

1993

# Annual Report 1992-1993

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*Annual Report*  
1992-1993

THOMAS G. CARPENTER LIBRARY  
UNIVERSITY OF NORTH FLORIDA

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## INTRODUCTION

The everyday events of an uneventful year make up the daily life of a library. The fiscal year that has just concluded was, in most respects, a routine year with few high points to make it distinctive. Regrettably, the year was also laden with problems and challenges confronting the library staff and the library administration.

Perhaps the most disheartening part of this report is having to summarize the effects of the dramatic funding reduction. However, faithful to the premise that these *Annual Reports* chronicle the events of the past year, no attempt is made to diminish or exalt the facts that constitute our ongoing organizational autobiography. We hope to see again years when the beneficial developments greatly outweigh the negative, however, that elusive time is yet to come.

Last year's activities centered around the precipitous fall of our materials budget, which has now reached a low point with an initial allocation of \$596,329. To put this amount and its inadequacy into perspective, the following chart shows the setbacks the Thomas G. Carpenter library has sustained in the past three years.

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FISCAL YEAR	AMOUNT SPENT	% DECLINE FROM PREVIOUS YEAR
1989/90	*1,635,191	
1990/91	926,777	(43%)
1991/92	756,276	(18%)
1992/93	596,329	(21%)

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\* Including \$500,000 in lottery moneys.

This decline of the resources budget from fiscal year 1989/90 to 1992/93 represents a 63.53% drop. Reversals of this sort, within three fiscal years, destroy the carefully calibrated balance of internal allocations. They have a negative impact not only on the library's ongoing commitments, but also, in turn, on all other acquisitions. Funds that must be devoted to serials subscriptions and continuations dislodge the purchasing program(s) set up for the acquisition of monographs and other resources in various non-print

formats. A budget reduction of this magnitude creates an imbalance in the distribution of funds. When the serials allocation, formerly a healthy 40-45% of the total resources budget, suddenly represents 70% or 80% of all available funds, the only course of action open to us is retrenchment. To contain expenditures, all acquisition activities must be forcibly reduced, and some purchasing activities partially or fully halted. The only way the library can acquire monographic and non-print materials is to reduce serials expenditures.

Toward that end (discussed in greater detail in the Serials Department's section of this report), the faculty was invited to voluntarily identify those serial titles in their area of expertise that could be safely discontinued without damaging the academic program. Thanks to the faculty's understanding and unconditional cooperation, the subscription list — and the related renewal cost — was significantly reduced, thus freeing some funds for the purchase of other resources.

To alleviate the library's fiscal difficulties, the Faculty Association's Budget and Legislative Committee unanimously resolved, and subsequently asked the Faculty Association to endorse, that a significant portion of the \$644,479 "carryforward" funds be allocated to the library to partially restore lost funding. The outcome of the motion was a supplemental allocation of \$157,000 for library acquisitions. This money enabled the library to purchase a small number of essential monographs. In spite of this infusion of funds, the approval plan, the backbone of collection development, had to be halted in mid-year.

The library, no less than the University family, is anxiously awaiting the reversal of Florida's economic fortunes. Under the prevailing funding pattern, it is impossible to make and carry out long-range plans. In the absence of a firm commitment for a minimum funding for libraries, all collection development plans, no matter how well reasoned, circumspect, and philosophically sound they may be, are rendered inconsequential. The Director of Libraries began some lobbying, for the time being internally, for minimum library funding. Until that happens, we remain unable to neutralize the damage done to the collection over the past two years or to restore collection building to a level of adequacy.

In the area of automation, we have a much greater cause for optimism. Last year's *Annual Report* mentioned that Vice President for Academic Affairs Ken Martin appointed an eleven-member committee to investigate and assess instructional technological resources and needs on campus. The charge of the committee, chaired by the Director of Libraries, was to prepare a three-year plan to bring educational as well as administrative technology at this University to a level commensurate with prevailing national standards.

In order to convey the committee's goals and objectives, it was named the Information Technology Strategic Planning Committee (ITSPC). At the culmination of an

intensive eleven-week investigative process, the committee, meeting its deadline, delivered a 98-page report to President Adam Herbert and his staff on July 17, 1992.

The committee found notable technological deficiencies at the University. The findings confirmed that organizations in both the public and private sectors possess and routinely employ technologies the University does not yet own. The absence of state-of-the-art technologies on campus handicaps our students in their academic careers and subsequently places them at a disadvantage competing for employment.

The concluding portion of the report specified the investment needed to elevate the university to the forefront of instructional and operational technology — hardware, software, maintenance, instruction, and on-going upgrade. With a current price list of benchmark equipment, the committee set the full implementation costs of its recommendations at \$6,823,198.

The library's ability to deliver its services increasingly hinges on the availability of technology and an adequate number of equipment. The patrons' interest in electronic access to databases and collections held in remote locations is consistent and is expected to rise, thus the library has a vested interest in the implementation of the ITSPC report. The objectives are four-fold:

1. Installation of a CD server connected to the optical cable network, the "campus backbone," for electronic access to other sites on campus and beyond.
2. The acquisition of a battery of PCs and affiliated auxiliary equipment to be tied into a local area network (LAN), linked to the campus backbone.
3. Establishment of an adequate, annually replenished OCO budget for the acquisition of new hardware and the systematic replacement of obsolescent and defunct equipment.
4. Physical maintenance of hardware by the Computing Center or another, newly created service unit.

The attainment of these objectives would give CD-ROM access from offices on campus, help ADA (Americans with Disabilities Act) patrons, set the stage for distance learning, and would position the library on the road to a much broader exploitation of technological advances. With the acquisition of additional hardware and the ability to keep abreast with developments in the field, the library would be able to provide greatly enhanced services, offer access to resources in remote locations, and enable all library users, regardless of academic majors, to become conversant in the use of instructional technologies.

It is unreasonable to expect a quantum leap to close the technological gap within a very short time. However, it is hoped that the University Administration will seek out a way to have the plan partially or fully funded from public and private funds within the projected three-year span. The benefits to students and staff would be incalculable.

The Library's newsletter, *Books & Bytes*, introduced last year under the editorship of Assistant Director Kathleen Cohen, continues to receive positive feedback. Fulfilling the function of house organ and information bulletin, this four-to-six page semi-annual publication keeps the faculty and staff abreast of library related developments of common interest to the university community.

As reported last year, King Research, Inc. was hired by the State Library of Florida to conduct a survey for the need and appropriateness of a library network. The report concluded that the northeast Florida region does need a library network, mainly to assist smaller libraries to share in the resources and to benefit from the cooperation such a formalized arrangement would make possible. The organization, named Northeast Florida Library Information Network (NEFLIN), received an initial budget from the State Library of Florida from LSCA grant money allocated for the purpose. At its initial organizational meeting, the representatives from the participating libraries elected Kathleen F. Cohen, Assistant Director of the Thomas G. Library, as its founding President.

As the years progress, members of a remarkably stable staff reach important milestones that should not be allowed to pass unobserved. On May 1, 1993, Bruce T. Latimer, Head, Documents Department, completed twenty years of distinguished service with the Library. We congratulate him on reaching this significant landmark and thank him for his many contributions to the library.

This library's most valuable asset, as it should be with all organizations, remains its staff. Without them carrying out their assigned duties in an efficient and competent manner the library would be almost useless, nothing more than a storehouse of books, periodicals, and audiovisual and electronic media. In the absence of salary adjustments or a much needed increase in library personnel to relieve the mounting pressure of ever-growing service demands, it is to the lasting credit of the entire library staff that they maintained their team spirit and performed their duties without a diminution in quality or enthusiasm. Their only reward apart from the patrons' gratitude and the respect they earn is the knowledge and satisfaction of a job well done. They are true professionals in the best sense of the term, and I trust I can speak for the entire university community in expressing my admiration and thanks.

*Andrew Farkas*  
*Director of Libraries*

**UNIVERSITY OF NORTH FLORIDA LIBRARY  
Library Budgets 1987/88 - 1992/93**

	1987/88	1988/89	1989/90	1990/91	1991/1992	1992/1993
<b>TOTAL LIBRARY BUDGET</b>	<b>\$2,055,131</b>	<b>\$2,304,374</b>	<b>\$3,019,160</b>	<b>\$2,446,907</b>	<b>\$2,268,496</b>	<b>\$2,116,429</b>
<b>PERSONNEL</b>						
<b>LINE ITEM</b>						
OPS	1,003,026	1,125,402	1,190,569	1,377,130	\$1,394,755	\$1,380,437
TOTAL	64,134	60,000	68,000	70,800	66,040	82,396
	1,067,160	\$1,185,402	\$1,258,569	\$1,447,930	\$1,460,795	\$1,462,833
<b>% OF BUDGET</b>	51.93	51.44	41.69	59.61	64.39	69.12
<b>OPERATING EXPENSE</b>	\$68,625	\$53,200	\$56,000	\$54,200	\$51,395	\$57,267
<b>% OF BUDGET</b>	3.34	2.3	1.85	2.23	2.26	2.71
<b>EQUIPMENT (OCO)</b>	\$3,168	0	*\$69,400	+\$18,000	0	0
<b>% OF BUDGET</b>	0.15	0	2.3	0.7	0	0
<b>BOOKS &amp; RESOURCES</b>	\$916,178	\$1,065,772	\$1,635,191	\$926,777	\$756,306	\$596,329
<b>% OF BUDGET</b>	44.58	46.25	54.16	38.16	33.33	28.18

\* Represents library OCO allocation as well as OCO purchases from other university sources.  
+ Represents equipment purchases with allocations from other sources than library OCO.

**Library Budget as Percentage of Total University E & G Budget**

	1987/88	1988/89	1989/90	1990/91	1991/92	1992/93
<b>TOTAL LIBRARY BUDGET</b>	<b>\$2,055,131</b>	<b>\$2,304,374</b>	<b>\$3,019,160</b>	<b>\$2,446,907</b>	<b>\$2,268,496</b>	<b>\$2,116,429</b>
<b>UNIVERSITY E&amp;G BUDGET</b>	<b>\$23,128,312</b>	<b>\$29,742,472</b>	<b>\$33,801,425</b>	<b>\$35,451,669</b>	<b>\$36,597,383</b>	<b>\$37,977,572</b>
<b>% OF E&amp;G BUDGET REPRESENTED BY LIBRARY</b>	8.89	7.75	8.93	6.9	6.2	5.6



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Acquisitions Department**  
**Materials Expenditures 1987/88 - 1992/1993**

<b>MATERIALS:</b>	<b>1987/1988</b>	<b>% OF</b>	<b>1988/1989</b>	<b>% OF</b>	<b>1989/1990</b>	<b>% OF</b>	<b>1990/1991</b>	<b>% OF</b>	<b>1991/1992</b>	<b>% OF</b>	<b>1992/1993</b>	<b>% OF</b>
<b>CONTINUATIONS</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>
CD ROMS	\$0.00	0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$30,738.33	5.06
NEWSPAPERS	\$3,450.07	0.38	\$3,713.52	0.35	\$5,103.90	0.31	\$5,403.20	0.58	\$4,954.95	0.66	\$5,623.46	0.93
SERVICES	\$43,521.97	4.75	\$49,745.53	4.67	\$55,535.22	3.40	\$51,851.75	5.59	\$44,167.03	5.84	\$46,964.30	7.73
STANDING ORDERS	\$40,033.45	4.37	\$53,450.48	5.02	\$51,562.67	3.15	\$59,987.55	6.47	\$49,125.99	6.50	\$46,420.25	7.64
SUBSCRIPTIONS	\$211,218.41	23.05	\$246,271.24	23.11	\$297,136.02	18.17	\$298,275.15	32.18	\$273,740.57	36.19	\$269,871.10	44.44
SUBS-MICROFORM	\$30,691.77	3.35	\$39,892.95	3.74	\$48,300.32	2.95	\$66,844.57	7.21	\$45,036.64	5.95	\$55,349.07	9.11
<b>SUBTOTAL</b>	<b>\$328,915.67</b>	<b>35.90</b>	<b>\$393,073.72</b>	<b>36.88</b>	<b>\$457,638.13</b>	<b>27.99</b>	<b>\$482,362.22</b>	<b>52.05</b>	<b>\$417,025.18</b>	<b>55.14</b>	<b>\$454,966.51</b>	<b>74.92</b>
<b>MATERIALS:</b>												
<b>NON-CONTINUATIONS</b>												
AUDIO-VISUAL	\$51,280.08	5.60	\$59,026.47	5.54	\$94,577.90	5.78	\$38,961.17	4.20	\$6,677.11	0.88	\$1,164.93	0.19
BACKFILES	\$14,056.75	1.53	\$6,848.20	0.64	\$40,487.90	2.48	\$2,038.95	0.22	\$1,500.45	0.20	\$1,235.00	0.20
BACKFILES-MICRO	\$8,627.20	0.94	\$22,111.40	2.07	\$73,748.40	4.51	\$431.00	0.05	\$254.40	0.03	\$512.00	0.08
BOOKS-APPROVAL	\$217,447.89	23.73	\$240,642.87	22.58	\$231,080.54	14.13	\$99,975.09	10.79	\$147,894.28	19.55	\$2,713.69	0.45
BOOKS-ORDERED	\$181,320.38	19.79	\$189,061.93	17.74	\$299,858.02	18.34	\$147,079.24	15.87	\$81,567.38	10.78	\$37,414.51	6.16
CURRICULUM	\$9,273.58	1.01	\$16,881.63	1.58	\$14,026.00	0.86	\$2,200.70	0.24	\$1,376.50	0.18	\$4,508.23	0.74
DOCUMENTS	\$5,326.87	0.58	\$3,667.78	0.34	\$197,225.50	12.06	\$1,748.70	0.19	\$400.00	0.05	\$1,750.00	0.29
MISCELLANEOUS	\$6,953.29	0.76	\$6,105.01	0.57	\$87,418.23	5.35	\$24,347.14	2.63	\$7,868.82	1.04	\$16,226.34	2.67
<b>SUBTOTAL</b>	<b>\$494,286.04</b>	<b>53.95</b>	<b>\$544,345.29</b>	<b>51.08</b>	<b>\$1,038,422.49</b>	<b>63.50</b>	<b>\$316,781.99</b>	<b>34.18</b>	<b>\$247,538.94</b>	<b>32.73</b>	<b>\$65,524.70</b>	<b>10.79</b>
<b>TOTAL MATERIALS</b>	<b>\$823,201.71</b>	<b>89.85</b>	<b>\$937,419.01</b>	<b>87.96</b>	<b>\$1,496,060.62</b>	<b>91.49</b>	<b>\$799,144.21</b>	<b>86.23</b>	<b>\$664,564.12</b>	<b>87.87</b>	<b>\$520,491.21</b>	<b>85.71</b>
<b>PROCESSING</b>												
BINDING-BOOKS	\$10,956.85	1.20	\$15,081.30	1.42	\$16,501.71	1.01	\$10,827.23	1.17	\$4,237.35	0.56	\$7,775.48	1.28
BINDING-JOURNALS	\$21,696.72	2.37	\$24,236.55	2.27	\$22,638.95	1.38	\$27,464.03	2.96	\$26,280.37	3.47	\$21,663.52	3.57
POSTAGE, HANDLING	\$17,397.16	1.90	\$20,853.00	1.96	\$30,173.50	1.85	\$23,023.08	2.48	\$19,905.67	2.63	\$20,030.64	3.30
SOLINET	\$39,553.90	4.32	\$45,196.45	4.24	\$52,963.30	3.24	\$54,127.52	5.84	\$37,607.21	4.97	\$35,417.85	5.83
SUPPLIES	\$3,371.47	0.37	\$22,985.57	2.16	\$16,851.35	1.03	\$12,190.60	1.32	\$3,711.34	0.49	\$1,919.75	0.32
<b>SUBTOTAL</b>	<b>\$92,976.10</b>	<b>10.15</b>	<b>\$128,352.87</b>	<b>12.04</b>	<b>\$139,128.81</b>	<b>8.51</b>	<b>\$127,632.46</b>	<b>13.77</b>	<b>\$91,741.94</b>	<b>12.13</b>	<b>\$86,807.24</b>	<b>14.29</b>
<b>GRAND TOTAL EXPENDED ON LIBRARY RESOURCES</b>	<b>\$916,177.81</b>	<b>100.00</b>	<b>\$1,065,771.88</b>	<b>100.00</b>	<b>\$1,635,189.43</b>	<b>100.00</b>	<b>\$926,776.67</b>	<b>100.00</b>	<b>\$756,306.06</b>	<b>100.00</b>	<b>\$607,298.45</b>	<b>100.00</b>

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Summary Volume/Piece Inventory**  
**1987/88 - 1992/93**

	HELD 6/30/88	6/30/89	6/30/90	6/30/91	6/30/92	HELD 6/30/93
<b>TEXTUAL MATERIALS:</b>						
<b>1. PAPER VOLUMES/PIECES</b>						
a. Monographs and Serials	346,869	365,462	389,266	409,216	427,351	434,687
b. Music Scores	4,581	4,622	4,688	4,947	5,068	5,160
c. Annual Reports	13,097	13,097	13,097	13,097	13,097	13,097
d. College Catalogs	240	240	240	240	240	240
e. Government Documents	120,246	121,116	120,605	122,681	125,393	128,153
	<b>485,033</b>	<b>504,537</b>	<b>527,896</b>	<b>550,181</b>	<b>571,149</b>	<b>581,337</b>
<b>2. MICROFICHE PIECES</b>						
a. Monographs and Serials	30,567	38,312	49,580	65,902	73,946	80,106
b. Music Scores	486	486	486	486	486	486
c. Annual Reports	65,187	78,303	82,267	88,745	93,531	100,522
d. College Catalogs	4,238	4,238	5,660	4,090	5,559	7,060
e. ERIC & Newsbank	416,732	431,700	444,849	467,485	488,456	507,323
f. Government Documents	197,369	202,199	322,627	338,603	340,681	348,555
	<b>714,579</b>	<b>755,238</b>	<b>905,469</b>	<b>965,311</b>	<b>1,002,659</b>	<b>1,044,052</b>
<b>3. MICROFILM REELS</b>						
a. Monographs and Serials	18,240	18,714	19,421	20,293	20,615	20,925
b. Government Documents	1,315	1,315	1,330	1,330	3,174	6,984
	<b>19,555</b>	<b>20,029</b>	<b>20,751</b>	<b>21,623</b>	<b>23,789</b>	<b>27,909</b>
<b>4. MAPS</b>						
	<b>5,267</b>	<b>4,094</b>	<b>4,163</b>	<b>4,244</b>	<b>4,319</b>	<b>4,591</b>
<b>5. COMPUTER FILES</b>						
a. Magnetic (Floppies, etc.)	1	2	3	5	5	7
b. Laser (CD-ROM)	0	0	0	0	53	68
	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>58</b>	<b>75</b>
<b>6. AUDIOVISUAL MATERIALS</b>						
a. Audiocassettes	957	1,195	1,200	1,199	193	208
b. Audiodiscs:CD	1,020	1,539	2,065	2,141	2,323	2,330
c. Audiodiscs:LP	6,554	6,582	6,910	6,914	7,034	7,039
d. Cards	12	14	14	14	14	14
e. Charts	13	13	13	13	13	13
f. Film Loops	363	368	328	328	301	33
g. Filmstrips	918	1,051	446	449	449	449
h. Games	11	13	15	15	15	15
i. Kits	633	680	698	717	717	717
j. Motion Pictures	522	529	531	521	521	521
k. Pictures/Portraits	6,602	8,181	10,352	11,993	13,460	14,514
l. Posters	42	42	42	42	42	42
m. Slides, Art	20,039	20,047	20,407	20,407	20,510	20,510
n. Slide Sets	652	653	595	604	604	604
o. Transparencies	0	12	12	12	12	11
p. Videocassettes	1,191	1,774	2,140	2,495	2,609	2,652
q. Videodiscs	0	0	0	3	26	47
	<b>39,529</b>	<b>42,693</b>	<b>45,768</b>	<b>47,867</b>	<b>48,843</b>	<b>49,719</b>

## TECHNICAL SERVICES DIVISION

As the current resources budget disaster continued for a third year, it was at least heartening to witness the concern of the faculty in its insistence that the administration direct towards the library a substantial sum from the previous year's general budget savings. These budgetary matters are well documented and discussed elsewhere in these pages, particularly in the following reports of the Acquisitions and Serials Departments. However, last year, we felt that questions may arise regarding what divisional staff members were doing to earn their keep in the absence of the substantial resource budgets of previous years, the reasonable implication being that less money meant fewer new materials to purchase, catalog, and process. In responding to these concerns — from both colleagues and those outside the Library — I have prepared the following discussion of divisional activities in times of reduced budget circumstances.

Most longtime observers of this institution know that over the years we have become well used to dealing with the vicissitudes of the budget process. In anticipation of the normal but unfortunate peaks and valleys in the resources budget, we have organized the Division so that each constituent department has responsibility for several aspects of the workflow which, by their very nature, are immune to changes in the size of the resources budget. Thus, for example, the Acquisitions Department is responsible for relabeling collection materials because call number labels have become illegible or have fallen off; the Serials Department is responsible for repairing and rebinding deteriorated or damaged books and periodicals; and the Cataloging Department is responsible for all bibliographic database maintenance.

Anybody who has made even an informal survey of our collections (or has seen the condition of many gift materials received by the Library) knows that the amount of material needing repair or relabeling is, even if the present staff were to devote full time to the project, practically inexhaustible. In the case of cataloging, even if the staff were double its present size — and no new materials were received for an entire year — it would still be impossible to complete the amount of work that, ideally, should be devoted to database maintenance, i.e., getting the NOTIS bibliographic database internally consistent, up-to-date, and largely free of the type of error that causes retrieval problems in keyword searches. And, again, these are only examples.

In addition to those maintenance activities which, to one degree or another, *must* be carried out in order to assure continued usability of the collections, there are those special projects which, while not crucial to daily operations, have the potential for enhancing

either staff productivity or library management information. One such project is the barcoding of the Periodicals and Index/Abstract Collections. While new materials *are* being barcoded, we have never been able to free enough Serials Department staff time to do the intellectual work necessary prior to barcoding bound periodicals acquired before 1986. Doing so would allow us to junk an old manual file accessible only in the Serials Department, permanently record that part of the inventory in machine-readable form, and offer the possibility of automated use studies of a very important part of the collections.

A similar, but much larger, project would have the Cataloging Department systematically compare the manual shelflist against the NOTIS database, transferring any relevant information not already caught in other ways. The goal would be the discarding of the manual file which takes room and which must still be maintained. An extension of this project would be the comparing of the physical collections against the NOTIS database — a "real" inventory — that would enable us to identify missing and misshelved materials.

The above special projects are never likely to be completed, however, without additional staff because, in point of fact, there never has been, nor is there ever likely to be, a paucity of new material coming into the Division — even if the materials budget were \$0.00. Consider the following:

1. The Library receives each year over 10,000 hard copy government documents and 25,000 pieces of microfiche as a federal and state depository library. There is a commitment to somehow get this material cataloged or otherwise entered into the NOTIS database.
2. The Library receives 2-5,000 gift books and serials each year, all of which must be reviewed, added to the collections or otherwise disposed of, and acknowledged to the donor.

In addition to newly acquired material, there are previously acquired materials which have been made accessible to the public but which are represented only by brief or incompletely verified bibliographic records in the NOTIS database. In short, these materials have never been fully cataloged:

1. Fastcat, etc.	3,871 titles
2. Government Documents	33,634 titles
3. Maps & AV Materials	<u>8,332</u> titles
	45,837 titles

Because of the sudden release to the Library at the end of last fiscal year of \$122,495 for the purchase of books, the Cataloging Department currently has about 4,300 volumes on the floor waiting for initial handling (this includes about 1,800 volumes of gifts and other material not purchased from the year-end windfall) with around 2,500 more volumes on the way from Acquisitions.

The Acquisitions Department faces a special problem. The process of acquiring a single title requires *on average* about 15 minutes of staff time — this is inclusive of the full range of activities (except selection) from pre-ordering routines through receipt and final invoice clearance. Simple calculation shows that, if the three permanent staff members of the Acquisitions Department could each spend a full eight hours five days a week "acquiring" books (they can't), then the maximum number of books which could be "acquired" in a week would be 480 and, in a month, 1,920. Not only does the Acquisitions Department *not* have that kind of time on a weekly basis (let us not forget that the Department is also responsible for labeling and processing, and that staff members must supervise, go to meetings, strategically plan, write reports, take breaks, go to the bathroom, have lunch, etc., etc.) but the work of the Department can't even be spread out over the entire twelve-month year. The ordering aspects of the acquisitions process must be concentrated into a relatively brief period (usually four to five months, maximum) falling at the latter half of the fiscal year after most recurring obligations (e.g., serials subscriptions) have been satisfied and a relatively clear picture has been formed about how much money can be obligated for books and other non-continuation-type materials. Furthermore, the Department must be prepared to respond to any sudden budget conditions which might arise — such as the unexpected "windfall" at the conclusion of the 1991/92 fiscal year.

The conditions described in the preceding paragraph make it essential that the Acquisitions Department conduct its operations as if a large materials budget were always "just around the corner." Regardless of the amount of funds immediately available, Department staff must constantly be gathering and preparing order requests in anticipation of the concentrated periods when money can and must be disbursed. About ten minutes of the fifteen-minute process mentioned above must be completed in anticipation of future "largesse" in order to have enough five-minute segments available when the moment arrives.

In the case of the Serials Department, it is easy enough to understand that the daily workflow continues unabated throughout the year in regard to those subscriptions and standing orders which are allowed to automatically renew — which has been the majority of the Library's titles even under the severe budget constraints of the last two years. Issues arrive in great quantity and must be checked in daily; titles change and publications undergo other mutations that require a revision to the cataloging or holdings records. What is not evident, however, is that, when a subscription is not renewed — as was the case for over 280 titles last year — the workload is actually increased for the Department (at least, temporarily) because the paperwork necessary to effect a cancellation is at least as extensive as an order transaction (necessitating compilation of lists, faculty review, etc., in addition to the formal notification of cancellation which must be sent to vendors). Furthermore, bibliographic and holdings records must also be amended. The review and cancellation process will be repeated in the coming year, although it is doubtful that so many titles will be dropped as last year.

Finally, a word needs to be said about the staffing situation in the past year. Both the Cataloging and Serials Departments are each "down" one full time paraprofessional employee. Both positions have been "frozen" since their incumbents departed. The cataloger, who resigned to take a higher paying job, was the individual who handled the bulk of government documents cataloging. The Serials position was one which did all bindery preparation and supervised the repair and preservation unit. In a very real sense, then, the Division has actually lost staff that could have been very productively used during this period of budget constraint.

To summarize, the Division has *never* been optimally staffed, nor has it even been comparably staffed to similar institutions; this is particularly true for OPS support. We have always had to prioritize our work, and in times of severe budget constraints, we are able to turn a greater portion of our attention to activities that, of necessity, receive a lower priority when there is sufficient or abundant (rare!) money to be spent for resources.

*John Martin Hein*  
*Head, Technical Services*

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Acquisitions Department**  
**1991/92 - 1992/1993 Resources Budget Disbursements**

	FISCAL YEAR 1992/93	% OF TOTAL EXPENDED	% OF TOTAL EXPENDED ON MATERIALS	\$ CHANGE FROM 1991/92	% CHANGE FROM 1991/92	FISCAL YEAR 1991/92
<b>MATERIALS: CONTINUATIONS</b>						
CD-ROMS	\$30,738.33	5.06	5.91	\$30,738.33	NA	\$0.00
NEWSPAPERS	\$5,623.46	0.93	1.08	\$668.51	13.49	\$4,954.95
SERVICES	\$46,964.30	7.73	9.02	\$2,797.27	6.33	\$44,167.03
STANDING ORDERS	\$46,420.25	7.64	8.92	(\$2,705.74)	(5.51)	\$49,125.99
SUBSCRIPTIONS	\$269,871.10	44.44	51.85	(\$3,869.47)	(1.41)	\$273,740.57
SUBS-MICROFORM	\$55,349.07	9.11	10.63	\$10,312.43	22.90	\$45,036.64
<b>SUBTOTAL</b>	<b>\$454,966.51</b>	<b>74.92</b>	<b>87.41</b>	<b>\$37,941.33</b>	<b>9.10</b>	<b>\$417,025.18</b>
<b>MATERIALS: NON-CONTINUATIONS</b>						
AUDIO-VISUALS	\$1,164.93	0.19	0.22	(\$5,512.18)	(82.55)	\$6,677.11
BACKFILES	\$1,235.00	0.20	0.24	(\$265.45)	(17.69)	\$1,500.45
BACKFILE-MICROFORM	\$512.00	0.08	0.10	\$257.60	101.26	\$254.40
BOOKS-APPROVAL	\$2,713.69	0.45	0.52	(\$145,180.59)	(98.17)	\$147,894.28
BOOKS-ORDERED	\$37,414.51	6.16	7.19	(\$44,152.87)	(54.13)	\$81,567.38
CURRICULUM	\$4,508.23	0.74	0.87	\$3,131.73	227.51	\$1,376.50
DOCUMENTS	\$1,750.00	0.29	0.34	\$1,350.00	337.50	\$400.00
MISCELLANEOUS	\$16,226.34 @	2.67	3.12	\$8,357.52	106.21	\$7,868.82
<b>SUBTOTAL</b>	<b>\$65,524.70</b>	<b>10.79</b>	<b>12.59</b>	<b>(\$182,014.24)</b>	<b>(73.53)</b>	<b>\$247,538.94</b>
<b>TOTAL MATERIALS</b>	<b>\$520,491.21</b>	<b>85.71</b>	<b>100.00</b>	<b>(\$144,072.91)</b>	<b>(21.68)</b>	<b>\$664,564.12</b>
<b>PROCESSING</b>						
BINDING-BOOKS	\$7,775.48	1.28	NA	\$3,538.13	83.50	\$4,237.35
BINDING-JOURNALS	\$21,663.52	3.57	NA	(\$4,616.85)	(17.57)	\$26,280.37
POSTAGE, HANDLING	\$20,030.64	3.30	NA	\$124.97	0.63	\$19,905.67
SOLINET	\$35,417.85	5.83	NA	(\$2,189.36)	(5.82)	\$37,607.21
SUPPLIES	\$1,919.75	0.32	NA	(\$1,791.59)	0.00	\$3,711.34
<b>SUBTOTAL</b>	<b>\$86,807.24</b>	<b>14.29</b>	<b>NA</b>	<b>(\$4,934.70)</b>	<b>(5.38)</b>	<b>\$91,741.94</b>
<b>TOTAL EXPENDED</b>	<b>\$607,298.45 *</b>	<b>100.00</b>	<b>NA</b>	<b>(\$149,007.61)</b>	<b>(19.70)</b>	<b>\$756,306.06</b>

@ Misc. expenditures include: \$6,555 for online reference services and \$9,395 for office software.

\* Comprised of \$596,329 of State allocation and \$10,969.45 recovered from patrons for lost and damaged materials. This total does not include \$1,567.56 contributed by the Institute of Police Technology & Management and \$5,075 from the Program of Physical Therapy for the acquisition of specialized journals and books for those programs. In addition, at the insistence of the faculty, \$157,000 of carry-forward money was contributed by the administration specifically for the acquisition of additional books. Since it was released late in the fiscal year, its dispersal will be accounted for in next year's report.

This year's acquisitions included 66 vols. received on approval all of which were kept; 1,738 firm orders for monographs, 0 microforms, 199 curriculum and audio-visual items, and 1,577 gifts of which 386 were added to the collections. Serials acquisitions are reported separately with Serials Dept. statistics.

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**VOLUME/PIECE Inventory by Type of Material**  
**1992/1993**

	HELD 7/1/92	ADD	WITHDRAWN	HELD 6/30/93
<b>1. PAPER VOLUMES/PIECES</b>				
a. Monographs and Serials	419,982*	15,086	381	434,687
b. Music Scores	5,068	92	0	5,160
c. Annual Reports	13,097	2,000	2,000	13,097
d. College Catalogs	240	0	0	240
e. Government Documents	125,393	8,359	5,599	128,153
	<b>563,780*</b>	<b>25,537</b>	<b>7,980</b>	<b>581,337</b>
<b>2. MICROFICHE PIECES</b>				
a. Monographs and Serials	73,946	6,160	0	80,106
b. Music Scores	486	0	0	486
c. Annual Reports	93,531	6,991	0	100,522
d. College Catalogs	5,559	1,501	0	7,060
e. ERIC & Newsbank	488,456	18,867	0	507,323
f. Government Documents	340,681	10,687	2,813	348,555
	<b>1,002,659</b>	<b>44,206</b>	<b>2,813</b>	<b>1,044,052</b>
<b>3. MICROFILM REELS</b>				
a. Monographs and Serials	20,615	310	0	20,925
b. Government Documents	3,174	3,810	0	6,984
	<b>23,789</b>	<b>4,120</b>	<b>0</b>	<b>27,909</b>
<b>4. MAPS (Cataloged &amp; Uncataloged)</b>	<b>4,319</b>	<b>470</b>	<b>198</b>	<b>4,591</b>
<b>5. COMPUTER FILES</b>				
a. Magnetic (Floppies, etc.)	5	2	0	7
b. Laser (CD ROM)	53	15	0	68
	<b>58</b>	<b>17</b>	<b>0</b>	<b>75</b>
<b>6. AUDIOVISUAL MATERIALS</b>				
a. Audiocassettes	193	17	2	208
b. Audiodiscs: CD	2,323	8	1	2,330
c. Audiodiscs: LP	7,034	6	1	7,039
d. Cards	14	0	0	14
e. Charts	13	0	0	13
f. Film Loops	301	0	268	33
g. Filmstrips	449	0	0	449
h. Games	15	0	0	15
i. Kits	717	0	0	717
j. Motion Pictures	521	0	0	521
k. Pictures/Portraits	13,460	1,054	0	14,514
l. Posters	42	0	0	42
m. Slides, Art	20,510	0	0	20,510
n. Slide Sets	604	0	0	604
o. Transparencies	12	0	1	11
p. Videocassettes	2,609	48	5	2,652
q. Videodiscs	26	22	1	47
	<b>48,843</b>	<b>1,155</b>	<b>279</b>	<b>49,719</b>

\* Because of a spreadsheet formula error last year's ending total was incorrectly given as 427,351 (col. total 571,149). Last year's adds should have been 11,195 and withdrawals should have been (429). The net difference is (7,369) volumes.



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**TITLE Inventory by Type of Material**  
**1992/1993**

	HELD 7/1/92	ADD	WITHDRAWN	HELD 6/30/93
<b>1. PAPER VOLUMES/PIECES</b>				
a. Monographs and Serials	306,109	10,919	98	316,930
b. Music Scores	2,994	74	0	3,068
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. Government Documents*	0	0	0	0
	<b>309,103</b>	<b>10,993</b>	<b>98</b>	<b>319,998</b>
<b>2. MICROFICHE PIECES</b>				
a. Monographs and Serials+	38	3	0	41
b. Music Scores	3	0	0	3
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. ERIC & Newsbank*	0	0	0	0
f. Government Documents*	0	0	0	0
	<b>41</b>	<b>3</b>	<b>0</b>	<b>44</b>
<b>3. MICROFILM REELS</b>				
a. Monographs and Serials+	143	0	0	143
b. Government Documents*	0	0	0	0
	<b>143</b>	<b>0</b>	<b>0</b>	<b>143</b>
<b>4. MAPS (Cataloged Only)</b>	<b>97</b>	<b>9</b>	<b>0</b>	<b>106</b>
<b>5. COMPUTER FILES</b>				
a. Magnetic (Floppies, etc.)	5	2	0	7
b. Laser (CD ROM)	15	2	0	17
	<b>20</b>	<b>4</b>	<b>0</b>	<b>24</b>
<b>6. AUDIOVISUAL MATERIALS</b>				
a. Audiocassettes	202	16	2	216
b. Audiodiscs: CD	2,198	8	1	2,205
c. Audiodiscs: LP	6,758	5	1	6,762
d. Cards	14	0	0	14
e. Charts	4	0	0	4
f. Film Loops	66	0	29	37
g. Filmstrips	419	0	0	419
h. Games	14	0	0	14
i. Kits	230	0	0	230
j. Motion Pictures	497	0	0	497
k. Pictures/Portraits*	0	0	0	0
l. Posters	11	0	0	11
m. Slides, Art*	0	0	0	0
n. Slide Sets	359	0	0	359
o. Transparencies	12	0	1	11
p. Videocassettes	874	48	3	919
q. Videodiscs	25	22	1	46
	<b>11,683</b>	<b>99</b>	<b>38</b>	<b>11,744</b>

\* Title counts are not currently maintained for these categories.  
+ Microform serials are usually recorded as hard-copy titles.

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**VOLUME/PIECE Inventory by Library Collection**  
**1992/1993**

	HELD 7/1/92	NET TRANSFERS	ADJUSTED TOTAL	ADDED 1992/93	WITHDRAWN 1992/93	HELD 6/30/93
ANNUAL REPORTS						
TEXT	13,097	0	13,097	2,000	2,000	13,097
MICROFICHE	93,531	0	93,531	6,991	0	100,522
ATLAS COLLECTION	180	(2)	178	10	3	185
BIBLIOGRAPHY COLL	1,381	0	1,381	3	0	1,384
CATALOGING DEPT						
TEXT	1,121	1	1,122	10	1	1,131
MICROFICHE	2	0	2	0	0	2
COLLEGE CATALOGS						
TEXT	240	0	240	0	0	240
MICROFICHE	5,559	0	5,559	1,501	0	7,060
CURRICULUM COLL						
AUDIOCASSETTE	51	0	51	0	0	51
CARD	14	0	14	0	0	14
CHART	12	0	12	0	0	12
COMPUTER FILE	0	0	0	0	0	0
FILMSTRIP	178	0	178	0	0	178
GAME	15	0	15	0	0	15
KIT	696	0	696	0	0	696
POSTER	42	0	42	0	0	42
REALIA	0	0	0	0	0	0
RECORD	181	0	181	0	0	181
SLIDE SET	4	0	4	0	0	4
TEST	197	0	197	0	0	197
TEXT	9,117	0	9,117	249	0	9,366
VIDEOCASSETTE	4	0	4	2	0	6
DOCUMENTS COLL						
FLORIDA DOCS	14,863	0	14,863	1,139	733	15,269
FEDERAL DOCS:						
TEXT	110,530	0	110,530	7,220	4,866	112,884
CDROM	51	0	51	2	0	53
MICROFICHE	340,681	0	340,681	10,687	2,813	348,555
MICROFILM	3,174	0	3,174	3,810	0	6,984
DOCUMENTS DEPT						
TEXT	681	0	681	15	0	696
CDROM	2	0	2	0	0	2
MICROFICHE	23	0	23	0	0	23
MICROFILM	449	0	449	15	0	464
ERIC FICHE	450,240	0	450,240	16,330	0	466,570
FASTCAT *	2,629	(430)	2,199	537	1	2,735
GENERAL COLL						
TEXT	319,381	1,268	320,649	9,851	48	330,452
MICROFICHE	11,628	0	11,628	0	0	11,628
MICROFILM	1,221	0	1,221	0	0	1,221
INDEX/ABST COLL						
TEXT	7,065	(1)	7,064	149	1	7,212
MICROFICHE	3,470	0	3,470	0	0	3,470
MICROFILM	70	0	70	0	0	70
LEISURE READING @	915	(647)	268	428	0	696
MAP COLLECTION						
CATALOGED	194	(1)	193	9	0	202
UNCATALOGED	4,125	0	4,125	461	197	4,389
MEDIA DEPT COLLS						
AUDIOCASSETTE	142	0	142	17	2	157
AUDIODISC:CD	2,323	0	2,323	8	1	2,330
AUDIODISC:LP	6,853	0	6,853	6	1	6,858
CHART	1	0	1	0	0	1
COMPUTER FILE	5	0	5	2	0	7
FILM LOOP	301	0	301	0	268	33
FILMSTRIP	271	0	271	0	0	271
GAME	0	0	0	0	0	0
KIT	21	0	21	0	0	21

	HELD 7/1/92	NET TRANSFERS	ADJUSTED TOTAL	ADDED 1992/93	WITHDRAWN 1992/93	HELD 6/30/93
MOTION PICTURE	521	0	521	0	0	521
PICTURE, FLAT	13,460	0	13,460	1,054	0	14,514
POSTER	0	0	0	0	0	0
REF BOOKS	71	(7)	64	12	6	70
SLIDE, ART	20,510	0	20,510	0	0	20,510
SLIDE SET	600	0	600	0	0	600
SCORE	4,335	0	4,335	92	0	4,427
SCORE, MINI	733	0	733	0	0	733
SCORE, MFICHE	486	0	486	0	0	486
TEXTS WITH AV	118	0	118	9	0	127
TRANSPARENCY	12	0	12	0	1	11
VIDEOCASSETTE	2,605	0	2,605	46	5	2,646
VIDEODISC	26	0	26	22	1	47
NEWSBANK FICHE	38,216	0	38,216	2,537	0	40,753
OVERSIZE COLL	1,154	6	1,160	22	0	1,182
PERIODICALS COLL						
TEXT	55,426	0	55,426	2,389	133	57,682
TEXT, TEMPBND	682	(2)	680	61	27	714
MICROFICHE	55,362	0	55,362	6,014	0	61,376
MICROFILM	18,699	0	18,699	295	0	18,994
PERMANENT RESERVE	264	5	269	14	0	283
REFERENCE COLL						
TEXT	18,695	(233)	18,462	1,199	161	19,500
CDROM	0	0	0	13	0	13
MICROFICHE	3,461	0	3,461	146	0	3,607
MICROFILM	176	0	176	0	0	176
SERIALS DEPT	16	0	16	3	0	19
SPECIAL COLLS						
RARE BOOKS	665	6	671	84	0	755
THESES & BOXED	421	39	460	38	0	498

\* Because of a spreadsheet formula error, last year's ending total was incorrectly given as 4,931. Last year's net transfers should have been (2,299). The net difference is (2,302) volumes.

@ Because of a spreadsheet formula error, last year's ending total was incorrectly given as 1,236. Last year's net transfers should have been (321). The net difference is (321) volumes.

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**TITLE Inventory by Library Collection**  
**1992/1993**

	HELD 7/1/92	NET TRANSFERS	ADJUSTED TOTAL	ADDED 1992/93	WITHDRAWN 1992/93	HELD 6/30/93
ANNUAL REPORTS						
TEXT*						
MICROFICHE*						
ATLAS COLLECTION	172	(2)	170	7	1	176
BIBLIOGRAPHY COLL	67	0	67	0	0	67
CATALOGING DEPT						
TEXT	145	1	146	4	0	150
MICROFICHE	2	0	2	0	0	2
COLLEGE CATALOGS						
TEXT*						
MICROFICHE*						
CURRICULUM COLL						
AUDIOCASSETTE	38	0	38	0	0	38
CARD	14	0	14	0	0	14
CHART	3	0	3	0	0	3
COMPUTER FILE	0	0	0	0	0	0
FILMSTRIP	152	0	152	0	0	152
GAME	14	0	14	0	0	14
KIT	215	0	215	0	0	215
POSTER	11	0	11	0	0	11
REALIA	0	0	0	0	0	0
RECORD	147	0	147	0	0	147
SLIDE SET	2	0	2	0	0	2
TEXT	114	0	114	0	0	114
TEXT	4,923	0	4,923	246	0	5,169
VIDEOCASSETTE	4	0	4	1	0	5
DOCUMENTS COLL						
FLORIDA DOCS*						
FEDERAL DOCS:						
TEXT*						
CDROM	14	0	14	2	0	16
MICROFICHE*						
MICROFILM*						
DOCUMENTS DEPT						
TEXT	88	0	88	0	0	88
CDROM	1	0	1	0	0	1
MICROFICHE	0	0	0	0	0	0
MICROFILM	6	0	6	0	0	6
ERIC FICHE*						
FASTCAT*						
GENERAL COLL						
TEXT	288,430	(11)	288,419	10,196	34	298,581
MICROFICHE	20	0	20	3	0	23
MICROFILM	134	0	134	0	0	134
INDEX/ABST COLL						
TEXT	259	0	259	6	0	265
MICROFICHE	0	0	0	0	0	0
MICROFILM	3	0	3	0	0	3
LEISURE READING*						
MAP COLLECTION						
CATALOGED	97	0	97	9	0	106
UNCATALOGED*						
MEDIA DEPT COLLS						
AUDIOCASSETTE	164	0	164	16	2	178
AUDIODISC:CD	2,198	0	2,198	8	1	2,205
AUDIODISC:LP	6,611	0	6,611	5	1	6,615
CHART	1	0	1	0	0	1
COMPUTER FILE	5	0	5	2	0	7
FILM LOOP	66	0	66	0	29	37
FILMSTRIP	267	0	267	0	0	267
GAME	0	0	0	0	0	0

	HELD 7/1/92	NET TRANSFERS	ADJUSTED TOTAL	ADDED 1992/93	WITHDRAWN 1992/93	HELD 6/30/93
KIT	15	0	15	0	0	15
MOTION PICTURE PICTURE, FLAT*	497	0	497	0	0	497
POSTER	0	0	0	0	0	0
REFERENCE BOOKS	37	0	37	1	0	38
SLIDE, ART*						
SLIDE SET	357	0	357	0	0	357
SCORE	2,904	0	2,904	74	0	2,978
SCORE, MINI	90	0	90	0	0	90
SCORE, MFICHE	3	0	3	0	0	3
TEXTS WITH AV	93	0	93	8	0	101
TRANSPARENCY	12	0	12	0	1	11
VIDEOCASSETTE	870	0	870	47	3	914
VIDEODISC	25	0	25	22	1	46
NEWSBANK FICHE*						
OVERSIZE COLL	1,091	2	1,093	24	0	1,117
PERIODICALS COLL						
TEXT	3,759	0	3,759	44	39	3,764
TEXT, TEMPBND	0	0	0	0	0	0
MICROFICHE	7	0	7	0	0	7
MICROFILM	0	0	0	0	0	0
PERMANENT RESERVE	76	0	76	2	0	78
REFERENCE COLL						
TEXT	6,522	(24)	6,498	318	24	6,792
CDROM	0	0	0	12	0	12
MICROFICHE	9	0	9	0	0	9
MICROFILM	0	0	0	0	0	0
SERIALS DEPT	15	0	15	3	0	18
SPECIAL COLLS						
RARE BOOKS	363	4	367	51	0	418
THESES & BOXED	69	32	101	7	0	108

\* Title counts are not maintained for these categories; for data on statistical units, see the separate report on "Volumes/Pieces."

## ACQUISITIONS DEPARTMENT

The materials budget of \$596,329 for fiscal year 1992/93 continued to be well below the funding level needed to achieve the goals and objectives of the Library's mission statement. Because library faculty were reluctant to reduce the current serials obligations as that would have seriously undermined academic program support, relatively few cuts were made. The library budget had to absorb the expenditure for a \$4,200 Engineering serials list, previously reimbursed by the University of Florida, when the University took over the program in the fall of 1992. Given these circumstances, we were able to buy very few new monographs for the collection with this year's budget.

However, the Library did receive \$122,495 in certified forward funds that were restored to the 1991/92 Book OCO in late June 1992; those funds were spent in the first six months of this fiscal year (see 1991/92 Annual Report). In late spring 1993, the University allocated \$157,000 in carry forward funds for library materials. Because the funds are non-recurring and therefore not to be used for serials, they will be devoted to the purchase of additional monographs and audio-visual materials.

Despite a partial restoration of dollars that were originally cut from two budget years, we share the same set of adverse circumstances as our sister schools due to state-mandated recalls. The Board of Regents's (BOR) allocation of the annual SUS Library Book OCO has shifted in favor of those schools which maintained their book budgets in face of the budget recalls and penalized those which did not. This discouraging situation is partially responsible for the continued rise of our large backlog of orders due to insufficient funding.

### THE BUDGET

The total \$607,352 resources budget (including \$11,023 for replacement charges for lost and damaged materials) was spent as follows: subscriptions, \$454,967; binding, \$29,439; serial backfiles, \$1,747; cataloging expenses, \$35,418; monographs, \$40,128; curriculum, \$4,508; A/V, \$1,165; documents, \$1,750; on-line services, \$6,555; office software, \$9,395; postage, freight, and service charges, \$20,031; supplies, \$1,920; miscellaneous, \$329.

## **OPERATIONS**

### **a. Accounting**

Because of the certified forward funds received in June 1992, we had to keep the records for the 1991/92 budget open concurrently with those from the 1992/93 budget for six months. Past experience prompted us to monitor payments very carefully to ensure that each invoice was paid from the right fiscal year account. In April 1993, when the carry forward funds were released, a different set of accounts was developed because the funds were not tied to a specific fiscal year. Special accounts were also set up for the new Physical Therapy program grant.

The time consuming data input required by NOTIS Acquisitions continued to absorb much staff time. In addition to handling our own O/P/R work, we have also continued to review the Serials Department's O/P/R work for a second year.

### **b. Searching**

We searched and verified approximately 4,200 firm order requests. About 1,200 were received in request card format, another 3,000 request documents were created by Acquisitions personnel from requestors' lists, journals, and other selection sources. Approval form selections are no longer verified in advance of ordering because OCLC implemented hefty searching charges. We have been exploring less costly options for some of our bibliographic verification.

### **c. Purchasing**

This year's \$40,128 for monographs was used primarily for special projects. In collaboration with the Assistant Director, we filled in some gaps by purchasing publications from various professional associations and institutions, such as the National League for Nursing, National Education Association, International Reading Association, Council of State Governments, American Accounting Association, etc. These publications are good values in quality and price. We also bought \$11,000 worth of review copies of 1993 academic titles at half price; \$17,000 worth of current trade titles discounted at 40%; and numerous titles from university press sale catalogs.

Approval form selections averaged \$41.12 each for 66 volumes and 1,738 firm orders averaged \$21.53 each. Overall, we purchased 1,804 volumes for \$22.24 each, well below the \$45.00 per volume national average. Substitution of quality paperbacks for cloth bound books continued to be a factor in keeping prices low.

**d. Gifts & Processing**

This year we received and reviewed 1,577 volumes, of which 386 were selected for addition to the collection. We also completed work on a small backlog of gifts from last year. The combination of the certified forward funds, regular Book OCO, and gifts provided steady processing work for our student assistants. With help from both LTAs, we continued a project to relabel various volumes in the collections, handling approximately 3,100 volumes.

**e. Collection Development**

The Library's new collection development program continues to impact our work as we experiment with workflow, arrangement of our request backlog, and subject code development. After reviewing the 1992/93 reports of our approval vendor, we discovered that some subject data were insufficient, and that we will need to develop a way to enhance their reporting system.

**PERSONNEL**

Staffing remained constant: one Department Head, two Senior LTAs, and two student assistants. Our LTAs continued to help the Serials Department on a limited, part-time basis. Reggie Caldwell helped with periodicals check-in, freeing another Serials employee to help with binding, since that position has remained frozen. Sally Cruze also worked with the binding and repair unit. Both LTAs and students helped sort and distribute mail during another employee's leave of absence.

*Sheila Mangum*

*Head, Acquisitions Department*



## SERIALS DEPARTMENT

The Serials Department spent the second year in a row reacting to a low budget by canceling subscriptions. Workflow challenges were exacerbated when one of the two full time Library Technical Assistant positions in the department was frozen due to a staff resignation. In spite of fiscal and staff constraints, all critical work assignments were covered and the staff successfully executed another cancellation project. All personnel, willingly absorbing additional duties and evaluating critical needs, assisted in making the year a success.

### ACQUISITIONS

While budget limitations kept us from ordering new titles, the College of Health received external funding to support subscriptions for essential journals needed for the new Physical Therapy program. We added 11 titles at a cost of \$1,083, with the agreement that the College of Health would support renewal costs for three years.

Our second year of cancellations resulted in 92 titles canceled, saving a total of \$16,251. The library did not set a dollar amount or quota of cancellations, but depended on the understanding and cooperation of each department. Most departments took their charge seriously, and sacrificed further titles. Because the 1991/92 cancellations had already forced the loss of needed subscriptions, we earmarked those titles that we would plan to reinstate when funds permitted. The Serials Department also compiled statistics on statewide cancellations for the prior year. In 1991/92 the nine State University System libraries canceled 5,941 titles with a dollar value of \$1,635,295.

Canceling titles required coordination of the Serials Selection Committee and the Serials staff. The committee evaluated every title suggested for cancellation, and kept several that faculty had recommended be dropped. These were titles used heavily by Reference staff and patrons. Bob Farnsworth compiled all lists, prepared statistics, and initiated cancellation letters. Of course, even with our canceled titles, we still received over 21,000 issues, 2,043 standing orders, and 31,348 microformat items, so our workload did not appreciably decrease. The Acquisitions Department lent Reggie Caldwell to Serials, and he was an immense asset in keeping our journal posting up to date.

John Hein, Head of Technical Services, continued to network the department. The Local Area Network installed last year was expanded to include the department head's new PC. Backup procedures were revised to include tape rather than disk backup. Claiming

was modified for more concise input of data, and bindery programs were evaluated for future improvements. John developed the programming to load our Faxon supplemental invoices into the NOTIS database, a feature the Serials staff welcomed wholeheartedly!

The department gave advice to other SUS schools considering migration from the Faxon SC-10 system to NOTIS. Discussion revolved around creation of checkin records, and automating the workflow.

We will always have gaps in our collection, but the department made a concerted effort to verify all lacking issues, and to acquire those available through the USBE, a backfile exchange. We acquired 155 issues, which enabled us to bind many volumes that had been incomplete.

## CATALOGING

Cataloging of title changes continued on a regular basis, as did database cleanup. We coordinated efforts with the Cataloging Department to catalog the CD-ROM products that are arriving as serial subscriptions. Titles such as *ERIC*, *Academic Index*, *Newsbank*, *PsychLit (Psychological Abstracts)*, *CINAHL (Cumulative Index to Nursing and Allied Health Literature)*, and *Investext* now have cataloging for both the paper and electronic versions.

We evaluated cataloging for Fastcat titles, which resulted in full cataloging for many volumes. We also spent considerable time closing the holdings of journals that had been canceled in the prior year. Closing a record required attention to the volume holdings and check-in records, with a cancellation note added to the bibliographic record as well.

## PRESERVATION

Continued progress was made in binding, book repair, and cross training of staff. In July the department lost the services of David Andreasen, who had been in charge of binding and repair. Those activities were reassigned to Martha Solomon and Tracy Britton, who absorbed new and challenging duties with humor and enthusiasm. This move was possible because the Acquisitions Department graciously loaned Sally Cruze and Reggie Caldwell to Serials for part of the year. The department depended heavily on students for repair work, with James Bennett performing the bulk of the work. Vesper Teaster and Lynn Coronet worked closely with replacement pages and Interlibrary Loans.

As the fiscal year began, we faced a large backfile of books needing binding or repair, because we had decreased our binding in the prior year. We used these books as test volumes as we switched from National Bindery to Heckman Bindery, and were pleased with the results. Heckman is now doing all our binding, and we are adding their control number to all of our binding records.

Dave Andreasen built a phase box crimper and sewing frame, but we were not able to use these tools often enough due to staff shortages. Our book repair production decreased, the direct result of having a position frozen. We repaired twenty-five per cent less than in the prior year, and did very few advanced repairs. In spite of these difficulties, the department repaired 1,747 volumes. Ninety percent of the repair work was produced by students, OPS personnel, a volunteer, and Acquisitions staff. Had we not had their help, we would have been forced to cease repair operations for this year and the backlog would have been worse. Fortunately, we were able to bind all monographs and serials, and we were much more liberal in what we sent to the bindery.

The department was instrumental in several training opportunities. The State Library funded a series of preservation workshops, and local arrangements were organized by the Serials staff. Vicki Stanton offered an off-site workshop to the Catholic Schools in the St. Augustine Diocese, served on the panel of the Florida Library Association Preservation Caucus, and advised the Mayo Clinic and the Borland Library on binding concerns.

The year was one of many challenges, requiring innovative approaches to staffing and budgeting. In spite of these constraints, the daily requirements of posting, paying invoices, cataloging, binding, and book repair continued. It is a source of pride that all journal issues continued to be posted and sent to Public Services on the same day of receipt, that invoices were approved for payment within one day of receipt, and that all journal binding was completed in time for the scheduled monthly shipment. We accomplished these goals by postponing necessary projects such as our endeavor to create items for all journals, our effort to catalog a collection of labor journals on microfilm, and plans to improve preservation skills. It is hoped that the coming year will bring the finances and staffing needed to accomplish these goals.

*Vicki T. Stanton*  
*Head, Serials Department*

**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Serials Department**  
**1991/92 - 1992/1993**

**SERIALS ORDERS PLACED AND RECEIVED**

	<b>HELD 6/30/92</b>	<b>NET CHANGE 1992-1993</b>	<b>HELD 6/30/93</b>
<b>SUBSCRIPTIONS</b>			
NEWSPAPERS	20	0	20
PERIODICALS	2,268	(54)	2,214
BUSINESS & LEGAL SERVICES	98	(6)	92
MICROFILM	138	(9)	129
FREE/GIFT	157	(8)	149
<b>SUBTOTAL</b>	<b>2,681</b>	<b>(77)</b>	<b>2,604</b>
<b>STANDING ORDERS</b>	432	(17)	415
<b>GRAND TOTAL SERIALS ACQUISITIONS</b>	<b>3,113</b>	<b>(94)</b>	<b>3,019</b>

**CHECK-IN WORKLOAD:ITEMS**

	<b>1991/92</b>	<b>CHANGE</b>	<b>1992/93</b>
<b>Periodicals and Serials</b>			
Current issues	23,455	(2,069)	21,386
Back issues	193	(38)	155
Backfile vols (incl micro)	0	0	0
Microfilm reels	421	(147)	274
Microfiches	32,393	(1,319)	31,074
Gifts received	3,339	(2,209)	1,130
Gifts retained	663	(190)	473
<b>Standing Orders</b>	2,206	(163)	2,043
<b>Claims</b>	3,102	(319)	2,783
<b>TOTAL</b>	<b>65,772</b>	<b>(6,454)</b>	<b>59,318</b>

**BINDERY STATISTICS**

	<b>1991/92</b>	<b>CHANGE</b>	<b>1992/93</b>
BOOKS	584 *	563	1,147
PERIODICALS	2,585	45	2,630
THESES	115	16	131
<b>TOTAL</b>	<b>3,284</b>	<b>624</b>	<b>3,908</b>

\* (Incl. 367 rebinds)

# (Incl. 944 rebinds)

UNIVERSITY OF NORTH FLORIDA LIBRARY  
 Serials Department  
 1991/92 - 1992/1993

**PRESERVATION STATISTICS BY TYPE OF REPAIR**

	NUMBER OF ITEMS		
	1991/92	CHANGE	1992/93
Cover Repaired	139	(87)	52
Hinge Repaired	209	7	216
Pages Tipped In	388	(2)	386
Pamphlet Binding	571	(136)	435
Pocket Made	21	(12)	9
Replace End Papers	239	(53)	186
Recase	255	(205)	50
Rebind	76	(62)	14
Spine Repaired	214	(14)	200
Torn Pages Mended	85	20	105
Trimmed Pages	10	(3)	7
Other Types of Repairs	86	1	87
<b>TOTAL</b>	<b>2,293</b>	<b>(546)</b>	<b>1,747</b>

**OTHER PRESERVATION WORK\***

	TITLE COUNT	CLASS	NO. OF PAGES
	3	B	17
	2	D	7
	3	E	44
	8	G	62
	25	H	241
	2	J	3
	1	K	62
	15	L	110
	4	M	31
	7	N	107
	10	P	217
	5	Q	23
	10	R	65
	10	T	69
	1	Z	2
	1	LEISURE	8
<b>TOTAL</b>	<b>107</b>		<b>1,068</b>

\* The above statistics represent pages ordered through Interlibrary Loan to repair mutilated/damaged books and serials.

## CATALOGING DEPARTMENT

In 1992/93, a very important process of change began in the Department — the introduction of LAN (local area network) technology. Access to the principal bibliographic tool of the department, PRISM/OCLC, formerly in a central work area, was distributed to each desk. Each person now has at her desk all the online resources necessary to her work. The two staff members whose work is half time in the Serials Department will be able to remain at the same workstation to perform all their duties. As with all change, the benefits of more efficient access are balanced by potentially negative effects such as unscheduled, concentrated demand for PRISM at peak periods or long-term physical inactivity, eye strain, etc. We will need to be aware of these possibilities and take steps to prevent them.

### MATERIALS CATALOGING

As in several past years, this was a low budget year in which we worked with a combination of a few new receipts and older material, both from the Fastcat collection (the library's circulating backlog), and gifts. There was quite a bit of audio-visual material and music, both new titles in CD form and older imprint scores, and, of course, government documents, which in recent years have come to represent the most stable part of the workflow. In 1992/93, 15,974 titles were handled, of which 15,310 were new materials (11,410 full cataloging and 3,900 "fast" or update only cataloging). Of the 11,410 fully cataloged titles, 9,785 had Library of Congress copy, 1,049 were modified copy, and 576 were original copy. In addition, 664 titles were recataloged. The increase in titles recataloged is due to the beginning of a special project to fully catalog sound recordings which, although counted in the past in the media collection as fully cataloged, had only brief records. Many of these titles received original cataloging but could not be counted as such. In all of the above, our accomplishments are the result of the effective and close cooperation of the professional and Library Technical Assistant staff.

We also completed a part of the physical rearrangement of the cataloging area, brought about in part by the introduction of the LAN mentioned above. Verna Urbanski and Margaret Kaus investigated and purchased media equipment to be used in audio-visual and music cataloging. Margaret Kaus and LTA Rosa Rodriguez completed full cataloging of a group of CDs and LPs which had only brief records in the database (about 270 titles each). Ms. Rodriguez also completed a large group of titles for the Curriculum Collection. LTA Martha Solomon assisted Angela Randtke in doing original cataloging of Fastcat titles and Ms. Urbanski and LTA Shelley Anderson worked on videodiscs and videocassettes.

Ms. Anderson also cataloged print documents and continued to work on the classification into subject numbers of the bibliographies still in Z call numbers. LTA Doris Barie began cataloging federal documents in microfiche. A small group of serial titles accompanied by audio-visual material was also investigated and completed. Dr. Randtke and Linda Smith completed the cataloging of most of the CD-ROM titles received by both the Documents and Reference Departments.

## **AUTHORITY WORK**

As always, we did a lot of current and retrospective authority work. In numerical terms, the department added 12,739 authority records to the database (an average of 1,062 each month). These records were either searched and transferred from PRISM/OCLC or derived from the online LC List of Subject Headings available on NOTIS. Included in the annual number, 1,468 records were created locally for headings not found in the other sources. There is a great deal of work just keeping up with current authority work; changes to topical, name, and title headings are constant. We are fortunate to have automated techniques, developed by John Hein, Head of Technical Services, and Dr. Randtke, to deal with part of the work. But even subject headings, the most amenable to automated processing, frequently need close scrutiny and sometimes involve the split of one heading into two or more headings, requiring human decision-making and intervention. All name and series authority changes require some human review and frequent manual changes.

As for specific authority activities, PRISM/OCLC introduced new authority searching techniques which greatly facilitated our work. Locally, the set of global change programs mentioned above was extended to series and name headings. The extension required considerably more work by Dr. Randtke in order to deal with name factors such as diacritics, qualifiers, etc. Ms. Urbanski reworked the name authority workflow in order to incorporate the automated routines. Dr. Randtke continues to refine these techniques when possible. She also made good progress in the ongoing review and correction of the topical subject headings in the entire database, working with LTA Tracey Britton. She and Ms. Britton completed a very complex series of changes related to headings for Russia and Eastern Europe. Dr. Randtke also worked with LTA Connie Duncan and a temporary employee, David Andreasen, to review a large file of geographic headings (tag 651s), capturing authority records and correcting database headings. Ms. Rodriguez, with supervision by Ms. Urbanski, has almost finished the author literary number project. Ms. Smith began a major series review project with the aim of discarding the manual series authority file, which was carried out by Mr. Andreasen. Ms. Smith also completed a first review of a large file of uniform title and conference name headings. Some basic authority decisions documentation was also begun. In all of the above, significant files of "problem" headings of various types remain to be resolved. The absence of one full-time employee, described below, meant that several categories of headings, in particular, names used as subjects, were not handled.

## PERSONNEL

This was a very complex year for personnel changes. Kerry Solonche, a Senior Library Technical Assistant, resigned in late August 1992, to take a position as a school media specialist. This position has not been filled and the vacancy has had a direct effect on both authority work and cataloging. Ms. Solonche cataloged documents and, in order to maintain some workflow for these items, two employees took on documents work in addition to their assigned duties. They have not, however, in the time available, been able to maintain the same production represented by a full-time person. Another Library Technical Assistant, Ms. Duncan, was on educational leave for one semester and was covered by a temporary (Mr. Andreasen). These changes caused a great deal of effort to be put into rearranging the workflow; staff members were very cooperative in taking on new duties and temporary working arrangements. Ms. Urbanski was responsible for rearranging the cataloging workflow, primarily to Ms. Anderson and Ms. Barie. Dr. Randtke, Ms. Solomon, and Ms. Britton trained the temporary employee and helped out where necessary. However, certain types of work, particularly current series authority work, were discontinued.

Balancing these difficulties, there were some good developments as well. Ms. Urbanski saw publication by the American Library Association of her book, *Cataloging Unpublished Nonprint Materials*. She also continued to do national level committee work. Dr. Randtke published an article in *Cataloging & Classification Quarterly*, summarizing her subject subdivision coding processes. Ms. Kaus attended two music cataloging national conferences and completed an application to become a NACO (National Coordinated Cataloging Operations) participant. Ms. Smith was on professional development leave part-time, learning about special collections cataloging at the University of Florida, Gainesville. Ms. Anderson and Ms. Rodriguez attended the first annual paraprofessional conference in Gainesville, and expressed enthusiasm at the interesting presentations and personal contacts they made.

As always, we anticipate more efficiencies in the coming year, made possible with new technology and continuing workflow review. Indeed, the enthusiastic cooperation of supportive staff, coupled with technological advances, have made possible, so far, little change on the surface of department accomplishments. However, for months past, categories of authority work have been stacking up unaddressed and this lack of attention will inevitably show up as problems in the database. Part of the work formerly done by the incumbent of the now vacant position is being handled now by everyone pitching in — not a satisfactory arrangement in the long term. The pull of less people with the same or more work equals stress. The time is fast approaching when even the greatest efficiency will not offset the absence of people.

*Linda L. Smith*  
*Head, Cataloging Department*



**UNIVERSITY OF NORTH FLORIDA LIBRARY**  
**Cataloging Activity by Classification, 1992/93**

Excluding Periodicals, Indexes, Audiovisual Materials, and Microforms

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
A-AZ	General Works	7	0.063	50	0.394
B-BD,BH-BJ	Philosophy	200	1.814	202	1.594
BF	Psychology	262	2.376	281	2.217
BL,BN-BQ	Religion	97	0.880	105	0.828
BM	Religion - Judaism	11	0.100	11	0.087
BR-BX	Religion - Christianity	69	0.626	72	0.568
C-CT,D,DX	History - General	251	2.277	279	2.201
DA	History - Great Britain	71	0.644	73	0.576
DB-DJ,DL-DQ	History - Other West European	153	1.388	154	1.215
DJK,DK,DR	History - U.S.S.R. & East European	95	0.862	97	0.765
DS	History - Asia	206	1.868	211	1.665
DT	History - Africa	53	0.481	53	0.418
DU	History - Australia, Oceania	4	0.036	4	0.032
E	History - United States	526	4.771	572	4.512
F	History - The Americas	262	2.376	301	2.375
G-GT	Geography, Anthropology	109	0.989	123	0.970
GV	Sports, Recreation	91	0.825	94	0.742
H	Social Sciences - General	11	0.100	12	0.095
HA	Statistics (Soc. Sci. Data & Methods)	9	0.082	18	0.142
HB-HD	Economics	685	6.213	775	6.114
HE	Transportation, Communications	41	0.372	43	0.339
HF-HJ	Commerce & Finance	504	4.571	702	5.538
HM-HT	Sociology	602	5.460	637	5.025
HV	Public Welfare, Criminology	337	3.057	355	2.801
HX	Socialism, Communism	35	0.317	35	0.276
J-JX	Political Science	327	2.966	363	2.864
K	Law - General	11	0.100	18	0.142
KB-KE,KG-KZ	Law - Foreign (inclu. Ancient)	6	0.054	8	0.063
KF	Law - United States	144	1.306	437	3.447
L-LB	Education	507	4.599	640	5.049
LC-LT	Education - Special	150	1.361	175	1.381
M	Music - Scores	74	0.671	92	0.726
ML	Music - History & Criticism	147	1.333	160	1.262
MT	Music Instruction & Study	18	0.163	18	0.142
N,NX	Visual Arts, General Art	117	1.061	121	0.955
NA	Architecture	8	0.073	9	0.071
NB-NE	Art Media	100	0.907	102	0.805
NK	Art - Decorative & Applied	14	0.127	14	0.110
P	Philology & Linguistics	92	0.834	103	0.813
PA	Classical Language & Literature	26	0.236	32	0.252
PB-PD,PF	Modern European Languages	25	0.227	27	0.213
PE	English Language	80	0.726	83	0.655
PG-PM	African/Oriental/Slavic Lang. & Lit.	49	0.444	53	0.418
PN,PZ	Literature - General	483	4.381	577	4.552
PQ	Literature - Romance Languages	186	1.687	190	1.499
PR	Literature - English	768	6.966	812	6.406
PS	Literature - American	979	8.880	1040	8.204
PT	Literature - Germanic Languages	48	0.435	51	0.402
Q	Science - General	56	0.508	82	0.647
QA1-74,77+ (1)	Mathematics	91	0.825	96	0.757
QA75-76	Computer Science	190	1.723	209	1.649
QA273-299	Statistics (Math. Theory and Methods)	16	0.145	17	0.134
QB	Astronomy	23	0.209	23	0.181
QC	Physics	34	0.308	35	0.276
QD	Chemistry	13	0.118	16	0.126
QE	Geology	12	0.109	13	0.103
QH	Natural History, Ecology	79	0.717	84	0.663
QK	Botany	16	0.145	16	0.126
QL	Zoology	63	0.571	73	0.576

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
QM-QP	Physiology & Human Anatomy	41	0.372	45	0.355
QR	Microbiology	5	0.045	7	0.055
R	Medicine - General	57	0.517	66	0.521
RA	Public Health	108	0.980	114	0.899
RB	Pathology	18	0.163	19	0.150
RC	Internal Medicine	300	2.721	310	2.446
RD-RS,RZ	Surgery and Medical Specializations	147	1.333	154	1.215
RT	Nursing	123	1.116	132	1.041
S-SK	Agriculture, Forestry, Animal Culture	15	0.136	19	0.150
T-TZ	Technology & Engineering	163	1.478	261	2.059
U-V	Military & Naval Science	56	0.508	60	0.473
X	UNF Masters Theses	43	0.390	77	0.607
YA-YO,YQ-YZ	Curriculum Text Materials	55	0.499	55	0.434
YP	Children's Literature	194	1.760	198	1.562
Z (2)	Bibliography & Library Science	57	0.517	111	0.876
<b>TOTAL CATALOGED</b>		<b>11,025</b>	<b>100</b>	<b>12,676</b>	<b>100</b>

(1) QA1-74,77-271,297-939

(2) UNF classes all subject bibliographies with that subject.

## PUBLIC SERVICES DIVISION

The Public Services units experienced increased demands, particularly for reference services. The staff was able to meet these demands on a first-come-first-served basis serving as many as we could with existing staffing.

As libraries have evolved from print to computer-based resources, few of our users have come to us with appropriate library skills. Our staff must now assist users in how to use the new technologies as well as guide them in what to use. The Government Documents Department suffers the most from understaffing; the .5 LTA position that remains frozen forces the Department to dramatically cut hours of operations.

This was the first full year that the University Identification Card was required for library transactions. The interaction between the Library and the ID card office has been relatively smooth.

A major issue continues to be the unsatisfactory state of public copier services in the Library. Our staff has expended a great deal of time tracking problems and meeting with Auxiliary Services staff to remedy this problem. Following the example of other campuses, the UNF Library would like contractual management of all library copier services (plain paper and microformat), thus freeing library staff for library services.

The Florida Center for Library Automation has increased the number of databases and services. LUIS software enhancements enable our users to get their information quickly and accurately. The scope of the catalogs is now world-wide with the introduction of Internet gateways. Remote access to LUIS permits our users to access and use LUIS from their homes or offices. FCLA is encouraging gateways to other services, including CitaDel (RLIN) databases and both staff and public services on other utilities and mainframes.

Gopher services on the Internet, permitting a navigated or controlled access to the Internet resources, are available, but implementation in the Library is limited because we have no direct connection to the Internet. When such services become available, we intend to implement scholars workstations, network the CD-ROM services, and broaden the access to resources available worldwide.

Copyright compliance has become a very important issue as libraries deal with interlibrary loan and course reserve issues. Court decisions have been defining the para-

meters and scope of the copyright law necessary for clear implementation procedures and policies. Both the ILL and Reserve sections pay close attention to copyright issues.

We have installed a text magnification reader to assist our users with sight disabilities. In response to many questions and issues brought to the attention of the University, I was named to the UNF Safety Council, an advisory group to the President.

We continue to work on our building expansion plan, stressing the need to consolidate service units and desks to optimize our staffing.

The SUS circulation librarians, meeting at the request of the SUS Library Directors, formulated recommendations for changes to the current Fine and Charge schedule. Although the Directors requested a speedy study, they have not yet acted on those recommendations.

## STATISTICS

Service statistics continued to grow this year in the face of increased enrollment and the sustained introduction of new technology-based services. These increases are reflected mainly in desk service transactions.

Door/Gate Count:	up 0.86%
Desk Service transactions:	up 3.90%
Stacks services (shelving)	down 1.55%

The Circulation statistics as provided by FCLA continue to have a  $\pm 10\%$  estimated error rate, and still has no interest or remedy from FCLA or the SUS Directors.

## CONTINUING CONCERNS

These concerns are echoed from previous years:

- The copy vending operations of the library need to be unified; appropriate machines need to be installed; responsive, effective management needs to supervise the operation. All services (photocopiers, microformat copiers, change facilities and VendaCard facilities) need to be combined, managed, and maintained by the vendor to achieve the least involvement by library staff. Although the library staff is currently expected to participate in the servicing of the machines and buffer the vendor from the customers, the vendor does not provide the Library with any fiscal participation in the profits from these services.
- Continuous, reliable funding for hardware to support alternate information resources needs to be identified and allocated.

- Staffing needs to be increased and skills upgraded.
- The libraries' automated library system (presently NOTIS) which has been designated by Florida law to be the official inventory system for library collections lacks appropriate function to serve in this capacity. The SUS Library Directors have not yet specified required system functionality or compensating procedures to comply with the statutes.
- Under present funding proviso language, the Library is able to buy software from Library Resources budgets, but funding for the hardware equipment must be funded through OCO (capital outlay) funds. The Library's ability to implement new technologies is directly linked to the success of the Library to compete for the OCO funds. Unfortunately, the library cannot be considered state-of-the-art, and often is less advanced than individual academic departments in this area. The Library will not be able to provide any definite planning for technological implementation until the governance structures can define a consistent source of support funding.

***Robert P. Jones***  
*Head, Public Services Division*

**UNIVERSITY OF NORTH FLORIDA LIBRARY  
PUBLIC SERVICES DIVISION  
ANNUAL CUMULATIVE STATISTICS BY SERVICE UNIT  
1991/92 - 1992/93**

	1991/1992	1992/1993	% CHANGE	
<b>CIRCULATION/RESERVES</b>				
Desk Services				
Charges/Renewals - Circ	98666	102530	3.92%	
Charges/Renewals - Rsv	24119	23936	-0.76%	
Patron Applications	4704	4037	-14.18%	
Copiers - questions	749	609	-18.69%	
Copiers - equipment	852	679	-20.31%	
Copiers - change requests	826	676	-18.16%	
ILL - borrowing	3277	3526	7.60%	
ILL - lending	8745	7371	-15.71%	
AR - Manual Posting	1113	1373	23.36%	
Reserve Requests	1961	1965	0.20%	
TOTAL:	145012	146702		1.17%
Stack Services				
Automated - Circ checkins	107948	101638	-5.85%	
Automated - In Lib Use	101241	101660	0.41%	
Automated - Rsv checkins	24245	24023	-0.92%	
Automated - Rsv In Lib	952	891	-6.41%	
TOTAL:	234386	228212		-2.63%
<b>DOCUMENTS</b>				
Desk Services				
Charges/Renewals-automated	3042	2862	-5.92%	
Charges/Renewals-manual	115	162	40.87%	
Direction	513	600	16.96%	
Information	5307	5657	6.60%	
Instruction	242	232	-4.13%	
Reference	2004	1787	-10.83%	
CD-Rom Services	148	589	297.97%	
Map Inquiry	188	205	9.04%	
Microform pull requests	328	255	-22.26%	
TOTAL:	11887	12349		3.89%
Stack Services				
Automated - checkins	831	806	-3.01%	
Automated - In lib use	14671	12780	-12.89%	
In-house pickups-US	1716	1357	-20.92%	
In-house pickups-FL	602	437	-27.41%	
Maps	342	404	18.13%	
Microformat	1704	1360	-20.19%	
TOTAL:	19866	17144		-13.70%
<b>MEDIA RESOURCES</b>				
Desk Services				
Charges/Renewals	16955	17365	2.42%	
Manual circulation	5726	6229	8.78%	
Information	11021	10405	-5.59%	
Equipment support	18933	18784	-0.79%	
Instruction	5765	5607	-2.74%	
TOTAL:	58400	58390		-0.02%
Stack Services				
Automated - checkins	15424	16297	5.66%	
Automated - In lib use	33128	29501	-10.95%	
Manual returns/pickups	5654	6193	9.53%	
TOTAL:	54206	51991		-4.09%

	1991/1992	1992/1993	% CHANGE	
<b>PERIODICALS</b>				
Desk Services				
Charges/Renewals	58	53	-8.62%	
Direction	2161	2862	32.44%	
Information	8232	12729	54.63%	
Instruction	7630	9019	18.20%	
Microform pull requests	10621	11530	8.56%	
Binder service	5861	5374	-8.31%	
TOTAL:	34563	41567		20.26%
Stack Services				
Automated	2772	598	-78.43%	
Shelving	132304	131444	-0.65%	
Microforms	66378	65454	-1.39%	
TOTAL:	201454	197496		-1.96%
<b>REFERENCE</b>				
Desk Services				
Charges/Renewals	146	84	-42.47%	
Direction	2356	2358	0.08%	
Information	9456	11184	18.27%	
Instruction	8775	9646	9.93%	
Reference	8741	9117	4.30%	
Tours/Workshops	100	142	42.00%	
Computer Searches	53	95	79.25%	
Equipment support	3476	2333	-32.88%	
TOTAL:	33103	34959		5.61%
Stack Services				
Automated	813	816	0.37%	
Shelving	38050	40754	7.11%	
Microforms	2825	5963	111.08%	
TOTAL:	41688	47533		14.02%
<b>SPECIAL COLLECTIONS</b>				
Desk Services				
Direction	25	6	-76.00%	
Information	38	61	60.53%	
Instruction	6	8	33.33%	
Reference	84	106	26.19%	
TOTAL:	153	181		18.30%
Stack Services				
Shelving	1247	1911		53.25%

## SUMMARY STATISTICS

	1991/1992	1992/1993	% CHANGE
DOOR/GATE COUNT	605,680	610,870	0.86%
Desk Services, Library Wide	283,118	294,148	3.90%
Stack Services, Library Wide	552,847	544,287	-1.55%
Mutilated books reported/Value	41	\$1,835.19	
Mutilated serials reported/Value	10	\$127.50	
Total:	51	\$1,962.69	

## LIBRARY SYSTEMS

The automation equipment continues to age, thus requiring staff resources for maintenance, trouble-shooting, and repairs. The major portions of our LUIS /NOTIS equipment are aging and deteriorating at the same time. Generally, such equipment has an industry standard life expectancy of five years. Librarians are not equipped or trained for such maintenance services and there is no library position description which reflects such duties. Neither FCLA nor the UNF Computing Services Department is able to assume these on-site duties which, by default, are being handled in this library by administrators with some temporary help. Since *all* library operations are supported by computer-based systems, it is important that we recognize our dependency on hardware and provide regular, timely and consistent hardware support through on-site maintenance personnel or by requiring such skills in our library job descriptions. Unless we can provide on-site maintenance, our services are subject to compromise or even collapse.

Since OCO budgets are limited, we are investigating ways to upgrade existing equipment with modern parts — like making a 1993 automobile out of a 1954 chassis.

Our inability to connect directly with the Internet has been a major deterrent to our use of the vast resources available through the Internet. Connection of the Library to the campus ethernet backbone would dramatically enhance library services.

I have been named the University of North Florida's representative to the NERDC Instruction and Research Users Group. This is of particular benefit to the Library because I am able to follow the evolution of automated resources at the University of Florida first hand.

Using the Lantastic network currently installed in Technical Services, we have installed a gateway to NERDC adding 128 more logical ports which can be accessed by those connected to the Lantastic network through their workstations. Terminals released by this migration were reallocated to public use.

The Information Technology Strategic Plan came under critical scrutiny by the UNF Faculty Association. After appointing a committee (on which I served), recommendations for a new implementation direction were made, and passed to the Administration.



The Gopher server has been put on hiatus until response time can be improved through UNF1VM and the campus network. Without adequate computer response time, the system is not user friendly.

## CONTINUING CONCERNS

- Replacement OCO from both UNF and FCLA sources needs to be allocated on a continuing basis to replace worn-out or obsolete technologies. These needs are NOT cosmetic but are functional requirements for the continuity of minimum existing services.
- The need for computer paper has dramatically increased. While new electronic information services providing downloading and printing capabilities are becoming mainstream expectations, providing paper for library users is not viable at this time. Such printer services need to be provided by a copier vendor.
- A need for a Library LAN connected to the campus backbone is critical if library services are to be available throughout the campus. Through existing connectivity, library public workstations can utilize only 3270 environment accesses, leaving inaccessible a large portion of the resources available worldwide to our researchers.
- Standardization on protocols, software, and support systems needs to be implemented at the campus level.
- Library resources may be spent only on books and other resources which the user can 'touch and use'. While we are able to buy software and data from library resources budgets, we have been unsuccessful in purchasing the equipment to use it. We need a source of funding from which equipment can be purchased.

*Robert P. Jones*  
*Library Systems Coordinator*

## **CIRCULATION DEPARTMENT**

### **CIRCULATION SERVICES**

Since the introduction of the UNF Photo ID card, the Circulation Department has experienced a drop in patron applications for library borrowing privileges. This 14% decrease occurred even though the student population increased over the previous year. One apparent reason for this is that patrons object to paying the \$5.00 charge for the ID card. The required cost is seen as now having to purchase something that formerly was and should be free — a library card. Therefore, more people are resisting purchasing the ID card unless absolutely necessary.

The library retains control over patron records while the ID Office assigns the library number and issues the ID card. The barcode must then be entered by circulation staff into the patron record of the circulation system before the card can be used for library privileges. After an uncertain beginning, Circulation Services and the ID Card Office developed a means of coordinating our related activities. However, the issuance of replacement numbers to patrons who already have active library account numbers remains an intermittent problem.

This year we have a new group to which student privileges are being granted. These are Continuing Education students who are taking classes for credit. Students in this program are not listed in the student records therefore it is necessary that Continuing Education Department furnish the Circulation Desk with a roster of students with which we can verify eligibility.

#### **High School Programs:**

The Superintendent of Schools Office did not select a new group of the "Superintendent's 100 Scholars" this year. An inquiry to the Superintendent's office revealed that the program is under review and its value assessed. We will maintain our commitment to provide borrowing privileges to the remaining students of the program, selected in previous years, until they graduate. In addition, we continue to support the International Baccalaureate Program of Stanton College Preparatory High School, and National Merit Scholar students as lists are received and updated by the coordinating institutions.

## **STAFFING**

There has been no change in staffing levels of the department. The recent revision of student assistant work policy, however, will have a detrimental effect on the work flow of the department, between terms. The new rules which do not allow students to work over the term breaks will hamper our ability to perform disruptive projects, such as shifting the General Collection. Major shifts will have to take place during the term, or this task will have to be performed by the Senior LTA staff during term breaks to the neglect of other tasks.

## **ACCOUNTS RECEIVABLE**

The number of manual transactions in accounts receivable processing increased this year primarily due to a bug in the interface program which does not always give full credit for books returned. The partial credit has to be remedied by posting a manual credit memo. The problem has occurred sporadically since the default price for books was changed from \$35.77 to \$45.77 last year. The Library Systems Office has been working with the Finance & Accounting and Computing Services departments in trying to resolve the problem.

## **COURSE RESERVES**

This year we began working on revising the photocopy acceptance policy for course reserve material. The action was spurred by recent court cases involving copyright infringement by libraries, copy centers, and other educational institutions. We also proposed that the Library subscribe to the Copyright Clearance Center in order to enable us to more efficiently maintain Course Reserve and ILL services by facilitating royalty payments.

We are also revising our method of maintaining statistics so that our numbers will more accurately reflect the work that is taking place in the Course Reserve Section. Heretofore, a list of items submitted by faculty was counted as one request. Next fiscal year, we will begin counting each item placed on reserve, whether as part of a larger list or not.

Our NOTIS statistics reveal 23,936 charges of reserve materials this fiscal year. This is a slight dip of 0.7% from last year, which is odd because our perception was that we had a busier year in the circulation of reserve material. The number of items placed on reserve increased 0.2% , from 1,961 to 1,965 items. As stated above, however, these figures do not effectively represent the workload of the department.

## STACKS MAINTENANCE

Small shifting of materials in the General Collection took place during the year to free up shelving space on the fourth floor. It is becoming clear that shelving must be added, and a major shift IS needed during the next fiscal year. Unfortunately, this expansion of the general stacks will further encroach upon study/seating areas.

Shelf-reading and straightening books on shelves is a continuous task performed by student assistants. They have worked especially hard at this year during the evening hours, under the supervision of Sandra Nojiri-Howarth. Sandra and crew set their sights upon eliminating/replacing faded and loose book labels and removed three truckloads of such material during a one month period.

Mutilated and damaged volumes are also pulled from shelves and forwarded to Serials Department for mending or replacement on a regular basis. This year we reported 53 mutilated or damaged books and periodicals with a replacement/repair value of \$1,950.02.

We have also developed this year, performance standards for student workers and a two part evaluation process of work performed. The evaluation process was initiated Spring Term, 1993. The evaluation will be used to determine whether or not to retain student workers for the following term. It also gives the student an assessment of his performance and an opportunity to clarify his understanding of the tasks to be formed and the standards required. Overall I was pleased with the results, though we did find some deficiencies in the process that must be corrected.

One of our more unusual but recurrent problems over the years has been bats and birds somehow gaining access to the fourth floor stack area and also occasionally to the third floor. This year we have had a virtual epidemic of bat sightings on the fourth floor particularly during the Spring Term. The bats are quite small and probably harmless, but there was greater concern than usual because some of the bats were found dead or dying, which could indicate disease. Regardless of that fact, it is simply disconcerting to find such creatures indoors where they are not expected. There were few actual complaints from patrons, but patrons did report sightings to the desk.

The Physical Facilities Department, has been working on this situation over a period of time, and was again informed of the problem. They sealed areas in the ceiling where the bats were thought to be gaining access to the building. However, there are apparently other openings that are yet to be found. Hopefully, with the help of professional exterminators, this unusual problem will be resolved before another year passes.

## INTERLIBRARY LOANS

The Interlibrary Loan statistics that follow, reflect the results of a manual count of requests submitted to the Office. They differ from OCLC stats reported during the year in nearly all requests submitted or received during any given month is tallied for that month on a delayed basis. The OCLC statistics do not count statistics that are "in process" at the time the statistics program runs.

### ILL STATISTICS SUMMARY 1992/93

#### UNF as BORROWER:

	<u>Filled</u>	<u>Unfilled</u>	<u>Total</u>
Books	1264	249	1513
Copies	<u>1814</u>	<u>542</u>	<u>2356</u>
<b>Totals</b>	<b>3078</b>	<b>791</b>	<b>3869</b>

#### Florida Transactions:

SUS	1749	
FLIN	838	
Other FL	1	
<b>TOTAL FL</b>	<b>2588</b>	<b>OUT-OF-STATE 490</b>

#### UNF as LENDER:

	<u>Filled</u>	<u>Unfilled</u>	<u>Total</u>
Books	3542	1859	5401
Copies	<u>1827</u>	<u>1271</u>	<u>3098</u>
<b>Totals</b>	<b>5369</b>	<b>3130</b>	<b>8499</b>

#### Florida Transactions:

SUS	2531	
FLIN	4090	
Other FL	<u>390</u>	
<b>Total FL</b>	<b>7011</b>	<b>OUT-OF-STATE 1557</b>

*Geraldine Collins*  
Head, Circulation Department

## **REFERENCE DEPARTMENT**

The Reference Department experienced another challenging year with new developments in electronic resources, increased demand for desk services, and a budget that necessitated additional serials cancellations and few new resources. Instruction in the use of LUIS (Library User Information Service), became more time-intensive as new databases were added to the menu and enhancements were made in search capability. Increase in the request for library instruction and tours required that the staff explore creative ways for presenting instruction sessions.

### **REFERENCE DESK SERVICES**

Reference desk services, when compared to the same timespan for the previous year, showed an increase for all months except July, August, and May. The greatest increases were recorded in December (57%). The total number of requests for desk service for the year, including tours and computer searches, increased by 5.61%.

In December 1992, the Reference Desk was rearranged for increased visibility to users entering the Library. The desks, shelving, ready reference collection, and file cabinets were relocated nearer to the main entrance. Because the shelving tended to hide the desks for users approaching from the Reference Collection, 42" shelving was recently ordered to replace the 90" uprights. They will be installed later in the calendar year.

The LUIS terminals were consolidated into one long bank outside the copier room. The CD-ROMs were moved away from the entrance and the arrangement reconfigured onto several long tables. The change allows the CD-ROM collection to grow and provides additional space for library instruction around the workstations. Thanks are due to Paul Mosley and Jim Alderman for working on the design and providing the physical labor.

In November 1992, the Library purchased a voice mail machine that enables library users to leave messages or transfer appropriate questions to the Circulation Department during busy times when the librarians are serving in-house patrons and are unable to answer the phone. The machine has alleviated the need for staff members working alone to rush to the phone.

Guides for use of the Department's resources were created and updated as needed. To compensate for the time when funds for printing were unavailable, copies of guides were placed in notebooks at the Reference and Periodicals desks for copying and loaded

into UNF's Gopher service to allow for downloading and printing from remote access. A NOTIS record was created so that the guide titles could be accessed through LUIS. Department guides for the Periodicals and Special Collections Sections were completed by Eileen Brady. A series of "How to Find..." guides was begun for instruction in locating information on specific subjects.

At the end of the year, Barbara Tuck and Mary Davis designed the "Bugs Love Books, Too" bulletin board that attracted much attention. In an effort to decrease the Library's bug problem caused by patrons, a board with specimens of insects that frequent libraries and evidence of their damage was displayed with a plea to users to leave food and drink outside the Library. The comments volunteered by patrons indicate that the graphic display has put our message across. The board will be placed at the Library entrance again at the beginning of the Fall Semester.

## PERIODICALS

Periodicals desk services statistics were up for all months of 1992/93 over the previous fiscal year except for April and July. The greatest increases were noticed in October (42%), November (67%), and December (85%), and again in May (35%) and June (37%). The annual summary figures showed a total increase for the year of 20.26% with the greatest shown for information questions (54.63%).

Shelving statistics for both Periodicals and Reference were down at the beginning and end of the year and up in the middle months. The greatest increases for Reference were recorded in November (29%), December (74%), March (58%), and April (25%). Periodicals statistics were up slightly (5%-9%) in November, December, and January. Total stack services for the entire year were down in Periodicals by 1.96%. Reference stack services increased by 14%.

Additional indexes/abstracts on LUIS and the change to NOTIS 5.0 required the students who staff the Periodicals desk to provide more sophisticated service as they worked with users who ask more complex questions on searching LUIS. Microformat requests continued to increase as users discovered the ease of retrieving citations through electronic resources.

Additional resources requiring the use of microformat and the demand placed on aging equipment made it imperative that new equipment be purchased. A bid was prepared for reader/printers that would copy either microfilm or microfiche onto plain paper, automatically load either 16 or 35 mm film, adjust for polarity, and accept all VendaCards in use at UNF.

Eileen Brady conducted the first survey and weeding project ever undertaken in the Periodicals Collection. She reviewed all titles in the collection, assessed the value of each

for retention, determined prospective titles for cancellation, and researched them in appropriate reference books and LUIS.

## **SPECIAL COLLECTIONS**

Special Collections statistics for desk services and shelving showed dramatic increases during seven months out of the year. For desk services, the greatest increase was noticed in September (225%) and February (118%). Largest increases in shelving were recorded in September (433%), October (344%), December (194%) February (110%), and March (146%). Total annual statistics for desk services increased by 18.30% while shelving statistics increased by 53.25%.

In the fall, Eileen Brady publicized the purpose of University Archives through articles in *Books & Bytes* and the *Mariner* and participated in a UNF workshop on records management. The publicity resulted in the receipt of relevant material being sent or collected on a more systematic basis. A number of large additions were received from department units and faculty and University Archives was used more as a result of the publicity during the Fall Semester.

Eileen reviewed, organized and created finding aids to several subcollections in Special Collections: Arthur N. Sollee, Sr. Collection, Rosa G. Holmes Walker Collection, and Robert Allen Burt, Jr. Collection. She refoldered, relabeled, and reboxed the Eartha M. M. White papers in acid-free material and wrote a proposal for conservation of the collection. The Eartha M. M. White collection received substantial use in February during Black History Week.

## **ELECTRONIC RESOURCES**

- **LUIS**

The implementation of NOTIS 5.0 in UNF's catalog was accomplished in June 1992. The staff used the summer to prepare guides and receive training before the Fall Semester when students would be introduced to LUIS' new look of labeled fields, brief and long views, holdings screens, and changes to index and guide screens. During the summer of 1993, the staff began testing a new version of search software that was planned for production in July. The new software would allow complex keyword searches on the LUIS command line using the Boolean operators AND, OR, and NOT.

On January 16, 1993, LUIS was unavailable while work was being done on the mainframe at NERDC in Gainesville. To compensate for the unavailability of the OPAC, Robert Jones, Systems Librarian, set up a terminal that allowed the Reference staff to use the Internet to telnet to Auburn's catalog which provided users with a NOTIS OPAC which looked very much like UNF's LUIS. The catalog was used to locate call numbers and to verify bibliographic information. The Reference Desk computer was used to access



Harvard's catalog and EPIC, OCLC's online union catalog designed for reference use. The old Serials Record was used to locate call numbers for periodicals. Users and staff members were pleased and surprised to be able to access alternative catalogs. For retrieving journal citations, it was back to the print indexes and abstracts for a while except for those subjects covered by CD-ROM services.

*Biological and Agricultural Index* and *Applied Science and Technology Index*, two Wilson indexes which had been funded by FCLA on a one-year trial basis, were added to the LUIS menu as "permanent" subscriptions. In June 1993, the announcement was made that funds made available by the BOR would be used by FCLA to add several databases to LUIS in 1994 and 1995. The databases include *PsycINFO*, *Compendex Plus*, *Books in Print*, and *Current Contents* in 1994 and *Medline* in 1995.

- **FLORIDA TIMES-UNION INDEX**

The Index was expanded to include all state legislative news. A new introductory screen describing the index was installed for LUIS users. To speed up the indexing process, John Hein installed a new program for indexing and Barbara Tuck, indexer, devised a method for downloading, stripping, and spell-checking the daily indexing.

Toward the end of the year, a meeting was held with Beth Moore and Susan Derrick from Jacksonville Public Library to discuss the possibility of combining efforts for an alternative access to an index so that the two libraries could discontinue the time-intensive task of indexing. There are discussions taking place between *Datatimes*, *Newsbank*, and the *Florida Times-Union* management which may result in the marketing of an index to the newspaper.

- **CD-ROM**

Through an electrical error, two CD-ROM workstations were damaged in April. The machines were repaired with Robert Jones' and Jim Alderman's expertise by installing two boards in the old XT machines to bring them up to the speed of a 286 processor. Boards for increasing the speed of other XTs to 386 have been ordered.

In November 1992, the Library subscribed to *Search Master*, Matthew Bender's federal and Florida tax services on CD-ROM. As anticipated, the old equipment made the service run extremely slowly. Disregarding speed, the software was evaluated by the staff as being difficult to use and the decision was made to investigate the possibility of subscribing to a different service in October.

- **ONLINE SEARCHES**

Fifty-six search applications were recharged to the requestor, at an average cost per search performed of \$37.31. A total of 127 databases were searched at an average cost

per search of \$16.45. November was the peak month with twenty-seven databases searched.

In January 1993, the Library subscribed to the Scientific and Technical Information Network (STN International) to gain access to abstracts through the *Chemical Abstracts* service. The Department provided subsidized searches for eighteen students from Professor Robert Vergenz's physical chemistry class. The Library has an Academic Account which allows the Department to search specified databases after five o'clock and on weekends for ninety percent of the rates charged to a standard account. The amount spent on the searches was approximately \$200.00.

Although computer search requests had been decreasing in previous years with the implementation of electronic databases on CD-ROM and LUIS, requests increased this year by 79% (53 in 1991/92, 95 in 1992/93). The increase can be attributed to subsidized searches in *Biological Abstracts* and *Chemical Abstracts* to compensate for canceled print subscriptions, and biweekly searches in newspaper and periodicals databases for Dr. Kenneth Jennings for his research on a book about the New York *Daily News*. Searches for Dr. Jennings accounted for 60% of the fee-based searches performed.

Following is a percentage breakdown by subject area or type of database for fee-based searches in Dialog:

Newspapers	61%
Business	21%
Health	5%
Foundations and grants	4%
Education	2%
Science	2%
Other	5%

An internal account is maintained for searching Dialog databases to answer quick reference questions, to verify bibliographic information, for training, and to provide subsidized searches in lieu of canceled subscriptions. In 1992/93, a total of 115 internal searches were performed. Following is the subject breakdown:

Biology	26%	(Includes 30 subsidized searches in BIOSIS)
Newspaper	21%	
Business	5%	
Practice	7%	
Psychology	4%	
Health	4%	
Computers	4%	
Legal	3%	
Other	28%	

The approximate amount spent on internal searches was \$1,640.00.

- **INTERNET RESOURCES USED BY STAFF**

The Department continued to investigate and explore new databases available through the Internet. In addition to the fee-based databases, e.g., EPIC and RLIN, staff members regularly monitor electronic mail lists to communicate with information specialists around the world. Staff began to access databases of the Library of Congress which include the catalog, files on federal legislation, copyright information, foreign law, and international organizations. The databases can be reached not only through telnetting from OfficeVision, but also through LUIS.

- **RLIN**

In September 1992, an agreement was reached between FCLA and RLG for the use of the RLIN database and several Citadel databases to be accessed at a bulk rate for the year. The databases were *ABI/INFORM*, *Dissertation Abstracts*, *Avery*, and the *History of Technology*. The *History of Science* and *Hispanic American Periodicals Index* became available in January. FCLA is planning to provide a gateway from LUIS to RLG in the next year or two. For now the RLIN databases are available for staff use only at UNF through the Internet.

## **LIBRARY INSTRUCTION**

In 1992/93, 143 tours and/or workshops were presented for students and faculty as compared to 100 presented in 1991/92, an increase of 43%. The Reference Department has been challenged to find ways to provide effective library instruction to classes that continue to increase in number and size. Classes are too large to crowd around a small computer screen and space for instruction is becoming scarce.

Mary Davis, Library Instruction Coordinator, experimented with using a large screen monitor on loan from Instructional Communications. The monitor requires a computer with a VGA monitor. At this time, the Department does not have access to a VGA monitor that can be moved around for use with the large screen monitor. On several occasions, the Foundation Board Room on the fourth floor of the Library was reserved for classes and an LCD projection device was used for projecting the computer screen for viewing by a class. Now that the Board Room has been converted into a classroom, it is becoming more difficult to find areas in the library that are large enough for instruction. Staff members are eager and willing to incorporate new instruction methods, but are frustrated with lack of equipment and space.

In December, Mary Davis coordinated and conducted tours for Library staff members to familiarize them with library activities and services offered outside of their individual departments. In February, the Library participated in the UNF Open House and provided tours for members from the community.

## COLLECTION DEVELOPMENT

Handicapped by another meager budget, the Department was still active in collection development activities. All staff members took part in a study of the Reference Collection to determine volumes and subject areas requiring updating so that there would be a list ready when funds became available. Working from the shelflist of the collection maintained on PC File and slips generated from requests submitted to Acquisitions, a list of priority items was produced and used to spend carry forward funds allotted for Reference at the end of the year.

Several members of the Department participated in collection development for the General Collection. Jim Alderman selects in the area of American literature, Mary Davis is the selector for multicultural studies, and Barbara Tuck and Sarah Philips are selectors for history.

## PERSONNEL

Student staffing of the Periodicals Desk ran smoothly throughout the year. The stable student work force may be attributed in part to the supportive work environment maintained by Eileen Brady, Periodicals Librarian, and Signe Evans, Senior Library Technical Assistant, who train and supervise the student assistants.

During the summer, Talia Lee, a student sponsored by the Private Industry Council, and Tiffani Johnson, College Awareness Program student, assisted in several projects in Reference including checking entries in review journals against the Library's holdings in LUIS, reshelving books and microforms, filing, and typing.

In September 1992, James Alderman, who came to work for the Library in 1974, received the Academic Affairs Award for Outstanding USPS Employee of the Year and was presented with a plaque at a ceremony in the Library Atrium. Jim is an extremely versatile employee who, in addition to reference desk duties, uses his computer expertise to maintain all CD-ROM workstations and personal computers for the Department, participates in collection development, performs online searches, and maintains stacks. Library employees rely on his experience and knowledge in problem solving. Congratulations to Jim!

I extend my gratitude to the Department for the daily demonstration of flexibility, competence, and eagerness to adapt to constantly changing and developing technology. In times of limited resources and increasing service demands, the staff members continue to provide quality service with a positive attitude.

*Sarah M. Philips*  
*Head, Reference Department*

## **MEDIA RESOURCES DEPARTMENT**

From year to year, activities in the Media Resources Department tend to change and, ironically, also remain the same. So it is with the fiscal year that ended on June 30, 1993. The year naturally included the perennial departmental operations of personnel administration, acquisitions, service, and gifts.

Personnel in the department remained constant for yet another year. Cynthia Valentine, Carol Coughlin, and Winona Davis continued to work diligently in their USPS positions; Donald Rhoades continued in his dual position with the Florida Engineering Education Delivery System (FEEDS) program and with the Public Services Division. Ruth Hackenson volunteered another 63 hours of her time for a six-year total of 701 hours. There were no student assistants this year.

The fiscal austerity of the previous year did not change either. FY 92/93 began without funds for either audiovisual material (Fund 11) or curriculum material (Fund 12). Late in the fiscal year, however, Media received \$26,000 for purchases in both categories. Because the money arrived so late, the usual stipulation that it be encumbered before June 30 did not apply. At the end of FY 92/93, the department had spent approximately \$8,500 on audiovisual material and about \$10,000 to update the Curriculum Collection. The accompanying table illustrates the budget vagaries of the last eight years:

### **MEDIA RESOURCES DEPARTMENT BUDGETS 1985-93** (Fund 11 and Fund 12 combined)

FY 85/86	27,400
FY 86/87	55,000
FY 87/88	63,000
FY 88/89	80,000
FY 89/90	108,600
FY 90/91	44,700
FY 91/92	6,645
FY 92/93	18,500

Service statistics declined slightly from the previous fiscal year. During FY 92/93, information services decreased 6%, instruction in the use of equipment 1%, equipment use 3%, and use of the picture collection 3%. However, circulation figures from the slide collection, exclusively manual transactions, increased from 4704 to 5234. This number is 10% higher than in FY 91/92 and 89% above the figure for FY 90/91.

Increase in the use of the slide collection was not an aberration but occurred as a direct result of a new procedure for charging and discharging individual slides. With this procedure, a staff member barcodes slides as they are charged out and scans the barcodes into a word processing program. To discharge slides, the staff member locates the barcode with the word processor's search command and deletes the entry. Using this system has expedited what is still a manual process while simultaneously saving time and reducing the errors inherent in manual circulation. Increased circulation of slides has both prompted and benefitted from this change.

Media also continues to support two external programs, the Florida Engineering Education Delivery System (FEEDS) program and BAR/BRI, the Florida Bar Review Professional Testing Center. In turn, FEEDS provides staffing for MEDIA's Saturday hours and BAR/BRI contributes money to the Friends of Thomas G. Carpenter Library in payment for these services. Media use by FEEDS students increased 15% from 2059 to 2412. An additional 425 students used the BAR/BRI program, up from 176 students in FY 91/92. This figure is somewhat misleading because data from July 1992 and August 1992 were not recorded. The monthly figures for the FEEDS and BAR/BRI programs appear on the accompanying tables.

Media received two notable gifts this year as well as several small gifts from members of the university community. One of the major gifts was 65 record albums from Dr. Wallace McAlpine. The other was 30 laser discs from Royal Van Horn of the College of Education and Human Services. Other faculty and staff members who made gifts to the Media's collection this year included Jack Funkhouser, Bruce Latimer, Kenneth McMillan, Cynthia Valentine, and Priscilla VanZandt.

Personnel administration, acquisitions, service, and gifts are perennial activities in the Media Resources Department. Several additional factors will affect the operations of the Media in the coming year, among these the shifting nature of information use and retrieval, continuing shortages of resources, increasing enrollments, and the possible transfer of Instructional Communications to the Library. The subsequent service demands engendered by these factors will promote Media's role in the library's service mission.

*Diane W. Kazlauskas*  
*Head, Media Resources Department*

### FEEDS PROGRAM

	<b>FY89/90</b>	<b>FY90/91</b>	<b>FY91/92</b>	<b>FY92/92</b>
Courses taught	45	54	68	73
Student enrollment	103	138	171	201
Programs viewed	720	1716	2059	2412
Universities participating	5	5	5	5



### BAR/BRI PROGRAM

	<b>FY91/92</b>	<b>FY92/93</b>
July	(no data)	97
August	(no data)	8
September	2	0
October	0	0
November	0	0
December	0	1
January	76	79
February	0	52
March	0	1
April	0	0
May	0	0
June	<u>98</u>	<u>187</u>
<b>TOTAL</b>	<b>176</b>	<b>425</b>

## GOVERNMENT DOCUMENTS DEPARTMENT & MAPS COLLECTION

When the University administration froze the Department's .5 LTA position in September 1991, the net result was a twenty percent decrease in personnel. A part time OPS employee was hired to assist with the workload, however, the money ran out before the end of the fiscal year. Because of a strong work ethic and out of loyalty to the Library, the full time staff kept the department staffed on Saturday during the Summer session beginning in May. There will be no OPS money to continue in the Fall and the normal load of processing and reference work do not allow for any schedule flexibility. The department is now below the standard set by the Government Printing Office for adequate staffing of a depository collection of this size.

Joan Pickett and I shared processing new material from the Depository Program. Again, as in so many past reports, I wish to thank Mrs. Pickett, my Senior (and only) Library Technical Assistant, for her loyalty, diligence, and willingness to do what needs to be done to accomplish the tasks at hand.

I note again an increase in all statistics of use over the previous fiscal year after weeding is taken into account. CD-ROM sources are used more frequently by the academic and, surprisingly, by the general public. 1990 Census files are now complete on CD to the census tract level, but the most heavily used CD publication is the *National Trade Data Bank*, a product from the Economics Statistics Administration. We continue to be the site that the local agent for the International Trade Administration most often refers would-be international traders to, and to which she comes to use this huge file. It's nice to be appreciated.

*Bruce T. Latimer*  
*Head, Government Documents Department*



## LIBRARY ADVISORY COMMITTEE

Because of other academic obligations, two long-time members of the Library Advisory Committee, Drs. Satya S. Pachori and Christine E. Rasche, retired from the Committee. I believe I can speak for the entire committee in expressing our thanks for their contribution and their participation in the proceedings.

The two new members appointed in their place by the Dean of the College of Arts & Sciences are Dr. David T. Courtwright, Chairman of the Department of History, Philosophy & Religious Studies, and Dr. Brian J. Striar, Assistant Professor in the Department of Language & Literature. We welcome them to the group.

The committee's work followed the established pattern with one meeting held in each main semester during the school year. The agenda of both the fall and spring meetings consisted of the Director's report and the usual question and answer period.

### LIBRARY ADVISORY COMMITTEE MEMBERS

Dr. Bruce A. Gutknecht, <b>Chair</b>	Professor	Curriculum & Instruction
Dr. Ronald J. Adams	Associate Professor	Management, Marketing & Logistics
Mr. John H. Anderson	Investigator	Campus Police
Dr. Sally A. Coltrin	Professor	Business Administration
Dr. David T. Courtwright	Professor	History, Philosophy & Religious Studies
Mr. Andrew Farkas	Director of Libraries	Library (ex officio)
Dr. Mary L. Grimes	Associate Professor	Curriculum & Instruction
Dr. Kenneth M. Jennings	Professor	Business Administration
Dr. Behrooz Seyed-Abbasi	Assistant Professor	Computer and Information Sciences
Dr. Brian J. Striar	Assistant Professor	Language & Literature
-----	(2) Students	SGA representatives

**LIBRARY STAFF**  
as of June 30, 1993

**LIBRARY FACULTY PERSONNEL**

<b>Employee</b>	<b>Date of Hire</b>	<b>Position</b>
Eileen D. Brady	9/20/74	Periodicals Librarian
Kathleen F. Cohen	10/02/73	Assistant Director of Libraries
Geraldine A. Collins	7/01/88	Head, Circulation Department
Mary L. Davis	9/01/71	Reference Librarian
Andrew Farkas	5/04/70	Director of Libraries
John M. Hein	6/01/71	Head, Technical Services Division
Robert P. Jones	1/14/72	Head, Public Services Division
Margaret A. Kaus	3/22/91	Assistant Cataloger
Diane W. Kazlauskas	1/03/83	Head, Media Resources Department
Bruce T. Latimer	5/01/73	Head, Documents Department
Sheila A. Mangum	11/01/74	Head, Acquisitions Department
Sarah M. Philips	1/12/90	Head, Reference Department
Barbara A. Tuck	3/15/92	Assistant Reference Librarian
Angela W. Randtke	7/01/77	Assistant Cataloger
Linda L. Smith	5/08/72	Head, Cataloging Department
Victoria M. Stanton	9/17/76	Head, Serials Department
Verna P. Urbanski	9/30/77	Head Cataloger

**UNIVERSITY SUPPORT PERSONNEL SYSTEM EMPLOYEES**

<b>Employee</b>	<b>Date of Hire</b>	<b>Position</b>
James E. Alderman	11/01/74	Sr. Library Technical Assistant
Shelley L. Anderson	1/18/85	Sr. Library Technical Assistant
Doris Barie	8/31/79	Sr. Library Technical Assistant
Julia M. Behler	5/11/84	Sr. Library Technical Assistant
Tracey L. Britton	6/12/92	Library Technical Assistant
Reginald Caldwell	8/25/87	Sr. Library Technical Assistant
Carol J. Coughlin	1/31/89	Sr. Library Technical Assistant
Alisa L. Craddock	10/23/89	Sr. Library Technical Assistant
Sally M. Cruze	8/10/84	Sr. Library Technical Assistant
Winona Davis (.5)	2/25/85	Sr. Library Technical Assistant

Cameletha Duncan	10/06/86	Library Technical Assistant
Signe Evans	6/03/86	Sr. Library Technical Assistant
Robert Farnsworth	6/08/87	Sr. Library Technical Assistant
David Green	11/01/74	Sr. Library Technical Assistant
Judy N. Hiden	9/15/89	Administrative Assistant
Carolyn Mobley	6/22/81	Executive Secretary
Paul M. Mosley	9/01/87	Sr. Library Technical Assistant
Ricky L. Moyer (.5)	10/25/88	Sr. Library Technical Assistant
Sandra M. Nojiri	3/04/88	Sr. Library Technical Assistant
Joan A. Pickett	10/24/83	Sr. Library Technical Assistant
Peggy B. Pruet	1/10/74	Sr. Library Technical Assistant
Rosa Rodriguez	10/06/86	Sr. Library Technical Assistant
Martha A. Solomon	9/13/71	Library Technical Assistant Supervisor
John M. Touchton	1/03/89	Sr. Library Technical Assistant
Cynthia L. Valentine	2/13/77	Sr. Library Technical Assistant

### RESIGNATIONS

David T. Andreasen	7/30/92	Sr. Library Technical Assistant
Kerry E. Solonche	8/27/92	Sr. Library Technical Assistant