDIATRIC PLAYROOM—The Arnold Air Society, an honorary subgroup of Air Force R.O.T.C. on campus, gave a pumpkin cutting party for the children on Howland and Matas wards Oct. 26. The society, composed of future pilots and navigators, has been involved in a number of public service projects since its inception, and at the hospital in the past year, members have sponsored a Christmas party complete with presents and an Easter party complete with Easter baskets for the young patients. In this photo, Trinity College senior Bruce Luehrs of Columbia, S.C., helps little Chandler Gautier draw a picture of a pumpkin.

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