

1993

HSLIC Annual Report FY1992-93

University of New Mexico Health Sciences Library and Informatics Center

Follow this and additional works at: <https://digitalrepository.unm.edu/hslic-annual-reports>

Recommended Citation

University of New Mexico Health Sciences Library and Informatics Center. "HSLIC Annual Report FY1992-93." (1993).
<https://digitalrepository.unm.edu/hslic-annual-reports/23>

This Book is brought to you for free and open access by the Administration at UNM Digital Repository. It has been accepted for inclusion in HSLIC Annual Reports by an authorized administrator of UNM Digital Repository. For more information, please contact disc@unm.edu.

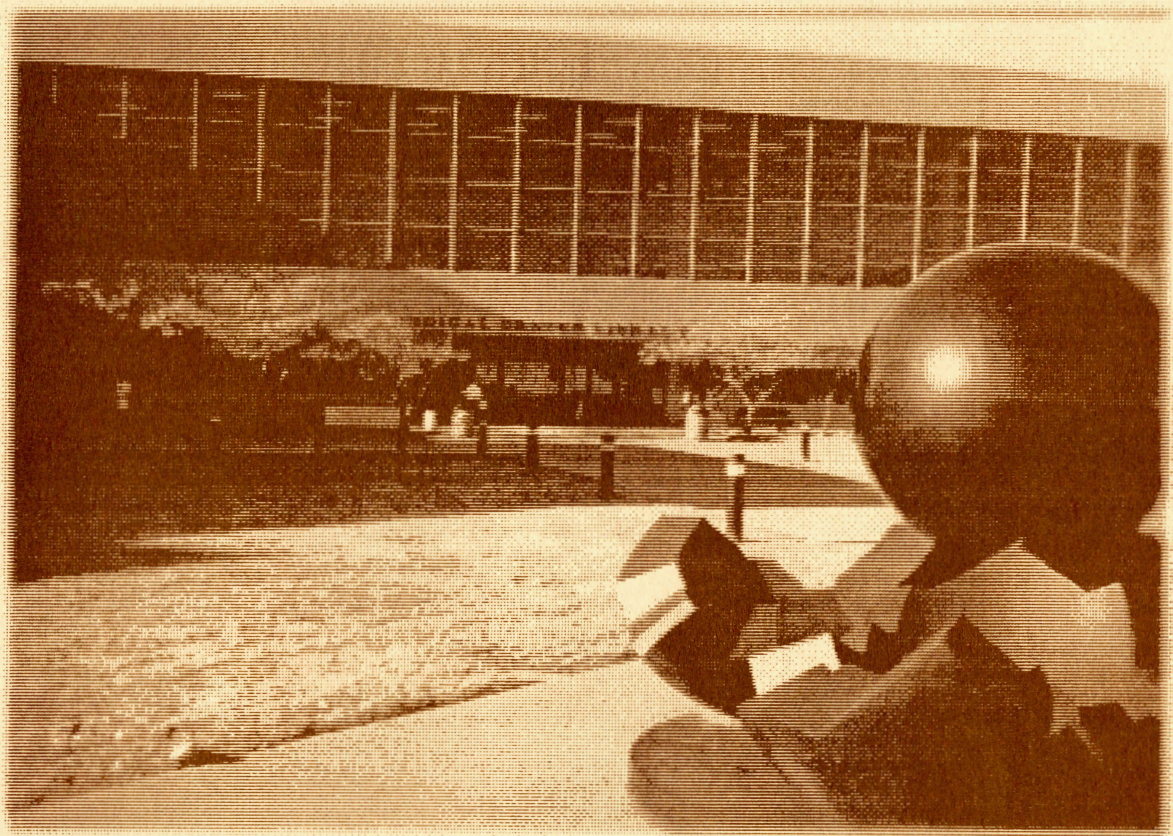
UNM HSCL



3 5023 0024 1085 1

UNIVERSITY OF NEW MEXICO MEDICAL CENTER

MEDICAL CENTER LIBRARY ANNUAL REPORT



R

WX
26.5
U58
1992-
1993

1992 – 93

UNIVERSITY OF NEW MEXICO SCHOOL OF MEDICINE

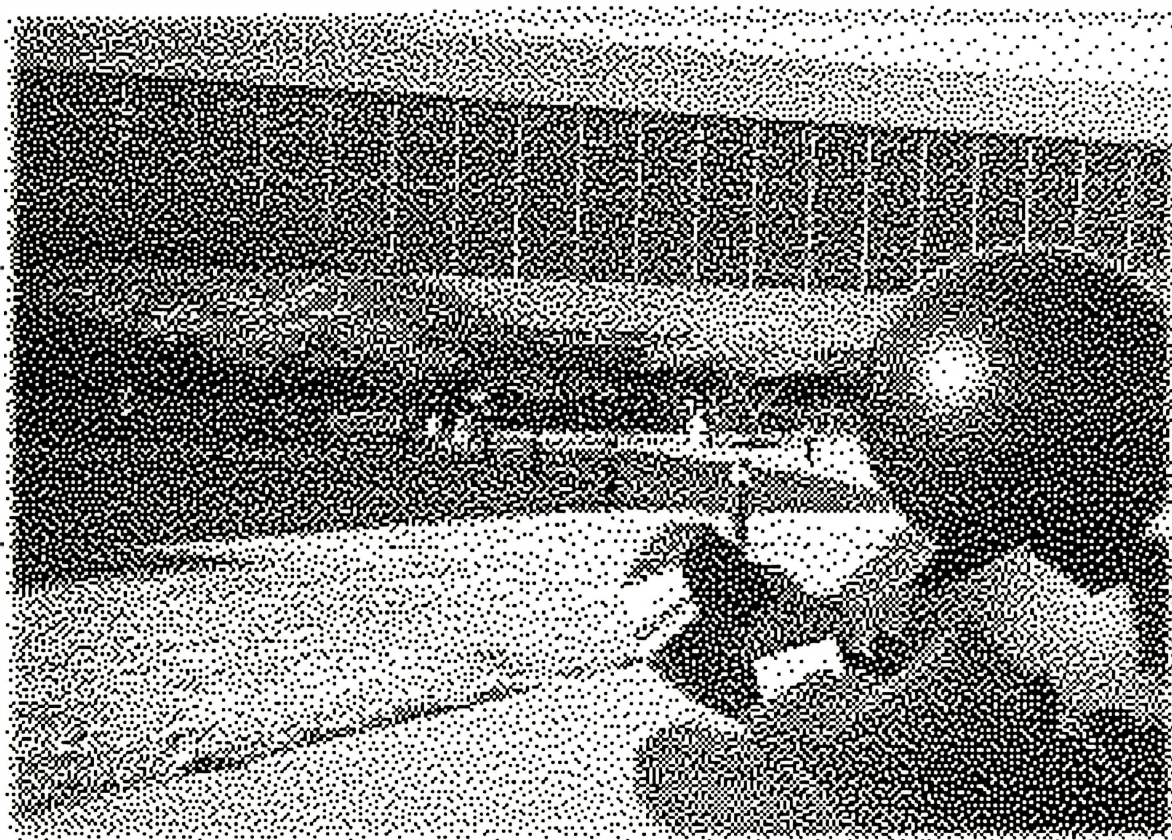
THE UNIVERSITY OF NEW MEXICO
HEALTH SCIENCES CENTER LIBRARY
ALBUQUERQUE, NEW MEXICO 87131-5686

WX 26.5 U58
1992-1993

University of New Mexico
Medical Center Library
Annual report

UNIVERSITY OF NEW MEXICO MEDICAL CENTER

MEDICAL CENTER LIBRARY ANNUAL REPORT



1992 – 93

UNIVERSITY OF NEW MEXICO SCHOOL OF MEDICINE

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

CONTENTS

STATEMENT OF MISSION AND GOALS

DIRECTOR'S REPORT	1
-------------------------	---

ASSOCIATE DIRECTOR'S REPORT	11
-----------------------------------	----

LIBRARY SERVICES

Biomedical information Services (BIS)	14
Education and Instructional Support	15
Media Center	18

COLLECTIONS AND ACCESS CONTROL

New Mexico Medical History Program and Medical Center Archives	20
Collection and Information Resources Development (CIRD)	21
Collections and Serials Management	23
Bibliographic Access and Control Services	25
Circulation	27

TECHNICAL AND SYSTEMS APPLICATIONS	29
------------------------------------------	----

FACILITIES MANAGEMENT	35
-----------------------------	----

APPENDICES

Library Committee	38
Library Staff	39
Library Gifts Inventory	40
Staff Enrichment Committee	41

TABLES	44
--------------	----

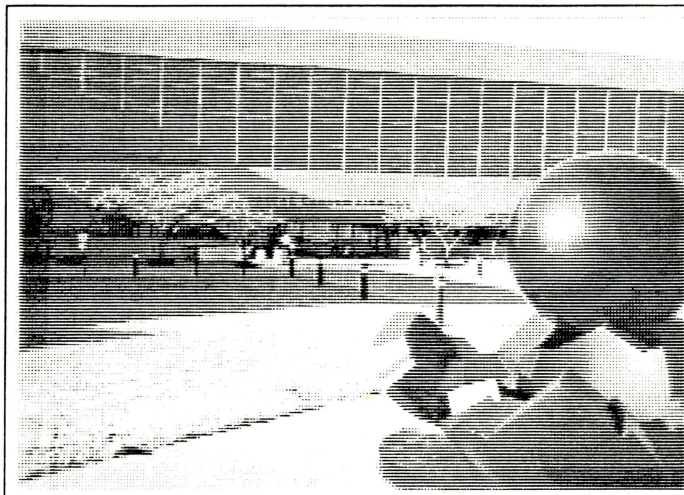
Key Word Index to Tables	45
--------------------------------	----

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

STATEMENT OF MISSION AND GOALS

MISSION

The mission of the Medical Center Library is to provide services and resources to meet present and future scholarly and information needs of the UNM Medical Center community, to participate in the educational process and, insofar as possible, to share its resources with the health sciences and health care community of the State of New Mexico in harmony with the overall policy of the University in general and the Medical Center in particular.



GOALS

The basic goal of the Medical Center Library is to facilitate access to information, materials and services for members of the Medical Center, including the School of Medicine, College of Nursing, College of Pharmacy, the Dental Programs and Allied health Sciences Programs, as well as a number of affiliated research and patient care institutions on the Medical Center Campus, and the University community at large.

As the only comprehensive health sciences literature collection in New Mexico and the entire southern Rocky Mountain area, the UNM Medical Center Library constitutes a vital state resource. The second major goal, therefore, is to serve the biomedical information needs of the broader New Mexico health care community through an active and varied outreach program.

As the major information resource for health planners and educators, the Medical Center Library strives to coordinate and improve access to health information through promotion of resources and cost-sharing mechanisms among existing agencies at the state and local levels.

As its fourth major goal, the Library documents and preserves the history of medicine and health in the State through its New Mexico Medical History and Archival Program.



DIRECTOR'S REPORT

Overview:

The past decade has been one of enormous progress. The Library has expanded and improved its many services, launched new programs, strengthened its statewide outreach and extension activities, and achieved a sophisticated state of automation and networking capabilities.

This progress is especially noteworthy in view of the fact that fiscal support, measured against the dynamic growth of the Medical Center, has been steadily declining:

1. In constant dollars the Medical Center budget increased by 73%, the Library's budget by 20%.
2. Medical Center faculty FTE's increased from 231.36 FTE in 1982 to 336.43 FTE in 1992, a 45% increase. The Library experienced a 1% drop in its manpower resources.
3. In 1982, the Library budget comprised 1.41% of the Medical Center budget. In 1992, it was 1.07%.
4. In 1982, Main Campus budget support was 36%, and Main Campus registered users 34%. In 1992, Main Campus budget support had fallen to 27.5% and Main Campus registered users comprised 57%, representing an enormous increase.
5. In 1982, the ratio of library volumes to registered users was 1:8, by 1992 it had dropped to 1:4, a 50% decrease caused by relentless cost increases and inadequate budget support, denoting a severe impoverishment of the Library collection.

Despite the dwindling support, the Library has been able to keep pace with a dynamic, growing parent institution and a steady rise in user demands.

However, it has not been able to meet the information support needs of new programs, for which library funds were not made available, such as the ITV program of the College of Nursing, the Occupational Therapy program of the Allied Health Division, or the Masters of Public Health program of the School of Medicine.

Because the Library has such an excellent track record for its high quality service, we are now facing the dilemma of a growing "expectation gap," because our resources are no longer adequate to meet the many information needs of those who have a right to expect such support. The Library now faces critical times, and its ability to fulfill its mission is severely challenged.

Access to the Scholarly Record:

Last year we reported here the continuing rise of journal subscription costs and attendant cost containment measures, including massive cancellations of journal titles and temporary FTE reductions

to counter budget deficits. As a result of several years of cancelling subscriptions, we can anticipate an increase in Interlibrary Loan (ILL) requests. A 19% increase in requests was noted last year and 32% this year. The numbers are still low, but the increase could be an indication that our journal resources are becoming less adequate to meet faculty needs.

	Journal Cancellations	ILL Requests	Change
1988-90	274		
1990	--	1,786	--
1991	14	2,059	+15%
1992	120	2,458	+19%
1993	107	3,248	+32%

A follow-up study to determine the impact of cancelling some 200 journal subscriptions in 1988 disclosed that over a 30-month period, January 1, 1991 to June 30, 1993, the following Interlibrary Loan requests were placed for these cancelled titles:

Number of Titles	Number of Requests
157	0
20	1
6	2
5	3-5
7	6-10
2	11-15
1	16-20
2	21+

It will take several years to assess the true impact of these cancellations. Nevertheless, the rise in Interlibrary Loan requests carries a price tag that may get larger in course of time:

Journal Articles Purchased from Outside Sources, FY 1992/93

Source (in order of preference)	Cost	% of Total Transactions	% Total Cost	Cost Per Item
1. SCAMeL Consortium Member Libraries	\$1,406	87.5%	30%	\$ 0.50
2. Other Libraries	\$ 183	1.0%	4%	\$ 7.00
3. National Library of Medicine	\$2,892	11.0%	62%	\$ 8.00
4. Commercial Supplier	\$ 214	0.5%	5%	\$14.00
5. Received free of charge	-0-	1.0%	0%	\$ 0.00
Total	\$4,695	*101%	*101%	
Copyright and Royalty Fees	\$ 430			
Total ILL Charges	\$5,125			

*Due to rounding

The Library currently benefits greatly through its membership in the South Central Academic Medical Library Consortium (SCAMeL) as shown in the table above. Without the benefits of this consortium membership, the total cost of journal article purchases (ILL's) would have risen, at a minimum, by an additional \$20,000. The massive cancellations may eventually have another negative

impact: a decrease in the Library collection's "reciprocal value." SCAMeL Consortium membership requires a certain level of collection resources to become - and remain - a participating reciprocating institution. Given the fact that the Library was forced to reduce its journal subscriptions by hundreds of titles in the past five years, the collection's "reciprocal value" has been diminished substantially.

Our book collection budget is a second, and equally critical, concern. It is impossible to assess the true future impact of the steadily decreasing resources of this Library on this institution. To improve access to the literature, records for three department libraries were added to InnoPac in 1993, bringing the total departmental libraries book collections included in the online catalog to eight: Anesthesiology, Center for Health Law & Ethics, Dermatology, Medicine, Neurology, OB/Gyn, Orthopedics and Psychiatry. This project has served to provide online access to resources at multiple sites, augmenting those of the Library. It is supported by a grant from the National Library of Medicine.

The growth of this Medical Center, and the many new programs in the Colleges served by this Library, require a level of library support that is significantly above our current resources. The latest available published figures of comparable academic health centers may illustrate this point:

**COMPARISON OF COLLECTION DEVELOPMENT BUDGETS
1991-1992***

	BOOKS	SERIALS	COLL. DEVELOPMENT BUDGET TOTAL
ARIZONA	\$113,667	\$594,852	\$715,309
COLORADO	\$122,530	\$498,874	\$652,560
MISSISSIPPI	\$111,292	\$748,027	\$906,051
OKLAHOMA	\$ 76,025	\$624,106	\$738,204
TEXAS TECH	\$179,952	\$613,610	\$833,537
NEW MEXICO	\$ 67,944	\$372,353	\$491,673

*ANNUAL STATISTICS OF MEDICAL SCHOOL LIBRARIES IN THE UNITED STATES AND CANADA, 15th Ed. c1993

Electronic information systems will play an increasingly important role, requiring the means to make these tools available to faculty and students. While the Library has been singularly successful in developing its electronic and networking support system with grants, fee-for-service and special allocations, it will be critical to institutionalize this aspect of the Library's function within the foreseeable future.

Automation and Online Services:

During the past fiscal year the Library continued to provide automated applications utilizing the DecSystem 5500 hardware environment. Operating the two DecSystems concurrently has allowed the Library to add additional automated service and maintain excellent response time for users. The two DecSystems function in a networking environment which provides for the allocation of resources, and the balancing of applications between the two systems.

With the exception of a prolonged downtime due to an operating system upgrade, the DecSystems continued to provide reliable service with minimal interruption of 8,760 hours of operating time. Both systems totaled only 70 minutes of unscheduled downtime. One hundred and sixty minutes of downtime was scheduled for hardware upgrades or system checks. Whenever possible, this time was scheduled for early morning hours before the building opened to the public.

Systems enhancements improved and updated electronic resources, such as signal boosters, terminal servers and line and power protectors. Public and staff terminals were upgraded to VT420 models, ten microcomputers and six printers were added, and twelve non-instructional software packages were initiated within the system.

As was anticipated, the Library continued to see growth in the number of users on the system. The continued automation efforts of the Medical Center campus introduced new users to the automated services of the Library. The addition of the PlusNet 2 system, which provides access to the complete Medline database, also attracted new users to the Library's automated applications. During the first year of operation, more than 500 Medline accounts were established, and some 260 individuals received training on the system.

Application development within the Library has also had an impact on the automation of the Medical Center campus. The benefits of information retrieval within a campus-wide data network are evident by both the growth in users and by the continued interest in additions to the Library's automated applications. Over 180,000 searches on the Library's online catalog were recorded last year, with a steady upward trend in offsite activity. Two new modules were added to the InnoPac online catalog and circulation system -- Materials Ordering and Receiving, and Serials Control. These modules allow Library users to see records for current journal issues, as well as records for materials on order.

The Library's Oracle software and databases were moved to Biblio, one of the 5500 DecSystems. In preparation for the move, Oracle staff calculated and re-defined the amount of memory space that the databases would require on the new computer, standardized filenames and screen designs, and made changes to almost every screen to adapt them to a new operating system. Several new database prototypes were developed: Core Concepts Tracking System, Teaching Activities Tracking System, PlusNet accounting and tracking of use. The expenditures module of the Library Management System was 90% completed by June 30.

Educational and Curriculum Support:

The Library's Education Core Group continued to participate actively in the various schools' and colleges' educational activities, ranging from formal classes in the School of Medicine to interactive television sessions of the College of Nursing. Some 1,700 students participated in some form of library/information related activities in 276 individual sessions. Library staff spent almost 300 hours in direct student contact, excluding planning, preparation time and committee work, especially committees in the School of Medicine involved in curriculum reform.

Nearly every curriculum planning committee and task force for the SOM curriculum planning initiative includes a member from the Library staff. This involvement helps ensure that library instruction will be integrated into the new curriculum, and that the Library will be able to provide services and resources appropriate to the needs of the new curriculum.

A computer-based educational resources catalog was produced to make available software programs and videodiscs to School of Medicine faculty as they plan their courses for the new curriculum. The catalog includes a subject index, as well as item and interactive computer station descriptions. Catalog copies were distributed to organ system group and task force chairpersons.

Multi-media resource lists were provided to various organ system groups and task forces to show self-directed learning opportunities available to medical students, for specific blocks. Course outlines created by the various groups and task forces provided the criteria for inclusion of relevant materials.

Facilities Management:

A study conducted of the Library's air quality in the Spring of 1991 by Fugro McClelland Environmental disclosed that the library building had many severe air quality deficiencies, and that the incidence of respiratory complaints, headaches, allergies and malaise amongst staff might be caused by what is termed the "sick building syndrome." The results of this study were presented to Medical Center Administration and Physical Plan officials. The only action taken, well over a year later, was the re-installation of the bag filtering system in July 1992.

Upon the recommendation of Dr. Jon Samet, Professor of Medicine and nationally recognized epidemiologist and authority on environmental and air pollution, a second study was conducted in Spring of 1993 by Environmental Health & Engineering, Inc. of Newton, MA, which not only corroborated the first study in 1991, but elaborated on the heating, ventilating and air conditioning system's design and current operational effectiveness.

Essentially, the adverse conditions still exist. The building needs corrective action to alleviate the unhealthful conditions identified by two separate studies. The Executive Summary of this study is included as Appendix A of this report.

Fifteen Aireox #45 air purifiers have been placed in various staff office locations in an effort to alleviate some of the respiratory discomfort experienced by a large portion of the staff. Some of the employees' eye discomfort was alleviated by changing out the regular fluorescent bulbs, which are UNM issue, and replacing them with full spectrum (natural light) bulbs.

After nearly two and a half years of petitioning, the Library is being considered for a fire alarm and safety hardware upgrade. Crash bars now exist in the North and South emergency stairwells. However, we were informed that the University has no funds available for the installation of crash bars on the loading dock doors.

During the later part of fiscal year '92-93, Telecommunications connected the Library with the campus fiber optic cable system. This cable came into both the main Medical Center Library and the Medical Center Library Annex, located in HSSB B05.

Telephone consoles at Circulation, the Biomedical Information Services triage office and the Information Desk were replaced with state-of-the-art electronic, computerized equipment to keep up with the increased flow of telephone traffic at the Library.

Eight classrooms and the center stairwell received new carpeting.

Outreach and Extension Services:

As an officially designated Resource Library for New Mexico within the National Network of Medical Libraries (NNLM) administered by the National Library of Medicine (NLM), we continue to expand our services to the New Mexico health care community. To strengthen our program, the position of Coordinator of Outreach and Extension Services was established this past year. At the end of June 1993, 87 clinical practice sites were being served by this Library, in addition to New Mexico hospitals. 6,621 Document Delivery requests were received, a 16% increase over last year. Of these, we were able to complete 78%, exceeding slightly the NLM requirement of a 75% "fill rate." A large portion of the Library's extension services are self-supporting, and require cost recovery through a fee-for-service structure, comprising roughly 8% of the Library budget.

A new online service was initiated in collaboration with the UNM Department of Human Resources. University job postings now are listed in the electronic bulletin board, and updated weekly, for all UNM campuses. Job postings are accessible to employees and the general public throughout the State electronically. Having just completed its first year of operation, this service has become an unqualified success.

Outreach capabilities in support of the Medical School's undergraduate curriculum were enhanced through the addition of three 1-800 numbers. Access was made available to 140 physician preceptor sites throughout New Mexico, and all medical students at these sites, providing toll-free access to the Library's computerized information resources. The Library's Systems staff developed the software to operate and track use of this service.

New Mexico Medical History Program:

Two major goals this year received nearly exclusive attention in the Program and were successfully completed. The first was to complete transcription of all oral history interview tapes. An intensive focus on this highly-specialized undertaking resulted in the skilled transcription of all 66 tapes of the last 37 interviews. Additionally, 55 transcripts were abstracted, cataloged and added to the Library's online catalog, which now includes the records of 103 of the 164 oral history interviews conducted to date.

The second major goal was to catalog and enter online the entire photographic collection amassed during the Program's first decade. The online public catalog now includes the records of 220 collections, encompassing 1,886 photoprints, 885 negatives, 1,076 slides and 45 other graphic items. Work for both projects is being supported by a grant from the National Library of Medicine.

The New Mexico Medical Society's History Committee met twice this year to continue their invaluable perspectives on the plans and activities of the Medical History Program staff. The Society is continuing its annual grant of monies in support of the Program, and Fred H. Hanold, M.D. has continued his thoughtful and energetic leadership of the Committee.

Ten Year Overview

	1982/83	1992/93	% Change
Collection:			
Items Held	119,127	149,518	+25.5%
Items Used	187,055	238,288	+27.4%
Subscriptions	2,260	1,860	-18.0%
User Impact:			
Building Use	209,731	243,665	+16.2%
Registered Borrowers	2,202	3,800	+73.0%
Medical Center	1,341	1,571	+17.0%
Main Campus	905	2,168	+140.0%
Institutions	N/A	115	--
Information Support:			
Reference/Information	26,933	85,316	+217.0%
ILL/Document Delivery	6,717	10,390	+55.0%
LATCH	0	499	--
Online Searches	1,286	1,930	+50.0%
Online Catalog Searching	0	183,192	--
Education Support:			
Number of Students Attending	317	1,700	+436.0%
Contact Hours	N/A	300	--
Staffing:			
Total FTE	40.68	40.41	-1.0%

**UNIVERSITY OF NEW MEXICO
MEDICAL CENTER LIBRARY**

**Journal Use Statistics
25 Most Used Titles
1992-1993**

Title	Number of Recorded Uses		
	06/92	06/93	92/93
American Journal of Clinical Nutrition	1094	1321	227
American Journal of Medicine	1318	1596	278
American Journal of Nursing	1121	1293	172
American Journal of Obstetrics and Gynecology	2055	2547	492
American Journal of Physiology	1132	1372	240
American Journal of Psychiatry	1466	1753	287
American Journal of Public Health	1205	1505	300
Annals of Internal Medicine	2093	2549	456
Archives of Internal Medicine	1179	1467	288
Brain Research	1010	1203	193
Cancer	1124	1361	237
Cell	1461	1754	293
Chest	1103	1373	270
JAMA: The Journal of the American Medical Association	3621	4415	794
Journal of Applied Physiology	1346	1586	240
Journal of Biological Chemistry	2308	2890	582
Journal of Pediatrics	1405	1695	290
Lancet	2946	3557	611
Nature	2129	2537	408
New England Journal of Medicine	4590	5542	952
Nursing Times, Nursing Mirror	1265	1577	312
Obstetrics and Gynecology	1141	1438	297
Pediatrics	1895	2308	413
Proceedings of the National Academy of Sciences	2107	2602	495
Science	2339	2820	481

NEW SUBSCRIPTIONS FOR 1993

Title	Price
AIDS Research and Human Retroviruses	\$ 288
American Indian and Alaska Native Mental health	\$ 35
Bone Marrow Transplantation	\$ 492
Current Opinion in Cell Biology	\$ 398
Diabetes and Metabolism Reviews	\$ 250
European Heart Journal	\$ 366
European Respiratory Journal	\$ 324
Journal of Acquired Immune Deficiency Syndromes	\$ 278
Journal of Emergency Medicine	\$ 287
Journal of Perinatology	\$ 75
Lymphokine and Cytokine Research	\$ 157
Medical Humanities Review	\$ 40
Oncogene	\$ 930
Pathology: Research and Practice	\$ 668
Prenatal Diagnosis	\$ 535
The Prostate	<u>\$ 442</u>
Total	\$5,565

JOURNAL SUBSCRIPTION CANCELLATIONS

Effective January 1993 these titles are no longer received by the Medical Center Library.

Title	Price
Cancer Letters	\$1,996
Chemical Abstracts Service Source Index	\$ 210
Current Surgery	\$ 86
Immunology Letters	\$1,365
International Journal of Pharmaceutics	\$2,721
Journal of Dental Education	\$ 50
Journal of Dentistry for Children	\$ 95
Journal of Environmental Health	\$ 75
Molecular and Biochemical Parasitology	\$1,991
Radiography Today	<u>\$ 90</u>
Total	\$8,679

1.0 EXECUTIVE SUMMARY

Environmental Health & Engineering, Inc. (EH&E) has concluded its investigation of indoor environmental quality (IEQ) at the University of New Mexico (UNM) Medical Library (the Library) located in Albuquerque, New Mexico. The purpose of this study was to assess the indoor air and environmental quality in the Library following various occupant health and comfort complaints. EH&E developed a comprehensive program to investigate a potential link between IEQ and occupant complaints, including the following tasks:

- **An initial site walk-through survey** to identify areas of concern throughout the study area;
- **Indoor air measurements** for detection and analysis of concentrations of carbon monoxide (CO), carbon dioxide (CO₂), total hydrocarbons, and formaldehyde (CHOH);
- **Environmental measurements and analyses**, including water vapor and bulk samples for fungi, and dust morphology;
- **An examination of the heating, ventilating, and air conditioning (HVAC) system** servicing the Library, including analysis of the system's design and current operational procedures; and
- **Tracer gas testing and analysis** to further characterize the ventilation characteristics of the Library during various HVAC operational modes.

Section 2 of the Report provides specific Observations and Recommendations based on the findings of this investigation and the corresponding Report Sections provide in-depth explanation of methods, data, and analysis. EH&E's major findings are as follows:

- **Various fungi that have or can have allergenic properties, including *cladosporium*, *penicillium*, and *aspergillus* species, are present in several areas of the Library, as identified by the bulk biological sampling and analysis.** The Report identifies these areas and makes specific recommendations for removal (using asbestos abatement methods) of dust in the mechanical room, regular cleaning of Library ventilation grills, thorough disinfection or removal of carpeted areas found to be damaged by water, and related remedial actions to minimize the presence of fungi. In addition, EH&E recommends that the visual inspection of the air ducts be extended to include the return air system in order to fully determine the extent of duct lining breakdown and potential microbial contamination evidenced by the presence of large amounts of black debris on the return air diffusers, especially on the second floor.
- **Several areas of the Library's HVAC system contain friable or potentially friable fibrous glass materials** as identified in the dust morphology and mechanical investigation portions of this investigation. Recommendations are made for removal of these materials, which may be distributed by the HVAC system and possibly cause irritation to Library occupants. Some of this fibrous glass material has a black surface layer that is breaking down and being resuspended in the HVAC system as well.

- **Pressure imbalances** exist throughout and between specific sections of the Library. Since such imbalances can facilitate migration of potential contaminants that may result in comfort and/or health complaints by building occupants, the report recommends a full analysis and re-balance of the system. For example, under "economizer mode" operation, the Library is greatly over pressurized. A large pressure imbalance for return air within the Library also was identified, which the investigation indicates might be related to the closed status of fire dampers in the return air shaft on the 2nd floor. Finally, total airflow measurements from diffusers in the director's conference room indicate that less than 15% of the designed air flow is currently supplied to this room.
- **The Mechanical Room, which acts as the return air plenum for the Library, is an area of special concern** since any pollutant released in or entering this space will recirculate throughout the entire Library when the HVAC system is not operating at 100% outdoor air. The report makes recommendations to mediate several identified problems, including: (1) the presence of header pipes with eroded fiberglass insulation; (2) an unsealed network of below-grade tunnels for steam pipes that may be a source of odors and contaminants into the room, which is under negative pressure relative to the tunnels; (3) extensive amounts of fungal growth in dust collected in this room; (4) inappropriate storage of garbage adjacent to this room; (5) poorly fitted ventilation filters in the return air mixing chamber; (6) organic debris and water on the floor of the fan section of the room, and (7) the drying out of traps in the area.
- **Water damage throughout the Library is of concern** and the report suggests remedial actions, particularly regarding the sheet rock inside the supply air plenum on the third floor, carpeted areas on the fourth floor, and stained ceiling tiles along the top glass wall on the northeast side.
- **Concentrations of CO, CO₂, total hydrocarbons, and formaldehyde, as well as dew point levels,** were all within applicable standards and guidelines for indoor air at the times and under the conditions tested.
- **Tracer gas tests demonstrate** that in the areas sampled, with the HVAC system operating in its "minimum outdoor air" mode, the Library is supplied with sufficient volumes of outdoor air to satisfy the current standards for IAQ.

Please note that this Report is subject to the Limitations described in Appendix A. Appendix B provides tracer gas procedures used by EH&E in this investigation.

ASSOCIATE DIRECTOR'S REPORT

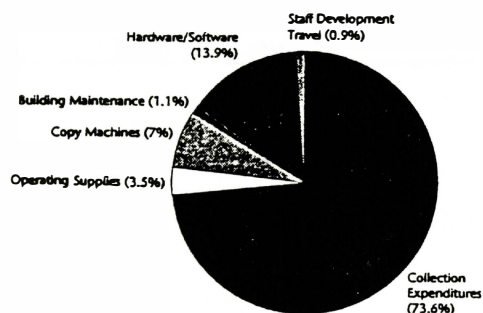
Innovations in networking have transformed Library operations and functions - Acquisitions, Cataloging, Serials, Collection Management, Circulation, Interlibrary Loan, Reference, Document Delivery, and, this fiscal year, Accounting.

The online ORACLE Expenditures - Accounting Module was successfully implemented. This is a key improvement in the Accounting process. All purchase requisitions, small purchase orders, and check requests are now created in a networked environment. Orders and payments for all goods and services are done online and output to a networked printer using University standardized forms. This module provides for operating efficiency, accurate and reliable information and negates the use of a typewriter. During fiscal year '93/94, this system will be used to analyze the economic activity of the Library in a timely way. It will provide up-to-the-minute reports on the status of funds and expenditures, eliminating the wait for institutional reports. See pie charts 1 and 2 at right for a breakout of 1992/93 expenditure information.

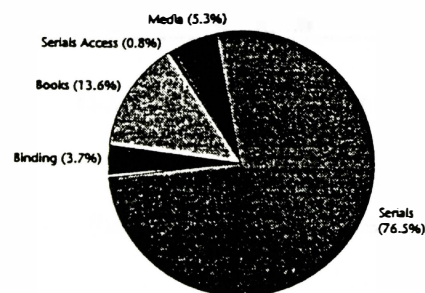
Other successful implementation of electronic information services in the Library's networked environment also occurred. They are: Networked PlusNet Medline; InnoVacq, the acquisition, serials, binding control component of InnoPac; PlusNet Medline Novell Network for the Microcomputer Laboratory; toll free access to the Library's Information Network for School of Medicine preceptors and medical students; ARIEL workstation for electronic scanning and faxing of user document requests over Internet; scanning workstation for electronic access to oral history abstracts.

The Library now has in place networked communication for conveying electronic messages, documents, and images; information resources and services. The ongoing training and development of staff is at the center of this dynamic, changing environment, providing staff with growth opportunities and the acquisition of new skills and new responsibilities.

1992 - 1993 Expenditures
(Excluding Salaries)



'92-'93 Collection Expenditures
(73.6%)



The ongoing analysis and review of staff positions resulted in upgrades and promotions of the following professional and technical positions:

<u>Position From:</u>	<u>To:</u>	<u>Grade</u>
Serials Technician II	Serials Technician III	7
Circulation Technician III	Circulation Specialist I	8
Media Specialist I	Media Specialist II	9
Serials Specialist I	Serials Specialist II	9
Circulation Specialist II	Circulation Specialist IV	11
Database Manager	Analyst Programmer II	13

The positive shift of staff positions into professional grades and a shift away from clerical and technical positions continues, as the following table and chart graphically illustrate.

TABLE 1

Grade	FTE		Budget		Position Average	
	No. Staff	% Staff	\$	%	\$	%
6	0	0%	0	0%	0	0%
7	6	14.95%	106,876	10.20%	17,813	7.78%
8	7	17.44%	138,428	13.22%	19,775	8.63%
9	5	12.46%	100,289	9.57%	20,058	8.76%
10	6	14.95%	127,160	12.14%	21,193	9.25%
11	3	7.47%	76,070	7.26%	25,357	11.07%
12	1	2.49%	29,591	2.83%	29,591	12.92%
13	3	7.47%	107,287	10.24%	35,762	15.60%
Faculty	*7	17.44%	337,428	32.22%	48,204	21.04%
Temporary	2.41	5.33%	24,285	2.32%	11,348	4.95%
Total	40.41	100%	1,047,414	100%	229,101	100%

Vacancies

Faculty* 2 (not budgeted)

Table 1 details the staff positions by grade level; the number of FTE in each grade; and the percentage of staff in that grade. It also shows the budget breakout by grade level and the position average with totals in all categories.

CHART 1

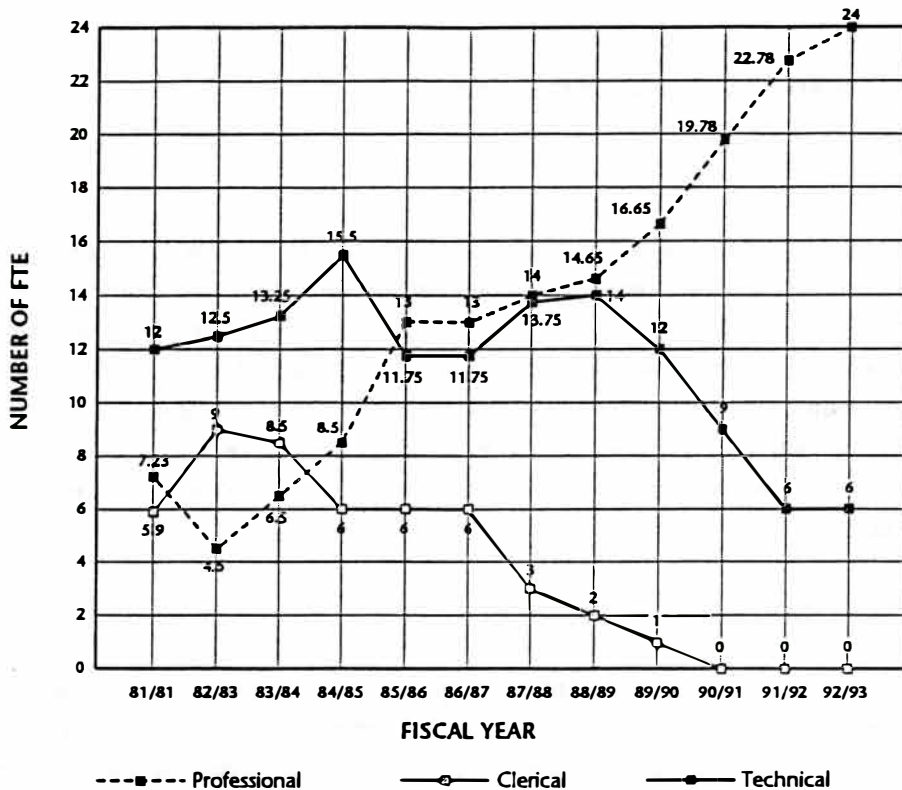


Chart 1 depicts the positive shift of staff positions over a twelve year span.

All Library faculty and staff in all units and program areas continue to work every day to improve quality, cost, procedures and systems in order to provide users with the products and services that best meet their needs.

The following pages testify to these collective achievements, and to the commitment of a competent and hardworking staff.

Cecile C. Quintal
Associate Director

LIBRARY SERVICES

BIOMEDICAL INFORMATION SERVICES (BIS)

Overview

The Biomedical Information Services Division includes Reference, Information Desk, Document Delivery/Interlibrary Loan Services, Online Services and Education, and Outreach Services. In the past year staff responded to over 39,521 inquiries; performed 1,930 mediated literature searches (an increase of 16%); obtained 3,248 interlibrary loans (an increase of 32%); filled 4,360 requests for documents or loans; provided 177 hours of training in the use of Medline via the PlusNet system, and provided outreach services and consultation to health professionals throughout the state. BIS staff continue to expand their knowledge and expertise in serving clinical and academic health professionals.

Reference/Education

Reference staff are continuing to refine subject specialty expertise, as well as participating actively in the design of the new School of Medicine curriculum. Extensive cross-training has provided better depth of coverage for the Information and Phone Triage desks. Access to the main campus libraries and PlusNet Medline from the service desks has improved their ability to meet user needs. An audit of consumer-level queries was conducted and future quality assurance activities are planned.

Online Services

Mediated search requests continue to grow, while at the same time direct end-user searching is expanding. The PlusNet Medline system became operational in August 1992, and over 140 training sessions have been attended by medical students, faculty and staff.

Document Delivery/Interlibrary Loans (ILL)

This year saw several innovations in Document Delivery services: the use of the Internet for DOCLINE transmissions; delivery of articles to fourth year medical students on rural rotations; and the use of imaging technology - the Ariel scanner - to provide documents to regional medical library members via the Internet. A coupon exchange program with non-medical New Mexico academic libraries was initiated, that will improve speed of delivery to our clients, as we will have an equitable method of using in-state libraries for requests, while enhancing accessibility to our collection for New Mexico libraries who assist us. MCL charges were increased to reflect national increases in charges for interlibrary loans/document delivery. The Medical Center Library refined procedures to obtain articles from low-use titles for faculty by using the Copyright Clearing Center instead of maintaining expensive subscriptions. Becca Barreda, Head of the Unit, served as a member of the South Central Regional Medical Library Group Interlibrary Loan Committee, which developed a regional plan for submission to the National Library of Medicine.

Outreach Services

Tim Greer has joined the division as Coordinator of Outreach and Extension Services. He has completed several consultation visits involving the reorganization of onsite collections. At the end of June, 87 sites in New Mexico were part of the outreach program (compared to 53 in 1992). Tim has also assisted in regional outreach efforts as a member of the Medical Library Association, South Central Chapter Marketing Committee, which developed special marketing materials to promote medical library services.

**Reported by: Deborah L. Graham, Assistant Director
Biomedical Information Services Division**

EDUCATION AND INSTRUCTIONAL SUPPORT

The UNM Medical Center Library continues to play an increasingly active role in the curricula of most academic programs at the Medical Center. As its role in teaching health sciences students expands, more and more of the Library's faculty and staff now participate in providing educational services. As Table 23 indicates, personnel from seven units in the Library have assumed education-related duties.

The advent of a new curriculum for the School of Medicine served as a major focus for the Library's Education Core Group during the past year. A Library faculty or staff member served on nearly every curriculum planning committee or task force for the Robert Wood Johnson initiative. This involvement ensured that the Library could respond in a timely manner to elements in the new curriculum that will require special services or resources. For example, the Foundations Block faculty requested that multiple copies of core textbooks be placed in the Reserve Collection. This special resource will enable students to familiarize themselves with key texts prior to purchasing personal copies of these sometimes expensive investments. This involvement with planning committees, secondly, provided the Library with opportunities for integrating information management skills into the new SOM curriculum.

Debbie Graham and Christee King of the Biomedical Information Services division (BIS) provided a total of 140 sessions on the use of PlusNet for searching Medline (a total of 177.5 instructor/student contact hours - see Table 34). Sessions were provided not only to students, but to faculty, housestaff, and Medical Center staff. Sessions ranged from basic introductory material to advanced techniques for searching in specific specialties. In addition, there were several large group presentations given to medical students, and specific departments (Orthopaedics, Pathology, Psychiatry).

Lillian Croghan (Media Services) and Christee King (BIS) served as preceptors to MSII students completing their "Orientation to the Hospital" projects, and received excellent student responses. Topics covered included clinically focused searching, Spanish language tapes, and options for preparing for the medical boards exam. Christee King, Richard Evans, and Gordon Lederman provided special instruction to the PCC students on using E-mail, accessing the Library system from remote locations, and downloading citations from Medline.

Marie Bolanos (BIS) conducted nine contact hours of instruction for over 300 nursing students, and provided College of Nursing faculty with four and one-half hours of consultation. Presentations included a video broadcast via Interactive Television to nursing students throughout the state. Many of the Library's staff assisted with the revised nursing orientation tour and exercises, which were very successful. Debbie Graham (BIS) repeated her annual presentation for Pharmacy 333 on information theory and management.

The precise role of the Library throughout the four years of the new SOM curriculum has yet to be articulated. The accompanying information management grid, however, maps out the skill levels expected of students at each phase in the curriculum. Increasingly, SOM teaching faculty include information management skills in their assignments. For example, the Biometry component of the Foundations Block, coordinated by Robert Rhyne M.D. and Jon Eldredge, will utilize a problem-based learning (PBL) approach to teaching students essential skills in using statistical sources, and accessing journal articles. Students will be expected to interpret a clinical case problem, identify information needed, and locate information resources that most effectively address the clinical situation.

UNM SCHOOL OF MEDICINE CURRICULUM INFORMATION MANAGEMENT

Objective: Acquire skills necessary to identify, assess, and manage medical/patient care oriented information effectively and efficiently in preparation for life-long learning.

COMPONENTS	PHASE I	PHASE II	PHASE III
I Information assessment and evaluation skills	Block-based assignments to introduce students to classification of medical texts, how library is organized Block-based assignments, e.g., info-gathering skills in behavioral, population and biological resources	Case-based assignments, e.g., structure of biomedical literature and knowledge base; critical appraisal of the literature Identification of specialty resources demographic & statistical resources time & cost effective info skills, practice guidelines	Evaluation of resources for medical specialties; demographic & statistical resources; practice guidelines
II Library skills	Orientation: online catalog, media and reserve collections, etc., electronic access from remote sites Self-directed learning of information skills	Self-directed learning of information skills LATCH orientation Active use of library and online resources from remote sites	National connections to information resources: - NN/LM network - information service vendors - Internet - Outreach programs;
III Bibliographic literature search skills	Basic literature searching and question formulation Medline and Index Medicus Intermediate literature searching - Science Citation Index - Current Contents Refinement of question formulation skills	Advanced literature searching - Medline - other systems Active use of online resources	Cost-effective clinical specialty searching Electives
IV Information organization skills	Electronic mail Bulletin boards File transfer	Practical application of Phase I skills Bibliographic file management Personal information files	Personalized knowledge base (specialty orientation): How to keep up with changes
V Information/knowledge base technologies	Interactive learning systems, e.g., - CPR - Dog lab - Hypersystems - A.D.A.M. Self-instructional computer systems - Scientific American: CONSULT - computer-based self-assessment	Patient management software - ILIAD - CBX: US MLE VII Advanced decision-making software Self-instructional CME Advanced computer-based self-assessment	Expert systems Artificial intelligence systems Practice management systems Continued use of advanced self-assessment systems; e.g., ACLS

Developed by the Education Core Group (EdCore), UNM Medical Center Library

PBL approaches to library instruction, pioneered with SOM students, have been adapted to other academic programs. This year PBL approaches were employed by Jon Eldredge in training students enrolled in the Physical Therapy, Medical Imaging, Pharmacy, and Occupational Therapy programs. Assessments determined from the graded assignments for these programs pointed to students having high motivations to learn under the PBL approach.

Library orientation efforts complement both the innovative PBL and more conventional teaching modalities by explaining library services and resources. This year 680 students participated in Library orientation tours conducted by twelve staff members. These tour leaders and the number of students that participated in their orientation sessions are listed on Table 36.

Members of Media Services, with Lisa Kindrick (BACS), prepared a special catalog of computer and interactive disk materials, complete with subject index. A powerful tool in support of course development, this was distributed to all chairs of committees working on the new SOM curriculum. Several faculty members, as part of the curriculum initiative, prepared special materials or projects for their committees; for example, bibliographies of library materials on specific Learning Family issues. The Neurosciences Group experimented with the incorporation of "informatics notes" provided by Cecile Quintal and Debbie Graham in developing learning objectives for specific cases.

An important resource that supports the educational mission of the Medical Center underwent a significant revision in early 1993. The fourth edition of the Library's *A Guide to Health Statistics* now includes an improved index and numerous new sources of statistical information. This resource will be utilized by Phase I students in the new curriculum. In the past it also has been used by third year SOM students and residents.

The Library sponsored the Medical Library Association continuing education course "*Designing Effective Learning Situations*" on October 20-21, 1992. This course helped prepare Library faculty and staff for their expanding roles in teaching information management skills in the varied Medical Center academic programs.

Reported by: Jon Eldredge and Deborah Graham for the Education Core Group

Education Core Group Members:

Marie Bolanos	Tim Greer
Lillian Croghan	Lisa Kindrick
Jon Eldredge	Christee King
Richard Evans	Erika Love, Chair
Deborah Graham	Cecile Quintal, Co-chair

MEDIA CENTER

Focus of this year's Media activities can be characterized as preparation for the implementation of the School of Medicine's new curriculum, under the Robert Wood Johnson Foundation grant. As such, all aspects of Media operations and the collection were examined to ensure readiness for the 1993-94 academic year.

Collection Development

Many collection adjustments have been made in support of the new curriculum. The Media Center's collection continues to reflect the dynamic changes occurring in new technology for medical education. The collection has been enhanced with the purchase of many additional interactive self-directed learning materials. Shelf-shifting of the collection made available the space for these additional programs. As part of the ongoing process of upgrading the collection, outdated programs were withdrawn.

A Macintosh Centris microcomputer, high-resolution color monitor, laser printer, external AppleDesign speakers, and various software were purchased with end-of-the-year grant money made available by Dr. Jonathan Abrams, who received the Preventive Cardiology Education Award. Many of the video and computer software materials support the behavioral and population aspects of the new curriculum, as well as patient education.

In addition, the Media collection was enhanced by the addition of two videotape series purchased by the College of Pharmacy for use in the PharmD program. Pathophysiology and Pharmacokinetics are the topics of these two series.

Computer Upgrades

In support of the new curriculum, the Microcomputer Laboratory was given a significant hardware and software upgrade. New, state-of-the-art IBM compatible microcomputers, running the most recent DOS and Windows operating systems, were purchased. These new computers have made possible the use of more advanced interactive programs. Much-needed peripheral devices, including a laser printer, CD-ROM drives, SVGA monitors, modems, and Ethernet network cards, were acquired. These devices are required to take advantage of sophisticated media formats which are becoming commonplace in the medical field. The Ethernet cards provide the computers with the ability to perform high-speed data transfer across local, campus-wide and international networks.

A relational database of all Medical Center Library hardware and peripherals was created for inventory and tracking purposes. This entailed the creation of four separate record systems. One database contains the configuration of every computer's central processing unit (CPU), including DOS version, drive information, CPU type and speed, and expansion cards. Monitors, keyboards, mice, and other peripherals are accounted for in other linked databases.

The Media Center has gained a dedicated electronic mail station with a direct connection to Medusa. Medusa is the School of Medicine computer that holds all of the medical student accounts. Any medical student needing to access their account for E-mail or patient records, can use the VT terminal in the partitioned area.

Use and Access of Software Resources

A computer-based educational resources catalog was produced to make available software programs and videodiscs to School of Medicine faculty as they plan their courses for the new curriculum. The catalog includes a subject index, as well as item and interactive computer station descriptions. Catalog copies were distributed to organ system group and task force chairpersons.

Numerous programs requiring explicit instructions on start-up and existing procedures are currently loaded on the Macintosh microcomputers in the Media Center. For this reason, a detailed instruction manual was developed. This allows medical students to quickly access complicated programs within a minimal time period. Also, the start-up instructions for IBM software were re-written to make the programs easier to use.

Multi-media resource lists were provided to various organ system groups and task forces to show self-directed learning opportunities available to medical students for specific blocks. Course outlines created by the various groups and task forces provided the criteria for inclusion of relevant materials.

Staff

A medical librarian from Thailand trained at the Library for three months. Part of her training was in the Media Center, with special emphasis on the problem-based approach for the medical school PCC curriculum. Since a similar program was recently implemented in Thailand, she observed the Library's role in supporting this teaching method.

The Media Center continues to maintain the same staff members. One staff member was upgraded, and assumed added responsibilities with the Systems Group. Another staff member has specialized and become adept in online catalog searching. Excellent resource lists have been produced for the new curriculum. This searching also provided increased familiarity with the collection, and allowed for more efficient assistance to faculty and students. The Media representative to the Educational Core Group has maintained an active role in this committee and as a Library representative to organ system groups.

Overall, this has been an exciting and challenging year. The staff look forward to the start of another academic year and to participation in the implementation of the new curriculum.

Reported by: Lillian Croghan, Gordon Lederman and Anne McKee

COLLECTIONS AND ACCESS CONTROL

NEW MEXICO MEDICAL HISTORY PROGRAM & MEDICAL CENTER ARCHIVES

Oral History Project

Ten years after the first oral history interview was conducted, an intensive effort was underway to complete transcription of the last 37 interviews recorded. Before the end of this fiscal year, that task has been accomplished, and the preliminary transcriptions were moving through the several correction, review and revision steps toward final archiving.

The Program Historian prepared biographical summaries of 55 interviewees and abstracted and assigned subject headings to their interview transcriptions.

Sixty three oral history transcripts, in their final form, were bound in-house. Printed on archival bond paper and bound with acid-free materials, each transcript is bound with the release form signed by the person interviewed, the biographical summary, abstract and subject headings prepared by the Historian, and, in some cases, a photo of the interviewee.

Additional interviews were conducted this year with two osteopathic physicians, one medical doctor and a nurse/anesthetist.

Photograph Project

Over the Medical History Program's first decade many photographs had been acquired by gift, solicitation or copying, and these reached a volume making identification and retrieval by the archivist's recall alone unsatisfactory.

A special project was undertaken to sort, arrange, describe and catalog these photos and enter records of them into the Library's online catalog. Further, the images were labelled and placed in archival sleeves to avoid their being damaged in handling.

When completed, this project totalled 220 photographic collections added to the Library's catalog, and included 1,886 photographs, 885 negatives and 1,076 slides.

Serials in the Archives

Over 200 titles of current and defunct serial publications are in the archives collections. These include newsletters, annual reports and journals of health professionals, institutions, organizations and state agencies in New Mexico's past and present. Many are issued by UNM Medical Center departments and facilities.

An effort has begun to better monitor receipt of these materials and increase their accessibility by adding them to both the serials control and public online systems.

Exhibits/Presentations

The Medical History Program and Oral History Project were advertised to members of the New Mexico Osteopathic Medical Association through exhibits at its annual meetings in July 1992 and May 1993.

The Archives Manager attended the annual meeting of the Southwest Oral History Association in San Diego to make a slide presentation/talk describing the steps taken at the Medical Center Library to provide online access to its oral history transcript collection.

History Committee

Chairman Fred Hanold MD and members of the Medical History Committee of the New Mexico Medical Society met twice this year with History Program staff to offer their perspectives and counsel. The Society's annual grant in support of the History Program continues.

Indian Health Papers 1800-1965

The Library also launched a major effort to document the health-related literature of the Native American Indian with the acquisition of a collection of approximately 1,600 articles pertaining to Indian health. These form the foundation for a larger bibliography. Published in national medical, anthropological, and other scholarly journals during the years 1800-1965, the articles present a sweeping medical perspective on Native American diseases and their traditional and scientific treatments. The Library is presently developing a database containing approximately 2,000 bibliographic entries covering this period and will make this online database accessible over the Internet in the future.

This particular project will provide a foundation for a second aspect of the Medical History Program, which has as its goal to include the three dominant cultures of our state.

Reported by: Janet Johnson, Archives Manager and H. Henrietta Stockel, Special Projects Bibliographer

COLLECTION AND INFORMATION RESOURCES DEVELOPMENT (CIRD)

Continued price inflation combined with limited budget resources again translated into reduced access to biomedical information for Library users. Even access via Interlibrary Loan to articles in journals not owned by this Library in some cases encountered the unexpected constraint of publishers' royalty fees that in one year rose by as much as 500%.

United States journal subscriptions now cost an average of \$288 per year, representing a 180% price jump since 1982. Meanwhile, library budgets have increased by 86% for the same period. While this Library cancelled 23 subscriptions for 1993, the trade-off meant a larger budget deficit.

Prices for 1994 are projected to increase another 10.5%, which will inevitably lead to larger journal budget deficits.

New management strategies were developed this year to ensure that the journal collection constituted the best possible ratio of costs to benefits. Journal usage data for certain subject areas were scrutinized in search of possible cancellations. The CIRD Chief developed a new cancellation form to assist faculty evaluation of questionable journals. A similar form that posed tough questions for faculty on a prospective subscription's utility also became available from the CIRD Unit.

Vendors that handle library subscriptions perform a number of valuable services. For example, these vendors' reports offer a variety of valuable data for collection development librarians that assist in the management of collections and their budgets. In January 1993 the Library's subscription vendor of many years was purchased by EBSCO of Birmingham, Alabama. This corporate takeover prompted the raising of many important questions on how the Library may want to conduct its business in the future with subscription vendors.

A largely unnoticed dimension of rising publisher prices has been the diminished purchasing power for new monographs. The unit price for U.S. medical monographs has now risen to \$80.50. This unit price has increased by 107% since 1982, whereas the Library's monograph budget has increased a modest 13.2% for the same period. To avoid a budget deficit, \$19,195 worth of approval purchases were rejected. These monographs, which mostly meet the Library's subject selection criteria, were thereby not purchased.

Purchases foregone and subscription cancellations may lead to accreditation difficulties in the future. This fiscal year the CIRD Unit provided information about Library resources and services for seven accreditation processes. Residency programs in Orthopaedics, Plastic Surgery, Cardio-Thoracic Surgery, ENT Surgery, Hematopathology, and Psychiatry. The Diagnostic Ultrasound program also requested information pertaining to its accreditation.

Maintaining close contact with Medical Center faculty on a regular basis alerts the CIRD Unit to their curricular, research, and clinical information needs from the collections. The following table summarizes these contacts:

Program Area	Number
SOM Basic Medical Sciences	55
SOM Clinical Sciences	153
Allied Health Sciences Program	65
Dental Programs	7
College of Nursing	35
College of Pharmacy	24

These data do not reflect the sustained contacts occurring in SOM Curriculum Planning Committees which also assisted the Unit in anticipating future needs.

Other projects were designed to ensure cost-effective utilization of collections. The government documents hearings collection and segments of the monographs collection were weeded of low or no usage items to allow for more convenient access to needed items on shelves. The *Guide to Health Statistics* underwent its fourth edition. This resource featured many new titles that the CIRD Unit had identified and selected for the Library to provide a more comprehensive statistics collection.

Reported by: Jon Eldredge, Chief
Collection and Information Resources Development (CIRD)

COLLECTIONS AND SERIALS MANAGEMENT

Collection Management

The acquisition of InnoPac for serials control was a step forward for the automated bindery process. The previous process, the use of Roswell Bookbinder's software, was only partially automated. The software only produced bindery slips and was not interactive with the online catalog. The InnoPac binding program does a great deal more. Bindery staff can now generate pull slips, give materials a bindery preparation status, and print bindery slips. The new process is more efficient and time saving for bindery staff.

The Unit Head, along with the Serials Acquisitions and Control Specialist, began using the bindery program in January. The initial shipments were somewhat difficult because not all bindery information and collation instructions were complete. By the end of the fiscal year, the process was much more refined.

The UNM Medical Center Library was able to participate in exchange lists during the past year. The initial duplicate list was sent to area hospitals, with minimal response: only one library requested materials. Duplicate lists were distributed at the SCC conference in the fall, and response was very good. The distribution of this list was small and Collection Management staff were able to fill the requests. A duplicate list was also sent to the Medical Library Association for their quarterly Duplicate List, and response to this list was overwhelming. Staff were not able to keep up with incoming requests, and only a portion of the requests were filled. The return postage rate was excellent.

Shifting of the collections continues to be an on-going process. The History Collection stacks were moved to prevent further sun damage to the collection. The materials first had to be moved off the shelves in order to move the stacks and, once the stacks were in their new locations, the history materials put back on the shelves. The new arrangement made access to the collection much easier.

The continual movement of materials to the Annex has been done in segments, with no intershelving. This year student employees completely shifted the Annex for one continuous shelving of the materials. The available shelving space at the Annex is almost exhausted due to the last movement of cancelled and low-use titles.

The Unit experienced a shortage in staffing during the last part of the year. The bindery technician left in early January, and the position was not filled until early May. The senior student graduated in December. Other student employees were trained to perform the numerous tasks this student performed.

Serials Unit

Fiscal year 1992/93 was a year of many changes in the Serials Unit:

Government Documents

The Medical Center Library is a selective depository for federal government documents. The responsibility for receipt and initial distribution of document shipments was transferred from Acquisitions to Serials effective July 1, 1992. The Unit Specialist received training in the processing of depository shipments and has trained additional staff to process GPO material.

Automation

In mid-July, Acquisitions and Serials staff received training for the ordering features in the recently purchased Ordering and Receiving module of InnoPac. Unit staff then began creating order records for active serials titles, focusing on vendor subscriptions.

Training for serials checkin in InnoPac was held in September. In October other staff members were recruited to input checkin records for the 1,860 serial titles currently received by the Library. The data input team consisted of the following staff members: Gregg Bailey, Carol Claycomb, Mike DeLilla, James Tapia, Andrea Tafoya, and David Wagner. Serials checkin has been automated since 1988 at MCL, but checkin information could not be directly transferred from Microlinx, a stand-alone PC-based system, to InnoPac. The procedure devised by Rhen Busch, Lisa Kindrick, and Anne Schultz included the following steps: a report containing bibliographic information for each title was printed from Microlinx; claiming and binding information was checked and added; and information about recent receipts was obtained from Microlinx. Records created by team members were then checked for accuracy. Checkin records for vendor subscriptions were the primary focus of the project; when these records had been input, staff began to work on records for standing orders, direct orders and gifts, and government documents. At the close of the fiscal year, almost 1,500 checkin records had been created.

Beginning in January 1993, all bindery shipments have been prepared using the InnoPac binding features. For almost five months, the Serials Library Information Specialist assisted the Head, Collection and Serials Management, with preparation of bindery shipments: printing of pull-slips and binding slips from InnoPac; collation of materials to be bound; and checking in bound volumes as they were returned from the bindery.

Subscription Services

January brought surprising news: EBSCO Subscription Services had bought the subscriptions division of Majors Scientific Books, the Library's vendor for approximately 1,100 subscriptions and 300 standing orders. Representatives from EBSCO met with Library staff in March to discuss the transition, which will be completed in July 1993. EBSCO will only be taking over titles received as subscriptions; Majors will continue to handle standing orders and books.

Personnel

A justification for a student position in the Serials Unit was written in early September, and Benny Arenas was hired to fill that position. His responsibilities include unpacking depository shipments and processing material received in Serials.

In May the Unit's Technician, Leona Green, retired after 28 years of service to the Medical Center Library. Leona had worked for almost five years in the Serials Unit, and she will be missed by all staff. The process of hiring a new Technician is underway.

Reported by: Rhen Busch
Head, Collections and Serials Management

BIBLIOGRAPHIC ACCESS AND CONTROL SERVICES

The Bibliographic Access and Control Services Unit (BACS) orders and receives all monographic materials and provides access to the Library's collections and to the cataloged collections of the School of Medicine department libraries and the Center for Health Law and Ethics. In 1992/1993 BACS staff cataloged 2,429 titles and Acquisitions received 2,090 items.

New InnoPac Modules

BACS staff played an important role in the implementation of the InnoPac Materials Ordering and Receiving and Serials Control modules. Implementation of the Materials Ordering and Receiving module, installed in July 1992, involved moving outstanding order records to this system, setting up funds, creating new procedures for ordering materials (including printing and mailing orders, tracking outstanding orders, and downloading orders from OCLC), creating procedures for posting encumbrances and expenditures, and generating statistics once kept manually. A total of 2,465 orders were placed using this system during the fiscal year.

BACS staff was also involved in the implementation of the Serials Control module in the Fall. Barbara Wardlaw cleared up serial record discrepancies and added new serial records to InnoPac as needed. David Wagner assisted in creating checkin records for titles to which the Library currently subscribes.

Enhancements to the Catalog

BACS and other Library staff continue to work at improving the quality of records in InnoPac. Projects are continually underway to identify and correct inconsistencies in InnoPac. Examples of projects in 1992/1993:

- o reviewing the WORDS IN THE TITLE index for misspellings
- o changing obsolete MARC fields to valid fields
- o identifying records without item records and correcting them
- o correcting obsolete or inconsistent subheadings in subjects
- o adding the subject heading "Indians, North American" to records with subject headings for any Native American tribe
- o reviewing first-time use and duplicate heading reports

Release 8 of InnoPac was installed in June, and includes many new features that will improve the quality control of catalog records. The Database Maintenance module now has the capability to verify subject headings and MARC tags, and edit records in a review file. This release of InnoPac also generates more detailed first-time use and duplicate record reports.

Records for 1992 Medical Subject Headings were added to InnoPac in September, and records for 1993 Medical Subject Headings were added in June. This procedure was refined during the year. Beginning in May, BACS staff began downloading records from OCLC which include contents notes.

Department Libraries

Records for three department libraries, Orthopaedics, Medicine, and Psychiatry, were added to InnoPac, including 510 unique titles. On-going maintenance for the collections of four other departments and the Center for Health Law and Ethics continues as well.

Procedure Manuals

Procedures for Cataloging and Acquisitions activities were documented in two manuals developed by BACS staff during the fiscal year.

Improved OCLC Access

OCLC added several new features in 1992/1993: Authority Control search enhancements, Passport upgrade, and Keyword Searching. BACS staff learned to use these new features and trained other staff in their use.

Staff Development

Barbara Wardlaw attended an Introduction to DOS workshop and received training from Innovative Interfaces on downloading from OCLC to overlay order records. David Wagner received

training to use the Materials Ordering and Receiving module, is now performing all acquisitions responsibilities, and attended an Internet workshop. Lisa Kindrick attended the Innovative Users Group annual meeting, the AMIGOS fall membership meeting and seminar on MaRC format integration, and a workshop on adult learning.

Future Plans

- o Add holdings for additional department libraries to the catalog.
- o Investigate options for adding images and additional table of contents to the catalog.
- o Implement Blackwell North America's New Title Online (NTO) database.
- o Refine cataloging and acquisitions workflow and procedures.

Reported by: Lisa Kindrick

Head, Bibliographic Access and Control Services

CIRCULATION

Last fiscal year the Circulation Unit reported an 11% increase in the Library's gatecount and a 7% increase in active registered borrowers over the year before. This year the numbers in these two categories indicate the same high levels of user demand. The Library's gatecount for FY 1992-93 totaled 243,655 (a 2% increase) and the number of active registered borrowers totaled 3,800 (a 1% increase). Fifty-seven percent of the Library's active registered borrowers are from Main Campus programs, while 40% are users from the Medical Center (see Table 10).

The high user demand is demonstrated at Circulation, as at all service desks, by the number of recorded service transactions conducted over the fiscal year. The Circulation desk alone made a total of 23,176 service contacts (excluding checkouts, renewals, and holds for books) in 1992-93 (see Table 3).

The Circulation Unit also underwent a gradual transition in staffing during the past fiscal year. Beginning in August 1992, Tim Greer, the day supervisor, started accepting duties related to Outreach and Extension Services, and on March 1993, his position was officially upgraded to Outreach and Extension Services Coordinator, entailing a shift in job emphasis from Circulation to Biomedical Information Services. To compensate for Circulation manhours that this reclassification left vacant, the Unit posted a job opening for a Library Information Specialist I, scheduled days, Tuesday through Saturday. James Tapia, Evening Circulation Technician, was offered and accepted this position, effective June 1, 1993. Presently, the Unit's Library Technical Assistant III for Sunday through Thursday evenings remains unfilled. In anticipation of the graduation of Gregg Bailey, the Unit's student employee, and to fill gaps in desk coverage, the Unit has arranged for both the Collection Management Technician and the Serials Technician to be trained to cover the Circulation desk 10 hours weekly.

This past year Anne Schultz, Serials Specialist, provided additional coverage for the Circulation desk but will be unable to continue this practice due to increased responsibilities in her present

position. James Tapia and Gregg Bailey assisted the Serials Unit in entering Serials records into the new Innovacq module. Tim Greer will continue to contribute 10 hours weekly to the Unit in a supervisory capacity.

In 1992-93, Circulation processed 18% more classroom reserve items than in the previous year (see Table 11). Continued increases in items to be placed on classroom reserve are anticipated with the implementation of the new School of Medicine curriculum. Additional shelving space was installed in the Unit in July in order to accommodate this growing demand, but shelving space in the area was filled to capacity during the Fall and Spring semesters. To remedy the spacial constraints for classroom reserves and for Circulation staff, Tim Greer worked with the Library's Facility Manager, Dianne Zincke, to plan for the remodeling and expansion of the Circulation desk and work area. It is hoped this expansion can be achieved as part of the overall remodeling of the Library's plaza level.

While demand for Reserve space increased, the Library's Rental Collection, texts which were used by students in their third and fourth year rotations, had become obsolete and were no longer used. In October 1992, all items in the Collection were sold for \$5 a piece to the general public.

Providing efficient and helpful service to Library users is a principle goal of the Circulation staff. This year, James Tapia's service was recognized by an award presented by the School of Medicine PCC program.

Reported by: Tim Greer
Circulation Supervisor

TECHNICAL AND SYSTEMS APPLICATIONS

Overview

The Library continued to provide automated applications utilizing the DecSystem 5500 hardware environment. As was anticipated, the Library continued to see growth in the number of users on the system. This can be attributed to the addition of new applications to the Library's system, as well as to the automation efforts of the School of Medicine. The addition of the PlusNet Medline application accounted for some of the increased use of the system.

Two new modules were added to the InnoPac online catalog and circulation system: Materials Ordering and Receiving, and Serials Control. These modules allow library users to see records for current journal issues, as well as records for materials on order. The database was further enhanced by the installation of a new release of the software, Release 8, in June 1993.

The Library's Oracle software and databases were moved to Biblio, a 5500 Risc machine. Several new database prototypes were developed: Core Concepts Tracking System, Teaching Activities Tracking System, PlusNet accounting and tracking of use. The expenditures module of the Library Management System was 90% completed by June 30.

Plusnet, the Library's full-featured Medline search software, was completely integrated into our existing menu system. We implemented 1-800 access to our systems, which made access from remote locations convenient and affordable. A database was developed which limits access to authorized users and tracks both the applications used and the time spent using them.

Hardware

During the 1993 fiscal year the Medical Center Library operated with two DecSystem 5500s, and the CDROM system for the PlusNet Medline.

The DecSystem 5500 (Hestia) maintained consistently good performance while operating the Library's InnoPac database. The disk drives used by InnoPac average thirty-five percent maximum input/output. Combined with CPU performance, usage suggests that this system can sustain a steady increase in growth for both users and applications. The limits caused by physical memory were eliminated when memory was upgraded to 128 megabytes. This additional memory allowed for a larger cache area for the buffering of disk data, and will also assist in balancing the growth which results when greater numbers of users are simultaneously active on the system.

During the last fiscal year the Oracle database management system was moved from a Vax VMS environment to Ultrix environment on the second DecSystem 5500 (Biblio). Anticipating this addition, both physical memory and disk drives were upgraded, as was the Ultrix operation system, which was upgraded to Version 4.3. This 5500 machine is also supporting the Bulletin Board and all the Library's menu programming.

Uninterrupted Power Supplies (UPS) were installed on each machine in the Library's computer room this fiscal year, which makes our computer services more reliable. In case of power interruption the UPS will continue to supply each computer with the required power to keep it running so that the system manager can shut down the computer normally (without the UPS it would "crash" (shut down abnormally)). If there is a period of fluctuating electrical power, the UPS will provide the computers with a normal, uniform power level.

Customized barcode cables were installed to allow barcoding equipment to work with the new DEC VT 420 terminals.

1992 and 1993 Medical Subject Headings authority records and revisions to previous records were loaded.

The Library acquired two scanners which were installed and tested. One is being used for the electronic transmission of documents and the other is being used with optical character recognition software.

Records for archival photographs were added to InnoPac, and records for department library collections and oral histories continue to be added.

Databases

InnoPac

The Materials Ordering and Receiving module and Serials Control module were added to the Library's InnoPac system. Materials Ordering and Receiving was implemented in July 1992, while the Serials Control module was implemented in September 1992. Subsequently, 2,629 Bibliographic records, 5,857 Item records, 1,032 Authority records, 1,469 Checkin records, and 2,478 Order records were entered into the database. InnoPac was upgraded to Release 8 and Library staff were trained to use the new features of this software. Improvements were especially evident in the Circulation and Database Maintenance modules, where Library staff can now perform many more functions while checking out a book, and edit records using a full-screen rather than a line editor.

Oracle Databases

In preparation for the move to the Ultrix operating system, Oracle staff calculated and re-defined the amount of memory space that the databases would require on the new computer, standardized filenames and screen designs, and made changes to most screens to adapt them to a new operating system. The Oracle software was upgraded as well.

Research Registry

The Awards section was changed from UNM awards to Significant awards. This was a change in procedure, not a change in database design. The part of the database which tracks projects was

modified to include Foreign projects, New Mexico projects, and other USA projects outside of New Mexico. The student support table was modified and the screens redesigned. The modification made the data easier to understand. Screens were modified to allow PC users and VT users to use the same keys. With the new version, more efficient pop-up List-of-Values windows were added to replace the old type of List-of-Values, which involved calling a separate screen. Search parameters, such as faculty name, now display automatically for the user after part of the parameter is entered. Technical documentation was completed. The annual mailing to faculty was performed to obtain all updated/new information.

Curriculum Database

With the move to a Unix environment and the new version of Oracle software came an upgrade of the screen designs. Oracle staff made changes to the screens, reports and indexes to take advantage of some of the more advanced features available with the new version of Oracle software. The database design was modified to allow data to be ordered by divisions within departments. Technical documentation was completed.

A prototype database for tracking Core Concepts was designed and developed and data entered from the Microbiology block.

Library Management System

Screens and reports were developed during the year, tested and then made available from the menu. Accounting staff began doing all work from the database and printing forms from Oracle instead of typing them.

Faculty Teaching Activity Database

The Teaching Activity Tracking System was approved by the Basic Sciences department chairs. It was then developed and designed and several departments began using it.

Oral History Database

The Head of the Oracle Unit handled the online information for completed oral histories, and corrected and narrowed the subject headings in InnoPac for all oral histories. As of September 30, 1992, 66 oral histories were considered to be final. With the Oracle Head's departure, the Oral History Project responsibilities were assumed by other Library staff in the Front Office, BACS and Archives. Oracle Unit staff will still enter information into InnoPac for each oral history.

Networking

PlusNet Medline

This full-featured Medline search software was completely integrated into our existing menu system. The software's vendor, CDPlus, says the Medical Center Library is the only site they know of to accomplish this level of integration.

Users select the Medline option on the menu and are transparently logged into the PlusNet system. The system is fast and easy to use. File downloading is available but fairly complex at the present time since it requires the use of PCs on the network to move files from Novell to Unix. We invested much research and development time this year into exploring ways to make downloading and printing easy and convenient. Next year we will enjoy the fruits of that effort.

An Oracle database was designed to track usage and accounting for PlusNet. Statistics are uploaded to Oracle from PlusNet, and reports are generated for BIS staff (usage) and Accounting staff (charges).

1-800 Number

The Library took a major step forward in our efforts to offer convenient and affordable access to our system from remote locations when we implemented 1-800 access to our systems. We designed and developed the software that allows only authorized users to gain access and tracks both the applications that they use and the time they spend using them. This allows us to create detailed usage reports. Currently, use of the 1-800 number is restricted to PCC students when in the field and to their preceptors.

A very successful training class was held for the PCC students prior to their leaving Albuquerque. They were given software which connected them to our system via the 1-800 number. We showed them how to install and configure the software, how to use our menu system to access Medline and how to get to Medusa for their E-mail. We stressed the fact that this was an 800 number, that it was imperative they use it in an efficient and professional manner.

Bulletin Board

The Bulletin Board remains one of our most popular options. The bulletin board and network menuing software, both of which were developed here at the Library, are currently being considered by NYUs Medical Library for use on their systems.

Networking Hardware Additions

The Library bought and installed two X-window terminals in the BIS area. These two terminals have proven to be invaluable to the BIS staff who use them, since they afford simultaneous access to all our online resources. It is not unusual for an InnoPac search, a Medline search and an Internet search of CATLINE to be going on simultaneously when attempting to answer a user's question. Our experience with these terminals has given us the confidence to move aggressively into the X-window environment.

Four of the PCs in the Microcomputer Lab were upgraded to support direct Ethernet connections (via the Concentrator) to PlusNet Medline, our menu system, the CDCN and the Internet.

The Microcomputer Laboratory was given a significant hardware and software upgrade to support the new curriculum. New state-of-the-art, IBM-compatible microcomputers running the most recent DOS and Windows operating systems were purchased. Peripheral devices required to take advantage of sophisticated media formats were also acquired.

VA-Internet Grant

The Chief of Electronic Communications and other Library staff spent considerable time and effort providing technical and professional advice to a team developing a grant application to the National Library of Medicine which would allow the local Veterans Administration (VA) Hospital to connect to the Internet. The team consisted of computer and library specialists from the Library, the Medical Center Computer Services and the VA.

Training Provided by Systems Staff

The Media and PC Specialist, the Online Services Coordinator and the Chief of Electronic Communications planned and conducted the class for PCC students on use of our systems via the 1-800 number. Holly Willis, from the Medical Center's Computer Services branch, did the E-mail training.

The Systems Librarian organized an Internet workshop for Library staff. Eleven Library staff members attended the workshop on using the Internet hosted by the Library and presented by Deborah Willis of the General Library.

Future Plans

Plans involving InnoPac include developing a guide for using the public catalog, investigating the addition of contents notes to the records, and completing a project to review records in InnoPac without item records attached. A device for sharing the magnetic tape drive between the two DecStation 5500s will be added. This will allow InnoPac records to be loaded and output from and to magnetic tape.

The Library intends to create a development environment for Oracle after upgrading Oracle software to Oracle7 and Oracle*Forms Version 4.0 (Oracle*Forms 4.0 formerly SQL*Forms 3.0 and SQL*Menu 5.0). Oracle Unit staff will develop additional modules for the Library Management System, such as the Income module. The Research Population database project will be developed.

The Library will add NFS capability to the CDPlus Medline server, thus allowing for the highest level of integration between our Unix-based host and this Novell-based application. The primary benefit of this enhancement is that it significantly simplifies the downloading and printing of search results. It also means that we will no longer be dependent on the intermediate PCs to download files.

The campus Ethernet backbone is being upgraded to 100 MB FDDI. We intend to explore options to enhance our internal network to take advantage of the increased bandwidth. We will investigate the possibility of acquiring the physical infrastructure and hardware needed to develop our own internal high-speed network for imaging and video applications.

We have acquired an Alpha workstation for use in networking activities. We plan to use this station as a host for software which will allow us to monitor and control both the network and devices on the network. We also will develop enhancements to the menu system and to the bulletin board on the Alpha.

Reported by: Richard Evans, Lisa Kindrick, Gordon Lederman, Tom Peterson, Sean Shaw, and Heidi Sims

FACILITIES MANAGEMENT

Facilities Section

During the later part of fiscal year '92-93, Telecommunications connected the Library with the campus fiber optic cable system. This cable came into both the main Medical Center Library and the Medical Center Library Annex located in HSSB BO5. Both installations had some problems. The fiber optic line was to come up the tunnel between the Library building and HSSB into the Annex, across the Annex ceiling and push through the floor of level one, in HSSB.

The installation crew in the Annex were very careful about where they placed their tools. They also cleaned up after themselves. The only drawback to this phase of the project was that the cable and conduit followed the wrong path once in the Annex, and came up through first floor of HSSB in the wrong room. Almost the entire length of cable and conduit had to be reinstalled and a new set of holes bored through the first floor of HSSB.

In the main Library building, installers never notified the Library as to when they would arrive. They appeared on the scene and destroyed sections of the ceiling in rooms 226 and 227 in an effort to string the cable along the proper path. In the process, they nearly caused these damaged sections of ceiling to fall on the heads of two Library employees. The staff members involved barely escaped injury.

After nearly two and a half years of petitioning, the Library is being considered for a fire alarm and safety hardware upgrade. Crash bars now exist in the North and South emergency stairwells. We have drilled with them, and they work very well. The first floor remains a fire trap and the Library is trying to remedy this problem by enlisting the aid of the other two departments residing in the building, Biomedical Communications, and Poison Control. However, we were informed that the University has no funds available for the installation of crash bars on the loading dock doors.

Due to a change of personnel in Facility Planning, we missed our construction window for the lobby remodeling project. Roger Lujan, Head of Facility Planning, and Michael Jerome, a Facility Planning architect, are trying to assist the Library with this remodeling job and get the project back on track.

The old telephone consoles at Circulation, the Biomedical Information Services triage office and the Information Desk were replaced with state-of-the-art electronic, computerized equipment provided by Telecommunications. The former consoles were still functioning, but not able to keep up with the increased flow of telephone traffic at the Library.

The Administrative Conference Room projection screen failed and hyperextended and froze in the "down" position. It was thought a new screen would be necessary, but Facility Planning repaired the screen's motor, reconditioned all the moving parts and produced a projection screen that operated better than it had originally, saving the Library over \$1,500.00.

Light fixtures in the restrooms are becoming brittle, cracking and shattering. They are being replaced as they break. Also, the toilet tissue dispensers finally fell apart and could not be replaced. New dispensers were ordered and the new units are easy to use, fill and are neater in appearance than the old dispensers. They also help eliminate most of the litter in the restrooms.

Fifteen Aireox #45 air purifiers have been placed in various staff office locations in an effort to alleviate some of the respiratory discomfort experienced by a large portion of the staff. Some of the employees' eye discomfort was alleviated by changing out the regular fluorescent bulbs, which are UNM issue, and replacing them with full spectrum (natural light) bulbs. The burning sensation in staff members' eyes virtually disappeared. People stopped squinting at papers on their desks. Office lighting became softer and more soothing, yet offers every bit of visibility available from conventional bulbs.

Eight classrooms and the center stairwell received new carpeting. The remaining carpet is terribly worn throughout the entire Library, especially outside of the public restrooms. The nap is gone, and the backing fabric is showing through.

In July, 1992 the *Lifetime Channel* taped a segment featuring Dr. Shirley Murphy of UNMH Pulmonary/Peds and Dr. Milton Arnold of the American Pediatric Association. The show's principal topic was pediatric asthma. The segment took twelve hours to tape and took over the main reading room on the third floor.

Below is a listing of the Facility Manager's responsibilities in the following categories:

Library Operations and Maintenance

Includes activities which ensure the smooth day-to-day running of the basic "backstage" library functions. This list impacts both users and staff. It involves the upkeep of the building and the arrangements of its contents, especially those items not belonging to the general collection. It literally involves making a place for everything, and keeping everything in its place.

Equipment Responsibilities

Includes researching, purchasing and maintenance of major and minor equipment used in the building. Equipment failure can have a very negative impact on basic operations, causing frustration and inefficiency. Improperly maintained machines can prove a physical hazard to users and staff.

Budgetary Responsibilities

Involves predicting future expenditures based upon past experience, and financial tracking of projects currently underway. This information is valuable to both the Library Director and the Medical Center Administration.

Library Safety

Emergency procedures education fall into this category. It includes the production of the Library's staff safety manual, all evacuation and emergency situation training for staff, fire drills, and the constant monitoring of conditions in the building itself. Hazards have to be reported, removed or remodeled in order to meet all Library Safety Codes, as well as city and state safety codes.

**Reported by: Dianne Zincke
Facility Manager**

APPENDICES

Library Committee, FY 1991/92

William C. Buss, M.D., Chair and Professor, Department of Pharmacology

Fred A. Mettler, Jr., MD, Professor and Chair, Department of Radiology

William A. Tandberg, MD, Associate Professor, Dept. of Family, Community & Emer. Medicine

David L. VanderJagt, Ph.D., Professor, Department of Biochemistry

Joann Weiss, Ph.D., Associate Professor, Associate Dean, College of Nursing

Chair: Robert E. Waterman, Ph.D., Professor, Department of Anatomy

Ex-Officio: Erika Love, Professor and Director, Medical Center Library

Cecile C. Quintal, Assistant Professor, Associate Director, Medical Center Library

Jon Eldredge, Chief, Coll. & Info. Resource Development, Medical Center Library

Primary Functions of the Medical Center Library Committee:

- To advise the Library Director and the Director of the Medical Center on Library programs and policies;
- To recommend Library policies and to determine the degree (or success) of implementation;
- To serve as a channel of communication between the Library and its users by helping to interpret Library policies and the needs of its user groups;
- To assist in obtaining fiscal and other support by communicating the Library's resource requirements to the Provost, Dean, and other budgeting officials, and by assisting in seeking outside funding for community outreach services;
- To provide support and guidance in the development of guidelines for the Library as a component of the academic community.

Medical Center Library Committee Appointments:

Members are appointed by the Director of the Medical Center with advice from the Library Committee, Library Director, Deans and Department Chairs of Colleges and Schools on the North Campus.

The Committee shall be small enough to accomplish its job and large enough to be representative of the health professions served on North Campus. There shall be a fair representation of different points of view, but members shall be selected primarily for their interest in and support of the Medical Center Library.

Appointments to the Committee shall be staggered to provide continuity. Definite terms of service are set, but re-appointment of those members who are especially effective on the Committee is deemed desirable.

LIBRARY STAFF 1992-93

Name	Title	Start Date	On Job
Barreda, Rebecca	Head, Doc. Del. & ILL	01-30-79	14yr/5mo
Bolanos, Marie	Reference Librarian	03-01-90	3yr/5mo
Busch, Alicia	Head, Collection Management	10-12-82	10yr/10mo
Claycomb, Carol	Data Entry Technician	12-04-89	4yr/8mo
Conant, Connie	Collection Mgmt. Technician	05/24/93	3mo
Croghan, Lillian	Head, Media Center	05-22-78	15yr/3mo
DuCharme, Judith	Reference Librarian	10-18-82	10yr/10mo
Eldredge, Jonathan	Chief Coll & Info Resources Dev	01-01-86	7yr/7mo
Evans, Richard	Chief, Telecommunications	04-01-88	5yr/4mo
Fullilove-McKee, Anne	Media Center Specialist, Evenings	11-11-91	1yr/9mos
Graham, Deborah	Asst. Director, Head, Biomed Info	04-23-90	3yr/4mo
Green, Leona	Serials Technician	07-01-65	05/07/93
Greer, Tim	Circulation Day Supervisor	03-28-88	5yr/5mo
Gutierrez, Hazel	Accounting Technician	11-20-89	3yr/9mo
Johnson, Janet	Archives Manager	02-06-84	9yr/6mo
Kindrick, Lisa	Systems Librarian & Head, BACS	09-16-85	7yr/11mo
King, Christee	Online Services Coordinator	09-15-90	2yr/11mo
Lange, Joan	Administrative Assistant	09-24-90	08/27/93
Lederman, Gordon	Media Center Specialist, Days	08-13-90	3yrs
Love, Erika	Director	03-01-77	16yr/5mo
Lujan-Kerlee, Mary	Administrative Coordinator	07-28-86	7yr/1mo
Mann, Caroline	Health Info Network Coordinator	07-01-91	10/07/92
Meyer, Cory	Biomed Info Services Technician	09-05-91	1yr/11mos
Mondragon, Katherine	Biomed Info Specialist	07-10-75	18yr/1mo
Peterson, Thomas	Systems Coordinator	11-21-83	9yr/9mo
Quintal, Cecile	Associate Director	03-14-77	16yr/5mo
Romero, Lisa	Document Delivery Technician	02-24-86	7yr/6mo
Shelstad, Kirsten	Reference Librarian	10-01-84	06/30/93
Schultz, Anne	Serials Specialist	09-24-91	1yr/11mos
Shaw, Sean	Oracle Database Manager	10-21-91	1yr/10mos
Sims, Heidi	Oracle Documentation Specialist	02-20-86	7yr/6mo
Stockel, Henrietta	Special Projects Bibliographer	07/15/92	1yr/1mo
Tafoya, Andrea	Collection Mgmt. Technician	08-28-89	01/08/93
Tapia, James	Circulation Technician	03-18-91	2yr/5mo
Wagner, David	Acquisitions/Cataloging Specialist	10-01-90	2yr/10mo
Wardlaw, Barbara	Cataloging Specialist	04-28-81	12yr/4mo
Young, Maria	Circulation Evening Supervisor	07-31-78	15yr/1mo
Zincke, Dianne	Facilities Manager	09-19-88	4yr/11mo

Student Assistants:

Archuleta, Alicia	Brey, Karen	DeLilla, Mike
Arenas, Bennie	Burke, Lisa	Hagler, Trace
Bailey, Gregg	DeLilla, John	Pinto, Trevin

Consultants:

Haynes, Theresa	N.M. Medical History Program	10/01/90	2yr/10mo
Spidle, Jake PhD	N.M. Medical History Program	05-01-82	11yr/3mo

BOOKS AND JOURNALS RECEIVED AS GIFTS

Donor

Anonymous	Ruth Franklin, Ph.D.	Deborah McFarlane Dr. PH., MPA
Meg Adams	Jarrett Galbreth, M.D.	Veronica Mead
George C. Andersen, M.D.	Dean William H. Hadley, Ph.D.	Richard Milner
Patricia Arnell, M.D.	Jean Hart	Sarah Morley
Joseph Bicknell, M.D.	Dr. Antonia Hartford	R. Steven Padilla, M.D.
Zella Bray, Ph.D.	Mrs. Irvin E. Hendryson	L. Donald Partridge, Ph.D.
Sue Brown, M.D.	Carol Johnson, RN, Ph.D.	Beth Porter
Francis Byrn, M.D.	William Marion Jordan, M.D.	Leah Rudnick, M.D.
Susan Chamberlin, M.L.S.	Hugh Kabat, Ph.D.	Alyson Thal-Gonzales, M.D.
Chris Delecki, D.D.S.	Walter Kisiel, Dr.	Carolyn Tinker
James Delgado	Natalie Krasikou, M.D.	John Tyson, M.D.
Ronald Dorn, Jr., M.D.	Al Mason	Helen L. Uhlenhuth
	Michael Matyas	Mary Z. Yoder, M.D.

GIFTS RECEIVED IN ARCHIVES

Donor

Description of Gift

Mrs. Verna Calkins Martin, Albuquerque	Medical artifact: doctor's (saddle) bag and contents; circa 1900.
George W. Boyden, MD, Albuquerque	Medical artifact: Gastroscope and esophagoscope with attachments (boxed set); Eder Instrument Co., Chicago, circa 1950.
Robert H. Inness, MD, Albuquerque	Five (5) medical artifacts and ten assorted medical history publications.
Mr. & Mrs. Ted H. Mondragon, Taos	Vintage medical artifact: glass and rubber breast pump.
Mr. & Mrs. Edwards Doherty, Albuquerque	Photograph of Women's & Children's Hospital, Albuquerque, 1950's.
Lovelace Medical Center Library	Khatali yearbooks (UNM-SOM), 1971, 1972, 1973.
Mrs. Alyce Richards, Albuquerque	Ten (10) documents/publications reflecting aspects of New Mexico's medical history.

THE GREATER ALBUQUERQUE MEDICAL ASSOCIATION DONATED BOOKS IN MEMORY OF:

Eleanor L. Adler, M.D.
Ronald V. Dorn, Jr. M.D.
Morton Dunkin, M.D.
Bert Kempers, M.D.
Rodger MacQuigg, M.D.
D. A. McKinnon, M.D.
John C. Murphy, M.D.
Edward Parnall, M.D.
Ann Pressman, M.D.
Robert S. Rosnagle, M.D.
Lawrence H. Wilkinson, M.D.

STAFF ENRICHMENT COMMITTEE

The Staff Enrichment Committee (SEN) has done its best to promote and support educational activities for all levels of the MCL staff while staying within the confines of its limited budget. Several new projects were taken up by the committee this year: 1) a complete rewriting of the SEN policies and procedures manual was deemed necessary by the committee. The current manual had been last revised in 1985 and contained outdated and misleading information. The new manual will be completed in the 1993/94 fiscal year and taken before the Library Director for approval. 2) The number of professional vs. technical staff required to serve on the SEN committee was reconfigured to better reflect the Library's current population. 3) A new way of logging administrative leave for the Library staff is being developed. This new method should cut down on paperwork for the committee. 4) An Oracle database was created to help keep track of SEN members and applicants.

Committee members as of June 30, 1993, were:

Elected Members	Length of Term	Exp. Date
Christee King	18 months	06/94
James Tapia	18 months	12/93
David Wagner	12 months	12/94

Appointed Members:

Sean Shaw (Chair)	12 months	12/93
Cory Meyer	12 months	06/94

Ex-Officio Member:

Mary Lujan-Kerlee	Permanent
-------------------	-----------

Professional and Continuing Education Activities

Name	Date	Courses/Meetings Attended	\$ Paid by Staff Enr.	Admin Leave (hrs)	Total
Barreda, B.	07/92	Managers Role as a Coach	59.00	8	
	10/92	SCC	295.00	24	
	02/93	Copyright Law	22.00	8	
	02/93	Doc. Del./ILL SCR Meeting	-	16	56
Bolanos, M.	07/92	Medlars Update	45.00	4	4
Busch, R.	07/92	Managers Role as a Coach	39.00	8	
	10/92	Beginning MS-DOS	-	12	
	10/92	Self-discipline & Control	49.00	8	
	02/93	Stress Reduction	49.00	8	
	03/93	Preservation Issues	40.00	4	
	05/93	MLA	150.00	24	64
Claycomb, C.	12/92	Governor's Career Conference	25.00	16	16
Croghan, L.	02/93	Copyright Law	55.00	8	8
DuCharme, J.	08/92	Basics of DOS	90.00	8	
	10/92	SCC Meeting	205.00	24	
	02/93	Assertiveness Training	-	8	40

Name	Date	Courses\Meetings Attended	\$ Paid by Staff Enr.	Admin Leave (hrs)	Total
Eldredge, J.	10/92	SCC Meeting	295.00	24	
	11/92	MLA Meeting	-	14	
	01/93	ALA Meeting	200.00	24	
	04/93	MLA Legislative Lobby	-	16	78
Graham, D.	03/93	NM Library Association	92.00	16	16
Green, L.	12/92	Governor's Career Conference	25.00	16	16
Greer, T.	03/93	NM Library Association	-	16	
	04/93	SCR/NNLM Committee	-	8	24
Gutierrez, H.	12/92	Governor's Conference	25.00	16	
	05/93	Dept. Records and Inventory	-	4	
	05/93	How to Manage Conflict	125.00	8	28
Johnson, J.	07/93	Southwest Oral History Assoc.	255.00	0	0
Kerlee, M.	12/92	How to Organize, Regulate...	125.00	8	
	03/93	Managing Performance	-	4	12
Kindrick, L.	08/92	Windows 3.1 Workshop	-	3	
	02/93	Basic Network Survival	-	8	
	03/93	Open Systems Open House	-	4	
	04/93	Innovative Users Group	511.00	16	
	05/93	Implementing USMARC	85.00	20	51
King, C.	02/93	AZ Library Dedication	-	16	
	06/93	EPIC: Searching OCLC OLUC	95.00	8	24
Lange, J.	09/92	Desktop Publishing WP5.1	149.00	8	
	12/92	Governor's Career Conference	25.00	16	24
McKee, A.	07/92	WP5.1 Merging, Sorting...	95.00	9	9
Meyer, C.	09/92	Telephone Techniques	-	3.5	
	11/92	Overview of UNM Accounting	-	4	
	12/92	Governor's Conference	25.00	16	23.5
Mondragon, K.	09/92	Telephone Techniques	-	4	
	01/92	Managing Problem Patrons	20.00	8	
	03/93	Conflict Management Workshop	-	4	16
Peterson, T.	03/93	DEC Open House	-	4	40
Quintal, C.	05/93	MLA Meeting	500.00	32	
	03/93	DEC Open House	-	3	35
Romero, L.	10/92	Amigos Conference on PRISM	-	3	
	12/92	Governor's Conference	25.00	16	19

Name	Date	Courses\Meetings Attended	\$ Paid by Staff Enr.	Admin Leave (hrs)	Total
Schultz, A.	02/93	Stress Reduction	49.00	8	
	06/93	Introduction to MARC	85.00	8	16
Shaw, S.	12/92	Oracle 7 Seminar	-	4	
	01/93	Oracle Users Group Meeting	-	3	
	04/93	Oracle Users Group Meeting	-	4	
	07/93	Oracle Users Group Meeting	-	4	
	10/93	Oracle Users Group Meeting	-	4	19
Tafoya, A.	12/92	Governor's Career Conference	25.00	16	16
Young, M.	10/92	Handle Difficult People	69.00	8	8
Zincke, D.	08/92	Math Workshop	98.00	8	8
GRAND TOTALS			4121.00	634.5	634.5

Budgeted amount 4,791.00

Amount expended FY 1992/93 (4,121.00)

Balance forward FY 1993/94 670.00

TABLES

Table	Page
1 A Online Searches by User Status, FY 1992/93	46
1 B Mediated Online Searches by Funding Source	47
2 Total Information Inquiries	47
3 Reference/Circulation/Media - Service Desk Transactions	47
4 Periodicals and Serial Services - I & G Materials Budget Comparison	48
5 Acquisitions Activities	48
6 Acquisitions Comparison	49
7 InnoPac Statistics	49
8 Cataloging Activities	50
9 Circulation: Gate Count Comparisons	50
10 Total Active MCL Borrowers Compared to Funding Sources	51
11 Circulation: Reserves Processed	51
12 User Population, FY 1992/93	52
13 Circulation: Checkouts and Overdues	53
14 Circulation of Library Materials	53
15 Collection Management: Repair of Library Materials	54
16 Collection Management: Workload	54
17 Collection Management: In-House Use of Library Materials	55
18 Collection Management: Shelving Statistics	55
19 Document Delivery: Other Services	56
20 A Document Delivery: Community Outreach Services	56
20 B Document Delivery: Community Outreach Services Volume Comparison	56
21 Interlibrary Loan	57
22 Interlibrary Loan Requests Received	57
23 Education Services Activity - Staff Impact Factor	58
24 Education Services Activity - User Impact Factor	59
25 Collection Inventory: Library Holdings	60
26 Bound Journal Holdings	60
27 Serials Statistics: Active Titles	61
28 Serials Unit: Workload Statistics	61
29 U.S. Medical Monographs Prices, 1983/1993	62
30 U.S. Medical Journal Subscription Prices, 1983-1993	62
31 A Media Statistics	63
31 B Media Orientations/Visitor Tours, 1992/93	63
32 A LATCH Requests by Fiscal Year and User Status	64
32 B LATCH Requests by Department	64
33 End-User Online Search Training 1992/93	65
34 A <i>adobe medicus</i> Hot Topics	65
34 B Search of the Month Topics	65
35 System Performance	66
36 Orientation Tours: Student Participation	67

KEY WORD INDEX TO TABLES

	Table	Page
Acquisitions Activities	5	48
Acquisitions Comparison	6	49
<i>adobe medicus</i> Hot Topics	34 A	65
Bound Journal Holdings	26	60
Cataloging Activities	8	50
Checkouts and Overdues	13	53
Circulation - Service Desk Transactions	3	47
Circulation of Library Materials	14	53
Collection Inventory: Library Holdings	25	60
Collection Management: Workload	16	54
Document Delivery Statistics; Services; and Outreach Volume Comparison	19-20 A&B	56
Education Services Activity - Staff and User Impact Factor	23-24	58-59
End-User Online Search Training 1992/93	33	65
Gate Count Comparisons	9	50
Funding Sources Compared to Total Active MCL Borrowers	10	51
In-House Use of Library Materials: Collection Management	17	55
Information Inquiries: Total	2	47
InnoPac Statistics	7	49
Interlibrary Loan	21	57
Interlibrary Loan Requests Received	22	57
LATCH Requests by Fiscal Year and by Department	32 A&B	64
Materials Budget Comparison: Periodicals and Serial Services - I & G	4	48
Media Orientations/Visitor Tours, 1992/93	31 B	63
Media - Service Desk Transactions	3	47
Media Statistics	31 A	63
Monograph Prices: U.S. Medical, 1983/1993	29	62
Online Searches by Funding Source - Mediated	1 B	47
Online Searches by User Status, FY 1992/93	1 A	46
Orientation Tours: Student Participation	36	67
Reference - Service Desk Transactions	3	47
Repair of Library Materials	15	54
Reserves Processed	11	51
Search of the Month Topics	34 B	65
Serials Statistics: Active Titles	27	61
Serials Unit: Workload Statistics	28	61
Shelving Statistics: Collection Management	18	55
Subscription Prices, U.S. Medical Journal, 1983/1993	30	62
System Performance	35	66
User Population, FY 1992/93	12	52

Table 1 A.
Online Searches by User Status, FY 1992/93

User Status	1991/92 Number	1992/93 Number
Faculty		
Medical Center (including PCC Preceptors)	494	538
Main Campus	67	102
Clinical Faculty	21	*
Physician Outreach Program	<u>106</u>	<u>241</u>
Total	688	881
Staff		
Medical Center	96	101
Main Campus	<u>7</u>	<u>19</u>
Total	103	120
Students		
North Campus		
Medical Students	3	0
Graduate Biomedical	28	19
Undergraduate Biomedical	<u>22</u>	<u>34</u>
Total	53	53
Main Campus		
Undergraduate	14	29
Graduate	<u>93</u>	<u>94</u>
Total	107	123
Other Students		
Branch Campus(s)	0	0
Other Colleges	<u>3</u>	<u>0</u>
Total	3	0
House Staff	538	547
Affiliation Agreement	25	54
Non-UNM:		
Government Agencies (includes NAIHS)	28	33
Business & Industry (includes Lawyers)	58	64
Health Professionals & Hospitals	34	18
General Public	<u>22</u>	<u>37</u>
Total	142	152
Grand Total	1,659	1,930

*Clinical faculty are included in Medical Center faculty figure.

Table 1 B.
Mediated Online Searches by Funding Source

	1992/93 Number	% Total Searches	1991/92 Number	% Change
Medical Center*	1,236	64%	1,303	-5%
Main Campus (includes Nursing, Pharmacy, Dental)	247	13%	181	+36%
Community/Institutions	<u>447</u>	<u>23%</u>	<u>175</u>	<u>+155%</u>
Total	1,930	100%	1,659	+16%

*Faculty, staff, and students.

Table 2
Total Information Inquiries

Service Desk	1991/92	1992/93	% Change
Information Desk	17,637	23,130	+ 31%
Circulation Desk	19,562	23,176	+ 18%
Media Center	10,530	22,619	+114%
Reference Desk	<u>18,088</u>	<u>16,391</u>	- 9%
Total	65,817	85,316	+30%

Table 3
Reference/Circulation/Media - Service Desk Transactions

Transaction Type			Media		Total	Total
	Information	Circulation	Center	Reference	1992/93	1991/92
Directional/Referral	10,645	5,330	6,838	2,285	25,098	19,677
Information	4,053	11,453	10,276	2,390	4,465	21,059
Source Assistance	4,045	1,280	10	4,132	28,172	9,127
Equipment Assistance	90	1,343	2,668	364	8,400	3,600
Subject Reference	952	21	3	3,533	2,417	3,412
User Education	1,247	102	249	1,190	9,467	1,878
ILL/FAX	1,235	866	10	306	4,509	2,013
Innopac	<u>863</u>	<u>2,781</u>	<u>2,565</u>	<u>2,191</u>	<u>2,788</u>	<u>5,051</u>
Total	23,130	23,176	22,619	16,391	85,316	65,817

Table 4
Periodicals and Serial Services - I & G Materials Budget Comparison

Fiscal Year	Dollar Devaluation	I & G Appropriations		Purchasing Power		Cost Increase of U.S. Library Materials
		\$ Amount	Change	\$ Amount	Change	
1983	.335	233,708	+ 11.0%	78,292	+ 6.0%	+ 12.0%
1984	.321	233,708	0%	75,020	- 4.0%	+ 9.4%
1985***	.928	248,018	+ 6.0%	230,161	--	+ 9.8%
1986	.913	248,018	0%	226,440	- 1.6%	+ 10.0%
1987	.880	248,018	0%	218,256	- 3.6%	+ 11.6%
1988	.846	248,018	0%	209,823	- 3.9%	+ 6.7%
1989	.807	318,018	+ 28.0%	256,641	+ 22.3%	+ 10.3%
1990	.766	324,378	+ 2.0%	248,474	- 3.2%	+ 9.4%
1991	.734	377,353	+ 6.0%	276,977	+ 11.5%	+ 14.7%
1992	.713	390,353	+ 3.5%	299,010	+ 8.0%	+ 10.4%
1993	.806*	390,353	0%	314,625	+ 5.2%	+ 4.5%**

* *Survey of Current Business*, 2/93, 5-6. Commodity Prices/Purchasing Power of U.S. Dollar

** *American Libraries*, May 1993, p.392 (US publishers only).

*** Effective with the release of the January 1985 index, all consumer price indexes previously expressed with a base of 1967 = 100, have been rebased to 1982-84 = 100.

Table 5
Acquisitions Activities

	1988/89	1989/90	1990/91	1991/92	1992/93
Order Records Created	--	--	--	--	1,263
Materials Received	5,398	3,736	4,820	5,113	2,090*
Materials Paid	818	1,077	1,335	1,015	1,079

*Acquisitions no longer receives federal government depository documents. They are now received in Serials.

Table 6
Acquisitions Comparison*

	1988/89	1989/90	1990/91	1991/92	1992/93
Monographs:					
Approvals Received	827	813	888	967	1,019
Approvals Returned	166	68	183	272	251
Direct Orders Received	265	504	397	357	421
Direct Orders Returned	6	9	4	3	0
Gifts Received	1,780	431	437	336	297
Gifts Retained	230	194	177	158	236
Pamphlets	14	47	3	22	23
Technical Reports	0	6	2	1	0
Non-Print:					
Videocassettes	78	36	50	86	49
Slides (sets)	13	2	31	1	2
8/16mm. reels	0	0	0	0	0
Filmstrips	3	0	0	3	0
Other (workbooks)	52	45	57	44	26
Models	1	0	0	6	0
Software	10	6	38	69	2

*Figures reported represent workload statistics and not bibliographic inventory figures.

Table 7
InnoPac Statistics

	1990/91	1991/92	1992/93
Database Composition:			
Bibliographic Records*	50,138	52,687	55,316
Item Records*	141,482	148,309	154,166
Authority Records	10,701	26,829	27,861
Checkin Records	--	--	1,469
Public Searches:			
Onsite	179,384	173,473	163,162
Offsite	<u>16,116</u>	<u>19,832</u>	<u>20,020</u>
Total	195,500	193,305	183,182

*Includes database records for department libraries, materials on order, and personal copies on reserve.

Table 8
Cataloging Activities

	<u>1991/92</u>		<u>1992/93</u>	
	<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
Monographs	1,228	1,317	1,452	1,514
Media	169	184	223	325
Serials/4th Floor Journals	211	215	164	167
Government Documents	<u>61</u>	<u>62</u>	<u>80</u>	<u>84</u>
Total Items Cataloged for MCL	1,669	1,778	1,919	2,090
Items for Departments	<u>789</u>	<u>789</u>	<u>510</u>	<u>513</u>
Total Items Cataloged	2,458	2,567	2,429	2,603
Original Cataloging	77	87	82	143
Recataloged	103	115	44	44
Location Change	128	146	127	127
Replacement	15	18	7	7
Withdrawn	181	183	182	184

Table 9
Circulation: Gate Count Comparisons

<u>Month</u>	<u>1991/92</u>	<u>9992/93</u>	<u>% Change</u>
July	13,075	13,408	
August	16,003	16,395	
September	28,038	26,533	
October	26,993	26,103	
November	22,218	23,544	
December	16,537	16,476	
January	15,080	14,710	
February	24,674	24,323	
March	21,912	24,843	
April	25,110	24,653	
May	18,244	18,482	
June	<u>13,561</u>	<u>14,185</u>	
Total	241,445	243,655	2%

Table 10
Total Active MCL Borrowers Compared to Funding Sources

	Number	% Total Active Users	Number Last FY	% Change	% Contributed to MCL Budget
Medical Center*	1,517	40%	1,571	- 3%	72.5%
Main Campus* (includes Nursing, Pharmacy, Dental)	2,168	57%	2,117	+ 2%	27.5%
Community/Institutions	<u>115</u>	<u>3%</u>	<u>97</u>	<u>+ 19%</u>	<u>Fee for Service</u>
Total	3,800	100%	3,785	+ 1%	100%

*Faculty, staff and students.

Table 11
Circulation: Reserves Processed

Month	1991/92	1992/93	% Change
July	20	63	
August	215	235	
September	46	100	
October	53	50	
November	40	53	
December	31	130	
January	311	304	
February	157	142	
March	174	250	
April	128	57	
May	182	252	
June	<u>64</u>	<u>47</u>	
Total	1,421	1,683	+18%

Table 12
User Population, FY 1992/93

User Population	Eligible User Group	Active Borrowers	% Eligible User Group	% Total Active Borrowers
Faculty:				
Medicine	445	229	51%	6.0%
Nursing	49	37	76%	1.0%
Pharmacy	27	12	44%	.3%
Allied Health	18	16	89%	.4%
Dental	7	2	29%	.1%
Main Campus	--	46	--	1.0%
Total Faculty (active borrowers)	N/A	342	N/A	8.8%
House Officers:				
	411	211	51%	5.0%
Students:				
Medicine	462	410	89%	11.0%
Nursing	845	565	67%	15.0%
Pharmacy	380	327	86%	9.0%
Allied Health	181	126	70%	3.0%
Dental	99	37	37%	1.0%
MC Undergraduate	--	813	--	21.0%
MC Graduate	--	310	--	8.0%
Total Students (active borrowers)	N/A	2,799	N/A	73.0%
Other:				
Medical Center Staff	--	372	--	10.0%
Medical Center Nurse	--	71	--	2.0%
Clinical Association	--	82	--	2.0%
POP Members	--	27	--	1.0%
Law Firms	--	3	--	.1%
Individuals	--	59	--	2.0%
Institutions	--	26	--	.6%
Main Campus Staff	--	19	--	.5%
Total Other	N/A	659	N/A	18.2%
Grand Total (all active borrowers)	N/A	3,800	N/A	100%

Table 13
Circulation: Checkouts and Overdues

Month	Number of Checkouts	Renewals	Total		Overdue	Overdue	Delinquent	
			Checkouts	Overdues	Rate 1992/93	Rate 1991/92	Items	Individ.
July	1,220	194	1,414	402	28%	33%	4	3
August	1,430	179	1,609	309	19%	20%	1	1
September	1,965	301	2,266	450	20%	23%	4	3
October	2,390	305	2,695	722	27%	23%	4	2
November	2,543	307	2,850	873	31%	27%	6	6
December	1,256	186	1,442	607	42%	58%	8	4
January	1,576	242	1,818	301	17%	25%	2	2
February	1,762	269	2,031	556	27%	23%	2	2
March	2,046	339	2,385	767	32%	23%	12	5
April	2,321	349	2,670	802	30%	31%	11	5
May	1,281	200	1,481	576	39%	43%	2	2
June	1,384	181	1,565	357	22%	24%	4	2
Total	21,174	3,052	24,226	6,722	28%	28%	60	37

Table 14
Circulation of Library Materials

	1991/92	1992/93	% Change
Circulation	25,516	24,226	-5%
Reserve	<u>14,025</u>	<u>13,810</u>	<u>-2%</u>
Total	39,541	38,036	-3%

Table 15
Collection Management: Repair of Library Materials

Type of Repair	1992/93	% Total
Spine Repairs	192	25%
Labels	153	20%
Label Protectors	142	19%
Tattletape Added	132	17%
Loose Pages (single & multipage tip-ins)	60	8%
Other Repairs	41	5%
Hinge Repairs	25	5%
Recase	13	1%
Tom Pages	9	1%
Total Repairs	863	100%

Table 16
Collection Management: Workload

	1991/92	1992/93	% Change
Journals Commercially Bound	1,901	1,682	- 11%
Books Commercially Bound	43	79	+ 46%
Total Books, Journals Bound In-house	170	269	+ 58%
Easy Cover	582	766	+ 32%
Repairs	863	767	- 11%
Books, Journals Processed	6,963	6,732	- 3%
Issues Secured with Tattletape:			
Single	1,323	1,841	+ 39%
Double	4,995	5,449	+ 9%

Table 17
Collection Management: In-House Use of Library Materials

Type of Material	No. Vols. 1991/92	% of Total	No. Vols. 1992/93	% of Total
Monographs	26,524	15%	25,827	13%
Reference/Index Abstracts	12,006	7%	11,766	6%
Current Journals	36,828	21%	46,211	24%
Bound Journals	<u>101,549</u>	<u>57%</u>	<u>105,871</u>	<u>57%</u>
Total In-House Use	176,907	100%	185,946	100%

Table 18
Collection Management: Shelving Statistics

Category	1991/92	1992/93	% Change
Reference:			
Picked Up	7,771	8,801	+13%
Shelved	7,833	8,801	+12%
Index Abstracts:			
Picked Up	4,235	2,965	-30%
Shelved	4,325	3,049	-30%
Current Journals:			
Picked Up	36,825	46,211	+25%
Shelved	46,045	50,999	+11%
3rd Floor Monographs:			
Picked Up	26,524	25,827	- 3%
Shelved	45,225	43,317	- 4%
4th Floor Bound Journals:			
Picked Up	101,549	102,147	+ 1%
Shelved	<u>105,101</u>	<u>105,871</u>	<u>+ 1%</u>
Totals:			
Picked Up	176,907	185,946	+ 5%
Shelved	208,529	211,475	+ 1%

Table 19
Document Delivery: Other Services

Service Category	1991/92 Received	1992/93 Received	Change %
MCL Staff Photocopying	177	205	+16%
Disabled Photocopying	28	53	+89%
LATCH Services	663	696	+ 5%
FAX (includes MCL staff)	<u>1,560</u>	<u>1,719</u>	<u>+10%</u>
Total All Services	2,428	2,673	+10%

Table 20 A.
Document Delivery: Community Outreach Services

	Received	Filled	Referred
NM Physicians Outreach Program	1,836	1,480	349
PCC Preceptors and Phase 1B	312	251	41
NM Health Professionals and Institutions Libraries Outside New Mexico (includes National Network Libraries of Medicine)	1,461	1,091	289
Total	<u>3,012</u>	<u>1,647</u>	<u>--</u>
	6,621	4,469	679
Total MCL Filled or Referred	5,148		78%

Table 20 B.
Document Delivery: Community Outreach Services Volume Comparison

	1991/92 Received	1992/93 Received	% Change
NM Physicians Outreach Program	1,425	1,836	+ 29%
PCC Preceptors and Phase 1B	304	312	+ 3%
NM Health Professionals and Institutions Libraries Outside New Mexico (includes National Network Libraries of Medicine)	1,179	1,461	+ 24%
Total	<u>2,815</u>	<u>3,012</u>	<u>+ 7%</u>
	5,723	6,621	+16%

Table 21
Interlibrary Loan

Total Requests	3,248	
Total number of requests over copyright limit with royalty fee paid	153	4.7% of Total

Table 22
Interlibrary Loan Requests Received

<u>Requestor</u>	<u>FY 1991/92</u>	<u>%</u>	<u>FY 1992/93</u>	<u>%</u>	<u>% Change</u>
Faculty	1,332	54.00%	1,722	53%	+ 29.0%
Staff	459	19.00%	522	16%	+ 14.0%
Students	417	17.00%	753	23%	+ 80.5%
Housestaff	248	10.00%	225	7%	- 9.0%
Main Campus Faculty	<u>2</u>	<u>0.01%</u>	<u>26</u>	<u>1%</u>	<u>+ 120.0%</u>
Total	2,458	100%	3,248	100%	+ 32.0%

Table 23
Education Services Activity - Staff Impact Factor*

	Number Staff	Contact Attendance	Contact Hours	Number Sessions	Impact Factor*
Library Instruction:					
Conducted By:					
Reference	2	326	17.50	15	9.31
Collection Resources Development	<u>1</u>	<u>631</u>	<u>38.00</u>	<u>17</u>	16.61
Total	3	957	55.50	32	
Online Curriculum:**					
Demo	3	55	1.00	1	18.33
PlusNet Training	2	263	171.50	143	.08
Grateful Med Training	<u>2</u>	<u>10</u>	<u>6.00</u>	<u>3</u>	.08
Total	7	328	178.50	147	
Orientation Tours:					
Reference	5	207	28.75	35	1.44
Media	1	70	6.00	4	11.67
Circulation	2	101	6.25	15	8.08
Collection Resources Development	1	92	6.00	12	17.06
Acquisitions	1	132	7.50	23	17.06
Collection Management	1	50	4.00	5	50.04
Systems	<u>1</u>	<u>28</u>	<u>2.50</u>	<u>3</u>	11.02
Total	12	423	53.75	97	

* Staff Impact Factor = $\frac{\text{Number in Attendance}}{\text{Number Staff} \times \text{Contact Hours}} = \frac{\text{Outreach Effectiveness Per Staff Member/Per Unit}}$

** Taught with assistance of Collection and Information Resources Development (CIRD) Unit.

Table 24
Education Services Activity - User Impact Factor*

<u>Sessions Conducted By</u>	<u>Average Session Length (Hours)</u>	<u>User Impact Factor (Hours)</u>	<u>Total Outreach Hours</u>
Library Instruction:			
Reference	1.17	381	
Collection Resources Development	1.06	669	1,050
Online Curriculum:**			
Demo	1.00	55	
Grateful Med Training	1.20	316	
Custom/Follow-up	2.00	20	391
Orientation Tours:			
Reference	0.82	170	
Media	1.50	105	
Circulation	0.42	42	
Collection Resources Development	0.50	46	
Acquisitions	0.33	44	
Collection Management	0.80	40	
Systems	0.83	23	470

* User Impact Factor = $\frac{\text{Contact Hours}}{\text{Number of Sessions}} \times \text{Contact Attendance}$

Table 25
Collection Inventory: Library Holdings

Location	1991/92		1992/93	
	Titles	Volumes	Title	Volumes
Annex (bound journals & monographs)	597	11,891	670	13,040
Archives	284	347	537	599
Atlas Collection (in Media)	1,148	1,279	1,192	1,320
Book Stacks (3rd floor)	39,099	42,980	40,045	44,130
Consumer Information (main floor)	318	318	314	320
Cardiovascular Learning Center (3rd floor)	182	261	185	268
Current Journals (never bound)	34	34	80	80
History Collection (3rd floor)	1,658	1,871	1,690	1,905
Index/Abstracts (main floor)	68	886	70	900
Journals (4th floor)	3,675	76,790	3,637	77,524
Media Center (3rd floor)	2,117	4,123	2,228	4,650
New Mexico/Southwest (main floor)	263	507	286	568
Oversize (Media)	25	34	28	34
Reference (main floor)	1,116	1,656	1,292	1,846
Reserve (main floor)	408	727	584	897
Staff Library	418	956	448	1,032
Humanities Room (4th floor)	<u>280</u>	<u>283</u>	<u>405</u>	<u>405</u>
Total	51,690	144,943	53,691	149,518

Table 26
Bound Journal Holdings

Location	FY 1991/92	FY 1992/93
	Volumes	Volumes
Annex	11,454	12,548
Index/Abstracts	886	900
4th Floor Journals	76,790	77,524
Staff Library	<u>471</u>	<u>503</u>
Total	89,601	91,476

These statistics reflect records for bound journals in the Library's automated catalog.

Table 27
Serials Statistics: Active Titles

Category	1989/90	1990/91	1991/92	1992/93
Vendor Subscriptions	1,253	1,215	1,100	1,107
Vendor Standing Orders	443	426	355	339
Direct Subscriptions	25	15	7	7
Direct Standing Orders	35	14	21	45
Government Depository - Serials	168	175	183	191
Gift Subscriptions	139	166	179	171
Total Active Titles	2,063	2,011	1,845	1,860
Titles Added	68	65	64	58
Titles Cancelled	20	76	169	23
Titles Ceased Publication	12	41	20	13
Bound Volumes Withdrawn	84	317	144	389
Titles Withdrawn				6

Table 28
Serials Unit: Workload Statistics

Category	1989/90	1990/91	1991/92	1992/93
Journals Received	13,621	13,802	13,192	13,145
Audio/Video Cassettes Received	140	116	115	172
CDs and Diskettes Received	19	14	235	195
Bound Volumes Received	1,072	988	971	883
Volumes to Cataloging	489	463	385	490
Claims Sent	1,136	701	750	573
Claims Received/Acknowledged	358	367	397	702
Titles Changed	47	32	27	25
Location/Retention Change	--	--	--	6
Invoices Cleared	69	55	126	148
Government Documents:				
Processed for Collection*	1,846	2,917	3,310	3,058
Sent to Cataloging	141	122	124	181
Sent to Serials*	541	578	580	594
Sent to Pamphlet File	380	514	483	375
Staff Tools	111	87	85	30
Sent to Hearings Collection	71	126	108	65

*Statistics kept in Serials. Other statistics tracked by Acquisitions.

Table 29
U.S. Medical Monographs Prices, 1983/1993

Year	Average Price	% Increase Over Baseline Per Year	MCL Monog. Budget	% Increase Over Base
1983	39.84	2.5%	\$60,000	0%
1984	40.65	4.6%	60,000	0%
1985	44.36	15.0%	64,050	6.75%
1986	49.99	28.6%	64,050	6.75%
1987	56.56	46.0%	64,050	6.75%
1988	70.74	81.9%	64,050	6.75%
1989	73.95	90.2%	64,050	6.75%
1990	75.49	94.2%	65,311	8.90%
1991	79.95	105.6%	67,944	13.20%
1992	77.81	94.8%	67,944	13.20%
1993	80.51	102.1%	67,944	13.20%

Average Price Source: Invoices from monograph vendor and *Publishers Weekly*.

Table 30
U.S. Medical Journal Subscription Prices, 1983/1993

Year	Average Price	% Increase Over Baseline Per Year	MCL Serials Budget	% Increase Over Base	Current Paid Subscriptions
1983	112.72	9.58%	233,708	11.4%	1,205
1984	125.57	22.01%	233,708	11.4%	1,210
1985	137.92	34.01%	233,708	11.4%	1,234
1986	151.77	48.00%	248,018	18.2%	1,246
1987	169.36	64.06%	248,018	18.2%	1,229
1988	180.67	75.06%	248,018	18.2%	1,217
1989	199.22	93.07%	318,018	51.5%	1,193
1990	217.87	111.08%	324,378	54.6%	1,278
1991	249.94	142.09%	377,353	79.8%	1,253
1992	276.01	168.03%	390,353	86.0%	1,100
1993	288.38	180.00%	390,353	86.0%	1,107

Average Price Source: *American Libraries*, May 1993, p.390.

Note: These average prices do not reflect the impact of foreign journal price inflation. UNM Medical Center Library invoices reveal larger overall costs per title due to foreign journal subscription costs.

**Table 31 A.
Media Statistics**

Total Number of Media Items Circulated	% Change
FY 91/92 - 10,489	-7.1%
FY 92/93 - 9,735	
Computer Program Usage	
FY 91/92 - 1,843	-4.6%
FY 92/93 - 1,758	
Anatomical Model Usage	
FY 91/92 - 2,741	+2.6%
FY 92/93 - 2,813	

**Table 31 B.
Media Orientations/Visitor Tours, 1992/93**

Date	Number of Staff	Group/Description	Time Spent	Number Sessions	Number of Students
July	1	MDs from Lovelace	2 Hrs	1	2
August	2	PCC First Year Students	1 Hr	1	20
	2	First Year Conventional Track Students	2 Hrs	2	57
September	2	Human Services Students	1 Hr	1	18
October	2	Health Occupation HS Seniors	1 Hr	1	14
	2	EMS Academy Paramedic Students	30 Min	1	10
	1	University of Oklahoma MDs	30 Min	1	4
December	2	University of Indiana Professors	30 Min	1	3
February	1	Graduate Nursing Program Accreditation Team	30 Min	1	3
March	1	Nurse Coordinator for Cardiology Department	30 Min	1	1
	3	Pre-Med Day	2 Hrs	6	120
	1	Occupational Therapy Director & Faculty	30 Min	1	2
May	2	Morphology Group	1 Hr	1	6
June	1	Russian MD's Observing PCC Program	15 Min	1	1
Grand Total					261

Table 32 A.
LATCH Requests by Fiscal Year and User Status

	1990/91		1991/92		1992/93	
July	40		42		60	
August	59		47		45	
September	43		42		45	
October	38		26		53	
November	42		23		44	
December	20		23		36	
January	27		61		42	
February	28		53		40	
March	20		57		37	
April	25		43		26	
May	22		26		37	
June	19		52		34	
Total	383		495		499	
Faculty	41	11%	51	10%	42	9%
Housestaff	341	89%	439	89%	450	90%
Student	0	--	2	>1%	0	--
Staff	1	<u>>1%</u>	3	<u>>1%</u>	7	<u>1%</u>
		100%		100%		100%

Table 32 B.
LATCH Requests by Department

	1990/91	1991/92	1992/93
Anesthesiology	1	4	18
Cancer Center/Radiation Therapy	5	3	1
Dermatology	4	1	1
Emergency Medicine	1	29	41
Family Practice	11	30	51
Health of the Public Program	--	8	--
Medicine	183	114	142
Neurology	15	15	5
Nursing	1	--	--
OB/GYN	34	75	64
Orthopaedics	3	9	9
Pathology	4	9	6
Pediatrics	77	79	67
Physiology	1	--	--
Psychiatry	33	70	76
Radiology	--	--	--
Student Health Services	--	1	--
Surgery	<u>10</u>	<u>48</u>	<u>18</u>
Total	383	495	499

Table 33
End-User Online Search Training 1992/93

Status	Initial Training	Refresher Training	Advanced Training
PlusNet Medline:			
Medical Students	183	12	--
Housestaff	16	--	--
Faculty	19	--	--
All Others*	<u>33</u>	<u>--</u>	<u>--</u>
Total	251	12	N/A
Grateful Med:			
Medical Students	--	2	--
Housestaff	1	2	--
Faculty	--	--	--
All Others*	<u>5</u>	<u>--</u>	<u>--</u>
Total	6	4	N/A
Total Sessions	140		
Total Instructor Hours	177.5		

*Includes graduate biomedical students, research staff, etc.

Table 34 A.
adobe medicus Hot Topics

Month	Topic	Year
July/August	Neem: A Tree of Many Uses	1992
January/February	Antibodies for the Treatment of Sepsis	1993
March/April	Lorenzo's Oil	1993
May/June	Interferon Therapy for MS	1993

Table 34 B.
Search of the Month Topics

Month	Topic	Year
July	Treating Congestive Heart Failure in Elderly	1992
August	Capnocytophaga canimorsus Infections from Dog Bites	1992
September	Post-Polio Syndrome	1992
October	Exercise in AIDS and HIV Seropositivity	1992
November	HIV Infections in the Elderly	1992
December	Holiday Heart	1992
January	Toxic Shock Syndrome	1993
February	Coccidioidomycosis/Valley Fever	1993
March	Escherichia coli Infections	1993
April	Transcendental Meditation	1993
May/June	Beta Interferon for Multiple Sclerosis	1993

Table 35
System Performance

Date	System	Activity	Downtime
08/10/92	Biblio	Reset swap partition; quick reboot	10 min
09/25 and 09/28/92	Biblio	Ultrix upgrade to 4.3 during a weekend time period. Lengthy downtime due to hardware configuration incompatibilities with the new operating system	65.5 hrs
11/06/92	Biblio	Reboot due to configuration change	10 min
11/12/92	Biblio	Tape drive error; console lock system reboot required	10 min
01/05/93	Biblio	Reboot to load operating system changes	10 min
03/05/93	Biblio	Accidental disconnect of console keyboard; rebooting required	20 min
05/12/93	Biblio	System upgrade, scheduled during early morning; 7:00-8:00 a.m.	60 min
05/12/93	Hestia	System upgrade, scheduled during early morning; 7:00-8:00 a.m.	60 min
05/14/93	Biblio	System upgrade; 7:30-7:50 a.m.	20 min
06/04/93	Hestia	InnoPac upgrade to new release, scheduled during slow period, Friday afternoon	180 min
06/07/93	Hestia	System reboot to correct error which occurred during previous upgrade	10 min
[B06/23/93	Biblio	Scheduled downtime, 7:00-7:20 a.m: file system consistency check	20 min
Total Hours of Operation:		8,760	
Total Unscheduled Downtime:		0.01%	
Total Downtime:		0.04%	

Table 36
Orientation Tours: Student Participation

Name	Unit	Students
Becca Barreda	Reference	78
Marie Bolanos	Reference	48
Rhen Busch	Collection Management	50
Judy Ducharme	Reference	27
Jon Eldredge	Collection Development	92
Tim Greer	Circulation	60
Lisa Kindrick	Systems	28
Christee King	Reference	25
Gordon Lederman	Media	70
Kathy Mondragon	Reference	29
James Tapia	Circulation	41
David Wagner	Acquisitions	132

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them. The list includes names such as "John Doe" and "Jane Smith", and addresses such as "123 Main Street" and "456 Elm Street".

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

THE UNIVERSITY OF NEW MEXICO
HEALTH SCIENCES CENTER LIBRARY
ALBUQUERQUE, NEW MEXICO 87131-5686

