

# Library Profile

## The University of Hawaii at Manoa Library

by **Thelma Diercks** (Head of Acquisitions — Monographs, [thelma@uhunix.uhcc.hawaii.edu](mailto:thelma@uhunix.uhcc.hawaii.edu))

Column Editor: **Barbara Dean** (Fairfax County Public Library)

### The University

"*Maluna a'e o na lahui a pau ke ola ke kanaka* — Above all nations is humanity." The University motto graces Founder's Gate in Hawaiian and English. The flagship campus of a ten-campus system, the University of Hawaii at Manoa (UHM) was established as a land-grant college in 1907, less than a decade after Hawaii became a Territory of the United States.

"Liquid sunshine," a fine, misty rain under a sunny sky floats from deep in Manoa Valley across the campus toward Waikiki causing the frequent appearance of a rainbow, the logo adopted by UHM. Another kind of rainbow, one of ethnicity, is visible in a student body consisting of 23% Japanese, 13% Filipino, 10% Hawaiian or part Hawaiian, and 31% other Asian and non-white students. Caucasians complete the rainbow of the nearly 20,000 enrolled.

A center for research as well as undergraduate and graduate education, UHM offers bachelor's degrees in 86 fields, master's in 85, doctorates in 50, and professional degrees in law and medicine. The East-West Center, an independent public institution established by Congress in 1960, is a campus neighbor which annually attracts some 2,000 scholars, government and business leaders, educators, journalists, and other professionals to work on issues affecting Asia and Pacific Rim nations.

### The Library

Monkeypod trees spread leafy branches interspersed with pink, powder puff blossoms across the wide mall leading to the Thomas Hale Hamilton Library which houses the main collection of books, periodicals, government documents, maps, microforms, and photographs. Not far away in the Gregg M. Sinclair Library are the Reserve Book Room, the Music Collection, and the Harry C. and Nee-Chang Wong Audiovisual Center containing over 25,000 items and the equipment for viewing or playback. With more than 2.6 million volumes, including more than 38,000 currently received periodical titles, the UHM Library is the largest in the state.

The Library, a member of the Association of Research Libraries, ranks 44th in size nationally. Its personnel numbers 60 professional librarians and a support staff of 100 divided

between public and technical services.

Collection strengths relate to UHM's geographic placement. The Hawaiian Collection is the world's foremost collection of 19th and 20th century published materials about the Hawaiian Islands. The Pacific Collection of materials relating to Melanesia, Micronesia, and Polynesia is internationally recognized for its excellence. The Asia Collection is unique in its inclusion of materials on East Asia, Southeast Asia, and South Asia in one department. Strong areas of subject collecting include astronomy, tropical agriculture, tropical medicine, and ocean and earth sciences.

### Automation

In the early 1980s the first automated system ALOHA (now GEAC Advance) began with online cataloging and continued in the mid-1980s with a public access catalog and a circulation module. The Library bid farewell to that first system in 1990 and moved to UHCARL with banners proclaiming "ALOHA to UHCARL". Implementation of the new system began with the Acquisitions module (SRAQ) which integrates acquisitions and serials control. The Public Access Catalog was next online followed by Bibliographic Maintenance, Circulation, a Reserve Reading Booking module, and a Cataloging Workstation, the last in the process of full revision. Future developments

include Materials Booking for audiovisual materials, Gifts and Exchange, External Services, and the ability to display Chinese, Japanese, and Korean (CJK) characters in PAC.

The UHCARL network extends beyond the Hamilton and Sinclair Libraries to the public and private sectors on Oahu and the neighbor islands. A project to bring eleven libraries online was begun in Fall 1991 and completed in July 1994. On Oahu UHCARL now links the library catalogs of Kapiolani Community College, Leeward Community College, Windward Community College, Honolulu Community College, the University of Hawaii-West Oahu, the William S. Richardson School of Law, Hawaii Medical Library, and the Bishop Museum Archives and Library. Neighbor island libraries are represented by Maui Community College, Kauai Community College, and the University of Hawaii at Hilo.



## UHUnCover

The UHM Library was the first CARL library outside the Rocky Mountain region to contribute periodical holdings to UnCover. More than 2,000 unique titles were selected by the UnCover Company from the UHM collection for inclusion to broaden the database in coverage of Asian language periodicals with English tables of contents. Each night records created in Honolulu travel electronically to Denver for addition to the full UnCover file. The Library serves as a supply site for its unique titles as well as an additional 7,000 titles it owns which are in UnCover. Since offices in the islands on Pacific Standard Time are open after the mainland work day has ended, some late day UnCover requests can be routed to Hawaii for filling.

## Acquisitions

The responsibility of acquiring materials is delegated by format to either the Serials Department or the Monographs Department. Using SRAQ, each department orders and receives, checks in and copy catalogs.

The payment of invoices is the responsibility of the Library Fiscal Office. That office has access to SRAQ and its Invoice Management component for the processing and approval of invoices. The Fiscal Office also keeps the online conversion table for foreign currencies up-to-date.

## SRAQ Serials Control

Two librarians, a staff of nineteen and a coterie of student assistants make up the Serials Department which is divided into three teams, based on alphabetical segments, who monitor and check in serials. A fourth unit processes CJK vernacular materials, oversees bindery preparation, manages the microform collection, and operates the Social Science/Humanities Periodical Room.

The Serials Control segment of SRAQ maintains subscriptions and standing orders, the associated payment records, checkin, claiming, binding and other management processes. Routine management reports are produced both from SRAQ and a downloaded DBase file of serials data.

Recently, approximately 5,200 domestic and foreign subscriptions were moved from three vendors to a single European vendor. The automation level of both vendor and the UHM Library was such that the transfer process was primarily electronic, computer to computer. Invoice tapes from the subscription vendor are now loaded and directly update payment records. Electronic interfaces for ordering and claiming are future developments.

## SRAQ Acquisitions Control

Two librarians and a fourteen member staff make up the Monographs Department which is divided into three sections: search/order; receiving; and copy cataloging. The Assistant Head coordinates the copy cataloging done in Monographs with that done in other areas of technical services. Staff is

assigned to a particular section, but is called upon at times to work outside their specialty.

The major functions of the acquisitions segment of SRAQ include ordering, receiving, and order editing. When a bibliographic record is not expected from the materials vendor, an OCLC record can be downloaded at point of order or receipt to create an order record in SRAQ.

A vendor file searchable by name, code, or keyword makes possible the identification of a particular vendor from the more than 10,420 sources on file.

Generation of management reports is also possible from the Acquisitions Control segment of SRAQ. Read-only access is provided to fund and invoice records for the Monographs Staff.

The Bibliographic Maintenance module for cataloging is a menu choice from Acquisitions Control. Both modules are integrated with PAC and Circulation. Orders can be displayed with appropriate messages: "On order" or "Received, In process." Movement is possible without relogging to Circulation to link records or to edit holdings. Also, bibliographic records can be tied to SRAQ order records.

Selectors have access to an abbreviated version of SRAQ in read-only mode. This allows them to monitor the progress of orders, to check on fund balances, and to generate reports. Though an online order form is in place, it will only become a useable feature after password protection has been installed.

A domestic approval plan weekly brings in between 200-400 books shipped by air freight. A tape load creates an approval receipt in SRAQ plus a brief record in PAC. A second tape load files full MARC records into a workfile in Bibliographic Maintenance to be retrieved for copy cataloging, automatically linking the bibliographic and order records.

The Library participates in the Library of Congress Cooperative Acquisitions program for South Asia and Southeast Asia. A steady stream of boxes arrives regularly from Karachi and Jakarta via Washington, D.C.

Geographic isolation requires the pursuit of electronic means of transaction whenever possible. The Department has online access for ordering to a music vendor in Pennsylvania, an AV vendor in California, and a materials vendor in Australia.

Online ordering to the Library's major domestic and U.K. vendor is a menu choice in SRAQ. Orders placed during the day are returned to Honolulu via FTP overnight and converted by a Systems Office program into order records in SRAQ. No rekeying of these orders is required.

In the past year 46,985 titles were cataloged and added to the collection. Of that number 39,318 were copy cataloged.

Though the UHM Library has for years acquired bibliographic records from its materials vendor, the Library, like many others, is exploring further avenues of outsourcing, including full processing of both book and non-book materials. Budget restrictions and the possible retirement of longtime staff requires this consideration for the future.

For more information write us at University of Hawaii Library, 2550 The Mall, Honolulu, HI 96822. We can be reached by phone (808) 956-7205 or by fax (808) 956-5968. We invite you to visit. "*E komo mai*" — Welcome, come and join us. [thelma@uhunix.uhcc.hawaii.edu]