

438439 ~~ee~~

3-P-84-0053

See lib card

11/3/88

**THE UNIVERSITY OF  
PAPUA NEW GUINEA**



**MICHAEL SOMARE LIBRARY  
ANNUAL REPORT FOR 1986**



# UNIVERSITY OF PAPUA NEW GUINEA

## MICHAEL SOMARE LIBRARY

### ANNUAL REPORT, 1986

#### Introduction

1986 was a successful year for the Library Department. Some major developments were seen, particularly in the administration. At the University level, was the resignation of the University's former Librarian of nine years, Mr. Alan Butler. Mr. Butler left behind him a library that the University and the country can be proud of. His sheer hard work and total commitment to the University can be clearly seen in the Library's increase in buying power, in volumes of library stock, development of national staff to the level where they are able to run departments, and the introduction of computerisation; to mention only a few of his many contributions. The direction from his office in the nine years can only be described as superb.

Butler's resignation saw another major development at University level: the introduction to its administration of a new University Librarian - a Papua New Guinean - Mrs Florence Griffin, who had been the former Deputy University Librarian.

At department level, a major change was the almost mass "exodus" of senior professional contract librarians for varying reasons, but mainly because of completion of contracts. Amongst these were the Goroka Teachers' College Librarian, the Medical Librarian, the Acquisitions Librarian, Periodicals Librarian, the Archivist as well as two key assistant librarians.

Included in developments in staffing was the appointment of two assistant librarians, both Papua New Guineans.

The Collections grew steadily during the year; computerisation moved along a pace and much improvement was made to ADLIB, especially in the Acquisitions package.

The main card catalogue was removed at the beginning of the academic year. The department received some criticism over this change; however, with support from academic colleagues as well as Library Advisory Committee members, the microfiche catalogue was eventually accepted, and in many cases preferred.

The beginning of 1986 also saw the Library being named the Michael Somare Library. The naming coincided with the University's 20th Anniversary Celebrations. As well as mounting a display on the University, two booklets were produced: one to commemorate the occasion and the other on the functions of the Library.

Space in all three libraries continued to present a problem for the department. Short term solutions were introduced; however the only solution to the space problem is for the building to be extended. The department just cannot go on pushing shelves together or withdrawing study desks. Reducing the width between shelves has meant a reduction in the amount of available light, making it difficult for users to see the books. There is also concern over the floor loading factor. Withdrawing study desks deprives students of reader places.

Two Collections that have grown dramatically have been the PNG Collection and the Law Collection. Papua New Guinea produces a lot of departmental publications. The New Guinea Collection staff had a busy year collecting PNG materials. The Law Librarian's successful collecting trip, funded by the Asia Foundation, has meant added legal materials from around the Pacific, which have greatly improved the Collection. The Library's short term space solution to microfilm materials from both Collections has had to be shelved temporarily because of shortage of staffing.

In summary, 1986 was a successful year, although not without its ups and downs. The Library's strongest resource is its staff, who are a credit to the University, and I want to put on record my thanks for their hard work and support during the year.

#### Library Advisory Committee

##### Membership:

✓ Professor Michael Oliver	(Chairman)
Mr. A.C. Butler	(Secretary), Library
Professor K. Brooks	Science Faculty
✓ Mrs. F. Griffin	Library
Dr. L. Hill	Science Faculty (Co-opted)
Dr. R. John	Medical Faculty
Dr. A. Kootstra	Medical Faculty (Co-opted)
Mr. J. Mugambwa	Law Faculty
Professor M. O'Collins	Arts Faculty (Co-opted)
Mrs. A.M. Smith	Arts Faculty
Mr. P. Smith	Education Faculty
Dr. H. Van Trease	Education Faculty (Co-opted)
Dr. J. Waiko	Arts Faculty (Co-opted)

There was the following library representation on University committees:

Academic Board	Alan Butler
Academic Publications Committee	Joe Mount/Alan Butler
Agriculture Faculty Board	Joe Mount
Arts Faculty Board	Vincent Gulaseni
Bookshop Committee	Joe Mount
Budget Advisory Committee	Alan Butler
Computer Committee	Alan Butler (Chairman)
Education Faculty Board	Vincent Gulaseni

Lahara Studies Committee  
 Law Faculty Board  
 Library Advisory Committee  
 Medical Faculty Board  
 Non Academic Staffing Committee  
 Preliminary Year Board  
 Science Faculty Board  
 Staff Development Committee  
 TMMC Steering Committee  
 University Research Committee  
 Goroka Teachers' College Board of  
 Studies

Goroka Teachers' College Faculty  
 Planning Committee  
 Goroka Teachers' College Finance  
 Committee  
 Goroka Teachers' College Housing  
 Committee  
 Goroka Teachers' College Research  
 Committee

Vincent Gulaseni  
 Jacqui Elliott  
 Alan Butler (Secretary)  
 Florence Griffin  
 Peter Hoare  
 Florence Griffin  
 Vincent Gulaseni  
 Stephen Harrison/I. Kivia  
 Joe Naguwean  
 Florence Griffin  
 Joseph Naguwean  
 Philip Calvert  
 Phyllis Muggah  
 Polycarp Reu

Philip Calvert

Philip Calvert

Kaipi Itariri

Philip Calvert

### READER SERVICES

1986 was a year of considerable activity for the Reader Services Department. Demand for services continued to remain at a high level. The Circulation desk issue records indicated heavy use of the loans service.

Reader instruction programmes were conducted at all levels and requests for library seminars relating to specific courses increased. The latter took up a considerable amount of the Reader Services Librarian's time; however it proved worthwhile, as seen from the greater use of ERIC documents, and the more effective use of abstracts and indexes.

At the beginning of the year, use of the microfiche catalogue presented the department with a new challenge and some difficulties were initially experienced by users. However these were dealt with efficiently and professionally by the Reader Services staff.

### Personnel

Vincent Gulaseni	Reader Services Librarian
Lena Wangatau	Assistant Librarian (June-Dec.)
Delilah Yanga	Library Officer
Maia Daroa	Library Officer (until March)
Kathy Suari	Library Officer
Rebecca Gege	Library Officer (until April)
Gilford Flint	Library Assistant
Panwell Gora	Library Assistant (until June)
Charles Midiwabo	Library Assistant (from July)
Kametan Parkop	Library Assistant (until June)

Marago Dagoba	P/time Library Assistant (Evening/Weekend workers) (until July)
Pius Barakine	P/time Library Assistant (Evening/Weekend workers)
David Avea	P/time Library Assistant (Evening/Weekend workers)
John Kar	P/time Library Assistant (Evening/Weekend workers) (from July)
Keven Fukatine	P/time Library Assistant (Evening/Weekend workers) (from July)
Manase Lokmbre	P/time Library Assistant (Evening/Weekend workers) (until March)
Tony Tedi	P/time Library Assistant (Evening/Weekend workers) (until June)
Javane Hamaza	Part time shelver
Margaret Quamba	Part time shelver
Jennifer Kila	Part time shelver (until July)
Maude Diala	Part time shelver (from April)
Ipame Philip	Part time shelver (until September)
Pio Ginate	Part time shelver (from June)
Frank Ake	Part time shelver (from October)
George Sariman	Part time shelver (from November)
Nathaniel Nenema	Library Attendant
Muli Edawi	Library Attendant
Pilu Morea	Library Attendant
Nevaru Momona	Library Attendant
Zen Nawean	Library Attendant (from February)
David Aburuhe	Tea/Mail Boy
Dominic Agiba	Cleaner
Paul Bau	Cleaner
Peter Kiriwa	Cleaner

The department operated without an Assistant Librarian for the first half of the year. Two Library Officers also left giving a greater workload to the existing staff. Frequent staff resignations did cause some difficulties.

### Statistics

#### Loan records:

1981	1982	1983	1984	1985	1986
72,365	77,266	97,968	100,968	98,069	103,922

#### Student numbers (Main Campus)

1,547	1,600	1,566	1,686	1,691	2,394
-------	-------	-------	-------	-------	-------

Ordinary loans	:	84,300
Special Reserve	:	14,977
Audio-Visual	:	4,645
		-----
		103,922
		-----

Inter-Library Loans.

	Monographs	Photocopies	Films
Borrowed :	18	404	30
Lent :	142	209	145
TOTAL =	948		
	===		

Special Reserve	:	1247	(items processed)
External Borrowers	:	602	
Postal Borrowers	:	25	
Cash received	:	K2,003.60	
Photocopies recorded on library meters	:	16,786	

Displays

Orientation display for new students  
 Jimi Rivers Exhibition  
 Russia in World War II  
 Women's Place  
 World Festival of Youth and students for Anti-Imperialist-Russia  
 Volcãnoes  
 Nuclear Energy  
 Wood Fuels  
 International Year of Peace  
 Waigani Seminar 1986  
 The Sea  
 Hollywood Film Making  
 Window on the World (TV)  
 A view of Great Britain  
 African Novelist: Soyinka Wole  
 Posters in Curriculum and Audio-Visual Collection

These varied in size, type, subject and purpose, and were mounted not only by Reader Services but also by people from outside the library. The materials for the displays and exhibitions were made available from the library's resources, and from individuals, embassies, and other organisations in Port Moresby.



### Library tours

A total of 111 individual tours were conducted, and included the following groups:-

Preliminary Year, National Arts School, Adcol Library Studies, Science Foundation - Biology, Law Foundation, Language Studies, Foundation English, Journalism, World History, Bankers College, Kwikila High School, Defence Force, Palaeontology, Inservice College, Orientation for Acquisition Librarian - University of Hawaii Library, Lahara Students.

### Subject specialist seminars

ERIC documents - for Teacher Education Officers  
Education Resources - UPNG Education Students  
Chemical Professional Skills - General Information  
Chemical Professional Skills - Journal Literature  
Chemical Professional Skills - Chemical Abstracts  
Chemical Professional Skills - Science Citation Index  
ERIC documents - for In-Service College Students  
Social Development  
ERIC documents - for UPNG Education Students  
Introduction to Psychology  
Use of library resources - for senior national library staff  
Use of the Law Collection - for senior national library staff

A total of 19 individual seminars were conducted; and some involved up to 60 students. The seminars were generally found to be very helpful by the participants. One result was an increase in the use of the reference, bibliography and the serial collections.

### Photocopying services

In July the library installed 3 new Ricoh 5070 copiers to cater for this highly demanded service. Over a million copies were produced in the year. It was a timely installment because the existing machines could not cope with the demand. It was obviously time to replace them because of frequent break-downs and repair.

The two Nashua 1218 machines were re-located in low demand areas. One was located at the Science Faculty Office and the other in the Arts Faculty. One of the 6200 machines was also re-located from the public area to the Library Administration area for staff use.

With the installation of the 5070 machines a new charging system was adopted, to cover all copying done on all the library and library controlled machines.

A copytex unit was also installed to one of the 5070 copiers. This system works by copytex credit cards.

### Special Reserve Collection

This short loan Collection continued to be heavily used. The Strip Index was replaced by computer lists providing much more information. The use of the computer has now speeded up the processing of Reserve materials.

### Curriculum and Audio-Visual Collection

Efforts to recruit an Assistant Librarian to help develop this Collection were unsuccessful. Heavy use was made of the growing video collection during the year. Cataloguing of audio visual items was transferred to the Cataloguing Department.

### Inter-Library Loans

Inter-library loans statistics continued to be high. The Library is heavily used by other libraries both within the country and from overseas.

The number of requests received by the library from academics each day range from 5 to 10; and from 20 to 30 a week. Academics from the following departments were heavy users of the inter-library loan services: Geology, Politics, Mathematics, Physics, Extension Studies, and Fisheries.

Inter-library loan requests from libraries and institutions range from 5 to 10 a day; with the highest number of requests coming from the University of Technology Library: we received up to 20 a day from them.

### Dormitory search

The 1986 dormitory search for library books was conducted in the period 20-24 November.

The search covered all the student residential halls, and involved 25 librarians; mainly assistants, attendants and cleaners, with Lena Wangatau as coordinator.

A total of 1,788 overdue books were brought back to the library. This included some 8 possible stolen books. A statistical analysis was made on the search; this showed that the most overdue books were in the subject areas of economics, politics and science.

It was also discovered that a number of students have been borrowing more than 30 books.



### Other important activities

1. Half of the basement was cleared to await compact shelving.
2. More shelves were built in the Curriculum and Audio Visual office to provide space for videos and films.
3. All desks had labels attached informing readers not to leave personal items and books on desks unattended.
4. Computer terminal installed at the Enquiries Desk for on-line enquiries.
5. Shelf labelling and directions completed showing re-location of certain categories of materials.
6. At the start of the year 207 invoices were sent out for outstanding books.
7. A new emergency generator was installed in the basement, and attendants shown how to operate it in times of power black-out.
8. Efforts continued in attempting to arrange repair of the 3M Theft Detection Machine. Lack of trained technicians being the main problem.
9. Large numbers of oversize books were sent to the Bindery for strengthening. The CQ section is now looking tidier.

### Objectives for 1987

1. More publicity of services
2. ID number arrangement of the loans file
3. Better supervision of the staff
4. A staff training programme to ensure that all Reader Services staff are fully informed on the services and facilities offered by the Library.

### Automation

#### 1. Staffing

In April 1986 Stephen Harrison, who was responsible for much of the development of the Adlib databases, left to take up a position elsewhere. A Systems Librarian position was created and in August 1986 this was filled by Abigail Nixon. Supervision of Adlib in the intervening period was undertaken by Roland Kaser of M.L.R.U. and staff from Computer Services.

## 2. Activities

### 2.1 Adlib Databases

The major step forward in 1986 was the establishment on the University's PRIME Computer, of an ADLIB database for the catalogue at Goroka Teacher's College. Retrospective conversion of existing records is being carried out by a keyboard operator at UPNG. Over 4,500 entries have already been entered. When the telecommunications link between UPNG and GTC is complete, Goroka Teachers' College Library will have online access to its own computerized holdings as well as all the collections maintained by the Michael Somare Library and the Medical Library.

Structural modifications to existing databases continue to be implemented, where they enhance the effectiveness of the system. Table 1 below gives the present size of the major databases and the increase in number of records over the year.

Table 1. Size of the ADLIB databases

Database	Number of records		
	Jan. 1986	Nov. 1986	Increase
Main database	141,000	186,000	45,000
New Guinea Collection	23,500	28,800	5,300
New Guinea Periodicals offprints	15,000	20,164	5,164
Medical database	15,000	23,000	8,000
Photographic database	7,000	17,000	10,000
Goroka database	0	4,500	4,500

### 2.2 Online Search Service

There were an average of 7 Dialog searches each month. The average cost of each search was K40.00, excluding telephone charges. Interest in the SDI service is increasing, two new profiles having been established recently.

## 3. Objectives for 1987

1. A complete program of automation for circulation, and implementation of the first stages.
2. A pilot scheme for downloading bibliographic citations retrieved by online searching.
3. Modification of the periodicals package, so that it is satisfactory to both programmers and librarians.
4. To encourage greater use of the S.D.I. services available with Dialog.

## ACQUISITIONS

### Personnel

The following were members of the Acquisitions staff for 1986:

Joe Mount	Acquisitions Librarian
Birito Saesaria	Library Assistant
Tema Tumu	Library Assistant
Angela Nata	Keyboard Operator

The Acquisitions Department was faced with a difficult situation during 1986 - the necessity to order and process K550,000 worth of material and invoices with seemingly insufficient personnel. The staff of four was the smallest since 1981 and we were particularly concerned since Ms. Saesaria was to go on maternity leave for a 12 week period leaving the department with two support staff. However, no major difficulties were encountered. The main reason why work went smoothly was the expertise of Ms. Saesaria, Mr. Tumu, and Ms. Nata. These staff members know their jobs and perform their duties efficiently and carefully. Very few mistakes were made that necessitated the librarian's intervention. Secondly, ADLIB has proven itself to be a capable system for acquisitions work. Modifications made by Stephen Harrison, Roland Kaiser, and Abigail Nixon have greatly improved the system; staff familiarity with the computer has meant that we need fewer people to accomplish the same amount of work.

### Operations

#### I. Computer Operations

Few changes were made to the system until Abigail Nixon joined the staff in August. Alterations have been made to the way statistics are compiled and a vastly improved method of monitoring spending, covering two or more fiscal years, was instituted by Ms. Nixon. As expected, the basic system performed quite capably throughout the year.

#### II. Accounts

Slow processing of invoices by Accounts began to be a problem in the first quarter of the year. Discussions held between the Bursar, Accounting staff, and library staff resulted in a decision that all paperwork relating to library invoices would be completed by a member of the Acquisitions staff. The Accounts Department would continue to verify calculations and the validity of invoices and would be responsible for collecting and processing the actual cheques. The result of all this has been faster processing of invoices but delays of up to one month still occur in the Accounts Department.

The Bursar and the former Accountant have expressed concern about procedures for ascertaining the validity of invoices. After extensive

discussions it was decided that at the end of each week Acquisitions would inform Accounts of what books were received during that week. In addition, Mr. Helai and Mr. Kali were given instruction on how to check library records through the ADLIB system.

### III. Periodicals

Without doubt the most significant development in Periodicals was the production of lists of subscriptions arranged by subject. These lists were sent to the departments in October with a request that they be reviewed and titles identified that were no longer seen as useful. Over K10,000 worth of subscriptions were cancelled as a result of this exercise.

The transfer of Ms. Jane Nolan to the Medical Library for a period of three months created some problems for the department. However, Ms. Nolan's absence for four of five days each week was somewhat off-set by the assumption of duties by Mr. Elesallah Matatier. Mr. Matatier was just finishing his study at the Administrative College and agreed to work in the Periodicals Department for the greater part of each day.

### IV. Notable Acquisitions and Developments for 1986

- (1) The donation of over 700 titles from the Charles and Irene Rowley Collection, arranged by the Australian Centre for Publications Acquired for Development (A.C.P.A.D.).
- (2) The weeding of duplicate books from the literature collection by Ms. Carol Schaafsma, the Acquisitions Librarian at the University of Hawaii.
- (3) The sale of duplicates through the University Bookshop resulting in additional funds being added to the book fund for 1987.
- (4) The development of the means for an on-line acquisitions manual as set up by Ms. Abigail Nixon.
- (5) The handing over of responsibilities for Acquisitions from Mr. Joe Mount to Ms. Elizabeth Estbergs in November.

### Objectives for 1987

#### I. Collection Development

1. Greater emphasis on control of expenditure, through automation
2. Weeding of selected areas of the Collection, as time allows.

II. Technical Services

1. Rewriting of the operations manual
2. Review and processing of all depository and donated materials held in the Library basement and TB5.
3. More detailed management statistic initiated through refinements of the ADLIB Acquisitions module.

## Statistics

The figures noted below are reflective of the activity of the Acquisitions Department for 1986.

### I. Financial statistics - expenditure

- A. Amount spent  
on individual titles for Main Library - K321,177.90.
- B. Amount spent on serials - K242,292.00.
- C. Total amount spent - K563,469.90.
- D. Total amount budgeted - K563,470.00.
- E. Book Suppliers (major suppliers share % ranking):
  - Baker & Taylor - 18.1%
  - T.C. Farries - 14.9%
  - B.H. Blackwell - 13.3%
  - Brodart - 5.5%
  - Otto Harrassowitz - 4.4%
  - James Bennett - 4.3%
  - UBS - 0.8%

### II. Title and Volume statistics

- A. Orders placed - 5369
- B. Paid Orders - 7896
- C. Orders received - 8864
- D. Gifts - 854 (includes 316 fisheries titles from PNGUT)
- E. Standing orders - 51
- F. Depository - 103
- G. UPNG publications - 26
- H. Total receipts - 11974 (volumes)  
10128 (titles)



## PERIODICALS

1986 was a challenging year for the Periodicals section. Computerization commenced at the beginning of the year, including Law and New Guinea Collection serial records. Inputting of holdings data continues and it is estimated that at the end of 1987 we should have a completed Periodicals database.

During the year much of the attention was focused on retrospective conversion of manual records into machine-readable form. This proved to be a slow process as staff had to be taught how to use the ADLIB Periodicals package, before beginning on the gradual and steady process of becoming familiar with the various formats and commands.

The Periodicals package is not an easy one to manipulate. A lot of work had to be duplicated because of the two dataset system. The Systems Librarian, Abigail Nixon, is currently working on a way to get around the duplication problem. If this can be achieved, it will mean a dramatic decrease in the time spent editing a single entry, and hence the estimated date of completion of all retrospective work may be several months earlier than previously anticipated. Despite the amount of work involved, Periodicals staff adapted quickly to automation. Manu Ravu, Moses Safkaur, Sau Nabae and Kinibo Ura have shown a lot of dedication throughout the hectic year. Their approach to the job has been totally professional.

In November, the stripdex was replaced by a computer printout. The printout arranged alphabetically contains the same information that was on the stripdex. Staff and students have been invited to comment on this new development. When all retrospective work has been completed, it is hoped a microfiche will be produced having the same format as the hard copy printout.

The newspaper collection continued to be one of the most heavily used collections in the Library. From 1987 we will receive forty four (44) newspapers. The Russian newspaper Pravda will be available in English from 1987.

Newspapers cancelled for 1987 include: The Standard (Kenya), New York Times (USA) and Bulletin Today (Philippines).

The British High Commission will be donating to the Michael Somare Library a new British newspaper, The Independent.

During 1986, the University of Technology Library produced The Times of Papua New Guinea and Wantok on microfiche. Both the microfiche and hard copy formats for each title are shelved together in the newspaper area of the Periodicals closed access section.

The transfer of agricultural serials to Unitech continued. A total of 160 titles were transferred. Some titles needed by our faculties were retained and Unitech was notified of this. It was agreed that borrowing through the inter-library loan scheme was to be used between the two campus when required.

The staffing was quite stable during the year except when Jane Nolan, the Librarian-In-Charge had to act as Medical Librarian and spent four days a week at the Medical Library.

In December, Miss Nolan resigned for health reasons and another staff member, Kinibo Ura, followed suit to take up studies at Adcol.

### Personnel

Jane Nolan	Periodicals Librarian (until 19/12/86)
Moses Safkaur	Library Officer
Kinibo Ura	Library Assistant (until 18/12/86)
Manu Ravu	Library Assistant
Sau Nabae	Library Assistant
E. Matatier	Library Fellow (from July 1986)

### Objectives for 1987

Due to the concentrated effort of inputting data this year, a lot of planned projects for 1986 were sidelined. Hopefully in 1987 more time will be available. Projects that need to be started in 1987 include:

1. The completion of inputting holdings data for individual titles.
2. Editing of records for all periodical entries.
3. Conduct seminars instructing Library staff on how to use the Periodicals dataset in Libsearch.
4. Continue recataloguing of uncatalogued periodical titles held on closed access.
5. The preparation of a new work manual for Periodicals Section.

### Bindery report

As in the past, Periodicals Section continued to co-ordinate the activities of the Bindery this year.

Bindery staff: Puka Hore, Peter Aitsi and Rudolf Pisiro faced a mountain of work all year. Working under pressure, production was maintained with high standards, although the effects of reduced staffing were noticeable.

Much of the credit must go to Puka Hore, the Acting Head Binder, for leading his team through a successful year. An attempt was made to catch up on the backlog of binding that had accumulated at the Medical Library. Repair to damaged monographs took up a lot of Bindery staff time. Average output was at 160+ a month, limited because of problems with the sewing machine. The arrival of the new belt will take the production back to the target of 300 a month for 1987.

Replacement bindery supplies continues to be a problem since orders have to be sent overseas. 1986 saw delays in delivery of up to nine months, and there is a need for greater forward planning.

Around mid-year, a container full of bindery equipment arrived from the University of Technology. The equipment included one guillotine, five presses, one supersticker and two type carbines. Some of the equipment is more modern than our own, and so will be installed in the Bindery.

Statistics - 1986

Bindery

YEAR	BOUND JOURNALS	THESES	REPAIR BINDING	QUARTER FLUSH
1985	2906	78	696	156
1986	1838	128	478	219

No. of New Subscriptions: 109

No. of Paid Subscriptions: 1935

No. of Issues registered:

<u>Month</u>	<u>No. Registered</u>
January	740
February	745
March	665
April	974
May	704
June	677
July	840
August	1028
September	910
October	886
November	559
December	876

Annual Total 9604

=====

## CATALOGUING

### Personnel

<del>Ivarature Kivia</del>	<del>Chief Cataloguer (Furlough from March-December)</del>
Elizabeth Estbergs	A/Chief Cataloguer
Stephen Harrison	Assistant Librarian (resigned)
Barrah Nuli	Assistant Librarian
Doreka Hera	Library Assistant
Helen Mitase	Library Assistant
Nancy Duguman	Keyboard Operator
Guiato Kiri	Part time Keyboard Operator
Bligh Mowbray	Part time Assistant
Annie Jicki	Part time Word processor/Research Assistant (PNGDCB)

1986 saw the section reduced in staffing. This was because operations had been automated. Statistics however were high in the number of books catalogued and processed and a record was set for the year. A total number of 10,722 books were catalogued during the first ten months of the year. Keyboarding for the retrospective conversion was completed in February, and proof reading and editing commenced.

Two microfiche catalogues were produced. The first to coincide with the University's 20th Anniversary Celebration and an update in September of our first fully converted catalogue.

Since many errors were discovered in the fiche catalogue, mainly identified by academic colleagues, it was decided that the Library would conduct a stocktake of the whole collection. The department staff spent November and December in the preparation and actual stocktake, and as a result few titles were catalogued during that period.

### Stocktake

The main aim of this year's stocktake was to establish reasons why items were untraceable on the microfiche catalogue. Corrections to the database commenced on the same day as the stocktake. Due to lack of professional cataloguers, computer down time and the volume of corrections, this took time. It was hoped that the next microfiche catalogue at the beginning of Semester I, 1987 was to be as near perfect as possible.

The retrospective conversion of the Goroka Library catalogues was also commenced, and the department allocated a keyboard operator full time to help with this project.

## Statistics

	!	!	!
	1984	1985	1986
Titles catalogued	8138	7903	10722
Volumes acquired	14856	10798	14608
Total Stock (volumes)	322808	333606	348214
Reconversion	10349	93536	4948
Non-book items catalogued			394
Add-ons (duplicate titles)			453

## Objectives for 1987

1. Catalogue 10,000 items
2. Top priority to cataloguing of "urgent" and "special" request items, reference and bibliographic materials
3. Top priority to cataloguing of purchased items
4. To continue working with ADLIB and to improve on areas such as "see" and "see also" subject references, output formats for the catalogues
5. To refine entries for the microfiche catalogues for further improvement
6. Continue proof reading and editing of database

## LAW COLLECTION

The Law Collection continues to be used actively by law students, faculty, other members of the university, Legal Training Institute students and local lawyers. In 1986 emphasis was given to developing the text collection: in discussion with members of the Law Faculty a collections policy was drafted, and materials purchased for the collection based on the new guidelines. The Law Collection now stands at 32,000 volumes, an increase of 2,000 items, with new editions of texts and new monographs accounting for 1400 volumes. The remaining items were additions to periodicals, reports and statute materials. In 1987, emphasis will be given to developing special areas such as international government documents, and shipping law. Current serials titles number approximately 500, of which 200 are received on donation, deposit and exchange.

## PALIN

The Pacific Legal Information Network (PALIN) continued to receive information requests, although largely from the PNG legal community. Fewer requests were received from Australia and other Pacific Island jurisdictions. However, materials were received on a regular basis from several jurisdiction: Solomon Islands, Federated States of Micronesia, Vanuatu, Fiji and Norfolk Island; and new sets of legislation were acquired for American Samoa, Northern Marianas, and Palau. At the end of 1986, an update to the catalogue of the Pacific Law Collection was prepared, listing all serials titles held.

With the support of the Asia Foundation, the Law Librarian completed a tour of 8 PNG provinces, collecting provincial legal materials such as legislation, constitutions, standing orders, gazettes, and district court decisions of senior magistrates. With the Institute of Applied Social and Economic Research and the Department of Provincial Affairs, a project was established to compile a complete set of the legislation of all provinces. This project will continue into 1987, with plans to prepare a microfiche edition of the laws.

A microfiche camera was purchased through a grant from the Asia Foundation, with a view to filming the Pacific Law Collection as part of PALIN's services to the region. Technical faults with the camera have prevented this project from progressing as planned; however it is hoped that the camera will be in working order in 1987. The delay will allow further development of the collection, so that complete sets of legislation and judgments for a number of countries will be ready for filming.

## Services

In addition to services provided through PALIN, and daily handling of reference questions, the Law Collection introduced a legal research instruction program, comprised of lectures and tutorials, displays and publications. In class, lectures were given to Criminal Law and Major Research Paper students; tutorials in the library were held for Criminal Law, Introduction to Law, Tax, and Moot Court. A highly successful series of 4 workshops on English, Australian, PNG and US legal materials was provided to all interested students, and was repeated by popular demand. The Law Librarian was invited to give a lecture on legal research at the Legal Training Institute

The PNG Law Citator, compiled by Ms. M. McCormick, Lecturer in the Faculty of Law, was made available to the legal community in 1986. The Law Librarian worked closely with Ms. McCormick in editing and promoting the Citator, and developed user instructions for the publication. The Law Librarian also drafted legal citation guidelines for students, and at the end of the year produced the first Guide to Legal Research in PNG, to be used in 1987 by Introduction to Law, Moot Court and Major Research Paper students.



## Organisation

In January, the collection was rearranged to place US and Canadian materials in class number order, and to provide room for expansion for the text collection. As part of the conversion to an online serials system, the Law Collection conducted an inventory of its serials, input and edited data for a total of 1105 records in the periodicals database. Staff were trained in the use of the system, and serials checking and claiming had commenced by the end of the year. With the Acquisitions Librarian, exchange records were verified and entered in the system. On the main catalogue database, law subject headings and main entries were extensively edited for the August microfiche run. Further editing of the database will be carried out in 1987.

## Staff

A number of staff changes in the Law Collection took place in 1986, with two members enrolled for library studies at Adcol, and there was one resignation. Two graduates from Adcol, and one library assistant from another department were transferred to the Law Collection over the year.

The Law Librarian participated in Law Department meetings as the Library representative; and was also involved in the PNG Law and Information Technology Interest Group (LITIG), which met throughout 1986 to discuss such issues as the creation of a database for the Revised Laws of PNG, and developments in automation at the National Court and Registrar General. The Law Librarian was also able to attend the 1986 conference of the Australasian Law Schools Association (AULSA) in Goroka, where she was able to promote PALIN, the PNG Law Citator, and services of the Michael Somare Library.

## Objectives for 1987

### PALIN:

To undertake the 3rd Pacific law collecting trip, to renew contacts and bring the holdings of the collection up to date.

To prepare a guide to legal research in the South Pacific Islands.

To assist with editing the Pacific Law Digest

### SERVICES:

To increase input into the Introduction to Law course, with lectures, tutorials, and assignments.

To repeat the series of workshops on legal research, and to continue lectures and tutorials in selected courses.

## ORGANIZATION:

To conduct an inventory of the Law Collection monographs.  
To continue editing the serials database.

## STAFF:

To continue with staff training, and to delegate further responsibilities to the Library Officer.

## NEW GUINEA COLLECTION

The year under review was a very busy one in which the staff of the department participated in the many activities that occurred during the year. Worth mentioning was the 20th Anniversary celebrations and the Library's contribution: the mounting of the University Exhibition in the Library. As well as that, members of the staff put out two publications, the 20th Anniversary Booklet and the History and Function of the Library.

The Collection was heavily used as all requests for PNG materials were directed to the New Guinea Collection.

Despite staff turnover, work on the retrospective conversion as well as the editing of subject headings has now been completed. We now have an authority subject list which is consistent. Furthermore, a more consistent author authority list was also completed as a part of that exercise.

Work is still continuing on the off-print collection. A major part has now been completed and many journals have been indexed and entered into the database.

On the photographic database work is progressing well.

## Staffing

Joe Naguwean	New Guinea Collection Librarian
Andrew Griffin	Archivist (until 8th August)
Sam Kaima	Archivist (from 9th August, prior to that was Trainee Archivist)
Gary Cummings	Assistant Librarian (until 1st October)
Catherine DeCourcy	Assistant Librarian
Gorogo Aparima	Library Officer
Joe Nom	Library Assistant (until January)
Christopher Meti	Library Assistant
Penina Segulagula	Library Assistant
Myra James	Part time staff
Jim Griffin	Editor of PNGDCB
Janet Grecian	Research Assistant (PNGDCB)
Eva Auri	Micro-filming operator (August-November)

## Statistics

	1985	1986
1. Use		
No. of readers	5170	8388
No. of references	267	345
2. Acquisitions		
New books/pamphlets	1367	790
Non-Book materials	715	537
Add-on titles	692	352
3. New Guinea Database		
Monographic database	23523	28800
Off-prints and journals	14892	20164
Photographs	840	18086
Archives	506	845

## Donations

Several donations were made during the year, the most notable was the Jimi Rivers Photographic Collections donated to the New Guinea Collection by the Australian High Commission. This Collection represented early patrol into the Highlands. Another donation was made by the wife of the late Prof. Rowley, of his personal book collection. The Collection mainly consisted of books on Papua New Guinea and of Aboriginal studies.

## Departmental activities

1. 20th Anniversary Celebrations: members of the department were involved in the Library Display and the production of two publications:
  - a) The University of Papua New Guinea, 1966-1986
  - b) History and functions of the Library, by Sam Kaima
2. Okuk display: to pay tribute to a national leader who passed away in November
3. 1986 Library Stock-take: almost all staff were involved in this exercise for over two weeks. Only the Librarian and the Archivist kept the department operating during this period.
4. Re-assembling of the Yenigo carvings was completed and they are now displayed in a small room visible from the exterior of the Library.
5. New Guinea Collection Librarian was also involved in the establishment of the Melanesian Research Register database with the Science and the Anthropology departments.

## Archives

### Work accomplished:

1. Abel papers
2. Folklore archives
3. Pacific oral traditions archives
4. G A V Stanley guide (rev. ed.)
5. List of Chakravarti papers
6. Ok Tedi background papers
7. Geography papers
8. Mendi high school archives

### Work in progress

1. The Anglican archives
2. Reboxing the archives collection
3. PNG Dictionary of Contemporary Biography contributions (4 life stories by Sam Kaima)

## Objectives for 1987

1. Cataloguing: continue work on uncatalogued materials if staffing permits and concentrate on editing of the databases. Work would also be done on assigning missing subject headings to catalogued items estimated to be several hundred items.
2. Periodicals: continue claiming for missing issues and bind complete holdings. At the same time input periodical details to the Serials database
3. Off-print collection: once the final indexing and editing has been done, begin indexing the journals held in the Periodicals section. Furthermore assign specific subject headings to replace the more general and broad headings as are currently in use.
4. Microfilming project: as soon as an operator is recruited, begin filming.
5. Photographic collection: when the storage equipment arrives from Australia, work would start on this collection.
6. Archives: continue re-boxing and an attempt to list the PEA archives.

## MEDICAL LIBRARY

The Medical Library still continues to act as the de facto national centre for health literature and information in Papua New Guinea.

Apart from the staff and students of the Medical Faculty, there were 450 registered external borrowers and 114 audio visual borrowers.

throughout the country. Statistics this year show a drop in the number of books borrowed. This is attributed to the increase in the number of core libraries, in various provincial hospitals throughout the country, from 10 to 16. These collections contain essential reference materials for medical officers and health auxiliaries. Funding at long last has been made available for a staff member to visit some of these libraries to assess stock control and the information needs of health workers. Demands by postgraduate students, located in the various hospitals, for essential reference books are being met by these core libraries. As the number of postgraduate students increase (projected by the Medical Faculty to be an additional 33%, 1985-1988), it will be very difficult to meet their demands if there are further cuts to the book and periodicals budget.

With cuts in 1986 plus price increases in books and periodicals, we were forced to cut back on serial subscriptions by 84 titles. This had to be done despite reaching our target of 66% of the book fund on periodicals compared to 57% last year. 1986 statistics on inter-library loans and photocopying demonstrated an increase in demand for journal articles. Inter-library loan requests for articles from overseas increased by 43% over the 1985 figure; cutting back on journal subscriptions is really doing a disservice to our clients.

#### Objectives for 1987

1. Visit several core libraries in various hospitals throughout the country to assess current services and to advise on improvements etc.
2. Print out multiple copies of the medical library catalogue for the core libraries.
3. Rearrange/extend shelving in the bound periodicals area.

#### MEDICAL LEARNING RESOURCES UNIT

MLRU still continues to support the work of the Medical Faculty through it's A/V technical, photographic and computer services. Our statistics indicate that more teaching staff are using the services of the graphic artist in their teaching presentations. With the recent purchase of microcomputers by several departments, the Medical Library's computer programmer, Mr Roland Kaser, was able to provide advice on their use.

#### Staff

This year we were sorry to see Peter Hoare, Medical Librarian, leave. Peter had contributed much towards the development of the Medical Library and his service and long experience in Medical Librarianship will certainly be missed. Jane Nolan acted as Medical Librarian from June to October, until Stacey McKeown arrived as the new Medical Librarian. Exactly four weeks after her arrival Stacey resigned. It was a traumatic time for the staff who had to adjust and re adjust to

the changes. Rhonda Eva, the assistant Medical Librarian is now acting Medical Librarian.

Objectives for 1987

1. Produce a complete index to the 12,000 plus clinical slides.
2. Set up a recording station with appropriate equipment to enable better quality recording for tape/slide programmes produced inhouse.

Medical Library Statistics for 1986

Acquisitions

Category	No. of items purchased	Total cost	Unit cost	% of budget
Books	746	K29114	K 39	31%
A/V	94	K 3290	K 35	3%
Periodicals	355	K61596	K147	66%

Services

Bookloans	11830
A/V	898
Special Reserve	1413
Inter Library Loans	9074 (lent) 66 (borrowed)
Photocopies made	131066
Number of users	5659

Medical Learning Resources Unit

Jobs undertaken	321
B & W Prints	476
35mm slides	2500
Artwork and Graphics	199



## GOROKA TEACHERS' COLLEGE LIBRARY

There were notable staff changes at GTC Library in 1986. Philip Calvert left to study in England after having held the post of Librarian since 1980. Phyllis Muggah, the Assistant Librarian, was appointed Librarian in his place. Vainiu Iamo (Dipl Lib. Adcol) was appointed Library Officer with special responsibility for periodicals. Our efforts in staff development bore fruit this year with the graduation from Adcol of John Thomas, who first joined GTC Library as a Library Fellow in 1983. Polycarp Reu, a Library Officer, became our newest Library Fellow. He was accepted by the School of Librarianship at Victoria University of Wellington, New Zealand for the academic year beginning February 1987. At the end of 1986, all positions in GTC Library, with the exception of that of Librarian, were held by Papua New Guineans.

The staff of the GTC Library has been for some years now committed to the teaching of library skills. This year basic library skills were taught to all first year students, the class hours totalling eleven hours a week. Preliminary year students continued with one class a week for the rest of the year. In addition, the Librarian gave classes in literature searching to Advanced Diploma Students, the Teaching Fellows who were planning overseas study.

August 1986 marked the closing of the card catalogue. The telephone link with the Prime computer at Main Campus meant that we could input our cataloguing data direct from Goroka, and have a microfiche catalogue. Unfortunately this achievement has been delayed by technical difficulties, so that, at the end of the year, we have not begun to input our new cataloguing data. Instead, our data is being mailed to the Michael Somare Library and input there.

During the early part of 1986, library staff put much effort into the preparation of procedures manuals for the functions of circulation, periodicals, inter-library loans and acquisitions. This entailed scrutinizing present procedures, changing them, approving them, and documenting them, a valuable exercise which will be useful to future librarians and staff.

It was a good year as far as buying new equipment was concerned. The library acquired a microfiche reader-printer, an IBM PC/AT, a telefacsimile machine, three video players with monitors, and 240 linear feet of new shelving.

The major problem facing GTC Library continues to be the shortage of space. The book shelves are full to overflowing (the new shelving hardly made a dent). We are being forced to cut down on student seats in order to find space for books. Many overseas agencies were asked for assistance in building an extension to the library - to no avail. Various plans for enlarging the library without new construction were considered and discarded. The year ended with no progress made towards the solution of this problem.

Statistics for 1986

Books lent	23453 (up 573 from 1985)
Books processed	2641
Inter-library loans	
Borrowed	135
Lent	7

Objectives for 1987

1. Renovation of part of library area to provide space for a proper Audio-Visual user area
2. Recataloguing of AV software, and provision of subject access to the collection
3. Completion of input of retrospective cataloguing data.

Appendix 1

Statistics

A. Loans	1982	1983	1984	1985	1986
<b>MAIN LIBRARY</b>					
Ordinary	52,886	65,373	71,342	70,346	84,300
Special Reserve	23,941	31,915	28,352	24,976	14,977
Audio Visual	439	424	1,274	2,747	4,645
<b>Total</b>	<b>77,266</b>	<b>97,712</b>	<b>100,968</b>	<b>98,069</b>	<b>103,922</b>
<b>MEDICAL LIBRARY</b>					
Ordinary	10,260	11,587	13,083	13,324	11,830
Audio Visual	646	741	652	808	896
Special Reserve	-	-	1,585	2,176	1,413
<b>Total</b>	<b>10,906</b>	<b>12,328</b>	<b>15,320</b>	<b>16,308</b>	<b>14,139</b>
<b>GOROKA TEACHERS' COLLEGE</b>	<b>24,035</b>	<b>23,114</b>	<b>22,213</b>	<b>22,502</b>	<b>23,453</b>
<b>TOTAL 3 LIBRARIES</b>	<b>112,207</b>	<b>133,154</b>	<b>138,501</b>	<b>136,897</b>	<b>141,514</b>
<b>B. INTER LIBRARY LOANS</b>					
<b>MAIN LIBRARY</b>					
Borrowed	878	1,199	1,037	800	452
Loaned	1,087	1,054	873	665	496
<b>MEDICAL LIBRARY</b>					
Borrowed	831	691	135	105	66
Loaned	1,407	3,249	5,124	6,358	9,014
<b>GOROKA TEACHERS' COLLEGE</b>					
Borrowed	175	135	111	97	135
Loaned	15	21	17	24	7

### C. BOOK STOCK

MAIN LIBRARY	1982	1983	1984	1985	1986
Volumes acquired	13,906	13,756	14,956	10,798	14,608
Titles Acquired	7,322	9,604	8,138	7,903	10,722
Total Stock (volumes)	294,096	307,852	322,808	333,606	348,214
MEDICAL LIBRARY					
Volumes Acquired	1,748	3,473	2,719	2,615	3,012
Titles Acquired	1,046	1,922	1,127	1,490	2,815
Total Stock (volumes)	32,694	36,167	38,886	41,501	44,513
GOROKA TEACHERS' COLLEGE					
Volumes Acquired	2,499	3,670	2,575	3,916	2,641
Titles Acquired	1,740	1,842	1,737	3,355	1,981
Withdrawals	0	1,857	0	379	248
Total Stock	37,817	39,630	42,205	45,181	47,574
TOTAL BOOKS STOCK FOR 3 LIBRARIES	364,607	383,649	403,899	420,288	440,301

### E. CATALOGUING (Titles)

Main Library	7,322	9,604	8,138	7,903	10,722
Medical Library	1,087	1,922	1,785	1,490	2,815
Goroka Teachers' College	1,740	1,842	1,737	3,355	1,981
Total	10,149	13,368	11,660	12,748	15,518

Number of records	1984	1985	1986
Main database (incl. orders)	10,349	141,475	186,000
New Guinea Collection	-	23,524	28,800
New Guinea Periodical Offprints	-	14,892	20,164
Medical Database	-	14,978	23,000
New Guinea Photographic	-	840	7,000
New Guinea Archives	-	506	-
Goroka Database	-	-	4,500

**G. NEW GUINEA COLLECTION**

	1982	1983	1984	1985	1986
No. of readers	1,918	2,963	5,416	5,170	8,388
No. of printed items requested	3,531	5,297	6,935	8,392	8,518
No. of Mss files consulted	98	278	138	105	121
No. of reference enquiries	504	377	386	267	345
Acquisitions:					
Monographs/pamphlets		448	790	1,367	790
Non-book material		33	-	715	537
Add-ons (duplicates)		349	352	692	352

## Appendix 2

Library Staff - December, 1986

### Administration

Florence Griffin, B.A. (UPNG), DipLib (Aberystwyth, Wales), University Librarian  
Rose Kosiamo, Secretary (Keyboard Operator V)

### Acquisitions

Elizabeth Estbergs, B.A. (Q.U), Assoc. DipLib (RMIT), Acquisitions Librarian  
Birito Saesaria, Library Assistant II  
Tema Tumu, Library Assistant II  
Angela Nata, Keyboard Operator I

### Cataloguing

Ivarature Kivia, B.A. (UPNG), DipLib (W.A.I.T.), Chief Cataloguer  
Barrah Nuli, B.Sc. (UPNG), DipLib (Adcol), Assistant Librarian I  
Doreka Hera, Library Assistant II  
Helen Mitase, Library assistant II  
Nancy Duguman, Keyboard Operator II  
Lillian Hau, Keyboard Operator I

### Law

Heather Creech, B.A. (Queen's), MLS (Dalhousie), Law Librarian  
Mary-Beth Wilson, Library Officer II  
Kametan Parkop, Library Assistant II  
Miriam Walo, Library Assistant II  
Karen Karo, Library Assistant II

### New Guinea Collection

Joe Naguwean, B.A. (UPNG), DipLib (Adcol), New Guinea Collection Librarian  
Sam Kaima, B.A. (UPNG), DipLib (Adcol), Assistant Librarian II  
Gorogo Aparima, Library Officer II  
Christopher Meti, Library Assistant II  
Waina Kerana, Library Assistant II

### Periodicals

Elesallah Matatier, B.Ed (UPNG), DipLib (Adcol), Assistant Librarian I  
Moses Safkaur, DipLib (Adcol), Library Officer III  
Manu Ravu, Library Assistant II  
Sau Nabae, Library Assistant I



## **Bindery**

Puka Hore, Head Binder  
Peter Aitsi  
Rudolf Pisiro

## **Reader Services**

Vincent Gulaseni, B.Ed (UPNG), DipLib (Adcol), Reader Services Librarian  
Lena Wangatau, B.A. (Soc.Wk) UPNG, DipLib (Adcol), Assistant Librarian I  
Abigail Nixon, B.Sc (Uni. Southampton), M.Sc (London), Systems Librarian  
Delilah Yanga, Library Officer II  
Rose Kimbiri, Library Assistant I  
Theresa Mangor, Library Assistant I  
Mark Ladi, Library Assistant I  
Gilford Flint, Library Assistant I  
Charles Midiwabo, Library Assistant I  
Nevaru Momona, Library Attendant  
Nathaniel Nenema, Library Attendant  
Pilu Morea, Library Attendant  
Zen Nawan, Library Attendant  
Paul Bau, Library Cleaner  
Dominic Yoga, Library Cleaner  
Peter Kiriwa, Library Cleaner

## **Goroka Teachers College**

Phyllis Muggah, B.A. (New Brunswick), MLS (Dalhousie), GTC Librarian  
John Thomas, B.A. (UPNG), DipLib (Adcol), Assistant Librarian  
Polycarp Reu, B.A. (UPNG), Graduate Assistant  
Kaipi Itarire, Library Officer I  
Vainui Iamo, Library Officer I  
Ulem Kittingnuoc, Library Assistant III  
Peter Gunua Dama, Library assistant II  
Maike Veravento, Library Assistant I  
Emily Sile, Keyboard Operator II  
Kingsley Amana, Library Attendant  
Kevin Barakove, Library Attendant

## **Medical Library**

Rhonda Eva, B.Sc (UPNG), DipLib (Adcol), Acting Medical Librarian  
May Ali, DipLib (Adcol), Library Officer  
Geua Busina, Library Officer II  
Edna Mea, Library Assistant II  
Trevor Iwi, Library Assistant II  
Matap Embaku, Library Assistant I  
Doris Killa, Library Assistant I  
Lydia Giria, Keyboard Operator II  
Vasina Naba, Library Attendant  
Simon Hala, Library Attendant  
Heona Kalasi, Library Attendant

## Medical Learning Resources Unit

Roland Kaser, DipMed.Dok., Programmer  
Vincent Tomaur, Technical Officer II  
Pala Vagi, Technical Assistant  
Helalo Guba, Technical Assistant

### HOURS OF OPENING

Main Library	Monday to Friday, 8.00 a.m. to 10.00 p.m. Saturday, 8.00 a.m. to 5.00 p.m. Sunday, 2.00 p.m. to 5.00 p.m. Public holidays, 2.00 p.m. to 5.00 p.m., except Christmas Day, Good Friday and Easter Sunday when the Library is closed.
Medical Library	Monday to Thursday, 8.00 a.m. to 10.00 p.m. Friday and Saturday, 8.00 a.m. to 4.00 p.m. Sunday, 12.00 to 4.00 p.m. Public holidays, 2.00 p.m. to 5.00 pm.
Goroka Teachers' College Library	Monday to Thursday, 8.00 a.m. to 5.00 p.m. 6.30 p.m. to 9.30 p.m. Friday, 8.00 a.m. to 4.00 p.m. Sunday, 4.30 p.m. to 9.30 p.m.

