

1975

Annual Report 1974-1975

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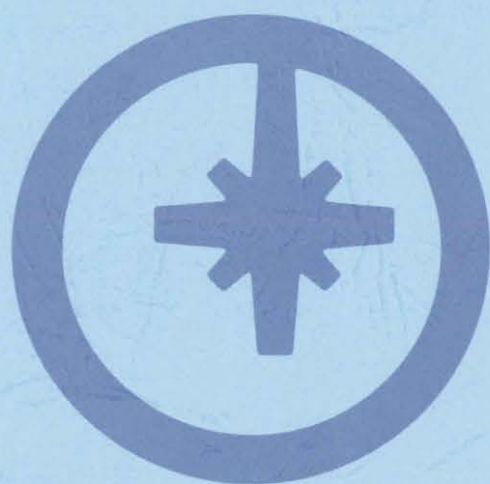
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ANNUAL REPORT

1975

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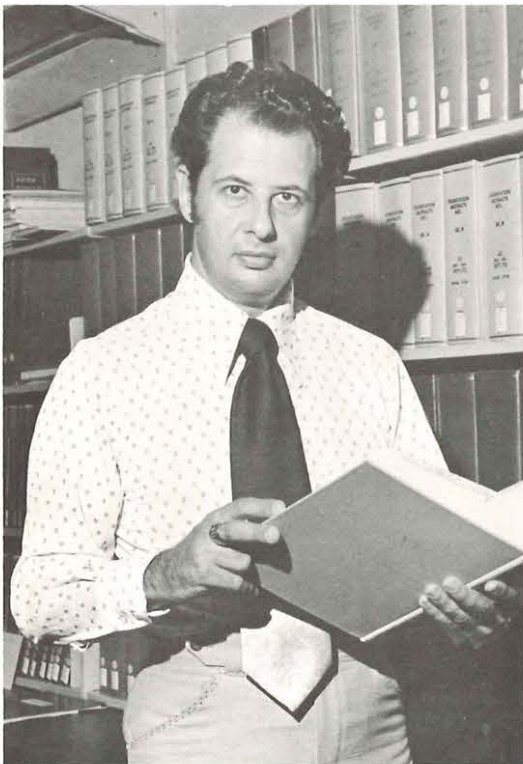
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INTRODUCTION

Three year's operation in the life of an institution can hardly be regarded as history yet. Putting it into proper perspective, it is just the end of the beginning. It is, however, enough lapse of time to allow the organization and its various administrative units, the library included, to emerge from that period of activities commonly described as "initial stages of development". It also permits an expression of hope that the continuous series of major and minor crises, the seemingly endless succession of "firsts", is about to end.

It is the absence rather than the presence of one standard feature that sets this annual report apart from its predecessors: while some departments chose to enumerate short term goals, the section of next year's objectives for the library as a whole has been deleted. This is our way of saying we do not anticipate anything unusual to occur



Andrew Farkas, Director of Libraries

not say that the UNF library is a *better* library now because we can show a numeric increase in all of our statistics. Our holdings are up, in the general as well as in the secondary collections; circulation, interlibrary loan, reference and documents transactions are up, and so

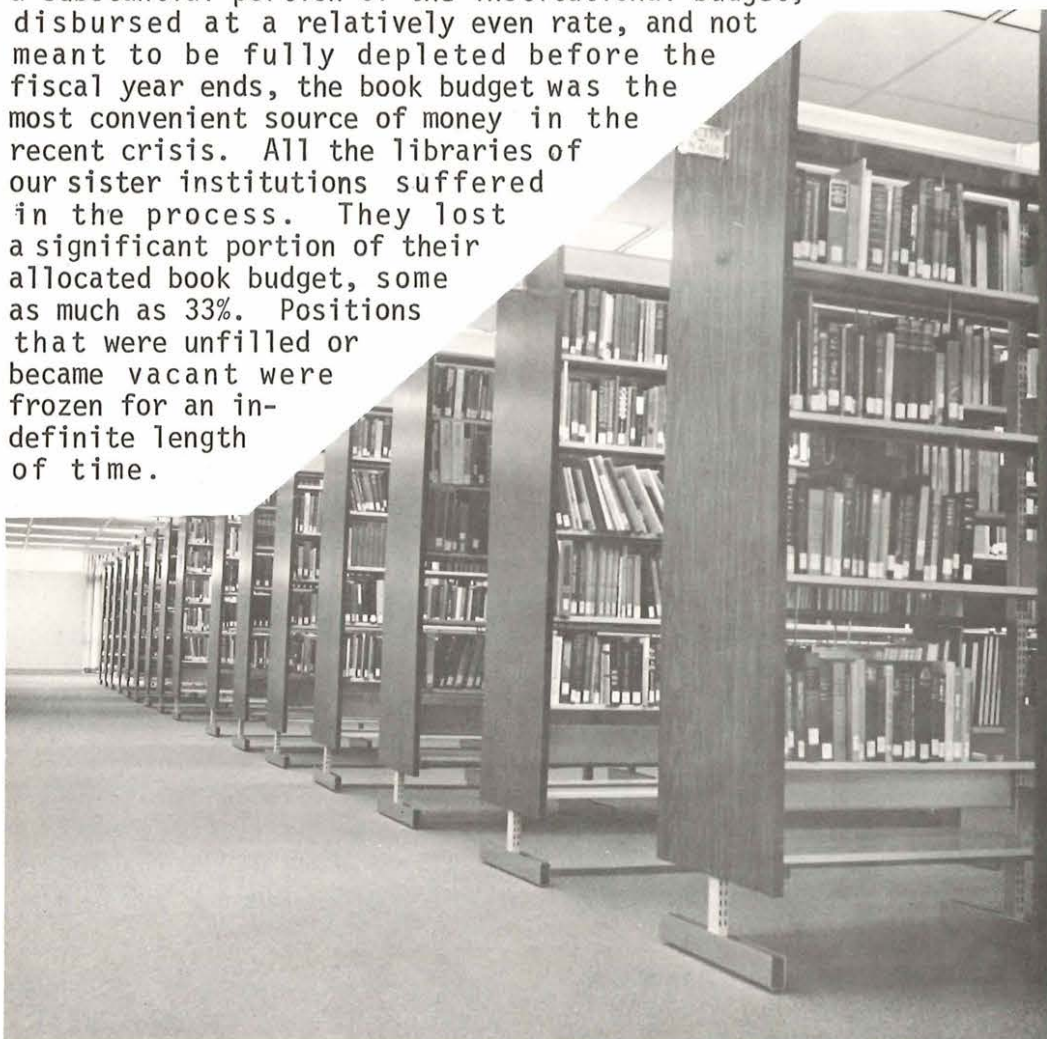
during the next fiscal year, and that we are looking forward to the welcome change of pace from operational irregularities to the trouble-free monotony of uneventful, day-to-day routine. We cannot and do not assume that this hope will materialize in full, but the circumstances at this time allow us to plan ahead with specifics in mind, rather than make the heretofore customary allowance for the unforeseen and unexpected.

A library's merits are qualitative. Whichever of its activities can be expressed in quantitative terms, the resulting statistics are collected to support a contention of quality, trying to prove the inassertable, that as far as books are concerned *more* is quality, *less* is deficiency.

This writer, opposed to such tenets and prejudgments, will

is the in-house use of our resources. The materials chosen for purchase representing our numeric gain were selected from among the best titles available in each field. We have tried to improve our services; still, the only contention we can publicly make is that we worked hard, we tried hard, and, putting the past twelve months into the correct context of our brief existence, we have had a good, productive year.

All economic ailments that beset the country made their inevitable impact felt in the State of Florida. This was a year of unprecedented belt-tightening for the State University System. Portions of allocated funds were recalled in midyear systemwide, and the SUS institutions were forced to take the money from any source they could find. As library budgets traditionally represent a substantial portion of the institutional budget, disbursed at a relatively even rate, and not meant to be fully depleted before the fiscal year ends, the book budget was the most convenient source of money in the recent crisis. All the libraries of our sister institutions suffered in the process. They lost a significant portion of their allocated book budget, some as much as 33%. Positions that were unfilled or became vacant were frozen for an indefinite length of time.



The administration of a budget is a year round concern and occupation of a library staff. Any major unforeseen reduction in allocated and budgeted funds is disruptive and destructive. Such actions in library context do not call for a correction of course or a mere restructuring of priorities, but for the discontinuation of planned activities, cancellation of orders, the abandonment of services, or the elimination of work stations.

Fortunately, such drastic measures did not become necessary at the University of North Florida. It is with deep gratitude that the library staff recognizes and acknowledges the cooperation and fiscal foresight of the university administration. When a reversal of funds was imposed by the Board of Regents, sources other than unspent book monies and salaries were sought and found to satisfy the need. The University of North Florida Library remained the only one in the entire State University System which lost neither books nor man hours as a result of the crisis.

With our funds intact we were able to continue our vigorous acquisition program. We can still truthfully state that we have not yet turned down a request for monographs. Credit here is partly due to our faculty who have not yet imposed an unreasonable demand on us. We have expanded our subscription list by 27%, but here we had to proceed with extreme caution in the face of the permanent, continuing obligation a subscription represents. The total collection has grown from 150,417 to 188,114 statistical units during fiscal year 1974-1975. For details of our acquisitions program see the departmental report and the appropriate charts.

In fiscal year 1974-1975, the UNF Library gained one professional and three career service positions. It is distressing having to report that this gain fell short of expectations. With the eleven professional positions the Library now has we still remain short of the fifteen administrative and professional positions that were initially projected as a minimum staffing requirement by the time the library opened. This is the appropriate point to note, however, that despite the prevailing shortage of help, the library staff continued to maintain its excellent work spirit and the sustained level of their collective performance deserves, once more, unqualified praise.

The new administrative and professional position was assigned to the Cataloging Department where it was most needed. The career service positions were all assigned to public services to alleviate heavy work loads and to extend coverage of critical service stations. As more new positions are created in the future, they are scheduled to be assigned to the Reference Department to allow professional coverage of the various reference stations during evening hours.

In established libraries, salaries constitute the largest single amount in the annual budget. In our instance, having remained under-

staffed since our initial years of operation, the amounts allotted to collection development have always exceeded the cost of personnel. The operating capital outlay for books in 1974-1975 was \$427,984 or 51.70% of the total library budget of \$827,781, whereas only \$364,500 or 44.03% was spent on salaries. Apart from the fact that we have fewer staff members than we could beneficially employ, the relatively low total for salaries is partly attributable to the low starting salaries of the various classes, administrative and professional as well as career service. Merit increases, when given, fail to raise salaries to a nationally competitive level. The depressed economy temporarily favors the prospective employer in recruiting promising young people to beginning positions. Once the individual is fully trained, thereby having increased his or her professional worth to his or her employer, the present salary structures make it difficult for a chief administrator to retain or attract replacements for high caliber, skilled employees. The fiscal hardships presently besetting the State of Florida do not herald immediate relief or remedy in this area. Yet manpower being the greatest asset of any organization, serious efforts in this direction would be a worthwhile investment on the part of those in a position to effect a change for the better.

Seeking to improve the salaries and status of career service library employees, the SUS library directors initiated a study in the early part of 1971. The objective was to state the need for the replacement of the single-step Library Assistant class by a multi-step Library Technical Assistant class that would grant para-professional employees a career opportunity accompanied by the appropriate progress in remuneration. At this late date it is unnecessary and non-productive to point accusing fingers at various individuals or state agencies responsible for the delay in bringing the undertaking to fruition. Suffice it to say that after three and a half years of struggle, administrative confrontations, frustrations and a series of irredeemably ill-advised decisions that had a sweeping adverse effect on morale in all nine SUS libraries, the concerted efforts of library employees, library directors and university administrators ultimately produced results that were acceptable to all parties concerned, even though they fell short of our stated objectives in many important ways. We now have a two step class of Library Technical Assistants (LTA I & LTA II) instead of the three proposed, at pay grades 16 and 20 respectively. This is not the proper place to elaborate on the relative merits or demerits of the new LTA class and whether or not it approximates the improvement sought by the university librarians. But for the sake of record the history, background and eventual replacement of the Library Assistant class had to be mentioned. In conclusion, it can be safely stated that all concerned are relieved that the well-intentioned study has been brought to a conclusion without causing undue and unintended hardships to library employees.

The structure meant to serve as the university library was conceived as a building to be completed in three separate phases. Phase I was

designed and executed as a self-contained unit, capable of accommodating all library functions at the time the university opened in 1972. Phase II was to be a wrap-around building, attached on two sides to the original building. Whereas Phase III is just now entering the planning stages, Phase II became a reality around the beginning of the 1974-1975 fiscal year. It brought a welcome relief from an ever mounting space shortage. The new addition doubled the available floor space, bringing the total square footage assigned to library activities to 60,845. Taking the bleak budgetary outlook into consideration, the collection is likely to grow at a much slower pace than we had optimistically projected at the dawn of the decade.

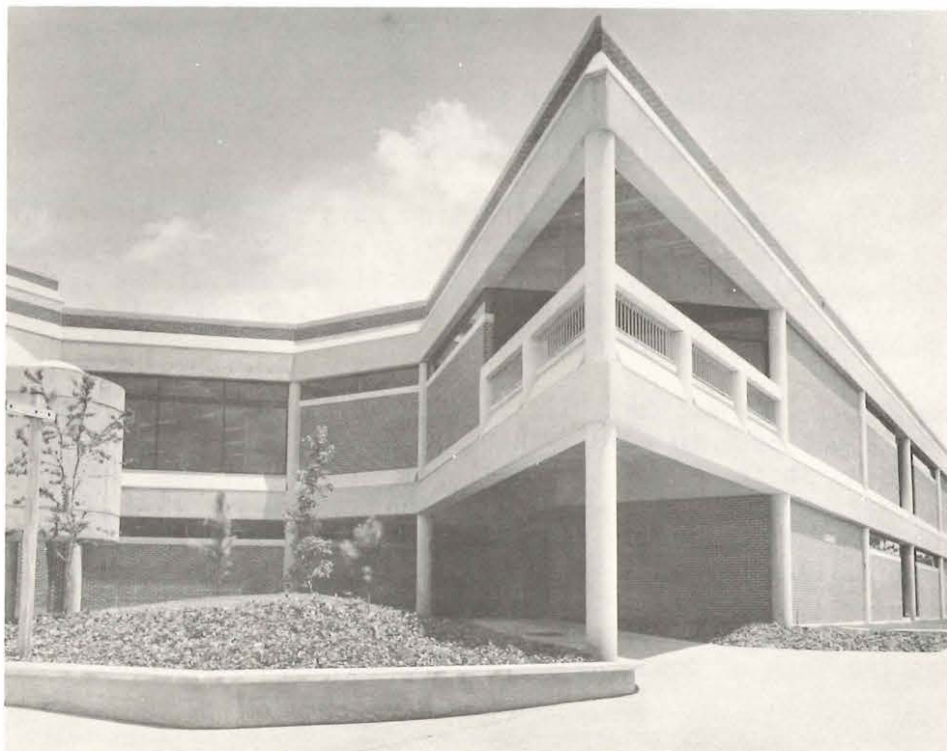


Reluctantly recognizing and accepting this reality, the library building as it now stands will probably accommodate the growing collection and all library activities until the end of the seventies. However, by 1980 Phase III should be nearing completion if a severe space shortage is to be averted.

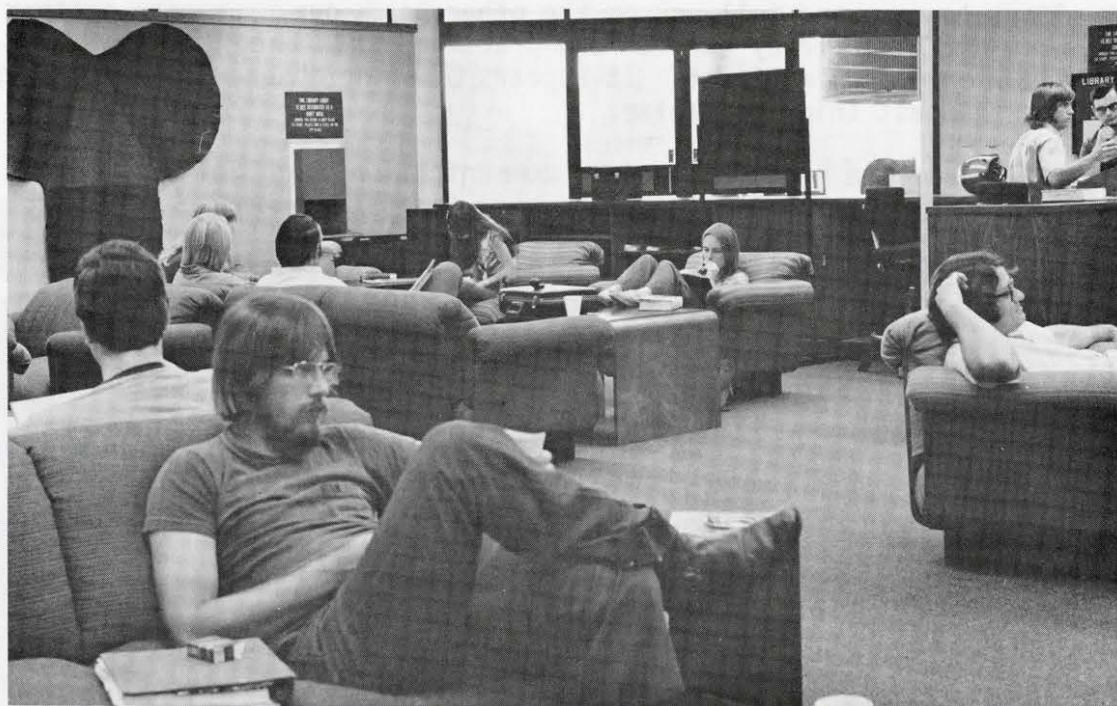
Upon the completion of Phase II, it came as no surprise to the library staff that once more we were unable to obtain outside help to assist in the stacks shift. Once the installation of the additional new shelving was completed, it was the library staff, primarily those employees in public service, who executed the reshelving of the entire congested collection, then in excess of 160,000 volumes. This was accomplished during the long break between the Summer and Fall quarters of 1974. The abstract reward of a back-breaking job well done was the lack of disarray and complaints when our students returned.

With the new addition of Phase II the library had gained a conference room and enlarged the existing one, the latter designed to accommodate committee meetings and the majority of library science classes. The Stacks area had been rearranged consolidating all serial type materials, current subscriptions as well as backfiles, in one physical location on the first floor. The user response to this arrangement has been most favorable. This area is now serviced and monitored by a professional librarian and other members of the clerical staff. Both the reference and documents areas have been enlarged within the confines of the space assigned and assignable for the purpose. As already mentioned, additional shelving and furniture had been ordered and the entire collection redistributed thereby relieving space shortage in most areas. The seating accommodations of the library have not been insufficient in the past; and with the additional furniture bringing the seating capacity to 380, the library's clientele should not have any difficulty finding suitable work stations or seating accommodations for the next couple of years. This hesitant prediction, of course, depends on the rate of increase in our enrollment. In addition to indoor seating, the library now has three balconies furnished with chairs and tables so, weather conditions permitting, students can also read and work outdoors. We have no reasons to assume thus far that the balconies represent a security problem and we are hopeful that this assumption will remain correct.

The fact that the Library's exit is not yet monitored by some electro-mechanical device is attributable solely to fiscal limitations. Although the need for monitoring the exit predictably existed since the library



opened and the results of our second inventory - June 10, 1974 - only reinforced this contention, the library staff was reluctant to recommend the installation of such a device for fear of its accusatory implications. This concern has substantially diminished, however, in the wake of the many positive comments made by a surprisingly large number of our clientele when, concurrently with the beginning of the 1974-1975 school year, an attendant has been stationed at the exit for the explicit purpose of monitoring library patrons and requesting them to demonstrate that all material leaving the building has been properly checked out. Furthermore, during the last 12-24 months, electro-mechanical control devices have been installed and successfully utilized in hundreds of libraries across the country and in nearly two dozen installations in the State of Florida, including five SUS institutions. Reliable reports testify to the effectiveness of the system and to the fact that on the whole it is a precautionary measure welcomed by the majority of library users who fully understand that such a device rather than hindering access promotes consistent and continued availability of the library's resources. Funds permitting, the University of North Florida Library hopes to acquire a similar installation in the not too distant future.



During the past fiscal year, the Southeastern Library Network (SOLINET) became a reality. Through a series of coincidences the UNF Library became the first library in the State to have its initial two terminals installed and the first Florida library to have catalog cards produced via the terminal. Although the system has been up and working for nearly half a year at the time of this writing, and the UNF Library has acquired a third terminal in the meantime, it is still too early to

assess the full value and impact of SOLINET. The possible ways in which the system can assist libraries are numerous and the functions and activities SOLINET makes possible cannot be duplicated by other means. The local implications of SOLINET appear to be a conciliatory effect on severe understaffing, de-emphasizing an otherwise pressing need for staff increase in the technical services area. Additional statements on SOLINET are to be found in the reports prepared by the technical services staff. A detailed discussion and evaluation is projected for next year's annual report.

This was the first year when we were able to make a systematic effort at soliciting public opinion regarding our services. Upon the suggestion of the Library Advisory Committee, the Library set up an open meeting for May 20, 1975. The objective of the meeting was, as stated in the published announcements, "...to give interested persons the chance to comment upon library policies and operations". Even though the meeting was well publicized in campus media and advertised by a large sign at the Library's entrance, nobody came to the meeting. In the absence of evidence to the contrary, our interpretation was that, while we may not do such an excellent job as to induce someone to make an effort to come and tell us, on the other hand, our users are neither offended nor hindered by our current practices and the library regulations now in effect. It appears that the absence of complaints is the next best thing to praise.

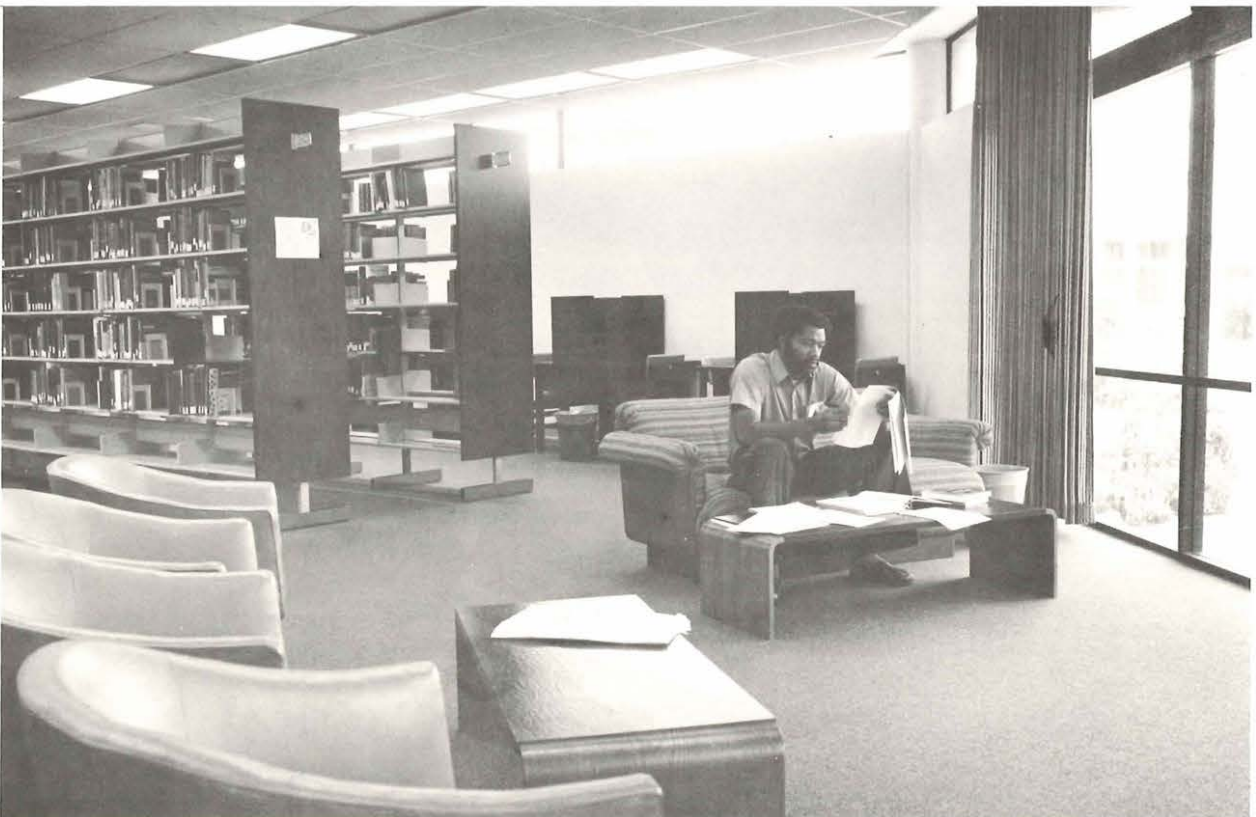
Fully aware of the need for two-way communication and good public relations since the beginning of the past fiscal year, all suggestions deposited in our suggestion box are typed verbatim and exhibited on the bulletin board in the library lobby, along with an official response by a member of the library staff. Suggestions concerning other units on campus are referred to the appropriate office or person. This system serves the purpose well and was favorably received by the students.

Staff activities were at a minimum this year. In 1974, for the first time in recent memory, the American Library Association Conference was scheduled for the first week of July instead of the end of June; thus, this report makes reference to two such conferences within the same twelve months period. While it was made feasible for several staff members to attend the 1974 conference, state-imposed restrictions virtually eliminating out-of-state travel after mid-December of 1974 prevented any of us from attending the 1975 conference on state funds in June. One of our librarians, Robert Jones, did attend the conference traveling at his own expense. In late Spring the Director was authorized to travel to the SOLINET membership meeting in Atlanta, on May 15, 1975. It is our hope and ambition to have enough funds available to allow some of our librarians to participate in next year's conference when the nation will celebrate its bicentennial and the American Library Association will be one hundred years old.

In past years we were able to conclude our annual reports on an optimistic note. Looking back on the year that just ended and looking around us in the state and in the country, it has become very difficult to display any optimism, trying to convince ourselves that better days lie ahead - that, in fact, they are just around the corner. In the past we could aim at reaching an optimum; now our immediate goal has become the desire to maintain a minimum. Before we were requesting funds to raise our level of performance and now we are eager to have the funds that will enable us to keep our standards from slipping. It would be self-delusion to anticipate imminent, sudden, substantial improvements in funding, resources, or staffing, we can only hope that any further deterioration in state support can be halted.

In conclusion, we can only promise our clientele and ourselves that we will continue in our efforts to perform to the best of our abilities with what we now have and with the small improvements we can realistically expect.

Andrew Farkas
Director of Libraries



Special thanks are in order to my secretary, whose busy fingers produced the original of this report. The gratitude is not so much for the perfect typing. *That* is taken for granted, perhaps excessively so. But I am grateful for her tolerance and infinite patience in typing, retyping and re-retyping drafts, re-drafts, final copies and post-final copies. Blame for the contents is the authors', merit for the neatness, layout and appearance of the report is hers.



Karen Kent, Secretary

I also want to express my gratitude to Professor David Porter (Fine Arts) for the cover design and Kevin Inyang (Instructional Communications) for the photography in this report.

TECHNICAL SERVICES DIVISION

This year's report on the work in Technical Services retains a separate section on the Cataloging Department, written by the head of that unit, while including the description of Acquisitions and Serials in the present general narrative on the Division. The reason for this approach is that the current writer, while carrying the title of Head, Acquisitions Department, has functioned, instead, as a spokesman and administrator for the entire Division while participating in the daily routines of each of its composite units, including Cataloging. This situation has been occasioned, in the absence of an Assistant Director for Technical Services, by the need for planning and decision-making on the divisional level, particularly during these formative years of the library's development. I begin, then, with a survey of personnel changes in the area.

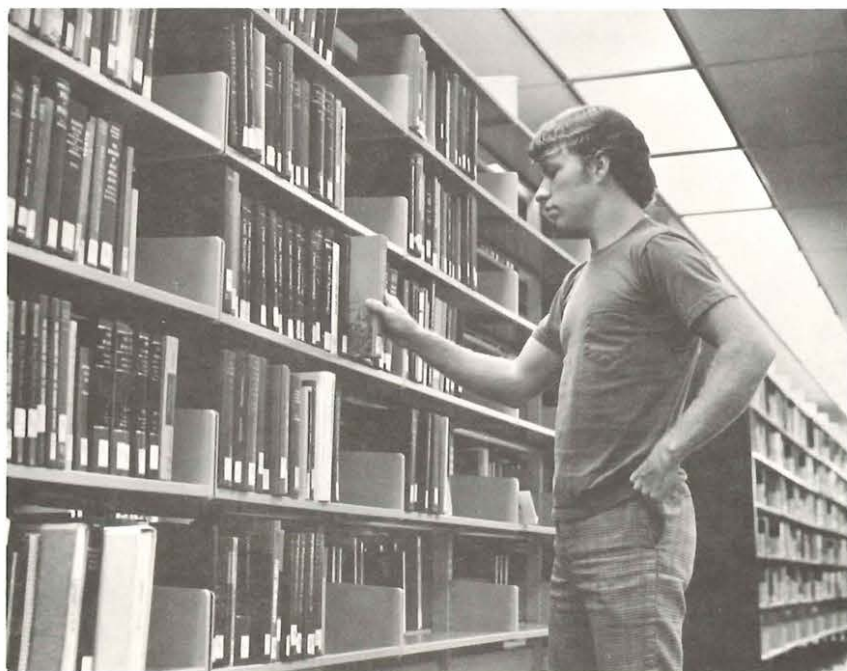
With one additional position accruing to the Division a professional librarian has been returned to full-time service in the Serials Section of the Acquisitions Department. Transferring from the Cataloging Department, the new Serials Librarian has, initially, had the responsibility of assuring that all bibliographic and cataloging functions for serials are expeditiously carried out within the section,



*l to r: John Hein, Head, Acquisitions Department; Christine Sirm,
Shirley McFadden, Ann Wyer, Arnold Wood, Virginia Johnson,
Richard Silva, Ann Henderson, Serials Librarian;
seated: Sheila Mangum, Order Librarian*

thus eliminating a former bottleneck. Having last year created the new position of Order Librarian to supervise the routines of the Acquisitions Department other than those of the Serials Section, it was with mixed feelings that we had to fill the position for the second time in its brief existence. While regretting the loss of a fine librarian to further graduate studies, it was, nonetheless, a great pleasure to add to our staff a well trained professional with the particular advantage of four year's cataloging experience. Rounding out the change in professional positions, the vacancy created in the Cataloging Department, mentioned above, has recently been filled by a candidate just out of library school.

Personnel changes at the sub-professional level were, in contrast to past years, minimal, the one exception being the Acquisitions Department's loss of the library's longest tenured library assistant, since replaced by an employee who had, for two years, served the library as a student assistant in the Serials Section. Through the generosity of the Circulation Department, the Division has gained the half-time services of an experienced library assistant, and, in a similar gesture, the Cataloging Department has made the services of the four members of the Clerical Pool permanently available on a half-time basis to Circulation, Reference, Acquisitions, and Serials respectively. While the Division strongly felt the loss (to graduate studies) of a library assistant in the Cataloging Department, the opportunity was taken to offer a full-time position to an excellent employee who had previously and on several different occasions served the library in a temporary capacity while working on special projects.



There are many indications that, during the past year, the Technical Services Division has finally matured into a more settled state with all concerned welcoming a degree of banality not experienced in previous years. Daily operations no longer give the impression of being hasty improvisation in the face of emergency conditions. Basic operating procedures are, for the most part, well established to the extent that, for the first time, alternative methodology can be calmly studied and implemented in an organized manner. Procedures seem less arcane as staff turnover is minimized and as more people share a broader knowledge of the operations of the division. With several special projects now completed which were carried out to ensure minimal standards of library operation, newly conceived projects, while important, are seen more in the nature of refinements. Of immense importance has been the physical comfort gained through the expansion of facilities just completed at the beginning of this fiscal year. Finally, greater professional strength throughout all units of the division has begun to effect a broader sharing of responsibility, both operational and supervisory. While internal conditions tended to contribute to an atmosphere of stability within the division, external events converged, not unexpectedly, to do otherwise.

In retrospect, fortuitous timing seems as good a hallmark as any to characterize the following events which, had they occurred in previous years, would have totally disrupted library operations.

On January 9, 1975 Richard Abel & Co. announced to its library customers that it was going into receivership and that assets of the company were being purchased by B.H. Blackwell, LTD., of Oxford, England, since resulting in the formation of a new company, Blackwell North America. The most visible result of this not unforeseen situation to the University of North Florida Library was an immediate cessation of the receipt of books through the Approval Program in addition to the cancellation of several thousand firm orders and several hundred standing orders for serial publications. A less noticeable, but almost more traumatic, result was the consequent necessity of attempting an account reconciliation and final settlement with the principal creditor. A resolution of this situation was finally effected to the benefit, I believe, of the University of North Florida, the details of which can be reviewed in the relevant correspondence on file.

In anticipation of the inevitable, the library had, the previous fall, begun opening contacts with other large jobbers and had, in fact, made final arrangements for the transfer of the Approval Program from Abel and Co. to the Baker & Taylor Co. in November of 1974, prior to the announcement of Abel's demise. Nonetheless, a perusal of the relevant statistics tells the tale: a drop of over 50% in receipt of materials on approval, the library's heretofore major source of acquisitions. Under the careful supervision of the Order Librarian, a much closer

scrutiny of acquisitions has been implemented, both to conform to new budgetary realities and to assure that the library does not become so uniquely involved with a single jobber as was previously the case. The preceding is, in no way, meant to be critical of either the special relationship between the UNF Library and Richard Abel & Co. over the previous four years or the role that this arrangement played in the development of the present library collections. It is plainly and singularly obvious to those of us in a position to judge that, without the services and unparalleled cooperation of Richard Abel & Co., the University's Library would simply not exist in its present form.

The Serials Section of the Acquisitions Department had, for the past year, been critically evaluating the performance of its major periodicals subscription agency, Universal Periodical Services. The conclusion of this study was that the services of Universal should be terminated such that, by the time that most renewals were being effected for 1976 in the fall of 1975, a new agency relationship would be established. As in the case of the Acquisitions Department, the Serials Section had previously begun experimenting with other jobbers, and it was one of these, F.W. Faxon Co., that was selected to handle the library's major domestic subscription list. The transfer of titles from Universal to Faxon was time-consuming but orderly and well planned. Ironically, Universal subsequently announced its sale to EBSCO, a large subscription agency out of Birmingham, Alabama. An additional vendor problem had to be faced by the Serials Section because, with Richard Abel & Co. defunct, it was necessary to transfer several hundred standing orders for annuals and other non-subscription serials to another vendor. Following the dictates of convenience, the Baker & Taylor Co. was selected to handle the majority of the library's standing orders in addition to the Approval Program in order to reduce the risk of duplication. Nonetheless, to realize more expeditious service, the Serials Section will henceforth place orders directly to the publisher for quickly outdated materials and will use specialists such as Stechert Macmillan, for foreign titles.

One service which was not interrupted despite the demise of the company was the supply of commercial cataloging kits by Richard Abel and Co., and, subsequently, Blackwell North America. However, as a charter member of the Southeastern Library Network (SOLINET), the library had long since initiated plans to transfer its major source of cataloging information and catalog cards to the on-line computer system, operation of which was initiated at this library in February, 1975. The effect of this change can already be seen in the fact that the purchase of commercial card set kits was down to 11,380 from last year's high of 19,891, a reduction of over 57%, and this despite the fact that unit costs were substantially reduced by ordering Abel kits through that company's ACTS program whereby the library searched a microfiche catalog of the Abel data base and ordered kits by citing the data base control number by which the cards were retrieved.

Parenthetically, it must be pointed out that the library also purchased several hundred commercial kits from Baker & Taylor at the inception of its new Approval Program with that company. The unit cost was much less than cataloging purchased from Abel but the format and quality were found wanting, and the practice was halted as soon as the on-line system began through SOLINET.

It is with no small amount of pride that I point to the division's relatively effortless adoption of the SOLINET on-line cataloging system. The library had been psychologically primed for this major inception during the previous two years, the payoff being, at first a healthy curiosity and eagerness to become familiar with the system on the part of all division staff members, and, eventually, an easy accommodation to the evolving use of the system specifically within the Cataloging Department. A more detailed account of the division's use of the on-line cataloging module will be found in the report of the Head of the Cataloging Department which follows. I take the opportunity, however, to record here a few critical comments evolved throughout initial experience with the system.

Only those familiar with traditional methods of generating catalog cards can understand how and why the on-line system is, despite all modifying influences, considered a panacea. For a library such as ours at the University of North Florida, already long used to dealing with computer-output catalog cards from commercial sources and having developed a stubborn dislike for all locally-produced products (generated by xerography from typed masters), the on-line system truly appears to be one in which we can both have our cake and eat it too. To wit, one is able to change and adapt published cataloging or compose original copy from scratch, as in the case of locally xero-graphed cards, and still end up with computer-output catalog cards, printed to specification and ready to file in the card catalogs, as in the case of commercially supplied kits which are not, however, always available for the particular book in hand. The on-line system is, nonetheless, very expensive, more than doubling the library's previous average price per card set generated. Furthermore, the system is extremely hardware-dependent, creating certain pressures in the workflow not previously experienced; thus, the number of books cataloged is presently a function of the number of CRT terminals available at a given time whereas, formerly, the equation had only one variable, that being the number of trained personnel available to compare the book in hand with previously extracted published cataloging. Initial experience with response time has been disappointing, further reducing cataloging output; however, being a function of central computer capability, this is a situation scheduled for improvement in the coming months. A final, more esoteric, criticism is based on the whole question of shared cataloging, a cornerstone of the on-line system. For many reasons beyond the scope of the present discussion, access to the central and consistent authority represented, for the most part, by the Library of Congress

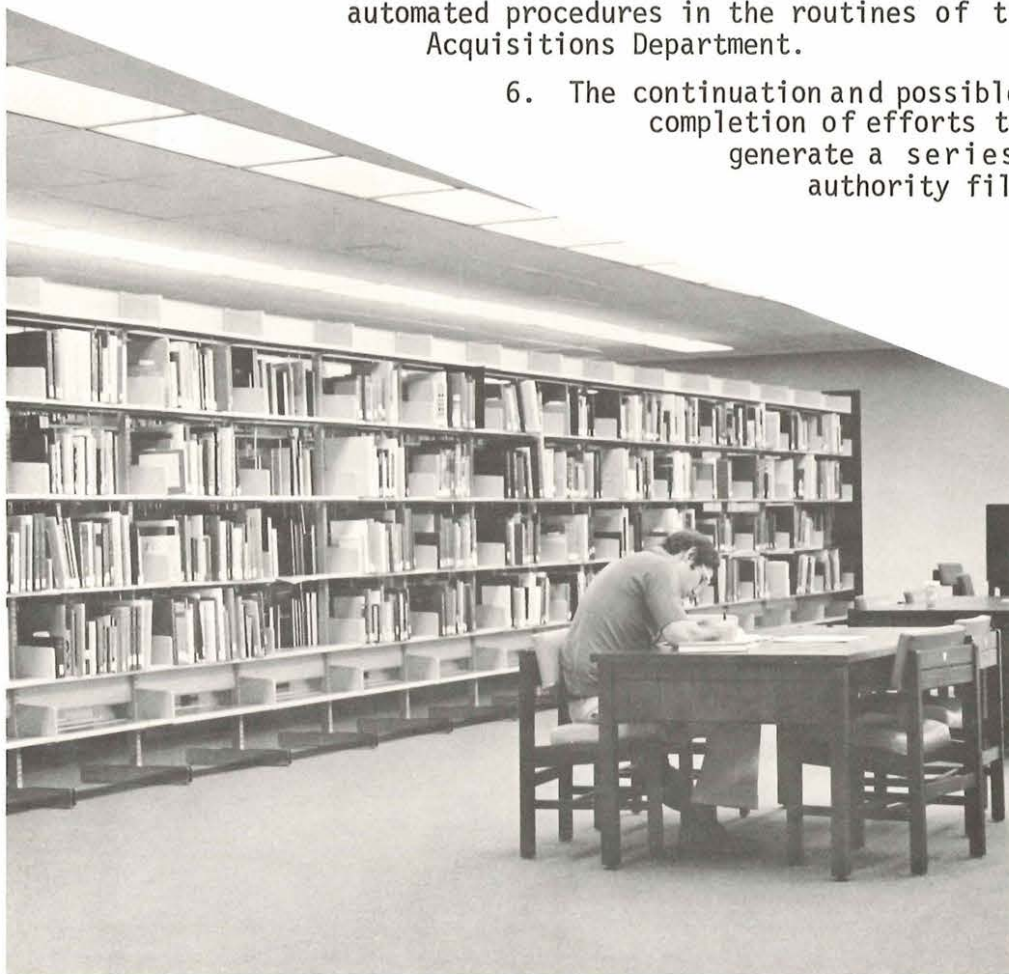
cataloging is necessary for the efficient operation of a local, minimally staffed cataloging unit such as that maintained at the University of North Florida. To the extent that locally-composed cataloging (including locally assigned classification numbers) precedes, and therefore blocks, Library of Congress cataloging for the same item, the on-line system is, in the long-run, a handicap to efficient cataloging, particularly as long as a name, subject, and series authority structure is not incorporated into the system. Happily, despite all the foregoing, on-line bibliographic control of library resources seems an assured success, and no less so at the University of North Florida where the system is already used, beyond the cataloging module, for interlibrary loan verification and pre-order searching. The division, as described in the next section, is already well into a project whereby the bibliographic description of the present collection is being converted via the on-line system to machine-readable form, the consequences of which will be very important to the future provision of information services not presently offered to the university community.

A superficial perusal of the statistics would seem to suggest that division productivity has fallen slightly during the past year. To the contrary. Whereas volumes added to the officially-inventoried collections fell by some 800 items, the completion of several major projects, in addition to the launching of certain others, more than compensates for the slight decrease in collection growth. Most tangible evidence of increased productivity is the statistic showing that the division cataloged and processed an additional 1,414 volumes of "other library resources" as part of the assumption of responsibility for the Curriculum Collection, an assemblage of materials not formally inventoried. Other similar collections such as government documents have traditionally been handled by personnel outside the Technical Services Division. Two major projects - the proofreading and refileing of the title catalog based on revised filing rules, plus the completion of a shelf inventory of multi-volume and multi-copy holdings - are more fully described in the Cataloging Department report which follows; they are listed here only as evidence of adequate division productivity.

While not yet realizing the goal of full automation of certain division operations, such as bookkeeping and order generation, an important module was implemented which aids in the processing of library materials by generating circulation cards and spine labels. The programs were written by the Head of the Circulation Department in order to ensure conformity with the needs of that department, and the system is designed to accommodate the processing formats of all the library's special collections, including FASTCAT and Curriculum materials. The most immediate benefit of the system is the elimination of the need to type spine labels for book processing while at the same time offering greater accuracy over manual operations because of extensive editing and error-checking procedures written into the programs.

Although a formal statement of library objectives for fiscal year 1975/76 is being excluded from the present Annual Report, I will end this section with the following list of goals for the Technical Services Division.

1. Continuation and possible completion of retrospective conversion of the shelflist to machine-readable form via SOLINET/OCLC.
2. Implementation of serials cataloging via SOLINET/OCLC and possible initiation of a project to generate catalog cards for periodicals and to input a detailed description of all serials holdings into the on-line system.
3. The completion of detailed procedural manuals for all Technical Services units.
4. The continuation of special projects to enhance the utility of the public card catalogs including the generation of a cross reference system for the subject catalog and the possible filing revision of the author catalog.
 5. The continuation of efforts to plan and implement automated procedures in the routines of the Acquisitions Department.
 6. The continuation and possible completion of efforts to generate a series authority file,



and, in connection with this, to transfer all series added entry cards to the public catalogs.

7. The physical expansion of all sections of the card catalog system.

The above goals, while being realistic and necessary, should not be considered absolute objectives upon the completion of which will rest the evaluation of the division's performance in the coming year. The first and strongest objective of the division must always be to maintain an acceptable flow of new materials into the collections, and, if the past can be any guide in the matter, a great deal of operational flexibility is necessary in order to accomplish just this single objective.

John Martin Hein
Head, Acquisitions Department

TECHNICAL SERVICES - CATALOGING DEPARTMENT

The major event within the Cataloging Department in fiscal year 1974/75 was the introduction of on-line computerized cataloging through the library's membership in SOLINET, the Southeastern Library Network. SOLINET is, for the duration, a member of the Ohio College Library Center, OCLC, and at present makes use of the OCLC data base in Columbus, Ohio. Prior to the actual installation of the system's CRT



l to r: Martha Lane, Bill Piekarski, Linda Lockwood, Acting Head, Cataloging Department; Mary Palm, Florence Prothman, Noreen Hamrick, Carolyn McIlwain, seated: Eileen Brady, Reavelle Stephenson

terminals, various professional members of the department attended training workshops in Atlanta, Ga. and Tampa, Fla. These meetings were designed to acquaint librarians with the bibliographic structure of the computerized catalog record. Two CRT terminals were installed in the Department in the beginning of February and immediately were put into use in library operations.

During a preliminary "guest" period on the system during which card sets could not be produced via the terminals, the data base was used primarily for searching and training purposes. A series of departmental training sessions were held, similar to the official workshops given by SOLINET, for library assistant personnel. These workshops were designed to acquaint staff members with the operation of the terminals, the bibliographic organization of the data base and the structure of machine-readable catalog records. Basic search routines were carried out by all Cataloging personnel, including clerical employees, to allow everyone an opportunity to participate in the automated

system. After the "guest" period, when the library was authorized to produce cards, an official joint training session for the University of North Florida and Florida Junior College was held at the Library by SOLINET personnel in March. Basic techniques of terminal operation were reviewed and technical questions were answered during this meeting.

At this point, two on-going phases of terminal use began. The library began input of its shelflist into the data base through a Florida State Library project, COMCAT. Utilizing COMCAT funds, both departmental staff and additional employees hired for the project began systematic checking of the library shelflist against the records already present in the data base. The Library's holdings symbol is attached to all records "matched" exactly in the data base - the data base record is "up-dated" with the library's three-initial symbol. A primary use of the system is for interlibrary loan, using the library holdings symbols displayed at the bottom of each record. Those titles not located are input as new catalog records. The COMCAT project, the goal of which is the creation of a state union book catalog of the titles held by the state university and large public libraries, will continue through December, 1975. The Library is committed to a complete input of one-third of its shelflist, or approximately thirty-three thousand (33,000) titles. Concurrently with this retrospective conversion of the shelflist, as a part of the COMCAT project, and as an on-going part of the department's cataloging procedures, all current in-house and commercial card sets are now checked in the data base for "up-dating" or input as new records.

The second phase of continuous terminal operation is the routine cataloging, including the production of card sets, of all current monographic titles. This phase of OCLC/SOLINET implementation is having the most profound effect on departmental operations, necessitating a re-organization of several basic technical services procedures. New methods of organization and operation in both the book and card processing areas are now in experimental stages. The practice of ordering commercial card sets ended early in 1975. Librarians and library personnel are now performing complete cataloging operations on the terminals on a routine basis. Clerical personnel are being incorporated into both the COMCAT and the new cataloging systems using workforms in a relationship to terminal input very similar to the use of a cataloger's traditional instruction slip for the typing of cards.

The terminals are also in constant use on a regular basis for pre-order and other bibliographic search and verification, interlibrary loan search, and limited serials searching and cataloging. Due to this intensive use, the library successfully negotiated to purchase a third terminal and a regular schedule of use has been established for each terminal for the majority of available on-line time. Each unit is operational from 7 A.M. to 10 P.M. every weekday.

The reorganization and adjustments necessitated by the introduction of

the automated system caused some reduction in the titles cataloged count for the year to 15,144. It is anticipated that the on-line system will not only allow a significant increase in the number of titles cataloged but also permit a more efficient operation of the entire cataloging process. It is anticipated that catalog records for many of the more difficult titles now in the backlog or FASTCAT collection will be found in the data base, having been input by the larger university libraries. In addition, initial experience indicates that approximately half of the currently received books already have cataloging present in the data base and these materials are cataloged immediately, never entering the FASTCAT processing system. As noted above, catalogers can make use of workforms to allow input on the terminal by clerical personnel or original and new record cataloging. Finally, all cards produced on the terminal arrive in correct filing order with raised headings. This arrangement eliminates, for an increasingly large number of titles, the typing of a card master, reproduction of card sets, sorting of cards, and typing of headings. The effect of these and other changes in technical services will be the basis of a new departmental manual, the completion of which will be a primary objective of the department in fiscal year 1975/76.

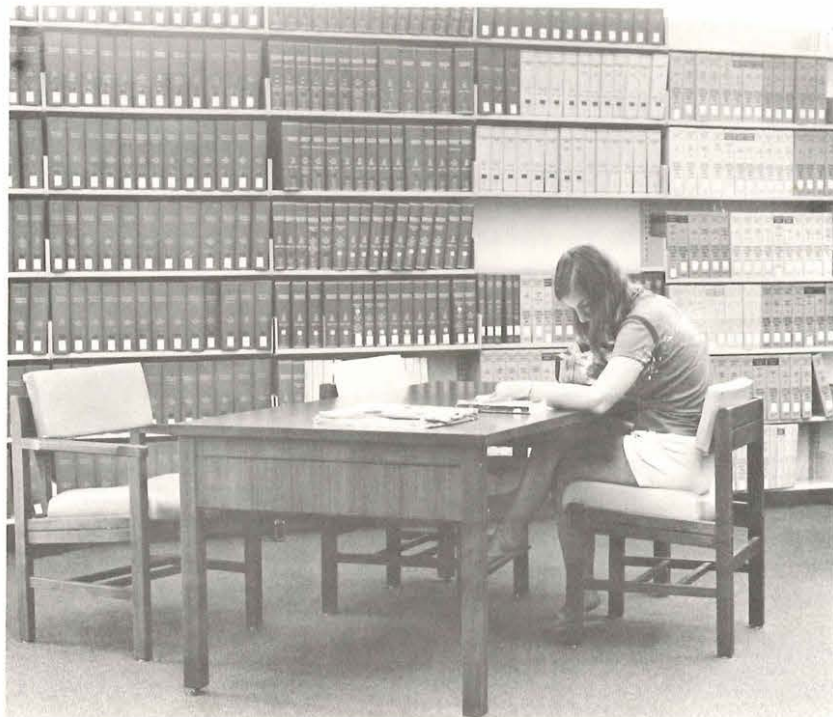
Other activities in the Cataloging Department included the completion of several major projects and the continuation of others. The holdings shelflist check - to verify and record in the shelflist and title catalog the library's holdings of multi-volume sets and monographic copies - was completed. The provision of holdings information in the title catalog has, as anticipated, been very useful to both the public and library staff. The completion of the holdings check marks the end of the major shelf inventory of the basic collection begun in 1973.

The work continued in the various public catalogs to improve the level of bibliographic integrity of the catalogs and their general ease of use for the public. The typing of the filing element as headings on the added author cards in the author catalog was completed. The headings make the author catalog easier to use and facilitate filing. The title catalog was entirely refiled and the filing title standardized to a short title. The Department's filing rules for the title catalog were entirely revised and expanded to incorporate the changes instituted during the refile project. A system of guide cards and cross-references was begun during the project and the necessary machinery set up to maintain and keep the guide system current. An effort was also made during the project to replace illegible or poor quality cards. The new edition of Library of Congress subject headings was not published in early 1975 and it was necessary to postpone the beginning of a cross-reference system in the subject catalog. As soon as this new edition appears, an extensive subject catalog project should begin, completion to be attempted in fiscal year 1975/76.

An additional project, which began during 1974 and is now a routine part of Departmental responsibility, is the curriculum collection.

The Library, in cooperation with the College of Education, began a regular program of receipt of curriculum materials composed largely of state-adopted textbooks and reading series, children's literature titles and instructional kits. It was necessary to develop a separate classification scheme and special cataloging and processing procedures for this collection. After an initial period of consultation with members of the education faculty, these materials are now being cataloged and processed on a routine basis. At the end of June, 2,347 volumes of curriculum material had been cataloged. A great deal of work is still necessary to incorporate various types of audio-visual materials into traditional procedures, train all catalogers in the curriculum routines, and develop a written manual.

Another area which will receive more attention in 1975/76 is the organization and treatment of series throughout the entire technical services bibliographic structure. In 1975, a long-term project began to move the series entry cards from the separate catalog, in which they were being temporarily housed, to the public catalogs, filing the title series cards in the title catalog and the author series cards in the author catalog. As the necessary accompaniment to this process, a series authority file is being created which will remain with the technical services area. This authority file will act as the central depository of all decisions concerning the proper handling of a series in the Library.



The Cataloging Department has designated the following as objectives for fiscal year 1975/76.

1. Develop a Departmental manual based on the use of on-line cataloging techniques, incorporating traditional procedures.
2. Complete the implementation of the OCLC/SOLINET system, establishing procedures for routine on-line cataloging, automated production of catalog cards, and the subsequent routing of cards to be cataloged.
3. Fulfill the library's COMCAT commitment to input one-third of its shelflist into the automated system and, as far as resources and time permit, to exceed this goal.
4. Continue efforts to improve the quality of the public catalogs, including the provision of a cross-reference system in the subject catalog.
5. Continue the formalization of curriculum procedures, the training of departmental personnel in curriculum cataloging routines, and the development of a collection manual.

Linda S. Lockwood
Acting Head, Cataloging Department

PUBLIC SERVICES DIVISION

An in-depth report of the activities of Public Services during 1974/75 will be provided in the sectional reports dealing specifically with Circulation, Documents, and Reference. However, since this was a year in which many new operations were implemented and others stabilized, a few accomplishments are noteworthy and will be mentioned here.

Reference services were broadened: upon the completion of Phase II construction, approximately 13,000 volumes of bound periodicals were assembled in one room to form the Periodicals Collection. Housed in this same area are Scarce/Valuable materials, Maps/Atlas Collection, ERIC Documents, University Archives, and Pamphlet Files. The combination of all the aforementioned materials makes up Special Collections, a new service point for Reference.



Miami Dade Community College North Campus Library relinquished its U.S. Depository Library designation and we were the recipient of more than 2,000 gift items from their documents collection. All of these documents have been completely cataloged (according to SOD) and incorporated into our Documents Collection.

In an attempt to bridge the communication gap between the Library and Finance and Accounting, the Circulation Department successfully implemented an automated receivables system. This new system provides for checks and balances between the two offices.

Many new avenues of service to our public were opened during the 1974/75 fiscal year and many old ones up-graded. It is our goal to seek new and better ways to serve our users.

PUBLIC SERVICES - CIRCULATION DEPARTMENT

Unlike the first two developmental years when policy had to be dictated and implemented in the face of actual situations, this year the Circulation Department has been able to settle into standardized routines. Manuals covering all aspects of the department's operations have been written. This has benefited all concerned in that all Circulation personnel can now function with uniformity and consistency.

Phase II was completed in time for the materials to be shifted into the new areas by the beginning of the Fall Quarter. While the general stack areas on the second floor appear to be ample for our needs, we have already experienced space crunches in the service areas (Reference, Documents, and Periodicals) on the first floor.

CIRCULATION OPERATIONS SECTION

Circulation has been automated for this entire fiscal year with the Mohawk Data Sciences Circulation System. Appropriate program modifi-



*l to r: Dick Grefe, Peggy Berry,
Bob Jones, Head, Circulation Department*

cations and development have been effected to improve service and accommodate more automated activity. We are continuing development of on-line computer systems for direct updating of our files.

In the face of considerable losses of inventory the Circulation Department for the first time established a security check station at the front exit. This has been received positively by our clientele. Needed materials apparently have been more readily available than in the past. This operation utilizes student assistants during the day and (new) Clerk II positions for the night and weekend hours.

Whether or not the increased efficiency of the circulation checkout terminals or the existence of the security check station is the reason for it, the circulation statistics for this year show a significant increase.

We have developed an automated receivables system which keeps track of both active and closed charges and has been extremely successful in closing the communication gap between the Library and the Cashier's Office. It also provides cross checks between the records in the two offices.

In December we had to abandon the mailing of courtesy notices (overdue notices sent before fines are actually due) because of postage costs and the effects of the financial crunch. This has not been well received by our clientele who had come to depend on this service; this situation continues to be a point of contention between the library and its public. As a result we are hesitant to begin any service which may not be supported in the time of financial crisis.

Our student assistant OPS budget has not been increased in two years, yet our level of service and responsibility has steadily increased. Because we must stretch our funds through holiday periods and maintain 82 hours of service per week, our pay scale has necessarily been kept at a minimum wage, making it very difficult to compete on campus for available student labor, which itself is in short supply. This year we again had to request additional funds to carry us to the end of the fiscal year. Fortunately the university still had funds available and our request was granted.

We continue to provide circulation services 82 hours per week, on a 7 day schedule.

RESERVE PROCESSING SECTION

Working within uniform and consistent guidelines we have been able to establish a good rapport with the faculty and still maintain the facility within manageable limits. The faculty have actively assisted by submitting realistic, meaningful requests; pulling the volumes for processing; and maintaining communication with the Reserve Department. As a result, the processing of materials for Reserve has been faster, quarterly change-overs have been smooth and Reserve circulation has increased. It is our hope in the future to be able to provide more feedback to the faculty regarding the use of Reserve books.

INTERLIBRARY LOAN SECTION

With the fiscal restraints put on the State University System libraries in buying new books this year, an overwhelming burden has been placed on the interlibrary loan system. The University of North Florida Library was one of the few libraries still in the position to buy books at the end of the fiscal year and interlibrary loan requests of us did increase.

At the same time the SOLINET system greatly eased the searching/verifying/locating process; it also opened a multitude of new "known" sources for materials all over the country.

Closer relations have been established with the Borland Medical Library and the Florida Division of Health Library. With the adoption of the state-wide Interlibrary Loan Code, the beginnings of closer interlibrary cooperation have been realized. We look forward to the COMCAT program to further enhance interlibrary lending.

Robert P. Jones
Head, Circulation Department

PUBLIC SERVICES - DOCUMENTS DEPARTMENT



*l to r: Kathleen Cohen, Head,
Documents Department, Glenda Morris*

This past year has seen continued expansion and use of the documents department. Since the documents department is now located between the Reference and Index/Abstract Collections, and is passed by students on the way to the Periodicals room, more students are aware of the existence of the collection. The compilation of subject bibliographies which includes documents also makes students aware of the resources available in the collection.

The UNF Documents Collection was the recipient of over 2,000 documents from the library of Miami Dade Community College North Campus Library. Much of the year was spent cataloging and assimilating these documents into our collection. The most notable acquisitions this year have been the complete U.S. Decennial Census Publications, Population and Non-Population, 1790 through 1960, and the 1970 Census of Population and Housing, on 360 reels of microfilm.

*Kathleen F. Cohen
Head, Documents Department*

PUBLIC SERVICES - REFERENCE DEPARTMENT

The fiscal year 1974/75 was one of continued growth and development for the Reference Department. This year the staff increased, services were amplified, and the collection expanded in size and comprehensiveness.

One Library Technical Assistant position was added to the Reference Staff. In order to increase evening and weekend coverage, the position was split, thereby providing two part-time LTAs. Reference coverage was sixty-four of the eighty-two hours of library service.

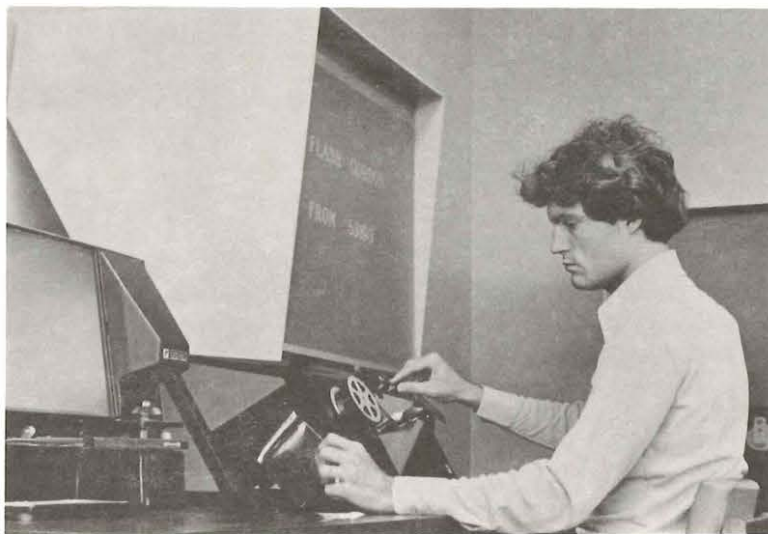


l to r: Erma Daise, Mary Wright, Dorothy Williams, Head, Reference Department; Nancy Vermeulen

Upon the completion of Phase II of construction, a new dimension, a periodicals section, was added to reference services. Periodicals and newspapers, backfiles (hardcopy and microformat), and current issues are now housed together in the periodicals room. The accompanying hardware for the microformat materials is located in the same area. All other special collections are now housed in this area (ERIC, Scarce/Valuable materials, Maps/Atlas Collection, Pamphlet File, and Archives). This section is known as "Special Collections" and is served full time by a reference librarian.

This year several bibliographies were prepared. Many of these were generated by faculty request, while others were prepared for informational purposes. Noteworthy ones are as follows: Selected Bibliography on Women, Development of Black Colleges in the U. S., Collective Bargaining in Education, Intelligence Testing, Finance, Hypnosis, and UNF periodical holdings in Science, Business and Education. Several bibliographies are presently in progress, including one on Creativity and the holdings of the Pamphlet File.

This year the staff conducted a systematic survey of the reference collection and determined that there were some areas in which weaknesses existed. Literature relating to those areas as well as faculty members were consulted to ensure that the books selected would meet present and future needs. Orders were generated based on our findings.



Members of the staff have also become more involved in the acquisition program based on the approval plan and are working with the approval books and slips. This ensures that the potential reference books are properly designated. This action on the part of the reference staff has precipitated a comprehensive reference collection development program.

Included in other developments in the department are four expanded services. A so-called mini-course designed to teach library skills was implemented and taught as a joint effort by the library and the Academic Enrichment and Skills Center. Extensive work was done in the area of University Archives, which included the indexing of newspaper articles on the University's history from 1972 to 1974. Three minor

collections were added to our existing ones - "Annual Reports of Corporations", "Statistical Abstracts of States", and "Manufacturing Directories of States". Finally, some one hundred requests for ERIC searches and/or duplication of microfiche from the Florida Educational Resources Information Center in Tallahassee were initiated.

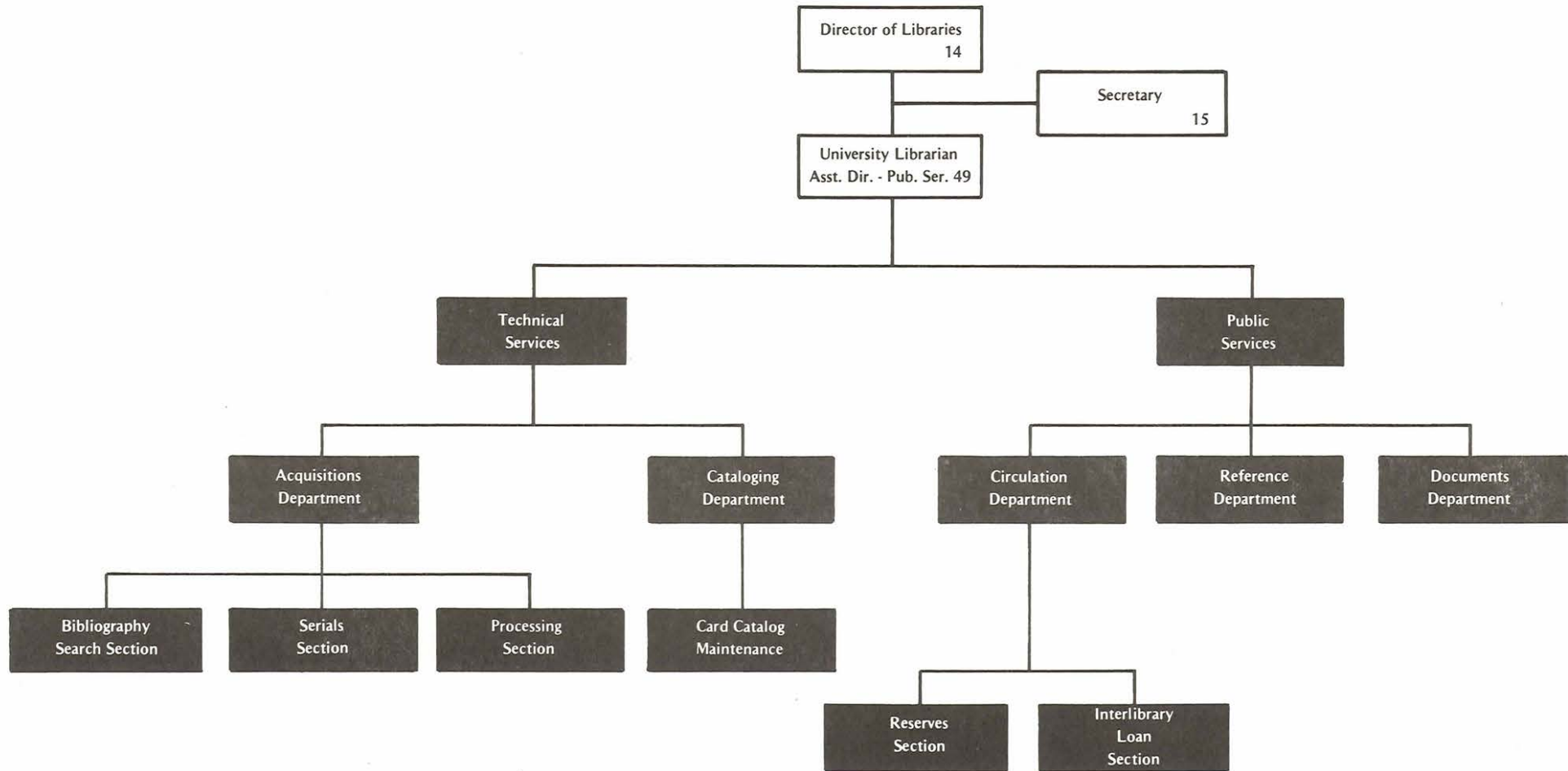
The Reference Department enjoyed a fairly progressive year and is planning to improve the existing services and provide additional services in order to better serve the research needs of the University Community.

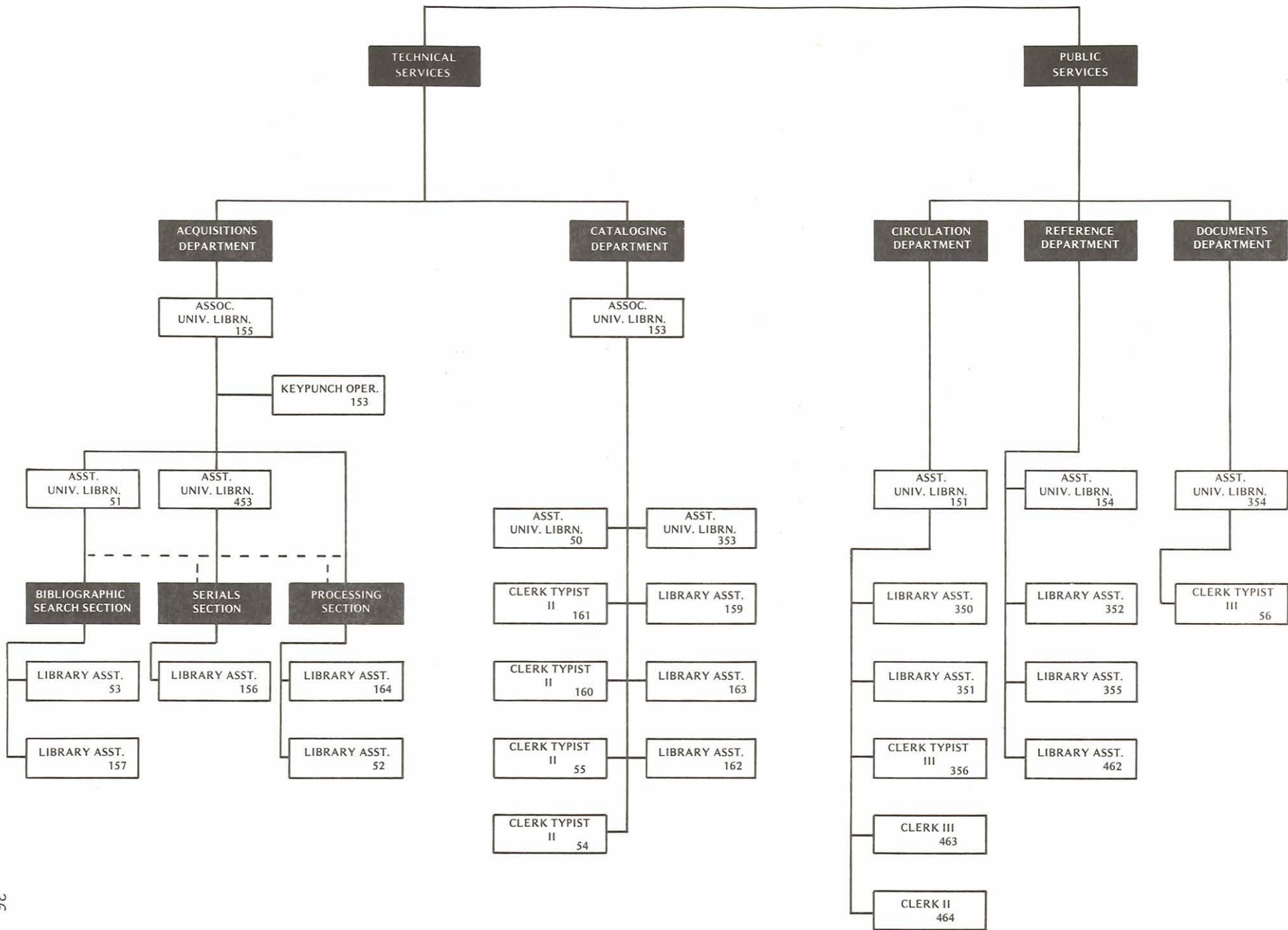
Dorothy P. Williams
Head, Reference Department

UNIVERSITY OF NORTH FLORIDA LIBRARY

Table of Organization

1974 - 1975





UNIVERSITY OF NORTH FLORIDA LIBRARY

A & P Personnel

PROMOTIONS

LINDA S. LOCKWOOD and *ROBERT P. JONES* received budget title reclassifications from Assistant University Librarians to Associate University Librarians. These promotions became effective July 22, 1974.

CHANGES

ANN B. HENDERSON accepted the position of Serials Librarian in November 1974, after completing one year as an Assistant Cataloger. She continues to carry the budget title of Assistant University Librarian.

DEPARTURES

KATHRYNE B. STEFFENSON resigned from her position as Order Librarian effective September 13, 1974 so that she could pursue her Master's degree in English.

NEW EMPLOYEES

SHELLA A. MANGUM joined our staff on November 1, 1974. She received her undergraduate degree from the University of Vermont and her M.S. in L.S. from Louisiana State University. Prior to her employment with us, she spent four years as an Assistant Librarian in the Cataloging Department of the University of Florida Library. Ms. Mangum assumed the position of Order Librarian.

WILLIAM G. PIEKARSKI joined our staff on February 7, 1975. He received his B.A. in History from State University of New York at Binghamton and his M.L.A. from State University College of Arts & Science at Geneseo, New York. Mr. Piekarski assumed the position of Assistant Cataloger.

UNIVERSITY OF NORTH FLORIDA LIBRARY

STAFF ACTIVITIES - Highlights

- July 3-5, 1974 John Hein and Linda Lockwood attended the Library of Congress Conference on Serials in Washington, D.C.
- July 7-13, 1974 Andrew Farkas, John Hein, Robert Jones, Linda Lockwood, Florence Prothman and Dorothy Williams attended the American Library Association Conference in New York City.
- September 10-13, 1974 Andrew Farkas served as a member of the Southern Association of Colleges and Schools Accreditation Team to Tyler State College, Tyler, Texas.
- October 2, 1974 Ann Henderson and Linda Lockwood attended SOLINET meetings in Atlanta, Georgia.
- October 17-19, 1974 Kathleen Cohen, Erma Daise and Ann Henderson attended the Southeastern Library Association Conference in Richmond, Virginia.
- November 10-13, 1974 Dorothy Williams served as a member of the Southern Association of Colleges and Schools Evaluating Committee to Jones High School in Orlando, Florida.
- November 19-21, 1974 Andrew Farkas participated in the Executive Seminar on the Improvement of Library Management held at the Residence Center of Florida Technological University, Orlando, Florida.
- December 3, 1974 John Hein, Ann Henderson, Linda Lockwood, Sheila Mangum and Florence Prothman attended the SOLINET Training Meeting at Tampa, Florida.
- May 2-5, 1975 Sheila Mangum attended the Annual Meeting of the Florida Library Association in Orlando, Florida where she presided over the meetings of the Technical Services Caucus in the absence of the caucus president.
- Robert Jones, who also attended the F.L.A. Conference, participated in the drafting of the Statewide Interlibrary Loan Code which was subsequently approved and implemented.
- May 15, 1975 Andrew Farkas attended the annual SOLINET Membership Meeting in Atlanta, Georgia.

Staff members attended interinstitutional meetings in various locations as the meetings were called.

FULL TIME CAREER SERVICE PERSONNEL

Employed in the Library as of June 30, 1975

<u>NAME</u>	<u>DATE OF HIRE</u>	<u>POSITION</u>
Peggy A. Berry	1/10/74	Clerk Typist III
Eileen M. Brady	9/20/74	Library Technical Assistant II
Linda C. Carter	9/10/74	Library Technical Assistant II
Noreen E. Hamrick	1/20/75	Clerk Typist II
Virginia Johnson	5/09/75	Keypunch Operator
Karen Kent	5/29/70	Secretary IV
Martha A. Lane	9/31/71	Clerk Typist III
Richard F. Grefe	9/30/74	Library Technical Assistant I
Shirley L. McFadden	7/12/71	Library Technical Assistant II
Carolyn McIlwain	3/19/73	Clerk Typist II
Glenda J. Morris	8/23/74	Clerk Typist III
Mary F. Palm	4/05/74	Clerk Typist II
Maria F. Penderleith	7/16/73	Library Technical Assistant II
Wynona Saddler	8/23/71	Library Technical Assistant II
Christine A. Siim	11/29/71	Library Technical Assistant II
Richard P. Silva	11/15/73	Library Technical Assistant II
Reavelle Stephenson	8/07/72	Library Technical Assistant II
Nancy L. Vermeulen	10/08/73	Library Technical Assistant II
Arnold A. Wood	9/21/73	Library Technical Assistant II
Mary L. Wright	9/01/71	Library Technical Assistant II

During this year, *Bruce T. Latimer*, Library Technical Assistant, was granted a 12 month leave of absence for further academic studies. He is pursuing his Master of Library Science degree at Florida State University.

Terminations Prior to June 30, 1975

<u>NAME</u>	<u>DATE OF HIRE</u>	<u>TERMINATION DATE</u>
Karen M. Adams	1/10/75	4/24/75
Patricia B. Cannon	8/30/71	8/08/74
Nancy J. Hughes	6/21/74	12/23/74
Delma S. Lewis	10/26/70	9/05/74
Susan E. Mole	9/21/73	9/19/74
Gregory B. Padgett	9/25/74	8/16/74
Ella Sue Santana	10/24/72	4/24/75

GRANTS

During the 1974/75 fiscal year the University of North Florida Library was the recipient of a grant under the College Library Resources Program, funded through Title II, Sections 202 and 203, of the Higher Education Act of 1965 as amended. Due to fiscal restraints placed on the funding office, this year's grant in the amount of \$4,235.00 was slightly less than the ones of previous years. The funds were expended to supplement the acquisition of print materials for the Curriculum Library we were establishing in support of programs of the College of Education.

The Library, as a member of the Interlibrary Cooperation Communications Network with the Florida State Library, also received a grant for \$930.00 to help support our Interlibrary Cooperation Program.

NOTABLE ACQUISITIONS

With the expansion of the curriculum and an increase in the faculty, we can consider ourselves fortunate to have been able to satisfy all routine demands for book purchases in addition to a growing list of periodical subscriptions. Nonetheless, the library cannot afford the luxury of setting aside funds for special items, and, consequently, our list of notable acquisitions is a particularly short one this year. The following two items have been added to the library's Special Collections:

Leonardo da Vinci.

The Madrid Codices. New York, McGraw-Hill, 1974.

5 volumes, bound in red Morocco with gold lettering and trim (to match the original edition in the Royal Library, Madrid). The library's copy is number 101 in a special edition of 985 sets. Volumes 1 and 2 contain facsimiles of the Leonardo notebooks, discovered in the Biblioteca Nacional Madrid in 1965, known respectively as: "Tratado de estatica y mecanica en italiano, 1493", "Tratados varios de fortificacion, estatica y geometria escritos en italiano". Volumes three through five contain modern translations and commentary on the notebooks. A special sixth volume is a certificate of authenticity of this important addition to the library's growing collection of da Vinciana.

Wells, Herbert George.

The Works of H. G. Wells. New York, Scribner, 1924-27.

Published in 28 volumes of which volume 1 is signed by the author. The library's copy is number 341 in an edition of 620. Pages uncut. In noting the acquisition of this set it must be pointed out that the library was not aware of the special value of the material prior to its receipt due to an incomplete description in the vendor's sales list.

LIBRARY SCIENCE PROGRAM

The undergraduate Library Science Program continued this year. The curriculum was expanded to include one course never given before: LIS 306, Library Administration. It was team taught by four librarians covering school, junior college, university and public library management. The participating instructors were, in alphabetical order: Harry E. Brinton, Director of the Jacksonville Public Library System; Andrew Farkas, Director of Libraries, University of North Florida; Mary Alice Webb, Director of Program Development, Kent Center, Florida Junior College at Jacksonville; and Dorothy P. Williams, Assistant Director of Libraries, University of North Florida, formerly Head Librarian of Raines High School of Jacksonville. The end results can be called a modest success. Weaknesses and shortcomings in the course will be corrected by the time it is given again.

Our Library Science Program was designed primarily to provide the opportunity for school teachers and other qualified individuals to accumulate the necessary credit hours to obtain state certification for school librarianship. We are pleased to report that in 1975 our efforts produced the first "graduate", a young lady who has earned her state certification with the aid of our courses.

The program continues to be an overload for the Library and Instructional Communications staff. The statistical breakdown for 1974/75 is as follows:

COURSES TAUGHT 1974-1975

<u>Quarter</u>	<u>Course No. & Title</u>	<u>No. of Credits</u>	<u>No. of Students Enrolled</u>	<u>Student Credit Hours</u>
Fall 1974	LIS 303: Introduction to Cataloging and Classification	5	9	45
Winter 1975	LIS 305: Audio-Visual Services in Libraries	5	18	90
Winter 1975	LIS 302: Introduction to Library Materials/Acquisitions	<u>5</u>	<u>13</u>	<u>65</u>
	SUB TOTAL	10	31	155
Spring 1975	LIS 305: Audio-Visual Services in Libraries	5	10	50
Spring 1975	LIS 306: Library Administration	<u>5</u>	<u>8</u>	<u>40</u>
	SUB TOTAL	10	18	90
Summer 1975	LIS 300: Introduction to Bibliography/Reference - Theory	4	4	16
Summer 1975	LIS 305: Audio-Visual Services in Libraries	<u>5</u>	<u>6</u>	<u>30</u>
	SUB TOTAL	9	10	46

<u>SUMMARY:</u>	Total Students	68
	Total Courses	7
	Total Quarter Hours	336
	FTE's Generated	22.4

MEMBERS OF THE LIBRARY ADVISORY COMMITTEE

as of June 30, 1975

Mrs. M. Grimes	Instructor	Elementary & Secondary Ed.	Education
Dr. B. Gutknecht	Ass't. Prof.	Elementary & Secondary Ed.	Education
Dr. S. Pachori	Ass't. Prof.	Language & Literature	Arts & Sciences
Dr. C. Rasche	Ass't. Prof.	Sociology & Social Welfare	Arts & Sciences
Dr. T. Tabor	Ass't. Prof.	Physical Education & Health	Education
Mr. D. Wegman	Ass't. Prof.	Accounting	Business

The Library Advisory Committee held quarterly meetings in 1974/75. Only routine and information items were discussed. Topics covered were:

the book budget and tentative budget allocations,
library security, thefts and mutilations,
periodicals collection,
Jacksonville Hospital Educational Program (JHEP) Library,
public relations and open meeting,
"exceptions" policy.

1974-1975
DISPLAYS SHOWN

University of North Florida Library - Documents Dept.	8/01 - 9/06	Nixon's Tapes
Ger Williamson's Painting Class	8/03 - 8/22	Paintings
Vernon F. Nalley	9/08 - 10/05	Photography
Philip J. Gearing	10/16 - 11/18	Sculpture
Edward Casey	11/01 - 11/16	Drawings
University of North Florida History Department	11/19 - 11/31	Ween's Photo Display, "Jacksonville's Black History"
Valveta Turner	1/05 - 1/14	Paintings
Jerry Pinkney	1/15 - 2/15	Illustrations
James Chalmers	2/17 - 3/15	Paintings
William Clover	3/15 - 4/15	Pottery
University of North Florida Library	3/15 - 5/09	Miniature Printing Press Display
Reginald Rowe	4/15 - 5/09	Painting & Sculpture
University of North Florida Art Department	5/10 - 6/10	Annual Student Art Show
David Lauderdale	6/11 - 7/11	Paintings

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Inventory

	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>
<u>CATALOGED RESOURCES</u>					
<u>Beginning Inventory</u> - Cataloged Units	-0-	57,000	86,000	109,507	127,710
Units of Library Resources Added	57,000	29,000	27,316	21,773	20,999
Number of Volumes Lost or Missing	-0-	-0-	-0-	(3,570)	-0-*
<u>Ending Inventory</u> - Cataloged Units	57,000	86,000	109,507	127,710	148,709**
<u>OTHER RESOURCES</u>					
<u>Beginning Inventory</u>			3,856	16,230	26,563
Government Documents		3,856	5,991	10,027	11,086
Maps			1,133	185	213
Music Scores			1,150	-0-	-0-
Curriculum Collection			-0-	-0-	1,414
College Catalogs			675	110	90
Telephone Directories			175	11	39
E.R.I.C. Documents			est. 3,250	-0-	-0-
<u>Ending Inventory</u>		3,856	16,230	26,563	39,405
<u>TOTAL COLLECTION STRENGTH</u>	57,000	89,856	125,737	154,273	188,114
<u>NUMBER OF VOLUMES IN PROCESS</u>			3,809	14,384	15,373

NOTE: Films, filmstrips, phonodiscs, tapes are maintained in the Department of Instructional Communications.

* No inventory taken in 1974-1975.

** Includes: 8,273 microfilm reels (1=1)
12 microfiche (91÷8)
140,424 Books and periodicals

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department

BOOK OCO EXPENDITURES - In Dollars

	<u>1970-1971[#]</u>	<u>1971-1972[#]</u>	<u>1972-1973</u>	<u>1973-1974[@]</u>	<u>1974-1975</u>	
1.) Amount Allocated	600,000.00	480,000.00	305,784.00	390,000.00	427,984.00	not spent
					(.60) <u>427,983.40</u>	
2.) Expenditures						
a.) Approval Plans	59,849.35	105,626.85	118,019.54	139,747.54	72,422.46	
b.) Monographs (including standing orders)	359,740.07	192,951.28	90,889.33	99,678.99	135,674.76	
c.) Backfiles (original & microform)	134,339.82	70,000.00	28,257.03	45,605.02	74,845.85	
d.) Current Subscriptions	.00	25,000.00	33,385.50	59,051.47	72,804.18	
e.) Binding	21,610.60	24,000.00	17,151.59	19,036.58	18,533.07	
f.) Other (freight, postage, ILL, etc.)	399.96	3,500.00	1,836.01	1,403.06	5,290.87	
g.) Cataloging/Processing	2,646.65	43,921.87	14,744.05	16,234.04	45,397.16 [†]	
h.) Instructional Communications*	<u>21,413.55</u>	<u>15,000.00</u>	<u>1,500.95</u>	<u>9,243.30</u>	<u>3,015.05</u>	
TOTAL EXPENDITURES	<u>600,000.00</u>	<u>480,000.00</u>	<u>305,784.00</u>	<u>390,000.00</u>	<u>427,983.40</u>	

Figures adjusted from prior Annual Reports to reflect the extrapolation of Processing and/or "other" expenditures not previously shown.

* That amount of Book OCO used to buy materials for the Department of Instructional Communications.

@ 1973-1974 data adjusted from last year's Annual Report to reflect the final distribution of carried-over funds resulting in a net change of \$15,776.02.

† Includes \$38,569.71 of SOLINET expenditures (3 terminals & service contracts: \$12,504.; line charges, etc.; and \$25,000. deposit towards cataloging expenses, thus entitling the library to a 6% discount).

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department

BOOK OCO Expenditures by Fund

<u>FUND</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>
0100	e.	Commercial Binding	21,610.60	24,000.00	17,151.59	19,036.58	18,533.07
0200	f.	Freight, Postage & Handling	399.96	3,500.00	1,836.01	1,274.26	4,568.42
0300	g.	Processing/Cataloging	2,646.65	43,921.87	14,744.05	16,234.04	45,397.16*
1000	b.	Library Firm Orders (Monographs)	359,740.07	192,511.83	76,604.02	73,407.15	107,559.58
1100	b.	Curriculum Collection Materials	-0-	-0-	1,487.86	2,073.34	501.14
1200	b.	Reserve Collection Materials	-0-	-0-	5,820.02	6,327.14	2,915.62
1500	f.	Interlibrary Loan Charges	-0-	NKY	NKY	128.80	722.45
1600	d.	Microfilm/fiche-Subscriptions & STOs	-0-	11,803.75	4,626.75	6,789.84	4,301.60
1650	c.	Microfilm/fiche-Backfiles & firm orders	NKY	NKY	NKY	19,173.19	41,317.69
1800	b.	Replacement of Missing Material	-0-	-0-	10.50	-0-	62.90
1900	b.	Music Scores	-0-	439.45	1,487.65	-0-	-0-
2000	c.	Backfiles-Periodicals/Serials**	134,339.82	70,000.00	28,257.03	25,949.93	30,222.16
2100	d.	Subscriptions-Periodicals & Services	-0-	13,196.25	27,973.30	46,542.47	67,045.58
2200	d.	Subscriptions-Newspapers	-0-	NKY	785.45	1,219.16	1,457.00
3000	b.	Standing Orders-Serials & Sets	NKY	NKY	5,479.28	10,529.03	14,771.36
4000	a.	Approval Books	59,849.35	105,626.85	118,019.54	139,747.54	72,422.46#
5000	-	Gift & Free Material - NO DISBURSEMENT	-0-	-0-	-0-	-0-	-0-
6000	b.	Documents (incl. GPO Deposit Account)	-0-	NKY	NKY	4,299.16	9,824.35
6050	c.	Documents-all microformats	-0-	-0-	NKY	8,006.90	3,306.00
7000	b.	Pamphlets	-0-	-0-	-0-	-0-	19.85
8000	b.	Maps	-0-	NKY	NKY	18.17	19.96
9000	h.	Instructional Communications	21,413.55	15,000.00	1,500.95	9,243.30	3,015.05
		TOTAL	600,000.00	480,000.00	305,784.00	390,000.00	427,983.40

* Includes all SOLINET charges including membership.

** Includes all backvolumes and backissues of periodicals but only substantial runs of non-periodical serials (annuals, etc.); scattered serial backvolumes, all sets and monographic series are posted to fund 1000 or, if received on standing order, 3000.

CODE Category in which the funds are posted in the General Book OCO Disbursement chart (see previous page).

NKY Not known for this year because not ledgered separately; included in another fund.

Substantial drop in expenditures for books received on approval occasioned by demise of Richard Abel & Co.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department - Central Processing - Volumes Received

A. THE WORKLOAD* (Including FASTCAT Collection)

<u>CATEGORY</u>	<u>REC'D BY ACQ.</u>	<u>REC'D BY SERIALS SECTION</u>	<u>NOT RETAINED</u>	<u>SUB TOTAL</u>	<u>TOTAL</u>
Backlog as of June 31, 1974					14,384
Approval Books	7,726	N/A	(1,067)	6,659	
Gifts	680	113	(334)	459	
Microfilm Reels	215	3,061	-0-	3,276	
Microfiche Units (pieces divided by 8)	4 (30 pieces)	1 (6 pieces)	-0-	5	
Curriculum Collection Materials	2,823	N/A	-0-	2,823	
Other Categories	6,870	3,416	(184)	10,102	
TOTAL	18,346	6,591	(1,585)	23,324	23,324
					37,708
Less volumes removed for Cataloging					(20,999)
Less volumes removed for Curriculum Collection					(1,336)
Backlog as of June 30, 1975					15,373

* All library materials except government documents are initially counted as part of the workload whether they are to be cataloged immediately or not.

B. THE CATALOGED COLLECTIONS (General, Reference, Bibliography, Oversize, Special Index/Abstract, Periodicals)

<u>CATEGORY</u>	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>SUB TOTAL</u>	<u>TOTAL</u>
The Collections as of June 30, 1974				127,710
Microfilm Reels	3,236	-0-	3,236	
Microfiche Units (8 fiche equal 1 unit)	5 (37 pieces)	-0-	5	
All other materials except Curriculum Collection- (see Chart C.)	17,951	(193)	17,758	
TOTAL	21,192	(193)	20,999	20,999
				148,709

C. THE CURRICULUM COLLECTION

<u>CATEGORY</u>	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>TOTAL</u>
The Curriculum Collection as of June 30, 1974			-0-
Curriculum Materials	1,336	-0-	1,414
TOTAL			1,414

UNIVERSITY OF NORTH FLORIDA LIBRARY

Acquisitions Department
Serials Section

	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>
<u>TITLES ON SUBSCRIPTION</u> ¹					
<u>Beginning Inventory</u>	-0-	-0-	1,160	1,310	1,421
Newspapers Added ²	-0-	-0-	16	4	1
Other Serials ³					
a.) Paid Subscriptions	-0-	1,118	122	98	360
b.) Free/Gift Subscriptions	-0-	42	12	9	23
<u>Year's Total</u>	-0-	1,160	150	111	384
<u>Ending Inventory</u>	-0-	1,160	1,310	1,421	1,805
<u>TITLES ON STANDING ORDER</u> ⁴	-0-	120	237	287	439
<u>BINDERY STATISTICS - Volumes</u>					
Books	51	1,382	295	116	1,982
Periodicals	2,581	2,625	2,356	3,619	2,198
<u>Year's Total</u>	2,632	4,007	2,651	3,735	4,180
<u>PIECES HANDLED IN SERIALS SECTION</u> ⁵	Section not yet established	18,351	23,530	25,054	35,624

- 1 "Subscription" implies prepaid service for a defined term such as one or more years.
- 2 "Newspaper" indicates not only a publication issued on newsprint but one designed for the dissemination of general interest news. Computer World and Women's Wear Daily are, thus, not newspapers.
- 3 "Other Serials" include periodicals or journals, business services, legal services, and certain annuals and yearbooks not received on Standing Order.
- 4 "Standing Order" implies payment issue-by-issue or volume-by-volume as received. Few periodicals are placed on Standing Order, the technique is used largely for annuals, yearbooks, series, and irregulars.
- 5 Includes all items (issues, volumes, film reels, etc.) as received in the Section.

BOOK BUDGET - UNIT COST

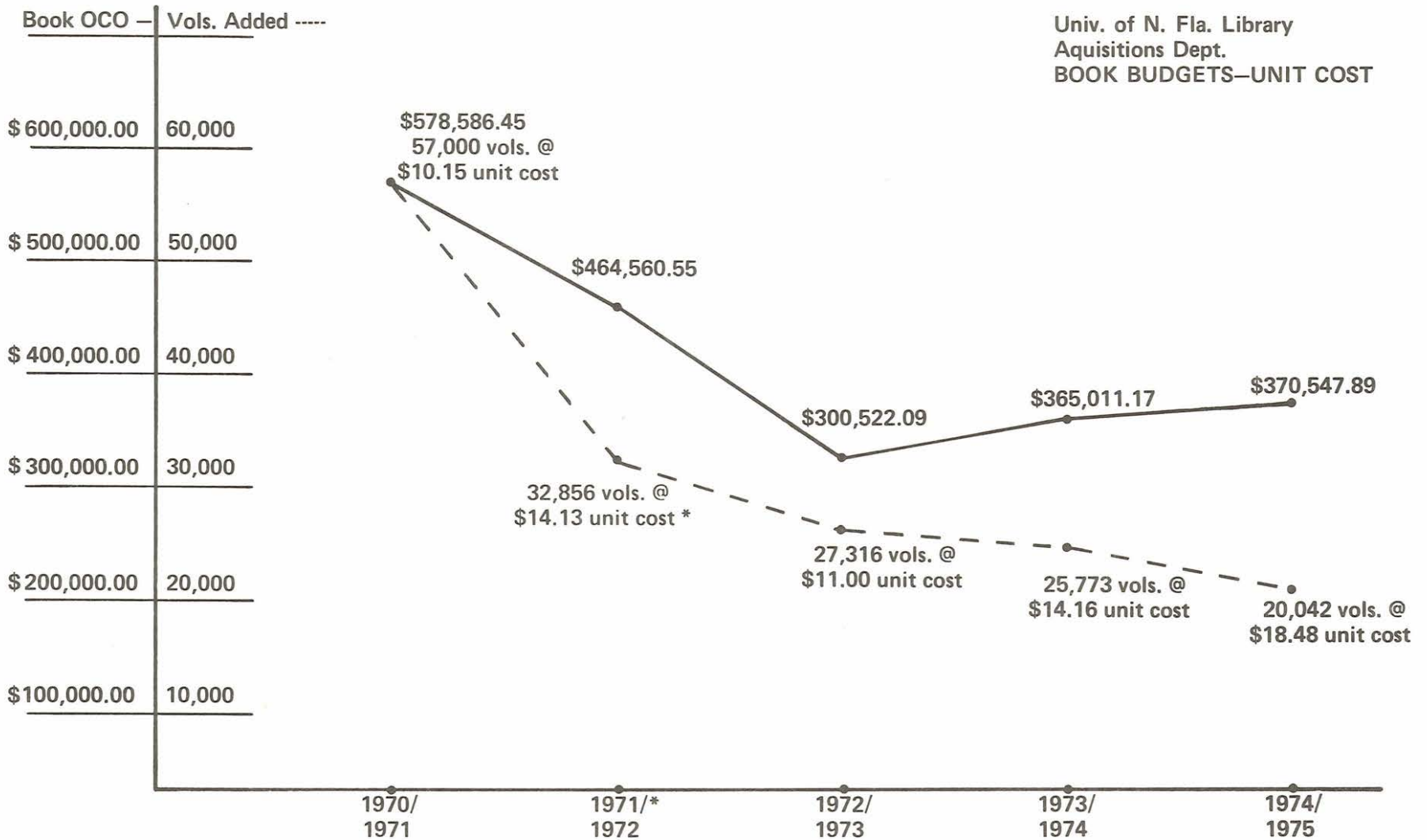
The purpose of the following graph is obviously to represent the declining purchasing power of the book budget. Whereas the overall trend is accurate and would be corroborated by the experience of other libraries, complete candor requires the explanation of certain problems surrounding the compilation of this information. As can be seen on the graph, fiscal years 1970/71 and 1971/72 were wholly atypical in terms of both the book budget expended and the number of volumes added to the collection. These were the initial years of collection development when the preponderance of materials purchased was retrospective and, particularly in the case of the second year, inordinately expensive on a per-volume basis due to the nature of the material. Such a pattern of acquisitions would be experienced by a library only during initial collection development or during a period of extreme and rapid growth such as occurs when many new graduate programs are added to the institution's curriculum. Fiscal 1972/73 is the beginning of a more normal pattern of acquisitions, and it would perhaps be a better base year for the present purpose; nonetheless, we wished to account for the full five years of the library's operation, the period represented in all other statistical presentations in this report.

A further difficulty involves the problem, or rather the evolution, of accounting and record-keeping systems within the Technical Services Division of the library. As is well known, library statistics are far from standardized, and, in our own case, some of the parameters which we wish to study today must be retrospectively extrapolated by intelligent estimate for the early years.

Finally, and most arcane, is the problem of deriving the sums which will give the unit cost for a given year. In theory, we wished to come somewhere in the neighborhood of the average cost of placing a new book on the library's shelves, that is, purchasing plus cataloging/processing. However, in a given year the number of books purchased is greater than the number cataloged and processed, the difference being the library's backlog. Consequently, the amount being spent on cataloging and processing cannot cleanly be associated with the volumes actually purchased during the same fiscal year. Further, over the past five years, that part of the cost of cataloging and processing a book which has been charged to the book budget has fluctuated a great deal. For example, cataloging costs paid to Richard Abel and Co. in the early years included the full processing of a volume, a cost which is now hidden in the library's budget for wages and expenditures for supplies because the processing function is now handled internally.

With all these qualifications in mind, the chart is still an important and useful one. It reflects the irreversible trend of rising unit costs of library materials and substantiates and graphically illustrates the general argument that book budgets must increase at a rate that exceeds the inflationary rise of costs if a quality collection is to be assembled and maintained.

Univ. of N. Fla. Library
 Aquisitions Dept.
 BOOK BUDGETS—UNIT COST



*Many expensive sets, backfiles, and reference works were purchased this year.

NOTE: Book OCO used here excludes amounts transferred to Instructional Communications, interlibrary loan charges, newspaper subscriptions and pre-paid SOLINET/OCLC cataloging charges.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Cataloging Department

	<u>1972 - 1973</u>		<u>1973 - 1974</u>		<u>1974 - 1975</u>	
	<u>Titles Cataloged³</u>	<u>Volumes Cataloged³</u>	<u>Titles Cataloged³</u>	<u>Volumes Cataloged³</u>	<u>Titles Cataloged³</u>	<u>Volumes Cataloged³</u>
<u>MONOGRAPHS</u>						
a.) Advanced Cataloging	4,392	4,392	1,271	1,271	580	580
b.) Fast Cataloging ¹	5,071	5,071	3,292	3,292	3,133	3,133
c.) "Abe1 Match" ²	10,698	10,698	11,505	11,505	11,234	11,234
d.) Added Copies/Volumes	<u>-0-</u>	<u>2,924</u>	<u>-0-</u>	<u>1,909</u>	<u>-0-</u>	<u>2,306</u>
Sub Total	20,161	23,085	16,068	17,977	14,947	17,253
<u>SERIALS</u>						
a.) Advanced Cataloging	53	53	64	64	93	73
b.) Fast Cataloging ¹	250	250	114	114	124	124
c.) "Abe1 Match" ²	43	43	-0-	-0-	-0-	-0-
d.) Added Copies/Volumes	<u>-0-</u>	<u>617</u>	<u>-0-</u>	<u>554</u>	<u>-0-</u>	<u>535</u>
Sub Total	346	963	178	732	197	732
GRAND TOTAL	<u>20,507</u>	<u>24,048</u>	<u>16,246</u>	<u>18,709</u>	<u>15,144</u>	<u>17,985</u>

- 1 Cataloging with NUC copy, resulting in typed copy.
 2 Matching commercial card sets to book in hand.
 3 Includes only monographs and non-periodical serials.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Documents Department

	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>TOTAL</u>
FLORIDA	2,674	1,506	2,403	2,240	8,823
FEDERAL	1,182	4,093	7,433	8,707	21,415
UNITED NATIONS	0	392	0	0	392
JACKSONVILLE	0	0	191	139	330
TOTAL	3,856	5,991	10,027	11,086	30,960

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Department

<u>CIRCULATION TRANSACTIONS</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>
Manual Transactions	-0-	10,911	3,550
Regular (Charged Out & Returned)	26,567	42,596	98,437
In-Library Use	17,261	35,128	45,282
Reserve Transactions	9,900	14,416	20,889
Still in Circulation	<u>-0-</u>	<u>3,871</u>	<u>2,966</u>
TOTAL	53,728	106,922	171,124

RESERVE SECTION

7,497 Number of Requests Processed this Fiscal Year

Reserve Collection Data Base

7,840	Active Records
<u>4,651</u>	Retired Records
12,491	Total

Reserve Circulation Transactions

20,889

UNIVERSITY OF NORTH FLORIDA LIBRARY
Circulation Statistics
 (Classification analysis of regular transactions only)

		<u>Circulation</u>	<u>Percentage</u>
A-AZ	General Works	46	.0005
B-BD, BH, BJ	Philosophy	0	.00
BF	Psychology	6,610	.0672
BL-BX	Religion	2,087	.0212
C-D	History - General	406	.0041
DA	History - Great Britain	922	.0094
DB-DR	History - Europe	1,840	.0187
DS-DT	History - Asia, Africa	2,147	.0218
DU-DZ	History - Australia, Oceania	78	.0008
E	History - U.S. - General	4,442	.0451
F	History - Canada, Lat. Am.	1,110	.0113
G-GC	Geography	112	.0011
GE-GT	Anthropology	598	.0061
GV	Sports	2,392	.0243
H-HA	Social Sciences	330	.0033
HB-HJ	Economics	12,297	.1249
HM-HX	Sociology	10,006	.1016
J	Political Science	1,710	.0174
K	Law	883	.0090
L	Education	12,221	.1241
M	Music	1,590	.0161
N	Art and Architecture	4,388	.0446
P	Philology, Linguistics	335	.0034
PA	Classics	319	.0032
PB-PD	Modern European Languages	49	.0005
PE	English Language	404	.0041
PF-PL, PM	German, Slavic, Oriental Lang.	528	.0054
PN	Literature - General	1,602	.0163
PQ	Romance Literature	432	.0044
PR-PS	English and American Lit.	6,959	.0707
PT	Germanic Literature	479	.0049
PZ	Fiction and Juvenile	240	.0024
Q	Science - General	1,163	.0118
QA	Mathematics	2,664	.0271
QB	Astronomy	188	.0019
QC	Physics	372	.0038
QD	Chemistry	648	.0066
QE	Geology	135	.0014
QH-QR	Life Sciences	2,934	.0298
R	Medicine	4,567	.0464
S	Agriculture	310	.0031
T	Engineering and Technology	2,707	.0275
U-V	Military and Naval Sciences	328	.0033
Z	Bibliography	1,074	.0109
OTH/	Browsing Collection	3,785	.0385
TOTAL		98,437	100%

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Department

INTERLIBRARY LOAN SECTION

A. <u>Requests of UNF (25.6%)</u>	<u>FILLED</u>	<u>UNFILLED</u>	<u>TOTAL</u>
Book Requests	62	175	237
Photoduplication Requests	40	8	48
	—	—	—
TOTALS	102 (35.8%)	183 (64.2%)	<u>285</u>
B. <u>Requests Originated by UNF (70.6%)</u>	<u>FIRST REQUEST</u>	<u>ADDED REQUESTS</u>	<u>TOTAL</u>
Book Requests	259	90	349
Photoduplication Requests	336	102	438
	—	—	—
TOTALS	595 (75.6%)	192 (24.4%)	<u>787</u>
C. Requests for Locations (3.8%)			43
D. TOTAL INTERLIBRARY LOAN TRANSACTIONS			1,115
E. Number of Different UNF Requestors			109
F. Number of Different Libraries Requesting of UNF			15
G. Number of Different Libraries Used by UNF			109

