

1977

Annual Report 1976-1977

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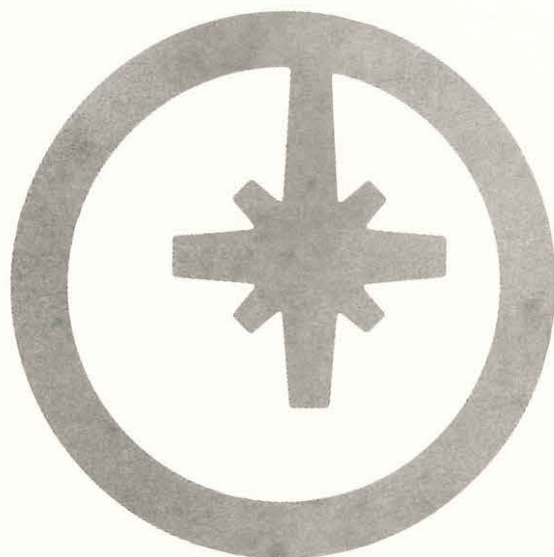
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University of North Florida
Library Annual Report
1976-77

**University of North Florida
Library
ANNUAL REPORT
1976-1977**



**by
Andrew Farkas
Director of Libraries**

Jacksonville, Florida 1977

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INTRODUCTION

This introductory narrative reports on the highlights of the concluding fiscal year of our first five years of operation. Its objective remains the same as in previous years: to provide a summary of major events and developments and to tie in with the various departmental accounts of activities thereby constituting a continuous history of the UNF Library. The statistical charts are designed to allow an overview of all those library activities that can be expressed in numerical terms. It bears mentioning that the present report is the last one in which the figures relating to our first two developmental years can be and will be included.



Andrew Farkas
Director of Libraries

Had we proceeded with our original projections, the conclusion of the first five years of our institutional life would be a convenient resting point to assess the progress made, to compare objectives with accomplishments and to set new targets based on past experiences. Confined, both in the past and in the present, by impersonal, often merciless economic realities that eventually dispose of even the best laid plans, the conclusion of our first five years of existence constitutes no more than an arbitrarily identified point in time, a fictitious link between past and present, not unlike any other we have had or can anticipate having in the future.

It would be self-delusion to pretend that in purely statistical terms the UNF Library has reached the ambitious goals it had set for itself five years ago. Yes, the collection has grown from a 100,000 volume opening day collection to an all inclusive collection strength of

270,000 units. But it would be futile to ask the rhetorical question whether this is enough, or if it is not, how many volumes would be? When a university library is as young as ours, when it has not yet accumulated all of the needed primary literature, when it cannot attend to the systematic acquisitions of multiple copies to satisfy the demands of heavily used materials, when it has never had the means to expand its holdings in support of new programs, and when it arbitrarily has had to keep its subscription list to a workable and affordable minimum, it is naive and meaningless to pose or answer questions relating to adequacy. This institution and the Library are still unquestionably in the growth period of their life cycle, and all that can be observed and stated at this time is that academic support in respect to library resources and library personnel has been woefully overtaxed to meet demands not unlike those placed on most other support units of our institution.

In addition to a library's obligation to continuously expand and generally improve its holdings, there is the constant need to keep the collection up-to-date, to keep it current. Materials published, stored, and disseminated in any or all disciplines have a pre-determined useful life; some materials must be augmented or fully replaced by a constant influx of new information. Hence the library's notoriety as a bottomless pit, which analogy is no more appropriate to the library than to the human mind. Without steady access to fresh information the mind would be just as atrophied and useless as a library trying to serve today's students with yesterday's books, and none else.

For these reasons, our annually renewed concern with our book budget is not only appropriate but a responsibility of the first magnitude. The fact that we were particularly apprehensive about the adverse developments of the past fiscal year is fully justifiable under the circumstances.

The \$300,000 initial allocation for the purchase of library materials was the lowest ever in the institution's history. Due to a variety of fiscal complications too lengthy and essentially too extraneous to detail here, the University had to return a substantial sum to the State. As a result, the \$110,000 of the book funds originally withheld in reserve fell victim to the institutional budget cut. This loss, reducing the book budget to an unprecedented \$190,000, caused the collapse of the acquisitions program. Collection development activities worthy of the term had to cease. The approval plan, the backbone of our acquisition program of new materials, had to be halted in mid-December of 1976 and the purchasing of new materials, any new materials, even on a near-emergency basis, had to be discontinued shortly thereafter. There was an immediate and concurrent increase in the workload of inter-library loan services, a clear indication of the pressing shortage of locally

available library materials along with the demonstrable rise in more sophisticated demands of our clientele.

The full implications of the drastic budget cut and the various measures taken on account of it are detailed elsewhere in this report. What must be observed and recorded here is the fact that the UNF collection, which has never reached relative adequacy, would have never been able to recover from the accelerated downward slide toward obsolescence without a giant infusion of substantial funds.

Salvation, as it were, came almost unexpectedly and quite generously. Dr. Paul C. Parker of the Board of Regents, with input from and the assistance of the SUS library directors, has prepared a five year plan for the SUS libraries, whose implementation and success was contingent upon the special appropriation of 50 million dollars in five equal installments over a five year period. The report contained the necessary statistical evidence to support the contention of inadequacy of the SUS libraries, pointing out the fact that the total library holdings of the nine institutions did not equal the collection strength of some leading university libraries, citing as an example the University of Illinois, Urbana. The report has also pointed out that there has not been an increase in the SUS book budget since 1973-74, during which it reached an all time high of \$5.3 million. On the contrary, the book budgets of the years in between have never attained this level. With a conservatively estimated 12% annual inflationary factor, this amount should have reached \$8.3 million in 1977-78. Had it been granted, it would have only provided for keeping the rate of acquisitions at the 1972-73 level, which already at that time was demonstrably inadequate.

The legislature, persuaded by Chancellor York and various members of his staff, was receptive to the idea, and, convinced of the viability of this plan, approved the first year installment of 10 million dollars to be given to the SUS libraries in addition to their regular allocation of \$4.7 million. Special recognition is due to Senator Jack Gordon of Miami who sponsored the bill and was greatly responsible for its passing. UNF's share of the total - regular and special - allocation of book funds will be about \$733,000 in fiscal year 1977-78. This will allow the Library to resume acquisitions and to attend to suspended programs such as the purchase of much needed materials in the various degree programs recently begun or about to commence. Assuming that this special funding is the first installment of the five year plan, and optimistically anticipating the next four years' allocations to follow, this provides the SUS libraries with the first opportunity within memory to do some much needed long range planning, and to turn their attention to other problem areas of importance that would benefit library users throughout the State.

Staffing also remains a matter of concern. No new positions have been added to the Library for several years. The need for additional staff has been present and pressing in the Public Services division over the past years where an increase in personnel, both clerical and professional, could improve services. Service points in the Library remain splintered, with the attendant problem that simultaneous service concurrently given to a number of patrons leaves some or all stations unattended for long periods at a time. This inevitably inconveniences patrons who need assistance while all reference personnel on duty are tied up elsewhere.

The anticipated three-fold increase in book funds could develop into a comparable problem for Technical Services. Fortunately, provisions of the law approving the special allocation permits the hiring of temporary full time help to expedite the processing of new acquisitions that will constitute a vastly increased workload. If the rate of acquisitions remains constant in the years ahead, a more durable solution to this staffing problem will have to be found.

This brief and general discussion on staffing ought to be augmented by a few words about unionization of our faculty and library staff. The presence of the union has not produced, to date, a noticeable change in staff relations. Partial explanation of this fact is attributable to our adherence to the principles of participative management that has prevailed from the inception of the library, long before it became fashionable to pay any attention to the tenets of this managerial philosophy. We strive for a working environment where the input, ideas, and general contribution of all are not only permitted but actively sought. This arrangement has never resulted in the impairment of administrative authority nor the dispersal of responsibility, but rather in the systematic development of a mature, competent, capable staff whose awareness of all problems confronting the library as a whole always results in the collective search and identification of the best available solution.

On the other hand, the distribution of economic rewards for work well done is no longer a directorial prerogative. After the painful hiatus of one year, the state has approved salary increases for state employees. In addition to the across-the-board salary adjustments as negotiated by the United Faculty of Florida, a certain amount was set aside for merit increases to be divided among deserving employees. It must be recorded for posterity that the UNF Library was given the sum of \$800 to be divided among ten eligible staff members. The reader is expected to draw his/her own conclusions.

Because of the time lapse since the last time salary adjustments have been approved and implemented, raises went into effect July 1, rather

than September 1, as in previous years. This administrative measure, however, has proven to be an exception rather than the new rule. By the close of the 1976-77 fiscal year it has been decided and made generally known that next year's raises will, once more, become effective on the first day of September, thereby stretching the interval between salary adjustments to fourteen months.

The Library has so far conducted three physical inventories. The dates of the first two were October 1, 1972 (the day before the library opened) and June 10, 1974. The most recent inventory took place on September 10, 1976. The second inventory showed that the Library had lost 3,570 volumes or 2.8% of its holdings. Between the second and third inventories our book losses totaled 87 volumes.

These figures, accurate and reliable as they are, still require some explanation. During our first two years of operation severe staff shortage prohibited the monitoring of the library exit. The patrons had access to the collection on an implied honor system basis; if they failed to charge out books before removal, the Circulation staff had no way of knowing. The results of the inventory revealed that the exit must be monitored at all costs if we were to preserve our holdings. A permanently manned check station has been established whose attendant examines all library materials to see if they have been properly checked out, and requests bags, briefcases, etc. to be opened for scrutiny. While this arrangement has apparently produced the desired results, and, incidentally, has been very favorably received by most patrons, a further explanation of the disparity of losses lies in the fact that the 1974 inventory was conducted just at the close of the Spring Quarter. Some patrons who removed library books, accidentally or intentionally, without checking them out, returned them after the inventory count. In brief: our true losses were probably less than the recorded 3,570 volumes in 1974 and probably more than the 87 volumes in 1976. But the possible adjustment of these figures cannot be large enough to deny the effectiveness of circulation controls. The electronic monitoring device, now widely installed and used with excellent results across the nation and at several SUS libraries, has been incorporated in our last three budget requests. Shortage of funds has prevented implementation in each successive year. Experience elsewhere has already proven that this is the most economical and most efficient way in the long term to prevent losses and, at the same time, affords the least inconvenience to library patrons.

This report would be incomplete and this writer guilty of an omission bordering on ingratitude if it were left unrecorded that the UNF Library has lost one of its staunchest supporters, its organizational friend as well as a personal friend to many of us, by the departure of Dr. Roy L. Lassiter, Jr., Vice President of Academic Affairs and Dean of Faculties.

Cognizant of the significance of a viable library and in the strictest adherence to the spirit of the well-worn and often empty phrase that the library is the heart of an institution, Dr. Lassiter's first action after taking charge of his office was to recruit and hire a library director. In his initial letter of recruitment he stated that "both President Carpenter and I regard the position of Director of Libraries as one of the key, key positions." The spirit of this letter has been translated into reality and proven by all actions taken concerning the Library, its development and welfare. During the seven years since the Director of Libraries joined the staff until the resignation of Dr. Lassiter in June, 1977, there has not been a single occasion when the Library, its staff, or the Director have not enjoyed the backing and full support of the University administration in general, and of Dr. Lassiter in particular. His understanding and grasp of our problems, his recognition of our efforts, his appreciation of our objectives, and his sympathetic disposition of all matters affecting the Library enabled us to maintain a satisfactory level of operation in the hardest times, and greatly facilitated the attainment of our organizational objectives. His friendship, help, and guidance will be sorely missed.

Last year's annual report had summarized the events that lead to the drafting, successful defense, and approval of a program for a new library building. We are pleased to be able to report on the major developments that have taken place since then which have brought us closer to the realization of this ambitious undertaking.

In their June 24, 1976 meeting, the Executive and Finance Committees of the Florida Board of Regents have authorized \$6,000,000 in state capital outlays for the construction of a new library and the remodeling of the present structure. The program calls for a new building with 120,000 gross square feet at the cost of \$4,800,000, excluding furnishings. From a list of sixteen architectural firms who expressed interest in the project, four were invited to Tallahassee to make a presentation to the staff of the Department of General Services. The University of North Florida was represented at this presentation on November 29, 1976, by Mr. R. William Munson, Jr., Physical Planning Consultant, and Andrew Farkas, Director of Libraries. The four firms presented their staff, credentials, past accomplishments, and some ideas they had at that time about the project at hand.

Their presentation took place in the following sequence:

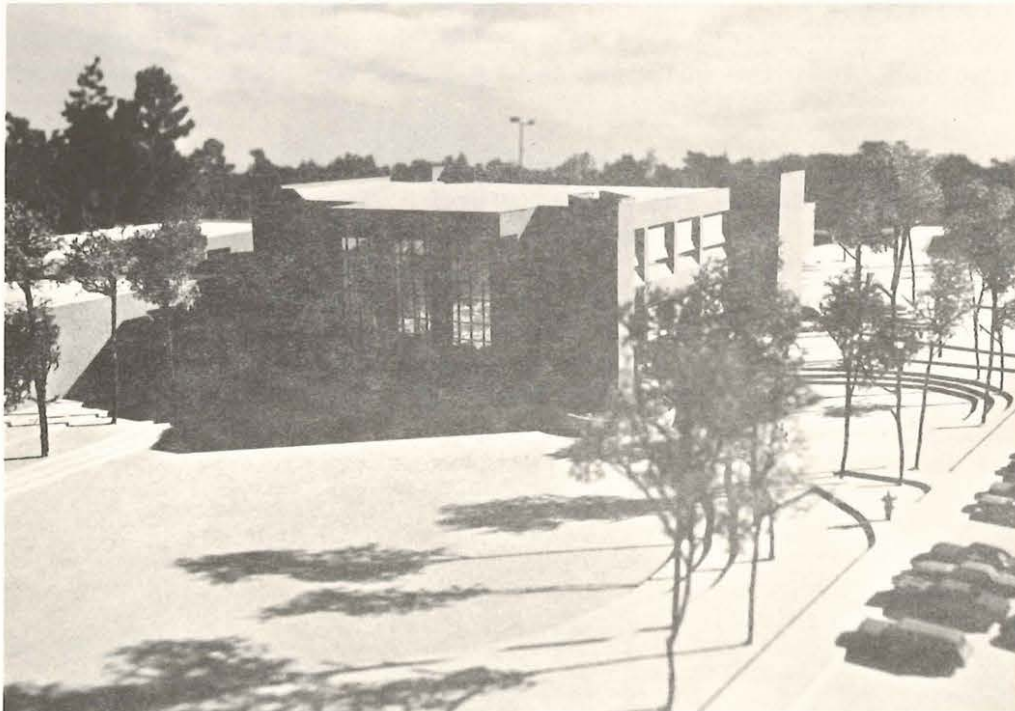
1. Reynolds, Smith, and Hills, Jacksonville, Florida.
2. Helman, Hurley, Charvat, Peacock Associates, Inc.,
Winter Park, Florida.
3. Schweizer Associates, Winter Park, Florida.
4. William Morgan Architects, Jacksonville, Florida.

The presentations were then evaluated by the Department of General Services staff, Mr. Munson, and the Board of Regents' representative. After

long deliberation they selected Helman, Hurley, Charvat, Peacock Associates, Inc. The official notice to proceed was dated and sent to the firm on January 3, 1977.

The "kick-off" meeting was held on January 6, 1977. It was attended by the UNF campus physical plant personnel, Mr. Munson, Mr. Farkas, and the architects and their associates who would work with them on various phases of the project. The first full meeting between the architects and the library staff took place on January 13. In the subsequent series of meetings that followed at two and three week intervals all librarians had an opportunity to participate, individually or in groups, as their direct input was necessary for the progress of planning.

The department heads and their staffs were continually involved in the conceptual schematics phase (45 days), just as they helped to develop the original program in the previous fiscal year. The needs and configuration of space requirements were first articulated within each department, then communicated to and discussed by the entire staff for critical input, and finally turned over to the architects. Mr. Munson was consulted and kept informed throughout the entire process and he attended all those meetings where his expertise and input were required. The data was then assimilated and expressed in a series of increasingly detailed drawings. Each set of drawings was evaluated, modified, or fully redrawn as necessary. The architects kept minutes of each meeting which, along with a monthly progress report, were distributed to all parties. The various details were refined during the advanced schematics phase that followed (60 days) and by the end of the design development phase (60 days) we not only had the plans in hand but a scale model of the building as well.



At the time of this writing, the shape, size, and details of the new building have been determined; therefore, it is possible to offer the following summary of its essential features.

It will have four stories, with full fenestration to the North, overlooking a lake with a small promenade and seating accommodations on the lakefront. All offices will have windows and the entire Library will be carpeted throughout. To tie in with the two tier traffic pattern of the campus, the building will be accessible from both the first floor where the lobby is, and from the second floor where the actual entrance into the library proper will be monitored by an electronic control device. Besides additional space, the new building will include some features not now present in our library, e.g. electronically operated sliding doors at the entrance to facilitate passage for the physically handicapped, two passenger elevators, smoking study rooms, typing rooms, enclosed graduate student and/or faculty carrels, microform reading room, special collections department, built-in exhibit facilities, copying room, staff lounge, loading dock, freight elevator, and a fumigation room.

At the end of each phase the design documents were presented to, reviewed and approved by President Carpenter, Mr. Munson, and the Library staff, then passed on to the Department of General Services for their review and approval. Construction documents are scheduled to be completed by January 18, 1978, and according to the present timetable the building should go to bid in June or July of 1978. If this schedule is strictly adhered to, as it has been to date, with the projected fifteen months construction time, the building can be ready for occupancy in November, 1979.

Needless to say, the thrill and excitement of planning a new building has diminished the sting of the budget crunch. The satisfactory progress of the plans coupled with the certainty of the special allocations for books has brought the fiscal year to a spirited conclusion, with more reasons for optimism and high hopes for the immediate future than in any of the past several years. It is our fervent wish that at the conclusion of the next fiscal year we will be able to report of progresses made in the same good spirit, with sustained high hopes for yet another good year ahead.

Andrew Farkas
Director of Libraries



l to r: Bruce T. Latimer, Documents Librarian; Sheila A. Mangum, Head, Acquisitions Department; Linda L. Smith, Head, Cataloging Department; Andrew Farkas, Director of Libraries; John M. Hein, Head, Technical Services; Kathleen F. Cohen, Head, Reference Department; Robert P. Jones, Head, Circulation Department.

TECHNICAL SERVICES

For the first time in the past three years, the present author is writing only as division head and not, additionally, as Acquisitions Librarian or Serials Librarian. Whereas that ambiguity has been resolved, and the respective department heads speak for themselves in the reports which follow, other uncertainties remain. The drastic reduction this year in expenditures for library resources was occasioned by remarkably adverse circumstances not reflective of the supportive and generous intentions of the administration. Nonetheless, prospects for long range library support remain unclear and clouded by the variables of student enrollment and state appropriations.

The effects of our immediate past fiscal crisis will be read in the following sections along with a general description of the year's activities in the respective departments. The remainder of my contribution to this report, on the other hand, will consist of a description and explanation of certain operations, past and present, in the Cataloging and Serials Departments. Lacking any general interest, this information is provided strictly for documentation in a likely source of future reference.

Occasionally the question is asked why a library as new as this one should be engaged in so much recataloging and reprocessing of books, and, again this year, the Head of the Cataloging Department reports that no fewer than 1,300 titles were redone. The usual reason for recataloging is the discovery of substandard description and, unfortunately--and unavoidably--a great deal of substandard cataloging came to us in the very earliest collection development days when Richard Abel & Co. was supplying original cataloging. A problem rarely occurred when Abel could find exact Library of Congress copy to supply with a book; however, when the catalogers of that company had to adapt Library of Congress copy or when they had to do original cataloging, they frequently described a simple reprint or reissue as an entirely new edition because they had no access to the catalog records of items already supplied to UNF. At the time, it was impossible, for lack of staff, and under the pressure of deadlines, to scrutinize Abel's work, and so the catalog cards for such titles were simply filed and the books sent to storage. Abel's sins were sometimes compounded locally when a UNF cataloger would have to add a book, an edition of which was already represented in the fledgling catalog. The "defensive" cataloging policy of the time resulted in the creation of many new editions which were simply issues or printings.

The problem has come back to haunt us in converting shelflist records to machine-readable form because it is necessary to decide, in a national, shared cataloging context, whether our shelflist record represents a unique bibliographic item for which we should contribute a new machine-readable record corresponding to our shelflist record or whether the item is simply a copy (with a different issue date) of an item already represented in the data base. The rules of the game prohibit a cavalier treatment of this matter, and the resolution of the problem is most often afforded only by retrieving the book from the stacks so that it can be compared with its bibliographic description. Eventually, of course, the Cataloging Department will exhaust the supply of substandard cataloging, and then recataloging should occur with relative infrequency and only when serious mistakes are discovered.

A related question involves the large number of catalog cards which are replaced each year. An actual count has never been made during the course of a year because replacement cards and cards representing items

new to the collection are completely intermingled; however, the numbers would, undoubtedly, be very impressive. Cards are replaced for several reasons: all books recataloged in the process described above generate replacement cards; when subject headings or other added entries are revised and updated, a new set of cards is generated; if an entry point, such as an author or title, is found to be missing for a given record, a complete new set of cards is usually generated for the item; finally, when a staff member notices a card which is illegible or unsightly (such as were many cards produced locally by Xerography from enlarged National Union Catalog copy), the entire card set is replaced. Thousands of cards have been replaced during the special projects of the last three years to refile the title and subject catalogs. Such a liberal card replacement system has been endorsed first, because an efficient replacement system was evolved by the Cataloging Department; second, because, with computer technology, it is much more cost-effective to replace a set than to revise, erase, and otherwise adjust old cards; and third, because it was decided four years ago that the internal appearance of the card catalogs was counterproductive to their intended use by the library's patrons.

This latter reason was a result of a card preparation system, adopted from the library of Florida Atlantic University, whereby the filing elements were not typed or otherwise printed at the tops of the unit cards but were, rather, simply underlined or color highlighted in the body and tracings of the cards. The system works well enough when the text of a bibliographic record can be contained on a single card but is disastrous when applied to computer-generated sets where extension cards are necessary in a high percentage of cases. Many of the filing elements for such sets fall on other than the first card, and the effect in a catalog containing a large number of computer-generated cards is an array which appears almost random. Such was the case particularly in our early author catalog where a filing element could be found only on every third or fourth card. An interim solution has been to retrospectively type the filing elements (added entry headings) at the top of all cards, but the remaining colored highlighting lines are confusing and unsightly. A more enduring solution has been to replace the cards gradually, usually as a by-product of other operations.

The reader will note, under the upcoming departmental reports, that two major projects were undertaken by the Serials Section: an inventory of the Periodicals Collection, and an edit and purge of the computer-generated serials record. Some background to these two projects should be recorded.

For reasons which become increasingly uncertain with the passage of time, periodicals, as a category of serials, have never had cards generated for the public catalogs. Bibliographic access to journals is provided only by their listing in the serials record; it was, perhaps, felt that most

users would approach the literature through this tool, bypassing the card catalogs. Technically, then, periodicals have never been cataloged and counted as "titles added to the collections" even though they are classified and entered in the serials record according to Library of Congress copy, if available, which is then stored in shelf order, much like a shelflist catalog. Bound periodical volumes have always, however, been counted as regular library resources, the effect being to give an abnormal disparity, each year, between titles cataloged and volumes added.

If for this reason alone, it would hardly be justifiable to catalog periodicals; however, for a number of additional reasons it has been decided to bring periodicals into conformity with the normal cataloging routines, among them being: better subject control; provision of additional entry points not possible in the single-entry serials record; better holdings control; and the bibliographic collocation of materials regardless of publication format or library location.

In fact, the cataloging of periodicals would undoubtedly have been initiated at least two years ago but for the constant and frustrating delays in the commencement of card production capabilities for serials through SOLINET/OCLC. The on-line union catalog has for some time supported the MARC serials format, and most member libraries use it as a source of cataloging copy (the Library of Congress inputs its serials cataloging on-line via the OCLC system); however, certain technical problems have kept actual card production a constantly delayed promise (despite the availability of cards for all other formats, including non-print materials and music in addition to monographs). Cards could have been produced locally as they always have been in cataloging non-periodical serials; however, because a retrospective conversion to machine-readable form would then have to be performed as a separate project, and because we have never favored the locally produced variety of cards (serials description tends to be long and, thus, to generate a lot of extension cards when produced by Xerographic typed copy) we have always pinned the cataloging of periodicals to the availability of cards through SOLINET/OCLC.* Card production for serials has been "definitely" promised for Fall, 1977.

An additional aspect of this problem is the fact that periodicals have never had the same, thorough type of holdings control that other serials and multi-volume monographs get as a part of full cataloging (i.e. volume-by-volume listings recorded in the shelflist). Holdings control for periodicals has relied entirely on the serials record and the issue receipt

* A related problem is the retrospective conversion to machine-readable form of non-periodical serials which were isolated and tagged in the shelflist conversion project already discussed in this report. Of the estimated 11,800 deferred "problem" records, about 3,400 are serials. Their input has been delayed pending commencement of card production capability for serials in acknowledgement of the fact that so many of the old serials cards need replacement.

record provided by the Magnedex for current subscriptions. The serials record provided only a generalized statement of holdings plus a detailed listing of lacking volumes and issues, and the Magnedex does not provide for the recording of backfiles and back issues. It was decided that, as a preliminary step to full cataloging, an inventory of the Periodicals Collection should be made and, at the same time, the necessary holdings records established for later inclusion in the shelflist as each title is cataloged. This project has been completed, and new volumes are added to the listing as they are returned from the bindery. Unlike either the serials record or Magnedex, the shelflisting technique provides a record of TempLok (temporary binding) volumes in the collection.

As previously mentioned, non-periodical serials (annuals, yearbooks, etc.) have always been fully cataloged, and their respective holdings recorded in the shelflist. In addition, many of these materials were also listed in the serials record along with the periodicals and certain other titles such as business and legal services and "near serials" (frequent re-editions of standard texts which are often cataloged by the Library of Congress as serials). It was initially the library's intention to make the serials record a comprehensive listing of all the serials and serial-like materials contained in the collections whether currently active or not; however, experience proved that, for two reasons, this goal was unlikely to be achieved: first, the mechanics of preparing an entry for the serials record has proved to be time consuming, and, second, the format of the serials record is such that an all inclusive listing of serials would make the tool unusably large. Because the serials record was the primary access tool for periodicals, and because it was recognized that non-periodical serials were rarely accessed via the serials record (mostly because of its lack of comprehensiveness), it was decided to purge all non-periodical entries from the listing. In consequence, the serials record would now be more appropriately named the periodicals record.

Finally, I would like to mention one area of concern, not specific to this library, which will be affecting our plans for and activities in the coming year.

Two events loom large on the horizon: the appearance, projected for mid-1978, of the second edition of the ANGLO-AMERICAN CATALOGING RULES, and the announced closing of the card catalogs at the Library of Congress to occur in 1980. While their scope and impact will be global, these are hardly events to create much excitement outside the rather arcane world of catalogers and bibliographers. The nervousness over the appearance of the new cataloging rules is a result not only of a lack of full knowledge of exactly what they will contain but also of the Library of Congress' announced intention of applying them to the letter. When the first edition of the present rules appeared in the sixties, the Library of Congress

evolved a system to massage new cataloging into old catalogs. No longer considered cost effective, and viewed as a definite compromise to consistent cataloging, no such attempt will be made with the second edition. Because most American libraries (particularly academic libraries) are enormously dependent on the Library of Congress for cataloging copy, few libraries can escape the effects of this decision. The Library of Congress will implement the new rules with minimal regard for past practices by closing its venerable card catalog and switching, wholesale, to an automated, on-line bibliographic system based on machine-readable cataloging, the data base for which has been in the formation for the past decade. Since this data base can be manipulated electronically, the new rules can be imposed with a figurative press-of-the-button.

Most other libraries are not in such an enviable position, and they will likely have to translate the "electronic" procedures of the Library of Congress into burdensome manual operations. Of course, other libraries, too, can close their present catalogs and begin new ones (manual or automated), and this will be the solution of choice for some. Such a solution seems unlikely for UNF given the present modest level of user sophistication and the fact that it would generate a total of six different catalogs (two each for author, title, and subject). The full nature and extent of this problem cannot be adequately and appropriately limned in a document such as this. However, it is the intention of the head of this division to stimulate a thorough discussion of the situation during the coming year and to produce a separate document on the subject.

In a related matter, and one which may yet prove to be the basis of a solution to the above problem, we can point with pride to the progress made to establish a machine-readable data base of catalog records for this library's collection. The data base accretes automatically as a by-product of on-line, current cataloging; however, a retrospective project was necessary to convert bibliographic records in the catalog prior to our membership in the Southeastern Library Network. A certain amount of interest in UNF's experience with retrospective conversion has been generated in the past year from as far away as libraries in California. In a letter to Mr. Evan A. Reader of the California State University System, and in response to his request for information regarding costs, I described our entire project in considerable detail. For future reference and for those interested in reading of our experience, the complete text of the letter is reproduced as an appendix to this report. For the moment, we wait with no little impatience (and some embarrassment) for even an elementary capability to utilize these machine-readable records which constitute, nonetheless, one of our most valuable resources.

John Martin Hein
Head, Technical Services

UNIVERSITY OF NORTH FLORIDA LIBRARY
Library Inventory

CATALOGED RESOURCES	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>
Beginning Inventory- Cataloged Units	—0—	57,000	86,000	109,507	127,710	148,709	169,304
Units of Library Resources Added	57,000	29,000	27,316	21,773	20,999	20,595	13,636*
Number of Volumes Lost or Missing	—0—	—0—	—0—	(3,570)	—0—	—0—	(87)
Ending Inventory- Cataloged Units	57,000	86,000	109,507	127,710	148,709	169,304	182,853**
OTHER RESOURCES							
Beginning Inventory			3,856	16,230	26,563	39,405	71,143
Government Documents		3,856	5,991	10,027	11,086	11,770	9,530
Maps			1,133	185	213	254	39
Music Scores			1,150	—0—	—0—	89	—0—
Curriculum Collection			—0—	—0—	1,414	2,239	231
College Catalogs			675	110	90	810	65
Telephone Directories			175	11	39	20	5
E.R.I.C. Documents			est. 3,250	—0—	—0—	est. 16,556	2,651***
Ending Inventory		3,856	16,230	16,563	39,405	71,143	83,664
TOTAL COLLECTION STRENGTH	57,000	89,856	125,737	154,273	188,114	240,447	266,517
NUMBER OF VOLUMES IN PROCESS			3,809	14,384	15,373	9,487	4,470
NUMBER OF VOLUMES IN PROCESS							

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

* 1976—1977 Acquisitions included 3,908 volumes received on approval of which 265 were returned and 1,547 volumes received as gifts of which 849 were selected for addition to the collections.

** Includes: 10,021 microfilm reels (1=1)
15 microfiche (116+8)
172,904 Books and periodicals

*** Total no. of ERIC microfiche: est 179,659. 8 fiche = 1 unit.

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department

BOOK OCO Expenditures in dollars

	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>
1.) Amount Allocated	600,000.00	480,000.00	305,784.00	390,000.00	427,983.40	352,779.80	191,405.88
2.) Expenditures							
a.) Approval Plans	59,849.35	105,626.85	118,019.54	139,747.54	72,422.46	111,907.59	52,189.73
b.) Firm Orders (including standing orders)	359,740.07	192,951.28	90,889.33	99,678.99	135,674.76	74,045.19	35,224.40
c.) Backfiles (original & Microform)	134,339.82	70,000.00	28,257.03	45,605.02	74,845.85	28,050.62	3,069.75
d.) Current Subscriptions	.00	25,000.00	33,385.50	59,051.47	72,804.18	80,655.39	82,627.87
e.) Binding	21,610.60	24,000.00	17,151.59	19,036.58	18,533.07	22,290.66	11,077.89
f.) Other (freight, postage, ILL, etc.)	399.96	3,500.00	1,836.01	1,403.06	5,290.87	3,891.21	3,707.79
g.) Cataloging/Processing	2,646.65	43,921.87	14,744.05	16,234.04	45,397.16†	24,139.14*	3,508.45*
h.) Instructional Communications	21,413.55	15,000.00	1,500.95	9,243.30	3,015.05	7,800.00	—0—
TOTAL EXPENDITURES	<u>600,000.00</u>	<u>480,000.00</u>	<u>305,784.00</u>	<u>390,000.00</u>	<u>427,983.40</u>	<u>352,779.80</u>	<u>191,405.88</u>

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

*SOLINET

Membership	150.00
Terminal maintenance	—0—
Line/Modem lease	3,358.45
Data base use & catalog cards	—0—
Purchase of 1 terminal	—0—
	<u>3,508.45</u>

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department

FUND	CODE	DESCRIPTION	BOOK OCO Expenditures by Fund						
			1970-1971	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976	1976-1977
0100	e.	Commercial Binding	21,610.60	24,000.00	17,151.59	19,036.58	18,533.07	22,290.66	11,077.89
0200	f.	Freight, Postage & Handling	399.96	3,500.00	1,836.01	1,274.26	4,568.42	3,573.76	2,655.67
0300	g.	Processing/Cataloging	2,646.65	43,921.87	14,744.05	16,234.04	45,397.16*	24,139.14*	3,508.45*
1000	b.	Library Firm Orders (Monographs)	359,740.07	192,511.83	82,424.04	79,734.29	110,475.20	48,417.70	22,037.54
1100	b.	Curriculum Collection Materials	-0-	-0-	1,487.86	2,073.34	501.14	930.55	1,548.52
1500	f.	Interlibrary Loan Charges	-0-	NKY	NKY	128.80	722.45	317.45	1,052.12
1600	d.	Microfilm/fiche- Subscriptions & STOs	-0-	11,803.75	4,626.75	6,789.84	4,301.60	9,309.54	8,142.50
1650	c.	Microfilm/fiche-Backfiles & firm orders	NKY	NKY	NKY	19,173.19	41,317.69	23,161.43	750.50
1800	b.	Replacement of Missing Material	-0-	-0-	10.50	-0-	62.90	3,000.00	-0-
1900	b.	Music Scores	-0-	439.45	1,487.65	-0-	-0-	500.00	-0-
2000	c.	Backfiles-Periodicals/Serials**	134,339.82	70,000.00	28,257.03	25,949.93	30,222.16	4,889.19	2,319.25
2100	d.	Subscriptions-Periodicals & Services	-0-	13,196.25	27,973.30	46,542.47	67,045.58	69,341.94	72,896.44
2200	d.	Subscription-Newspapers	-0-	NKY	785.45	1,219.16	1,457.00	2,003.91	1,588.93
3000	b.	Standing Orders-Serials & Sets	NKY	NKY	5,479.28	10,529.03	14,771.36	18,938.19	11,176.09
4000	a.	Approval Books	59,849.35	105,626.85	118,019.54	139,747.54	72,422.46	111,907.59	52,189.73
6000	b.	Documents (incl. GPO Deposit Account)	-0-	NKY	NKY	4,299.16	9,824.35	2,080.00	455.00
6050	c.	Documents-all microformats	-0-	-0-	NKY	8,006.90	3,306.00	-0-	-0-
7000	b.	Pamphlets	-0-	-0-	-0-	-0-	19.85	9.00	7.25
8000	b.	Maps	-0-	NKY	NKY	18.17	19.96	169.75	-0-
9000	h.	Instructional Communications	21,413.55	15,000.00	1,500.95	9,243.30	3,015.05	7,800.00	-0-
TOTAL			600,000.00	480,000.00	305,784.00	390,000.00	427,983.40	352,779.80	191,405.88

* Includes all SOLINET charges including membership

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

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

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

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

UNIVERSITY OF NORTH FLORIDA LIBRARY
Acquisitions Department
Serials Section

	Previous Totals	1976—1977	Totals To Date
SUBSCRIPTIONS:			
Newspapers	20	—0—	20
Periodicals & Services	1,782	44	1,826
Microfilm	57	—0—	57
Free/Gift	91	(1)	90
			<u>1,993</u>
STANDING ORDERS	487	(229)	<u>258</u>
			<u><u>2,251</u></u>
<hr/>			
BINDERY STATISTICS—Volumes		1976—1977	
	Books	128	
	Periodicals	1,848	
<hr/>			
NO. OF PIECES HANDLED		23,344	

2535
2251

284

UNIVERSITY OF NORTH FLORIDA LIBRARY
Cataloging Department

	<u>1973-1974</u>		<u>1974-1975</u>		<u>1975-1976</u>		<u>1976-1977</u>	
	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>	<u>Titles Cataloged*</u>	<u>Volumes Cataloged*</u>
MONOGRAPHS								
a.) Advanced Cataloging	1,271	1,271	580	580	214	214	131	131
b.) Fast Cataloging	14,797	14,797	14,367	14,367	14,943	14,943	9,038	9,038
c.) Added Copies/Volumes	<u>-0-</u>	<u>1,909</u>	<u>-0-</u>	<u>2,306</u>	<u>-0-</u>	<u>1,783</u>	<u>-0-</u>	<u>934</u>
Sub Total	16,068	17,977	14,947	17,253	15,157	16,940	9,169	10,103
SERIALS								
a.) Advanced Cataloging	64	64	93	93	175	175	77	77
b.) Fast Cataloging	114	114	124	124	113	113	199	199
c.) Added Copies/Volumes	<u>-0-</u>	<u>554</u>	<u>-0-</u>	<u>535</u>	<u>-0-</u>	<u>699</u>	<u>-0-</u>	<u>308</u>
Sub Total	178	732	197	752	288	987	276	584
GRAND TOTAL	<u>16,246</u>	<u>18,709</u>	<u>15,144</u>	<u>18,005</u>	<u>15,445</u>	<u>17,927</u>	<u>9,445</u>	<u>10,687</u>
CURRICULUM COLL.								
a.) Advanced Cataloging			40	40	353	353	70	70
b.) Fast Cataloging			649	649	400	400	61	61
c.) Added Copies/Volumes			<u>-0-</u>	<u>1,658</u>	<u>-0-</u>	<u>1,895</u>	<u>-0-</u>	<u>95</u>
			689	2,347	753	2,648	131	226

* Includes only monographs and non-periodical serials.

Titles Recataloged 1976-1977: 1,268.

ACQUISITIONS DEPARTMENT

The Acquisitions Department experienced its leanest year to date in fiscal year 1976-1977. Although the initial allocation for books was \$300,000, \$110,000 of that amount was held in reserve and represented the most substantial portion of the funds recalled to Tallahassee at midyear. Consequently, the Library disbursed only \$190,000 for books and related materials. Because the bulk of available funds were already spent when the reserve funds were recalled, it was necessary to proceed with extreme caution for the remainder of the year. All ordering came to a stop in January, and remaining funds were used to meet the continuing subscription obligations which fell due during the remainder of the fiscal year. Obligations for various subscriptions, services, and standing orders amounted to approximately \$100,000 — over 50 percent of the budget.

In spite of budgetary ailments there was still a considerable amount of work in the department. More experienced employees spent much of the year as adjuncts to the Cataloging Department, helping, particularly, in projects to reduce the FASTCAT backlog and to convert bibliographic records to machine-readable form. The one positive effect of reduced funding was adequate time to evaluate current procedures, resulting in more streamlined operations. Acquisitions Department bookkeeping procedures were revised and simplified, and conflicting account statements resolved with vendors. In addition, a sizeable backlog of gift books was handled, resulting in many items being added to the collections and others being earmarked for the library's annual book sale.

The new Ballen Approval Program which started in July, 1976 was closely monitored until the lack of funds brought it to a halt in December, 1976. Thus far it has proven to be successful and will be resumed at the opening of the new fiscal year. Ballen agreed to continue providing selection slips, in lieu of books, for each title treated on the program during the months UNF is unable to support normal acquisitions. Consequently, when funds become available, the library will be able to place back orders with a minimum of clerical work.

The activity of the Serials Section was affected by both a lack of funds and a complete turnover in personnel. Serials Librarian Ann Henderson resigned in June, 1976 and was replaced by Victoria Thomas the following September. One of the library's longest tenured employees, Shirley McFadden, resigned in September to accept a position with the Department of Health and Rehabilitation Services. Her duties were assumed by Trudy Moore, a graduate of the University of North Florida and a former student assistant in the Reference Department. Another recent graduate of the University, Glenda Morris (a clerk typist for the Documents Department during the past three years), accepted an LTA II position and was assigned half-time to Serials/Acquisitions and half-time to Reference.

Clerk Typist Martha Lane transferred half of her job assignment from Circulation to Serials, replacing Helen McGee after her promotion to a position in Documents.

Projects in the Serials Section during the year included the major task of inventorying the Periodicals Collection while at the same time creating shelflist holdings records of these materials and reconciling holdings descriptions in the computer-generated serials record. In addition, the serials record itself was completely edited and purged of entries for non-journal serials. The description of the library's holdings of these titles was transferred to the title entry in the public catalog system. A project, begun two years ago, to review the library's subscriptions was concluded this year with mixed results: approximately 92 titles out of 2,000 were identified for cancellation, representing a savings of about \$3,500. Finally, the section's bindery preparation procedures were reviewed with the results that, after consultation with the Dobbs Brothers Bindery personnel, a decision was made to switch from a more expensive "custom binding" to a standard binding procedure. The difference is one of procedure and not of quality of binding material; however, the results should represent a substantial savings in bindery expenditures. As part of the change of procedure, the Serials Section must assume a major responsibility for collating materials prior to binding, and to help effectuate the change, Dobbs has supplied a new 3 x 5 binding slip designed by the Section.

In the past three years, Book OCO has dropped from \$427,983 (1974-75) to \$352,780 (1975-76) to \$190,000 (1976-77). Consequently, the Acquisitions Department staff has been reduced from 9 to 7½ positions (including the Serials Section) because there were more pressing service needs in other library departments. Needless to say, we all look forward to a more prosperous year.

Sheila Mangum
Head, Acquisitions Department

CATALOGING DEPARTMENT

During the past fiscal year, the work of the Cataloging Department underwent a change in emphasis due to several factors outside the department's and the library's immediate control. Primarily, in light of a sharp decrease in the acquisition of new materials in the second half of the year, the flow of items into Cataloging from Acquisitions dropped to a very low level. This reduction is reflected in much lower cataloging statistics compared to previous years. Consequently, the department's workflow was reorganized to concentrate on tasks which could not be addressed in a normal budget year.

Work in the department was concentrated on three projects: reduction of the "FASTCAT" backlog, retrospective conversion of bibliographic records to machine-readable form, and the improvement of the public catalogs. First, an effort was made to work systematically through the FASTCAT collection reprocessing items for which Library of Congress cataloging was now available or for which sufficient bibliographic information had been found to do original cataloging. Working on a time-available basis throughout the year, we were able to reduce the size of the collection from 9,487 to 4,470 volumes. Second, the department continued work on a project, begun in 1975, to convert the bibliographic records in the shelflist to machine-readable form. During the year, about 1,000 new records were input to the OCLC data base by UNF, and about 37,000 records contributed by other libraries were used both for catalog card production and for the creation of UNF's own data base.* Acquisitions staff members (approximately .5FTE) and a part-time OPS employee assisted for several months in this part of the project. A more extensive account of the shelflist conversion project is given in an appendix to this report. As mentioned in that narrative, about 11,800 "problem" records have accumulated during the last three years which remain to be converted. The reasons for their "problem" status are often quite technical and beyond the scope of the present discussion; however, the resolution of the problems involved often necessitates the retrieval of the books from the stacks, and, in many cases, concludes with the recataloging of the volumes. Catalogers began to work on the records for these titles last January, and it is expected that their conversion will be completed by June, 1978.

As a third area of concentration, the department began a project, several years in planning, to improve the subject catalog. Upon receipt of the 8th edition of LIBRARY OF CONGRESS SUBJECT HEADINGS, the subject catalog was refiled to conform to the machine-derived arrangement used in that work. Thereafter, the following three project components were initiated: systematic establishment of an authority list of headings used in the catalog, the correction and modernizing of out-of-date headings, and the typing and filing of "see" cross references for the established headings.

* Figures given here include current cataloging as well as retrospective conversion.

Although a great deal of time and effort has been, and continues to be invested in this undertaking, the department staff believes that the improvements effected will greatly enhance the value of the catalog to its users. At the end of June, 1977, the project was approximately two-thirds finished and is scheduled for completion by December, 1977.

In other activities, as the basis of a future departmental manual, a typing sample book was assembled. It has been of use in training new clerical personnel and as a general reference tool for all cataloging staff members. It is planned that the sample book will gradually be replaced, as time permits, by a general procedural and policy manual.

In the area of series treatment, the assignment of a half-time professional in September, 1976, to concentrate on the handling of series entries has resulted in considerable progress toward the goal of completing a series decision authority file. The work has proceeded in three areas: establishment of a series authority file, transferring retrospective series entries to the public catalogs, and formulating permanent policies and procedures for routing series cards on a continuing basis. Ms. Eileen Brady, in charge of the project, estimates resolution of the majority of series problems by December, 1977.

Finally, with regard to personnel, Christine Mack, a professional cataloger, left the Department in May to be married and moved to another city. Mary Jean Farr, a Library Technical Assistant, left the Department in March to complete her Master of Library Science degree at Florida State University. Turnover continued in the clerical pool, primarily as a result of employees seeking higher salaried positions.

In looking forward to the coming year, as indicated above, the Department anticipates the completion of several major projects coupled with a much greater receipt of materials from the Acquisitions Department. This should result, in part, in an increase in the size of the FASTCAT collection, due to the effort to complete the monographic portion of the shelflist input project; but, at the same time, there should be a return to higher production figures of titles and volumes cataloged.

Linda L. Smith
Head, Cataloging Department

PUBLIC SERVICES

During the 1976-1977 fiscal year, a year of few dollars for library resources, emphasis was placed on service rather than collection development. The entire staff worked very diligently to make sure that, as far as possible, the research needs of the patrons were met.

The Reference Department worked very closely with the Circulation Department to develop a series of pamphlets designed to increase our patrons' awareness of the many and varied services and resources attainable to fill their research needs. The Reference Department enhanced the effectiveness of the tour and orientation program by scheduling individual tours and orientation sessions at the beginning of each quarter. At the same time, a record number of class tours and orientation sessions were given during the year. To further inform our users of available resources, bibliographies were compiled on a variety of subjects of current interest.



Dorothy P. Williams
Assistant Director of Libraries

This year, under the direction of our Systems/Circulation Librarian, we were able to provide, for the first time, computer literature search services. This computerized service provides access to data bases in education, the humanities, and the behavioral, life, physical, and social sciences. For this service the patron is charged a nominal fee.

The change in the Monthly Catalog format, namely, the separation of the index into three parts: title, subject, and author, and the inclusion of Library of Congress subject headings in the main entry, aids the librarian in cataloging new documents and increases the ease of access to U.S. Government Documents for patrons using the Monthly Catalog for that purpose.

It will be pointed out in greater detail in the various departmental reports that 1976-1977 was a year of new, improved, and expanded services to our patrons. We intend to continue to develop and increase our services.

Dorothy P. Williams
Assistant Director of Libraries

CIRCULATION DEPARTMENT

As shown in the following section reports, this year can be described as maintenance activity with increased volume, no additional staff, and dreams for the future! In all sections our base of operation has become more defined and documented.

This year the Circulation Librarian was assigned full time to the Circulation Department, thus bringing to an end the dual work assignments in the Reference and Circulation Departments. In this restructuring, library systems duties formally became attached to the Circulation Department. Most systems activity this year was directed at acquiring an on-line library system to complement, enhance, and use the OCLC records.

OPS personnel has been handled through the Circulation Librarian. In the first year our goal was to properly project OPS/CWSP needs to utilize OPS funds to the maximum. We miscalculated and underspent this year mainly because students chose not to work during the Spring holiday. This data will be used to make our projections more accurate next year.

While the Department functions well for its routine operations, our weakest point is stack maintenance for lack of supervisory time to devote to this area. Our budget request again reflected this need, but was not fulfilled.

In regard to building maintenance we were confronted with the following major problems this year:

1. bugs (pests)
2. compromise of building security
 - a. panic hardware
 - b. disengaged alarm system
3. lack of heat during a particularly cold winter, and
4. circulation system service problems.

On the positive side, we are particularly pleased with the projected facilities in the new library plans.

Robert P. Jones
Head, Circulation Department
Systems Librarian

**CIRCULATION DEPARTMENT
SUMMARY STATISTICS
1976/1977**

Circulation

Circulation — Regular	204,328
Circulation — Reserve	21,853
Circulation — Total	226,181
Special Permits Issued	494

Reserve Section

Items on Reserve	6,912
Average items per quarter	2,300

Interlibrary Loan (Filled Requests)

Supplied — Books	1,515
Supplied — Photocopies	166
Supplied — Total	1,681

Requested — Books	336
Requested — Photocopies	444
Requested — Total	<u>780</u>

ILL TOTAL 2,661

Photocopies provided in lieu of ILL

Supplied to other libraries	2
Received from other libraries	13

Grant Support (LSCA) \$ 1,430.00

Hours Open Per Typical Week 82

Total Days Open Per Typical Week 7

OPS/CWSP

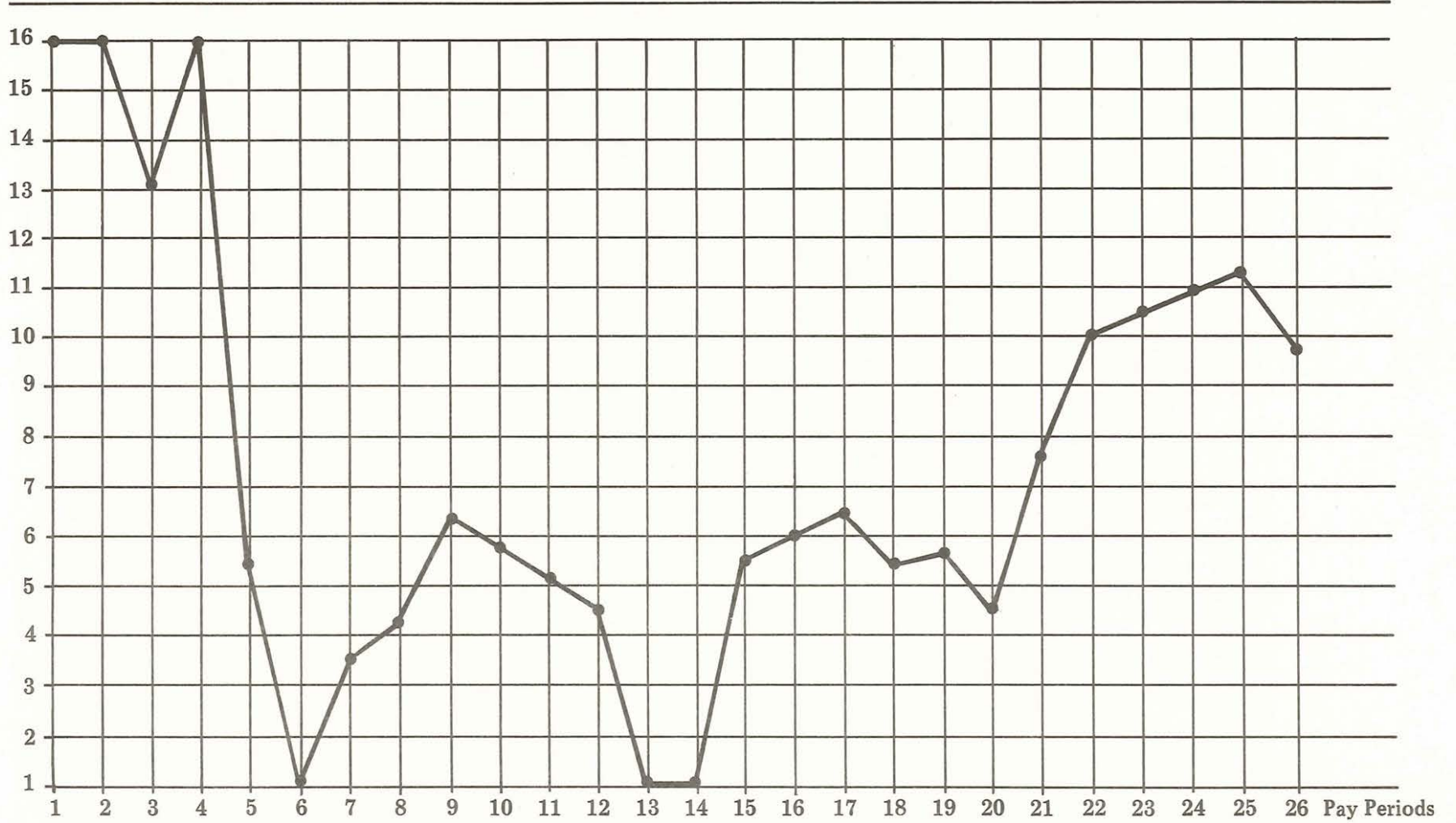
OPS Allocation	23,324
Allocated FTE	
Actual FTE	
No. OPS Hours Worked	8,001
No. CWSP Hours Worked	<u>6,796</u>
Total Hours Temporary Assistance	14,797

Average OPS Student Pay Rate 2.40-2.90

Average CWSP Student Pay Rate 2.40-

OPS EXPENDITURE BY PAY PERIOD

Hundreds \$



CIRCULATION SECTION

Statistics for the fiscal year 1976-77 have shown an overall increase, which is exceptional considering the slight decrease in student enrollment over this same period. One of the more interesting trends presented by the statistics was the breakdown by classification. This showed a large usage of the Leisure Reading Collection, which is a relatively small collection of current fiction and non-fiction. This section accounted for about four percent of our total number of monographs checked out. The sections showing the greatest usage were Education at fourteen percent, Economics at ten and one half percent, Sociology at eight percent, and Curriculum at seven and three-fifths percent. The annual statistics will be considered as a basis for future book ordering and shelving plans.

To assist the public in aspects of library rules and services, we have added an information rack to the lobby which has proven to be most helpful. The pamphlets and brochures are also sent to new UNF faculty members to acquaint and welcome them to our facilities.

A recent increase was noticed in the issuance of Special Permits. These are library cards that allow non-UNF borrowers to obtain borrowing privileges for specific research needs. This fiscal year we had four hundred ninety-seven Special Permit applicants, accepting four hundred sixty, which means that thirty-seven were denied.

The years have taken their toll on the Mohawk Data Collection System; its reliability is at its lowest level. We have been averaging over three service calls per month with the majority of calls during the Summer Quarter. Terminal problems range from burned-out light bulbs to faulty card readers, but the major problem was discovered in the logic transformation of the terminals. However, with the possibility of the state-wide acceptance of the circulation system designed by CLSI, we feel that our data collection problems will be solved. The CLSI is an information system specifically designed to meet the needs of a library. Among its many advantages is quicker access time. It will also use futuristic methods for data collection such as bar coding, light pens, and touch sensitive screens on the CRT's.

In March, the burden of posting payments to the accounts receivable file was taken over by Finance and Accounting and their new automated posting procedures, relieving both offices of tedious, time-consuming work. During the same period the Library's Reference Department assumed responsibility for the Curriculum Collection. They felt that through their direct handling of the collection they would gain a better understanding of the collection's content and in general be more informative and helpful to the public. On a quarterly basis, this saved the Circulation Department hundreds of high priority work hours which are now being put to use in other areas that previously had to be neglected.

In the Fall, the Library's OPS expenditure was cut by four thousand dollars, while at the same time we were drastically overspending. To compensate for the amount already spent, we had to maintain full circulation functions shorthanded for two quarters. As a result, this put quite a strain on our supervisory staff, who at this time were performing minor duties instead of supervising them, as well as maintaining duties in their specialized areas. We had hoped relief would come in the form of a new full-time position or more eligible CWSP student assistants, but neither of these materialized. Even though understaffing problems were encountered we were still able to maintain the library's operating schedule of 82 hours per week, seven days a week.

Richard A. Rogerson
Head, Circulation Section

CIRCULATION — LIBRARY COLLECTIONS

	Manual Transactions	Automated Transactions	In Library Use
GENERAL COLLECTION	—0—	92,209	59,774
RESERVE COLLECTION	2,811	19,042	—
DOCUMENTS COLLECTION	205	—	—
PERIODICALS & SPECIAL COLLECTIONS	92	—	52,048
TOTALS	3,108	111,251	111,822
TOTAL CIRCULATION — ALL COLLECTIONS	-----226,181		

CIRCULATION TRANSACTIONS
(Circulation Department)

	1972-1973	1973-1974	1974-1975	1975-1976	1976-1977
Manual Transactions	—0—	10,911	3,550	533	297
Regular	26,567	42,596	98,437	77,894	92,209
In Library Use	17,261	35,128	45,282	87,095	111,822
Reserve Transactions	9,900	14,416	20,889	22,912	21,853
Still in Circulation	—0—	3,871	2,966	5,147	*
TOTALS	53,728	106,922	171,124	193,581	226,181

*This figure is included in the Regular Transactions figure.

SPECIAL PERMIT LIBRARY CARDS
1976-1977

PATRONS ISSUED CARDS	494
PATRONS DENIED CARDS	38
TOTAL	532

UNIVERSITY OF NORTH FLORIDA LIBRARY

Circulation Statistics

(Classification analysis of regular transactions only)

		CIRCULATION	PERCENTAGE
A--AZ	General Works	26	.0282
B--BD, BH, BJ	Philosophy	1,201	1.3025
BF	Psychology	5,406	5.8628
BL--BX	Religion	1,331	1.4434
C--D	History	957	1.0378
DA	History--Great Britain	349	.3785
DB--DR	History--Europe	1,049	1.1376
DS--DT	History--Asia, Africa	1,395	1.5129
DU--DZ	History--Australia, Oceania	57	.0618
E	History--U.S.--General	2,261	2.4520
F	History--Canada, Latin America	834	.9045
G--GC	Geography	202	.2191
GF--GT	Anthropology	494	.5357
GV	Sports	2,410	2.6136
H--HA	Social Sciences	652	.7071
HB--HJ	Economics	9,667	10.4838
HM--HX	Sociology	7,436	8.0643
J	Political Science	1,176	1.2754
K	Law	901	.9771
L	Education	13,041	14.1429
M	Music	1,347	1.4608
N	Art and Architecture	3,617	3.9226
P	Philology, Linguistics	388	.4208
PA	Classics	178	.1930
PB--PD	Modern European Languages	18	.0195
PE	English Language	251	.2722
PF--PL, PM	German, Slavic, Oriental Languages	421	.4566
PN	Literature--General	1,362	1.4771
PQ	Romance Literature	410	.4446
PR--PS	English and American Literature	5,508	5.9734
PT	Germanic Literature	309	.3351
PZ	Fiction and Juvenile	14	.0152
Q	Science--General	915	.9923
QA	Mathematics	2,017	2.1874
QB	Astronomy	205	.2223
QC	Physics	356	.3861
QD	Chemistry	327	.3546
QE	Geology	150	.1627
QH--QR	Life Sciences	1,840	1.9955
R	Medicine	5,496	5.9604
S	Agriculture	324	.3514
T	Engineering and Technology	3,745	4.0614
U--V	Military and Naval Sciences	273	.2961
Z	Bibliography	1,188	1.2884
OTHER	Curriculum	7,037	7.6316
	Leisure	3,653	3.9616
	Other	15	.0163
	TOTAL	92,209	100.0000%

IN LIBRARY CIRCULATION

MONTH	MONOGRAPHS		SERIALS		COMBINED
	Pick-ups	Daily Average	Pick-ups	Daily Average	
JULY	2509	104	4977	249	7486
AUG.	1723	78	4068	203	5791
SEPT.	1052	70	3036	152	4088
OCT.	2415	83	4702	235	7117
NOV.	2015	91	5426	271	7441
DEC.	888	52	2551	122	3439
JAN.	2301	95	4013	250	6314
FEB.	3911	144	5718	286	9629
MAR.	2475	137	4143	207	6618
APR.	4204	150	4236	141	8440
MAY	4226	145	5762	222	9988
JUNE	1997	90	3416	114	5413
OTHER	30058*				30058
TOTALS	59774		52048		111822

Average monthly circulation

MONOGRAPHS	SERIALS	COMBINED
4981	4337	9318

*Monographs returned by patrons through bookdrops. Talled by the automated system.

INTERLIBRARY LOAN SECTION

Interlibrary Loan activity has surged upward this year totaling over a thousand more transactions than last year. Of the total transactions, 63.65% were requests of UNF (with OCLC being so widely utilized, we are getting requests from all over the country). We pride ourselves in providing fast turnaround service and as a result we are receiving repeat requests from such distant locations as Arizona, New Mexico, Nebraska, Iowa, and Rhode Island. Our own faculty and students have been urged to use Interlibrary Loan service because our funds for buying books this year were so drastically cut. This also gives us an indication for identifying our gaps.

An interesting trend was noted; 43.52% of our in-state requests were from public libraries. Also noted was the fact that of the total number of requests received 83.14% were filled. Being a relatively new library, our holdings are more current than that of most libraries; this is indicated by the fact that 61.75% of the requests were for books printed in the '70's. This reflects well on our Acquisitions operations and vendor performance.

The automated system for statistics begun last year has proved to be most helpful. With the copyright law going into effect in the 1977-78 fiscal year, the system will enable us to easily keep track of requests. Our filing system has also been changed due to the updated copyright law. Both the original request form and statistical card are filed by main entry. In this way we can quickly spot when the journal title should be ordered for our own library.

Our Library Services and Construction Act grant (through the State Library of Florida) of \$1,430 was used to support teletype facilities and to buy equipment and supplies in support of the entire Interlibrary Loan operation.

Book subject areas most requested of UNF were Economics, Sociology, Medicine, Psychology, Education, English and American Literature, and Life Sciences. Medicine and Psychology were the requested areas for photoduplication requests.

Peggy Berry
Head, Interlibrary Loan Section

SUBJECT PERCENTAGE ANALYSIS

A--Az	General Works	.22
B--BD,BH,BJ	Philosophy	1.63
BF	Psychology	5.94
BL--BX	Religion	2.75
C--D	History-General	1.19
DA	History-Great Britain	.59
DB--DR	History-Europe	1.04
DS--DT	History-Asia, Africa	2.90
DU--DZ	History-Australia, Oceania	----
E	History-U.S.-General	3.12
F	History-Canada, Latin America	2.75
G--GC	Geography	.59
GF--GT	Anthropology	1.34
GV	Sports	1.93
H--HA	Social Sciences	1.19
HB--HJ	Economics	12.18
HM--HX	Sociology	8.77
J	Political Science	2.90
K	Law	1.87
L	Education	5.50
M	Music	2.60
N	Art and Architecture	3.49
P	Philology and Linguistics	.45
PA	Classics	.59
PB--PD	Modern European Languages	.22
PE	English Language	.15
PF--PL,PM	German, Slavic, Oriental Languages	.15
PN	Literature-General	1.93
PQ	Romance Literature	1.63
PR--PS	English and American Literature	5.57
PT	Germanic Literature	.52
PZ	Fiction and Juvenile	----
Q	Science-General	2.01
QA	Mathematics	1.93
QB	Astronomy	.15
QC	Physics	1.26
QD	Chemistry	.52
QE	Geology	.67
QH--QR	Life Sciences	4.01
R	Medicine	7.14
S	Agriculture	.82
T	Engineering and Technology	3.79
U--V	Military and Naval Sciences	.89
Z	Bibliography	1.11
	TOTAL	100.00

Shown below are our highest "repeat" requestors both in-state and out-of-state.

In-State

Florida State Library	240
Florida Atlantic University	164
Borland Medical Library	151
University of Florida	92
Orlando Public Library	91
University of West Florida	72
Tampa Public Library	66
Jacksonville Public Library	59
Florida State University	55
Florida Tech University	44

Florida International University	41
University of South Florida	32

Out-of-State

Kentucky State Library	38
Auburn University	38
Arizona State University	17
University of Georgia	16
University of Mississippi	10

RESERVE SECTION

Going into the second year of automation, procedures have stabilized and greater attention can be devoted to improving Reserve services to faculty and students. Automation has been a definite boon to the staff in terms of clerical time saved. With the broader margin of working-hours afforded by automation the Reserve Section has successfully implemented many improvements in its internal functioning and services.

The Reserve Section is currently staffed by one Clerk Typist III who serves as .5 Head of Reserve Processing and as .5 Circulation Supervisor. During peak work periods (toward the end and beginning of each quarter) this person is aided by the LTA I in charge of Interlibrary Loans and by various student assistants.

Automation has provided means for handling many of the Reserve functions once done manually. For example, overdue notices, previously requiring individual checking for each reserve book currently checked out, now are generated automatically by the Circulation System. The System also generates invoices for reserves returned overdue, saving additional time once required for recording and billing the charges manually.

Perhaps of most advantage to Reserve staff, and students and faculty as well, is the system for checking out Reserve materials. Reserve transactions are now handled as easily as regular transactions using the Library's Mohawk Data Sciences data terminals. Once a Reserve book is located in the Reserve Collection Catalog (a computer-generated printout of all materials on Reserve for the current quarter) and found on the Reserve shelves, the transaction is as easy as running two IBM-type cards through the terminals and stamping due dates. Thus simplified, Reserve transactions save time for Library staff and users of the collection, a definite plus for frequent users of the collection.

As a result of the speed and efficiency afforded by automation, turn-around for reserve processing has greatly improved over the past fiscal year. Processing has become so responsive that even during peak periods most Reserve requests can be processed and ready for student use within one to two working days, if not within hours. The most time-consuming step in processing is keypunching. Recently, even keypunching time has become negligible since most records have been updated over the past year to fit revised formats. Only first-time requests now require keypunching time of any consequence.

One of the most advantageous support functions developed as a spinoff of the present Reserve Circulation System is the Reserve Statistics Package developed by the Circulation Librarian in conjunction with UNF's Information Systems Department. This package processes circulation tallies

for the Reserve Collection and computes averages for reserves circulation. As a result the Reserve Section has available to staff and faculty quarterly statistical analyses supplying the following data:

1. a title-by-title tally arranged by course listings of the number of times reserves have circulated during the quarter;
2. total circulation per item per course listing;
3. average circulation per item per course listing; and
4. a call number listing of books on reserve and their circulation tallies.

In determining how best to utilize these statistics the Reserve Section was involved with collecting data from the other eight state universities on reserve collection size and procedures. Most of the universities responding to this survey had no clear-cut policy for removing unused reserve materials. Taking this into consideration and considering UNF faculty's favorable responses to the analysis as a tool for removing non-circulating items the Reserve Section has opted in favor of maintaining a "soft-sell" approach in handling removal of non-circulating material: i.e., unless the number of non-circulating materials is excessive it is up to the faculty member's discretion to remove or retain these materials. So far faculty have been very cooperative in weeding out unused items.

Statistical analyses from the past fiscal year have enabled Reserve staff to identify trends in Reserve Collection usage which were not readily available before. The overall average circulation per item for the entire year was approximately four circulations per item per quarter. This figure is currently being used by the Reserve Section as a minimum average for Reserve circulation in determining when to remove materials not circulating or when to order additional copies of heavily used items.

Applying this average to departmental use of the Reserve Collection, several departments maintained very good circulation figures. The highest figures came from three departments: Transportation and Logistics, which averaged 12.49 circulations per item per quarter; Mathematics, which averaged 10.00; and Counseling, which averaged 6.44.

A breakdown by college (detailed in the tables following this report) revealed the following circulation averages: the College of Arts and Sciences maintained a weighted average of 3.124 circulations per item per quarter; the College of Business Administration maintained a weighted average of 4.156; the College of Education maintained 1.873; while the combined Special Programs (including Division of Technologies, Nursing, Criminal Justice, and Counseling) maintained a weighted average of 4.19 circulations per item per quarter. Circulation is expected to improve during the current fiscal year since many faculty members are actively cooperating in dropping their non-circulating items from Reserve. It is the hope of the Reserve Section that with the help of these statistics the trend will be toward more efficient utilization of the Reserve Collection in future years.

So far this report has centered mainly on automation of the Reserve Section and the benefits of such automation. These have not been the only concerns of the Reserve Section over the past year, however. With the passing of the new Copyright Law, the Reserve Section is now faced with meeting the legal obligations and limitations set by this legislation. Aiming for the January 1, 1978 deadline set by law, Reserve staff members have been working toward identifying and remedying any possible violations of the law and have been establishing procedures for dealing with future photocopy requests. The Reserve Material Request Form has been redesigned to reflect the Copyright Warning and to facilitate recording the status of requests for copyright permission, i.e. whether permission is pending, granted, or denied. A number of materials explaining the copyright law and the Library's procedures for compliance have been developed by the Circulation Librarian and will be ready for use by faculty and staff by the beginning of the Fall Quarter 1977. Included in these are a pamphlet explaining the implications of the law for researchers, instructors, and requestors of photocopied materials, a program for implementing Library compliance with the copyright law (which included a section specifically outlining Reserve Section compliance), and forms for requesting copyright permission. Reserve staff are currently in the process of preparing a special pamphlet for faculty use detailing the effects of the law on the Reserve Collection and means for implementing the law in future requests. The Reserve Section will be in full compliance with the law by the January 1 deadline.

A final note of great interest to the Reserve Section as we look toward the future is the possibility of further automating procedures with the help of a new Circulation System designed by a Massachusetts based library systems company, CLSI. The CLSI Circulation System offers many advantages over the present Mohawk System, including on-line processing of reserves and on-line circulation control of reserve transactions. With the CLSI system the Reserve Section can look forward to further streamlining of all aspects of reserve processing and circulation. The purchase of this system now hinges on State approval and funding, a matter which we hope will be decided soon.

James E. Alderman, Jr.
Head, Reserve Section

	Reserve Circulation Statistics		Reserve Processing Statistics		Reserve Collection Data Base	
	Manual Trans	Reg. Trans	Requests Red'd	Items Processed	Active	Retired
SUMMER	455	3085	95	114		
FALL	752	5092	442	2368		
WINTER	813	5506	405	2096		
SPRING	707	4791	390	2340		
SUMMER	84	568	214	1563		
TOTALS	2811	19042	1546	8481	6912	11440

DATA COMPARISON

	<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>
Reserve Requests Processed	7497	11233	8481
Reserve Circulation Transactions	20889	22912	21853
Reserve Collection Data Base			
Active Records	7840	9022	6912
Retired Records	4651	7092	11440
Total Records on Base	12491	16114	18352

RESERVE XEROX STATISTICS

Department	No. Pages	Cost @ \$.10 per page
Education (Interdept.)	36	3.60
Elementary & Sec. Ed.	189	18.90
Health & Physical Ed.	90	9.00
History	73	7.30
Language & Literature	218	21.80
Management, Marketing, & Business Law	790	79.00
Natural Sciences	208	20.80
Political Science	53	5.30
Psychology	423	42.30
Sociology	41	4.10
Special Education	62	6.20
Transportation & Logistics	345	34.50
TOTALS	2528	\$ 252.80

RESERVE COLLECTION STRUCTURE AND CIRCULATION ANALYSIS

Column A: Number of Course Reserve lists by College and Department

Column B: Average Circulation per item

COLLEGE/DEPT.	Summer		Fall		Winter		Spring		Totals	
	A	B	A	B	A	B	A	B	A	B
ARTS & SCIENCES	42		44		45		53		184	
Economics	3		2	5.73	4	1.83	2	.13	11	2.50
Fine Arts	8		9	1.36	7	1.65	8	2.61	32	1.87
History	2		3	2.68	5	6.23	8	1.56	18	2.70
Lang. & Lit.	1		2	.00	6	2.11	5	2.17	11	1.45
Library Science	1		---	---	---	---	---	---	1	---
Math	3		---	---	1	19.00	1	1.00	5	10.00
Natural Science	4		8	3.05	3	7.69	3	4.59	18	4.91
Philosophy	1		---	---	---	---	---	---	1	---
Political Science	2		2	1.00	2	.24	2	.44	8	.46
Psychology	12		10	5.34	11	1.19	13	2.18	46	2.62
Sociology	5		8	4.02	6	.89	11	.52	30	1.61
BUSINESS ADMIN.	17		20		23		20		80	
Accounting	3		3	1.40	5	3.43	3	1.05	14	1.93
Economics									SEE FIGURES ABOVE UNDER ARTS & SCIENCES	
Fin., Ins., & Real Estate	2		3	1.17	2	6.33	---	---	7	1.64
Man., Mktg., & Bus. Law	9		11	3.80	12	4.99	13	4.88	45	4.54
Trans. & Log.	2		1	23.00	3	8.47	3	13.80	9	12.49
Interdept.	1		2	.09	1	.27	1	.27	5	.18
EDUCATION	35		45		35		38		153	
Adm. & Supv.	6		5	.59	5	.32	4	.21	20	.38
Elem. & Sec.	15		20	1.25	12	1.12	18	1.35	64	1.25
Health & P.E.	6		4	4.06	3	2.92	4	1.01	17	2.43
Spec. Ed.	4		6	3.73	5	1.60	4	1.12	18	2.14
Voc. Ed.	---		---	---	1	4.37	---	---	1	4.37
Interdept.	4		10	1.12	9	.50	8	.38	31	.67
SPECIAL PROGRAMS	4		6		6		10		26	
Div. of Tech.	---		2	3.40	1	2.65	1	.00	4	3.10
Nursing	4		3	1.26	4	9.10	5	1.71	16	4.02
Criminal Justice	---		---	---	---	---	1	3.20	1	3.20
Counseling	---		1	6.20	1	6.00	3	6.71	5	6.44
COMBINED STATS.										
ALL DEPTS.	98		115		109		121		443	

Circulation statistics for the Summer Quarter not available.

Percentage of total number of course listings by COLLEGE:

ARTS & SCIENCES	41.53%
BUSINESS ADMIN.	18.06%
EDUCATION	34.54%
SPECIAL PROGRAMS	5.87%

Weighted Averages for Circulation per item by COLLEGE:

ARTS & SCIENCES	3.124
BUSINESS ADMIN.	4.156
EDUCATION	1.873
SPECIAL PROGRAMS	4.190

SYSTEMS SECTION

This has been the first year that we have been able to offer a full array of computer search services. In addition to Systems Development Corporation's ORBIT and Lockheed Corporation's DIALOG, we have added the New York Times Information Bank.

While the number of searches has not been significant, we are finding that the subject requests cluster around health sciences, education and, to a lesser degree, business.

In addition to the UNF Search services, library systems activity has been directed at the acquisition of an on-line mini-computer based library management system which would include circulation, acquisitions, catalog maintenance, subject searches, management data, interlibrary loans, and a card catalog surrogate. At the close of the fiscal year, the State of Florida has involved itself and is preparing specifications for a state-wide bid.

In addition, maintenance programming has been done on the circulation, processing and accounts receivable systems. Information Systems has continued to support us with this maintenance and CICS (on-line update) enhancements.

Robert P. Jones
Systems Librarian

REFERENCE DEPARTMENT

The Reference Department gained several new staff members this past year. Mary L. Wright and Eileen D. Brady returned from educational leave after earning their M.S.L.S. degrees at Florida State University. Mrs. Brady divides her time equally between the Reference and Acquisitions Departments, Mrs. Wright works full time in the Reference Department. Another split position - Reference and Acquisitions - is held by Ms. Glenda Morris who was promoted to Library Technical Assistant II following her graduation from UNF.

The Department devised and implemented several methods to inform the UNF community of the Library's resources and services. In conjunction with the Circulation Department, pamphlets were written by staff members on the use of the card catalogs and the various subject indexes, and informational pamphlets were prepared on circulation policies, available services, library hours, etc. Mrs. Louise Gentry has compiled over forty bibliographies based on UNF holdings on subjects of interest to our students. These bibliographies are on display and available, free of charge, in the Library lobby. They have been well received by our clientele and, in response to our promotional efforts, copies have been requested by several Southeastern libraries. As a service to our readers, Mrs. Gentry has also compiled annotated bibliographies of new reference books. Between September 1976 and June 1977 the Reference staff conducted forty library tours for UNF classes and community groups.

In addition to keeping our patrons informed about our resources, we have conducted a self-study to improve our own knowledge of our services. The Reference staff members held mini-workshops during the quarter breaks on special, complex, or hard-to-use materials which are in constant demand. Such materials include the business and legal services, government documents, chemical and biological indexing services, and ERIC documents.

The staff has experienced increased service demands from non-UNF users. To establish the extent to which our Library functions as a community resource, a survey was conducted during February and March of 1977. The survey disclosed that close to one-third of those using the Library during that period were not students, faculty, or staff of UNF.

Pressing space shortage and our total inability to expand the Reference Area necessitated an accelerated weeding program. This project resulted in the reduction of the reference collection; old editions and low demand materials were transferred to the general collection. Should space become critical again, only the latest edition of a given title will be maintained in the Reference Collection.

Sixty-five additional colleges are represented in our college catalog file which has now reached a total of 2,232 catalogs. Five new cities

have been added to the telephone directories, now numbering 341. A picture file collection has been developed and should be ready for general use for the Fall quarter. This collection will consist of illustrations useful for projects, classroom demonstrations, etc., and will circulate.

The Reference Department hopes that the next year will bring continued activity with many new books and projects to support our services.

Kathleen F. Cohen
Head, Reference Department

BIBLIOGRAPHIES

1. Abortion
2. Aged
3. Alcohol and Employment
4. Alcohol and Social Groups
5. Alcohol . . . Psychological Effects
6. Alcoholism
7. Autism
8. Behavior Modification
9. Bermuda Triangle
10. Birth Control
11. Business Periodicals
12. Busing
13. Child Abuse
14. Career Education
15. Economic Journals
16. Education Journals
17. Grants and How To Get Them
18. Health Maintenance Organization
19. Herman Hesse
20. Job Satisfaction
21. Kidnapping
22. Medical-Health Related Journals
23. Medical (Malpractice) Insurance
24. Metric System
25. National Health Insurance
26. New Reference Books (every quarter)
27. Nuclear Reactor Safety
28. Nutrition
29. Nutrition . . . Psychological Effects
30. Open Marriage
31. Palestinian Question
32. Prostitution
33. Psychology Journals
34. Revenue Sharing
35. Science Periodicals
36. Sickle Cell Anemia
37. Solar Energy
38. Terrorism
39. Transportation
40. U.S. Presidential Elections
41. Using the Library to Write a Term Paper
42. Women

DOCUMENTS DEPARTMENT

Patron use of the documents collection continued to increase in fiscal year 1976-77, particularly in the area of education and the health sciences. Interest in congressional hearings and business/industry statistical information remained high. Because of effective collection policies and the sustained high rate of acquisitions enhanced by our depository status, the documents collection will be able to satisfy the demands for this type of publications of the new Criminal Justice Program, scheduled to begin this Fall.

Access to current publications of the U.S. Printing Office was greatly improved with the change in format of the Monthly Catalog which was implemented with the July 1976 issue. This revision is expected to assist those of the Library's clientele who are already familiar with the use of main entry in the use of the documents collection.

At the time the documents catalog was set up for public use, the decision was made to divide the collection by issuing agencies, i.e. Federal and State of Florida. This has proven to be a workable system, the chief reason being the inclusion of the Superintendent of Documents classification numbers on the shipping lists of Federal documents and the follow-up lists from Florida Atlantic University for the Florida shipments. This pre-classification saves time in processing and cataloging as well as providing quick access to other documents collections using the same notation. Another reason this system works so well is that the substantial differences in the two classification schemes make it almost impossible, at the very least confusing, to interfile the two types of documents. Ease in locating material is important from the user's point of view.

Formerly a responsibility of the Documents Librarian, the checking of Federal documents shipments is now assigned to the Department Clerk-Typist, Mrs. McGee. Monthly shipments of Florida depository shipments are checked in by Mrs. Morris.

Bruce T. Latimer
Head, Documents Department

UNIVERSITY OF NORTH FLORIDA LIBRARY
Documents Department

	1971-1972	1972-1973	1973-1974	1974-1975	1975-1976	1976-1977	TOTAL
FLORIDA	2,674	1,506	2,403	2,240	2,819	1,786	13,428
FEDERAL	1,182	4,093	7,433	8,707	8,908	8,070	38,393
*UNITED NATIONS	0	392	0	0	0	-392	0
JACKSONVILLE	<u>0</u>	<u>0</u>	<u>191</u>	<u>139</u>	<u>43</u>	<u>66</u>	<u>439</u>
TOTAL	<u><u>3,856</u></u>	<u><u>5,991</u></u>	<u><u>10,027</u></u>	<u><u>11,086</u></u>	<u><u>11,770</u></u>	<u><u>9,530</u></u>	<u><u>52,260</u></u>

*Cataloged and placed in General Collection in May, 1976.

GRANTS

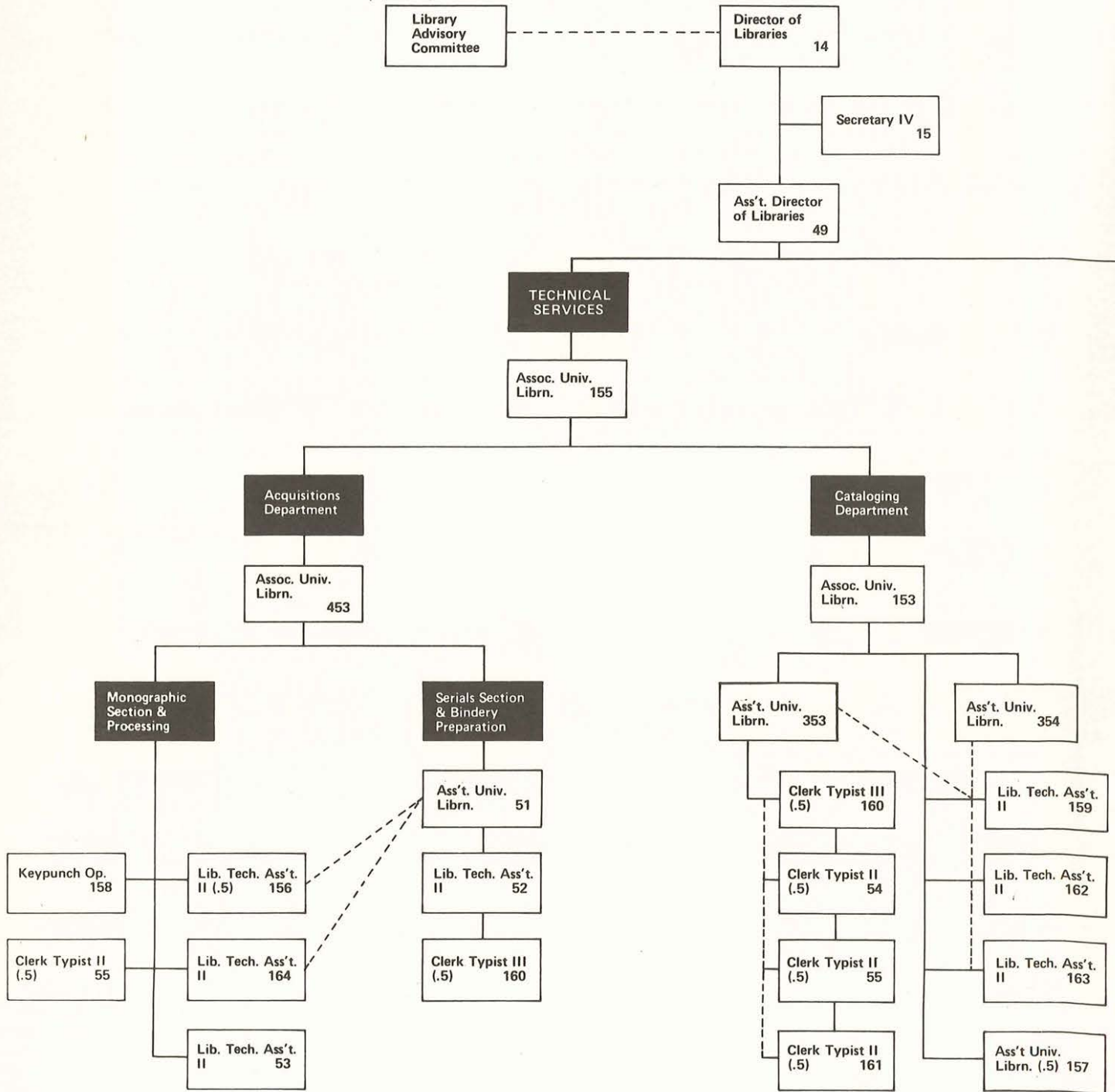
During the 1976-77 fiscal year the library was the recipient of a \$3,930.00 Higher Education Act Library Resources Grant. These funds were expended to enhance the Curriculum Collection.

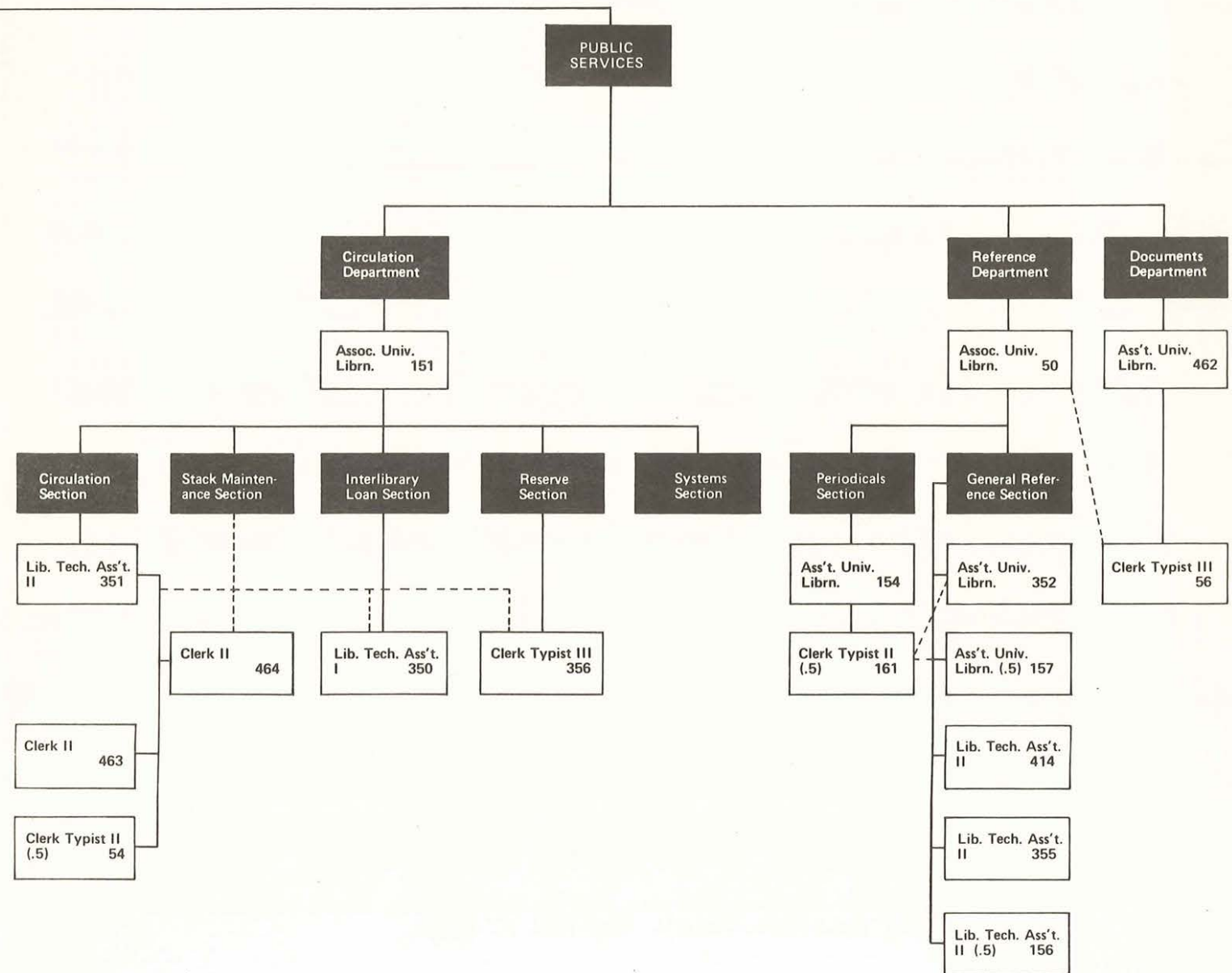
This year the library also received a \$1,430.00 grant from the Division of Library Services of the Department of State. These funds were used to continue to support the Florida State Plan for Interlibrary Cooperation. Our Systems/Circulation Librarian wrote a proposal, "Mini-Computer Base, and MARC Format Compatible Library Administrative System in COBOL," for submission under the U.S. Office of Education Library Research and Demonstration Program. However, on the advice of the University's grants consultant, the proposal was never submitted. It was thought to be too hardware oriented and, therefore, not compatible with currently prevailing objectives. The Head of Reference, in cooperation with a Professor in the Natural Sciences Department, submitted a joint proposal to participate in a workshop/conference sponsored by Earlham College, Richmond, Indiana and funded by the National Science Foundation. This proposal was not funded; nonetheless, the Head of Reference will attend a training workshop at Earlham in November.

UNIVERSITY OF NORTH FLORIDA LIBRARY

Table of Organization

1976-1977





PERMANENT ADMINISTRATIVE & PROFESSIONAL PERSONNEL
as of June 30, 1977

<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>	<u>POSITION</u>
Eileen D. Brady	9/20/74	Assistant Cataloger/ Reference Librarian
Kathleen F. Cohen	11/02/73	Head, Reference Department
Erma D. Daise	6/23/72	Reference Librarian
Andrew Farkas	5/04/70	Director of Libraries
John M. Hein	6/01/71	Head, Technical Services
Robert P. Jones	1/14/72	Head, Circulation Department
Bruce T. Latimer	9/11/75	Reference Librarian
Sheila A. Mangum	11/01/74	Acting Head, Acquisitions Department
Katharine C. Owens	9/05/75	Assistant Cataloger
Linda L. Smith	5/08/72	Head, Cataloging Department
Victoria M. Thomas	9/17/76	Serials Librarian
Dorothy P. Williams	7/01/71	Assistant Director of Libraries
Mary L. Wright	9/01/71	Reference Librarian



*l to r: back row: Sheila A. Mangum, Erma D. Daise, Bruce T. Latimer, John M. Hein, Mary L. Wright, Victoria M. Thomas, Eileen D. Brady, Robert P. Jones.
front row: Linda L. Smith, Angela W. Randtke, Verna Urbanski, Andrew Farkas, Genevieve Thomas, Kathleen F. Cohen.*

PROMOTIONS

Effective 9/10/76, Ms. Sheila A. Mangum was promoted to Acting Head of the Acquisitions Department.

NEW EMPLOYEES

Ms. Victoria M. Thomas joined the UNF Library 9/17/76 following receipt of her M.S.L.S. from the University of Kentucky. Ms. Thomas replaced Mrs. Ann Henderson as Serials Librarian.

TERMINATIONS

Mrs. Ann B. Henderson resigned her position as Serials Librarian effective 7/05/75.

Ms. Christine E. Mack resigned her position as Assistant Cataloger effective 5/12/77.

CHANGES

After one year's educational leave of absence and having earned their M.S.L.S. degrees from Florida State University, Mrs. Eileen D. Brady and Mrs. Mary L. Wright rejoined the library staff. They were previously Library Technical Assistant II's.

In January 1977, Robert P. Jones relinquished his duties in the Reference Department and was assigned to the Circulation Department on a full time basis. His duties now include expanded systems development work to develop an automated library management system to complement, enhance, and use the OCLC records. Functionally, such a system will provide an on-line environment support for circulation, interlibrary loan, acquisitions, catalog maintenance, subject reference service, card catalog surrogate, serials central authority files, reserve book room operations, and networking.

STAFF ACTIVITIES — Highlights

- July, 1976 American Library Association, Centennial Conference, Chicago, Illinois.
(Andrew Farkas, Sheila A. Mangum)
- September, 1976 Task Force on Library Automation Meeting, University of South Florida, Tampa, Florida.
(Robert P. Jones)
- October, 1976 Florida Searchers Association, Semi-Annual Conference, On-Line Computer Search Seminar, Tallahassee, Florida.
(Bruce T. Latimer)
- Library of Congress Seminar on Automation, Library of Congress, Washington, D. C. Seminar was co-sponsored by ISAD.
(John M. Hein, Robert P. Jones)
- November, 1976 Consultation at Florida State University with Photographic Librarian, Mrs. J. Morris, and Maps Librarian, Mrs. M. O'Donnel.
(Eileen D. Brady, Mary L. Wright)
- Attended H.E.W. Implementing Task Force Meeting for the Vice President and Dean of Faculties, University of North Florida. Meeting held in Tallahassee, Florida.
(Dorothy P. Williams)
- Southeastern Library Association Conference, Knoxville, Tennessee.
(Eileen D. Brady, Sheila A. Mangum, Katharine C. Owens, Victoria M. Thomas)
- December, 1976 Book Review Talk given to the Membership of the Southside Literary Society, Jacksonville, Florida.
(Kathleen F. Cohen)
- EEO:Affirmative Action Planning Workshop, U.S. Civil Service Commission, Washington, D. C.
(Dorothy P. Williams)

- January, 1977 American Library Association Midwinter Conference,
Washington, D. C.
(Eileen D. Brady, Katharine C. Owens)
- Consultation with Ms. Pamela Cenzer, Gifts & Exchange
Librarian, University of Florida, Gainesville, Florida.
(Sheila A. Mangum, Victoria M. Thomas)
- February, 1977 Public Relations Workshop, Regency Branch Library,
Jacksonville, Florida.
(Mary L. Wright)
- Florida Materials Workshop, Tallahassee, Florida.
(Bruce T. Latimer)
- Consultation on ERIC System, Edward Waters College,
Jacksonville, Florida.
(Kathleen F. Cohen)
- Attended H.E.W. Implementing Task Force Meeting for the
Vice President and Dean of Faculties, University of
North Florida. Meeting held in Tallahassee, Florida.
(Dorothy P. Williams)
- March, 1977 Book Review Talk given to the Membership of the Southside
Literary Society, Jacksonville, Florida.
(Kathleen F. Cohen)
- Interinstitutional Demonstration for Circulation/Solinet
& Library Systems, Tampa, Florida.
(Robert P. Jones)
- Attended H.E.W. Implementing Task Force Meeting for the
Vice President and Dean of Faculties, University of
North Florida. Meeting held in Tallahassee, Florida.
(Dorothy P. Williams)
- April, 1977 On-Line Computer Search Seminar, Gainesville, Florida.
(Robert P. Jones, Bruce T. Latimer)
- American Library Association Information Science and
Automation Division (ISAD) "The Catalog in the Age of
Technological Change", New York, New York.
(Linda L. Smith)
- Solinet Annual Meeting and Serials Workshop, Atlanta,
Georgia.
(Andrew Farkas, Victoria M. Thomas)

Attended H.E.W. Implementing Task Force Meeting for the Vice President and Dean of Faculties, University of North Florida. Meeting held in Tallahassee, Florida. (Dorothy P. Williams)

May, 1977

Florida Library Association, St. Petersburg, Florida. (Eileen D. Brady, Andrew Farkas, John M. Hein, Robert P. Jones, Sheila A. Mangum, Victoria M. Thomas, Dorothy P. Williams, Mary L. Wright)

- Ms. Sheila A. Mangum served as Secretary of the Technical Services Caucus. She was also elected Vice-Chairman, Chairman-Elect of that group for 1977-1979.
- Ms. Victoria M. Thomas agreed to serve as Vice-Chairman of the Periodicals Caucus for 1977-1978.
- Andrew Farkas served as a member of the FLA Legislative and Planning Committee, 1976-1977.

Attended H.E.W. Implementing Task Force Meeting for the Vice President and Dean of Faculties, University of North Florida. Meeting held in Tallahassee, Florida. (Dorothy P. Williams)

Visit to the Acquisitions Department, University of South Florida, Tampa, Florida. (Sheila A. Mangum)

June, 1977

American Library Association Annual Conference, Detroit, Michigan. (Eileen D. Brady)

Special Libraries Association Meeting, New York City, New York. (Erma D. Daise, Mary L. Wright)

PERMANENT CAREER SERVICE PERSONNEL
as of June 30, 1977

55.

<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>	<u>POSITION</u>
James E. Alderman	5/17/76	Clerk Typist III
Peggy A. Berry	1/10/74	Library Technical Assistant I
Marilyn C. Brown	3/05/76	Clerk Typist II
Mary J. Farr	3/19/76	Library Technical Assistant II
Louise F. Gentry	11/14/75	Library Technical Assistant II
David W. Green	11/01/74	Clerk III (½ time)
Virginia Johnson	5/09/75	Keypunch Operator
Deborah A. Jones	9/26/76	Clerk II (½ time)
Karen Kent	5/29/70	Secretary IV
Martha A. Lane	9/31/71	Clerk Typist III
Shirley L. McFadden	7/12/71	Library Technical Assistant II
Helen R. McGee	11/25/75	Clerk Typist II
Trudy H. Moore	6/25/76	Library Technical Assistant II
Glenda J. Morris	8/23/74	Clerk Typist III
Thelma M. Parker	3/19/76	Clerk Typist II
Maria F. Penderleith	7/16/73	Library Technical Assistant II
Phillip A. Pratt	4/06/77	Clerk II (½ time)
Walter M. Proper	3/16/77	Clerk III (½ time)
Richard A. Rogerson	7/31/75	Library Technical Assistant II
Christine A. Siim	11/29/71	Library Technical Assistant II
Richard P. Silva	11/15/73	Library Technical Assistant II
Reavelle B. Stephenson	8/07/72	Library Technical Assistant II
Nancy L. Vermeulen	10/08/73	Library Technical Assistant II



l to r: back row: James E. Alderman, Laura K. Ackermann, Gloria M. Harrelson,
Albert V. Stratton, Trudy H. Moore, Glenda J. Morris, JuneMaria Williams.
front row: Peggy A. Berry, Karen Kent, Helen R. McGee, Christine A.
Siim, Louise F. Gentry, Nancy L. Vermeulen, Richard A. Rogerson.

EDUCATIONAL LEAVE

<u>EMPLOYEE</u>	<u>DATES OF LEAVE</u>
Eileen D. Brady	9/19/75 - 9/01/76
Mary J. Farr	3/25/77 - 8/19/77
Mary L. Wright	9/01/75 - 8/30/76

TERMINATIONS PRIOR TO JUNE 30, 1977

<u>EMPLOYEE</u>	<u>TERMINATION DATE</u>
Marilyn C. Brown	2/09/77
Virginia Johnson	2/16/77
Shirley L. McFadden	8/31/76
Gandell Williams (transferred to Bookstore)	6/16/77

PROMOTIONS

<u>EMPLOYEE</u>	<u>FROM</u>	<u>TO</u>
Glenda J. Morris	Clerk Typist III	Library Technical Assistant II

LIBRARY SCIENCE COURSES
TAUGHT 1976-1977

<u>QUARTER</u>	<u>COURSE NO. & TITLE</u>	<u>NO. OF CREDITS</u>	<u>NO. OF STUDENTS ENROLLED</u>	<u>STUDENT CREDIT HOURS</u>
Summer 1976	LIS 303: Dewey Classification/ Cataloging	5	8	40
	LIS 305: Audio-Visual Services in Libraries	5	5	25
	LIS 490: Independent Study	<u>5</u>	<u>2</u>	<u>10</u>
	Sub Total	<u>15</u>	<u>15</u>	<u>75</u>
Fall 1976	LIS 307: Library Research	3	8	24
	LIS 490: Independent Study	<u>5</u>	<u>1</u>	<u>5</u>
	Sub Total	<u>8</u>	<u>9</u>	<u>29</u>
Winter 1977	LIS 300: Introduction to Bibliography/ Reference - Theory	5	12	60
	LIS 485: Special Topics	5	12	60
	LIS 490: Independent Study	<u>2</u>	<u>1</u>	<u>2</u>
	Sub Total	<u>12</u>	<u>25</u>	<u>122</u>
Spring 1977	LIS 301: Introduction to Bibliography/ Reference - Practice	2	6	12
	LIS 306: Library Administration	5	9	45
	LIS 307: Library Research	3	6	18
	LIS 490: Independent Study	<u>5</u>	<u>2</u>	<u>10</u>
	Sub Total	<u>15</u>	<u>23</u>	<u>85</u>
SUMMARY:	Total Students	72		
	Total Courses	12		
	Total Quarter Hours	311		
	FTE's Generated	20.73		

MEMBERS OF THE LIBRARY ADVISORY COMMITTEE
as of June 30, 1977

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>
Mr. John H. Anderson	Univ. Police CPL	Police Department	
Dr. Mary L. Grimes	Assistant Prof.	Elementary & Secondary Ed.	Education
Dr. Bruce Gutknecht	Assistant Prof.	Elementary & Secondary Ed.	Education
Dr. Kenneth Jennings	Associate Prof.	Management, Marketing, & Business Law	Business
Dr. Satya Pachori	Assistant Prof.	Language & Literature	Arts & Sciences
Dr. Christine Rasche	Associate Prof.	Sociology & Social Welfare	Arts & Sciences
Dr. Terry Tabor	Associate Prof.	Physical Education & Health	Education
Mr. David Wegman	Assistant Prof.	Accounting	Business

The Library Advisory Committee held quarterly meetings in 1976-77. In addition to routine topics and information items, the Committee discussed problems in collection development which had reached crisis proportions due to the major budget cut, the projected five year plan to upgrade SUS holdings, and the progress of plans for the new library building.

DISPLAYS SHOWN
1976-1977

Leonardo Da Vinci Rare Book Collection	June 22 - July 2	Library Display
Colette Trent and Virginia West	June 22 - Sept. 14	Paintings
Silkscreen and Photography Show	Sept. 20 - Oct. 18	Student Show
UNF Library Computer Search Service	Sept. 15 - Oct. 15	Library Display
Jacksonville University Faculty Guest Art Show	Oct. 18 - Nov. 5	All Media
Phi Beta Lambda	Nov. 8 - Dec. 3	Display
UNF Chapter National Art Education Association	Nov. 8 - Nov. 22	Art Education Students
Reavelle Stephenson	Dec. 6 - Dec. 26	Paintings, Graphics, Wall Hangings
Nancy L. Vermeulen	Dec. 6 - Dec. 26	Pottery
UNF Student Art Show	Jan. 1 - Jan. 28	All Media
UNF Alumni Show	Jan. 31 - Feb. 18	All Media
Marilyn Taylor	Feb. 28 - Mar. 18	Pottery
George Z. F. Bereday	Mar. 21 - Apr. 13	Educator and Lecturer
Art Education Department Student Work	Apr. 14 - Apr. 24	All Media
Art Student Annual Show	Apr. 25 - May 20	All Media
Florida Junior College Faculty Guest Show	May 23 - June 10	All Media
Crown Craftsmen Show	June 20 - July 1	Crafts

June 22, 1977

Mr. Evan A. Reader
Supervisor, Library Support Group
Division of Information Systems
CALIFORNIA STATE UNIVERSITY AND COLLEGES
Los Angeles, California 90036

Dear Mr. Reader:

Mr. Farkas has referred your letter of June 1 to me as organizer of the University of North Florida's conversion project, and, while I can provide a good deal of information regarding this library's experience, I am relatively certain that you will not find it particularly germane to your present circumstances.

Since you refer to Dr. Spyers-Duran's experience at Florida Atlantic University, I am sure you also know that much of the impetus - and some of the funding - for state university library shelflist conversion came through a federally-funded project of the State Library of Florida called Florida COMCAT. The main goal of this project was not to convert bibliographic records to machine-readable form but, rather, to create a union title catalog, in microfiche, of the four largest public library systems in Florida plus the state library. It was decided, however, that this end would be most logically realized through the use of machine-readable records, and, because so many Florida libraries were then becoming members, the on-line OCLC system was chosen as the means for creating a suitable data base.

In addition to the four public library systems and the state library, it was eventually decided that enough funds were available to also include about one-third of each of the nine state university library collections. The conversion for several of the project libraries was done at a central location in Orlando via microfilmed versions of their shelflists. Most of the state university libraries took responsibility for their own inputting with, I might add, very mixed results. As for the union catalog, it continues to be funded through the state library (having been through two editions with a third expected current to December, 1976), and all participants receive their OCLC tapes gratis in return for their contributions.

John Claytor, Administrative Assistant to the Director of the Orlando Public Library, has been the COMCAT project director since its inception, and it is he who could supply you with many interesting facts regarding

Mr. Evan A. Reader
June 22, 1977

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bibliographic record conversion using the OCLC system. His address, for your convenience, is in care of the Orlando Public Library, Ten North Rosalind, Orlando, Florida, 32801.

The University of North Florida Library began use of the OCLC on-line cataloging system in February, 1975, the first library in the state to do so. From the beginning, the system was used both for current cataloging and retrospective conversion.

The decision to convert the entire collection was made, albeit somewhat quixotically, far in advance of our knowledge of Florida COMCAT, and was based on the following facts:

1. The library was only six years old and contained a collection consisting mostly of recent, English language imprints.
2. The collection comprised only 140,000 volumes or about 100,000 titles.
3. The collection was cataloged following LC as strictly as possible, including classification and subject headings.
4. A sampling of the OCLC data base indicated that very few new records would have to be input to complete a conversion project at this library.

Justification for conversion was based on the somewhat illusive concept that a library so new and relatively small should immediately embrace such an opportunity, at whatever cost, before other considerations, such as rapid growth, would make it more difficult to pursue. All future possibilities, such as fiche or on-line catalogs, more sophisticated circulation systems, etc., seemed entirely dependent on having the collection in machine-readable form.

Original methodology consisted of the following:

1. Use of two Beehive OCLC terminals.
2. Inclusion of all technical services staff members on a time-available basis.
 - a. Librarians and sub-professionals searched the data-base, evaluated and edited records on-line, and either updated or deferred the updating of records depending on certain specified conditions.

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- b. Clerk-typists input new records working from coded copy prepared and revised by professional or sub-professional catalogers.
3. The work-unit was defined as a shelflist record and the batch-unit as an entire shelflist drawer.
 - a. Terminal operators were asked to work by the drawer, the completion of which was signaled, among other things, by changing the label from blue to white - thus giving a vivid demonstration of progress.
 - b. The number of drawers input by each operator varied greatly and was dependent on the amount of time he or she could devote to the project.
4. In order to create the illusion of rapid progress it was decided to make a "sweep" of the entire shelflist before starting systematic work on deferred problems.
 - a. Shelflist records which could not be matched to a satisfactory on-line record were flagged and, if they could not be subsequently input on their own merit, were deferred for later handling.
 - b. Deferred records are still being worked on, some necessitating as little as a simple search in NUC, others requiring the retrieval of the book itself.
5. It was made a basic policy of operation that a machine-readable record should always be made to match a print record in every detail (with a few minor exceptions), and considerable time is spent in current cataloging practice and catalog maintenance to assure this continuity.

The University of North Florida's eventual participation in the COMCAT project discussed earlier changed original methodology only slightly:

1. A third terminal was purchased with funds provided by the project.
2. A fourth terminal was purchased at a reduced price from the central inputting station in Orlando when it had concluded its phase of the project.
3. Approximately \$7,600 of COMCAT money was made available to the uni-

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versity to hire additional staff to assist with the project.

The library's biggest return from the project is one which it continues to realize: the receipt of its machine-readable archive tapes, none of which have had to be purchased from ever-shrinking library funds!

From February to December, 1975, 47,876 machine records were updated and 959 new records added to the data base. By December, 1976, 111,906 records had been updated and 1,972 new records added. As of June 1, 1977, the totals stand as follows: 116,379 updated records and 2,352 records added. The above figures reflect all terminal activity, current cataloging included; however, we do know that there are about 11,800 deferred retrospective records (mentioned above) of which 3,400 are serials.

Unfortunately, I cannot give you figures on our conversion costs. Because so much of the work was done on a time-available basis and because the catalogers so freely mixed current cataloging and retrospective updating, the figures are impossible to extrapolate. The following reflections may, however, be of interest to you:

1. Our four terminals (three terminals until March, 1976) are used only from 8:00 - 5:00, Monday - Friday.
2. At any given time about 10 different people are involved with cataloging or retrospective updating.
3. An average rate of about \$5.00/hour would reflect the wages of those involved in the above work (as opposed to the \$7.00/hour mentioned in your letter).
4. System response time had (and still has) an enormous effect on productivity. During the period February - December, 1975, response time was execrable. For at least the past year response time has averaged good to very good.
 - a. With good response time retrospective record updating (not new record inputting or deferred record handling) can be accomplished at the rate of about 40 per hour.
 - b. New records can be input at the rate of about 9 per hour, exclusive of worksheet preparation time and final record review by a cataloger but inclusive of pre-input searching.
 - c. Current cataloging is accomplished at the rate of about 15 titles per hour.

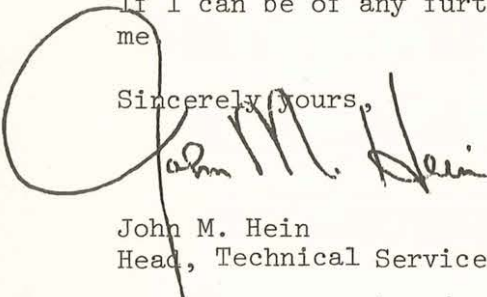
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I am afraid that the foregoing may leave you with more questions than it has answered, and, of course, it is a gross simplification of a project which evolved over many months. I certainly would not recommend that this library be considered typical for its size (either in collection or operation), nor would I claim that our experience with bibliographic record conversion should or could be replicated.

If I can be of any further assistance please do not hesitate to contact me

Sincerely yours,



John M. Hein
Head, Technical Services

JMH:la