

[REDACTED]
Columbia, MO 65203
[REDACTED]

Brian Lamb
C-SPAN
400 North Capitol Street, N.W., Suite 650
Washington, D.C. 20001

May 14, 1993

Dear Mr. Lamb,

The recent p
desire for a **dialogue**
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Prog.
Idea

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doing so would limit the number of callers, but then allowed the caller to stay on
the line. We interpret this as an indication that you are not totally satisfied with
the limitation on individual callers, but that time constraints make it the better
option. We share this reservation, but we believe there is a solution. Enclosed you
will find a proposal for a program tentatively titled *By the People*. It employs a
roundtable format, but is a viewers' rather than a journalists' roundtable.

It is obvious that many of your callers are thoughtful and politically aware.
C-SPAN's call-in shows allow information to flow both ways, not only from
Washington to the people, but also from the people to Washington. Since the
average citizen is among the "others who would influence public policy," this
program would provide enhanced access to decision makers and journalists by
reversing the roles of panelists and viewers.

This proposal spells out in detail the format of the program and the selection
process for participants including certain criteria for selection. We have included
a second proposal which is a suggestion for a recurring segment for your current
program *America & the Courts*. We would appreciate having your response to
these proposals and, if that response is positive, look forward to discussing their
development with you.

[REDACTED]
Columbia, MO 65203
[REDACTED]

Brian Lamb
C-SPAN
400 North Capitol Street, N.W., Suite 650
Washington, D.C. 20001

May 14, 1993

Dear Mr. Lamb,

The recent political season has shown the American people's increased desire for a **dialogue** with each other as well as their elected officials. Part of this increase in public interest and participation was due to the independent grass roots movement. However, a significant portion was due to the presidential candidates' use of call-in shows, televised town meetings, focus groups and even one of the presidential debates to interact directly with the voters. The popularity of C-SPAN call-in shows indicates an eagerness to have the flow of information between the government and the governed be more of a real conversation rather than a monologue. This same interest has been expressed by the new Administration.

During the *Journalists' Roundtable* on May 7th, one caller asked you why C-SPAN did not let callers stay on the line in order to follow up with more questions and/or comments. You seemed to hesitate briefly, and responded that doing so would limit the number of callers, but then allowed the caller to stay on the line. We interpret this as an indication that you are not totally satisfied with the limitation on individual callers, but that time constraints make it the better option. We share this reservation, but we believe there is a solution. Enclosed you will find a proposal for a program tentatively titled *By the People*. It employs a roundtable format, but is a viewers' rather than a journalists' roundtable.

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This proposal spells out in detail the format of the program and the selection process for participants including certain criteria for selection. We have included a second proposal which is a suggestion for a recurring segment for your current program *America & the Courts*. We would appreciate having your response to these proposals and, if that response is positive, look forward to discussing their development with you.

We have also taken the opportunity to send copies of our resumes under separate cover letters to your Human Resources Department. While visiting the C-SPAN offices and studio late last month, we had the opportunity to meet you and some of your staff. We cannot imagine a better work situation than a worthwhile job in a congenial atmosphere. Both requirements are met by C-SPAN.

Sincerely,



Proposal 1

I. Working Title: *By the People*

II. Time Slot: As C-SPAN's schedule allows, one hour in length.

III. Format: A roundtable discussion, similar to *Journalists' Roundtable*, except that the panelists would be average citizens rather than journalists. The panel would be comprised of people visiting Washington or living in the area. This small group of three or four would discuss the issues of the day/week; a viewer call-in segment would be included as well. The panelists would be free to broaden their discussion to include other issues that are current, but not necessarily "hot" at the moment.

1. The first half of the program would be discussion, taking headlines from the morning papers and other current issues as its lead. The panelists would discuss their own views on various topics as well as offer opinions on how well the media is handling them.
2. About half-way through the program we would introduce viewer call-ins.
3. The final segment would deal with one or more issues of national interest which impact the state or region of each of the panelists.

IV. Location: C-SPAN studios.

It might be possible, if a remote were planned for some particular event, to take the opportunity to do the program from that same location. This presupposes that schedules could be coordinated, or that the remote programs would be taped for future presentation (requiring elimination of the call-in segment for those particular programs).

V. Production Considerations

1. Since Washington receives hundreds of visitors each week, many of whom are C-SPAN viewers, lining up interested citizens should not be difficult. In order to handle the potential problem of no-shows, alternates or back-up guests would need to be invited to the C-SPAN studios as well.

2. Certain information on potential panelists needs to be acquired for the purpose of insuring balanced panels. On some occasions we may want to select panelists who have particular interests in specific long-term topics (education, law enforcement, etc.). This information should include age, sex, occupation and general political orientation. Requests for this information could be made during spot announcements for the program, and/or through a questionnaire to be sent to prospective panelists. (Sample announcement and questionnaire are attached).
3. A letter should be sent to those selected confirming date and time, stating whether they have been selected as panelists or alternates and including a detail map and instructions for locating the studios. A separate acceptance form that is to be returned to C-SPAN should be included.
4. Journalists and current office holders would not be considered for the panel since they are routinely featured on other C-SPAN programming.
5. Expenses would be limited primarily to production staff and postage. It might be necessary as well to incur phone costs for the purpose of final selection. A phone conversation would give some indication of how well the prospective panelist can communicate what is on his or her mind.

VI. Rationale:

1. The use of average voters in the recent elections in "town meetings", call-in shows, focus groups and even one of the presidential debates lays the groundwork for, and shows the interest in such a program. People are not only willing but in fact eager to have their say--to be able to provide information flowing to their government rather than simply being recipients of sound bites coming from Washington.
2. As C-SPAN allows the people to hear directly the goings-on in Congress and Administration briefings, this program would allow the members of Congress and the Administration to routinely listen to the concerns of "we the people" in more depth than current call-in policy allows.

3. A common theme that recurs among callers is evaluation of the media and its coverage of current affairs. This program would also provide expanded feedback for journalists on what they are doing right and where they come up short.
4. The final segment allowing panelists to raise issues of more local concern affords the audience the opportunity to gain a greater understanding of how particular issues impact regions of the country other than their own.
5. In sum, *By The People* would provide increased communication to all three groups who are served by C-SPAN's mission: policy makers, journalists, and those who they serve, the American people themselves.

SPOT ANNOUNCEMENT FOR *By The People*

Graphic: Independence Hall, Philadelphia

Announcer: In order to expand viewer participation, and in an effort to continue in the spirit of dialogue begun in the last presidential election, C-SPAN will be starting a new program called *By The People*. This program will be a roundtable discussion. The panel will be comprised of typical C-SPAN viewers.

Graphic: The Capitol Building with C-SPAN address superimposed

Announcer: If you are coming to Washington, or live in the area and would like to appear on a panel with other viewers, please write C-SPAN. In order to form balanced panels we would like to know a bit about you: your age, occupation, and general political orientation. Please include your address, phone number, and the dates you will be available. We will notify those selected to appear by mail. Letters should be addressed to:

By The People

c/o C-SPAN

400 North Capitol Street, N.W., Suite 650

Washington, D.C. 20001

Jane Doe
111 Typical Street
Anywhere, State 11111

Dear Ms. Doe,

Thank you for your interest in participating as a panel member of *By The People*. In an effort to provide a panel of balanced background and opinion, we would appreciate it if you would return the attached questionnaire to us at your earliest convenience.

Five persons are selected for each program: three panelists and two alternates who would substitute for panelists unable to attend. Please note that one of the questions asks if you would be willing to serve as an alternate.

Please return your questionnaire in the envelope provided.

Thank you again for your interest.

Sincerely,

By The People
c/o C-SPAN
400 N. Capitol Street, N.W., Suite 650
Washington, D.C. 20001

The following questions are asked purely in an effort to provide *By The People* panels balanced as to region, sex, occupation and political affiliation.

Please return this questionnaire at least three weeks before your scheduled visit to Washington in order to allow C-SPAN time to contact you. If you have been selected to participate in *By The People*, C-SPAN will confirm the date and time of the program in writing and provide you with directions to our studio.

Please note that in order to guarantee a complete panel, we select alternate panelists who may appear on the program, if one of the selected participants cannot attend.

Name: Mr. / Mrs. / Ms. _____

Address: _____

Daytime Phone: (____) ____ - _____

Occupation: _____

Dates you will be in Washington: ____/____/____ to ____/____/____

Would you be willing to serve as an alternate? Yes No

General political leanings: _____

Issues of national interest that are of special concern in your city/state/region:

Other Comments: _____

Thank you for your assistance.

Proposal 2

I. Working Title: *Follow the Law*

II. Time Slot: Periodically, perhaps as a part of C-SPAN's series *America & the Courts*. One half hour or one hour in length.

III. Format: Begin by presenting background on a specific law or bill, showing a short clip or two of Congress' debate, passage in Congress and signing by the President. Include reference to a time frame (how long has the law been in force?). Next, interview legal experts who will discuss the problems of implementation, etc. Lawmakers, business leaders, and members of special interest groups who pushed for or against the law may also be interviewed. A viewer call-in segment may be desirable.

IV. Location: C-SPAN studios.

V. Production Considerations:

1. Advance research, tape editing, and scheduling of guests.
2. Necessary production staff.
3. Eliminating the call-in segment would allow taping for airing at a later date as needed.

VI. Rationale:

Very often, once a bill is passed by Congress and signed by the President into law, it quickly falls from media concern and thus public view. But there is much more to a law than its passage. Each law must also be implemented and its application often interpreted by rules laid down by government agencies. Such rules may help or hinder the intent of the legislators. *Follow The Law* would serve to keep the public informed and up-to-date about the status of laws passed by their representatives. Viewers would find out if a law really does what it was intended to do, the problems of compliance, etc.

C-SPAN
Human Resources Department
400 North Capitol Street, N.W., Suite 650
Washington D.C., 20001

May 14, 1993

Dear Sir or Madam,

Enclosed you will find my resume showing abilities and experience relevant to positions such as promotions writer, writer/announcer, associate producer and production manager. I have over twenty years experience in service oriented positions requiring interpersonal, technical and communication skills. I have taught at the university level, worked in public services in a library, and managed a media library. I currently supervise a microcomputer learning laboratory and am familiar with some of the more technical aspects of personal computing as well as spending the majority of my time acting as a help desk and resource person for students, faculty and staff. My duties include teaching short courses in various software packages.

Over the years my wife and I have made many trips to Washington as part of our vacations. We both like the city very much and have in the past considered moving there. Last month we again spent time in Washington and this old desire resurfaced, especially when upon visiting C-SPAN, we learned that you now have several positions open. The prospect of working for a service organization in such a cordial atmosphere makes a move even more attractive. I have long been a critic of network news programs, specifically the blend of entertainment and news and the blurring of the line between reporting and commentary. C-SPAN in contrast draws a sharp distinction between presentation and comment, leaving the latter to guests and viewers. To my mind this should be the model for all news reporting, both television and print.

I have always preferred jobs that have some involvement in education, whether up front or behind the scenes. As the world has become less regional and isolationism less feasible, the importance of political education has increased. C-SPAN serves this need on a full time basis. I would find making some contribution to this service personally satisfying.

As to salary requirements, since I am not familiar with pay scales in organizations such as yours, perhaps I should but say that I am more concerned with the possibilities of increased responsibility and advancement rather than amount of beginning pay. My main requirement is that the difference in cost of living between Missouri and Washington D.C. would be covered. I would therefore appreciate being considered for any position at C-SPAN for which my talents and work experience qualify me.

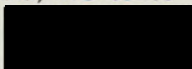
Sincerely,

A large rectangular area of the document is completely blacked out, redacting the signature and any handwritten notes.

Columbia, MO 65203

Home:

Office:

A small rectangular area of the document is blacked out, redacting the phone numbers for home and office.

[REDACTED]
Columbia, Mo. 65203
Home [REDACTED]
Office: [REDACTED]

EDUCATION

[REDACTED]
M.A. Philosophy 1972

[REDACTED]
B.A. Philosophy 1967
Minors in Psychology and Anthropology

EXPERIENCE

Jan. 1987
present

[REDACTED]
Position: Supervisor, Microcomputer Learning Laboratory
(Computer Programmer/Analyst I)

Responsibilities:

Supervise a Novell network consisting of 20 DOS based and 9 Macintosh computers.

Teach short courses on Introduction to the IBM PC, IBM PC DOS, WordPerfect 5.1, QuattroPro (spreadsheet) and Harvard Presentation Graphics to the faculty, staff, and students of the University of Missouri Health Sciences Center.

Assist with MEDLINE workshop in cooperation with Continuing Education. Design and implementation of short courses and updating of course materials.

Serve as a computer Help Desk (i.e., a resource person for both hardware and software problems) for the Health Sciences Center.

Hire, train, and supervise student assistants including assignment and review of work.

Evaluation and recommendation of software.

Configuration of newly purchased software for our equipment including writing batch files.

Keep statistics on software use and course attendance.

Equipment used:

IBM Personal Computers, Pioneer and Sony videodisc players, Toshiba CD-ROM drives, Macintosh IIsi and Macintosh IIfx Computers.

Various computer projection systems, both portable and auditorium mounted.

Various Laser and dot matrix printers, Hewlett Packard Plotter

Software used:

All types including various word processors, graphics programs, communication programs, CAI programs, data base programs, and spreadsheet programs in DOS, Windows, and Macintosh formats.

I am especially proficient in the use of WordPerfect, WordStar, Microsoft Word, Microsoft Excel, QuattroPro, Harvard Presentation Graphics, DrHalo, Procomm, Advanced Norton Utilities, Norton Disk Doctor, and PC File III.

Aug. 1985
Jan. 1987

Position: Head, Media Services

Responsibilities:

Hired, trained and supervised 6 part time student assistants.
Assisted library patrons with audio visual equipment and computer hardware and software.
Edited cataloging on OCLC on-line cataloging system.
Kept user statistics on audio visuals and computer hardware and software.
Wrote and periodically updated Media Services policy and procedure manuals.
Maintained catalog files and assisted faculty in finding media in desired subject area.

The Media Lab and position were transferred from the [redacted] to the [redacted]

Sept. 1981
Aug. 1985

Position: Media Lab Supervisor

Responsibilities:

Had responsibility for in-house video taping. Lectures or non-studio demonstrations were taped using a camera on a roll-away cart. Interviews, demonstrations and student projects were taped in a small studio with two permanently mounted cameras and a special effects generator. Occasionally I instructed faculty and/or students in the use of this equipment.
Hired, trained and supervised part time student assistants.
Assisted Media Lab patrons with audio visual equipment.
Ordered, evaluated and cataloged newly purchased media.
Kept user statistics on audio visuals.
Wrote and periodically updated Media Services policy and procedure manuals.
Maintained audio visual catalog files and assisted faculty in finding audio visuals in desired subject area.
Occasionally proof read manuscripts and prepared graphics for publication.

July 1974
Sept. 1981

Held various positions of increasing responsibility in circulation and interlibrary loan departments. Main responsibilities included hiring, training, assigning and reviewing work of one full time clerk and 16 part time student workers.

Sept. 1970
June 1974

Position: Teaching Assistant

Responsibilities:

Had full responsibility for two courses per semester including planning of courses, text selection, writing and delivering lectures, assigning and grading papers and tests, counseling students having difficulty with the course.
I also occasionally guest lectured in other classes.

PERSONAL DATA

Birth Date: May 23, 1945

Marital Status: Married, no children

AVAILABILITY Minimum of two weeks notice (one month preferable).

REFERENCES:

Professional:

[REDACTED]
Columbia, MO 65211

Ph: [REDACTED]

[REDACTED]
Columbia, MO 65201

Ph: [REDACTED]

Personal:

[REDACTED]
Columbia, Missouri 65203

Ph: [REDACTED]

[REDACTED]
Columbia, Missouri 65203

Ph: [REDACTED]

C-SPAN
Human Resources Department
400 North Capitol Street, N.W., Suite 650
Washington, D.C. 20001

May 14, 1993

Dear Madam or Sir,

It has come to my attention that several positions are currently open at C-SPAN. This letter and the attached resume serve as application for the positions of writer/announcer, promotion writer, production manager, researcher, or any other position available at C-SPAN for which I qualify. Being a part of an organization which promotes an informed populace would be a great privilege.

My career thus far has been devoted to providing access to information both through service in a library and in the classroom. The experience I have gained, my talents, abilities, and inclinations are suitable to C-SPAN's effort to give its audience and policy makers a forum for unfettered discussion and debate. Knowledge of politics, history, the law, economics, and governmental affairs are essential to democracy. An informed citizenry is at the heart of its survival. I would welcome the opportunity to contribute to C-SPAN and its endeavors which further a free and open society.

I have over eighteen years of experience working in an educational setting, including teaching at the college level. During that time, I have acquired or sharpened skills in writing and editing; research; communication (with both the University community and the general public); supervision and training; problem analysis and solution; management/organization; languages; the use of computer hardware and software. I am flexible, self-directed, mature, enthusiastic, like hard work, and am most interested in the exchange of ideas.

Having lived on the east coast until attending college, and having visited Washington many times, I would find it a pleasure to return.

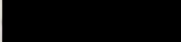
Salary requirements are difficult to gauge, since costs in Missouri and Washington differ greatly. My chief aim, however, is to continue working in an educational enterprise with a greater connection to public policy. This combined with the low-key, congenial atmosphere I found at C-SPAN when I visited there last month seems ideal. These considerations outweigh my concerns with initial salary, except for covering the difference in the cost of living. I would be happy to discuss the particulars in an interview.

In closing let me say that the degree of professionalism and commitment to mission exhibited by C-SPAN staff would make working at C-SPAN an exceptional experience. I look forward to hearing from you.

Sincerely,


Columbia, MO 65203

Home: 

Work: 

[REDACTED]
Columbia, Mo. 65203
Home Phone: [REDACTED]
Business Phone: [REDACTED]

EXPERIENCE

Nov. 1990-
present

[REDACTED]

Position: Head, Serials Management Unit, Serials Dept. (Library Assistant II)

Responsibilities: Oversee 6 FTE's responsible for periodical check-in, added volume preparation, Greater Midwest Regional Libraries Consortium (Big Eight) Union Listing Project, and the research and editing of bibliographic and holdings records. Hire, train and evaluate all Library Assistants I's and Clerk II's.

Do original cataloging and recataloging/reclassification. Resolve conflicts in the online catalog. Responsible for disposition of serial cancellations and acquisitions problems.

Write and implement proposals to streamline operations. Write and update procedure manuals for various tasks throughout the department, including tasks of staff other than those directly supervised. Prepare serial purchase requests in consultation with area librarians, vendors, and publishers as necessary.

Assist department head with decision making/planning/etc., and serve as head of department in his absence. Plan for future integrated system for serials/acquisitions control. Submit monthly and annual reports of unit activities and statistics.

Serve as resource person for hardware/system problems for all online catalog terminals and printers in Technical Services and for bibliographic utility system/hardware.

Supervise Physical Processing and Serials Acquisitions Units when needed.

Feb. 1985-
Oct. 1990

[REDACTED]

Position: Head, Serials Retrospective Conversion Project (Library Assistant II)

Responsibilities: Supervised as many as 8 FTE's and 4 student assistants, in the transferal of bibliographic data in the serials catalog into machine-readable form. Hired, trained and evaluated all Library Assistant I's, Library Clerk II's, and student assistants.

Did original cataloging and recataloging/reclassification. Resolved conflicts in the online catalog. Established series headings.

Designed forms for use in Technical Services and Government Documents Depts. Wrote and implemented proposals to streamline operations. Wrote and updated procedure manuals. Gave periodic seminars for staff in other departments. Wrote findings and recommendations of workflow in Technical Services. Submitted annual reports of Project activities and statistics.

Administered and supplied supporting documentation for a grant requesting additional funding from the Missouri State Library in order to finish the UMC Libraries Serial Retrospective Conversion Project (LSCA Grant - May 1985 - approved for FY 1985/86).

Budgeted and oversaw expenditure of funds for student wages.

Wrote cost analysis estimating serials cataloging costs of proposed Physics/Astronomy branch library. Resource person for hardware/system problems for all online catalog terminals and printers in Technical Services.

Consulted with faculty about their collections, databases, etc. as needed.

Apr. 1980-
Feb. 1985

Position: Catalog editor, Serials Retrospective Conversion Project (Library Assistant I)

Aug. 1978-
Apr. 1980

Position: Catalog editor, Search/Cataloging (monographs) (Library Assistant I)

Aug. 1977-
Aug. 1978

Position: Subject Headings Clerk, Preparations Dept. (Library Clerk II)

Dec. 1975-
Aug. 1977

Position: Serials Check-In Clerk, Preparations Dept. (Library Clerk II)

Aug. 1975-
Dec. 1975

Position: Accessions Clerk, Preparations Dept. (Library Clerk I)

Mar. 1974-
Oct. 1974

Columbia, Missouri

Position: Coding clerk.

Aug. 1973-
Dec. 1973

Position: Teaching Assistant (graduate student)

Responsibilities: Full responsibility for teaching two sections of German I, including covering required text material and supplementing with other sources when necessary, preparing all lessons and exams, grading, and counseling students.

EDUCATION

B.A. German 1973

Graduate work in German (1973), Speech and Drama (1975), and Education (1982)

University short courses (computing, management, personnel, sign language)

EQUIPMENT USED

Telex, Qume, Ampex, OCLC M300 and M310, and WYSE computer terminals; IBM personal computer and various clones; Okidata, IBM ProPrinter, and Epson printers; IBM Selectric typewriter; DecWriter.

SYSTEMS USED

OCLC (Online Computer Library Center) bibliographic database; LUMIN (Libraries of the University of Missouri Network) database (catalog); COMPENDEX; EBSCONET; DATALINX; INFORMU, PROFS, RICEMAIL, and various other mainframe programs.

SOFTWARE USED

WordPerfect (5.1), PlanPerfect (5.1), WordStar.

COMMITTEE WORK

Library Committees

Staff Representative Committee (1993/94)
 Search Committee, Head of Serials (1992)
 Automation Committee (1990-1992)
 Acquisitions/Serials Control Task Force (1990/91, Chair)
 Binding Policy Committee (1990)
 Search Committee, Head of Technical Services (1988)
 Search Committee, LITQUEST Coordinator (Reference) (1986)
 LUMIN Authority Committee (1986)
 Publications Committee (1984-1985)
 Staff Development Committee (1983-1984)
 Staff Representative Committee (1982/83, Chair and 1983/84)
 Committee on Authority Work (1983)

University Committees

Staff Advisory Council's First Staff Art Show organizer (1982)
 Election Committee of the Staff Advisory Council (by appointment of the Chancellor, 1981)

HONORS

Outstanding Library Staff Member Award (1993)
 Delegate to Boone County Democratic Caucus and State Convention (1992)
 Nominated for Outstanding Library Staff Member Award (1991)
 Nominated for Chancellor's Staff Recognition Award (1982)
 Member Delta Phi Alpha, German Honorary Fraternity

PERSONAL DATA

Birth Date: May 4, 1952
 Marital Status: Married, no children

AVAILABILITY

Minimum of two weeks notice (one month preferable).

REFERENCES

Professional:

[REDACTED]
Austin, TX 78713-71330

Ph: [REDACTED]

[REDACTED]
Columbia, MO 65201

Ph: [REDACTED]

[REDACTED]
Columbia, MO 65201

Ph: [REDACTED]

Personal:

[REDACTED]
University Park, PA 16801

Ph: [REDACTED]

[REDACTED]
Columbia, Missouri 65203

Ph: [REDACTED]

(Additional references supplied upon request)