

1984

HSLIC Annual Report FY1983-84

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 FY1983-84." (1984).
<https://digitalrepository.unm.edu/hslic-annual-reports/35>

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 0023 9954 2

DIRECTOR

ANNUAL REPORT 1983-1984

The University of New Mexico MEDICAL CENTER LIBRARY



20th
ANNIVERSARY ISSUE

WX
26.5
U58
1983-
1984

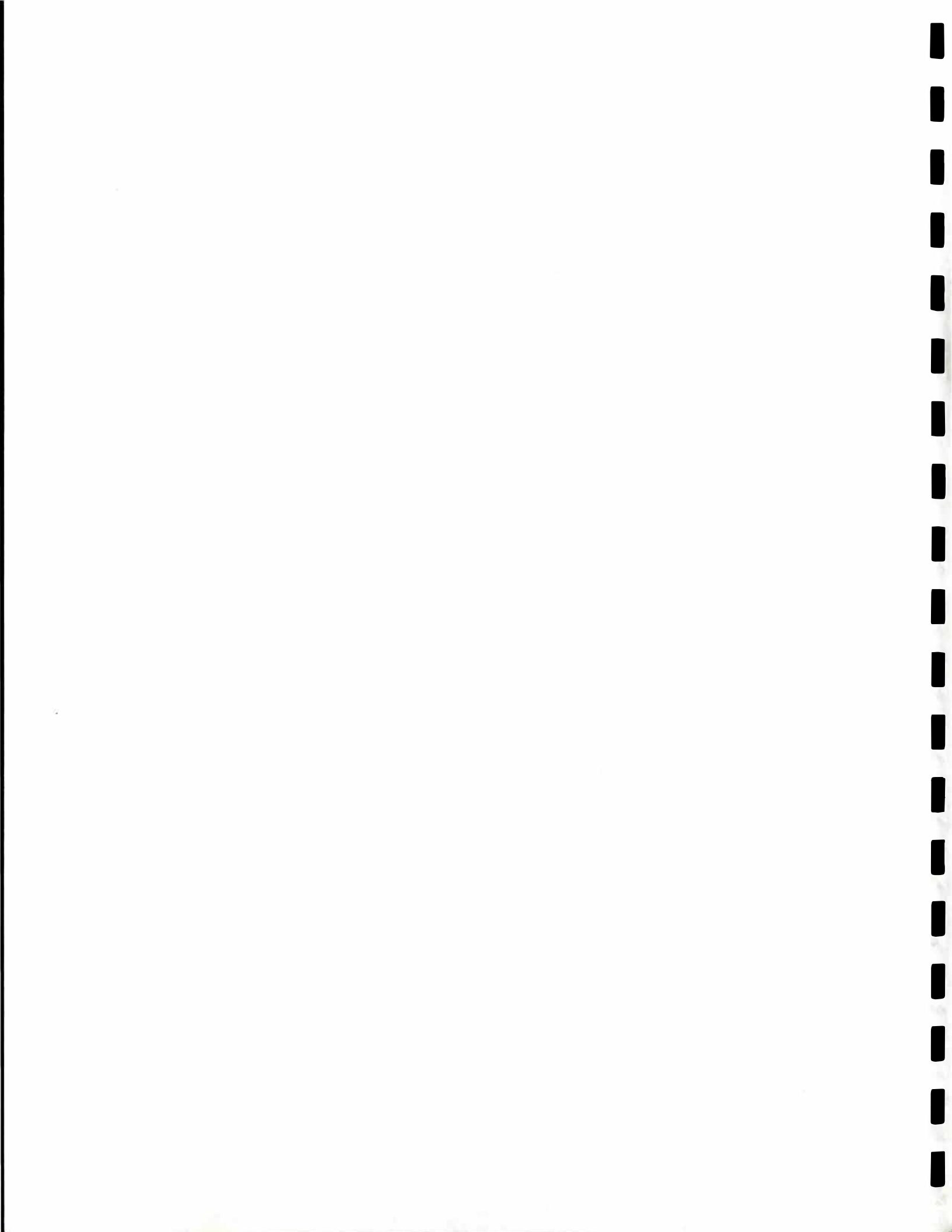
R

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

WX 26.5 U58
1983- 1984
University of New Mexico.
Medical Center Library
Annual report

contents

	page
• A YEAR TO CELEBRATE	i
• TWENTY YEARS AND BEYOND: A BACKWARD GLANCE	ii
• STATEMENT OF MISSION AND GOALS.	x
• DIRECTOR'S REPORT	1
• LIBRARY OPERATIONS	
Associate Director	5
Academic, Clinical and Information Services	7
Acquisitions/Government Documents	9
Administrative/Accounting Coordinator	10
Cataloging.	11
Circulation	12
Collection Development	14
Collection Maintenance	15
Document Delivery	17
Education and Extension Services	18
Interlibrary Loan	19
Media and Extension Service	20
New Mexico Medical History Program	21
Serials	23
Technical and Systems Applications	24
• APPENDIX	
Calendar of Events	26
Documentation Bibliography	28
Library Committee Summary.	33
Community Supporters:	
Contributions to the Library	34
Library Staff:	
Staff Enrichment Committee	35
Permanent Staff Roster	37
• TABLES.	38
• VITAL STATISTICS	47



tables

	Page
Academic, Clinical and Information Services	
1 Total Information Inquiries. 38
2 Number and Percent of Searches by User Status 38
3 Time Spent on Information/Reference Transactions 38
4 Number and Percent of Searches by User Category. 39
Acquisitions	
5 Acquisitions Comparison 39
6 Acquisitions Activities 40
Administrative/Accounting	
7 I & G Materials Budget Comparison 40
Cataloging	
8 Total Hours 40
9 Net Production 40
Circulation	
10 Comparison of Gate Count to Circulation Transactions. 41
11 User Groups - Percentage by Codes 41
12 Main Campus Graduate Student Survey 41
13 Main Campus Graduate Student Survey - Use by Division 42
14 Main Campus Graduate Student Survey - Use of MCL 42
15 Circulation of Library Materials. 42
Collection Development	
16 Library Holdings by Format 43
Collection Maintenance	
17 Collection Maintenance Statistics 43
18 Shelving Statistics 44
19 In-House Use of Library Materials 44
Document Delivery	
20 Volume Comparison Report 44
21 Outreach Volume Comparison 44
Education and Extension	
22 Content of Instruction. 45
Interlibrary Loan	
23 Requests Received from MCL User Clientele 45
Media	
24 Comparative Use of Media by User Groups 45
Serials	
25 Comparative Serials/Binding Statistics 45
26 Collection Statistics - Active Titles. 46
27 Collection Statistics - Inactive Titles 46
28 Workload Statistics 46
29 Search/Missing Requests 46

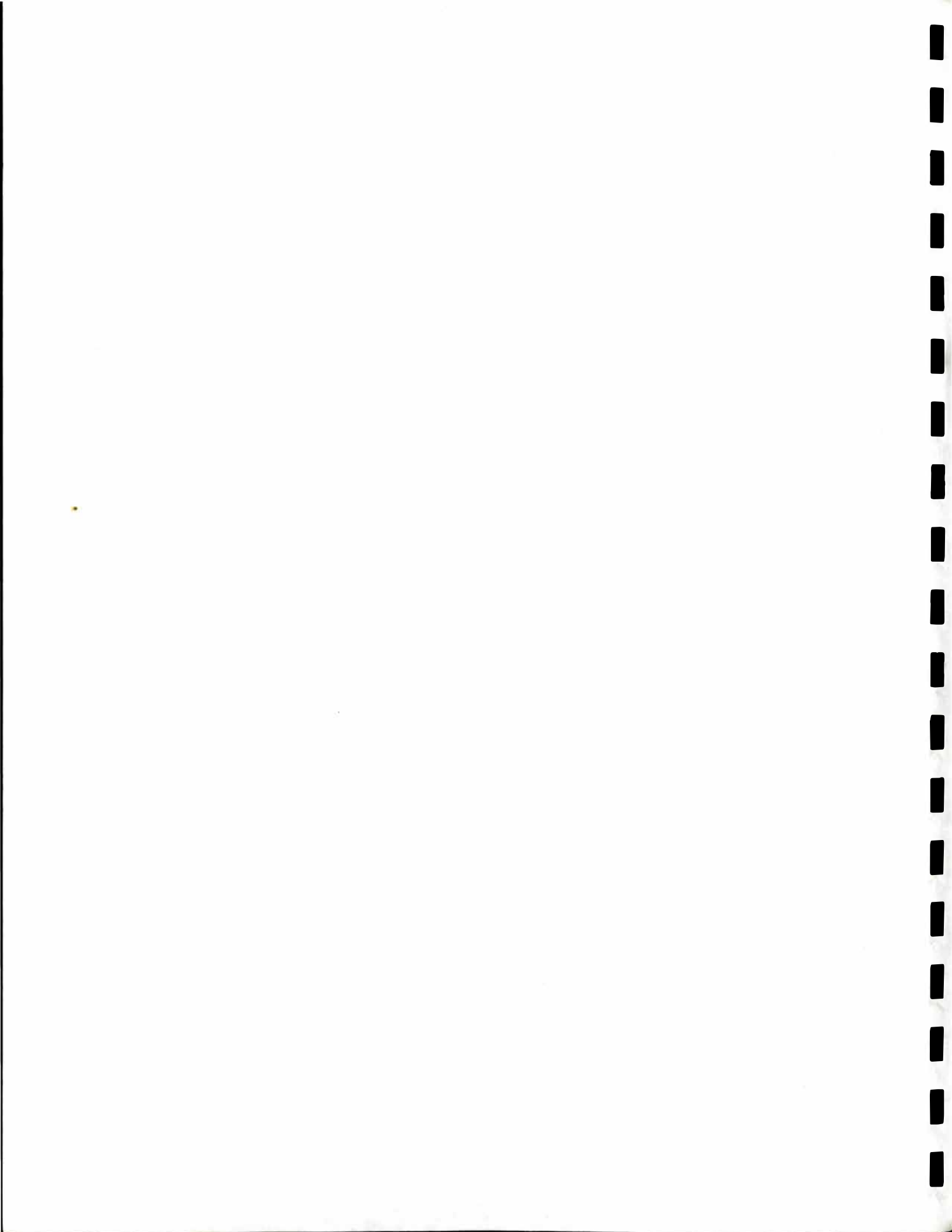


A YEAR TO CELEBRATE

The year 1984 marks the first two decades of the UNM School of Medicine's full operation as a four-year academic institution, a year to celebrate the phenomenal growth and exciting developments which began high on an Albuquerque mesa where a Seven-Up bottling plant, an old mortuary and a golf course shared an isolated existence back in the late 1950s. Today that mesa is a busy center of medical activity in a sprawling complex of modern buildings. Among them the Medical Center Library, an award-winning, distinctive and totally functional facility, and the hub of information, research and education support services for this young giant.

Because the Library story is an appropriate part of this Anniversary commemoration, I have asked Theresa Haynes, Editor of the Library's New Mexico Medical History Project, to chronicle those events leading from its beginning to our present-day institution. She has faithfully examined the records and minutes of a by-gone era to produce this report.

Erika Love, Director
Medical Center Library



TWENTY YEARS AND BEYOND: A BACKWARD GLANCE

The Hill-Burton Act of 1946 provided federal funds for constructing hospitals across the nation, including seven new facilities in Albuquerque during a period when the city's population soared from 35,500 in 1940 to nearly 97,000 ten years later. (1) Santa Fe's St. Vincents Hospital was built with those funds, as were a score of others in even smaller New Mexico communities. The following year a temporary library committee composed of Bernalillo County Medical Society members embarked on the first in a series of arrangements for housing and financing that is reflected in today's multimillion dollar medical library. Begun with a collection of books and journals acquired by way of gifts and donations in the amount of \$2,000, the fledgling library opened for business on the top floor of St. Joseph's Hospital:

"for use by members of the County Medical Society, residents and interns of the hospital staff, and all other physicians in this area, as well as allied professionals and scientific workers, and students and faculty of UNM, particularly the College of Nursing." (2)

Volunteer help came from Albuquerque's Junior League under the energetic direction of Librarian Raymond L. Young, M.D. A permanent committee named in 1949 assessed each Society member \$15 for book purchases and library maintenance, a practice that--with sporadic interruptions and fluctuating fees--continued for nearly a quarter century. The Society opened a branch library at Presbyterian Hospital in January 1962.

After seven years, operations shifted to the first completed wing of the fully accredited Bernalillo County Indian Hospital, where the library was a support base requirement for a newly established two-year intern/residency program. Sharing in the benefits of this new facility were an unlikely conglomeration of county and state indigents along with reservation and pueblo Indians from New Mexico and adjoining states. Through a contract held with the U.S. Public Health Service, these earliest of all Southwest residents occupied 100 of the 214 available hospital beds, while their kinfolk silently paced the halls in traditional, often colorful dress. (3) Several additions have since enlarged this initial structure built in 1954, when the University's North Campus was only a barren and rocky hill cut through by Stanford Drive heading due north from Lomas.

It was there that a Joint Library Advisory Committee emerged under the dual aegis of the Bernalillo County Medical Association and the UNM School of Medicine Library of the Medical Sciences. Meeting over the noon hour in the hospital cafeteria on February 20, 1963, a formal merger agreement creating the tripartite committee structure was signed by Drs. James Wiggins, Library Committee Chairman, Stuart Adler, President, Bernalillo County Medical Society, Reginald H. Fitz, Dean of the UNM Medical School, and Edwin Herring, M.D., Secretary, in the presence of University Attorney William Sloan and David King, Attorney for the Bernalillo County Medical Association. (4) Members hoped that supplies and equipment would come from Medical School coffers so that most funds contributed by the Association could go toward purchasing books and journals and to defray binding costs.

While financial and other benefits accrued to the library and its users as a result, some Association members viewed the turn of events with something less

than enthusiasm; they felt the "Society Library had lost its identity through merger with the Medical School Library." (5) Although in 1963 "only a very small minority of the Association members was opposed to giving continued support to the Library," (6) the clouds of conflict were gathering. Four years later, when University officials threatened to impose a fee on Association members for library reference service, interlibrary loan, and xerox copying contrary to terms in the agreement that specified service to Association members on the same basis as to school faculty, they swiftly retaliated. Gathering their forces, the members voted to reduce the library assessment from \$25 to \$10. (7) The original agreement was altered in September of that year. Rather than providing future income from annual library dues of Association members "at least to the same extent as its support of its own Medical library," future library income was limited to "annual library assessments on members of the Association." (8) Even though animosity among them ran high, members of both committees recognized as their common goal to provide the best possible medical library services to Albuquerque.

The Space Problem

Increasing use by physicians of this "stored knowledge of the past and present for the benefit of the patient" prompted library committee members to plan for a new and larger facility. Although they visited several medical libraries in the U.S. and Canada searching for a suitable prototype, by meeting's end on June 26, 1963, members "were invited to see the New Library Building at 900 Stanford Drive, N.E." Purchased by the University for \$85,000 it was, in fact, an abandoned 7-Up bottling plant awaiting condemnation proceedings--the only building in that desolate landscape other than the County Morgue (later to house the UNM Department of Psychiatry). After minimal repairs, the library's meager holdings were transferred to this "temporary shelter" during the 1963 Thanksgiving holiday by Robert T. Divett, newly appointed Chief Librarian. An influx of additional materials taxed the structure's 11,000 square foot capacity; all student nursing materials were moved from Zimmerman Library along with 1,000 volumes of Public Health Service materials. A donation of more than 500 bound and unbound volumes valued at nearly \$4,000 came from Drs. Margulis, Smith, and Wyloge in Santa Fe. (9) This donation, added to increased purchases made possible by \$25,000 in grant monies received from the Regional Medical Library Program in 1968, compounded the problem of already severely limited quarters. In 1960 the library owned 5,000 bound journals and monographs and 160 journal titles; four years later combined holdings of both the Bernalillo County Medical Association Library and the Library of the Medical Sciences of the UNM School of Medicine totaled approximately 40,000 volumes...periodical subscriptions numbered 1,300. (10)

Undaunted, the two committees (meeting separately but concerned with the same library through a Joint Advisory Committee) forged ahead, dealing with such issues as selecting a bookplate from among contest entries to meet criteria for National Library of Medicine classification, personnel policies, assessment fees, the legality and ethics of restricting use of a cramped but nonetheless tax supported facility, and smoking in the building. Then as now, committee members battled against the age-old problems of recalcitrant borrowers and outright thievery.

In the face of rapidly dwindling shelf and work space, the dream of occupying new and more spacious quarters persisted, and in 1965 Medical School Dean Fitz presented plans for a library building containing some 40,000 square feet.

With an eye to the future, however, Committee members reluctantly but

"unanimously recommended that Dean Fitz reconsider the projected size in view of expansion to a four year school and library needs for an expanding postgraduate education program, and in light of the fact that this library will provide state-wide or even regional services." (11)

Few compensations rewarded their patience. Office space on the building's second floor became available in October 1967 when Medical School Administration moved to more spacious quarters in the new Basic Sciences Building; a meager 5,000 square foot annex added to the building's north side in 1968 brought short-lived relief.

That same year bids were let on a massive building expansion program, presaged by the welcome news that Stanford Drive would close between Lomas and Marble. Encouraged by these obvious signs of progress, library committee members began a program of persuasion aimed at Medical Center administrators. An Ad Hoc Committee for Planning the New Health Sciences Library Building presented an 11-page Justification of Need to University Vice President Robert S. Stone detailing the building's deplorable condition:

"Heavy boxes of books must be carried up and down stairs because there are no elevators or book lifts. There is no shipping/receiving room. A former restroom functions as the reserve book shelving, placing an untenable load on the other men's restroom....The building is heated and cooled by a hodge-podge of roof-top units which frequently break down. A leaking roof has caused damage to books and disruption of services many times." (12)

The report pointed to recommended "Guidelines for Medical School Libraries prepared in 1968 by the Joint Committee of the Association of American Medical Colleges and the Medical Library Association governing, among other things, adequate staff, shelf and seating space for a facility whose burgeoning growth rate would end up, they warned "eventually strangling the library on its own resources unless a new facility is possible." (13) The campus building boom threatened to engulf the library, making it "inaccessible to faculty housed at other medical centers who must travel to the campus," including Bernalillo County Medical Association members, whose full rights to use--and to access--were carefully spelled out in the 1963 merger agreement. Two rather grim prospects appeared in the Justification document: 1) although the Library Bond Act of 1972 designated financial support for library resources, no space existed to house those materials; and 2) ignoring this critical space problem would, according to Guidelines recommendations, jeopardize accreditation of the School of Medicine, College of Nursing, and College of Pharmacy. In view of these rather ominous threats, plans were under way two years later for construction of a new library building to be completed by June 1976.

A Permanent Home

Two outside authorities were consulted as a first step in the planning process. Dr. Frank Rogers, Director of the University of Colorado Biomedical Library, visited on January 31, 1974; scarcely ten days later Dr. Robert O. Kelley, newly elected Library Committee Chairman, wrote to thank Dr. Martin Cummings, Director at the National Library of Medicine, for his advice on grant applications received during a February 11 visit. (14) When asked about sharing OCLC terminals with Zimmerman Library, Dr. Rogers advised that while it might benefit a general college library, such a plan was not feasible for a

medical library. Cummings agreed with Rogers, noting that the proposed NLM databank to OCLC could provide more relevant service to medical libraries.

Among other issues, Cummings advised placing the library, along with instructional Media and Medical Illustrations (though not necessarily its production process) in one facility. He saw no obstacle to housing the Drug Information Center there as well, adding that each library "has its own unique character and what best serves a community should be considered." Cummings thought a 100,000 volume collection was adequate for a community the size of Albuquerque; he recommended employing at least eight professional staff members. Cummings thought Albuquerque's mountain views should be considered in planning window placement in the new facility, adding that "books don't need windows but people certainly do." (15)

The Library Committee's usual weekly meetings during this planning stage were interspersed by frequent joint sessions with the Ad Hoc Planning Committee, where a multitude of questions were hammered out, such as selecting a suitable architect, dealing with what committee members saw as a lopsided budget that allocated more funds for salaries than for purchasing periodicals, books, and binding costs (16) and determining an acquisitions policy for both the Library and the Instructional Media Facility (IMF). Several weeks were spent in discussion with Dr. Frank Steiner, Director of Biomedical Communications, and outside consultants on details involved in relocating the latter facility from the Basic Sciences Building, as well as with Dean Bliss at the College of Pharmacy on the most feasible means for housing the Drug Information Center on the building's second floor. As part of these preliminary plans, office space also would be needed for Vice President Kugel, three assistants, and adequate secretarial help, that would require 2,500 square feet. (17) Committee members considered placing the library director under an administrative "umbrella" of the Office of Education along with the IMF director; since both were equal, autonomous units acting in concert, they might logically report to the same agent. After a lively discussion during which Dr. Kelley "eventually saw the Medical Librarian reporting to the Vice President for Health Sciences," and Dr. Loftfield warned that such a revised hierarchy would "certainly alter" the existing close working relationship with Nursing and Pharmacy, members recommended to the Dean of the School of Medicine that

"In the absence of a Vice President for Health Sciences, the Librarian of the Medical Sciences be placed under the administrative direction of the Dean for Undergraduate Medical Education."

At the same time, the Committee recommended that it "continue to advise the Dean on matters of academic and budgetary policy for the library and to serve as the principal committee for development and planning of the Health Sciences Learning Resources Center." (18)

Although the School of Medicine Library Committee opted to serve in an advisory capacity during planning and development of the new facility, "members felt somewhat uneasy about the actual scope of their authority." (19) By August 1, 1974, the grant application for a new library building was approved in the amount of \$2.24 million by HEW's Division of Resource Development and, acting on advice from the Campus Planning Committee, University Regents appointed Harvey Hoshour as building architect. Committee concern over its advisory role eased somewhat when Dean Napolitano approved travel expenses for Drs. Kelley, Loftfield and Architect Hoshour (who formed the nucleus of yet another Health Sciences Learning Resources Center Planning Committee) to visit a number of eastern libraries in an attempt to obtain information on such issues as:

1. orientation for people entering the library
2. noise level
3. environment
4. lighting
5. verbal movement systems
6. supervision of public areas (shelf layout, theft, human behavior)
7. traffic flow
8. flexibility for expansion
9. site selection
10. exterior/interior design

Hoshour presented the following timetable at the end of August 1974:

September 15	completed program
November 1	schematic drawings
January 15	preliminary drawings
June 15	working drawings and specs
July 31	advertise for bids (19)

When an alternative plan for the new building was introduced at the September 27, 1974 meeting, members evaluated the options in terms of priorities:

Plan A -
Library and Instructional Media Facility

- Plan B - Plan A plus
- a) auditorium for Continuing Education (medium priority)
 - b) offices for Vice President of Health Sciences (high)
 - c) bookstore (high)
 - d) cafeteria and dining commons (medium)
 - e) expanded library and Instructional Media Facility (high)

Although all but the last of these options failed to materialize, considering such ambitious building plans on a limited budget meant cutting corners, one of which would have far-reaching consequences. A proposed humidification system costing a mere \$6,000 was scrapped because monthly operating expenses in excess of \$500 "were a luxury we could not afford." Despite assurances that this was a "working library containing a collection that could be put on microfilm as it aged," (20) a five-year plan for the building issued seven years later listed air exchange and humidification as "unsatisfactory for creature comfort and woefully inadequate in terms of preservation of library materials." Estimated cost for capital improvement of the physical plant to correct this "critical" lack: \$75,000--for installation alone. (21)

The Winds of Change

With the building nearing completion, members of the School of Medicine Library Committee concurred in a decision to wipe the slate clean by appointing a new director to deal with the complex set of problems inherent in managing a project of such wide dimensions. A search committee appointed to implement this task interviewed an impressive number of candidates for the position before a decision was reached, and in February 1977, Erika Love assumed this formidable task. A highly qualified librarian, Love's credentials included, among others, four years as Librarian at the Bowman Gray School of Medicine, Winston Salem, North Carolina, and six additional years as Deputy Associate Director for Library Operations at the National Library of Medicine, Bethesda, Maryland.

High on the list of duties handed Love scarcely one month after her arrival was a move to the new building, a chore she promptly accomplished in cooperation with Richard Plyler, then Physical Plant supervisor, directing a squadron of students who, on a typical work day, wheeled some 10,000 volumes in pre-marked crates on dollies along specially rigged tracks across the Medical Center plaza from the old bottling plant (now housing the North Campus cafeteria) to their designated shelf area in the new library. At the same time, Love began to develop an efficient and dedicated staff of librarians and technicians "loyal to this institution and the cause it serves," and ready to support its "education, research, and health care programs." (22)

Today, seven years later, a remodeling project in the Library's Technical Services and Reference area has finally overcome the inconvenience of poorly demarcated workspace and obsolete office furnishings due to yet another cost-cutting when the expense of installing a \$70,000 sprinkler system in accordance with an HEW mandate took precedence over initial completion of that busy work area.

Among the many innovative and service-oriented programs set in motion by the current library administrator perhaps none exemplifies the important emphasis placed on New Mexico's unique heritage more than the Library's recently launched Medical History Project. This program, designed in cooperation with the State's Medical Society has as its main goal to document and preserve in the Library's Archives Room the history of medicine and health care in New Mexico and environs, including the birth and growth of the University's School of Medicine. One objective of this effort is to "preserve through an oral history approach selected physicians' and allied persons' firsthand knowledge of important events and issues influencing development of medicine and public health in New Mexico." (23)

Conclusion

Early planners who sensed the need for change and recognized the forces necessary to bring it about fought their toughest battle against economic odds. That effort continues today in this, the Medical Center's 20th year, as rising costs and budget cuts present challenges and opportunities to search for better ways of doing things, to strengthen cooperative ties, and to pool resources for greater progress tomorrow.

Theresa Gervais Haynes
Editor, New Mexico Medical History Program

FOOTNOTES

1) Albuquerque's population in 1940 was 35,449; by 1950 that figure stood at 98,815. According to the New Mexico Health Systems Agency, Albuquerque's Hill-Burton funded hospitals and special centers include:

BCMC (now UNM Hospital/BCMC)	St. Josephs
Lovelace-Bataan	University Heights
Presbyterian	Vista Sandia
Rehabilitation Center	

2) Nina B. Duncan, "A County Medical Library, Retrospect and Prospect." Unpublished mss. 1960, p. 3. All material cited in this document prior to 1974 may be found in UNM Medical Center Library Committee Archives.

3) Duncan, op.cit. See also undated 4-page publicity brochure announcing the new facility.

4) Minutes, Bernalillo County Medical Society Library Committee Meeting, September 15, 1964.

5) *ibid.*, February 21, 1963.

6) *ibid.*, September 18, 1963.

7) For a chronology of these events, see memo to Drs. Reginald H. Fitz, and Edwin B. Herring, from R.T. Divett, August 28, 1967.

8) Minutes, September 20, 1967, Library Committee of the Bernalillo County Medical Association.

9) See Margulis Inventory file.

10) Annual Report, January 6, 1967. Bernalillo County Medical Association Library Committee.

11) Minutes, July 21, 1965, Library of the Medical Sciences Joint Advisory Committee Meeting.

12) Attachment to memo addressed to Vice President Sherman Smith from R.T. Divett dated November 16, 1972, p. 5-6. Ad Hoc Committee members charged with producing the document were: B.L. Murray, College of Nursing; C. Bliss, College of Pharmacy; W. Wiese, J. Levchuk, G. Omer, School of Medicine; along with S. Jones and R.T. Divett.

13) *ibid.*, p. 3.

14) Letter to M.M. Cummings from R.O. Kelley, dated February 13, 1974.

15) Minutes, Joint Meeting Health Sciences Library Planning Committee and School of Medicine Library Committee, February 11, 1974.

16) Minutes, Budget Meeting, SOM Library Committee, March 29, 1974.

17) Minutes, September 27, 1974.

- 18) *ibid.*, April 18, 1974.
- 19) Minutes, SOM Library Committee, April 26, 1974.
- 20) Minutes, Health Sciences Library Planning Committee, May 8, 1975.
- 21) See "Statement of Mission, Goals, and Objectives," June 1981, p. 6, in Library Files.
- 22) Letter to Dean Napolitano from Erika Love, September 27, 1977. In 1976-77 Annual Report.
- 23) New Mexico Medical History Project, Statement of Goals and Objectives presented for review to the NM Medical History Committee on May 6, 1982, p. 1.

UNM MEDICAL CENTER LIBRARY

STATEMENT OF
MISSION AND GOALS

MISSION

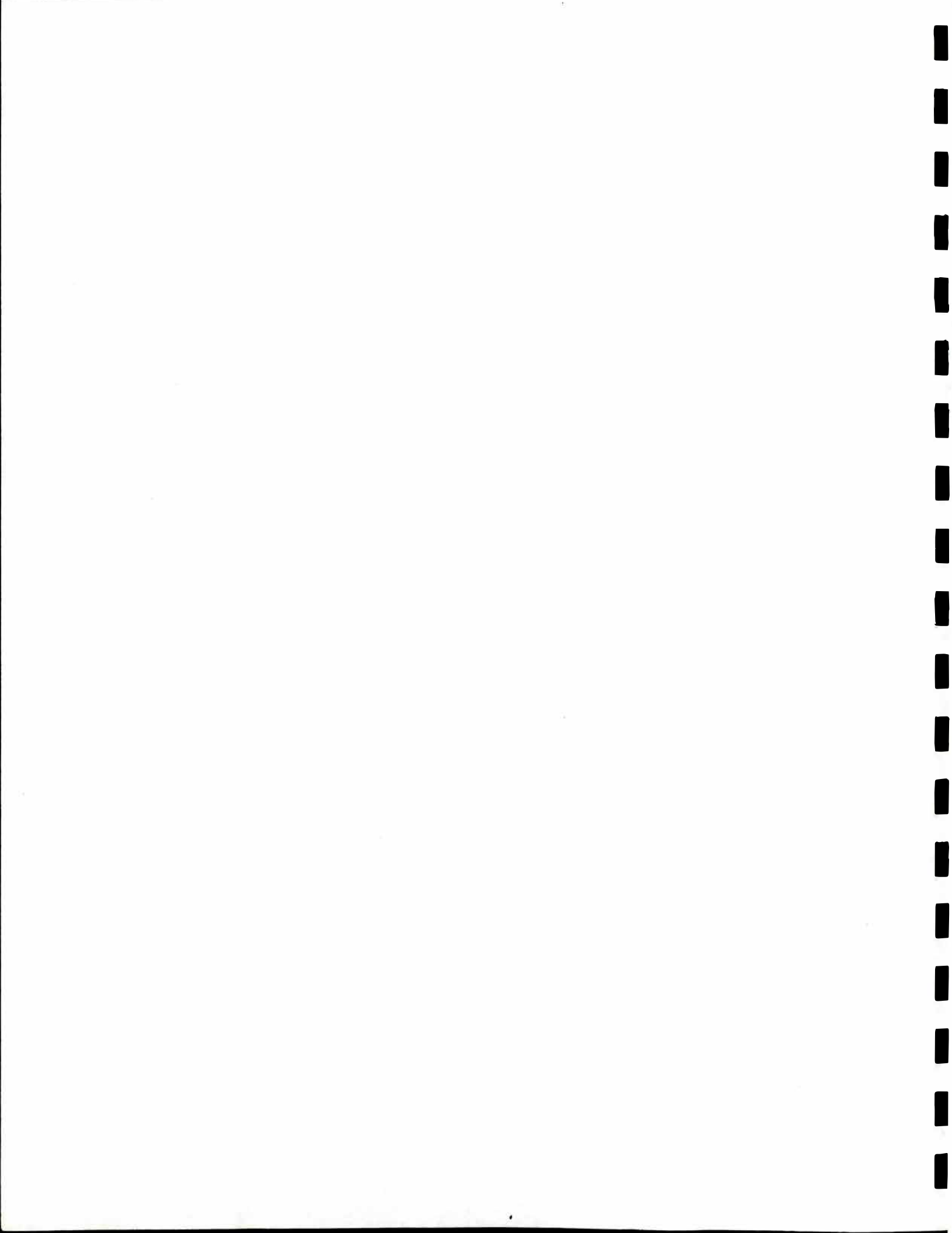
The mission of the UNM Medical Center Library is to provide services and resources to meet the present and future scholarly and informational needs of the UNM Medical Center community, to participate in the educational process and, insofar as possible, to share its resources with the health sciences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

GOALS

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

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. Its second major goal, therefore, is to serve the biomedical information needs of the broader New Mexico health sciences community through an active and varied outreach program. An important common endeavor on the part of the entire staff for fulfilling these two objectives is to acquire, process, disseminate, and preserve Library materials.

As the major information resource for professionals supplementing and supporting health care providers, e.g., health planners and educators, the Medical Center Library is an active force in disease prevention and health promotion in the New Mexico community. Its third goal, therefore, is 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.



director's report

The past fiscal year saw limited budget growth which required careful and creative fiscal management as well as special efforts to achieve maximum cost recovery for unbudgeted services. A highlight this past year was the purchase of back volume sets of several important journal titles, books and media software with the remaining bond monies which otherwise were beyond the Library's normal capabilities. The limited budget situation also contributed in large measure to the continuing search for qualified candidates in the professional ranks, for many similar institutions have surpassed the professional salaries UNM is able to offer experienced qualified candidates. Hence, at the end of the year, two professional positions had gone unfilled.

Automation

In other areas of library operations, however, significant progress was made, especially in the area of automation. The Cataloging Unit completed original input on the retro-conversion of manual records of the book collection and of History of Medicine gifts. The Library entered the last preparatory phase toward a machine-readable online catalog to be mounted on its Wang MVP 2200 minicomputer. Work has begun on preparing the database for public access. By the end of 1984 some 50,000 records in the database will have been edited online against the library's manual inventory file, and the end of the coming fiscal year should see an online catalog with telecommunication access as well as dial-up access. The Library also began using the CLASS system to transmit electronic mail and interlibrary loan requests. The old TWX line was disconnected. The online electronic mail system can be accessed from any terminal in the Library, and incoming messages can be downloaded onto the Library's minicomputer. Messages and text created with the Library's word processing system, on the other hand, can be loaded into the CLASS electronic mail system and transmitted to any part of the United States and beyond from any terminal in the library. The AIMS database management system continues to handle a growing number of online files for the Library, such as the serials holdings and the borrowers' file. An AIMS-based accounting software package currently is undergoing revision and testing and will be installed this coming year to automate all accounting and fiscal management functions. The online Serials Holdings List has greatly improved control and access capabilities and the file will be expanded this coming year for bibliographic and statistical tracking.

Other improvements in library operations include expanded and more timely monthly financial reports, a new photocopy system, newly instituted reserve procedures including development of an automated reserve critical dates calendar and use of OCLC technology to develop reserve files and to facilitate the searching of reserve requests.

The Collections

The Library collection received its continued high level attention through the Collection Maintenance Unit, where a number of major accomplishments could be recorded. The 40,000-plus-volume monograph collection had to be shifted once more to alleviate ever-growing critical space problems. Nearly 300 cubic feet

of books and journals were moved from a North Campus warehouse to the newly established offsite 10,000-volume stack area in the basement of the Biomedical Research building. These materials are presently processed and their further use is being determined. A concerted effort to introduce acid-free portfolios for fragile historical materials resulted in the more permanent protection of a sizable portion of the Library's older historical materials.

Another change in the Medical Center Library's collection pattern includes complete integration of all Government Documents with the monograph and serials and reference collection rather than being filed in a separate collection.

The New Mexico Medical History Program expanded its scope in the Spring of 1984 by establishing the Library's Archives collection. The Archives Room will house materials documenting the history of medicine in New Mexico as well as the birth and growth of the UNM School of Medicine. A growing oral history collection of tapes and transcripts generated as part of the Library's New Mexico Medical History Program is being augmented by personal and organizational papers donated by New Mexico physicians and medical societies. Along with a unique and sizable collection of papers on Indian health matters, valuable materials now housed in the general History of Medicine collection will be afforded security and protection in this facility. The Archives Room is designed to become a repository for materials issued by state and local agencies, academic institutions, both corporate and private health-related entities, and an information source for similar materials available throughout the state and region, whether privately or publicly owned.

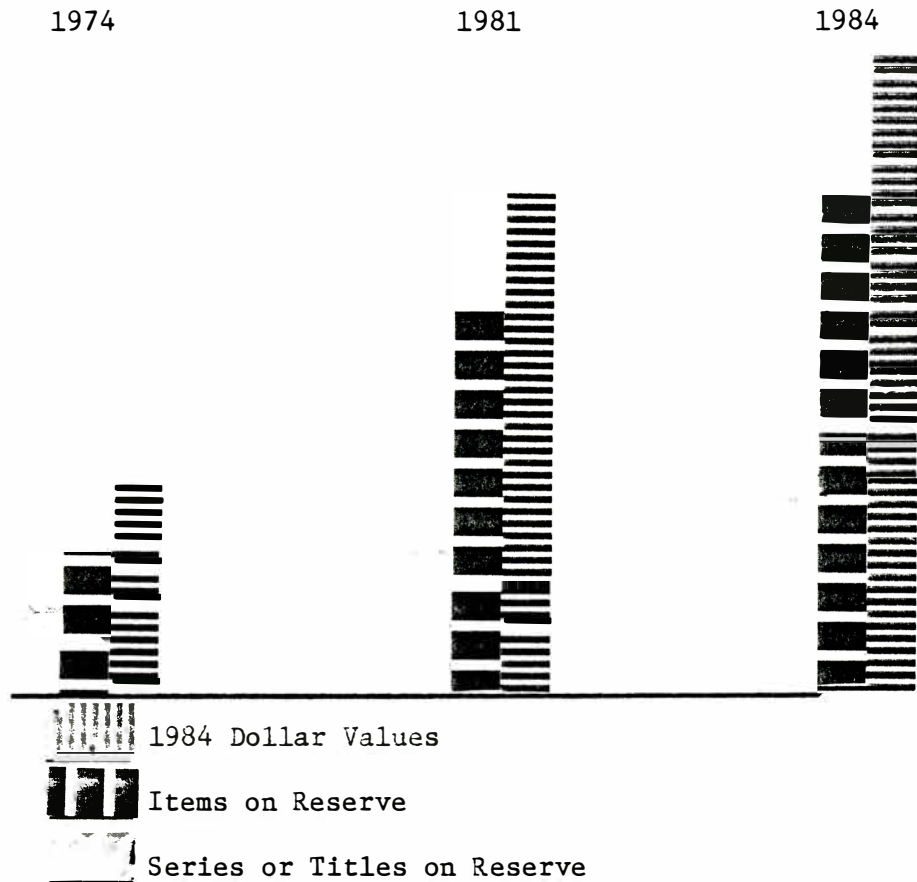
Education and Extension Services

A reorganization within Library Operations brought together the Education and Instructional programs and Media and Extension services. The Media Center, with its curriculum-based and CE-oriented collection, and Library Extension Services form a natural alliance toward strengthening the Library's growth potential. The merger also offers an increased measure of support capabilities to academic educational programs, and will further community service in continuing education for physicians and other health professionals.

This move has provided several advantages. A case in point is the Library's support to students in the Primary Care Curriculum during their preceptorship phase IB. The new Education and Extension Services Division not only provides educational support services to the PCC student, but also to their preceptors, who are practicing New Mexico physicians.

As in past years, the Media Center again increased its curriculum support, most visibly through the addition of new self-instructional learning packages on reserve for various blocs of the curriculum. A Cardiovascular Learning Center complete with videotapes, audiocassettes, an oscilloscope, and other materials was established for use by third and fourth year students and house officers. The model collection was expanded and the amount of media material on reserve for the School of Medicine curriculum reached an all-time high. In fact, an examination of the Media collection dedicated to support the regular track of the undergraduate curriculum of the School of Medicine discloses an increasing reliance on self-instructional material by the School of Medicine teaching faculty.

Media Support - School of Medicine
Undergraduate Regular Track Reserve Items



SOM Undergraduate Regular Track Reserve Items				
	1974	1984	Net Change	
Media	\$26,221	\$83,845	+57,624	+220%
Models	-0-	10,650		
Kits	-0-	2,115		
Media	153 items	641 items	+ 488	+319%

Use of assigned audiovisual study materials in the Undergraduate Medical School curriculum more than tripled since 1974 and includes almost every single bloc of the SOM traditional curriculum. This acceleration of assigned media study materials in the curriculum has given rise to a critical situation: Total replacement value of educational media on reserve for the Undergraduate Medical School curriculum (regular track) alone approaches \$85,000 in software, not counting those used by PCC, or other programs and colleges. Yet the Library has no line item budget for media software, even though formal requests have been submitted repeatedly. Replacement of deteriorating materials and the addition of new ones, both necessary to continue curriculum support, is difficult, if not impossible. A corollary to this problem, of course, is the necessary hardware to use the media collection, since there also is no budget line item for media hardware. Hence, media curriculum support is in constant jeopardy and dependent on uncertain outside resources.

Regional and National Activities

This past year the Medical Center Library joined the newly formed South Central Academic Medical Library Consortium (SCAML) as a co-founder. This consists of the original eleven libraries in the TALON system, a five-state region under the aegis of the National Library of Medicine, and five additional academic libraries in Oklahoma and Texas, including those from osteopathic colleges. An increase in the number of reciprocating libraries represents an expansion of interlibrary loan resources the Medical Center Library is able to tap. This is especially important since the National Library of Medicine began charging a \$5 fee for each filled request in October of 1983, a cost the Library must pass on to users. Hence, the volume of requests to the National Library of Medicine decreased by 41% this past year.

Faculty and staff again took an active role in regional and national affairs through service on boards, committees and task forces as well as through continuing education activities and publications. The report of the Staff Enrichment Committee is ample evidence that staff development and professional continuing education take a high priority in the Medical Center Library. The Director currently chairs a National Task Force to Develop Guidelines for Academic Health Sciences Center Libraries, sponsored and supported by the Association of Academic Health Sciences Library Directors, the Medical Library Association, the Council on Library Resources, and the National Library of Medicine. This three-year project is a major undertaking with an advisory board representing the American Medical Association, the American Association of Medical Colleges, and major university libraries. The guidelines, to be published in 1986, will set a precedent for existing academic library standards and guidelines by formally identifying for the first time education and research as an integral function of the academic library for which institutional resources should be allocated.

A major renovation project including 6,000 square feet of staff work space and the Reference Area brought to completion the architect's original plans for the building, now in its eighth year of occupancy. The Library, an eminently functional and handsome structure, has adapted well to environmental and technological changes. Its permanent occupants look forward to another year of successful activity and progress as they continue to serve UNM and the New Mexico community.

library operations

CECILE C. QUINTAL, ASSOCIATE DIRECTOR

A major renovation occurring in two locations on the Library's Plaza Level affected the activities of virtually every Library Operations unit for the better part of FY 1983-84. The most extensive remodeling involved subdividing the large open space of Room 230--the staff work room area containing some 6,000 square feet--with attractive modular furniture strategically placed to facilitate work flow and easy rearrangement as the Library responds to changes resulting from technological innovations. Fabric-covered storage dividers and carpeting now keeps noise levels to an acceptable minimum. Individual privacy, a benefit high on everyone's priority list, has been achieved. Specifically planned for automation, every work area is equipped with underfloor cable ducts running from each workstation to the Library's computer room. The area thus remains extremely flexible; new features and systems can be installed both economically and rapidly.

Although actual work begun in February was completed by June 1984, construction plans were underway early last Fall.

Because Room 230 houses nearly 65% of the staff, their relocation created a major impact on Library Operations during construction. With each work unit responsible for the move of their specific operation, much thought and planning went into the shift--what to store, what to discard and what to move offered an excellent opportunity to "dejunk" work areas. In all, 25 persons moved equipment, furniture, files, etc., necessary to continue their operations for six months in temporary, cramped quarters throughout the building with minimum interruption to the Library's user public. Phone and electrical lines were installed and terminal cables, including those for OCLC, were relocated. When they returned to their newly refurbished quarters with the same degree of cheerful efficiency as displayed in the original shift, staff in each of the affected units were highly commended for a job well done, for we had achieved what we set out to do.

In addition to renovation in Room 230, fresh carpeting was installed on both the main Plaza Level and the stairwell leading to the building's two upper floors. Reference bookshelves were realigned and a new Information Desk became more readily accessible. A centrally located glass walled office houses the Reference Service station. A growing Pamphlet File went from a haphazard collection of cardboard boxes into permanent storage drawers beneath a desk-height work surface along the Library's south wall.

Several important Library projects continued on schedule, despite relocation and construction occurring for most of FY 1983/84:

1. Work proceeded on the online Catalog database and, in June, the Library began editing its machine readable unit records against the shelflist.
2. The Acquisitions Unit and the Cataloging Unit merged to create the Bibliographic Access and Control Section (BACS) to facilitate expected implementation of the OCLC Acquisition Subsystem. This merger will significantly reduce labor-intensive activities by eliminating both manual typing of bibliographic information and manual maintenance of acquisition files, thus

allowing the Library to realize savings in cost and time through smoother workflow, better use of manpower, and more effective cross-training of staff already proficient with OCLC equipment and procedures. The Library also intends to test the OCLC Serial Control Subsystem with an eye toward reducing similar labor-intensive tasks there as well. When fully implemented, users and staff will have immediate access to current information about the Library's holdings through this online inventory control feature.

3. A six digit Library user code was developed which identifies all users to Level I, the organization; Level II, unit within the organization; Level III, individual's status. For example, Code 01-03-01 = Medical Center School of Medicine/Dept. of Cell Biology/Faculty. This new code, to be implemented in the upcoming Fall Semester, will be used in collection use analysis, various user studies, and for accounting purposes.
4. Small groups of staff were assigned to serve in a series of performance-oriented "Task Forces" charged with both planning and implementing a specific task, process, or product. Information gathered and presented at weekly meetings or at each stage of the planning process enables the group to better decide who is responsible for what. These "Task Force" or effective small groups operate for the purpose of obtaining the best, most current and complete information available in the pursuit of quality and excellence. Several advantages are apparent within the small group approach: 1) less structure and layering occurs, 2) information is exchanged informally, 3) values and objectives are set forth and information is shared so that all members quickly recognize whether a job is getting done effectively and by whom, and 4) people matter; they can and do, become important members of a team.
5. Task Force groups will be established in the coming year for Bibliographic and Serials Control, Systems and Its Applications, Online Computer Searching, Information Services, Statistics, and Reserve Collection.

The continued busy and productive year in Library Operations is attested to in the following pages.

academic, clinical and information services

SANDRA SPURLOCK, ASSISTANT DIRECTOR

Two major themes prevailed in ACS during 1983-84: 1) an impressive increase in demand for information at all service desks, and 2) a continuing quest for qualified candidates for reference positions.

A significant amount of time was spent on recruitment efforts for several Reference staff replacements which, at the end of June, remained vacant. Aside from coverage problems, these vacancies meant that no new programs could be implemented, and little progress has been made, especially in the area of clinical services.

On a more positive note, growth in use of informational and reference services is largely due to ever-increasing quality service by well-trained staff. Turn-around time for computer searches has improved; 95% of all searches are completed within 24 hours. Demand for these services increased for the first time in three years, no doubt reflecting higher quality searches along with economic and other factors. In addition to activities noted in the Circulation Unit report, Public Services staff participated in the following activities.

1. Three staff members developed AIMS files one containing a bibliography of statistical sources and two others containing experimental files.
2. Staff served on the Information Desk Group, the Exhibit Committee, the Reference Collection Task Force, the adobe medicus Advisory Committee, and the Pamphlet File Action Team, providing leadership for the Information Desk Group, Exhibit Committee and Pamphlet File Action Team.
3. One part-time staff member, brought in during another employee's three-month maternity leave, remained for a total of seven months to assist in searching and on-line training.
4. A growing interest has been noted on the part of library users to gain access through their own microcomputers to online information; staff share any data available on end-user searching with them, and are now planning with other units for the Library's response to this fundamental change.

Demand for information services rose dramatically in all areas (see Table 2) due, among other things, to 1) improved recording statistics by Service Desk staff; 2) better trained staff handling more transactions; 3) growing user awareness of assistance available to them in the Library; and 4) changing needs within the Medical Center community.

Peak demand months overall were September and March. For the Information Desk, those peaks were November and March; for the Circulation Desk, September and March; for the Media Desk, August and January. Reference activity (away from service desks) peaked during September and March.

FY 1983-84 marked the initiation of a new format for collecting statistics at the Information Desk, in an attempt to categorize questions according to type (to assist in training efforts) and by time required (to assist in computing person hours spent in information and reference work). The new format also

brought Information Desk statistics into conformity with statistics reported at the Circulation and Media Desks. An analysis of these figures (appearing in Table 3) reveals clear implications for Service desk staffing, as well as training. The highest demand was for assistance in use of the card catalog, indexes, and other tools at the Information Desk; policy and procedure questions were by far the most frequently asked at the Circulation Desk; at the Media Desk directional questions predominated.

In order to help with higher weekend demand for information service, a new Information Desk coverage schedule was implemented in September 1983. Coverage, formerly limited to eight hours on Saturday (9 am. to 5 pm.) now consists of four hours on Saturday (1 pm. to 5 pm.) and four hours on Sunday for the same period. This new system seems to have been much needed; although an average of only 7.5 questions per hour are answered at the Information Desk on weekends, these often are basic in nature and require lengthy assistance from library staff.

Another change initiated on April 30 provides double coverage for the Information Desk during peak hours 10 am. to 4 pm. at a recently installed Reference Station. This has resulted in enhanced service for users, and reduced frustration for Information Desk staff who now have assistance with some 200 questions per month which previously had been directed to the Assistant Director or Reference Librarian.

Information Desk staff met ten times during the year for 22 hours of training in the use of specific tools or for discussion of policies, procedures or special projects. Two technicians who joined the Information Desk pool in March received 32 hours of training in March. Two librarians each received eight hours of orientation to policies and procedures; one of these also underwent an additional 19 hours of training, but has since left the Library, as has a technician.

Table 2 indicates that a 12% increase in computer search service comes from seven user groups, all of which are Medical Center affiliated: School of Medicine faculty (8%), School of Medicine staff (21%), Nursing students (44%), and house staff (80%). Demand decreased from both medical students and Medical Center graduate students. A rise in requests among non-Medical Center groups are, in a sense, negative increases since, while attending to their needs, Library staff are diverted from serving Medical Center community users. Non-Medical Center group increases include Main Campus undergraduate students (133%), Main Campus graduate students (19%), and lawyers (20%). These issues will assume importance during the coming year as we seek to move our computer search service closer to a cost-recovery basis.

Training in DIALOG greatly enhanced staff capability for searching non-clinical databases and resulted in improved quality of searching for users. Inservice training in use of the AMA/GTE Minet system also was provided for all search staff, further broadening their area of expertise. And, finally, procedures and training developed for all searchers in accessing databases on the Apple IIe microcomputer as well as on Wang terminals (thanks to help provided by the Chief of Technical and Systems Applications) permit greater flexibility in accommodating search appointments. Staff also are becoming more knowledgeable about problems users face as they initiate their own searching.

Exhibits

An active Exhibit Committee composed of members from most Library units designed and mounted seven exhibits:

1. The Bisected Brain
2. Children's Health
3. Statistical Resources
4. New Mexico Health Statistics
5. Information Searching Patterns of New Mexico Physicians
(on loan from Ms. Diana Northup)
6. Progress in Gynecology
7. Summer Hazards

In addition, each Committee member was responsible on a rotating basis for maintaining "Medicine in the News," a weekly updated bulletin board featuring current magazine and newspaper clippings of interest to the Medical Center community. Exhibits were planned in a series of 14 meetings held throughout the year, plus several sessions involving sub-groups.

acquisitions/ government documents

KATHERINE MONDRAGON, UNIT HEAD

Government Document Integration. Integrating material previously shelved by Government Document classification number into our regular collection has been an ongoing but rather sporadic task over the past few years. However, because the Technical Services area recently was scheduled to be cleared for renovation, the collection was processed and moved out at record speed. It is now completed--a major project in this Unit during FY 1983-84.

Reference Collection. An evaluation of the Library's Reference collection was undertaken through an OCLC search to replace wherever possible those editions published in 1979 or earlier. Of those remaining, more current titles on the same subject were located by searching various computer databases and subsequently ordered. A sticker now affixed to all Reference titles indicates the most current edition available, along with source and date.

New and Ongoing Projects

August, 1983. Money received from the New Mexico Improved Pregnancy Outcome Project (IPO) to replace 15 high use and well-worn films in the Perinatal Resource Collection.

February, 1984. Began ordering more audiovisual programs, models and computer software for review and purchase to be used in the Media Center.

March & April, 1984. Staff training and role playing began for all new Information Desk Staff. In addition to regular Information Desk time, this writer also began working an additional two hours each day as double coverage Reference backup.

May, 1984. A search of Library holdings through the Brandon/Hill 1984/85 Selected List of Nursing Books and Journals revealed 134 new titles and 45 new editions. These were searched in OCLC for holdings and copy. Of the 135 already owned, six were not yet listed in OCLC. The remaining 38 titles had OCLC copy pulled for Collection Development review.

administrative/accounting

coordinator

DAVID PERCIVAL

The 1983-1984 fiscal year continued the trend of very limited budget growth and a "built-in" deficit in the applied charges account, demanding careful use of budget management procedures and maximum cost recovery methods. For example, no budget allowance was made, in a user-active facility such as this, for depreciation and replacement of old equipment.

New Accounting Clerk. Staff changes brought a new Accounting Clerk to the Unit, resulting in a more orderly and innovative approach to Unit activity and procedures, along with better and more efficient service.

Unit Automation. After studying the AIMS Plus system, the Accounting Clerk began entering certain information online. At year's end plans were being made to acquire AIMS financial/accounting software for more adequate integration into the existing AIMS system.

Telephone System. While the new phone system introduced this year carries some benefits, a lack of response to installation problems has made the transition difficult.

Financial Reports. Improvements in this process continue to be made. Our goal is to eventually produce these reports online.

Staff Enrichment Committee. The writer served on this Committee this year.

Cleaning/Maintenance. All personnel at Jomar Janitorial Company, an efficient and reliable cleaning service, are responsive to our needs. Problems encountered with previous companies no longer occur. The UNM Physical Plant has also done an excellent job.

Security. Serious breaches occurring in the security system during last fiscal year have ceased. Overall, security has not been a problem.

Photocopy. The Copytex card system, almost completely replacing cash copying, has proven popular with users. Accounting operations under this system are simpler and money handling is greatly reduced. The Unit plans to replace the old IBM Copier II's with sturdier and more efficient Copier III's, a conversion made possible through IBM's new pricing policies. We have found this company to be most reliable, with superior maintenance and service.

Plans and Recommendations

1. Budget management is critical during times like these when we cannot rely on steady and increasing support from state government. More effort must be devoted to cost control and recovery of costs from library users.
2. Continue to provide accurate, timely and up-to-date financial information to management.
3. As usual, plans must be made to replace aging equipment. However, as currently organized, the budget does not allow for this.
4. A schedule for automating various accounting functions will be implemented to facilitate more effective budget management and timely services.

cataloging

MARGARET SAMUEL, UNIT HEAD

Recalling FY 1983-84 brings a feeling of excitement in anticipation of new futures. Among others, two major activities are responsible:

1. Renovating Technical Services
2. Initiating an online catalog

Accomplishments. Special attention was given to the original input of 382 titles which completed the retrospective conversion project begun in 1974 for monographic records. The Library's machine readable records now total 35,000. A major shift on the subject side of our public catalogs left one catalog section free for shelf list use.

Developments. Another major activity during the year involved planning for inventory of machine readable unit records against the manual shelf list. Preparations for this activity entailed processing the Library's 35,000 records by AMIGOS Bibliographic Council in Dallas. 9,094 duplicate records were deleted; 33,673 were upgraded and records were enhanced to conform to AACR2 cataloging rules. The tapes were then shipped to Marcive in Dallas where they were processed into shelf list order. The inventory, begun in May, will continue for approximately six months. Listing and editing the Media Collection's 2,071 records will constitute the test file for this online cataloging project which ultimately will create an access catalog for the user public.

A complete revision on the name/title side of the public catalogs is underway, to ensure that filing rules have been followed consistently. The Technical Services area renovation sparked a flurry of activity in weeding and cleaning up existing material, as well as reorganizing work flow. Staff were temporarily relocated in the one-room Staff Library which also housed the OCLC terminal. Six persons living in one room who more often than not worked in perfect harmony for a total of nine months -- "Now, That's incredible!" Spirits remained high and work continued in a timely manner. The renovation was completed on June 6, and we returned to a fabulously remodeled Technical Services area.

Staffing. At this writing four full-time staff members comprise the Cataloging Unit. Work flows smoothly and we have maintained our high standards. We expect our directions to change with the advent of the online catalog, and we look forward to this with enthusiasm.

Training/Workshops/Committees. Training to keep up with cataloging trends is ongoing; workshops attended are listed in the Appendix. We have been involved in a number of group activities during the past year:

- Exhibit Committee
- Pamphlet File Task Force
- Reference Task Force
- Statistics Task Force

Future Projects. Priority will be given to completing the online catalog inventory, the Media test file and name/title catalog revision.

circulation

SANDRA SPURLOCK ASSISTANT DIRECTOR

The year 1983/84 was an interesting mix of stabilization and flux for the Circulation Unit. A user services study conducted in July resulted in new services being added to Unit tasks. During Fall Semester, the Circulation Unit absorbed carrel/group study room reservation functions and Copytex card sales, once coin boxes were removed from three of the four copy machines. While room reservations had little effect on overall desk activity, Copytex card sales, along with its attendant problem-solving, greatly increased Circulation Desk activity. (Money transactions rose 508% over 1982/83.) Technical Services renovation concurrent with problems related to installing a new phone system combined to create the need for a Library "communications center" in the Circulation Unit during the winter as we relayed messages to displaced and isolated staff members. A new copy machine status sheet replacing the old key operator log was brought to the Unit so that Circulation staff could be better informed as to copier status. In June, elevator keys checked out to staff became an added Unit task in an effort to better monitor the elusive keys.

Many newly instituted reserve procedures were stabilized, i.e., use of the automated reserve critical dates calendar and producing reserve public file cards using OCLC. As a result, reserve processing functioned well since a standard, easy to read card file became available to users. The OCLC project revealed many new editions which were added to reserve. Using the OCLC terminal to search reserve requests and produce cards will be continued. Other highlights were:

- An AIMS gate count file cumulated daily gate count into a monthly report which became useful in compiling the Annual Report.
- Use statistics for reserve items were gathered.
- Maria took over the task of verifying UNM faculty publications.
- Kris received Information Desk training and regularly staffed the desk this past winter.
- Work began on an enhanced AIMS users file; Sandra Spurlock developed an enlarged and more specific user code system.
- Several personnel changes occurred:
Helen Weiss, Abby Terry, Linda Smith, and Rebecca Barreda left the staff. Both Linda and Becca had several years of experience, and their absence will be missed. Nancy Hillery joined the staff in June as a full-time CSV.
- Delinquent borrowers are now called before invoices are prepared, thus accounting for a much lower number of borrowers who actually became delinquent.

General Trends

Little change occurred from last year in the number of Circulation Desk transactions except, as noted above, in areas related to the sale of Copytex cards (money transactions up 508%; photocopy transactions up 315%). Information services also increased 85% over last year. Some of this increase may be due to the fact that borrowers approaching the Circulation Desk for a greater variety of non-informational services (room reservations, copytex cards, messages, etc.) learned that other questions could be answered at the same

time. The overall activity pattern (gate count, total desk transactions, overdues) remained essentially the same, although total transactions peaked during this year's Fall Semester. Reserve activity peaked in December, an 18% increase over last December, and nearly all 1,823 transactions occurred in the first 18 days. As expected, the gate count clearly followed the academic cycle, as did the pattern of overall desk transactions. The Circulation Desk was busiest between 2 pm. and 4 pm.. Total gate count increased by 14%, although we were open slightly fewer hours (see Table 10).

Badge application statistics provide insight into the yearly number of borrowers as well as user population represented. Yearly figures obtained for the total number of each primary user group revealed what percentage were registered borrowers. The Nursing faculty (90%) is far ahead of all other faculty groups. 53% of all School of Medicine faculty members are registered borrowers. Medical students (88%) and Nursing students (80%) are well represented, as are housestaff (87%). Faculty and students from the School of Medicine, Nursing, Pharmacy, Allied Health and Dental programs along with housestaff, account for 65% of all registered borrowers. When Medical Center staff and UNMH employees are added, we account for nearly 82% of all borrowers (see Table 11). Main Campus and Law graduate students continue to make up a sizable percentage (14%) of registered borrowers. We found that about 37% of those graduate students were revalidated borrowers, indicating that they most likely were using the library for continuing research or to augment class assignments rather than simply on a one-time, special project basis. Most Main Campus graduate student borrowers were from the School of Education (58%) (see Tables 12-14). Thirty per cent of the Main Campus students surveyed told us the Medical Library was their main source of information.

Table 15 compares two significant circulation statistics: 1) total materials circulated annually and 2) total number of registered borrowers. Little change occurred in the number of total transactions in either category, but both reflected the same two per cent decline over last year.

collection development

BEATRICE KOVACS, CHIEF

Overview

A major change during the past fiscal year was the hiring of a new Chief, who began work in January 1984. A period of learning and adjustment followed.

Highlights

In the past ten years, the periodical collection grew from slightly over 2,000 to nearly 3,000 titles; the number of monograph volumes doubled. Most of the growth in periodicals has occurred since 1978, aided by a journal survey and followup in which core titles necessary to support Medical Center programs were identified. The monograph collection growth, aided by bond monies and other budget supplements, has increased steadily at an average 8.3% annual rate since 1974.

One budget supplement of \$4,000 was donated by the New Mexico Dental Society, through the efforts of Dr. Elias B. Yudkowsky, Director of Dental Programs. As a result, the Library has purchased relevant monographs and back volumes of periodicals to support the curricula and research needs of Dental Programs.

History of Health Care

When an examination of regional health information resources revealed that material was lacking on the history of health care in the Southwest and New Mexico in particular, the Library began seeking materials which document, or are important to, this subject. Some local booksellers who deal in rare or out-of-print materials regularly notify the Library when they identify items matching the program profile. When possible, such items are purchased.

Reference Task Force

This group, activated in 1982, pursued several issues involving the Reference collection, including:

- updating the Reference Collection Development Policy;
- creating a policy for maintaining and controlling the pamphlet collection;
- authorizing and monitoring followup of the Reference inventory;
- creating a calendar of tasks to ensure ongoing bibliographic and quality control of the Reference collection.

Future Plans

With implementation of the on-line catalog, plans include use of the computer's capabilities to provide effective collection assessment and control including a) statistical analyses of subject growth; b) seasonal purchasing patterns; c) publishing industry cost patterns; and d) monograph usage patterns. Data manipulation will provide valuable information about the nature and use of the collections, thus expediting decision-making for collection and resource development by spotlighting strengths and weaknesses.

collection maintenance

INEZ FREEMAN, UNIT HEAD

Collection Maintenance staff are pleased with their progress in maintaining the Medical Center Library's collection this year. Goals stated last year included "a 3rd Floor shift of monographs....refinement of repair techniques....better protection of old or damaged library materials"....revise Procedures Manual." All but the last of these aims were reached.

These goals were accomplished by a staff that fluctuated in size over the year: two to five work/study students, one or two occasional and temporary employees (CS-IVs and Vs), a permanent CS-V and a LTA III. In alphabetical order, staff members have been: James Alessandrini, Rhen Busch, Patricia Campbell, James Cho, Carl Donsbach, Karen Frazier, Inez Freeman, Sung Lee, Raymond Montoya, Gary Morrow, Carlos Shoupe, Paul Strout, Abby Terry, Helen Weiss, and Kimberly Yoder.

In August, seven staff members divided the crowded 3rd floor space among them and shifted books, a project lasting 31.5 hours. The goal was to leave each shelf three-quarters full to allow room for growth. To realize this plan, many top shelves had to be filled, which prolongs shelving time and, as a result, increases library operations cost and maintenance expenses. Ten months later, those shelves are nearly re-filled and, once again, space has become critical. The additional 3rd floor shelving that is expected next year will help to alleviate this crowded condition.

In an effort to improve repair techniques, Collection Maintenance borrowed many new procedures from two recent library acquisitions, Carolyn Clark Morrow's Conservation Treatment Procedures and Yale University Library's Preservation Pamphlet series. Aided by advice from these experts, staff personnel learned to repair torn pages with Japanese rice paper and wheat paste and to re-case damaged books using the original covers. Next to replacing loose labels (24%) and label protectors (22%), the most frequent repair is replacing torn spines (17%), a technique learned from Morrow.

TYPES OF REPAIRS

Label protectors	262
Labels	233
Torn spines	180
Torn pages	100
Commercial binding	85
Re-inforcing	76
Replacing typed title labels	46
Miscellaneous	33
Adding security strips	21
Re-casing, using original covers	17
Wrapping (later replaced by portfolios)	14
Replacing PAM-binders	9
TOTAL REPAIRS	<u>1073</u>

Guided by the above-named sources, the unit began constructing acid-free portfolios for damaged and/or fragile holdings. Regular construction of these

wraparounds began in the spring of 1984, with Carl Donsbach, a work/study student, proving especially adept in this technique. Two types of portfolios were created: simple lightweight containers made from acid-free 20 pt. press-board used for stable pieces that can stand alone on the shelf, and four-flap containers made from heavier 50 pt. barrier board, used for fragile, disintegrating pieces.

Since the project began in the spring, 29 simple portfolios and 39 four-flap portfolios have been constructed. Work time involved depends on the speed and experience of the worker, approximately 20 minutes for simple portfolios, 40 minutes for four-flap containers. A materials estimate placed the former at \$1.70 and the latter at \$4.40--higher than prices quoted in Morrow's volume.

In the continuing routine processing of books and journals received from Acquisitions and Serials and from a commercial bindery, Unit personnel noticed a larger number of adhesive-bound soft cover books. As part of the ongoing mending cycle, staff also realized these were the pieces most often in need of repair, with the most common faults being loose pages and torn covers. Books were protected before they were shelved, either with commercial binding or with pressboard covers. As a result, the Library bound more books this year than ever before and, for the first time, statistics show a number of pressboard bound items. Pamphlet-binding techniques also were improved. Due to their ephemeral nature, most government publications are reinforced with 3M polyethylene book tape. Because the Library continues to confront the problem of having unbound and incomplete journals on 4th Floor, a used therm-a-binder was purchased from the Cancer Research Treatment Center in February for use on a number of these incomplete volumes. Collection Maintenance staff doubt the durability of therm-a-binding, i.e., photocopying on flat-surface copiers may break them, but none of the 59 pieces thus bound have been damaged to date.

A major part of Collection Maintenance's preservation of library materials consists of supervising shelvers and organizing monthly shelf reading by library staff. Shelving, conducted three or four times a day, guarantees that a book or journal is returned to the shelf in less than 24 hours, and involves university students and temporary, as well as FTE employees. For the fourth year, shelf reading assignments are distributed monthly. An average 27 assignments are dispersed among 23 staff members; usually, about 16 people (70%) devote 16.5 hours a month or 182 hours a year to the activity. Shelf reading helps locate misshelved or "lost" books and pinpoints books in need of repair.

In previous years, Collection Maintenance staff have inserted errata in medical journals but, because several hours a week were involved, staff questioned this practice. How vital were the corrections? Did the average insertion of 150 corrigenda a month merit the staff time spent? To answer these questions, a five-month study was conducted on the number and types of corrections found and tipped-in the journals. (Reference staff also tabulated similar findings in online databases.) This study was discussed in the March/April issue of adobe medicus and in a written report. Because of the findings, the unit ceased inserting errata as of April 1984, thus freeing staff for processing and other ongoing library maintenance.

An unenviable undertaking this year involved moving 250-300 cubic feet of duplicate medical journals from a North Campus warehouse to a newly created off-site storage room in the Biomedical Research Facility basement corridor.

On March 12, a four to five-man team spent a week packing, labeling, and moving these pieces. In the weeks that followed, Raymond Montoya, Project Supervisor, checked box contents and unpacked those labeled "Miscellaneous." This sorting and listing was done over a four-week period ending April 6, when Montoya reported that he and his crew spent 229 hours on the project. While most of these journals remain in storage, a local hospital library received some bound items; others will go to small medical libraries for the cost of postage--a project for next year. Removal of these boxes will open storage space for old journal holdings from the Library's 4th floor.

FY 1983-84 has been a busy year for Collection Maintenance. As previously described, the Unit has improved much of its routine work and instituted several new techniques. It expects to continue this progress next year and, once again, plans to revise its Procedures Manual online.

document delivery

FRANKIE EWING

Fiscal year 1983-1984 marks the second complete year since Interlibrary Loan was separated from Document Delivery. The total number of requests submitted by the New Mexico health care community and other medical libraries was 5,485, an 11% increase over last year. Of these, the Library filled 4,348; 427 were referred elsewhere (a 19% decrease from last year.) Service demand averaged 457 per month for FY 83/84 with an average monthly fill rate of 362.

Time required to fill requests continued to drop: 62% were filled within 24 hours; 95% were completed within four days. This hourly saving is attributed to a decrease in referrals brought about by two factors: a \$4.00 referral fee begun by MCL in October 1982 and a \$5.00 fee for all filled ILL requests instituted by NLM a year later. Outreach Program figures indicate an increase in requests from NAIHS (112%) and PCC Students (4%) with a slight decrease from POP members (-4%). Requests from PCC Preceptors decreased by 19%.

Due to renovation activities, Document Delivery temporarily moved to the Media Center in February and returned to its newly-remodeled quarters in June. An LTA resignation in May along with student assistant turnover (three this year) disrupted the continuity of operations but did not seriously affect services rendered (see Table 18). The LTA II has supervised both Document Delivery and Interlibrary Loan since May; a new FTE CS V was hired in June.

The old TWX machine was disconnected in December and a CLASS modem was subsequently installed and connected to the WANG system. We lost TWX capability on April 18 when our Western Union line was accidentally cut by workmen, but by May 4 they had connected to CLASS Ontyme and we again resumed access to SCAML libraries. Electronic or E-Mail instructions received from TALON in June enabled us to again access NLM electronically, now using CLASS. Referrals were sent to NLM on ALA forms in the interim.

A monthly average of ten physicians participated in Scan Alert, asking each month for about 115 articles and 750 photocopies.

education and extension services

STAFF REPORT

On July 1, 1983, the Education Program was expanded to incorporate Media and Extension Services as a newly created division - Education and Extension Services. Concurrent with this reorganization was the appointment of Assistant Director for the Division. This reorganization aligned more closely the curriculum-oriented Media Center with the Library's educational program and the Continuing Education-oriented Extension Services, thus combining the broad spectrum of the Library's educational mission.

The Library has strengthened its program which is designed to provide learning opportunities for acquiring skills in the management of scientific information. Different levels of understanding of the principles of information handling are addressed in a broad-based educational program and include the following:

- Level 1 - using basic information handling tools (individual and group sessions)
- Level 2 - independent learning about the structure of biomedical and scientific literature
- Level 3 - independent learning about the management of scientific information
- Level 4 - using computer systems and accessing databases
- Level 5 - developing personal clinical-scientific information files

Table 22 shows the content of instruction, indicating which user groups participated in the wide range of the Library's education programs.

As in previous years, incoming students were offered a variety of instructional sessions during the first few weeks of the Fall Semester. The Elective on Self-Education Techniques was again offered and taught to a growing number of 3rd and 4th year medical students. For the first time, sessions on computer literacy were offered using the Library's Apple II computer.

The Assistant Director participated as a co-author in the writing of a book on the implementation of the problem-based Primary Care Curriculum for the School of Medicine. The thirty-one page manuscript for Chapter 4: The Library in a Problem-based Curriculum was submitted in April of 1984 for a forthcoming publication by Springer Verlag.

During the last five months of the fiscal year the Division was without an Assistant Director. The various Units of the Division carried on independently under the coordination of the Associate Director. For summaries of these activities please refer to the Document Delivery and the Media Center reports. The position, vacated by Kathleen Saunders, was taken on by A. James Bothmer in July of 1984.

interlibrary loan

SANDRA BRANTLEY, HEAD, SERIALS AND ILL UNIT

Interlibrary Loan had a busy year with policy changes at local, regional and national levels. At the local level the ILL Technician developed two user information sheets; one defined the ILL process, the other provided more detailed information on the MCL form and the necessary data for prompt handling of the request. This second form is directed to such persons as department secretaries and work-study staff who may fill out many of the forms for faculty and staff.

Near the end of last fiscal year, the Medical Library Committee removed all Main Campus groups from MCL ILL eligibility. The overall volume of requests dropped by 174 (7%) for this fiscal year, due in part to this policy change. However, the number of Medical Center and health related student requests increased from 390 to 618 (58%).

Eight titles have reached the "5x5" copyright limit for 1984, which means no more requests for these titles may be filled for the remaining calendar year:

- Community Dentistry and Oral Epidemiology
- DNA
- General Hospital Psychiatry
- International Journal of Artificial Organs
- Journal of Behavioral Medicine
- Maturitas
- Physician Assistant and Health Practitioner
- Quintessence International Dental Digest

They have been submitted to Collection Development for purchase consideration.

In May the ILL Technician became Coordinator of both ILL and Document Delivery, with one full-time CS-V to assist with processing and photocopying. Earlier this year she also was chosen as chair of the Staff Enrichment Committee. ILL and Document Delivery also have participated in the Indian Health Project of the Southwest Collection by photocopying articles selected by the Library's archivist.

The Serials/ILL Unit Head attended a TALON workshop in Los Lunas on ILL and copyright and, along with three hospital librarians, is now a qualified instructor should the course be presented locally.

In December 1983 the Library began using the CLASS system rather than TWX for transmitting ILL requests. CLASS also provides electronic mail capabilities for the entire library. Although the TWX line was maintained until April for NLM requests, in June NLM supplied us with its E-mail number so that requests can now be sent via CLASS. The Library's Systems Chief worked with the ILL Technician to develop a standard request format for CLASS requests. The inhouse computer can now store and send requests automatically, saving considerable staff time.

On the regional level 16 medical and academic libraries formed the South Central Academic and Medical Libraries (SCAMEL), a consortium which includes five more libraries than the TALON group, thus broadening the base of ILL resources.

On the national level, in October the National Library of Medicine (NLM) set a \$5 fee for each ILL request filled, a charge passed on to the user. Following our announcement of this news in an issue of adobe medicus, ILL staff kept track of user requests withdrawn for that reason. Forty-three were withdrawn, 173 were filled (note there was no charge from July through September) compared to 295 filled last fiscal year. The fee was an obstacle for some students and, in order to help Dental Program students better evaluate their references, a list of those dental titles held by MCL and those available in the region was compiled by the ILL Technician and is used by Information Desk staff to help students in their research. Often, because the data they need is here in the Library or in the region, they need not submit a request to NLM.

media and extension services

LILLIAN CROGHAN, UNIT HEAD

Education and Outreach Programs were two areas of Media Center concentration this year. Due to an expanded Education Program, in July Media and Extension Services were designated as part of the new Educational Services Division headed by Kathleen Saunders, new Assistant Director. A re-evaluation of the Media Center's role in the educational process resulted in a review of its policies and procedures. The new supervisor's enthusiastic ideas filtered into the Unit's plans, which eventually merged with Education Program activities. Hence, beginning Fall Semester, more Media orientation sessions were held for Medical, Nursing, and Allied Health Students. Media materials available for use in various medical blocs and Allied Health courses were made known through displays and prepared lists. Contacts with faculty improved markedly following the Assistant Director's attendance at Curriculum Committee meetings and the Unit Head's effort to personally contact various faculty members. A testimony to this educational focus is the increased Media usage reflected in Table 24.

Media added 138 titles to its collection through available bond money. Despite the absence of a budget allocation for hardware, 15 Telex Caramate Sound Slide Projectors were acquired through the Dean of the School of Medicine; two 3/4" Videoplayers and two TV Receivers were purchased through College of Nursing bond money.

The Cardiovascular Learning Center's specialized collection was officially opened for use by second and fourth year medical students, residents, and physicians. In response to a growing trend toward microcomputer programs, an Apple IIe was placed in a Media Center carrel for student and faculty use.

Some changes in the Media Outreach Programs occurred this year. On July 1 the Improved Pregnancy Outcome Program was converted into the IPO Rental Program. In the one year since a rental fee was imposed, materials circulation dropped by about 32%, with most borrowers becoming more selective about requests. Records indicate that 414 programs were used from July 1983 to June 1984.

The Outreach Program for Nurses (OPN-CEARP), officially launched last year, continued slowly during this fiscal year; only twenty nurses used a total of 55 programs. Of these, nine were LPNs: eleven were RNs. 236 CE Credits were awarded to nurses. One possible reason for the slow usage rate may be that the

program's subject area is limited to maternal and child care. Evaluation forms submitted by nurses indicate an interest in other specialty areas not available here.

The NCME Tape Program ended in January 1984 when the last participating member located in Hobbs withdrew. Alternative methods are being explored for using NCME programs for outreach purposes.

Although Media staff remained constant, Document Delivery saw a change of staffing toward fiscal year's end. After one LTA I resigned Frankie Ewing, the ILL Technician, assumed those duties in Document Delivery, and Grace Stocking, a new FTE, was hired.

new mexico medical history program

JANET JOHNSON, ARCHIVES MANAGER

Launched in the Spring of 1982, and with the guidance of a committee of physicians and other interested parties, this Program has developed vigorously during the past year. As noted in last year's report, oral histories continue to take precedence among the Program's several objectives. At the same time, these taped interviews of long-time practitioners have provided raw material for a commemorative volume (in progress). As an added benefit, individuals and groups participating in the Program have generously donated invaluable materials documenting the development of medical practice in New Mexico.

Summary of Program Activities

- Fifty-two oral history interviews have been taped, of which 16 are transcribed. An additional 13 interviews are scheduled through October, 1984; seven other physicians remain to be scheduled.
- Among materials received by the Program's Archivist at the Medical Center Library from persons concerned that documentary evidence of the state's medical progress be gathered into a unified whole are: personal photos, logbooks and diaries, society publications and minutes, published and unpublished articles and speeches, journals, clippings, hospital and clinic reports, and statistical data of state agencies. All are combining to create a meaningful portrait of this segment of the past.
- Jake Spidle, Ph.D, Project Historian, is preparing a manuscript chronicling the lives and services of New Mexico's physicians during the last century. Information and insights gleaned from oral history interviews will be woven together into a liberally-illustrated book published to mark the centennial of The New Mexico Medical Society in early 1986.
- At its Annual Meeting in May, 1984, the New Mexico Medical Society voted to continue financial support of the Program during FY 85 with a grant of \$3,000. W. Marion Jordan, M.D., the Society's incoming President, appointed Fred Hanold, M.D. as Chairman of the New Mexico Medical History Committee, replacing Robert Friedenber, M.D., who had served since the Committee was established two years ago. Omar Legant, M.D. was appointed to the Committee, replacing Ronald V. Dorn, Jr., M.D.

- The Friends of the UNM Libraries continued their previous Program funding with a \$500.00 gift.
- An application was submitted to the American Association for State and Local History for a Grant-in-Aid of \$2,700 to develop a machine-readable index to the Oral History Collection.
- Reports, publications and correspondence of UNM's School of Medicine are being deposited in the Archives by the School's administrative departments as those materials are gathered in conjunction with the celebration of the School's 20th anniversary.
- A half-time Archives Manager was hired in February; the Archives Room in the Medical Center Library opened in June.
- Rare and valuable materials were moved from the Media Center to the Archives Room for security and protective maintenance.
- Monographs and serials pertaining to medical practice and education in the State and region are being transferred to the Archives Room from the Library's general collection in an effort to consolidate available materials on New Mexico and the Southwest.
- A unique collection in the Archives Room of over 1,600 journal articles and monographs on American Indian health and medical practice is now organized and inventoried; missing items are gradually being acquired.

Future Program Development

Ongoing: Physical and bibliographic processing of oral history tapes, transcripts and photographs; implement automated indexing as grant monies become available.

Sort, classify and package donated material related to the School of Medicine and New Mexico medical history.

Identify and transfer appropriate materials in Library's general and History of Medicine collections to Archives.

Acquire missing items of Papers on Indian Health; establish physical storage suitable for ready retrieval; investigate feasibility of simple automated indexing system.

Initiate: Forms and strategies for soliciting, gathering, processing and accessing information for planned New Mexico Medical History Registry.

Procedures to identify existing health-related State publications and their sources; make formal arrangements for ongoing acquisition.

Investigate: Established policies and procedures of archival collections in similar institutions.

Library's mission and user needs to aid in formulating a collection development policy statement for both the Library and Archives.

serials

SANDRA BRANTLEY, UNIT HEAD

A Serials Unit highlight this fiscal year involved transfer of the Serials Holdings List from the Library's minicomputer Records Management System to its AIMS system where, for the first time, Serials staff gained a clear picture of the number and type of records in the file. Both the Unit Head and the ILL Technician spent portions of several months preparing the file for an updated printout. 589 duplicate records, necessary in the old system, were deleted. Many characters on over 2,000 records were either omitted or garbled in the transfer process; many hours were spent correcting these entries. Internal control data fields will be added for the 4,450 records currently in the file, which, among others, will include: publisher, vendor, price, ISSN and indexing tags.

As part of the Reference Task Force the Unit Head continued work on an inventory of the Reference Collection begun last year. In addition to producing better records for the Serials Holdings List and Kardex, the inventory facilitates tracking titles which seemingly have suspended publication. Many are Government Documents, whose publication schedules are notoriously irregular. Task Force members also compiled an annotated bibliography of statistical sources available in the Library, and they were reminded of some of the Library's relevant materials as each of them worked on a group of titles.

The number of participants in the Physicians Outreach Program's Scan/Alert service dropped from 19 to 13, five of which are Indian Health Service hospitals. Although Serials and Document Delivery staff make every effort to handle requests and answer questions promptly, perhaps physicians simply lacked time each month to read the articles they had requested. We have determined no specific reason for the decline.

As a result of available bond money Serials was able to add back volumes to several new subscriptions, including Archives of Toxicology, Carcinogenesis, Annual Review of Immunology, Mutation Research and UCLA Symposia on Molecular and Cellular Biology, as well as many for Handbook of Experimental Pharmacology.

Personnel in Serials remains the same: one FTE LTA III and a full-time CS-V. Although that long-time clerk resigned in April, a replacement was employed in June. Over the past three months we have been involved with keeping the daily flow of work moving while training the new clerk.

During March, April and May this Unit, along with the rest of Technical Services, Document Delivery, Systems, and Collection Development were moved to temporary office space while the entire area was remodeled. At year's end we now are settling into our new and comfortable surroundings.

Serials staff continue to serve as shelf readers, to maintain the copiers, and to help with shelving during peak-use periods. The Unit Head staffed the Information Desk 278 hours this year.

Next year this Unit expects to expand the Serials Holdings List, test automated serials checking systems and work with Collection Maintenance on shifting older journal volumes to an offsite storage area.

technical and systems applications

TOM PETERSON, CHIEF

Plans for an automated library system continued with some important accomplishments during the past year. Magnetic tape data comprising the entire contents of the Library's card catalog received from OCLC in May was loaded on our minicomputer. After verification by Cataloging staff, the data will be edited into final online catalog format for overall library use.

Electronic Mail. A substantial cost saving was realized when an acceptable electronic mail service went into use and the Library's TELEX line was discontinued. In-house applications linked the E-Mail system with word processing, thus enabling documents created in Administration to be downloaded to E-Mail, while at the same time uploading those messages received through electronic mail into word processing. The link between the two has become an efficient method of creating/editing and sending/receiving telecommunicated messages and documents.

The AIMS database management system continues to serve the Library's expanding automation needs. Both the Serials collection and a file containing names of those borrowers accessing the Library are maintained through this system.

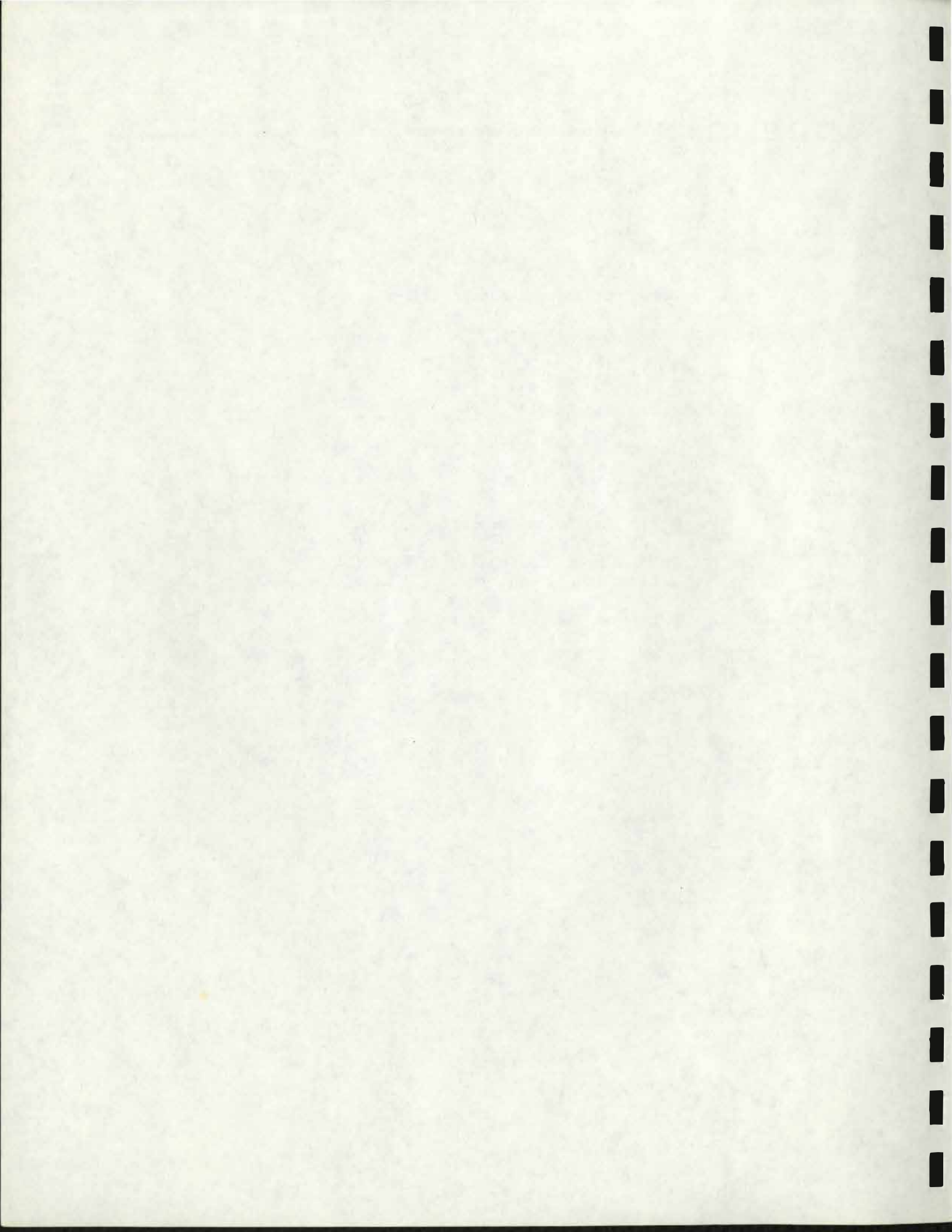
A major need in library automation will be realized within the next several months when an AIMS-based accounting package becomes operational. Software for this program is currently undergoing revision and testing.

The Administrative Office DATA 3500 word processing software continues to receive extensive use. A link between word processing and database management systems has helped the Administrative staff to access the names and addresses of specific faculty, staff members, local area users, history of medicine physicians, and state and national library committees. This file can be variously searched, i.e. city, state, zipcode, and possesses interface capabilities with DATA 3500 letters and documents.

Recent improvements in computer technology, and emerging microcomputer technology have been considered in designing a revised automation plan for the Library. We expect our current systems and their enhancements will serve our current needs as well as allow for controlled growth in the future.

appendix

● Calendar of Events and Accomplishments. 26
● Documentation Bibliography 28
● Library Committee Summary 33
● Community Supporters		
Contributions to the Library. 34
● Library Staff		
Staff Enrichment Committee 35
Professional and Continuing Education Activities 35
Permanent Staff Roster 37
● Tables 38
● Vital Statistics



1983-84 Calendar of Events and Accomplishments

JULY

- Education Division expanded to Education and Extension Services encompassing Education, Media, Document Delivery and Outreach Programs
- With the end of IPO contract in June, IPO Collection turned over to MCL - Rental Collection officially started
- Major Shift of Monograph Collection completed

AUGUST

- Serials Holdings List transferred from RMS (Record Management System) software to AIMS (Automatic Information Managements System) software file

SEPTEMBER

- Five-month statistical study of medical journal errata begun
- AMIGOS Workshop - University of Albuquerque - ILL & Serials Subsystems

OCTOBER

- NLM sets charge of \$5.00 for each filled Library Loan Request
- Annual Meeting of SCRG (South Center Regional Group - Medical Library Association)

NOVEMBER

- Annual Medline Update hosted by MCL
- Selected Statistical Sources at the Medical Center Library: An Annotated Bibliography
- Study on the use of Sound Slide Projectors conducted in Media to determine usage pattern.
- Money obtained from Health & Environment Department to purchase additional films for IPO in Media

DECEMBER

- Library TWX Machine disconnected and CLASS modem installed for ILL and electronic mail
- Inventory of Computer System Software and Review of Long Range Plan
- ILL requests are entered in the Library's Data Base Management System and downloaded to CLASS electronic mail
- Cataloging of the AV Collection completed

JANUARY

- Procedures for completing Medline searches on the Apple IIe and Wang Terminal developed, and staff trained in their use
- Downloading-uploading from in-house word processing to electronic mail begins

FEBRUARY

- Staff moved out of Tech Services - renovation begins
- Cardiovascular Learning Center formally opened

MARCH

- Work on Project 1776 begun
- List of nursing dissertations prepared from Dissertation Abstracts search for Collection Development
- Off-site library storeroom in Biomedical Research Facility established
- Creation and testing of software to convert OCLC tapes of library holdings

APRIL

- Training workshop for NAIHS Library Managers

MAY

- Renovation of plaza level begins
- Weeding of the Pamphlet File Collection completed
- MLA Annual Meeting in Denver
- Renovation completed - Library staff move back
- Arrival of new OCLC/IBM PC M300 workstation
- OCLC tapes received of library holdings - conversion of tapes to minicomputer begins
- Work began on "Online" inventory

JUNE

- Archives Room established
- Online Catalog Data downloaded to Minicomputer Data Base Management System. Cataloging staff begin verifying records
- IBM PC added to MCL Computer Hardware
- Study on Media Educational Support for School of Medicine Curriculum completed

DOCUMENTATION BIBLIOGRAPHY
FY 1983-84

1. Contract/Grant Proposals and Reports

- 1.1 Proposal to Wang Laboratories 12 pages
Wang Laboratories, Inc.
Lowell, MA 01841
resubmitted July, 1983
- 1.2 Proposed Book Production 3 pages
Luther Wilson, Jr., Director, UNM Press
January 23, 1984
- 1.3 Proposal for Oral History Project & Archival Preservation 3 pages
Friends of UNM Libraries
May 17, 1984
- 1.4 Proposal for Oral History of New Mexico Project 5 pages
American Association for State & Local History
Nashville, Tennessee
AASLH Grant-in-Aid
June, 1984

2. Planning Documents

- 2.1 Hardware Five Year Acquisition/Replacement Proposal 7 pages
UNM Medical Center Library - Media
August 1983
- 2.2 Statistics Collection 13 pages
Subject Index
November 29, 1983
A list of all pieces in the statistics collection
by subject
- 2.3 History of Medicine Physician Data Sheets 118 pages
UNM Medical Center Library
December 1983
In-house printout prepared by the AIMS data
system for the Oral History Project to keep
a running log of interviews, tapes and other
materials for the 118 physicians involved in
the project
- 2.4 Project Planning Document 2 pages
Archives Manager - UNM Medical Center Library
February 1984
- 2.5 Library User Code System 10 pages
UNM Medical Center Library
February 1984

2.6	Pamphlet File - Subject Headings UNM Medical Center Library Revised June 1984	8 pages
2.7	Inventory of Journals in Storage Titles to be offered to Presbyterian Hospital June 1984	4 pages
3.	<u>Policy and Position Statements</u>	
3.1	Policies of the Medical Center Library University of New Mexico Submitted to the Student Handbook and House Officer Handbook May 1984	3 pages
3.2	Reference Collection Task Force Policy Documents	
3.2.1	Statistics Collection - definition of, etc. April 1984	3 pages
3.2.2	Change in the weeding policy stated in the collection development policy entitled "Special Collections: Pamphlet Collection." May 1984	2 pages
3.3	Circulation Procedures for Handbook Reserves June 1984	9 pages
4.	<u>Publications for Public Distribution</u>	
4.1	Bibliographies and Other Listings	
4.1.1	List of Journals by Subject UNM Medical Center Library Fall 1983	3 pages
4.1.2	UNM Medical Center Library Serials List Fall 1983 A total of 2,919 journal titles are contained in this.	295 pages
4.1.3	Unique Titles List submitted to SCAMEL Libraries September 1983	4 pages
4.1.4	Selected Statistical Sources at the Medical Center Library An Annotated Bibliography December 1983	35 pages

- 4.1.5 Off-Line Bibliographic Citation List 6 pages
 Generated by MEDLARS II -
 The Bisected Brain
 January 1984
- 4.1.6 The Organization of Personal Information 38 pages
 Files in Medicine
 Medical Center Library
 January 1984
 For Public Distribution and presented as
 a gift to 85 graduating physicians
- 4.1.7 Physicians Outreach Program Scan Alert Service 4 pages
 Revised January 1984
 A listing of 52 subject headings of journal
 titles from which POP members may select
 articles
- 4.1.8 List of Nursing Journals at the Medical 4 pages
 Center Library submitted to the College of Nursing
 January 1984
- 4.1.9
 4.1.9.1 Audiovisual Programs in Cardiology 8 pages
 4.1.9.2 Audiovisual Programs Radiology 4 pages
 February 1984
 Subject listings of AV materials available
 for distribution to departmental libraries in
 clinical areas, and on demand to Media Center
 users
- 4.1.10 Audiovisual Programs in the Cardiovascular 2 pages
 Learning Center
 UNM Medical Center Library
 March 1984
- 4.1.11 List of Services Related to Children 3 pages
 to accompany exhibit, "Children's Health
 Tomorrow's Wealth"
 March 1984
- 4.1.12 Update to the 1983 Serials List 6 pages
 UNM Medical Center Library
 March 1984
- 4.2 Brochures and Posters
- 4.2.1 New Mexico Physicians Outreach Program - 1983
 November 1983
 Publicity flyer with membership application form
Distribution: New Mexico Physicians
 New Mexico Allied Health Professionals

- 4.2.2 New Mexico Medical History Program
 A Special Project of the UNM Medical Center Library
 Publicity flyer
Distribution: New Mexico Physicians
 School of Medicine Faculty
- 4.3 Booklists
- 4.3.1 new books for 1983-1984
 Six issues:
 August February
 October April
 December June (total no. of pages 35)
 A supplement to adobe medicus published on
 alternate months containing a list of new books
 and media materials available in the Library
Distribution: UNM Campus, Physicians Outreach
 Program, and NM Hospitals
 Circulation: 525 Total copies distributed 3,150
- 4.4 Bulletins
- 4.4.1 adobe medicus for 1983-1984
 Six issues in vol. 6, # 4, 5, 6; vol 7, # 1, 2, 3
 (approximately 15 pages each)
 Besides presenting articles of interest on library
 issues, this bi-monthly bulletin of the Medical
 Center Library contains regular features including
 Library News and Notes, a Once Over page, and a
 list of new books and media materials available in
 the Library
Distribution: UNM Campus, Physicians Outreach Program,
 NM Hospitals and Selected National Libraries
 Circulation: 625 Total copies distributed 3,750
- 4.6 Papers and Reports
- 4.6.1 Annual Report of the UNM Medical Center Library 51 pages
 July 1, 1982 to June 30, 1983
- 4.6.2 Problem-Based Learning and the 6 pages
 Medical Center Library
 Report submitted to Primary Care Curriculum
 September 1983
- 4.6.3 Management Statistics on a Computer Search 10 pages
 Service from a Data Base Management System.
 Paper presented at Annual Meeting of the
 South Central Regional Group of the Medical
 Library Association
 October 1983
- 4.6.4 Report submitted to UNM Medical Center Faculty 8 pages
 Results of the recent Library Journals Review
 Listing Titles, cost quotes & departmental
 recommendations between July 81 & June 83
 October 24, 1983

- 4.6.5 New Mexico Medical History Committee 8 pages
 Annual Report
 In conjunction with the Medical Center Library
 February 1984
- 4.6.6 New Mexico Medical History Committee 8 pages
 Update Report
 April 1984
- 4.6.7 Progress on Indian Health Papers 5 pages
 Archives Manager
 UNM Medical Center Library
 April 23, 1984
- 4.6.8 Swan Song for Library Errata? 15 pages
 UNM Medical Center Library
 Paper accepted for publication
 in Serials Librarian, June 1984

5. Miscellaneous

- 5.1 Research on the Fundamental Nature of Biomedical Information 2 pages
 Guiding Principle, Guidelines, Benchmarks
 January 1984

THE MEDICAL CENTER LIBRARY
LIBRARY COMMITTEE SUMMARY FY 1983-84

● Roster of Members - 1983/84:

William C. Buss, Ph.D., Associate Professor, Department of Pharmacology
Robert C. Eschbach, Ph.D., Assistant Professor, College of Pharmacy
Connie Funkey, Director of Education, University of New Mexico Hospital
Fred A. Mettler, Jr., M.D., Associate Professor, Radiology
Glenn T. Peake, M.D., Professor, Department of Medicine
Estelle H. Rosenblum, RN., Ph.D., Associate Professor, College of Nursing
William D. Tandberg, M.D., Assistant Professor, Family, Community and
Emergency Medicine
David L. VanderJagt, Ph.D., Professor, Biochemistry/Chemistry
Walter W. Winslow, M.D., Professor, Chairman, Department of Psychiatry

Chairman: Robert E. Waterman, Ph.D., Professor, Dept of Anatomy
Ex-Officio: Erika Love, Professor, Director, Medical Center Library
Cecile C. Quintal, Asst Professor, Associate Director,
Medical Center Library
Recorder: Patricia Standing

● Primary Functions of the Medical Center Library Committee:

To advise the Library Director and 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, both by making the
Provost, Dean and other budgeting officials aware of the Library's resource
requirements and by assisting in seeking outside funding for community
outreach services.

To provide support and guidance in the development of guidelines for the
Medical Center Library as a component of the academic community.

● Medical Center Library Committee Appointments:

Members are appointed by the Director of the Medical Center with advise
from the Library Committee, the Library Director, and Deans and Department
Chairmen of colleges and schools on North Campus.

The Committee shall be small enough to get its job done and large enough to
be representative of the health professions served on the North Campus.

There shall be a fair representation of different points of view, but
members shall be selected primarily with a view toward their interest in
and support of the Medical Center Library and its role.

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

THE UNIVERSITY OF NEW MEXICO
MEDICAL CENTER LIBRARY

Contributions to the Library
FY 1983-84

Adele R. Altman, Albuquerque
Patricia Arnell, Albuquerque
Donald M. Black, Albuquerque
John Budrew, Hd. Coll. Dev.,
University of Texas, Dallas, TX
C. Pardue Bunch, M.D., Artesia, NM
David L. Calvert, Exec. Director,
March of Dimes, Albuquerque
Thomas Carlow, M.D., Albuquerque
Melba Clark, Albuquerque
Kenneth Mark Colby, M.D.,
Los Angeles, California
Marshall Cook, Albuquerque
Alice H. Cushing, M.D., Albuquerque
Phillip W. Day, Albuquerque
Katie Evilsizer, Aztec, NM
Mrs. R. Edgar Forbis, Albuquerque
Roberta B. Frost, Albuquerque
T. B. Gibbons, M.D., Albuquerque
Mrs. A. Hull Grundy, Stockbridge,
Hants, England
Jean Hart, Albuquerque
Irwin Hoffman, M.D., Santa Fe, NM
Kathleen Koehler, Albuquerque
Judy Muhsfelder, Albuquerque
R. Steven Padilla, M.D., Albuquerque
Barry W. Ramo, M.D., Albuquerque
Richard Ross, M.D., El Paso, Texas
Helen Saylor, Albuquerque
Milan Slavik, M.D., Albuquerque
Randal Troop, Albuquerque
Benita Weber, Albuquerque
Ralph C. Williams, Jr., M.D.,
Albuquerque
J. Robert Willson, M.D., Albuquerque
Ms Gudrun Wright, Albuquerque

Memorial Gifts

Mrs. Laura Griswald

Lee Howard Medford

The Albuquerque and Bernalillo County Medical Association

IN MEMORY OF

Marshall L. Clevenger, M.D.

James Galloway, M.D.

Albert L. Maisel, M.D.

staff enrichment committee

FRANKIE EWING, CHAIRMAN

Members of this Committee met ten times during the year to promote enrichment programs for professional and continuing education activities and to process staff applications for 28 staff members who attended 70 workshops and conferences. The year's highlight came when Committee funds enabled us to send eleven people to the Medical Library Association's May conference in Denver. Most of them also attended available continuing education courses.

At year's end, Committee members are as follows:

	<u>Term Expires</u>
Rhen Busch (elected, 18 months)	February 28, 1985
Judith DuCharme (appointed, replaced K. Saunders)	February 28, 1985
Dave Percival (appointed)	August 31, 1984
Kris Warmoth (elected, 18 months)	August 31, 1984
Frankie Ewing, Chairman (elected, 12 months)	August 31, 1984

PROFESSIONAL AND CONTINUING EDUCATION ACTIVITIES

Name	Courses/Meetings Attended	Library Paid Travel	Library Paid CE	Traveler Paid
B. Barreda	Zimmerman Library Open House, 12/8/83	---	---	---
T. Begay	Zimmerman Library Open House, 12/8/83	---	---	---
S. Brantley	AMIGOS ILL, Univ. of Alb. 9/30/83	---	---	---
	Teaching Librarians to Teach-Alb. 11/5/83	---	12.50	---
	MLA, 2CE Courses-Denver 5/84	199.64	225.00	102.60
	One-Minute Manager-UNM 11/10/84	---	---	---
	Zimmerman Library Open House, 12/8/83	---	---	---
R. Busch	Electronic Word Processing-UNM 3/19/84	---	---	---
	Intro Microcomputers-UNM 6/84	---	---	---
	Self-Instruction w/Data 3500 11/83-1/84	---	---	---
P. Campbell	Defensive Driving-UNM 3/84	---	---	---
	Travel Policies Workshop-UNM 6/84	---	---	---
	End of Fiscal Year Workshop-UNM 6/84	---	---	---
P. Carlson	AMIGOS ILL-U of A 9/30/83	---	---	---
L. Croghan	Intro Microcomputers-UNM 2/84-3/84	---	---	---
	MLA, 2CE Course-Denver 5/84	157.20	110.00	66.80
	One-Minute Manager-UNM 11/10/84	---	---	---
M. Downey	Name Authority File Wksp-AMIGOS- Law School 4/10/84	---	---	---
	AMIGOS Wkshp:Focus on AV,SF 6/84	---	6.00	---
	MLA, 2CE Courses-Denver 5/84	151.64	225.00	102.60
	One-Minute Manager-UNM 11/10/84	---	---	---
	Zimmerman Library Open House,12/8/83	---	---	---
J. Ducharme	SCRG & CE 454-Neoplasia-Dallas 10/83	318.00	82.90	50.00
	Teaching Librarians to Teach-Alb 11/84	---	12.50	---
	Intro Microcomputers-UNM 3/84	---	---	---
	Time-Management Wkshp-Santa Fe 5/16/84	25.00	---	1.00
	MLA, 2CE Courses-Denver 5/84	267.00	135.00	150.00

F. Ewing	AMIGOS ILL-U of A 9/30/83	--	--	--	
	Teaching Librarians to Teach-Alb. 11/84	--	12.50	--	
	One-Minute Manager-UNM 11/10/83	--	--	--	
	Zimmerman Library Open House, 12/8/83	--	--	--	
I. Freeman	Intro Micro(part 2)-UNM 2/84, 3/84	--	--	--	
	Defensive Driving-UNM 4/84	--	--	--	
	Seminar/Hiring Best Candidate 4/12/84	--	--	--	
	MLA, 2CE Courses-Denver 5/84	199.64	225.00	102.60	
	One-Minute Manager-UNM 11/10/84	--	--	--	
N. Garcia	Business Letters-UNM 11/83-12/83	--	--	--	
	One-Minute Manager-UNM 11/10/83	--	--	--	
	Defensive Driving-UNM 11/83	--	--	--	
	Travel Wkshp-UNM 2/84	--	--	--	
L. Green	One-Minute Manager-UNM 11/10/83	--	--	--	
B. Kovacs	MLA-Denver 5/84	235.20	--	90.20	
J. McClarin	On-Line Searching Wkshp-Alb 5/8/84	--	--	--	
	Time-Management Wkshp-Santa Fe 5/16/84	--	1.00	--	
	Intro Micro-UNM 7/84	--	--	--	
K. Mondragon	One-Minute Manager-UNM 11/10/83	--	--	--	
D. Percival	One-Minute Manager-UNM 11/10/83	--	--	--	
	Public Budgeting-UNM Spring Semester 83	--	--	--	
	Macro Economics-UNM Fall Semester 83	--	--	--	
T. Peterson	Computer Hardware Exhibition-Alb 5/84	--	--	--	
	Networking Seminar-Alb 5/84	--	--	25.00	
S. Pla	Primary Care Physicians Con-Alb	--	175.00	--	
C. Quintal	MLA-Denver 5/84	267.80	--	96.20	
M. Samuel	AMIGOS Wkshp-UNM Law School 4/84	--	--	--	
	AMIGOS Wkshp, Focus on AV,SF 6/5/84	26.40	6.00	--	
	MLA-Denver 5/84	199.64	225.00	102.60	
	One-Minute Manager-UNM 11/10/84	--	--	--	
K. Saunders	SCRG-Dallas TX 10/19-21/83	358.00	110.20	150.00	
S. Spurlock	Intro Microcomputers-UNM 7/83 8/83	--	--	--	
	SCRG-Dallas 10/20-21/83	291.00	67.90	150.00	
	Basic Programing(part 1)UNM 10/83	--	--	--	
	MLA-Denver 5/84	384.00	--	69.50	
	Basic Programing(part 2)UNM 4/84	--	--	--	
P. Standing	One-Minute Manger-UNM 11/83	--	--	--	
	Travel-UNM 2/84	--	--	--	
B. Wardlaw	AMIGOS Wkshp-UNM Law School 4/84	--	--	--	
	AMIGOS Wkshp, Focus on AV,SF 6/5/84	--	6.00	--	
K. Warmoth	Intro Microcomputers-UNM 7/83 8/83	--	--	--	
	Defensive Driving Seminar-UNM 4/84	--	--	--	
	MLA 2CE Wkshps-Denver 5/84	199.64	225.00	88.60	
	Zimmerman Open House, 12/8/84	--	--	--	
C. Wilson	AMIGOS Wkshp-UNM Law School 4/84	--	--	--	
	AMIGOS Wkshp, Focus on AV,SF 5/84	--	6.00	--	
M. Young	Zimmerman Open House	--	--	--	
Total		\$6,496.80	\$3,280.60	1,868.50	1,347.70
		% 100%	50%	29%	21%

THE UNIVERSITY OF NEW MEXICO
MEDICAL CENTER LIBRARY

Staff as of June 30, 1984

Name	Title	Start Date	Time On Job
Archuleta, Virginia	Media Clerk	6-20-83	1 year
Brantley, Sandra	Serials Unit Head	7-31-78	5 yr/11 mo
Busch, Alicia	Collection Maint. Clerk	10-12-82	1 yr/ 8 mo
Campbell, Patricia	Accounting Clerk	7-25-83	11 months
Croghan, Lillian	Media Center Unit Head	5-22-81	6 yr/ 1 mo
Downey, Monica	Cataloging Technician	5-26-83	1 yr/ 1 mo
DuCharme, Judith	Reference Librarian	10-18-82	1 yr/ 8 mo
Ewing, Frances	ILL Technician	2-15-83	1 yr/ 4 mo
Freeman, Inez	Coll. Maint. Unit Head	6-14-80	4 yr/ 1 mo
Garcia, Magdalena	Department Secretary	5-23-83	1 yr/ 1 mo
Green, Leona	Systems Unit Technician	7-01-65	19 years
Haynes, Theresa	Program Specialist	6-01-77	7 yr/ 1 mo
Hillery, Nancy	Circulation Clerk	6-04-84	1 month
Johnson, Janet	Archives Manager	2-06-84	5 months
Kovacs, Beatrice	Chief, Collection Development	3-01-84	6 months
Love, Erika	Director	3-01-77	7 yr/ 4 mo
Martinez, Leonides	Circulation Clerk (Evening)	12-11-78	5 yr/ 7 mo
McClarín, Jennifer	Public Services Technician	11-10-80	3 yr/ 8 mo
Mondragon, Katherine	Acquisitions Unit Head	7-10-75	8 years
Percival, David	Administrative Coordinator	9-24-80	3 yr/ 9 mo
Peterson, Thomas	Analyst/Programmer	11-21-83	7 months
Pla, Steven	Chief, Res & Prog Develoment	1-09-84	6 months
Quintal, Cecile	Associate Director	3-14-77	7 yr/ 4 mo
Samuel, Margaret	Cataloging Unit Head	7-13-72	12 years
Sedillo-Torres, T.	Acquisitions Clerk	8-24-81	2 yr/10 mo
Shoupe, Carlos	Coll. Maint. Clerk	2-08-84	5 months
Spurlock, Sandra	Chief, Public Services	9-01-81	2 yr/10 mo
Standing, Patricia	Administrative Assistant	11-11-82	1 yr/ 7 mo
Stocking, Grace	Document Delivery Technician	6-11-84	1 month
Wardlaw, Barbara	Cataloging Clerk	4-28-81	3 yr/ 2 mo
Warmoth, Kristine	Circulation Unit Head	3-07-83	1 yr/ 4 mo
Wilson, Charlotte	Cataloging Clerk	5-18-82	2 yr/ 2 mo
Winter, Julie	Serials Clerk	6-11-84	1 month
Young, Maria	Circulation Tech. (evening)	7-31-78	5 yr/11 mo

statistical tables

MEDICAL CENTER LIBRARY
ANNUAL REPORT 1983-84

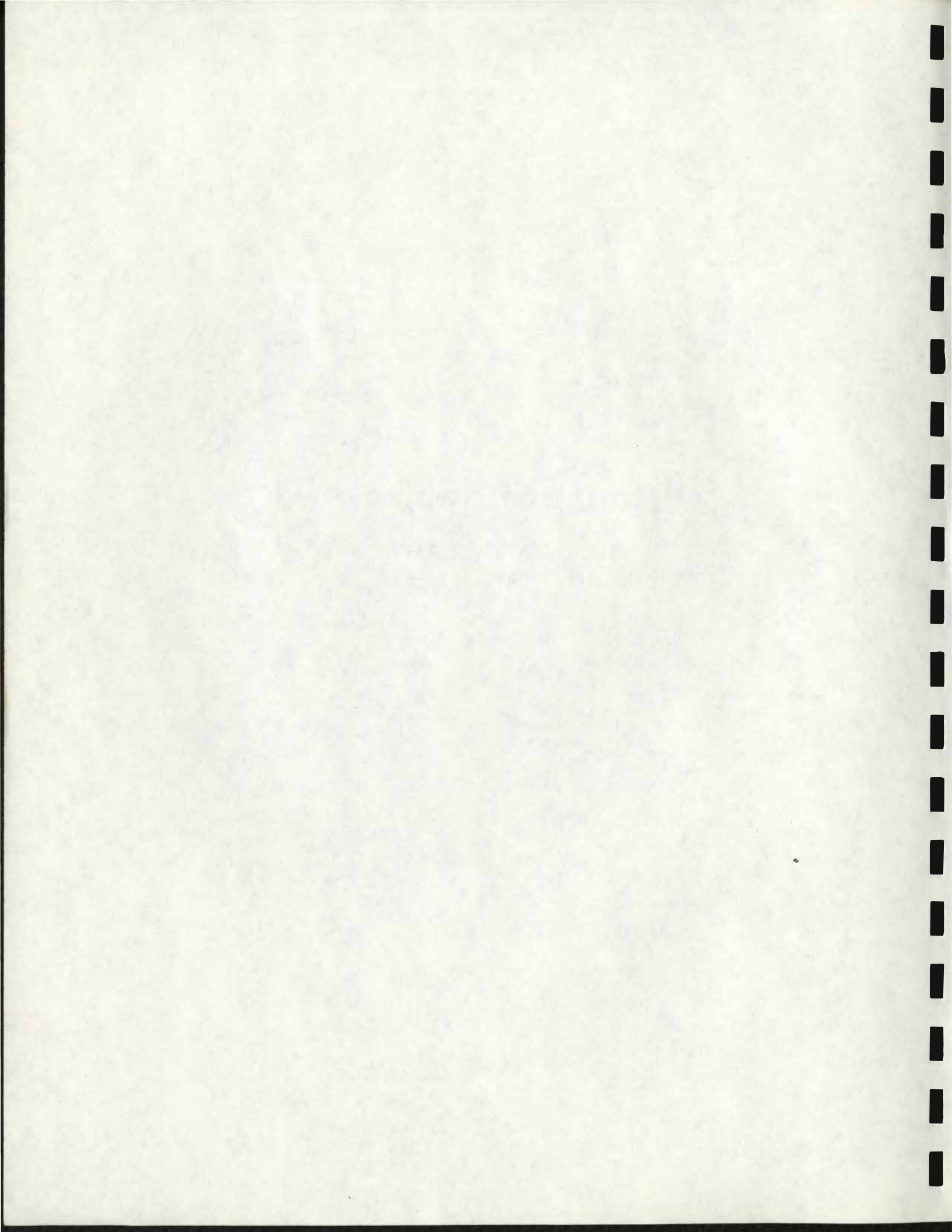


Table 1
Academic, Clinical and Information Services
Total Information Inquiries

Service Desk	1981-82	1982-83	1983-84	% Change from 82-83
Information Desk	14,398	12,610	26,428	+110%
Circulation Desk	8,053	12,012	22,209	+ 85%
Media Center	2,802	638	1,404	+120%
Reference Follow-up (ACS)	587	387	961	+148%
Total	25,840	25,647	51,002	+ 99%

Table 2
Academic, Clinical and Information Services
Number and Percent of Searches by User Status

User Status	1982-83		1983-84		% Change
	Number	%	Number	%	
Faculty					
Medical Center	N.R.	-	462	32%	-
Main Campus	N.R.	-	12	1%	-
Total	439	34.0%	474	33%	+ 3%
Staff					
Medical Center	N.R.	-	135	9%	-
Main Campus	N.R.	-	12	4%	-
Total	113	8.8%	147	9%	+ 21%
Students					
Medical	82	6.4%	73	5%	- 11%
Nursing	48	3.7%	69	5%	+ 44%
Medical Center Grad	31	2.4%	12	1%	- 61%
Main Campus Undergrad	6	1.0%	14	1%	+133%
Main Campus Grad	80	6.2%	95	6%	+ 19%
Total	247	19.0%	263	18%	+ 6%
House Staff	69	5.4%	124	9%	+ 80%
Unaffiliated					
Physicians	146	11.4%	127	9%	- 13%
Other Health	108	8.4%	114	8%	+ 6%
Lawyers	154	12.0%	185	13%	+ 20%
Total	408	32.0%	426	30%	+ 4%
Grand Total	1276		1434		+ 12%

Table 3
Academic, Clinical and Information Services
Information/Reference Transactions
Service Area

Type of Trans.	Information Desk	Circulation Desk	Media Center	Reference	Total
Directional	3531	3030	1382	-	7943
Referrals	3219	1577	-	-	4796
Mach/Supp	1095	-	-	-	1095
Medline/Il1	1363	-	-	-	1363
Brief Info	3573	2860	-	-	6433
Verifications	749	-	-	-	749
Policy/Proced	3344	7333	172	-	10849
Directory	1016	-	-	-	1016
Holdings	2501	5650	140	-	8291
Assist in Use of Tools	5211	2358	-	-	7569
Subject Ref.	-	-	-	961	961
TOTAL	25,602	22,808	1694	961	51,065

Table 4
Academic, Clinical and Information Services
Number and Percentage of Searches by User Category

Year	Total	Medicine	Pharmacy	Nursing	Dental	Allied	Main	Unaffiliated
						Health	Campus	
80/81	1324	748	41	147	0	N.M.	117	270
81/82	1340	747	15	126	0	N.M.	134	318
82/83	1276	512	11	72	9	7	99	408
83/84	1424	801	5	97	12	3	104	402
Percent Change	+12%	+56%	-35%	+35%	+33%	-57%	+ 5%	- 1%

Table 5
Acquisitions Comparison

	1981/82	1982/83	1983/84
<u>Monographs</u>			
Approvals Received	999	1,061	1,022
Approvals Returned	229	114	112
Direct Orders Received	677	1,058	1,153
Gifts Received	572	349	637
Gifts Retained	83	179	215
Pamphlets	174	114	155
Technical Reports	11	25	28
Titles to Cataloging	1,449	2,148	2,160
<u>Non-Print*</u>			
Videocassettes	86	77	102
Audiocassettes	50	85	33
Slides (Sets)	61	39	78
8/16mm. Reels	11	6	18
Filmstrips	5	-0-	-0-
Microforms (fiche)	-0-	-0-	186
Other (workbooks)	3	10	11
Models	3	5	3
Software			5
Charts			4
<u>Government Documents</u>			
Processed for Collection	1,984	2,197	2,483
Sent to Cataloging	200	188	310
Sent to Serials	1,552	1,644	1,505
Sent to Pamphlets	113	215	290
Staff Tools	60	127	158
Sent to Hearings Collection	59	23	16

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

Table 6
Acquisitions Activities

OCLC Searches	1981/82	1982/83	1983/84
Titles Searched	6,254	6,483	6,462
Titles Already Owned	1,128	1,036	937
Titles Not in Database	1,375	927	852
<u>NLM Database Searches</u>			
Titles Searched	186	198	133
Titles Not in Database	111	75	38
<u>Other</u>			
<u>Invoicing</u>			
Processing for Payment	366	512	602
<u>Books Returned</u>			
(includes approvals)	284	273	144
<u>Direct Orders</u>			
Sent	1,032	1,298	1,413
Outstanding			
1st	0	5	6
2nd	1	6	25
3rd	12	16	23
4th	108	81	88
Total	121	108	142
<u>Government Documents</u>			
Claims Sent	26	22	27
Claims Honored	22	2	10
Gifts Received	71	38	17
G.P.O. Ordered	57	77	46
G.P.O. Received	60	37	34
Survey Cards Sent	20	45	16

Table 7
Administrative/Accounting Coordinator
Periodicals and Serial Services
I & G. Materials Budget Comparison

Fiscal Year	Dollar* Devaluation	I&G Appropriation \$Amt	Change	Purchasing Power \$Amt	Change	Cost Increase of Library Materials
1974	.678	64,125	--	43,476	- 10%	+ 8%
1975	.621	71,250	+ 11%	44,246	+ 2%	+ 17%
1976	.587	100,000	+ 40%	58,700	+ 33%	+ 12%
1977	.551	118,751	+ 19%	65,432	+ 11%	+ 8%
1978	.512	151,419	+ 27%	77,526	+ 18%	+ 11%
1979	.461	155,650	+ 3%	71,754	- 7%	+ 11%
1980	.406	166,564	+ 7%	67,624	- 6%	+ 16%
1981	.367	199,855	+ 20%	73,346	+ 8%	+ 28%
1982	.346	209,848	+ 5%	73,607	- 1%	+ 5%
1983	.337	233,708	+ 11%	78,759	+ 7%	+ 12%***
1984	.325**	233,708	0%	75,995	- 4%	

*Source: Statistical Abstracts of the U.S. 1982-83, p. 452.

**Survey of Current Business, April 1984, p.S.6.

***Price Indexes for 1983-U.S. Periodicals & Serial Services, L.J. 9/1/83, p. 1659.

Table 8
Cataloging - Total Hours 1983/84

Total Hours Spent on All Cataloging Activities	Possible Hrs.	Actual Hrs.
	8,032	6,903

Table 9
Cataloging - Net Production 1983/84

New Items Cataloged	Target	No. Cataloged
	3,000	3,509
Catalog Cards	Received	Filed
	34,765	34,765
Retro Conversion Project	Hours	Titles
	125	382
		(original input)

Table 10
Circulation

Comparison of Gate Count to Circulation Transactions

Month	Gate Count Comparison		Circulation Transactions	
	1982/83	1983/84	1982/83	1983/84
July	12,296	11,163	4,035	4,557
August	14,308	15,837	4,951	7,990
September	21,837	22,341	7,941	11,244
October	22,669	23,050	8,867	11,721
November	21,795	21,186	10,106	11,541
December	15,607	15,095	6,672	8,526
January	15,030	16,159	6,976	9,219
February	19,554	21,237	9,544	11,995
March	19,821	20,034	3,301	10,701
April	19,145	20,865	8,549	10,888
May	15,825	16,734	5,979	6,261
June	11,794	9,001	4,606	4,458
Total	209,731	212,702	86,527	108,948

Peaks: October October November October
 March April February February

Lows: June June July June

*Circulation Desk transactions also help to determine hourly staffing patterns. The periods between 2-3 PM and 3-4 PM remained our busiest time slots last year.

Table 11
Circulation

User Groups - Percentage by Codes*

User Category		1981/82		1982/83		1983/84		Total #	% total of registered borrowers
		No.	%	No.	%	No.	%		
SOM Faculty	1 - 1	255	11%	256	13%	269	12%	505	53%
Nursing Faculty	1 - 2					38	2%	42	90%
Pharmacy Faculty	1 - 3					9	1%	16	56%
**Allied Health Faculty	1 - 4					8	1%	20	40%
Other Faculty	1 - 5					38	2%		
SOM Students	2 - 1	301	14%	309	14%	302	14%	342	88%
Nursing Students	2 - 2	332	14%	361	16%	350	16%	438	80%
Pharmacy Students	2 - 3	79	4%	91	4%	81	4%	155	52%
**Allied Health Students	2 - 4					113	5%	177	64%
Other Students	2 - 5	383	17%	305	14%	300	14%		
SOM Staff	3 - 1					271	13%	1700	16%
CON Staff	3 - 2					9	1%	16	56%
Pharmacy Staff	3 - 3					6	1%	15	40%
**Allied Health Staff	3 - 4					3	1%	11	27%
Other Staff	3 - 5					3	1%		
Housestaff	4 - 1	186	8%	202	9%	234	11%	263	37%
UNMH Employees	4 - 2					123	2%	1350	9%
Unaffiliated	3,4,5 7,8,9								
Total		2,235		2,202		2,158			

**Allied Health include Dental Program faculty, students and staff

*Percentage of group to total number of requested borrowers SOM, CON, Allied Health, Pharmacy faculty and students plus housestaff = 1404 = 65% of our total number of registered borrowers. 82% of all borrowers are affiliated Medical Center (SOM, CON, Allied Health, Pharmacy, UNMH faculty, students and house staff)

Table 12
Circulation

Main Campus Graduate Student Survey

	80/81	81/82	82/83	83/84
Graduate Students registered at MCL	420	366	305	300
Students participating in Survey	196	77	104	108
Percent of total in Survey	47%	21%	34%	36%

COLLEGE	81/82	%	82/83	%	83/84	%
Arts and Sciences	32	41	36	35	29	27
Education	33	43	41	39	63	58
Management/Public Admin/Arch/Misc/English	12	16	27	26	16	15
Total	77	100%	104	100%	108	100%

Table 13
Circulation

Main Campus Graduate Student Survey - Use by Division		
	82/83	83/84
<u>Arts & Sciences</u>		
Anthropology	4	8
Biology	9	6
Chemistry	3	4
Communicative Disorders	10	2
Psychology	6	5
Other	4	4
	<u>36 = 35%</u>	<u>29 = 27%</u>
<u>Education</u>		
Counselor Education	15	26
HPE & R	13	14
Educational Foundations	4	10
Special Education	3	9
Other	6	4
	<u>41 = 39%</u>	<u>63 = 58%</u>
<u>Architecture</u>		
	6	1
<u>Fine Arts</u>		
	3	-
<u>Engineering</u>		
	3	3
<u>Management</u>		
	8	7
<u>Public Administration</u>		
	7	5
	<u>27 = 26%</u>	<u>16 = 15%</u>
Total	104 =100%	108 =100%

Table 14
Circulation

Main Campus Graduate Student Survey Use of Medical Center Library						
	81/82	%	82/83	%	83/84	%
Main Source	34	44	28	27	33	30
Supplementary	37	48	44	42	58	54
Occasional	4	5	20	19	12	11
Special Project	2		12	12	5	5
Total	77	100%	104	100%	108	100%

Rating of Zimmerman Collection

	81/82	%	82/83	%	83/84	%
Superior	3	4	3	3	6	6
Adequate	24	31	43	41	42	39
Lacking	45	58	58	56	60	55
N/A	5	7	-	-	-	-
Total	77	100%	104	100%	108	100%

Table 15
Circulation of Library Materials

Category	81/82	82/83	83/84	Percentage Change
Circulation & Reserve	34,817	35,410	34,369	- 2%
Registered Borrowers	2,235	2,202	2,158	- 2%

Table 16
Collection Development
Library Holdings by Format

	1981/82	1982/83	1983/84
Printed Materials*			
Journals			
Titles	2,792	2,919	2,968
Bound Volumes	69,051	71,303	73,651
Books			
Titles	31,819	33,427	36,109
Volumes	35,679	37,271	40,197
Technical Reports (items)	854	879	907
Pamphlets (items)	2,954	3,283	3,438
Audiovisual Software			
Audiocassettes			
Titles	284	286	291
Pieces	1,684	1,687	1,693
Videocassettes			
Titles	878	890	934
Pieces	1,162	1,210	1,295
Slide/Tapes			
Titles	248	257	265
Pieces	1,023	1,065	1,098
Slide Programs			
Titles	213	215	269
Pieces	325	356	412
Stereoscopic Sets			
Titles	16	16	16
Pieces	83	83	83
Motion Picture (8 & 16 mm reels)			
Titles	197	198	197
Pieces	274	275	274
Filmstrips			
Titles	62	62	62
Pieces	277	277	277
Misc. (incl. medical models)			
Titles	24	31	37
Pieces	74	97	106
* Government documents and monograph serials are integrated into other parts of the collection:			
Government Documents (items)	21,863	24,060	26,543
Monographic Serials (titles)	566	570	582

Table 17
Collection Maintenance Statistics

	1982/83	1983/84	& Change
Journals commercially bound	2252	2348	1%
Books commercially bound	134	310	+131%
Total books, journals bound in-house	234	433	+ 85%
PAM	72	103	+ 43%
VELO	3	0	--
Tie	125	25	- 80%
3-ring binders	34	24	- 29%
Therm-a-bind	--	59	--
Pressboard	--	154	--
Simple portfolios	--	29	--
4-flap portolios	--	39	--
Re-inforcing new books from catalog	n/a	485	--
Repairs	399	1073	+ 19%
Books, journals processed in unit	7606	8917	+ 17%
Errata and updates	1986	1406	- 29%
Issues Secured with Tattletape:			
Single	4997	4644	- 7%
Double	3518	3850	+ 9%
Hours spent by unit staff in miscellaneous activities			
Hours spent in training	n/a	93	--
Hours spent at Information Desk	n/a	116	--
Hours spent with copier coverage	n/a	1180	--
Hours spent in shelf reading	n/a	51	--

Table 18
Collection Maintenance

Shelving Statistics			
Category	1982/83	1983/84	% Change
<u>Index/Abstracts *</u>			
Picked up	9,437	9,879	+ 5%
Shelved	9,212	10,719	+ 16%
<u>Current Journals</u>			
Picked up	24,989	18,924	- 24%*
Shelved	37,845	36,747	- 3%**
<u>3rd Floor (Monographs)</u>			
Picked up	19,956	22,310	+ 12%
Shelved	35,929	42,868	+ 19%
<u>4th Floor (Bound Journals)</u>			
Picked up	84,363	90,022	+ 8%
Shelved	91,506	95,617	+ 4%
<u>TOTAL</u>			
Picked up	138,745	141,135	+ 2%
Shelved	174,492	185,951	+ 7%

* The huge drop in picked up numbers is a mystery, either many errors were made in their recording on the Statistics sheet or many users put issues on the shelves themselves.

** The small drop in shelved numbers is probably explained by the decreased number of subscriptions and issues received by the library.

Table 19
Collection Maintenance

In-House Use of Library Materials				
Type of Material	1982/83		1983/84	
	No. Vols.	% of Total	No. Vols.	% of Total
Monographs	19,956	14%	22,310	16%
Reference/Index-Abstracts	9,437	7%	9,879	7%
Current Journals	24,989	18%	18,924	13%
Bound Journals	84,363	61%	90,022	64%
Total In-House Use	138,745	100%	141,135	100%

Table 20
Document Delivery Volume Comparison Report

	82/83	83/84	%Change
Requests received from N.M. Health Care Community (hospitals, clinics, physicians, etc.) and other U.S. medical institutions	4,926	5,485	+11%
Requests filled for N.M. Health Care Community and other U.S. medical institutions	3,866	4,348	+12%
Requests referred for N.M. Health Care Comm.	527	427	-19%

Table 21
Document Delivery

Outreach Volume Comparison			
	82/83	83/84	% Change
POP	396	382	- 4%
NAIHS	601	1273	+112%
PCC Students	358	372	+ 4%
PCC Preceptors	86	70	- 19%

Table 22
Content of Instruction - 1983-84

PROGRAM AREA	Self-Guided Tour Assignment	Index/Abstract Instruction	Computer Search Demonstration	Exerc. Problems : Litera. Search	P. I. F. Organization	Evaluating Literature	Structure of Literature	Bibliographic Skills	New Information Systems	Library Tour & Orientation	Media Use Instruction
Self-Education Elective for Medical Students		X	X	X	X	X	X				
Primary Care Curriculum Medical Students	X	X	X		X	X				X	X
Conventional Track Medical Students	X	X	X			X				X	X
Graduate Nursing Students	X	X	X	X	X	X	X			X	
Undergraduate Nursing Students	X	X	X	X							X
Pharmacy Students		X		X			X				
Allied Health Students	X	X	X								X
Health Program Main Campus Students	X	X	X								
High School Students	X	X								X	
Faculty					X				X	X	
House Staff					X				X		
Community Groups										X	

Table 23
Interlibrary Loan Requests Received from MCL User Clientele

	FY 82/83		FY 83/84		% Change
	Number	%	Number	%	
Faculty	1301	55.0	1203	54.0	- 8
Staff	319	13.0	204	9.0	-36
Students	390	15.5	618	27.5	+58
UNM Hospital	114	4.5	190	8.5	+67
Main Campus	286	12.0	21	1.0	-93
Total	2410	100.0	2236	100.0	

Table 24
Comparative Utilization of Media by User Groups

School of Medicine	College of Nursing	College of Pharmacy	Allied Health	Other	UNM Hospital
82/83	83/84	82/83	83/84	82/83	83/84
8,475	9,790	3,405	4,794	78	95
		126	209	629	490
		47	39		
% Increase/					
Decrease-					
+ 15.5%		+ 40.8%		+ 21.8%	
				+ 65.8%	
				- 22%	
				- 17%	
Total - FY 82/83 12,900					
FY 83/84 15,417					
Change - 2,517 = 19.5%					

Table 25
Comparative Serials/Binding Statistics

	1981	1982	1983
Unbound Issues Processed	14,555	15,024	14,268
Bound Issues Processed	550	595	627
New Titles Added	62	142	114
Current Titles	2,161	2,260	2,276
Continuations	566	570	594
Primary Journals	1,085	1,154	1,145
Index/Abstracts	60	61	65
Depository Govt. Documents	194	211	217
Gifts	256	264	255

Table 26
Serials

Collection Statistics - Active Titles		
Category	82/83	83/84
Vendor Subscriptions	1179	1181
Vendor Standing Orders	570	582
Direct Subscriptions	26	29
Direct Standing Orders	10	12
Depository Gov. Documents	211	217
Gifts	264	255
Total	2260	2276

Table 27
Serials

Collection Statistics - Inactive Titles		
Category	82/83	83/84
Cancelled	439	462
Ceased	220	230
Total	659	692

Table 28
Serials

Workload Statistics			
Category	1982/83		1983/84
Journals Received	15,024		14,268
Cassettes Received	119		132
Microforms Received	40		34
Bound Volumes Received	595		627
Duplicates Received	685		525
Volumes to Cataloging	377		404
Claims Sent	538		348
Claims Answered	367		212
Invoices Cleared	97		130
TALON Updates	62		153
Wang Updates	289		342
Titles Changed	18		30
Searching Databases	OCLC	NLM	OCLC NLM
	431	12	338 7
Information Desk Hours	248.5		273

Table 29
Serials

Search/Missing Requests-FY 83/84					
Category	Requests Received	Pieces Found	Declared Missing	Pieces Replaced	Found After Order Placed
Serials	77	87	-0-	4	-0-
Books	80	79	15	24	5
Total	157	166	15	28	5

JNM MEDICAL CENTER LIBRARY

Vital Statistics for FY 1983/84
Public and User Services

Calendar Days	365
Library Days	352
UNM Working Days	250

- Hours Open

Shortest Days (Saturday)	8.0 Hours
Longest Day (Weekdays)	15.5 Hours
Shortest Week (Summer)	84.5 Hours
Longest Week (Fall/Spring)	90.5 Hours
Circulation Desk Coverage	4465.5 Hours
Information Desk Coverage	2560.0 Hours
Media Center Coverage	3764.0 Hours

- Gate Count 212,702

The Library Collection

- Print Collection

Bound Journal Volumes	73,651
Texts and Monographs	40,197
Technical Reports	907
Pamphlets	<u>3,438</u>
Total Items on Shelf	118,193

- Non-Print Collection

Motion Pictures	274
Audiocassettes	1,693
Videocassettes	1,295
Slide/Tape Programs	1,098
Slide Programs	412
Other	<u>466*</u>
Total Items on Shelf	5,238

- Subscriptions

Journals Titles	1,682
Monographic Serials	<u>594</u>
Total	2,276

* This includes filmstrips, stereoscopic sets, and miscellaneous.

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

