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1991

Annual Report 1990-1991

University of North Florida Library

UNF UNIVERSITY of NORTH FLORIDA

LIBRARY
Annual Report
1990-1991

THOMAS G. CARPENTER LIBRARY
UNIVERSITY OF NORTH FLORIDA

TABLE OF CONTENTS

TEXTS

CHARTS

INTRODUCTION

In Biblical times, seven lean years were preceded by seven fat ones. In our times, fat years never reach the number seven before the lean years return. And so, after a peak of library funding in fiscal year 1989/90, we experienced the first series of major fiscal setbacks that are the harbinger of more to come.

Hardest hit was the library's acquisitions budget. The initial allocation for resources was $1,412,619, which included a $248,000 one-time allocation of lottery funds. A budget of this size would have helped us maintain the momentum achieved in the previous year, and would have enabled us to expand and strengthen the collection in several important subject areas. In addition, it would have allowed us to develop our holdings to support the new programs recently added to the curriculum.

Things did not work out that way. Within two months into the fiscal year, the State of Florida began to experience a severe revenue shortfall. In an effort to comply with the constitutional provisions of no-deficit budgeting, the Governor was obliged to recall a portion of the moneys allocated to state agencies. The budget recall had a significant effect on all SUS institutions, but it especially impacted the small universities. Those with smaller budgets have fewer opportunities to redeploy internal sub-allocations in order to diminish or neutralize the damage upon the more vital components.

In the face of budgetary difficulties, enrollment growth made instructional and service demands greater and more pressing. In an effort to protect the personnel delivering instruction, academic support, and other essential services, the university and library administration concurred that the library budget should be one of several sources for funds to be returned to the State. Inevitably, the allocated OCO dollars were reduced, in two steps, to an eventual total expenditure of $926,777 for library resources. At the conclusion of the fiscal year, the economic outlook for the State and the country gives us no cause for optimism. Still, we hope, later if not sooner, to witness the restoration of the resources budget to its former level of adequacy. The detailed disbursement of library funds is discussed and statistically shown elsewhere in this report.

With the remaining funds at our disposal, we continue to strengthen the collection, keeping the needs of the undergraduate in mind. At the same time, we must regretfully recognize that we may be entering another cycle of collection decline. The budget cuts of 1981-83 caused a lacunae of imprints from those years, and in the period of larger budgets that followed, we were unable to fill those gaps. This inability stemmed not only from the delayed increase in library funding, but also from the marketing patterns of the book industry. Most, if not all, U.S. books are published in ever smaller press runs, resulting

in a market-life of 12-24 months, often less. Once they are sold out or remaindered, they can no longer be obtained. We now face the same situation with the 1990 and 1991 imprints, thousands of titles that we could not purchase because of underfunding. We are fearful that collection development, problematic during most years for this still-young and developing institution, is about to revert to another painful period of stagnation.

The same negative effects prevailed in the area of staffing. For the first time since the Library opened in 1972, we were allocated 7.17 FTE *new* positions, representing a much needed and long overdue 17% staffing increase. Even before recruitment could begin, the positions were frozen. However, recognizing the library's inability to cope indefinitely with the rising technical and service demands without at least *some* staffing increase, the University Administration released two of the seven positions. Recruitment began in September, but just as the first round of finalists were identified and telephone interviews concluded, all hiring was put on hold. Eventually, with the reassessment of the State and institutional fiscal conditions, President Herbert and Vice President Martin authorized the two positions to be filled on an emergency basis. The recruitment process resumed after the turn of the calendar year. The committee, under the able chairmanship of Diane Kazlauskas, conducting a search for not one but two library faculty positions, proceeded with commendable alacrity. They narrowed the search once more to a small group of finalists who were interviewed in record time. New library school graduates Barbara Tuck and Margaret Kaus were hired, and they commenced work in March 1991, as reference librarian and cataloger, respectively. We welcome these junior staff members, and we note that along with Geraldine Collins, hired in 1988, they constitute the only three new library faculty positions added to the staff in sixteen years!

The provision of increasingly sophisticated reader services, coupled with a growing clientele, multiplies the amount of time that *must be* devoted to each patron to assist, inform, and in the process, educate that person. The various departmental components of this report stress the increasing demands placed on the librarians, contrasted with the absence of a comparable growth in personnel. In order not to add to the occasional and unavoidable repetitiveness of this document, at this point it is appropriate only to briefly state that the evolution and prominence of information science has greatly amplified the role of librarians in academic life. Without their active and proactive participation of library faculty and library technical assistants in the educational and service delivery process, a substantial and ever-increasing portion of in-house and remote access library resources would remain unavailable to all but the most sophisticated library users. The introduction and broad utilization of automated resources, and the resulting expansion of the teaching role of library staff, demand the readjustment of the balance of funding between traditional library materials and human resources, in favor of the latter.

The evolving new role of librarians demands that the practitioners of the field grow professionally, and that they are to be encouraged and provided with the means to do so. Yet the fiscal constraints of the past year also curtailed travel funds. For well over a decade, professional travel for library faculty has been inadequately subsidized. Other than

the mandatory representation of the library at interinstitutional meetings, the bulk of travel expenses had to be borne by the traveler. Trips for professional development have been subsidized from 0% to 40% depending on the travel objective and the momentary availability of expense dollars. With the restrictions imposed in the fall of 1990, library faculty had to sustain an even greater portion of travel expenses associated with professional development regardless of their role on statewide or national committees, conferences, or workshops. In spite of the financial burden, several staff members maintained an active, even prominent, leadership role in professional organizations.

As a matter of precaution, we had retained the card catalog until this year. Finally, we felt the catalog, closed in 1987, was too obsolete to serve even as a backup in case of extended down time of LUIS, the online catalog. By staff consensus, the obsolete library cards, representing many thousands of hours of labor in production and filing, were discarded and the cabinets physically removed from the second floor.

The library staff conducted a major shelving expansion and collection shift. In an effort to use up all remaining unused components, the shelving order coordinated leftover parts with additional pieces. During the year, the shelves were installed, the book and periodical stacks expanded, and mounting congestion in many parts of the collection relieved for several years to come. It should be noted that the stack shifts were accomplished without special funding, through the extra efforts of the permanent and OPS staff.

Natural disasters cannot be prevented or averted, but they can be anticipated, and by quick remedial action their destruction diminished. Vicki Stanton, Head of the Serials Department, took it upon herself to initiate and coordinate a *Disaster Prevention and Recovery Plan*. Its development, lasting several months, involved the entire staff, and the end result is a model document. We are confident that short of an all-encompassing county-wide disaster on the scale of a major hurricane, the library staff is now better prepared to cope with and diminish the after-effects of a disaster. Vicki deserves recognition and thanks for her efforts, and we hope that all her good work was for naught and we will *never* have to put it to a test.

For the first time in our history, the Library introduced its own newsletter under the editorship, and initially exclusive authorship, of Assistant Director Kathleen Cohen. The informality of the publication is reflected by its title, *Books & Bytes*. Projected to appear at least once per semester, its frequency will be determined by the amount of news items deserving campus-wide dissemination. The editorial plan is to highlight and communicate to the University community those library concerns and activities that affect all UNF employees. Ms. Cohen will continue to edit the newsletter, assisted in her task by the contributions of other library personnel.

On June 1, 1992, John Hein completed twenty years of distinguished service at the Thomas G. Carpenter Library. Starting as Serials Librarian, he has professionally matured over the years, grown in knowledge, and progressed through the ranks to his current

position as Head, Technical Services Division. If libraries were to choose a Most Valuable Player, there is no doubt that in ours, by consensus of his peers, John would be accorded that title. He deserves to be recognized, with sincere thanks, for devoting twenty exceptionally productive years of his career to the benefit and advancement of the Library and the University of North Florida.

In the course of the 1989-90 promotion process, Geraldine Collins advanced from Assistant to Associate University Librarian. Concurrently, effective February 1, 1991, her title changed from Acting Head to Head of the Circulation Department. These promotions are the fitting recognition of her outstanding work, and we congratulate her, wishing her continued success.

Also, for the sake of record, it is noted that the University faculty voted the Director of Libraries as the recipient of the *1991 Distinguished Professor Award*. The Award was conferred at the Spring Commencement, and it carries the invitation to deliver the Commencement Address at the Summer Commencement in August 1991.

We concluded a difficult year, and the future is uncertain. We would be deluding ourselves if we would expect a significant improvement in our fiscal situation in the near future. Hard economic times prevail across the country, and they have not spared the State. Our only assurance for the satisfactory operation of the library is the team spirit of a staff that has always, traditionally, risen to the challenge, in good times and bad, fat years and lean. For that they deserve the gratitude of the university community they so faithfully serve. As before, they will continue to earn the respect and compliments of the patrons.

Andrew Farkas
Director of Libraries

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Budgets 1985/86-1990/1991

	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91
TOTAL LIBRARY BUDGET	$1,567,152	$1,825,047	$2,055,131	$2,304,374	$3,019,160	$2,446,907
PERSONNEL						
LINE ITEM	818,236	951,404	1,003,026	1,125,402	1,190,569	1,377,130
OPS	56,545	55,869	64,134	60,000	68,000	70,800
TOTAL	$874,781	$1,007,273	1,067,160	$1,185,402	$1,258,569	$1,447,930
% OF BUDGET	55.82	55.19	51.93	51.44	41.69	59.61
OPERATING EXPENSE	$57,411	$57,625	$68,625	$53,200	$56,000	$54,200
% OF BUDGET	3.66	3.16	3.34	2.3	1.85	2.23
EQUIPMENT (OCO)	$185	$4,838	$3,168	0	*$69,400	+$18,000
% OF BUDGET	0.01	0.27	0.15	0	2.3	0.7
BOOKS & RESOURCES	$634,775	$755,311	$916,178	$1,065,772	$1,635,191	$926,777
% OF BUDGET	40.51	41.58	44.58	46.25	54.16	38.16

* 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

	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91
TOTAL LIBRARY BUDGET	$1,567,152	$1,825,047	$2,055,131	$2,304,374	$3,019,160	$2,446,907
UNIVERSITY E&G BUDGET	$21,468,153	$23,740,366	$23,128,312	$29,742,472	$33,801,425	$35,451,669
% OF E&G BUDGET REPRESENTED BY LIBRARY	7.3	7.69	8.89	7.75	8.93	6.9

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Materials Expenditures 1985/86-1990/1991

	1985-1986	% OF TOTAL	1986-1987	% OF TOTAL	1987-1988	% OF TOTAL	1988-1989	% OF TOTAL	1989-1990	% OF TOTAL	1990-1991	% OF TOTAL
MATERIALS: CONTINUATIONS												
NEWSPAPERS	$2,898.27	0.46	$3,407.77	0.45	$3,450.07	0.38	$3,713.52	0.35	$5,103.90	0.31	$5,403.20	0.58
SERVICES	$36,146.62	5.69	$40,214.46	5.32	$43,521.97	4.75	$49,745.53	4.67	$55,535.22	3.40	$51,851.75	5.59
STANDING ORDERS	$32,385.66	5.10	$33,013.82	4.37	$40,033.45	4.37	$53,450.48	5.02	$51,562.67	3.15	$59,987.55	6.47
SUBSCRIPTIONS	$164,094.80	25.85	$182,817.02	24.20	$211,218.41	23.05	$246,271.24	23.11	$297,136.02	18.17	$298,275.15	32.18
SUBS-MICROFORM	$27,187.77	4.28	$31,518.71	4.17	$30,691.77	3.35	$39,892.95	3.74	$48,300.32	2.95	$66,844.57	7.21
SUBTOTAL	$262,713.12	41.39	$290,971.78	38.52	$328,915.67	35.90	$393,073.72	36.88	$457,638.13	27.99	$482,362.22	52.05
MATERIALS: NON-CONTINUATIONS												
AUDIO-VISUAL	$24,716.13	3.89	$40,074.78	5.31	$51,280.08	5.60	$59,026.47	5.54	$94,577.90	5.78	$38,961.17	4.20
BACKFILES	$3,630.95	0.57	$2,015.00	0.27	$14,056.75	1.53	$6,848.20	0.64	$40,487.90	2.48	$2,038.95	0.22
BACKFILES-MICRO	$3,882.04	0.61	$1,197.60	0.16	$8,627.20	0.94	$22,111.40	2.07	$73,748.40	4.51	$431.00	0.05
BOOKS-APPROVAL	$150,757.45	23.75	$200,751.26	26.58	$217,447.89	23.73	$240,642.87	22.58	$231,080.54	14.13	$99,975.09	10.79
BOOKS-ORDERED	$87,068.08	13.72	$109,053.15	14.44	$181,320.38	19.79	$189,061.93	17.74	$299,858.02	18.34	$147,079.24	15.87
CURRICULUM	$1,961.94	0.31	$14,062.15	1.86	$9,273.58	1.01	$16,881.63	1.58	$14,026.00	0.86	$2,200.70	0.24
DOCUMENTS	$11,519.00	1.81	$5,829.95	0.77	$5,326.87	0.58	$3,667.78	0.34	$197,225.50	12.06	$1,748.70	0.19
MISCELLANEOUS	$5,664.84	0.89	$3,266.07	0.43	$6,953.29	0.76	$6,105.01	0.57	$87,418.23	5.35	$24,347.14	2.63
SUBTOTAL	$289,200.43	45.56	$376,249.96	49.81	$494,286.04	53.95	$544,345.29	51.08	$1,038,422.49	63.50	$316,781.99	34.18
TOTAL MATERIALS	$551,913.55	86.95	$667,221.74	88.34	$823,201.71	89.85	$937,419.01	87.96	$1,496,060.62	91.49	$799,144.21	86.23
PROCESSING												
BINDING-BOOKS	$1,646.04	0.26	$5,080.65	0.67	$10,956.85	1.20	$15,081.30	1.42	$16,501.71	1.01	$10,827.23	1.17
BINDING-JOURNALS	$18,273.56	2.88	$19,784.34	2.62	$21,696.72	2.37	$24,236.55	2.27	$22,638.95	1.38	$27,464.03	2.96
POSTAGE, HANDLNG	$12,405.53	1.95	$13,831.70	1.83	$17,397.16	1.90	$20,853.00	1.96	$30,173.50	1.85	$23,023.08	2.48
SOLINET	$48,032.28	7.57	$45,052.18	5.96	$39,553.90	4.32	$45,196.45	4.24	$52,963.30	3.24	$54,127.52	5.84
SUPPLIES	$2,503.64	0.39	$4,340.45	0.57	$3,371.47	0.37	$22,985.57	2.16	$16,851.35	1.03	$12,190.60	1.32
SUBTOTAL	$82,861.05	13.05	$88,089.32	11.66	$92,976.10	10.15	$128,352.87	12.04	$139,128.81	8.51	$127,632.46	13.77
GRAND TOTAL EXPENDED ON LIBRARY RESOURCES	$634,774.60	100.00	$755,311.06	100.00	$916,177.81	100.00	$1,065,771.88	100.00	$1,635,189.43	100.00	$926,776.67	100.00

UNIVERSITY OF NORTH FLORIDA LIBRARY
Summary Volume/Piece Inventory
1985/86-1990/91

	HELD 6/30/86	6/30/87	6/30/88	6/30/89	6/30/90	HELD 6/30/91
TEXTUAL MATERIALS:						
1. HARD COPY, EYE-READABLE						
a. Monographs and Serials	313,563	328,604	346,869	365,462	389,266	409,216
b. Music Scores	4,472	4,547	4,581	4,622	4,688	4,947
c. Annual Reports	11,143	13,075	13,097	13,097	13,097	13,097
d. College Catalogs	957	1,138	240	240	240	240
e. Government Documents	113,064	116,357	120,246	121,116	120,605	122,681
	443,199	463,721	485,033	504,537	527,896	550,181
2. MICROFICHE PIECES						
a. Monographs and Serials	16,581	22,714	30,567	38,312	49,580	65,902
b. Music Scores	486	486	486	486	486	486
c. Annual Reports	60,409	62,714	65,187	78,303	82,267	88,745
d. College Catalogs	2,935	4,238	4,238	4,238	5,660	4,090
e. ERIC & Newsbank	379,736	397,343	416,732	431,700	444,849	467,485
f. Government Documents	186,288	194,368	197,369	202,199	322,627	338,603
	646,435	681,863	714,579	755,238	905,469	965,311
3. MICROFILM REELS						
a. Monographs and Serials	17,571	17,898	18,240	18,714	19,421	20,293
b. Government Documents	1,302	1,315	1,315	1,315	1,330	1,330
	18,873	19,213	19,555	20,029	20,751	21,623
NON-TEXTUAL MATERIALS:						
1. CARTOGRAPHIC MATERIALS						
a. Maps	5,120	5,199	5,267	4,094	4,163	4,244
2. AUDIOVISUAL MATERIALS						
a. Audiocassettes	966	968	957	1,195	1,200	1,199
b. Audiodiscs:CD	0	398	1,020	1,539	2,065	2,141
c. Audiodiscs:LP	6,288	6,413	6,554	6,582	6,910	6,914
d. Cards	11	12	12	14	14	14
e. Charts	12	12	13	13	13	13
f. Computer Files	0	0	1	2	3	5
g. Film Loops	363	363	363	368	328	328
h. Filmstrips	1,282	1,113	918	1,051	446	449
i. Games	9	9	11	13	15	15
j. Kits	546	566	633	680	698	717
k. Motion Pictures	552	553	522	529	531	521
l. Pictures/Portraits	4,969	5,422	6,602	8,181	10,352	11,993
m. Posters	42	42	42	42	42	42
n. Slides, Art	19,632	20,008	20,039	20,047	20,407	20,407
o. Slide Sets	624	651	652	653	595	604
p. Transparencies	0	0	0	12	12	12
q. Videocassettes	674	850	1,191	1,774	2,140	2,495
r. Videodiscs	0	0	0	0	0	3
	35,970	37,380	39,530	42,695	45,771	47,872

TECHNICAL SERVICES DIVISION

After finishing the previous decade at an unprecedented level of collection enrichment, storm clouds once again have appeared on the horizon as far as State funding for library acquisitions is concerned. The effect on the current year's budget was relatively mild and would have been negligible had the Library not suffered two recalls mid-year subsequent to State revenue shortfalls. Furthermore, relief from the pressure of having a small staff trying to wisely manage such large sums as were dispersed in the previous two years was welcome. Nonetheless, from this vantage point, the near-term prospects for collection development do not look particularly bright as the State's economic health continues to deteriorate.

Undoubtedly the high point of the past year was the hiring of an additional librarian for the Division. After many tense moments during the search process - when the position was, by turns, frozen then again thawed - a successful conclusion was finally reached when Margaret Kaus was chosen to join the staff upon completion of her graduate studies in librarianship at Indiana University. A specialist in music cataloging, Miss Kaus has relieved the head of the Division of this additional responsibility. While adding generally to the Cataloging Department's capability to do original cataloging, Margaret will also greatly strengthen the Department's ability to do special materials cataloging, an area of growing need. Because all of the librarians in the Division had, or soon will have, reached the mid-point of their career, it is a pleasure to be able to welcome a member of the next generation of professionals to the staff.

Perhaps the low point of the year was a month-long project entailing the complete reorganization and remodeling of the Technical Services Division's physical area. Forced into action by the need to create an office for Miss Kaus, the new professional cataloger mentioned above, the desirability of doing so had long been discussed among the Division's staff. In the past, both spirit and flesh proved unequal to the task. With necessity dictating action, the flesh finally pulled through to get the job done. All staff members of the Division, including the newest, are to be commended for their patience, creative contributions, and sweat equity. It seems to be the consensus that the results were well worth the effort expended. A much more efficient and pleasant layout has been achieved while, at the same time, increasing the privacy of each work area.

As has been noted regularly in these annual reports, automation is now the engine which drives the information science professions, including librarianship. The past year

saw what are now routine improvements and modifications to the various systems used within the division. Briefly noted here are two of the more important developments. First is a system which allows a terminal operator to toggle between NOTIS and Faxon's LINX system and allows the automatic transfer of periodicals claims from one system to the other. The second is a system developed for the Cataloging Department which performs sophisticated manipulation of the NOTIS New Headings Reports and streamlines the Department's authorities maintenance workflow.

The details of these, and many other, events of the year are discussed in the reports of the Division's Department Heads which follow.

John M. Hein
Head, Technical Services Division

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
1989/1990-1990/1991 Resources Budget Disbursements

	FISCAL YEAR 1990/91	% OF TOTAL EXPENDED	% OF TOTAL EXPENDED ON MATERIALS	$ CHANGE FROM 1989/90	% CHANGE FROM 1989/90	FISCAL YEAR 1989/90
MATERIALS: CONTINUATIONS						
NEWSPAPERS	$5,403.20	0.58	0.68	$299.30	5.86	$5,103.90
SERVICES	$51,851.75	5.59	6.49	($3,683.47)	(6.63)	$55,535.22
STANDING ORDERS	$59,987.55	6.47	7.51	$8,424.88	16.34	$51,562.67
SUBSCRIPTIONS	$298,275.15	32.18	37.32	$1,139.13	0.38	$297,136.02
SUBS-MICROFORM	$66,844.57	7.21	8.36	$18,544.25	38.39	$48,300.32
SUBTOTAL	**$482,362.22**	**52.05**	**60.36**	**$24,724.09**	**5.40**	**$457,638.13**
MATERIALS: NON-CONTINUATIONS						
AUDIO-VISUALS	$38,961.17	4.20	4.88	($55,616.73)	(58.81)	$94,577.90
BACKFILES	$2,038.95	0.22	0.26	($38,448.95)	(94.96)	$40,487.90
BACKFIL-MICROFORM	$431.00	0.05	0.05	($73,317.40)	(99.42)	$73,748.40
BOOKS-APPROVAL	$99,975.09	10.79	12.51	($131,105.45)	(56.74)	$231,080.54
BOOKS-ORDERED	$147,079.24	15.87	18.40	($152,778.78)	(50.95)	$299,858.02
CURRICULUM	$2,200.70	0.24	0.28	($11,825.30)	(84.31)	$14,026.00
DOCUMENTS	$1,748.70	0.19	0.22	($195,476.80)	(99.11)	$197,225.50
MISCELLANEOUS	$24,347.14	2.63	3.05	($63,071.09)	(72.15)	$87,418.23
SUBTOTAL	**$316,781.99**	**34.18**	**39.64**	**($721,640.50)**	**(69.49)**	**$1,038,422.49**
TOTAL MATERIALS	**$799,144.21**	**86.23**	**100.00**	**($696,916.41)**	**(46.58)**	**$1,496,060.62**
PROCESSING						
BINDING-BOOKS	$10,827.23	1.17	NA	($5,674.48)	(34.39)	$16,501.71
BINDING-JOURNALS	$27,464.03	2.96	NA	$4,825.08	21.31	$22,638.95
POSTAGE, HANDLING	$23,023.08	2.48	NA	($7,150.42)	(23.70)	$30,173.50
SOLINET	$54,127.52	5.84	NA	$1,164.22	2.20	$52,963.30
SUPPLIES	$12,190.60	1.32	NA	($4,660.75)	0.00	$16,851.35
SUBTOTAL	**$127,632.46**	**13.77**	**NA**	**($11,496.35)**	**(8.26)**	**$139,128.81**
TOTAL EXPENDED	**$926,776.67 ***	**100.00**	**NA**	**($708,412.76)**	**(43.32)**	**$1,635,189.43**

* Comprises $912,619 of State allocation, $8,695.14 received from the University of Florida
College of Engineering in support of the joint engineering program, and $5,462.53 recovered from patrons
for lost and damaged materials. This total does not include $2,890.76 contributed by the Institute
of Police Traffic Management for the acquisition of specialized journals for IPTM programs.

This year's acquisitions included 3,525 vols. received on approval of which 3,437 were kept and 88 were
returned (for a return rate of 2.5%); 6,979 firm orders for monographs, 204 microfilm reels, 691
curriculum and audio-visual items, and 2,151 gifts of which 837 were added to the collectons. Serials
acquisitions are reported separately with Serials Dept. statistics.

UNIVERSITY OF NORTH FLORIDA LIBRARY
VOLUME/PIECE Inventory by Type of Material
1990/1991

	HELD 7/1/90	ADD	WITHDRAWN	HELD 6/30/91
TEXTUAL MATERIALS:				
1. HARD COPY, EYE-READABLE				
a. Monographs and Serials	389,266	20,654	704	409,216
b. Music Scores	4,688	260	1	4,947
c. Annual Reports	13,097	2,000	2,000	13,097
d. College Catalogs	240	0	0	240
e. Government Documents	120,605	10,715	8,639	122,681
	527,896	33,629	11,344	550,181
2. MICROFICHE PIECES				
a. Monographs and Serials	49,580	16,322	0	65,902
b. Music Scores	486	0	0	486
c. Annual Reports	82,267	6,478	0	88,745
d. College Catalogs	5,660	430	2,000	4,090
e. ERIC & Newsbank	444,849	22,636	0	467,485
f. Government Documents	322,627	24,499	8,523	338,603
	905,469	70,365	10,523	965,311
3. MICROFILM REELS				
a. Monographs and Serials	19,421	872	0	20,293
b. Government Documents	1,330	0	0	1,330
	20,751	872	0	21,623
NON-TEXTUAL MATERIALS:				
1. CARTOGRAPHIC MATERIALS				
a. Maps	4,043	356	155	4,244
2. AUDIOVISUAL MATERIALS				
a. Audiocassettes	1,200	0	1	1,199
b. Audiodiscs: CD	2,065	77	1	2,141
c. Audiodiscs: LP	6,910	8	4	6,914
d. Cards	14	0	0	14
e. Charts	13	0	0	13
f. Computer Files	3	2	0	5
g. Film Loops	328	0	0	328
h. Filmstrips	446	3	0	449
i. Games	15	0	0	15
j. Kits	702	15	0	717
k. Motion Pictures	531	0	10	521
l. Pictures/Portraits	10,352	1,641	0	11,993
m. Posters	42	0	0	42
n. Slides, Art	20,407	0	0	20,407
o. Slide Sets	595	9	0	604
p. Transparencies	12	0	0	12
q. Videocassettes	2,140	377	22	2,495
r. Videodiscs	0	3	0	3
	45,775	2,135	38	47,872

* A typo in 1989/90 Report incorrectly gave figure as 4163

UNIVERSITY OF NORTH FLORIDA LIBRARY
VOLUME/PIECE Inventory by Library Collection
1990/1991

	HELD 7/1/90	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1990/91	WITHDRAWN 1990/91	HELD 6/30/91
ANNUAL REPORTS						
TEXT	13,097	0	13,097	2,000	2,000	13,097
MICROFICHE	82,267	0	82,267	6,478	0	88,745
ATLAS COLLECTION	169	0	169	13	3	179
BIBLIOGRAPHY COLL	1,518	(152)	1,366	10	0	1,376
CATALOGING DEPT						
TEXT	908	154	1,062	14	1	1,075
MICROFICHE	0	2	2	0	0	2
COLLEGE CATALOGS						
TEXT	240	0	240	0	0	240
MICROFICHE	5,660	0	5,660	430	2,000	4,090
CURRICULUM COLL						
AUDIOCASSETTE	52	0	52	0	1	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	683	0	683	13	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	194	0	194	3	0	197
TEXT	7,920	0	7,920	1,137	1	9,056
VIDEOCASSETTE	4	0	4	0	0	4
DOCUMENTS COLL						
FLORIDA DOCS	12,935	0	12,935	1,738	851	13,822
FEDERAL DOCS:						
TEXT	107,670	0	107,670	8,977	7,788	108,859
MICROFICHE	322,627	0	322,627	24,499	8,523	338,603
MICROFILM	1,330	0	1,330	0	0	1,330
DOCUMENTS DEPT						
TEXT	657	0	657	15	0	672
MICROFICHE	23	0	23	0	0	23
MICROFILM	422	0	422	13	0	435
ERIC FICHE	415,551	0	415,551	16,167	0	431,718
FASTCAT	4,573	(678)	3,895	742	0	4,637
GENERAL COLL						
TEXT	296,213	1,316	297,529	13,322	216	310,635
MICROFICHE	5,038	0	5,038	6,590	0	11,628
MICROFILM	723	0	723	498	0	1,221
INDEX/ABST COLL						
TEXT	6,563	(4)	6,559	292	16	6,835
MICROFICHE	3,470	0	3,470	0	0	3,470
MICROFILM	50	0	50	4	0	54
LEISURE READING	595	(369)	226	592	0	818
MAP COLLECTION						
CATALOGED	120	0	120	29	0	149
UNCATALOGED	3,923	0	3,923	327	155	4,095
MEDIA DEPT COLLS						
AUDIOCASSETTE	1,148	0	1,148	0	0	1,148
AUDIODISC:CD	2,065	0	2,065	77	1	2,141
AUDIODISC:LP	6,729	0	6,729	8	4	6,733
CHART	1	0	1	0	0	1
COMPUTER FILE	3	0	3	2	0	5
FILM LOOP	328	0	328	0	0	328
FILMSTRIP	268	0	268	3	0	271
GAME	0	0	0	0	0	0
KIT	19	0	19	2	0	21

	HELD 7/1/90	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1990/91	WITHDRAWN 1990/91	HELD 6/30/91
MOTION PICTURE	531	0	531	0	10	521
PICTURE, FLAT	10,352	0	10,352	1,641	0	11,993
POSTER	0	0	0	0	0	0
REF BOOKS	76	(6)	70	15	0	85
SLIDE, ART	20,407	0	20,407	0	0	20,407
SLIDE SET	591	0	591	9	0	600
SCORE	3,955	0	3,955	260	1	4,214
SCORE, MINI	733	0	733	0	0	733
SCORE, MFICHE	486	0	486	0	0	486
TEXTS WITH AV	118	(16)	102	13	0	115
TRANSPARENCY	12	0	12	0	0	12
VIDEOCASSETTE	2,136	0	2,136	377	22	2,491
VIDEODISC	0	0	0	3	0	3
NEWSBANK FICHE	29,298	0	29,298	6,469	0	35,767
OVERSIZE COLL	1,020	9	1,029	53	2	1,080
PERIODICALS COLL						
TEXT	50,275	9	50,284	2,755	13	53,026
TEXT, TEMPBND	675	0	675	87	105	657
MICROFICHE	38,426	0	38,426	9,122	0	47,548
MICROFILM	18,050	0	18,050	357	0	18,407
PERMANENT RESERVE	278	(59)	219	24	0	243
REFERENCE COLL						
TEXT	17,043	(223)	16,820	1,450	345	17,925
MICROFICHE	2,623	0	2,623	610	0	3,233
MICROFILM	176	0	176	0	0	176
SERIALS DEPT	7	0	7	7	0	14
SPECIAL COLLS						
RARE BOOKS	366	2	368	65	0	433
THESES & BOXED	292	15	307	48	0	355

UNIVERSITY OF NORTH FLORIDA LIBRARY
TITLE Inventory by Library Collection
1990/1991

	HELD 7/1/90	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1990/91	WITHDRAWN 1990/91	HELD 6/30/91
ANNUAL REPORTS						
TEXT*						
MICROFICHE*						
ATLAS COLLECTION	163	0	163	9	0	172
BIBLIOGRAPHY COLL	67	(1)	66	1	0	67
CATALOGING DEPT						
TEXT	103	0	103	10	0	113
MICROFICHE	0	2	2	0	0	2
COLLEGE CATALOGS						
TEXT*						
MICROFICHE*						
CURRICULUM COLL						
AUDIOCASSETTE	39	0	39	0	1	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	211	0	211	4	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
TEST	111	0	111	3	0	114
TEXT	4,298	0	4,298	571	1	4,868
VIDEOCASSETTE	4	0	4	0	0	4
DOCUMENTS COLL						
FLORIDA DOCS*						
FEDERAL DOCS:						
TEXT*						
MICROFICHE*						
MICROFILM*						
DOCUMENTS DEPT						
TEXT	87	0	87	3	0	90
MICROFICHE	0	0	0	0	0	0
MICROFILM	6	0	6	0	0	6
ERIC FICHE*						
FASTCAT*						
GENERAL COLL						
TEXT	266,909	25	266,934	13,478	70	280,342
MICROFICHE	18	0	18	2	0	20
MICROFILM	122	0	122	12	0	134
INDEX/ABST COLL						
TEXT	256	0	256	4	3	257
MICROFICHE	0	0	0	0	0	0
MICROFILM	3	0	3	0	0	3
LEISURE READING*						
MAP COLLECTION						
CATALOGED	34	0	34	26	0	60
UNCATALOGED*						
MEDIA DEPT COLLS						
AUDIOCASSETTE	662	0	662	0	0	662
AUDIODISC:CD	1,966	0	1,966	68	1	2,033
AUDIODISC:LP	6,496	0	6,496	5	4	6,497
CHART	1	0	1	0	0	1
COMPUTER FILE	3	0	3	2	0	5
FILM LOOP	69	0	69	0	0	69
FILMSTRIP	264	0	264	3	0	267
GAME	0	0	0	0	0	0

	HELD 7/1/90	NET TRNSFERS	ADJUSTED TOTAL	ADDED 1990/91	WITHDRAWN 1990/91	HELD 6/30/91
KIT	13	0	13	2	0	15
MOTION PICTURE	507	0	507	0	10	497
PICTURE, FLAT*						
POSTER	0	0	0	0	0	0
REF BOOKS	35	(1)	34	3	0	37
SLIDE, ART*						
SLIDE SET	347	0	347	10	0	357
SCORE	2,591	0	2,591	217	1	2,807
SCORE, MINI	90	0	90	0	0	90
SCORE, MFICHE	3	0	3	0	0	3
TEXTS WITH AV	92	(11)	81	10	0	91
TRANSPARENCY	12	0	12	0	0	12
VIDEOCASSETTE	752	0	752	91	11	832
VIDEODISC	0	0	0	1	0	1
NEWSBANK FICHE*						
OVERSIZE COLL	963	5	968	54	2	1,020
PERIODICALS COLL						
TEXT	3,656	0	3,656	74	0	3,730
TEXT, TEMPBND	0	0	0	0	0	0
MICROFICHE	6	0	6	1	0	7
MICROFILM	0	0	0	0	0	0
PERMANENT RESERVE	53	(1)	52	14	0	66
REFERENCE COLL						
TEXT	6,000	(31)	5,969	320	61	6,228
MICROFICHE	9	0	9	0	0	9
MICROFILM	0	0	0	0	0	0
SERIALS DEPT	7	0	7	6	0	13
SPECIAL COLLS						
SCARCE/RARE	268	0	268	48	0	316
THESES & BOXED	23	13	36	5	0	41

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

UNIVERSITY OF NORTH FLORIDA LIBRARY
TITLE Inventory by Type of Material
1990/1991

	HELD 7/1/90	ADD	WITHDRAWN	HELD 6/30/91
TEXTUAL MATERIALS:				
1. HARD COPY, EYE-READABLE				
a. Monographs and Serials	282,980	14,610	139	297,451
b. Music Scores	2,681	217	1	2,897
c. Annual Reports*	0	0	0	0
d. College Catalogs*	0	0	0	0
e. Government Documents*	0	0	0	0
	285,661	14,827	140	300,348
2. MICROFICHE				
a. Monographs and Serials+	33	3	0	36
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
	36	3	0	39
3. MICROFILM				
a. Monographs and Serials+	131	12	0	143
b. Government Documents*	0	0	0	0
	131	12	0	143
NON-TEXTUAL MATERIALS:				
1. CARTOGRAPHIC MATERIALS				
a. Maps (Cataloged Only)	34	26	0	60
2. AUDIOVISUAL MATERIALS				
a. Audiocassettes	701	0	0	701
b. Audiodiscs: CD	1,966	68	1	2,033
c. Audiodiscs: LP	6,643	5	4	6,644
d. Cards	14	0	0	14
e. Charts	4	0	0	4
f. Computer Files	3	2	0	5
g. Film Loops	69	0	0	69
h. Filmstrips	416	3	0	419
i. Games	14	0	0	14
j. Kits	206	6	0	212
k. Motion Pictures	507	0	10	497
l. Pictures/Portraits*	0	0	0	0
m. Posters	11	0	0	11
n. Slides, Art*	0	0	0	0
o. Slide Sets	349	10	0	359
p. Transparencies	12	0	0	12
q. Videocassettes	756	91	11	836
r. Videodiscs	0	1	0	1
	11,671	186	26	11,831

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

ACQUISITIONS DEPARTMENT

The library's original materials budget allocation for FY 1990/91 amounted to $1,412,619 - an excellent sum, had we been able to keep it. Unfortunately UNF, like many other SUS institutions, was once again beset with budget problems caused by serious revenue shortfalls in the State of Florida. We appear to be starting on the old roller coaster cycle of earlier years.

First of all, funding for SUS Library resources decreased from $32,000,000 to approximately $27,000,000. Secondly, the State's financial problems during the 1990/91 fiscal year resulted in funds being recalled from state agencies. This impacted several of the SUS libraries, which were targeted by their campus administrations to make substantial contributions to the recall. Our budget was pared down to $912,619 when we lost the first $250,000 in late August and another $250,000 in November. We did receive a special allocation of $8,700 from the University of Florida to support the UF-UNF Engineering Program's journal subscriptions, and we recovered over $5,000 in replacement funds for lost books, bringing our total expenditures for resources to $926,777.

Workflow was somewhat uneven. Because we started out with such a large budget, we made an effort to spend it more evenly over the fiscal year. After ordering about $100,000 worth of monographs and media early in the fiscal year, we found ourselves at a purchasing standstill from September until January, when we proceeded with extreme caution because of the possibility of a third recall. When this finally occurred, it did not affect library resources.

THE BUDGET

The actual dollars we were able to spend on resources were reduced by expenditures relating to their purchase, cataloging, processing, and repair. We allocated our budget as follows: current subscriptions, $482,362; binding, $38,291; serials backfiles, $3470; monographs, $247,054; media and curriculum resources, $41,162; documents resources, $1,750; microformat resources, $16,500; cataloging expenses, $54,128; and postage, freight, and service charges, $23,023.

The remaining funds covered archival, repair, and acquisitions supplies, tattletape strips, computer searches, staff computer software needs, and other miscellaneous expenses. Because funds could not be certified forward, all material had to be received by June 30.

APPROVAL PROGRAM

The approval program through which we usually purchase most of our current monographs was in place for the first quarter of the fiscal year. We then changed to a forms program, purchasing very selectively as funds allowed. We received 3,525 volumes, keeping 3,437 and returning 88 for an average per volume cost of $29.09. This year we experimented with Ballen's online order system, BallenNet, which should prove more useful in the future.

FIRM ORDERS

More titles were bought by firm order this year, as the lower budget allowed us the use of more staff time to search many special sale catalogs and to experiment with taking all requests through the Ingram database, rather than just the more popular trade titles. We increased our business with Ingram more than 250% from last year and enjoyed an average 40% discount on our purchases. From a variety of sources we purchased 6,979 volumes at a cost of $21.07 each. We tried to buy the majority of our faculty requests, but still have a sizable backlog for future purchase.

OPERATIONS AND PROCEDURES

The budget shortfall provided extra time to review and revise some of our procedures. First, we started inputting Order/Pay/Receipt records for our approval program books into NOTIS, which had previously been done only for firm orders. John Hein's development of a computer program to absorb most of the work eased the addition of this routine to our workflow. Another improvement was made in streamlining our accounting routines when John developed a program which keeps better statistics about the amounts paid each vendor as well as the number of invoices processed.

We also revised our searching and ordering statistics to track how many requests we received from the various academic colleges and library staff, as well as how many of those requests were in the form of lists and catalogs for which we had to create request cards. This let us quantify certain tasks more accurately and helped identify some of the areas which may need collection development attention because of low faculty ordering patterns. For example, of the 6,400 requests we received, more than half were generated by library staff while the College of Arts and Sciences requested as much as the Colleges of Business and Education and Human Services combined. The College of Health requested so little that we will need to give special attention to some of their programs.

GIFTS

This year we handled over 2,100 gifts. More than half were from donations made during the previous fiscal year by Professor William Roach upon his retirement from UNF's Communications Department and which we hadn't had time to review and process until now. We added 837 gift titles to the collection, a higher percentage than usual.

PROCESSING

The processing workload remained steady but not overwhelming. We were able to keep pace with the current workload plus pursue our long-range, ongoing project to relabel many volumes in the General Collection.

PERSONNEL

We continued to operate at the same staffing level - a Department Head and two Senior Library Technical Assistants. We also had two student assistants, although we had to reduce their hours by September in order to keep them both on the staff. At the beginning of the fiscal year, when we still anticipated a large resources budget, Acquisitions was allocated one of several new positions earmarked for the library. No sooner was the position description developed and planning for space reorganization begun than the first budget recall hit and we lost our high priority claim to any new personnel.

SPACE REORGANIZATION

The impact of adding one new professional to the Catalog Department toward the end of the fiscal year was felt by all of us as we planned for a major reorganization of space in Technical Services. Acquisitions developed a new floor plan and shelving arrangement which improved our situation and should satisfy our needs until Phase-II is built.

Sheila Mangum
Head, Acquisitions Department

SERIALS DEPARTMENT

With a stable staff and a low budget, the Serials Department spent the year involved in continuing conversion projects, in preparing for automatic tape load of our subscription renewal invoice, and in further refinement of automation and preservation techniques. The budget situation prevented us from ordering any new titles, but we were fortunate in being able to keep our current subscription list intact.

CATALOGING AND ACQUISITIONS

Cataloging continued for title changes, new gift titles, and backfiles. The Serials Department was fairly immune from data transfer and subject authority problems because cataloging personnel handled our serials transfers. As we settled into the Marc format for NOTIS volume holdings, the serials holdings records became well annotated, with item records for most of the non-periodical serials.

A number of special projects centered on the acquisitions routines. Check-in and claiming routines were further automated and improved, resulting in time savings and increased accuracy. Kristin Carey and Martha Solomon created check-in records for microformat materials, and business and legal services. The microformat titles required special annotations on the volume holdings records, showing both hard copy and microformat subscriptions. Bob Farnsworth continued to create check-in records for complicated standing orders. As a result of these projects, almost the entire check-in file has been converted to NOTIS. We all appreciate the ability to look at any record, any time, from any terminal. We often marvel about the days of searching for a missing magnadex card, or reaching over the poster's shoulder as we rooted through the filing tubs. The number of questions from public services personnel has substantially diminished, as they, too, have access to all of our financial and receipt files. This helps them give the patrons immediate information about current issues and items not on the shelf. We have had occasions when a patron has asked for an issue that was listed on NOTIS, but was not on the shelf because the issue had been posted within the past hour, and had not yet been delivered to the Periodicals Collection yet. Our technology is giving the patrons information faster than we can get the actual item to the shelf!

Another milestone was reached as we successfully loaded our subscription agent's financial information into the NOTIS acquisition records. We had been posting financial information in a general note field of the check-in record, but this did not provide financial and management reports. FCLA downloaded our Faxon titles, Faxon produced a tape with

all financial information, and the two were linked by a match on the NOTIS and the FAXON title numbers. The load went surprisingly well, with fewer than 100 errors on a file of almost 2,000 titles. UNF served as the test site for FCLA, and paved the way for other SUS libraries to transfer financial data.

For internal reporting purposes, a local file of all serials has been maintained. This file duplicates some bibliographic and financial information found on NOTIS, but we are able to manipulate the file in ways prohibited by NOTIS, especially in creating departmental lists of journals. John Hein, Head of Technical Services, wrote a number of programs which verified data and removed duplicates and unnecessary fields. Titles were then searched against the Faxon file, and pricing fields were updated. One result of the clean-up is a more exact list of titles used by each department, with current financial information.

PRESERVATION

The binding programs were updated by John Hein, resulting in greater time savings as well as greater accuracy in binding. This was especially helpful in toggling quickly between bibliographic, copy holdings, item, and check-in screens. The new programs also gave us the ability to produce a binding record on demand (rather than waiting for a batch program) and we can now proof and correct binding slips immediately.

During the course of the year, three binderies produced volumes for UNF, and an evaluation of their work is underway. We were concerned about the quality of binding, especially for items needing special handling, and one result has been the decision to do more binding work in-house. David Andreasen has used his considerable skills to improve repair and recasing techniques. This has resulted in tripling the prior year's recasing activity, with 200 books being recased in the repair area. The department was fortunate to have the assistance of three students, all of whom showed a high degree of skill and interest in repair work. The repair area was reorganized, and supplies made more accessible.

Library preservation issues continued to be addressed. A Contingency Planning Committee was formed, which drafted a disaster plan for the UNF Library. Priorities were set for each collection, and a salvage plan was designed for fire or water damage. Vicki Stanton served as the first chairperson for the newly formed Preservation Caucus of the Florida Library Association, and she continued to serve as Chair of the Disaster Preparedness Consortium of Northeast Florida.

CONCLUSION

The year was one filled with project and clean-up work. With serials check-in completely converted to NOTIS, and financial data transfer a reality, we have been able to wean ourselves away from the manual files. Serials information is readily available to

the public, resulting in more timely access to information. We are catching up with a backlog of book repairs, and have developed a number of new repair techniques.

The coming year will bring its own challenges. We anticipate the need to review our serials list closely, and hope to start a project to bar code the Periodicals Collection. This will offer us the ability to conduct careful and accurate use studies. We will begin posting all payments on NOTIS invoice records, enabling further analysis of how the book budget is spent. While the budget situation may become difficult, the combination of well-trained staff and sophisticated technology will carry us through the roller-coaster of state finances.

Vicki T. Stanton
Head, Serials Department

SERIALS ORDERS PLACED AND RECEIVED

	HELD 6/30/90	NET CHANGE 1990-1991	HELD 6/30/91
SUBSCRIPTIONS			
NEWSPAPERS	22	(1)	21
PERIODICALS	2,568	(110)	2,458
BUSINESS & LEGAL SERVICES	158	(18)	140
MICROFILM	125	11	136
FREE/GIFT	173	(7)	166
SUBTOTAL	3,046	(125)	2,921
STANDING ORDERS	582	(77)	505
GRAND TOTAL SERIALS ACQUISITIONS	3,628	(202)	3,426

* While very few titles were added this year, the great decrease in titles during the year
was caused not by cessations but rather by a project to proofread the current serials file
which resulted in the elimination of many duplicate entries and old titles which had
ceased publication.

CHECK-IN WORKLOAD
NUMBER OF ITEMS

	1989/90	CHANGE	1990/91
Periodicals and Serials			
Current issues	23,433	496	23,929
Back issues	450	(385)	65
Backfile vols (incl micro)	20,000	(15,239)	4,761
Microfilm reels	420	31	451
Microfiches	21,718	9,334	31,052
Gifts received	1,733	901	2,634
Gifts retained	1,054	120	1,174
Standing Orders	1,961	426	2,387
Claims	1,215	1,336	2,551
TOTAL	71,984	(2,980)	69,004

BINDERY STATISTICS

	1989/90	CHANGE	1990/91
BOOKS	1,673 *	(681)	992 #
PERIODICALS	2,478	117	2,595
THESES	138	49	187
TOTAL	4,289	(515)	3,774

* (Incl. 552 rebinds)   # (Incl. 671 rebinds)

PRESERVATION STATISTICS BY TYPE OF REPAIR

	1989/90	CHANGE	1990/91
Cover Repaired	54	76	130
Hinge Repaired	305	(21)	284
Pages Tipped In	446	(2)	444
Pamphlet Binding	390	95	485
Pocket Made	46	(20)	26
Replace End Papers	63	121	184
Recase	0	200	200
Rebind	0	36	36
Spine Repaired	135	(3)	132
Torn Pages Mended	71	17	88
Trimmed Pages	30	17	47
Other Types of Repairs	151	51	202
TOTAL	1,691	567	2,258

OTHER PRESERVATION WORK*

TITLE COUNT	CLASS	NO. OF PAGES
6	A	18
5	B	70
3	D	8
2	E-F	26
8	G	52
31	H	246
3	K	22
3	L	16
7	M-N	40
22	P	298
11	Q	62
7	R	32
10	T	74
3	V-Y	22
0	DOCS	0
TOTAL 121		986

* The above statistics represent pages ordered through Interlibrary Loan to repair mutilated or damaged books and serials. Preservation is a new unit of the Library.

CATALOGING DEPARTMENT

1990/91 brought a happy surprise for the Cataloging Department - a new librarian! The creation of the new position was a matter of some uncertainty throughout the year, but the new cataloger, Margaret Kaus, joined the Department's staff in March. Her responsibilities include cataloging all music materials and a variety of audiovisual formats. In her first few months, she is concentrating on cataloging a large group of compact discs. We look forward to integrating Margaret into the workflow and anticipate that she will make great contributions to the Department.

The arrival of an additional professional staff member brought another, unexpectedly extensive change to the Department. We began by making a new office area for Ms. Kaus and finished by rearranging every work area in the Department and most of Technical Services. This process took a month and resulted in improved individual work areas for staff. In another move, a landmark passed quietly from the scene as we officially closed the card catalogs and moved them from the main lobby of the library to the first floor, awaiting removal from the building. All cards were removed and stored for scrap.

This was also a year of significant accomplishments in more familiar ways. We worked our way through the remainder of the purchases from previous large budget years and by June, all but the literature material had been added to the collection. University Librarian Verna Urbanski coordinated the workflow which enabled the Department to handle large numbers of older imprints. She was also responsible for the original cataloging of a large portion of the audiovisual material herself, including the library's first videodisc title. Assistant University Librarian Angela Randtke reviewed and cataloged a portion of the Fastcat Collection and a large number of theses requiring original cataloging. Dr. Randtke also developed a set of local programs which greatly improved the efficiency of the review of new and dropped subject headings lists and eliminated the need for a paper copy of the report.

All of the new and dropped headings lists and the error and conflict detection reports were streamlined this year with local processing routines developed by the Head of Technical Services, John Hein. These routines enabled us to assemble information and sort entries into groups of like headings which coordinate the required authority work, thus making it far more efficient.

In terms of production, the Department cataloged 21,266 titles. Of this total, 11,729 were LC copy, 2,182 were modified LC copy, and 1,602 represented original

cataloging. 5,432 titles received brief update records and 321 titles were recataloged. Several major tasks were completed, notably the long-term "binn project." In this project, barcodes identifying items never matched to books in the General Collection were finally all rechecked, verified as lost, marked in NOTIS, and counted statistically. In a separate project, the location of all multiple copies in other than the General Collection was verified and corrected as needed on NOTIS. We also integrated the bulk of the Curriculum Collection subject headings from a separate children's headings index into the main subject index.

Several new activities were begun, including an ongoing project to review the entire subject heading index, identifying headings needing authority records and/or correction. We began a review of a card file of author literary numbers which will eventually incorporate the authors' classification numbers in their local online authority records. We began pulling from the online documents tickler index those documents requiring original cataloging. We also began an ongoing review of the unverified names on the old lists of name headings, correcting headings and creating original authority records for names when necessary.

In the coming year, the workflow will concentrate on authority work and full cataloging of titles which have only temporary records in the online catalog. The year will begin with a major change in the Department's principal cataloging source, OCLC. In August, the Library will host a SOLINET workshop introducing PRISM, the new OCLC system, to area libraries. Learning the intricacies of the new OCLC, in order to use its full potential for more powerful searching and editing techniques, will require some time. Anticipating next year's small materials budget, 1991/92 will be a good year to learn new things!

Linda L. Smith
Head, Cataloging Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Cataloging Activity by Classification, 1990/91

Excluding Periodicals, Indexes, Audiovisual Materials, and Microforms

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
A-AZ	General Works	34	0.230	56	0.320
B-BD,BH-BJ	Philosophy	255	1.723	264	1.507
BF	Psychology	259	1.750	277	1.582
BL,BN-BQ	Religion	124	0.838	130	0.742
BM	Religion - Judaism	9	0.061	10	0.057
BR-BX	Religion - Christianity	152	1.027	154	0.879
C-CT,D,DX	History - General	349	2.359	376	2.147
DA	History - Great Britain	175	1.183	189	1.079
DB-DJ,DL-DQ	History - Other West European	195	1.318	212	1.211
DJK,DK,DR	History - U.S.S.R. & East European	143	0.966	148	0.845
DS	History - Asia	263	1.777	274	1.565
DT	History - Africa	56	0.378	59	0.337
DU	History - Australia, Oceania	0	0.000	0	0.000
E	History - United States	523	3.535	576	3.289
F	History - The Americas	328	2.217	355	2.027
G-GT	Geography, Anthropology	136	0.919	165	0.942
GV	Sports, Recreation	154	1.041	167	0.954
H	Social Sciences - General	40	0.270	42	0.240
HA	Statistics (Soc. Sci. Data & Methods)	10	0.068	20	0.114
HB-HD	Economics	916	6.190	1059	6.047
HE	Transportation, Communications	49	0.331	62	0.354
HF-HJ	Commerce & Finance	643	4.345	907	5.179
HM-HT	Sociology	509	3.440	535	3.055
HV	Public Welfare, Criminology	346	2.338	363	2.073
HX	Socialism, Communism	60	0.405	62	0.354
J-JX	Political Science	353	2.386	386	2.204
K	Law - General	18	0.122	19	0.108
KB-KE,KG-KZ	Law - Foreign (inclu. Ancient)	13	0.088	14	0.080
KF	Law - United States	257	1.737	886	5.059
L-LB	Education	636	4.298	730	4.168
LC-LT	Education - Special	243	1.642	249	1.422
M	Music - Scores	218	1.473	261	1.490
ML	Music - History & Criticism	205	1.385	224	1.279
MT	Music Instruction & Study	35	0.237	35	0.200
N,NX	Visual Arts, General Art	121	0.818	136	0.777
NA	Architecture	32	0.216	32	0.183
NB-NE	Art Media	109	0.737	124	0.708
NK	Art - Decorative & Applied	16	0.108	20	0.114
P	Philology & Linguistics	96	0.649	101	0.577
PA	Classical Language & Literature	31	0.210	80	0.457
PB-PD,PF	Modern European Languages	6	0.041	6	0.034
PE	English Language	107	0.723	111	0.634
PG-PM	African/Oriental/Slavic Lang. & Lit.	124	0.838	126	0.719
PN,PZ	Literature - General	586	3.960	680	3.883
PQ	Literature - Romance Languages	259	1.750	269	1.536
PR	Literature - English	1281	8.657	1324	7.560
PS	Literature - American	1040	7.028	1080	6.167
PT	Literature - Germanic Languages	111	0.750	114	0.651
Q	Science - General	98	0.662	107	0.611
QA1-74,77+ (1)	Mathematics	195	1.318	203	1.159
QA75-76	Computer Science	270	1.825	295	1.684
QA273-299	Statistics (Math. Theory and Methods)	28	0.189	28	0.160
QB	Astronomy	37	0.250	37	0.211
QC	Physics	56	0.378	56	0.320
QD	Chemistry	11	0.074	17	0.097
QE	Geology	16	0.108	17	0.097
QH	Natural History, Ecology	78	0.527	87	0.497
QK	Botany	5	0.034	5	0.029
QL	Zoology	40	0.270	43	0.246

CLASS		TITLES	% TOTAL	VOLUMES	% TOTAL
QM-QP	Physiology & Human Anatomy	51	0.345	52	0.297
QR	Microbiology	11	0.074	12	0.069
R	Medicine - General	104	0.703	111	0.634
RA	Public Health	163	1.102	160	0.914
RB	Pathology	12	0.081	12	0.069
RC	Internal Medicine	391	2.642	401	2.290
RD-RS,RZ	Surgery and Medical Specializations	191	1.291	201	1.148
RT	Nursing	75	0.507	77	0.440
S-SK	Agriculture, Forestry, Animal Culture	36	0.243	39	0.223
T-TZ	Technology & Engineering	377	2.548	453	2.587
U-V	Military & Naval Science	135	0.912	140	0.799
X	UNF Masters Theses	48	0.324	92	0.525
YA-YO,YQ-YZ	Curriculum Text Materials	133	0.899	339	1.936
YP	Children's Literature	443	2.994	802	4.579
Z (2)	Bibliography & Library Science	168	1.135	258	1.473
		14797	100	17513	100

(1) QA1-74,77-271,297-939
(2) UNF classes all subject bibliographies with that subject.

PUBLIC SERVICES DIVISION

Although I was on a Professional Development Leave half-time for two consecutive terms, the Division continued smoothly and made major advances in information accesses. The various departments continued to meet the challenges of increased service demands and the implementation of new technologies. I am very proud of individual and group efforts of the Division to maintain the library, and information resources and services expected in a contemporary academic and research environment.

My Professional Development Leave resulted in a consolidation of the many documents and versions of documents governing the lending and borrowing policies over a 20 year period. Once consolidated, it is anticipated that the resulting document can be adopted as the definitive annotated UNF Library Lending Code.

STATISTICS

Service statistics increased dramatically this year in the face of increased enrollment and the introduction of new technology-based services. These increases are reflected both in desk service transactions and behind the scenes workloads.

Door/Gate Count:	up 22.18%	(564,089)
Desk Service transactions:	up 22.17%	
Stacks services (shelving)	up 11.36%	

While the desk service statistics reflect a quantitative increase, they also indicate a qualitative change in the type of transaction. It should be noted that the transaction type has shifted from question/answer to teaching/instruction requiring not only instructing the patrons how to interpret their results, but how to operate the new technologies to get those results.

The Circulation statistics as provided by FCLA still have a +/- 10% estimated error rate. Although this issue has been brought to their attention, the SUS Library Directors have not established a priority with FCLA to remedy this problem.

STAFFING

Staffing deficiencies, in the face of an increasing number of patrons and the new developments in technology, continue to be the major problem. While class sizes can be

adjusted to accommodate increased workloads in the academic disciplines, library instruction continues to be one-on-one due to the advent of CD-ROM workstations and the online catalog. To maintain consistent skills among the UNF affiliated constituencies, a required bibliographic/research program needs to be implemented.

There was no turnover of full-time staff. Public Services was given one new position, which was filled by Barbara Tuck, a recent FSU graduate with an MSLS, as a reference librarian.

PROJECTS, CHANGES and TRENDS

- The card catalogs, which have been closed for many years, were physically removed from the public area. LUIS is now the sole catalog access. In the case of an emergency when the terminal access is not available, we will look to staff access on OCLC (EPIC or regular OCLC services) or use of the FLIN COMCAT microfiche.

- CD-ROM index access, generally duplicating equivalent printed resources, has become extremely popular, and the library has increased the number of titles offered. Evaluation copies of such indexes have helped provide exposure of these resources to our researchers.

- EPIC, an end-user database searching system, has been made available by OCLC, the same library utility that supports the library's cataloging efforts. In addition to searches in its own cataloging union database, EPIC plans to offer access to other databases and gateways to other services. Because it is less expensive than other database utilities, our Reference staff is using it when appropriate. Because OCLC already supports the mammoth database of library holdings world-wide with an interlibrary loan component, there is a lot of potential for this service.

- Public Services participated in the development of the Library's Disaster Plan.

- The number of high school students using the Library is increasing through the expansion of the scope of various special programs promoted by the University. The Superintendent's 100 Scholars program, originally intended for honor high school seniors, now numbers more than 300 because of the phase-in of junior year status awarded in the sophomore year. The Library's support of the International Baccalaureate Program has also increased the numbers involved.

- A new referral form was developed by the representatives of the Northeast Florida Librarians' Interest Group (NEFLIG) to serve as a common, official authorization instrument for referral of Duval County School students to the participating academic libraries. It is hoped that this measure will resolve many problems encountered in this referral activity.

30

- New Reference Department offices were carved out of space in the Reference stack area by constructing a partition. The new space accommodates three full size library faculty offices.

- The stack areas in all public services departments had additional shelving and/or microfiche cabinets installed to accommodate the expanding collections. Such expansions are cutting into the space available for reader seating and study areas.

- A uniform sign plan was implemented by the Library to identify all service points and LUIS access terminals.

- We continue to support auxiliary access for the FEEDS (Florida Engineering Education Delivery System).

- The Library faculty have participated in the Northeast Florida Library Interest Group (NEFLIG) meetings. Issues discussed are primarily those concerning problems of cooperative access to library facilities.

- As a result of a grant from the State Library, the Library installed a telefacsimile machine to become a part of the Florida Library Information Network (FLIN) Telefacsimile Network. While the State Library supplied most of the funding for the hardware, the Library has the ongoing responsibility to pay for the telephone line and telephone calls used in this service.

- The Library took over the cash collection services for the microfilm reader/printer services, formerly performed by Auxiliary Services. By performing this service in-house, the Library saved about 20% in collection fees. Judy Hiden and Carolyn Mobley in the Director's Office established and implemented procedures to collect, track, and audit this operation. They discovered serious discrepancies between actual collections and the machine counters; mechanical remedies and security measures were implemented to restore the operation to a break-even venture. Collections now cover the cost of paper, toner, and other supplies for the microformat equipment.

- With increased ability of our KNOGO theft detection system to identify patrons who may attempt to remove library materials without checking them out, the Library and the University Policy are more comfortable in fully prosecuting offenders. Florida law prescribes both criminal and civil penalties, while University policy provides additional local prescriptions for such offenses. Signs and subsequent follow-through have been more effective in dealing with these offenses.

- We still have problems enforcing the no food/drink policies in the library. With the increasing service demands at the public desks, staff is simply not available to catch offenders.

- We are beginning to track mutilation and loss of library materials. Sixty-four mutilated items with a value of $2,155 were reported to the University Police. Books which were billed in this fiscal year and are still outstanding number 1,555 with an estimated value of $55,622. Books identified missing (and thus assumed to be stolen) in this fiscal year number 176 with an estimated value of $6,295. Since this reflects only a partial year, these figures promise to be more dramatic next year.

NEW CONCERNS:

- The current fine structure is no longer effective in encouraging patrons to bring back library materials on time. The fine rates, originally set in the late 1960's by the Board of Regents, are low enough to be easily absorbed by most borrowers. Non-affiliated borrowers routinely consider these charges as part of the cost of doing business. In present times, billing for the replacement of an item serves as a far more effective persuader than fines. Unfortunately, the many staff hours required to determine the cost of each overdue book is often wasted, because most of the billed books are returned eventually, causing more work to credit the borrower's account. Automatic fines, if effective, are less staff intensive. The ineffectiveness of the fines is most pointed when the Library attempts to recall items for Course Reserve or for another borrower. Because the fine is so low, there is no incentive to respond to such request notices. The entire issue of fines and charges needs to be addressed.

- The SUS Libraries' automated library system (NOTIS), which has been designated by Florida law to be the official inventory system for library collections, lacks appropriate functions to serve in this capacity. The SUS Library Directors have not yet specified required system functionality or compensating procedures to comply with the law.

- Under present funding proviso language, the Library is able to buy software from Library Resources budgets, but the hardware equipment must be purchased with OCO (capital outlay) funds. The Library's ability to implement new technologies is directly linked to the success of the Library to compete for OCO funds. 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.

CONTINUING CONCERNS:

These concerns are echoed from previous years:

- Photocopy services, operated by Auxiliary Services, continue to be a major problem for the Library. Patron complaints about change, repair services, and copy quality are a constant aggravation. Public Services would like the copy vending

operations to be streamlined, with appropriate machines installed, and responsive, effective management established in the building to service the equipment.

- Continuous, reliable funding for hardware to support alternate information resources needs to be identified and allocated.

- Staffing needs to be increased and skills upgraded.

Robert P. Jones
Head, Public Services Division

	1989/90	1990/91	% CHANGE	
CIRCULATION/RESERVES				
Desk Services				
Charges/Renewals - Circ	83428	95937	14.99%	
Charges/Renewals - Rsv	9885	20758	109.99%	
Patron Applications	4434	5081	14.59%	
Copiers - questions	0	1299		
Copiers - equipment	0	1118		
ILL - borrowing	2439	2724	11.69%	
ILL - lending	8822	8273	-6.22%	
AR - Manual Posting	1396	1089	-21.99%	
Reserve Requests	1599	1406	-12.07%	
TOTAL:	112003	137685		22.93%
Stack Services				
Automated - Circ checkins	95786	98613	2.95%	
Automated - In Lib Use	89386	105901	18.48%	
Automated - Rsv checkins	9945	21076	111.93%	
Automated - Rsv In Lib	586	1644	180.55%	
TOTAL:	195703	227234		16.11%
DOCUMENTS				
Desk Services				
Charges/Renewals-automated	3063	3027	-1.18%	
Charges/Renewals-manual	200	134	-33.00%	
Direction	275	253	-8.00%	
Information	5787	6117	5.70%	
Instruction	404	394	-2.48%	
Reference	2010	2378	18.31%	
Map Inquiry	104	172	65.38%	
Microform pull requests	772	504	-34.72%	
TOTAL:	12615	12979		2.89%
Stack Services				
Automated - checkins	941	695	-26.14%	
Automated - In lib use	13057	13196	1.06%	
In-house pickups-US	13521	12798	-5.35%	
In-house pickups-FL	4173	3661	-12.27%	
Maps	314	524	66.88%	
Microformat	2203	2655	20.52%	
TOTAL:	34209	33529		-1.99%
MEDIA RESOURCES				
Desk Services				
Charges/Renewals	13853	15058	8.70%	
Manual circulation	2262	2934	29.71%	
Information	7817	8751	11.95%	
Equipment support	17344	19447	12.13%	
Instruction	5030	5133	2.05%	
TOTAL:	46306	51323		10.83%
Stack Services				
Automated - checkins	11754	12522	6.53%	
Automated - In lib use	16642	25838	55.26%	
Manual returns/pickups	1840	3088	67.83%	
TOTAL:	30236	41448		37.08%

	1989/90	1990/91	% CHANGE	
PERIODICALS				
Desk Services				
Charges/Renewals	0	0		
Direction	2119	2100	-0.90%	
Information	9885	7950	-19.58%	
Instruction	6078	7529	23.87%	
Microform pull requests	8393	8799	4.84%	
Binder service	2916	4455	52.78%	
TOTAL:	29391	30833		4.91%
Stack Services				
Automated	1742	2884	65.56%	
Shelving	111823	126250	12.90%	
Microforms	58186	65435	12.46%	
TOTAL:	171751	194569		13.29%
REFERENCE				
Desk Services				
Charges/Renewals	0	3		
Direction	2607	2449	-6.06%	
Information	5368	8465	57.69%	
Instruction	10162	8465	-16.70%	
Reference	10203	10464	2.56%	
Tours	93	57	-38.71%	
Computer Searches	194	29	-85.05%	
Equipment support	1692	4033	138.36%	
TOTAL:	30319	33965		12.03%
Stack Services				
Automated	729	813	11.52%	
Shelving	37252	41101	10.33%	
Microforms	726	3297	354.13%	
TOTAL:	38707	45211		16.80%
SPECIAL COLLECTIONS				
Desk Services				
Direction	14	31	121.43%	
Information	18	46	155.56%	
Instruction	5	10	100.00%	
Reference	18	93	416.67%	
TOTAL:	55	180		227.27%
Stack Services				
Shelving	140	1038	641.43%	
DOOR/GATE COUNT	461684	564089	22.18%	
Desk Services, Library Wide	230689	266965	15.73%	
Stack Services, Library Wide	470746	543029	15.35%	
Mutilated books reported/Value	64	$2,155.90		

LIBRARY SYSTEMS

I was very concerned that the absences resulting from my Professional Development Leave would affect the Library's ability to maintain system function in the case of hardware failure. Fortunately, an OPS employee in Media, Don Rhoades, on a part-time basis, was able to meet most of these challenges. On my half-time schedule, most of my time was used in systems and hardware support.

Systems highlights include:

- BITNET and the INTERNET were made available to the library staff, and training was provided. Contact with colleagues around the world was encouraged through subscriptions to electronic listservers.

- The Library purchased and installed uninterruptable power source backups for the controllers which provide the LUIS/NOTIS accesses. These power systems bridge the power outage time until the emergency power generator can take over. In addition to providing emergency power, these units provide spike, surge, and brownout protection virtually eliminating problems caused by our frequent power outages and fluctuations.

- Because of the extremely high maintenance costs, the State University System IBM ScanMasters were retired, effective March 31, 1991. These units provided telefacsimile and message broadcast to other ScanMasters (including all SUS libraries). These functions will be replaced by regular telefacsimile (FAX) technologies and electronic mail.

- OCLC introduced PRISM, a new terminal emulation/operating system which permits more versatile interaction between workstations and the OCLC host systems. Moving from terminal to more versatile workstation technology marks OCLC's evolutionary path from a highly proprietary system to one that can capitalize on new and evolving technologies.

- According to FCLA, remote access to NOTIS accounts for between 2.2 and 2.5% of all transactions.

- As discussed in the Public Services section, the circulation statistics continue to have an, for the time being irremediable, error rate of +/- 10%.

- FCLA enhanced the LUIS catalogs with the addition of keyword searching using Boolean operators. Because the NOTIS product was not viable in the consortium environment, FCLA had to write its own search engine. Continuing enhancements are expected.

NEW CONCERNS:

- Maintenance and repair services for computer hardware is becoming more of a problem to the existing staff. The major portions of our LUIS/NOTIS equipment is aging at the same time. Generally, such equipment has an industry standard life expectancy of five years. Our library has no line position to absorb these new demands. By default, these duties are being handled in this library by administrators with some temporary and volunteer help from interested library technical assistants and OPS staff. 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 and repair, our services are subject to collapse and compromise.

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 functional requirements essential for the continuity of minimum existing services.

- Patron needs for computer paper has dramatically increased. Providing paper for library users is not viable at this time.

- The need for a Library LAN connected to the campus backbone is critical if library services are to be available throughout the campus.

- Standardization on protocols, software, and support system needs to be implemented at the campus level.

Robert P. Jones
Systems Coordinator

CIRCULATION DEPARTMENT

CIRCULATION SERVICES

Overall Circulation Desk Services were up 22% over fiscal year 1989/90. This increased activity reflects a similar rise in the annual gate count of patrons visiting the library. The most significant increase this fiscal year has been in the circulation of Course Reserves. Transactions involving these materials rose 81% over the previous year.

The escalation in visitors to the library, the increase in assignments requiring the use of Course Reserve materials, and the fact that a library borrowing card is required for access to the resources of the Computer Laboratory account for the 15% increase in borrower card applications this year.

Alumni, SUS students, and business professionals make up the majority of non-affiliates who are issued library cards. As stated earlier, we also continue to provide privileges to high school students in the Superintendent's 100 Scholars Program and the International Baccalaureate Program of Stanton College Preparatory High School. We see a continued interest in requests for library borrowing privileges by the general public, community college students, and many high school students.

STAFFING

The Circulation Department has retained all full-time staff from last year with only one change in assignment. In January 1991, Sandra Ritter, Senior Library Technical Assistant in charge of the Lending Section of the Interlibrary Loan Unit, switched assignments with Alisa Craddock, Senior LTA responsible for the evening/weekend shift. This change was made in response to a joint request by the staff involved.

A new Senior LTA position anticipated at the beginning of the fiscal year never materialized due to a hiring freeze. This additional position would have provided an opportunity to staff the Circulation Desk with regular full-time staff throughout the week, giving more uniform circulation services during all operating hours. At present, we must continue to rely upon OPS student assistants to provide services during weekends and late evening hours.

COURSE RESERVES

There was an 81% increase in the circulation of Course Reserve materials over last year. The revamped Course Reserve Management System introduced last year, continues to make the processing of materials more efficient. Senior LTA Julia Behler managed to singlehandedly make available for use over 1,500 items within a short period of time.

INTERLIBRARY LOAN

In January 1991, Alisa Craddock took over the management of the Lending Section of the ILL Unit, replacing Sandra Ritter, who was reassigned. Peggy Pruett continues to manage the Borrowing Section.

OCLC has enhanced its entire online system which required substantial changes in the manner in which libraries access the system. In preparation for accessing the new PRISM service, all libraries were required to replace the OCLC terminal software with the new PASSPORT software. The OCLC ILL Subsystem had not yet changed over to PRISM so ILL continued to use what was called the First System.

The OCLC ILL Subsystem is expected to begin using PRISM sometime next year. However, the OCLC Cataloging module for PRISM is currently being installed nationwide. Since the ILL terminal is "chained" to the cataloging master terminal, it was necessary for ILL to switch to the PASSPORT software at the same time as the Cataloging Department. This was done near the end of the fiscal year.

The difference that is initially apparent to the user is the look of the screen and the new logon/logoff procedures required to access the system. The OCLC M300 keyboard, which had special keys for ILL commands, has been replaced by a regular IBM keyboard. OCLC has provided a PRISM manual, and OCLC reference cards and templates to facilitate learning the changes.

In the last month of this fiscal year, a Pitney Bowes Telefacsimile Machine (Model 8050) was installed within the Circulation Department for the use of the ILL unit. The Fax machine was purchased with funds provided by the State Library of Florida in order to encourage participation in the FLIN Telefacsimile Network. The equipment is being used to provide "Rush!" document delivery to libraries participating in FLIN.

The volume of ILL borrowing requests continued to increase this year (11.6%), while the number of lending requests are slightly below last year's figures. The increase in borrowing partially reflects the growing use of the CD-ROM indexes available in the Reference Department.

The following table outlines ILL Borrowing and Lending Summary Statistics:

ILL BORROWING STATISTICS

BOOKS

FLIN	677		SUS	478
Other Florida Libraries	65			
Out-of-State	213			
Total Filled	**955**			

PHOTOCOPIES

	Requests/Exposures			Requests/Exposures
FLIN	1094 / 10507		SUS	867 / 8754
Other Florida Libraries	20 / N.A.			
Out-of-State	237 / N.A.			
Total Filled Copies	**1351**			

TOTAL FILLED (Books & Copies)   2306
TOTAL (WORKLOAD)   2628
TOTAL UNFILLED REQUESTS   322

ILL LENDING STATISTICS

BOOKS

FLIN	2907		SUS	1111
Other Florida Libraries	178			
Out-of-State	689			
Total Filled	**3774**			

PHOTOCOPIES

	Requests/Exposures			Requests/Exposures
FLIN	1727 / 14049		SUS	1055/ 8680
Other Florida Libraries	47 / 307			
Out-of-State	206 / 1457			
Total Filled	**1980 / 15813**			

TOTAL FILLED (Books & Copies)   5754
TOTAL UNFILLED   2982
TOTAL REQUESTS (WORKLOAD)   8736

STACK MAINTENANCE

Approximately 100 shelves were added to the General Collection stacks during the Christmas break. The shifting of the collection onto the added shelving was accomplished during Spring Break week.

In order to accommodate the growth of the stack area on the fourth floor, furniture was rearranged to better utilize the available floor space. Carrel tables were placed in the windowed area of the floor, replacing the soft, lounge type furniture. The soft furniture that was removed from the area was placed near the group study room. The object was to provide more tables and privacy to facilitate quiet study. We also wanted to transfer the lounge seating to a more open area in order to discourage sleeping. We have almost exhausted all usable space for adding more shelving to the General Collection. Any further expansion of the stacks will seriously reduce the spaces now available for study on the fourth floor.

ACCOUNTS RECEIVABLE

Manual posting of A/R transactions is down again this year, which means that the automatic bill and fine system is proving to be accurate. There are fewer adjustments needed or library errors to be corrected. Late in the year, the Finance and Accounting Department informed us of new procedures to be followed when processing invoices. The changes primarily involve which resources are to be used for agency accounts, and how fee-based services are to be charged to non-affiliates. The new rules will be effective beginning fiscal year 1991/92. They will require our A/R staff person, Senior LTA David Green, to use different account numbers than those previously used in posting A/R transactions. We anticipate no particular problems associated with these changes.

BUILDING SECURITY

The Knogo Security System installed last year continues to perform up to expectations. The system has been reliable and we have had no major problems with it as yet. The video monitoring capability of the system has been helpful to Campus Police on occasion.

The campus experienced a series of bomb threats in January which required evacuation of various buildings, and on some occasions, the entire campus. Tensions were high due to the start of the war with Iraq. Our experience in handling emergency evacuations helped in getting everyone out of the building in an orderly fashion. We were told by Campus Police that the Library had the most organized evacuations of all the campus buildings during this period.

We discovered, however, that a revision of the evacuation announcement was needed in order to adjust to the new emergency situation. Because we did not know how long the building would be closed, we began to include in our announcement a request that patrons take their belongings with them as they leave the building.

Geraldine Collins
Head, Circulation Department

REFERENCE DEPARTMENT

Several major changes occurred in the Reference Department this year. The physical layout of the Reference area was modified to accommodate new office space and expanded shelving, a new reference librarian joined the staff, and a tremendous increase in the use of CD-ROM resources was realized.

Looking back over the year, the dramatic effect that technology has had on the activities in the Reference Department is evident. Library users have come to expect resources in their subject areas on CD-ROM. Enhancements to LUIS have provided greater access to library catalogs. Electronic mail has become the main mode of department and inter-office communication, often replacing the typed memorandum and the telephone. Through BITNET and Internet, we can interact with librarians all over the world, gain insight into activities on other campuses, and access, among other databases, library catalogs of distant universities.

More information is available to library staff and our library users than ever before. The Reference Department is constantly challenged to remain current and knowledgeable in order to provide cost-effective library resources that support the University's programs.

DESK SERVICES

There was an increase in demand this year for all services provided in the Reference Department. Detailed statistics are available in the Public Services portion of this annual report. As in previous years, we experienced an increase in demand by UNF students as well as by non-UNF users.

Reference desk services increased 22% while Periodicals desk services increased 5%. CD-ROM resources facilitate the gathering of bibliographic citations so that students are finding time to make greater use of periodicals. Additional time is required for staff to retrieve and reshelve resources on microfiche. Shelving in Periodicals increased 14%. Reference shelving (for which Periodicals student assistants are responsible), showed an increase of 17%. Senior Library Technical Assistant Signe Evans hires, schedules, trains, and supervises the student assistants who shelve day after day and provide desk service in the busy Periodicals Department.

Using a comparison of statistics for two-hour shifts in the Reference Desk schedule, the busiest hours during Fall semester, 1989, were determined and the schedule was

restructured so that double coverage was provided during the peak service hours beginning Fall semester, 1990. A similar comparison was conducted for the Periodicals Section for January, February, and March of 1991. The resulting charts were used to plan Periodicals Desk coverage.

ELECTRONIC RESOURCES

Discussion concerning decisions on loading periodicals databases onto FCLA's mainframe to provide access through LUIS began at the end of the year. It was decided that *ERIC* would be loaded without cost to the SUS libraries. Negotiations began with Information Access Corporation on a contract to load the *Expanded Academic Index*, with the cost prorated among the nine SUS libraries.

The Reference staff began to prepare for the implementation of the keyword command in LUIS and the addition of the *ERIC* database. Beginning Fall semester, 1991, *ERIC* will be available through any LUIS terminal in the Library as well as through remote access. User guides will be developed and staff will be trained during the summer.

RESOURCES ON CD-ROM

Although CD-ROM resources have expedited the research process for library users by providing the capability of Boolean searching of indexes and by printing and downloading records, they have created a critical need for the staff to provide one-on-one instruction to patrons in using the electronic resources effectively. The annual summary of statistics indicates that demand for equipment support, which includes mainly instruction in CD-ROM usage, *increased 224%!*

Instruction is further complicated by a lack of software standardization among vendors. Changes in software and search strategies have created a necessity for constant staff training and a frequent revision of guides for library users. After a new version of the Silver Platter software was installed, Senior LTA Jim Alderman developed new search guides and provided staff training.

Initially, fearing unintentional damage to the equipment by the untrained user, the CD-ROM workstations were closed when the Reference desk closed. But as the number of trained users grew at a geometric rate, students requested additional hours for access to the CD-ROMs. The workstations were left on after the Reference Desk closed so that students coming in after late classes could use them until the Library closed. Although a log of problems encountered each morning was maintained, no major problems have developed. The lack of problems may be regarded as a positive outcome of the training provided daily to the users.

Vendors made other changes to the indexes or software. With new software for *Academic Index* and *ABI/INFORM*, we now have the capability of adding the library's journal holdings. *Newsbank* added abstracts and the *Newsbank Periodicals Index* for a trial period. Information Access Corporation added the expanded feature to *Academic Index*, enabling users to combine search terms in searching for periodical articles.

In June, Information Access Corporation purchased *Corporate and Industry Reports* from R. R. Bowker. IAC decided to cease publication of CIRR and to provide the Library with *Investext*, a CD-ROM service that provides full-text investment company reports. When the CIRR subscription expires in December, a decision will be made to retain or cancel the Investext service.

For a six month trial, *PhoneDisc* was made available for library users. It was discovered that many records in the directory were out of date, making much of the resource useless as a current phone directory. *PhoneDisc* was definitely not a viable substitute for the phone directories on microfiche.

OTHER ONLINE SERVICES

The Reference staff held two training sessions on searching OCLC's EPIC database. Sarah Philips developed a guide for staff to search EPIC as a backup catalog. EPIC is used occasionally to verify citations and to compile bibliographies. The Department's first EPIC search for a fee was conducted in January for a faculty member from the University of Florida. The Reference Department currently accesses EPIC through the Internet as well as through Compuserve. As more commercial bibliographic databases become available through EPIC, it may become reasonable to consider EPIC as an economical alternative to Dialog.

The number of Computer Search Requests has decreased sharply in the last two years. In 1988/89, the Reference staff received 270 search requests as compared with 194 in 1989/90 and 55 in 1990/91. The decrease may be due to the greater use of the CD-ROM resources as well as a decrease in available funds in other university departments.

A breakdown of the online searches performed in 1990/91, through Dialog, by percentage and subject area, follows:

Business	13%
Education	14%
Newspapers	15%
Medical	18%
Patents and Trademarks	12%
Psychology	13%
Other (science, legal, general)	15%
TOTAL	**100%**

SPECIAL COLLECTIONS

Working as a member of the Library Contingency Planning Committee in developing the Disaster Plan for the Library, Eileen Brady compiled an inventory of rare books in the Special Collections section. Ms. Brady also created an index to the University Archives Collection.

Because of staffing shortage, access to Special Collections continues to be provided by appointment only. Since statistics for the Section were not compiled before April 1990, usage comparisons cannot be made between two years. Comparison of the first six months of 1990/91 with the last six months showed an increase of 28% in desk services and an increase of 35% in stack services. Part of the increase is due to the use of the Eartha M. White Collection and the John E. Mathews Collection as a requirement for coursework completion by UNF history students.

OTHER ACTIVITIES

In February, Dolly Svobodny, President of the Alvina Treut Burrows Institute, spoke to Library staff and several faculty members from Curriculum and Instruction on the history, publication, and use of the *William S. Gray Research in Reading Collection* which was purchased last year. As use of the Collection began to increase, Mary Davis developed a lecture session for instructing students in the use of the Collection.

Several library guides and publications were revised, printed, and made ready for the Fall semester. The *Library Guide* was reprinted in the same format with the appropriate revisions. Guides to searching LUIS and to obtaining remote access to LUIS were written by Bob Jones. The guides included instruction for the addition of the Merged Headings Indexes. Mary Davis began revision of the self-guided tour.

PHYSICAL CHANGE

During the summer of 1990, the Reference Department underwent major changes in appearance. The card cabinets which contained the obsolete card catalog, not maintained since 1987, were moved to the first floor to await disposition. The CD-ROM workstations were arranged in their place, beside the atrium planters. The first two ranges of shelving in the Reference Collection were dismantled and two ranges of shelving were erected between the Reference Collection and the Index/Abstract Collection. The entire collection was shifted, read, and straightened. Shelving ranges in the Index/Abstract Collection were extended toward the Reference Desk and work surfaces were placed in the stacks. Jim Alderman printed signs with call number ranges and placed them in acrylic holders at the end of each range. The addition of the new shelving further decreased study areas.

In February 1991, Physical Facilities constructed, from Bob Jones' floor plan, a sheetrock wall to create a 15' x 30' office space outside the existing Reference Office. Egress is provided by doors on each end. Shelving units and panels of luan plywood painted to match the shelving were erected to create partitions for three offices. Mary Davis' office was relocated into the new area. The middle office was ready for Barbara Tuck, the new reference librarian, when she arrived in March. The additional space alleviated the cramped area in the unpartitioned Reference office which holds the general work area and the Library Technical Assistants' workstations.

In December, shelving was expanded in the Periodicals Department, a major shift was begun and plans to change the signs were developed. Three additional ranges of shelving were erected in the Special Collections Room in May 1991, and file cabinets were moved to make an enclosed area around the shelving. Tables and chairs that had previously been used for study were removed to provide better security in Special Collections.

Thanks to Jim Alderman and Paul Mosley for providing the physical labor to erect the shelves, paint plywood, and rearrange the furniture.

STAFF

The first new professional Reference position in ten years was allotted to the Library. From a group of over eighty applicants, Barbara Tuck, a recent graduate of the Florida State University School of Library and Information Science was hired and joined the staff in March. She has been a welcome addition to the staff and immediately began providing reference service in an efficient and competent manner. Ms. Tuck will be trained to index the *Florida Times Union* and, among other reference duties, will assist in collection development.

Mary Davis updated and distributed to faculty members a bibliography of monographic publications by UNF faculty. She has begun a collection of the publications which will be housed in Special Collections.

Thanks are due to all staff members who provide quality reference service to increasing numbers of library users. Staff members include Senior Library Technical Assistants Jim Alderman, Signe Evans, Paul Mosley, and Ricky Moyer, who perform a variety of tasks to keep the Department running smoothly; Eileen Brady, Librarian who manages the Periodicals and Special Collections sections; Mary Davis, Bibliographic Instruction Librarian and Online Coordinator; and Barbara Tuck, our newest reference librarian.

Sarah Philips
Head, Reference Department

MEDIA RESOURCES DEPARTMENT

The Media Resources Department had another active year in fiscal year 1990/91. Activities for the year were the perennial departmental operations of personnel administration, acquisitions, and service.

PERSONNEL

Again this year, there were no personnel changes. The Thomas G. Carpenter Library can be particularly proud of the Media staff, Senior Library Technical Assistants Cynthia Valentine, Carol Coughlin, and Winona Davis, who continue to work diligently. Donald Rhoades remained in dual positions with the Florida Engineering Education Delivery System (FEEDS) program and with the Public Services Division. He serves on the Media service desk for FEEDS on Saturdays, and maintains library computer equipment and staffs the Media desk during the week. Volunteer Ruth Hackenson contributed 120 hours of service, for a four year total of 545 hours.

Three students worked briefly in Media. Two of these, Shawna Gately and Robert Barfield, were in the College Work Study Program (CWSP). A third student, Shontrell Jackson, worked in Media in June through the College Awareness Program (CAP).

BUDGET

The focal point of the year was budget uncertainties. Budget concerns influenced all library operations and Media was no exception. Initially, Media's budget for curriculum and audiovisual materials was $75,000, but budget cuts reduced this figure to $44,700, contrasting sharply with the unprecedented growth of the immediate past years.

MEDIA FUNDING 1985 TO 1991

YEAR	AMOUNT	% CHANGE
FY 85/86	$ 27,400	
FY 86/87	55,000	101
FY 87/88	63,000	15
FY 88/89	80,000	27
FY 89/90	108,600	36
FY 90/91	44,700	(59)

Curriculum material accounted for $2,213 of the $44,700. The audiovisual portion of the budget was $42,565. The most significant audiovisual purchase for the year was three laser videodisc programs, which launched a new audiovisual format in the department.

SERVICE

Service statistics continued to increase. During fiscal year 1990/91, both information services and equipment use increased 12% from 1989/90. Instruction in the use of equipment increased only 2% from 1989/90, probably reflecting the prevalence of VHS and CD players in the home and the fact that the new equipment is simply easier to operate.

Use of the slide and picture collections appears to have increased dramatically; however, the increase probably reflects the attention given to these collections and revised reporting patterns more than actual usage increases. The Public Services consolidated statistics will report online circulation transactions for Media.

The department provided support services to two external programs, FEEDS and BAR/BRI. Media has supported FEEDS, the Florida Engineering Education Delivery System, for over five years. FEEDS in turn pays the salary of an OPS employee, Donald Rhoades, to staff the Media service desk on Saturdays. This fiscal year, 138 students, enrolled in 54 engineering courses from five universities in the State University System, viewed 1,716 programs on equipment housed in Media.

BAR/BRI, the Florida Bar Review Professional Testing Center, uses Media as an "audio replay site." The BAR/BRI program prepares law students for bar examinations. Registered BAR/BRI students review audiocassettes in Media to study for these exams. BAR/BRI Professional Testing Center, a subsidiary of Harcourt Brace Jovanovich, makes a cash contribution to the Friends of the Thomas G. Carpenter Library in return for this service, which requires no additional staff. BAR/BRI students used Media's facilities 69 times in June 1991.

GIFTS

Media received major gifts this year from Wallace A. McAlpine, M.D., and members of the UNF staff. Dr. McAlpine gave Media 90 sound recordings (black vinyl), many of which were European imports. Another major gift came from Dr. Royal Van Horn, Professor of Education at UNF, who contributed 23 laser discs (LVDs) to Media. In addition, Jack Funkhouser, UNF Director of Instructional Communications, donated 21 videocassettes which enhanced the audiovisual collection in art history.

Instructional Communications (IC) continued to provide outstanding equipment support and service. Media received several additional CD and VHS players. In addition, IC replaced many of the older video monitors. Late in the fiscal year, a laser video disc

player was purchased with OCO funds allocated by Academic Affairs. This purchase partially accomplished the department's major goal for the year, which was to initiate new audiovisual technologies and eliminate obsolete ones. Acquiring LVDs and LVD players proved to be the easier part. Eliminating obsolete technologies has become a lengthy process complicated by the budget situation.

GOALS

The task of eliminating filmloops and filmloop projectors, started in 1989/90, continues. At year's end, Media has videocassettes that parallel the subject matter in all but one area covered by the filmloops. One filmloop projector remains operational.

The situation with 16mm motion pictures is more complicated. We contacted ten distributors from whom 16mm prints had been purchased years ago and asked for permission to transfer their 16mm prints to VHS format. *None* of these distributors would permit the transfer without a fee, and the project was abandoned. In January, CRM/McGraw-Hill Films offered a trade-in sale on 16mm prints. Media replaced eight of its high-use items from this distributor with VHS prints. We also purchased VHS prints of several other high-use 16mm films. The department will continue to purchase VHS prints of 16mm film when possible.

The other goal for 1990/91 was to implement a theft detection system to make the videocassette collection more secure. The library bought 3M desensitizer/resensitizer units and targets. Student assistant Shawna Gately targeted all the VHS programs during the Fall 1990 semester.

Absent from last year's goals was a significant project to place barcodes on all music score parts and attach the barcode numbers to NOTIS records. John Hein, Head of Technical Services, initiated this project, which he and Carol Coughlin completed during the Spring, 1991 semester.

Media has three goals for fiscal year 1991/92. The first is to plan a paradigm for strategic planning which will advance the Media Resources Department into the twenty-first century. The second is to inaugurate and adjust to radical changes in borrowing policies. Since the department's transfer to the Library in 1979, faculty have had semester borrowing privileges, but high demand for checked-out titles and frequent recall notices forced us to reconsider this policy. New policies will limit faculty borrowing time for audiovisual and most curriculum material to three weeks. Media's third goal will also involve adjustment. Budget expectations for 1991/92 are not optimistic. Few if any audiovisual or curriculum purchases will be made before January 1, 1992, and probably few for the remainder of the fiscal year as well. The third goal for the department will be to focus attention on collection maintenance rather than collection development. This involves weeding obsolete material, reorganizing material, and expanding efforts to restore material in need of repair. Collection maintenance will also entail classification of sound recordings

and other unclassified audiovisual material. This activity is in the purview of the Technical Services Division, but its intent focuses on Media's mission to provide excellent service to the university community.

The staff of the Media Resources Department expects another active year in 1991/92. Providing quality service in a year of financial austerity will present challenges. Media's staff is prepared to meet this challenge.

Diane W. Kazlauskas
Head, Media Resources Department

GOVERNMENT DOCUMENTS DEPARTMENT

The Government Documents Department, a significant component of the Library, each year receives greater and more varied use. It is worth noting in this time of fiscal austerity that 100% of these resources are provided at no charge by the depository library programs administered by the U.S. Government Printing Office and by the State Library of Florida.

This year, our staff of 2.5 FTE provided nearly 13,000 patrons with answers to questions ranging from the simple "Where is the copier?" to the complex "What are the implications of the Uruguay round of trade talks on the economic future of Latin America?" Meanwhile, this same staff handled over 52,000 pieces of new material in either paper or microform, including stamping, labeling, cataloging, recording holdings, counting, and shelving. Senior Library Technical Assistant Joan Pickett cataloged 1,761 titles, and also maintained a daily schedule at the service desk. In addition, 4,273 titles were added by Kerry Solonche in the Cataloging Department. Our student assistants re-shelved over 34,000 pieces, in addition to shelving 52,000 new pieces received. Use of microfiche increased by 2,100%, an indication that our patrons have accepted both fiche as a research format and the retrieval tool, *CIS Masterfile2*, the CD-ROM product that permits multiple term searching with Boolean operators.

The Federal Government Documents Depository Library Program continues to supply us monthly with new or revised material on CD-ROMs or floppy disks. It is a challenge to handle all these files with a single, rather slow PC. We installed a new IBM 386 with a "juke box" CD-ROM player that permits storing multiple disks and eases the task of changing from one file to another. Of course, all this high-tech requires us to spend time training the patrons, not to mention the time to teach ourselves.

MAPS COLLECTION

We have made good progress revising the Maps Collection. The purchase of several hundred road maps updated that part of the collection. Staff inspected and matched all holdings against the record cards, and after discovering that more than 100 road maps were missing, it was decided to put the remaining road maps in special file boxes stored in the staff office. A cover record in NOTIS for these publications, with a number of subject approaches, provides access. Each road map is barcoded and thus can be circu-lated to qualified borrowers. Linda Smith is cataloging all the previously uncataloged

subject maps from several government and private sources, while Mrs. Pickett does copy cataloging on selected titles.

And so it continues: users ask more difficult questions, greater sophistication is required to access many of the sources, and we are challenged to keep up with the varied demands. The Department's staff, Joan, Kathy, and Dwayne, deserve recognition and thanks for a job well done!

Bruce Latimer
Head, Government Documents Department

LIBRARY ADVISORY COMMITTEE

The membership and procedures of the Library Advisory Committee remained unchanged from the previous year. According to established practice, the Committee held one meeting in the fall and spring semesters. The agenda of both meetings consisted of the Director's report to the Committee on the state and activities of the Library, followed by a question and answer period and a general discussion of library concerns.

LIBRARY ADVISORY COMMITTEE MEMBERS

Dr. Bruce A. Gutknecht, **Chair**	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
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. Satya S. Pachori	Professor	Language & Literature
Dr. Christine E. Rasche	Associate Professor	Sociology & Political Science
Dr. Behrooz Seyed-Abbasi	Assistant Professor	Computer and Information Science
------	(2) Students	SGA representatives

LIBRARY STAFF
as of June 30, 1991

LIBRARY FACULTY PERSONNEL

Employee	Date of Hire	Position
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. Thomas-Stanton	9/17/76	Head, Serials Department
Verna P. Urbanski	9/30/77	Head Cataloger

UNIVERSITY SUPPORT PERSONNEL SYSTEM EMPLOYEES

Employee	Date of Hire	Position
James E. Alderman	11/01/74	Sr. Library Technical Assistant
Shelley L. Anderson	1/18/85	Sr. Library Technical Assistant
Kristin M. Carey	9/18/87	Library Technical Assistant
David T. Andreasen	9/29/89	Sr. Library Technical Assistant
Doris Barie	8/31/79	Sr. 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

Sandra M. Creighton	3/04/88	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
Julia M. Fagge	5/11/84	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
Kathleen E. Hughes (.5)	5/03/88	Sr. Library Technical 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
Joan A. Pickett	10/24/83	Sr. Library Technical Assistant
Peggy B. Pruett	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
Kerry E. Solonche	2/15/88	Sr. Library Technical Assistant
John M. Touchton	1/03/89	Sr. Library Technical Assistant
Cynthia L. Valentine	2/13/77	Sr. Library Technical Assistant

NEW EMPLOYEES WELCOMED

Employee	Position	Department
Margaret A. Kaus	Assistant Cataloger	Cataloging
Barbara L. Tuck	Assistant Reference Librarian	Reference

A hearty welcome to our new faculty. We are delighted to have them as members of our team.